



# Grants Management Connection

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## On-Site Training Opportunities

**Grants Management wants to meet you!** The Grants Management Leadership Team is preparing to schedule on-site technical support and training sessions in collaboration with the County Superintendents' Offices throughout six Arizona counties during the 2016-2017 school year.

If you are interested in scheduling a technical support and training session for your county and would like to connect with your Grants Team face-to-face, please contact us at [Grants@azed.gov](mailto:Grants@azed.gov). In your request, please include the following information:

- County Name
- Contact Information
- Desired technical support and training topics
- Preferred Training Dates

Please ensure to use the following subject line in your email to [Grants@azed.gov](mailto:Grants@azed.gov): County Training Request.

## A Quick Guide to Fund Alerts

Ever wonder if there is additional grant funding that your organization may be eligible for? Grants Management has developed a document titled **Fund Alert** that will aid in your ongoing quest for grant funding.

Fund Alerts are provided by each Arizona Department of Education (ADE) Program Area when a new grant becomes available to Local Education Agencies (LEAs) within the Grants Management Enterprise (GME) System. The Fund Alerts are made available as public documents and include pertinent information regarding available grant funds. This includes the following: funding opportunity title, key dates, programmatic details, eligibility information, federal awarding agency, award information, Program Area contact information, etc..

To view Fund Alerts, visit [gme.azed.gov](http://gme.azed.gov) and select the Document Library in the left hand menu. Then scroll down to locate the Fund Alert tab and click to expand. This will allow you to access and view all available Fund Alerts. As a reminder, all LEAs must have access to GME and a current fiscal year General Statement of Assurance (GSA) on file to apply for grant funding.



## GME News You Can Use

It's that time of year: teachers are back in classrooms, students are back on campuses, and Completion Reports deadlines are creeping up fast! Here are a few tips to ensure a successful Completion Report process:

**Verify that all submitted Reimbursement Requests are in paid status.** Completion Reports cannot be initiated if there are pending Reimbursement Requests; contact your Program Area for assistance. The LEA Business Manager should delete Reimbursement Requests that have NOT been submitted.

**Do you have the correct GME role to initiate, edit and submit Completion Reports?** The LEA Business Manager role is the ONLY role required for Completion Reports. Contact your organization's User Access Administrator for GME with questions regarding your role.

**After editing your Completion Report, check for Validation Errors before submitting.** On the Sections page, click on the appropriate Messages link in the Validation column to view errors that will prevent you from submitting as well as warnings. Click on the Validation message to go directly to the page with the error or warning.

*"Learning is not attained  
by chance; it must be  
sought for with ardor  
and attended to  
with diligence."  
~ Abigail Adams*



## Completion Report Revision Tips

**Have you ever needed to revise a Completion Report (CR)** due to late invoices or vendor refunds causing your CR to become inaccurate? Did you know that GME allows for CR Revisions, which let you to update your expenditures in the Completion Report section? If you find yourself in this scenario, please contact the appropriate ADE Program Area staff administering the grant to discuss their opening a revision. Contact can be made in GME through the history log in a comment explaining the reason for the revision.

**Have you ever started your Completion Report only to realize that you need to revise your original budget?** Simply contact the appropriate program area staff through a history log comment requesting the completion report be cancelled. Program area staff will determine if a revision can be made based on the revision policies and procedures for each particular grant. It is important to remember, funding application revisions cannot be made once the Completion Report is approved by ADE. Additionally, a Completion Report cannot be started if there is a pending Reimbursement Request or revision. Routine budget monitoring will be key to ensuring revisions are made appropriately and as timely as possible.

# Contacting Grants Management

When emailing questions to [Grants@azed.gov](mailto:Grants@azed.gov), you will receive a Service Manager Ticket confirming your request has been received and promptly routed to the appropriate Grants Management team member. The reply email you receive will have a support ticket number in the subject line. Make a note of this ticket number, as it will allow for quicker service. Once your questions are answered, you will be prompted to complete a survey based on experience. Don't be shy! Please tell us about your experience, so we can continue to improve our process to better serve you!

Additionally, you can call the Grants Management Hotline during regular business hours at (602) 542-3901. Calls will also be entered into Service Manager, so the continuity of service can be maintained for all requests.

## Get to Know Your Grants Team



Sarah Hendrix

We want to provide the opportunity for you to get to know the faces of your Grants Management Support Team. This issue features Sarah Hendrix, Director of Technology for ADE's Grants Management Department.

"I have worked in Grants Management for nearly five years. My team and I strive to support our customers by providing trainings and technical support to ensure they are successful. I'm proud of my team and their continued dedication to uphold ADE's values and standards. We look forward to seeing you in our trainings!"



## Upcoming Training Opportunities

**Title: Funding Application Overview****Date & Time:** September 20, 2016, 11:00 AM - 12:00 PM**Location:** Webinar**Title: User Roles and User Access Administration****Date & Time:** September 21, 2016, 11:00 AM - 12:00 PM**Location:** Webinar**Title: Reimbursement Requests Overview****Date & Time:** September 28, 2016, 11:00 AM - 12:00 PM**Location:** Webinar**Title: Completion Report Overview****Date & Time:** October 5, 2016, 11:00 AM - 12:00 PM**Location:** Webinar**Title: User Roles and User Access Administration****Date & Time:** October 12, 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*

<https://ems.azed.gov/Home/Calendar>