

# **EXTERNAL GMS OVERVIEW:**

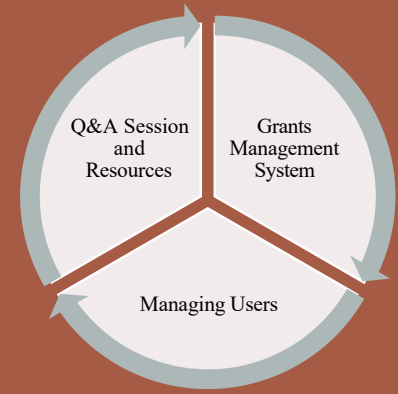
## A RESOURCE FOR FINANCIAL POINTS OF CONTACT (FPOCs)

**Coordinated Tribal Assistance  
Solicitation (CTAS)**

**New Grantee Orientation  
Conference**

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

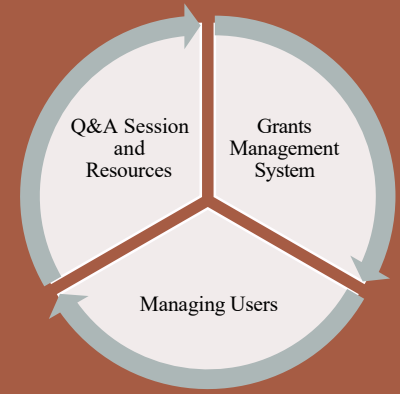
# How comfortable are you with GMS?



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# What would you like to gain from this session?



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## GMS Frequently Asked Questions

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

[www.ncjtc.org/CTASresources](http://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?

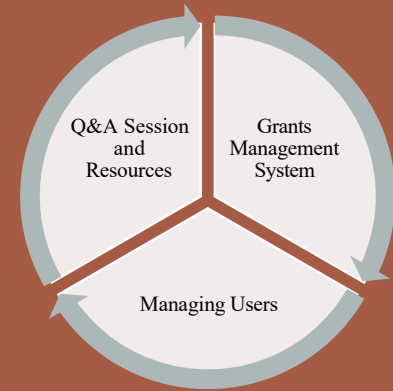
You must submit a request to your POC through GMS to be the designated FPOC for certain awards.

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



U.S. Department of Justice  
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# Resources



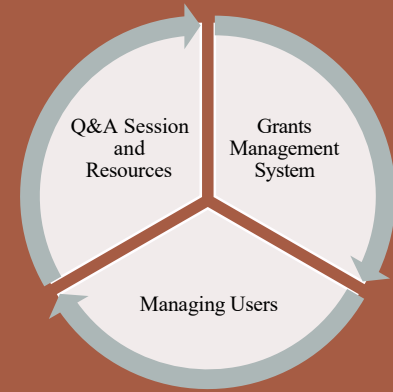
## Computer-Based Training

[www.ojp.usdoj.gov/gmscibt](http://www.ojp.usdoj.gov/gmscibt)



## GMS User Guide

[www.ojp.gov/training/gmstraining.htm#GMS  
Userguide](http://www.ojp.gov/training/gmstraining.htm#GMSUserguide)



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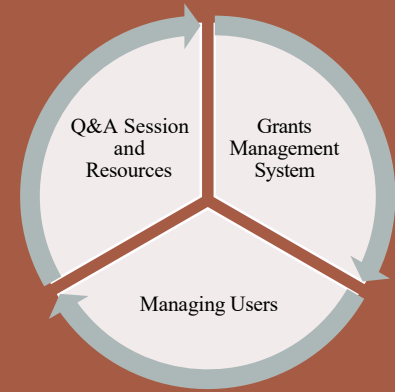
## Resources



888-549-9901 (Option 3)



GMS.Helpdesk@ojp.usdoj.gov

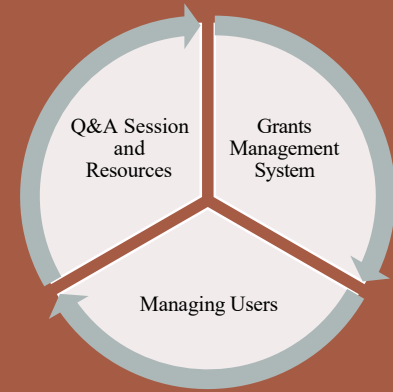


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# Acronym/Abbreviation List

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



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## Course Topics

1

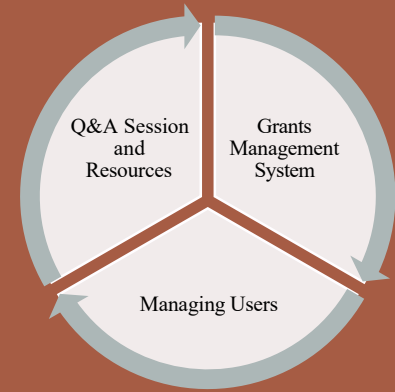
Grants Management System (GMS)

2

Managing Users

3

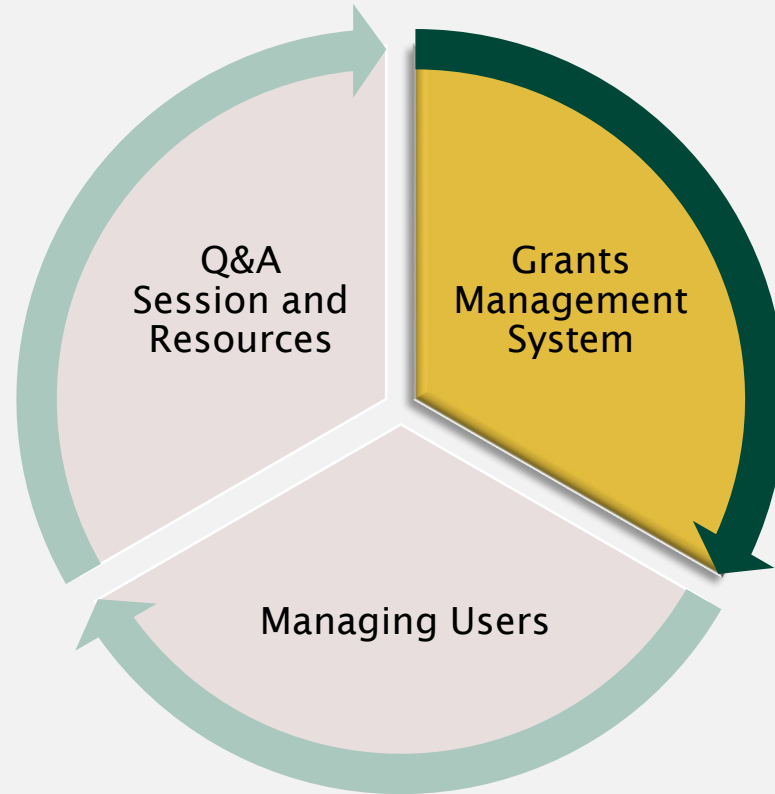
Q&A Session and Resources



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# GRANTS MANAGEMENT SYSTEM

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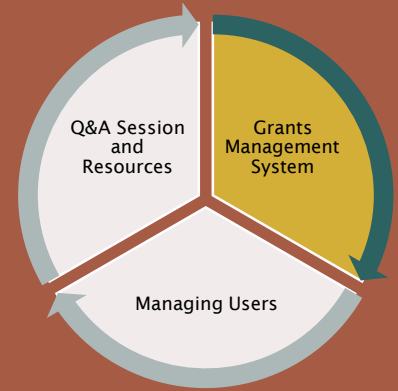


# Grants Management System (GMS) Overview

What is GMS?

POC vs. FPOC

GMS System Login

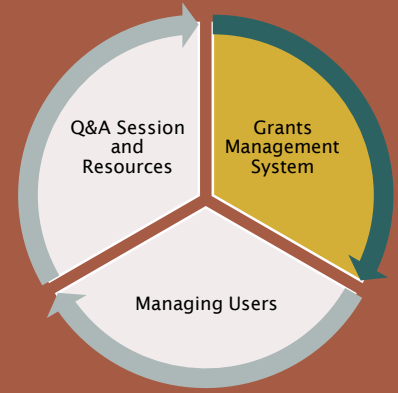


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## Grants Management System (GMS) Overview

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.



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## GMS has two interfaces:

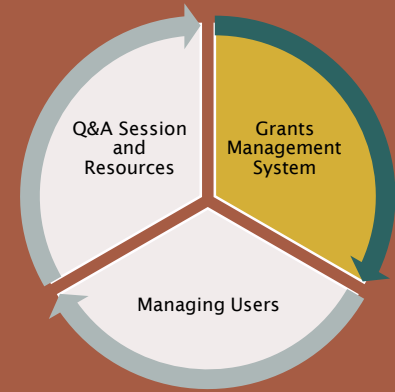
### External User

The user interface for grant applicants and recipients



### Internal User

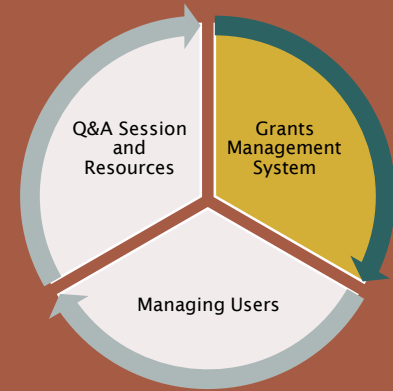
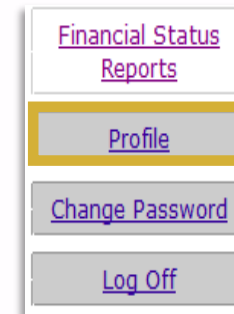
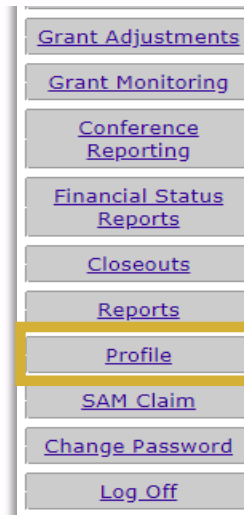
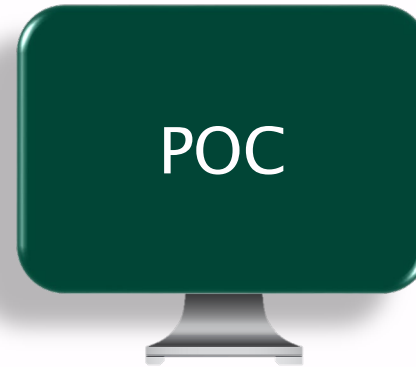
The user interface for OJP grant managers, program managers, and other staff



# 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.



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# 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)

Applicant account holder who completes grant activities in GMS

Account created at time of application

Submits GANs, Progress Reports, Closeout package, etc.

Should communicate regularly with the Grant Manager, both within GMS and outside GMS

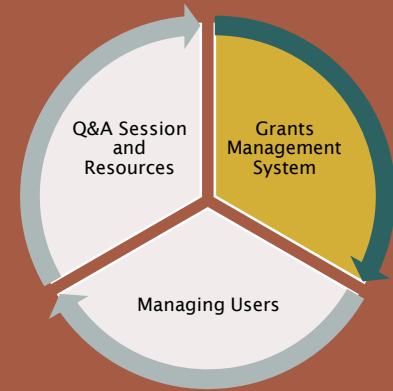
### Financial Point of Contact (FPOC)

Responsible for financial administration of the grant funds

Must be designated for recipient to qualify for grant award

Submits Financial Status Reports

Should communicate regularly with POC to receive any relevant updates from Grant Manager



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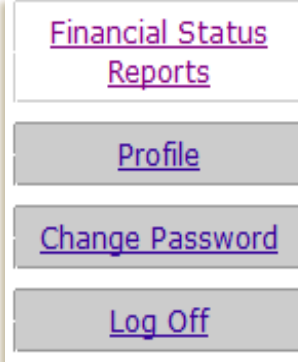
# GMS Overview for Financial Points of Contact

## POC GMS Modules



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

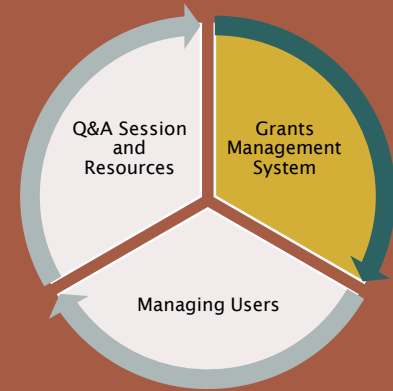
## FPOC GMS Modules



- 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.

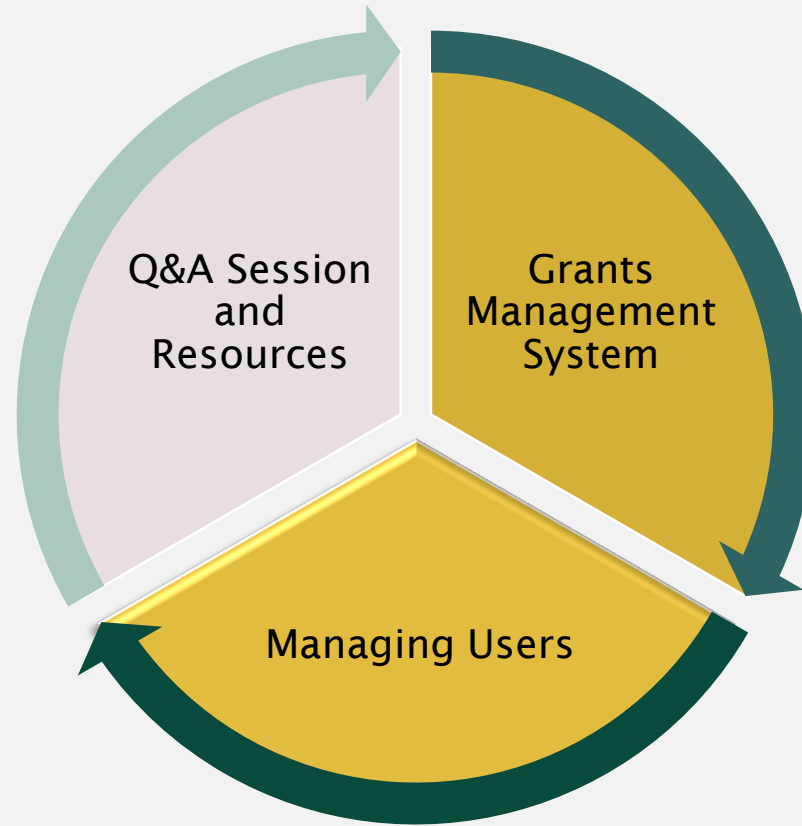
## GMS Account Structure

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



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# MANAGING USERS

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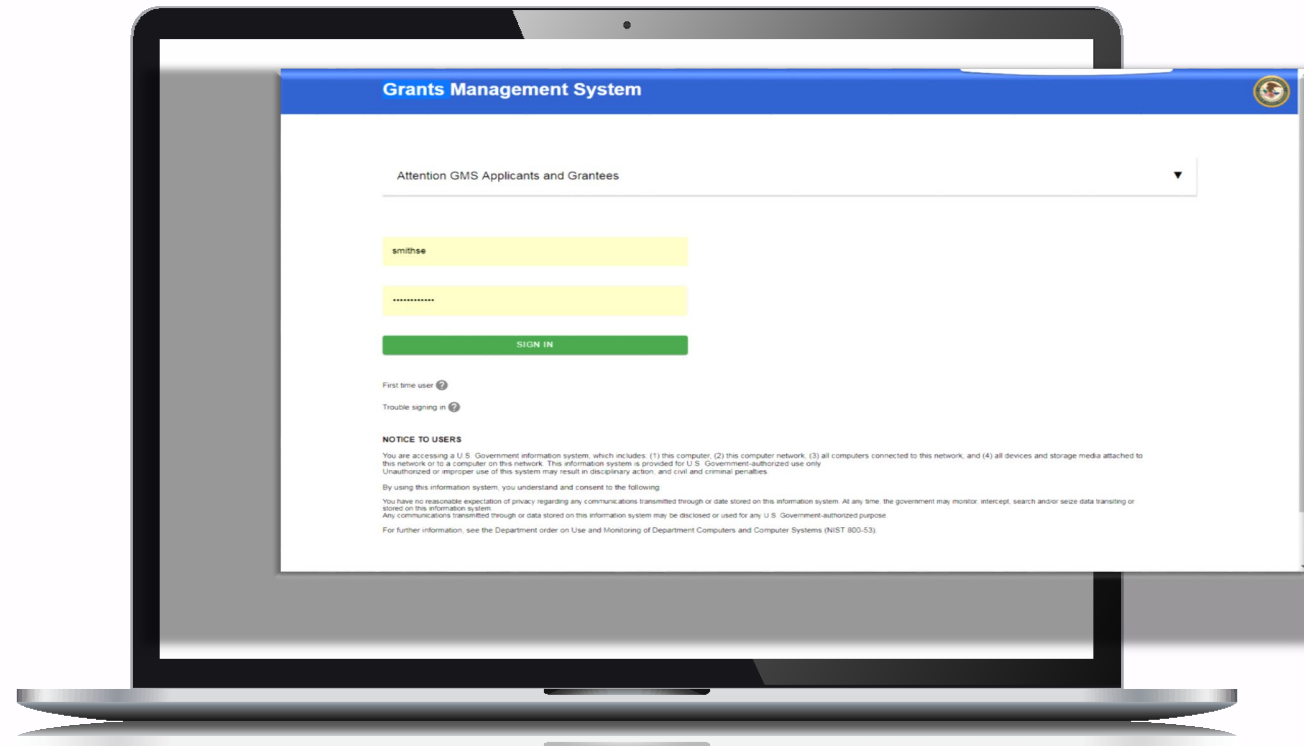




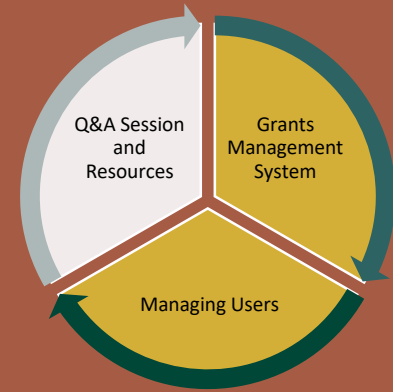
# GMS System Login

## System Login

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

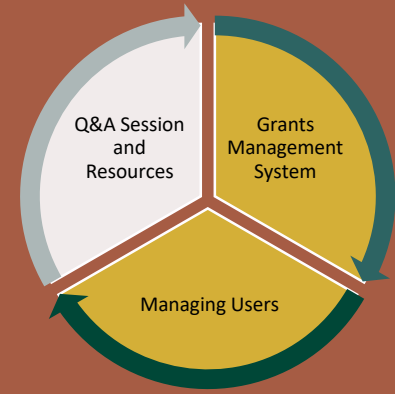


[grants.ojp.usdoj.gov](https://grants.ojp.usdoj.gov)



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## Request FPOC Role

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



Financial  
Point of  
Contact

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.

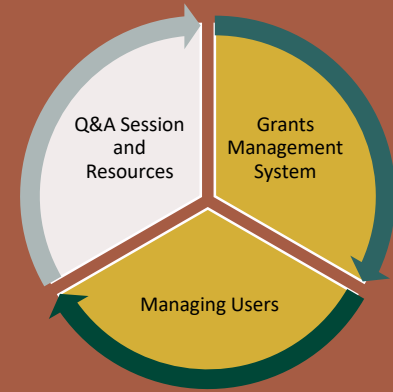
Select the button next to Register as a Financial  
Point of Contact, and click Submit.



## 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	
<b>Grant Verification Information</b>	
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 <u>any</u> 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)	<input type="text"/>
*OJP Vendor Number:	<input type="text"/>
<b>Organization Information</b>	
*Your Organization Name:	<input type="text"/>
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>

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## 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.

<input type="checkbox"/>	2017-VC-GX-	OVC FY 17 VOCA Victim Compensation Formula	
<input type="checkbox"/>	2017-WF-AX-	Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families	

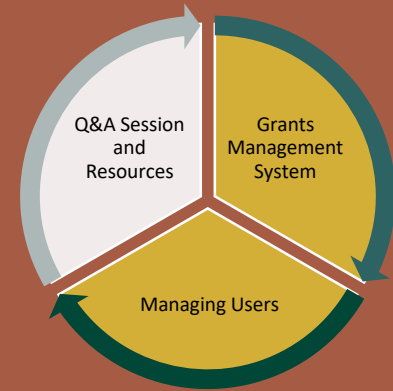
[Check All](#) [Uncheck All](#)

**Request Awards**

To request awards for a vendor number not currently assigned to you, please provide the vendor number and an award associated with that vendor number in the space provided below and then click the Request Access button.

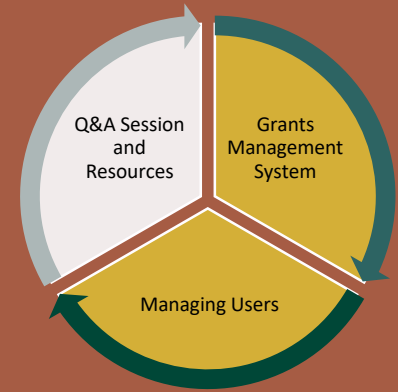
Request Access to New Vendor	
OJP Vendor Number:	<input type="text"/>
Award Number:	<input type="text"/> (9999-XX-XX-9999)

**Request Access**



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## 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
<input checked="" type="checkbox"/>	2017-VC-		OVC FY 17 VOCA Victim Compensation Formula	10/01/2016	09/30/2020		
<input checked="" type="checkbox"/>	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.

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Approved

## 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.

[Financial Status Reports](#)

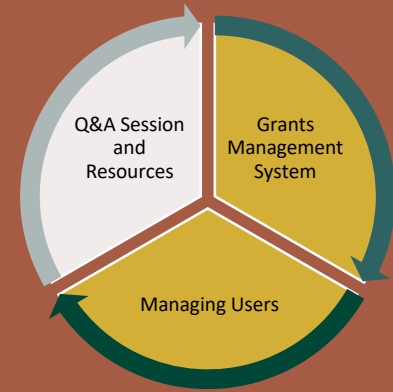
[Profile](#)

[Change Password](#)

[Log Off](#)

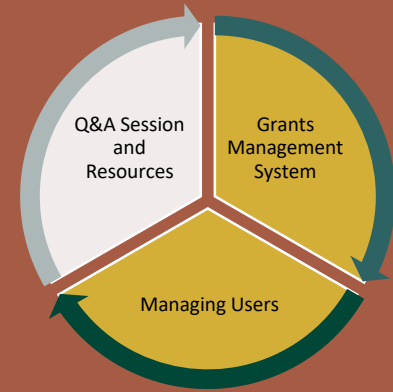
**Your request has been processed.**

To request assignment and unassignment of awards, please select [Manage Assigned Awards](#).



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## POC Approval of FPOC Request



Point of  
Contact

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

[Manage Users](#)

[Applications](#)

[Victim Compensation Certification](#)

[Awards](#)

[Funding Opportunities](#)

All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the filter button.

Year	Solicitation
All	All

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new i on [Funding Opportunities](#).

Office of Justice Programs allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's con information as well as the user's applications, award, grant adjustments, and progress reports under your current user profile. To begin consoli click on [Consolidate User Accounts](#).

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Manage Users

[Pending Registration](#)

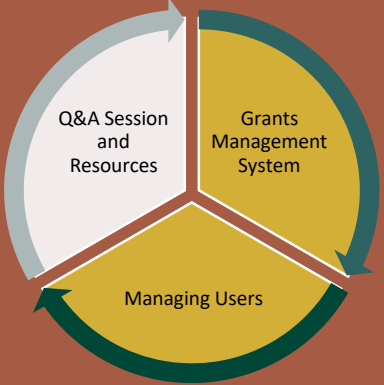
[Manage FPOC](#)

[Create FPOC](#)

Name	Organization Name	Phone Number	Registered Date ▼
<a href="#">Test Test</a>	a	123-123-1234 ext. 1234	03/19/2018

## 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.





## 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

[Pending Registration](#)  
[Manage FPOC](#)  
[Create FPOC](#)  
[GMS Home](#)  
[Log Off](#)

**FPOC Profile**

Date Registered:	03/19/2018
Your Organization Name:	a
Name:	Judge Test Test
Title:	Tester
Address:	1234 state st test, DC 20001 0001
Phone Number:	123-123-1234 x 1234
Fax Number:	
E-Mail Address:	test@test.com
User ID:	StateNHTester

The registering FPOC has requested permission to administer the following award(s) for your organization. If you wish to deny the registering FPOC access to one or more of the requested awards you may select Denied from the drop down list. To approve a FPOC's request for access to an award select Assigned. This will allow you the ability to approve a FPOC for a portion of the awards they have requested permission to administer while denying them permission for others.

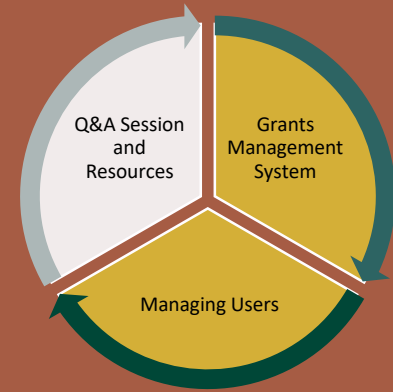
**Requested Awards (Pending and Denied)**

Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact	Status
2017-WF-	Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families			Pending ▼

Listed below are all awards for which you are the programmatic point of contact, within your organization, that are currently active and require Financial Status Reports to be submitted. All currently assigned FPOCs are also listed for each award. You may assign any of these awards to the registrant to administer by selecting Assigned from the dropdown menu.

**Available Awards**

Award Number	Project Title	Project Period From	Project Period To	Programmatic Point of Contact	Current Financial Point of Contact	Status
1996-CV-VX-	NEW HAMPSHIRE FY 199 VOI-TIS TIER 1 SUPPLEMENT	09/30/1996	09/29/2006			▼



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## 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.

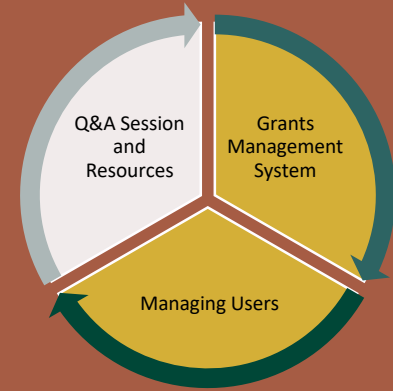
Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact	Status
2017-VC-	Interview Room Equipment/Spike strips			Assigned
2017-VC-	Firearms simulator			Assigned
2017-VC-	Motor Officer Wireless Headsets Proxy device			Pending Pending Assigned Denied

Listed below are all awards for which you are the programmatic point of contact, within your organization, currently active and require Financial Status Reports(SF-269a) to be submitted. All currently assigned FPOCs are also listed for each award. You may assign any of these awards to the registrant to administer by selecting Assigned from the drop down list.

**Available Awards**  
No items to display

Listed below are all the awards for which you are the Programmatic Point of Contact, within your organization, that are currently active and require Financial Status Reports(SF-269a) to be submitted and are assigned to the current Financial Point of Contact. All currently assigned FPOCs are listed along with the award information. You may remove the current FPOCs access to these awards at anytime by selecting unassign from the drop down list and selecting submit.

**Assigned Awards**  
No items to display



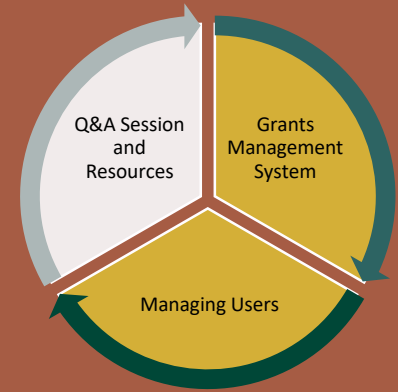
## POC Approval of FPOC Request

- 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.

The screenshot displays the 'Manage Users' interface. On the left sidebar, there are links for 'Pending Registration', 'Manage FPOC', 'Create FPOC', 'GMS Home', and 'Log Off'. The main content area is titled 'The Financial Point of Contact will be assigned the following awards to administer for your organization:'. Below this, there is a table for 'Awards Added:' with columns for 'Award Number', 'Project Title', 'Programmatic Point of Contact', and 'Current Financial Point of Contact'. The table lists two awards: '2017-DS- Interview Room Equipment/Spike strips' and '2017-DS- Firearms simulator', both with checkboxes marked. Below the table are links for 'Check All' and 'Uncheck All'. Another section titled 'The Financial Point of Contact will not have access to the following award(s) for your organization:' follows, with a table for 'Awards Removed:' listing '2017-DS- Motor Officer Wireless Headsets Proxy device' with a checked checkbox. This table also has 'Check All' and 'Uncheck All' links. At the bottom, there is a 'Yes | No' button set.

Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact
<input checked="" type="checkbox"/> 2017-DS-	Interview Room Equipment/Spike strips		
<input checked="" type="checkbox"/> 2017-DS-	Firearms simulator		

Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact
<input checked="" type="checkbox"/> 2017-DS-	Motor Officer Wireless Headsets Proxy device		



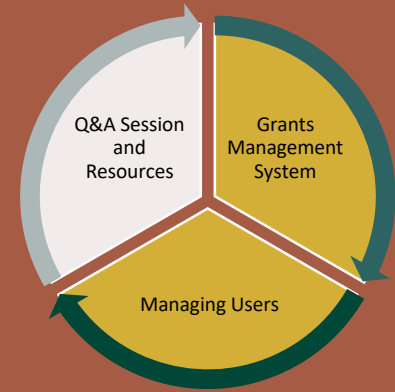
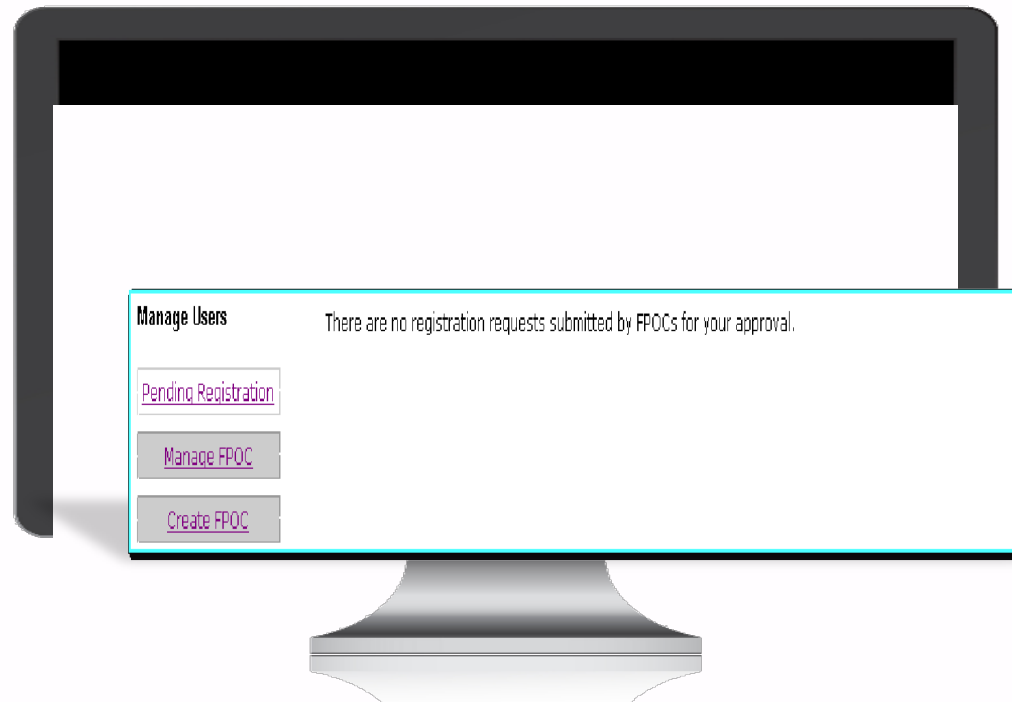


No prospective FPOC is now listed on the Pending Registration page.

## 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.



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# 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.*

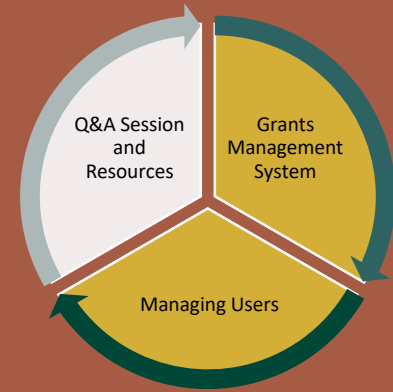


## FPOC Denial Email



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.*



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# Managing Users

## Create New FPOC User



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.

[Manage Users](#)

[Applications](#)

[Victim Compensation Certification](#)

[Awards](#)

[Funding Opportunities](#)

[Grant Adjustments](#)

[Grant Monitoring](#)

[Conference Reporting](#)

[Financial Status Reports](#)

[Closeouts](#)

[Reports](#)

JA FY 17 John R. Justice Program Category 1

Year	Application No.	Status	Correspondence	Action
2017	2017-H1635-NH-RJ	<ul style="list-style-type: none"><li>Application not yet submitted, last saved on 08/31/2017</li><li>Application Deadline expired on 09/05/2017</li></ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

JA FY 17 Regional Information Sharing Systems (RISS)

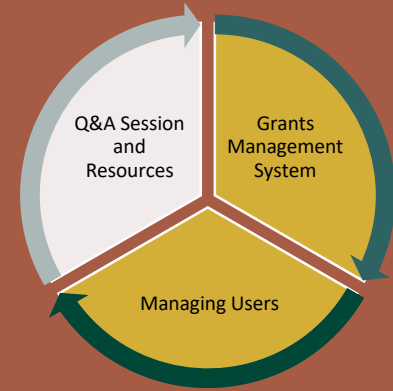
Year	Application No.	Status	Correspondence	Action
2017	2018-H0001-NH-RS	<ul style="list-style-type: none"><li>Application not yet submitted, last saved on 11/07/2017</li><li>Application Deadline expires on 05/16/2018</li></ul>	No Messages <a href="#">Compose message</a>	<a href="#">Update</a> <a href="#">Withdraw</a>

2017 Sexual Assault Services Formula Program Solicitation

Year	Application No.	Status	Correspondence	Action
2017	2017-X1499-NH-KF	<ul style="list-style-type: none"><li>Application submitted on 06/06/2017</li><li>Application is currently in progress</li></ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

J FY17 Paul Coverdell Forensic Science Improvement Grants Program (Formula)

Year	Application No.	Status	Correspondence	Action
2017	2017-90836-NH-CD	<ul style="list-style-type: none"><li>Application submitted on 03/10/2017</li><li>Application is currently in progress</li></ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>



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# Managing Users

## Create New FPOC User



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

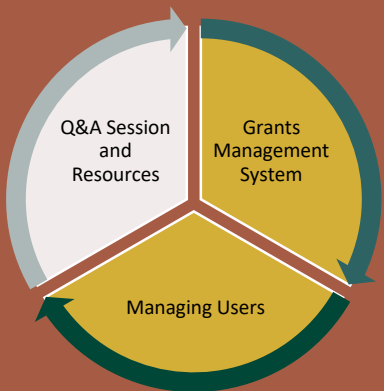
### Manage Users

[Pending Registration](#)

[Manage FPOC](#)

[Create FPOC](#)

Name	Organization Name	Phone Number	Registered Date ▾
<a href="#">testfocuser_1102712</a>	Testers	111-111-1111	11/02/2017



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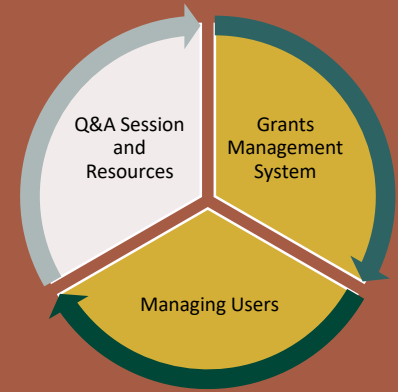
# Managing Users

## Create New FPOC User

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

**Create New Grantee POC**

Prefix:	-- Not Selected --
Prefix (Other):	
*FPOC First Name:	
FPOC Middle Initial:	
*FPOC Last Name:	
Suffix:	-- Not Selected --
Suffix (Other):	
Title:	
Address Line 1:	
Address Line 2:	
City:	
County:	
State:	-- Not Selected --
Zip Code:	- <a href="#">Zip+4 Lookup</a>
Phone Number:	- Ext:
Fax Number:	
*FPOC E-mail Address:	<a href="#">Email Help</a>
*Confirm FPOC E-mail Address:	



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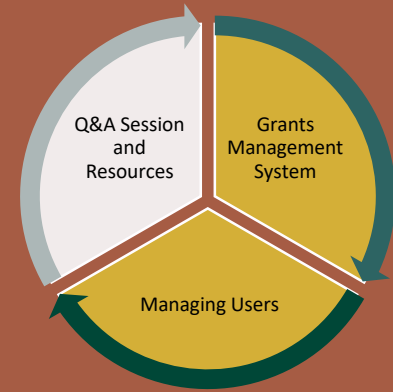
## Create New FPOC User

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



The screenshot shows a web interface for selecting grant awards. It features a table with columns for Award Number, Project Title, Project Begin Date, Project End Date, and Financial Point of Contact. Three awards are listed, each with a checkbox in the first column. Below the table are 'Submit' and 'Cancel' buttons.

Available Awards					
<input type="checkbox"/>	Award Number	Project Title	Project Begin Date	Project End Date	Financial Point of Contact
<input type="checkbox"/>	1996-CV-VX-0033	NEW HAMPSHIRE FY 199 VOI-TIS TIER I SUPPLEMENT	10/01/2016	09/30/2020	Johanna Houman 603-271-7820 Thomas Kaempfer 603-271-8090 Thomas Kaempfer 603-271-8090
<input type="checkbox"/>	2011-KF-AX-0015	2011 Sexual Assault Services grant program for enhanced services to SA victims in NH	10/01/2016	09/30/2020	Johanna Houman 603-271-7820 Thomas Kaempfer 603-271-8090 Thomas Kaempfer 603-271-8090
<input type="checkbox"/>	2002-RT-BX-0043	Residential Substance Abuse Treatment Program for State Prisoners	10/01/2016	09/30/2020	Thomas Kaempfer 603-271-8090 Thomas Kaempfer 603-271-8090 Johanna Houman 603-271-7820



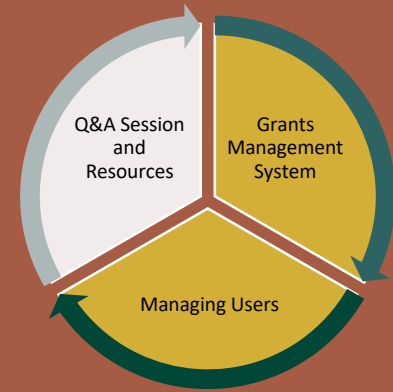
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# Managing Users

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



This action will assign the selected award(s) to the Financial Point of Contact. Would you like to continue?

	Award Number	Project Title	Programmatic Point of Contact	Financial Point of Contact
<input checked="" type="checkbox"/>		S*TT*OP Violence Against Women Formula Grant Program		<input type="text"/>
<input checked="" type="checkbox"/>		Project Safe Neighborhoods		<input type="text"/>
<input checked="" type="checkbox"/>		Rural Domestic Violence and Child Victimization Enforcement Discretionary Grant Program		<input type="text"/>

[Check All](#) [Uncheck All](#)

Confirmation screen

Manage Users

Your request has been processed.

[Pending Registration](#)

[Manage FPOC](#)

[Create FPOC](#)

Name	Organization Name	Phone Number	Status	Updated Date ▼
<a href="#">Michael</a>	Court House Inc	(303)	Active	10/15/

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# Managing Users

## Create New FPOC User

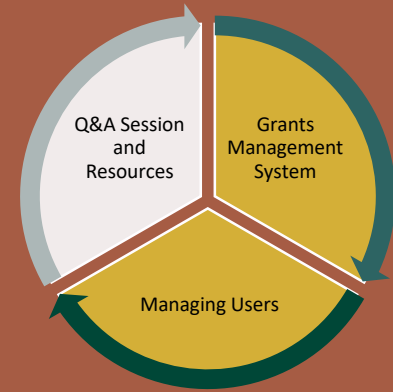
Email notification will be sent to the new FPOC, with instructions on how to complete the registration process.



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.



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# 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.

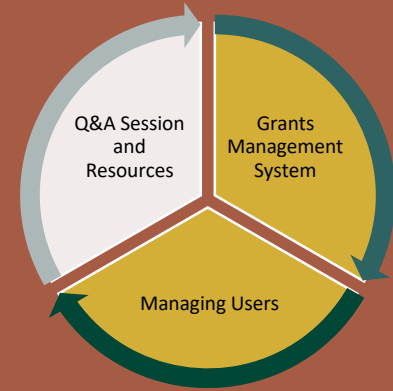
Enter Account Validation Code

Enter the Account Validation Code from the email that you received in the space below along with your E-mail Address to complete the registration process.

\* E-Mail Address samuelr@mercurydev.ojp.usdoj.gov

\* Account Validation Code .....

Submit



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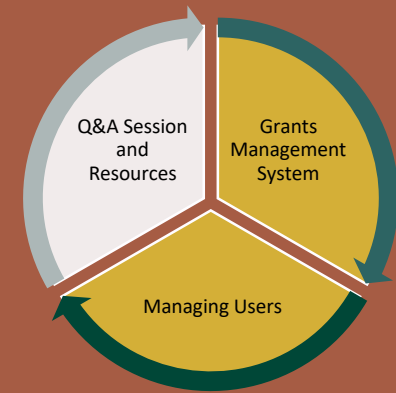


# Managing Users

## 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.).

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# Managing Users

## Create New FPOC User

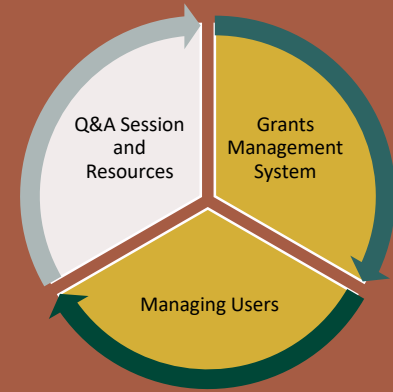
The Action Confirmation page appears.

Make sure all prepopulated information is 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
<input checked="" type="checkbox"/>	2019-WF-AX-0015	026002618	NH STOP VAWA Formula Grant	07/01/2019	06/30/2021		

[Check All](#) [Uncheck All](#)

This action will send the Programmatic Point of Contact(s) an email with your request. Do you want to continue with your request?



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# 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:

BJA FY Capital Case Litigation Initiative

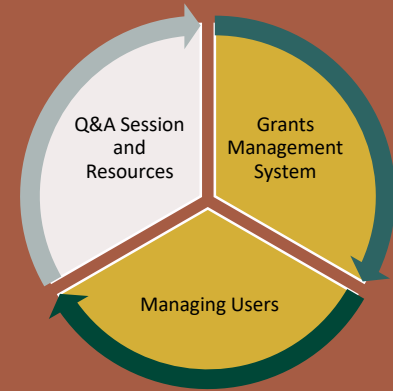
Year	Award Number	Status	Grant Manager	Correspondence	Action
		<ul style="list-style-type: none"><li>Grantee Notified On 08/28</li><li>End Date Passed</li></ul>	Name: Fletcher, UAT Phone: Fax: Other:	<a href="#">21 New Message(s)</a>	<a href="#">Financial Status Reports</a>

BJA FY Drug Court Training Initiative

Year	Award Number	Status	Grant Manager	Correspondence	Action
		<ul style="list-style-type: none"><li>Grantee Notified On 07/27</li><li>Active</li></ul>	Name: Fletcher, UAT Phone: Fax: Other:	<a href="#">1 New Message(s)</a>	<a href="#">Financial Status Reports</a>

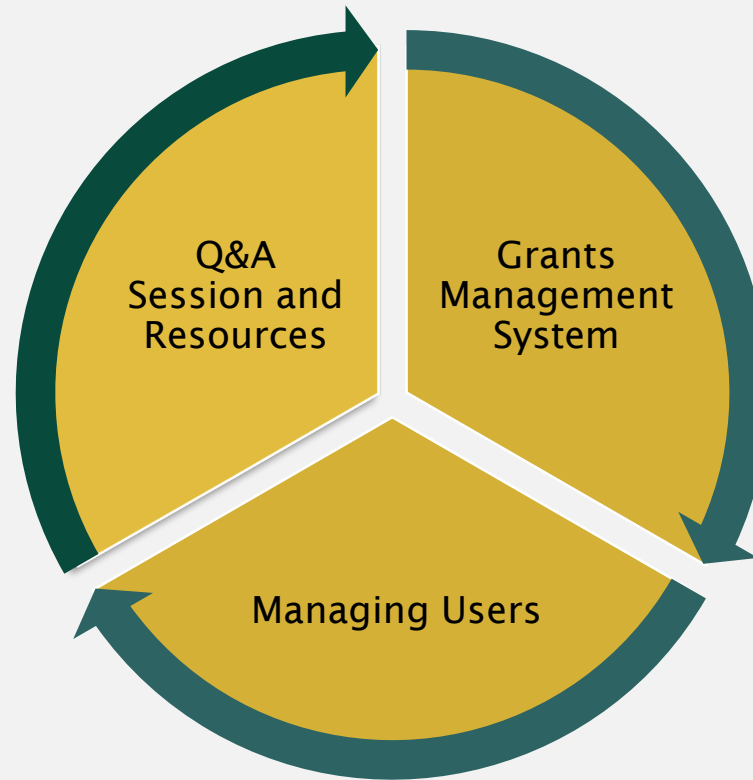
BJA FY Justice and Mental Health Collaboration

Year	Award Number	Status	Grant Manager	Correspondence	Action
		<ul style="list-style-type: none"><li>Grantee Notified On 08/24</li><li>Active</li></ul>	Name: Fletcher, UAT Phone: Fax: Other:	No Messages	



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# Q&A SESSION AND RESOURCES

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## GMS Frequently Asked Questions

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

[www.ncjtc.org/CTASresources](http://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?

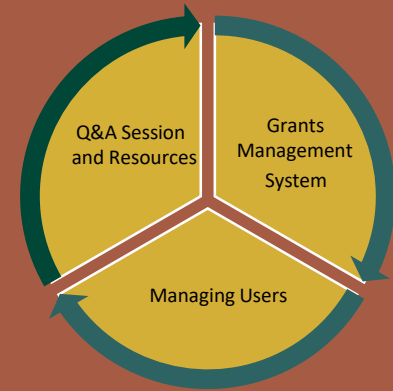
You must submit a request to your POC through GMS to be the designated FPOC for certain awards.

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



U.S. Department of Justice  
Office of Justice Programs  
Office of Audit, Assessment, and Management

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# Resources



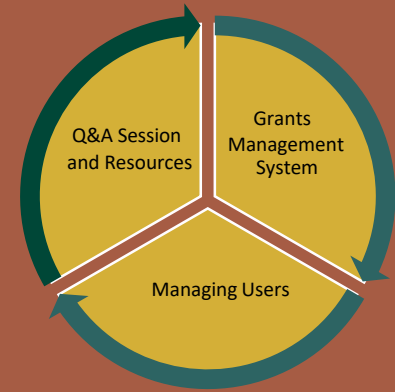
## Computer-Based Training

[www.ojp.usdoj.gov/gmscibt](http://www.ojp.usdoj.gov/gmscibt)



## GMS User Guide

[www.ojp.gov/training/gmstraining.htm#GMS  
Userguide](http://www.ojp.gov/training/gmstraining.htm#GMSUserguide)



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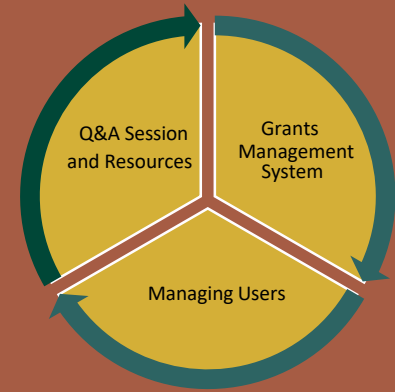
## Resources



888-549-9901 (Option 3)

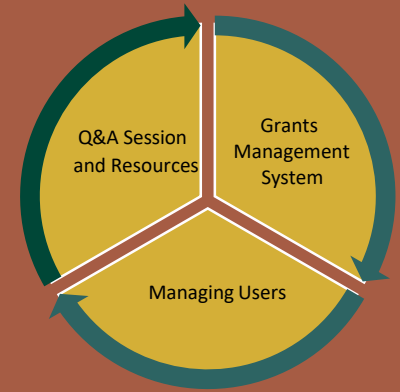


GMS.Helpdesk@ojp.usdoj.gov



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## Security Reminders



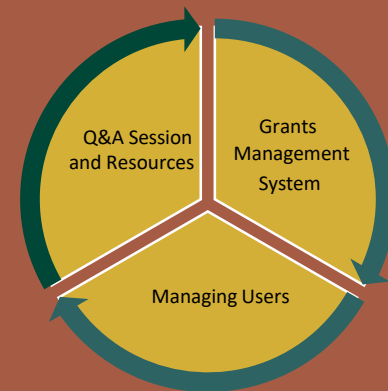
Refer to Department order on  
Use and Monitoring of  
Department Computers and  
Computer Systems  
(NIST 800-53)

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# Questions



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COMING SOON...

Justice grants IT Solution

