

GRANTS MANAGEMENT SYSTEM (GMS) TIPS

- The best browsers to use are Mozilla Firefox or Google Chrome
- You can copy and paste from a word document to an application in GMS. Use the “copy from word” feature in each text box to avoid copying hidden characters
- Only attach .pdf or .jpeg documents. If you do not have Adobe software you can use cute writer to pdf any document
- There is a link to the cute writer website, if you don't have pdf software, in the attachments component of the Funding Opportunity or you can download it at www.cutepdf.com.
- This software will download as a “printer” option; an application will not be installed on your desktop
- If you mark a component complete you can edit that component until the application is submitted
- Once you click submit your application will be submitted for review and is only accessible through negotiation
- Once your application is submitted if there is information missing or that needs to be corrected, the component(s) where this information is saved will be negotiated back to the grantee for correction
- Once the grantee makes the required corrections they will submit the component(s) back to CDFA for review
- If multiple questions in one component are required you can save the component without answering all of the questions
- Just add one (1) character to each of the required boxes and save
- Remember to return and answer these questions before the application is submitted
- Be sure to “Save” early and often
- The system will “time out” after three (3) hours of inactivity
- If you click the back button before you click save your information will be lost
- The components that require you to “Add” documents are the attachment components

- To edit a component click “edit” and a text box will open for the grantee to answer the question(s) and save their information
- Before submitting your application we recommend that you preview your application, pdf the entire application and save it to your computer
- Call or email Lori Wamser at 603-717-9119 or lwamser@nhcdfa.org or Jacqueline Matthews at 603-717-9104 or jmatthews@nhcdfa.org for questions you may have while using the Grants Management System (GMS)