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- Project Withdrawn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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