

OJP Internal Applications Training



GMS Closeout

*Sponsored by
The Office of Audit, Assessment, and Management
Grants Management Division*

*September 2009
VOCA Conference*



U.S Department of Justice
Office of Justice Programs

Award Closeout

<https://grants.ojp.usdoj.gov>



Office of Justice Programs



Welcome to the
Grants Management System

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Grant Management System



Attention GMS applicants and grantees

Acceptance documents for OJP and OVW Awards should be signed and returned to the OJP Control Desk either by FAX at (toll free) 1-866-388-3055 or (local) 202-354-4081, or by email to acceptance@usdoj.gov. Refer to Instructions on Award page in GMS.

The acceptance@usdoj.gov email should only be used to send signed award documents to the OJP Control Desk, and it should not be used for any other correspondence with OJP. If you require login or any other GMS-related assistance, please contact the GMS Helpdesk at 888-549-9901, option 3.

Applicant Sign In

User ID:

Password:



[First Time User?](#)

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NOTICE TO USERS You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

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All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the **Refresh** button.

Year	Solicitation
All	All

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

Office of Justice Programs allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's contact and vendor information as well as the user's applications, award, grant adjustments, and progress reports under your current user profile. To begin consolidating accounts click on [Consolidate User Accounts](#).

BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: State Solicitation

Year	Application No.	Status	Correspondence	Action
2009	2009-H0906-NH-DJ	<ul style="list-style-type: none"> Application submitted and last updated on 06/16/2009 	No Messages Compose message	View

BJA FY 09 Justice and Mental Health Collaboration

Year	Application No.	Status	Correspondence	Action
2009	2009-H2431-DC-TL	<ul style="list-style-type: none"> Application submitted and last updated on 09/15/2009 Application is currently in progress 	No Messages Compose message	View

BJA FY 09 Project Safe Neighborhoods

Year	Application No.	Status	Correspondence	Action
2009	2009-H1800-NH-GP	<ul style="list-style-type: none"> Application not yet submitted, last saved on 06/24/2009 Application Deadline expired on 07/13/2009 	No Messages Compose message	View

BJA FY 09 Recovery Act Edward Byrne Memorial Competitive Grant Program: Providing for Funding of Neighborhood Probation and Parole Officers

Year	Application No.	Status	Correspondence	Action
2009	2009-G3866-NH-SC R	<ul style="list-style-type: none"> Application submitted and last updated on 07/30/2009 	No Messages Compose message	View



Closeout



Pending	<u>Award Number</u>	<u>Project Period End Date</u>	<u>Overdue As Of</u> ▼	<u>Grant Manager</u>
All Active	→ 2000-DD-VX-0000	06/30/2006	09/28/2006	

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GMS Closeout Requirements

- Final Progress Report submitted and approved
- Final FFR submitted
- Financial Reconciliation completed
- Special Condition Compliance
- Programmatic Requirements Certification



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Standard Closeout Package Status

Grantee Name: New Hampshire Department of Justice

Award Number: 2004-RU-BX-K013

Award Amount: \$737,691.00

Project Period Begin Date: 10/01/2004

Project Period End Date: 09/30/2009

Grant Manager: Vicky Tsaparas

OJP Vendor Number: 026002618

Expenditure/Obligation End Date: 09/30/2009

Liquidation End Date: 12/14/2009

Submit Your Closeout Package By Date: 12/29/2009

Closeout Status:

Status Date:

Original Award Amount	\$737,691.00	De-Obligation Amount	\$737,691.00	Adjusted Award Amount	\$0.00
Disbursed Amount	(\$225,981.64)				

Requirement	Status	Last Submission Date
Final Progress Report ←	Incomplete	
Final Financial Status Report	Incomplete	N/A
Special Condition Compliance	Incomplete	11/26/2007
Financial Reconciliation	Incomplete	N/A
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date
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Attachments:

None

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:



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Semi-Annual Progress
Report Handbook

Semi-Annual Progress Reports

This handbook allows you to complete Semi-Annual Progress Reporting for BJA FY 08 Project Safe Neighborhoods Initiative.

For questions about what to submit click [here](#).

[Progress Reports](#)

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Report Number	Reporting Period	Type	Status	Last Edited	Action
1	01-Aug-2008 - 31-Dec-2008	Regular	Approved	19-Feb-2009	View
2	01-Jan-2009 - 30-Jun-2009	Regular	Draft	19-Feb-2009	View Update
3	01-Jul-2009 - 31-Dec-2009	Regular	Draft	19-Feb-2009	View Update
4	01-Jan-2010 - 30-Jun-2010	Regular	Draft	19-Feb-2009	View Update
5	01-Jul-2010 - 31-Dec-2010	Regular	Draft	19-Feb-2009	View Update
6	01-Jan-2011 - 30-Jun-2011	Regular	Draft	19-Feb-2009	View Update
7	01-Jul-2011 - 31-Jul-2011	Final Report	Draft	19-Feb-2009	View Update





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Standard Closeout Package Status

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Award Number: 2004-RU-BX-K013

Award Amount: \$737,691.00

Project Period Begin Date: 10/01/2004

Project Period End Date: 09/30/2009

Grant Manager: Vicky Tsaparas

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Liquidation End Date: 12/14/2009

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Status Date:

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Disbursed Amount	(\$225,981.64)				

Requirement	Status	Last Submission Date
Final Progress Report	Incomplete	
Final Financial Status Report	Incomplete	N/A
Special Condition Compliance	Incomplete	11/26/2007
Financial Reconciliation	Incomplete	N/A
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date

Attachments:

None

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:



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US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Final Financial Status Report

FEDERAL FINANCIAL REPORT (Follow form instructions)	
1. Federal Agency and Organizational Element to Which Report is Submitted	U.S. Dept. of Justice Office of Justice Programs (OJP)
2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR attachment)	2004-RU-BX-K013
3. Recipient Organization (Name and complete address including Zip code)	State of New Hampshire 1 Jackson Street Washington, DC 20001 -1234
4a. DUNS Number	
4b. EIN	808591127
5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR attachment)	02-6002618
6. Final Report	Yes
7. Basis of Accounting	Cash
8. Project/Grant Period From: (Month, Day, Year)	10/01/2004
To: (Month, Day, Year)	09/30/2009
9. Reporting Period End Date (Month, Day, Year)	09/30/2009

10. Transactions	Previously Reported	This Period	Cumulative
(Use lines a-c for single or multiple grant reporting)			
Federal Cash (To report multiple grants, also use FFR Attachment):			
a. Cash Receipts			
b. Cash Disbursements			
c. Cash on Hand (line a minus b)			
(Use lines d-o for single grant reporting)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			\$737691.00
e. Federal share of expenditures	\$225981.64	\$0.00	\$225981.64
f. Federal share of unliquidated obligations			\$0.00
g. Total Federal share (sum of lines e and f)			\$225981.64
h. Unobligated balance of Federal funds (line d minus g)			\$511709.36

Recipient Share:			
i. Total recipient share required			\$53878.39
j. Recipient share of expenditures	\$131090.00	\$0.00	\$131090.00
k. Remaining recipient share to be provided (line i minus j)			\$-77211.61

Program Income:			
l. Total Federal program income earned			\$0.00
m. Program income expended in accordance with the deduction alternative			
n. Program income expended in accordance with the addition alternative			\$0.00
o. Unexpended program income (line l minus line m or line n)			\$0.00

11. Indirect Expense						
a. Type of Rate	b. Rate	c. Period		d. Base	e. Amount Charged	f. Federal Share
		From	To			
g. Totals						
				\$0.00	\$0.00	\$0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Prefix	Mr.
Prefix (Other)	
First Name	John
Middle Initial	
Last Name	Martin
Suffix	
Suffix (Other)	
Title	Grants Management Unit Chief
Telephone (Area code, number and extension)	(555) 555-8090
E-mail Address	samuelr@mercurydev.ojp.usdoj.gov
Date Report Last Submitted	09/29/2009
14. Agency use only	
OJP Vendor Number	026002618



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Standard Closeout Package Status

Grantee Name: New Hampshire Department of Justice

Award Number: 2004-RU-BX-K013

Award Amount: \$737,691.00

Project Period Begin Date: 10/01/2004

Project Period End Date: 09/30/2009

Grant Manager: Vicky Tsaparas

OJP Vendor Number: 026002618

Expenditure/Obligation End Date: 09/30/2009

Liquidation End Date: 12/14/2009

Submit Your Closeout Package By Date: 12/29/2009

Closeout Status:

Status Date:

Original Award Amount	\$737,691.00	De-Obligation Amount	\$737,691.00	Adjusted Award Amount	\$0.00
Disbursed Amount	(\$225,981.64)				

Requirement	Status	Last Submission Date
Final Progress Report	Incomplete	
Final Financial Status Report	Incomplete	N/A
Special Condition Compliance	Incomplete	11/26/2007
Financial Reconciliation	Incomplete	N/A
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date
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Attachments:

None

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:



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Please contact your Grant Manager to be in compliance of your special conditions.

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OFFICE OF JUSTICE PROGRAMS

Special Condition(s) Not In Compliance

Award Number: 2000-DD-VX-0048

Expenditure/Obligation End Date: 06/30/2006

Award Amount: \$6,361,611.00

Liquidation End Date: 09/28/2006

Project Period Begin Date: 07/01/2000

Submit Your Closeout Package By Date: 09/28/2006

Project Period End Date: 06/30/2006

Closeout Status: Overdue

Grant Manager: Brent Eckberg

Status Date:

Special Condition #	Special Condition Text	Category	In Compliance
5	The applicant budget is pending review or approval. The recipient may not obligate, expend or draw down any grant funds until the Office of the Comptroller, Office of Justice Programs has issued clearance of the application budget, and a Grant Adjustment Notice has been issued removing this special condition.	Financial Clearance Memo	N
6	The applicant budget is pending review or approval. The recipient may not obligate, expend or drawdown funds until the Office of the Comptroller has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.	Financial Clearance Memo	N
6	The recipient agrees not to obligate, expend or drawdown funds until the Office of the Comptroller has approved the budget and budget narrative and a Grant Adjustment Notice has been issued to remove this Special Condition.	Financial Clearance Memo	N

Print

Cancel

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Standard Closeout Package Status

Grantee Name: New Hampshire Department of Justice

Award Number: 2004-RU-BX-K013

Award Amount: \$737,691.00

Project Period Begin Date: 10/01/2004

Project Period End Date: 09/30/2009

Grant Manager: Vicky Tsaparas

OJP Vendor Number: 026002618

Expenditure/Obligation End Date: 09/30/2009

Liquidation End Date: 12/14/2009

Submit Your Closeout Package By Date: 12/29/2009

Closeout Status:

Status Date:

Original Award Amount	\$737,691.00	De-Obligation Amount	\$737,691.00	Adjusted Award Amount	\$0.00
Disbursed Amount	(\$225,981.64)				

Requirement	Status	Last Submission Date
Final Progress Report	Incomplete	
Final Financial Status Report	Incomplete	N/A
Special Condition Compliance	Incomplete	11/26/2007
Financial Reconciliation	Incomplete	N/A
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date
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Attachments:

None

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:



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US DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS Financial Reconciliation

Award Number: 2000-DD-VX-0048
Award Amount: \$6,361,611.00
Project Period Begin Date: 07/01/2000
Project Period End Date: 06/30/2006
Grant Manager: Brent Eckberg

Expenditure/Obligation End Date: 06/30/2006
Liquidation End Date: 09/28/2006
Submit Your Closeout Package By Date: 09/28/2006
Closeout Status: Overdue
Status Date:

1. Federal Award

(a) Award Amount	\$6,361,611.00
(b) Total Federal Share of Outlays (SF-269 10c Col III)	\$6,361,611.00
(c) Remaining Federal Funds	\$0.00

2. Non-Federal Match

Note: Non-Federal Match is not Required for this Award, however, at the time of application submission, you included a match.

(a) Required	\$0.00	Override: \$	<input type="text"/>
(b) Recipients Share of Outlays (SF-269 10b Col III)	\$0.00		
(c) Difference	\$0.00		

3. Total Project Budget & Costs

(a) Total Approved Project Costs (1a + 2a) Budget	\$6,361,611.00
(b) Total Actual Project Costs (1b + 2b) Actual	\$6,361,611.00

4. Total Federal Share of Outlays & Drawdowns

(a) Total Federal Share of Outlays (SF-269 10c Col III)	\$6,361,611.00
(b) Total Drawdowns	\$6,361,611.00
(c) Difference	\$0.00

5. Total Program Income

(a) Program Income (SF-269 12c + 12d)	\$0.00
(b) Program Income Spent (SF-269 12e)	\$0.00
(c) Balance (Due From) Grantee (SF-269 12f)	\$0.00

6. Closeout Balance (4c + 5c)

(a) Funds Due OJP [(4c + 5c) < 0]	\$0.00
(b) Funds to Drawdown [(4c + 5c) > 0]	\$0.00

* If you override Non-Federal match in 2(a), you are required to enter a justification.

Actions:



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Standard Closeout Package Status

Grantee Name: New Hampshire Department of Justice

Award Number: 2004-RU-BX-K013

Award Amount: \$737,691.00

Project Period Begin Date: 10/01/2004

Project Period End Date: 09/30/2009

Grant Manager: Vicky Tsaparas

OJP Vendor Number: 026002618

Expenditure/Obligation End Date: 09/30/2009

Liquidation End Date: 12/14/2009

Submit Your Closeout Package By Date: 12/29/2009

Closeout Status:

Status Date:

Original Award Amount	\$737,691.00	De-Obligation Amount	\$737,691.00	Adjusted Award Amount	\$0.00
Disbursed Amount	(\$225,981.64)				

Requirement	Status	Last Submission Date
Final Progress Report	Incomplete	
Final Financial Status Report	Incomplete	N/A
Special Condition Compliance	Incomplete	11/26/2007
Financial Reconciliation	Incomplete	N/A
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date
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Attachments:

None

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:



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US DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS Programmatic Requirements

Award Number: 2000-DD-VX-0048
Award Amount: \$6,361,611.00
Project Period Begin Date: 07/01/2000
Project Period End Date: 06/30/2006
Grant Manager: Brent Eckberg

Expenditure/Obligation End Date: 06/30/2006
Liquidation End Date: 09/28/2006
Submit Your Closeout Package By Date: 09/28/2006
Closeout Status: Overdue
Status Date:

	Date Submitted(mm/dd/yyyy)	N/A
File Technical Report	<input type="text"/>	<input type="checkbox"/>
Data Sets	<input type="text"/>	<input type="checkbox"/>
Proto-type Software	<input type="text"/>	<input type="checkbox"/>
Forensic Technique	<input type="text"/>	<input type="checkbox"/>
Subgrant Reports	<input type="text"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="text"/>	

Actions:





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Standard Closeout Package Status

Grantee Name: New Hampshire Department of Justice
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Award Amount: \$737,691.00
Project Period Begin Date: 10/01/2004
Project Period End Date: 09/30/2009
Grant Manager: Vicky Tsaparas
OJP Vendor Number: 026002618

Expenditure/Obligation End Date: 09/30/2009
Liquidation End Date: 12/14/2009
Submit Your Closeout Package By Date: 12/29/2009
Closeout Status: Draft
Status Date: 09/29/2009

Original Award Amount	\$737,691.00	De-Obligation Amount	\$511,709.36	Adjusted Award Amount	\$225,981.64
Disbursed Amount	(\$225,981.64)				

Requirement	Status	Last Submission Date
Final Progress Report	Complete	09/29/2009
Final Financial Status Report	Complete	09/29/2009
Special Condition Compliance	Incomplete	09/29/2009
Financial Reconciliation	Complete	09/29/2009
Programmatic Requirements Certification	Complete	09/29/2009

Closeout Text
The grant has met all financial reporting and programmatic requirements.

Closeout Documents			
User	Role	Document	Date

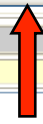
Attachments:
None

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:

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Closeout Package Status

Certification

To the best of my knowledge and belief, all data in this Closeout Package is true and correct, the document has been duly authorized by the governing body of the grantee and the applicant will comply with the attached certifications.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of your grant and your statement of the veracity of the representations made in this Closeout Package. The document has been duly authorized by the governing body of the grantee and the grantee will comply with the following:

US DEPARTMENT OF JUSTICE
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OFFICE OF THE COMPTROLLER

- A. The grantee certifies that the appropriated funds were spent for the purpose or purposes of the grant, and only such purpose or purposes;
- B. The terms of the grant, cooperative agreement or contract were complied with, and ;
- C. All documentation necessary for conducting a full and proper audit under generally accepted accounting principles, and any (additional) documentation that may have been required under the grant, cooperative agreement or contract, have been kept in orderly fashion and will be preserved for not less than 3 years from the date of such close out, termination, or end. As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested for this Closeout Package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Name: Date: 04/25/2007

Extension/Notification

- A GAN to extend the project period can be initiated by the grantee more than 30 days prior to the original end date.
- Notification received 30,60,90 days before and after project end date, as well as on the date itself.



U.S Department of Justice
Office of Justice Programs

Forgotten Password Link Setup



Grant Management System



Create Secret Question

All GMS users are required to have a secret question. If you forget your password, answer your secret question and you will be sent a temporary password.

**Mandatory fields*

*Secret Question:	<input type="text" value="- Not Selected -"/>
*Secret Answer:	<input type="text"/>

Submit




Create Secret Question

All GMS users are required to have a secret question. If you forget your password, answer your secret question and you will be sent a temporary password.

*Mandatory fields

*Secret Question:	<input type="text" value="In what city were you born?"/>
*Secret Answer:	<input type="text" value="- Not Selected -"/> <input type="text" value="In what city were you born?"/> <input type="text" value="What is your mother's maiden name?"/> <input type="text" value="What is the name of your favorite pet?"/> <input type="text" value="What street did you grow up on?"/>





Grant Management System Home



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Your profile has been updated with the Secret Question and Answer.

All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the **Refresh** button.

Year	Solicitation	Refresh
All	All	Refresh

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

FY 2005 OJJDP Congressional Earmark Programs

Year	Application No.	Status	Correspondence	Action
2005	2005-50522-PA-JL	<ul style="list-style-type: none"> Application submitted and last updated on 09/23/2005 	No Messages Compose message	View

FY 2004 OJJDP Congressional Earmark Program

Year	Application No.	Status	Correspondence	Action
2004	2004-52299-PA-JS	<ul style="list-style-type: none"> Application submitted and last updated on 07/09/2005 	No Messages Compose message	View



Applicant Sign In

User ID:

Password:

[First Time User?](#)



[Forgotten your password?](#)

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Grant Management System



The username and/or password you have entered is incorrect. Please try again.

Applicant Sign In

User ID:

Password:



[First Time User?](#)

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Grant Management System



The username and/or password you have entered is incorrect. You have one attempt left to log in before your account is locked. If you feel you have forgotten your password, click on the "Forgotten your password?" link.

Applicant Sign In

User ID:

Password:

[First Time User?](#)

[Forgotten your password?](#)



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Grant Management System



The username and/or password you have entered is locked. If you feel you have forgotten your password, click the link below.



First Time

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Forgotten your password? - Microsoft Internet Explorer provided by U.S. ...



Grant Management System



Forgotten your password?

Enter the information requested and the system will email your password to the user id's email address of record. Should you need further assistance, click this [Need Help](#) link.

*Mandatory fields

*User ID:	<input type="text"/>
*Secret Question:	<input type="text" value="- Not Selected -"/>
*Secret Answer:	<input type="text"/>



Grant Management System



The username and/or password you have entered is locked. If you feel you have forgotten your password, click the link below.



First Time!

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Forgotten your password? - Microsoft Internet Explorer provided by U.S. ...

Grant Management System

Forgotten your password?
The requested temporary password has been emailed to the account on record.

Should you need further assistance, click this [Need Help](#) link.

Close Window

Date: Thu, 18 Oct 2007 10:10:00 -0400
(EDT)

From: gmssupport@ojp.doj.test

To: samuelr@mercurydev.ojp.usdoj.gov

Subject: Temporary Password Requested

You have requested a temporary password to access GMS. Your temporary password is hhlalNzz_0321. Please note that this password is valid for only 24 hours and your GMS account will be disabled if not used within this timeframe.



Password is expired.

Change Password

Your new password must meet the following requirements:

- Your password must be at least 8 characters long
- Your password must contain at least three of the following four types of characters:
 - English uppercase
 - English lowercase
 - numeric
 - special
- Your password must not contain significant portions of your user ID or full name
- Your password may not be changed to one that you have recently used

Old Password	<input type="password"/>	
New Password	<input type="password"/>	
Confirm New Password	<input type="password"/>	

Change Password



Grant Management System



Please contact the GMS Help Desk at 1-888-549-9901 option 3 for further assistance.

Applicant Sign In

User ID:

Password:

Locked Out

[First Time User?](#)

[Forgotten your password?](#)

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GMS Computer Based Training



www.ojp.usdoj.gov/gmscibt

- External Overview

Contact Information



Questions and Answers

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GMS Helpdesk 888-549-9901, opt 3