

# GME Navigation Basics Overview



LEA/External Users



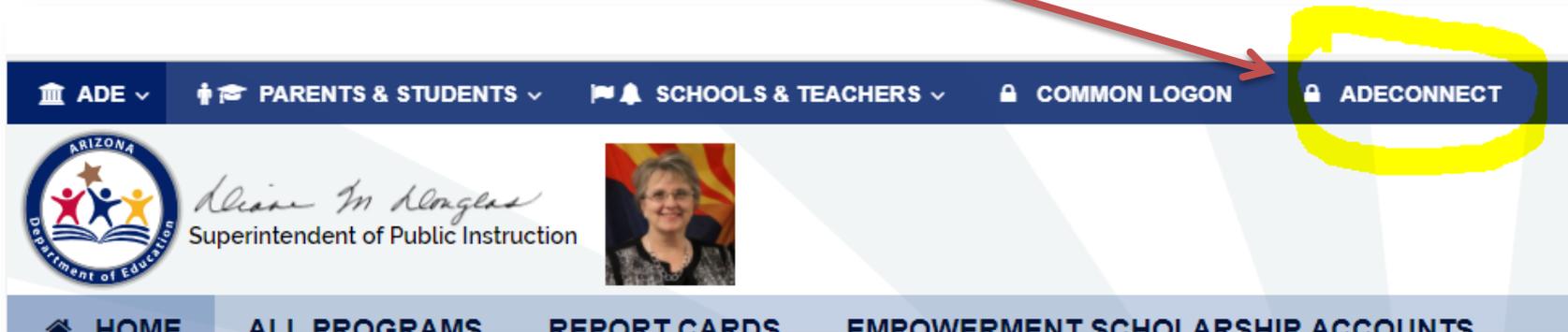
# What is covered in this overview?





# Accessing the Grants Management System

1. Log into the **ADEConnect** portal found at <http://www.azed.gov/>



Unable to access **ADEConnect**?  Contact your organization's **Entity Administrator** or **ADESupport** at **602.542.7378**

# Accessing the Grants Management System

## 2. Click on Grants Management

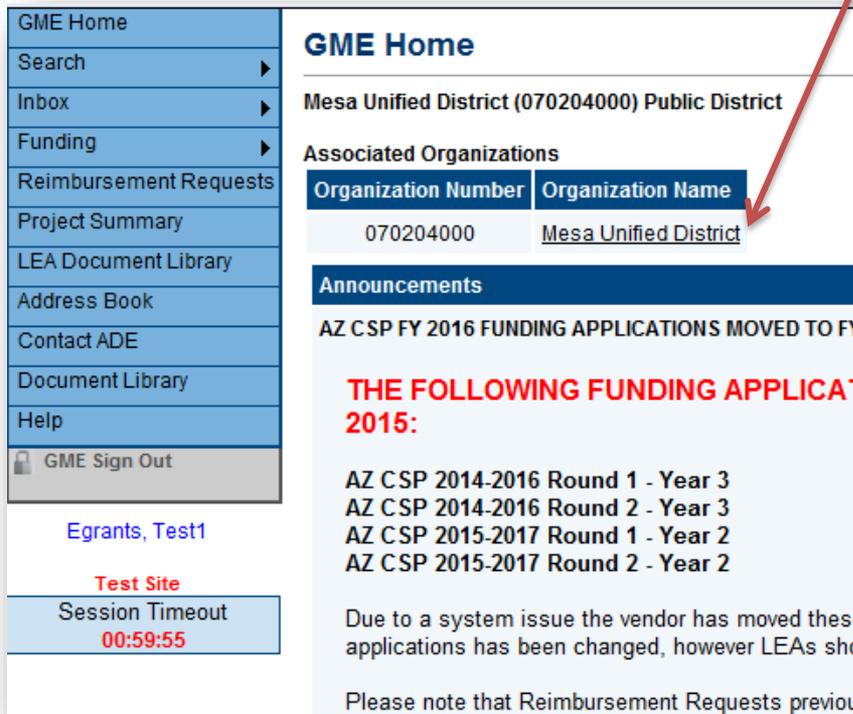


The screenshot shows the ADEConnect website. At the top left is the Arizona Department of Education logo and the signature of Allison M. Douglas, Superintendent of Public Instruction. At the top right, it says 'Welcome Katarina' with a 'Sign Out' button and links for 'Find Entity Administrator' and 'Self Service Portal'. The main header is 'ADEConnect'. Below the header is a navigation bar with 'Home' and 'News'. The main content area has a central menu with '[-] Arizona Department of Education - 79275' and '[-] Independent Applications - 1'. Under the Arizona Department of Education link, there are two sub-links: 'Event Management System (EMS)' and 'Grants Management ?'. A red arrow points from the 'Grants Management ?' link in this central menu to the 'Grants Management ?' link in the 'New Applications' sidebar on the right. The sidebar also contains '[-] ESA Applicant Portal' and '[-] Event Management System (EMS)'. There is also a '[Hide All]' link near the top right of the main content area.

## 3. Sign in with your organizational account to access GME

# Accessing Your Organization

After logging in, select the Organization name you wish to work within



The screenshot shows the GME Home interface. On the left is a navigation menu with items like 'GME Home', 'Search', 'Inbox', 'Funding', 'Reimbursement Requests', 'Project Summary', 'LEA Document Library', 'Address Book', 'Contact ADE', 'Document Library', 'Help', and 'GME Sign Out'. The main content area is titled 'GME Home' and shows 'Mesa Unified District (070204000) Public District'. Below this is a table of 'Associated Organizations' with columns 'Organization Number' and 'Organization Name'. The first row shows '070204000' and 'Mesa Unified District', which is highlighted with a blue background and a red arrow pointing to it. Below the table are 'Announcements' regarding funding applications.

Organization Number	Organization Name
070204000	Mesa Unified District

If you do not see the desired Organization listed, contact the organization's assigned  
**GME  
LEA User Access  
Administrator**

Users associated with multiple organizations will see a list of all associated names

# *Entity Information*

# Entity Information Page

Provides an overview of LEA information

Entity Information	
Organization Name	
CTDS	
Entity ID	
Organization Type	
Organization Status	
Indirect Cost Rate	
Authorized Representative(s)	
Legal Name	
Address	
City	
State	
Zip Code	
Congressional District	
DUNS Number	
CCR Expiration Date	
Risk Designation	
General Statement of Assurance Upload Date	
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>
Self-Assessment	<a href="#">Self-Assessment</a>
Project Summary	<a href="#">Project Summary</a>

Shortcut links take user directly to the **Funding Application, Reimbursement Request, Entity History, General Statement of Assurances, Indirect Cost, Self-Assessment, and Project Summary** pages.

***How do I access the  
Project Summary &  
Planning Tool?***

# Project Summary

GME Home	<h2>Entity Information</h2> <p><b>Catalina Foothills Unified District (100216000) Public District</b></p> <table border="1"> <thead> <tr> <th colspan="2">Entity Information</th> </tr> </thead> <tbody> <tr><td>Organization Name</td><td>Catalina Foothills Unified District</td></tr> <tr><td>CTDS</td><td></td></tr> <tr><td>Entity ID</td><td></td></tr> <tr><td>Organization Type</td><td></td></tr> <tr><td>Organization Status</td><td></td></tr> <tr><td>Indirect Cost Rate</td><td></td></tr> <tr><td>Authorized Representative(s)</td><td></td></tr> <tr><td>Legal Name</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>City</td><td></td></tr> <tr><td>State</td><td></td></tr> <tr><td>Zip Code</td><td></td></tr> <tr><td>Congressional District</td><td></td></tr> <tr><td>DUNS Number</td><td></td></tr> <tr><td>CCR Expiration Date</td><td></td></tr> <tr><td>Risk Designation</td><td></td></tr> <tr><td>General Statement of Assurance Upload Date</td><td></td></tr> <tr><td>Funding Applications</td><td></td></tr> <tr><td>Reimbursement Requests</td><td></td></tr> <tr><td>Entity History</td><td></td></tr> <tr><td>Entity Hold Administration</td><td></td></tr> <tr><td>Interest Administration</td><td></td></tr> <tr><td>General Statement of Assurances</td><td><a href="#">General Statement of Assurances</a></td></tr> <tr><td>Indirect Cost</td><td><a href="#">Indirect Costs</a></td></tr> <tr><td>Self-Assessment</td><td><a href="#">Self-Assessment</a></td></tr> <tr><td>Project Summary</td><td><a href="#">Project Summary</a></td></tr> </tbody> </table>	Entity Information		Organization Name	Catalina Foothills Unified District	CTDS		Entity ID		Organization Type		Organization Status		Indirect Cost Rate		Authorized Representative(s)		Legal Name		Address		City		State		Zip Code		Congressional District		DUNS Number		CCR Expiration Date		Risk Designation		General Statement of Assurance Upload Date		Funding Applications		Reimbursement Requests		Entity History		Entity Hold Administration		Interest Administration		General Statement of Assurances	<a href="#">General Statement of Assurances</a>	Indirect Cost	<a href="#">Indirect Costs</a>	Self-Assessment	<a href="#">Self-Assessment</a>	Project Summary	<a href="#">Project Summary</a>
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Contact ADE																																																							
Grants Management Resource Library																																																							
Help																																																							
GME Sign Out																																																							

Broos, Susy

**Production**  
Session Timeout  
**00:45:39**

The Project Summary can be found in two places:

- The Entity Information page
- The Main Menu

## Project Summary

Catalina Foothills Unified District (100216000) Public District - FY 2019

Fiscal Year:

Funding Application:

Status:

[\[Download Data\]](#)

Project Number	Grant	Allocation Amount	Budget Amount	Revision Number	Print Version
<a href="#">18FCTDBG-811425-08A</a>	CTE Federal Perkins	\$42,485.10	\$42,485.10	4	<a href="#">View</a>
<a href="#">18SCTDPP-811425-07A</a>	CTE State Priority	\$76,573.27	\$76,573.27	6	<a href="#">View</a>
<a href="#">18FT1TTI-811425-01A</a>	Title I LEA	\$249,917.59	\$249,917.59	2	<a href="#">View</a>
<a href="#">18FT1TII-811425-03A</a>	Title II Improving Teacher Quality	\$90,663.18	\$90,663.18	2	<a href="#">View</a>
<a href="#">18FESCBG-811425-09A</a>	IDEA - Basic	\$949,610.92	\$949,610.92	4	<a href="#">View</a>
<a href="#">18FECCBP-811425-37A</a>	IDEA - Preschool Grant	\$12,658.06	\$12,658.06	3	<a href="#">View</a>
<a href="#">18SELSEB-811425-65A</a>	SEI Budget	\$19,207.57	\$19,207.57	1	<a href="#">View</a>
<a href="#">18FELLEP-811425-10A</a>	Title III LEP	\$25,704.95	\$25,704.95	3	<a href="#">View</a>

Within the Project Summary, you have the option to filter based on the Fiscal Year, Funding Application, and Status.

# Planning Tool

GME Home	<b>Entity Information</b>
Administer	Mesa Unified District (070204000)
Search	
Reports	Organization Name
Inbox	CTDS
Entity Information	Entity ID
	Organization Type
<b>Planning</b>	<b>Integrated Action Plan</b>
Funding	Last Page Visited
Reimbursement Requests	Program Tags
Project Summary	Address
LEA Document Library	City
Address Book	State
Contact ADE	Zip Code
Grants Management	Congressional District
Resource Library	DUNS Number
Help	CCR Expiration Date
	Risk Designation
	General Statement of As
	Funding Applications
	Reimbursement Request
	Entity History

## LEA and School Planning

Mesa Unified District (070204000) Public District - FY 2020 -

2020 Active

**LEA Integrated Action Plan (LIAP)**

[Mesa Unified District \(070204000\) - LEA Integrated Action Plan \(LIAP\)](#)

**School Integrated Action Plan (SIAP)**

All

[Adams Elementary School \(070204101\) - School Integrated Action Plan \(SIAP\)](#)

[Adobe Adventist \(SRNPS48\) - School Integrated Action Plan \(SIAP\)](#)

[Alma Elementary School \(070204102\) - School Integrated Action Plan \(SIAP\)](#)

[Bridges Pre-school \(K\) \(SRNPS1141\) - School Integrated Action Plan \(SIAP\)](#)

[Brimhall Junior High School \(070204261\) - School Integrated Action Plan \(SIAP\)](#)

[Brinton Elementary \(070204156\) - School Integrated Action Plan \(SIAP\)](#)

[Bush Elementary \(070204149\) - School Integrated Action Plan \(SIAP\)](#)

[Carson Junior High School \(070204252\) - School Integrated Action Plan \(SIAP\)](#)

[Christ the King \(SRNPS4\) - School Integrated Action Plan \(SIAP\)](#)

[Crismon Elementary School \(070204133\) - School Integrated Action Plan \(SIAP\)](#)

[Crossroads \(070204282\) - School Integrated Action Plan \(SIAP\)](#)

[Desert Shadows Montessori \(SRNPS423\) - School Integrated Action Plan \(SIAP\)](#)

[Desert Shadows Montessori \(SRNPS423\) - School Integrated Action Plan \(SIAP\)](#)

The Planning Tool can be accessed via the Main Menu by hovering over Planning and selecting Integrated Action Plan.

Change the Fiscal Year to 2020 and you'll see a link to the LIAP and SIAP.

***How do I access the  
General Statement of  
Assurance (GSA), the  
Indirect Cost Rate  
Request, and Self-  
Assessment?***

# GSA, Indirect Cost, and Self Assessment Location



Entity Information	
Organization Name	
CTDS	
Entity ID	
Organization Type	
Organization Status	
Indirect Cost Rate	
Authorized Representative(s)	
Legal Name	
Address	
City	
State	
Zip Code	
Congressional District	
DUNS Number	
CCR Expiration Date	
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Self-Assessment	<a href="#">Self-Assessment</a>
Project Summary	<a href="#">Project Summary</a>

From the Entity Information page, select the General Statement of Assurances link to access the GSA, the Indirect Cost link to access the Indirect Cost Rate Request, or the Self-Assessment link to access the Self-Assessment.

# GSA, Indirect Cost, & Self Assessment Location



Status: Indirect Cost Request Not Started

Change Status To: [Indirect Cost Request Started](#)

To edit the Indirect Cost Rate Request, select the Indirect Cost Request Started

To edit the GSA, select the General Statement of Assurance Draft Started.

Plan Status: General Statement of Assurance Not Started

Change Status To: [General Statement of Assurance Draft Started](#)

Status: Self Assessment Not Started

Change Status To: [Self Assessment Started](#)

To start the Self Assessment, select the Self Assessment Started.

# Navigating General Statement of Assurances Sections

Users will need to complete the following sections:

- General Statement of Assurances
- SAM.gov (CCR) Registration
- IDEA Assurances\*\*
- Related Documents

\*\* Even though the IDEA Assurances may not apply to your organization, this section will need to be completed.

All
<input type="checkbox"/> History Log
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<input type="checkbox"/> General Statement of Assurances
<a href="#">General Statement of Assurances</a>
<a href="#">SAM.gov (CCR) Registration</a>
<a href="#">IDEA Assurances</a>
<a href="#">Related Documents</a>
<a href="#">Checklist</a>
All

# Navigating the Indirect Cost Sections

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
	All
<input type="checkbox"/>	<b>History Log</b>
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/>	<b>Indirect Cost</b>
	<a href="#">Data Sheet</a>
	<a href="#">Related Documents</a>
	<a href="#">SEA Checklist</a>
	All

Users will need to complete the Data Sheet only to request an Indirect Cost Rate.

# Navigating the Self Assessment Sections

[View ADE History Log](#)

[View Change Log](#)

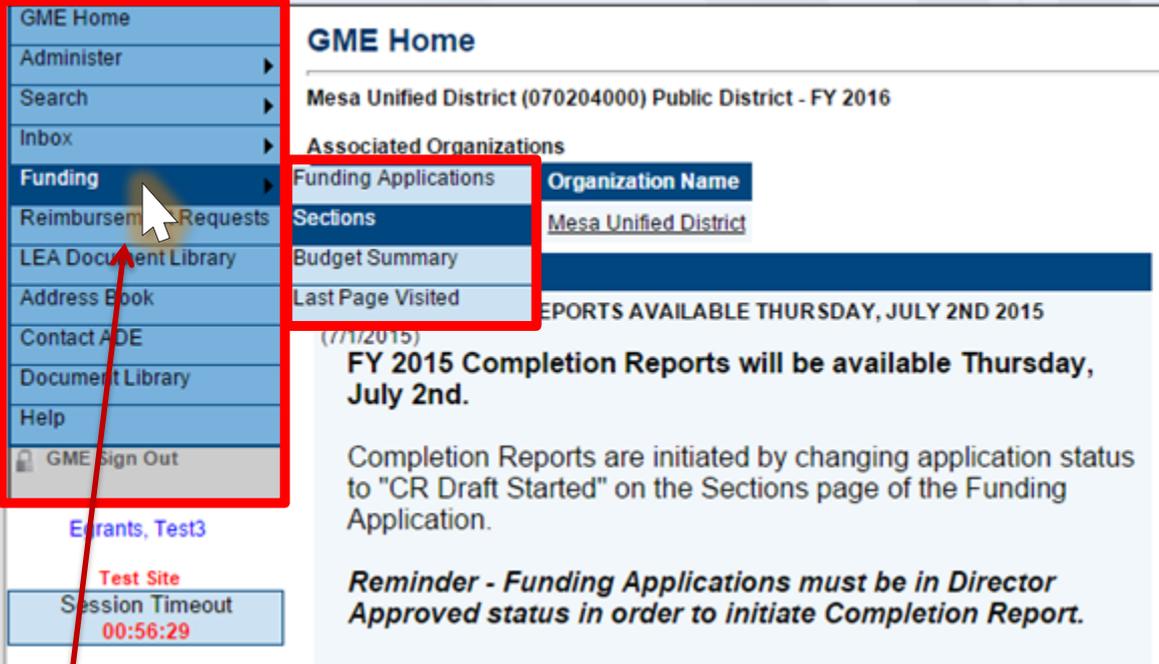
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
<input type="checkbox"/>	<b>History Log</b>
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/>	<b>Self Assessment</b>
	<a href="#">General Information</a>
	<a href="#">Section 1. Standards for Financial and Program Management (§§ 200.300 - 200.309)</a>
	<a href="#">Section 2. Cost Principles (§§ 200.402 - 200.411 - §§ 200.418 - 200.419 - §§ 200.420 - 200.475)</a>
	<a href="#">Section 3. Internal Controls and Time and Effort</a>
	<a href="#">Section 4. Grants Management Compliance</a>
All	

Users will need to complete Sections 1 – 4 to submit the Self Assessment; the General Information page requires no action, but should be reviewed as it provides the purpose and instructions of the Self Assessment.

# *How do I access the Funding Application?*

# Navigation Menu

Left menu allows for quick navigation between GME components

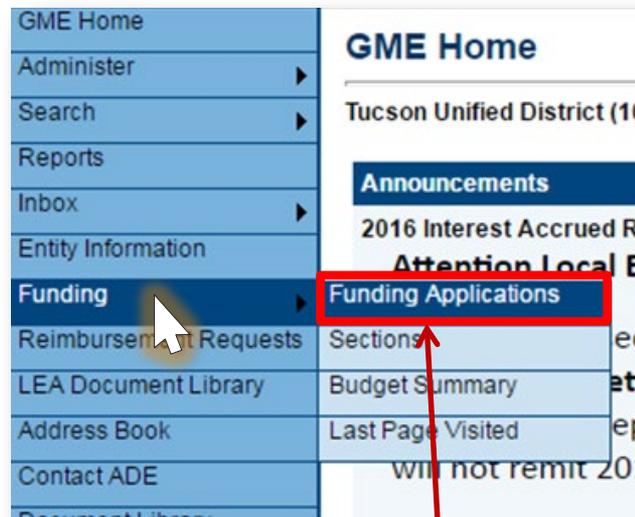


The screenshot shows the GME Home page. On the left is a navigation menu with the following items: GME Home, Administer, Search, Inbox, Funding, Reimbursement Requests, LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The 'Funding' item is highlighted in blue and expanded to show sub-menus: Funding Applications, Sections, and Budget Summary. A mouse cursor is hovering over the 'Funding' item. A red box highlights the 'Funding' item and its sub-menus. A red arrow points from the text below to the 'Funding' item. The main content area displays the following information: GME Home, Mesa Unified District (070204000) Public District - FY 2016, Associated Organizations, Funding Applications, Organization Name, Mesa Unified District, Sections, Budget Summary, Last Page Visited, REPORTS AVAILABLE THURSDAY, JULY 2ND 2015 (7/1/2015), FY 2015 Completion Reports will be available Thursday, July 2nd. Completion Reports are initiated by changing application status to "CR Draft Started" on the Sections page of the Funding Application. Reminder - Funding Applications must be in Director Approved status in order to initiate Completion Report.

Hover mouse over menu items to view sub menus

# Finding Your Funding Applications

GME users can view both current and prior years' **Funding Applications**



From the main navigation menu, hover mouse over **Funding** and select **Funding Applications**

# Finding Your Funding Applications

## Funding Applications

Mesa Unified District (070204000) Public District - FY 2016

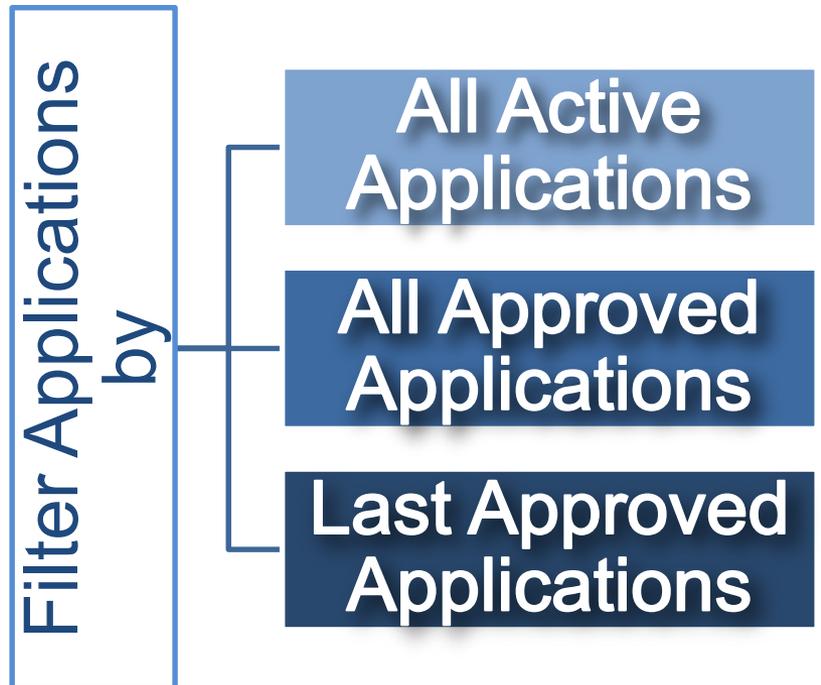
2016 ▾ All Active Applications ▾

Entitlement Funding Application
<a href="#">21st Century Community Learning Centers Cont-Yr4</a>
<a href="#">CTE Federal Perkins</a>
<a href="#">CTE State Priority</a>
<a href="#">School Safety Program</a>

Competitive Funding Application
<a href="#">21st Century Community Learning Centers Cycle 13 – New</a>
<a href="#">American Indian Student Needs</a>
<a href="#">Arizona MSP Mini Grants</a>
<a href="#">Character Education Matching Grant</a>
<a href="#">Fresh Fruit and Vegetable Program - Period 2</a>
<a href="#">Fresh Fruit and Vegetable Program - Period 1</a>
<a href="#">IDEA - Charter School Expansion Act</a>
<a href="#">IDEA - Emergency</a>
<a href="#">IDEA - High Cost Child</a>

Choose the correct fiscal year and application status



# Accessing a Funding Application

**Funding Applications**

Mesa Unified District (070204000) Public District - FY 2016

2016 All Active Applications

**Entitlement Funding Application**

[21st Century Community Learning Centers Cont-Yr4](#)

[CTE Federal Perkins](#)

[CTE State Priority](#)

**IDEA - Preschool Grant**

[School Safety Program](#)

**Competitive Funding Application**

[21st Century Community Learning Centers Cycle 13 - New](#)

[American Indian Student Needs](#)

[Arizona MSP Mini Grants](#)

Click on **Funding Application** name to access application

GME Home

Search

Contact ADE

Document Library

Help

GME Sign-In

**Public Access**

Production



If “Public Access” (rather than the user name) is displayed, the user is not actively signed into GME

# Funding Application Sections Page

**Sections**

Mesa Unified District (070204000) Public District - FY 2016 - CTE State Priority - Rev 0

Application Status: SEA CTE State Priority Director Approved

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

**Sections Page**

Displays current status & status change options

Launches user to pages within Funding Application

Provides access to Validation Messages

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
<input type="checkbox"/> CTE State Priority	<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>
<input type="checkbox"/> Contacts		<a href="#">Print</a>

# Sections Page

## Navigation Tips

Application Status must be changed to **Draft Started** or **Revision Started** to update/edit; click status link to change status

**LEA Business Manager** and **LEA Authorized Representative** roles are required to edit/approve application

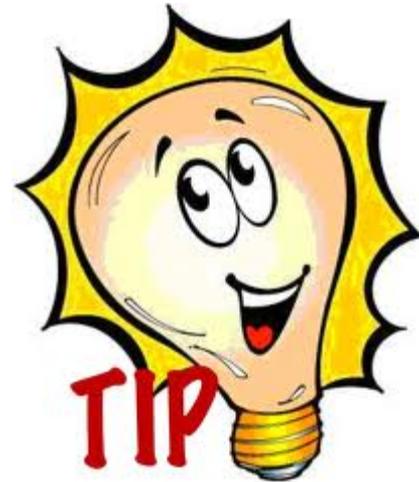
Users lacking correct roles will receive message on confirmation screen

### Sections

Mesa Unified District (070204000) Public District - FY 2016 - IDEA - Basic - Rev 0

Application Status: Not Started

Change Status To: Draft Started



# Accessing Application Pages

## Sections

Mesa Unified District (070204000) Public District - FY 2016 - IDEA - RI

Application Status: **Draft Started**

Change Status To: Draft Completed

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

All

**History Log**

[History Log](#)

[Create Comment](#)

**Allocations**

[Allocations](#)

**Contacts**

[Contacts](#)

**IDEA - RDA Implementation**

[Budget](#)

[Budget Overview](#)

[Program Details](#)

[Related Documents](#)

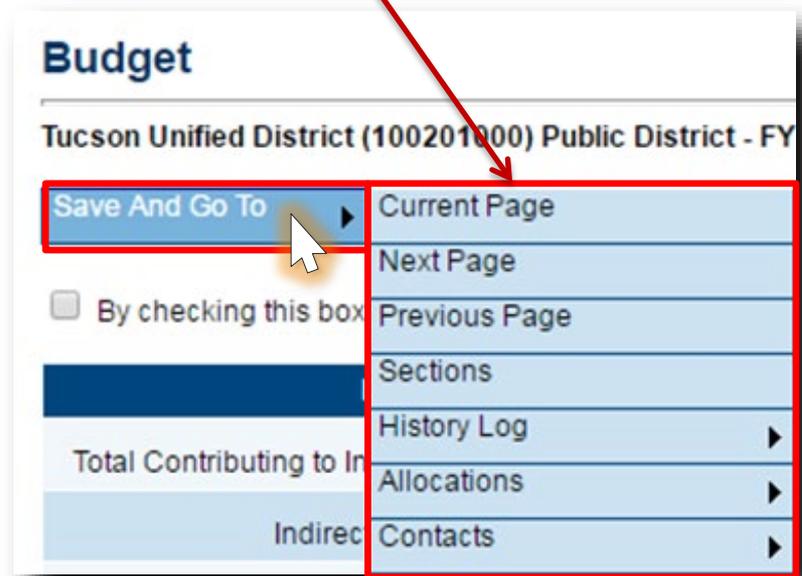
## Fast Facts

Pages of unapproved applications can be accessed/viewed only by those with required GME roles

Click any active page link to access page or Section of Funding Application

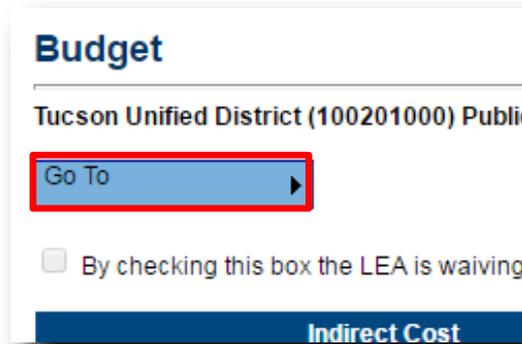
# “Quick-Return” Navigation Menus

Hover mouse over quick-return menu, then select page option from sub-menu

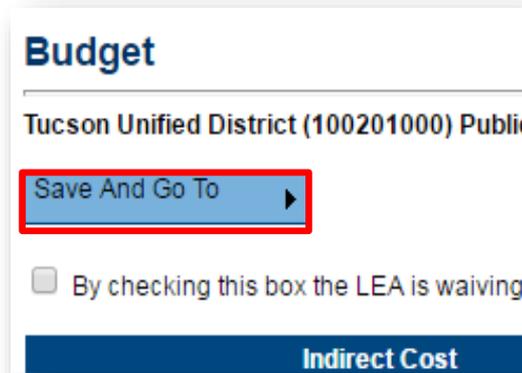


# “Quick-Return” Navigation Menus

Quick-return menus allow direct navigation within pages without having to utilize the main menu



**Budget**  
Tucson Unified District (100201000) Public  
**Go To** ▶  
 By checking this box the LEA is waiving  
**Indirect Cost**

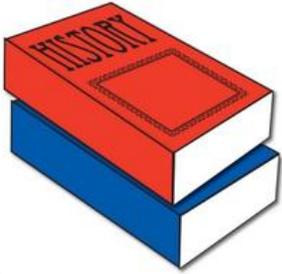


**Budget**  
Tucson Unified District (100201000) Public  
**Save And Go To** ▶  
 By checking this box the LEA is waiving  
**Indirect Cost**

Quick-Return Types

“Go To” – Found on pages that cannot be edited

“Save and Go To” – Found on pages in a status that allows editing



# History Log & Create Comments



GME Home  
Administer  
Search  
Reports  
Inbox  
Funding  
Reimbursement Requests  
LEA Document Library  
Address Book  
Contact ADE  
Document Library  
Help  
GME Sign Out

Long, Stephanie

### Sections

Acorn Montessori Charter School (138760000) Charter District - FY 2015 - ESEA Co

Application Status: LEA Authorized Representative Approved

Change Status To: [SEA ESEA Consolidated Program Specialist Approved](#)  
or  
[SEA ESEA Consolidated Program Specialist Not Approved](#)

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

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

All
<input checked="" type="checkbox"/> History Log
<a href="#">History Log</a>
<a href="#">Create Comment</a>

## Fast Facts

Displays both system generated and user created comments

Both applicant and ADE can enter comments

Comments are public when application is approved

Comments cannot be edited or deleted

# Validation Messages

## Sections

Grand Canyon Unified District (030204000) Public District - FY 2017 - CTE State Priority - Rev 3

Application Status: CR Grants Management Final Approved

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

[View ADE History Log](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation
All	<a href="#">Messages</a>

Check Validation Messages



Validation Messages provide information which allow user to continue navigating **Funding Applications, Reimbursement Requests, and Completion Reports**

# Validation Messages Page

## Validation Messages

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 \_\_\_\_\_ has not been entered. Warning

\_\_\_\_\_ is not eligible for service. **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. **Warning**

## Validation Messages



**Error** message prevents submission of application



**Warning** message points out potential issues, but allows submission

Clicking on validation message link takes user directly to page with error or warning

# *Where is the Completion Report?*

# Completion Report Location



Completion Reports are accessed by changing the approved Funding Application status to **CR Draft Started**

**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](#)

Completion Reports are only available after the project end date; start dates are determined by the Program Area

# Navigating Completion Report Sections

Completion Reports components are found in the Grant section of the Funding Application Sections page



The screenshot shows a web application menu for 'IDEA - Basic'. The menu items are listed in a light blue background with a white border. A red box highlights the first four items: 'Completion Report', 'CR Detailed Expenditure Reporting', 'CR Program Details', and 'CR Related Documents'. Another red box highlights the last two items: 'Completion Report' and 'Completion Report Adjustments'. A red arrow points from the text box on the left to the first red box.

<input type="checkbox"/>	IDEA - Basic
	<u>Completion Report</u>
	<u>CR Detailed Expenditure Reporting</u>
	<u>CR Program Details</u>
	<u>CR Related Documents</u>
	<u>Budget</u>
	<u>Budget Overview</u>
	<u>Program Details</u>
	<u>Related Documents</u>
<input type="checkbox"/>	Completion Report
	<u>Completion Report Adjustments</u>

Completion Reports utilize the same access and validation rules as the Funding Application and Reimbursement Requests

# Navigating Completion Report Sections



Users should complete **Completion Report** page and all “CR” components before finalizing fiscal data on the [Completion Report Adjustments](#) page

[-]	IDEA - Basic
	<u>Completion Report</u>
	<u>CR Detailed Expenditure Reporting</u>
	<u>CR Program Details</u>
	<u>CR Related Documents</u>
	<u>Budget</u>
	<u>Budget Overview</u>
	<u>Program Details</u>
	<u>Related Documents</u>
[-]	Completion Report
	<u>Completion Report Adjustments</u>

# *Where is the Reimbursement Request?*

# Reimbursement Requests



Reimbursement Requests are accessed from the Main Menu

A screenshot of the GME Home web application interface. On the left is a vertical main menu with blue buttons. The 'Reimbursement Requests' button is highlighted with a red rectangular border, and a red arrow points from the text box on the left to this button. The rest of the menu includes 'GME Home', 'Administer', 'Search', 'Inbox', 'Funding', 'LEA Document Library', 'Address Book', 'Contact ADE', 'Document Library', 'Help', and 'GME Sign Out'. On the right is the main content area, which includes a header 'GME Home', a breadcrumb trail 'Mesa Unified District (070204000) Public District', a section for 'Associated Organizations' with a table, and an 'Announcements' section with text about a webinar for external users.

Organization Number	Organization Name
070204000	<a href="#">Mesa Unified District</a>

# Navigating Reimbursement Requests

Select the correct Fiscal Year and Funding Application

**Reimbursement Requests**

Mesa Unified District (070204000) Public District - FY 2016

2016 ▼ IDEA - LETRS PD-2 ▼

Grant
<a href="#">IDEA - LETRS PD-2</a>

Click on the **Grant** name to access the Reimbursement Request

# Reimbursement Request Project Summary

**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>
\$28,305.19	<a href="#">May 21, 2016</a>

Click to create new request

Click Request Period date link to view pending and prior requests

# Inside the Reimbursement Request

Click on  
**Expenditure  
Details**  
to  
begin



## 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>

Reimbursement Request sections page  
utilizes the same navigation functionality as  
the Funding Application Sections page

# *Navigating the Approval Process*

# Funding Application Approvals



## LEA APPROVALS

1st LEA approval status-  
**LEA Business Manager  
Approved**

2nd /final LEA approval status -  
**LEA Authorized  
Representative Approved**

Application submitted to ADE

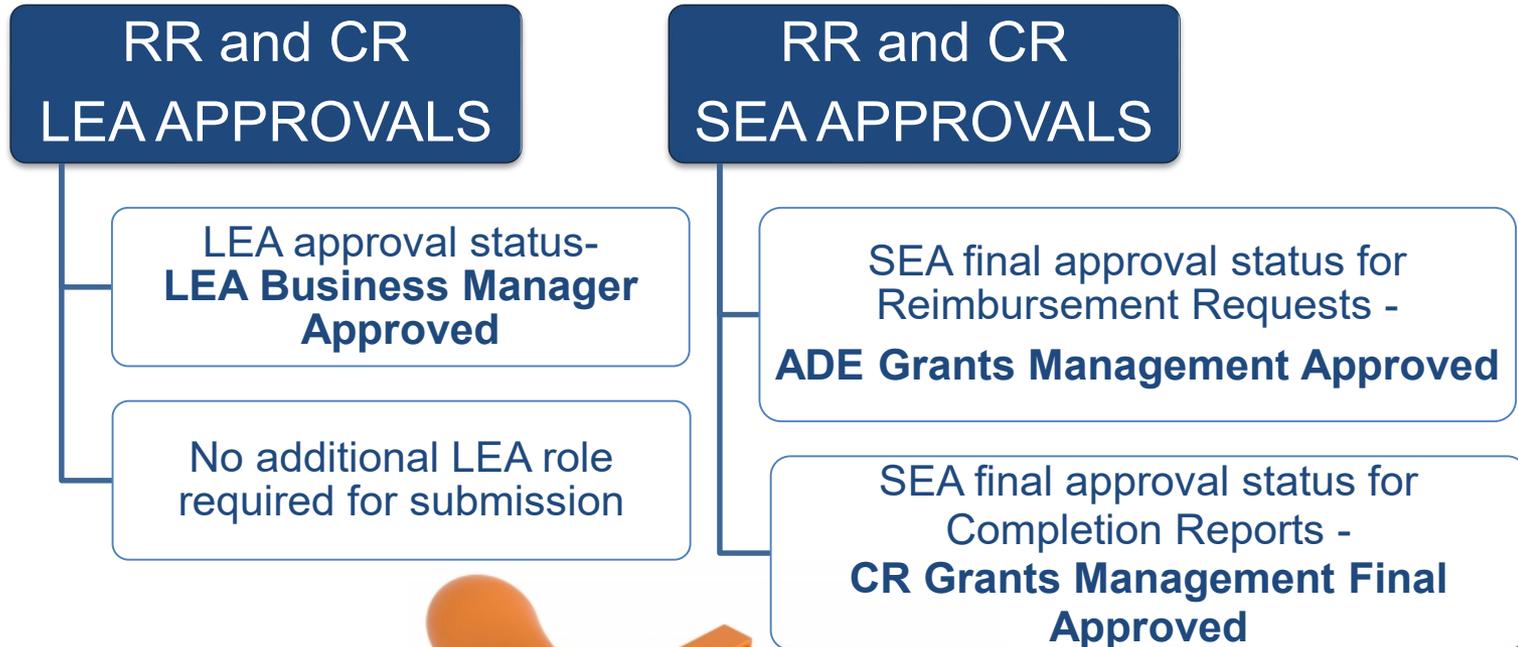
## SEA APPROVALS

1st SEA approval status-  
**SEA (Funding Application name) Program  
Specialist Approved**

2nd /final SEA approval status-  
**SEA (Funding Application name) Director  
Approved**

Application approved by ADE; funds can be  
drawn down (if approved on/after project  
start date)

# Reimbursement Request and Completion Report Approvals





Frequently Asked Questions (FAQs)

# ***GME Navigation FAQs***

# “How do I know who has what role?”

GME Home
Administer ▶
Search ▶
Reports
Inbox ▶
Entity Information
Funding ▶
Reimbursement Requests
LEA Document Library
<b>Address Book</b>
Contact ADE
Document Library
Help
GME Sign Out

In addition to Funding Application, Role, County and ADE Contact information, the Address Book also provides detailed LEA role information under [View All District Contacts](#)

## Address Book

Arizona Department of Education (00011

[View All District Contacts](#)

LEA Funding Application Contacts

### Application

LEA Role Contacts

### Role

Other LEA Contacts

### Contact Type

County Business Manager

[Planning Tool](#)

ADE Contacts

### Application

21st Century Community Learning Center

## District Contacts

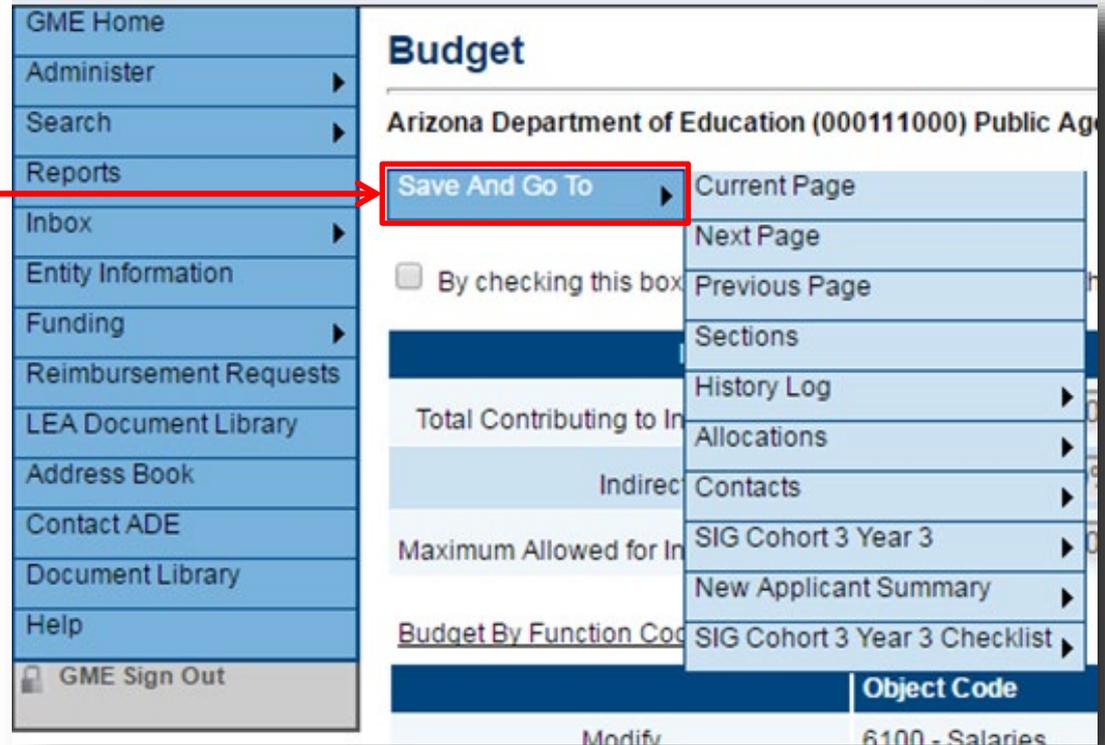
Arizona Department of Education (000111000) Public Agency - FY 2016

[Return To Address Book](#)

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

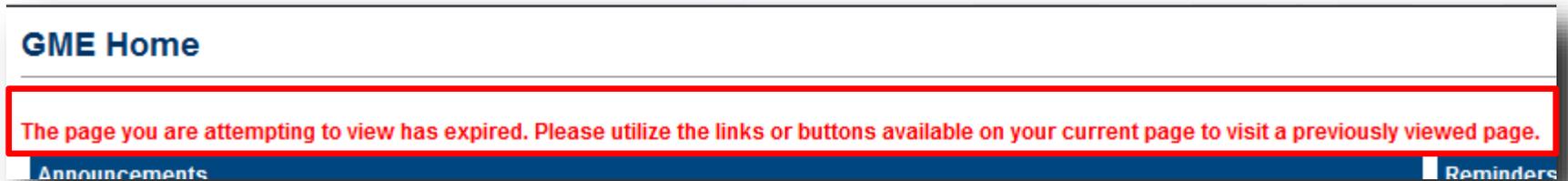
# “Do I always have to return to the main menu to navigate?”

The Quick Return menu option allows the user to easily access GME pages without returning to the main menu



“Save and Go To” is utilized for pages that have been edited;  
“Go To” is utilized for pages that are read-only

# “I received an error message when I was trying to go back to a previous page – what does it mean?”



Browser  
back/forward arrows  
cannot be used to  
navigate GME

Double-clicking will  
also generate this  
error message



*Utilize the main  
menu or  
“Quick Return”  
menu to navigate*

*Single-click only  
within GME*

# “What does ‘Unexpected Results’ mean?”

## GME Assistant

Tempe Union High School District (070513000) Public District - FY 2015

### Unexpected Results:

Something you were trying to do caused an unexpected result in the application. Please try again and if you continue to get this message contact your system administrator.



Occasionally, a system error occurs which is of unknown origin



Clear your browser history (cookies, etc.), sign out of GME and restart your computer



Contact Grants Management Helpline if error does not resolve

# “How do I print my application?”

On the **Sections** page, click on desired **Print** link; for speedier printing choose individual links rather than **All**

Large print jobs will queue to the Document Library; Print Requests will be at the top of the Document Library page once GME has completed the process

**Sections**

Alhambra Elementary District (070468000)

Application Status: **Draft Started**

Change Status To: [Draft Completed](#)

[View ADE History Log](#)

[View Change Log](#)

Description	View Sections Only	View All Page	Validation	Print
All			<a href="#">Messages</a>	<a href="#">Print</a>
[-] History Log				<a href="#">Print</a>
<a href="#">History Log</a>				<a href="#">Print</a>
<a href="#">Create Comment</a>				
[-] Allocations				<a href="#">Print</a>
Allocations				<a href="#">Print</a>
[-] IDEA - Basic			<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget</a>			<a href="#">Messages</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>

**Document Library**

Alhambra Elementary District (070468000) Public District

Below is your list of Print Requests.

Print Request Name	Request Date	Expiration Date	
<a href="#">IDEA - Basic - IDEA - Basic - Budget</a>	12/8/2015 9:00:15 AM	12/13/2015 9:00:15 AM	<a href="#">Delete</a>
<a href="#">Competitive Batch Print</a>	12/7/2015 3:59:18 PM	12/12/2015 3:59:18 PM	<a href="#">Delete</a>

Click on Print Request Name to retrieve document

Print Requests expire after 5 days



# Survey

Please complete the following survey:

<https://www.surveymonkey.com/r/2XNST59>

# *Test Your Knowledge*

# Where do I go first to access the Grants Management system?

- A** Common Logon
- B** ADEConnect Portal
- C** Email

# Where do I go first to access the Grants Management system?



**B**

ADEConnect  
Portal

# Where do I find the Completion Report?

- A** GME Inbox
- B** Document Library
- C** Approved Funding Application

# Where do I find the Completion Report?

GME Home

Administer ▶

Search ▶

Reports

Inbox ▶

Entity Information

Funding ▶

Reimbursement

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**Sections**

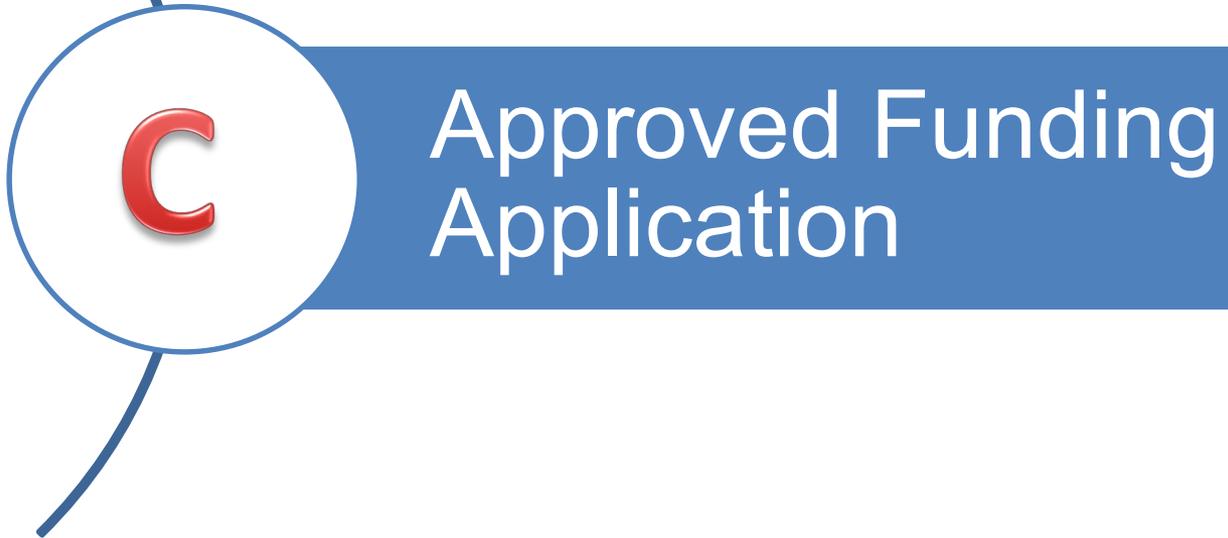
Mesa Unified District (070204000) Public District - FY 2018 - CTE Federal Perkins - Rev 2

Application Status: SEA CTE Federal Perkins Director Approved

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

[View ADE History Log](#)

[View Change Log](#)





# *Helpful Resources*

# Need assistance?

## Grants Management Resource Library

Program Area & Grant Information

User Guides

## Grants Management Staff

Grants Management Hotline  
602-542-3901

Grants Management Email  
[grants@azed.gov](mailto:grants@azed.gov)

## ADEConnect

ADESupport Call Center  
602-542-7378

ADESupport Email  
[adesupport@azed.gov](mailto:adesupport@azed.gov)



*Questions?*