



# **Reviewing Designated Grants in the GMS**

## **User Guide - For Agencies**

### **(FY25)**

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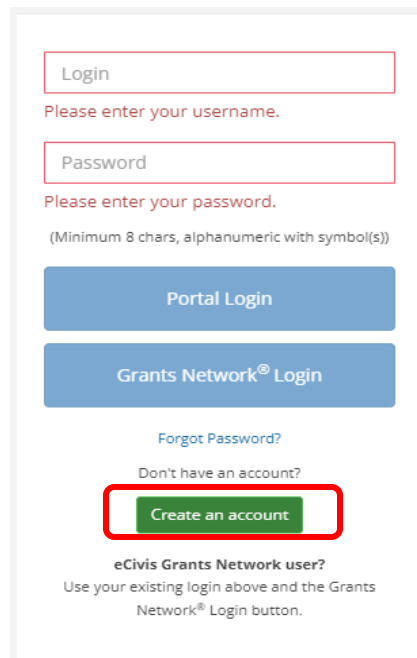
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## Creating & Accessing the GMS

Navigate to the GMS Portal – [Linked Here](#)

### For new Users

- Select the green **Create an Account** button
- Enter your name, email address, and a password. Then click **Sign Up**.
- A confirmation email will be sent to your inbox. Open this email to finish verifying your login details.

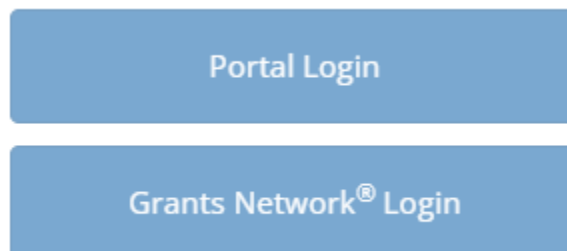


The screenshot shows a login form with the following elements:

- A text input field labeled "Login" with the placeholder text "Please enter your username."
- A text input field labeled "Password" with the placeholder text "Please enter your password." and a note below it: "(Minimum 8 chars, alphanumeric with symbol(s))".
- Two blue buttons: "Portal Login" and "Grants Network® Login".
- Links for "Forgot Password?" and "Don't have an account?".
- A green button labeled "Create an account" which is highlighted with a red rectangular box.
- Text at the bottom: "eCivis Grants Network user? Use your existing login above and the Grants Network® Login button."

### For Returning Users

- Enter your username and password and select the option for **Login**.

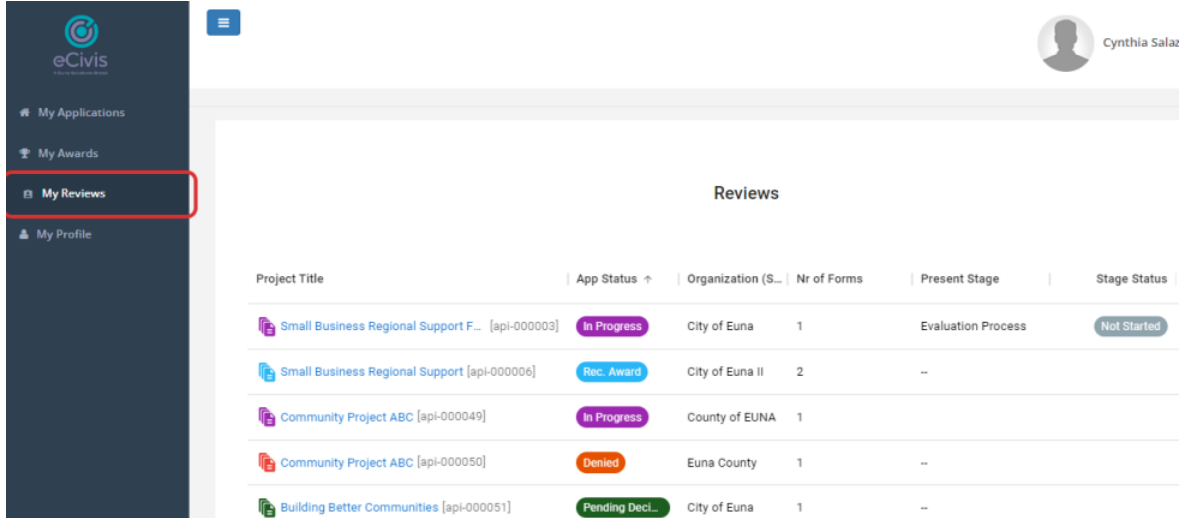


The screenshot shows two blue buttons stacked vertically:

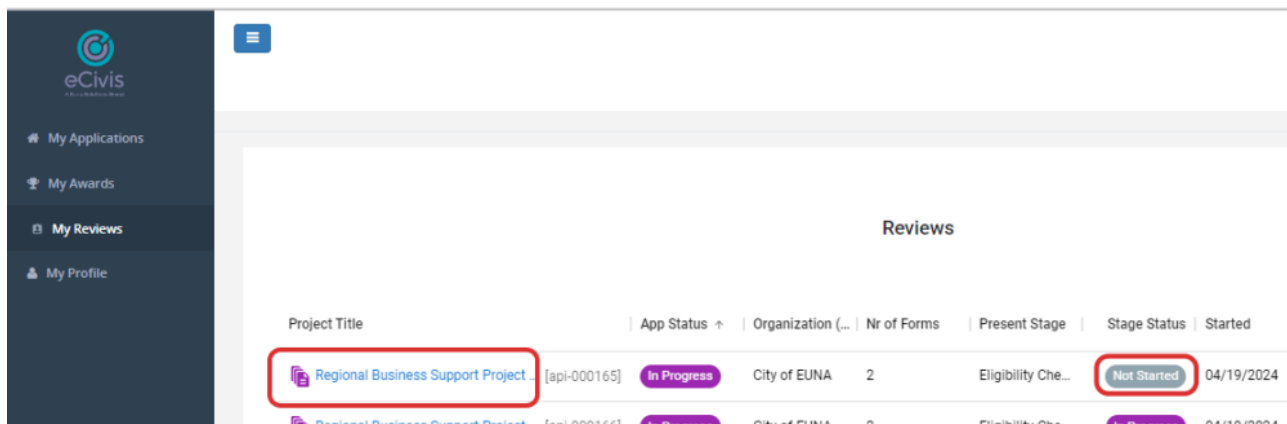
- The top button is labeled "Portal Login".
- The bottom button is labeled "Grants Network® Login".

## Navigating the GMS Portal & Reviews

Whilst logged into the system, locate the **My Reviews** selection from the left-hand navigation bar.



Click on the Application ID you wish to review. The stage status will show “Not Started” if you are just beginning your review.



## Completing a Designated Grant Review

Once the application is selected, the next screen will look similar to the screenshot below. Since the application review has been assigned to you, you should see “Review by (Your Name)” in the box. Click the **Edit** Button next to the Review Form to start your review.

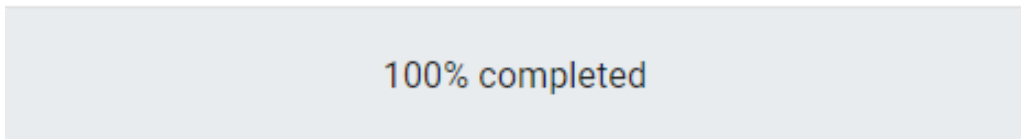
The screenshot shows a web interface for reviewing applications. At the top, it says "Application [api-000226]". On the left, there is a sidebar with a tree view containing "Application [api-000226]", "State Agency Rev...", "State Agency Rev...", and "Review by Marcus...". Below the sidebar are sections for "Project Team" and "Goals". The main area has a table with columns: Entity, Type, Completion, Status, and Actions. The table contains three rows: 1) Application Instance [api-000226], 2) Evaluation Stage [esi-000475], and 3) Review Form(s) [rfm-000853]. The third row is expanded to show a sub-row: "Review by Marcus Gal... [rfi-000638]" with "Review Content", "0%" completion, and "Not Started" status. An "EDIT" button is visible in the Actions column for this row, highlighted with a red box.

Entity	Type	Completion	Status	Actions
Application [api-000226]	Application Instance			
State Agency Review [esi-000475]	Evaluation Stage			
State Agency Review Form [rfm-000853]	Review Form(s)			
Review by Marcus Gal... [rfi-000638]	Review Content	0%	Not Started	EDIT

The submitted application will be displayed on the left-hand side & a standard review form will be displayed on the right.

The screenshot shows a review form interface. On the left, under "Application Forms to Review", there is a "Designated Grant Application" section with a "Profile" sub-section. The profile contains fields for: First Name (Marcus), Last Name (Galvin), Email Address (marcus.galvin.c tr@doa.ri.gov), Title (Grants), Legal Name of Recipient (Department of Administration), Employer Identification (123456789), UEI (00-0000000), DUNS Number, Recipient Entity (Rhodelsland), Website Address (www.test.com), City (Providence), and State (Rhodelsland). On the right, under "0% completed", there are three review questions, each with "Yes" and "No" radio button options: 1) "Is the submission fully complete?" 2) "Is the name of the Grant correct?" 3) "Is the amount of this grant consistent with the budget allocation for this award?". At the top right of the form are "SAVE" and "CANCEL" buttons.

As you review the application, check off the boxes on the review form. The review form is a standard form created by the Grants Management Office that highlights the key fields of the application that will be posted to the RI Transparency Portal, so please ensure all of the information is complete & accurate. This review form can be saved at any time by pressing the **Save** button. When you have finished your review, click the **Complete** button above the review form.



**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@doa.ri.gov](mailto:marcus.galvin.ctr@doa.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**.
- After sending an email to [marcus.galvin.ctr@doa.ri.gov](mailto:marcus.galvin.ctr@doa.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.

