Cluster Coordinator

- 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- Project Withdrawn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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