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
- 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  - Project Withdrawn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