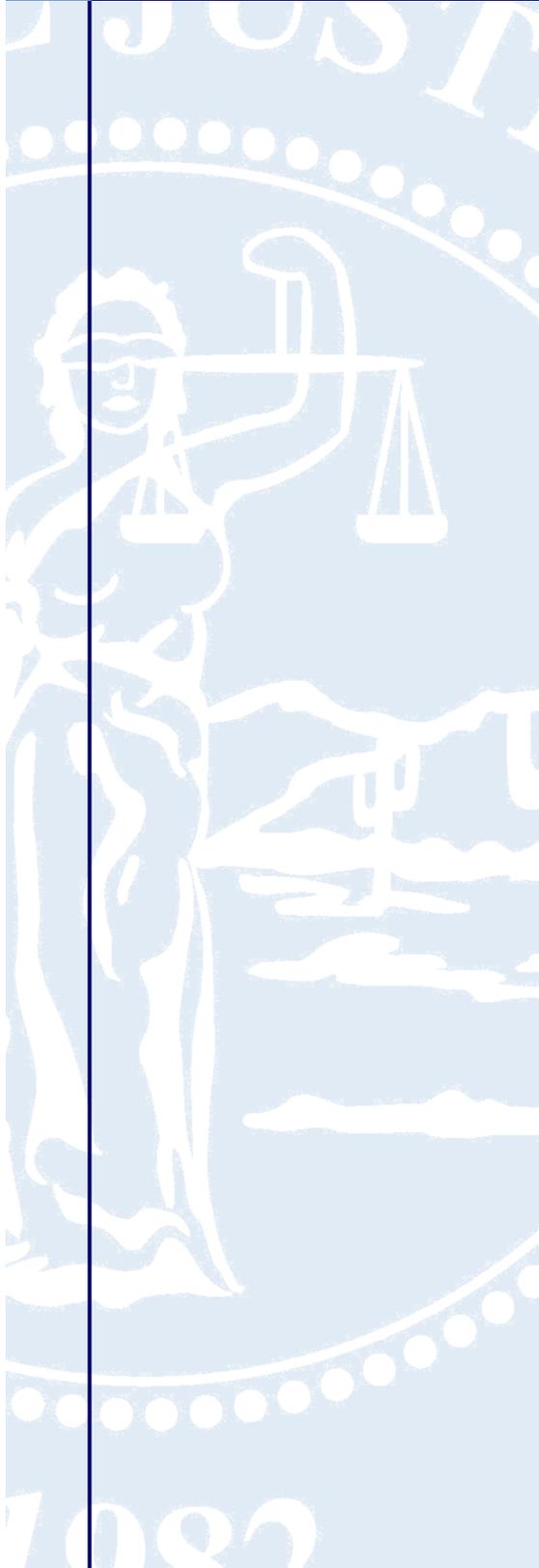




Grant Management System  
(GMS) Manual  
2008



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# INTRODUCTION

## Purpose

The ACJC Grant Management System (GMS) is a web-based application designed to help ACJC staff administer the numerous grant programs that fall under this agency's area of responsibility. It unites all ACJC grant programs with a common system, format, and process. At the same time the GMS provides grant applicants and funded agencies a single location to apply for and track all of their ACJC grants.

## Functions

When completed the GMS will cover every aspect of ACJC grant administration, including the following:

- Grant Application: Agencies are able to view and apply for all open grant solicitations (completed)
- Scoring: All applications can be reviewed and scored by the review team in the system (completed)
- Grant Allocation: The system serves as a powerful tool to assist with the allocation process (completed)
- Grant Agreement: Grant agreements will be generated by the system and available to applicants online (completed)
- Grant Adjustments: All grant adjustments will be generated and tracked through the system (completed)
- Reporting: All grant program financial and activity reports for the grant period will be submitted through the system (not yet completed)

## Using This Manual

This manual is arranged in chronological order beginning with a user's first attempt to access the Grant Management System (GMS), then moves through the registration process and completing an application, ending with the application submission.

Look for the following symbols throughout the manual:



**Tips and Tricks:** Information following this icon will help make your experience with the GMS easier and less stressful.



**Step-By-Step:** This icon points to step-by-step instructions detailing how to complete certain tasks in the GMS.



**Important:** Information following this icon must be followed in order to successfully submit an application through the GMS.

# ACCESSING THE GMS

## ACJC Web Site

The Grant Management System (GMS) is accessed through the ACJC web site located at the following link: <http://www.azcjc.gov/>



### Accessing the GMS:

- 1 Hold your pointer over "Grants" on the left-hand menu bar.
- 2 Once the "Grants" menu expands, click on "Grant Management System."



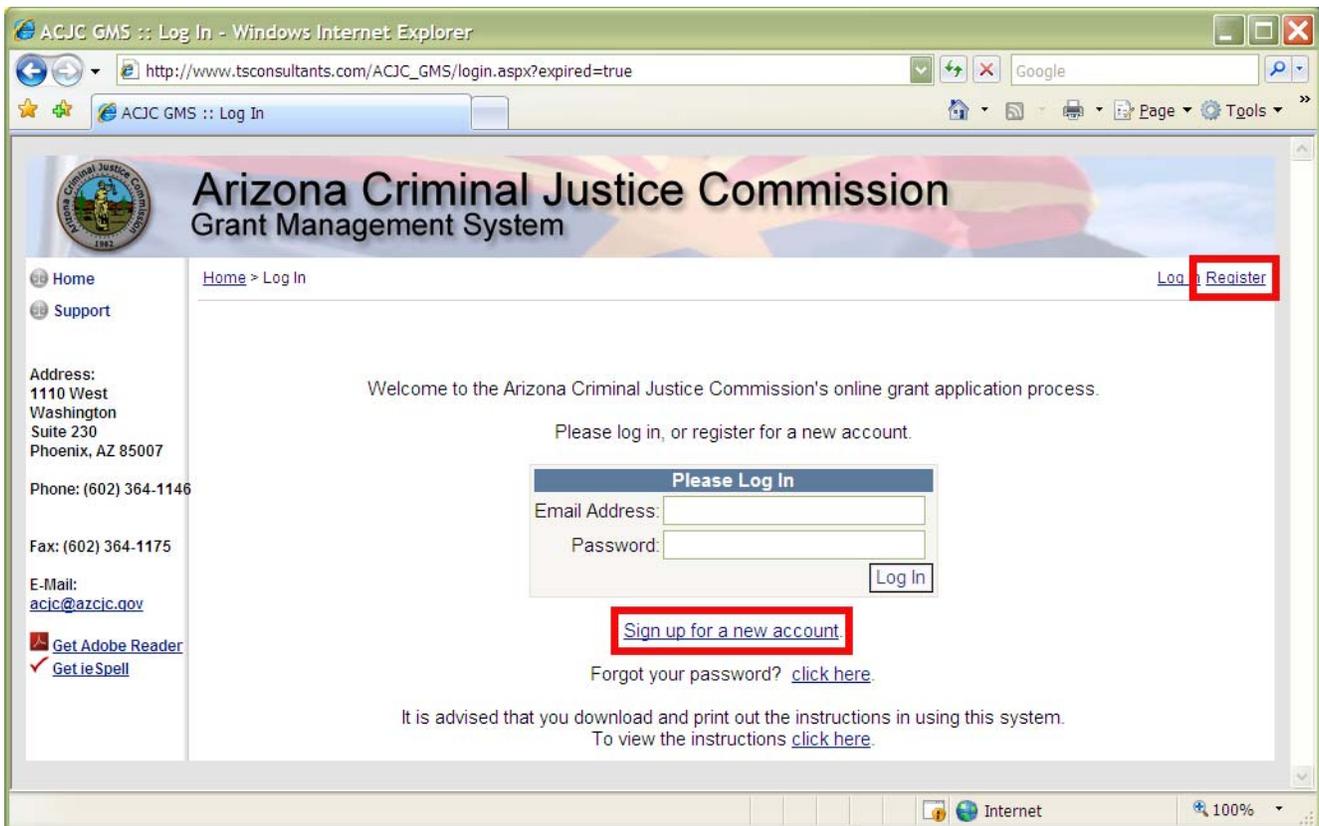
The ACJC web site is an outstanding resource for criminal justice related news, events, contact information, statistical reports, legislative updates, and grant program information. If you haven't already done so, take the time to look around.

## Registration

To access the GMS all users must first register. By providing the required information including a unique e-mail address and password, users are able to do the following in the system:

- Complete and submit grant applications
- Receive e-mail notification on the status of all applications
- Download grant agreements

There are two ways to access the registration page from the main login screen. They are outlined in red in the screenshot below.



## Your Information

First time registrants should provide as much of the information on the registration form as possible. This information is specific to you as an individual user of the GMS.



**Important:** The e-mail address you provide when you register for the first time must be unique. The GMS will not allow duplicate e-mail addresses. If the e-mail address you provided is already in the system, you must provide a different address.

## Agency Information

The agency information provided when registering should be information on the agency where you are employed. This information will automatically populate into any application you fill out in the GMS saving you time and effort.

There may be cases in which you are applying for funding for an agency other than your primary employer. If this is the case, the agency information that auto-populates into the application can be edited to include the information of the applicant agency instead.



**Important:** Check the agency drop-down list first to see if your agency is included before adding a new agency. The GMS will not allow duplicate agencies to be entered, so checking this list will save you time and effort. If you do not see your agency listed then you may add an agency.

ACJC GMS :: Registration - Windows Internet Explorer  
http://www.tsconsultants.com/ACJC\_GMS/Register.aspx

Arizona Criminal Justice Commission  
Grant Management System

Home > Register [Log in](#)

**User Information**

Email:  i.e. jdoe@gmail.com

First Name:

Middle Initial:

Last Name:

Job Title:

Mailing Address:

Address Line 1:  i.e. 1110 W. Washington

Address Line 2:  i.e. Suite 230

City:  Select a city...

Zip:  i.e. 85007 or 85007-1234

Phone:  i.e. 602-555-1234

Extension:

Fax:  i.e. 602-555-5678

**Agency Information**

Name:  Select an agency...

Department:

Password:

Re-type Password:



### Adding an agency:

- Step 1 – Select the “Add New Agency Button.”
- Step 2 – Provide as much of the information as possible including agency “Type” and “Level.”
- Step 3 – When the rest of the registration form is complete (User Information, Password) select “Register” at the bottom of the page. This will add the new agency to the GMS.

Once “Register” has been selected, the system will check the required fields and for any formatting errors. If the system returns any errors, they must be corrected and then “Register” can be selected again.

### Making Changes

It is important that user profiles are kept up to date. Changes can be made once a user has successfully logged on to the system. After successfully logging in, the “Edit Profile” link is located next to the user name at the top right of the GMS window.

### Logging On to the GMS



#### How to Log On to the GMS:

- Step 1 – The log in screen of the GMS can be found at the following link:  
<http://www.azcjc.gov/Grants/GMS2/>
- Step 2 – Enter your registered e-mail address and password into the appropriate fields of the log in form.
- Step 3 – Select “Log in.”



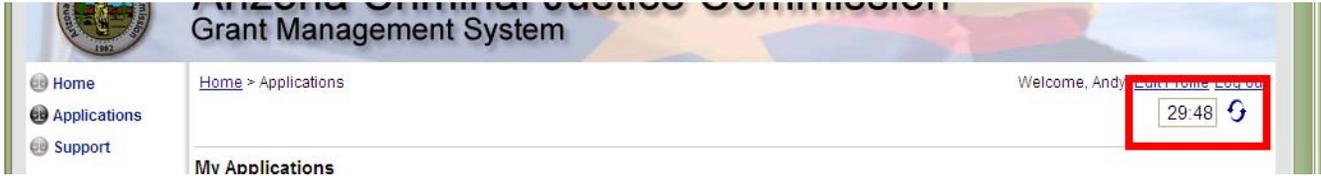
If you forget your password you can select the “Forgot your password? [click here](#)” link located underneath the log-in box. Once you enter your registration e-mail address and select “Request Password,” your password automatically will be e-mailed to you.

### Logging Out of the GMS

It is important that all users log out of the GMS. Failure to do so properly may result in a loss of data. To log out of the GMS, select the “Log out” link at the very top right hand side of the GMS window.



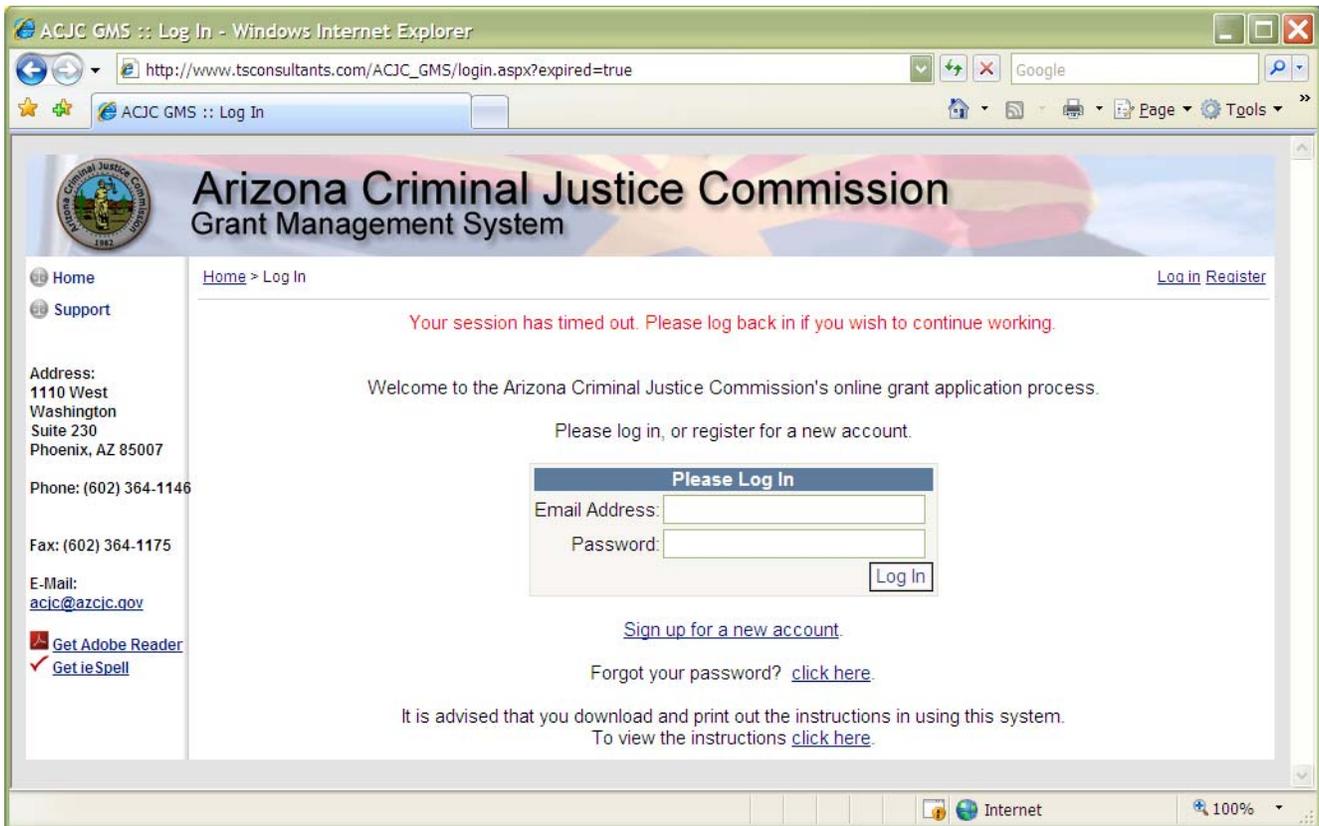
## The Timer



The GMS includes a session timer that will automatically log out after 30 minutes. The GMS will save all data before automatically logging out. After the timer has run out a user must log back in to access the system.

The timer can be reset without refreshing the browser by selecting the  icon to the right of the timer.

Once the system automatically has logged out the following screen will be displayed:

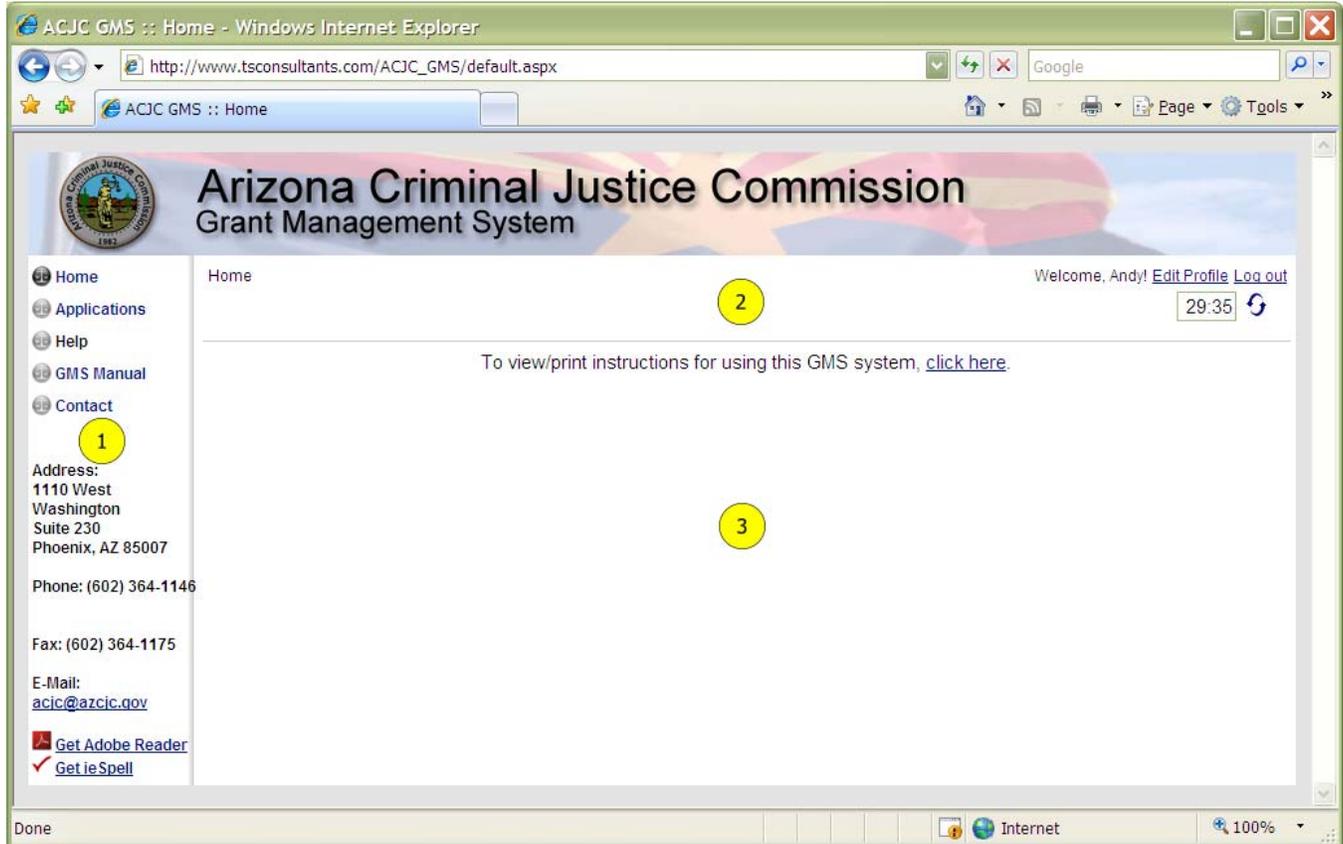


## THE GMS HOMEPAGE

After successfully logging into the system, the GMS homepage is displayed. The GMS homepage is made up of three distinct areas:

- 1 **Left-hand menu bar:** This area includes links to all accessible areas of the GMS. For general users those areas include "Home," "Applications," and "Help." General ACJC contact information is also included. The content of this area does not change.
- 2 **Top of the page navigation:** The user name as well as the "Edit Profile" and "Log out" links are displayed here along with the timer. The left side of this area displays a level string to help users know where they are in the GMS. This level string will change as a user moves through the different areas of the GMS.
- 3 **Main content window:** This area displays the main content of a particular area of the GMS. For example this area is where grant applications will be displayed and filled out. The content of this area will vary greatly depending on what part of the GMS a user is accessing.

This page structure is consistent throughout the GMS.



**Adobe Acrobat Reader**  and **IE Spell**  are some additional software tools to help you when using the GMS. Most of the support documents and grant announcements are only available in PDF format and require Adobe Acrobat Reader to open. IE Spell is a tool that is added to your browser and will check the spelling in all form fields and rich text boxes used throughout the GMS. Both of these programs must be downloaded and installed on your computer in order to run.

## APPLYING FOR GRANTS

Grant applications for all ACJC grant programs are accessed through the “Applications” page of the GMS. To open the “Applications” page select “Applications” from the left-hand menu bar.

### Applications Page

The “Applications” page of the GMS is divided into two sections:

- 1 **Current Grants:** This table lists all of the grant programs that are currently open to receive applications. This table displays the grant program name, the grant period (i.e. FY or Cycle), and the grant solicitation period. Grant documents such as the grant announcement, grant specific instructions, and any supplemental documents are included in the table and can be downloaded or viewed by selecting the “view document” link. Not all grant programs will include all additional document types.
- 2 **My Applications:** If this is a user’s first time accessing the GMS, this section will be blank. Once a user has selected “Apply” from the list of current grants, an application for that grant program will be created under this section.

Once an application has been created, the table displays the grant program name, the applicant project name, the grant period, the purpose area, the solicitation period, the application’s status, the creation date, the submission date, when the status of the application changed, and when the application was last updated.

ACJC GMS :: Grant Applications - Windows Internet Explorer

http://www.tsconsultants.com/ACJC\_GMS/ModuleOne/ApplicationsSummary.aspx

Arizona Criminal Justice Commission  
Grant Management System

Home > Applications Welcome, Andy! [Edit Profile](#) [Log out](#)

29:48

2 **My Applications**

Grant Name	Project Name	Period	Purpose Area	Solicitation Period	Status	Created	Submitted	Last Status Change	Last Update
ACJC Crime Victim Assistance Program Grant	Hopi County Advocacy Program	FY 2009		01/01/2008 - 07/31/2008	In Progress	2/27/2008 10:14:59 AM		2/27/2008 10:14:59 AM	2/27/2008 10:15:30 AM

1 **Current Grants**

Grant Name	Period	Solicitation Period	Announcement	Instructions	Supplement
<a href="#">Apply</a> ACJC Crime Victim Assistance Program Grant	FY 2009	01/01/2008 - 07/31/2008	<a href="#">View Document</a>	<a href="#">View Document</a>	<a href="#">View Document</a>
<a href="#">Apply</a> Drug, Gang and Violent Crime Control Program (AKA) Byrne/Justice Assistance Grant	Cycle 22	01/28/2008 - 07/15/2008			
<a href="#">Apply</a> Special Prosecution Grant Program	FY 2009	01/28/2008 - 07/15/2008			
<a href="#">Apply</a> Project Safe Neighborhoods Anti-Gang	PSN Cycle VI - Test Application	02/13/2008 - 07/15/2008	<a href="#">View Document</a>	<a href="#">View Document</a>	<a href="#">View Document</a>



### Starting a grant application:

Step 1 – Select “Applications” from the left-hand menu bar.

Step 2 – Find the program you would like to apply under to “Current Grants” and select the “Apply” link to the left of the grant name.

This takes you directly into the application. When you access the “Applications” page again the application just created will appear under “My Applications” with a status of “In Progress.”

### Continuing a grant application:

Step 1 – Select “Applications” from the left-hand menu bar.

Step 2 – To continue a grant application that is “In Progress,” select the “View/Edit” link at the far left of the “My Applications” table.



**Warning:** The “Delete” link to the left of the grant name under “My Applications” will completely remove the application and all the information it contains, no questions asked.

**USE WITH EXTREME CAUTION!!**

## Application Status

An application passes through several steps as it progresses through the GMS. Each of these steps has an application status associated with it. An application’s status is displayed in the “Status” column of the “My Applications” table on the “Applications” page of the GMS.

My Applications										
	Grant Name	Project Name	Period	Purpose Area	Solicitation Period	Status	Created	Submitted	Last Status Change	Last Update
<a href="#">View/Edit</a> <a href="#">Delete</a>	ACJC Crime Victim Assistance Program Grant	Hopi County Advocacy Program	FY 2009		01/01/2008 - 07/31/2008	In Progress	2/27/2008 10:14:59 AM		2/27/2008 10:14:59 AM	2/27/2008 10:15:30 AM

The following is an application status list. Next to each status name is a brief description of what that status means:

- **In Progress:** As soon as an application is created by a user it automatically starts with an “In Progress” status. In this status users are able to make changes to the content of an application.
- **Submitted:** Once an application is submitted by a user, its status changes to “Submitted.” A submitted application can only be viewed by the user, score team or system administrators. No changes can be made to a submitted application.

- Score Pending: When a submitted application is assigned to a scoring team the application's status changes to "Score Pending."
- Committee/Commission Review Pending: After an application has been scored by the entire scoring team, the status changes to "Committee/Commission Review Pending." Applications remain in this status until the grant program funding allocation is approved by the Commission.
- Funded: Those applications that are approved for funding move into "Funded" status.
- Not Funded: Those applications not approved for funding move into "Not Funded" status. These applications are maintained in the system.
- Change Requested: GMS administrators can release a submitted application back to a user for corrections or additional information. This status allows users to make the necessary changes and resubmit the application.
- Expired: If an application is "In Progress" and is not submitted by 3:00 p.m. on the day the grant solicitation period closes, then the application is automatically moved into "Expired" status. These applications cannot be edited or submitted.
- Extended: Similar to the "Change Requested" status, an application that has been "Extended" may be edited and submitted beyond the close of the grant solicitation period. An extension can only be granted by a GMS administrator.

## COMPLETING AN APPLICATION

### Navigation

To move from one section to another within an application simply select the section name at the top of the application in the Main Content Window of the GMS. The system will automatically save any changes made to the current page before continuing to the selected page. Selecting "Next Page" brings up the section immediately following the current section.

The screenshot shows the Arizona Criminal Justice Commission Grant Management System interface. The breadcrumb trail is highlighted with a red box: [General Information](#) > [Project Narrative](#) > [Goals and Objectives](#) > [Budget](#) > [Administration](#) > [Attachments](#) > [Special Conditions](#). Below the breadcrumb trail are buttons for [Save](#), [Next Page](#), and [Save and Finish Later](#). The main content area shows the following information:

- ACJC Grant Program: Drug, Gang and Violent Crime Control Program (AKA) Byrne/Justice Assistance Grant
- Period Title: Cycle 22
- Project Title:
- Purpose Area:

### Application Pages

All applications are made up of different sections or pages. Those pages include the following:

- General Information: Includes agency information and project contact information.
- Program Information (Victim Assistance Only): This includes detailed information on the program requesting funding.

- Project Narrative: The problem statement, project description, and mission statement are included in this section.
- Goals and Objectives: Includes detailed information on the project's goals and objectives for the grant period.
- Budget: This section includes a budget divided into budget categories. Each budget category includes a budget narrative section to justify the requested expenses.
- Administration: This section covers an agency's capacity to track grant expenditures.
- Attachments: Any additional required documentation (i.e. audit reports, letters of support) can be attached and uploaded here.
- Special Conditions: All applicants must agree to the conditions listed in this section before an application can be submitted. This page leads to the application summary and the print view pages.

## Saving

At the top and bottom of each page of the application there are three buttons used to save an application:

- Save: This button saves the application and returns you to the same page.
- Next Page: Pressing this button saves the application and moves you to the next page of the application.
- Save and Finish Later: Selecting this button saves the application, takes the user out of the application, and returns the user to the "Applications" section of the GMS.



In most cases, when navigating through an application the GMS will automatically save your work. However, the safest strategy is never to assume your work automatically will be saved. It is always a good idea to take a proactive approach to saving an application. It may save you the time and effort needed to re-enter any lost information.

## Required Fields

Required fields are identified throughout the GMS by the  icon. Once a required field is completed and the application is saved, the red flag should disappear. The GMS will not allow an application to be submitted that is missing required information.

## Rich Text Boxes (RTB)

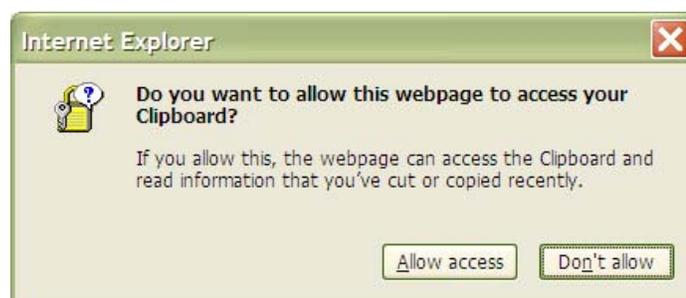
Most of the narrative content of an application will be entered into Rich Text boxes. These text boxes allow formatting of the text including font size, bold, italic, underline, and bullets and numbering. Rich Text boxes can be typed into directly or content can be pasted into a RTB from another program such as Word. Pasting allows for more control over formatting the text.



### Pasting text into an RTB:

- Step 1 – Compose and format your narrative response in another program such as Word. Make sure it looks just the way you want.
- Step 2 – **Highlight** and copy the text to the clipboard by right-clicking the highlighted text and selecting “copy” or pressing ctrl+c on your keyboard.
- Step 3 – In the GMS, select the RTB where you want to paste the text and right-click select “paste” or press ctrl+v on your keyboard.

If the text is not pasted automatically, you may see the following message:



- Step 4 – Select “Allow access.” If you are copying the text from Word the following message may appear:



- Step 5 – GMS Administrators recommend you select “Cancel.” The clean-up box that appears if you say “OK” only allows you to remove text. You can do the same thing once the text is pasted in the RTB.
- Step 6 – The fully formatted narrative text should now appear in the RTB. Limited changes can be made to the text once it is pasted in the Rich Text Box.

## Working with tables

Tables are used on the “Goals and Objectives” page and the “Budget” page of the application. While the content of these tables is very different, the way the tables are accessed and the functions they use are very similar.



**Important:** Each ACJC grant program has different application requirements. While the tables and the functions of the GMS application are uniform throughout the system, what a particular grant program may require in an application can vary from program to program. It is important that users download and read the grant-specific instructions before completing an application. Grant instructions are available under the “Instructions” column of the “Current Grants” table on the “Applications” page of the GMS.

## Goals and Objectives Tables

The following is an example of a “Goals and Objectives” table in the standard application:

**Goal:**

[Remove This Goal](#)

Objectives (please select at least 0):

Description	%	#	Performance Measure	
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<p><a href="#">Add</a> <a href="#">Cancel</a></p>

[Add New Goal](#)

This is an example of a “Goals and Outcomes” table from the Crime Victim Assistance grant application:

Healing

**Goal:**

Outcomes (please select at least 3):

Description	%	#	
Number and percentage of victims reporting an increased knowledge of services available.	89%	1,335	<a href="#">Edit</a>
Number and percentage of victims who report having increased feelings of well being.	%		<a href="#">Edit</a>
Number and percentage of victims who report they know how to access short and long term resources available to meet their needs.	%		<a href="#">Edit</a>
Number and percentage of victims reporting the provider's services increased their ability to cope.	80%	1,200	<a href="#">Edit</a>
Number and percentage of victims completing treatment plan objectives.	%		<a href="#">Edit</a>
<input type="text"/>		<input type="text"/>	<a href="#">Add</a> <a href="#">Cancel</a>

The functions that users should be familiar with when using “Goals and Objectives” tables include the following:

- **Text boxes:** Allow users to enter text to describe a goal, objective, outcome, or performance measure. In the Victim Assistance application the only text box that is available to edit is in the last row of each table. This row is used to add a custom outcome related to the goal.
- **Edit:** Users can edit the content of a row in a table. Selecting “Edit” switches that row into edit mode. If a row in a table is in edit mode, no other changes can be made to the table until the “Save” or “Cancel” links are selected in the row in Edit Mode.
- **Save:** Saves the changes made to a row in edit mode and returns to the original page view.
- **Cancel:** Cancels the changes entered into a text, number, or percentage field.
- **Add:** Found at the end of a table row, this link adds the row's content to the table. Once the content has been added this link changes to “Edit.”
- **Add New Goal:** Creates a new “Goals and Objectives” table to enter goal, objective, and performance measure data into. (Does not apply to Victim Assistance application).
- **Remove This Goal:** Removes the selected “Goals and Objectives” table. (Does not apply to Victim Assistance application).

## Budget Tables

The following is an example of a “Budget” table in the standard application:

**Consultant/Contractual Services**  
Enter narrative below:

**B** *I* [List Icon] [List Icon] [Link Icon] [Image Icon] [Help Icon]

Expense Type	Hours	Rate	Total	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		<a href="#">Add</a> <a href="#">Cancel</a>

Total: \$0.00

This is an example of a “Budget” table from the Crime Victim Assistance grant application:

**Personnel**  
Enter narrative below:

**B** *I* [List Icon] [List Icon] [Link Icon] [Image Icon] [Help Icon]

**Full Time/Part Time**

Match	Position Title	# Pos (FTE)	Annual Salary	Subtotal Salary	ERE Amount	Total
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	<a href="#">Add</a> <a href="#">Cancel</a>

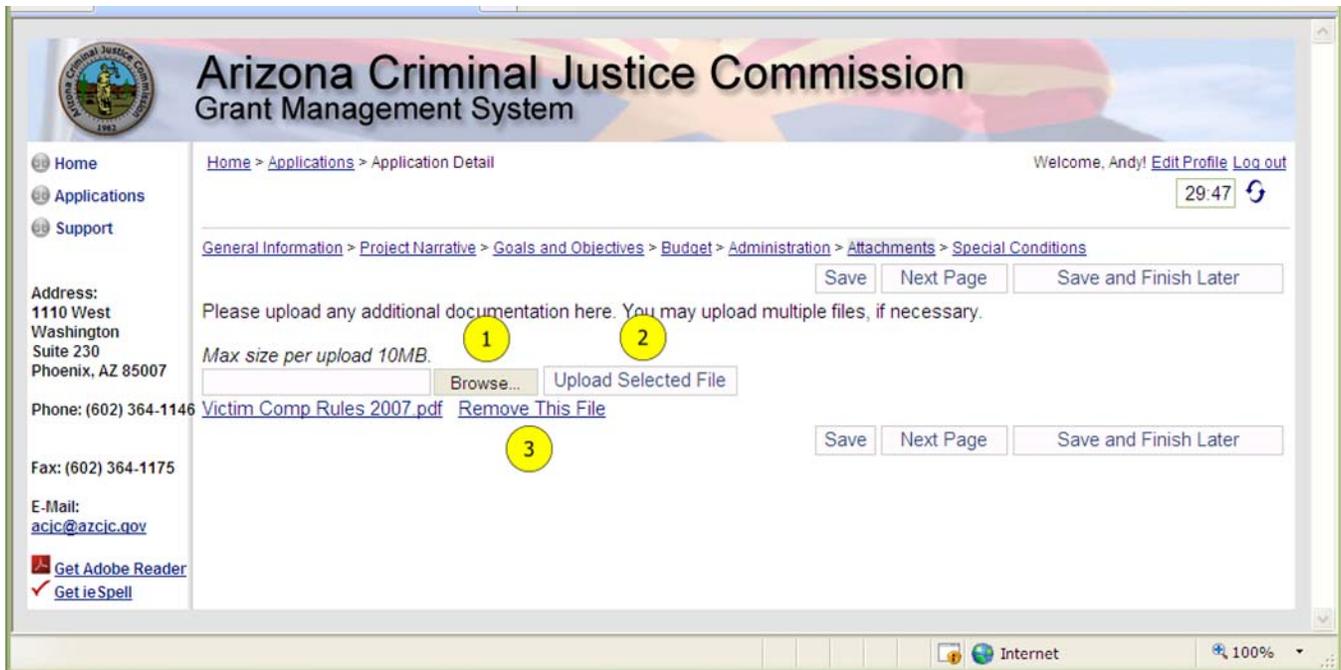
Match Total: \$0.00  
Nonmatch Total: \$0.00

The functions that users should be familiar with when using “Budget” tables include the following:

- Narrative Rich Text Boxes: A detailed explanation of the requested program costs should be included for each requested budget category.
- Add: Found at the end of a table row, this link adds the row’s content to the table, once the content has been added this link changes to “Edit.”
- Delete: Once a row has been added, this link will delete the selected row.
- Cancel: Cancels the changes entered into the fields of the selected row.

## Including Attachments

Most ACJC grant programs will require additional documents be submitted with the application. The GMS allows applicants to attach these required documents and upload them into the system. This is done through the “Attachments” page of the application. There is no limit to the number of files that can be attached to an application. However, each file uploaded cannot be more than 10 megabytes.



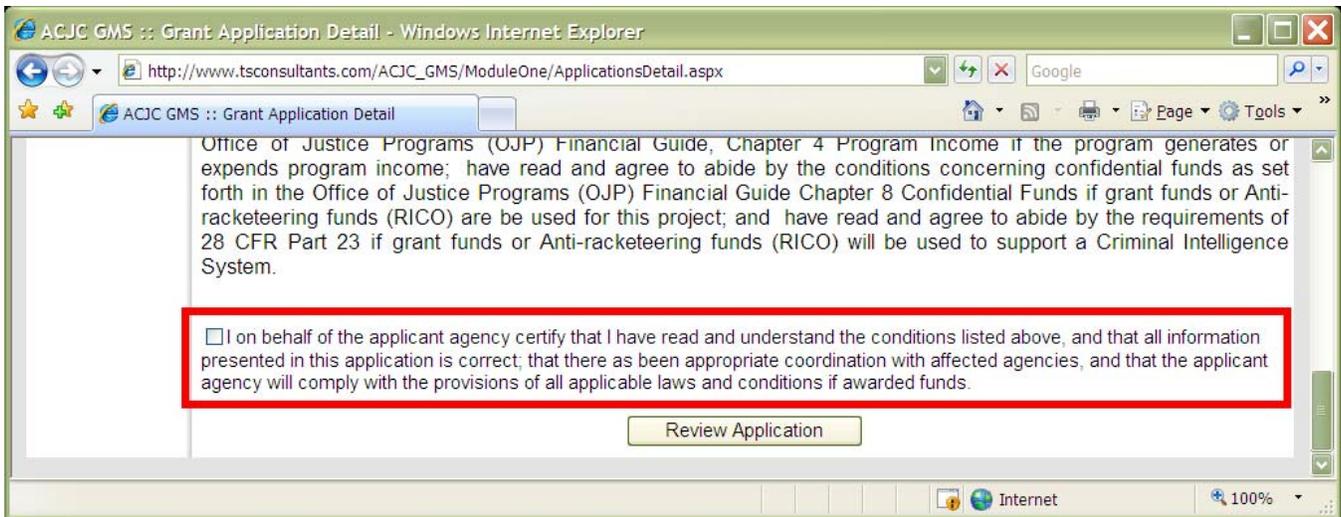
### Attaching a File:

- 1 Select the browse button to the right of the file field and find the file on your computer you want to attach. After you select "OK" the file location and name should appear in the file field.
- 2 Select the "Upload Selected File" button. The screen should refresh. This may take some time depending on the size of the file. After the screen refreshes the file name should appear below the file field.
- 3 To remove an uploaded file from the GMS, select "Remove This File" to the right of the file name.

## SUBMITTING AN APPLICATION

### Grant Conditions

The final page of all grant applications in the GMS is a list of grant specific conditions. All applicants must agree to these conditions before the application can be reviewed or submitted. To agree to the grant conditions select the check box at the bottom of the list of conditions. Once the check box is selected, the GMS will allow you to review and submit your application. To move into the application summary view, select "Review Application."



## Summary View

After agreeing to the grant conditions and selecting "Review Application," users are shown a summary view of the entire application. The summary view contains all sections of the application in order. Users should carefully review the entire application for completeness. Any required fields that may have been missed will display in the summary view with the  icon. If any changes need to be made to a section of the application, there are links available next to the section titles or at the top of the summary page. Changes cannot be made in the summary view.

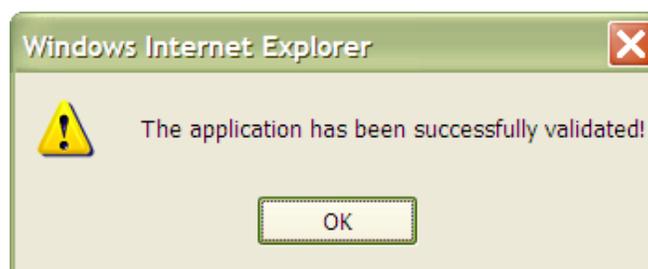


**Important:** The summary view of the application is only accessible through the "Special Conditions" page of the application. To access the summary view and print or submit an application, users must select "Review Application" at the bottom of the "Special Conditions" page.

## Validating the Application

Before an application can be submitted in the GMS, its content must be validated. Validation confirms that all of the required fields have been completed and also verifies that all required minimums within an application have been met. To validate an application select the "Validate Application" button at the bottom of the application summary view.

If the system is able to successfully validate all of the required content, the following message will appear:



Once a user selects "OK," the summary view refreshes showing the bottom of the summary page. The "Submit Application" button is now active and the application may be submitted.

## Addressing Errors

If there are required fields that have not been filled in or if the required minimums of the application have not been met, the GMS will generate a list of validation errors.

### Application Validation

The application cannot be submitted because one or more errors exist that must be corrected. Select "Go to section" and review and/or update the error producing field(s). Return to this section to revalidate the application.

	Section	Field Name	Description
<a href="#">Go to section</a>	General Information	Project Official	First Name
<a href="#">Go to section</a>	Program Information	Volunteer hours	Must be greater than zero
<a href="#">Go to section</a>	Project Narrative	Project Summary	Required

Each of these errors must be addressed before the system will allow a user to submit the application. The far left column of each validation error provides a link to that section of the application. Once corrections have been made users must return to the summary view and revalidate the application. If all errors have been addressed, the application may be submitted.

## Final Submission

To submit an application select the "Submit Application" button at the bottom of the summary view page. If the "Submit Application" button is grayed out and not available to select, the application has not been validated. Once validation is successful, the "Submit Application" button will be activated and the application may be submitted.

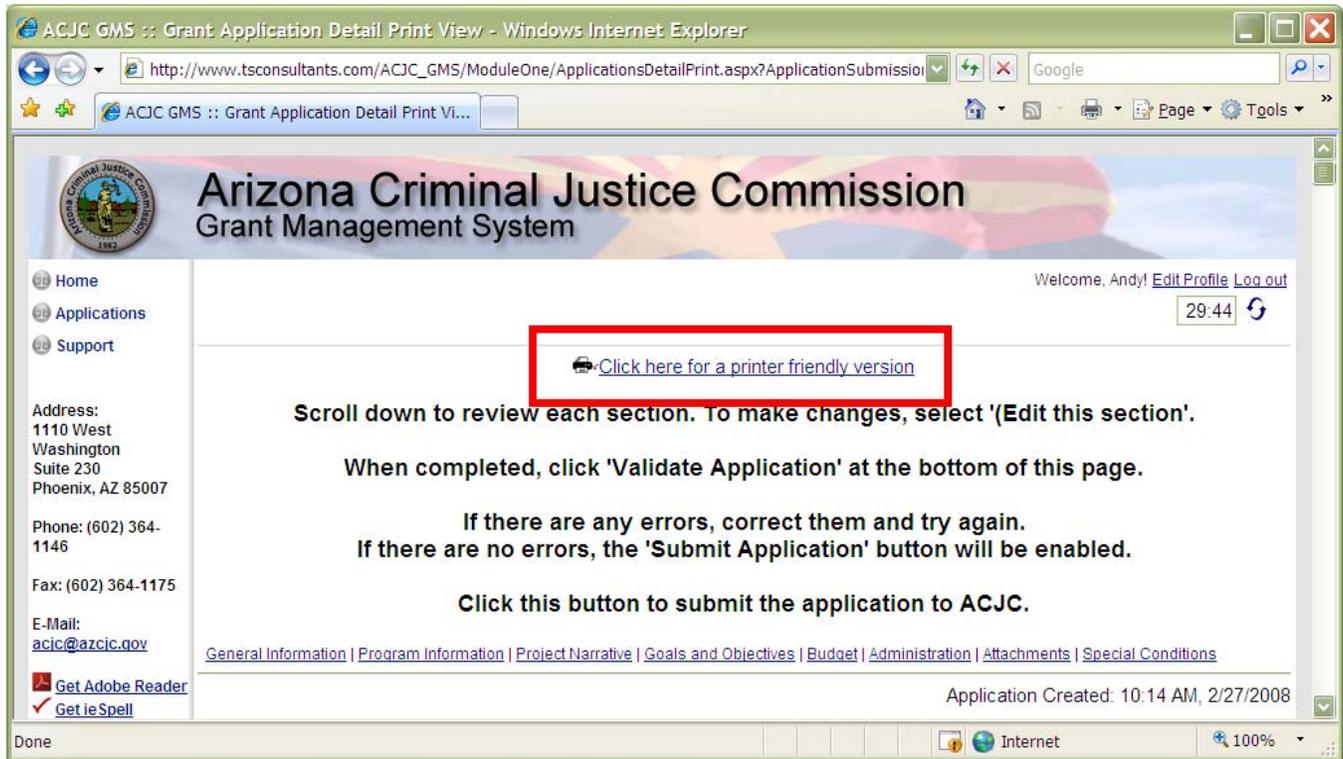
The screenshot shows a web browser window titled "ACJC GMS :: Grant Application Detail Print View - Windows Internet Explorer". The address bar shows the URL: "http://www.tsconsultants.com/ACJC\_GMS/ModuleOne/ApplicationsDetailPrint.aspx?ApplicationSubmission...". The main content area displays text regarding ethnicity, sex, age, and disability, followed by numbered sections 21 and 22. Section 21 states: "The applicant assures that it will comply with all applicable state and federal drug-free workplace requirements." Section 22 states: "The applicant assures that it will comply with all state and federal laws regarding privacy during the course of the program. All information relating to clients should be treated with confidentiality. Information shall be disclosed to the Commission, when requested, in compliance with the Crime Victim Assistance Program Rules, state and federal laws, and the grant agreement." Below the text is a checkbox with the text: "I on behalf of the applicant agency certify that I have read and understand the conditions listed above, and that all information presented in this application is correct; that there as been appropriate coordination with affected agencies, and that the applicant agency will comply with the provisions of all applicable law and conditions if awarded funds." At the bottom of the page are three buttons: "Validate Application", "Submit Application", and "Cancel". The "Submit Application" button is highlighted with a red rectangular box.



**Warning:** With only a few very limited exceptions, all application submissions to the GMS are final. Once an application is submitted it can no longer be edited or corrected. Submitted applications are available to view and print only. Make sure that your application is just the way you want it before you select submit.

## Printing

The print view can be accessed through the link at the top of the summary view page.



It is highly recommended that users print a copy of the submitted application for their records. Once an application has been submitted, it can be accessed for viewing and printing through the "Applications" page of the GMS. Applications that are printed after they have been submitted will include the time and date the application was submitted at the top of the application.

## GETTING HELP

Help is available through the "Help" link on the left-hand menu bar. Contact information is available through the "Contact" link. If you are in need of help please read through these instructions first. If your question still has not been answered, contact the program coordinator or program manager who oversees the grant program to which you are trying to apply.

