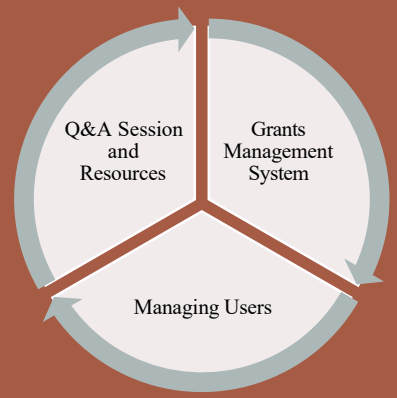
EXTERNAL GMS OVERVIEW:
A RESOURCE FOR FINANCIAL POINTS OF CONTACT (FPOCs)

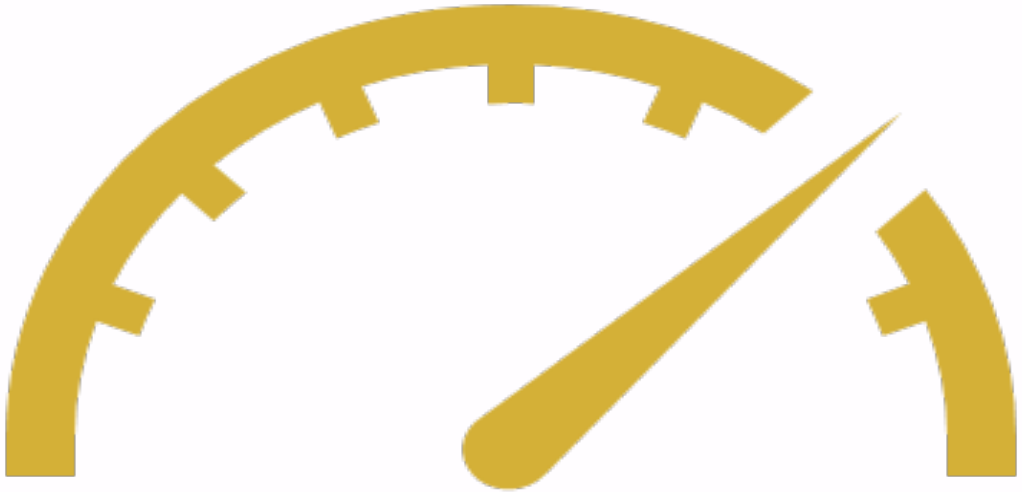
Coordinated Tribal Assistance Solicitation (CTAS)

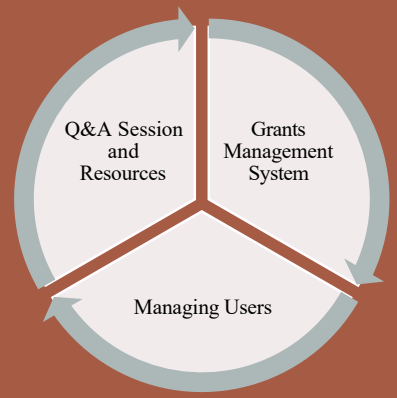
New Grantee Orientation Conference

Sponsored by:
The Office of Audit, Assessment, and Management
Grants Management Division



How comfortable are you with GMS?





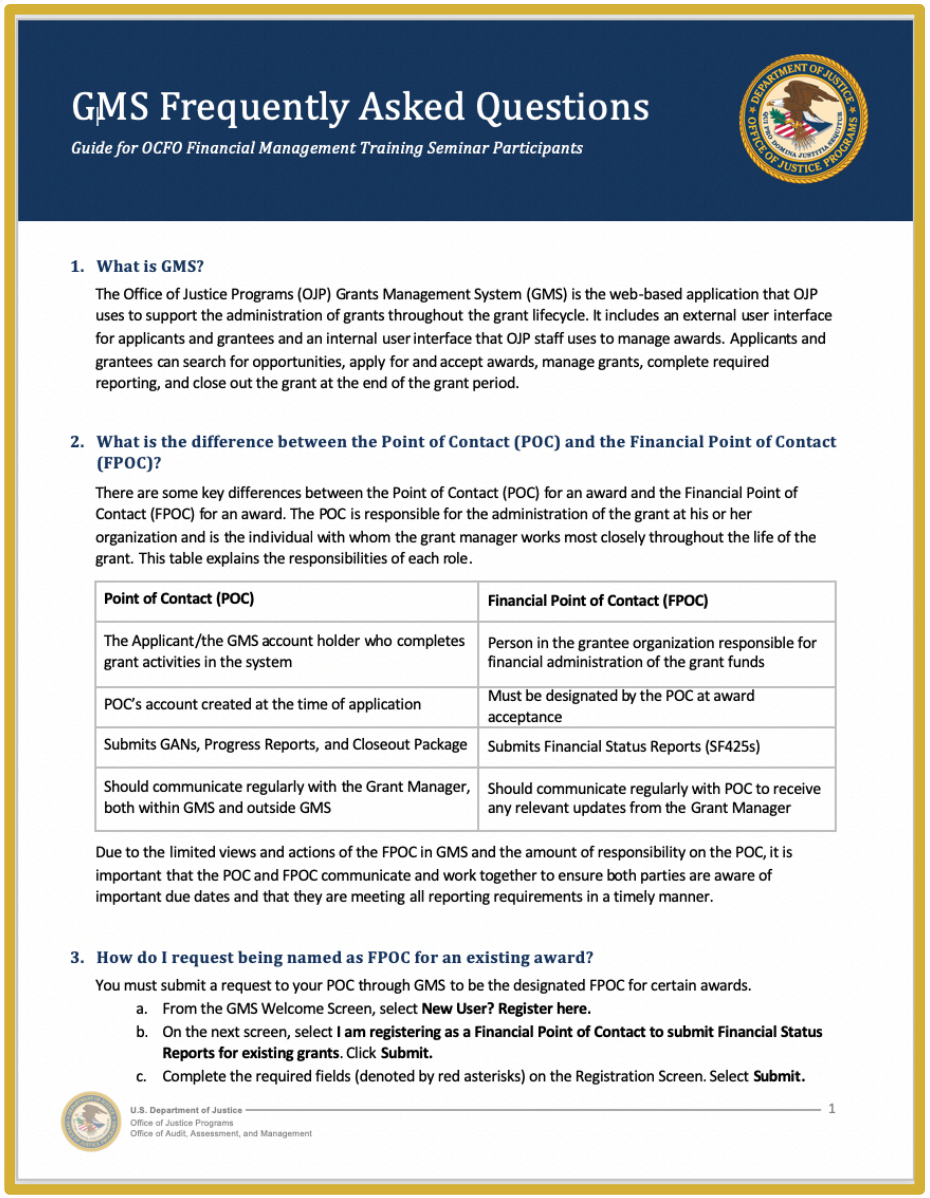
What would you like to gain from this session?

Resources

GMS Frequently Asked Questions

The FAQ and a PDF version of this presentation can be found at:

www.ncjtc.org/CTASresources



GMS Frequently Asked Questions

Guide for OCFO Financial Management Training Seminar Participants

1. **What is GMS?**

The Office of Justice Programs (OJP) Grants Management System (GMS) is the web-based application that OJP uses to support the administration of grants throughout the grant lifecycle. It includes an external user interface for applicants and grantees and an internal user interface that OJP staff uses to manage awards. Applicants and grantees can search for opportunities, apply for and accept awards, manage grants, complete required reporting, and close out the grant at the end of the grant period.

2. **What is the difference between the Point of Contact (POC) and the Financial Point of Contact (FPOC)?**

There are some key differences between the Point of Contact (POC) for an award and the Financial Point of Contact (FPOC) for an award. The POC is responsible for the administration of the grant at his or her organization and is the individual with whom the grant manager works most closely throughout the life of the grant. This table explains the responsibilities of each role.

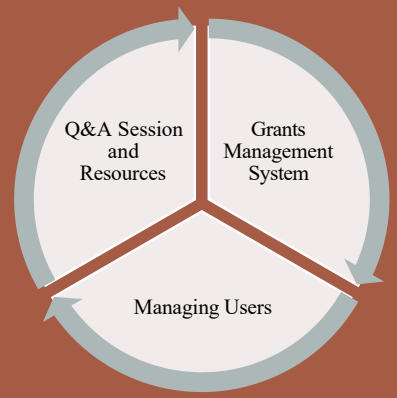
Point of Contact (POC)	Financial Point of Contact (FPOC)
The Applicant/the GMS account holder who completes grant activities in the system	Person in the grantee organization responsible for financial administration of the grant funds
POC's account created at the time of application	Must be designated by the POC at award acceptance
Submits GANs, Progress Reports, and Closeout Package	Submits Financial Status Reports (SF425s)
Should communicate regularly with the Grant Manager, both within GMS and outside GMS	Should communicate regularly with POC to receive any relevant updates from the Grant Manager

Due to the limited views and actions of the FPOC in GMS and the amount of responsibility on the POC, it is important that the POC and FPOC communicate and work together to ensure both parties are aware of important due dates and that they are meeting all reporting requirements in a timely manner.

3. **How do I request being named as FPOC for an existing award?**

You must submit a request to your POC through GMS to be the designated FPOC for certain awards.

a. From the GMS Welcome Screen, select **New User? Register here.**
b. On the next screen, select **I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants**. Click **Submit.**
c. Complete the required fields (denoted by red asterisks) on the Registration Screen. Select **Submit.**



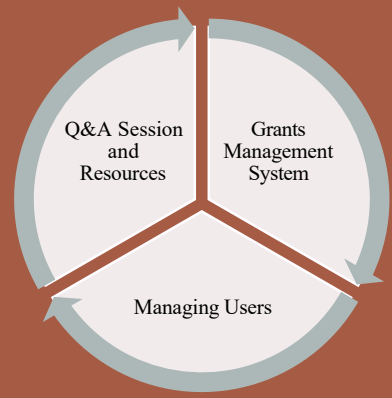
Resources

Computer-Based Training

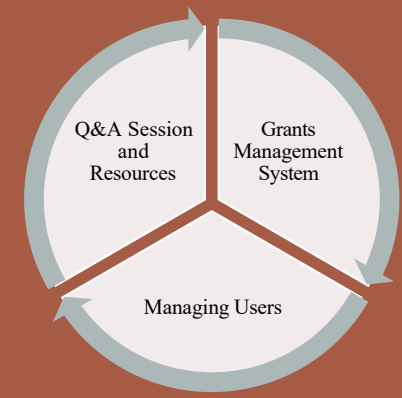
www.ojp.usdoj.gov/gmscbt

GMS User Guide

www.ojp.gov/training/gmstraining.htm#GMSUserguide



Resources



888-549-9901 (Option 3)

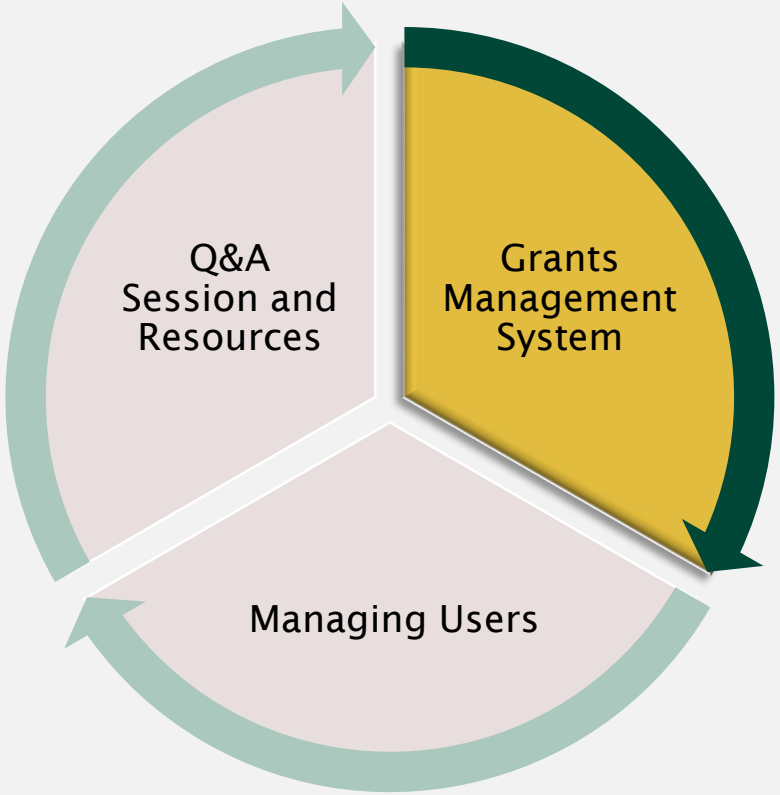
GMS.Helpdesk@ojp.usdoj.gov

Acronym/Abbreviation List

Acronym/Abbreviation	Definition
GMS	Grants Management System
CTAS	Coordinated Tribal Assistance Solicitation
OJP	Office of Justice Programs
BJA	Bureau of Justice Assistance
OAAM	Office of Audit, Assessment, and Management
GMD	Grants Management Division
GAN	Grant Adjustment Notice
POC	Point of Contact
FPOC	Financial Point of Contact
OJJDP	Office of Juvenile Justice and Delinquency Prevention
OVC	Office for Victims of Crime
NIJ	National Institute of Justice

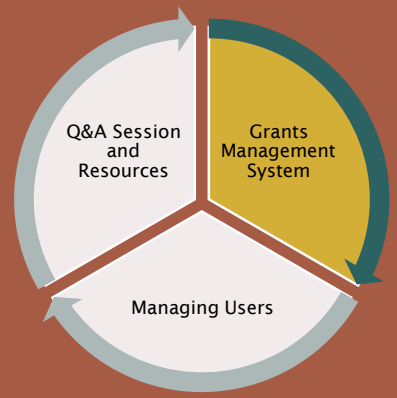
Course Topics

1. Grants Management System (GMS)
2. Managing Users
3. Q&A Session and Resources



GRANTS MANAGEMENT SYSTEM

Grants Management System (GMS) Overview

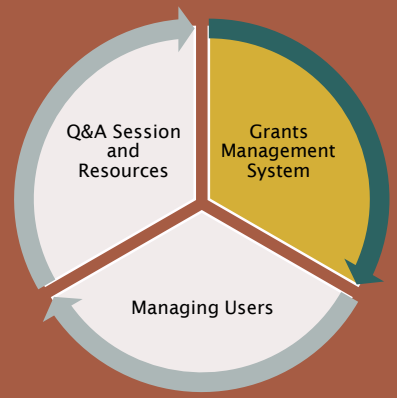


What is GMS?

POC vs. FPOC

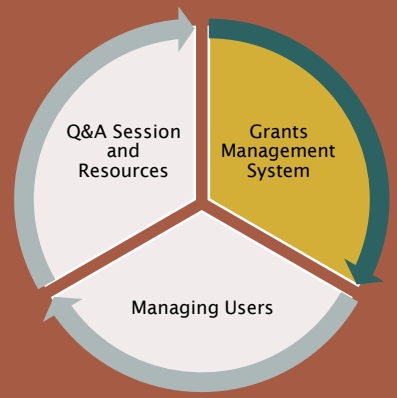
GMS System Login

Grants Management System (GMS) Overview



The **Grants Management System (GMS)** is a web-based **Office of Justice Programs application** used throughout the grants lifecycle to support the full administration of grants.

GMS Overview for Financial Points of Contact



GMS has two interfaces:

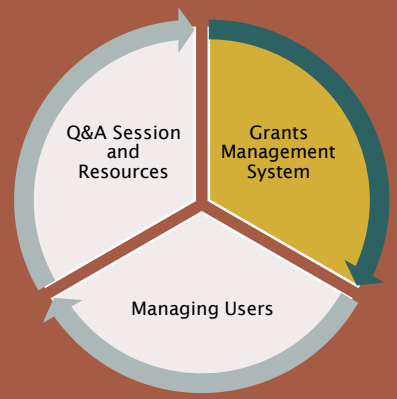
External User

The user interface for grant applicants and recipients

Internal User

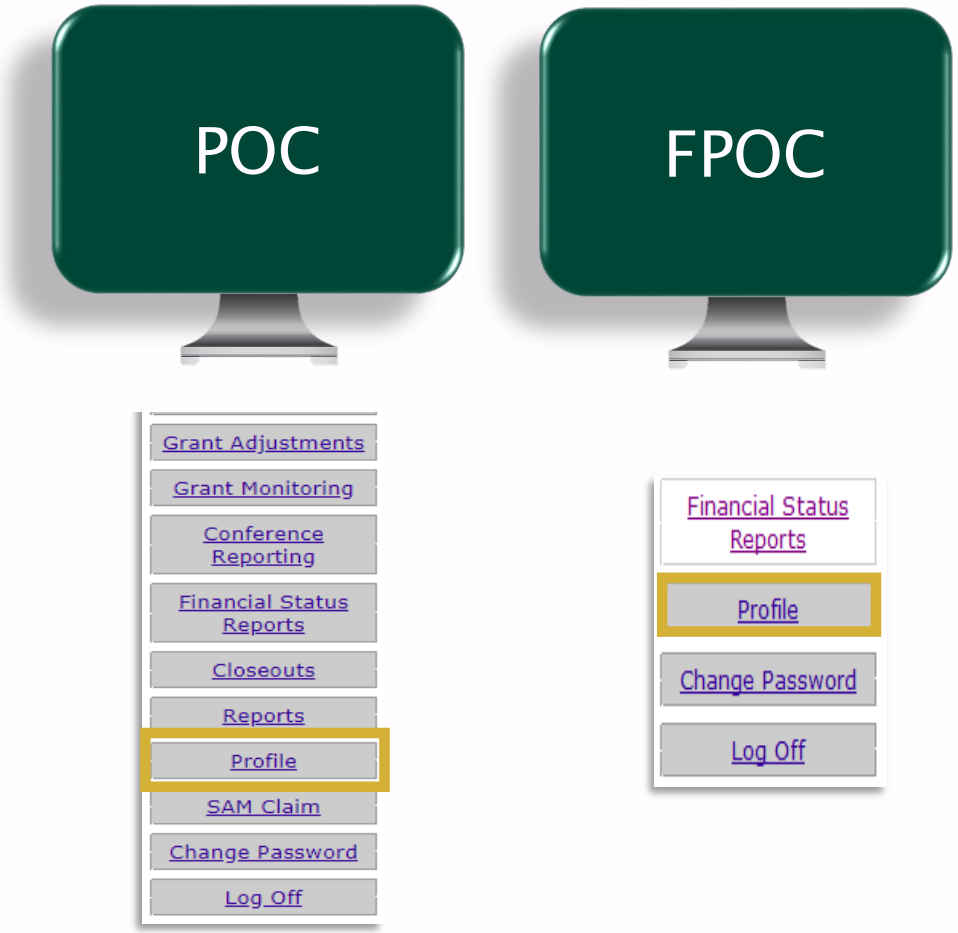
The user interface for OJP grant managers, program managers, and other staff

GMS Overview for Financial Points of Contact

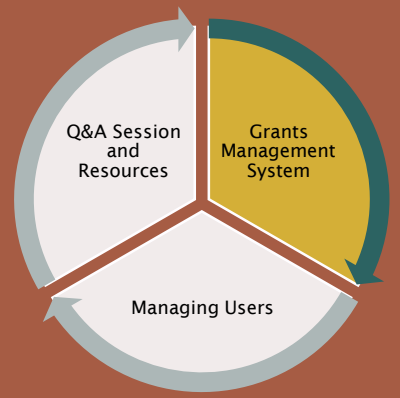


GMS Account Structure

When questions arise regarding account functions, role access and preference can be adjusted through the **"Profile"** link in the left menu for each role.



GMS Overview for Financial Points of Contact

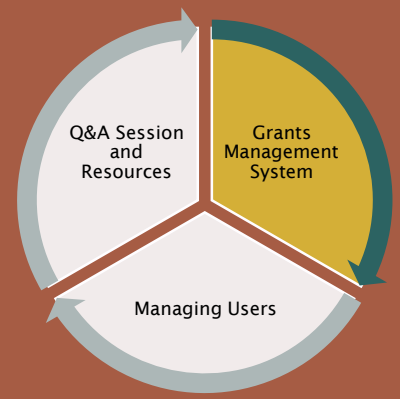


Point of Contact (POC) vs. Financial Point of Contact (FPOC)

A POC and an FPOC must be designated in GMS for every grant award.

Point of Contact (POC)	Financial Point of Contact (FPOC)
Applicant account holder who completes grant activities in GMS	Responsible for financial administration of the grant funds
Account created at time of application	Must be designated for recipient to qualify for grant award
Submits GANs, Progress Reports, Closeout package, etc.	Submits Financial Status Reports
Should communicate regularly with the Grant Manager, both within GMS and outside GMS	Should communicate regularly with POC to receive any relevant updates from Grant Manager

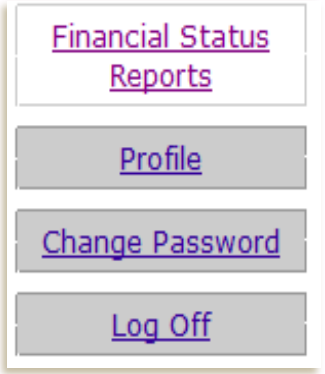
GMS Overview for Financial Points of Contact



POC GMS Modules

A **POC** will see many modules down the left-hand side of the screen.

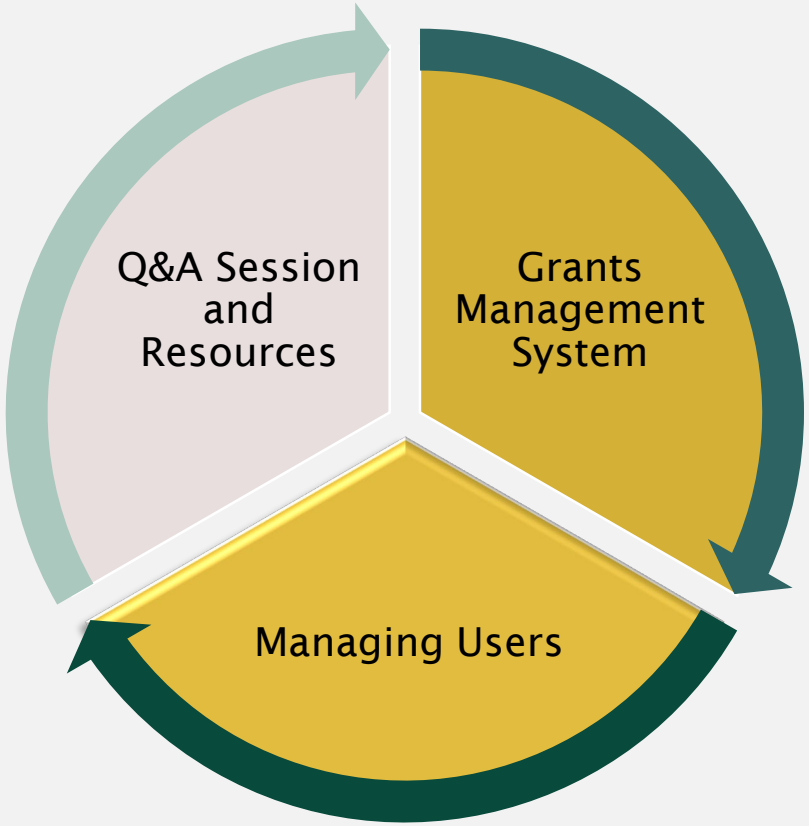
FPOC GMS Modules



- An **FPOC** will see far fewer options on the screen.
- The **FPOC** submits the necessary requirements to the grant manager, and shares information and updates as they are learned.

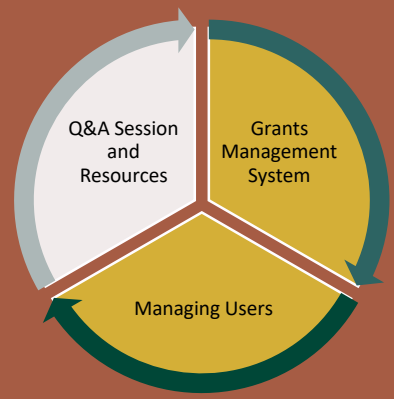
GMS Account Structure

The GMS menu structure depends on the role of the user who is signed in.



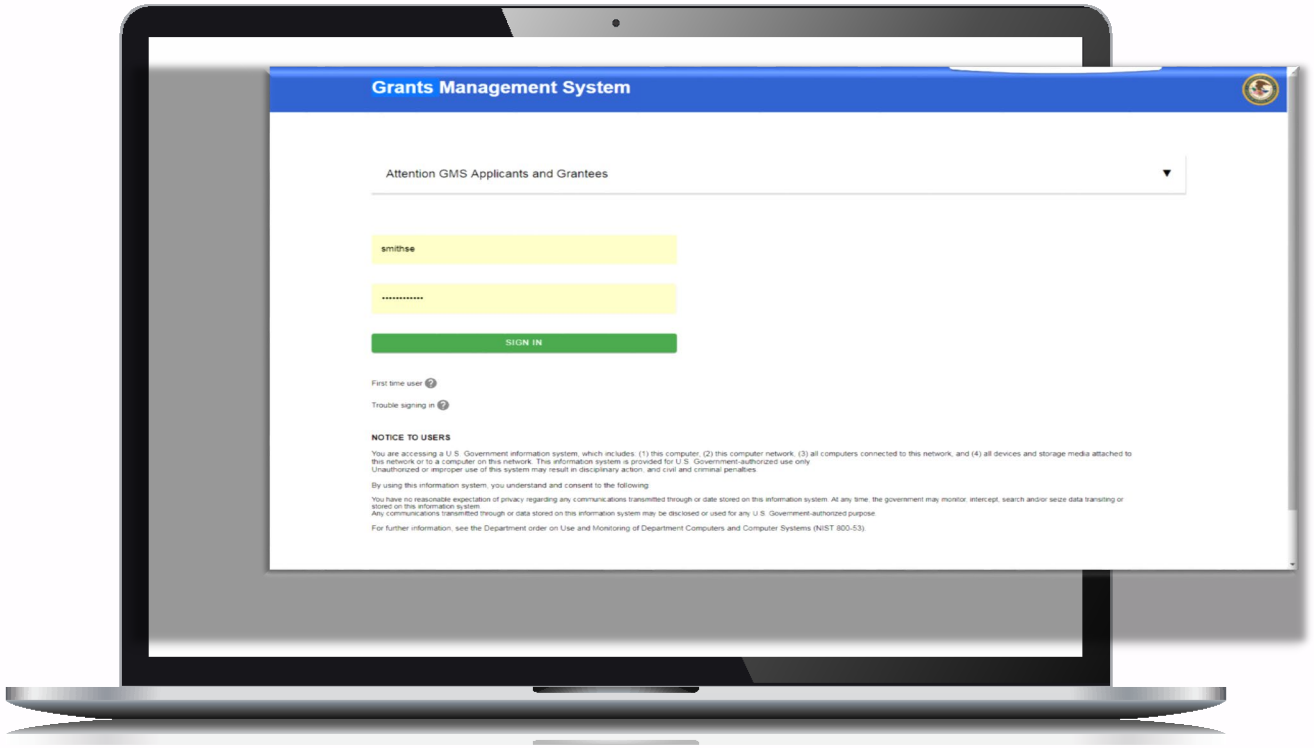
MANAGING USERS

GMS System Login



System Login

- Users must sign into GMS to **perform post-award activities.**
- System login is required for **all grant applications submitted.**



grants.ojp.usdoj.gov

Financial Point of Contact

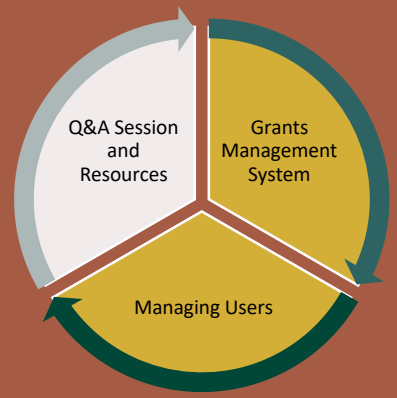
Request FPOC Role

Once the New User link is selected at login, a screen will appear with 2 registration options:

I am registering as an applicant for a grant.

I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants.

Select the button next to Register as a Financial Point of Contact, and click Submit.



Request FPOC Role

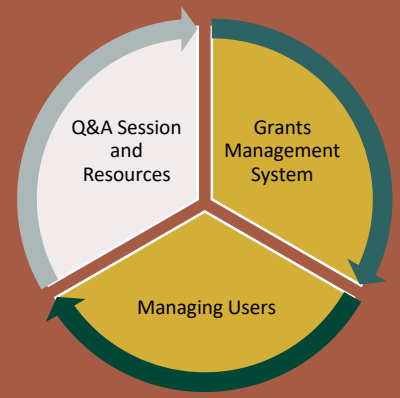
The FPOC Registration Information page will appear. Fill out all required fields indicated by a red asterisk (*), and click Submit.

This will submit your request to your grant POC.

Financial Point of Contact (FPOC) Registration Information

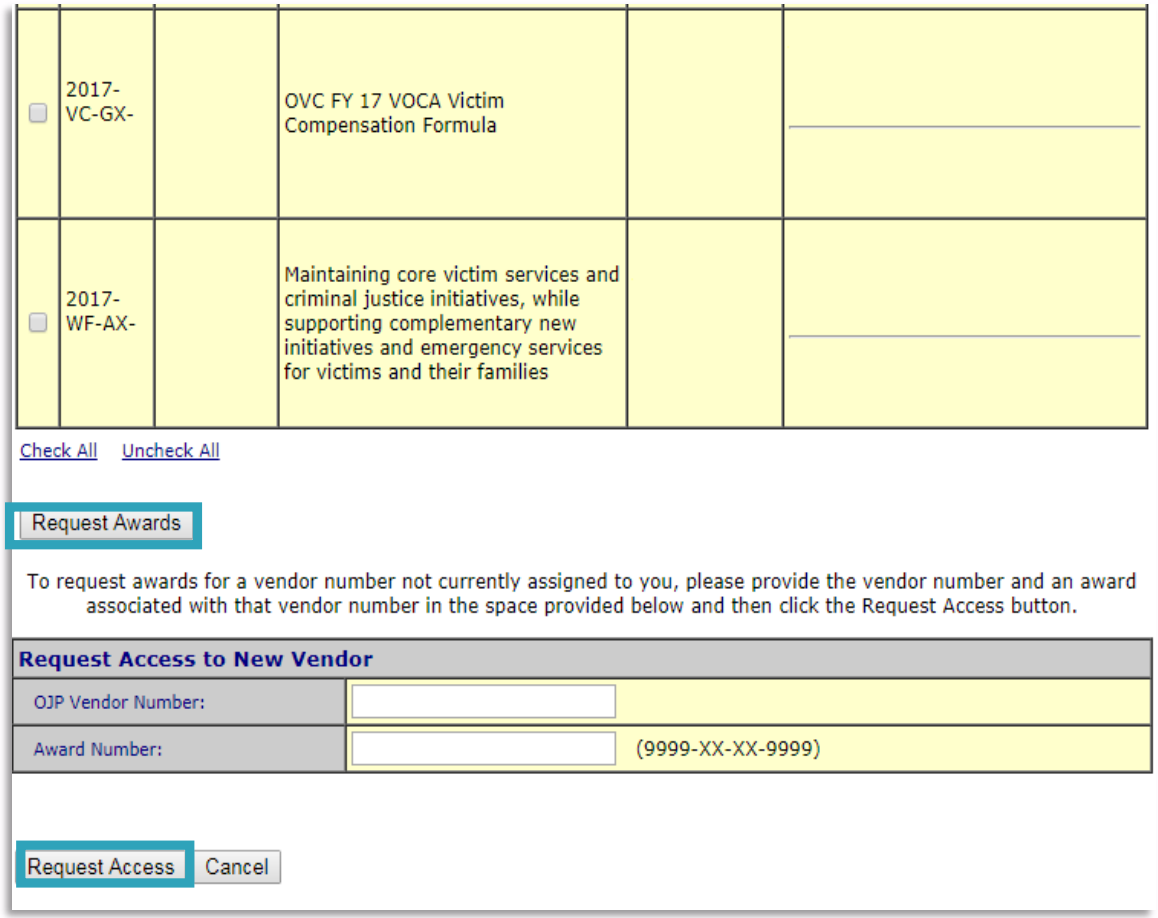
*Mandatory fields

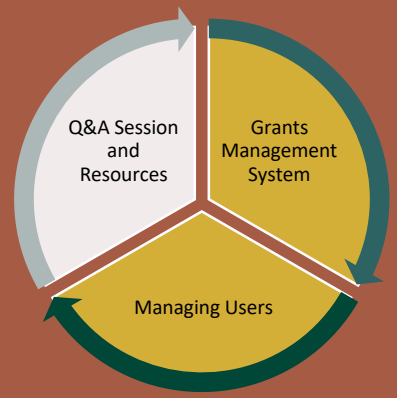
Grant Verification Information	
Please provide the following information about your most current grant with OJP. If you currently have more than one grant with us, enter information from any of your current grants with OJP. We will use this information to help verify your account, so please be sure that the information you provide is accurate.	
*Award Number: (9999-XX-XX-9999)	
*OJP Vendor Number:	
Organization Information	
*Your Organization Name:	
*Address Line 1:	
Address Line 2:	
*City:	

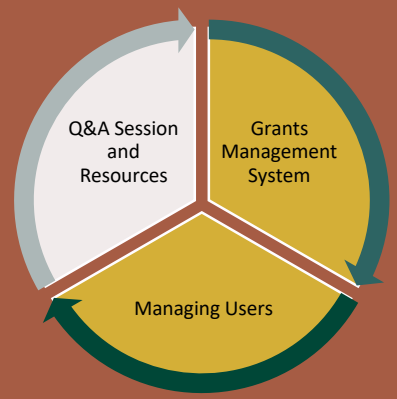


Request FPOC Role

- The Request Awards page will appear.
- Check the boxes next to the awards you want assigned to you as FPOC.
- If you also require access to awards from a different vendor, enter the OJP Vendor Number and Award Number in the bottom fields and click Request Access.
- Otherwise, click Request Awards.







Request FPOC Role

The Action Confirmation page appears.

Make sure all award numbers, titles, and point of contact information are correct, and click Yes.

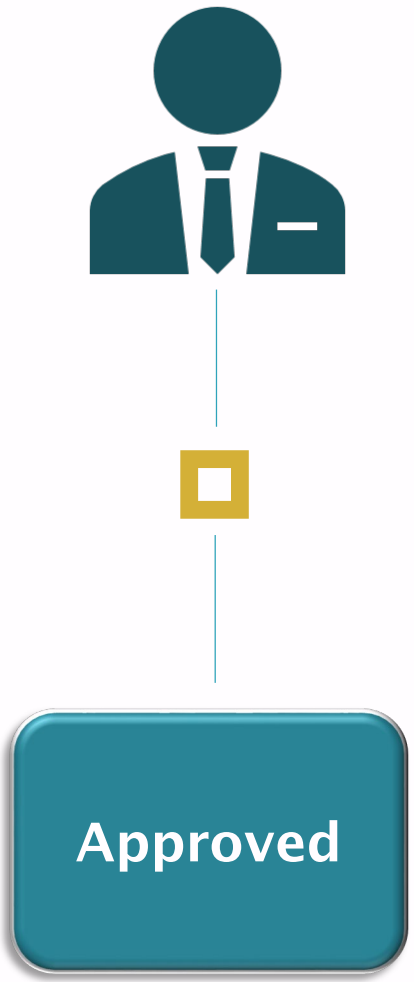
	Award Number	Vendor Number	Project Title	Budget Period From	Budget Period To	Programmatic Point of Contact	Current Financial Point of Contact
☑	2017-VC-		OVC FY 17 VOCA Victim Compensation Formula	10/01/2016	09/30/2020		
☑	2017-WF-AX-		Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families	07/01/2017	06/30/2019		

Check All Uncheck All

This action will notify multiple Point of Contacts with your request. Do you want to continue with your request? Please print this page for your record retention.

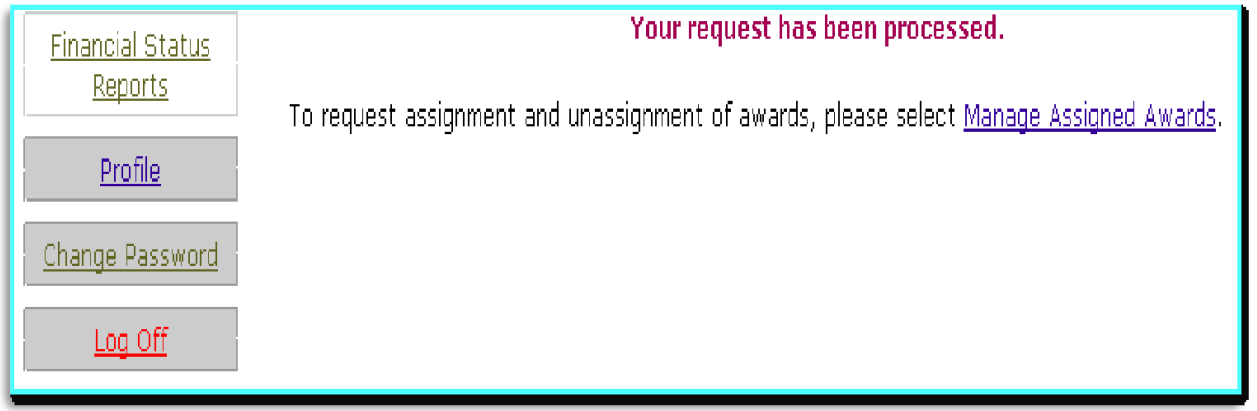
Yes No

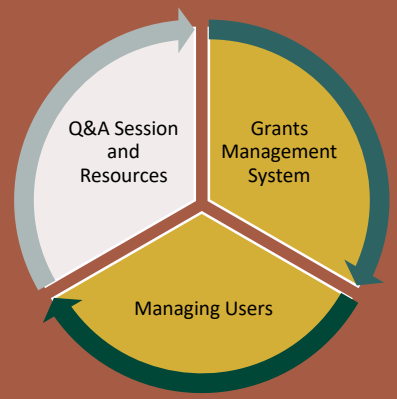
Managing Users



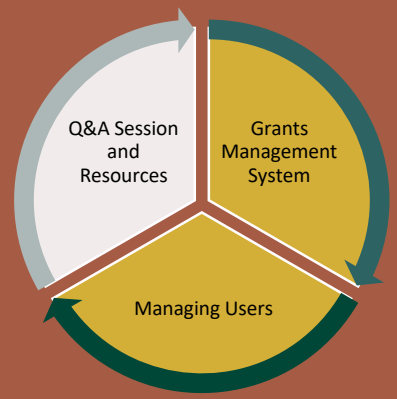
Request FPOC Role

After submission, you will receive a confirmation message that reads *"Your request has been processed."* Next, an email is sent to the prospective FPOC stating he or she has been approved.





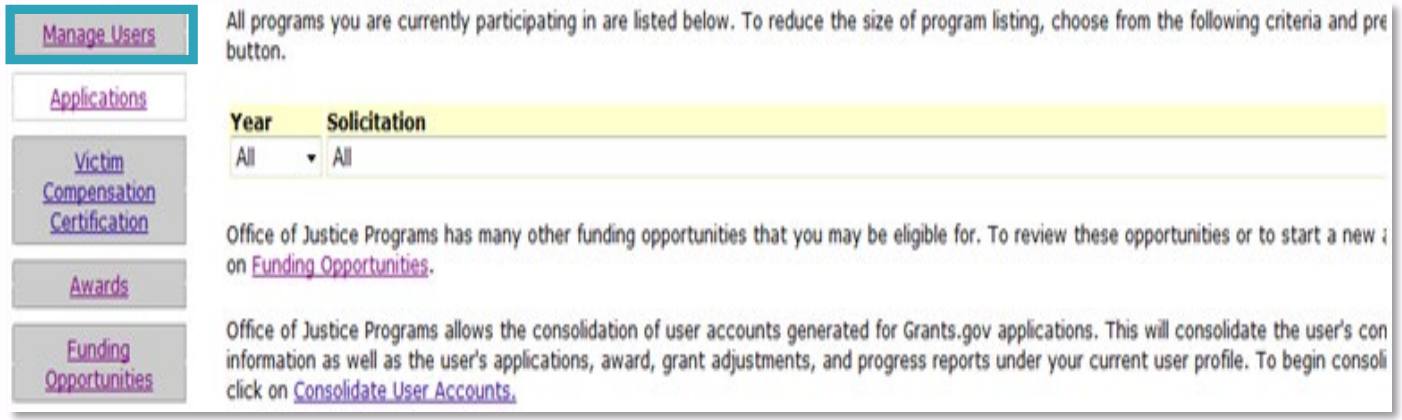
Managing Users



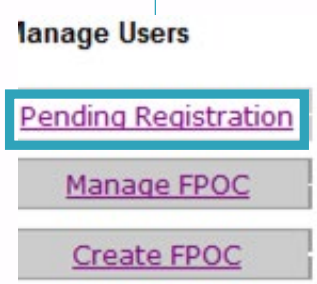
POC Approval of FPOC Request

Click the Manage Users link at the top of the left menu. This link is used for FPOC registrations, assignments, and denials.

Point of Contact



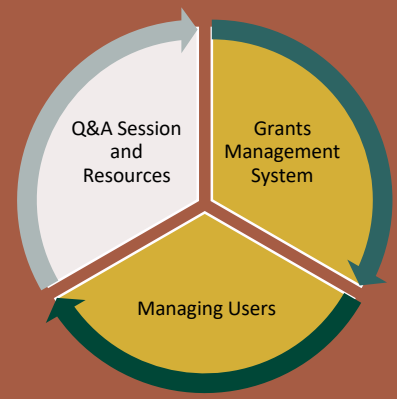
Managing Users

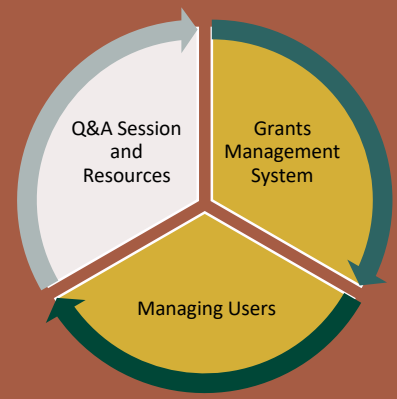


POC Approval of FPOC Request

- The Manage Users page will appear.
- The default screen will be Pending Registration.
- Names listed there are the prospective FPOCs who need to be approved or denied by the POC.
- Click the name link to learn more about what kind of access that person is requesting.

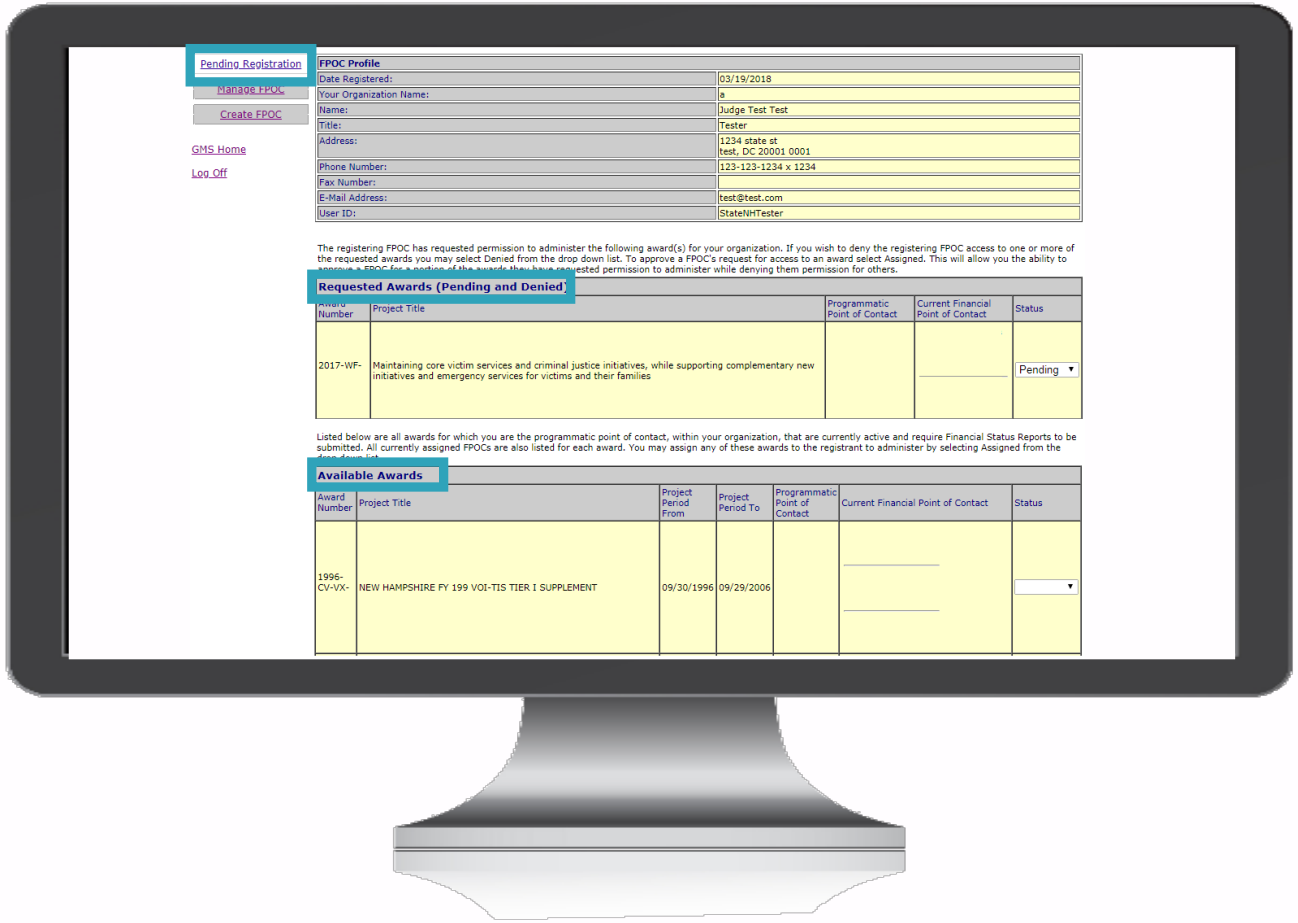
Name	Organization Name	Phone Number	Registered Date
Test Test	a	123-123-1234 ext. 1234	03/19/2018

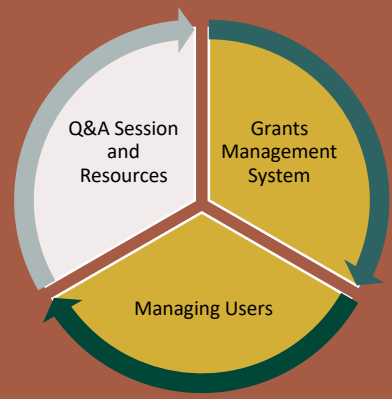




POC Approval of FPOC Request

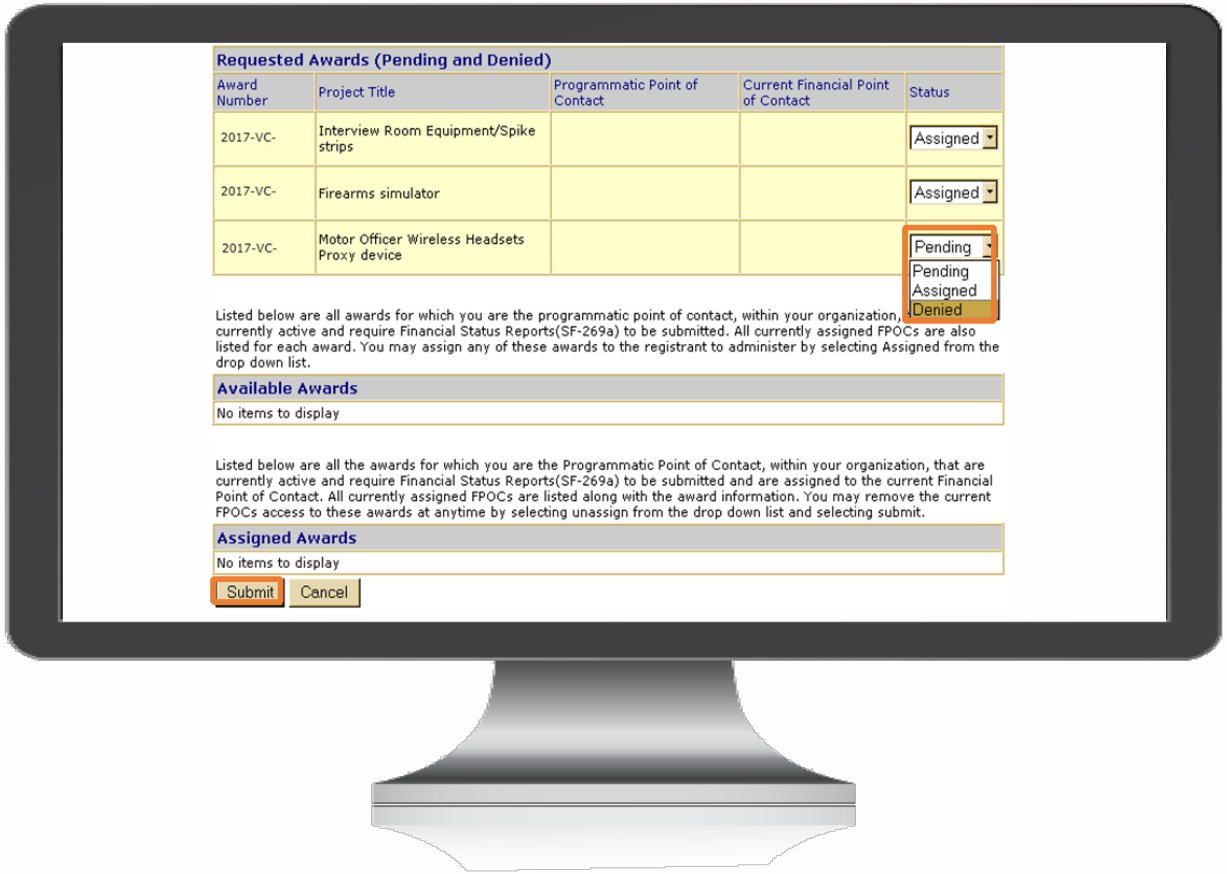
- The FPOC Profile Pending Registration page appears.
- The FPOC profile is shown at the top of the page. Below the profile will be:
  - FPOC award requests
  - Awards available to assign
  - Awards assigned to this FPOC

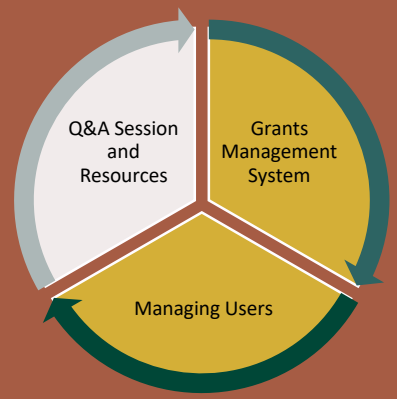




POC Approval of FPOC Request

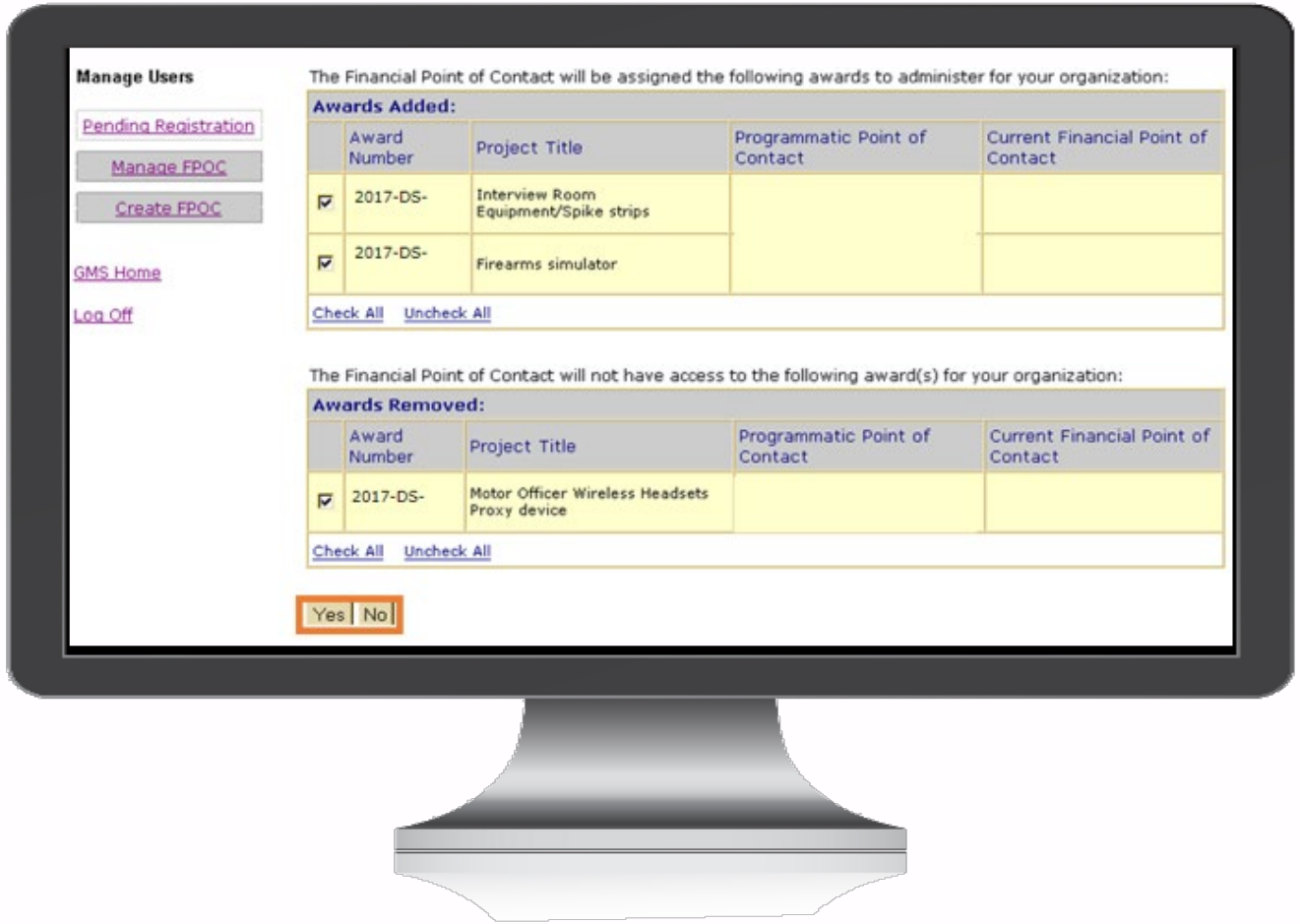
- The POC has a dropdown menu to choose *Pending*, *Assigned,* or *Denied* for any awards under the Status column. Make a choice for each award requested.
- Click Submit at the bottom of the screen.





POC Approval of FPOC Request

- The Action Confirmation screen gives a summary of what the POC is assigning and denying to the requesting FPOC.
- The POC makes sure all award numbers, titles, and POC information are correct.
- Click Yes to move ahead.

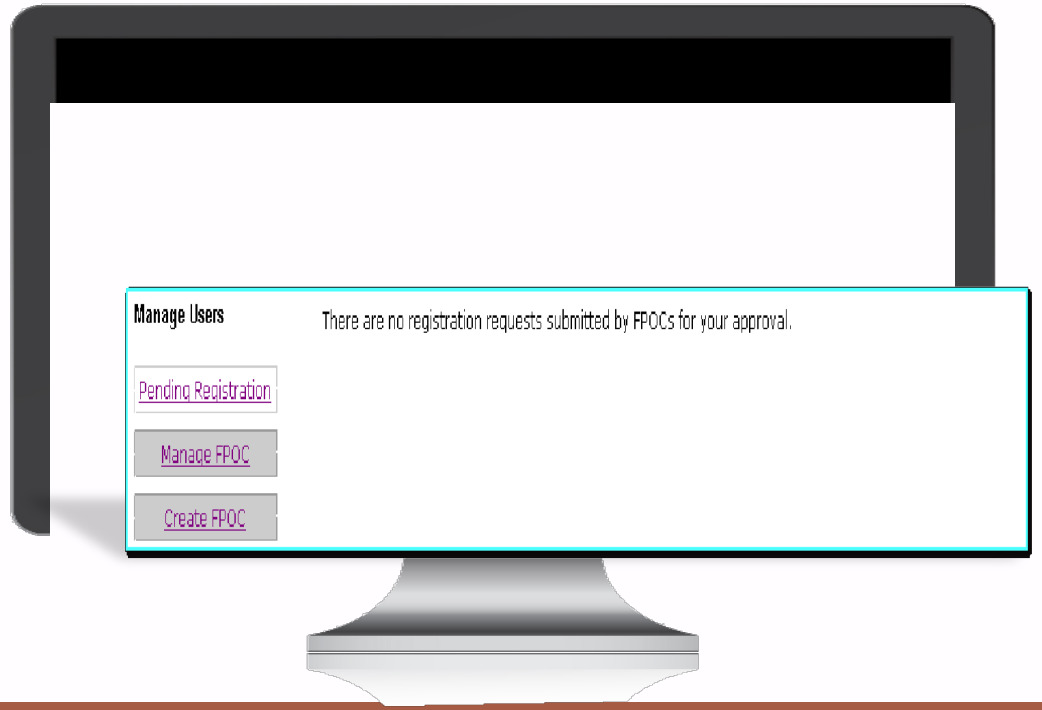


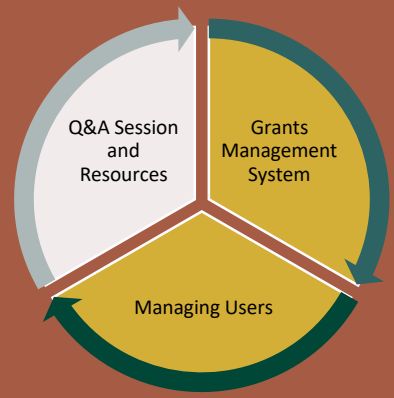
No prospective FPOC is now listed on the Pending Registration page.

POC Approval of FPOC Request

POC is directed back to the Pending Registration page.

No prospective FPOC is now listed on the Pending Registration page.





Managing Users

FPOC Approval Email

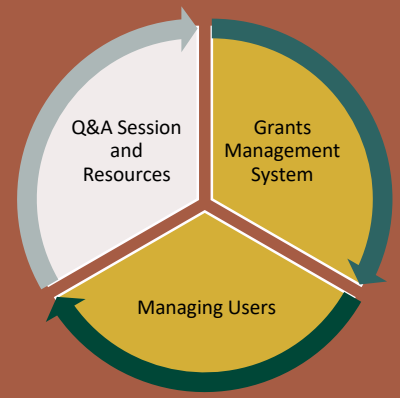
Date: Thu, 18 Oct 2017 11:17:37 -0400 (EDT)
From: gmssupport@ojp.doj.test
To: samuelr@mercurydev.ojp.usdoj.gov
Subject: Award has been assigned on 10/18/2017

*Your designation as Financial Point of Contact (FPOC) has been approved by your organization for the following award(s): 2017-**-**-0441, 2017-**-**-0441.*

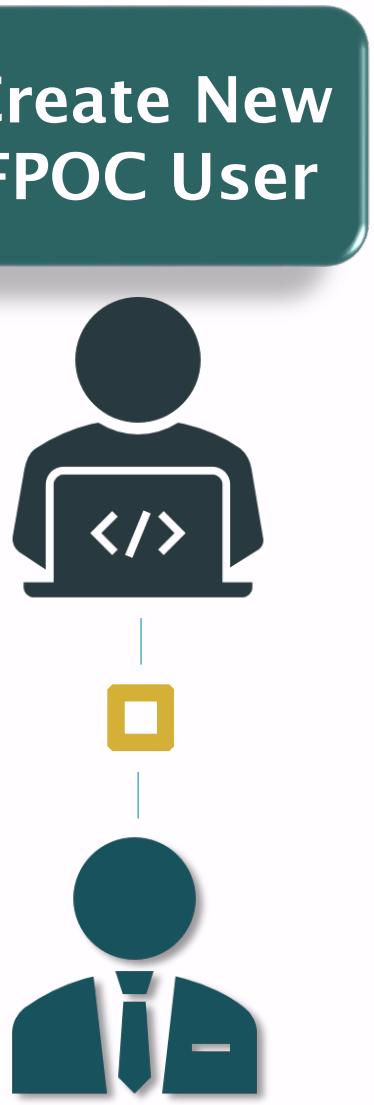
FPOC Denial Email

Date: Thu, 18 Oct 2017 10:12:00 -0400 (EDT)
From: gmssupport@ojp.doj.test
To: samuelr@mercurydev.ojp.usdoj.gov
Subject: Registration has been denied on 10/18/2017

*Your FPOC Registration Request has been denied by the grantee organization for the following award(s): 2017-**-**-1045.*

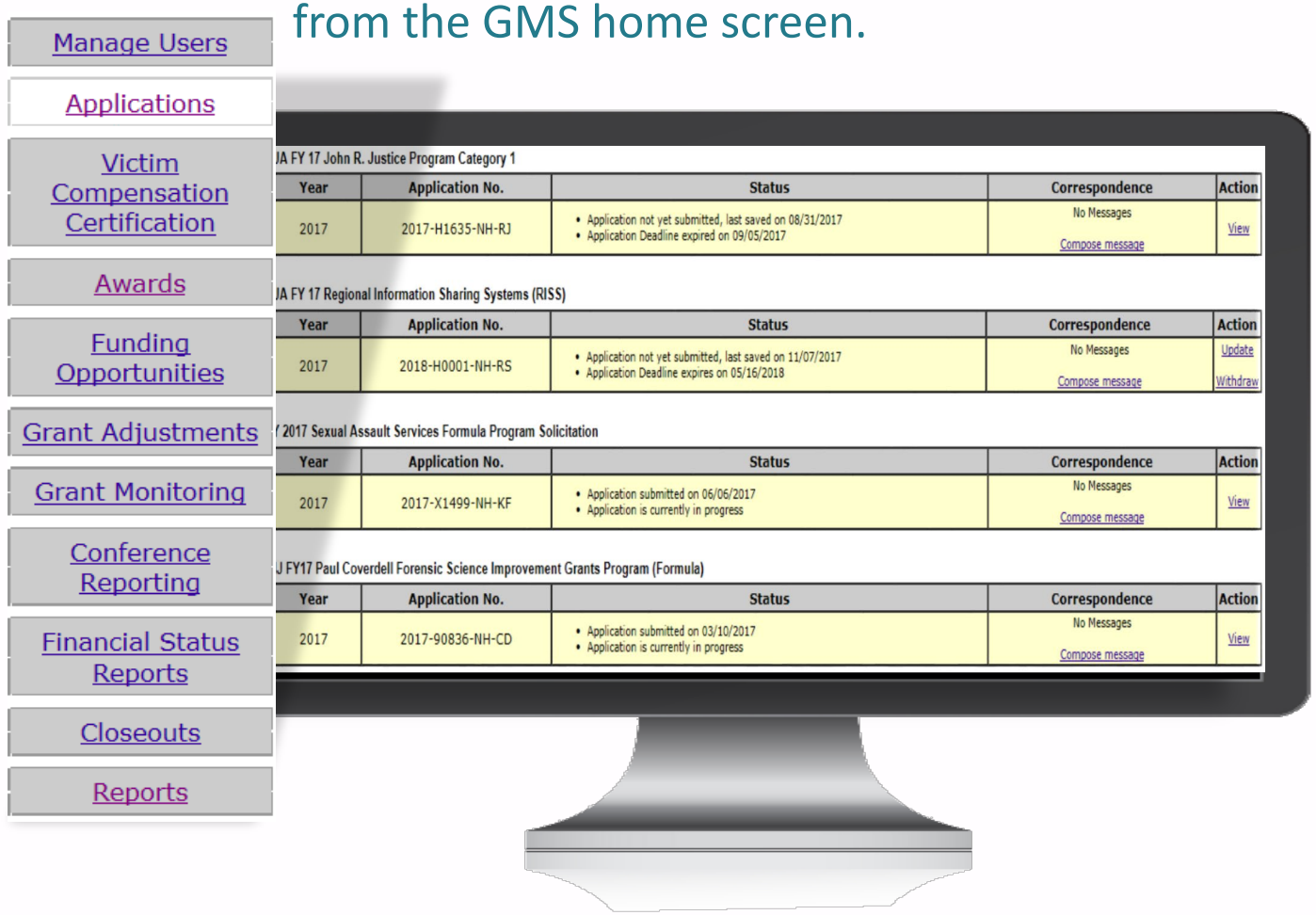


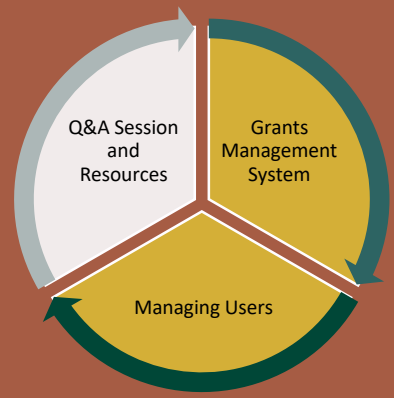
Managing Users



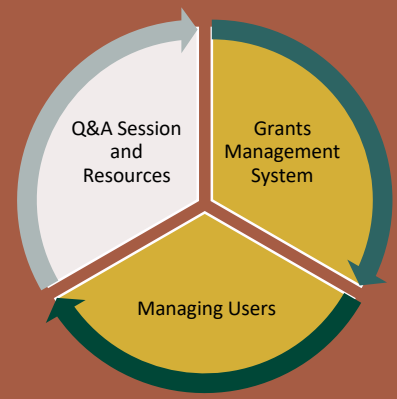
The POC may create an FPOC who has not requested the role.

To do this, the POC clicks the “Manage Users” link from the GMS home screen.

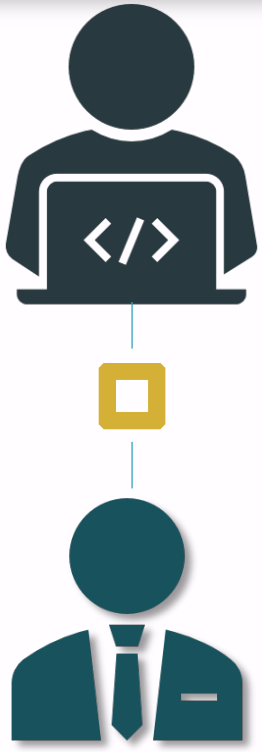




Managing Users



Create New FPOC User



Click the Create FPOC button to enter a new user in the system.

Manage Users

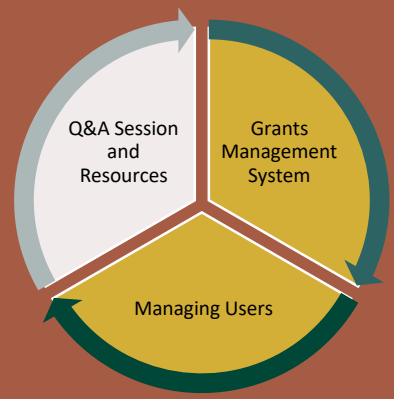
Pending Registration

Manage FPOC

Create FPOC

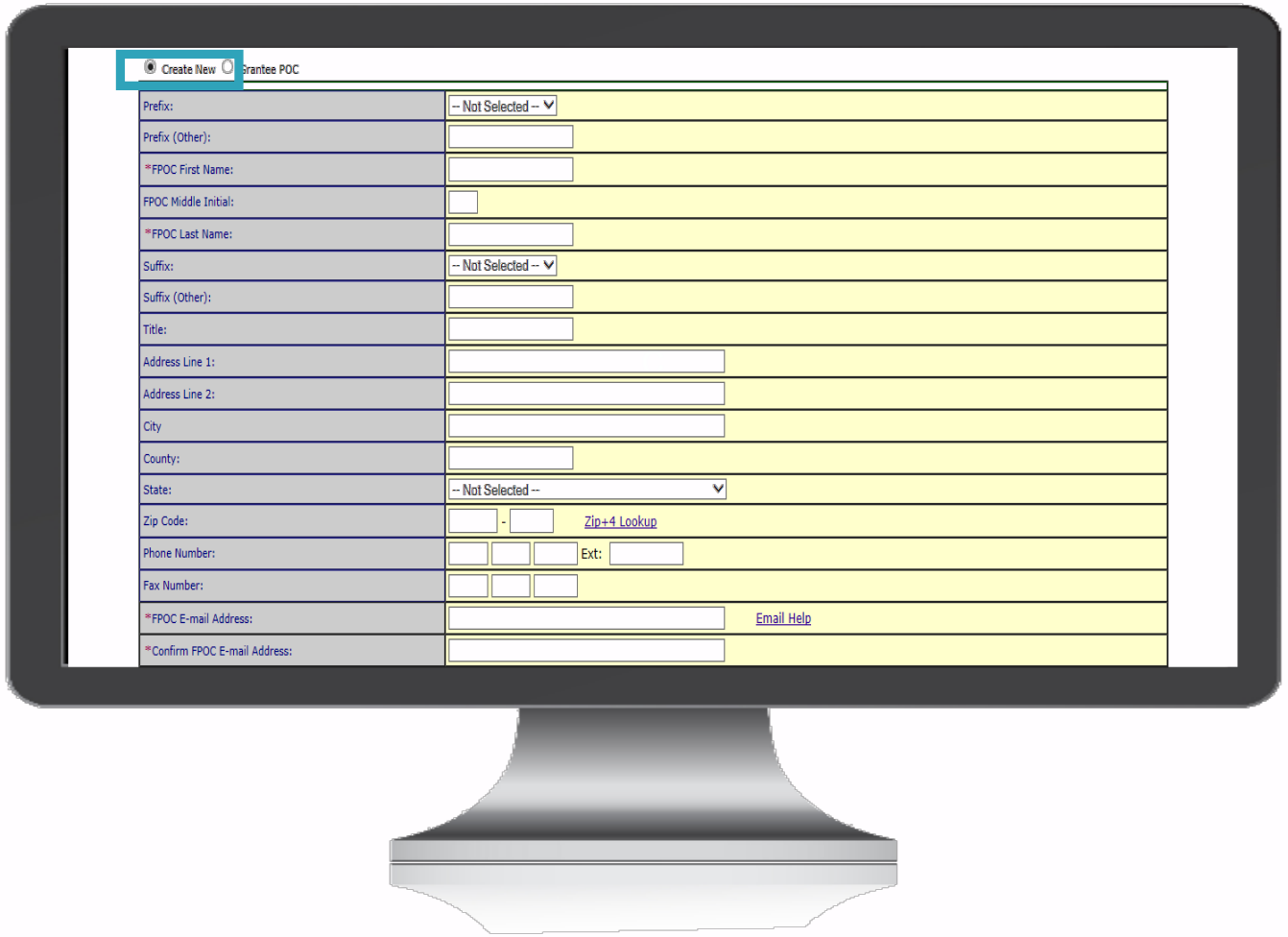
Name	Organization Name	Phone Number	Registered Date
testfpocuser 1102712	Testers	111-111-1111	11/02/2017

Managing Users

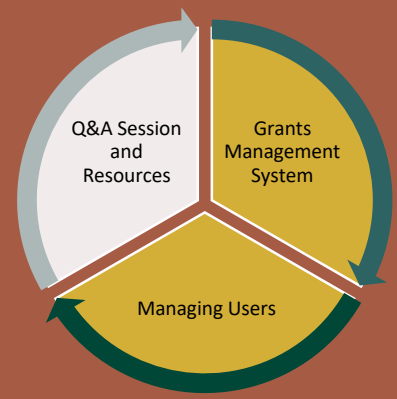


Create New FPOC User

Click the Create New button and complete the required profile information (*)



Managing Users

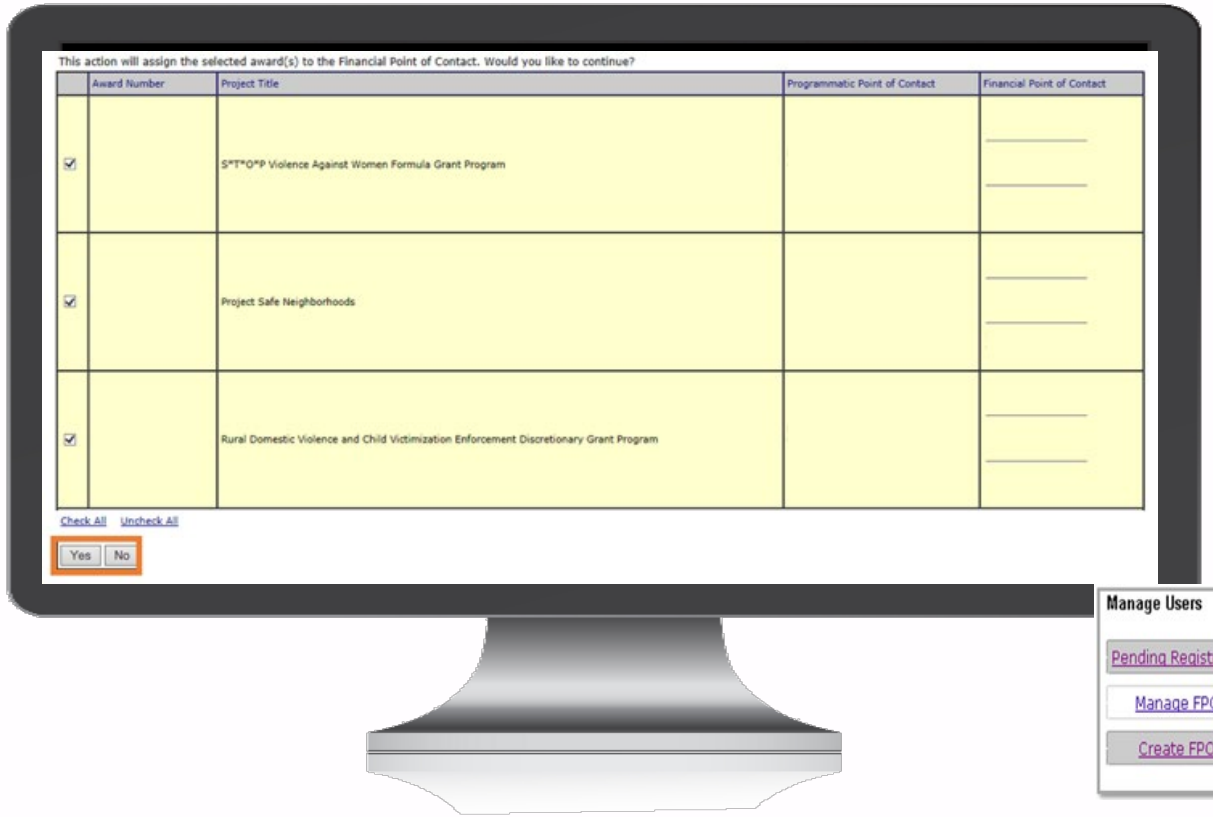


Create New FPOC User

- Recipient must choose all grant awards to assign to the new FPOC.
- When this is done, click the Submit button.

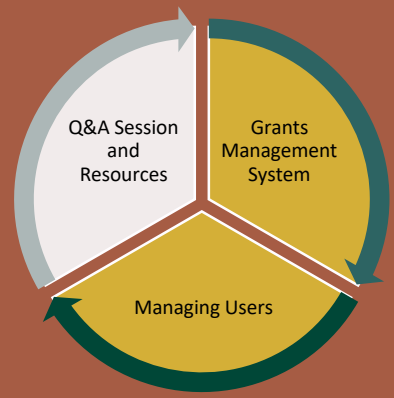
Managing Users

Confirm correct awards have been chosen, and click the Yes button to assign the awards. A confirmation screen will appear to complete process.

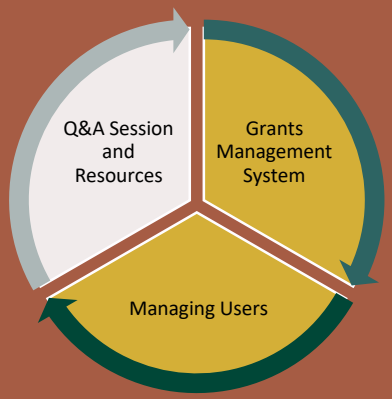


Create New FPOC User

Confirmation screen



Managing Users



Create New FPOC User

Email notification will be sent to the new FPOC, with instructions on how to complete the registration process.

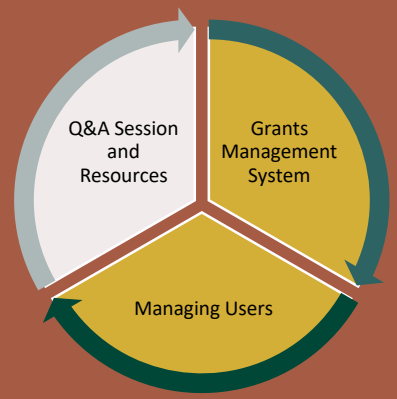
New FPOC

Date: Wed, 17 Oct 2017 14:17:45 -0400 (EDT)
From: gmssupport@usdoj.gov
To: jdoe@email.org
Subject: Action Required - Complete Registration

You have been designated as the Financial Point of Contact (FPOC) for the following award(s): 2017-WF-VX-XXXX, 2017-WF-BX-XXXX, 2017-WF-BX-XXXX, 2017-CW-BX-XXXX, 2017-WF-BX-XXXX, 2017-WF-AX-XXXX, 2017-WE-AX-0051,. The FPOC will be responsible for the financial administration of the award, such as submission of quarterly Financial Reports (the SF-425) and for requests for payment of funds (i.e., drawdown) from the award. Your account validation code is: BRWyp6SL3H.

Please go to: https://grants.ojp.usdoj.gov/gmsexternal/noSessionReq/fpocAcctValidation.st to complete your registration as contact for SF-425. Information concerning access to the payment system will be sent to you separately at a later date.

Managing Users

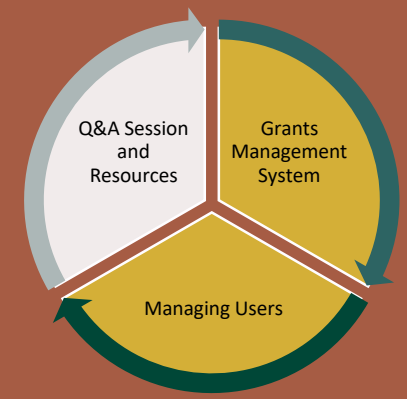


Create New FPOC User

Once logged into the GMS site, the new FPOC must enter their registered email address along with the validation code given in the email.

Click the Submit button.

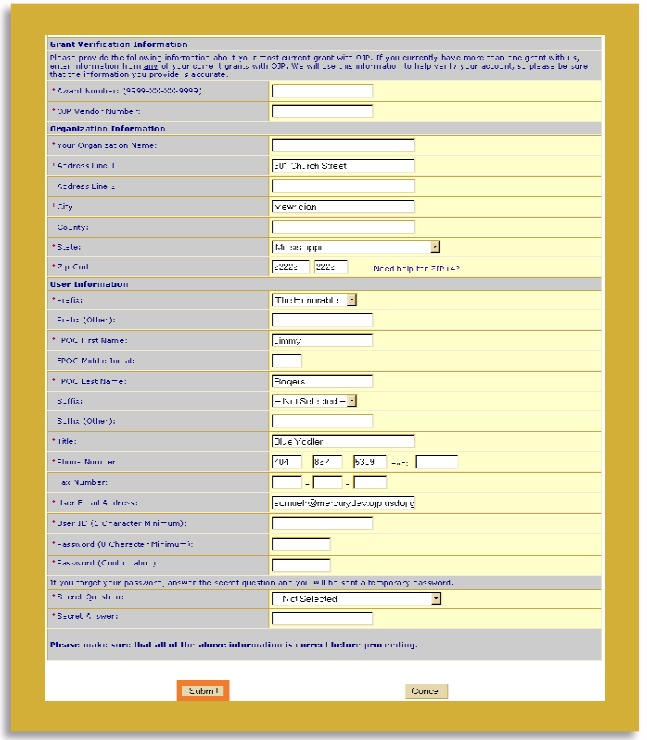
Managing Users



Create New FPOC User

The new FPOC must confirm the prepopulated entries in the registration information form and add missing information. All fields with a red asterisk (*) are required.

When finished, click the Submit button to complete the registration process.



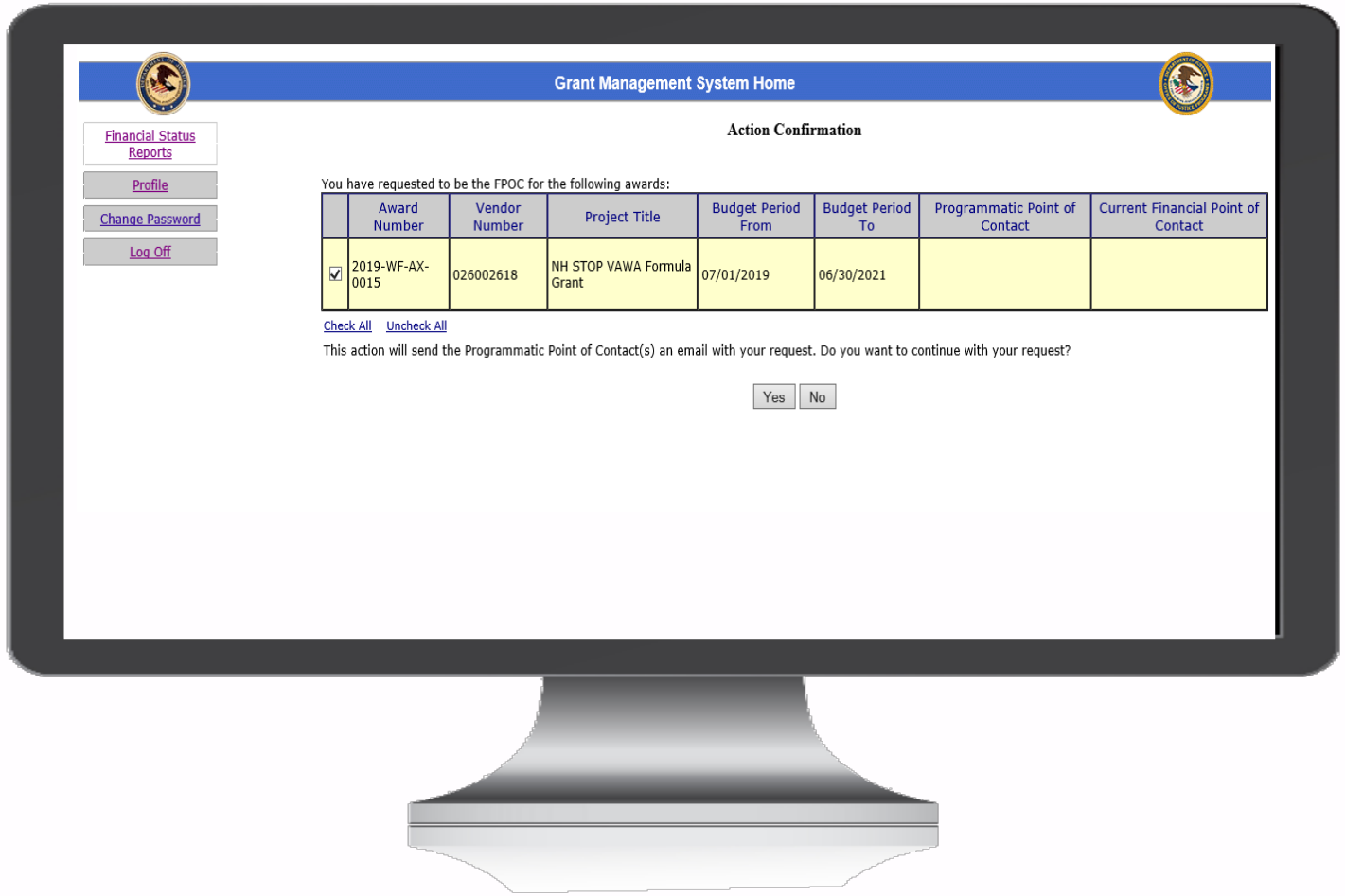
NOTE: Upon first login to GMS, the FPOC will only have access to the awards assigned by the POC. No additional award information is available (award document, GANs, progress reports, etc.).

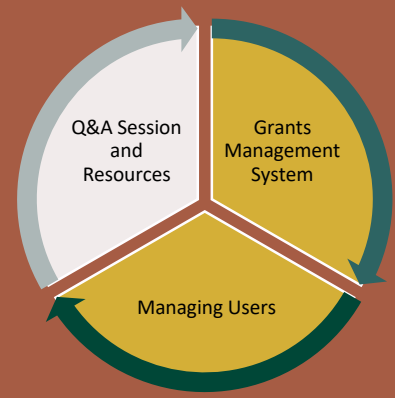
Managing Users

Create New FPOC User

The Action Confirmation page appears.

Make sure all prepopulated information is correct, and click Yes.





Managing Users

Create New FPOC User

The new FPOC is now signed into the system. The Home page for the account will appear, showing all awards the FPOC can access.

Award Status: Active Submit

BJA FY Capital Case Litigation Initiative

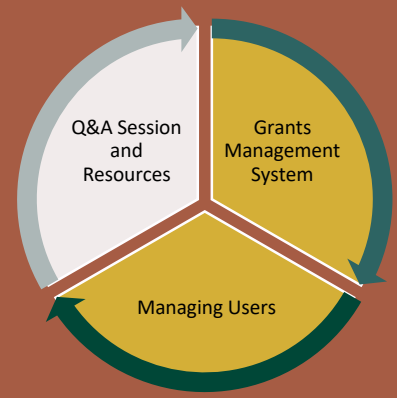
Year	Award Number	Status	Grant Manager	Correspondence	Action
		• Grantee Notified On 08/28 • End Date Passed	Name: Fletcher, UAT Phone: Fax: Other:	21 New Message(s)	Financial Status Reports

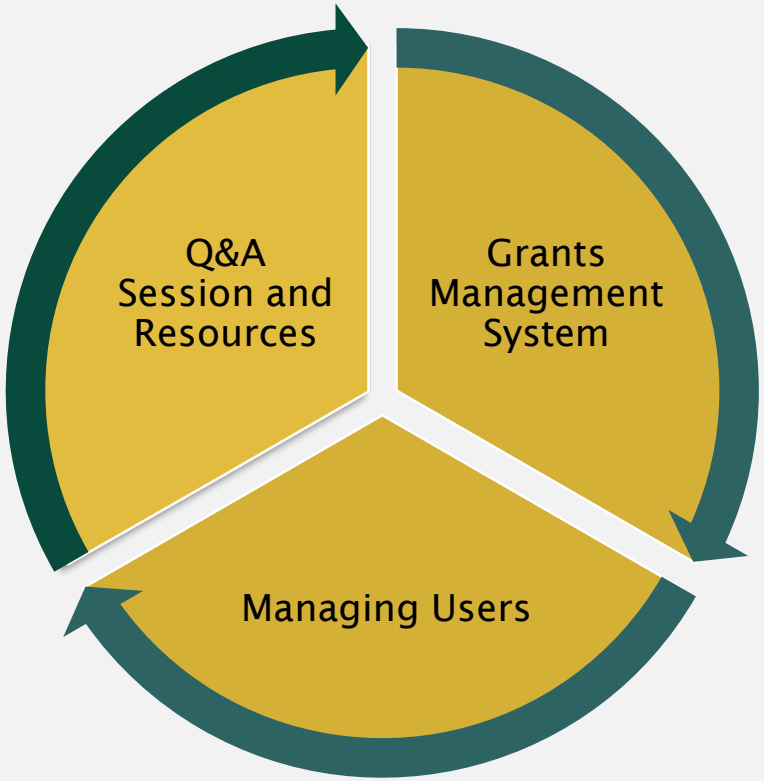
BJA FY Drug Court Training Initiative

Year	Award Number	Status	Grant Manager	Correspondence	Action
		• Grantee Notified On 07/27. • Active	Name: Fletcher, UAT Phone: Fax: Other:	1 New Message(s)	Financial Status Reports

BJA FY Justice and Mental Health Collaboration

Year	Award Number	Status	Grant Manager	Correspondence	Action
		• Grantee Notified On 08/24 • Active	Name: Fletcher, UAT Phone: Fax: Other:	No Messages	





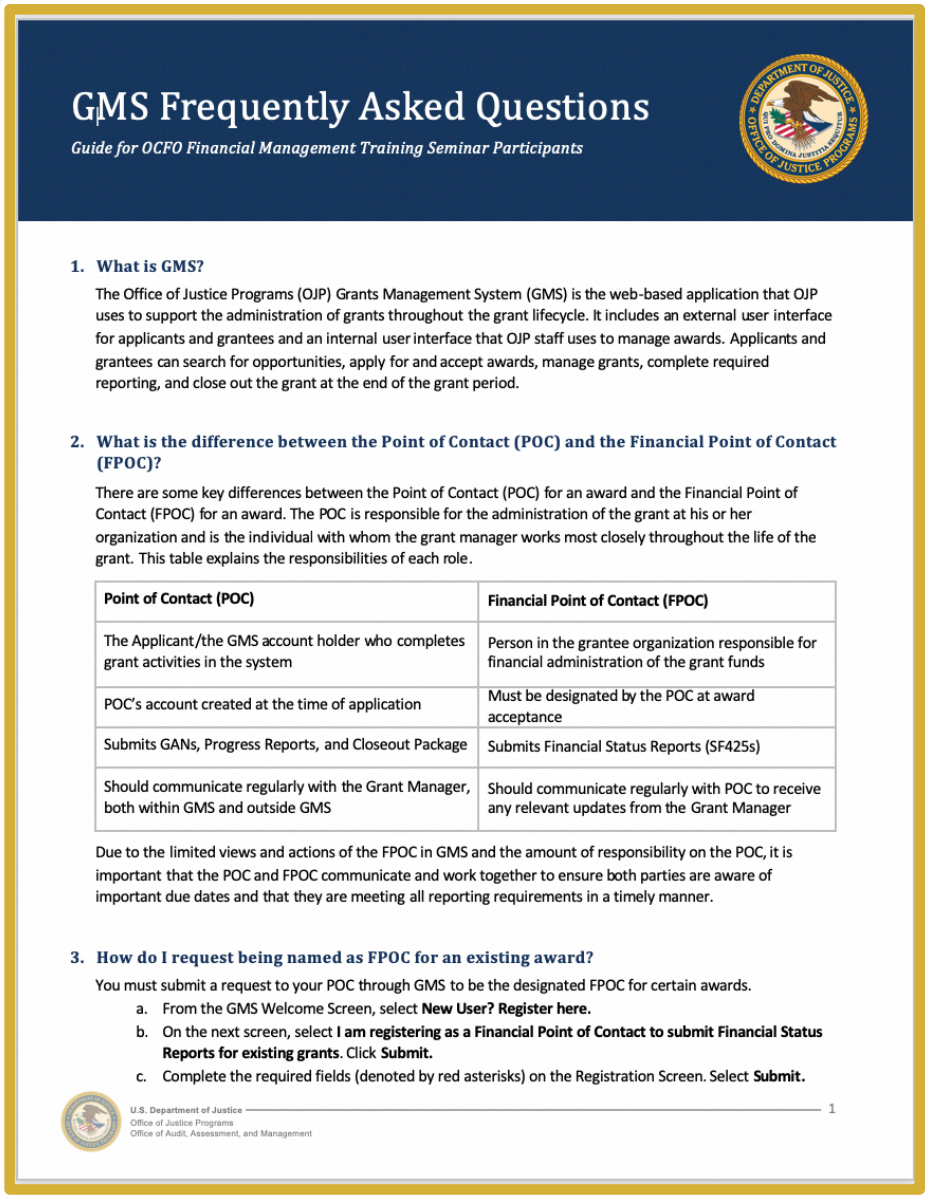
Q&A SESSION AND RESOURCES

Resources

GMS Frequently Asked Questions

The FAQ and a PDF version of this presentation can be found at:

www.ncjtc.org/CTASresources



GMS Frequently Asked Questions

Guide for OCFO Financial Management Training Seminar Participants

1. **What is GMS?**

The Office of Justice Programs (OJP) Grants Management System (GMS) is the web-based application that OJP uses to support the administration of grants throughout the grant lifecycle. It includes an external user interface for applicants and grantees and an internal user interface that OJP staff uses to manage awards. Applicants and grantees can search for opportunities, apply for and accept awards, manage grants, complete required reporting, and close out the grant at the end of the grant period.

2. **What is the difference between the Point of Contact (POC) and the Financial Point of Contact (FPOC)?**

There are some key differences between the Point of Contact (POC) for an award and the Financial Point of Contact (FPOC) for an award. The POC is responsible for the administration of the grant at his or her organization and is the individual with whom the grant manager works most closely throughout the life of the grant. This table explains the responsibilities of each role.

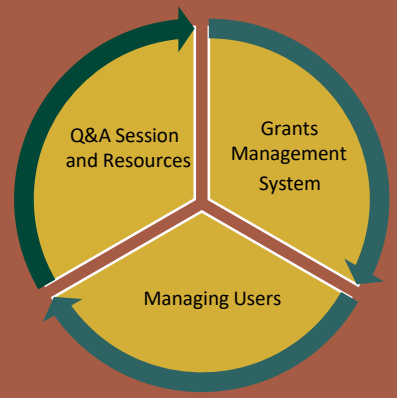
Point of Contact (POC)	Financial Point of Contact (FPOC)
The Applicant/the GMS account holder who completes grant activities in the system	Person in the grantee organization responsible for financial administration of the grant funds
POC's account created at the time of application	Must be designated by the POC at award acceptance
Submits GANs, Progress Reports, and Closeout Package	Submits Financial Status Reports (SF425s)
Should communicate regularly with the Grant Manager, both within GMS and outside GMS	Should communicate regularly with POC to receive any relevant updates from the Grant Manager

Due to the limited views and actions of the FPOC in GMS and the amount of responsibility on the POC, it is important that the POC and FPOC communicate and work together to ensure both parties are aware of important due dates and that they are meeting all reporting requirements in a timely manner.

3. **How do I request being named as FPOC for an existing award?**

You must submit a request to your POC through GMS to be the designated FPOC for certain awards.

a. From the GMS Welcome Screen, select **New User? Register here.**
b. On the next screen, select **I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants**. Click **Submit.**
c. Complete the required fields (denoted by red asterisks) on the Registration Screen. Select **Submit.**



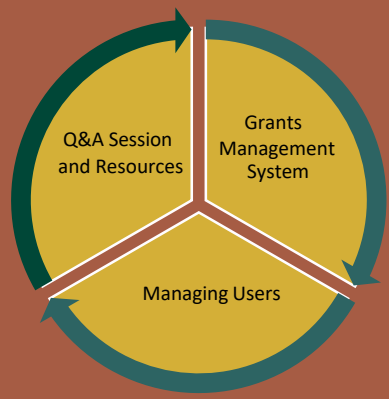
Resources

Computer-Based Training

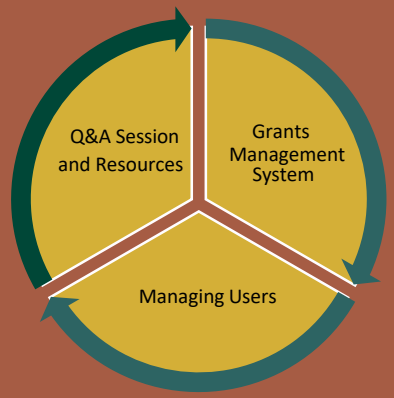
www.ojp.usdoj.gov/gmscbt

GMS User Guide

www.ojp.gov/training/gmstraining.htm#GMSUserguide



Resources



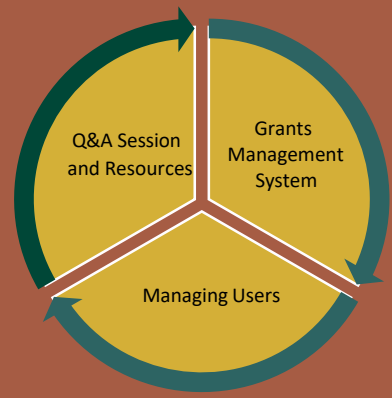
888-549-9901 (Option 3)

GMS.Helpdesk@ojp.usdoj.gov

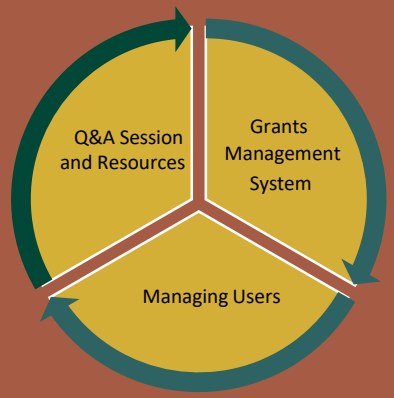
Resources

Security Reminders

Refer to Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53)



Questions


Q&A Session and Resources
Grants Management System
Managing Users

COMING SOON…

Justice grants IT Solution