



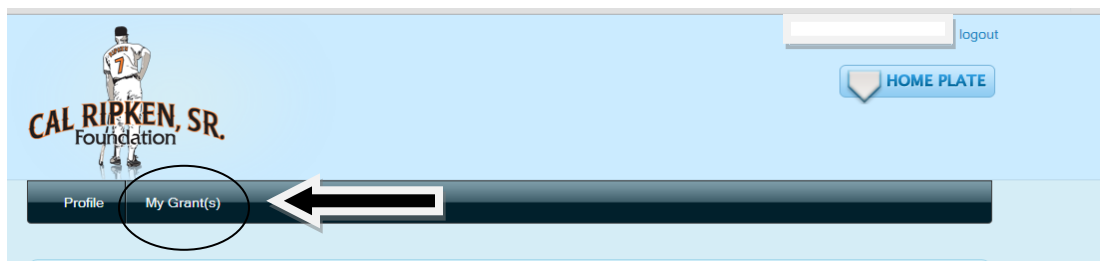
## Grant Management System (GMS) How To Guide

### Login:

- Go to [www.crsfportal.org](http://www.crsfportal.org)
- Login and go to Materials Page
  - If you have not yet signed up for CRSF Portal, click “Login” and click the link to register to create your individual account.
- Under Subgrantee Only Section – **Select Login to GMS**
- GMS Website – enter CRSF username and password
  - Provided by program manager (this is different than Portal username and password)

### Application Process:

1. The organization contact will receive an e-mail from CRSF staff to fill out the appropriate grant application.
2. Login through [www.crsfportal.org](http://www.crsfportal.org) (see instructions above)
3. Once logged into GMS, you will see your homepage.
4. Click on the “My Grants” button on top left corner.



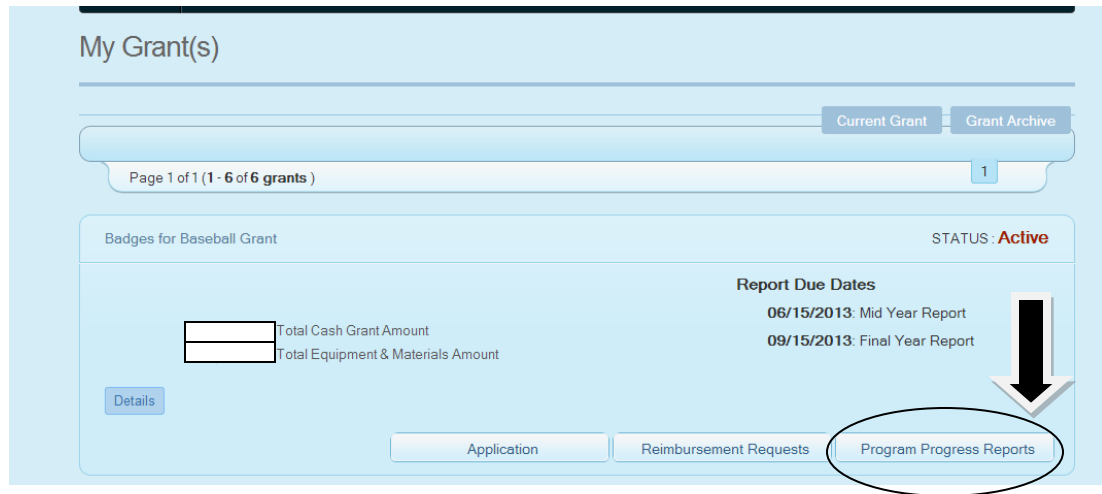
5. Click on the “Application” button for the grant.
6. Begin to fill out application – step by step. Complete each section and click “Save” at the bottom of the page. A green check mark will appear next to the section when completed.
7. Once you fill out the entire application click “Submit.”
  - You can save your application at any time. If you need to come back and finish, the application will be saved from the last time it was open

## Progress Reports:

Per your grant there could be 1 or 2 progress reports

Follow Login instructions. Once signed in, please follow these steps:

1. Click on “My Grants” on the top left corner.
2. Click on “Program Progress Reports” on the lower right corner.



3. Click on “Create Mid-Year/Final-Year Report.”



4. Complete each section and click “Save” at the bottom of the page. This will take you to a page where you can view the status of each section of the Progress Report. A green check mark will appear next to the section when completed.
5. Once all sections are complete a “Submit” button will appear at the bottom of the page. Once you click “Submit” the Progress Report will be forwarded to your Program Manager and you will be unable to make changes.