

GME Navigation Basics



ARIZONA DEPARTMENT OF
EDUCATION

Getting Connected



WiFi Information

Network: **Copper**

Password: **SunnySk!3s**

Have Questions?

ESEA Field Day Questions



Agenda

- Common Acronyms
- Accessing GME
- Navigation Menus
- Entity Information
- User Roles
- History Log & Comments
- Application Status
- Approval Levels
- GM Resource Library

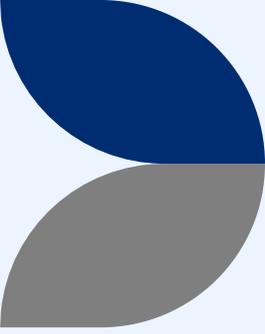
Prior Knowledge Check!

Take a moment to respond in the chat to the following prompt:

What do you know about Grants Management Enterprise, or what experience have you had with the system?



Common Acronyms



GME

Grants Management Enterprise

SEA

State Education Agency

PA

Program Area

CFR

Code of Federal Regulations

USFR

Uniform System of Financial Records

Common Acronyms

LEA

Local Education Agency

FA

Funding Application

RR

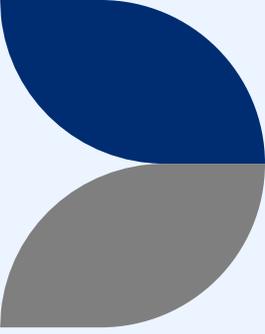
Reimbursement Request

CR

Completion Report

GM

Grants Management Unit

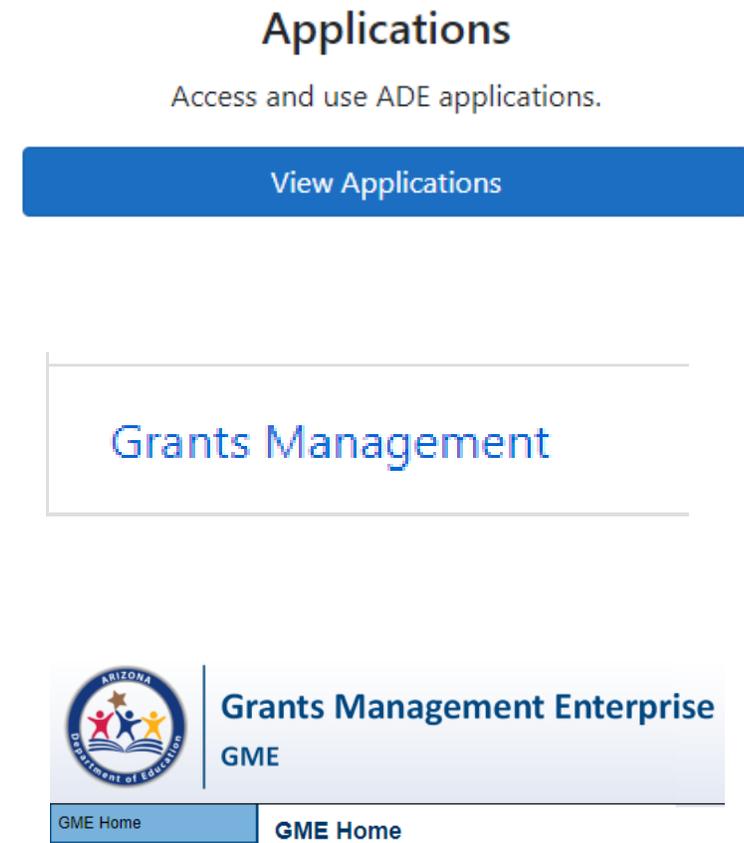


Accessing GME

1. From ADEConnect, choose *View Applications*

2. Select *Grants Management*

3. This is the GME Homepage



GME Home Page

Announcements



GME Sandbox: **SOLD OUT** | Fall Forum: **SOLD OUT**

The Grants Management Fall Forum and GME Sandbox have both sold out. We are no longer able to accept new registrations.

New GEPA Requirement in FY24 Applications as of July 1, 2023 (7/3/2023)



GEPA

As of July 1, 2023 all federal grant funding applications in the GME system will include a section to which will satisfy the the General Provisions Act (GEPA) ([20 U.S.C. 1228a](#)).

Monthly Review



Updates and Reminders for the Month of September

Upcoming Trainings

- The Grants Management Fall Forum is a multiday, in-person event designed to give LEA grant professionals key information range of grant topics. [Find more information and registration here.](#)

Completion Reports (CR)

- CRs for most grants opened July 1, 2023.
- CRs are due 90 days after the project period ends.
- CRs are due September 28, 2023 for grants ending on June 30, 2023.
- CRs are due December 29, 2023 for grants ending September 30, 2023.
- Any CR not received by ADE before the 90th day deadline may result in forfeiture of final reimbursement of expenditures on
- Please allow appropriate processing time if your LEA is required to submit to your county office before your completion report is reviewed and approved by Grants Management.

Reimbursement Requests (RR)

- RRs re-opened July 1, 2023 for FY23 projects ending after June 30, 2023 and FY24 projects.

Risk Assessment

- Risk Assessment reports are now available and can be viewed in the LEA Document Library in GME. Please find more information the [Risk Assessment here.](#)



Navigation Menu

- From the homepage, there is a large, dark blue menu
- Located on left side of the screen
- Allows for quick access to all components of the GME system itself
 - Administration
 - Reports
 - Planning Tool
 - Funding Applications
 - Entity Information
 - GM Resource Library

GME Home
Administer ▶
Search ▶
Reports
Inbox ▶
Entity Information
Planning ▶
Monitoring ▶
Funding ▶
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
Contact ADE
Grants Management Resource Library

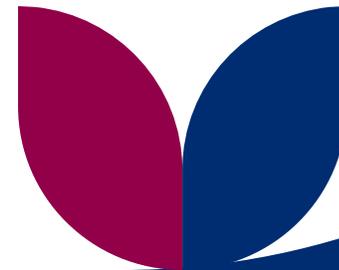
Entity Information

Entity Information

Gilbert Unified District (070241000) Public District - FY 2024 - Low Risk

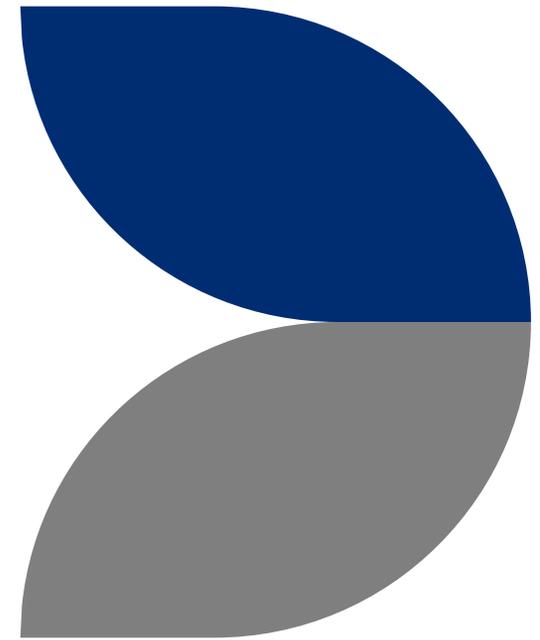
Entity Information	
Organization Name	Gilbert Unified District
CTDS	070241000
Entity ID	4239
Organization Type	Public District
Organization Status	OPEN
Organization County	Maricopa
Indirect Cost Rate	3.43%
Authorized Representative(s)	Mattinen, Jacqueline
Legal Name	Gilbert Unified School District
Address	140 S. Gilbert Road
City	Gilbert
State	Arizona
Zip Code	852961016
Congressional District	05 - Fifth Congressional District
DUNS Number	093656569
UEI Number	KECWJMSLJEA5
SAM.gov Expiration	8/15/2024
Risk Designation	Low
General Statement of Assurance Upload Date	3/1/2023
Funding Applications	Funding Applications
Reimbursement Requests	Reimbursement Requests
Entity History	Entity History
Entity Hold Administration	Entity Hold Administration
Interest Administration	Interest Administration
General Statement of Assurances	General Statement of Assurances
Indirect Cost	Indirect Cost
Self-Assessment	Self-Assessment
Project Summary	Project Summary
Maintenance Of Effort Results	Maintenance Of Effort Results

- Here is the Entity Information page for Gilbert Unified
- The top section provides basic information
- The lower section provides links to pages associated with that LEA within GME
 - FAs
 - RRs
 - Supplements
 - Holds



Let's Practice

- Review your Entity Information
- Identify your Authorized Rep(s)

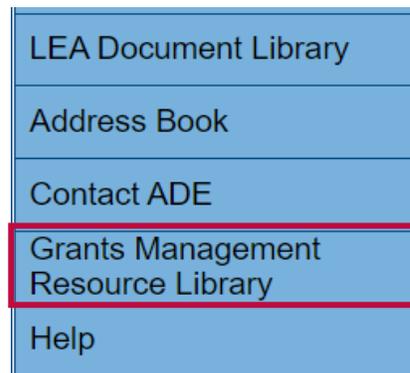


Resources in GME

Accessing the GM Resource Library

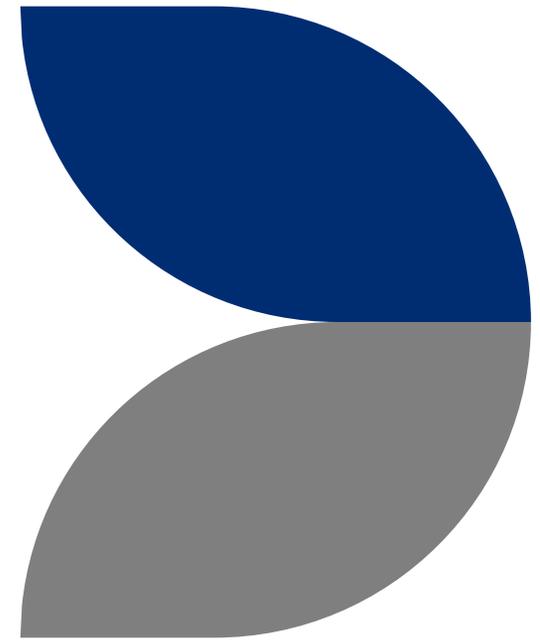
GM Resource Library

- The Grants Management Resource Library contains documents and links to other resources that are made available to you and the public related to the funding application process
- Go Explore!



Let's Practice

- Navigate to the Grants Management Resource Library
- Find resources on Reimbursement Requests
- Find resources on the Title I Grant



Funding Applications

Basic access and navigation training



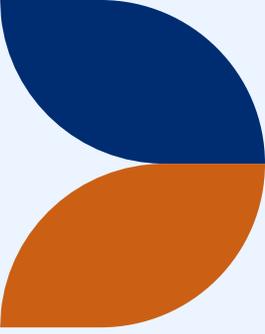
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Navigating the Funding Application

User Roles

Status Updates & Approval Cycles

External User Roles



LEA User Access Administrator

- Administers LEA's user access roles within GME

LEA Entity Authorized Signer

- Reviews, approves, submits the General Statement of Assurances (GSA)
- User must be authorized to legally sign on behalf of the entity
- Cannot perform any other function in GME

LEA Business Manager

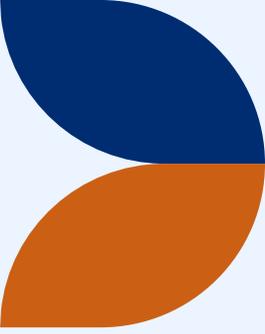
- Initiates & edits FAs, RRs & CRs
- Serves as 1st level of approval for FAs
- Only role required for RRs & CRs
- Initiates, edits & submits the Indirect Cost Request

LEA Authorized Representative

- Serves as the 2nd or final approval for FAs (including revisions)
- Cannot initiate nor edit

****LEA Contract Update: Operates similar to LEA Business Manager, but cannot provide approvals**

External User Roles



LEA Data View

- Views unapproved items, but cannot edit
- Gains access to LEA Document Library

LEA [FA Name] Update

- Allows an LEA user to edit specific FAs, but cannot change status

LEA Plan Update

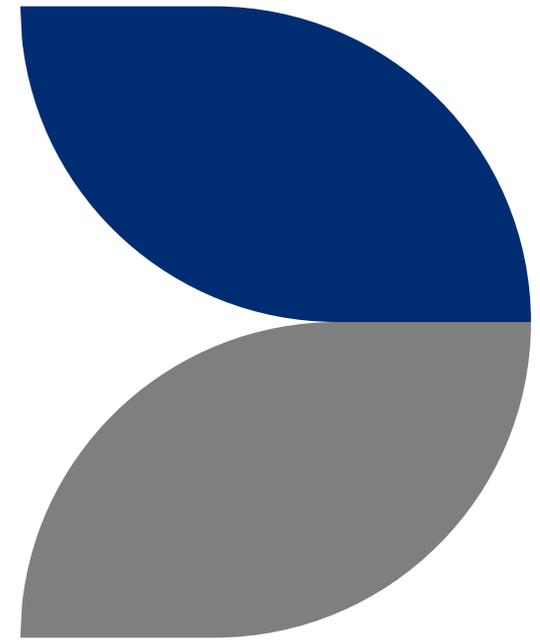
- Initiates/Edits/Saves LEA level plan (LIAP)
- Views school (site) plan, but cannot edit

School Plan Update

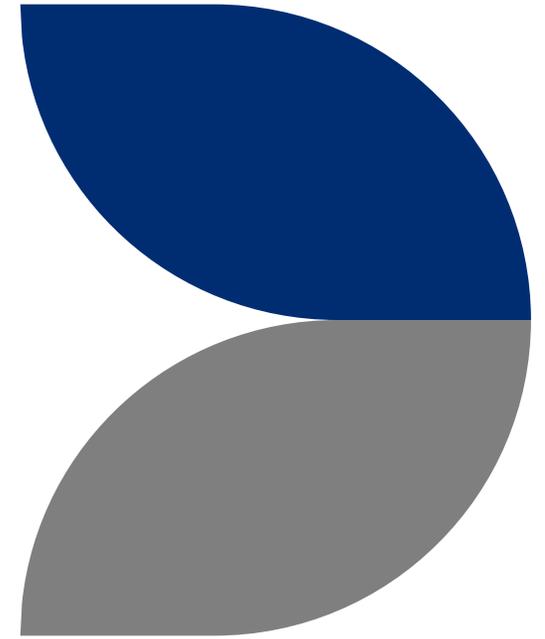
- Initiates/Edits/Saves school (site) level plan (SIAP)

Let's Practice

- Search for a funding application in your available apps via the link on Entity Information page
- Hover over the status change, identify who can update that status



Questions?

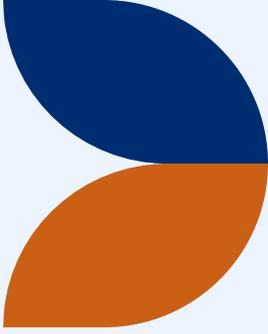


Status Cycle for Funding Applications

Drafting, approving, closing out; a brief overview of the life of a funding application

GME Home	Sections
Administer ▶	Academy of Tucson, Inc. (108665000) Charter District - FY 2021 - Low Risk - Elementary and Secondary School Emergency Relief (ESSER III) Fund - Rev 1
Search ▶	Application Status: SEA Elementary and Secondary School Emergency Relief (ESSER III) Fund Director Approved
Reports	Change Status To: Revision Started
Inbox ▶	or
Entity Information	CR Draft Started
Planning ▶	View ADE History Log
	View Change Log

Status/Status Change Options



Draft Started

This status change initiates the Funding Application

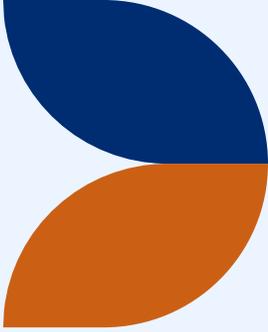
Draft Completed

LEA Business Manager Approved

LEA Authorized Representative Approved

This status change gives final approval and submits the FA to ADE

Status/Status Change Options



SEA PA Specialist Approved

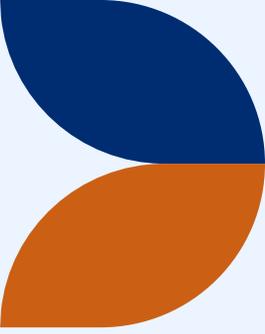
SEA Director Approved

**Revisions Process

**Completion Report Process

****Starts same as Draft**

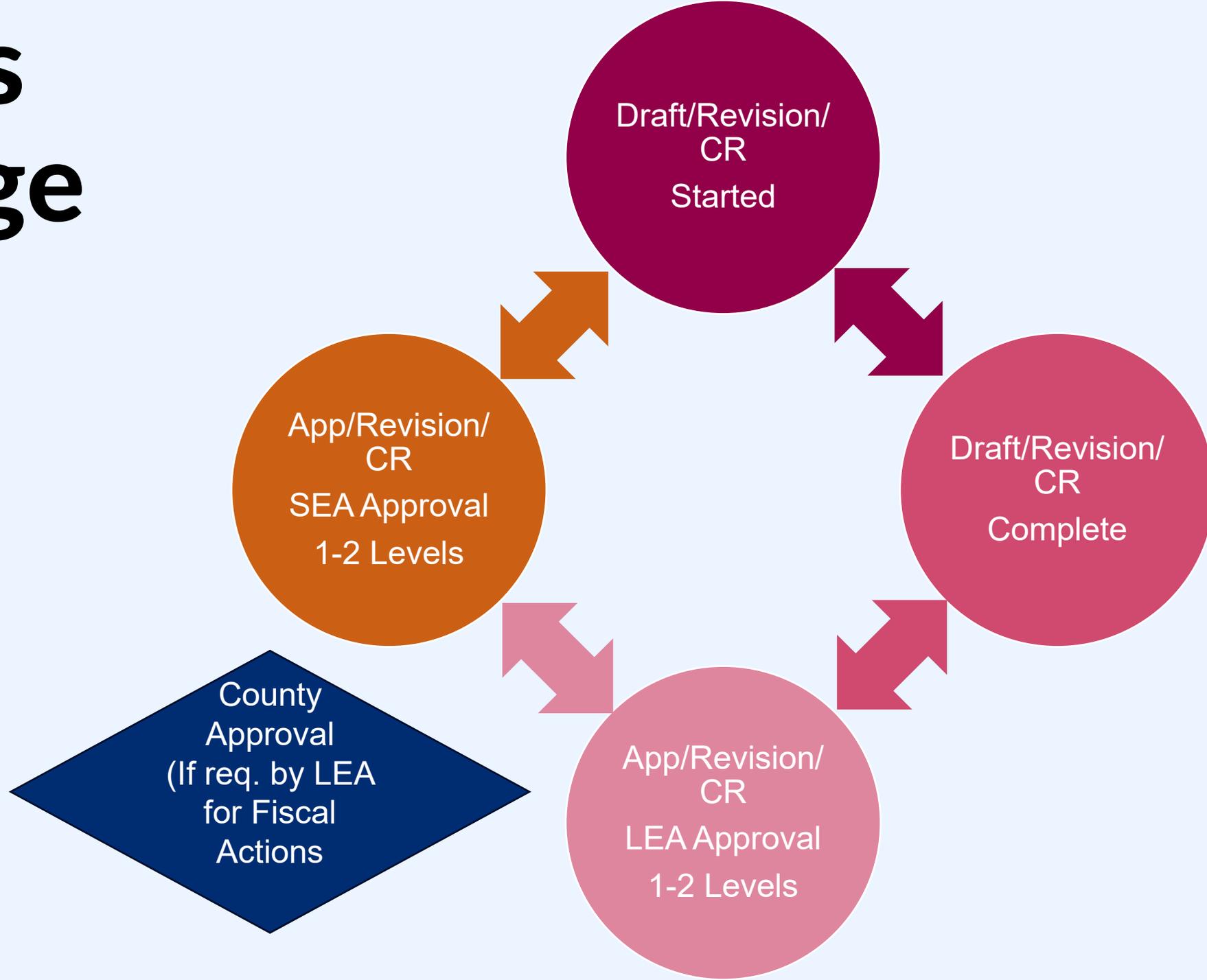
****Starts same as Draft; available after close of project.**



Error/Warning Message

- You may encounter **Error** or **Warning** messages when attempting to change the status
- **Warnings** are just a caution but allow the status change to occur.
- **Error** messages **MUST** be addressed/rectified before the status can be changed
 - Missing Information
 - Misaligned data
 - Mathematical incongruencies

Status Change Cycle



Types of Approval for Funding Applications

Substantial Approval

- Allows Grantee to obligate funds after the approval date
- Not considered “prior approval by ADE”

Director Approval (Original)

- Allows Grantee to obligate funds for items requiring “prior approval by ADE”
- Allows Grantee to make reimbursement requests

Director Approval (Revisions)

- Allows Grantee to make reimbursement requests against additional or revised budgets
 - Final Allocations
 - Carryover Funds



Navigating a Funding Application

The slide features a white background with a large, solid blue shape at the bottom. Orange decorative elements include a partial circle in the top-left corner, a leaf-like shape in the top-right corner, and a curved shape in the bottom-right corner.

Sections of Applications

Things to Note on the Sections Page

- ✓ Funding Application (Data Input)
- ✓ Budget Page
- ✓ Program Details
- ✓ Program Narrative Questions Page
- ✓ Related Documents Page
- ✓ Capital Outlay Worksheet
- ✓ Status/Status change options
- ✓ History Log

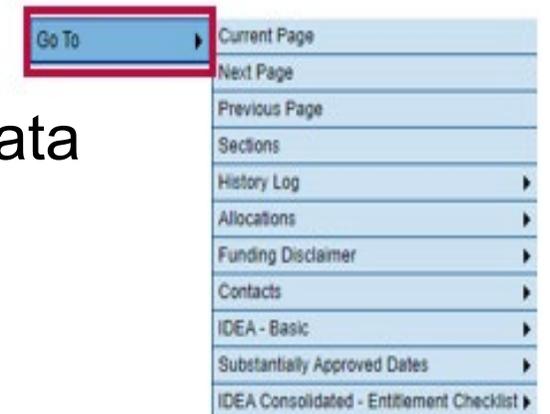
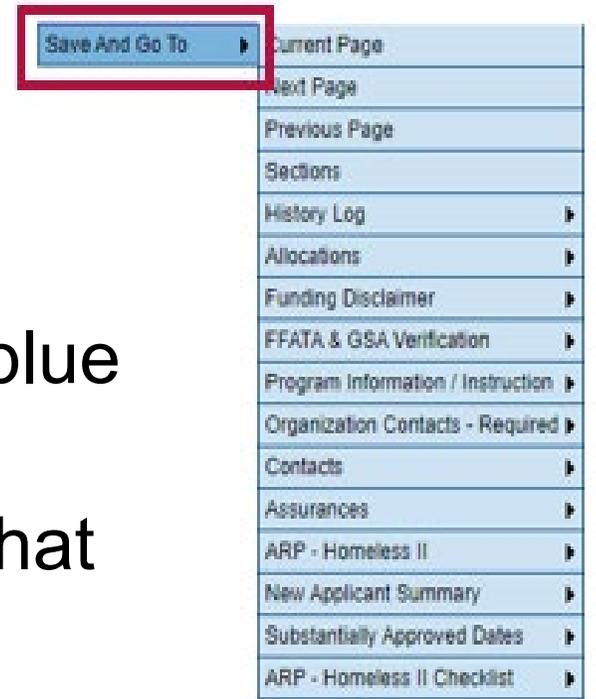


The sections page outlines sections and pages that need to be completed before the Funding Application can be submitted for approval



Navigation Menus

- Within individual sections of GME, there is a light blue menu
- It allows you to navigate to different pages within that section
- Navigating Tip:
 - Save And Go To is used when a page has been edited
 - Go To is used for pages that are in Read-Only status
 - Navigating outside of these options may cause a loss of data



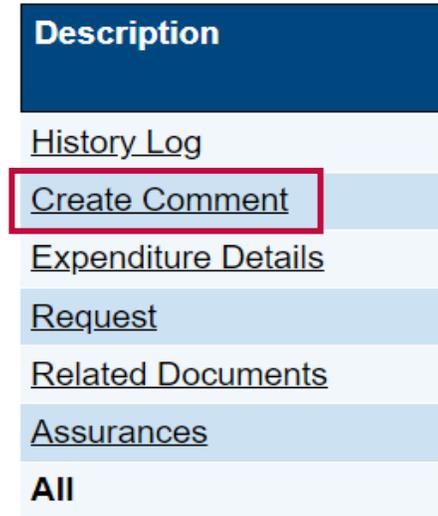
History Log

- The History Log maintains transparent communication between ADE and the entity responsible for the FA
- Comments cannot be edited nor deleted once posted; they are saved as a permanent record
- Comments can be posted by GME users **(C)**, or generated by the system based on various triggering events **(S)**
- Comments can also generate Help Desk tickets when Grants Management is included in the message

Description
History Log
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All

Comments

- Common reasons to create a comment:
 - Approval/Rejection of FA submission by ADE
 - Action requested of Entity
 - Entity inactivity “check in” or “TA suggestion”
 - Statutory required documentation
 - Hold placement/removal
- Pro Tip: If pre-creating a comment, its recommended you do so in Notepad or web-based MS Word; then copy + paste to GME
 - Avoid adding images & formatted tables
 - Avoid attachments (the system cant take them anyways)
 - *Example: breaking FY22 ESEA Application for Crane Elementary District*



A screenshot of a navigation menu with a dark blue header labeled 'Description'. Below the header are several menu items: 'History Log', 'Create Comment', 'Expenditure Details', 'Request', 'Related Documents', 'Assurances', and 'All'. The 'Create Comment' item is highlighted with a red rectangular border.

Description
History Log
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All

Contacting ADE via History Log

Attachments	
Send Email to GME Contacts	<input checked="" type="checkbox"/>
Available Contact Groups	
LEA Contacts By Funding Application	ESEA Consolidated ▾ ESEA Funding Application Contact McKinney-Vento Homeless Liaison Title I-D Coordinator Primary Title I LEA Coordinator Title II-A Coordinator Add
LEA Contacts By Role	LEA 2014-2015 Head Start Collaboration Update LEA 21st CCLC Yr 1 - New - Consortium Update LEA 21st CCLC Yr 2 Update LEA 21st CCLC Yr 3 Update LEA 21st CCLC Yr 4 Update Add
Other LEA Contacts	County Business Manager Planning Tool Contact Add
ADE Contacts	Program Specialist Director Completion Report User Fiscal Monitoring Grants Management Add
ADE Miscellaneous Contacts	Bailey Acevedo Ryan Adame Dana Agnew Cara Alexander Cara Alexander Add
Additional Recipients	<input type="text"/> Add

Help Desk Ticket ONLY



Printed Resource Kit

GME User Roles Mini Guide & FAQ

What are GME User Roles?

Grants Management Enterprise (GME) system allows users to access and complete different applications, supplements, and pages based on the users' roles. They ensure that sensitive information is only accessed by those within your organization.

How do I receive my GME User Role?

GME is an application within the Grants Management Enterprise (GME) system. It is managed by the Entity Administrator (or AD Administrator) and the Grants Management Administrator. When requesting your first GME User Role, you must have the same access to GME as the Entity Administrator. Further GME User Roles can be requested by the Entity Administrator.

Who manages the GME User Role?

The person within your organization who manages the GME User Role is the Entity Administrator. You may need more information on how to request a GME User Role. See [Add/Delete User Roles](#).

What functions do GME User Roles perform?

If no LEA User Access Administrator role is no longer employed, you should update the role of this document. Grants Management Administrator should inform them that they have been assigned a GME User Role. This document is intended for all other users who need to complete a GME User Role.

There are over 400 user roles designed to serve various functions within GME. Other roles are assigned to staff members within the system. On the next page, you will find a list of roles that have been assigned to staff members. This list is practical for very large traditional public schools. It is not practical for very large traditional public schools.

Reimbursement Request Quick Guide

Reimbursement Requests (RR) are the process by which funds are drawn down from a Director-approved Funding Application.

Before getting started, ensure you have the necessary access to ADE Connect and Grants Management Enterprise (GME). Please visit the GME Grants Management Resource Library page to review resources on User Roles and User Access Administration.

Process Outline

1. Click **Reimbursement Requests** in GME located on the left blue menu.
2. Use the drop-down menu to select the **fiscal year** and **grant**. Then, click the grant name hyperlink.



The screenshot shows the GME system interface. On the left, there is a blue menu with 'Reimbursement Requests' highlighted. An arrow points from this menu item to a box containing 'Funding' and 'Reimbursement Requests'. Below this, another arrow points to a 'Project Summary' box. The main content area shows a 'Reimbursement Requests' dropdown menu with '2025' selected. Below the dropdown, there is a table of grants with columns for 'Grant' and 'Grant Name'. The first row shows 'ESEA Consolidated' and 'Int'l LEA'. An arrow points to the 'Int'l LEA' link.

Completion Report Process

Accounting System

Verify that all expenditures

STEP 01

GME Verification

Verify that all reimbursement requests are in paid status. Verify that no more funding requests are pending and that the latest information is in SEA Director Approved status.

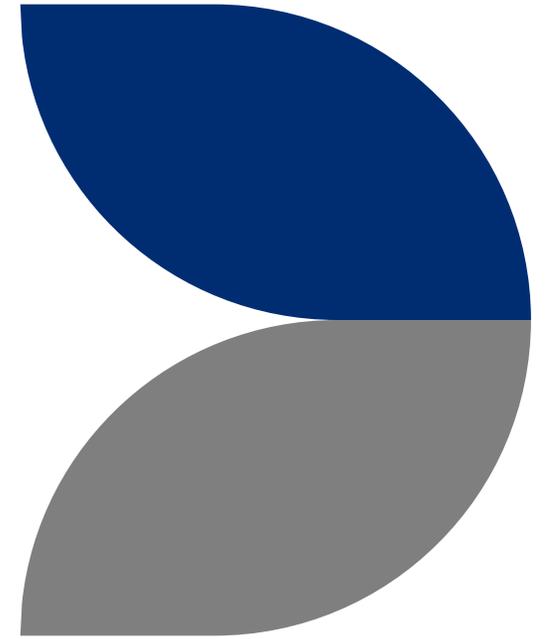
Finalizing the Completion Report

Double-check your information input, finalize draft and then change status one more time to Business Manager Approved.

GME Training Team Course Catalog



Questions?



We're Here to Help!

ADE Helpdesk: <https://helpdeskexternal.azed.gov>

GM Website: www.azed.gov/grants-management

GM Upcoming Trainings: <https://azed.geniussis.com/Registration.aspx?CAT=28>

GM Hotline: 602-542-3901

Grants Technology

Option 1

- GME System Support
- GME System Updates & Enhancements
- GSA & Self-Assessment

Grants Training

Option 1

- Training and Professional Development
- Training Resources & Materials

Fiscal Processing

Option 2

- Reimbursement Requests
- Completion Reports
- Title I Maintenance of Effort
- Technical Assistance

Fiscal Monitoring

Option 3

- Single Audits
- Fiscal Monitoring
- Corrective Action Plan Support