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](#)
   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](#)
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.

   ![Register here button](image)

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

   ![Contact Information](image)

   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
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.”

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