Texas State Library and Archives Commission

GMS Manual

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What is the GMS?

The Grant Management System (GMS) is the Texas State Library and Archives Commission's (TSLAC) online grant management system. The GMS has the following capabilities:

- Grantees apply for and manage grants through a web portal
- Financial status reporting
- Viewing of approved applications
- Grant budget and program revisions
- Requests for payment with disbursement history

Browsers Supported

- Internet Explorer 5.5 to 7.0 – Microsoft IE is the recommended browser for accessing the GMS.
- Firefox 1.x to 3.x
- Safari
- Opera

How to ensure that Javascript is enabled in Microsoft IE:

1. Open your browser and go to **Tools | Internet Options...** from the main menu.

3. Select the **Security** tab. Click on the **Custom Level...** button

4. Scroll down to the **Scripting** heading.

5. Make sure **Enable** is selected under **Active Scripting**.

6. Click **OK**, then **OK** again on the next window.

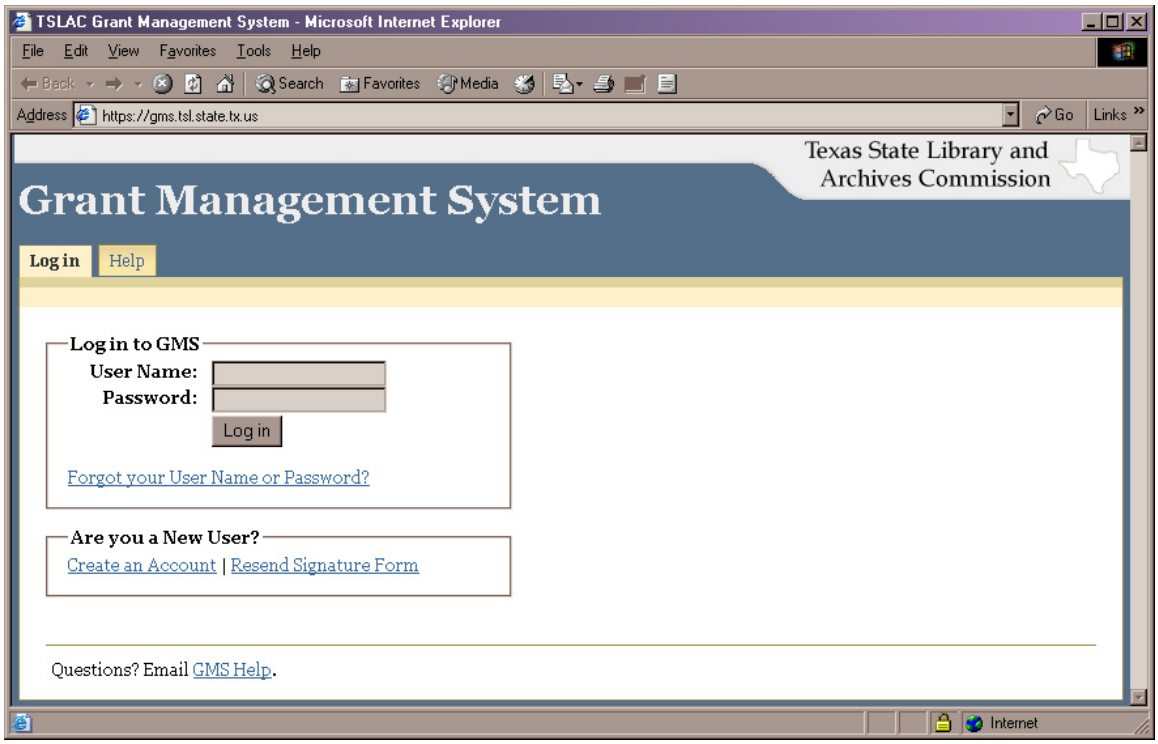
7. Restart browser.

Access to the GMS

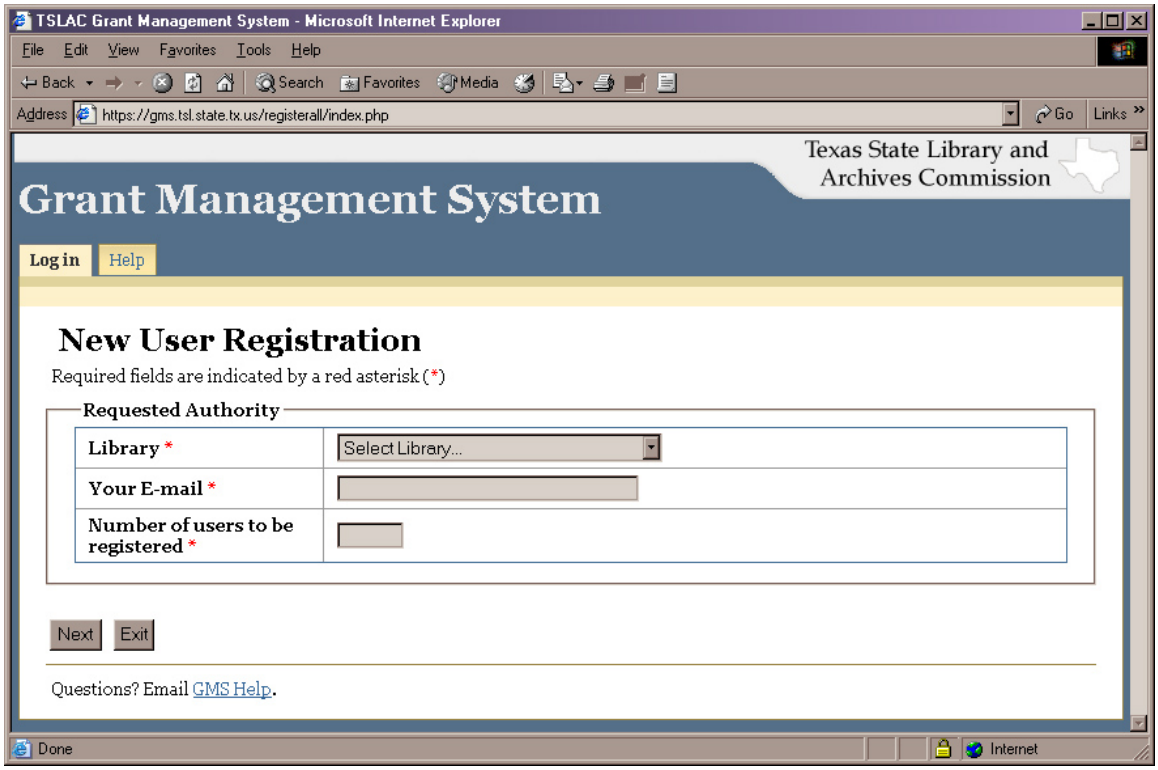
A GMS user account is required to access the GMS. A single user may register for single account or a user may setup multiple accounts for users at an organization. If a user manages multiple grants, they will need to setup a user account per organization. For example, if you are a financial manager for Library System grants and for public library grants, you will need one account for the Library System and one for the Public Library. Once you are within the GMS, you will be able to switch between the two accounts without having to log off and log in again.

To apply for a GMS user name and password:

1. Point your browser to https://gms.tsl.state.tx.us.



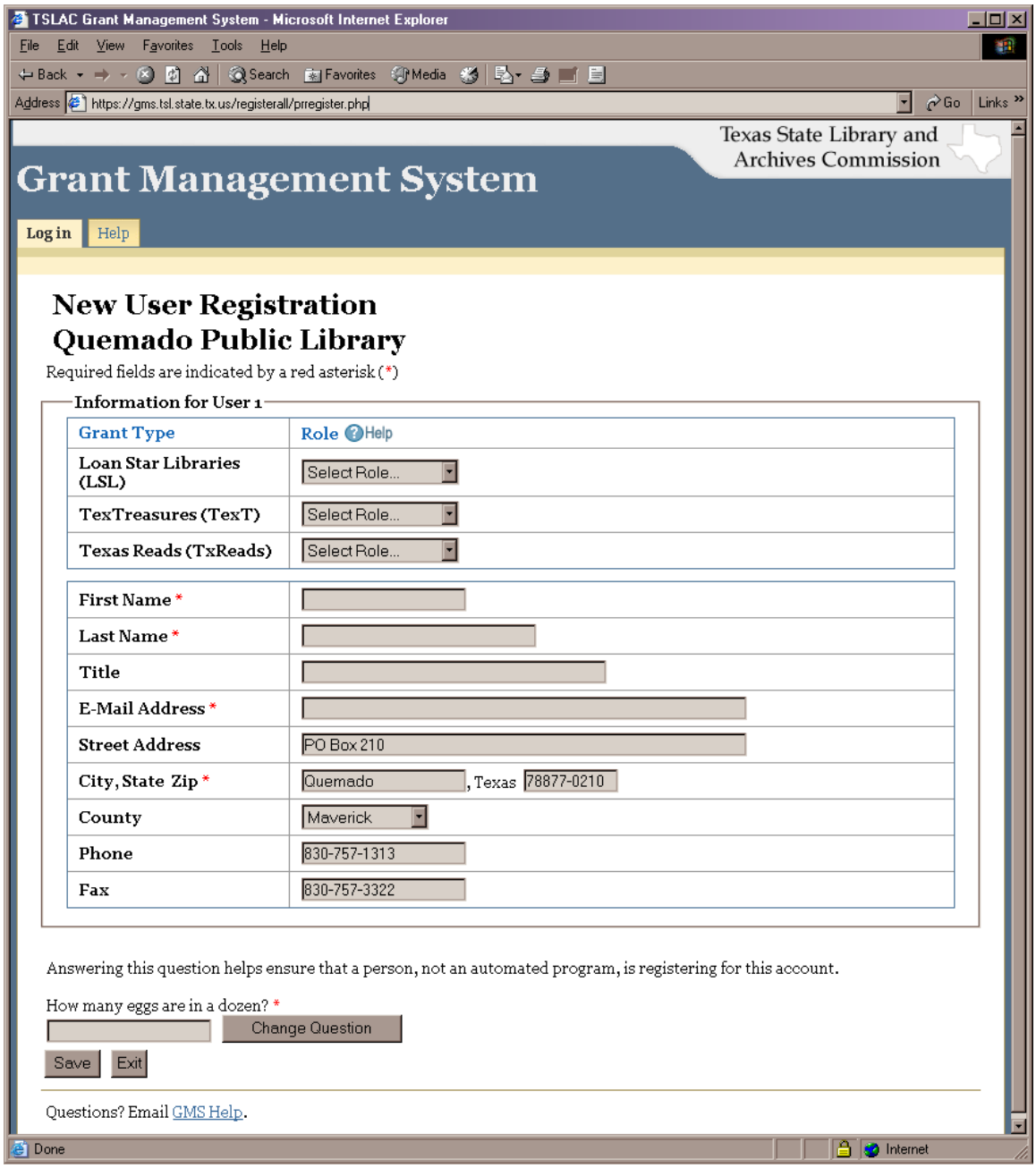
2. Click on the **Create an Account** link and the following window will display.



3. Select your library name in the drop down menu indicating **Select Library...**

4. Insert your e-mail address and the number of users to be registered.

5. The following window will display.



5. Choose grantee Role from the drop down menu indicating **Select Role...** and complete the form.

6. Click **Save**.

7. Your registration confirmation page will display and a copy will be sent to your e-mail address.

8. After your user account has been approved you will receive an e-mail with your user name and password.

Roles and Permissions

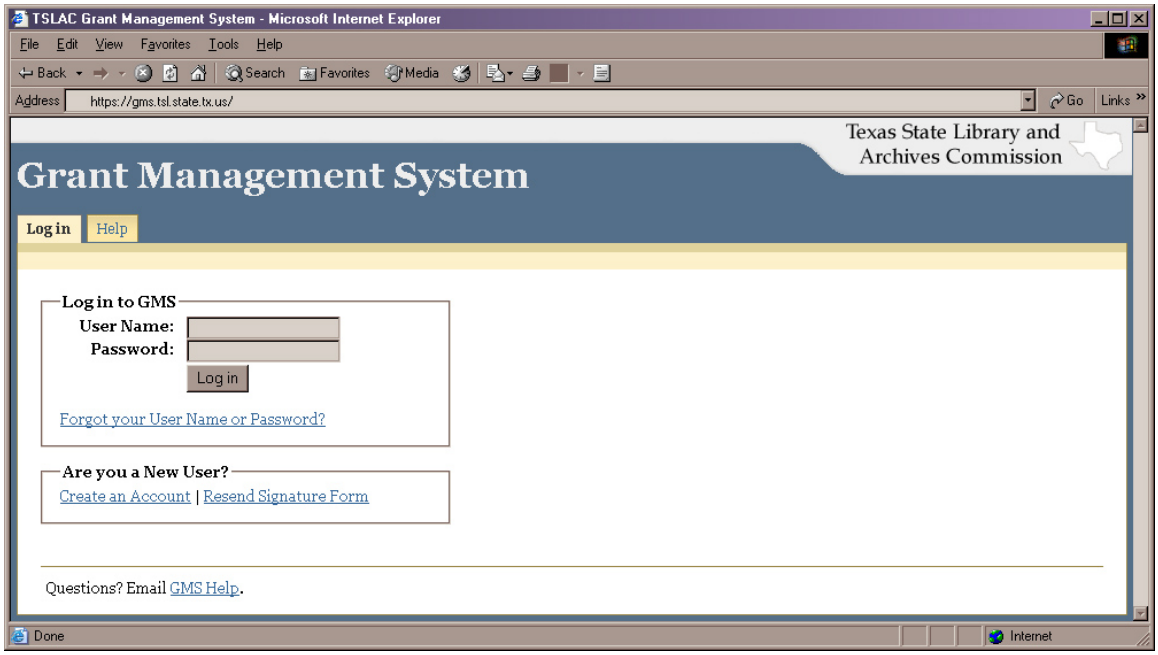
Users of the GMS will be assigned a grantee role with appropriate permissions at the time a submitted registration form is approved. At the time of this approval you will be e-mailed a GMS user name and password. Functionality that is not included in your assigned role will be disabled. Each role has been assigned specific privileges to perform specific tasks. Table 1 illustrates the roles that can be assigned.

Table 1: Role-Based Security Settings

Role Name	Role Privileges
Grantee Official	Usually the Library Director, System Coordinator/Director, Interlibrary Loan Librarian, Grant/Development Office, Dean *Has access to all areas of grant process* *Can submit applications*
Program Manager	Usually the Assistant Library Director, Library Program Manager, Systems Coordinator, Interlibrary Loan Librarian *Can create/modify applications; Grantee Official or Legal Entity Official submits* *Can submit revisions* *Can create/modify and submit performance reports* *Can create/modify and submit financial reports* Note: In situations where the person creating the grant is the Grantee Official, this role would not be used
Financial Manager	Usually the Legal Entity business office official authorized to certify expenditures *Can create/modify and submit financial reports and requests for funds* *Can submit financial revisions*
Legal Entity Official	Person with authority to enter into contracts on behalf of the institution. Usually the City/County official, Incorporated Board/Board Executive, Library Director, Provost, President of Institution *Can submit applications*
Grantee Viewer	Anyone with permission to access the Grantee's GMS site *Can only view online information*

Log in to GMS

1. Point your browser to https://gms.tsl.state.tx.us.

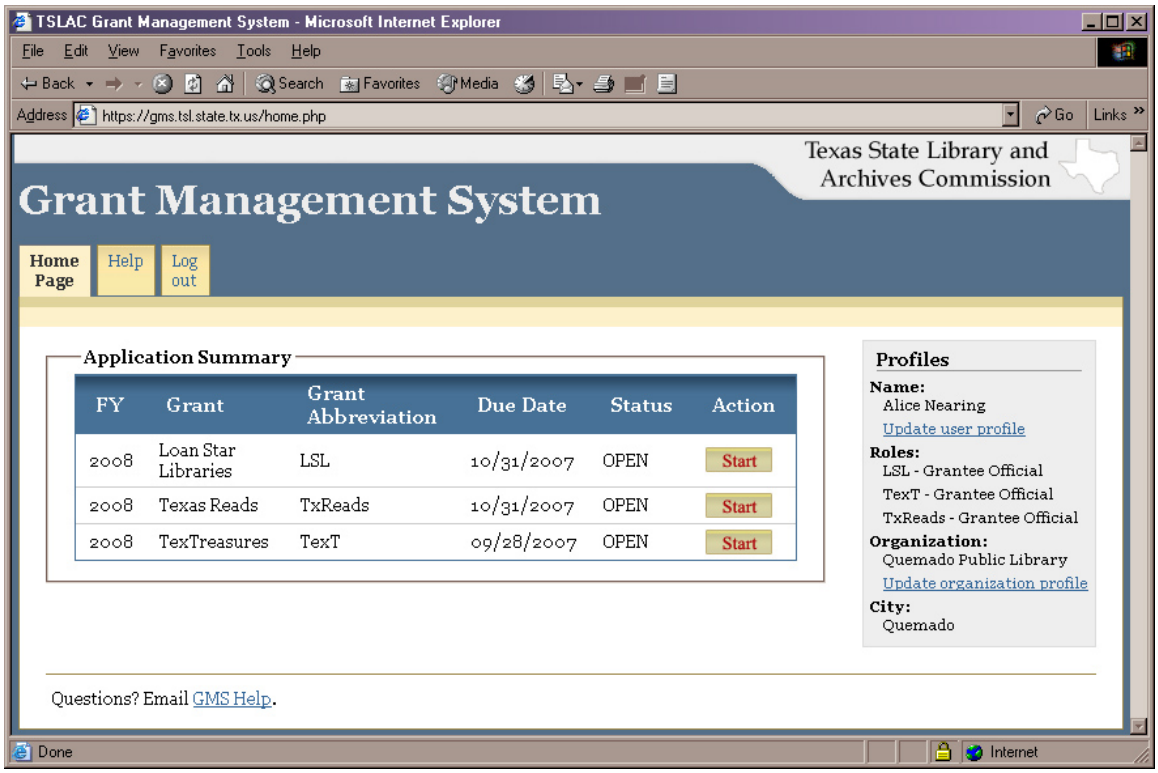


2. Enter your assigned user name and password.

3. Click **Log in**.

GMS Home Page

After logging into GMS, the GMS Home Page will be displayed.



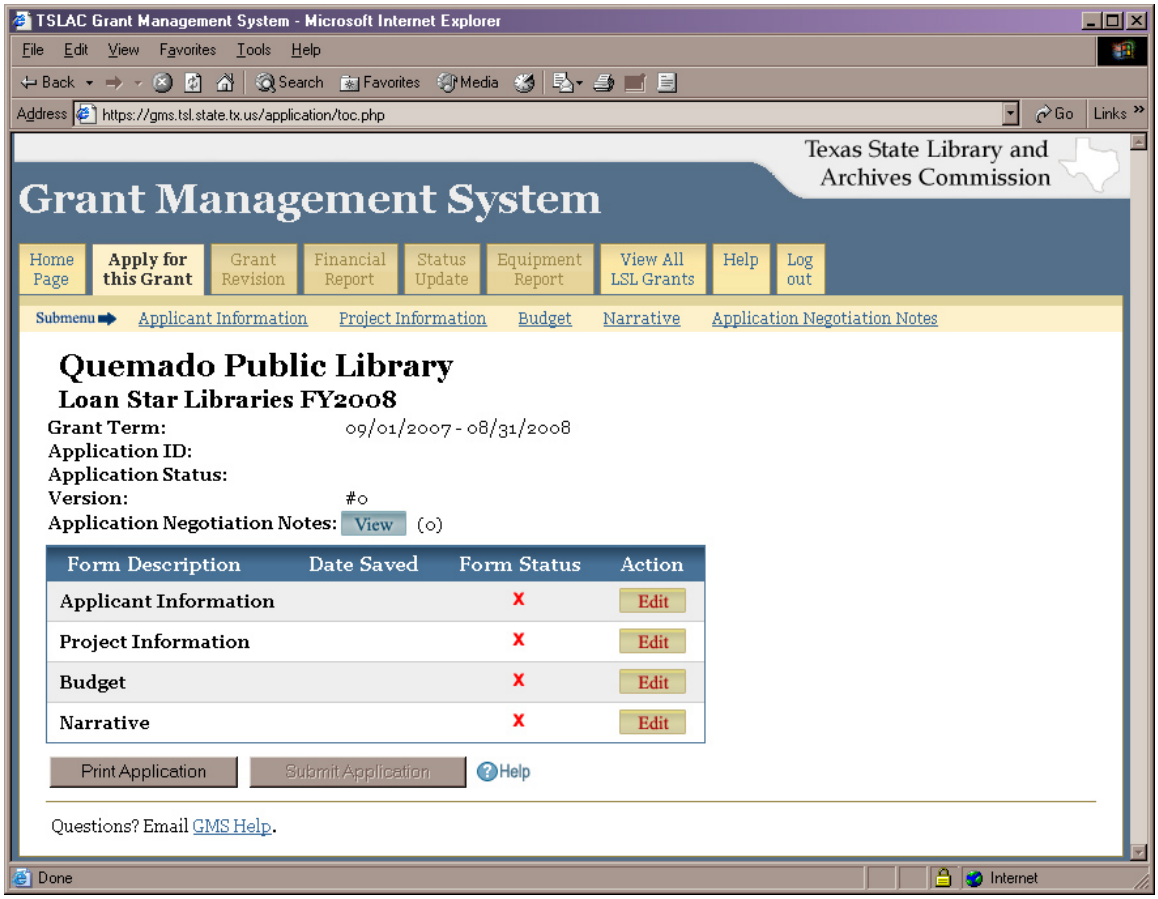
The grant names on the left-hand side are the grants for which your library or organization is eligible. The buttons on the right labeled **Start** take the user to the grant guidelines. The tab at the top, labeled **Log out**, can be used for exiting the GMS at any time.

- **Grant Abbreviation**
- **Due Date** – Due date for grant application to be submitted to TSLAC
- **Status** – Provides the status of the grant application:

  OPEN - Grant is open for applying
  PENDING – Grant has been submitted and is pending approval
  APPROVED – Grant has been approved by TSLAC

Apply for a Grant

1. Begin at the GMS home page.
2. Under the Action column click the **Start** button for the grant program of your choice. An Application Form Checklist will display.



- Choose the **Edit** button to begin entering data into the **Applicant Information** form.
- Be certain to save your data by clicking the **Save** button at the bottom of the **Applicant Information** form. The same applies to the other forms in the list. After you save and exit the forms you will see the **Date Saved** and a green check will appear for the **Form Status**.
- By saving your information, you will be creating a working file for your application for this grant, which you are under no obligation to complete and/or submit. You may log in to GMS as many times as you wish before the due date to work on your application.

Navigating in Grant Applications

- The Application Form Checklist is the home page for the application process.
- Use the Submenu at the top of the page to get from one form to another.
- When you have an application form open you may exit or save the form by clicking the buttons at the bottom of all forms.
- Once you have begun an application form, DO NOT USE THE BACK BUTTON TO NAVIGATE. This may cause problems in saving and submitting the application.
- After you save a form successfully, you will see an application ID number that has been assigned, and the version number on the header. In the Application Form Checklist you will see the timestamp for the form that you saved and a green check.
- Use the **Print Application** button on the Application Form Checklist to print the application forms after you have entered data into all forms.
- When you are ready to submit you final application, the Authorized Official may submit the application by clicking the **Submit Application** button on the Application Form Checklist.

Entering Data in the Application Forms

- Follow the instructions for each form when completing the application.
- Click on the **Help** icon for detailed information related to a particular item.
- DO NOT USE ALL CAPS. Enter all text in standard and lowercase.
- Users must tab out of a field to see any calculations (if applicable).
- Save each page as data is entered.
- The GMS will end your session after 4 hours if there is no activity, so save your work often.

Submitting the Final Application Data

Keep in mind the following when submitting a GMS application:

- An application cannot be submitted if it contains errors.
- Only the organization's Authorized Official can submit a grant application.
- The grant writer should exit the application by clicking the **Log out** tab on top of the screen.
- The Authorized Official must **Log in** to GMS, locate the Application Form Checklist, and select the Submit Application button. Successful submission will be confirmed.

- The Authorized Official must exit GMS by clicking the **Log out** tab on the top of the screen.