



ONLINE GRANT MANAGEMENT SYSTEM | USER GUIDE

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Section I: Navigating to the TDEC Grant Management System

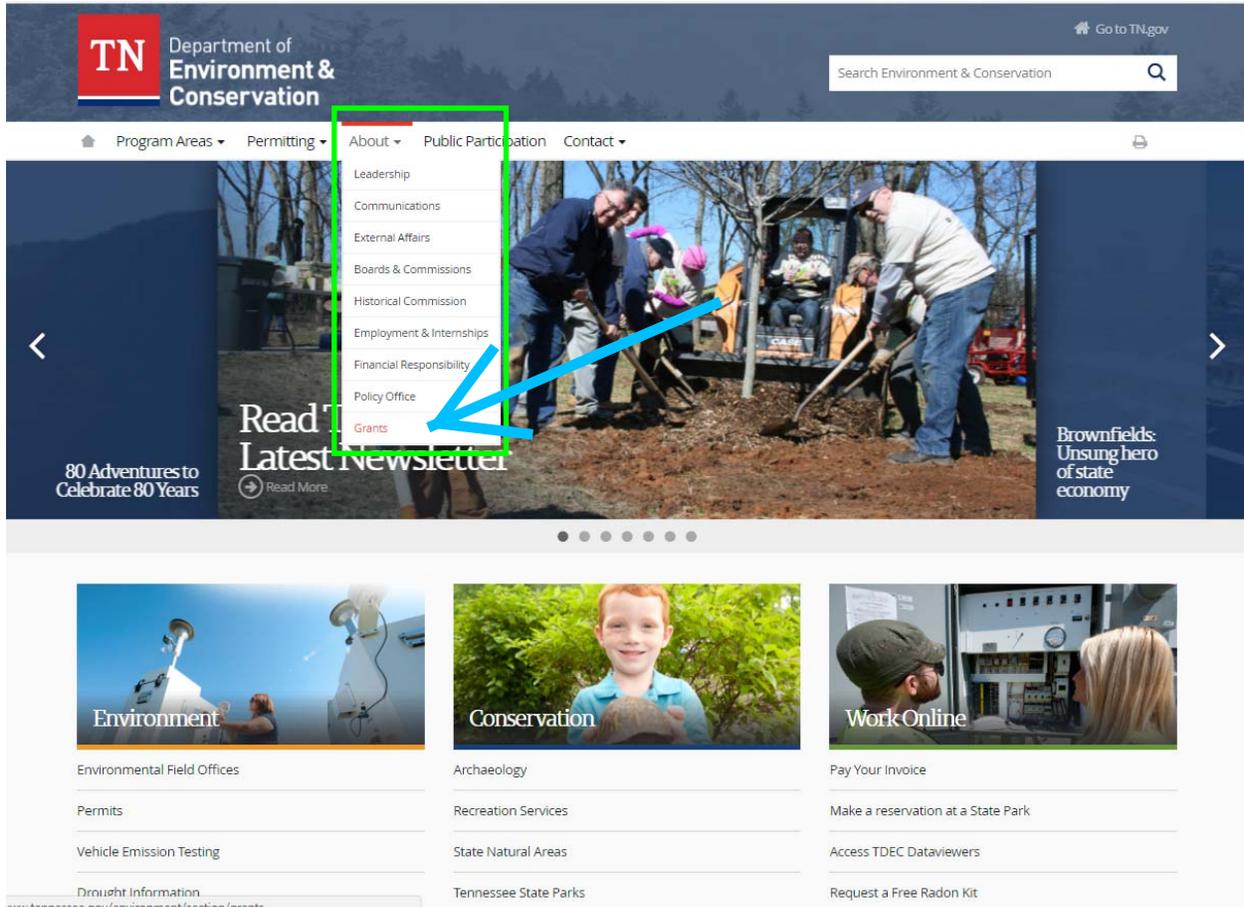
Accessing the TDEC Online Grant Management System (GMS) can be accomplished in two ways: 1) Direct URL and/or 2) TDEC's website.

1. TDEC Website

- a. Go to TDEC's main website:

[Tennessee Department of Environment and Conservation](https://www.tennessee.gov/environment)

- b. In the drop-down menu bar at the top of the page, hover over "About."



- c. Select "Grants" in the drop-down.
- d. Click on "Online Grants System."

2. GMS Direct Link: [TDEC Grant Management System](https://www.tennessee.gov/environment/section/grants)

Section II: User Registration and Login

1. Registration:

- a. After successfully navigating to the GMS homepage, select the “Register here” button located on the lower left side of the page.

The screenshot shows the TDEC Online Grants System homepage. The page is titled "TDEC Online Grants System" and includes a "New to the system?" section with a "Register here" button highlighted by a blue arrow. To the right, there is a "Login" section with fields for "Email" and "Password", a "Login" button, and links for "Forgot Password?" and "To learn more about us click here". The footer contains copyright information for SmartSimple.

- b. Complete all required fields using the information for your parent organization. (ex. Grant Consultant, Development District, etc.)

The screenshot shows the "Contact Information" registration form. The form is titled "Contact Information" and includes a "Registration Instruction" box. Below the instruction, there are several required fields: "First Name", "Last Name", "Email", "Phone", "Fax", "Mailing Address", "Address 2", "City", "State" (a dropdown menu), and "9 Digit Zip". A "Submit" button is located at the bottom of the form.

- c. A temporary password is generated by email.

2. Logging In for the First Time:

- a. Type in the email address used to register the account.
- b. Type in the temporary password received by email after registering the account. *(It is recommended to change the password immediately upon initial login.)*

Section III: GMS Dashboard

The dashboard is the main page upon login. This is the command center for the account and provides the tools for the following:

- Affiliate with organizations
- Change account password
- Search for funding
- Manage applications
- Update profile information
- Switch between organizations
- Apply for Grants

The screenshot shows the GMS Dashboard interface. At the top, there is a header for the Tennessee Department of Environment & Conservation with a 'Switch Organization' button. Below the header, a note states: 'Note: Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Current session: You are logged in as Not Affiliated. To switch your organization click the Switch Organization button on the top right.' The dashboard features three main navigation buttons: 'Submit Affiliation Request', 'Personal Profile', and 'Change Password'. The main content area is divided into two sections: 'Funding Opportunities' and 'My Applications'. The 'Funding Opportunities' section lists several grant categories with their respective deadlines and 'Apply Now' buttons. The 'My Applications' section displays a table of application statuses, including 'In Progress (5)', 'Active (0)', and 'Completed (0)'. Below this, a table lists five applications with columns for Application ID, Application Type, Organization, Status, and Last Modified. The 'Requires Attention' section shows 'Pending (0)' and 'Completed (0)' counts, with a table below it indicating 'No results found'.

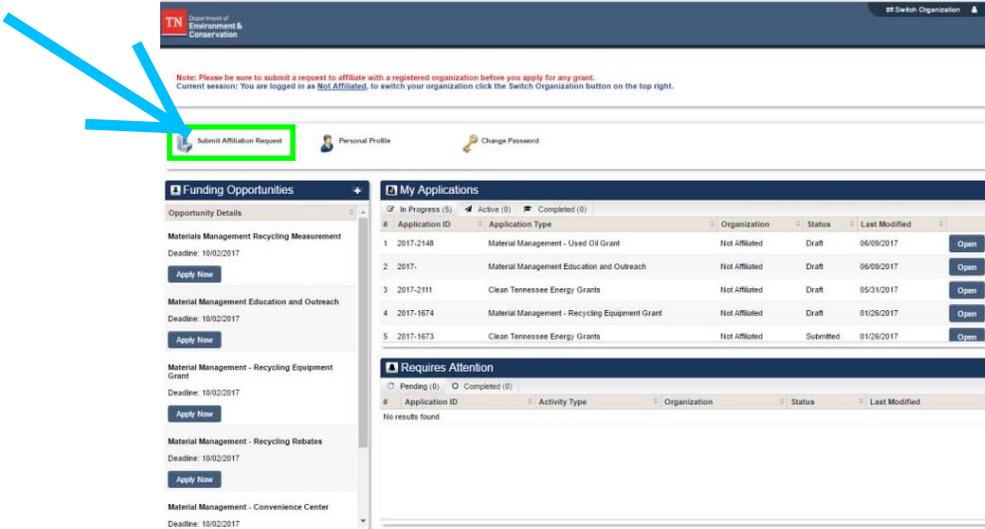
#	Application ID	Application Type	Organization	Status	Last Modified	
1	2017-2148	Material Management - Used Oil Grant	Not Affiliated	Draft	06/09/2017	Open
2	2017-	Material Management Education and Outreach	Not Affiliated	Draft	06/09/2017	Open
3	2017-2111	Clean Tennessee Energy Grants	Not Affiliated	Draft	05/31/2017	Open
4	2017-1674	Material Management - Recycling Equipment Grant	Not Affiliated	Draft	01/26/2017	Open
5	2017-1673	Clean Tennessee Energy Grants	Not Affiliated	Submitted	01/26/2017	Open

Section IV: Affiliating with an Organization

In order to apply for funding opportunities, it is required to first affiliate with the organization that will be the applicant for the grant. Entities such as Grant Consultants and Development Districts will need to separately affiliate with each organization (County, City, etc.) being represented. The dashboard provides the ability to toggle between affiliated organizations.

To affiliate, the steps are as follows:

1. Log into GMS to view the dashboard and select “Submit Affiliation Request” in the toolbar.



2. Search organizations in Step 1. If the organization is not listed, proceed to Step 2 to “Register New Organization.”

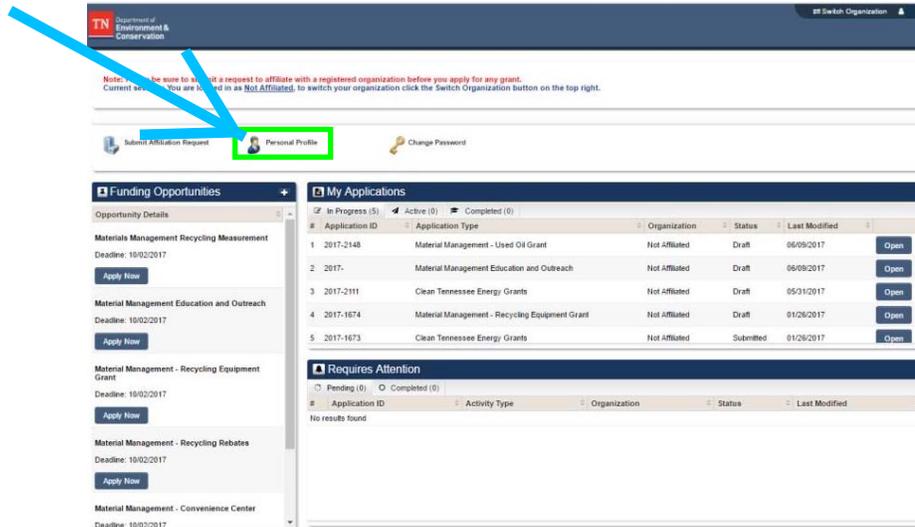
The screenshot shows the 'Request Affiliation with an Organization' form. The form is titled 'Request Manager - Request' and has a 'Request Affiliation with an Organization' section. The form is divided into five steps:

- Step 1: Select the organization that you are affiliated with. This step includes an 'Organization:' text input field and a 'Lookup...' button.
- Step 2: If you can't find your organization, you must register one by clicking the "Register New Organization" button below. This step includes a 'Register New Organization' button.
- Step 3: The name of the organization must appear in the Organization field in step 1. If you have just registered a new organization in step 2, begin typing its name in the Organization field of step 1.
- Step 4: Provide the following information about your role with the organization. This step includes three text input fields: '* Title:', '* Email:', and '* Phone:'.
- Step 5: Once your affiliation request has been approved, you will be automatically added under the organization. This step includes a 'Submit' button.

3. Complete steps 3 and 4, then click Submit.
4. A notification email will be sent to the subject organization.

Section V: Updating Personal Profile

Profile information can be updated from the dashboard by clicking on “Personal Profile.” Information such as name, title, address, phone number, and affiliations can be reviewed and edited.



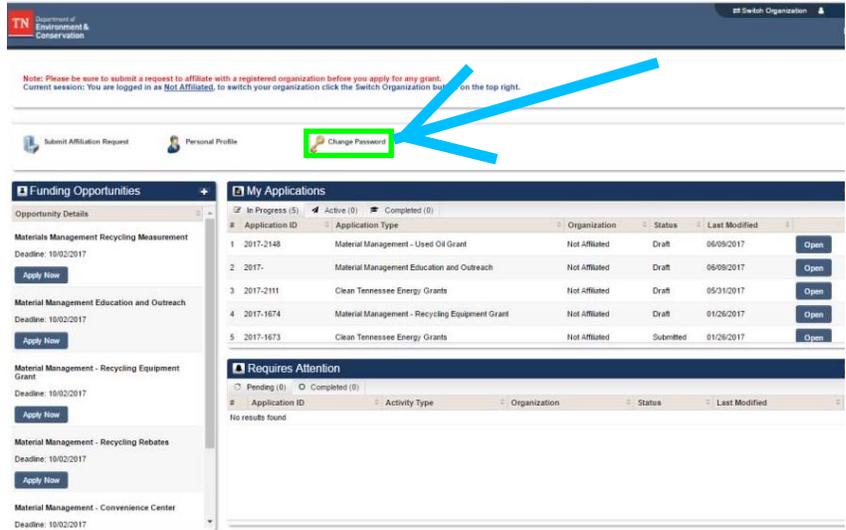
The screenshot shows the 'Personal Profile' form for John Smith. The form is titled 'John Smith' and has two tabs: 'Main' and 'Associations'. The 'Main' tab is active. The form contains the following fields:

- * First Name: John
- * Last Name: Smith
- Title:
- * Phone: 5555555555
- * Email: johnsmith@smithville.com
- Fax:
- * Mailing Address: 55 Smith Lane
- Address 2:
- * City: Smithville
- * State: Tennessee
- * 9 Digit Zip: 55555

At the bottom of the form, there is a 'Save' button.

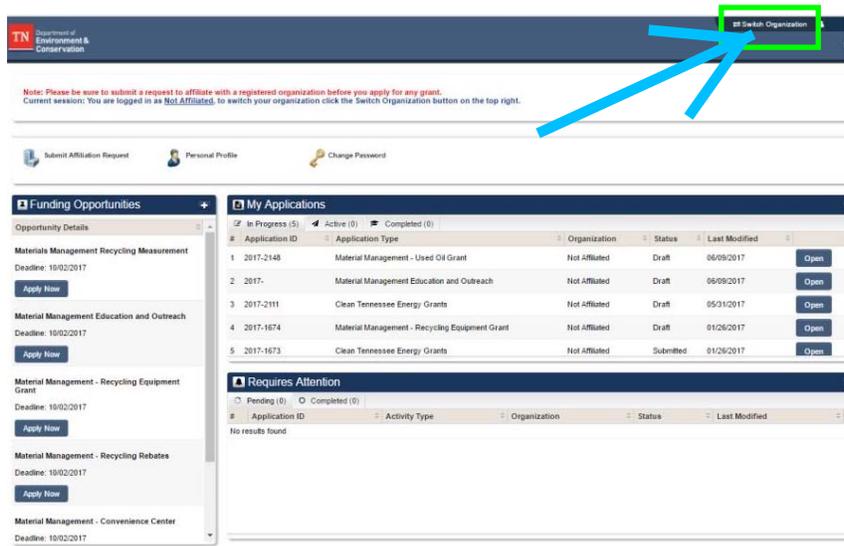
Section VI: Changing Account Password

From the dashboard, click “Change Password” in the toolbar. Follow the steps and Submit.



Section VII: Switching Between Affiliated Organizations

The system provides the ability to toggle between multiple affiliated organizations, if applicable. To toggle, click “Switch Organization” at the top right of the page.



Section VIII: Searching for Funding Opportunities

Funding Opportunities are listed in the column on the left side of the GMS Dashboard; each listing includes the deadline for the grant.

The screenshot displays the GMS Dashboard interface. At the top, there is a navigation bar with the TN Department of Environment & Conservation logo and a 'Switch Organization' button. Below the navigation bar, a note states: 'Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Current session: You are logged in as Not Affiliated, to switch your organization click the Switch Organization button on the top right.' The dashboard is divided into two main sections: 'Funding Opportunities' and 'My Applications'. The 'Funding Opportunities' section is highlighted with a green border and contains a list of opportunities with their respective deadlines and 'Apply Now' buttons. The 'My Applications' section shows a table of applications with columns for Application ID, Application Type, Organization, Status, and Last Modified. Below this, there is a 'Requires Attention' section with a table for pending and completed applications, which currently shows 'No results found'.

#	Application ID	Application Type	Organization	Status	Last Modified	
1	2017-2148	Material Management - Used Oil Grant	Not Affiliated	Draft	06/09/2017	Open
2	2017-	Material Management Education and Outreach	Not Affiliated	Draft	06/09/2017	Open
3	2017-2311	Clean Tennessee Energy Grants	Not Affiliated	Draft	05/31/2017	Open
4	2017-1674	Material Management - Recycling Equipment Grant	Not Affiliated	Draft	01/26/2017	Open
5	2017-1673	Clean Tennessee Energy Grants	Not Affiliated	Submitted	01/26/2017	Open

The column can be maximized/minimized by clicking “+/-” in the Funding Opportunities title bar.

This screenshot shows the 'Funding Opportunities' column in detail. The title bar of the column contains a maximize/minimize button, which is highlighted with a green box and a blue arrow. The column lists several funding opportunities, each with a title, a deadline, and an 'Apply Now' button. The opportunities listed are: 'Materials Management Recycling Measurement' (Deadline: 10/02/2017), 'Material Management Education and Outreach' (Deadline: 10/02/2017), 'Material Management - Recycling Equipment Grant' (Deadline: 10/02/2017), 'Material Management - Recycling Rebates' (Deadline: 10/02/2017), and 'Material Management - Convenience Center' (Deadline: 10/02/2017).

Section IX: Applying for Grants

From the Funding Opportunities column, click “Apply Now.” Complete the initial questionnaire in order to proceed with the application. Follow each step and provide all required information for each specific grant. (Reminder: Submitting grants requires affiliation with the organization applying for the grant.)

The screenshot shows the user interface of the Department of Environment & Conservation. At the top, there is a navigation bar with the TN logo and the text 'Department of Environment & Conservation'. Below this, a note states: 'Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Current session: You are logged in as Not Affiliated. To switch your organization click the Switch Organization button on the top right.' Below the note are links for 'Submit Affiliation Request', 'Personal Profile', and 'Change Password'. The main content area is divided into two columns: 'Funding Opportunities' and 'My Applications'. The 'Funding Opportunities' column lists several grants, each with a deadline and an 'Apply Now' button. A blue arrow points to the 'Apply Now' button for the 'Materials Management Recycling Measurement' grant. The 'My Applications' column shows a table of applications with columns for Application ID, Application Type, Organization, Status, and Last Modified. There are 5 applications in progress, 0 active, and 0 completed. Below the table is a 'Requires Attention' section with a table for pending and completed applications, but no results are found.

The screenshot shows the 'Submission Manager - Grant' page. At the top, there is a navigation bar with the TN logo and the text 'Department of Environment & Conservation'. Below this, there is a user profile section with 'Switch Organization' and 'John Smith' and a 'Home' link. The main content area has the title 'Submission Manager - Grant'. Below the title is a disclaimer: '* By clicking I accept, the Applicant certifies that he/she along with any other officers, directors, owners, partners, employees, or agents is (are) not presently debarred, suspended, proposed for debarment, or declared ineligible for an award by any State or Federal agency. This is in accordance with Federal Acquisition regulation 52.209-5.' Below the disclaimer are two radio buttons: 'I accept' and 'I do not accept'. At the bottom of the page is a 'Submit' button.

Section X: Managing Applications

The dashboard section labeled “My Applications” lists all of the account owner’s applications for the organization currently being viewed. Below, “Requires Attention” provides prompts and next steps for each grant that has been submitted. To view the applications for other affiliated organizations, refer to Section VII.

The screenshot displays the user interface of the Department of Environment & Conservation. At the top, the header includes the TN logo, the department name, and user information for John Smith. Below the header, there are navigation links for 'Submit Affiliation Request', 'Personal Profile', and 'Change Password'. The main content area is divided into two primary sections: 'Funding Opportunities' on the left and 'My Applications' on the right. The 'My Applications' section is highlighted with a green border and contains a table with one application in progress. Below this table is a 'Requires Attention' section, which currently shows no results.

My Applications

#	Application ID	Application Type	Organization	Status	Last Modified	
1	2017-	Material Management Recycling Measurement	Not Affiliated	Draft	06/12/2017	Open

Requires Attention

⊞ Pending (0) ⊞ Completed (0)

#	Application ID	Activity Type	Organization	Status	Last Modified
No results found					