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○ Project Withdrawn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