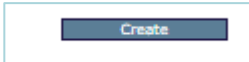


Navigating GMS for the State CTE Grant

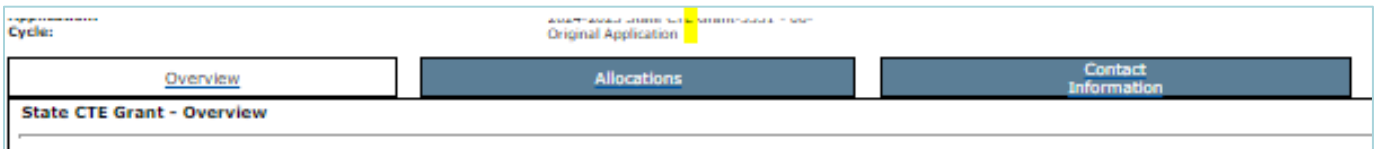
STEP 1:

After logging into GMS, go to the [GMS Access/Select](#) menu.

Under Formula Grants, find **State CTE Grant – 3551** and click on the **Create** button on the far right-hand side.



This opens the Original Application Page. The Overview, Allocations, and Contact Information tabs are prefilled from the Unified Grant Profile information (see screenshot below).



STEP 2:

Click on the Uploads Tab.

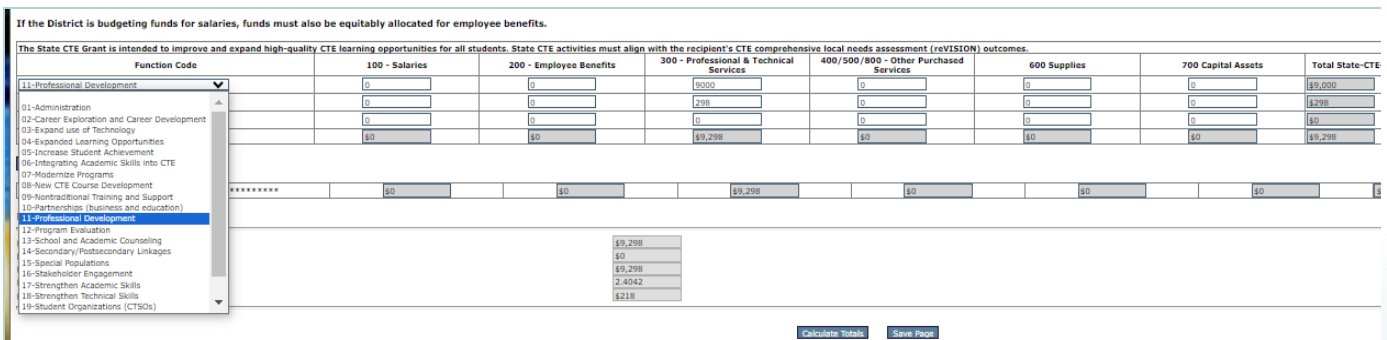
This opened tab allows the LEA to Upload the completed 2024-2025 Budget. Click on “Choose File” selecting your budget from its source. Then click on “Upload”. Be sure to **Save Page** or the uploaded document will not remain uploaded when you leave this page. Also check so that no special characters are included in the File Name **\$, #, &, “ ”** or you may receive an Error message.

Excel, Word and pdf formatted documents are acceptable.

Click on the Budget Tab.

This opens the Budget Detail Tab (see screenshot below).

On the left side, under the Function Code, click on the drop-down menu matching your State Budget Workbook:



Complete the Budget Detail matching your State Budget Workbook. **Calculate Totals** and **Save Page**.

If any items are over \$5000 each, complete the text boxes in the Capital Assets Tab. If no items are budgeted to be purchased over \$5000 per item, you can skip the Capital Assets Tab.

Navigating GMS for the State CTE Grant

STEP 3:

Click on the Submit Tab.

When opened, click on the run **Consistency Check** button.

Attend to any errors that appear on the Submit Tab's Page.

If no errors are shown, dependent on your role in GMS, you may have a button **Submit to LEA Superintendent** or **Submit to NDE**.

Only the District's Administrator will have an option to **Submit to NDE**. Once submitted, a message should appear **"The application has been submitted for review."**

NDE will review the application and Approve or Return for Changes (See **If Application is Returned for Changes, Step 3a.**) Once the application is "Approved", GMS will send a notification to the District Administrator. Activities and purchases within the budget can now proceed.

STEP 3A: If Application is Returned for Changes

If the Application is Returned for Changes, log back into GMS.

On the right-hand side of the [GMS Access/Select](#) page, click on **Review Summary** across from **State CTE Grant -3551**. This opens a page showing the Status and names of Reviewers of the Grant.

Click the radial button across from the name of the person who's status shows: **Rejected**. Click on the **Review Checklist** button. Review the Communication page and any uploaded files to make edits or corrections. If the Communications page does not open, see **Pop Up Blockers** below:

POP UP BLOCKERS:

The Pop-up blocker settings in your computer must be turned OFF to see the Communications page.

After reviewing the Communications and any uploaded files to make edits or corrections, Click on the [Close Browser](#) in the upper right-hand corner.

If edits or corrections are necessary, click on the tab addressed in the Communications page (e.g., Budget).

You may need to first click on the Page_Lock Control Tab to unlock the grant for editing.
Make required changes.

SUBMIT:

Click on Submit Tab and then click on run **Consistency Check** button.

If no errors show, Click on **Submit to LEA Superintendent** or **Submit to NDE**.

NDE will review the application and Approve or Disapprove based on required changes made.