



**GRANTS EMANAGEMENT SYSTEM (GEMS)  
APPLICANT TRAINING**

# WHY ONLINE GRANTS

- Reduce the amount of administrative paperwork being completed by applicants and grantees.
- Provide one central location for all Komen applicants and grantees to complete all tasks associated with the Komen grant process.
- Assist grantees in evaluating their project.
- Provide the Affiliate more time to build relationships with applicants and grantees.

# USER ROLES

## Project Director:

- The role of Project Director should be assigned to the individual at your organization that will serve as the project's lead contact. This individual is responsible for validating all new users when they register for the system under their organization. This individual will have the highest level of access in the system and will be responsible for overseeing all of the administrative functions available such as application creation and completion.

# USER ROLES

## **Authorized Signer:**

- The role of Authorized Signer should be assigned to the individual at your organization that has the authority to sign legal documents on behalf of the organization. This individual is responsible for electronically signing the application before submission and the grant contract if the organization is awarded funds.

# USER ROLES

## Viewer:

- The role of viewer should be assigned to any individual at your organization that needs access to view the organization's information but does not need the functionality to save, add, edit, or change anything within the organization's information.

# USER ROLES

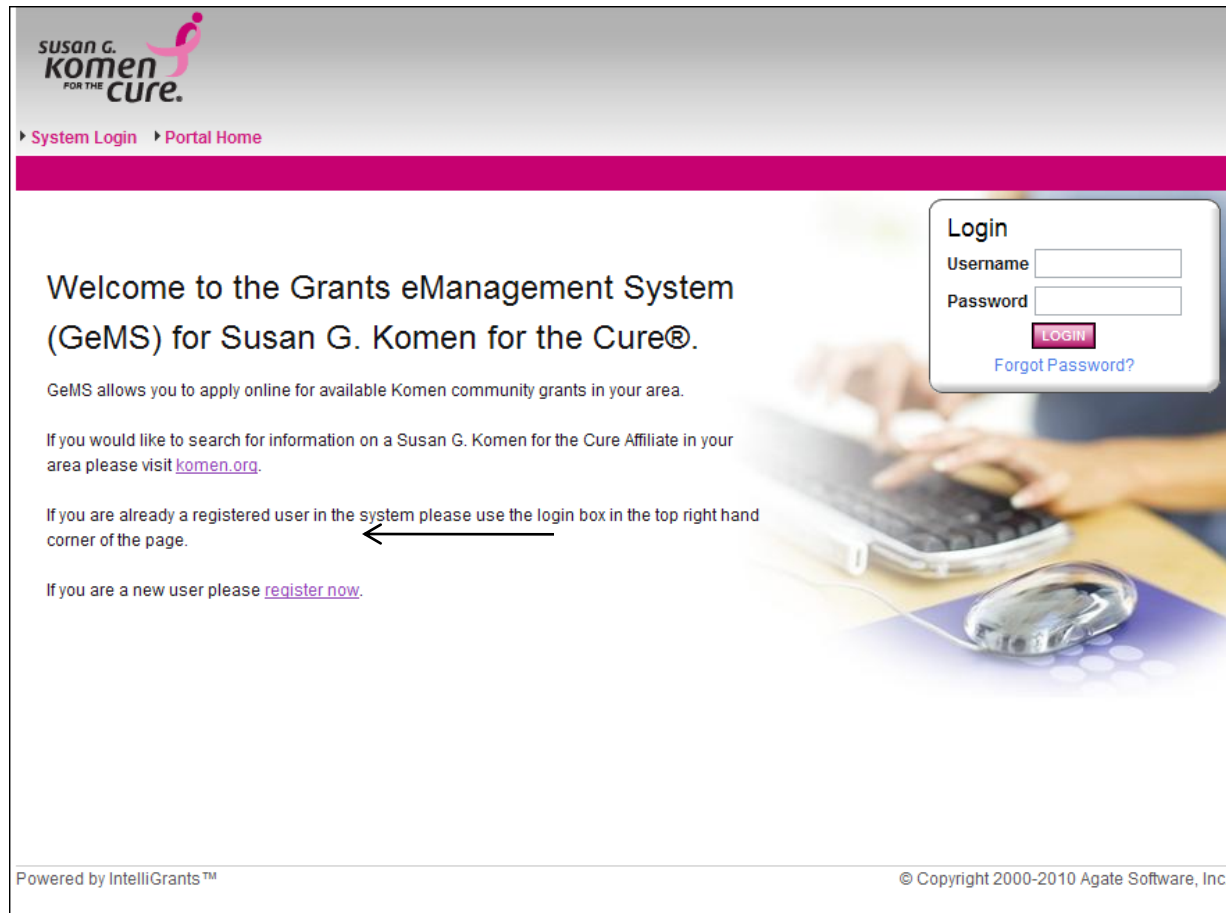
## Writer:

- The role of writer should be assigned to any individual that needs access to an organization's application process to help complete the application but does not have the authority to complete the submission process. This individual cannot change the status of an application and will not have administrative function availability.

# USER ROLES

- The Project Director must be the first individual at your organization to register.
- The Authorized Signer must register and be validated/approved prior to the creation of the organizations first application.

# REGISTRATION



**susan g. komen FOR THE cure.**

▶ [System Login](#) ▶ [Portal Home](#)

## Welcome to the Grants eManagement System (GeMS) for Susan G. Komen for the Cure®.

GeMS allows you to apply online for available Komen community grants in your area.

If you would like to search for information on a Susan G. Komen for the Cure Affiliate in your area please visit [komen.org](http://komen.org).

If you are already a registered user in the system please use the login box in the top right hand corner of the page. ←

If you are a new user please [register now](#).

**Login**  
Username   
Password   
  
[Forgot Password?](#)

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# REGISTRATION

## Registration

Please complete all required fields below. Once you have completed the fields please select the save button to complete your registration. If there is a pink Go button next to a drop down list you must click the Go button before moving to the next question. Once you have registered you will receive a message at the top of the registration page letting you know that your registration is complete and you will receive an email informing you that your registration is complete. You will not be able to log into the system until you are approved. Once you are approved you will receive an email informing you that you have access to the system.

### Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text" value="v"/>	<input type="text" value=""/> *	<input type="text" value=""/>	<input type="text" value=""/> *	<input type="text" value="v"/>
Title	<input type="text" value=""/> *				
Email	<input type="text" value=""/> *				
Phone	<input type="text" value=""/> 				
What is your position at your Affiliate?	<input type="text" value=""/> <input type="text" value="v"/> *  ←				
Affiliate State	Alabama <input type="text" value="v"/> *  ←				
Affiliate	<input type="text" value="v"/> *  ←				
Organization	<input type="text" value="v"/> *   ←				
Username	<input type="text" value=""/> *				
Password	<input type="text" value=""/> * <span>Confirm Password</span> <input type="text" value=""/> *				


# REGISTRATION

**Organization**


Organization Name  \*

Organization Type  ▼


Business Address  ▼ \*

City  \* State  ▼ \* Zip Code  \* 


County  ▼ \*

Phone #1  \*  Phone #2

Fax  Cell Phone

Do you have a Federal Tax ID Number?  Yes  No 

Federal Tax ID

Non-profit Documentation   

# REGISTRATION

- After you save your contact and organization information, your account must be approved before you have access to the system.
- You will receive two email communications as part of the registrations process:
  - Registration Submitted
  - Access Granted

# USER APPROVAL

- Project Directors will be approved/validated by an Affiliate representative.
- All other users will be approved/validated by the organization's Project Director.

# Komen Project Director User Approval

This page will allow administrative users to approve one or more users.

## Search Criteria

Name

Organization

Organization City

Organization State

User Type

To approve the user select the record and click the button

Approval Type

Assign person's organization to

Set person's role to

Active Date

Inactive Date

## Search Results

Export Results to  Sort By


<input type="checkbox"/>	Name	New Organization	Requested Organization / Title	Contact Info	Phones
<input checked="" type="checkbox"/>	AS , Ski Lodge UserName: skipd2 Email: <a href="mailto:lgroves@komen.org">lgroves@komen.org</a> Date Requested: 10/03/2011	False	Aspen Ski Lodge Title: Authorized Signer	123 Main Street Aspen, CO 45654-5455 County: Hinsdale County	Phone 1: 6546546544

# USER HOMEPAGE

My Home | My CG Applications | My SG Applications | My CG Reports | My Letter Of Intent | My SG Reports

My Administration | My Organization(s) | My Profile | Logout

SHOW HELP



**Welcome Ski**  
Project Director  
[Change My Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Ski, please choose an option below.

## View Available Proposals

You have 2 My Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
NOTE: Use this option to initiate new proposals only. To edit applications already in progress, select the My CG Applications tab above.

VIEW OPPORTUNITIES

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## My Inbox

You have 16 new messages.  
Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

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## My Tasks

You have 1 new tasks.  
You have 0 tasks that are critical.  
Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS

# APPLICATION INITIATION

From the User Homepage, click the “View Opportunities” button.

## View Available Proposals

You have **1** My Opportunities available.

Select the **View Opportunities** button below to see what is available to your organization.

NOTE: Use this option to initiate new proposals only. To edit applications already in progress, select the My CG Applications tab above.

[VIEW OPPORTUNITIES](#)

# APPLICATION INITIATION

- For grant programs you are eligible to apply for you will see an “Apply Now” button under the description of the grant.
- Click the “Apply Now” button to continue to initiate a new application.



APPLY NOW



# APPLICATION INITIATION

- A confirmation page will appear. By clicking the “I agree” button you will initiate a new application.

## Agreement

Please make a selection below to continue.

Are you sure you want initiate a Community Grants Application?

I AGREE

I DO NOT AGREE

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# APPLICATION PAGES

- We will now enter the GeMS System and review each page of the application.
- Important Reminders:
  - Always select the Save button before leaving a page.
  - Utilize the navigation links at the bottom of the page.
  - Always refer to the RFA while completing the application.

# APPLICATION SUBMISSION

- Project Director must change the status of the application to “Authorized Signature Required.”
- Authorized Signer must finalize the submission by changing the status to “Application Submitted.”

# APPLICATION SUBMISSION

**susan g. komen** FOR THE **cure** GREATER AMARILLO

My Home | My CG Applications | My SG Applications

My Administration | My Organization(s) | My Profile | Logout

WELCOME HELP

Welcome Cody  
Project Director  
[Change My Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.  
> Applying for an Opportunity  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

Hello Cody, please choose an option below.

**View Available Proposals**  
You have 1 My Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
NOTE: Use this option to initiate new proposals only. To edit applications already in progress, select the My CG Applications tab above.

**VIEW OPPORTUNITIES**

**My Inbox**  
You have 3 new messages.  
Select the **Open My Inbox** button below to open your system message inbox.

**OPEN MY INBOX**

**My Tasks**  
You have 2 new tasks.  
You have 0 tasks that are critical.  
Select the **Open My Tasks** button below to view your active tasks.

**OPEN MY TASKS** ←

- Click on “Open My Tasks”.
- Select the grant you would like to submit from your task list.

# APPLICATION SUBMISSION

Click on “View Status Options” to review the available statuses for the application.

## Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

**VIEW STATUS OPTIONS**

# APPLICATION SUBMISSION

Click “Apply Status” under the appropriate status.

**Possible Statuses**

**AUTHORIZED SIGNATURE REQUIRED**

**APPLY STATUS** ←

**APPLICATION CANCELLED**

**APPLY STATUS**

# QUESTION AND ANSWER

