

Information for Grantees New to GMS

Updated 3/14/23



What is GMS?

GMS is our online Grants Management System. It is located here: <https://gms.education.alaska.gov/>

There are a variety of resources located in the GMS document library, located here: <https://gms.education.alaska.gov/DocumentLibrary/Default.aspx>

Step 1: Establish a GMS Account

User Access Administrator

Review the [User Access Administrator Guidelines](#) and the [User Agreement Policy & Procedures](#).

Please sign the [User Access Administrator Agreement](#) and email it to: EED.GMS.SUPPORT@ALASKA.GOV and CC DEED.CARES@alaska.gov.

Additional Users

Each organization must have at least 2 unique users. For additional information, review [GMS Workflow Process & Roles](#).

Determine additional users in your organization and have them complete the [GMS User Agreement](#). You do not need to send these forms to DEED, but should keep them on file at your office.

Step 2: Provide DEED with Your Indirect Rate & UEI Number

Please email DEED.CARES@alaska.gov your UEI number and your approved indirect rate or the following statement indicating you'd like to use the de minimus rate:

(Grantee's name) confirms they do not have an approved federal indirect cost rate covering the period of the COVID Discretionary grant and are therefore eligible to use the up to 10% de minimus rate under 2CFR200.414(f).

Step 3: Ensure Your IRIS Vendor Information is Updated

Please reach out to the IRIS Vendor Help Desk to ensure your vendor information is up to date. You may have to register as a vendor if you haven't had a grant with DEED in the past.

<https://doa.alaska.gov/dof/vendor.html>

Step 4: Learn to use GMS

Review the [COVID Discretionary Handbook](#).

Watch our [COVID Discretionary webinar about how to use GMS](#).

Review the resources in the [GMS Document Library](#). The most applicable sections are: “All Users and Applications” and “COVID Discretionary Application.”

GMS Tips

1. Please only budget items for the current fiscal year. If you have a multi year grant, you’ll leave money unbudgeted. The GMS system will give you a warning that you haven’t budgeted all of your funds; please ignore the warning.
 - a. For example, in the FY23 application you would budget expenses for July 1, 2022 through June 30, 2023.
2. Be sure to upload a signed assurances packet. There’s a blank copy on the “assurances, related documents” page of GMS.
 - a. Be sure to provide a written response on page 3.
 - b. Everyone is required to sign pages 3, 9, and 10. Additional pages are required based on the funding source of your grant. Please email us to determine which additional pages you’ll complete.
3. On the assurances page it asks for your DUNS/UEI number. Please only include your UEI number.
4. DEED will review your application and if any changes are required, we will provide feedback on the “grantee checklist” which is located at the top of the sections page.

Reimbursement Process

How do we get reimbursed?

Organizations will submit reimbursement requests quarterly in the online GMS system. DEED expects quarterly reimbursement requests to be submitted within 30 days of the end of the quarter.

For additional guidance, please see the [GMS document library](#), All Users and Applications, System Instructions and Resources.

What do I need to submit with my reimbursement request?

The grantee must submit the reimbursement request in GMS and include a ledger that summarizes expenses by budget account code. The ledger could be the 165B & D form indicated below, or the grantee’s own ledger/trial balance for their accounting system software. Detail on the ledger should include enough detail for DEED to determine allowability per the items on your approved budget.

- Form 165D nonprofit (Request for Reimbursement of Grant Expenditures) and Form 165B (Record & Report of Local Expenditures) can be found here:
<https://education.alaska.gov/forms/05-15-021.xlsx>
- Data reports should accompany Request for Reimbursement of Grant Expenditures.
- Payments will be authorized after a review of the expenditures by line item is complete.

What happens if there are disallowed costs or errors on the request for reimbursement?

A grant administrator will reach out to the grantee and work to resolve the issue. This could include the request for additional backup and/or the request for an amended reimbursement request.