



Designated Grants in the Grant Management System (GMS)

Grants Management Office

Tuesday, August 5th, 2025

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



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Agenda

- Designated Grants Overview
- Organizational Roles in the Designated Grant Process
- 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 Grants Management Office's role is to provide a standardized submission process with the goal of **promoting transparency and accountability of State funds.**

Fiscal Year 2026

The Fiscal Year 2026 Designated Grant cycle runs from July 1, 2025 – June 30, 2026
State agencies and Recipients are responsible for ensuring funding is utilized within the
above time frame.

Roles in the Designated Grant Process

Grants Management Office

- Notifies State Agencies of any Designated Grants
- 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

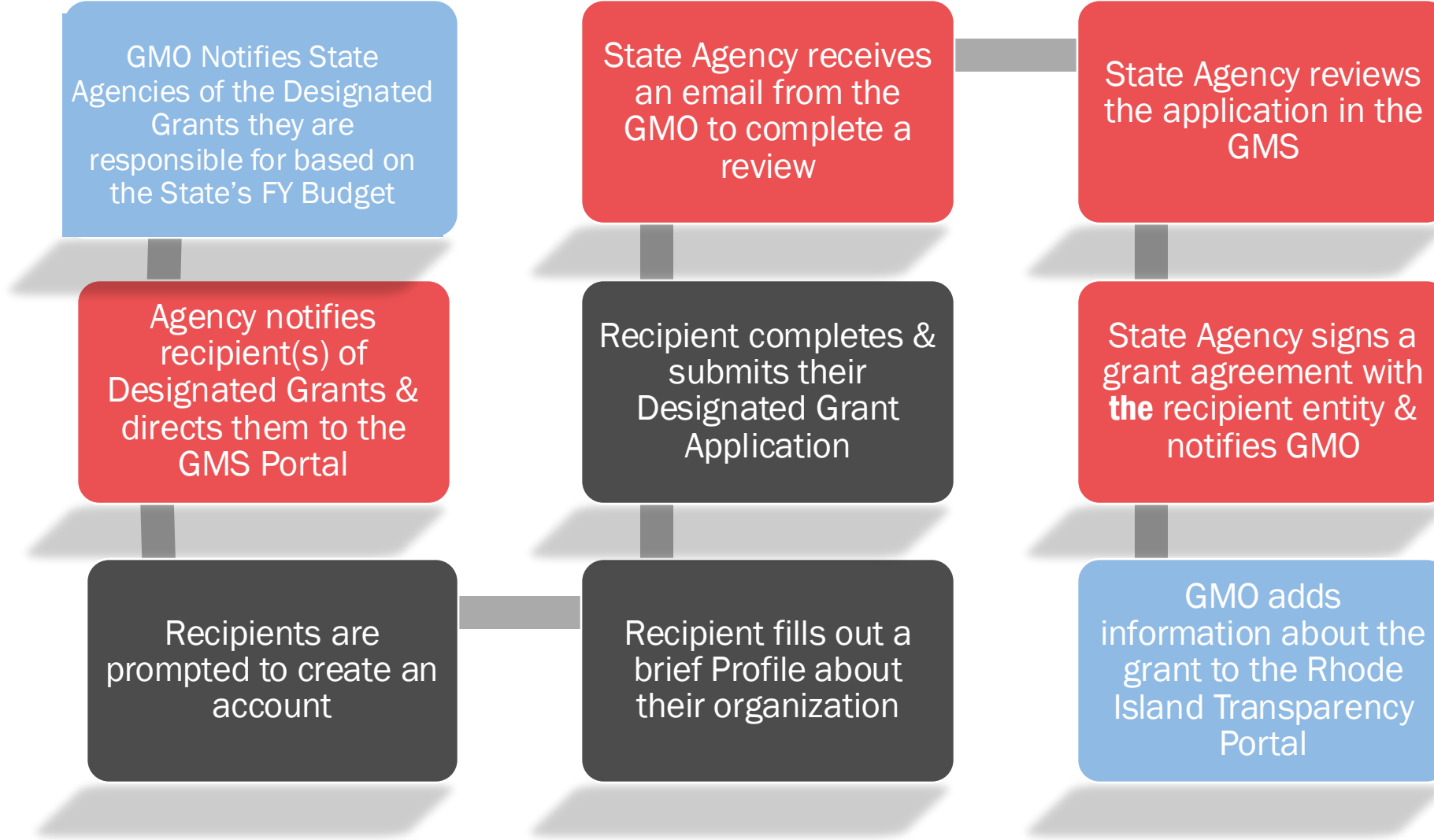
- Handles management of State Designated Grants with recipient(s)
- Reviews application submitted by recipients prior to funds being disbursed
- Notifies the Grants Management Office when a grant agreement is signed
- Checks in with the recipient throughout the fiscal year and reviews mid/end of year reports from recipient(s)
- 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
- Carries out the tasks associated with the grant funding
- Submits mid and end of year reports
- Communicates directly with the State Agency unless there is a GMS related concern

Designated Grants Submission Process

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



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
- Uploading 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 submission at the same time in the Grants Management System?

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. For Designated Grants, ONLY the application will be submitted and reviewed in the GMS. Please work with the State Agency distributing your Designated Grant to discuss 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 decide internally who is best suited to complete the application and sign it.

Questions ?

- A copy of this slide deck & recording of the training will be posted to our website - <https://controller.admin.ri.gov/grants-management>
- For Additional questions related to the GMS Portal, contact brianna.l.murphy@doa.ri.gov
- For questions related to funding & other general questions about your award, contact the State Agency that issued your award