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- Project Withdrawn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