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Draft and Submit the Project Proposal

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I) Access a Project Proposal(#Project Workflows).

II) The Project Proposal Form(#II) Project Proposal Form).

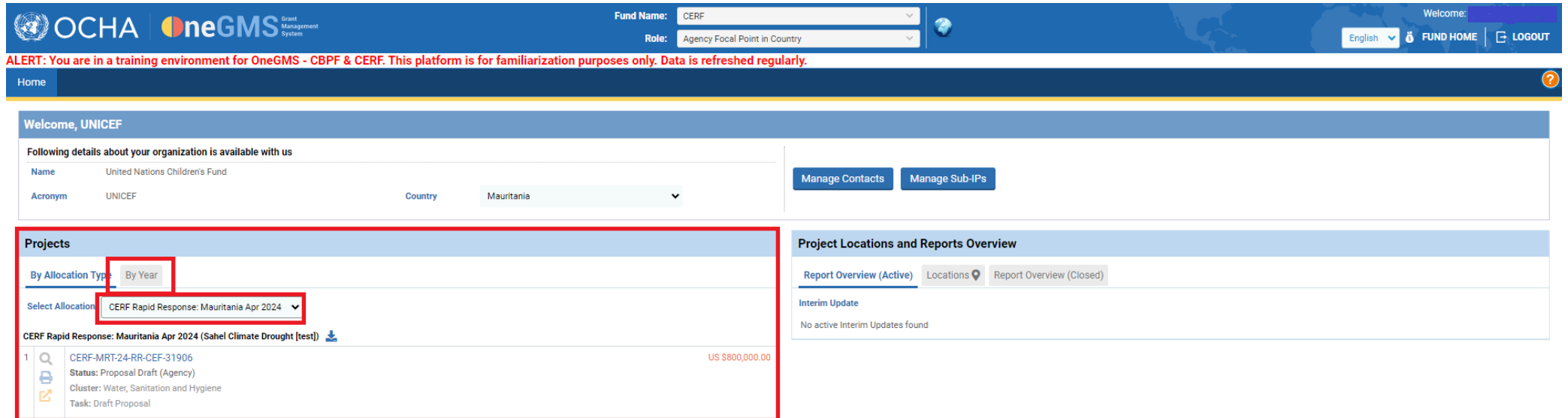
III) The Header(#III) The Header).

IV) Continue completing your Project Proposal form(#IV) Submit your project proposal).

I) Access a Project Proposal

As an Agency focal point looking to submit a project proposal, upon signing in to CERF OneGMS, you will land on your Agency's home page, with your respective portfolio of projects.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



The screenshot shows the OCHA OneGMS dashboard. At the top, there is a navigation bar with the OCHA logo, 'oneGMS' branding, and user information including 'Fund Name: CERF' and 'Role: Agency Focal Point in Country'. A red alert banner states: 'ALERT: You are in a training environment for OneGMS - CBPF & CERF. This platform is for familiarization purposes only. Data is refreshed regularly.' Below the navigation bar, there are two main sections: 'Welcome, UNICEF' and 'Projects'. The 'Welcome, UNICEF' section displays organization details like 'Name: United Nations Children's Fund' and 'Country: Mauritania', along with 'Manage Contacts' and 'Manage Sub-IPs' buttons. The 'Projects' section features a filter menu with 'By Allocation Type' and 'By Year' options, and a dropdown for 'Select Allocation' set to 'CERF Rapid Response: Mauritania Apr 2024'. Below the filters, a table lists projects, with one entry highlighted: 'CERF-MRT-24-RR-CEF-31906' with a value of 'US \$800,000.00'. The 'Project Locations and Reports Overview' section on the right shows 'Report Overview (Active)' and 'Locations' tabs, and an 'Interim Update' section with the message 'No active Interim Updates found'.


All projects on your Agency's portfolio are displayed and accessible under "Projects," to the left side of the homepage. You can narrow results to find a specific project, or a set of projects, by filtering by year or by allocation.




New project drafts are available upon endorsement of the Allocation. If you are unable find a project you were expecting to find, the allocation process may still be underway. Please refer to the following Help Portal "Agency"(<https://gms.unocha.org/en/cerf/onegms-home-page?query=ce24f561-050d-420d-bf0e-5ad7eb46487e>), article for more about homepage features as an Agency user.


Projects

By Allocation Type **By Year**

Select Allocation CERF Rapid Response: Mauritania Apr 2024 ▼

CERF Rapid Response: Mauritania Apr 2024 (Sahel Climate Drought [test]) 

1	  	CERF-MRT-24-RR-CEF-31906 Status: Proposal Draft (Agency) Cluster: Water, Sanitation and Hygiene Task: Draft Proposal
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To open a project, click on the Project code link, or click on the blue 'print' icon (). This will take you to the **Project Proposal Form**.

II) The Project Proposal Form

The project proposal form is composed with tabs.

Overview Log Frame Work Plan People Targeted Budget Programming Cash Implementation Subgrants Locations Documents Tracking

CBPF GRANT MANAGEMENT SYSTEM (GMS)

These tabs allow the user to navigate through the pages of the online proposal form.

The red lines along the tops of several of the tabs, indicate that mandatory information required for that page to be correctly filled is missing. To avoid unnecessary exchanges, the system will not allow you to submit a project proposal while mandatory information is missing.

Fields and sections within the form pages marked with an asterisk, are the required sections that need to be completed in order to clear a tab for submission.

Tabs that are not marked red, like the *Subgrants* tab in the image above, ask for information that is optional at the current stage.

When filling out form pages, it is recommended that you work through the tabs from left to right, starting with the *Overview* tab, as some fields are dynamically linked to fields on other pages of the form. Pertinent information entered in a tab, may auto-populate in fields on pages tabbed further to the right.

III) The Header


The area below the tabs is the called the “header.” This section provides general information on the project. The information in the header is populated and updates as the project proposal evolves.

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Overview		Log Frame	Work Plan	People Targeted	Budget	Programming	Cash	Implementation	Subgrants	Locations	Documents	Tracking	ADM	TIM
Requesting Organisation UNICEF (United Nations Childrens Fund)	Allocation Window CERF Rapid Response: Mauritania Apr 2024 (Sahel Climate Drought (test))	Sector / Cluster Water, Sanitation and Hygiene		Total Budget 100%										
Project Title WASH Project Climate-related	Fund Project Code CERF-MRT-24-RR-CEF-31906	Total 100%												
Implementation Period (6 months)	Total Budget US \$800,000													
Project Created By:				Last Updated By: 16 Apr 2024 03:07 PM										

Please enter the requested information in each of the tabs and respond as fully as possible to all questions marked with(+).
 The Project Proposal form will work best if you fill in the Overview tab first and then in order of the tabs towards the right.
 Please click on 'Save' to save the information entered in the tabs. When all information is as complete as possible, please click on 'Continue' and then on 'Submit Proposal'.
 The Overview tab below includes general project information [Need Help?](#)

1. Project Overview

1.1 Allocation Window	Rapid Response(RR) Allocation
1.2 Fund Project Code	CERF-MRT-24-RR-CEF-31906 <small>(internal code automatically generated)</small>
1.3 External/Organization's Project Code (if any) ⓘ	<input type="text"/>
1.4 Organization Sequence ⓘ	ⓘ
1.5 Project Title *	WASH Project Climate-related
1.6 Project Summary* ⓘ	<div style="border: 1px solid #ccc; padding: 5px;"> <p>B I U </p> <p>WASH Project Mauritania</p> </div> <p><small>Character Count: 23 / 4000</small></p>

The information displayed in the header section

- **Requesting Organization:** the Agency name and its acronym

CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Project Title:** the title of the project
- **Implementation Period:** the duration of the project
- **Allocation Window:** the type of allocation and its name.
- **Fund Project Code:** the project code, unique to each project
- **Total Budget:** the project's total budget
- **Sector/Cluster:** the sector(s) affiliated to the project, and its/their budget percentage

IV) Continue completing your Project Proposal form

For information on filling out each page of the Project Proposal form, please refer to the Project Proposal form tab articles, displaying as sub-menu titles to this article, with links in the menu on the left.