

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: [Document Library \(alaska.gov\)](#)

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

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.

It will be the responsibility of your newly established User Access Administrator to add roles for any additional users for your organization. The [GMS Document Library](#) has several resources to assist. As noted above each organization will need a minimum of 2 users. One to complete the application ([Grantee 'Application Name' Update](#)) and one to approve the application ([Grantee Authorized Rep](#)). In addition to these 2 roles, you will also need to assign someone as the [Grantee Fiscal rep](#). The fiscal rep will be responsible for submitting reimbursements to DEED. The fiscal rep role is often assigned in addition to one of the previous mentioned roles.

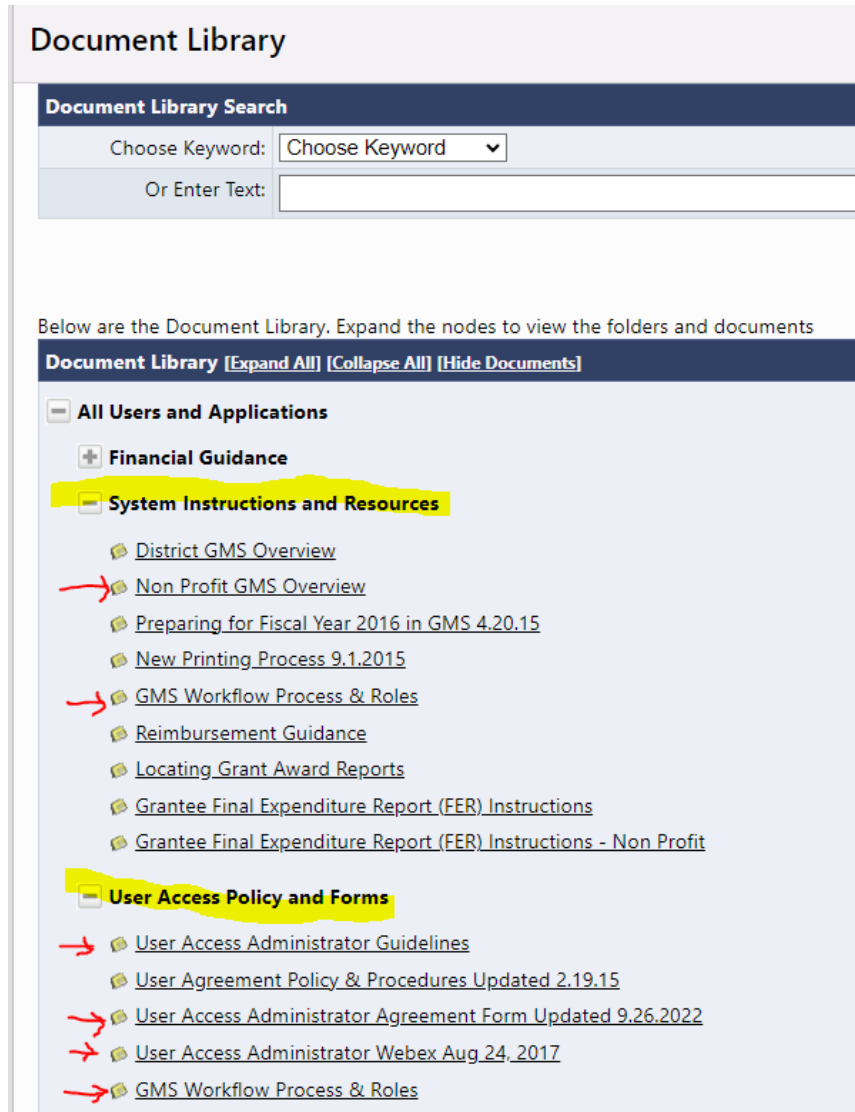
Step 2: Learn to use GMS

Review the [Non Profit GMS Overview \(alaska.gov\)](#) located in the system instructions section of the document library.

Another great resource is our [GMS Training Video - ZOOM](#). The first 10 minutes are geared specifically towards the COVID Discretionary application but the info after that provides a walk through of the application and budget set up.

Review the resources in the [GMS Document Library](#). The most applicable sections will fall under the “All Users and Applications” Please look for sections:

- System instructions and Resources
- User Access Policy and Forms



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.