

# Grants eManagement System

## APPLICANT USER GUIDE

Version 1.0

# Table of Contents

<b>Gaining Access to GeMS</b>	<b>3</b>
User Roles	3
<b>Susan G. Komen for the Cure® GeMS Login and Registration</b>	<b>4</b>
User Registration	5
User Validation	7
Homepage Review	8
<b>Application</b>	<b>10</b>
Initiate an Application	10
Application Menu	11
<b>Application Completion</b>	<b>16</b>
<b>Application Submission</b>	<b>22</b>
<b>Automatic e-Mail Notifications</b>	<b>25</b>
System Notifications	25
<b>Supporting Documents</b>	<b>26</b>
Helpful Hints	26
Application Submission Checklist	27

# Gaining Access to GeMS

Welcome to GeMS! In order to use the system you must first be granted access to it. There is one basic way to get access to GeMS and that is through creating an account. Prior to doing so, we recommend that you take some time to think through what system roles are appropriate for the individuals in your organization. There is also an order in which registration should occur by users at your organization so please plan this step first.

## GeMS User Roles

### **Project Director:**

The role of Project Director should be assigned to the individual at your organization that will serve as the project's lead contact. This individual is responsible for validating all new users when they register for the system under their organization. This individual will have the highest level of access in the system and will be responsible for overseeing all of the administrative functions available such as application creation and completion.

### **Authorized Signer:**

The role of Authorized Signer should be assigned to the individual at your organization that has the authority to sign legal documents on behalf of the organization. This individual is responsible for electronically signing the application before submission and the grant contract if the organization is awarded funds.

### **Viewer:**

The role of viewer should be assigned to any individual at your organization that needs access to view the organization's information but does not need the functionality to save, add, edit, or change anything within the organization's information.

### **Writer:**

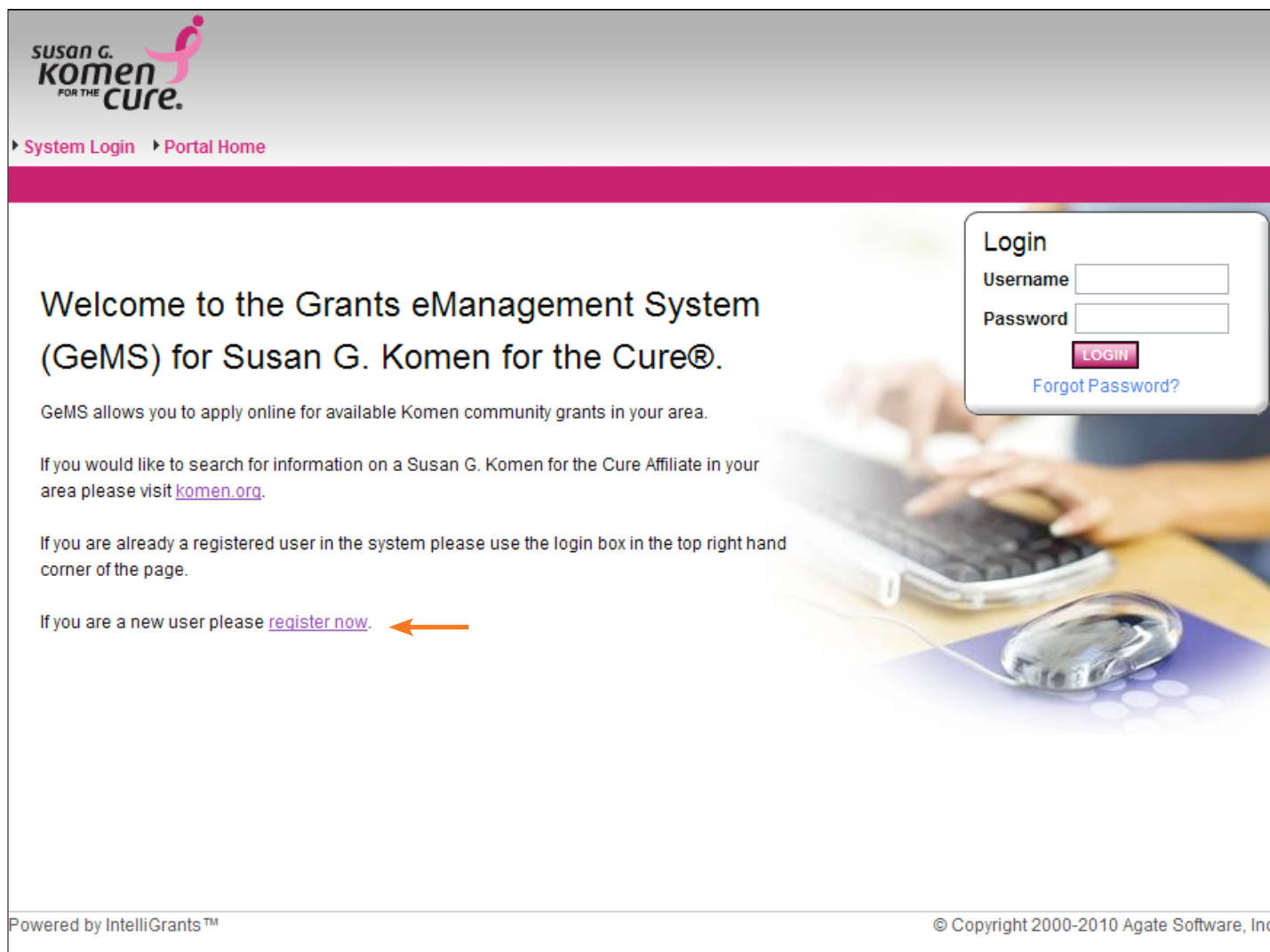
The role of writer should be assigned to any individual that needs access to an organization's application process to help complete the application but does not have the authority to complete the submission process. This individual cannot change the status of an application and will not have administrative function availability.

### **Helpful Hints:**

- The Project Director must be the first individual at your organization to register.
- The Authorized Signer must register and be validated/approved prior to the creation of the organization's first application.

## Susan G. Komen for the Cure® GeMS Login and Registration

To access Susan G. Komen GeMS, type “https://affiliategrants.komen.org” into the address bar of your web browser and hit “Enter.” The page you see should look like the image shown below.



The screenshot shows the Susan G. Komen for the Cure® GeMS login and registration page. The page has a white background with a pink header bar. The header bar contains the Susan G. Komen for the Cure® logo on the left and navigation links for "System Login" and "Portal Home" on the right. Below the header bar, the main content area is white. On the left side of the main content area, there is a welcome message and instructions for users. On the right side, there is a login box with fields for Username and Password, a LOGIN button, and a link for "Forgot Password?". An orange arrow points to the "register now" link in the main content area.

**Susan G. Komen for the Cure®**

► System Login ► Portal Home

### Welcome to the Grants eManagement System (GeMS) for Susan G. Komen for the Cure®.

GeMS allows you to apply online for available Komen community grants in your area.

If you would like to search for information on a Susan G. Komen for the Cure Affiliate in your area please visit [komen.org](http://komen.org).

If you are already a registered user in the system please use the login box in the top right hand corner of the page.

If you are a new user please [register now](#). ←

**Login**

Username

Password

**LOGIN**

[Forgot Password?](#)

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## To create a new user account:

- 1) From the Susan G. Komen GeMS system homepage click the “register now” link located towards the bottom of the homepage.

### Registration

Please complete all required fields below. Once you have completed the fields please select the save button to complete your registration. If there is a pink Go button next to a drop down list you must click the Go button before moving to the next question. Once you have registered you will receive a message at the top of the registration page letting you know that your registration is complete and you will receive an email informing you that your registration is complete. You will not be able to log into the system until you are approved. Once you are approved you will receive an email informing you that you have access to the system.

#### Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
Phone	<input type="text"/>				
What is your position at your Affiliate?	<input type="text"/>				
Affiliate State	<input type="text"/>				
Affiliate	<input type="text"/>				
Organization	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>				
	Confirm Password <input type="text"/>				

- 2) Complete the user form in its entirety. Once any user has created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within GeMS.
  - a) Fill in all information as required. All items marked with an “\*” are required to create your account.
  - b) If a question has a pink “GO” button next to it, complete the question and then select the “GO” button and wait 5 seconds before advancing to the next question.
  - c) Always select either “applicant” or “grantee” in the “What is your position at your Affiliate” question.
  - d) In the “Organization” field, if you are a previous applicant you should see your organization name listed. If you are a new applicant, select “Other.”
  - e) The “Username” field must consist of all letters and numbers, minimum length 5 characters, maximum length 20 characters.
  - f) The “Password” field must consist of all letters and numbers, minimum length 7 characters, maximum length 20 characters.
  - g) The fields “Password” and “Confirm Password” must be the same.

- 3) If your organization already exists within GeMS, please select your organization from the organization drop down list. If your organization does not exist, please choose other in the organization drop down list. If you choose other, you will be required to complete the organization registration section.

**Organization**

Organization Name	<input type="text"/>		
Organization Type	<input type="text"/>		
Business Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text" value="Texas"/>
County	<input type="text"/>	Zip Code	<input type="text"/>
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>
Fax	<input type="text"/>	Cell Phone	<input type="text"/>
Do you have a Federal Tax ID Number?	<input type="radio"/> Yes <input type="radio"/> No		
Federal Tax ID	<input type="text"/>		
Non-profit Documentation	<input type="text"/>		

- 4) Click “Save” in the upper right hand corner to save the data.

Having saved your contact information, your account must then be approved before you can access the system. If you attempt to access the system prior to getting approved/validated you will receive the following message:



**Page Error(s)**

**Your account has not yet been validated.**

You will receive notification that your registration has been submitted for approval and when access has been granted, you will receive an email message confirming that your account has been validated.

Project Directors will be approved/validated by an Affiliate representative and all other users will be approved/validated by the organization's Project Director.

In order for all users within an organization to be validated/approved, the Project Director must follow the steps listed below the screen image.

To approve the user select the record and click the button

Approval Type

Assign person's organization to

Organization Identifier (Leave blank if organization exists)

Set person's role to

Active Date

Inactive Date

**APPROVE SELECTED USER**

---

**Search Results**

Export Results to  Sort By

<input type="checkbox"/>	Name	New Organization	Requested Organization / Title	Contact Info	Phones
<input type="checkbox"/>	AGAtest, Mr. Zach UserName: aspenaga2 Email: <a href="mailto:ztownsend@komen.org">ztownsend@komen.org</a> Date Requested: 06/22/2011	False	Aspen Affiliate Title: AGA	P.O. Box 4810 Aspen, CO 81612 County: Pitkin County	Phone 1: (970) 920-0250 Fax: (970) 920-3571
<input type="checkbox"/>	App7, Mr. Laura G UserName: ntapp7 Email: <a href="mailto:lmaird@komen.org">lmaird@komen.org</a> Date Requested: 04/13/2011	False	Bridge of Blessings Title: grantee	819 Arapaho Road, Ste 24B #270 Richardson, TX 750805040 County: Burleson County	Phone 1: 2147141077

### To validate/approve a user within your organization:

- 1) The Project Director will receive an email that a user within their organization has registered and needs to be validated.
- 2) Project Director logs in to GeMS:
  - a) Select the “My Administration” tab at the top of the homepage.
  - b) Select the “User Approval for Project Directors” link within the My Administration page.
  - c) Once on the Komen Project Director User Approval Page, enter the new registrant’s name in the search criteria.  
You may also search the system for “new users” for a broader search.
  - d) Select the pink “Search” button.
  - e) Scroll down to “Search Results” section.
  - f) Select the checkbox next to the user’s name in the Search Results section.
  - g) Select “Approval Type” / Approve User or Deny
  - h) Assign the person’s organization to the organization the Project Director belongs to.
  - i) Select a role for the user / Authorized Signer, Project Director, Writer, Viewer
  - j) The current date will appear in the “Active Date” field and you do not have to enter anything into the “Inactive Date” field unless you know the date you would like the user’s access to be inactivated.
  - k) Select the “Approve Selected User” button to complete the user’s validation/approval.
- 3) The user will receive an e-Mail Notification that they have been approved and can now access GeMS.


## User Homepage

When a user logs into GeMS, they will land on the User Homepage. The content of the page and links across the top of the screen are described below.

[My Home](#) | [My CG Applications](#) | [My SG Applications](#) | [My CG Reports](#) | [My Letter Of Intent](#) | [My SG Reports](#)

[My Administration](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)



**Welcome Ski**  
Project Director  
[Change My Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Ski, please choose an option below.

### View Available Proposals

You have 2 My Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
NOTE: Use this option to initiate new proposals only. To edit applications already in progress, select the My CG Applications tab above.

[VIEW OPPORTUNITIES](#)

### My Inbox

You have 16 new messages.  
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

### My Tasks

You have 1 new tasks.  
You have 0 tasks that are critical.  
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)

### Helpful Hint:

When utilizing the task list or executing a search, always select the name of the application to enter the application forms. Selecting the organization name is not a path to enter the application forms.



## User Tabs

- My Home: Brings the user back to their homepage
- My CG Applications: Access to all community grants applications already in progress
- My SG Applications: Access to all small grant applications already in progress
- My CG Reports: Access to all community grant progress and final reports already in progress
- My SG Reports: Access to all small grant final reports already in progress
- My Administration: Administrator functions, user approval. This tab will only appear for authorized users.
- My Organization: Current information about your organization. (This information can be updated at any time by authorized users)
- My Profile: Individual user information. (This information can be updated at any time)
- Logout: Logout of the system
- View Available Proposals: Initiate a new grant application offered by the Affiliate.
- My Inbox: System notifications regarding system users and application status.
- My Tasks: List of current tasks that you must complete.

### Helpful Hint:


To view/edit/complete applications that are already in progress, go to your “My CG Applications” tab. To initiate a new or additional application, click on the “View Available Proposals” tab.

# Application

## Initiate an Application

The Project Director role is permitted to initiate applications available through your local Affiliate. In order to create an application, follow these steps:

- 1) From the User Homepage, click the “View Opportunities” button under the “View Available Proposals” section on the main menu. This section will show you all of the grant program types where you may apply for a new grant.

 **View Available Proposals**

You have **1** My Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
NOTE: Use this option to initiate new proposals only. To edit applications already in progress, select the My CG Applications tab above.

[VIEW OPPORTUNITIES](#)

- 2) For those grant programs where you are eligible to apply for you will see an “Apply Now” button under the description of the grant. Click the “Apply Now” button.

[APPLY NOW](#)

- 3) A confirmation page will appear asking for confirmation. By clicking the “I Agree” button you will initiate a new application. An application will be created and you will be taken to the “Application Menu” where you can begin filling out the pages.

**Agreement**

Please make a selection below to continue.

Are you sure you want initiate a Community Grants Application?

[I AGREE](#) [I DO NOT AGREE](#)

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## Application Menu

The Application Menu is organized into various sections that help organize the application tasks and information. These sections are displayed and described below.

### CG Application Menu

**Document Information:** CGA-2011-KOMEN\_TX100-KOMEN\_TX100 Test Org 1-00036

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	<a href="#">KOMEN_TX100 Test Org 1</a>	Project Director	Application In Progress	02/01/2011 - N/A N/A

#### View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

#### Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

#### Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

#### Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

## View, Edit and Complete Forms




















The Forms section is where the vast majority of the work in an application is completed. This section contains all of the forms that must be completed prior to the application being submitted. To edit application forms simply click “View Forms” button and then click on the name of the form you wish to edit.

### View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

**VIEW FORMS**

#### Forms

Status	Page Name	Note	Created By	Last Modified By
	CG Application RFA			
Application				
	Project Profile			
	Organization Summary			
	Project Abstract			
	Project Narrative			
	Project Target Demographics			
	Key Personnel			
	Project Work Plan - Goals			
	Project Work Plan - Objectives			
	Project Work Plan Summary			
	Salaries			
	Consultants			
	Supplies			
	Travel			
	Patient Care			
	Sub-Contracts			
	Other			
	Indirect			
	Project Budget Summary			

## Change the Status

The “Change the Status” section allows a user to change the status of the application or report. Status options are dependent on the current status of the document and the role of the user. Click the “View Status Options” button to see what status push options you currently have available.



### Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

**VIEW STATUS OPTIONS**

#### Possible Statuses

**AUTHORIZED SIGNATURE REQUIRED**

**APPLY STATUS**

**APPLICATION CANCELLED**

**APPLY STATUS**

## Management Tools Section

The Management Tools section allows users to access certain administrative rights such as the application and view the status history of the application. Functionality is based on your system role.

### Helpful Hint:

Here applicants can either print the full blank version or select “Create Full Print Version” to view/print grant writing progress.



## Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

**VIEW MANAGEMENT TOOLS**

### Management Tools



#### CREATE FULL PRINT VERSION

Select the link above to create a printable version of the document.



#### CREATE FULL BLANK PRINT VERSION

Select the link above to create a blank printable version of the document.



#### ADD/EDIT PEOPLE

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.



#### MY ACTIVITIES SEARCH/REPORTS

Select the link above to perform a search and output the results from the My Activities.



#### STATUS HISTORY

Select the link above to view the status history of this document.



#### CHECK FOR ERRORS

Select the link above to check the entire document for errors.



#### VIEW MODIFICATION HISTORY

Select the link above to view various modifications that people have made to specific pages in the document.

## Related Items (Progress Reports)

The Related Items section is where you will find items that are related to an application or grant. An example of a related item would be a Progress Report.



### Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

**VIEW RELATED ITEMS**

## CG Application Menu - Related Items

The various sections below can link to items that are associated with this document.

**Document Information:** CGA-2011-KOMEN\_TX100-KOMEN\_TX100 Test Org 1-00036

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	<a href="#">KOMEN_TX100 Test Org 1</a>	Project Director	Application In Progress	02/01/2011 - N/A N/A

### Related Documents

Sort search results by:

Document Type	Name	Current Status	Created By	Last Modified By
---------------	------	----------------	------------	------------------

### Related Messages

Sort search results by:

Priority	Sender	Subject	Date/Time	Status
----------	--------	---------	-----------	--------

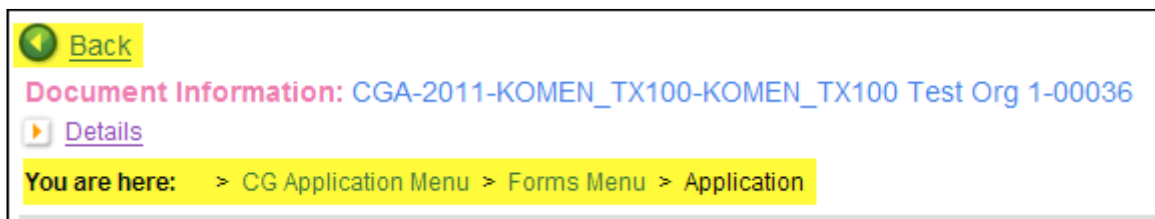
# Application Completion

If you click on the “View Forms” button under “View, Edit and Complete Forms” on the Application Menu, the various pages of the application are displayed. These are the forms that must be completed before your application can be submitted. The following sections will lead you through the steps necessary for accomplishing that goal.

## Forms Navigation

There are three basic methods for navigating through the forms of your application. You may either use the “Back” link at the top of any page within the application, the breadcrumb links just below the “Back” link, or the links listed in the “Forms” section at the bottom of the page.

The image shown below is the “Back” link with the “You are here” breadcrumb trail below it. These two tools will be commonly used when navigating through the various pages of your application.

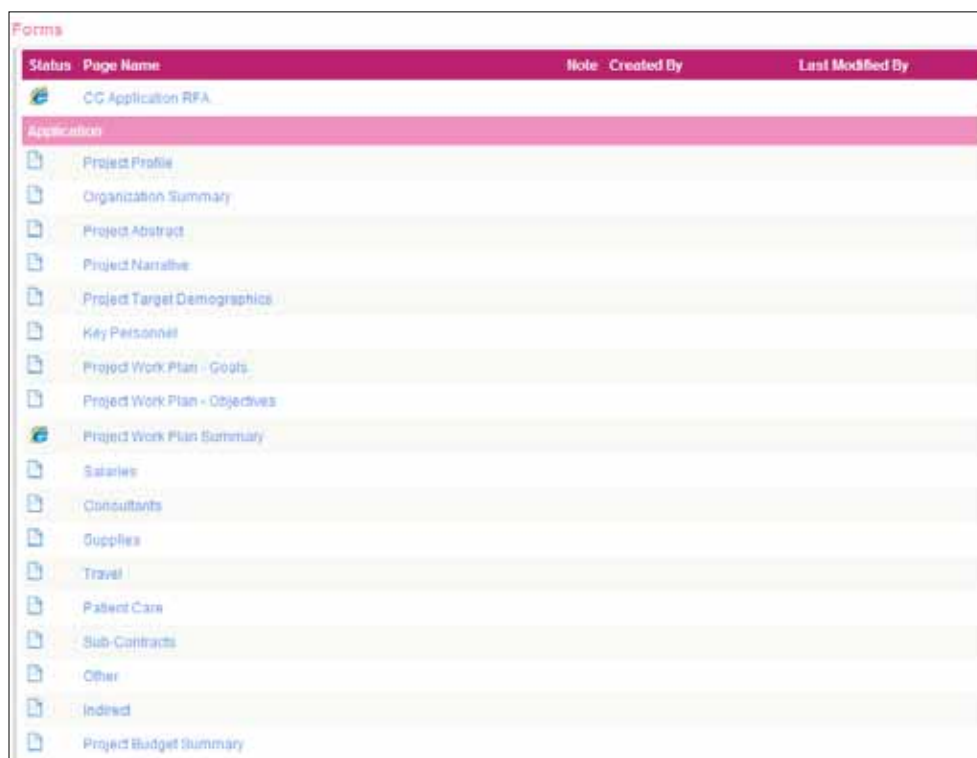


### Helpful Hint:

By clicking the “Back” button, you will be taken back to the Forms menu and you can click on the next page you wish to complete. You do not have to complete the pages of the application in any particular order. Note that the “Back” button in the system is different than your internet browser back button. Be sure you are using the system button and not your browser’s.



The “Forms” navigation tool can be found at the bottom of the page. To access the form simply click on the page name.



The screenshot shows a web interface titled "Forms". It contains a table with columns: Status, Page Name, Note, Created By, and Last Modified By. The first row is "CG Application RFA" with a status icon. Below this is a section titled "Application" with a list of forms, each preceded by a document icon. The forms listed are: Project Profile, Organization Summary, Project Abstract, Project Narrative, Project Target Demographics, Key Personnel, Project Work Plan - Goals, Project Work Plan - Objectives, Project Work Plan Summary, Salaries, Consultants, Supplies, Travel, Patient Care, Sub-Contracts, Other, Indirect, and Project Budget Summary.

Status	Page Name	Note	Created By	Last Modified By
	CG Application RFA			
<b>Application</b>				
	Project Profile			
	Organization Summary			
	Project Abstract			
	Project Narrative			
	Project Target Demographics			
	Key Personnel			
	Project Work Plan - Goals			
	Project Work Plan - Objectives			
	Project Work Plan Summary			
	Salaries			
	Consultants			
	Supplies			
	Travel			
	Patient Care			
	Sub-Contracts			
	Other			
	Indirect			
	Project Budget Summary			

## Form Completion

When filling out an application form it is suggested that you first complete all of those fields for which you have information. Not everyone in each organization will have all of the information necessary to complete each form. Complete as much of it as you can and then click the “Save” button. Fields followed by red asterisks are required fields.

In the creation of some forms the “Add” button is used to create additional forms so the applicant can list each item that falls under a particular category. Project Work Plan — Goals, for example, would consist of more than one item. Any form that has an “Add” button allows you to have multiple instances of that form. The following picture shows the available “Add” button on a page where multiple pages can be created.



The screenshot shows a horizontal bar with five buttons: SAVE, ADD, DELETE, ADD NOTE, and CHECK GLOBAL ERRORS.

SAVE	ADD	DELETE	ADD NOTE	CHECK GLOBAL ERRORS
------	-----	--------	----------	---------------------

When multiple pages have been created for a particular form, you can choose between them. A dropdown will appear on the far right of the button toolbar. Select the Item and hit the “Go” button and it will take you to that item’s page.

**PROJECT WORK PLAN - GOALS**

Project Work Plan - Goals: This section should include the main goals for the entire project. Goals are high level statements that provide overall context for what the project is trying to achieve.

Once you have completed the form below, please make sure you click the save button or no information will be saved. If you are working on the page and need to close the window, make sure you click the save button or none of your information will be saved. If you click the check global errors button your page will not be saved. If you would like to check the entire application for global errors please save your information and then click check global errors.

All fields with a red asterisk are required fields.

All programs must include at least one goal to submit an application. Fill in both the goal name and the goal description and click the save button to complete the goal.

Adding additional goals: To add another goal click the add button. The page will refresh and the goal name and description fields will be empty. Complete both fields and click the save button. You will notice above the project work plan-goals title, a drop down box will appear. As you add goals the goal names will appear in this box. To revisit a goal click on the goal name and click the go button next to the box. That goal will reappear and you can make changes to the goal as needed. Repeat these steps to continue to add goals.

Goal Name

Test Goal 1

Goal Description

Test

4 of 300

When additional pages have been created, a number in parentheses will appear after the form name to indicate the number of pages connected with the particular link. MultiPage forms will not display a Created By or Last Modified By name/date.

- Key Personnel
- Project Work Plan - Goals (3)
- Project Work Plan - Objectives

## Automatic Calculations

When possible, the Komen GeMS system will automatically calculate totals for you. Click the “Save” button to perform calculations- calculations will not occur until the “Save” button is selected.

Name of Consultant	Agency Affiliation if Applicable	Hourly Rate	# of Hours	Total
Joe Smith	Test Affiliate	25	40	
John Doe	Test Affiliate	30	35	
Amy Joe	Test Affiliate	40	31	
<b>Totals:</b>				

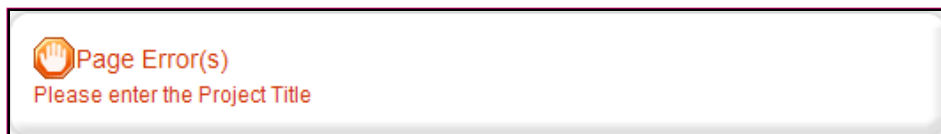
Name of Consultant	Agency Affiliation if Applicable	Hourly Rate	# of Hours	Total
Joe Smith	Test Affiliate	\$25	40	\$1,000
John Doe	Test Affiliate	\$30	35	\$1,050
Amy Joe	Test Affiliate	\$40	31	\$1,240
<b>Totals:</b>				<b>\$3,290</b>

The “Budget Summary” page is another example of automatic calculations. When the Budget Summary is opened, the system will take the values that you have entered in the Budget pages and display the information in the Budget Summary.

From Other Sources				
	Requested from Komen	Cash	In Kind	Total Required
Salaries and Fringe	\$11,075			\$11,075
Consultant Costs	\$3,290			\$3,290
Supplies	\$0			\$0
Travel	\$5,000	\$200		\$5,200
Patient Care Costs				
Screening	\$735			\$735
Diagnostics	\$15,812			\$15,812
Treatment	\$1,558			\$1,558
Transportation	\$113			\$113
Subcontracts	\$6,715			\$6,715
Other	\$2,500			\$2,500
Subtotal – Direct Costs	\$46,798	\$200	\$0	\$46,998
Indirect Costs	\$0			\$0
<b>Total:</b>	<b>\$46,798</b>	<b>\$200</b>	<b>\$0</b>	<b>\$46,998</b>

## Error Messages

If any required field is not completed within an application form or there are business rules violated, an error message will be displayed in red across the top of the page immediately after the “Save” button is clicked. During form completion it is not necessary to correct errors right away. You may return to the form at a later time and fix errors. If for some reason any errors remain when you attempt to submit the application, you will receive an error message. The Komen GeMS system will require the errors be fixed before the application submission can be completed. See the example below.

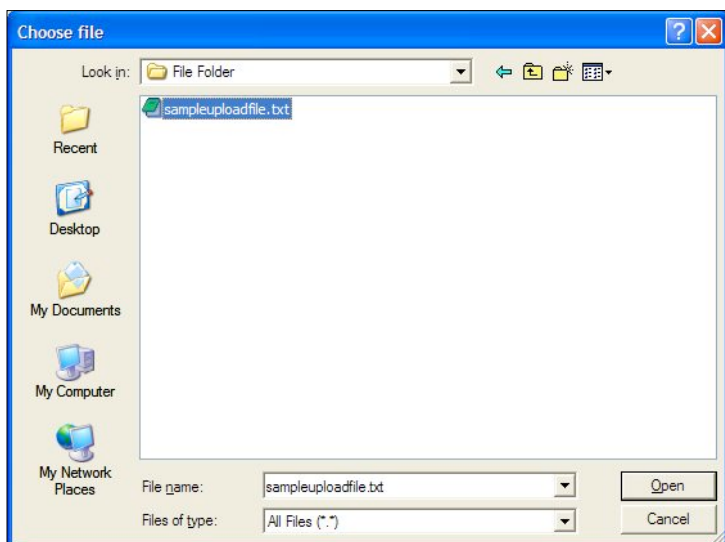


## Uploads & Attachments

For some pages, form fields are not enough to capture the type of information that may be required. In those situations, a file upload field may be provided to allow you to upload a file instead. Files of the following types are allowed as uploads: bmp, doc, docx, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls and.xlsx. To upload a file, click the “Browse” button. Uploads should be 4 mgs or less.



Browse to the folder that contains the file you would like to upload and either double-click the file or click the file and then click the “Open” button.



After the page reloads, you must then click the page “Save” button to save the uploaded file.

## PDF Version

In many pages, once the page is saved, a “Print Version” button will be available that will automatically create a PDF for you with the data that you provided for each form. These dynamic PDF’s can be printed, or saved to your computer for reference.

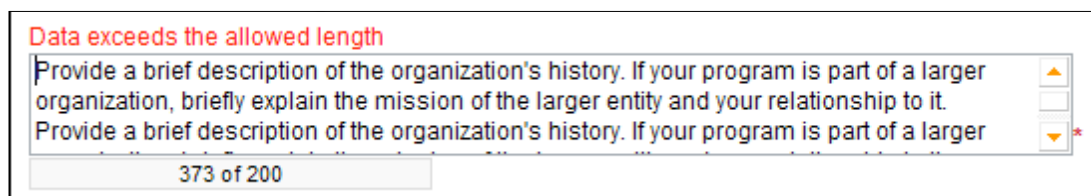


## Copy and Paste

Applicants should be cautious when utilizing copy and paste. We suggest you copy to NotePad first then to GeMS. Copying to NotePad will remove all formatting.

## Text Limit

Applicants must also be aware of the character limits of each text box, as attempting to copy and paste text that is larger than the allotted amount of space will yield an error.



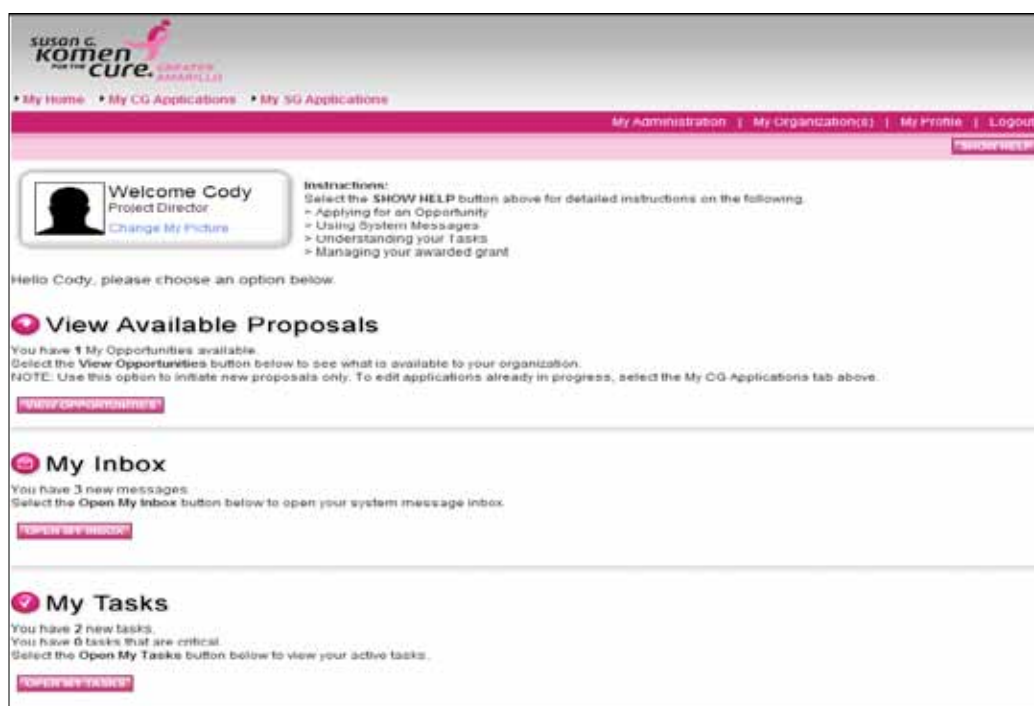
Note: If you exceed the allowed length; do not exit the document until you have edited it down to the allowed text limit; otherwise your text will be lost.

## Application Submission

The Project Director must change the status of the application to “Authorized Signature Required” to begin the application submission process. After the Project Director has changed the Application status, the Authorized Signer must finalize the submission by changing the status to “Application Submitted.”

Once an application is submitted it will enter into a read-only status and cannot be changed!

1) Login as the Project Director and click “Open My Tasks.”



2) Select the grant that you would like to submit in your task list.

3) Click “View Status Options” to see the possible statuses.

### Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

**VIEW STATUS OPTIONS**

4) Click “Apply Status” under the appropriate status.

**Possible Statuses**


**AUTHORIZED SIGNATURE REQUIRED**

APPLY STATUS

**APPLICATION CANCELLED**


APPLY STATUS

If any errors exist on any of the application’s forms when the Project Director selects “Authorized Signature Required” or when the Authorized Signer attempts to submit the application, they will receive an error message directing them to the form(s) with errors. All errors must be fixed before GeMS will allow an application to be submitted. If no errors exist, the grantee will be prompted to confirm his or her submission. You can check for errors at any time using the Global Errors link.

 **Global Errors**


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**Document Information:** CGA-2011-KOMEN\_TX100-KOMEN\_TX100 Test Org 1-00036


 [Details](#)

Info	Document Type	Organization	Role	Current Status
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress

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 You must provide written justification for all items requested.;  
[Consultants](#)

 You must complete this page.  
[Key Personnel](#)

 You must provide written justification for all items requested.;  
[Other](#)

- 5) Authorized Signer logs in to GeMS and clicks “Open My Tasks.”
- 6) Select the grant that you would like to submit in your task list.
- 7) Click “View Status Options” to see the possible statuses.



## Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

**VIEW STATUS OPTIONS**

- 8) Click “Apply Status” for “Application Submitted.”



# Automatic e-Mail Notifications

## Automatic E-mail Notifications

Automatic email notifications may be sent to you periodically throughout the grant year. These messages will be sent via the system according to an automatic process or as the result of a user triggered event. These messages might be triggered by the submission of an application, an application being sent for modifications or a pending due-date that is approaching. These messages are intended to help you know what is occurring in the system that pertains to you or your Organization. These messages may also be sent by Komen GeMS Affiliate personnel. These messages are designed to help keep you up to date with the progress of your application while also serving as reminders when action is required on your part.

In order to receive these messages it is important that you include an active, frequently used email address when creating your profile in the system. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

## System Messages

In addition to the automatic email notifications, there is an area referred to as the System Messages that manages messages sent to you either from the system itself or from Komen GeMS Affiliate personnel. You can view or edit your System Messages by following these steps:

- 1) Click the “Open My Inbox” button under the “View My Inbox” section on the main menu. You will now see any unread system messages. You may filter system messages by choosing an option from the drop down labeled “Sort my inbox messages by.”

The screenshot shows the 'My Inbox' interface. At the top, there is a header 'My Inbox' with an envelope icon. Below it, a sorting dropdown menu is open, showing options: 'Priority', 'Sender', 'Subject', and 'Date/Time'. The dropdown is currently set to 'Date/Time'. To the right of the dropdown is a 'GO' button and a link 'View All My System Messages'. Below the sorting options is a table with three columns: 'Priority', 'Sender', 'Subject', and 'Date/Time'. The table contains three rows of messages. At the bottom of the interface, there are two buttons: 'CLOSE MY INBOX' and 'MARK CHECKED AS READ'.

Priority	Sender	Subject	Date/Time
		A new user has registered.	6/29/2011 3:34:20 PM
	System, Grant	Cody Test 6 has been added to KOMEN_TX100 Test Org 1.	5/3/2011 11:51:34 AM
	System, Grant	A new user has registered.	5/3/2011 11:49:57 AM

2) Clicking the Subject of a message will take you to the message itself. You can read the message from that screen and then may perform any of the following actions:

- (1) Click the “Reply” button to reply to the system message
- (2) Click the “Close” button to close the system message
- (3) Click the name of the sender to send an email to the sender of the message.

### Helpful Hints:

- When completing the application within GeMS, please review the Request for Applications provided by the local Affiliate for details on each application page.
- Always hit “save” to save your data. If you do not hit “save” and you navigate away from the screen, your data will be lost.
- If you scroll over the first aid kits, help content will be available for that specific question.
- The system will log out after 45 minutes with no activity. If the system logs out automatically, the last data entered will not be saved if the save button was not selected prior to the log out.
- If you copy and paste text from Word, you must hit the backspace button within the text field for the character count to be shown.
- The Project Work Plan Summary is a report of all of the goals and objectives entered on the Project Work Plan pages. Nothing needs to be inputted on this screen.
- If there is a budget page that is not necessary for your project type, you can skip the page without issue.
- All amounts entered in the budget pages must be whole numbers.
- Print versions of the blank application and completed application are available within the Access Management Tools section of the application menu.
- Always use the “Back” button within the system when trying to return to a previous page.

## Application Submission Checklist

In order to complete the application process, please verify that the 9 steps below have been completed.

- 1) Project Director registers for GeMS.
- 2) Project Director approved by Affiliate Grants Administrator within GeMS.
- 3) Authorized Signer registers for GeMS.
- 4) Authorized Signer approved by Project Director within GeMS.
- 5) Project Director initiates Community Grant Application.
- 6) Project Director/Writer/Authorized Signer completes each page of the application.
- 7) Project Director changes the status to “Authorized Signature Needed.”
- 8) Authorized Signer changes the status to “Application Submitted.”
- 9) Both the Project Director and Authorized Signer will receive an email notification that the application is officially submitted.