



Grants Management Tips – To increase successful grant approval.

General Tips

- First, and most important, if you can't "see" your grant in GMS it's possible the district i4See contact has not granted you access. Access must be granted each new grant year. If you have access, grants which have not been started can be found on LEA Home.
- When submitting a new grant – the start date may not be any earlier than the day the grant is originally submitted to NHED with all required documentation.
- Remember, the district can't spend what isn't budget. If the allocation is \$10,000 and only \$9,500 is budgeted, then only \$9,500 can be spent. Everything does not have to be budgeted for the first submission; the grant can be returned for amendment.
- All activities must have a category selected from the drop-down list. "N/A" is not a category, it's an indication that no category has been selected.
- Indirect costs (if the district has a state-provided indirect rate) must be in an activity of their own. If you use the narrative "Not to exceed \$ _____" (include the max allowed from the indirect box) then the narrative does not need to be amended each time the budget is changed. Indirect costs should not have a function code in the 1000 series. Function codes typically used include: 2000, 2100, 2300, 2400, 2510, 5200 and 5210.
- All administrative, support, professional development and teacher training activity must have a function code in the 2000 series, this includes the staff stipends (and benefits) for PD activity and any associated travel costs. Function codes in the 1000 series are related to student instruction.
- Taxes/benefits must have their own budget line and the same function code as the salaries to which they apply. They all can be budgeted together as benefits but can't be included with salary.
- Object codes 510 to 519 (student transportation) must have a function code in the 2700 series. The alternative is to use travel as the object code.
- If the grant includes dollar amounts in the narrative, make sure they agree with the budget section. Any calculations included in your activities should also be correct.
- Staff travel costs should always be on a separate budget line from any other expenses in an activity.
- It is not necessary to include a "Total" or "Subtotal" in the narrative as the total activity amount is in the budget section. Including it in the narrative just makes one more place to be updated when the budget is changed.
- When making changes, there is no need to include "updated: date, amount" in the narrative. Please just adjust the narrative to the current budget. GMS saves a copy of the grant each time it is approved so all grant history/changes can be found in the Attachments under System Snapshot.
- Flex/Transfer activities can't be approved until both the transferring and receiving grant have been submitted with all required information. Please see [Transfer procedure](#).

Reporting Tips

- When there is a report in "started" status GMS considers that an active status and the self-return feature will not work. Don't start reports until you are almost ready to submit them.
- File a report monthly and don't skip months. Expenses should be in the monthly report for the month they were paid. If there are no expenses for a month, it should take less than a minute to report.
- If the district finds a reporting error, include the correction in the next month's report. Once a report, even a zero report, has been approved it can't be changed. Keep good local notes for audit/monitoring purposes.
- Once the district has used their allocation and submitted all expenses, file a final report and be done. There is no requirement to keep on filing reports.
- All reports, including a final report, must be submitted within 45 days of the end of the grant.
- During the OBM fiscal year end process each June reports submitted in the month of June on Title IA, CSI, Title IIA or Title IVB will not be paid until the first week of July. Reports with zero balances will be approved when submitted and reports with expenses will be approved at the end of June for July payment. This only affects those four grant types and only affects reporting. All other grant processes are available.