



Reviewing Designated Grants in the GMS

User Guide - For Agencies

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Creating & Accessing your GMS Review Portal Account

Navigate to the GMS Review Portal – [GMS Application Review Portal](#)

For new Users

- Please enter your email address in the email field prompt and the GMS will verify if you are in the system. If your email is a part of the system, a confirmation email will be sent to that address. If your email address is not in the system or you do not receive a confirmation email, please contact marcus.galvin.ctr@omb.ri.gov.
- Upon confirmation of your email, you will be taken to the **Sign-Up** Screen where you have the ability to choose a password and finish creating your account.

For Returning Users

- Please enter your email address in the field and click continue. Once the system verifies your email, a second box will appear prompting you for your password. Type your password and click Log In.

Navigating the GMS Application Review Portal

Once you are logged in, the screen will display any submitted Designated Grant applications in which you are the assigned reviewer.

Name of Project: Essential Services State Agency Making Award: Department of Human Services	Done
Name of Project: Housing Security Grant State Agency Making Award: Department of Human Services - Office of Healthy Aging	Review
Name of Project: LS Test State Agency Making Award: Department of Administration	Continue

The status of the review is displayed to the right of each submission.

- If a review has not been started yet, it will display as a blue box called **Review**
- Once your review is completed, the box will change to green and display as **Done**
- If you choose to save a review as a draft, the box will be orange and display as **Continue**

Completing a Designated Grant Review

To begin to review a submitted application, click on the **Review Button** adjacent to the application you wish to view and the submission will open in a new window.

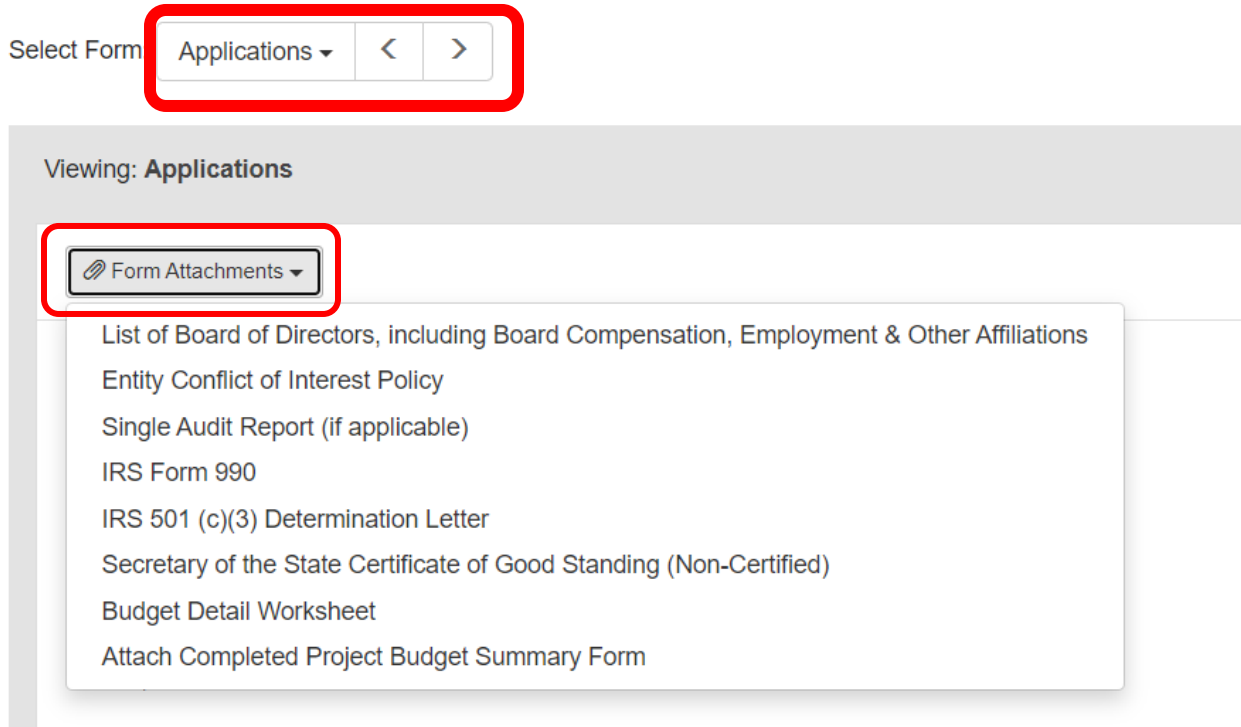
On this next screen, please note that there are two sections of submission that must be reviewed by the Agency (Profile and Application). To navigate between these two sections, use the arrows just above the submission.

1. **Profile** – contains information about the recipient’s organization
2. **Applications** – contains detailed information about the specific submission. This is also where you can view & download any attachments submitted with the application.



View and Download Attachments submitted with the application

Navigate to the Application section of the review portal and select the drop-down labeled **Form Attachments**. A list of all of the attachments submitted along with the submission will appear.



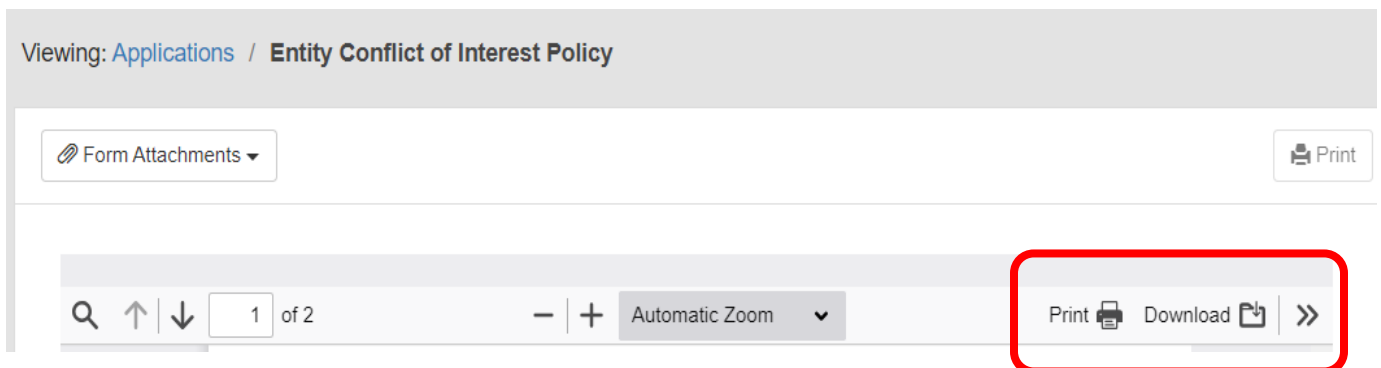
Select Form Applications < >

Viewing: Applications

Form Attachments

- List of Board of Directors, including Board Compensation, Employment & Other Affiliations
- Entity Conflict of Interest Policy
- Single Audit Report (if applicable)
- IRS Form 990
- IRS 501 (c)(3) Determination Letter
- Secretary of the State Certificate of Good Standing (Non-Certified)
- Budget Detail Worksheet
- Attach Completed Project Budget Summary Form

Select any of these attachments and the view will expand and display it's content. On this screen you will also have the option to print or download the document as a PDF.



Viewing: Applications / Entity Conflict of Interest Policy

Form Attachments

Print

1 of 2 Automatic Zoom

Print Download >>

To begin your review, click on the **Feedback Button** which is located to the top right of the submission.

Listings > Essential Services

Switch to PDF View

 Feedback

Select Form:

Applications ▾

<

>

Viewing: Applications

The Feedback Button will expand to display general review questions pertaining to Designated Grants. Mark each question with a response as you review an application. When you are finished, click the blue **Submit** Button. There is also an option to save your progress as a **Draft** and return to the review at a later date.

Feedback

Is the legal name of the recipient entity correct? *

- Yes
- No

Is the recipient entity's website address correct? *

- Yes
- No

Is the legal address of the recipient entity correct? *

- Yes
- No

Is the name of this grant correct? *

- Yes
- No

Is the amount of this grant consistent with the budget allocation for this award? *

- Yes
- No

Once the review has been submitted, the grant will display as green and **Done** back on the Home Page.

Name of Project: Essential Services

State Agency Making Award: Department of Human Services

Done

What if the recipient entity's application(s) are incomplete or in need of a revision?

- If after reviewing a submission you deem it necessary for the recipient to revise the application, you must reach out to marcus.galvin.ctr@omb.ri.gov via email.
- In this email, please list the name of the grant and the individual's name who uploaded the application. The Grants Management Office will then move your recipient's application back to **Draft Status**. The recipient will receive an email notifying them that their submission has been moved back for revisions.
- After sending an email to marcus.galvin.ctr@omb.ri.gov to re-open the application, you must also contact this recipient notifying them of the revision(s) you want them to make.
- Once the recipient re-uploads their revised submission, you (The Agency) will receive another email notifying you that the application is ready to be reviewed once more.