



**Grants eManagement System (GeMS)  
Applicant Training**

# User Roles

## Project Director:

- Assigned to the individual at your organization that will serve as the project's lead contact.
- Validates all new users when they register for the system under their organization.
- Highest level of access in the system and will be responsible for overseeing all of the administrative functions available such as application creation and completion.
- Must be the first individual at your organization to register.
- **There can only be one Project Director per project/application.**



# User Roles

## Authorized Signer:

- Assigned to the individual at your organization that has the authority to sign legal documents on behalf of the organization.
- Responsible for electronically signing the application before submission and the grant contract if the organization is awarded funds.
- There can be more than one Authorized Signer per organization.
- If an Authorized Signer is sometimes unavailable, it may be wise to have an additional individual with the role of Authorized Signer to serve as a backup during critical times (e.g., application submission).



# User Roles

## Viewer:

- Any individual at your organization that needs access to view the organization's information but does not need the functionality to save, add, edit, or change anything within the organization's information.
- There can be more than one Viewer per organization.



# User Roles

## Writer:

- Assigned to any individual that needs access to an organization's application process to help complete the application but does not have the authority to complete the submission process.
- Cannot change the status of an application and will not have administrative function availability.
- There can be more than one Writer per organization.

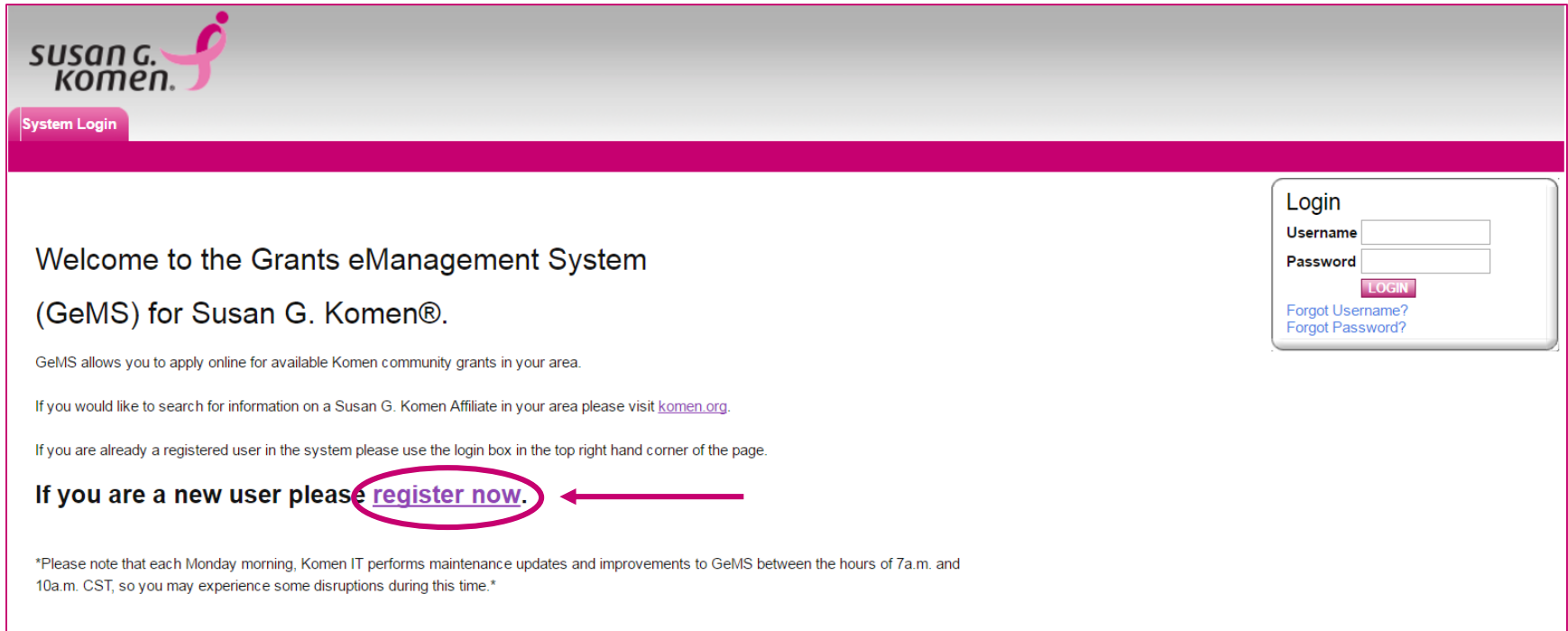


# User Roles

- The Project Director must be the first user from the organization to register and be approved for access to GeMS



# Registration



**susan g. komen.**

System Login

## Welcome to the Grants eManagement System (GeMS) for Susan G. Komen®.

GeMS allows you to apply online for available Komen community grants in your area.

If you would like to search for information on a Susan G. Komen Affiliate in your area please visit [komen.org](http://komen.org).

If you are already a registered user in the system please use the login box in the top right hand corner of the page.

**If you are a new user please [register now.](#)** ←

\*Please note that each Monday morning, Komen IT performs maintenance updates and improvements to GeMS between the hours of 7a.m. and 10a.m. CST, so you may experience some disruptions during this time.\*

**Login**

Username

Password

**LOGIN**

[Forgot Username?](#)

[Forgot Password?](#)

# Registration

## Registration

Please complete all required fields below. Once you have completed the fields please select the save button to complete your registration. If there is a pink Go button next to a drop down list you must click the Go button before moving to the next question. Once you have registered you will receive a message at the top of the registration page letting you know that your registration is complete and you will receive an email informing you that your registration is complete. You will not be able to log into the system until you are approved. Once you are approved you will receive an email informing you that you have access to the system.

### Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text" value="v"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="v"/>
Title	<input type="text" value="*"/>				
Email	<input type="text" value="*"/>				
Phone	<input type="text" value="*"/>				
What is your position at your Affiliate?	<input type="text" value="Applicant"/> <input type="button" value="GO"/>				
Affiliate State	<input type="text" value="Texas"/> <input type="button" value="GO"/>				
Affiliate	<input type="text" value="v"/> <input type="button" value="GO"/>				
Organization	<input type="text" value="v"/> <input type="button" value="GO"/>				
Username	<input type="text" value="*"/>				
Password	<input type="text" value="*"/>				
	Confirm Password				<input type="text" value="*"/>






# Registration

**Organization**


Organization Name  \*

Organization Type  ▼


Business Address  ▼ \*

City  \* State  ▼ \* Zip Code  \* 


County  ▼ \*

Phone #1  \*  Phone #2

Fax  Cell Phone

Do you have a Federal Tax ID Number?  Yes  No 

Federal Tax ID

Non-profit Documentation   



# Registration

- After you save your contact and organization information, your account must be approved by the Affiliate before you have access to the system.
- You will receive two email communications as part of the registrations process:
  - Registration Submitted
  - Access Granted



# User Approval

- Project Directors will be approved/validated by an Affiliate representative.
- All other users at your organization will be approved/validated by the organization's Project Director.



# User Approval

## Komen Project Director User Approval

This page will allow administrative users to approve one or more users.

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**Search Criteria**

Name

Organization

Organization City

Organization State

User Type

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To approve the user select the record and click the button

Approval Type

Assign person's organization to

Set person's role to

Active Date

Inactive Date

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**Search Results**

Export Results to  Sort By

Name	New Organization	Requested Organization / Title	Contact Info	Phones
<input checked="" type="checkbox"/> AS , Ski Lodge UserName: skipd2 Email: <a href="mailto:lgroves@komen.org">lgroves@komen.org</a> Date Requested: 10/03/2011	False	Aspen Ski Lodge Title: Authorized Signer	123 Main Street Aspen, CO 45654-5455 County: Hinsdale County	Phone 1: 6546546544




# User Homepage

My Home | My CG Applications | My SG Applications | My CG Reports | My Letter Of Intent | My SG Reports

My Administration | My Organization(s) | My Profile | Logout

SHOW HELP



**Welcome Ski**  
Project Director  
[Change My Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Ski, please choose an option below.

## View Available Proposals

You have 2 My Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
NOTE: Use this option to initiate new proposals only. To edit applications already in progress, select the My CG Applications tab above.

[VIEW OPPORTUNITIES](#)

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## My Inbox

You have 16 new messages.  
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

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## My Tasks

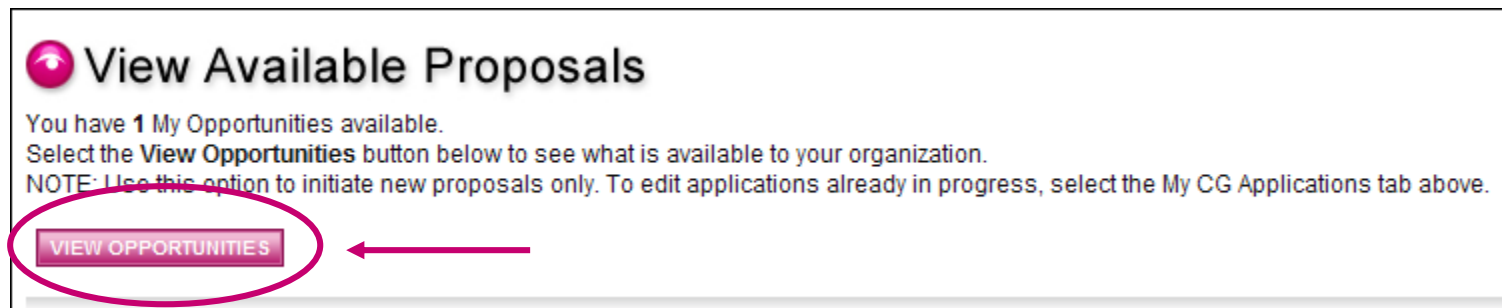
You have 1 new tasks.  
You have 0 tasks that are critical.  
Select the **Open My Tasks** button below to view your active tasks.


[OPEN MY TASKS](#)



# Application Initiation

On the User Homepage, click the “View Opportunities” button.



 **View Available Proposals**

You have **1** My Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
NOTE: Use this option to initiate new proposals only. To edit applications already in progress, select the My CG Applications tab above.

**VIEW OPPORTUNITIES** ←



# Application Initiation

- For grant programs you are eligible to apply for you will see an “Apply Now” button under the description of the grant.
- Click the “Apply Now” button to continue to initiate a new application.

**My Opportunities**  
To apply for an item listed below, select the **Apply Now** button below each description.

**RESET MY OPPORTUNITIES**

**CG Application 2017 for KOMEN Test Org 1**  
Offered By:  
KOMEN

**CG Application Availability Dates:**  
04/01/2017-03/31/2018

**CG Application Period:**  
04/01/2017-03/31/2018

**CG Application Due Date:**  
not set

**Description:**  
RFA : [CGA\\_2017\\_KOMEN.pdf](#)

**APPLY NOW** **NOT INTERESTED**

Click hyperlink (blue text)  
to view the RFA



# Application Initiation Enhancement

**New notification for a Project Director when attempting to initiate an application when one is already in progress**


Your organization already has an application in progress for this grant cycle. Please continue working on your existing application unless you are applying for more than one opportunity. Thank you!

CLOSE





# Application Snapshot



▶ [My Home](#) ▶ [My CG Applications](#) ▶ [My SG Applications](#) ▶ [My CG Reports](#) ▶ [My SG Reports](#) ▶ [My Legacy Grants](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

[Back](#)

**Document Information:** [CGA-2017-HQ001-KOMEN-00022](#)

[Details](#)

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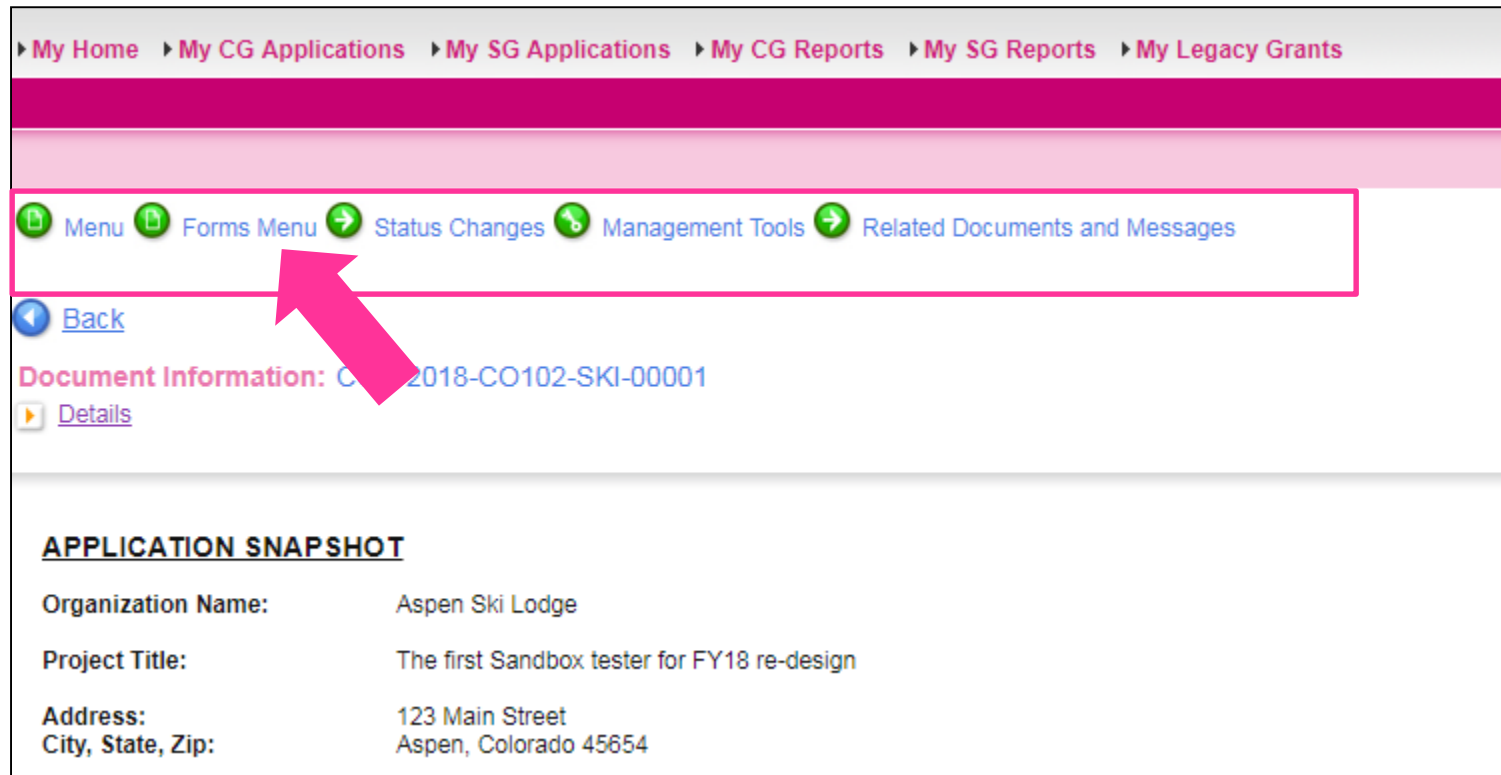
**APPLICATION SNAPSHOT**

<b>Organization Name:</b>	KOMEN Test Org 1
<b>Project Title:</b>	Patient Navigation
<b>Address:</b>	1234 Looney Tunes Way
<b>City, State, Zip:</b>	Dallas, Texas 12345
<b>Project Director:</b>	Daisy Duck
<b>Project Director Email:</b>	ncopple@komen.org
<b>Authorized Signer:</b>	Daffy Duck
<b>Authorized Signer Email:</b>	ncopple@komen.org
<b>Requested Amount:</b>	\$100,000.00
<b>Award Amount:</b>	\$0
<b>Payments Processed:</b>	\$0
<b>Application Status:</b>	Application In Progress

**Related Documents and Status**



# Enhanced Navigation



▶ My Home ▶ My CG Applications ▶ My SG Applications ▶ My CG Reports ▶ My SG Reports ▶ My Legacy Grants

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: C 2018-CO102-SKI-00001

Details

**APPLICATION SNAPSHOT**

Organization Name: Aspen Ski Lodge

Project Title: The first Sandbox tester for FY18 re-design

Address: 123 Main Street  
City, State, Zip: Aspen, Colorado 45654

# Enhanced Navigation

My Home | My CG Applications | My SG Applications | My CG Reports | My SG Reports | My Legacy Grants

My Administration | My Organization(s) | My Profile | Logout

ADD NOTE

Menu | Documents and Messages

Back

Document Info | Details

**APPLICATION**

Organization

Project Title:

Address:  
City, State, Zip

Project Director  
Project Director Email: neoppie@nomen.org

hared.agatesoftware.com/IntelliGrants\_KOMEN\_SandBox/ObjectPage2.aspx?omniD=152084&pgelD=79415

### Forms Menu

Status	Page Name	Note
	CG Application RFA	
<b>Application</b>		
	Project Profile	
	Organization Summary	
	Project <input type="text"/> Abstract	
	Project Narrative	
	Project Target Demographics	
	Project Work Plan - Goal and Objectives	



# Application Pages

- We will now enter the GeMS System and review each page of the application.
- Important Reminders:
  - Always select the Save button before leaving a page.
  - Utilize the navigation links at the bottom of the page.
  - Always refer to the RFA while completing the application.



# Application Submission

## Two-step process

1. Project Director must change the status of the application to “Authorized Signature Required.”
2. Authorized Signer must finalize the submission by changing the status to “Application Submitted.”

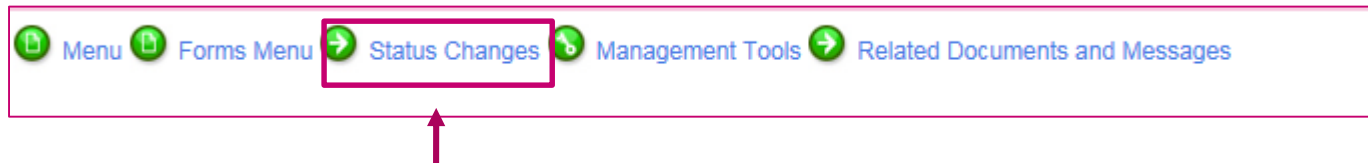


# Application Submission

- Click on “Open My Tasks.”
- Select the application you would like to submit from your task list.

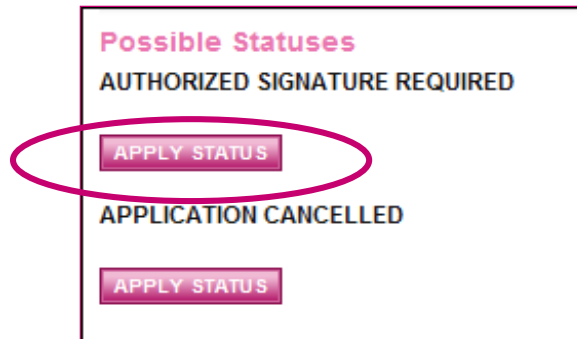
The screenshot displays the Susan G. Komen Project Director interface. At the top, there is a navigation bar with tabs for 'My Home', 'My CG Applications', 'My SG Applications', 'My CG Reports', 'My SG Reports', and 'My Legacy Grants'. Below this is a secondary navigation bar with links for 'My Administration', 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. The main content area features a 'Welcome Daisy' message for a Project Director, with a 'Change My Picture' link. Below the welcome message, there are instructions and a list of tasks: 'Applying for an Opportunity', 'Using System Messages', 'Understanding your Tasks', and 'Managing your awarded grant'. The dashboard is divided into three sections: 'View Available Proposals' (with 1 opportunity available), 'My Inbox' (with 4 new messages), and 'My Tasks' (with 3 new tasks, one critical). The 'OPEN MY TASKS' button in the 'My Tasks' section is circled in red.

# Application Submission



# Application Submission

Click “Apply Status” under the appropriate status.





# Helpful Hints

- Refer to the Request for Applications and additional support tools provided by the Affiliate
- Use the GeMS Manual and follow the directions as written
- Save often!
  - GeMS will log out after 45 minutes of inactivity
- Access to the “Save” button is dependent on status of the application and/or role of the user
- GeMS first-aid kits
- Copy and paste from Word tip
- Project Work Plan Summary
- Print versions



# Contact Information

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komen.** 