

GMIS Portal Grant Application Submission



Duration: 90 Minutes



Audience: Agency Primary and Secondary Users

Class Guidelines

Be Present and Engaged

Stay focused on the training and avoid multitasking during the session.

Everyone Is Learning

This is a shared learning space. Let's make it as productive and supportive as possible!

Mute When Not Speaking

Keep your microphone muted unless you're speaking to minimize background noise.

Use The Q&A

If you have questions, please ask them via Q&A in Webex.

Ask Questions If Needed

Don't hesitate to seek clarification—if you're unsure, chances are others are too.

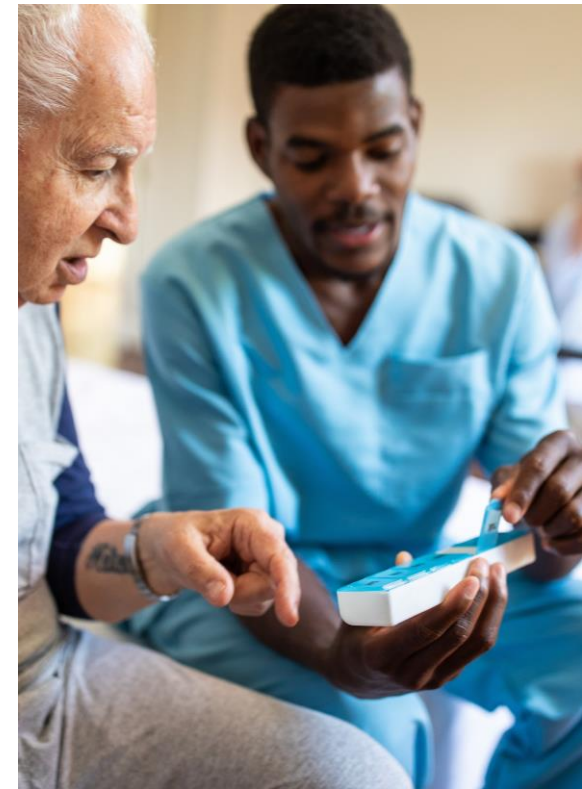
Need to Come Off Mute?

Raise your hand in Webex!
We'll then unmute you.



Learning Objectives

- ✓ Review the application process.
- ✓ Navigate the solicitation details.
- ✓ Apply for a Solicitation.
- ✓ Submit an Application.
- ✓ Review how to withdraw an application.



Please Reference the Job Aid!


The following Job Aid Sections can be referenced for greater detail and a more in-depth overview for content covered in the next slides:

- **1.0 View Solicitation Details**
- **2.0 Apply for a Solicitation**
- **3.0 Submit an Application**
- **4.0 Withdraw an Application**




GMIS Portal Grant Application Submission

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 **Check Out The Glossary!**
Questions on new terms found in this job aid? Please reference the glossary found at [link](#) for clarification.

Icon Key

		
Caution	Tip	Link

2

GMIS Portal Grant Application Submission Job Aid

 **Department of Health**



View GMIS Portal Grant Application Submission Job Aid.

Key Terms

Solicitation

The process by which ODH formally invites applications for funding. Solicitations are tied to specific subgrants.

Application

A subrecipient's response or proposal to a solicitation.

GMIS Portal

Grants Management Information System (GMIS) that will be used by those external to ODH (i.e. Agencies, Subrecipients, etc.).

Appendices

Additional information needed by the Subrecipient when filling out the application.

Deliverables

Actions to be completed by the Subrecipient to get reimbursed.

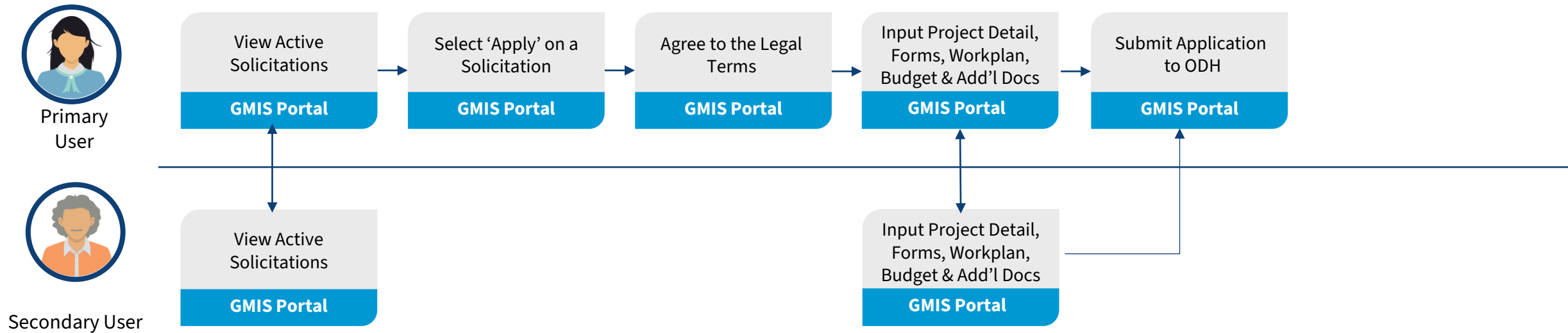
Application Overview



Audience: Agency Primary and Secondary Users

Submitting an Application in the GMIS Portal

Here is a high-level overview for how an Agency would apply to a Solicitation.



Notifications

Primary Users and Programmatic Contact will get an auto email and in-app notification 7 days before due date and day of due date for any application in *Draft* status.

Solicitation Details



Audience: Subrecipient Primary and Secondary Users

View Solicitations via *Browse Grants*

The screenshot displays the Ohio Department of Health's Grants Management System (GMS) interface. The top navigation bar includes the Ohio Department of Health logo, a horizontal menu with 'Browse Grants' (highlighted with callout 01), 'My Applications', 'My Awards', 'My Agency Profile', and 'Reports'. On the right of the navigation bar are a notification bell and a user profile icon.

Below the navigation bar, the 'Solicitations' section is active, showing 'All Solicitations' (highlighted with callout 02). Below this, a status bar indicates '95 items • Sorted by Name • Filtered by All solicitations • Updated a few seconds ago'. A search bar (highlighted with callout 02) is located to the right of the status bar, with the placeholder text 'Search this list...'. To the right of the search bar are icons for settings, refresh, and filters.

The main content area displays a table of solicitations. The table has columns for 'Name', 'Last Modified', and 'Last Modified Date'. The first row is 'SP2028 Integration of Oral Health into Prenatal Care Program' with a last modified date of '8/30/2024, 10:38 AM'. The second row, highlighted with callout 03, is 'SP2027 Integration of Oral Health into Prenatal Care Program' with a last modified date of '8/5/2024, 4:40 PM'. The third row is 'SP2025 Integration of Oral Health into Prenatal Care Program' with a last modified date of '10/17/2024, 1:04 PM'. The fourth row is 'SP2025 Integration of Oral Health into Prenatal Care Program' with a last modified date of '10/8/2024, 10:13 AM'. The fifth row is 'SH2024 QA Subgrant: Bureau of HIV, STI and Hepatitis' with a last modified date of '7/26/2024, 11:52 AM'. The sixth row is 'S52024 QA Sprint 5 12 Months: Bureau of HIV, STI and Hepatitis' with a last modified date of '9/17/2024, 1:26 PM'.



Anyone Can Browse Grants!

You do not need to be logged into GMIS to view solicitations.

Solicitation Overview

Agencies can view Solicitation details on the Ohio Department of Health GMIS Portal.

01 Description + Tabs

02 Details

03 Dates

04 Eligibility

05 Resources

06 Contacts

01

04

02

03

05

06

OA2025 Integration of Oral Health into Prenatal Care Program

[Description](#)[Appendices](#)[Deliverables](#)[Version History](#)

Opportunity Description:

Oral health should be a routine part of prenatal care as poor oral health can lead to poor health outcomes for the mother and her baby. Up to 75% of women develop gingivitis during pregnancy due primarily to hormonal changes. Left unchecked, gingivitis can progress to periodontal disease (PD) which affects up to 40% of all pregnant women. Emerging evidence shows an association between PD and low birth weight and preterm birth although this association is not yet consistent across studies or clearly understood. More certain is that women are at risk for tooth decay during pregnancy due to changes in eating habits, frequent bouts of morning sickness and possibly less attention being paid to their oral hygiene practices.

In addition, the oral health of mothers directly impacts the oral health of their children. Babies are not born with the bacteria that cause tooth decay in their mouths. Those bacteria are transmitted, usually by the mother, through kissing, the use of shared eating utensils, or other common behaviors. Mothers who have a high number of untreated cavities have a high level of decay-causing bacteria and transmit high levels of the bacteria to their children, which then puts them at higher risk for cavities themselves. To impact the number of young children who develop tooth decay, efforts must be directed to ensure that pregnant women have good oral health and know how to positively impact their children's oral health from birth.

Eligibility Requirement:

Eligible Agency Types:

- Not for Profit
- Higher Education
- Hospitals
- County Agency
- City Agency
- Local Schools

Opportunity Details

Accepting Applications: [Apply](#)

Program Code: OA







Grant Type: Competitive

Total Funding: \$10,000,000.00

Max Funding Amount: \$500,000.00

Min Funding Amount: \$50,000.00

Important Dates

	7/25/2024	- Solicitation Posted Date
	8/30/2024	- Application Due Date/Time
	8/1/2024	- Budget Period Start Date
	7/31/2025	- Budget Period End Date
	7/1/2024	- Project Period Start Date
	7/1/2028	- Project Period End Date

Resources

[OHAP2025-Solicitation](#)

[Solicitation Scoring Rubric](#)

ODH Program Contact Information:

If you have questions or difficulty accessing the full announcement, please contact:

Name: Program Consultant - OHAP
Phone:
Email: ellizabeth.augostini@accenture.com



View section 1.0 View Solicitation Details.

Navigating a Solicitation Demo


Open the Job Aid to follow along.


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GMIS Portal Grant Application Submission Job Aid



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-  Caution
-  Tip
-  Link



View section **1.0 View Solicitation Details.**

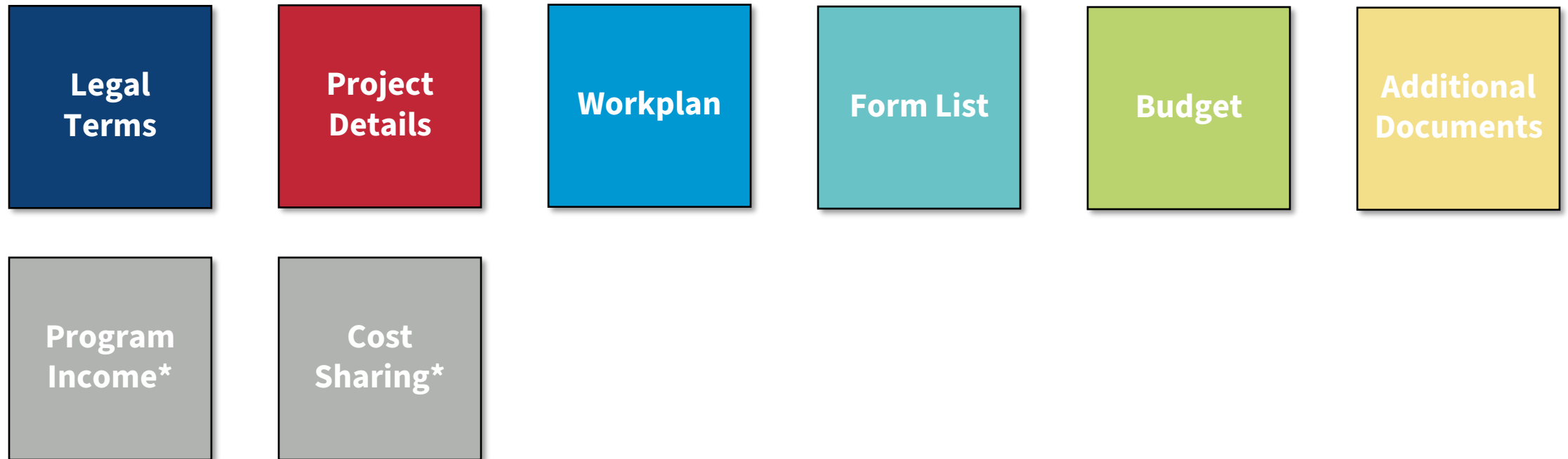
Applying for a Solicitation



Audience: Agency Primary and Secondary Users

Application Sections

There are six main sections in an application: Legal Terms, Project Details, Workplan, Form List, Budget and Additional Documents.



**Sections that are only seen on certain Solicitations*



[View section 2.0 Apply for a Solicitation](#)

General Application Navigation

Save for Later

Save for Later

This will save your application progress and take you to your application overview.

Previous & Next

Previous

Next

Move the previous or next section of the application. All required fields must be completed before moving onto the next section.

Adding Attachments

Attachment



Upload Files

Or drop files

Select 'Upload Files' to navigate through your files to attach or drag and drop a file to upload.



Tip!

Select 'Save for Later' to view an overview of your application in the Application Workspace. This will allow you to jump around to different parts of an application without completing all required fields in the section.



Department of
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Initiating an Application

Select the 'Apply' button on the Solicitation screen if you desire to start a new application for a specific solicitation.

OA2025 Integration of Oral Health into Prenatal Care Program

Description

Appendices

Deliverables

Version History

Opportunity Description:

Oral health should be a routine part of prenatal care as poor oral health can lead to poor health outcomes for the mother and her baby. Up to 75% of women develop gingivitis during pregnancy due primarily to hormonal changes. Left unchecked, gingivitis can progress to periodontal disease (PD) which affects up to 40% of all pregnant women. Emerging evidence shows an association between PD and low birth weight and preterm birth although this association is not yet consistent across studies or clearly understood. More certain is that women are at risk for tooth decay during pregnancy due to changes in eating habits, frequent bouts of morning sickness and possibly less attention being paid to their oral hygiene practices.

Opportunity Details

Accepting Applications:

[Apply](#)

Program Code:

OA

Grant Type:

Competitive

Total Funding:

\$10,000,000.00

Max Funding Amount:

\$500,000.00

Min Funding Amount:

\$50,000.00



Primary Users Only!

Only the Primary User can start the application.



Department of
Health

Solicitation Overview

Solicitation Overview

Solicitation Overview

Program Code

SP

Solicitation Name

SP2028 Integration of Oral Health into Prenatal Care Program

Description

Oral health should be a routine part of prenatal care as poor oral health can lead to poor health outcomes for the mother and her baby. Up to 75% of women develop gingivitis during pregnancy due primarily to hormonal changes. Left unchecked, gingivitis can progress to periodontal disease (PD) which affects up to 40% of all pregnant women. Emerging evidence shows an association between PD and low birth weight and preterm birth although this association is not yet consistent across studies or clearly understood. More certain is that women are at risk for tooth decay during pregnancy due to changes in eating habits, frequent bouts of morning sickness and possibly less attention being paid to their oral hygiene practices.

In addition, the oral health of mothers directly impacts the oral health of their children. Babies are not born with the bacteria that cause tooth decay in their mouths. Those bacteria are transmitted, usually by the mother, through kissing, the use of shared eating utensils, or other common behaviors. Mothers who have a high number of untreated cavities have a high level of decay-causing bacteria and transmit high levels of the bacteria to their children, which then puts them at higher risk for cavities themselves. To impact the number of young children who develop tooth decay, efforts must be directed to ensure that pregnant women have good oral health and know how to positively impact their children's oral health from birth.

Total Funding

\$1,000,000.00

Max Funding Amount

\$500,000.00

Solicitation Posted Date

07/10/2024

Budget Period

07/09/2024 – 08/10/2024

Grant Type

Continuation

Min Funding Amount

\$50,000.00

Application Due Date/Time

08/01/2024 10:15 AM

Project Period

10/01/2024 – 09/30/2025

Next



Primary Users Only!

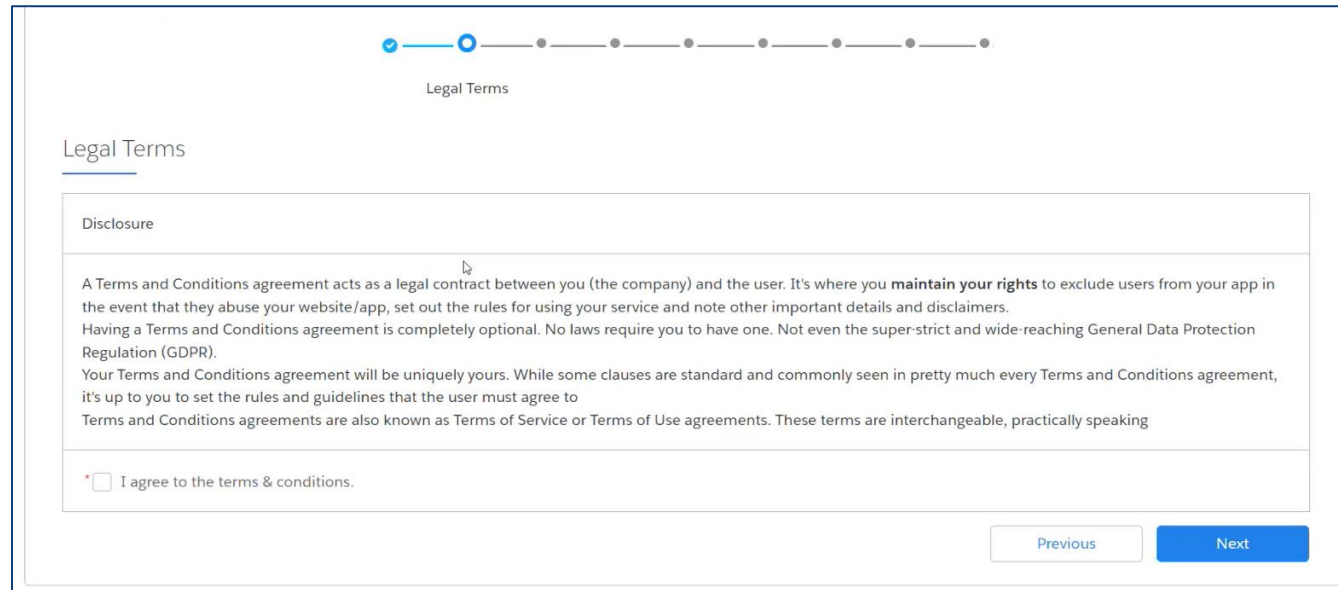
Only the Primary User can start the application.



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Legal Terms

Once Legal Terms are accepted, the application moves to *In Draft* status.



The screenshot shows a multi-step application process. At the top, a progress bar has 10 steps, with the second step, 'Legal Terms', highlighted by a blue circle and a line. Below the progress bar, the title 'Legal Terms' is underlined. The main content area is titled 'Disclosure' and contains the following text: 'A Terms and Conditions agreement acts as a legal contract between you (the company) and the user. It's where you **maintain your rights** to exclude users from your app in the event that they abuse your website/app, set out the rules for using your service and note other important details and disclaimers. Having a Terms and Conditions agreement is completely optional. No laws require you to have one. Not even the super-strict and wide-reaching General Data Protection Regulation (GDPR). Your Terms and Conditions agreement will be uniquely yours. While some clauses are standard and commonly seen in pretty much every Terms and Conditions agreement, it's up to you to set the rules and guidelines that the user must agree to. Terms and Conditions agreements are also known as Terms of Service or Terms of Use agreements. These terms are interchangeable, practically speaking'. At the bottom of the form, there is a checkbox labeled '* I agree to the terms & conditions.' and two buttons: 'Previous' and 'Next'.



Primary Users Only!

Only the Primary User can review the Legal Terms and agree to the terms & conditions.

Project Detail

The screenshot shows a 'Project Detail' form with a progress bar at the top. The progress bar has 10 steps, with the first two completed (blue circles) and the third active (blue circle with a dot). The form is titled 'Project Detail' and shows 'Agency Name' as 'Athens County Health Department'. Callout 01 points to the 'Project Title' field. Callout 02 points to the 'Programmatic Contact Person' dropdown. Callout 03 points to the 'Reimbursement Period' section, which includes radio buttons for 'Monthly' and 'Quarterly'. The form also includes fields for 'Project Description', 'Total Request', 'Primary Target Population', and 'Expected Reach'. At the bottom, there are buttons for 'Save for Later', 'Previous', and 'Next'.

01 Project Title

02 Programmatic Contact Person

03 Reimbursement Period

01 Project Title

Include the name of the Solicitation.

02 Programmatic Contact

If the person you would like to delegate as the programmatic contact does not appear in the dropdown, they are not a registered user in the Agency Profile.

03 Reimbursement Period

Select the preference, if applicable.

Form List

01 Info

Review details of the forms.

02 Forms

Review which form(s) are needed.

03 Edit

Complete the form.

The screenshot shows a web interface titled "Form List". Under the "Related Forms" section, there is a list of forms. The first form is "Appendix 1", which contains two sub-items: "Upload Resumes" (with the description "Upload key personnel resumes") and "Personnel Questionnaire". Each sub-item has an "Edit" button. Three numbered callouts are present: a red circle with "01" points to the "Info" button in the top right corner; a blue circle with "02" points to the "Forms" button in the top right corner; and a yellow circle with "03" points to the "Edit" button for the "Personnel Questionnaire" form.



Reminder: Application Forms are different than Agency Forms!

These Application Forms are *different* than the ones associated at the Agency level. Agency Forms are required before submitting the application.



Reminder: Agency Profile Required Forms*

There are several required forms that require an upload of a document or filling out of requested information.

- Financial Audit
- Civil Rights Review Questionnaire
- Health Equity Questionnaire
- Assurances
- Federal Funding Accountability and Transparency Act Reporting Form (FFATA)
- Compliance ICQ
- Proof of Non-Profit Status.
- Certificate of Liability Insurance.



Agency Forms are Required to Submit Your Application!

If they are not complete at the time of Application submission, you will receive an error.

**The required forms depends on Agency type.*

Workplan

Goal

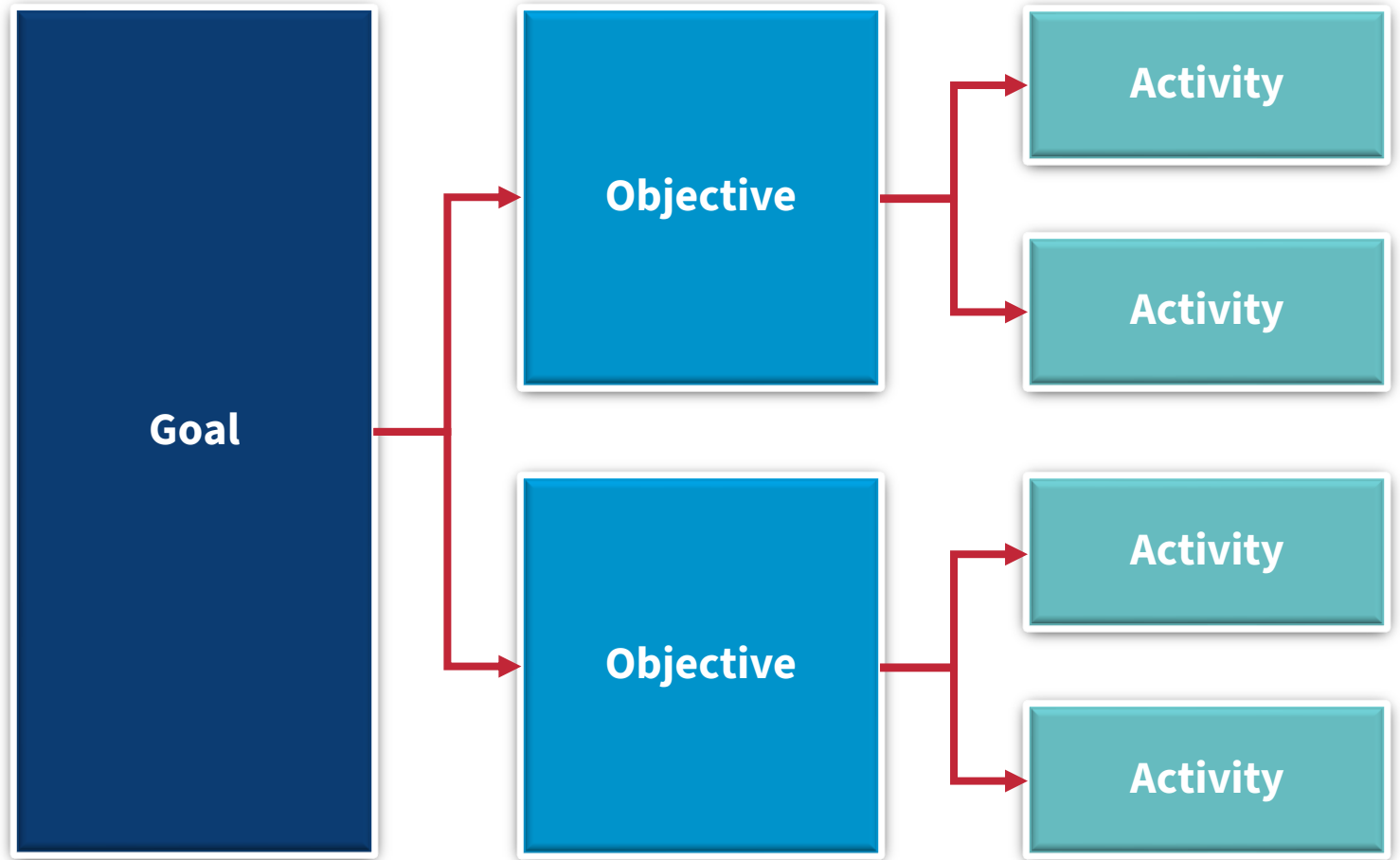
The overarching category – typically long term and represent larger purpose of workplan.

Objective

The measurable targets – contain measurable steps to achieve your goal.

Activity

The concrete actions or tasks – will directly achieve the objective.



Non-System vs. System Generated Workplan

There are two kinds of workplans in GMIS Portal.

Non-System Generated

Progress Report Workplan Details

Workplan Chatter

Upload Files

[Upload Files](#) Or drop files

Enter your comment here

[Cancel](#) [Submit](#)

System Generated

Progress Report Workplan Details

Workplan Chatter

✓ FA-IA-0000000221 Workplan

Name: FA-IA-0000000221 Workplan
Status: Active
Description: New Workplan Description

✓ FA-Improve oral health and hygiene [Edit Goal](#)

Description: To improve oral health and hygiene outcomes for underserved populations within the county by increasing access to preventive dental services, education, and community outreach. DEMO UPDATED
SMARTIE: true

> FA-Increase Access to Preventive Dental Services [Edit Objective](#)

> FA-Enhance Oral Health Education and Awareness [Edit Objective](#)

[Cancel](#) [Submit](#)

Budget Navigation

Download Template

Download Template

This downloads an Excel template file that can be completed and then re-uploaded. It will contain all budget line-items for the tab.

Upload Template

Upload Template

This allows the user to upload the completed Excel template file, containing all budget line-items.

Add Row

Add Row

If the user would like to enter each budget line item manually instead of uploading a budget Excel spreadsheet, they can select Add Row.

Save & Close

Save & Close

This saves the budget line item and closes the input screen.

Save & Edit Next

Save & Edit Next

This saves the budget line item and goes to the next budget line item to edit.

Edit



Pencil Icon can be used to edit a budget line item.

Budget

Summary Personnel Other Direct Costs Equipment Contracts Deliverables

Category	Total Budgeted Amount
Personnel	\$0
Other Direct Costs	\$0
Equipment	\$0
Contracts	\$0
Deliverables	\$0
Indirect Costs	\$0
Total Amount	\$0

Complete

New Other Direct Cost

* Description
Select an Option

* Amount

* Funding Activity
Select an Option

☐ Indirect Allowed

* Narrative

Cancel

Save & Close

Save & Add More



DO NOT Select 'Complete' Button!

All budget tabs must be filled out before selecting the 'Complete' button at the bottom of the Summary screen to ensure all budget items are properly recorded.

Program Income*

Some of the Solicitations may have Program Income as a section following the Budget. This section covers the money the subrecipient may expect to get from each source.

Project Income₁

01

Program Income	Amount
Private Health Insurance	\$0
Medicaid + Managed Care	\$0
Medicare	\$0
Total	\$0

02 Edit

Ok

01 Program Income

The sources will auto populate based on the Solicitation.

02 Edit

Select 'Edit' to update the amount.

**Only on select Solicitations.*

Cost Sharing*

Cost sharing or matching means the portion of project costs not paid by federal funds or contributions (unless otherwise authorized by Federal statute). It may not be on all Solicitations.

Cash

Monetary.

In-Kind

Goods or Services.

Cost Sharing

Total Cost Sharing for Solicitation: \$1,000

Edit

Cost Sharing Description	Amount
Cash	\$0
In-Kind	\$0

Ok



Cost Sharing Used To Be Called 'Match'.

Cost Sharing is when the Federal Grant requires the Agency to match a certain percentage.

**Only on select Solicitations.*

Additional Documents

Upload Documents

Enter File Title

Upload File

Upload Files

Or drop files

File Name	File Type	Size (Bytes)	Created Date	Download	Delete
-----------	-----------	--------------	--------------	----------	--------

☐ I do not have any additional files

Save for Later

Save



This is the Final Screen!


Before going to the Application Workspace to submit.






Department of
Health

Viewing or Modifying an Application Later


If at any point you leave the application and need to return to edit its contents, it can be accessed through the ‘My Applications’ tab in the gray bar at the top of your GMIS Portal screen following login.

HomeBrowse Grants**My Applications**My AwardsMy Agency ProfileReports












Individual Applications

My Applications ▾ 

3 items • Sorted by Application ID • Filtered by All individual applications - Subrecipient • Updated 2 minutes ago



	Application ID ↑ ▾	Solicitation ▾	Application Status ▾	Requested Amount ▾	Submitted Date ▾	
1	IA-0000000001	CC2025 Creating Healthy Communities	Draft	\$1,000.00		
2	IA-0000000002	CC2025 Creating Healthy Communities	Draft	\$50,000.00		
3	IA-0000000003	CC2025 Creating Healthy Communities	Draft	\$10,000.00		

Completing an Application Demo


Open the Job Aid to follow along.


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GMIS Portal Grant Application Submission Job Aid



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Icon Key

-  Caution
-  Tip
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View section 2.0 Apply for a Solicitation.

Application Submission



Audience: Agency Primary User



Department of
Health



Application Submission

Once all sections are complete, the application can be submitted.

The screenshot shows the 'My Applications' page for the 'Individual Application SP28 Application Test'. The page includes a progress bar with three stages: 'Draft' (active), 'Submitted', and 'Review in Progress'. Below the progress bar, there are tabs for 'Application Workspace', 'Solicitation Details', 'Application Details', 'Budget', 'Workplan', 'Files', 'Appendices', and 'Funding Award'. The 'Application Workspace' tab is selected, showing a 'Ready to Submit?' message with a green checkmark icon and a green 'Submit My Application' button highlighted with a red border. Below this, there are two sections: 'Legal Terms' and 'Project Detail', both with a 'SECTION STATUS' of 'Completed' and buttons for 'Review' and 'Review/Update' respectively.

Project Key	Requested Amount	Submitted Date	Subrecipient
00510012SP0528	\$100,000.00		<u>Athens County Health Department</u>

Progress: Draft (Active) | Submitted | Review in Progress

Application Workspace | Solicitation Details | Application Details | Budget | Workplan | Files | Appendices | Funding Award

Ready to Submit?
Looks like you have finished completing each section. When you are ready, click 'Submit My Application'. **Submit My Application**

Section	Section Status	Action
Legal Terms	Completed	Review
Project Detail	Completed	Review/Update



Primary Users Only!

Only the Primary User can submit the application.

Application Submission Demo


Open the Job Aid to follow along.


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Icon Key
 Caution  Tip  Link

 View section 3.0 *Submit an Application.*

Application Withdrawal



Audience: Agency Primary Users



Department of
Health



Withdraw Your Application to Make Edits Before Due Date

This will place the application back *In Draft* status so edits can be made.

The screenshot displays a web interface for managing an application. At the top, it says 'Individual Application' and 'SP28 Application Test'. To the right, there are two buttons: '+ Follow' and 'Withdraw Application'. The 'Withdraw Application' button is highlighted with a red rectangle. Below this, there is a table with the following information:

Project Key	Requested Amount	Submitted Date	Subrecipient
00510012SP0528	\$100,000.00		<u>Athens County Health Department</u>

Below the table is a progress bar with three segments: a green segment with a checkmark, a blue segment labeled 'Submitted', and a grey segment labeled 'Review in Progress'. At the bottom, there is a navigation menu with the following items: 'Application Workspace', 'Solicitation Details', 'Application Details', 'Budget' (highlighted in blue), 'Workplan', 'Files', 'Appendices', and 'Funding Award'.



Withdraw Error

If the application due date for the associated solicitation has already passed, the user will be unable to withdraw their application.

Withdraw an Application Demo

Open the Job Aid to follow along.

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GMIS Portal Grant Application Submission Job Aid

Ohio

Department of Health

 View section 4.0 *Withdraw an Application.*

Have Questions?

For any further inquiries or additional support, please reach out to:

Grant.Support@odh.ohio.gov

Thank You!

We appreciate your time and participation in today's training session. Your engagement is key to our shared success! In today's session you learned:

- ✔ Review the application process.
- ✔ Navigate the solicitation details.
- ✔ Apply for a Solicitation.
- ✔ Submit an Application.
- ✔ Review how to withdraw an application.