

# Grants Management System Quick Start Guide

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## Grants Management System registration

1. Go to DEED's [Grants Management System portal](#) and select **New User? Register Here!** underneath the Log In button
2. Initial registration for an organization or company should be done by the Organization Representative, a staff member who has contract signing authority for grants with the State of Minnesota
3. The Organization Representative should complete all required fields in the registration window and submit the completed form
4. The Grants Management System Administrator will send an email once registration has been approved

## Organization profile set up

Steps to setup Organization profile before you can apply for a grant opportunity:

1. Log into the [Grants Management System portal](#)
2. Select your name on the upper right side of the screen and select **Profile** from the dropdown menu
3. On the left side of the screen select **Organization Information**, fill out the required fields, select **Save** in the upper right
4. On the left side of the screen select **Organization Categories**, select all the categories that apply to your organization, select **Save** in the upper right
5. On the left side of the screen select **Additional Organization Information**, fill out the required fields, select **Save** in the upper right
6. To start an application, go to the Home screen (Home can be selected in the upper left)
  - a. Find available funding opportunities under **My Opportunities**
7. Once you have started an application, you will find that saved application under **My Tasks** on the Home screen

## Difference between Organization Representative, Organization Member, and Grant Writer Roles

- An **Organization Representative** is someone at the organization that has the authority to sign grant applications and contracts with the State of Minnesota. Within the Grants Management System, this role can:
  - Create, edit, sign and submit grant applications
  - Sign grant contract and award packages
  - Create and submit payment requests
  - Create and submit grant reports
- An **Organization Member** is added and assigned this role by the Organization Representative in the system. Within the Grants Management System, this role can:
  - Create and edit grant applications
  - View grant contract and award packages
  - Create payment requests
  - Create and submit grant reports
- A **Grant Writer** is added and assigned this role by the Organization Representative or Organization Member in the system. Within the Grants Management System, this role can:
  - Create and edit grant applications
  - View grant contract and award packages
  - Create payment requests
  - Create grant reports

## Steps for the Organization Representative to add additional users to the Grants Management System

1. Log into the [Grants Management System portal](#)
2. Select your name on the upper right side of the screen and select **Profile** from the dropdown menu
3. On the left side of the screen select **Organizations Members**
4. In the Members Search box select the + sign to **Add New User to Organization**

5. Enter in the information for that person and select “yes” for “Add user to existing documents”
6. The user roles that you can assign to user are:
  - a. A Grant Writer role can start and save an application and the Organization Representative will be required to submit the application
  - b. An Organization Member role can start and save an application, a payment request, and an amendment request. Organization Representatives will still have to submit these forms on behalf of the organization

## How to add an additional Organization Representative to the Grants Management System

1. An executive leader from the organization should email [GMS.DEED@state.mn.us](mailto:GMS.DEED@state.mn.us) to request adding an additional Organization Representative under their organization in the grants management system
2. The request should include the name of the person, email address, and phone number
3. An email will be sent to the newly added Organization Representative with instructions for how to log in

## How to save and return to an application once it’s started

1. Already started applications will show up on the dashboard under **My Tasks**
2. You can save your application by selecting **Save** in the upper right corner of the screen

## How to cancel an application that has been initiated

1. Select the application that you would like to cancel under **My Tasks** on the dashboard
2. On the left side of the screen scroll to **Status Options** and select **Application Cancelled**

## How to submit a grant application

1. The Organization Representative will need to log into the [Grants Management System portal](#)
2. Select the application under **My Tasks** on their dashboard to find the grant application to submit
3. On the left side of the screen under **Risk Assessment Forms** select the **Comments and Certifications** form
4. Under **Certification**, select that you acknowledge the statement and type your name into the **Signed** field
5. Choose **Save and Submit** on the bottom right side of the screen to submit the application

## How to see if a grant application has been submitted

1. Log into the [Grants Management System portal](#)
2. Under **My Tasks** select **Filter**
3. Under **Filter** change **Included Documents** to **All Assigned Documents** and select the **Search** button
4. Under **My Tasks** you will see submitted applications with the status of **Program Review**

## Using the plus symbol to add additional rows when needed

1. The blue plus symbol next to the right of a table in the system allows the user to add additional rows to the table as needed

2. If a row is added and no longer needed, the user can use the red minus symbol to remove the unwanted row.

* Provider	* Outreach Response
0 of 150	<input type="text"/> +

* Provider	* Outreach Response
0 of 150	<input type="text"/> + -
0 of 150	<input type="text"/> + -

## Required fields

1. If a field is required to be completed in a form, it will have a red asterisks next to the question that is required
2. If a required field is not completed, an error will pop up when you navigate to another form. There is a box titled Attention at the top of the form in the upper right side that helps you identify required fields that are not yet completed. You can select the individual required items in the Attention box and it will take you to the specific item that needs to be completed.

The screenshot shows the 'Pre-Application Outreach' form. On the left is a sidebar with a navigation menu. The main content area has a title 'Pre-Application Outreach' and instructions. At the top right, there is an 'Attention' box with two red error messages: 'Provider is a required field.' and 'Outreach Response is a required field.' Below the text, there is a table with two columns: '\* Provider' and '\* Outreach Response'. The first row is empty, and the second row contains 'Comcast' and 'Will Not Upgrade'. Red arrows point to the asterisks in the column headers. At the bottom, there are navigation buttons for '< Previous Form' and 'Next Form >'. The sidebar menu includes items like 'Forms', 'Application', 'RFP Information', 'Pre-Application Outreach', and numbered sections 1 through 8.

If you have additional questions, please contact [GMS.DEED@state.mn.us](mailto:GMS.DEED@state.mn.us)