



## GMIS Portal FAQ & Key Messages

*Updated Last: March 19, 2025*

The intended audience for this document is external, ODH GMIS Portal users. Check back often as this document will be updated as we receive new information.

### GMIS PORTAL GO-LIVE

#### 1. Do I need to register my Agency in the new GMIS Portal?

Agency Profiles in the Legacy GMIS were moved over to the new GMIS Portal if the Agency received an award in the past five years, along with 1-2 Primary Users. If your Agency did not receive an award in the past five years, follow the [GMIS Portal Agency Registration Job Aid](#) to register your Agency.

There is a Legacy GMIS Bulletin Board post that shares the details on the Primary User(s) by Agency. If you are listed as one of the Primary Users, please complete the following actions:

1. Confirm your *My Agency Profile* is accurate. Follow the steps in section 4.0 *View Agency Profile* in GMIS Portal found in the [GMIS Portal Agency Registration Job Aid](#) to navigate to your *My Agency Profile* to confirm its accuracy. If you see any information that is incorrect, please update.
2. Confirm the contacts already added to your Agency Profile can access the GMIS Portal, if needed. [Confirm Access for Agency Users Job Aid](#).
3. If needed, add additional users to your Agency Profile by following the steps in section 5.0 *Add Additional Users to Your Organization* found in the [GMIS Portal Agency Registration Job Aid](#).
4. Start reviewing and updating your Agency Forms. Please note, these only need to be completed prior to submitting your first application in GMIS Portal.

Please reach out to [Grant.Support@odh.ohio.gov](mailto:Grant.Support@odh.ohio.gov) if you run into any issues with your Agency Profile. Make the *subject* "GMIS Portal Agency Profile: [Name of Agency]". In your email include your question/issue, relevant screenshots, OH|ID and Agency.

## **2. How did ODH decide on the one Primary User brought over to GMIS Portal?**

ODH used the contact information on the most recent application or award to determine the one Primary User to be brought over. We then cross-referenced this information with who was set up with a 5X OH|ID.

## **3. How should my Agency decide on the additional Primary Users?**

When selecting your Primary Users, choose individuals who have the legal authority to apply for grants on behalf of your organization, as well as the recipient of audit communications and repayment requests.

Here are the unique actions that only Primary Users can complete: editing the agency profile, adding additional agency users, starting and submitting applications, and submitting expense reports. Primary Users have all the capabilities in the GMIS Portal as Secondary Users.

As a reminder, each Agency can have unlimited Secondary Users. Secondary Users can contribute to an application, contribute to an expense report, complete and submit progress reports, and complete grant tasks.

## **4. How can I access the new GMIS Portal?**

Log into [MyOhio](#) using your 5X OH|ID and password > My Apps > GMIS Portal Tile.

As a reminder, the GMIS Portal works best in Chrome.

## **5. What actions do I need to take immediately in the new GMIS Portal?**

At minimum, it is recommended you log into the new GMIS Portal the week of go-live to confirm your access. Please review go-live communications for details on how to log into the new GMIS Portal.

In addition, you can start completing actions outlined in the [Legacy GMIS to new GMIS Portal Transition Plan](#) based on your grant. Remember to reference the job aids found on the [ODH Website](#).

## **6. What if I can't log into the new GMIS Portal?**

First, connect with the Primary User listed for your account that was brought over to the GMIS Portal. There is a Legacy GMIS Bulletin Board post that shares the details on the Primary User(s) by Agency. This individual can confirm you have access to the GMIS Portal, as well as add you to the system if needed.

If you continue to run into issues and have a valid 5X OH|ID, please email [Grant.Support@odh.ohio.gov](mailto:Grant.Support@odh.ohio.gov). Make the *subject* of your email 'GMIS Portal Access Issue: [Name]'. In your email include your issue, OH|ID, and Agency.

## 7. Is any special access required for the GMIS Portal?

Yes, all GMIS Portal users must have a 5X OH|ID account. A 5X account means it should be 8 numerical digits that start with a 5 (5XXXXXXX).

If you need a 5X OH|ID, please [complete this survey](#).

## 8. How long will I have to manage grants in both systems?

You will have up to a year depending on the grants you have received funding for. Make sure to review [Legacy GMIS to new GMIS Portal Transition Plan](#) for full details.

## 9. Where are my grants? I don't see them in GMIS Portal.

As a reminder, some grants will continue to be managed in Legacy GMIS, while others in GMIS Portal. Make sure to review the [Legacy GMIS to new GMIS Portal Transition Plan](#) for full details.

You will be able to access historical data in the Legacy GMIS for about one year after the new GMIS go-live. We are currently still determining the details of Legacy GMIS phase-out plan. What we do know though, is 5 years of data will be migrated from Legacy GMIS to the new GMIS, eventually. Once we have exact dates finalized, we will communicate with you.

## 10. Where should I go with questions or issues during go-live?

Please reach out to [Grant.Support@odh.ohio.gov](mailto:Grant.Support@odh.ohio.gov). Make the *subject* "GMIS Portal [Question/Issue]: [Summary of Question/Issue]". In your email include your question/issue, relevant screenshots, OH|ID and Agency. Grant.Support will review your questions or issue and escalate accordingly.

## 11. Where can I access on-demand training?

All on-demand training can be found on the [ODH website](#) under the *GMIS Portal Management* tab.

# PROJECT INFORMATION

## 1. What are we calling the new GMIS?

The new GMIS will still be called GMIS. We're keeping the name of GMIS for continuity purposes as it's a known platform.

## 2. What is GMIS and GMIS Portal?

GMIS stands for Grants Management Information System. GMIS is a web-based ODH grants management system used to manage state and federal grants. It has both an external Agency user view (GMIS Portal) and internal ODH employee view (GMIS).

### **3. Why are we transitioning to a new GMIS?**

The Ohio Department of Health is transitioning away from our current grant management system, as the platform has become outdated and no longer supports the evolving needs of our work. To better equip our employees and external partners, we are advancing our technology by moving to a new platform that will streamline the entire grant lifecycle with increased automation, real-time access to critical data, and reporting capabilities. This new platform will reduce manual effort, improve data accuracy, and allow for more efficient management of funding and awards, ensuring we can continue delivering on our mission. The platform living on the cloud will allow for frequent upgrades and improvements.

### **4. What is the vision for Change?**

Our vision is to modernize the Ohio Department of Health's grant management system by moving to a platform that is user-friendly, intuitive, and collaborative, positioning us to meet the evolving demands. By overcoming the limitations of our current system, we aim to empower both ODH and external partners to work more efficiently, ensuring a smoother, more responsive grants management experience that benefits all stakeholders.

### **5. Who is on the GMIS project team?**

The GMIS project team is a mix of GSU, Program, OMIS and our implementation partner, Accenture. Amadou Diallo and Paul Ingiosi are project sponsors.

### **6. Why should we be excited about moving to a new GMIS?**

Here are some of the benefits of moving to this new GMIS:

- Modern, state-of-the-art system for enhanced performance and usability.
- Real-time access to information ensuring timely decision making.
- Automation during the entire grant lifecycle includes approvals, posting of solicitations and funding awards.
- Dynamic homepage that serves as a dashboard for tracking and managing work.
- Integrated communication with external partners, keeping all correspondence and history in one centralized location.
- Track your workload through the ability to create, run, and share reports.

## LEGACY GMIS TO GMIS PORTAL TRANSITION

### 1. Why, in some cases, are we completing actions in both the Legacy GMIS and GMIS Portal for the same grant [External]?

The transition from Legacy GMIS to GMIS Portal is timed to minimize disruption to grants currently active and where subrecipients are already submitting expense reports. A number of projects starting in March 2025 through October 2025 will have actions in both Legacy GMIS and GMIS Portal. These actions may range from creating solicitations to closing awards on the DOH side or applying for opportunities and submitting expense reports on the subrecipient side. Refer to the [GMIS Portal Transition Overview](#) document to view which platform you will take certain actions by grant.

### 2. How will I know if I should use the Legacy GMIS or GMIS Portal for my grant [External]?

Refer to the [GMIS Portal Transition Overview](#) document. This document outlines where you will take certain actions for each grant.

### 3. How will this transition impact payments for grants?

Ensuring payments are not impacted is one of Ohio Department of Health's biggest goals. Our goal is to not delay any payments. In general, any project already receiving payments, will continue in the Legacy GMIS until the end of the funding year. Any projects that have not yet had any payments, would start in the new GMIS Portal. Refer to the [GMIS Portal Transition Overview](#) document to learn more.

### 4. If users already have an OH|ID account, will the GMIS OH|ID be incorporated in the existing account?

The OH|IDs required for GMIS are a 5x account. If you already have a 5x account, you will be able to use to login into GMIS Portal using that account.

### 5. When is Legacy GMIS going away?

We do not have an exact date of when the Legacy GMIS will go away. What we do know, is we are moving about 5 years' worth of data into the new GMIS Portal and Legacy GMIS will be available for ~1 year after go-live. We'll update you all once an exact date is confirmed.

## GMIS & GMIS PORTAL FUNCTIONALITY

### 1. What is the recommended browser for GMIS and GMIS Portal?

Chrome is the preferred browser.

### 2. Where will solicitations be posted in the future?

Solicitations will continue to be posted on the ODH website, as well the new GMIS Portal.

**3. What if my organization is small and we wouldn't have two Primary Users?**

The system requires that there is a minimum of two Primary Users per Agency to ensure there is a back-up.

**4. What if I feel that my organization needs two GMIS Portal Agency Profiles? [External]**

We are staying consistent with how Agency Profiles work in Legacy GMIS. Each Agency has one profile in Legacy GMIS, which will stay consistent in GMIS Portal. Each Agency will have the ability to manage their profile in GMIS Portal which includes user access, program specific personnel, address, and contact information. Please reach out to

[Grant.Support@odh.ohio.gov](mailto:Grant.Support@odh.ohio.gov) if you have any questions on your Agency Profile in GMIS Portal.