Partner

- 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
  - Allocation Type Documents
- 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?>

• **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  • Project Withdrawn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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