Grants
Management
GM

Fiscal Monitoring
Tech and Training
Grants Processing

History Log and Creating Comments
LEA/External Users

ARIZONA DEPARTMENT OF
EDUCATION

This page is intentionally blank

History Log

- Maintains transparency by displaying comments related to the system activity (such as application status changes), as well as user comments entered by Program Areas, Grants Management, and LEA/External Users.
- Click on the History Log link on the Sections page of the component(s) to view all comments related to the particular component(s):
  - The components are:
    - Funding Application (and Completion Reports)
    - Reimbursement Requests
    - General Statement of Assurance
    - Indirect Cost
    - Fiscal Monitoring

Sections

Lincoln Learning Center (072206000) Childcare Provider

Application Status:	Draft Started
Change Status To:	Draft Completed

Description (View Sections Only View All Pages)

All
History Log
History Log
Create Comment
Allocations
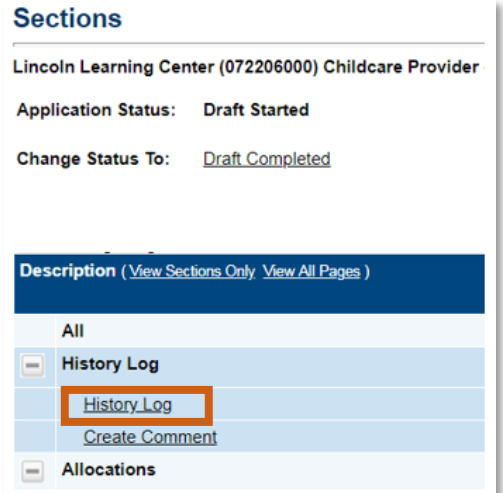
Note: there is a separate History Log for each of these components.

Viewing Options

There are two viewing options of the History Log for Funding Applications, Revisions, and Completion Reports:

1. Current Revision view: this is the default view; it displays comments from the most recent version (Revision) of the Funding Application or Completion Report.
2. View All Status/Comments: click on this link to get a view that enables you to view the entire comment history of the Funding Application or Completion Report.

History Log

Mesa Unified District (0_____4000) Public District - FY 2018 - CTE Federal Perkins - Rev 5 - History Log

Save And Go To ▶

View All Status/Comments

Attention Needed	Date	User	Status (S)/Comment (C)
☐	5/16/2018 11:04:18 AM	TestThree eGrants	Agreed to "Once the applicant starts the Completion Report, no more revisions may be made to this Funding Application. Furthe Reimbursement Requests for the grants in this Funding Application. By completing this status change, the applicant acknowledg
	5/16/2018 11:04:18 AM	TestThree eGrants	Status changed to 'CR Draft Started'.

Note: History Log for the Reimbursement Request, General Statement of Assurance, Indirect Cost, and Fiscal Monitoring has only one view, and it displays all comments related to the Reimbursement Request, General Statement of Assurance, Indirect Cost, and Fiscal Monitoring, respectively. These comments do **not** appear in the Funding Application History Log.

Creating Comments

Any users in GME can create comments that will be **permanently** displayed in the History Log. Once comments are made, they **cannot be edited or deleted**.

User created comments may include:

- Program Area comments relating to applications returned as not approved, requests for LEA to take actions relating to Funding Application, Completion Reports, Reimbursement Requests, General Statement of Assurance, Indirect Cost, or Fiscal Monitoring.
- Grants Management comments relating to actions within the system that impact functions or data.
- LEA/External User comments created at the user's discretion.

When creating comments, remember:

- Comments are public when application is approved.
- Comments cannot be edited or deleted once they are visible in the History Log.

How to Create Comments
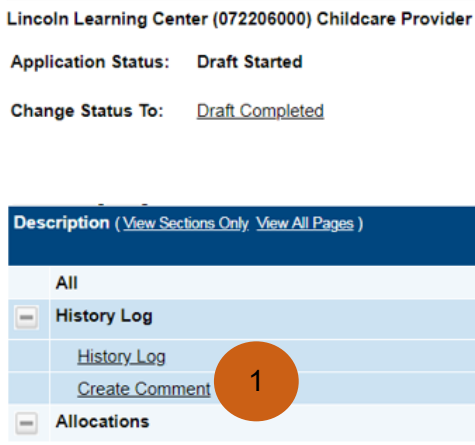
1. Select Create Comment link on any of the sections page.
2. Enter the comments in the narrative field.
3. Hover over the Save and Go To to save the comments and navigate to another page.
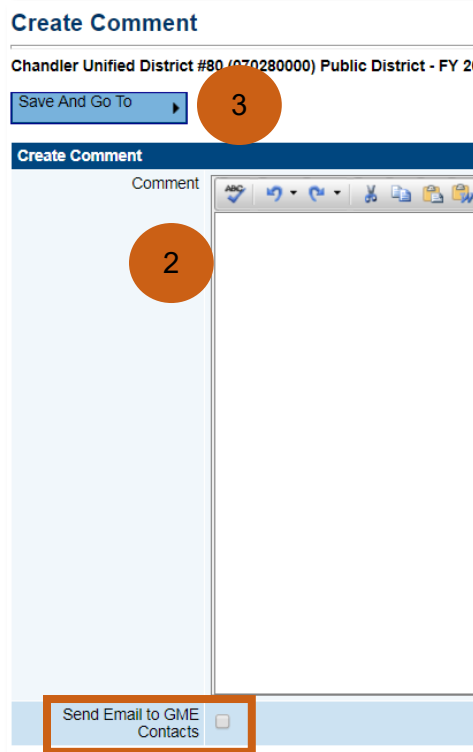
Emailing Comments

To email comments to ADE contacts and/or other LEA users, after entering the comments, but BEFORE leaving the page, check the Send Email to GME Contacts box.

Once you check the aforementioned box, you will see the following Available Contact Groups:

- LEA Contacts by Funding Application: choose your organization's contacts associated with this Funding Application (assuming there are LEA contacts associated with the Funding Application).
- LEA Contacts by Role: send to others in your organization based on their roles, such as all users with the role of LEA Business Manager.
- Other LEA Contacts: send to County Business Manager (when not sending by specific email address).
- ADE Contacts: send to the Program Areas and Directors associated with the Funding Application. Selecting Grants Management will generate a Help Desk ticket.
- ADE Miscellaneous Contacts: sent to specific individuals within Department of Education.
- Additional Recipients: enter individual email addresses.

Note: you must click ADD button after each selection is made.

Once you have selected your recipients, click on the Recipient Summary to view list of individual participants; return to page to edit or remove any contact groups if needed.

To remove any contact groups, select 🗑 .

Hover over Save and Go To and navigate to the next page; comments will be sent via email.

Need Assistance?

Grants Management System (GME)	Help Desk Support Ticket
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	https://helpdeskexternal.azed.gov