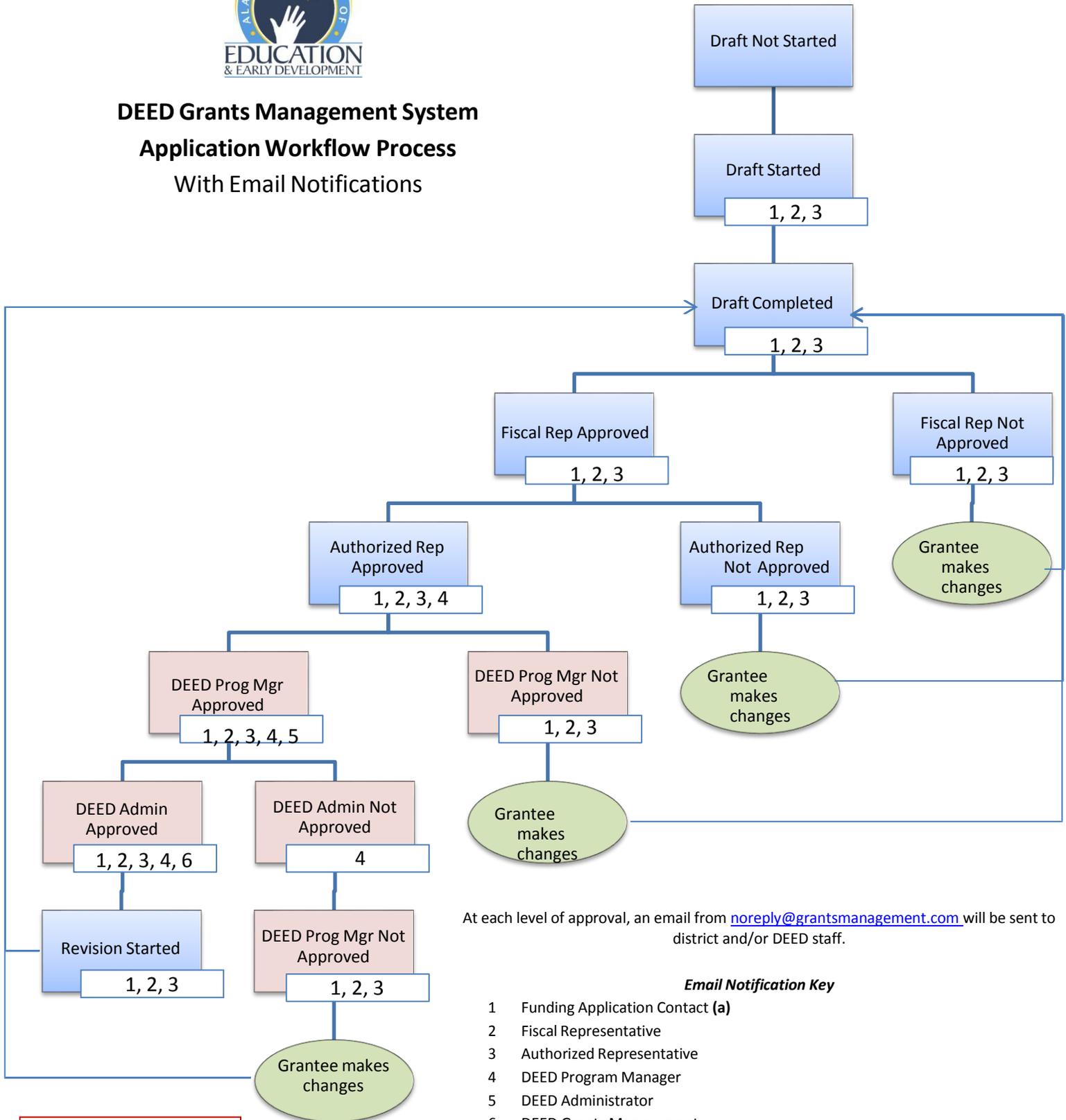




DEED Grants Management System Application Workflow Process With Email Notifications



At each level of approval, an email from noreply@grantsmanagement.com will be sent to district and/or DEED staff.

Email Notification Key

- 1 Funding Application Contact (a)
- 2 Fiscal Representative
- 3 Authorized Representative
- 4 DEED Program Manager
- 5 DEED Administrator
- 6 DEED Grants Management

(a) Funding Application Contact: Go to the Contacts page located on the Sections page. Click on Contacts under the Contacts heading. The person selected in this drop box will receive the emails from GMS. It is up to the grantees to establish an internal process for notifying any other applicable staff when an email is received from GMS.

Revision process skips
Authorized Rep &
DEED Admin Approval
Steps



Alaska Department of Education & Early Development
 Grants Management System (GMS)
 Grantee User Roles

GRANTEE ROLES	
ROLE	DESCRIPTION
User Access Administrator Maintains the Users in the system for the district	Allows a Grantee user to administer other users for the Grantee. Add new users, assign roles, delete roles, <u>reset passwords</u>. DEED must add this user to the system
Grantee (Funding Application) Update Updates the Application, Budget Revisions and Reimbursement Requests for appropriate funding application.	Allows a Grantee to enter and edit information in the appropriate funding application. More than one user can be assigned this role.
Grantee Data View Allows user to view without making any changes in the system	Allows a Grantee user to view unapproved items for the Grantee.
Grantee Planning Tool Data Entry Updates Planning Tool within Consolidated Application	Allows a Grantee to enter and edit the district plan. The district plan includes goals, strategies, and fiscal resources that can be used for any funding application.
Grantee Fiscal Representative Approves the application, budget revisions and reimbursement requests (most likely the Business Manager)	Allows a Grantee to take actions associated with a business manager. This user must provide approval before submission to the Grantee Authorized Representative.
Grantee Authorized Representative Final Approval of application and revisions (most likely the Superintendent or designee)	Allows a Grantee to take actions associated with the authorized representative, district superintendent, or designee. This user provides the final approval step for the application or revision to be submitted to DEED.
Grantee Superintendent	Allows Superintendent or designee name to be printed on Grant Awards.