

# Designated Grants in the Grant Management System (GMS)

Grants Management Office

*Thursday, July 25th – 11:00 AM*

Training will begin shortly. Please be sure to **mute** your computer/phone unless asking a question. Thank you!

**RHODE  
ISLAND**

# Agenda

- Introductions
- Designated Grants Overview
- Organizational Roles in the Designated Grant Process
- New Features!
- Overview and demonstration of the Recipient application submission process
- Questions

# Designated Grants Overview

State Designated Grants are funded each fiscal year through the State Budget.

The role of the Grants Management Office is to standardize the submission process to **promote transparency and accountability of State funds.**

We do this by assisting State agencies with resources and trainings that will make the submission process as easy as possible for them and the recipients of these funds.

# Roles in the Designated Grant Process

## Grants Management Office

- Notifies State Agencies of any Designated Grants they are responsible for
- Administers & provides technical assistance for the State Designated Grant Portal
- Updates the State's Transparency Portal with information about each grant once an agreement is signed
- Direct Contact for State Agencies

## State Agency

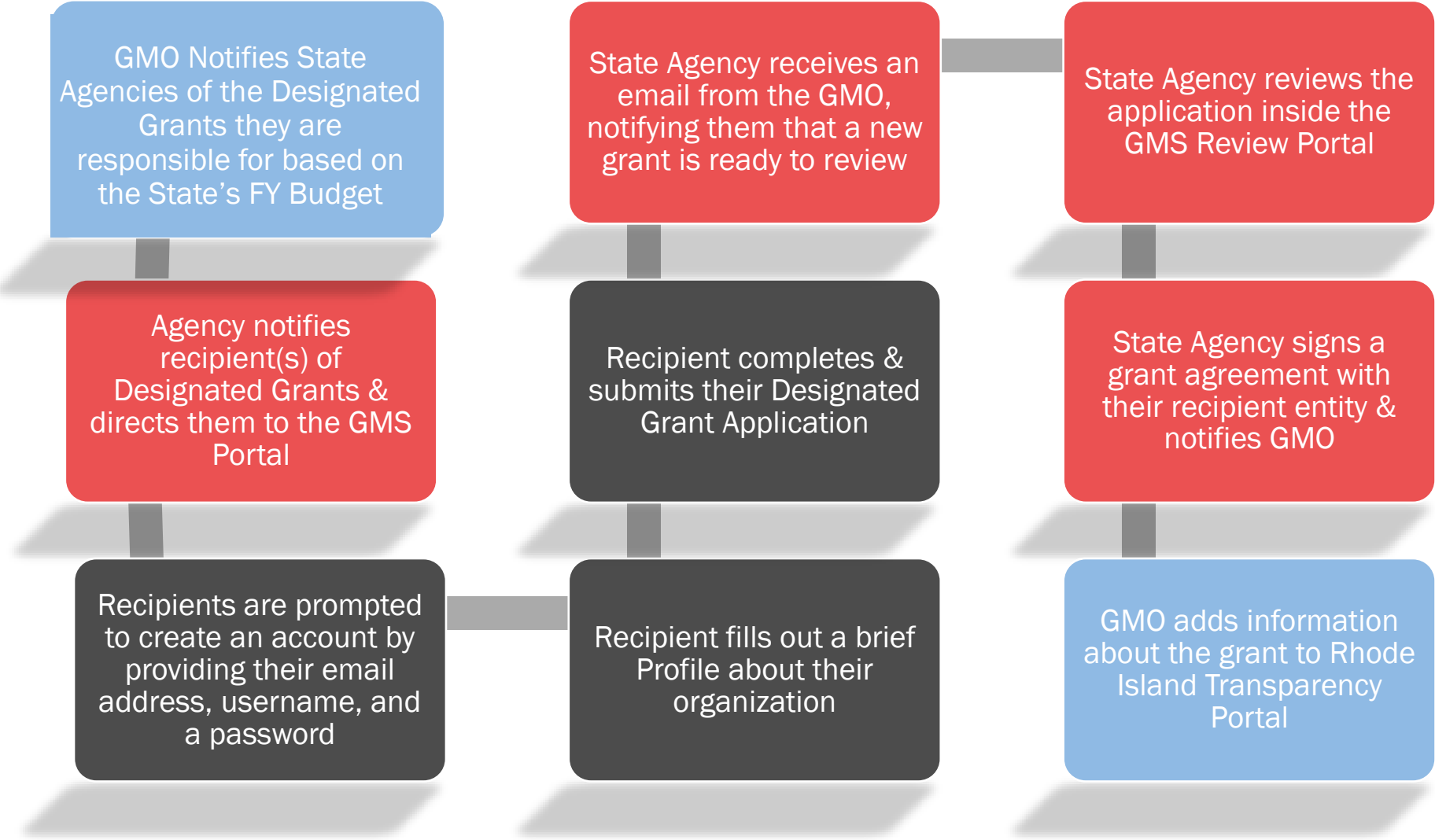
- Management of State Designated Grant(s) with recipient(s)
- Reviews any submissions that are submitted under their Agency
- Ensures recipients submit the application prior to funds being disbursed
- Notifies the Grants Management Office when a grant agreement is signed
- Direct contact for Recipient Entity

## Recipient Entity

- Submits their State Designated Grant information into the Grants Management System Portal
- Works with State Agency to make any necessary changes
- Submits mid and end of year reports
- Contacts State Agency directly unless there is a GMS related concern





# Designated Grants Submission Process

- Grants Management Office (GMO)
- State Agency
- Recipient Entity



# New Feature – Sharing an application with your Team

With the introduction of Application Review Manager (ARM), the Grants Management Office's portal has received some new updates that will make the Designated Grant Application Process a better experience for users. Most importantly for Designated Grants – The project team sharing option!

| Team Member Email      | Status          | Sent       | Accepted | Action  |
|------------------------|-----------------|------------|----------|---|
| marcusgalvin@gmail.com | Invitation Sent | 07/24/2024 | -        |   |
| JohnDoe@gmail.com      | Invitation Sent | 07/24/2024 | -        |   |

ADD TEAM MEMBER

 My Invitations

ACCEPT

REJECT

# Recipient Entity Application Submission Process Demo

## Items to be covered in the Demonstration:

- Creating an account & accessing the Application Portal in the GMS
- Sharing an application with your team
- Creating and submitting a new Designated Grant Application for FY25
- Uploading the application's attachments
- What to do if your application needs a revision requested by the State Agency managing your award?
- Signing a grant agreement with the State Agency who issued your award

# Designated Grants FAQs

**Q: Can more than one person from the same agency work on a grant at the same time in eCivis? Or is it just one person per agency to submit?**

**A: Yes! This feature is now available in the GMS portal. See page 7 & 8 in the User Guide for more information on how to invite your team members to work on an application together.**

**Q: Can we use the GMS to request payments, track budgets, submit progress reports and initiate closeout?**

**A: No, not for Designated Grants. While some subrecipients are being rolled on to other processes in the GMS, for Designated Grants ONLY the application will be submitted and then reviewed in the GMS. Please work with the State Agency distributing your Designated Grant regarding payments, budgets and reports.**

**Q: Does the Duly Authorized person need to submit, or can the grant writer submit the application?**

**A: The Duly Authorized person should be the one who submits the Designated Grant Application. Please work with your internal team to decide who is best suited to complete the application and sign it.**



# Questions ?

- A copy of this slide deck & recording of the training will be sent out to all attendees
- For Additional questions related to the GMS Portal, contact [marcus.galvin.ctr@omb.ri.gov](mailto:marcus.galvin.ctr@omb.ri.gov)
- For questions related to funding & other general questions about your award, contact the State Agency that issued your award