

# Grants Education Management System (GEM\$)

Department of Elementary & Secondary Education (DESE)

Training Module 1  
General Site Navigation

# Agenda

- The Purpose of this Training
- Users and Roles
  - Funding Application Roles
- System Navigation

# Today's Purpose

- Beginning with grants in the 2023-24 fiscal year, grant applicants will use the GEM\$ grants management system to apply for funds for education grants in Massachusetts.
- The purpose of this presentation is to train new GEM\$ users.
- This slide deck and the contents of this training will also apply to funding applications that will go live at a later time.

# Entitlement vs Competitive

## Entitlement (formula) grants

- For entitlement grants, the applicant will know the allocation before beginning to enter responses in the grant. The grantee will submit a budget to reflect the allocation. Examples include Title I, Title II, and IDEA grants.

## Competitive grants (for grant competition in GEM\$)

- For competitive grants, the user will budget and enter data with no allocation designated. If awarded, the grantee will update their budget to reflect their awarded allocation. Examples include 21<sup>st</sup> Century, CTE Innovative Pathways Planning Grant and CTE Partnership Grant.

# Other Grant Scenarios

- **Competitive Continuation grants** include grants in their funding Year 2 (or later) of a multi-year award. In most cases, these grantees are aware of their funding amounts. Allocations are loaded for applicants before they begin to budget.
- This scenario also applies to **grants that were competed outside of the GEM\$ system**. Allocations are loaded before users begin entering budget data. Examples include grants for Adult Education (ACLS).
- **Targeted grants** also fall into this category. Allocations are loaded for targeted grants before the GEM\$ users complete a budget.

# Users & Roles

# User Access Training Resources

- A detailed training session has been recorded for GEM\$ user access and roles. The recording and slide deck are available for download on the home page of the GEM\$ system.
- To become a GEM\$ user, you must be added to the system by a User Access Administrator.
- You may locate the name and contact information for your organization's User Access Administrator in the GEM\$ system without logging in.

# User Access for Go-Live (2)

To see if your organization has a User Access Administrator (logging in is not needed)

- In GEM\$, go to “Search > Organization’ and enter the name of your district.
- Click on the name of your district.
- Use the left navigation menu to access the “Address Book.”
- Click on the name of the User Access Administrator to retrieve their email address and phone number.



# Funding Application Roles

Every organization must have at least one user with the following roles in order to submit a funding application in GEM\$:

1. LEA Grantwriter

Users with this role may be an organization's Program Director, Manager, or Lead Agency Representative.

2. LEA Fiscal Representative

Users with this role may be an organization's CFO, Fiscal Agent, Business Manager, or Bookkeeper.

3. LEA Superintendent – Chief Executive

Users with this role may be an organization's Executive Director, President, Director (signing authority for agency), CEO, Managing Director.

4. User Access Administrator

# Role Descriptions

Role	User Access Administration	Funding Applications
LEA Data View	None	View
User Access Administrator	Administer	View
LEA Superintendent	None	Edit and Superintendent Approve All Applications
LEA Fiscal Representative	None	Edit and Fiscal Approve All Applications
LEA <Grant Name> Update	None	Edit This Application; View Other Applications
LEA <Grant Name> Grantwriter	None	Edit and Submit This Application; View Other Applications

# System Navigation

# Accessing the System

- The GEM\$ site URL is <https://mass.egrantsmanagement.com/>
- Click “GEM\$ Sign-In.”
- Enter your Email Address and Password. Click “Submit.”  
*When needed, use “Forgot your password?” to reset your password.*

Grants for Education Management System Home

**GEM\$ Sign-In**

**Announcements**

(6/5/2022)  
Welcome to the aMAzing new home of DESE electronic grants

**Sign-In**

Email Address:

Password:

[Forgot your password?](#)

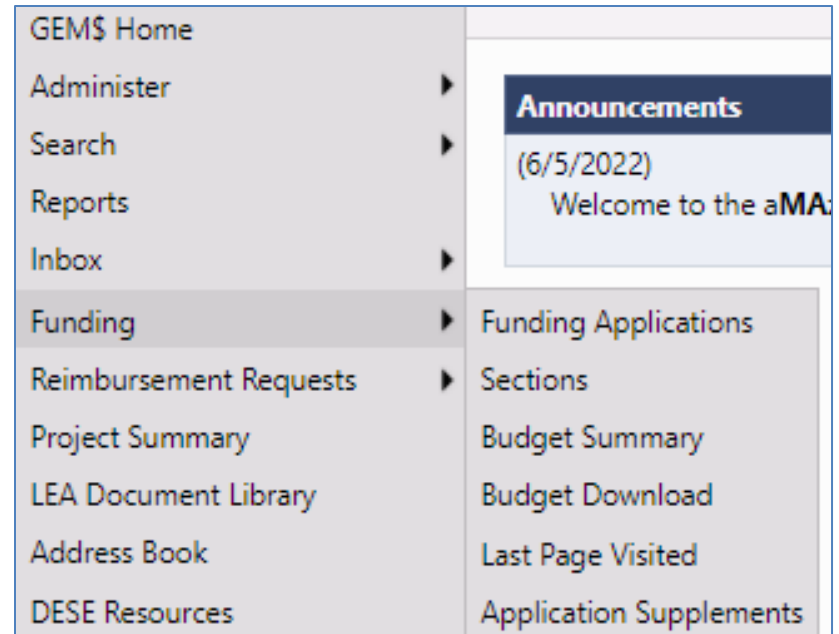
**Submit**

# The Navigation Menu

- Administer – Only available for users with admin permission
- Inbox – Users' record of system emails
- Funding – Access to funding applications
- Reimbursement Requests – Access to payment requests
- LEA Document Library – A collection of documents from LEAs--not tied to funding applications
- Address Book – an organization's list of users with LEA and SEA roles
- DESE Resources – A library of training and program guidance documentation (managed by DESE)
- Help for Current Page – Page specific instructions
- Contact DESE – Information to request system assistance

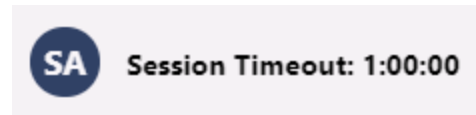
# Navigation Menu and Tips

- The left menu allows for quick navigation between GEM\$ components.
- From the menu, hover over menu items with arrows to view sub-menus.
- Use GEM\$ navigation links; not your browser's Back button.



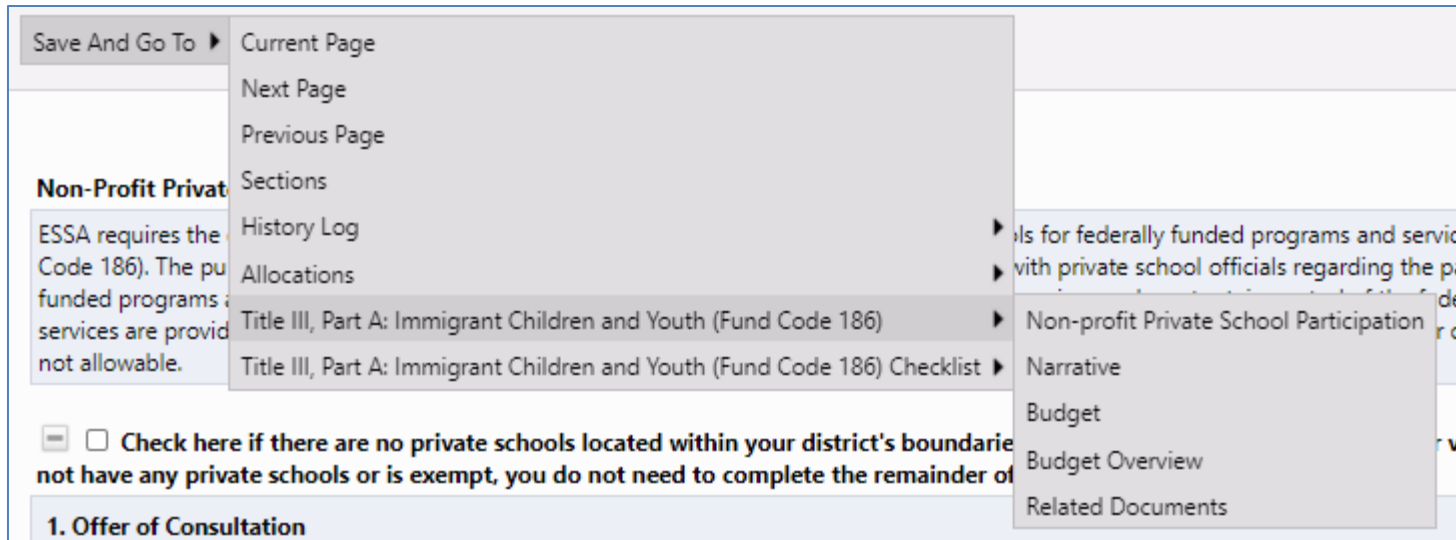
# Session Timeout

- The system timer is located in the upper right corner of the screen.
- The timer is set for 60 minutes.
- Users will want to save often so as not to lose data entered when the timer expires.
- To reset the session timer:
  - Click on any link in the application.
  - Use the “Go To” or “Save and Go To” navigation to another page or stay on the current page.



# Saving and Navigation

- Use the / **Save and Go To** menu options to save your work and to navigate between pages in a funding application.





# Modify User Profile

- To modify your User Profile, click your initial avatar, then “Edit User Profile” to update your information or change your password.

The screenshot displays the 'User Profile' page. On the left, a user menu is open, showing a dropdown for the 'SA' (System Administrator) avatar. The dropdown menu contains the following options: 'System Administrator', 'Edit User Profile', and 'GEMS Sign Out'. The 'Edit User Profile' option is highlighted. The main profile form contains the following fields:

User Profile	
Profile	
Email Address:	<input type="text" value="Jane.Doe@gmail.com"/>
First Name:	<input type="text" value="Jane"/>
Last Name:	<input type="text" value="Doe"/>
Phone Number:	<input type="text" value="615-555-1212"/>
Phone Extension:	<input type="text"/>
Fax Number:	<input type="text" value="___-___-___"/>
Change Password:	<a href="#">Click Here to Change Your Password</a>

At the bottom right of the form, there are 'Save' and 'Cancel' buttons. The session timeout is displayed as 'Session Timeout: 36:47'.

# Demonstration

# Grants Education Management System (GEM\$)

Department of Elementary & Secondary Education (DESE)

## Training Module 2 Funding Applications

# Agenda

- Landing Pages and General Navigation
- Site-Level Funding Applications
- The Budget
- Program Details
- Related Documents
- Submission and Review Workflow
- Other GEM\$ functionality

# Landing Pages and General Navigation

# Organization Main Page

- Once a user is logged into the system, the screen to access an organization (such as an LEA) is displayed.
- To navigate to the LEA's Funding Applications page, click the link for the LEA under "Organization Name."

Associated Organizations	
Organization Number	Organization Name
000	<a href="#">LEA Name</a>

Announcements
(6/5/2022) Welcome to the a <b>MA</b> zing new home of DESE electronic grants management!

# For Users in Multiple Organizations

- For users who will use GEM\$ for multiple organizations, GEM\$ will display the names of the available organizations in a list under “Organization Name.”
- Choose the appropriate organization from the main landing page to edit work for that organization.
- To change to another organization, click on the “GEM\$ Home” menu item in the upper-left corner of the navigation menu to return to the listing of the organizations to choose from.

# Funding Applications Main Page

Each organization has a main Funding Applications page.

- Accessible from “Funding” on the left navigation once you have a district in your session
- Launching point to all of a organization’s grant applications
- Contains View filters
  - Fiscal Year & Application Status filter

**Funding Applications** SA Session Timeout: 59:44

HFCP (HFCP) Public School District - FY 2023

2023 ▾ All Active Applications ▾ All Projects ▾

Entitlement Funding Application	Revision	Status	Status Date
<a href="#">Title III, Part A: Immigrant Children and Youth (Fund Code 186)</a>	0	Application Started	2/16/2023

Competitive Funding Application	Status	Status Date
There are no matching Competitive applications for this fiscal year		



# Funding Applications Main Page

Useful information on this page includes:

- Entitlement versus Competitive application
- Some applications display a Due Date.
- Revision #
- Application Status & Status Date

2023 ▾	All Active Applications ▾	All Projects ▾		
Entitlement Funding Application	Due Date	Revision	Status	Status Date
<a href="#">Fund Code 0186 - Title III, Part A: Immigrant Children and Youth</a>	3/31/2023 5:00:00 PM	0	LEA Fiscal Representative Approved	2/28/2023
Competitive Funding Application	Revision	Status	Status Date	
There are no matching Competitive applications for this fiscal year.				

# The Sections Page

- The Sections page is an overview of a selected funding application.
- It is the launching point to pages within the application.
- You may view the sections as expanded or collapsed.

# The Sections Page

## Sections



Session Timeout: 59:34

HFCP (HFCP) Public School District - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186) - Rev 0

**Application Status:** Application Started

**Change Status To:** [LEA Grantwriter Submitted](#)

[View DESE History Log](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	<u>Validation</u>	<u>Print</u> ■ Select Items
All		<a href="#">Print</a>
[-] History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
[-] Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
[-] Title III, Part A: Immigrant Children and Youth (Fund Code 186)		<a href="#">Print</a>
<a href="#">Non-profit Private School Participation</a>		<a href="#">Print</a>
<a href="#">Narrative</a>		<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
[-] Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist		<a href="#">Print</a>
<a href="#">Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist</a>		<a href="#">Print</a>
All		<a href="#">Print</a>

# Sections

- “Sections” are a consistent structure across GEM\$ applications and reimbursement requests.
  - Status changes
  - History Log and Comments
  - Allocations
  - Grant sections
  - General sections
  - Validation: Error and Warning messages
  - Print
  - Revision Details (on revisions > 0)
  - Checklist for SEA qualitative review

# Understanding Statuses

- The Sections page displays the current status of the application and the next possible status(es).
- If the user lacks the correct permission, the status change confirmation screen will indicate so.
- Hover on the status change link for hints on role(s) required to change status and user(s) who can perform the status change.
- To begin work on a funding application, the user must click the link “Application Started.”

**Sections**

**Application Status:** Not Started

**Change Status To:** [Application Started](#)

[View DESE History Log](#)  
[View Change Log](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

All
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**Role(s) that can perform this status change:**  
LEA Fiscal Representative  
LEA Superintendent  
LEA Title III, Part A: Immigrant Children and Youth (Fund Code 186) Grantwriter  
LEA Title III, Part A: Immigrant Children and Youth (Fund Code 186) Update

**User(s) that can perform this status change:**  
John Cash  
Don Day  
Jake Schultz

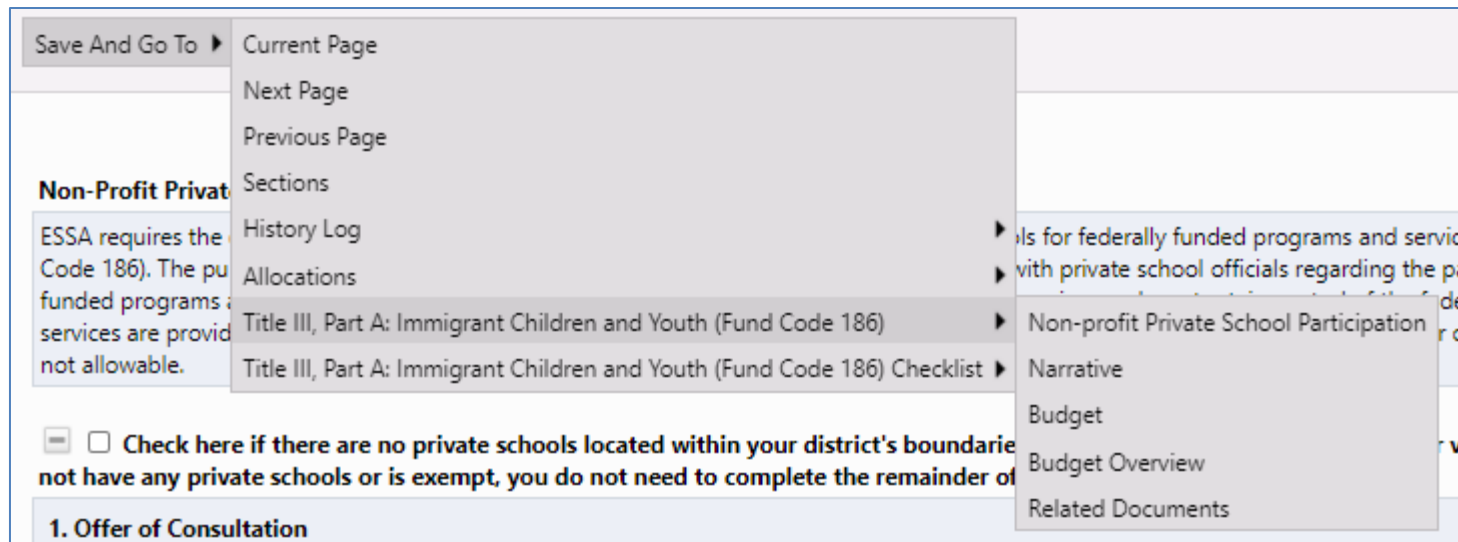
# The Allocations Page

- This page displays the allocation(s) for each grant in the funding application.
- It is broken out by Allocation Type.

	(1) Title I, Part A	(2) Title I, Part D Subpart 2 (Fund Code 305)	(3) Title II, Part A	(4) Title III, Part A	(5) Title IV, Part A	Total
Original	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FER Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# Funding Application Page Navigation

- **Go To / Save and Go To** menu options allow navigation between any pages in the funding application.



# Save and Go To...continued

- Using Save and Go To refreshes session timeout.
- Save and Go To Current Page: Saves changes to the page and keeps user on that page.
- Save and Go To Next Page: Saves changes to the page and moves user to next page in that section.
- Save and Go To Previous Page: Saves changes to the page and moves user to previous page in that section.
  - If no previous or next page exist, the user is returned to Sections page.



# Page Locking

- GEM\$ prevents multiple users from editing the same page simultaneously.
  - User will see message indicating that the page is locked by another user.
  - The lock is released after that user leaves the page or the session times out.

# Demonstration

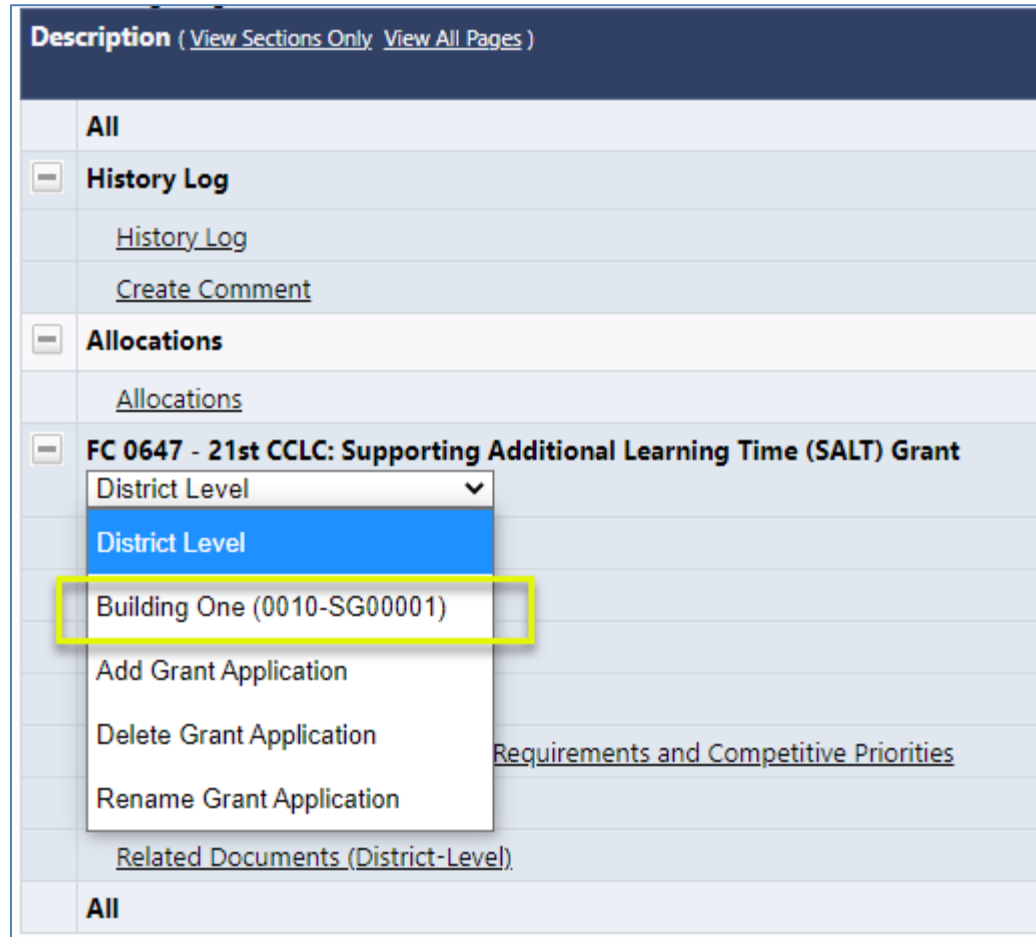
# Site-Level Funding Applications

# Site-Level Funding Applications

- Most of the funding applications in GEM\$ will be “district-level” (meaning parent-level) applications where the funding will exist in one budget.
- For site-level grants, budgeting is done at the site level. Applicants will enter a budget for each site and the system will total the budgets for all of the sites into one district-level budget.
- An example of this functionality is for 21<sup>st</sup> Century grants where an LEA may provide funding to an LEA who supports programs at multiple sites.

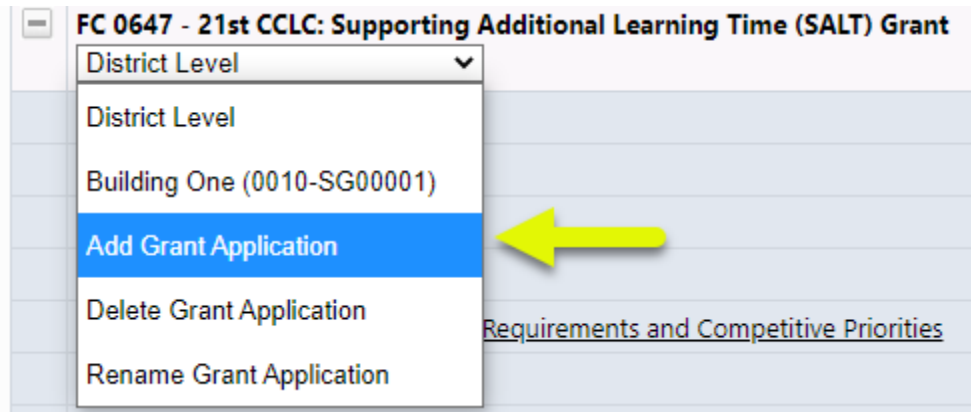
# Site-Level Funding Applications (2)

- The dropdown selector in the middle of the Sections page allows the user to toggle between the district (parent organization) view and the site-level view.



# Site-Level Funding Applications (5)



- To add, delete, and edit site names, use the options in the dropdown selector.



A screenshot of the "Add Grant Application" dialog box. The dialog has a title bar "Add Grant Application" and a dark blue header with the text "Add Grant Application". Below the header is a text input field labeled "Application Name:". A yellow arrow points to this field. At the bottom right of the dialog are two buttons: "Add Application" and "Cancel". The "Add Application" button is highlighted with a yellow box.

# Site-Level Funding Applications (3)

- When the selector is set to “District Level,” all of the pages displayed on the Sections page apply to the district (or parent-level organization).
- The Budget link shown here will display a read-only page.

	<b>FC 0647 - 21st CCLC: Supporting Additional Learning Time (SALT) Grant</b>
	District Level 
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Cover Page</a>
	<a href="#">Required Program Information</a>
	<a href="#">Addendum A – Additional Grant Requirements and Competitive Priorities</a>
	<a href="#">Addendum B – Grant Assurances</a>
	<a href="#">Related Documents (District-Level)</a>

# Site-Level Funding Applications (4)

- When the selector is set to the name of the site, the links displayed will be to the pages that are required for each site.
- Note that even if the organization only has one site, completing these pages for that site is required.

<input type="checkbox"/>	<b>FC 0647 - 21st CCLC: Supporting Additional Learning Time (SALT) Grant</b>
	Building One (0010-SG00001) ▼
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">School/Site Required Program Information</a>
	<a href="#">Schedule (OST)</a>
	<a href="#">Schedule (ELT)</a>
	<a href="#">Summer Budget</a>
	<a href="#">Related Documents (Site-Level)</a>

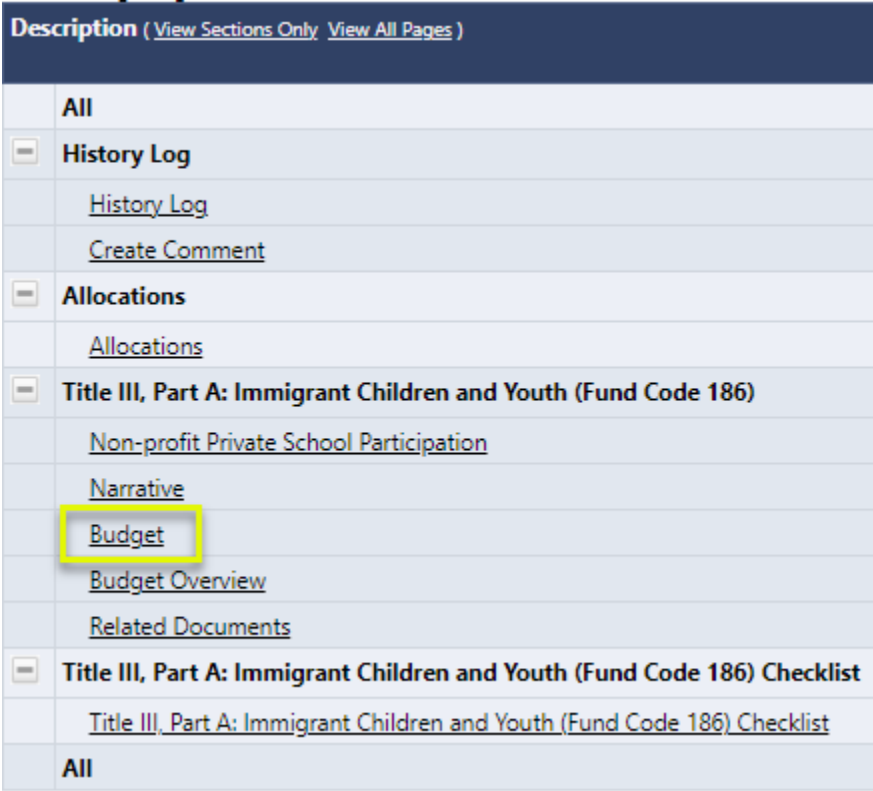


# Demonstration

# The Budget

# Budgeting

- To begin budgeting, click on the “Budget” link on the Sections page.



The screenshot shows a navigation menu with a dark blue header containing the text "Description ( View Sections Only View All Pages )". Below the header is a list of menu items, each with a minus sign icon to its left. The items are: "All", "History Log", "Allocations", "Title III, Part A: Immigrant Children and Youth (Fund Code 186)", and "Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist". Each item has a sub-menu of links. The "Budget" link under the "Title III, Part A: Immigrant Children and Youth (Fund Code 186)" item is highlighted with a yellow box.

Description ( View Sections Only View All Pages )	
All	
- History Log	<a href="#">History Log</a> <a href="#">Create Comment</a>
- Allocations	<a href="#">Allocations</a>
- Title III, Part A: Immigrant Children and Youth (Fund Code 186)	<a href="#">Non-profit Private School Participation</a> <a href="#">Narrative</a> <b><a href="#">Budget</a></b> <a href="#">Budget Overview</a> <a href="#">Related Documents</a>
- Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist	<a href="#">Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist</a>
All	

# The Budget Page

- Click on the “Modify” link to begin budgeting.
- Note that users may choose to budget by Object Code or by Function Code.

Budget by Function Code



Action	Object Code	Total
<a href="#">Modify</a>	01M - Professional Salaries (MTRS)	\$0.00
<a href="#">Modify</a>	01NM - Professional Salaries (Non-MTRS)	\$0.00
<a href="#">Modify</a>	02 - Clerical Salaries	\$0.00
<a href="#">Modify</a>	03 - Other Salaries	\$0.00
<a href="#">Modify</a>	04C - Contracted Services	\$0.00
<a href="#">Modify</a>	04MC - Contracted Services (major)	\$0.00
<a href="#">Modify</a>	05 - Supplies and Materials	\$0.00
<a href="#">Modify</a>	06 - Other Expenses	\$0.00
<a href="#">Modify</a>	07 - Equipment	\$0.00
<a href="#">Modify</a>	08 - Indirect Costs	\$0.00
<a href="#">Modify</a>	09 - MTRS	\$0.00
	<b>Total</b>	\$0.00
	<b>Allocation</b>	\$0.00
	<b>Remaining</b>	\$0.00

# Budget Detail

- Click on “Add Budget Detail” to create a new Budget entry. To edit an existing entry, use the pencil or the trash can icon.

The screenshot displays the 'Budget Detail' interface. At the top, there is a navigation bar with buttons for '<< First', '< Previous', 'Next >', and 'Last >>', along with 'Items 0-0 out of 0' and 'Items/Page: 10'. Below this is a table with columns for 'Delete', 'Edit', 'Budget Detail', and 'Narrative Description'. The table contains summary rows for 'Total for filtered Budget Details', 'Total for all other Budget Details', 'Total for all Budget Details', 'Allocation', and 'Remaining', all showing '\$0.00'. A yellow arrow points to the 'Delete' button in the top left. An inset window shows a detailed view of a budget entry with 'Delete' and 'Edit' buttons highlighted in a yellow box. The detailed view includes fields for 'Object Code: 01M - Professional Salaries (MTRS)', 'Function Code: COMM - Community Services', and 'Primary Function: Parent & family outreach & engagemen...'.

# Add/Edit Budget Detail

- A. Select the Object & Function Codes;
- B. Some grants may have optional or required budget tags – some tags allow multiple selections;
- C. The Location Code must be selected (defaults to the district);
- D. Quantity defaults to 1;
- E. Cost greater than \$0.00 must be entered; the system calculates the Budget Detail total.

Budget Detail	
<b>Object Code:</b>	01M - Professional Salaries (MTRS) ▾
<b>Function Code:</b>	COMM - Community Services ▾
<b>Primary Function:</b> <small>(Select at least 1, and up to 1 tag(s))</small>	Parent & family outreach & engagemen... ✖
<b>Equitable Services for Private Schools:</b> <small>(Select up to 1 tag(s))</small>	Select Tag ▾
<b>Grant Administration:</b> <small>(Select up to 1 tag(s))</small>	Select Tag ▾
<b>Location Code:</b>	HFCP (HFCP) ▾
<b>Quantity:</b>	1.00
<b>Cost:</b>	\$1,000.00
<b>Budget Detail Total:</b>	\$1,000.00

# Budget Details (continued)

- A. For most grants, Narrative Descriptions are required.
- B. Note that the system tracks the funds budgeted against the allocation.

Narrative Description	
Total for filtered Budget Details:	\$1,000.00
Total for all other Budget Details:	\$0.00
Total for all Budget Details:	\$1,000.00
<b>B</b> Allocation:	\$50,000.00
Remaining:	\$49,000.00

# Budget Detail Filters

- The hyperlinks in the Filtering portion of the Budget Details screen allow the user to view their budget entries using filtering.

Filtering - 1 out of 1 Budget Details match selected filters <a href="#">Show All</a> / <a href="#">Clear All</a>				
<u>Object Code</u>	<u>Function Code</u>	<u>Location Code</u>	<u>Tags</u>	<u>Narrative</u>
01M - Professional Sal...	COMM - Community Services	All	No Options Selected	No Options Selected



# Indirect Cost

For grants that allow indirect cost:

- As the user budgets, the system tracks the amount of allowable indirect cost, based on the LEA's indirect cost rate.
- The system accounts for budget items that do not contribute to indirect cost.
- The user will not be able to submit the application if the amount budgeted for indirect cost exceeds what is allowable.

Indirect Cost	
Total Contributing to Indirect Cost	\$1,000.00
Indirect Cost Rate	1.00%
Maximum Allowed for Indirect Cost	\$10.00

# The Budget Overview

- The Budget Overview screen is a convenient way to view the budget. This is a read-only page.
- Use the Show/Hide Unbudgeted Categories to toggle the view of the budget.

Filter by Location: All - \$1,000.00

Hide Unbudgeted Categories

Object Code	01M - Professional Salaries (MTRS)	01NM - Professional Salaries (Non-MTRS)	02 - Clerical Salaries	03 - Other Salaries	04C - Contracted Services	04MC - Contracted Services (major)	05 - Supplies and Materials	06 - Other Expenses	Total
BENE - Benefits								0.00	0.00
CAPT - Capital								0.00	0.00
COMM - Community Services	1,000.00	0.00	0.00		0.00	0.00	0.00	0.00	1,000.00
ADMN - District Administration	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
FIXED - Fixed Charges								0.00	0.00
GUID - Guidance, Counseling, and Testing	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00


# Demonstration

# Program Details Pages

# Program Detail Pages

- Program Details pages provide information about an LEA's application beyond what is captured in the budget.
- Detail items marked with an asterisk are required in order to submit the application.

2. Complete the table below regarding activities funded by Title III, Part A, subgrant for Immigrant Children and Youth. Please address one activity

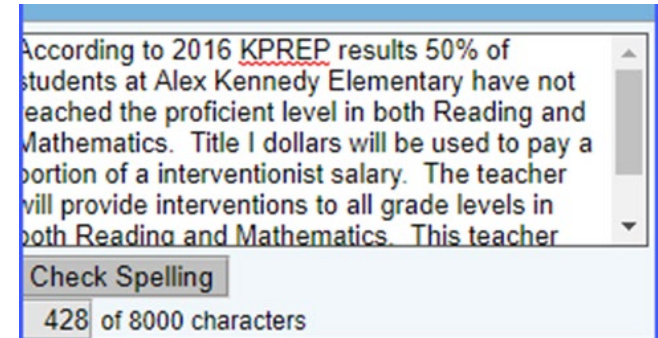
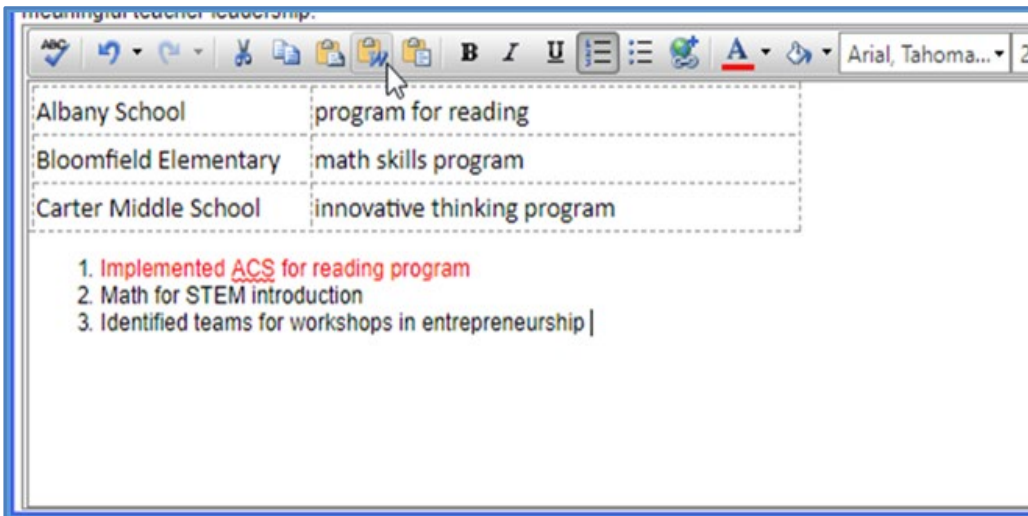
<b>Describe the activities funded by Title III, Part A, subgrant for immigrant Children and Youth and how they respond to your district's needs assessment</b> <small>(for reference see Uses of Funds, above, for a non-exclusive list of appropriate activities)</small>	<b>Supplemental to federal, state, and local funding?</b>	<b>What data prompted this activity?</b> <small>(Select at least one source for each activity; explain "Other" in box at row's end)</small>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  *         </div> <div style="flex-grow: 1;"> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <div style="margin-top: 5px;"> <input type="button" value="Check Spelling"/> </div> <div style="margin-top: 5px;"> <input type="text" value="0"/> of 1000 characters         </div> </div> </div>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">*</div> <div> <input type="radio"/> Yes  <input type="radio"/> No         </div> </div>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">*</div> <div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Select all that apply</span> <input type="button" value="Clear"/> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text" value="Search..."/> </div> <div style="margin-bottom: 5px;"> <a href="#">Select All / Deselect All</a> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="checkbox"/> ACCESS data         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="checkbox"/> Attendance data (educators)         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="checkbox"/> Attendance data (students)         </div> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="checkbox"/> CHART reports         </div> </div> </div>

# Program Detail Pages

- Common Types of Data
  - Numeric / Integer
  - Short Text response
  - Narrative – Rich or Plain Text
  - Dropdown List / Radio Buttons
  - Checkboxes
  - Checkboxes that enable or disable a subsequent range of questions
  - Date Picker
  - Grids allowing multiple responses (“Add a Row”)
  - Document Uploads
  - Read-only fields calculating amounts based on entries in other fields
  - Read-only LEA-specific values populated by GEM\$

# Text Boxes

- Format Text from the toolbar
- Copy and Paste formatted text
- Spell Check
- Large amounts of text
- Copy and Paste text only
- Spell check
- Limited to # of characters



# Related Documents




# Related Documents

- DESE may request that LEAs attach additional documentation to funding applications.
- Documents may be required or optional.
- DESE may provide a document template.

## 2. Affirmation of Consultation Forms


For participating private schools, upload a completed Affirmation of Consultation form below. Please name each form using the names of the participating private schools listed below.

Documents		
Type	Document Template	Document/Link
Affirmation of Consultation Form	 <a href="#">Affirmation of Consultation Form</a>	<a href="#">Upload New</a>

# Adding a Related Document

To upload a Related Document:


- Click the “Upload New” link.
- Browse for the file to upload.
- Enter a Document Name.
- Click “Create.”

Documents		
Type	Document Template	Document/Link
Affirmation of Consultation Form	 <a href="#">Affirmation of Consultation Form</a>	<a href="#">Upload New</a>

Please select a file to upload.

Upload Data File:

Document Name:



# Demonstration

# Submission and Review Workflow

# Validations

- Validations are checks built into the system based on business rule checks put in place to ensure the quality of the data being submitted.
- The system automatically checks validation as the application is being submitted.
- The presence of validation issues is indicated on the **Sections** page, in the **Validation** column.

# Types of Validations

- There are two types of validation messages:
  - Errors: prevent submission of the application
  - Warnings: point out potential issues but allow submission

Examples of errors include:

- Not completing a required narrative question
- Budgeting more than the allocation
- Not uploading a required related document

An example of a warning is:

- Not uploading an optional related document

# Viewing Validations

- Validations can be viewed at the page, section, or application level.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print <input type="checkbox"/> Select Items
<a href="#">All</a>		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> <b>History Log</b>			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> <b>Allocations</b>			<a href="#">Print</a>
<a href="#">Allocations</a>			<a href="#">Print</a>
<input type="checkbox"/> <b>Title III, Part A: Immigrant Children and Youth (Fund Code 186)</b>		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Non-profit Private School Participation</a>		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Narrative</a>		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>			<a href="#">Print</a>
<a href="#">Related Documents</a>			<a href="#">Print</a>

# Validations Clarifications

- The system does not prevent the entering and saving of “invalid” data; it prevents the submission of invalid data.
- Validation checks can span multiple pages.
- “Invalid” data can become valid based on subsequent input.



# Editing, Submitting, and Reviewing

- Once the application is complete, the LEA Grantwriter will move the application to “LEA Grantwriter Submitted.”
- Then the LEA Fiscal Representative will review.
- If the Fiscal Rep approves, the application will move to DESE review.
- If DESE returns the application to the LEA for modification, the LEA Grantwriter will need to make the requested changes and resubmit the application.

# Submission and Review Workflow

- The system performs prerequisite checks
  - Does the user have permission?
  - Does the time frame allow for this status change?

**Application Status:** Application Started

**Change Status To:** LEA Grantwriter Submitted

[View DESE History Log](#)  
[View Change Log](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

Role(s) that can perform this status change:  
LEA Title III, Part A: Immigrant Children and Youth (Fund Code 186) Grantwriter

User(s) that can perform this status change:  
Joe Smith

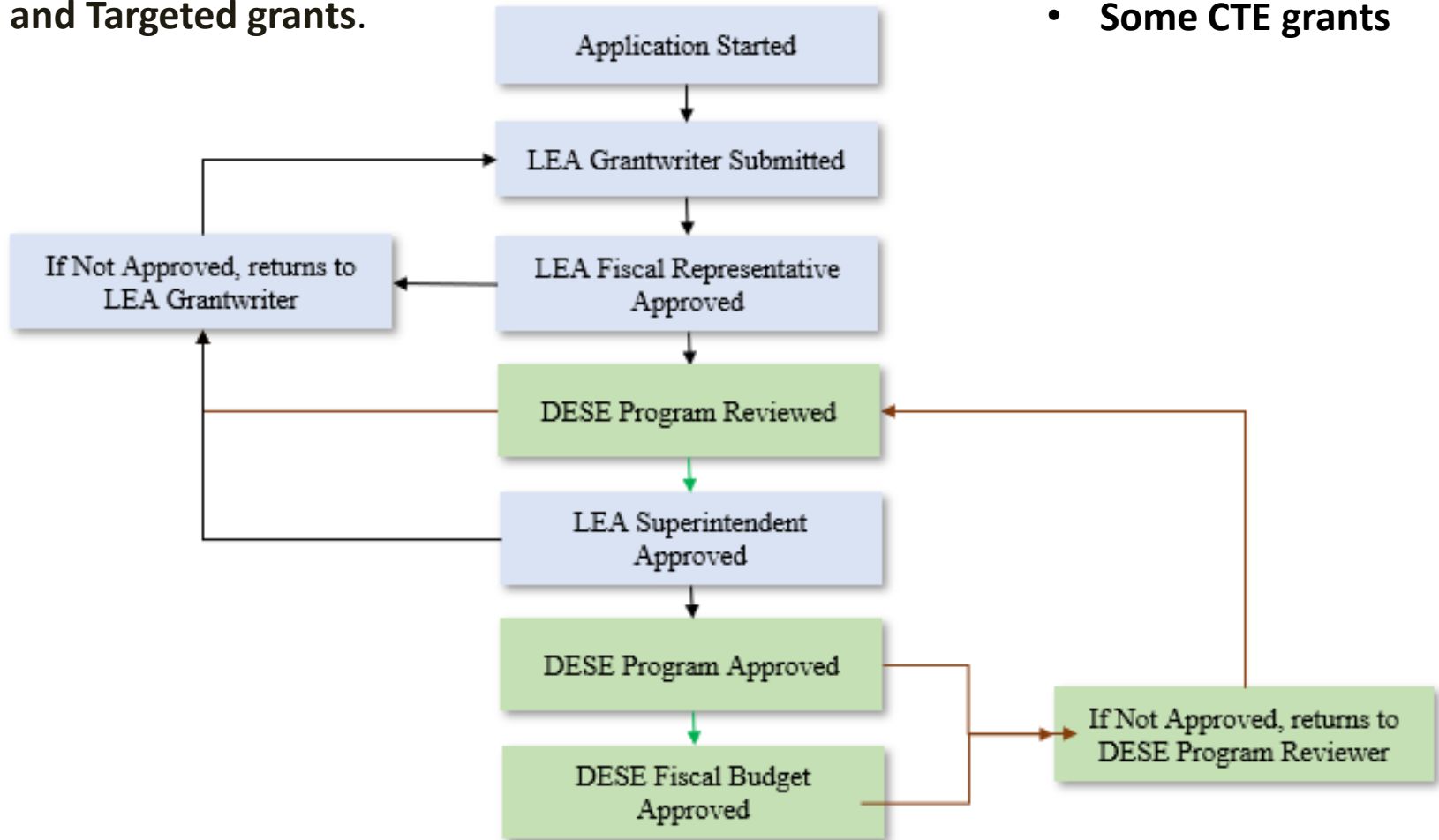
### Status Change Confirmation

The status cannot be changed. The start date for executing the status change is 3/1/2023 12:00 AM

[Return](#)

This workflow also applies to Competitive Continuation and Targeted grants.

### ENTITLEMENT GRANTS Workflow By Status

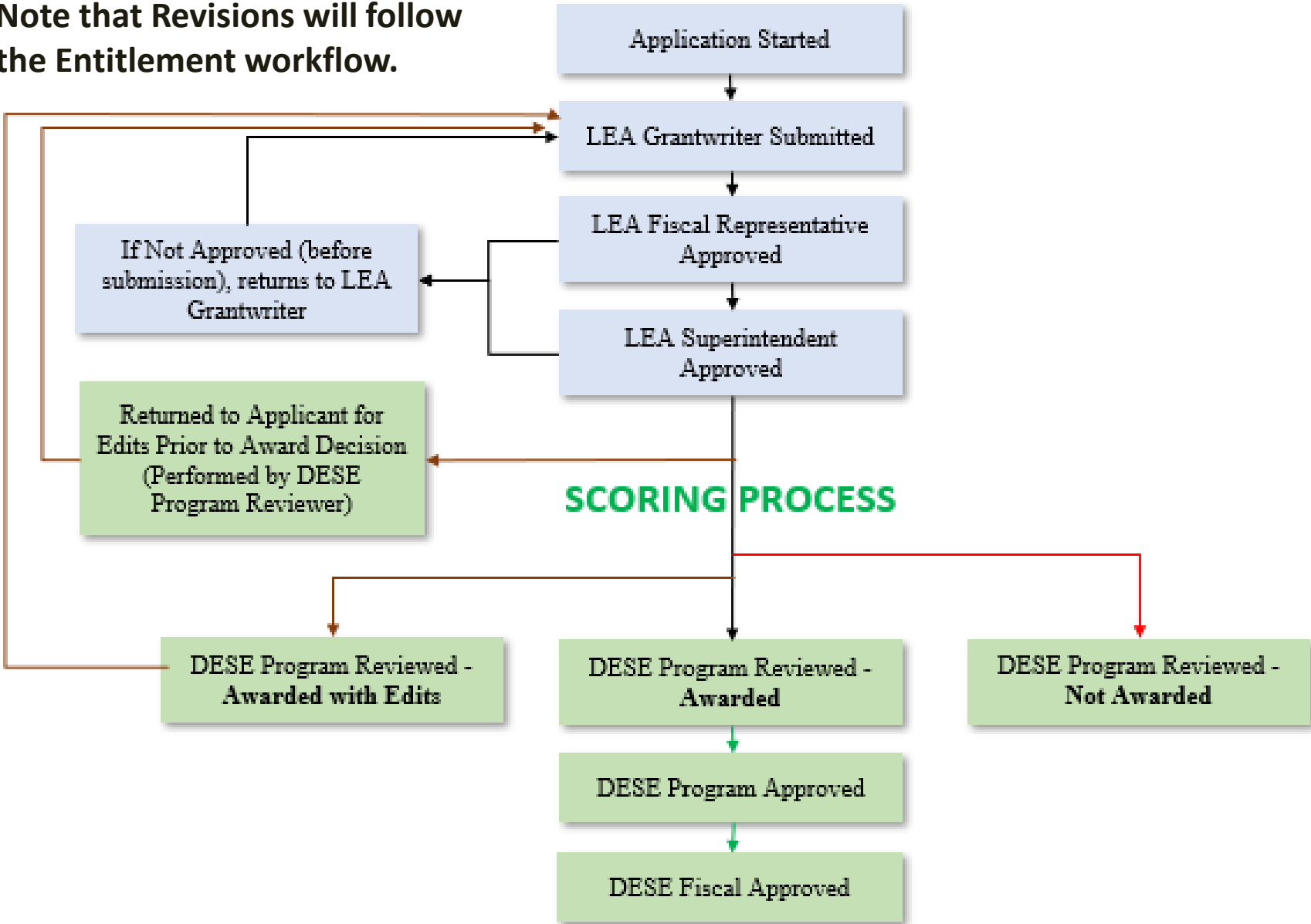


Examples include:

- ACLS grants
- Some CTE grants

This workflow also applies to New Competitive grants.  
Note that Revisions will follow the Entitlement workflow.

**COMPETITIVE GRANTS**  
Workflow By Status



# Status Change Outcomes

- The status change is noted in the History Log documenting the date, time, and username.
- The next person in submission workflow is notified by email that the application now requires their attention.
- The application may be locked down or unlocked (depending on the status change).

# Demonstration

# The Checklist

For funding applications that are using a checklist:

- This checklist is a means of communication between DESE and LEAs regarding the allowability and allocability of the items submitted in the funding application.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print <input type="checkbox"/> Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
+ <a href="#">History Log</a>		<a href="#">Print</a>
+ <a href="#">Allocations</a>		<a href="#">Print</a>
+ <a href="#">Fund Code 0186 - Title III, Part A: Immigrant Children and Youth</a>	<a href="#">Messages</a>	<a href="#">Print</a>
- <a href="#">Fund Code 0186 - Title III, Part A: Immigrant Children and Youth Checklist</a>		<a href="#">Print</a>
<a href="#">Fund Code 0186 - Title III, Part A: Immigrant Children and Youth Checklist</a>		<a href="#">Print</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>

# How The Checklist Works

- After the LEA submits the application, DESE will review the application and mark each section as **Approved**, **Not Applicable**, or **Attention Needed**. If the application contains no items that are marked as **Attention Needed**, the application will be approved.

Checklist Description <a href="#">(Collapse All)</a> <a href="#">(Expand All)</a>	
<input type="checkbox"/> <b>1. Non-profit Private School Participation</b>	Not Reviewed ▾
1.01 The district has made required offer of consultation to all eligible private schools located in the district.	
1.02 The district has listed all private schools that are and are not participating and completed required information for each.	
1.03 The district has described services to be provided to participating private schools and how those services will be evaluated.	
<input type="checkbox"/> <b>2. Narrative</b>	Not Reviewed ▾
2.01 The district has provided complete information about activities that will be conducted with grant funds, and included at least one data source for selection and evaluation of each.	Not Reviewed
<input type="checkbox"/> <b>3. Budget</b>	Approved
3.01 Expenses are allowable, necessary, and reasonable.	Attention Needed
3.02 The district has provided complete information for each expenditure, including narrative description.	Not Applicable



# DESE Comments in The Checklist

- If the application contains items that are marked as **Attention Needed**, the application will be returned to the LEA with a status that is not approved. The LEA will review the checklist for items that are marked **Attention Needed** and make the necessary changes to those items. Only the checked items in the sections marked **Attention Needed** are to be corrected and/or explained. Each section marked **Attention Needed** also has a place where DESE may provide notes to explain those items. The LEA should check for notes and additional comments.

Checklist Description <a href="#">(Collapse All)</a> <a href="#">(Expand All)</a>	
<input type="checkbox"/> 1. Non-profit Private School Participation	Attention Needed ▾
1.01 The district has made required offer of consultation to all eligible private schools located in the district.	<input checked="" type="checkbox"/>
1.02 The district has listed all private schools that are and are not participating and completed required information for each.	<input type="checkbox"/>
1.03 The district has described services to be provided to participating private schools and how those services will be evaluated.	<input type="checkbox"/>
<p>Please explain why you have not consulted with all eligible private schools.</p>	

# Moving to the Next Status

- Once the LEA has made the necessary adjustments, the LEA will resubmit the application for approval. If DESE determines that the item has been corrected, **Attention Needed** will be changed to **Approved** by the DESE Reviewer. If the items that were marked **Attention Needed** still have not been corrected, the application will be returned again to the LEA with a status that is not approved.
- Applications that contain no items that are marked **Attention Needed** will be approved.

# Demonstration

# Other GEM\$ Functionality

# Create Comments

- Comments can be used to facilitate ongoing notes and discussion between DESE and the LEA.
- Comments can be made by anyone with access to the application at any time, regardless of application status.
- Comments can be emailed to intended recipients.
- Comments are saved within the funding application.
- Comments are not visible to public users.

# To Create a Comment

- Click on “Create Comment” on the Sections page for the application you wish to comment.
- Enter comment text.
- Upload a document if desired.
- If sending as an email, check the box.
- Click “Save and Go To.”

The screenshot shows a web form titled "Create Comment". At the top right, there is a button labeled "Save And Go To" with a right-pointing arrow, and a yellow arrow points to it from the left. Below the title bar is a "Comment" section with a rich text editor toolbar (including ABC, undo, redo, cut, copy, paste, bold, italic, underline, and list) and a large empty text area. A yellow rectangle highlights the text area. Below the text area, it says "Words: 0 Characters: 0". Underneath is an "Attachments" section with a text input field and a "Select" button. At the bottom, there is a checkbox labeled "Send Email to Grants for Education Management System Contacts" with a yellow arrow pointing to it from the right.

# Printing

- Users may print the application at the page, section, or full application level. They may also click the checkbox at the top of the column to select distinct pages.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	<a href="#">Validation</a>	<input type="checkbox"/> <a href="#">Print</a> <a href="#">Select Items</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>
[-] <b>History Log</b>		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
[-] <b>Allocations</b>		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
[-] <b>Title III, Part A: Immigrant Children and Youth (Fund Code 186)</b>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Non-profit Private School Participation</a>		<a href="#">Print</a>
<a href="#">Narrative</a>		<a href="#">Print</a>
<a href="#">Budget</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
[-] <b>Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist</b>		<a href="#">Print</a>
<a href="#">Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist</a>		<a href="#">Print</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>

# Retrieving the PDF

- The system will generate a PDF document, containing the selected pages.
- Note the PDF will not include uploaded related documents.
- The system will ask the user for an email address.
- If the print job is small, the user may automatically retrieve the PDF document from the link at the top of the DESE Resources page.
- If the print job is large, the system will send an email when the print job is ready to retrieve.



# Demonstration

# Reviewing Revision Details

- Revision Details displays changes that have occurred to this current revision of the application relative to the previously approved application.
- Each message contains a clickable “Review” link.
- Clicking the link will show the user to the page where the change occurred.

Title III, Part A: Immigrant Children and Youth (Fund Code 186)

	Related Documents
<a href="#">Review</a>	A Affirmation of Consultation Form related document type with the name of 'Affirmation of Consultation Form' was added.

# Viewing Revision Details

- Revision Details can be viewed at the page, section, or application level.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Revision	Validation	Print ■ Select Items
All	<a href="#">Details</a>		<a href="#">Print</a>
[-] History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
[-] Allocations			<a href="#">Print</a>
<a href="#">Allocations</a>			<a href="#">Print</a>
[-] Title III, Part A: Immigrant Children and Youth (Fund Code 186) ←	<a href="#">Details</a>		<a href="#">Print</a>
<a href="#">Non-profit Private School Participation</a>			<a href="#">Print</a>
<a href="#">Narrative</a>			<a href="#">Print</a>
<a href="#">Budget</a>			<a href="#">Print</a>
<a href="#">Budget Overview</a>			<a href="#">Print</a>
<a href="#">Budget Overview Plus/Minus</a>			<a href="#">Print</a>
<a href="#">Related Documents</a> ←	<a href="#">Details</a>		<a href="#">Print</a>
[-] Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist			<a href="#">Print</a>
<a href="#">Title III, Part A: Immigrant Children and Youth (Fund Code 186) Checklist</a>			<a href="#">Print</a>
All ←	<a href="#">Details</a>		<a href="#">Print</a>

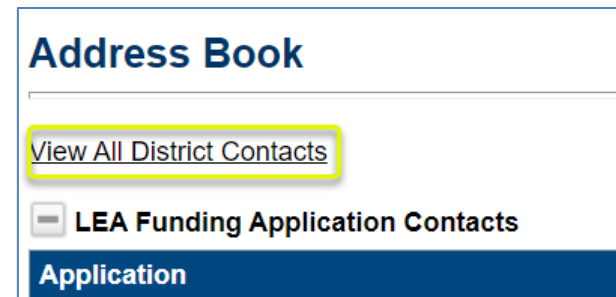
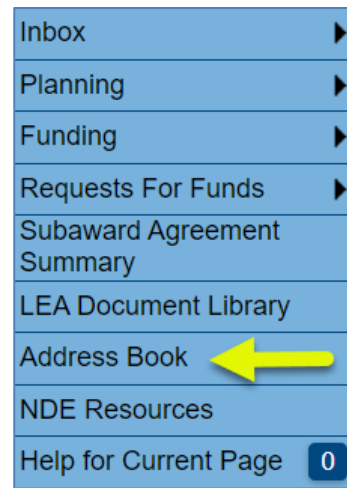
# Reviewing the Address Book

- It is best practice to review the roles in your district at least annually to determine if changes need to be made. A quick way to see who has roles in your district is to access the Address Book.
- The Address Book is accessed from the GEM\$ main menu using the left-hand navigation.

# Reviewing the Address Book (2)

To review the Address Book:

- a) Click on “Address Book” from the main menu.
- b) Use the toggle link “View All District Contacts” and “Return to Address Book” to view user/role information within the LEA.



# Address Book Headings

Here are some main headings of users within the Address Book that are most helpful to view user listings:

- LEA Role Contacts lists all LEA roles with users who are assigned to each role.

Address Book	
<a href="#">View All District Contacts</a>	
[-] <b>LEA Funding Application Contacts</b>	
Application	Contact Type
[-] <b>LEA Role Contacts</b>	
Role	
LEA FC 0186 - Title III, Part A: Immigrant Children and Youth Grantwriter	
LEA FC 0186 - Title III, Part A: Immigrant Children and Youth Update	
LEA Fiscal Representative	
LEA Superintendent / Chief Executive	
User Access Administrator	

# Address Book Headings

After clicking on [View All District Contacts](#):

- [LEA Contacts](#) lists all current LEA users arranged alphabetically by last name.

Address Book		
<a href="#">View All District Contacts</a>		
[-] LEA Funding Application Contacts		
Application	Contact Type	Contact
[-] LEA Role Contacts		
Role		Contact

# Address Book Headings

- DESE Funding Application Contacts lists GEM\$ users who have been designated as state-level contact(s) for each funding application by DESE. This is a good place to look if you have a program question about a specific funding application.
- Note that user contact information (such as email address and phone number) becomes visible when clicking on the link for the name of the contact.



# Demonstration

# Grants Education Management System (GEM\$)

Department of Elementary & Secondary Education (DESE)

## Training Module 3 Reimbursement Requests

# Agenda

- Reimbursement Request (RR) Entry Screen
- Project Summary / Reimbursement Request List
- Creating and Completing Reimbursement Requests
- Reimbursement Request Approval Steps
- Search Reimbursement Requests

# Reimbursement Request Entry Page

- Access from Left Nav: Reimbursement Requests >> Reimbursement Requests
- Choose FY, Funding Application, and Project Status (Note: All is available)
- Available Budget: Lesser of Approved Budget and Pending Allocation
- Total Available Amount: Factors in Funding % of Allocation Sources
- Net Available Amount = Total Available – Received Amount
- Pending Fund Requests shows an amount when there is an RR in progress or 'None' when no pending RR

## Reimbursement Requests

Worcester (0348) Public School District - FY 2023

SA

Session Timeout: 59:26

2023 ▾ Title III, Part A: Immigrant Children and Youth (Fund Code 186) ▾ All Projects ▾

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
Title III, Part A: Immigrant Children and Youth (Fund Code 186)	\$65,807.00	\$32,903.50	\$0.00	\$32,903.50	\$0.00

GEMS Home  
Administer ▸  
Search ▸  
Reports  
Inbox ▸  
Reader Review  
Funding ▸  
Reimbursement Requests  
Project Summary  
LEA Document Library

2023 ▾ Title III, Part A: Immig  
Grant  
Title III, Part A: Immigrant Childre  
186)  
Reimbursement Requests  
Search Reimbursement Requests

# Project Summary / Reimbursement Request List

- Displays general grant information
- List of Requests for this grant
- List of Adjustments for this grant
- Project Hold Administration

## Project Summary

Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186)

SA

Session Timeout: 59:56

[Return to Reimbursement Requests](#)

Project Information	
Project Number	0186-000516-2023-0348
C.F.D.A. Number	84.365A
Initial Substantially Approved Date	2/16/2023
Project Begin Date	7/1/2022
Project End Date	9/30/2024
Allocation	\$65,807.00
Available Budget	\$65,807.00
Allow Carryover	False
Project Status	Normal <a href="#">[Hold]</a> <a href="#">[History]</a>

Reimbursement Requests					
#	Amount	Request Period	Status	Status Date	Voucher #
1	\$30,000.00	February 16, 2023	Reimbursement Request Started	February 16, 2023	Not Yet Created

[Create New Adjustment](#)

Adjustments			
Amount	Type	Creator	Date
There are no matching Adjustments for this grant.			

[Return to Reimbursement Requests](#)

# Demonstration

# Creating and Completing Reimbursement Requests

- Reimbursement Requests cannot be created until the grant budget is approved
- One active reimbursement request per LEA/Grant/FY combination
- General Framework consistent with Funding Application
  - Sections
  - History Log and Communication
  - Validation
  - Workflow

**Reimbursement Request Sections**  
 Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth

**Request Status:** **Reimbursement Request Started**

**Change Status To:** [Reimbursement Request Submitted](#)  
 or  
[Delete Reimbursement Request](#)

**Create Reimbursement Request**  
 Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186)

You are about to change the status of this Reimbursement Request to Reimbursement Request Started. Click Confirm to change the status.

[Confirm](#) [Cancel](#)

Description	Validation	Print
<a href="#">History Log</a>		<input type="checkbox"/> <a href="#">Select Items</a> <a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		
<a href="#">Request</a>		
<a href="#">Related Documents</a>		
<a href="#">Assurances</a>		
<b>All</b>		

[Create New Reimbursement Request](#)

Reimbursement Requests			
#	Amount	Request Period	Status
<b>There are no matching Reimbursement Requests for this grant.</b>			

[Return to Project Summary](#)

# Expenditure Details Page

- Report Project-to-date Expenditures by Object and Function Item
- Only displays rows and columns that contain approved budget amounts
- GEM\$ validates expenditures against approved budget
- Hover on cell to see approved budget amount
- Disabled cells where no approved budget exists
- Automatically populates expenditures from previous request
  - Just update cells that have changed

## Expenditure Details



Session Timeout: 59:07

Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186)

Save And Go To ▶


Object Code	Function Code	COMM - Community Services	Total
01NM - Professional Salaries (Non-MTRS)		6,000.00	6,000.00
02 - Clerical Salaries			0.00
04MC - Contracted Services (major)			0.00
<b>Total</b>		6,000.00	6,000.00

Budgeted Amount: 10,000.00  
 Previous Funds Requested: 0.00  
 Total Funds Requested: 6,000.00  
 Amount Remaining: 4,000.00



# Request Page – Fiscal Summary

- System knows and automatically populates most fields
- Total Cash Basis Expenditures comes from Expenditure Details page
- Calculates amount of the request automatically using total expenditures minus cash received

General Information		
Project Number		0186-000516-2023-0348
C.F.D.A. Number		84.365A
Reimbursement Request #		1
Fiscal Summary		
Allocation		\$65,807.00
Available Budget		\$65,807.00
Fiscal Information As Of	02/16/2023 	
Cash Received		\$0.00
Total Cash Basis Expenditures		\$31,000.00
Cash Balance On Hand		(\$31,000.00)
Cash Available		\$65,807.00
Total Amount Requested		\$31,000.00

# Related Documents Page

- LEA may be asked by DESE to upload backup documentation detailing their expenditures
- Document types allowed include PDF, Word, Excel, PowerPoint

## Related Documents

Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186)



Session Timeout: 59:43

Save And Go To ▶

Optional Documents		
Type	Document Template	Document/Link
Supporting Documentation	N/A	<a href="#">Upload New</a>

# Validation

- System automatically validates Reimbursement Requests as they are completed
- Errors will prevent submission; warnings will be called out but allow submission

Reimbursement Request Sections SA Session Timeout: 59:34

Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186)

**Request Status:** Reimbursement Request Started

**Change Status To:** [Reimbursement Request Submitted](#)  
or  
[Delete Reimbursement Request](#)

Description	Validation	Print
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Request</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<a href="#">All</a>	<a href="#">Messages</a>	<a href="#">Print</a>

**Expenditure Details**  
Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186)

Save And Go To ▶

Object Code	Function Code	COMM - Community Services
01NM - Professional Salaries (Non-MTRS)		12,000.00
02 - Clerical Salaries		10,000.00
04MC - Contracted Services (major)		15,000.00
<b>Total</b>		<b>37,000.00</b>

**Messages** SA Session Timeout: 59:43

Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186)

**This is the GEMS TEST site. Please be sure to complete your work on the LIVE site.**

[Return to Reimbursement Request Sections](#)

Expenditure Details	Validation
<b>Review:</b> The requested amount of \$12,000.00 for the 01NM-Professional Salaries (Non-MTRS) object code exceeds \$11,000.00, which is the maximum allowed expenditure amount based on the approved budget amount of \$10,000.00.	<b>Error</b>

Request	Validation
<b>Review:</b> Total Amount Requested cannot exceed \$32,903.50. The system considers approved budget amount, pending allocation, funding percentage of allocation sources, and amount paid to arrive at this number.	<b>Error</b>

Related Documents	Validation
<b>Review:</b> The optional Related Document 'Supporting Documentation' has not been uploaded. Please be certain this is the intention.	Warning

[Return to Reimbursement Request Sections](#)

Reimbursement Requests

# Submission and Review

- Once an RR passes validation, the LEA Fiscal Representative may move it to Reimbursement Request Submitted
- RR is then sent to DESE for DESE Fiscal Payment Review

**Reimbursement Request Sections** SA **Session Timeout: 59:53**

Worcester (0348) - FY 2023 - Title III, Part A: Immigrant Children and Youth (Fund Code 186)

**Request Status:** Reimbursement Request Started

**Change Status To:** [Reimbursement Request Submitted](#) or [Delete Reimbursement Request](#)

Role(s) that can perform this status change:  
LEA Fiscal Representative

User(s) that can perform this status change:  
John Mamula

Description	Validation	Print Select Items
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<b>All</b>		<a href="#">Print</a>

[Return to Project Summary](#)

# Reimbursement Request Approval Steps

Status	Role Needed
Reimbursement Request Started	LEA Fiscal Representative
Reimbursement Request Submitted	LEA Fiscal Representative
DESE Fiscal Payment Approved	DESE Fiscal Payment Approver
Submitted to State Accounting System	DESE Fiscal Payment Batch Approver
State Accounting System Paid	Automated Status Change - Return File from MMARS Verifying Payment

# Demonstration

# Critical Notes about Reimbursement Requests

- DESE is moving to a reimbursement only structure for all grants in GEM\$
- Reimbursement requests are created and submitted by the LEA Fiscal Representative
- LEA must enter project-to-date expenditures
- LEA will need to do a budget revision when they have expenditures in an unapproved Object Code / Function Code combination (cell) or they exceed their approved budget for a cell by more than 10%

# Search Reimbursement Requests

- LEAs have a search tool that will allow them to quickly find Reimbursement Requests

**Search Reimbursement Requests** SA Session Timeout: 59:56

Worcester (0348) Public School District - FY 2023

**This is the GEM\$ TEST site. Please be sure to complete your work on the LIVE site.**

**Fiscal Year:** All

**Funding Application:** All  
 21st CCLC: Supporting Additional Learning Time (SALT) Grant  
 Adult Education Instructional Grant  
 CTE Page Only Applications  
 Entitlement District Level Template

**Grants:** All  
 21st CCLC: Supporting Additional Learning Time (SALT) Grant  
 Adult Education Instructional Grant  
 Career and Technical Education: Secondary (Fund Code 400)  
 Competitive New Template

**RR Status:** All  
 Reimbursement Request Started  
 Reimbursement Request Submitted  
 DESE Fiscal Payment Approved  
 DESE Fiscal Payment Returned - Edits Needed

**Special Options:** None

**Project Status:** All Projects

GEM\$ Home

Administer

Search

Reports

Inbox

Reader Review

Funding

Reimbursement Requests

Project Summary

**Fiscal Year:** All

**Funding Application:** All  
 21st CC  
 Adult E  
 CTE Pa  
 Entitlen

**Grants:** All

Reimbursement Requests

Search Reimbursement Requests

Compe

There are 1 matching record(s). Displaying 1 through 1. [\[Summary\]](#) [\[Download Data\]](#)

Fiscal Year	Organization Name	County	Agency	Amount	GM User	Status	Status Date
2023	Worcester	Worcester	DESE	\$31,000.00		Reimbursement Request Started	2/17/2023



# Demonstration