TN | Tennessee State Government | Opioid Abatement Council

Proposer Instructions
Accessing Sub-Recipient Grant Management Enterprise Solution (SR-GMES)
Opioid Abatement Council's Community Grants

1. Navigate to this website **https://mh.grants.tn.gov/iface/index.jsp**
2. Click **Click Here** to Register
3. Click on the **Organization Registration Using IRS Validation**
4. Enter information in a few fields and click **Search**
5. If your agency is <u>not</u> listed, return to the Registration page and click on **Organization Registration – Authorizing Agency**
6. Complete registration and verification via email
7. Return to website (when you verify, you will be directed to the Log-in screen)
8. Log-in with email and password through **Application login in here**
9. On the Home screen, click **Organization Profile**
10. Click the **Edit** button
11. Enter required information
12. Return to Home screen
13. Click **Funding Opportunities**
14. Click **Apply Now** for the Opioid Abatement Council Community Grants
15. Read instructions in goldenrod box
16. Click **Save Draft**
17. Read instructions in goldenrod box
18. Solicitation documents are located under this tab, the Acknowledgement tab
19. Click **Save Draft**, confirm attestation via **check box**, and then click **Continue**
20. Complete all fields under **Qualification Criteria** tab
21. Click **Save Draft** to save entries
22. Then, move to the next tab to the right and complete all required fields
    a. The required documents are uploaded in the Organization Information tab
    b. The brief description of the project is entered in the General Project Information tab
    c. The application questions are in the Project Narrative tab
    d. The budget is created in the Funding Request tab
23. To see which fields are incomplete, scroll through and ensure the fields with a red * are completed OR click the yellow **Submit** button– this will not submit, unless you agree with the pop-up question
24. Before you submit and agree to the pop-up question, ensure you are satisfied with the answers as there is <u>not an option</u> to revise after the application is submitted

❖ For any issues with the Portal, please email OAC.leadership@tn.gov
   Please include screen shots and a detailed question in your email.
❖ Only technical questions and concern the use of the Portal will be answered by the OAC Office.
   Please do not send questions related to the content of your application.