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  - Project Withdrawn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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