HFU

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

- 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  - Project Withdrawn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

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