

ODH GMIS & GMIS Portal Glossary



**Department of
Health**

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A

- **Appeal:** Subrecipients request for reversal of disallowed costs on the Final Expense Report.
- **Application:** A subrecipient's response or proposal to a solicitation.
- **Appendices:** Additional information needed by the Subrecipient when filling out the application.
- **App Launcher:** How users can switch between GMIS applications [GMIS Only]. For example, the app launcher can be used to navigate to Reporting.

C

- **CAR:** Combined Application Review.
- **CAR Meeting:** Combined Application Review (CAR). Meeting to communicate risk issues and discuss technical assistance to be provided during the subsequent grant year.
- **Competitive Grant:** Awarded through a process where applicants submit applications that are evaluated based on specific criteria set by the funding organization. ***First-Time Applicants**
- **Continuation Grant:** Awarded to extend or renew support for an ongoing project or program that has previously received funding. ***Repeat Applicants**

- **Corrective Action Plan (CAP):** A documented strategy outlining steps an organization will take to address and resolve findings or deficiencies identified during the grant audit process.
- **Cost Allocation Plan (CAP):** A cost is allocable to a subgrant project based on the benefits received by the project. Shared costs between the project and other activities require an allocation plan when charged to grant-funded projects.
- **Cost Sharing:** This was previously known as 'Match'. It was updated to 'Cost Sharing' to match the federal terminology.

D

- **Deliverables:** Actions to be completed by the Subrecipient to get reimbursed.
- **Deliverable Model:** Subrecipients are reimbursed once a deliverable/outcome established in the Solicitation are complete.
- **Desk Review:** ODH may conduct desk reviews on an annual or biannual basis. Desk reviews may require the subrecipient to submit additional documentation.

E

- **Expense Report:** Report detailing the expenses to be reimbursed.

F

- **Features:** Salesforce functionality that can be used in multiple objects.
- **Fields:** Specific data stored within an object across all records. i.e. Grant Year
- **Final Expense Report:** Last Expense Report submitted by a Subrecipient on a Grant.
- **Final Invoice:** After the final expense report is finalized and all appeals are processed, a Final Invoice may be created if there is an outstanding balance to ODH.
- **Funding Award:** Refers to the actual amount allocated to a subgrantee, which will be formally communicated through the Notice of Award, or NOA.
- **Funding Award Records:** Funding Award records store all grant award information like the Notice of award (NOA), Budget, Workplan, Special Conditions, Expense Reports, Deliverables, etc.

G

- **GMIS:** Grants Management Information System. GMIS is the internal ODH employee view.
- **GMIS Portal:** Grants Management Information System. GMIS Portal is the external Agency User view.

H

- **Hybrid Model:** A combination of Deliverable and Reimbursement models.

I

- **ICQ:** Internal Control Questionnaire (ICQ). All ODH subrecipients are required to complete this as a part of their Agency Forms.
- **ICQ Score:** Score resulting from the Internal Control Questionnaire. Associated with High, Medium, or Low.

L

- **List View:** Salesforce term. A filtered list of specific information.

M

- **Match:** Old terminology not seen in the GMIS system anymore – ‘Match Percentage’ and ‘Match Dollar Amount’ will now be referenced as Cost Sharing.

N

- **Navigation Pane:** Displays core GMIS objects and the way to navigate through GMIS [GMIS Only].
- **NOA:** Notice of Award. This is a formal document issued by ODH that officially informs the Subrecipient of the approval and terms of a grant or award.
- **Notifications:** An alert, either in-app or via email, notifying users of an update in GMIS and GMIS Portal.

O

- **OAKS:** Ohio Administrative Knowledge System. A statewide, web-based system to keep track of financial, human resource, and payroll operations.
- **Objects:** Pages in GMIS that allow you to store specific data. i.e. Solicitations
- **ODH:** Ohio Department of Health. Owner of the Grant Management Information System (GMIS).
- **OH|ID Account:** This is required for users in the Grants Portal system. Users must register for this separately at: <https://ohid.ohio.gov/wps/portal/gov/ohid/create-account/create-account>

P

- **Paylist Item:** These are added to the Funding Award to identify the source and amounts of funding.
- **Paylist Item (Child):** The individual payment lists that fall under the 'Parent' Paylist.
- **Paylist Item (Parent):** The main or overarching Paylist. This information is used in the Notice of Award PDF to display funding information to subrecipients. There must be a 'Parent' Paylist for every funding source.
- **Primary User:** External Agency User with the most permissions who should register their organization; can control applications on solicitations, commit the agency to grant requirements, and edit their Agency profile.
- **Profile:** Determines the actions you can take in GMIS and GMIS Portal. i.e. Program Manager or Fiscal Liaison.
- **Program Code:** The two-digit alpha character identifier. This was formerly known as the Program Key.
- **Programmatic Contact:** Contact listed on an application. This individual will receive system notifications relating to that application.

- **Progress Reports:** Update to ODH on the progress toward the workplan. This is also sometimes referred to as Program Report.

R

- **Records:** Specific data stored within an object. i.e. Specific Solicitation
- **Reimbursement Model:** Subrecipients are reimbursed based on actual expenses for personnel, equipment, other direct costs, and contracts.
- **Reimbursement Period:** The period of time in which the expenses incurred.
- **Report Viewer:** Object to view a ran report in GMIS and GMIS Portal.
- **Role:** Determines what information you can see in GMIS and often corresponds to different programs, i.e. Women, Infant and Children (WIC) or Health Promotion (HP). Users will only see grants applicable to their role.

S

- **SAAN:** Subgrantee Award Approval Notice. This is a formal notification that outlines the approval details of the funding awarded to a subgrantee.
- **SAAN Record:** The official record that documents the specific amount a subgrantee will receive. It's crucial for tracking and managing the awarded funds accurately.

- **Salesforce:** A cloud-based software company who provides a wide array of platforms.
- **Salesforce Grants Management:** The specific platform ODH is using for GMIS and GMIS Portal.
- **Secondary User:** Additional external Agency User with limited permissions compared to a Primary User; can view solicitations and complete parts of an application and grant reports.
- **Solicitation:** The process by which ODH formally invites applications for funding. Solicitations are tied to specific subgrants.
- **Special Condition:** A requirement requesting additional information from a Subrecipient. Can be applied **during** the application process **before** NOA has been posted.
- **SSO:** Single-sign-on. Users will use their OH|ID to log into GMIS.
- **Subgrant:** The overarching financial grant provided to carry out specific activities or projects related to the original grant. Often used to distribute funds more effectively or to support additional projects.

T

- **Task:** Requesting additional information from a Subrecipient **after** NOA has been posted.

W

- **Workplan:** Details for how an Agency will meet the Solicitation goals and objectives.
- **Workplan, Non-System Generated:** Workplan type that does not allow for reports to be generated. Allow for the agency user to upload a completed workplan file.
- **Workplan, System Generated:** Preferred workplan type that allows for reports to be generated. . Allow for the agency user to manually enter how they will meet solicitation goals, objectives, and activities.