



# **Submitting a Designated Grant Application in the GMS**

## **User Guide - For Recipient Organizations**

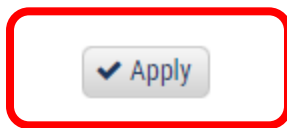
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## The Designated Grant Solicitation

Navigate to the Designated Grant Solicitation Webpage ([see notification email](#))

- There are 5 tabs in this solicitation. Please navigate through each tab to find more information about the program, eligibility information, budget forms, and who to contact if you need assistance.
- When you are ready to begin your application, click on the *Apply* Button.



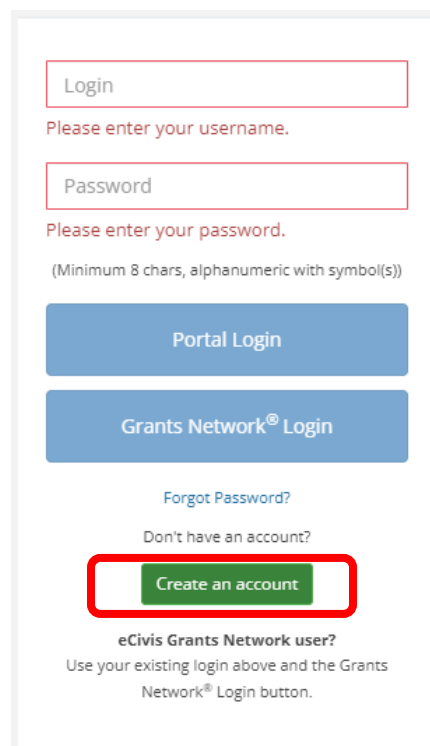
Overview	Eligibility	Financial	Contact	Files
ID:	N/A			
Title:	State of Rhode Island Designated Grants			
Application Start Date:	06/17/2022			
Application End Date:	06/30/2023			
CFDA:	N/A			
Reference URL:				

## The GMS Portal

After clicking on the Apply Button on the Designated Grant Solicitation, you will be prompted to log into the GMS Portal.

### For New Users

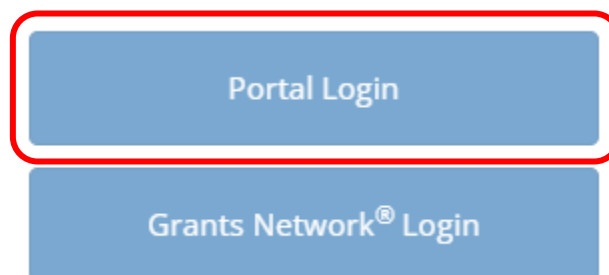
- Select the green **Create an Account** button
- Enter your name, email address, and a password. Then click **Sign Up**.
- A confirmation email will be sent to your inbox. Open this email to finish verifying your login details.



The screenshot shows a login form with two input fields: 'Login' and 'Password'. Below the 'Login' field is the text 'Please enter your username.' Below the 'Password' field is the text 'Please enter your password.' and '(Minimum 8 chars, alphanumeric with symbol(s))'. There are two blue buttons: 'Portal Login' and 'Grants Network® Login'. Below these buttons are links for 'Forgot Password?' and 'Don't have an account?'. A green button labeled 'Create an account' is highlighted with a red border. At the bottom, there is a section for 'eCivis Grants Network user?' with the instruction 'Use your existing login above and the Grants Network® Login button.'

### For Returning Users

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

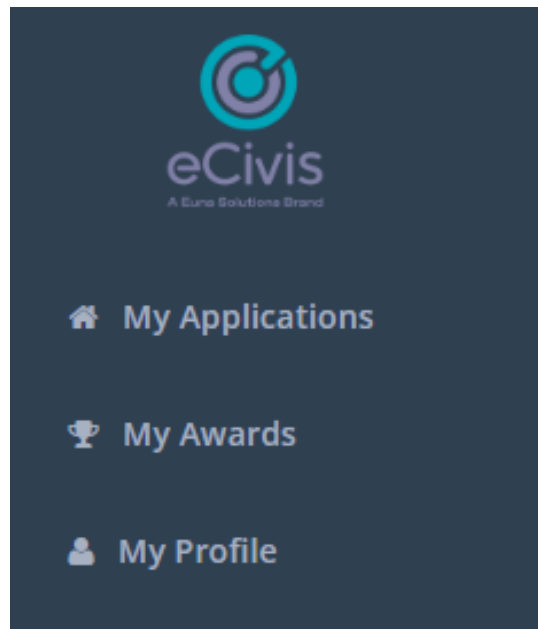


The screenshot shows two blue buttons: 'Portal Login' and 'Grants Network® Login'. The 'Portal Login' button is highlighted with a red border.

## Filling out a GMS Profile

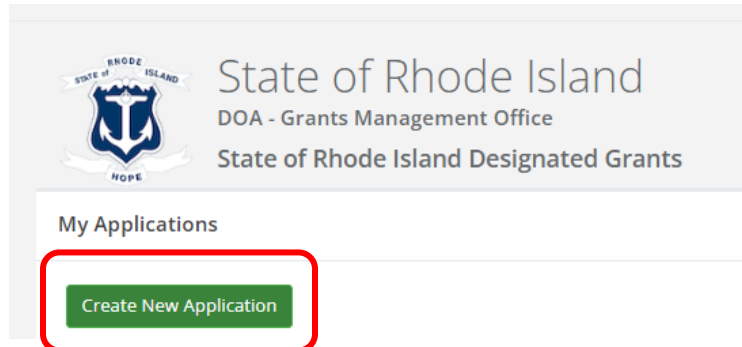
If this is your first time submitting something in the GMS, you must fill out a brief profile. Once you have created an account and logged in, click on the **My Profile** option in the top left corner of your screen.

- If you have already completed this in a previous year, skip this step.



## Completing and Submitting a Designated Grant Application

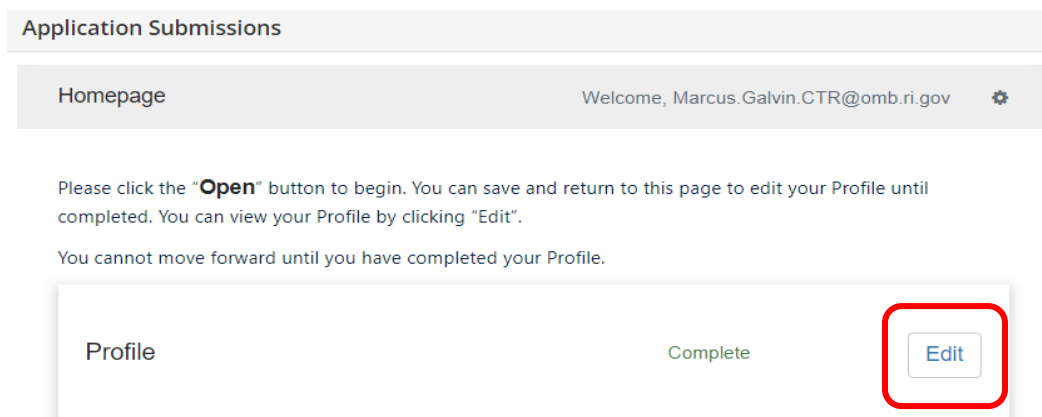
On the home page, click on **Create New Application**.



On the next screen you will be prompted to start filling out the application. There are two sections that must be filled for Designated Grants, the Profile and the Application.

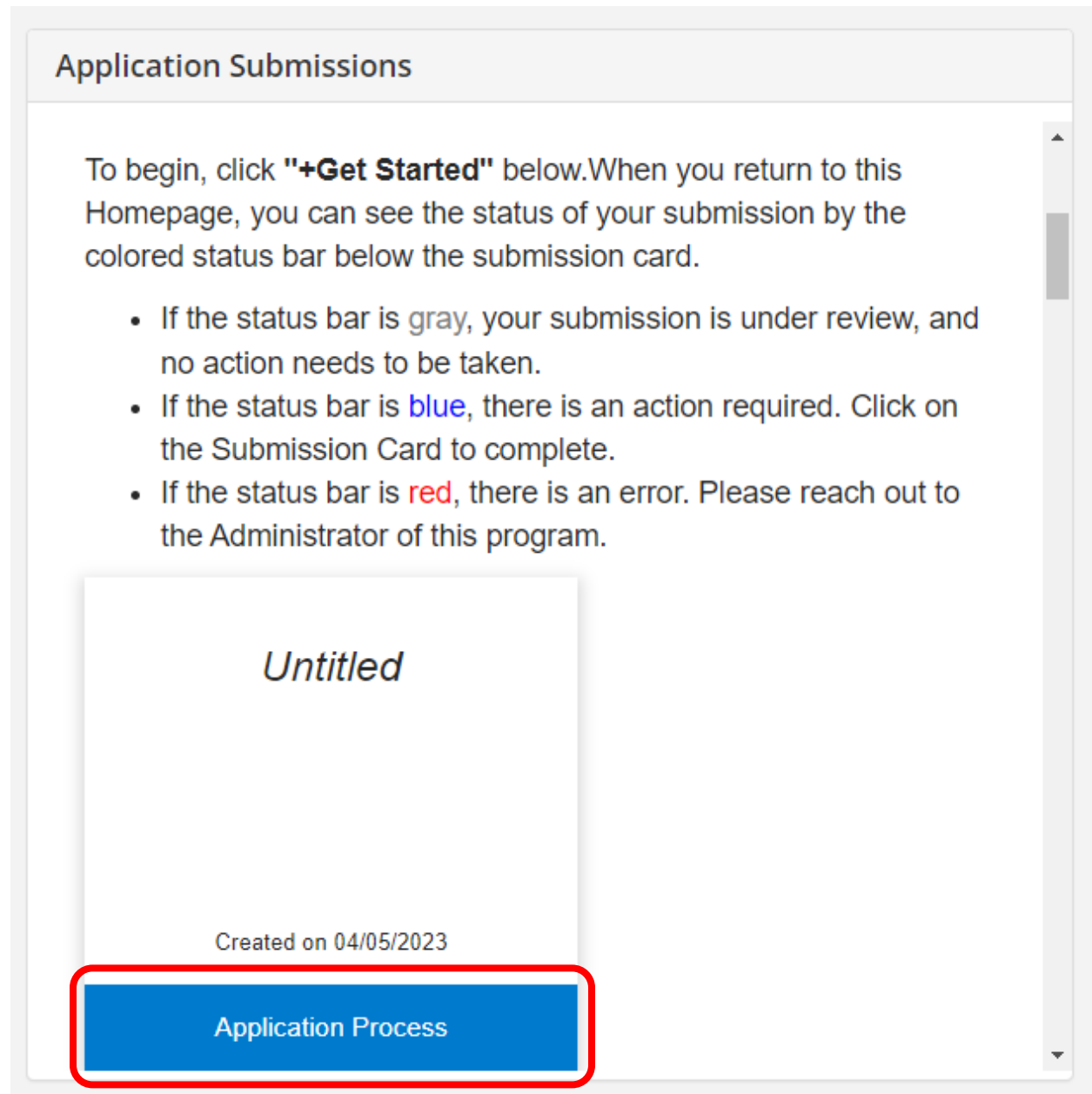
1. **Profile:** The profile section contains information about your entity
2. **Application:** The application sections contain more detailed information about your award.

To begin, select the **Edit** button inside of the white box labeled *Profile* and complete the required fields. Save when you are complete.



When you have completed and saved the Profile, scroll down and you should see a blank tile labeled **Untitled**.

Click on the blue bar titled Application Process to open it up.



**Application Submissions**

To begin, click **"[+Get Started](#)"** below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.

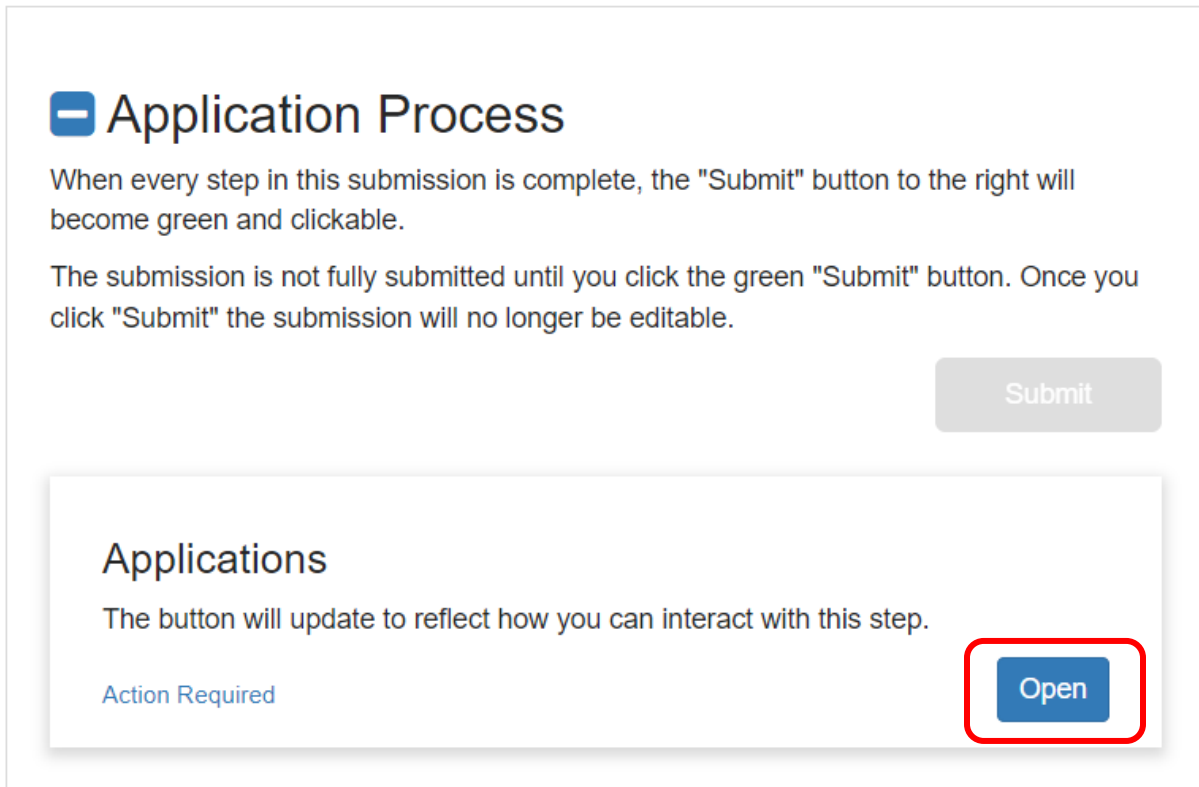
*Untitled*

Created on 04/05/2023

**Application Process**

You will now be on the Application Screen.

- When you are ready to begin the application, click on the **Open** Button.



The screenshot shows a user interface for the 'Application Process'. At the top, there is a blue square icon with a white minus sign followed by the text 'Application Process'. Below this, there are two paragraphs of text: 'When every step in this submission is complete, the "Submit" button to the right will become green and clickable.' and 'The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.' To the right of the text is a grey button labeled 'Submit'. Below the text is a white box with a grey border containing the heading 'Applications', the text 'The button will update to reflect how you can interact with this step.', and the text 'Action Required' in blue. To the right of this box is a blue button labeled 'Open', which is highlighted with a red rectangular border.

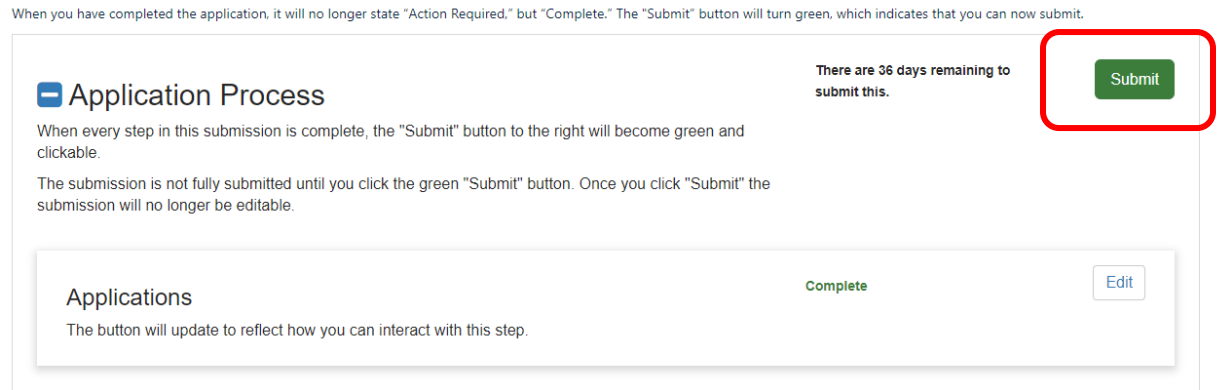
Follow the application form, completing all of the required fields and uploading the required documents and supplemental forms. When you are finished, click on the Mark Complete button at the end of the application form. You can always save your work as a draft and return to it at a later date.

Save Draft

Mark Complete

Close

Your application will save and you will be directed to a new screen, shown below. If you are ready to submit your designated grant application to be reviewed by the State Agency who issued this award, click on the green **Submit** button.



**Congratulations, you have completed submitting your Designated Grant Application!**

- Please await an email from the State Agency who issued this award to your entity. The Agency will review your submission and may reach out if it is in need of a revision. Once the Agency is in full agreement with your submission, you will receive a Grant Agreement Document to sign.