

Maryland GOCCP Grant Management System

Quick Reference

Navigation Bar

Float your cursor over a menu item to see choices.

Location Bar

Changes to show you where you are in the system.

Sort Fields

Click on any column heading in a dashboard to sort the display by that heading. Click once for ascending, twice for descending order.

Search Fields

Type text into search boxes under column headings (when available) the hit ENTER to return records that match (exact or partial).

Drop-Down Lists

Click the arrow on a drop-down list and select an item to narrow the list of records.

A

NOFA Status

Active
[All]
Active
Inactive

B

Application Status

[All]
Pending
Cancelled
Awaiting Hard Copy
Hardcopy Received
Pending Revision
Resubmitted
Internal Review
Final Sheet Review
Pending Award
Application Denied
Awarded
Withdrawn

C

Application Status

[All]
Award Packets Pending
Award Packets Review
Acceptance Documents Due
Award Cancelled
Under Audit
Award In Compliance
Award Not In Compliance
In Collection
Award Closed

Function Menus

Context-sensitive Menu guide you through the process of applying for a grant or managing funding programs & grants. When you click an item in the menu, the right-side window displays fields for required information associated with the menu item. If you see a SAVE button, you must click it when you are finished, or you will lose the information you entered. If you do not see a SAVE button, the information is automatically saved when you enter it.

Context Menus

Other Navigation Tips

Drag & Drop

Example: Add an organization to a Grant Fund Distribution (GFD) by clicking and holding on the organization in the Available Organizations pane, dragging it to the top of the Eligible GFD Organizations pane, and releasing when you see the dotted line.

Add New Records

The + Add new record button appears anywhere in the GMS that you are able to add new records. Click on the + icon, and the fields to enter the new information into will appear directly below "Add new record".

If there is a Save button, you must click it to save your work before moving on.

Information in this pane changes according to the item you click in the Context Menu.