

GME Navigation Basics Overview



LEA/External Users



What is covered in this overview?

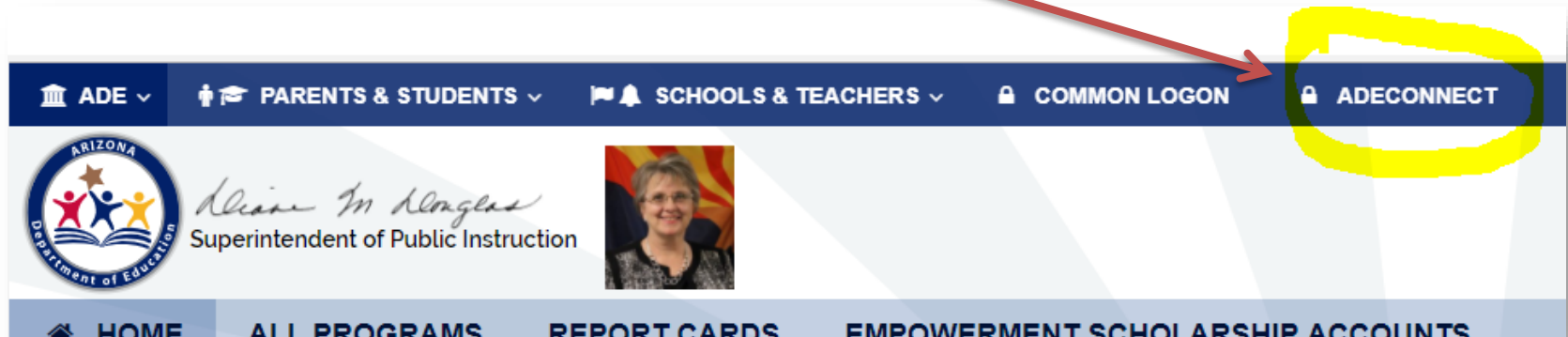




Navigation Basics

Accessing the Grants Management System

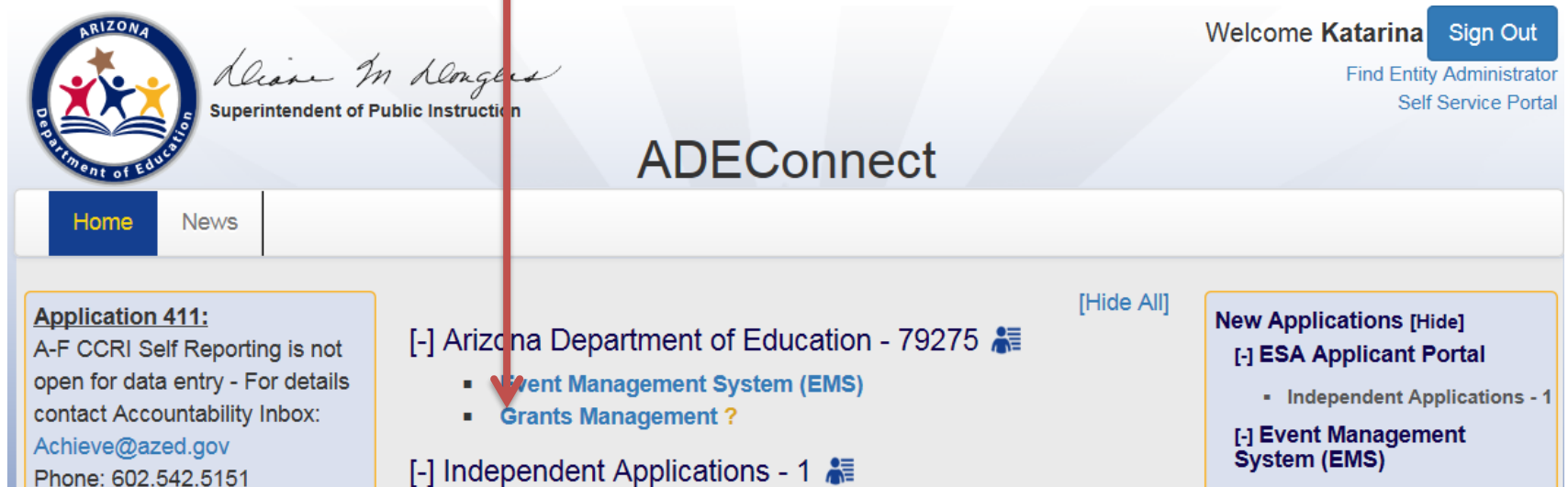
1. Log into the **ADEConnect** portal found at <http://www.azed.gov/>



Unable to access **ADEConnect**?  Contact your organization's **Entity Administrator** or **ADESupport** at **602.542.7378**

Accessing the Grants Management System

2. Click on **Grants Management**



The screenshot shows the ADEConnect website. At the top left is the Arizona Department of Education logo and the signature of Allison M. Douglas, Superintendent of Public Instruction. At the top right, it says "Welcome Katarina" with a "Sign Out" button and links for "Find Entity Administrator" and "Self Service Portal". The main navigation bar has "Home" and "News" tabs. Below this, there are three main sections. The left section, titled "Application 411:", contains information about A-F CCRI Self Reporting and contact details for the Accountability Inbox. The middle section, titled "[-] Arizona Department of Education - 79275", contains a list of links: "Event Management System (EMS)" and "Grants Management ?". A red arrow points to the "Grants Management ?" link. The right section, titled "New Applications [Hide]", contains links for "[-] ESA Applicant Portal" and "[-] Event Management System (EMS)".

ARIZONA
Department of Education

Allison M. Douglas
Superintendent of Public Instruction

Welcome Katarina Sign Out
Find Entity Administrator
Self Service Portal

ADEConnect

Home News

Application 411:
A-F CCRI Self Reporting is not open for data entry - For details contact Accountability Inbox:
Achieve@azed.gov
Phone: 602.542.5151

[-] Arizona Department of Education - 79275

- Event Management System (EMS)
- Grants Management ?**

[-] Independent Applications - 1

[Hide All]

New Applications [Hide]
[-] ESA Applicant Portal

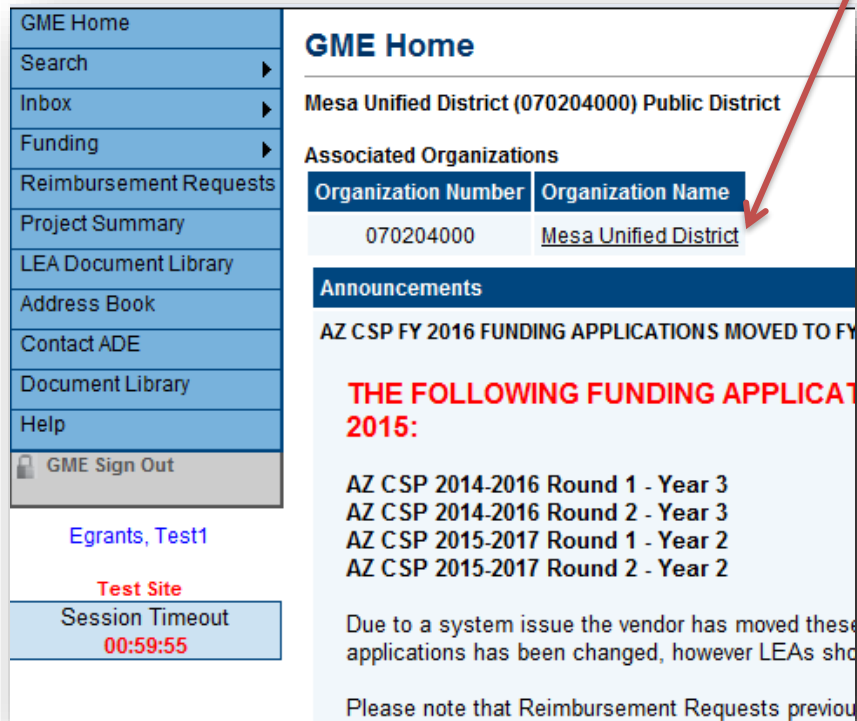
- Independent Applications - 1

[-] Event Management System (EMS)

3. Sign in with your organizational account to access GME

Accessing Your Organization

After logging in, select the Organization name you wish to work within



GME Home

Mesa Unified District (070204000) Public District

Associated Organizations

Organization Number	Organization Name
070204000	<u>Mesa Unified District</u>

Announcements

AZ CSP FY 2016 FUNDING APPLICATIONS MOVED TO FY

THE FOLLOWING FUNDING APPLICATIONS ARE AVAILABLE FOR 2015:

- AZ CSP 2014-2016 Round 1 - Year 3
- AZ CSP 2014-2016 Round 2 - Year 3
- AZ CSP 2015-2017 Round 1 - Year 2
- AZ CSP 2015-2017 Round 2 - Year 2

Due to a system issue the vendor has moved these applications has been changed, however LEAs should

Please note that Reimbursement Requests previous

If you do not see the desired Organization listed, contact the organization's assigned
GME
LEA User Access
Administrator

Users associated with multiple organizations will see a list of all associated names

Entity Information Page

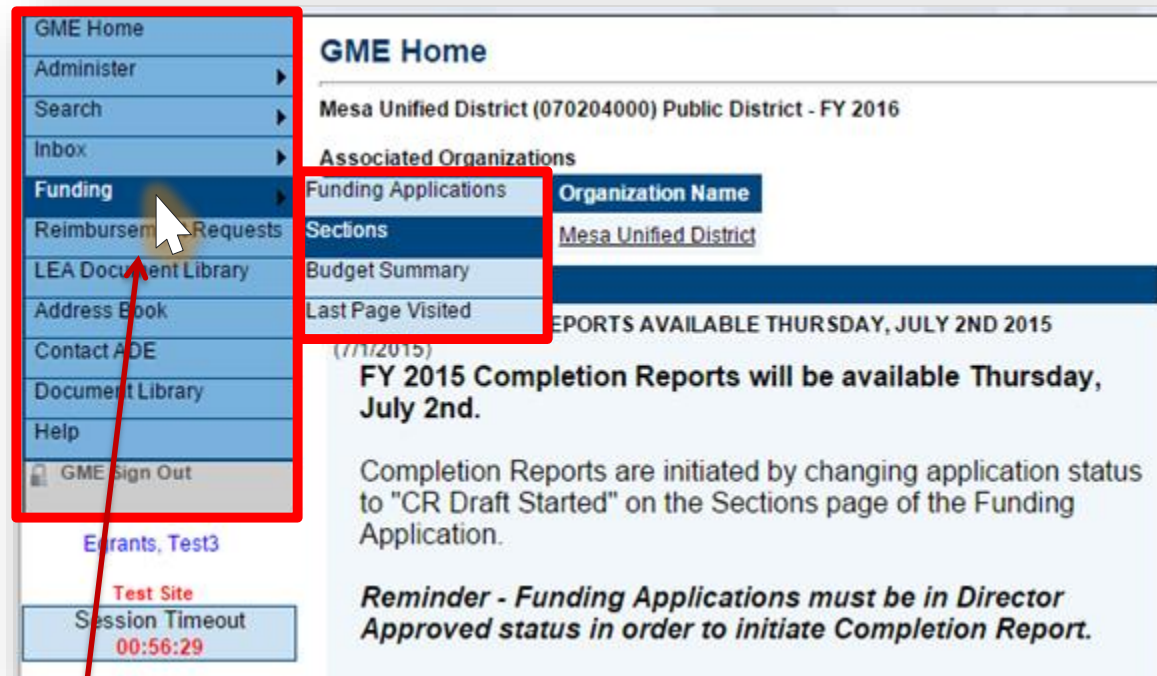
Provides an overview of LEA information

Entity Information	
Organization Name	
CTDS	
Entity ID	
Organization Type	
Organization Status	
Indirect Cost Rate	
Authorized Representative(s)	
Legal Name	
Address	
City	
State	
Zip Code	
Congressional District	
DUNS Number	
CCR Expiration Date	
Risk Designation	
General Statement of Assurance Upload Date	
Funding Applications	Funding Applications
Reimbursement Requests	Reimbursement Requests
Entity History	Entity History
Entity Hold Administration	Entity Hold Administration
Interest Administration	Interest Administration
General Statement of Assurances	General Statement of Assurances
Indirect Cost	Indirect Cost
Project Summary	Project Summary

Shortcut links take user directly to the **Funding Application, Reimbursement Request, Entity History, General Statement of Assurances, Indirect Cost, and Project Summary** pages

Navigation Menu

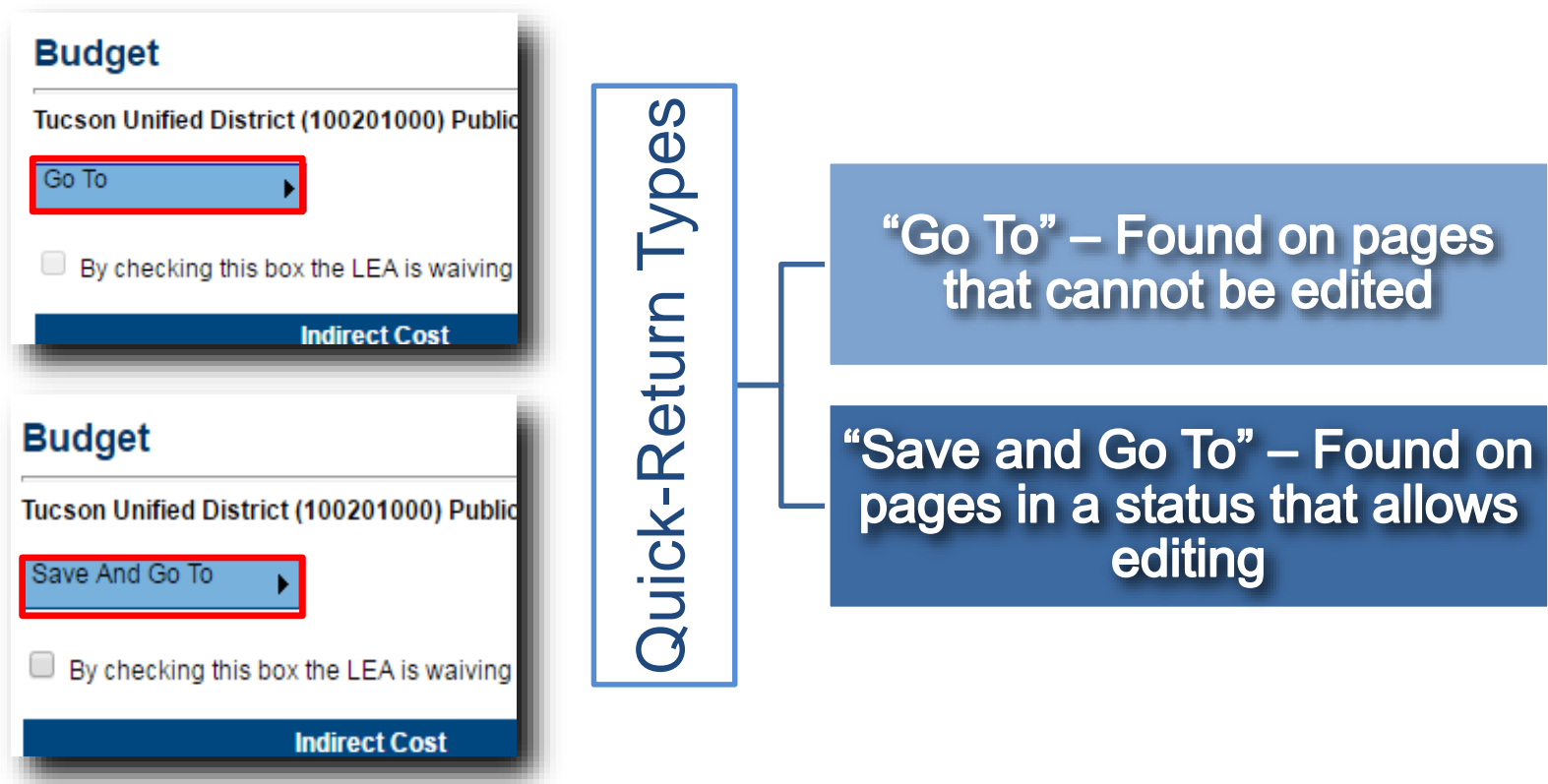
Left menu allows for quick navigation between GME components



Hover mouse over menu items to view sub menus

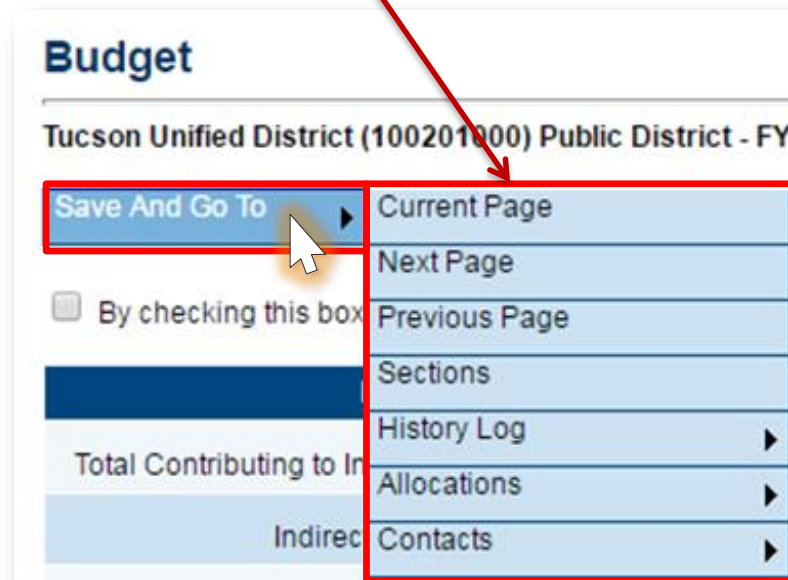
“Quick-Return” Navigation Menus

Quick-return menus allow direct navigation within pages without having to utilize the main menu



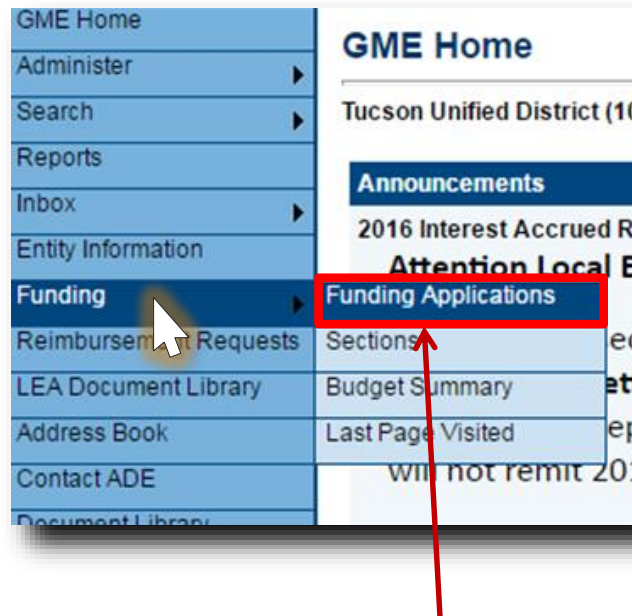
“Quick-Return” Navigation Menus

Hover mouse over quick-return menu, then select page option from sub-menu



Finding Your Funding Applications

GME users can view both current and prior years' **Funding Applications**



From the main navigation menu, hover mouse over **Funding** and select **Funding Applications**

Finding Your Funding Applications

Funding Applications

Mesa Unified District (070204000) Public District - FY 2016

2016 ▼

All Active Applications ▼

Entitlement Funding Application

[21st Century Community Learning Centers Cont-Yr4](#)

[CTE Federal Perkins](#)

[CTE State Priority](#)

[School Safety Program](#)

Competitive Funding Application

[21st Century Community Learning Centers Cycle 13 – New](#)

[American Indian Student Needs](#)

[Arizona MSP Mini Grants](#)

[Character Education Matching Grant](#)

[Fresh Fruit and Vegetable Program - Period 2](#)

[Fresh Fruit and Vegetable Program - Period 1](#)

[IDEA - Charter School Expansion Act](#)

[IDEA - Emergency](#)

[IDEA - High Cost Child](#)

Choose the correct fiscal year and application status

Filter Applications by

All Active Applications

All Approved Applications

Last Approved Applications

Accessing a Funding Application

Funding Applications

Mesa Unified District (070204000) Public District - FY 2016

2016 ▾ All Active Applications ▾

Entitlement Funding Application

[21st Century Community Learning Centers Cont-Yr4](#)

[CTE Federal Perkins](#)

[CTE State Priority](#)

IDEA - Preschool Grant

[School Safety Program](#)

Competitive Funding Application

[21st Century Community Learning Centers Cycle 13 – New](#)

[American Indian Student Needs](#)

[Arizona MSP Mini Grants](#)

Click on **Funding Application** name to access application

GME Home

Search ▾

Contact ADE

Document Library

Help

GME Sign-In

Public Access

Production



If “Public Access” (rather than the user name) is displayed, the user is not actively signed into GME

Funding Application Sections Page

Sections

Mesa Unified District (070204000) Public District - FY 2016 - CTE State Priority - Rev 0

Application Status: SEA CTE State Priority Director Approved

Change Status To: [Revision Started](#)
or
[CR Draft Started](#)

Sections Page

Displays current status & status change options

Launches user to pages within Funding Application

Provides access to Validation Messages

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> Allocations		Print
Allocations		Print
<input type="checkbox"/> CTE State Priority	Messages	Print
Budget		Print
Budget Overview		Print
Program Details		Print
Related Documents	Messages	Print
<input type="checkbox"/> Contacts		Print

Sections Page

Navigation Tips

Application Status must be changed to **Draft Started** or **Revision Started** to update/edit; click status link to change status

LEA Business Manager and **LEA Authorized Representative** roles are required to edit/approve application

Users lacking correct roles will receive message on confirmation screen

Sections

Mesa Unified District (070204000) Public District - FY 2016 - IDEA - Basic - Rev 0

Application Status: Not Started

Change Status To: Draft Started



Accessing Application Pages

Sections

Mesa Unified District (070204000) Public District - FY 2016 - IDEA - RI

Application Status: Draft Started

Change Status To: [Draft Completed](#)

Description ([View Sections Only](#) [View All Pages](#))

All

☐ History Log

[History Log](#)

[Create Comment](#)

☐ Allocations

[Allocations](#)

☐ Contacts

[Contacts](#)

☐ IDEA - RDA Implementation

[Budget](#)

[Budget Overview](#)

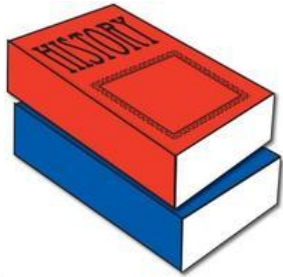
[Program Details](#)

[Related Documents](#)

Fast Facts

Pages of unapproved applications can be accessed/viewed only by those with required GME roles

Click any active page link to access page or Section of Funding Application



History Log & Create Comments



GME Home
Administer
Search
Reports
Inbox
Funding
Reimbursement Requests
LEA Document Library
Address Book
Contact ADE
Document Library
Help
GME Sign Out

Sections
Acorn Montessori Charter School (138760000) Charter District - FY 2015 - ESEA Cor
Application Status: LEA Authorized Representative Approved
Change Status To: [SEA ESEA Consolidated Program Specialist Approved](#)
or
[SEA ESEA Consolidated Program Specialist Not Approved](#)
[View ADE History Log](#)
[View Change Log](#)
Description ([View Sections Only](#) [View All Pages](#))
All
History Log
[History Log](#)
[Create Comment](#)

Long, Stephanie

Fast Facts

Displays both system generated and user created comments

Both applicant and ADE can enter comments

Comments are public when application is approved

Comments cannot be edited or deleted

Validation Messages

Sections

Grand Canyon Unified District (030204000) Public District - FY 2017 - CTE State Priority - Rev 3

Application Status: CR Grants Management Final Approved

Change Status To: [CR Revision Started](#)

[View ADE History Log](#)

[View Change Log](#)

Description (View Sections Only View All Pages)		Validation
All		Messages

Check Validation
Messages



Validation Messages provide information which allow user to continue navigating **Funding Applications, Reimbursement Requests, and Completion Reports**

Validation Messages Page

Validation Messages

2013 - Consolidated - Rev 0

Title I-A

Budget

The Title I-A budget of \$704,500.00 is less than the Adjusted Allocation amount of \$2,040,000.00. Warning

Building Eligibility

Number of Low Income Students for has not been entered. Warning

is not eligible for service.

Error

Plan Relationships

An LEA Plan Goal, Strategy, and Fiscal Resource must be defined. Warning

Title I-C

Budget

The Title I-C budget of \$0.00 is less than the Adjusted Allocation amount of \$40,000.00. Warning

Validation Messages



Error message prevents submission of application



Warning message points out potential issues, but allows submission


Clicking on validation message link takes user directly to page with error or warning

Where is the Reimbursement Request?

Reimbursement Requests



Reimbursement Requests are accessed from the Main Menu



GME Home	
Administer	▶
Search	▶
Inbox	▶
Funding	▶
Reimbursement Requests	
LEA Document Library	
Address Book	
Contact ADE	
Document Library	
Help	
GME Sign Out	

GME Home

Mesa Unified District (070204000) Public District

Associated Organizations

Organization Number	Organization Name
070204000	Mesa Unified District

Announcements

External/LEA Users - GME Navigation Overview

A webinar for EXTERNAL users (LEAs, etc) p

Please check the GME Home Page prior to we

Some of the topics covered in this webinar will in

- * Accessing the Grants Management System
- * Accessing Your Organization

Navigating Reimbursement Requests

Select the
correct Fiscal
Year and
Funding
Application

Reimbursement Requests

Mesa Unified District (070204000) Public District - FY 2016

2016 ▼ IDEA - LETRS PD-2 ▼

Grant
IDEA - LETRS PD-2

Click on the **Grant** name to
access the Reimbursement
Request

Reimbursement Request Project Summary

Click to create
new request

Project Summary

Mesa Unified District (070204000) - FY 2016 - 21st CCLC Continuing - Year 4

Project Number
C.F.D.A. Number
Initial Substantially Approved Date
Project End Date
Allocation
Available Budget
Project Status
LEA Hold Status

[Create New Reimbursement Request](#)

Amount	Request Period
\$0.00	July 1, 2016
\$31,316.63	June 21, 2016
\$28,305.19	May 21, 2016

Click Request Period date
link to view pending and prior
requests

Inside the Reimbursement Request

Click on
**Expenditure
Details** to
begin



Reimbursement Request Sections

Mesa Unified District (070204000) - FY 2016 - 21st CCLC Continuing - Year 4

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation
History Log	
Create Comment	
Expenditure Details	
Request	Messages
Related Documents	
Assurances	
All	Messages

Reimbursement Request sections page
utilizes the same navigation functionality as
the Funding Application Sections page

Where is the Completion Report?

Completion Report Location



Completion Reports are accessed by changing the approved Funding Application status to **CR Draft Started**

Sections

Grand Canyon Unified District (030204000) Public District - FY 2014 - IDEA -

Application Status: SEA IDEA - Basic Director Approved

Change Status To: Revision Started
or
CR Draft Started

Completion Reports are only available after the project end date; start dates are determined by the Program Area

Navigating Completion Report Sections

Completion Reports components are found in the Grant section of the Funding Application Sections page



Completion Reports utilize the same access and validation rules as the Funding Application and Reimbursement Requests

Navigating Completion Report Sections



Users should complete **Completion Report** page and all “CR” components before finalizing fiscal data on the **Completion Report Adjustments** page

[-]	IDEA - Basic
	<u>Completion Report</u>
	<u>CR Detailed Expenditure Reporting</u>
	<u>CR Program Details</u>
	<u>CR Related Documents</u>
	<u>Budget</u>
	<u>Budget Overview</u>
	<u>Program Details</u>
	<u>Related Documents</u>
[-]	Completion Report
	<u>Completion Report Adjustments</u>

Navigating the Approval Process

Funding Application Approvals



LEA APPROVALS

1st LEA approval status-
**LEA Business Manager
Approved**

2nd /final LEA approval status -
**LEA Authorized
Representative Approved**

Application submitted to ADE

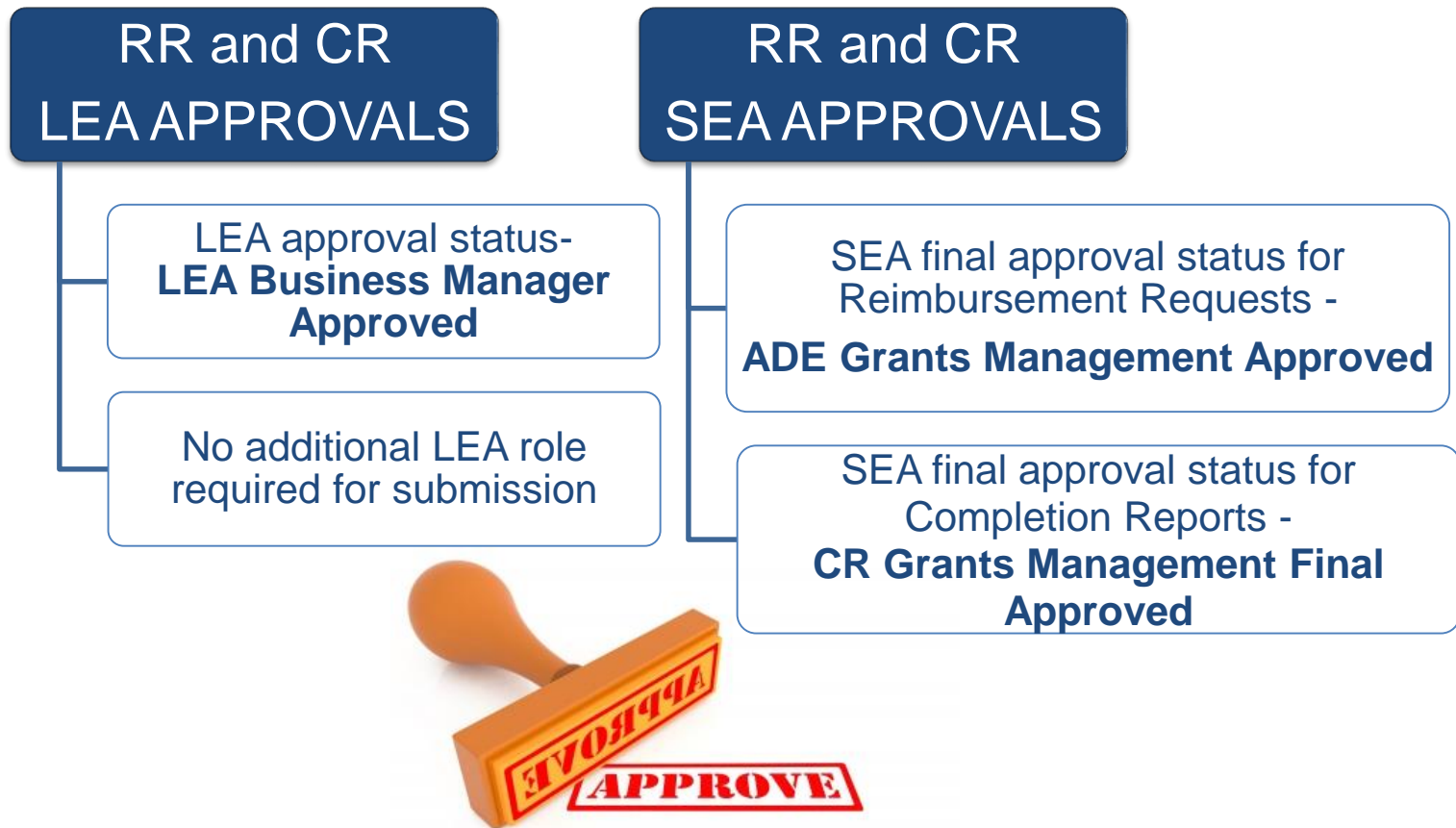
SEA APPROVALS

1st SEA approval status-
**SEA (Funding Application name) Program
Specialist Approved**

2nd /final SEA approval status-
**SEA (Funding Application name) Director
Approved**

Application approved by ADE; funds can be
drawn down (if approved on/after project
start date)

Reimbursement Request and Completion Report Approvals



***How do I access the
General Statement of
Assurance (GSA) and/or
the Indirect Cost Rate
Request?***

GSA and Indirect Cost Location



Entity Information	
Organization Name	
CTDS	
Entity ID	
Organization Type	
Organization Status	
Indirect Cost Rate	
Authorized Representative(s)	
Legal Name	
Address	
City	Tucson
State	AZ
Zip Code	85718-6508
Congressional District	02 - Second Congressional District
DUNS Number	193210457
CCR Expiration Date	1/23/2019
Risk Designation	Low
General Statement of Assurance Upload Date	5/30/2017
Funding Applications	Funding Applications
Reimbursement Requests	Reimbursement Requests
Entity History	Entity History
Entity Hold Administration	Entity Hold Administration
Interest Administration	Interest Administration
General Statement of Assurances	General Statement of Assurances
Indirect Cost	Indirect Cost
Project Summary	Project Summary

From the Entity Information page, select the General Statement of Assurances link to access the GSA or the Indirect Cost link to access the Indirect Cost Rate Request.

GSA and Indirect Cost Location



Status: Indirect Cost Request Not Started

Change Status To: [Indirect Cost Request Started](#)

To edit the Indirect Cost Rate Request, select the Indirect Cost Request Started

To edit the GSA, select the General Statement of Assurance Draft Started.

Plan Status: General Statement of Assurance Not Started



Change Status To: [General Statement of Assurance Draft Started](#)

Navigating General Statement of Assurances Sections

Users will need to complete the following sections:

- General Statement of Assurances
- SAM.gov (CCR) Registration
- IDEA Assurances**
- Related Documents



** Even though the IDEA Assurances may not apply to your organization, this section will need to be completed.

All
 History Log
History Log
Create Comment
 General Statement of Assurances
General Statement of Assurances
SAM.gov (CCR) Registration
IDEA Assurances
Related Documents
Checklist
All

Navigating the Indirect Cost Sections

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

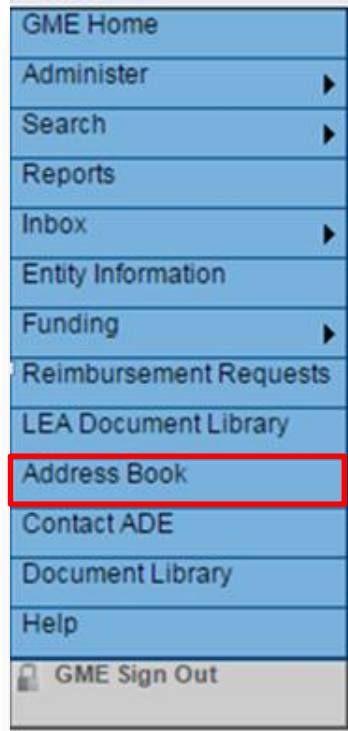
All
 History Log
History Log
Create Comment
 Indirect Cost
Data Sheet
Related Documents
SEA Checklist
All

Users will need to complete the Data Sheet only to request an Indirect Cost Rate.

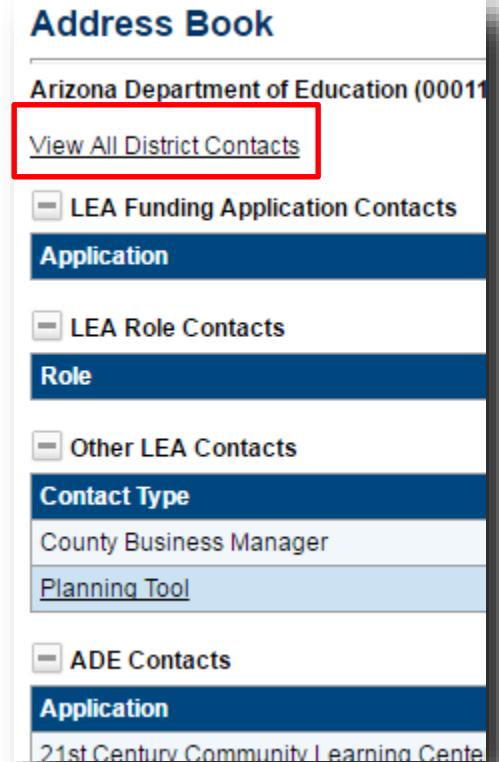


GME Navigation FAQs

“How do I know who has what role?”



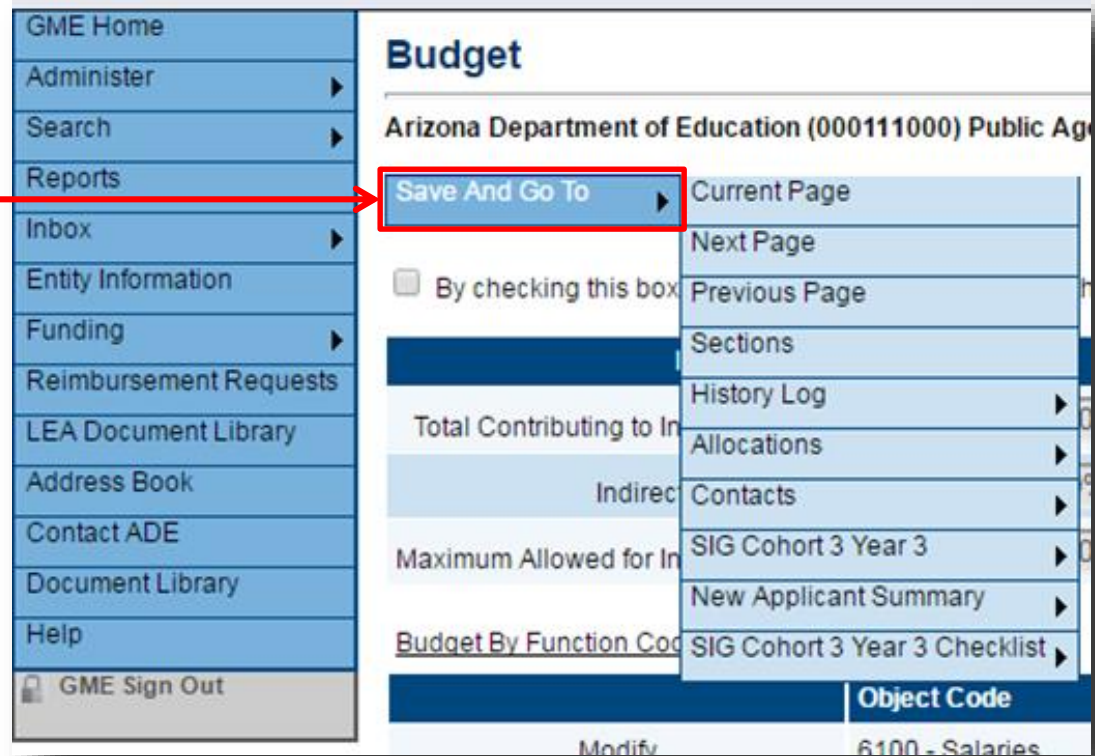
In addition to Funding Application, Role, County and ADE Contact information, the Address Book also provides detailed LEA role information under [View All District Contacts](#)



District Contacts	
Arizona Department of Education (000111000) Public Agency - FY 2016	
Return To Address Book	
Name	Role
Egrants, Test4	LEA Business Manager LEA Authorized Representative User Access Administrator
Public, John	LEA Business Manager LEA Authorized Representative User Access Administrator

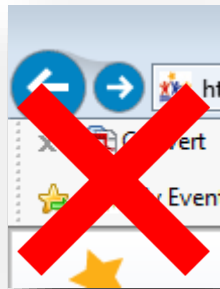
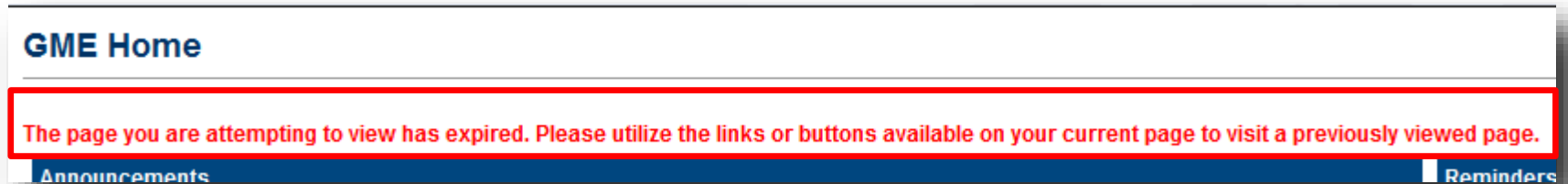
“Do I always have to return to the main menu to navigate?”

The Quick Return menu option allows the user to easily access GME pages without returning to the main menu



“Save and Go To” is utilized for pages that have been edited;
“Go To” is utilized for pages that are read-only

“I received an error message when I was trying to go back to a previous page – what does it mean?”



Browser
back/forward arrows
cannot be used to
navigate GME

Double-clicking will
also generate this
error message



*Utilize the main
menu or
“Quick Return”
menu to navigate*

*Single-click only
within GME*

“What does ‘Unexpected Results’ mean?”

GME Assistant

Tempe Union High School District (070513000) Public District - FY 2015

Unexpected Results:

Something you were trying to do caused an unexpected result in the application. Please try again and if you continue to get this message contact your system administrator.



Occasionally, a system error occurs which is of unknown origin



Clear your browser history (cookies, etc.), sign out of GME and restart your computer

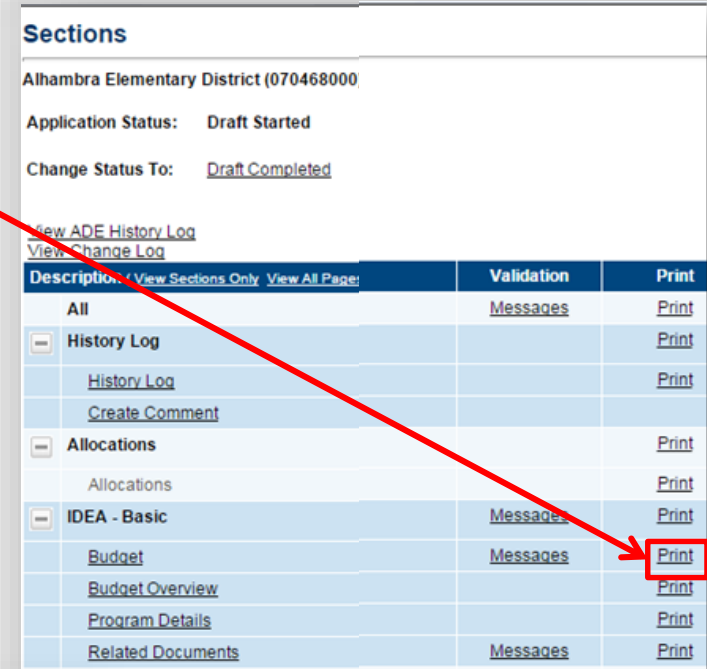


Contact Grants Management Helpline if error does not resolve

“How do I print my application?”

On the **Sections** page, click on desired **Print** link; for speedier printing choose individual links rather than **All**

Large print jobs will queue to the Document Library; Print Requests will be at the top of the Document Library page once GME has completed the process



Sections			
Alhambra Elementary District (070468000)			
Application Status:		Draft Started	
Change Status To:		Draft Completed	
View ADE History Log			
View Change Log			
Description	View Sections Only	View All Page	
All			Messages Print
<input type="checkbox"/> History Log			Print
History Log			Print
Create Comment			
<input type="checkbox"/> Allocations			Print
Allocations			Print
<input type="checkbox"/> IDEA - Basic			Messages Print
Budget			Messages Print
Budget Overview			Print
Program Details			Print
Related Documents			Messages Print

Document Library

Alhambra Elementary District (070468000) Public District

Below is your list of Print Requests.

Print Request Name	Request Date	Expiration Date	
IDEA - Basic - IDEA - Basic - Budget	12/8/2015 9:00:15 AM	12/13/2015 9:00:15 AM	Delete
Competitive Batch Print	12/7/2015 3:59:18 PM	12/12/2015 3:59:18 PM	Delete

Click on Print Request Name to retrieve document

Print Requests expire after 5 days

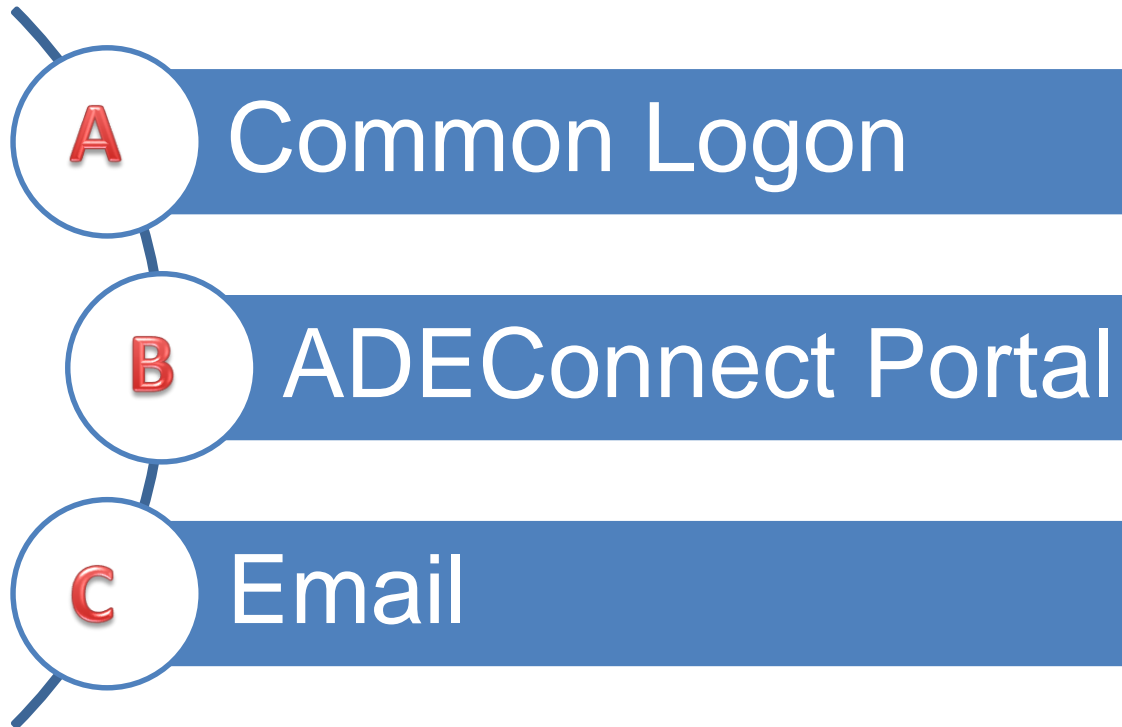


Survey

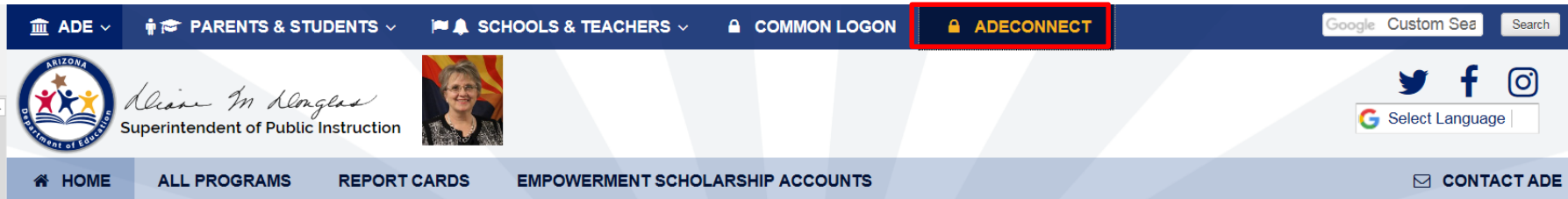
Enter Survey Link Here.

Test Your Knowledge

Where do I go first to access the Grants Management system?



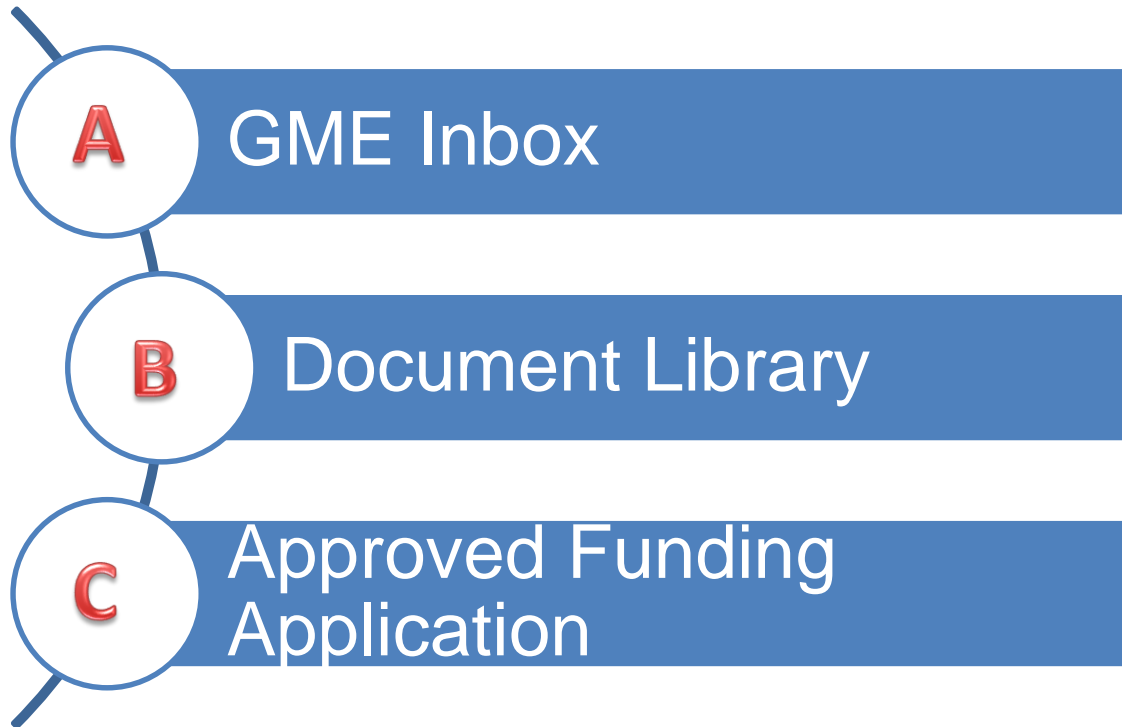
Where do I go first to access the Grants Management system?



B

ADEConnect
Portal

Where do I find the Completion Report?



Where do I find the Completion Report?

GME Home
Administer
Search
Reports
Inbox
Entity Information
Funding
Reimbursement

Sections

Mesa Unified District (070204000) Public District - FY 2018 - CTE Federal Perkins - Rev 2

Application Status: SEA CTE Federal Perkins Director Approved

Change Status To: [Revision Started](#)
or
[CR Draft Started](#)

[View ADE History Log](#)
[View Change Log](#)





Helpful Resources

Need assistance?

Grants Management Resource Library

Program Area & Grant Information

User Guides

Grants Management Staff

Grants Management Hotline
602-542-3901

Grants Management Email
grants@azed.gov

ADEConnect

ADESupport Call Center
602-542-7378

ADESupport Email
adesupport@azed.gov



Questions?