



New Hampshire

Department of Education

2024 Spring ESEA Title Programs Conference

GMS 101

NH Department of Education
Office of ESEA Programs
Bureau of Instructional Support

Complete office details at [Office of ESEA Title Programs | Department of Education \(nh.gov\)](#)



New Hampshire

Department of Education

GMS 101

Agenda | **GMS 101**

Part 1 | **GMS System Overview**

Part 2 | **My Grant Got Returned**

Part 3 | **Getting Expenses Paid**

Part 4 | **Closing Out My Grant**

Part 5 | **GMS Tips**

Part 6 | **Grant Tips**

Part 7 | **Questions?**



Part 1 | GMS System Overview

How Things Work

GMS keeps a copy each time the grant is approved (see Attachments).

To change the status of the grant, click on the Project Status.

Grants can only be edited by the district when they are in Returned status or when they are first started.

The Self Return feature only works if the grant is in Approved status, the reports are up to date **and** there are no reports in an “active” status. The grant can be self-returned by clicking on the status.



Part 1 | **GMS System Overview**

Why Things Work

The grant contact information can be updated at any time. This is so the grant does not have to be returned.

GMS won't allow a self-return while there is a report in active status, this is due to internal controls.

The self-return feature will not work when there is a Not Started report at the top of the reporting screen. The Not Started report tells GMS the reports are not up to date.



Part 1 | GMS System Overview

Where Things Are

If a grant is in Not Started status, you must go to LEA Home to see it. If you still can't see the grant, and have been notified it is in GMS, contact your district i4see person.

There is a basic GMS how-to manual under HELP. Select Handbook from the drop-down menu.

The history of the grant is under Status History. All return comments and dates are there. The same is true of the Reports screen.



Part 2 | My Grant Got Returned

Program Reasons

The Program Coordinator will include notes and/or questions on any issues.

Fiscal Reasons

The Fiscal Reviewer (aka me) will include notes and/or questions on any issues.

Transfer Reasons

Either the Program Coordinator or the Fiscal Reviewer may return for transfer issues.

Please always simply make the corrections and resubmit for approval.



Part 2 | My Grant Got Returned

Reasons for Fiscal Reviewer Returns

- Number one reason - incorrect start date. The start date may not be any earlier than the first date the grant is submitted to NHED with all required documentation.
- The budget exceeds or disagrees with the narrative.
- No Category selected.
- Incorrect function or object codes, i.e. object codes 510 to 519 may only be used with function codes in the 2700 series.
- Incorrect math or conflicting details in the narrative.
- Transfers missing required information.
- Dates in the narrative outside the grant period of performance.



Part 3 | Getting Expenses Paid

Monthly Reporting

Until a final report is submitted, a report must be submitted for every month a grant is open even if there are no expenses.

Expenses should be reported for the month they are paid.

Corrections

Corrections should be addressed as soon as they are known and entered in the next available report month. Keep good local notes for audit/monitoring purposes.

Part 4 | Closing Out My Grant

Six Months from Grant End

Review completed activities.

Set the completed activity budgets to actual expenses paid.

Write any new activities.

Once the Grant Ends (45 day closeout period)

All activities must cease.

If claiming indirect expenses, ensure they do not exceed the rate x **actual direct expenses** claimed.

Ensure all expenses have been submitted and the last report is marked final.

Part 5 | GMS Tips

Big Red Error Messages

GMS will let you know when the grant exceeds certain parameters. The red error message will tell you where to look.

If the error message is about the budget, the budget amount will be red. To see what has been paid on a budget line, hover your mouse over the amount in the budget line.

Timing

GMS only allows 30 minutes on the same screen before it times out. To keep from getting kicked out, hit the [Edit](#) button in any activity, then go back to the activity without making any changes.

If you are in the middle of entering an activity, save it, and then go back to it and hit [Edit](#) to finish entering information.



Part 6 | Grant Tips

Self-Return Feature

Don't start a report until you're ready to submit it. A "Started" report is an active report and the self-return feature will not work when there is an active report.

Transfers

Starting with the 2023-2024 grants, there are some changes to the transfer process. There is information on the flex/transfer process at:

https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/final_transferability-process.pdf.



Part 6 | Grant Tips

Removing an Activity

In grants which have not yet been approved – Activities can be removed. Simply click on **Delete** in the upper right hand corner of the activity.

In grants which have been approved – only newly entered and not yet approved activities can be removed.

To “remove” the activity, zero out the budget and include a statement in the top line of the narrative box indicating the activity will not be done.

Part 7 | Questions

????

