Home > HFU

**HFU**

- [Grants Management System (GMS) Help Portal Landing Page](https://gms.unocha.org)
- [Grants Management System (GMS) Overview](https://gms.unocha.org)
- **Tool Tips**
  - [Field Description and/or Requirement](https://gms.unocha.org)
  - [Save Often!](https://gms.unocha.org)
  - [Print](https://gms.unocha.org)
  - [Red tabs Blue tabs](https://gms.unocha.org)
  - [Orange buttons versus Green buttons](https://gms.unocha.org)
  - [Making Comments](https://gms.unocha.org)
  - [Viewing Comments](https://gms.unocha.org)
  - [Action Icons](https://gms.unocha.org)
  - [Project Lifecycle Stages](https://gms.unocha.org)
- **GMS Home Pages**
  - [Fund Home Page](https://gms.unocha.org)
  - [Agency / Partner Home Page](https://gms.unocha.org)
- **Cluster Coordinator Home Page**
  - [Home Page Overview](https://gms.unocha.org)
- **HFU Home Page**
  - [Home Page Overview](https://gms.unocha.org)
- **FCS Finance Home Page**
  - [Home Page Overview](https://gms.unocha.org)
- **User Registration**
  - [Submit Registration](https://gms.unocha.org)
  - [How do I register a new user](https://gms.unocha.org)
  - [How do I log on if I am already a registered user](https://gms.unocha.org)
  - [How do I edit profile information](https://gms.unocha.org)
  - [How do I change my password](https://gms.unocha.org)
  - [How do I retrieve my forgotten password](https://gms.unocha.org)
- **Due Diligence**
  - How to setup Due Diligence
  - How to access Due Diligence
  - Checklist for Due Diligence Review
  - How to revise Due Diligence
  - <What Next?>

- **Risk Assessment**
  - Partner Scoring

- **Project Proposal Submission**
  - How to create a Project Proposal
    - The 8+3 Project Proposal
      - Cover Page
      - Logical Framework
      - Work Plan
      - Affected Persons
      - Other Information
      - Budget
      - Cash Tracking
      - Locations
      - Documents
      - Project Tracking
  - Tips for Filling out a Project Proposal
  - How to Submit a Project Proposal
  - Redraft a Project Proposal

- **Strategic Review**
  - What is a Strategic Review
  - How do I conduct a Strategic Review
  - How to add comments
  - Access scorecard
  - Filtering scorecard
  - How to recommend and not recommend
  - How to export project scores
  - How to submit a scorecard
  - Pre-Strategic Review
  - Strategic Review
  - Project Withdrawn
  - <What Next?>

- **HC endorsement / Preliminary Approval**
  - What is HC endorsement
- How to do preliminary approval on behalf of HC in GMS
- How HC rejects endorsement
- How to extract information to the advisory board
- <What Next?>

**Technical Reviews**
- What is a Technical Review
- How do I conduct a Technical Review
- How many rounds of Technical Review
- How to conduct a Financial Review
- TR Recommend versus Nonrecommend
- Tips to build a good budget
- Address Technical Review comments
- How to include specialised comments (gender, environment and other cross cutting issues)
- Withdraw A Project
- <What Next?>

**Preparation of Grant Agreement**
- Setup Operational Modality
- What is Grant Agreement
- When to prepare Grant Agreement
- How to produce Grant Agreement
- What are the steps in signature process
- Final HC Approval
- IP GA Counter Signature
- How to get Grant Agreement cleared with EO
- <What Next?>

**Disbursement**
- What is Disbursement
- When is the Disbursement triggered
- Steps in Disbursement
- Submission to accounts
- How to generate memo
- <What Next?>

**Implementation**
- What is Implementation
- What happens during Implementation

**Reporting**
- Narrative Reporting
  - Activate Narrative Reporting
  - Access Narrative Reporting
How to fill Narrative Reporting
How to approve Narrative Reporting

Financial Reporting
- Types of Financial Report
- Activate Financial Reporting
- User Activate Financial Report
- Access Financial Reporting
- How to fill Financial Reporting
- How to approve Financial Reporting

Project Revision
- What is Project Revision
- Steps of Project Revision
- How to activate Project Revision
- How to fill out Project Revision Request
- How to fill out Project Revision
- Approving a Project Revision

Project Audit
- What is Project Audit in GMS

Project Closure
- What is Project Closure in GMS

Tools for better allocation process
- Process Monitor
- Bulk Status Move