Funding Application Finish Line

You have been laboring over a Funding Application for days, maybe weeks, and finally the end is in sight. As you click to change the status to **LEA Authorized Representative Approved**, those visions of the end evaporate as this message appears…

<p style="color:red; text-align:center;">Status cannot be changed. Validation Error exists</p>

Seven words stand between you and the finish line. What now? Successful Funding Application submission starts with curbing the itchy clicker-finger until you've taken the time for a few cross-checks. Before attempting to change the status, first ask yourself the following:

Have I clicked on the Messages link in the Validation column on the Sections page of the application? Choose the link on the All line to see all validation errors and warnings on the Validation Messages page at the same time.

On the Validation Message page, have I clicked on each message to be directed to the application page where the error or warning exists? *Error* messages must be corrected in order to submit; *Warning* messages won't prevent submission, but should be reviewed to ensure they do not apply to you.

Have I completed all fields on the Program Details page or other supplemental pages? All narrative and data fields must be completed; "N/A" and/or "0" should be used for fields that are not applicable.

Have I uploaded all required Related Documents and all optional documents that apply to my LEA? Funding Applications must be in *Draft Started* or *Revision Started* status in order to upload documents

Another common issue creating a barrier to submission is an incorrect user role. Funding Applications and Revisions require a two-step approval process by two separate Grants Management Enterprise System (GME) user roles in order to submit to ADE:

LEA Business Manager Approved = First LEA approval
LEA Authorized Representative Approved = Final LEA approval, which submits to ADE

Check your role and the roles of others by clicking on Address Book on the main gme.azed.gov menu, then click on View All District Contacts; individuals with the role of **LEA User Access Administrator** are able to add and edit user roles in GME.

If you find you are still unable to successfully submit your application, please contact the Grants Management team at (602) 542-3901 or via email at grants@azed.gov.

GME News You Can Use

This month's news takes us outside of GME, but still has a hand in your success within the Grants Management system. If you are having trouble with Blackboard Collaborate when trying to join Grants Management webinars, these tips may help:

Log in early to avoid issues with Blackboard. You can log in as early as 30 minutes prior to the webinar start time and then go on about your business until then!

Download the Launcher only once. Once downloaded, you will not need to do it again for future webinars.

Blackboard Collaborate is sneaky. Whether downloading the Launcher or joining a session, there is not a whole lot of action to let you know what's happening. Initiate your action *once*, then simply wait.

Minimize any open windows so you can see when it actually starts to load.

Log in with your first *and* last name for attendance/certificate of completion purposes.

For more information on upcoming Grants webinars, please see the GME home page.

"In a gentle way, you

can shake the world."

~ Mahatma Gandhi

Training Registration Just Got Easier

Grants Management offers a minimum of five webinars per month. In addition to the webinar schedule announcement posted on GME, all Grants Management events can be found in the EMS Calendar of Events. To attend, participants must register in the EMS system, located at https://ems.azed.gov/home/calendar.

Have you previously registered for events in EMS? If not, click First time Registering? Click here! in the Headlines box in EMS. Users new to ADEConnect will need to follow user set-up instructions. Note: This process sets up user for ADEConnect and EMS only, not GME.

- Select **Log In** from menu on top right of the page.
- Once logged in, select **Calendar of Events** from menu.
- Click on the **Month** button to change the Calendar View, then set the other filters:
  - **Program Area** = Grants Management
  - **Audience** = Leave as is at "All"
  - **Grades** = Leave as is at "None selected"
- Click on **Meeting**, **Conference** and **Workshop/Training** buttons until the only button in color is **Webinar**, then click **Search**.
- Once the webinars appear, select the event you wish to register for.

Remember, webinar registrations close at 9 a.m. on the date of the webinar. Users must register individually in EMS in order to receive a certificate of completion for webinar attendance; those who attend using a forwarded link are not eligible for a certificate and cannot be registered after the webinar.

For additional assistance with the EMS Calendar of Events, contact the ADESupport team at (602) 542-7378 or ADESupport@azed.gov.

Quicker Connections in GME

Did you know there is an address book in GME? Once logged into GME, you can locate the link to the address book in the main menu under <u>Reimbursement Requests</u>. This address book is specific to your entity and includes your ADE contacts. For those of you who have access to multiple entities, contacts are visible after the selection of a specific entity. If you find an entity link is not available, check to ensure it has been assigned.

The contacts in the address book are segmented into LEA contacts, ADE contacts and, if applicable, the County Business Manager. Under the LEA section, users are listed by their roles and, when clicked, the user's phone number and email address are displayed. ADE contacts are listed by funding application, grant and role types; the following roles can be found: Director, Program Specialist, Reimbursement Requests and Completion Reports. These users will be your contacts through the phases of your Funding Application. Each ADE user listed will have a hyperlink that contains their contact information.

For a condensed view of all of the entity's users and their roles, which is helpful for reviewing user access, click the <u>District Contacts</u> hyperlink at the top of the page. As a reminder, Grants Management advises LEAs to review their access quarterly.

Get to Know Your Grants Team

In this month's issue of the Grants Management Connection, we are featuring Darren Brown, Director of Federal Monitoring for ADE's Grants Management Department.

"I joined the Grants Management team this past August. It has been a wonderful experience in a short period of time; my supervisors, staff and peers have been phenomenal. The Federal Monitoring team is responsible for the fiscal audits of federally funded programs administered by the department. I look forward to many years of supporting the education of Arizona's children."

Darren Brown

GMU Grants Management University Upcoming Training Opportunities

Title: Funding Application Overview
Date & Time: November 23, 2016, 11:00 AM - 12:00 PM
Location: Webinar

Title: GME Navigation Basics
Date & Time: November 30, 2016, 11:00 AM - 12:00 PM
Location: Webinar

Title: Completion Report Overview
Date & Time: December 1, 2016, 11:00 AM - 12:00 PM
Location: Webinar

Title: User Roles and User Access Administration
Date & Time: December 7, 2016, 11:00 AM - 12:00 PM
Location: Webinar

Title: Completion Report Overview
Date & Time: December 8, 2016, 11:00 AM - 12:00 PM
Location: Webinar

For more session details and to register for GMU Training, visit ADE's Event Management Calendar at <u>https://ems.azed.gov/Home/Calendar</u>