



Submitting Requests for Funds in GMS

FY 2023

FY

2024

Provides details to subrecipients on submitting requests for funds (RFFs) for competitive grants in the TSLAC Grant Management System (<https://grants.tsl.texas.gov>).

Submitting Requests for Funds in GMS

Requests for Funds

TSLAC competitive grants are paid through reimbursement (or advances as approved) for expenses incurred during the grant year. Subrecipients must request funds in the TSLAC Grant Management System (GMS) as directed in the grant contract under *Section IV — Grant Amounts and Disbursement Requirements*.

- C. The Subrecipient is restricted to one of two methods for requesting funds from TSLAC. The Subrecipient may request reimbursement of actual and allowable expenditures for the Subrecipient's normal billing cycle, or advance payment for estimated and allowable expenditures to be incurred in the 30-day period following the request. Only Subrecipients providing documentation to demonstrate a lack of sufficient working capital and the ability to minimize the time elapsing between transfer of funds from TSLAC and disbursement of grant funds will be allowed to request advance payments.
- D. The Subrecipient must request payments from TSLAC using TSLAC's Request for Funds form (RFF) via TSLAC's online Grant Management System (GMS), located at <https://grants.tsl.texas.gov>. Requests may be submitted to TSLAC no more often than once every 30 days, and no less often than once per quarter. Funds will be processed and paid to the Subrecipient provided TSLAC has received a fully executed contract, and Subrecipient has fulfilled all reporting and training requirements for current and preceding contracts and submitted supporting documentation with the RFF.
- E. When submitting an RFF for reimbursement, the Subrecipient must provide TSLAC with supporting documentation, such as receipts, paid invoices, time sheets, and/or pay stubs to support the amount requested before payment will be processed.

Authorized users may access the GMS at <https://grants.tsl.texas.gov>. Users must have one of the following three roles in GMS to be able to process RFFs:

1. Create/Update/No submit RFFs — User is able to create and update an RFF, but cannot submit.
2. Create/Update/Submit RFFs — User is able to create, update, and submit an RFF.
3. Read Only RFFs — User can only view the RFF.

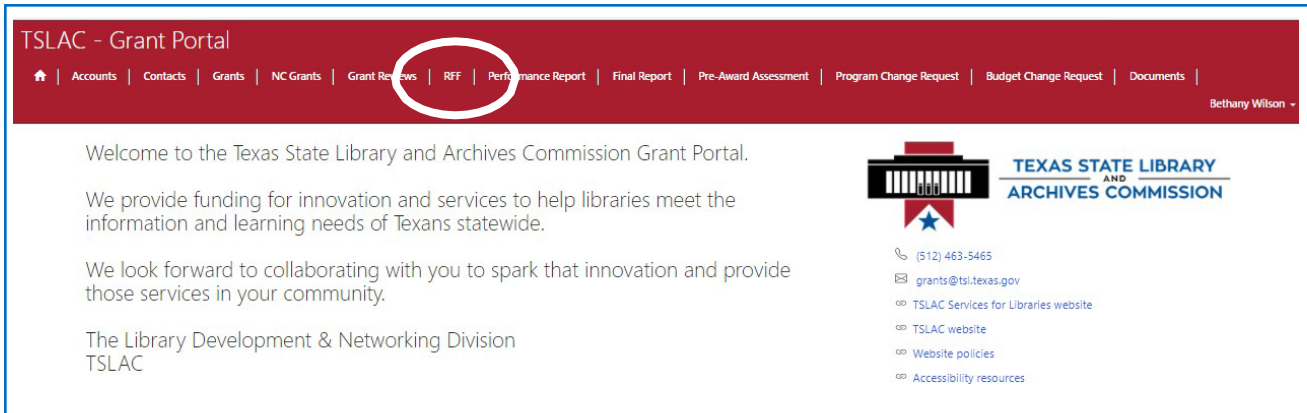
In order to successfully submit an RFF, users must have the following documentation:

- Receipts with evidence of payment
- Invoices with evidence of payment
- Time sheets and/or paystubs
- General ledgers
- Other documents as requested

Documentation must detail who was paid, what service or item was procured, when purchased, quantity, and cost.

Submitting Requests for Funds in GMS

Requests for funds are to be submitted in the RFF section of the GMS. To access the section, select **RFF** from the portal landing page.



The screenshot shows the TSLAC - Grant Portal landing page. The navigation menu at the top includes: Accounts, Contacts, Grants, NC Grants, Grant Reviews, RFF (circled in white), Performance Report, Final Report, Pre-Award Assessment, Program Change Request, Budget Change Request, and Documents. The user name 'Bethany Wilson' is visible in the top right corner. The main content area contains a welcome message, contact information, and a list of links: (512) 463-5465, grants@tsi.texas.gov, TSLAC Services for Libraries website, TSLAC website, Website policies, and Accessibility resources. The Texas State Library and Archives Commission logo is also present.

The Request for Funds form has 4 sections:

- General information – lists the identifying grant information (i.e., grant number, title, and program, RFF contact person)
- Request for Funds Details — provides the details of individual receipts and paid invoices to be reimbursed (i.e., claimed amount, payee, date paid, description)
- Summary of RFF by Budget Category – Read ONLY; lists budget details of RFF in relation to the approved budget.
- Payment Info — Read ONLY; provides details of when the RFF was paid by TSLAC

To submit an RFF, users will only input data in the general information and **Request for Funds Details** sections.

Submitting Requests for Funds in GMS

RFF Record

Save Submit

Request For Funds

Request For Funds

RFF Number
101514

Project Title *
STAR WARS ROX

Grant Number
—

Grant Program
Special Projects 75 2022

RFF Contact *
Bethany Wilson ✕ 🔍

Next Possible RFF Submit Date
—

Legal Entity
State of Texas

Agree to Terms and Conditions

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Submit Date
—

Recent Submit Date
—

Final Request For Funds

Request For Funds Details

Add

| RFF Detail ID ↑ | Invoice Number | Vendor Name | Payment Date | Budget Category | Amount Claimed | Description | Status Reason | Created On |
|-----------------|----------------|-------------|--------------|-----------------|----------------|---------------------------------|---------------|---|
| 107586 | This one | Boba Fett | 4/21/2021 | Services | \$200.00 | Delivered Han Solo in carbonite | New | 4/16/2021 11:20 AM ▼ |

Summary of RFF by Budget Category

| | Current Request | Remaining Balance |
|--------------------------------|------------------|-------------------|
| Salaries/Wages/Benefits | \$0.00 | \$0.00 |
| Consultant Fees | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 |
| Supplies/Materials | \$300.00 | \$200.00 |
| Total Cost | \$6500.00 | \$3100.00 |

Payment Info

| Date Paid | Payment ID |
|-----------|------------|
| — | — |

Submitting Requests for Funds in GMS

Creating an RFF

To submit a request for funds (RFF) in the GMS portal, the designated staff person will:

1. Select **Start New RFF** to create an RFF record in the portal.

Request For Funds

| RFF Number | Grant | Grant Number | Total Request Amount | Status Reason | Date Paid | Created On |
|------------|---------------|--------------|----------------------|---------------|-----------|--------------------|
| 101514 | STAR WARS ROX | | \$6,500.00 | New | | 4/16/2021 11:19 AM |

2. Please make sure you have funds budgeted into the categories you intend to use when making your request **BEFORE** you create the RFF.
3. Select the desired grant in the **Project Title** dropdown box and select the name of the contact person from the **RFF Contact** dropdown box. Hit **Create RFF**.

Request For Funds

STOP! Are there funds available in the budget categories you intend to use today? If not, please contact TSLAC (grants@tsl.texas.gov) **before** you create an RFF.

Request For Funds

RFF Number
—

Project Title *

Grant Number
—

Grant Program
—

RFF Contact *

Next Possible RFF Submit Date
—

Legal Entity
—

Create RFF

Submitting Requests for Funds in GMS

The system will respond by creating a new RFF record and filling in the rest of the grayed-out boxes. This will include assigning an RFF Number.

The screenshot shows a web form titled "Request For Funds". At the top right, there are "Save" and "Submit" buttons. The form contains several fields, some of which are grayed out. A red circle highlights the "RFF Number" field, which contains the value "101514". Other fields include "Grant Number" (grayed out), "Grant Program" (Special Projects 75 2022), "RFF Contact *" (Bethany Wilson), "Next Possible RFF Submit Date" (grayed out), and "Legal Entity" (State of Texas). On the right side, there is a section for "Agree to Terms and Conditions" with a checkbox, a paragraph of text, and fields for "Submit Date" and "Recent Submit Date" (both grayed out). At the bottom right, there is a checkbox for "Final Request For Funds".

Once the RFF record is created, proceed with entering the expenses to be reimbursed by creating an RFF Detail record for each invoice.

Notes:

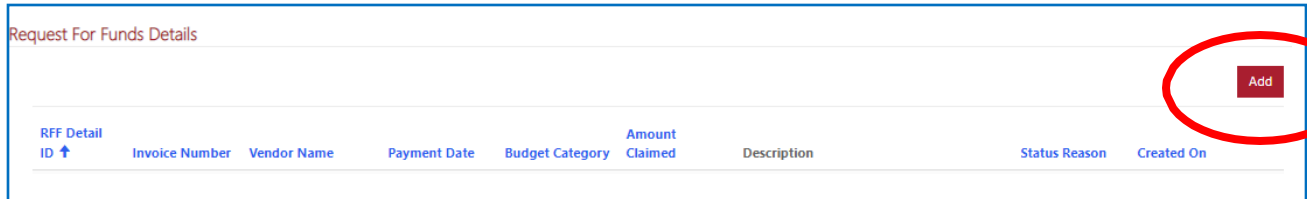
- RFFs can only be submitted once every 30 days.
- If an RFF has been submitted for the grant in question, you cannot create a new RFF for the same grant until the previously submitted RFF has been “approved.”
- You cannot build more than one new RFF at a time.
- Once created, a new RFF cannot be submitted until after the “Next Possible RFF Submit Date.”

Submitting Requests for Funds in GMS

Creating an RFF Detail Record

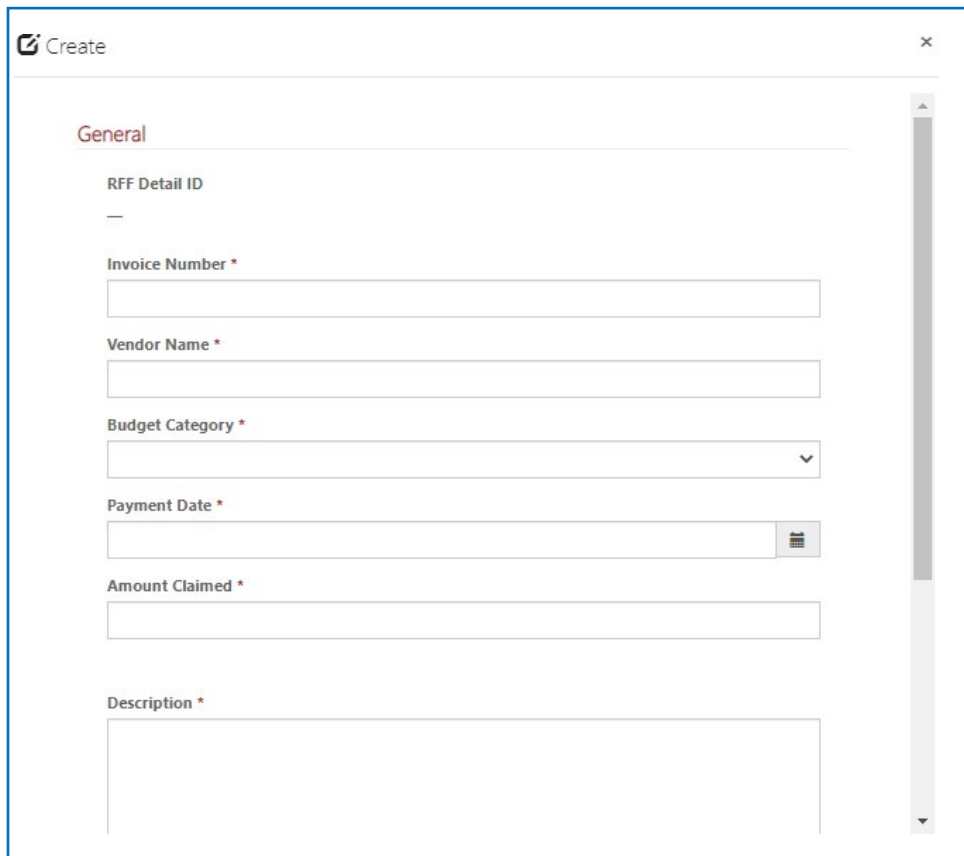
All Requests for Funds (RFFs) require an RFF Detail record, even those with zero expenditures.

1. In the **Request for Funds Details** section, select **Add** to the far right.



The screenshot shows the 'Request For Funds Details' section. At the top right, there is a red 'Add' button circled in red. Below it is a table header with the following columns: RFF Detail ID (with an upward arrow), Invoice Number, Vendor Name, Payment Date, Budget Category, Amount Claimed, Description, Status Reason, and Created On.

The system will respond by creating a blank RFF Detail record. Each invoice will require a separate RFF Detail Record. RFF Detail ID numbers are not assigned in the system until the record is submitted.



The screenshot shows the 'Create' form for an RFF Detail record. The form is titled 'Create' and has a close button (X) in the top right corner. The form is divided into a 'General' section. The fields are: RFF Detail ID (with a minus sign), Invoice Number *, Vendor Name *, Budget Category * (with a dropdown arrow), Payment Date * (with a calendar icon), Amount Claimed *, and Description * (with a text area). A vertical scrollbar is visible on the right side of the form.

Submitting Requests for Funds in GMS

RFF Detail record after submitting

| RFF Number | Grant | Grant Number | Total Request Amount | Status Reason | Date Paid | Created On ↓ |
|------------|---------------|--------------|----------------------|---------------|-----------|--------------------|
| 101514 | STAR WARS ROX | | \$6,500.00 | New | | 4/16/2021 11:19 AM |

RFF Detail ID
107586

Invoice Number *
This one

Vendor Name *
Boba Fett

Budget Category *
Services

Payment Date *
4/21/2021

Amount Claimed *
\$ 200.00

Description *
Delivered Han Solo in carbonite

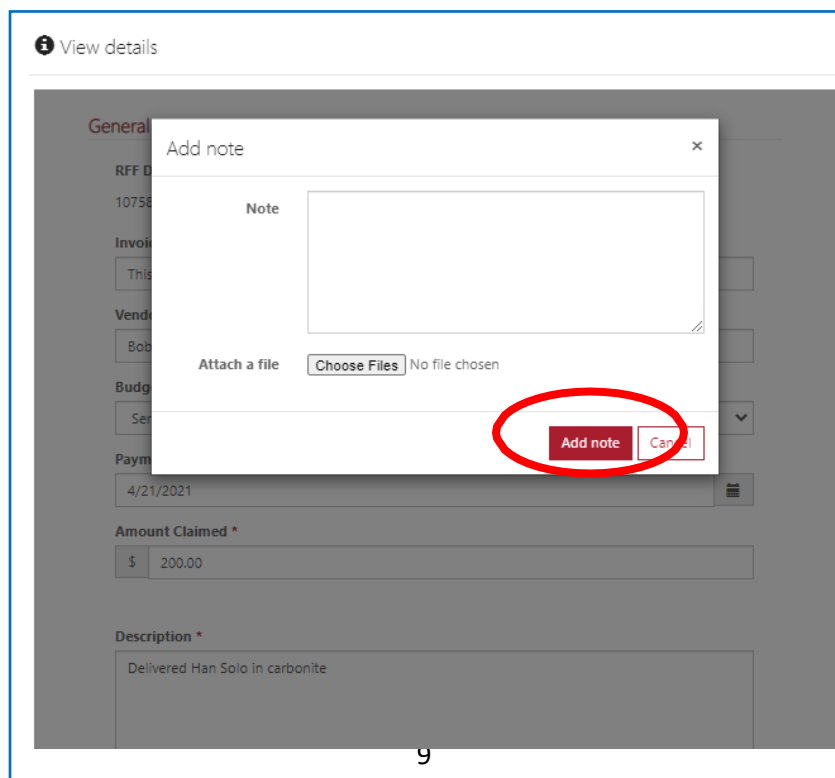
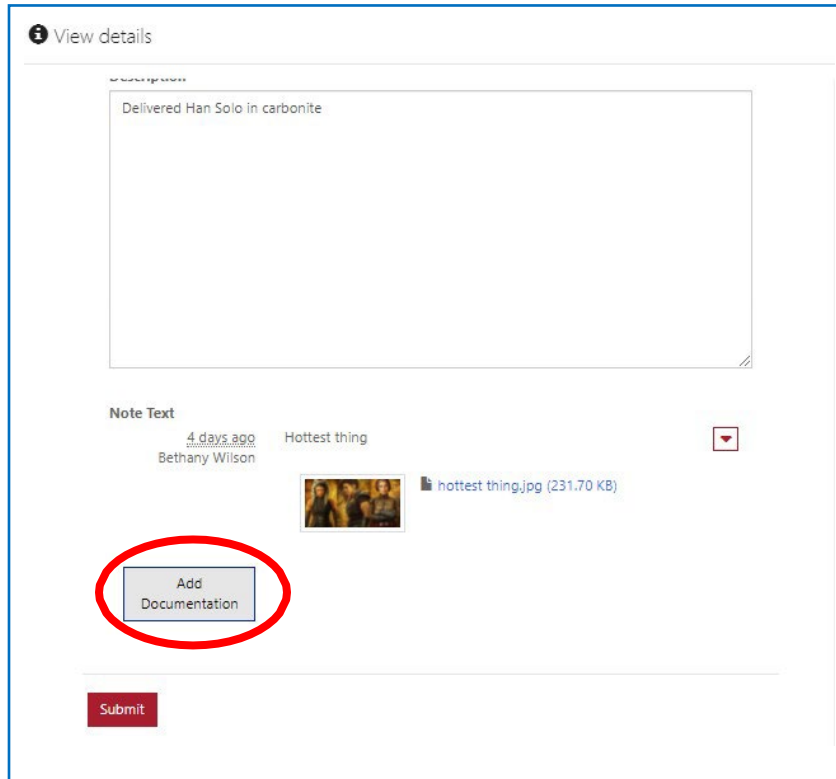
- In each RFF Detail ID, include the following required information and hit **Submit**.
Note: Submitting the information creates the record and assigns a record number so that you can attach the necessary documentation.

- Invoice Number — from vendor documentation; if none, enter the invoice date.
- Vendor Name — who was paid
- Budget Category — select from the dropdown box
- Payment Date — when was vendor paid the amount claimed
- Amount Claimed — amount claimed on the receipt or invoice under the budget category
- Description — the **quantity** and **type** of item; Example 24 books, 2 tablet computers, etc.
Note: Quantity information is requested for the Supplies/Materials and Equipment budget categories. If you have multiple items on the same invoice, list the types of items and quantities for each using the **Item Lists** below. You do not need to create a separate RFF Detail record for each. If invoiced items fall within different budget categories, you will need to create a separate RFF detail record for each category.

Submitting Requests for Funds in GMS

For zero-expenditure RFFs, enter “N/A” For **Invoice Number, Vendor Name, and Payment Date**. Select a **Budget Category** in which you have funds and enter \$0.00 for the **Amount Claimed**. In the Description field, enter “No funds expended yet. Funds to be spent starting [month year].” ***You only need to submit one (1) Detail Record when reporting no funds expended.***

3. Upload the documentation. You should now be able to see the **Add Documentation** button at the bottom of the RFF Detail ID. Select **Add Documentation**, then **Choose Files** to browse for the desired document, select it, and hit **Add Note** for the upload.



Submitting Requests for Funds in GMS

For each invoice/receipt for which you are requesting reimbursement, you are required to provide the following information:

- The paid invoice or receipt — the invoice must be paid in order to be reimbursed. The documentation must show what was purchased.
- When and how you paid for it - This should include the transaction documentation showing when and how paid, such as the credit card receipt/reference (not the account number), the warrant or check number issued to pay it or a copy of the issued check. A general ledger entry will also suffice.

4. Once all the supporting documents for each RFF Detail record are uploaded, **Save** the RFF.

Request For Funds

Save Submit

Request For Funds

RFF Number: 101514 Agree to Terms and Conditions

By signing this report, I certify to the best of my knowledge and belief that the report is

Summary of RFF by Budget Category

| Current Budget | Current Request | Remaining Balance |
|-----------------------------------|------------------|-------------------|
| Salaries/Wages/Benefits \$0.00 | \$0.00 | \$0.00 |
| Consultant Fees \$0.00 | \$0.00 | \$0.00 |
| Travel \$0.00 | \$0.00 | \$0.00 |
| Supplies/Materials \$500.00 | \$300.00 | \$200.00 |
| Equipment \$6000.00 | \$6000.00 | \$0.00 |
| Services \$1500.00 | \$200.00 | \$1300.00 |
| Indirect Costs \$1600.00 | \$0.00 | \$0.00 |
| Total Cost \$9600.00 | \$6500.00 | \$3100.00 |

Remaining grant funds \$3100.00

Submitting Requests for Funds in GMS

- After all invoices/receipts have been entered in GMS, the system calculates the totals for each category and displays them in the RFF Summary section.

Verify that the categories for which amounts were entered in the RFF detail records (Current Request column) line up with the categories funded with the grant (Remaining Budget column). There should be no amounts entered in columns with zero (\$0) balances. Your remaining balance including the RFF will be listed in the last row of the Remaining Budget column.

Submitting the RFF

When the RFF is ready to submit, select **“Agree to Terms and Conditions”** on the RFF record, and hit **Submit** at the top or bottom of the page. If this is the last RFF to be submitted for the grant, check the box for **Final Request For Funds** box before submitting.

Request For Funds

Request For Funds

RFF Number
101514

Project Title *
STAR WARS ROX

Grant Number
—

Grant Program
Special Projects 75 2022

RFF Contact *
Bethany Wilson

Next Possible RFF Submit Date
—

Legal Entity
State of Texas

Agree to Terms and Conditions
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Submit Date
—

Recent Submit Date

Final Request For Funds

Save Submit

Only those persons approved to submit RFFs will be able to see the “Submit RFF” check box. If the persons designated to submit RFFs do not have access to GMS, please refer them to the TSLAC Grants Administrator to be registered.

Once submitted, the record will indicate the submit date and time.

Request For Funds

RFF Number
101514

Project Title *
STAR WARS ROX

Grant Number
—

Grant Program
Special Projects 75 2022

RFF Contact *
Bethany Wilson

Next Possible RFF Submit Date

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Submit Date
4/20/2021 2:35 PM

Recent Submit Date
—

Final Request For Funds

Submitting Requests for Funds in GMS

RFF Notes

- Purchase orders are not acceptable, except in payment advances.
- RFFs can only be submitted once every 30 days. The next possible RFF submission date appears in each RFF.
- If not all items on a receipt/invoice submitted for payment will be reimbursed, please mark the items to be reimbursed.
- Documentation may be batched and submitted as one file (or multiple files as needed for file size) or batched by vendor for multiple invoices to a single vendor paid with a single payment.
- Descriptions for the **Supplies/Materials** and **Equipment** categories should include the type of item. See ***Item Lists*** below.
- Descriptions for the **Services** category should include the type of service. See ***Item Lists*** below.
- **Zero-expense periods** will need to be reported for each grant period.

Item Lists (for the RFF Detail record description)

Supplies/Materials

- Accessories - computer, camera/video
- Apps (tablets, mobile devices)
- Audio books/CDs
- Camera/video equipment
- Computers - Desktop/laptop
- Computers - Network
- Computers - Tablets, e-readers
- Consumables (paper, toner, etc.)
- DVDs
- E-books
- Electronics and robotics
- Furniture
- Manipulatives
- Mobile devices (iPods)
- Print materials (Books, documents)
- Printers/scanner
- Software
- Storage supplies (bins, backpacks, archival, etc.)
- Textiles (cloth, t-shirts, tablecloths)
- Tools

Services

- Promotion
- Computer services
- Databases
- Postage
- Printing
- Signage

Submitting Requests for Funds in GMS

- Software as a service (SaaS)
- Speaker fees
- Support - Computer
- Support - Web
- Training - patrons
- Training - staff
- Venue fees (room rental, etc.)

Verifying Payment

Once the requested funds have been disbursed to the subrecipient, the payment information may be found in the **Payment Info** section at the bottom of the RFF.

| Payment Info | | | |
|--------------|----------|-------------|-------|
| Date Paid: | 2/1/2017 | Payment ID: | 12345 |

GMS tips

- You CANNOT delete records created in GMS. Be sure you really need to create the record.
- You CANNOT delete any documents uploaded into GMS. Be sure you have the correct files before you upload.
- If you have created an RFF in error, please let us know so that we can deactivate the record.
- If you have created multiple RFF Detail records in error, zero them out by placing \$0.00 in "Amount Claimed" box and typing "Entered in error. Zero balance request" in the "Description" box.
- Depending on your browser, you may or may not see your current balance in the left-hand column. Please ignore. This has no bearing on the calculations, etc. of the RFF.
- Be patient. Do NOT continue to hit the **Save** button if the system is working. Doing so will cause records to "disappear."
- If you discover that your RFF has "disappeared," let us know immediately so that we can rectify the situation. Do NOT create another RFF.

The *Financial Management and Reporting* webinar and a webinar transcript are available for review on the TSLAC Grants Webpage under the Training tab.