FY2017 ILL Lending Reimbursement Program
Instructions for Grant Management System (GMS)

Questions? Contact Sara Hayes at shayes@tsl.texas.gov or 512-463-5406

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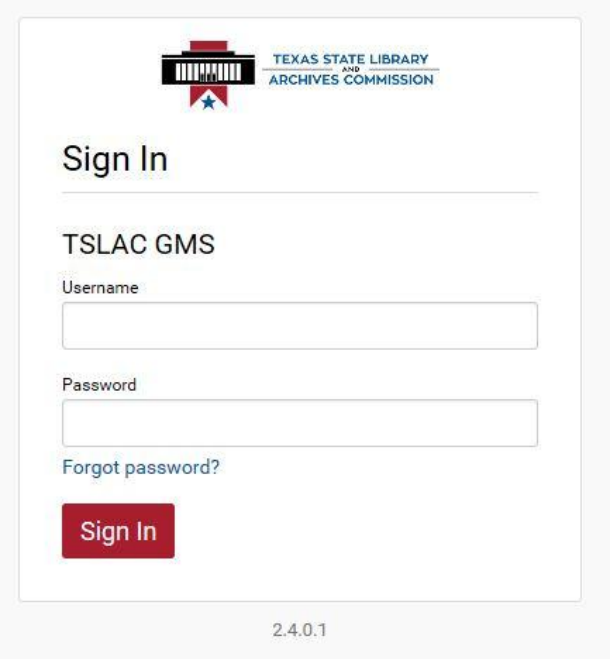
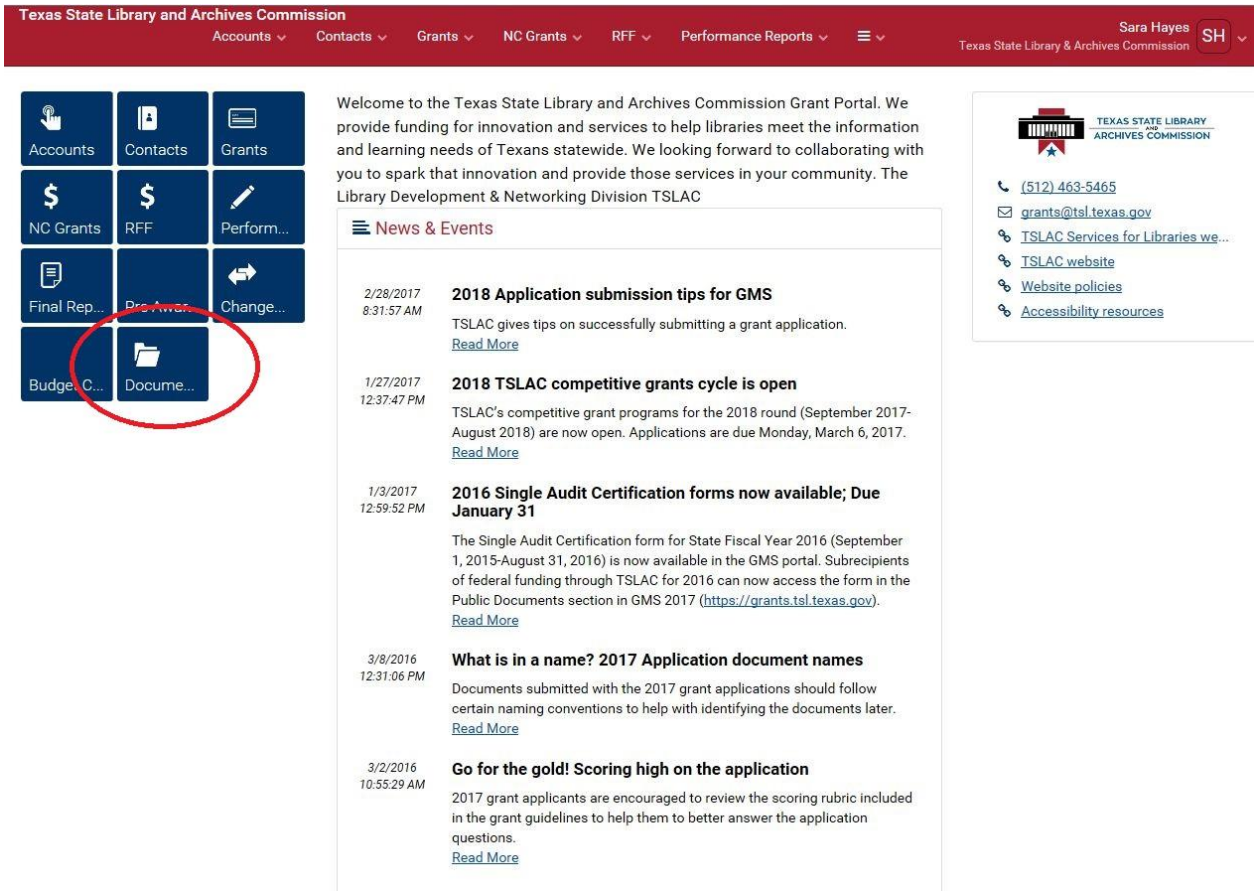
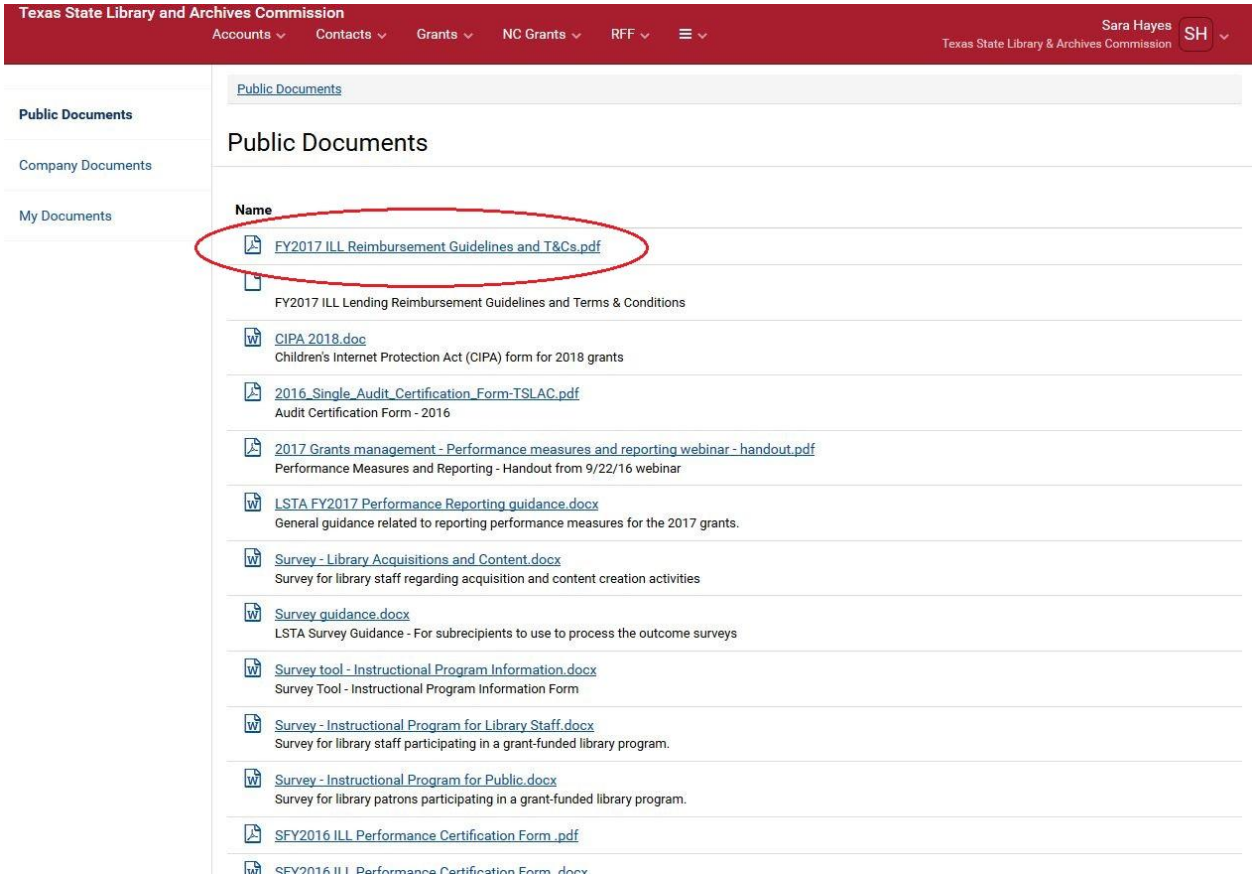
1. Log into the Grant Management System portal at grants.tsl.texas.gov.
   - If you need your username, email Sara Hayes at shayes@tsl.texas.gov.
   - To give additional library staff access to the portal, complete the contact template here and email as an attachment to Sara Hayes at shayes@tsl.texas.gov.



2. From the homepage of the GMS portal, click on the "Documents" tile to access the FY2017 ILL Reimbursement program guidelines and Terms & Conditions:

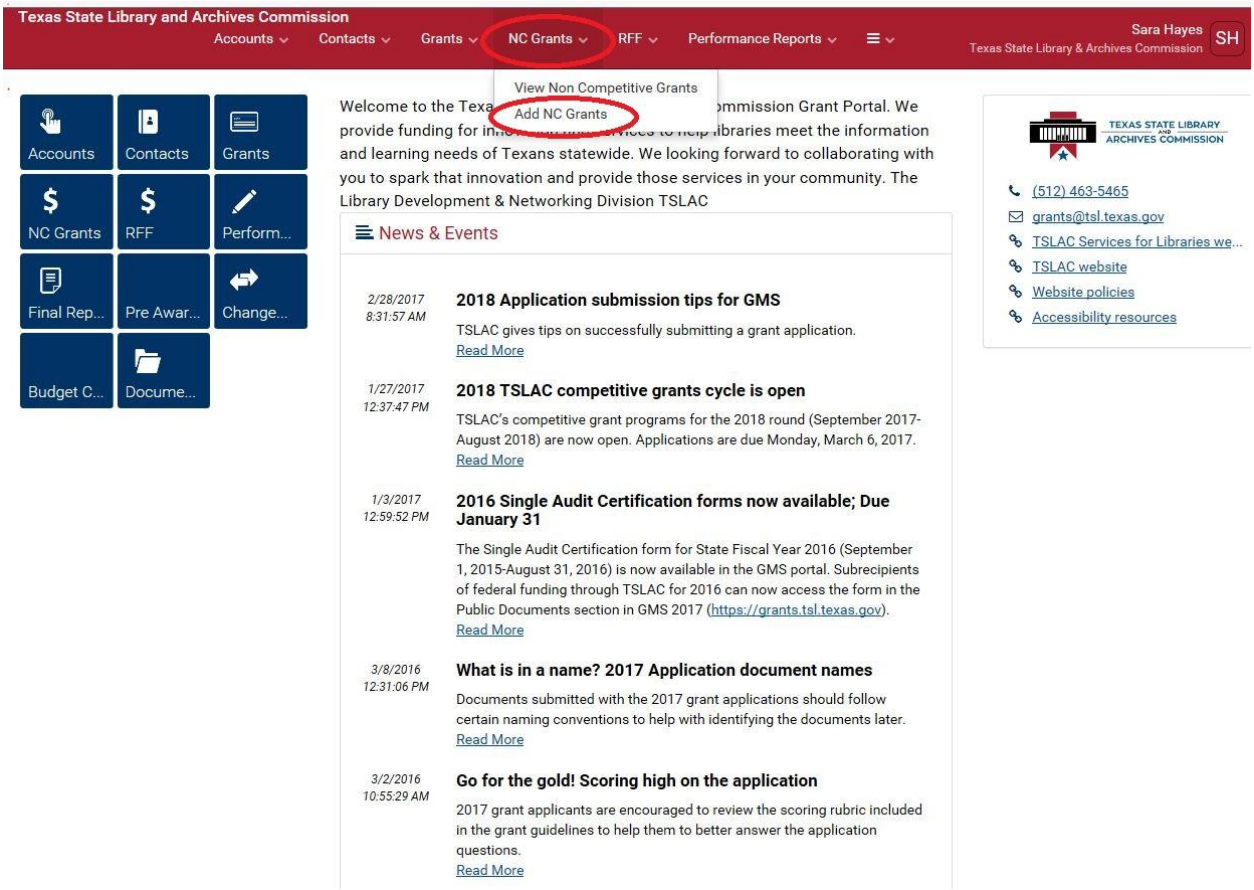


3. Select, open and print the document titled:
   SFY2017 ILL Lending Reimbursement Guidelines and T&Cs.pdf
   Read over the document and provide it to the individual signing the agreement on behalf of your library's legal entity.

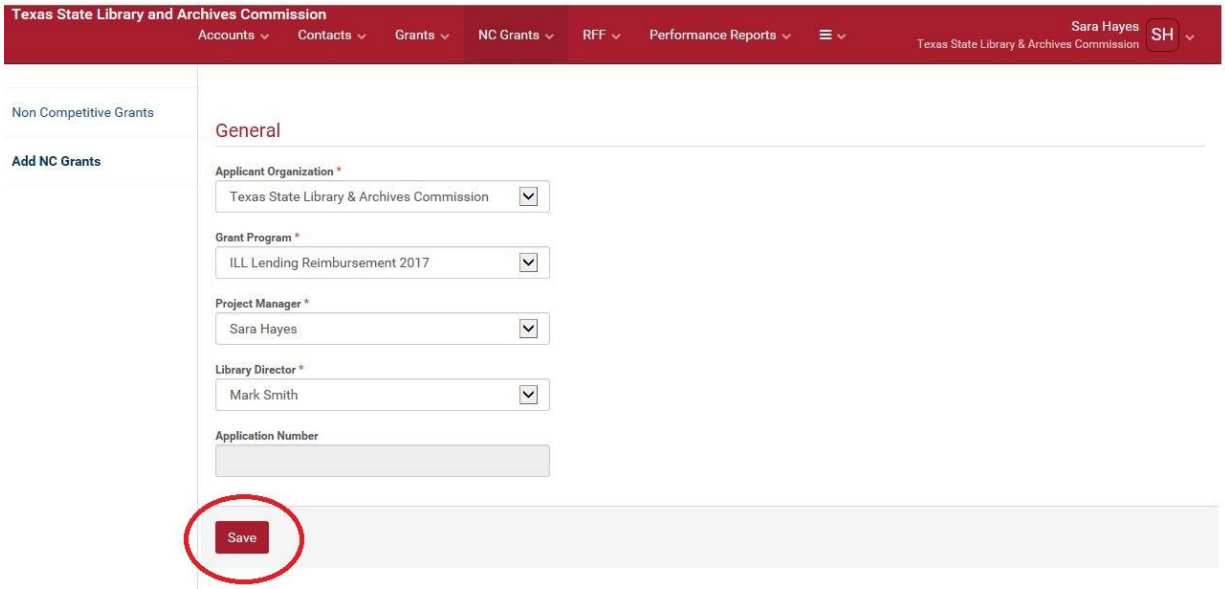


4. To opt in (or out) of the program, click on the **NC Grants** drop down at the top of the page and select **Add NC Grants:**

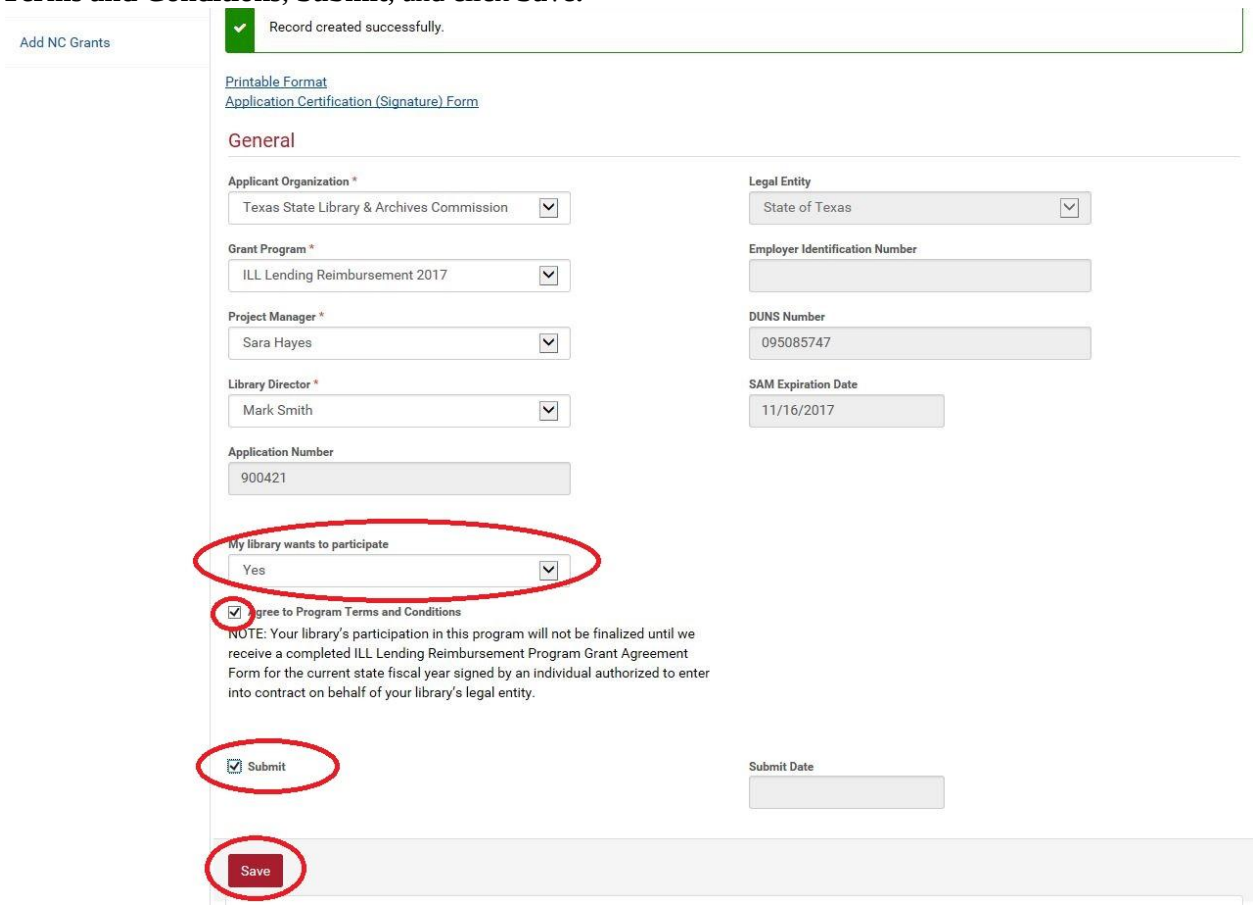
   (The **View Non Competitive Grants** allows you to open your active grant page after opting in via **Add NC Grants**.)



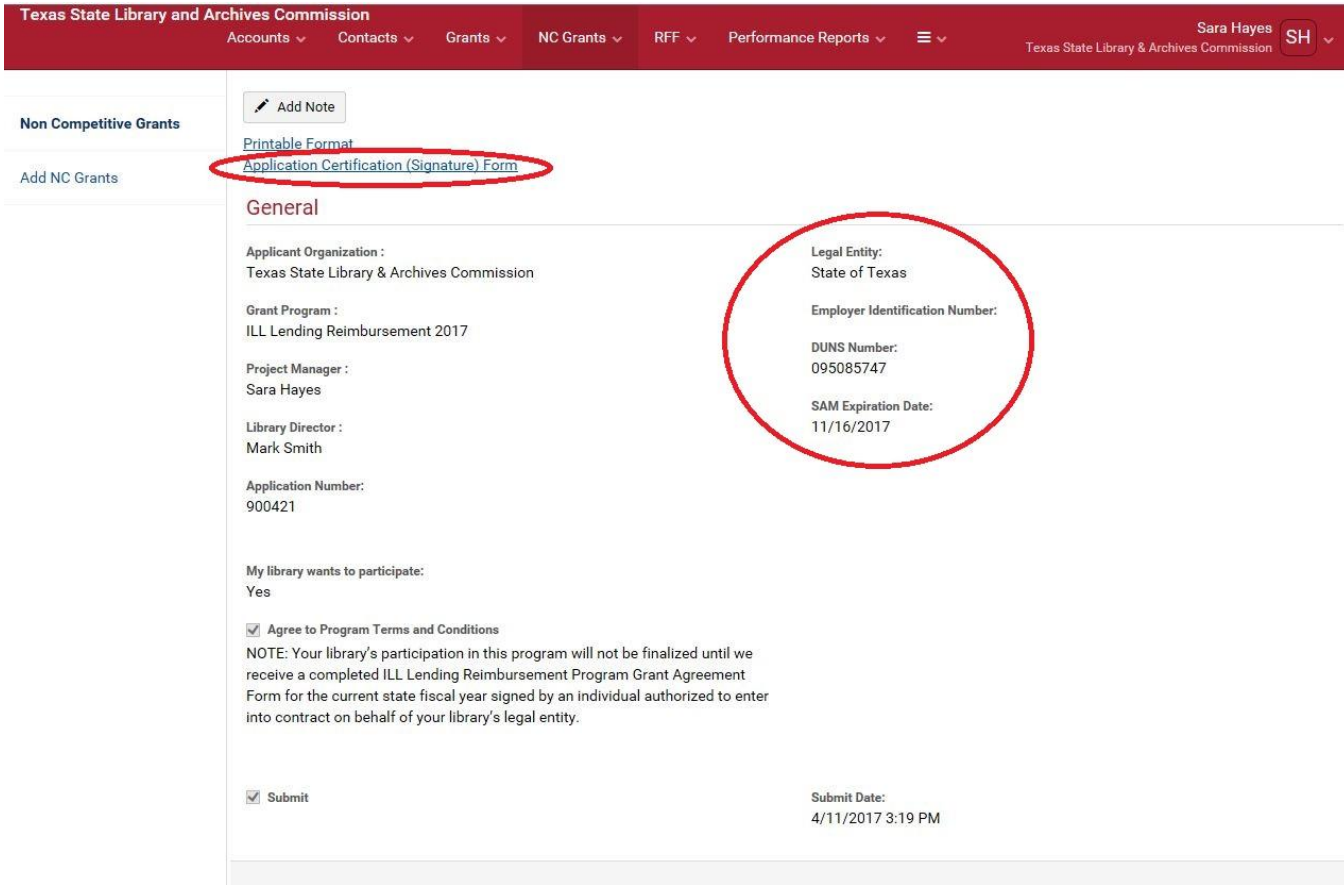
5. Enter the data available from the drop down menus and click Save.
   The system will autofill the Application Number after you save.



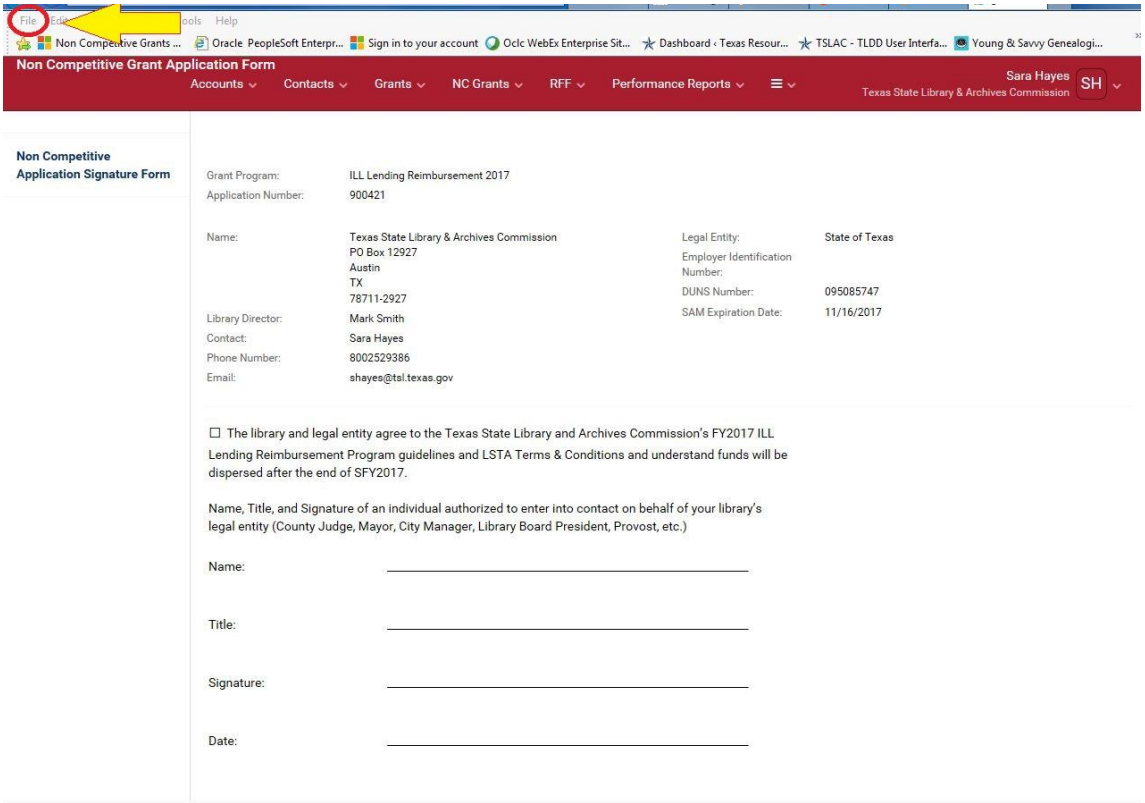
6. Answer Yes or No under My library wants to participate. If yes, also check **Agree to Program Terms and Conditions**, **Submit**, and click **Save:**



7. Access printable signature form by clicking on the link at the top that reads **Application Certification (Signature) Form**. You will notice the system has auto filled the Submit Date and your library's Legal Entity, the Legal Entity's Employer Identification Number, DUNS number, and SAM Expiration Date:

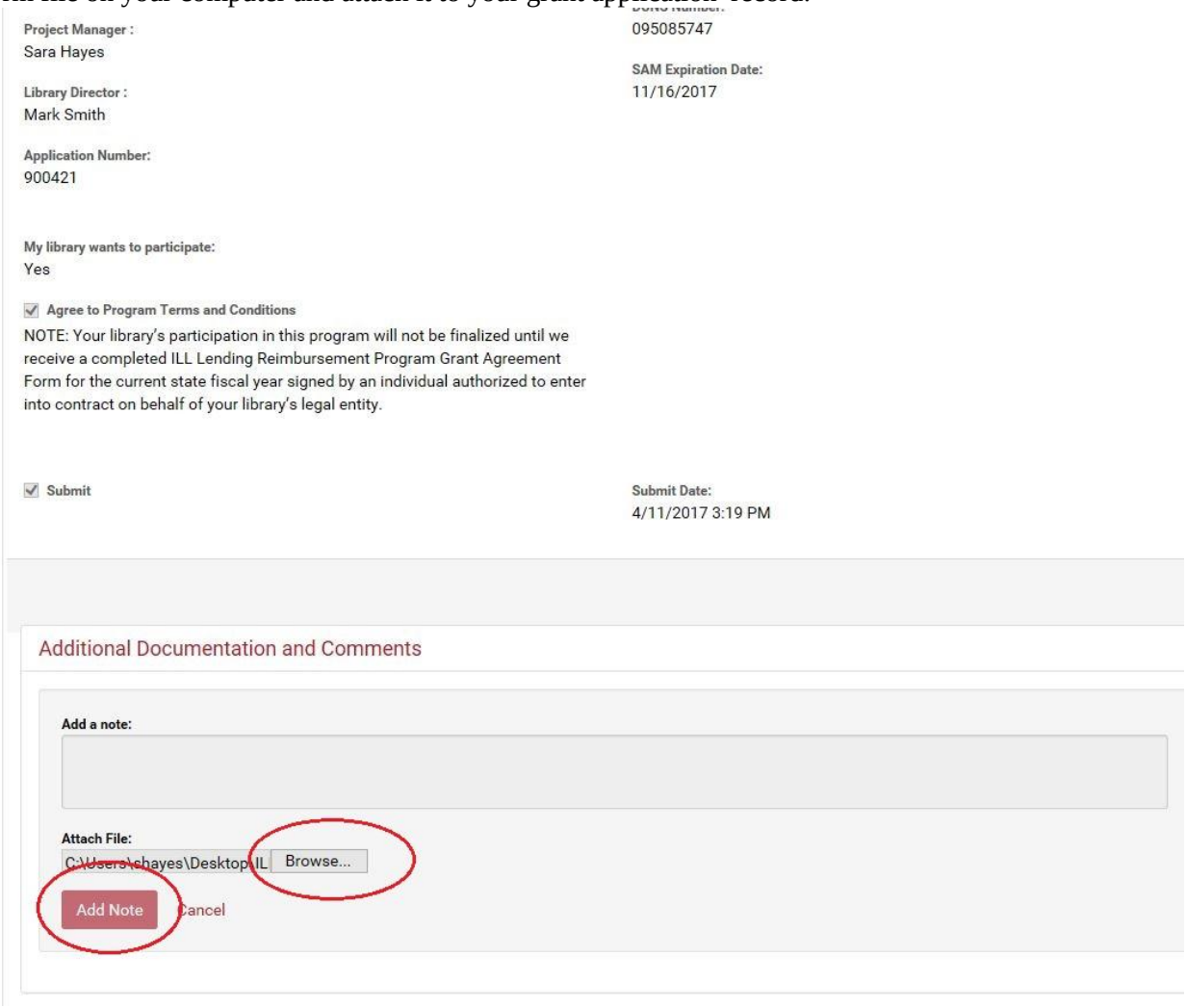


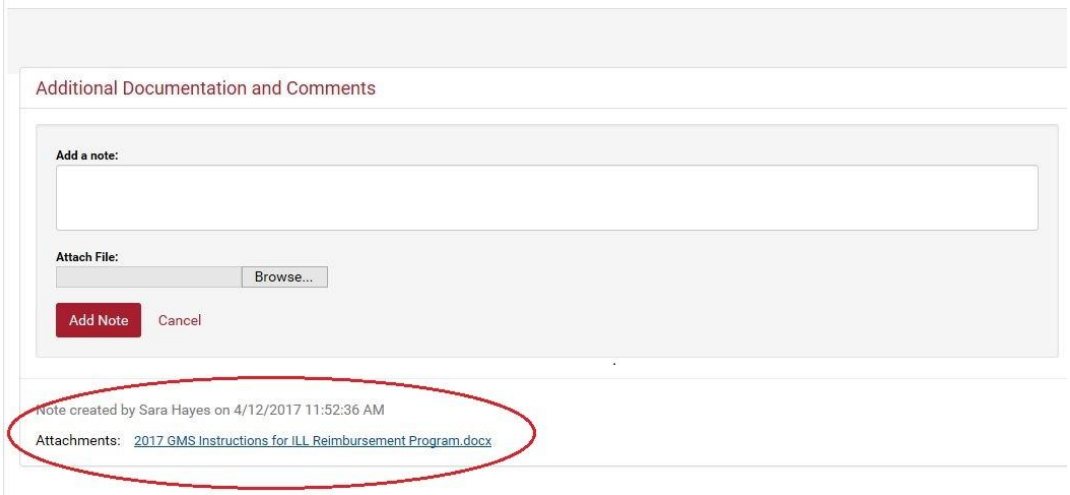
8. Print the signature page using your browser's File > Print function:



9. Have the form signed by an individual authorized to enter into contract on behalf of your legal entity (Mayor, City Manager, County Judge, Board President) and scan and save the completed form to your computer.

10. When you are ready to submit your signed form through the GMS, log into the portal and select **View Non Competitive Grants** from the NC Grants dropdown menu at the top. Click on the appropriate grant application and use the Add Note, Browse functions to locate the application form file on your computer and attach it to your grant application record:





11. You can monitor the status of your application in GMS by logging in, selecting **View Non Competitive Grants** under the **NC Grants** dropdown menu.
The statuses include:

Submitted: You have opted in and need to attach your Grant Agreement form:

☐	ILL Lending Reimbursement 2017 : Texas State Library & Archives Commission	900421	ILL Lending Reimbursement 2017	Sara Hayes	Submitted	4/11/2017	4/11/2017 3:10 PM

Returned for Correction: You need to make a change to your Grant Agreement form:

☐	ILL Lending Reimbursement 2017 : Texas State Library & Archives Commission	900421	ILL Lending Reimbursement 2017	Sara Hayes	Returned for Correction	4/11/2017	4/11/2017 3:10 PM

Accepted: We have received the necessary documentation at this time:

☐	ILL Lending Reimbursement 2017 : Texas State Library & Archives Commission	900421	ILL Lending Reimbursement 2017	Sara Hayes	Accepted	4/11/2017	4/11/2017 3:10 PM

Declined: The library opted out of the program:

☐	ILL Lending Reimbursement 2017 : Texas State Library & Archives Commission	900421	ILL Lending Reimbursement 2017	Sara Hayes	Declined	4/11/2017	4/11/2017 3:10 PM

Questions?

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