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- Project Withdrawn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