OVERVIEW OF THE NEW GRANTS MANAGEMENT SYSTEM

SYSTEM RULES

- IMPORTANT-- When inserting text, do not use quotation marks ".", bullets•, or other special characters &, * ^. When copying and pasting from another document, ensure the results do not include hypertext (<br>). Proofread the text information and remove any of these characters. The page will give an error and will not save if hypertext is present.

- A check in a box means "yes," a blank box means "no."

- SAVE: - The "Save" button is at the end of each page. If data has been omitted or is inaccurate, **an error message in red** will appear at the top of the page. Make the necessary corrections or additions and click on the "Save Page" button again.

- SAVE OFTEN – The GMS system has a security feature and times out after 20 minutes of inactivity, so save often to prevent loss of data.

- To move across the page or between Tab sections, use the computer mouse – DO NOT USE the computer's "tab" key. Move from left to right across the tabs.

- DO NOT use the "BACK" button on the browser to move among the tabs. Click on the next tab or use the pull-down menu of applications.

- Pages with multiple text boxes/questions – All required text boxes/questions must be completed before the page will save. You may need to enter one word in each text box to save the page, then go back and work on each box, saving after each. This will eliminate timing out and losing previously entered data.

- Once all information is entered, use the "Save Page" button. **Clicking on another section Tab before saving a page will result in the loss of data entered on that page!**

- Pre-populated pages do not have a "Save Page" button because that information is already saved by the GMS and is for your review.

Data that has been saved can be changed at any time until the application's final submission to NDE.

PRINTING

To print individual web pages, click on the "Printer Friendly" link in the upper right hand corner of any application page. This is an immediate print for individual pages only.

To get the entire document in one request, the "Application Print" tab is available on the tab strip of each grant application.
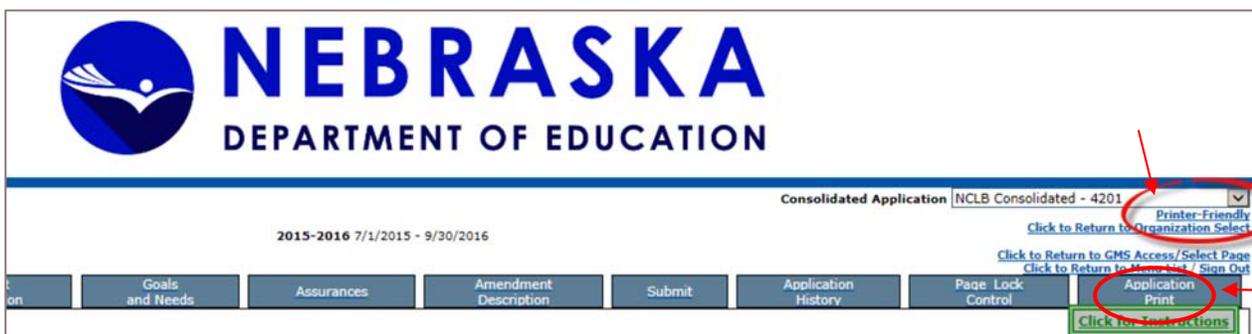
- **Select Fiscal Year:** Check the year appearing in the drop down box to determine the correct applications are showing in the status window.

- **Revision**: Indicates if it is an Original Application or Amendment #1, etc.

Status:

- **Not Submitted** – Application still resides at the District in progress.

- **Submitted for Review** – Submitted to NDE or District Administrator.

- **Returned for Changes**– District needs to make revisions based on NDE findings listed on the Review Checklist.

- **In Process** – First level of NDE approval passed. Now needs to be final approved by NDE.

- **Final Approved** – Application has been final approved by NDE and GAN has been created.

AMENDMENTS

Amendments cannot be created until *after* an application has been approved by NDE. (Selecting an application with a status of "In Process" results in the "Create Amendment" button being disabled. Amendments are only necessary when

A. The scope of the program is expected to change, e.g., add or remove a new activity

B. Grantees wish to budget for more available funds

C. Grantees wish to revise amounts across major object codes

D. Changes to the original approved budget where the expenditures for a major object code exceed 25% or $2500, whichever is greater, and there are no program restrictions on that activity.

Example: If a budget category was for $1,000 the flexibility would allow up to $3,500 without a budget change needed. Keep in mind that a budget category for $0.00 has no flexibility.

A sub-category or budget line item must exist in the annual budget –money budgeted and previously approved for the line item—in order to move money into it *without prior approval.*

CREATING AMENDMENTS **STEP-BY-STEP:**

On the approved application, click on the "Amend" button under the Actions Column. This creates a new Amendment with the Number 1 in the Revision columniation). Click on the Open button. This opens the Application and its Tabs.

Click on the Amendment Description tab to open a description text box where all changes need to be listed for NDE's review. Save Page when finished.

*Because the application was submitted and approved by NDE, it is set to a Locked Status. Pages can be unlocked for changes in the Page Lock Control tab.

PAGE LOCK CONTROL

After an application is submitted, the SAVE buttons will no longer be visible and the following message will appear within the pages of the application:

This page has been locked by the agency review. You must unlock it on the Page Control Tab if changes are needed.

Open the Page Lock Control tab. In the Expand All box on the left-hand side, you can view the lowest level of detail for each section. All pages in each of the application sections will display in this column.

Page Status: The Page Status column displays the status of the GMS web pages. Displayed will be Unlock Section, LOCKED or OPEN.
Open Page for Editing column: Click the check box next to the page name needing to be edited. A SAVE PAGE button should be visible at the bottom of the page.

Once saved, navigate to the application page needing to be edited. The locked page message should be gone and the page should have a SAVE button.

*Pages marked FINAL (e.g. Assurances) CANNOT be edited or unlocked by the district.

Once the page is OPEN, users can navigate to the page and edit as required.

After editing, a Consistency Check must be rerun before submission, then click the Submit button to send the amendment to NDE for review.

SECURITY

The grants management system has several security features. The authorized representative can approve staff requests to complete parts of the application, but **only the authorized representative can agree to the assurances and submit it to NDE.**

HISTORY

The grants management system will record the activity for each application. This includes the date submitted and who submitted it, the approval date, amendment dates, etc. The system will keep applications from year to year and, in future years, all previous actions (applications and amendments) will be available for review.

BUILT-IN VALIDATIONS AND ACCURACY

The system has several ways to ensure that when an application is submitted, it is as accurate and complete as possible. For example, an error message will appear in red at the top of the screen if a number is entered when a word is required. Validation errors must be corrected before the data can be saved. When the correct entry is made, the error message disappears and the data is saved.

The system has been designed to ensure that applications are complete before submission. The last step in the process of completing the Perkins Consolidated Application is on a tab called "Submit". Prior to the authorized representative clicking the "submit" button, the system requires a Consistency Check to be successfully submitted. The consistency check examines the entire application, as opposed to a single web page of the application. If any page contains required responses that were skipped or if any available funds were not budgeted, an error message is displayed. Applicants may want to do this check before submitting. The "submit" button is only available after the consistency check has successfully passed. Further, when the consistency check does pass, the application is "Locked." This prevents modifications to the application that could nullify the consistency check. If the applicant desires to change the application, after a successful consistency check (but before submission), they must click the "Unlock" button that is also located on the Submit page. By unlocking the application at this time, the record of a successful consistency check is erased, necessitating the consistency check be run again prior to submission.

This is a consolidated application for all funds a district, consortium, or institution has received and cannot be submitted until all components are completed and the consistency check is run.

COMMUNICATION

The system will automatically send email messages to the authorized representative, as defined in the NDE Portal, whenever there is an approval or an application is returned for changes. The system will notify the staff person in the Department when an application or amendment has been submitted. The messages will be sent to the email address as provided by the agency in the Portal.

NDE REVIEW AND APPROVAL OF APPLICATIONS (REVIEW CHECKLIST)

Each Perkins Application is reviewed for approval. When an application is reviewed, the reviewer will use the Reviewer's Checklist. This Checklist is available to all applicants as a reference during the process of completing their application. Any applicable item on the checklist that is not acceptable will cause the application to be returned for changes.

To view the review checklist, click on the "Review Checklist" button to the right of the most current approved application/amendment. Note: this is a pop-up window, so pop-up blockers must be turned off. The Checklist will identify the needed changes and contain the comments of the reviewer.

When the application has received final approval, the system will notify the authorized representative. A Grant Award Notification is sent to the applicant designated in the application.

CONSORTIUM PROJECTS

Any agency that serves as the fiscal agent for a Perkins consortium project must submit an application.

The system will contain the allocations from all member districts that have declared their intent to participate through the online Intent to Participate Tool site. The consortium directors will need to verify the member districts to ensure accuracy. A list of member districts is found by opening the Allocations page and clicking on the green-colored ESU County/District Code of Fiscal Agent" link. The number serves as a link to the allocations. Any errors must be reported immediately to the Department by contacting Teri Sloup at 402-471-4809 or teri.sloup@nebraska.gov.

GETTING STARTED

Go to https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx

Sign in with your email address and password.

This will open the **"Menu List"** for the Grants Management System (GMS)

Select the **GMS Access / Select** link to open up the Grants Management System.

APPLICATION SELECT

The first step is selecting the application or starting a new application. The system is designed to maintain a history of applications and amendments through the years. To create a new application select the "create new application" button. If wanting to edit and review previously created applications, select the appropriate year from the drop down box, then click the "Open" button alongside the appropriate grant.
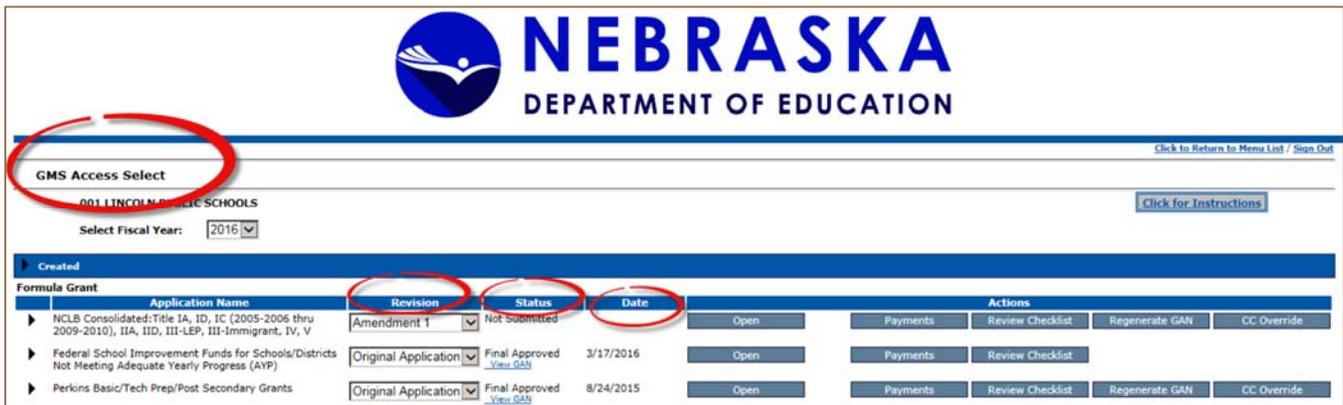
Revision Column: Indicates if it is an Original Application or Amendment #1, etc.
Status Column:
    Not Submitted – Application still resides at the District in progress.
    Submitted for Review – Submitted to NDE or District Administrator.
    Returned for Changes– District needs to make revisions based on NDE findings listed on the Review Checklist.
    In Process – First level of NDE approval passed. Now needs to be final approved by NDE.
    Final Approved – Application has been final approved by NDE and GAN has been created.
    View GAN: Click on the blue link "View GAN" to bring up the most current pdf of the Grant Award Notification of the
          approved application.
Date Column: the application/amendment date based on the status of the approval cycle.
Actions: These buttons take action on the application – Open, Amend, Payments and Review Checklist.

OVERVIEW−TAB

The Overview provides the background information for the application and all of the programs included. The Perkins Application is built around the goals identified by the current Perkins legislation and state plan. *There is no action needed on this page.*

ALLOCATIONS−TAB

The system will contain the allocations from all member districts that have declared their intent through the online Intent to Participate Tool site. The consortium directors will need to verify the member districts to ensure accuracy. A list of member districts is found by clicking on the "ESU County/District Code of Fiscal Agent" link in the middle section of the Allocations page. The number is highlighted in Blue and serves as a link to the allocations. Any errors must be reported immediately to the Department by contacting Teri Sloup at teri.sloup@nebraska.gov.

ASSURANCES−TAB

All of the assurances for the program year are now in the system. At the end of the assurances is the "Organization Agrees" button. This button will only be displayed to the authorized representative. Once the organization agrees to the assurances, it does not need to repeat this step for amendments or changes later in the year.

The Assurances Tab should be completed only after all other parts of the Perkins Consolidated Application are final.

AMENDMENT DESCRIPTION TAB

The Amendment Description tab is a page that was created for NDE Reviewer efficiency and auditing purposes. This page only needs to be completed upon an amendment to the original approved application. The information required should describe the changes made to the application. This text box description allows the NDE Reviewer to accurately determine and approve changes from the original application. The amendment cannot be submitted without having this page completed.

BUDGET AMENDMENTS

Amendments to an approved application and budget are required when:

- The scope of the program is expected to change, either to remove or add a new activity (example: adding a new component like a summer school); or

- Grantees wish to budget for more available funds (i.e., carryover); or

- Grantees wish to revise amounts across major object codes.

Changes to the original approved budget will require an amendment. To reduce the number of amendments, the expenditures for a major object code can exceed the approved budget by 25% or $2,500 (whichever is greater) before an amendment is needed provided there are no program restrictions on that activity or major object code (e.g., an administrative cost limitation). A sub-category or budget line item must exist in the annual budget (money budgeted and previously approved for the line item) in order to move money into it without prior approval.

NOTE: If a budget category was for $1,000 the flexibility would allow up to $3,500 without a budget change needed. Keep in mind that a budget category for $0.00 has no flexibility.

SUBMIT TAB

This is the last step in the process and is used only when all application pages are complete for. Prior to the authorized representative clicking on the "**Submit**" button, the system requires a "**Consistency Check**" to be successfully performed. The consistency check examines the entire application. When the consistency check does pass, the application is "**Locked**".

APPLICATION HISTORY

This tab will display the progress of your application after submission to NDE.

PAGE LOCK CONTROL

Page Lock Control functionality is used to manage the locking and unlocking of individual GMS Web Data pages within the GMS online applications. Applicants are able to unlock some GMS data pages. This capability is available to the LEA staff while the application is in LEA control–for example, when the application has been returned by NDE to the LEA for needed changes. The LEA users have the ability to unlock pages that have been LOCKED by NDE; however they cannot unlock pages that are marked FINAL.

APPLICATION PRINT

To print individual web pages, click on the "Printer Friendly" link in the upper right hand corner of any application page. This is an immediate print for individual pages only.

To get the entire document in one request, the "Application Print" tab is available on the tab strip of each grant application.

OVERVIEW–TAB

The overview provides the background information for the application and all programs included. The Perkins Application is built around the goals identified by the current Perkins legislation and state plan. *There is no action needed on this page*.

CONTACT INFORMATION TABS

Contact Information asks for the name and contact information of staff that will be completing the various components of the application. The first and last name of the authorized representative is required. If the same person will complete all components of the application, it is not necessary to repeat that information. This page asks for the Financial Contact as this information will assist in communicating information about the financial components and payment processes. This information is optional.

ADVISORY COMMITTEE TAB

Advisory Committee this information provides opportunity for entering in the names and roles of the various committee members. In many cases, a person may serve more than one role. Please select the most prominent role or enter in the name of the person in additional entries with the different roles identified.

Describe strategies used to ensure participation by parents, students, academic and NCE teachers, administrators, school counselors, business, industry and labor representatives, representatives of special populations are involved in the development, implementation, and evaluation of NCE programs assisted with Perkins funds and how these individuals are effectively informed about and assisted in understanding the requirements of Perkins IV.

ANNUAL ACTIVITIES TAB

This is the "heart" and most critical part of the application. The Perkins Application is designed to ensure that Perkins funds support activities and are, as much as possible, connected to the performance data. Please review this entire section before beginning to complete this part of the application. It is important to understand how the information flows throughout the application.

Justification: Perkins requires that funds are used to support identified needs and to assist in clarifying the process identifying those needs. Analyze past performance data and describe how the use of this data influences the plan for activities for the upcoming grant year. The review and evaluation of the data (including prior year data) should provide the foundation for the rationale for selecting priorities for the use of Perkins IV funds.

Activities: This is where the specific activities or uses of funds of the grant process are identified. Provide detailed information regarding the career education, activities and strategies and selected target goals. If there are specific expenditure items, provide detail for those in the narrative.

The activities entered on this page are automatically transferred to the budget detail page.

See Sample of writing Activities below:

Activity 1 Curriculum Toolbox: Staff will be provided time to review standards, meet with local business partners and share what they have learned at national and local professional development activities. This includes visits to local industry to gain further knowledge that will support authentic learning in the classroom and support what skills students need for success in the future. Curriculum will be updated so all staff members are providing a cohesive curriculum that supports the skills needed for real world connections and career exploration.

Activity 1 addresses Uses of Funds for A, E and G

A., E.   Substitute Teachers days for Curriculum Toolbox: 45 x $150 (sub rate)= $6,750

Personnel Salary and Benefits

G.   Administrative Fee: 7.17 days @ $445.37 = $3194.00 (salary); 7.17 days @ $113.50 = $815.00 (benefits) for a total of $4009.00

TOTAL: $13,259

PERFORMANCE IMPROVEMENT PLAN TAB

Used only for grant recipients that are required to submit.

Check the listings at the following link to determine if your Local Education Agency (LEA) failed to meet the required level of performance for any Perkins core indicators of performance: www.education.ne.gov/nce/PIP.html

As part of the legislative requirements associated with Section 113 of the Carl D. Perkins Career and Technical Education Act of 2006, a sub-recipient that does not meet 90% of the established goal for any performance measures must create and implement an improvement plan in the program year following the year of the deficiency.

The Performance Improvement Plan must include a detailed description of its plans to increase performance including, but not limited to, the proposed activities, possible redirection of resources, funds, or projects to increase achievement in the performance area. The improvement plan must be submitted to NDE within 60 days of the official notification regarding the accountability status.

To complete the PIP, select each indicator for which your LEA failed to meet performance and provide a complete description of the activities planned to ameliorate performance. This text will be redisplayed on the Budget Detail page where you will be prompted to allocate financial resources to support these activities and address failing performance.

A separate tab: **Performance Improvement Plan—Post Secondary** has been created for applications under the Post Secondary Education Agency.

LOCAL PLAN TAB (OPENS LOCAL PLAN TABS PAGES 1 AND 2)

Proposed activities funded with the Perkins grant must address the following requirements as listed in Section 134(b) Local Plan for Career and Technical Education Programs.

(1) Describe how the career and technical education programs will be carried out with funds received under this title.

> *Suggested items to include in response:*
>
> • Describe how funds will be used by the following eligible institutions: (list)
>
> • Describe how funds will be used within the parameters allowed under Perkins IV
>
> • Briefly describe how the funds will be used to improve career and technical education

(2) Describe how the career and technical education activities will be carried out with respect to meeting State levels of performance.

Suggested items to include in response:

> • Describe how professional development activities for NCE instructors will include emphasis on areas where the LEA did not meet state levels of performance
>
> • Describe how curriculum and instruction will be reviewed to ensure students receive high quality career and technical education that infuses academic content to assist with Statewide Assessments
>
> • Describe how levels of performance will be reviewed by the LEA (if a consortium, all schools within a consortium) to track progress toward meeting state levels of performance
>
> • Describe how all career education instructors will understand the state level of performance and develop strategies within their programs of study to help students meet state levels

(3)(a) Describe how the eligible recipient will offer the appropriate courses of not less than 1 of the career and technical programs of study (Documented through Nebraska Student and Staff Record System Student Grade Template.)

(3)(b) Describe how the proposed activities will improve the academic and technical skills of students participating in career and technical education programs by strengthening the academic and career and technical education components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in the core academic subjects and career and technical education subjects.

Suggested items to include in response:

• Describe how professional development for NCE instructors will include emphasis on pedagogy to strengthen the academic infusion of career technical courses

• Describe how professional development for NCE instructors will include teaching strategies such as project based learning or other student engagement strategies to improve teaching and learning

• Describe how professional development for NCE instructors will include use of technology to improve the academic and technical skills of career and technical education students

• Describe how instructional materials and curriculum purchased with Perkins funds will be reviewed for academic content and teaching strategies that improve academic and technical skills of students

• Describe how career education instructors are provided time to review curriculum standards for alignment to core academic standards and altered curriculum and instructional strategies to strengthen academic content

(3)(c) Describe how the proposed activities will provide students with strong experience in, and understanding of, all aspects of an industry.

Suggested items to include in response:

• Describe how professional development is provided to assist NCE instructors in integrating workplace experiences into all career and technical education courses

• Describe how Perkins funds are used to partner with business and industry in creating workplace experiences into CTE courses

• Describe how Perkins funds are used to improve career guidance for middle and secondary students that expose students to the workplace through meaningful interaction with business and industry

• Describe how personal learning plans are used to identify activities that students will experience to give them an understanding of the industries they are considering (3)(d) Describe how the proposed activities will ensure that students who participate in career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students.

Suggested items to include in response:

> • Describe how professional development time is provided for instructors to review academic standards and the crosswalk of the Nebraska academic core standards to the CTE standards in the programs of study they offer

> • Describe how personal learning plans are used for students to map their career and technical and academic courses needed for graduation and to pursue the postsecondary education and career of their choice

> • Describe how Perkins expenditures are reviewed to insure alignment with Nebraska academic standards

(3)(e) Describe how the proposed activities will encourage career and technical education students at the secondary level to enroll in rigorous and challenging courses in core academic subjects.

Suggested items to include in response:

> • Describe how Perkins funds are expended to assist school counselors to strengthen career guidance for all students including encouraging enrollment in both core academic and career technical courses

> • Describe how personal learning plans are used for students to map their career technical and academic courses

> • Describe how NCE instructors are provided professional development to prepare them to serve as career counselors for students interested in pursuing careers in their programs of study

(4) Describe how comprehensive professional development for career and technical education, academic, guidance, and administrative personnel will be provided that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education (including curriculum development).

Suggested items to include in response:

> • Describe how professional development is provided that prepares instructors to review curriculum for academic content and alignment to Nebraska core standards

> • Describe how professional development is provided that provides strategies for the integration of Nebraska core academic and NCE standards

> • Describe how Perkins funds are provided for academic challenging curriculum development that aligns to local workforce and economic development needs

(5) Describe how parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of business (including small business) and industry, labor organizations, representatives of special populations, and other interested individuals are involved in the development, implementation, and evaluation of career and technical education programs assisted under this title, and how such individuals and entities are effectively informed about, and assisted in understanding, the requirements of this title, including career and technical programs of study.

Suggested items to include in response:

> • Describe how Perkins funds are expended on marketing materials that help stakeholders listed in (5) be informed and understand the purpose and potential of programs of study

> • Describe how funds are used to insure that stakeholders listed in (5) are involved in the development, implementation and evaluation of career technical programs that receive Perkins funds

(6) Describe how the proposed activities are used to support career and technical education programs that are of such size, scope, and quality to bring about improvement in the quality of the programs.

Suggested items to include in response:
- Describe how Perkins funds are only used to support career technical programs that align to Nebraska's state model programs of study
- Describe how activities funded with Perkins funds are designed to improve the quality of the career technical program

(7) Describe the process that will be used to evaluate and continuously improve career and technical education programs.

Suggested items to include in response:
- Describe how Perkins funds are dedicated to activities that provide meaningful evaluation of career technical programs
- Describe how Perkins funds support the process used to evaluate and make recommendations for improvement of career technical education programs
- Describe how Perkins funds are used to provide time for instructors to seek external evaluation of their career technical education programs and activities

(8)(A) Describe how career and technical education programs will be reviewed, and identify and adopt strategies to overcome barriers that result in lowering rates of access to or lowering success in the programs, for special populations.

Suggested items to include in response:
- Describe how Perkins funds are used to evaluate the success of support special populations in career technical education programs
- Describe how Perkins funds are used to create programs and services that help special populations succeed in career technical education programs
- Describe how Perkins funds are used to review policies and strategies for special populations to assist in career success

(8)(B) Describe how programs are provided that are designed to enable the special populations to meet the local adjusted levels of performance.

Suggested items to include in response:
- Describe how Perkins funds are used to provide time for career technical instructors to plan and evaluate policies and programs that help special populations achieve state levels of performance
- Describe how Perkins funds are used to provide professional development for career technical instructors to assist in developing programs and instruction that assist special populations meet state levels of performance
- Describe how Perkins funds are used to support career technical and special education instructors working together to design programs and strategies that help special populations meet state levels of performance

(8)(C) Describe how the proposed activities will prepare special populations, including single parents and displaced homemakers, for high skill, high wage, and high demand occupations that will lead to self-sufficiency.

Suggested items to include in response:
- Describe how Perkins funds are used for career guidance activities that help special populations prepare for high skill, high wage and high demand occupations
- Describe how Perkins funds are used to provide professional development for NCE instructors to assist special populations to achieve success in high skill, high wage and high demand occupations

(9) Describe how individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations.

Suggested items to include in response:

- Describe how Perkins funds are used to insure that special populations are not discriminated against
- Describe how Perkins funds are used to provide professional development for NCE instructors on providing the same services to special populations as to other students

(10) Describe how funds will be used to promote preparation for gender nontraditional fields.

Suggested items to include in response:

- Describe how Perkins funds are used to provide career guidance to promote preparation for non-traditional fields
- Describe how Perkins funds are used to support recruitment, peer pressure and role model strategies for gender nontraditional students
- Describe how Perkins funds are used to support policy development and implementation to promote preparation for gender nontraditional fields

(11) Describe how career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities.

Suggested items to include in response:

- Describe how Perkins funds are used to provide career guidance to career technical students that connects their current courses to postsecondary and career plans
- Describe how Perkins funds are used to support the implementation of personal learning plans

(12)(A) Describe efforts to improve the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession; and (B) the transition to teaching from business and industry.

Suggested items to include in response:

- Describe how Perkins funds are used to promote recruitment of career technical education instructors and career guidance counselors

EQUIPMENT/CAPITAL ASSETS–TAB
OPERATIONAL EQUIPMENT AND CAPITAL ASSETS–SUB TABS

Two tables open for listing equipment. Equipment is any instrument, machine, apparatus or set of articles that meets NDE's established guidance. Applicants are required to itemize proposed equipment purchases that have an item cost of $5,000 or more. No construction or permanent structural improvement is allowed in any project.

OPERATIONAL EQUIPMENT

Operational equipment items costing at least $1,500 per unit must be inventoried although it is prudent to inventory any equipment that meets the definition. Recently, auditors have added small and attractive to the definition of what equipment needs to be inventoried.

Some Federal programs have specific guidance regarding equipment itemization and inventory requirements. Equipment items costing at least $5,000 must be inventoried although it is prudent to inventory any equipment that meets the definition above. Items that are considered "small and attractive," such as i-pads, i-pods, laptop computers, etc., should also be inventoried.

CAPITAL ASSETS

Itemize equipment items costing $5,000 or more per unit or equipment that must be capitalized (depreciated).
Only equipment that has a unit cost of $5000 or more can be budgeted in the Object Code 500 on the Budget Detail page.

BUDGET

BUDGET DETAIL AND BUDGET SUMMARY–SUB TABS

Budget Detail

This is where the specific activities entered on the previous pages are budgeted. The categories across the top of the budget page represent the highest level of budget categories. The drop down menu on the left hand side represents the required and/or approvable areas for uses of funds. Additional lines can be added to completely budget an activity for different uses of funds within an activity.

Budget Summary

The final tab is that of Budget Summary. This is a compilation of the funds provided on the budget detail pages. No data entry is necessary.

PAGE LOCK CONTROL TAB

PAGE LOCK CONTROL

Page Lock Control functionality is used to manage the locking and unlocking of individual GMS Web Data pages within the GMS online applications. The LEA users have the ability to unlock pages that have been LOCKED by NDE; however they cannot unlock pages that are marked FINAL.