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  • Project Withdrawn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
  • <What Next?>
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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