

# Course Materials



## GME Navigation Basics

LEA/External Users



ARIZONA DEPARTMENT OF  
**EDUCATION**

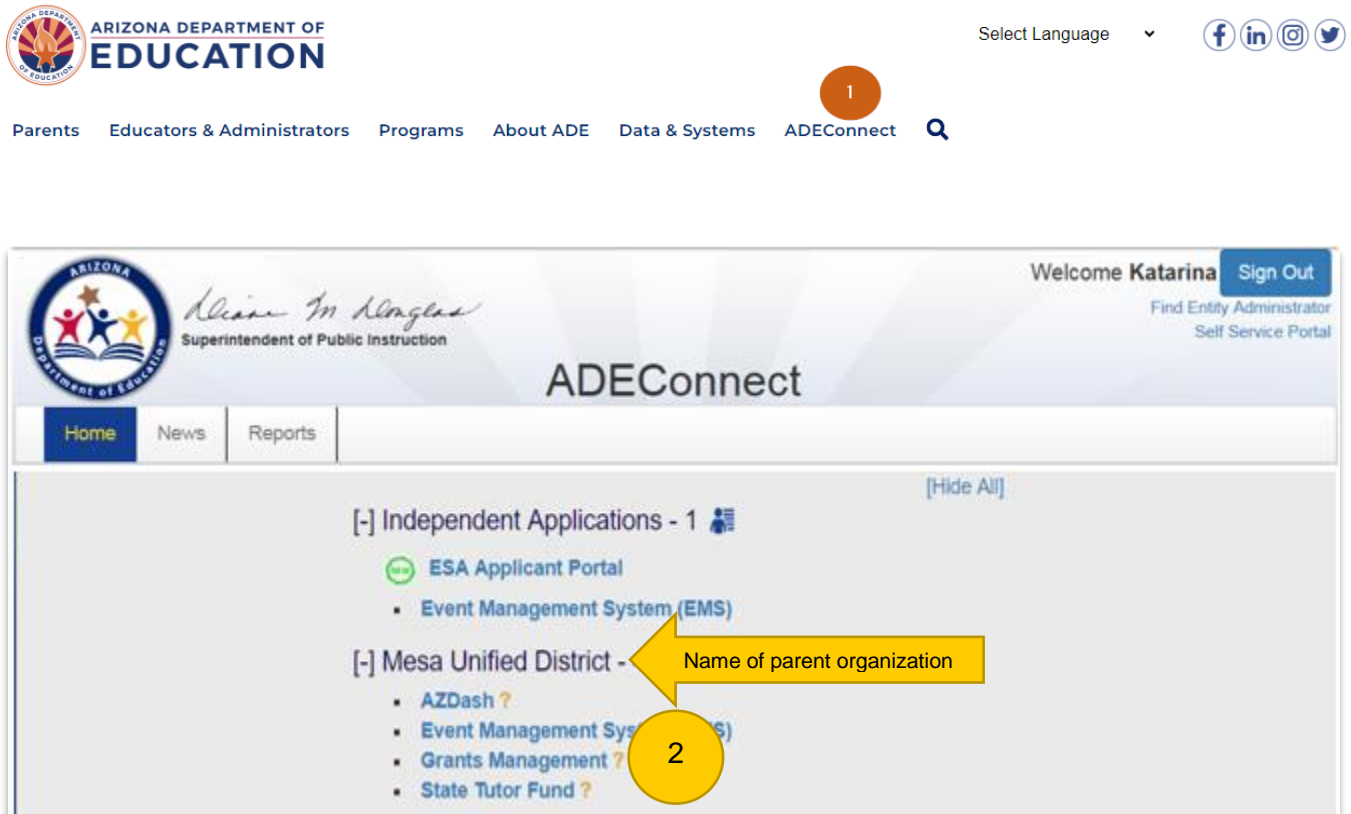
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## Accessing the Grants Management System (GME)

1. To access GME, users must first log into [ADEConnect](#), located within the Arizona Department of Education site (<http://www.azed.gov>).
2. Click on the [Grants Management](#) link under the parent organization.



Note: if users cannot access ADEConnect, they should contact their organization’s Entity Administrator for assistance. If the Entity Administrator is unknown or unavailable, contact Constituent Services at 602.542.3710 or [questions@azed.gov](mailto:questions@azed.gov).

## Accessing your Organization

1. Once logged into GME, select the Organization name (some users may be associated with multiple organizations)
  - a. If you do not see your organization’s name or cannot access the organization, contact the LEA User Access Administrator for the organization.

Associated Organizations	
Organization Number	Organization Name
070204000	<a href="#">Mesa Unified District</a>
070289000	<a href="#">Dysart Unified District</a>
070483000	<a href="#">Cartwright Elementary District</a>

**Entity Information**

Mesa Unified District (070204000) Public District 2

Entity Information	
Organization Name	Mesa Unified District
CTDS	070204000
Entity ID	4235
Organization Type	Public District
Organization Status	OPEN
Indirect Cost Rate	9.51%
Authorized Representative(s)	Byrd, Sarah Daniel, Obrien Martin, Teresa McPherson, Nancy Mulhearn, Pamela Weidinger, Lara
Legal Name	Mesa
Address	Jefferson
City	Phoenix
State	Arizona
Zip Code	85007 8888
Congressional District	01 - First Congressional District
DUNS Number	3536
CCR Expiration Date	2/28/2018
Risk Designation	Medium
General Statement of Assurance Upload Date	4/20/2017
Funding Applications	<a href="#">Funding Applications</a>
Reimbursement Requests	<a href="#">Reimbursement Requests</a>
Interest Administration	<a href="#">Interest Administration</a>

2. Once you select the organization, you'll see the **Entity Information** page, where it provides an overview of the organization's information and includes shortcut links to the [Funding Application](#), [Reimbursement Request](#), and [Interest Administration](#) pages.

## Navigation Menus

The main navigation menu, found on the left side of every page of GME, allows for quick navigation between GME components.

- Hover mouse over menu items to view sub-menus

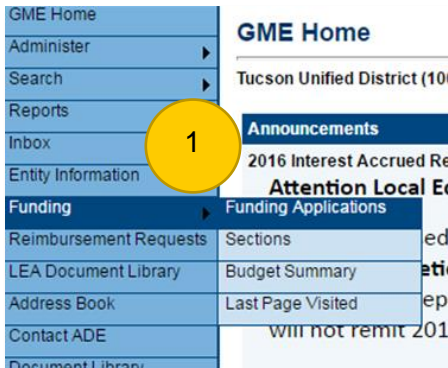
Pages within GME will have a "quick-return" menu option that enables the user to navigate directly to another page without having to utilize the main menu.

- Go To quick return menu is found on pages that cannot be edited or are currently in a status that does not allow editing.
- Save and Go To quick return menu is found on pages that currently in a status that allows editing.
- Hover over the quick return menu and select the page option from sub-menu

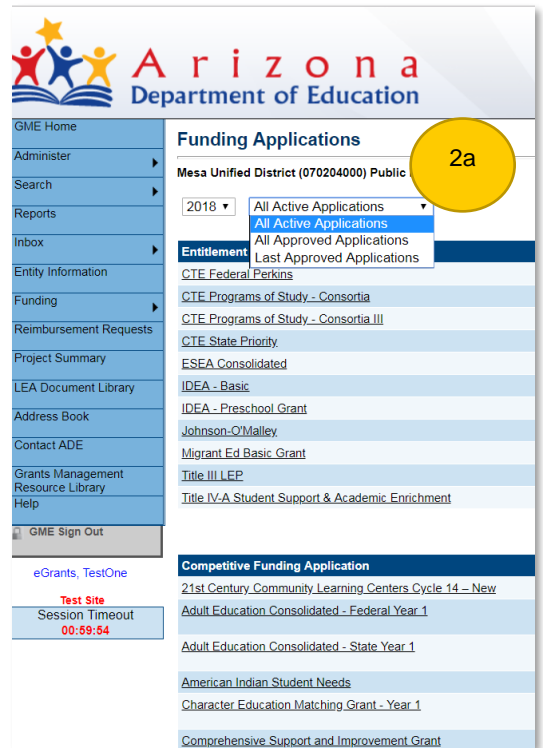
**IMPORTANT:** Be sure to use the quick-return menu to navigate rather than the back and front arrows of your web browser (using those will create “Unexpected Results” error). It is also recommended that you select the [Sections](#) page to return to the main page.

## Finding your Funding Applications

GME enables users to view both current and prior fiscal years’ Funding Applications at any time.

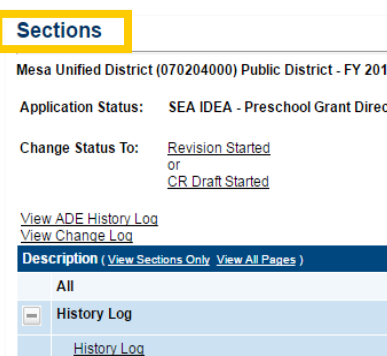
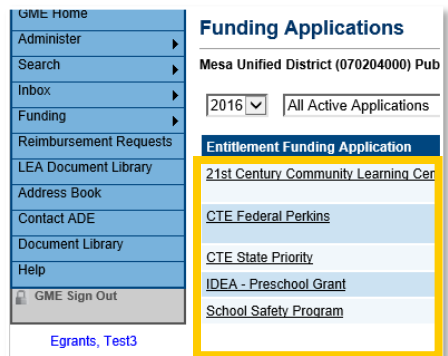


1. From the main navigation menu, hover mouse over [Funding](#) and select [Funding Application](#) from the sub-menu.



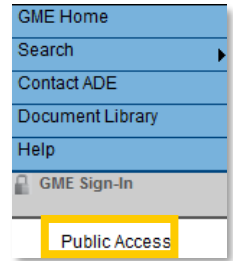
2. Select the desired fiscal year and application filter option on the [Funding Application](#) page.
  - a. Filter options include:
    - i. All Active Applications
    - ii. All Approved Applications
    - iii. Last Approved Application
  - b. To view prior versions or revisions, choose [All Approved Applications](#) or [Last Approved Applications](#)
    - i. After viewing all or last approved applications, return the application filter to [All Active Applications](#) to view the current funding applications that have not yet been submitted and/or approved.

## Accessing a Funding Application



After clicking on the application name on the [Funding Applications](#) page, users will be directed to the [Sections](#) page of that application.

**IMPORTANT:** If **Public Access** rather than the user name is displayed below the main navigation menu, the user is not actively signed into GME and will not be able to view or edit unapproved applications. Click on the **GME Sign-In** to reinitiate session. If access issue persists, contact the LEA User Access Administrator of the organization.



## Sections Page

The Sections page of the Funding Application is the “home base”, as it is the page from which the application activity is launched. It serves three purposes:

1. Displays the funding application’s current status and status change options.
2. Launches user to pages within the funding application.
3. Provides access to validation messages.

**Sections**

Mesa Unified District (070204000) Public District - FY 2018 **Title III LEP - Rev 0**

Application Status: SEA Title III LEP Director Approved **1**

Change Status To: [Revision Started](#) or [CR Draft Started](#)

[View ADE History Log](#)  
[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
<b>History Log</b>		<a href="#">Print</a>
History Log		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<b>Allocations</b>		<a href="#">Print</a>
<a href="#">Allocations</a> <b>2</b>		<a href="#">Print</a>
<b>Title III LEP</b>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Program Details</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<b>Contacts</b>		<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Print</a>

## Navigation Tips for the Sections Page

- Application Status must be changed to [Draft Started](#) or [Revision Started](#) in order to update/edit; click the status link to change the status.
  - Once the Application Status is in [Draft Started](#), the LEA Business Manager can view and edit various pages.
- **LEA Business Manager** and **LEA Authorized Representative** roles are required to edit/approve the funding application.
- Users lacking correct roles will receive a message on the confirmation screen.
- The Sections page can be accessed/viewed in any status by those with the required GME roles; the public can only view the pages of approved funding applications.
- Always use the “quick-return” menu ([Save and Go To](#) or [Go To](#)) from the pages of the Funding Application to quickly navigate to other pages or to return to the home base, i.e. Sections page.



## History Log

### Sections

Vail Unified District (100220000) Public District - FY 2015 - CTE S

Application Status: CR Grants Management Final Approved

Change Status To: [CR Revision Started](#)

[View ADE History Log](#)

[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All

History Log

History Log

[Create Comment](#)

- The History Log maintains transparency by displaying comments related to the system activity, as well as user comments entered by the Program Specialist(s), Grants Management, and External Users.
- Comments entered include system-generated systems, such as application status changes, as well as comments created by the individual users.
- Click on the [History Log](#) link on the Sections page to view all comments related to the Funding Application and Completion Reports (there is a History Log for the Reimbursement Request on the Reimbursement Request Sections page).

- The default view in the History Log displays comments from the most recent version or revision of the Funding Application. To view the entire comment history, click on the [View All Status/Comments](#) link; to return to the default view, click on the [View Current Revision](#) link that will appear in place of the previous link.

### History Log

Vail Unified District (100220000) Public District - FY 2015 - CTE State Priority - Rev 7 - History Log

[Save And Go To](#)

[View All Status/Comments](#)

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	10/14/2015 12:26:06 PM	Stephanie Long	Status changed to 'CR Grants Management Final Approved'.	S
<input type="checkbox"/>	10/14/2015 12:25:44 PM	Stephanie Long	CR approved by SLong. LEA to carryover \$5,112.41 in remaining funds and \$24.74 in interest into the current FY project.	C

## Creating Comments in the History Log

- Any GME system user can create comments that will be permanently displayed in the [History Log](#)
- User-created comments may include, but not limited to:
  - Program Specialist comments relating to applications returned as not approved, requests for organization to take action relating to the [Funding Application](#), [Reimbursement Request](#), or [Completion Report](#), and/or comments regarding actions taken.
- When creating comments, keep in mind:
  - Comments are **public** when application is approved.
  - Comments **cannot** be edited or deleted once they are visible in the [History Log](#).

### Sections

Vail Unified District (100220000) Public District - FY 2015 - CTE S

Application Status: CR Grants Management Final Approved

Change Status To: [CR Revision Started](#)

[View ADE History Log](#)

[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All

History Log

History Log

[Create Comment](#)

### Create Comment

Vail Unified District (100220000) Public District - FY 2018 - C

[Save And Go To](#)

### Create Comment

Comment

Enter comments in narrative box. Hover over Save And Go To & navigate to new page to save comments to History Log

- To create a comment:
  1. Select the [Create Comment](#) link on the Sections page.
  2. Enter the comments in the narrative field.
  3. Hover over the [Save and Go To](#) and select [History Log](#) to view newly created comment



## Emailing Comments

- To email comments to LEA users, after creating comment but **BEFORE** leaving the page, check the **Send Email to GME** contacts box below the Narrative box.

### Create Comment

Vail Unified District (100220000) Public District - FY 2018 - C

Save And Go To

**Create Comment**

Comment

Enter comments in narrative box. Hover over Save And Go To & navigate to new page to save comments to History Log

Send Email to GME Contacts

1

**Available Contact Groups**

LEA Contacts By Funding Application: CTE State Priority Add

LEA Contacts By Role: LEA 2014-2015 Head Start Collaboration Update, LEA 21st Century Community Learning Centers - Continui..., LEA 21st Century Community Learning Centers Cont-Yr3..., LEA 21st Century Community Learning Centers Cont-Yr4...

Other LEA Contacts: County Business Manager Add, Planning Tool Contact

ADE Contacts: Program Specialist Add, Director Add, Completion User Add, CTE State Priority Add, Coursement Request User Add

ADE Miscellaneous Contacts: Sarah Accardi Add, Stacey Alcantar Add, Cara Alexander Add, Elizabeth Allen Add

Additional Recipients: Add

2

- Add recipients using these contact group options, clicking **ADD** after each selection is made:
  - LEA Contacts By Role** – Send to others within your organization by role, such as all users with the role **LEA Business Manager**
  - Other LEA Contacts** – To send to County Business Manager when not sending by specific email address
  - ADE Miscellaneous Contacts** – Select Program Area and Grants Management contacts by name
  - Additional Recipients** – Enter individual email addresses
  - Do **NOT** use the contact group option **ADE Contacts** as this option sends comments to all program area users, not just those associated with a specific grant.

- Review the Recipient Summary to ensure the right individuals were selected.

3

**Recipient Summary**

**Contact Group(s) Selected**

- County Business Manager
- LEA Authorized Representative
- essfunding@azed.gov
- Alice Johnson

## Validation Messages

- Validation messages provide information which allow the user to continue navigating [Funding Applications](#), [Reimbursement Requests](#), and [Completion Reports](#).
- To access the Validation messages, select any of Messages link on the Sections page; choosing the [Messages](#) link on the **All** line enables the user to vie all the validation messages at once.
- There are two types of validation messages:
  - Error**: prevents submission and must be corrected in order to navigate further.

- Warning: points out potential issues, but submission is allowed; be sure to review all warning messages to prevent submission from being returned by the program specialist.

- Click on the **Error/Warning** message directly to be taken to the page where the error/warning has occurred.

**Validation Messages**

Mesa Unified District (070204000) - 2013 - Consolidated - Rev 0

Title I-A

**Budget**  
The Title I-A budget of \$704,500.00 is less than the Adjusted Allocation amount of \$2,040,000.00. Warning

**Building Eligibility**  
Number of Low Income Students for [redacted] has not been entered. Warning  
[redacted] is not eligible for service. **1 Error**

**Plan Relationships**  
An LEA Plan Goal, Strategy, and Fiscal Resource must be defined. Warning

Title I-C

**Budget**  
The Title I-C budget of \$0.00 is less than the Adjusted Allocation amount of \$40,000.00. **2 Warning**

## Reimbursement Requests

**LEA Business Manager** is the only role that can initiate, edit, and approve/submit the Reimbursement Requests. To access the Reimbursement Request:

**GME Home**

Mesa Unified District (070204000) Public District -

Associated Organizations

Organization Number	Organization Name
070204000	Mesa Unified District

**1**

- Once the organization has been selected in GME, select **Reimbursement Requests** under the Main Menu.

- On the Reimbursement Requests page, choose the desired **Fiscal Year** and **Funding Application**.

**Reimbursement Requests**

Mesa Unified District (070204000) Public District - FY 2016

2016 | IDEA - LETRS PD-2

**Grant**

IDEA - LETRS PD-2

**2**

**Project Summary**

Mesa Unified District (070204000) - FY 2016 - 21st CCLC Continuing - Year 4

Project Number
C.F.D.A. Number
Initial Substantially Approved Date
Project End Date
Allocation
Available Budget
Project Status
LEA Hold Status
<a href="#">Create New Reimbursement Request</a>

Amount	Request Period
\$0.00	<a href="#">July 1, 2016</a>
\$31,316.63	<a href="#">June 21, 2016</a>

3a

3b

3. Click on the grant name to navigate to the next step in the process and to be taken to the Project Summary page.
  - a. A new request can be initiated by clicking on the [Create New Reimbursement Request](#) link.
  - b. To access existing request(s), click on the Request Period date link.

**Reimbursement Request Sections Page**

- The [Reimbursement Request Sections](#) page has the same functionality as the [Funding Application Sections](#) page. Users will follow the page links under the [Description](#) heading to complete and submit the Reimbursement Request.
  - Note: Using the [Create Comment](#) function within the [Reimbursement Request](#) does not also enter the comment in the main [History Log](#) (found on the [Funding Application Sections](#) page). Copy and paste comments created on the [History Log](#) of the [Reimbursement Request](#) to the [History Log](#) of the [Funding Application](#).
- Once all the Reimbursement Request components are completed, the LEA Business Manager will then move the request through the status changes to submit to the ADE program area for approval.

**Reimbursement Request Sections**

Mesa Unified District (070204000) - FY 2016 - 21st CCLC Continuing - Year 4

Request Status: **Draft Started**

Change Status To: [Draft Completed](#)  
or  
[Delete Reimbursement Request](#)

Description	Validation
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
<a href="#">Expenditure Details</a>	
<a href="#">Request</a>	<a href="#">Messages</a>
<a href="#">Related Documents</a>	
<a href="#">Assurances</a>	
All	<a href="#">Messages</a>

## Completion Reports

Completion Reports are normally available **after** the project end date; however, any program area can designate an earlier date if it meets the program needs. Contact your program specialist to confirm the Completion Report start dates.

### Sections

Grand Canyon Unified District (030204000) Public District - FY 2014 - IDEA -

Application Status: SEA IDEA - Basic Director Approved

Change Status To: [Revision Started](#)  
or  
[CR Draft Started](#)

To access the Completion Reports, the **LEA Business Manager** must change the status of the approved Funding Application to [CR Draft Started](#).

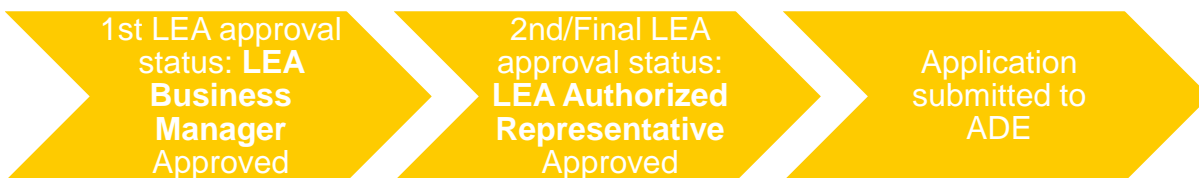
## Navigating Completion Report Sections

- [Completion Report](#) components are found in the grant section of the [Funding Application](#) sections page, as well as a separate section which contains [the Completion Report Adjustment](#) page.
- Completion Reports follow the same access and validation rules as Funding Application and Reimbursement Requests.
- Successful Completion Report navigation requires that the user completes the [Completion Report](#) page and all **CR** components in the grant section before finalizing year-end fiscal data on the Completion Report Adjustments page.
  - For detailed instruction on the Completion Report process for organizations, see the Completion Report Quick Reference Guide located in the Grants Management Resource Library, under the folder, GME User Resource/Training.
- Once all Completion Report components are completed, the LEA Business Manager will then return to the Funding Application sections page and move through the status changes to submit.

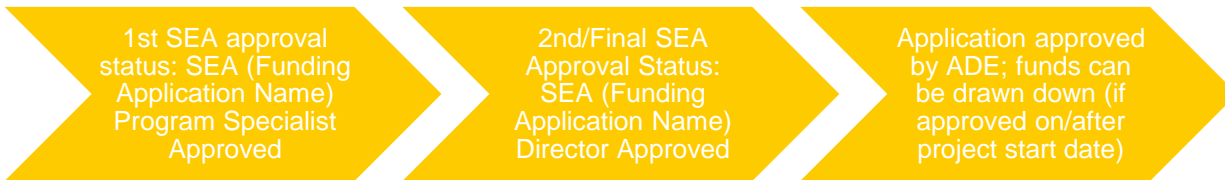


## Navigating the Approval Process

### Funding Application [LEA Approval](#)



SEA Approval

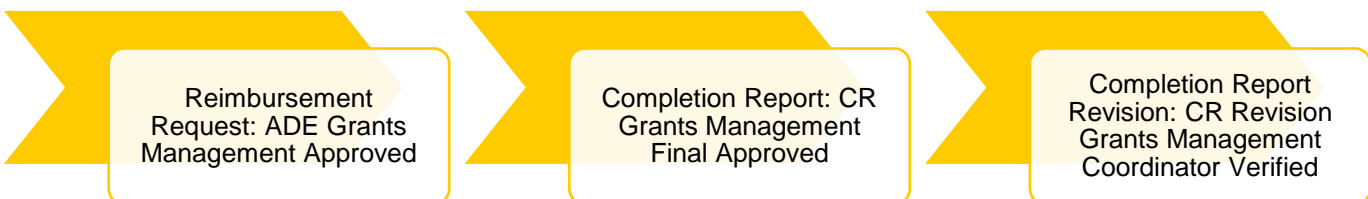


Reimbursement Request and Completion Reports

LEA Approval



SEA Approval



**General Statement of Assurances (GSA)**

The General Statement of Assurances (GSA) is required each year for a Funding Application to be approved. GSA ensures the organization has current information SAM.gov Core Data page, which includes the organization's UEI Number and CCR Expiration Date.

Once the organization is selected in GME, to access GSA select [General Statement of Assurances](#) link on the [Entity Information](#) page.

Entity Information	
Organization Name	
CTDS	
Entity ID	
Organization Type	
Organization Status	OPEN
Indirect Cost Rate	3.68%
Authorized Representative(s)	Cadena, Susan Daley, Douglas Howe, Wendi Lacher, Dawn Mattinen, Jacqueline mccarron, debbie Mills, Valerie
Legal Name	
Address	140 S GILBERT RD
City	GILBERT
State	AZ
Zip Code	852961016
Congressional District	05 - Fifth Congressional District
DUNS Number	093656569
CCR Expiration Date	12/5/2018
Risk Designation	Medium
General Statement of Assurance Upload Date	5/3/2017
Funding Applications	<a href="#">Funding Applications</a>
Reimbursement Requests	<a href="#">Reimbursement Requests</a>
Entity History	<a href="#">Entity History</a>
Entity Hold Administration	<a href="#">Entity Hold Administration</a>
Interest Administration	<a href="#">Interest Administration</a>
General Statement of Assurances	<a href="#">General Statement of Assurances</a>

The **LEA General Statement of Assurance Update** must change the status of the General Statement of Assurances to [General Statement of Assurance Draft Started](#) to initiate the GSA. Once the GSA is completed, the **LEA Entity Authorized Signer** will then review, approve, and submit it to ADE.

Note: the **LEA Entity Authorized Signer** must be the authorized signer for the organization.

## Indirect Cost Rate Request

Organization can request an Indirect Cost rate each year through the [Indirect Cost](#) link, located on the [Entity Information](#) page.

Entity Information	
Organization Name	
CTDS	
Entity ID	
Organization Type	
Organization Status	
Indirect Cost Rate	
Authorized Representative(s)	
Legal Name	
Address	
City	
State	AZ
Zip Code	864018917
Congressional District	04 - Fourth Congressional District
DUNS Number	109732912
CCR Expiration Date	1/29/2019
Risk Designation	Low
General Statement of Assurance Upload Date	4/28/2017
Funding Applications	<a href="#">Funding Applications</a>
Reimbursement Requests	<a href="#">Reimbursement Requests</a>
Entity History	<a href="#">Entity History</a>
Entity Hold Administration	<a href="#">Entity Hold Administration</a>
Interest Administration	<a href="#">Interest Administration</a>
General Statement of Assurances	<a href="#">General Statement of Assurances</a>
Indirect Cost	<a href="#">Indirect Cost</a>
Project Summary	<a href="#">Project Summary</a>



The **LEA Indirect Cost Request Update** is the only role that can initiate, edit, and submit the Indirect Cost Request. This user must change the status of the Indirect Cost to [Indirect Cost Request Draft Started](#) to initiate the Indirect Cost.

## GME Navigation FAQs

Q: How do I know who has what role?

A: When you select the Address Book on the main navigation menu (once you have selected your organization), it will list the users and their roles. If you select the View All District Contacts link, the list is reorganized by user name and what roles they have.

Name	Role
<a href="#">Egrants_Test4</a>	LEA Business Manager LEA Authorized Representative User Access Administrator
<a href="#">Public_John</a>	LEA Business Manager LEA Authorized Representative User Access Administrator

Q: Do I always have to return to the main menu to navigate?

A: The “quick-return” menu ([Save and Go To](#) or [Go To](#)) allows users to easily access GME pages without having to return to the main menu.

Q: What does it mean when I receive an error message when I try to go back to the previous page?

A: GME requires that users navigate the system using specific actions and will display a message when those actions are not utilized. In most cases, this error occurs when users use the web browser arrow buttons and/or the users have double-clicked on the page. Always use the main menu or the “quick-return” and only single click within GME.

Q: What does “Unexpected results” message mean?

A: Occasionally a system error occurs due to unknown origin. To correct this issue, it often helps to sign out of GME and clear the browser history (including cookies and cache); restarting the computer may also be an option. If error message persists, contact Grants Management at 602.542.3901 or <https://helpdeskexternal.azed.gov>.

Q: How do I print my application?

A: From the [Sections](#) page, click on the desired [Print](#) link; for speedier printing, choose individual links rather than the link on the **All** line.

- Large print jobs will queue to the Grants Management Resource Library
- Print Requests will be available at the top of the Grants Management Resource Library page once GME has completed the process.
- Click on the desired document under the Print Request Name; keep in mind that print requests expire after 5 days.
- For additional details, check out the Quick Reference Guide\_Printing in GME located in the Grants Management Resource Library under the GME User Reference Guides.



## Need Assistance?

<b>Grants Management System (GME)</b>	<b>Help Desk Support Ticket</b>
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	<a href="https://helpdeskeexternal.azed.gov">https://helpdeskeexternal.azed.gov</a>