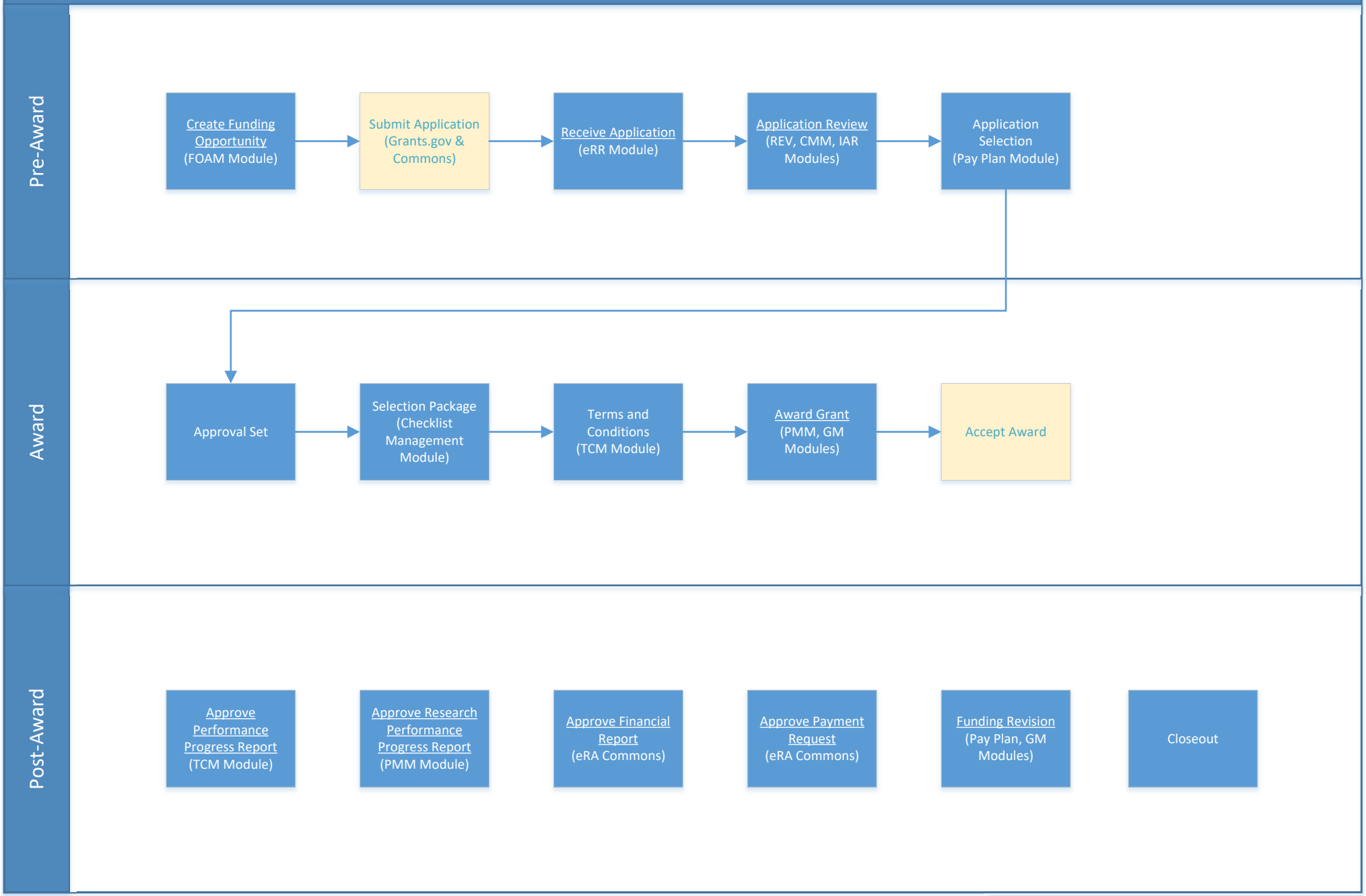
Grant Life Cycle in eRA – Internal

GEMS
GRANTS ENTERPRISE MANAGEMENT SOLUTION

November 30, 2023



KEY: Grantee and Federal User Functionality | Federal User Functionality

Note: White Underlined Words = Links Within This Document
Blue Underlined Words = Links to the GEMS PMO Site

Create Funding Opportunity (Previously NOFO)

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FOAM Module

Create FOA

FOAM Admin / Competition Manager

Start at the My Inbox screen

Click on Announcements tab

Click Create Announcement button

Available Documentation

- Business Process Guide: Entering Key Attributes
- Quick Reference Guide: Assigning Activity Codes
- Information Sheet: Activity Code List

On the Create Announcement screen, Fill Out Key Attributes & Select NOFO Template

Fill Out Org Info, Template, Contacts & Publication Information

Generate the Minimum Requirements Checklist

Create a Task List

Click on Task List From the Navigation Bar

The Create Task List pop-up will display

Enter a Task List Name, Choose the Appropriate Model & Enter the Draft NOFO Due Date

View the Task List and Assign Tasks as Appropriate

Activate the Task List

Complete the Task List

Draft NOFO (by Assigned Program Officer)

Mark Draft NOFO Task Complete & Update Next Task

Update Task(s)

Yes – Go To Next Task

Task Owner

Review / Comment Announcement Content

Approve Task?

No - Return for Revisions

Yes - Final Task Approved

Optional: Run Reports & Print out Announcement

Publish Announcement to Grants.gov

Mark My Action Complete

Return to Grant Life Cycle Flow

Submit Application – Grantee Flow

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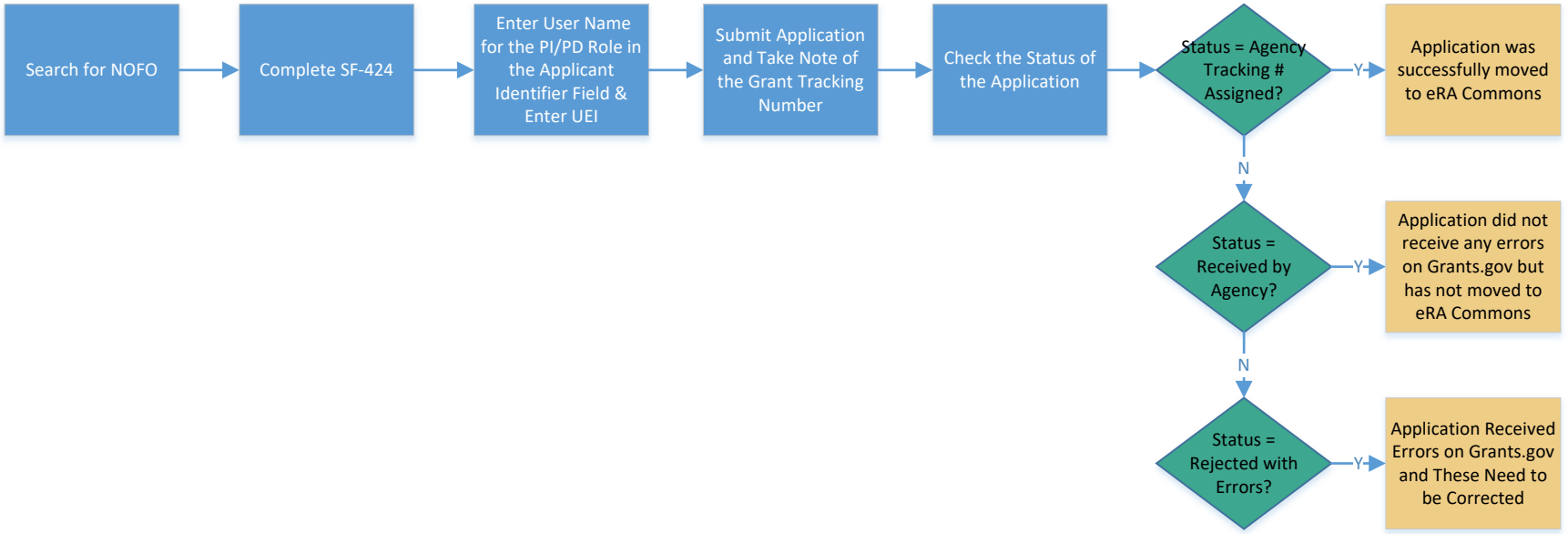
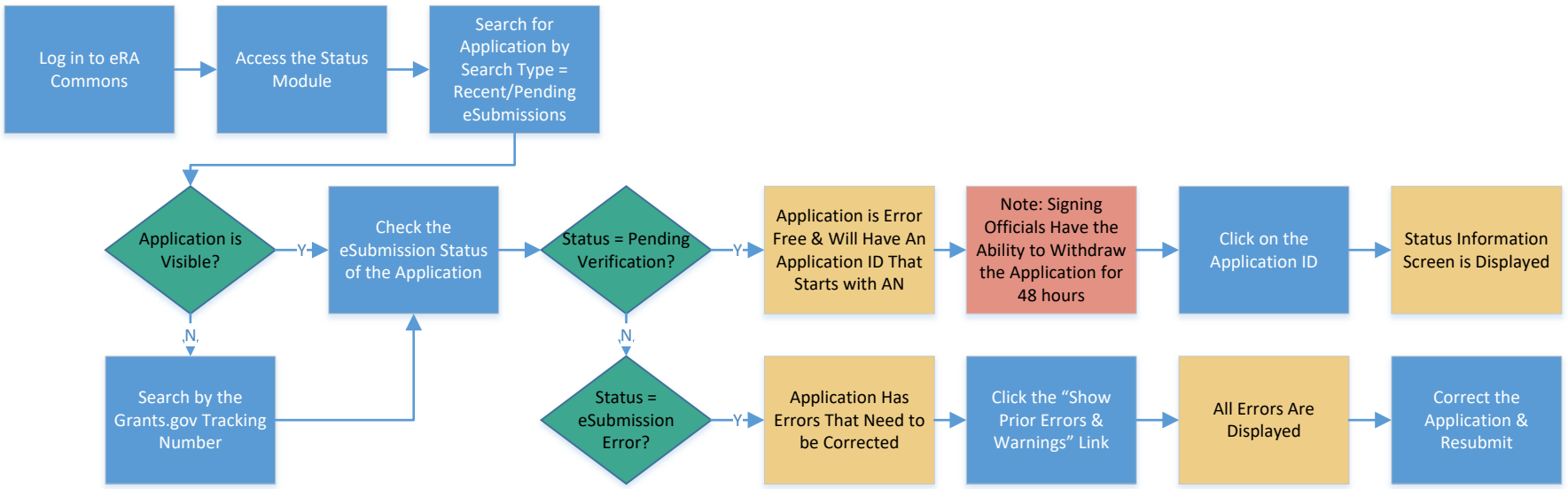
Grants.gov & eRA Commons

Grants.gov



eRA Commons



Return to Grant Life Cycle Flow

Receive Applications

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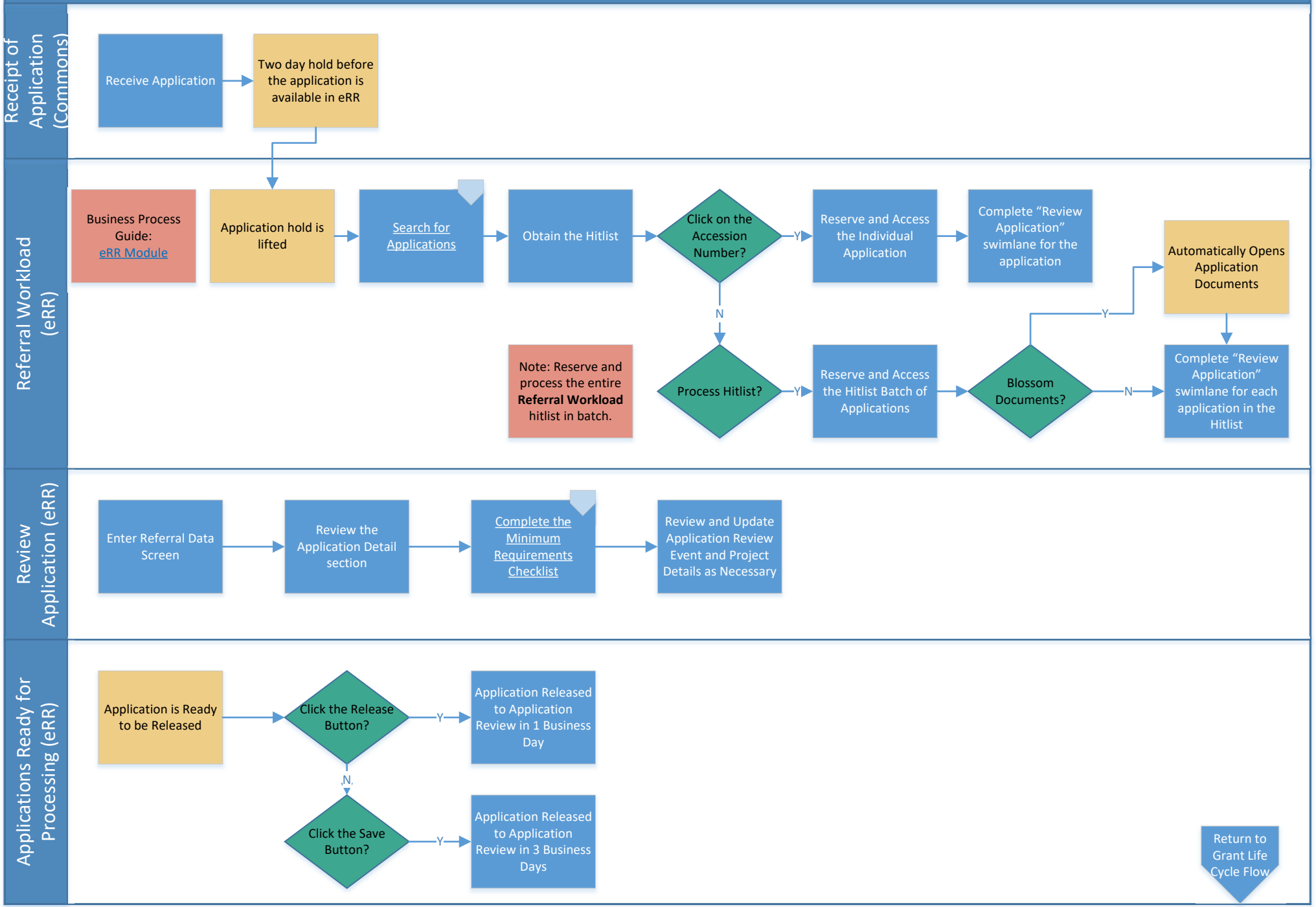
Commons & eRR Modules



Options for Searching for Applications

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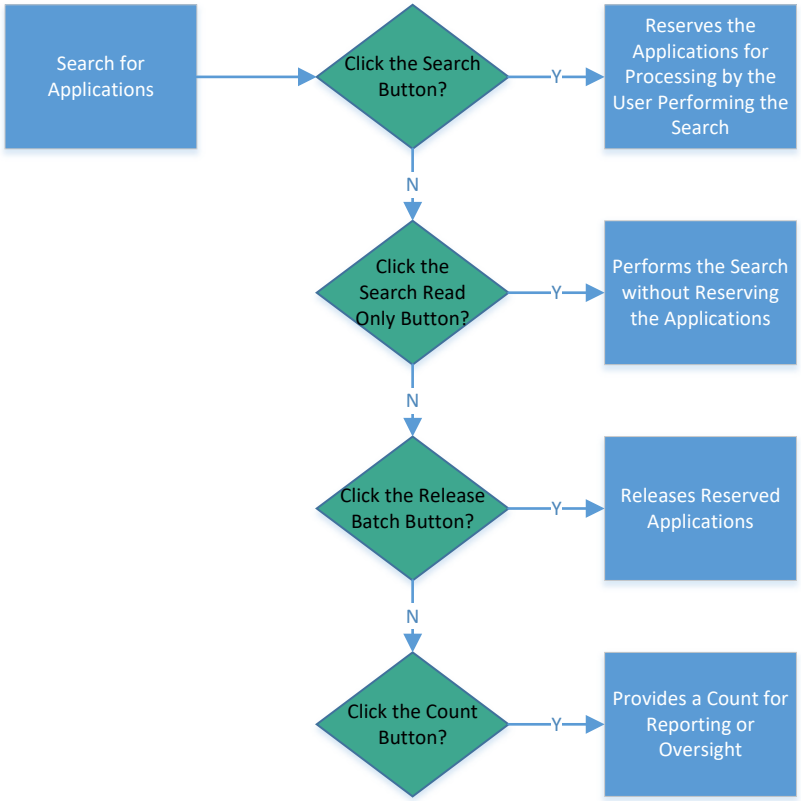
eRR Module

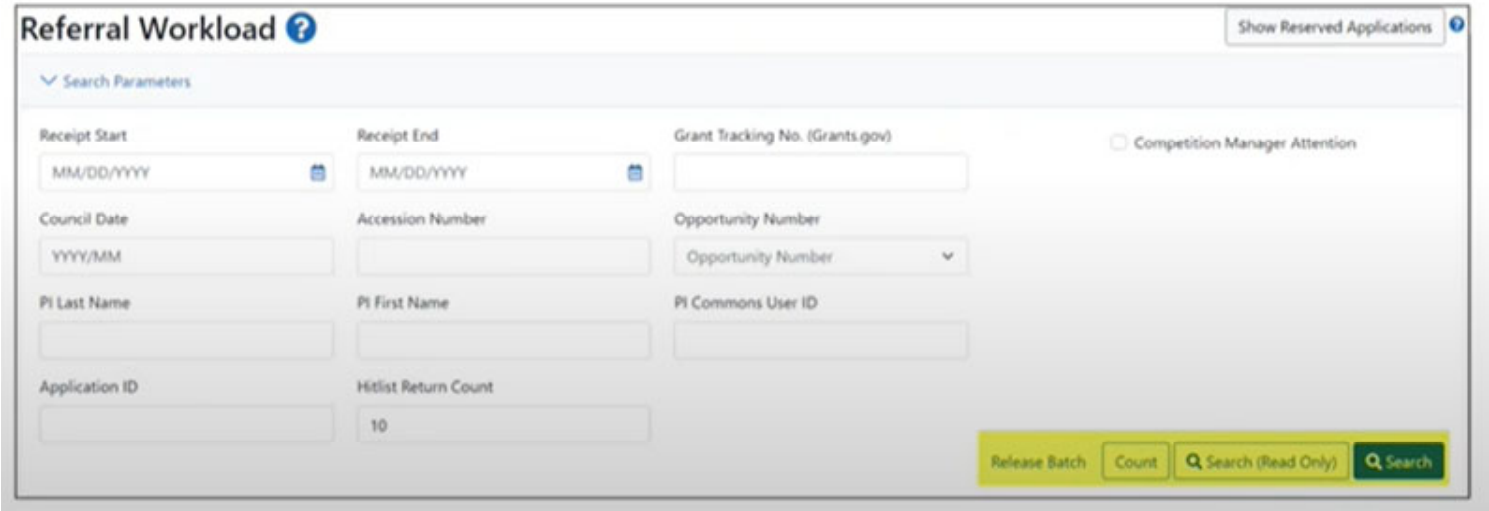
Referral Workload (eRR)



Note: Whenever the User Logs Off, Applications are Released

Return to Receive Application Flow

Screenshot



Complete the Minimum Requirements Checklist (MRC)

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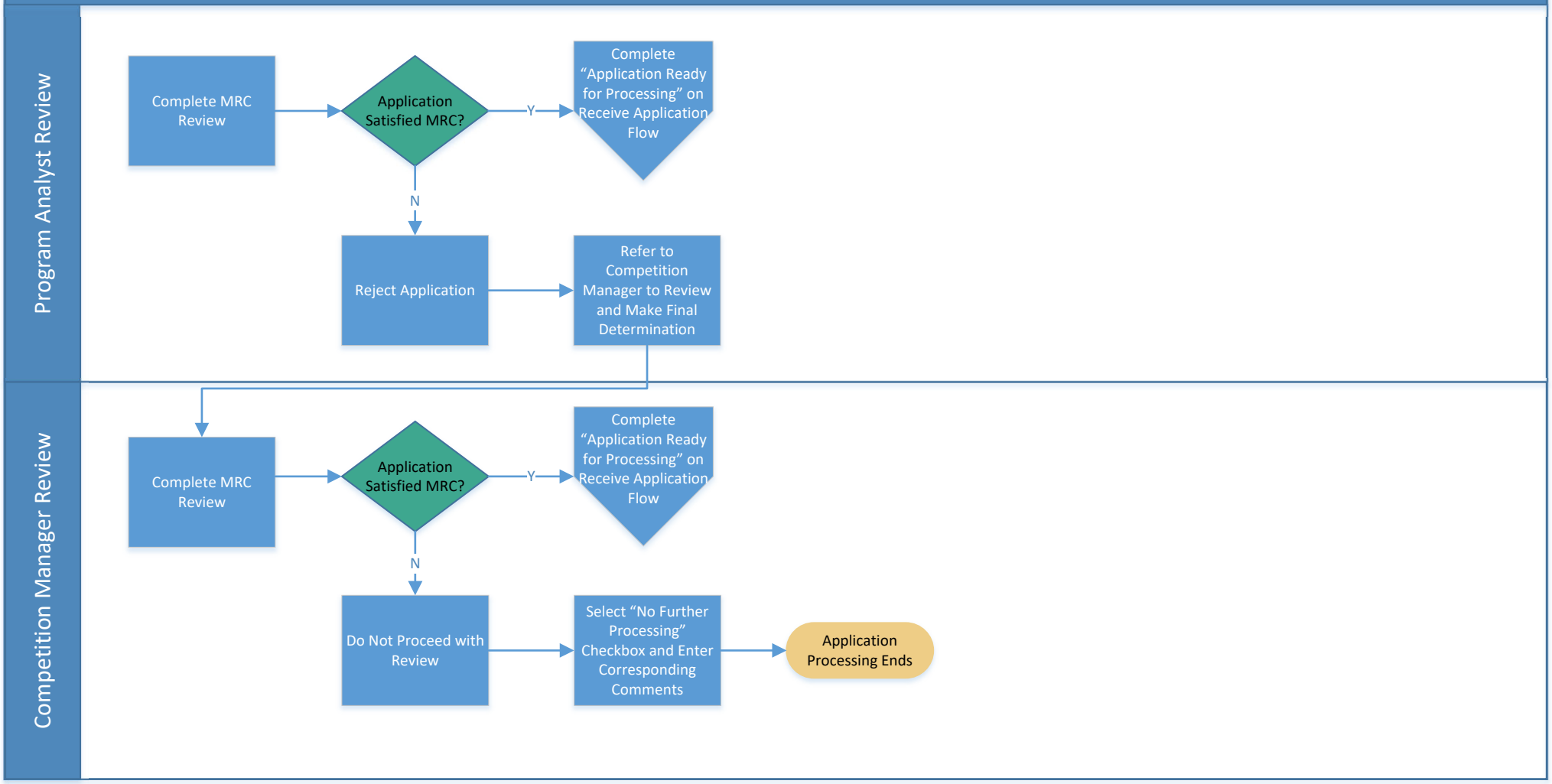
eRR Module



Application Review

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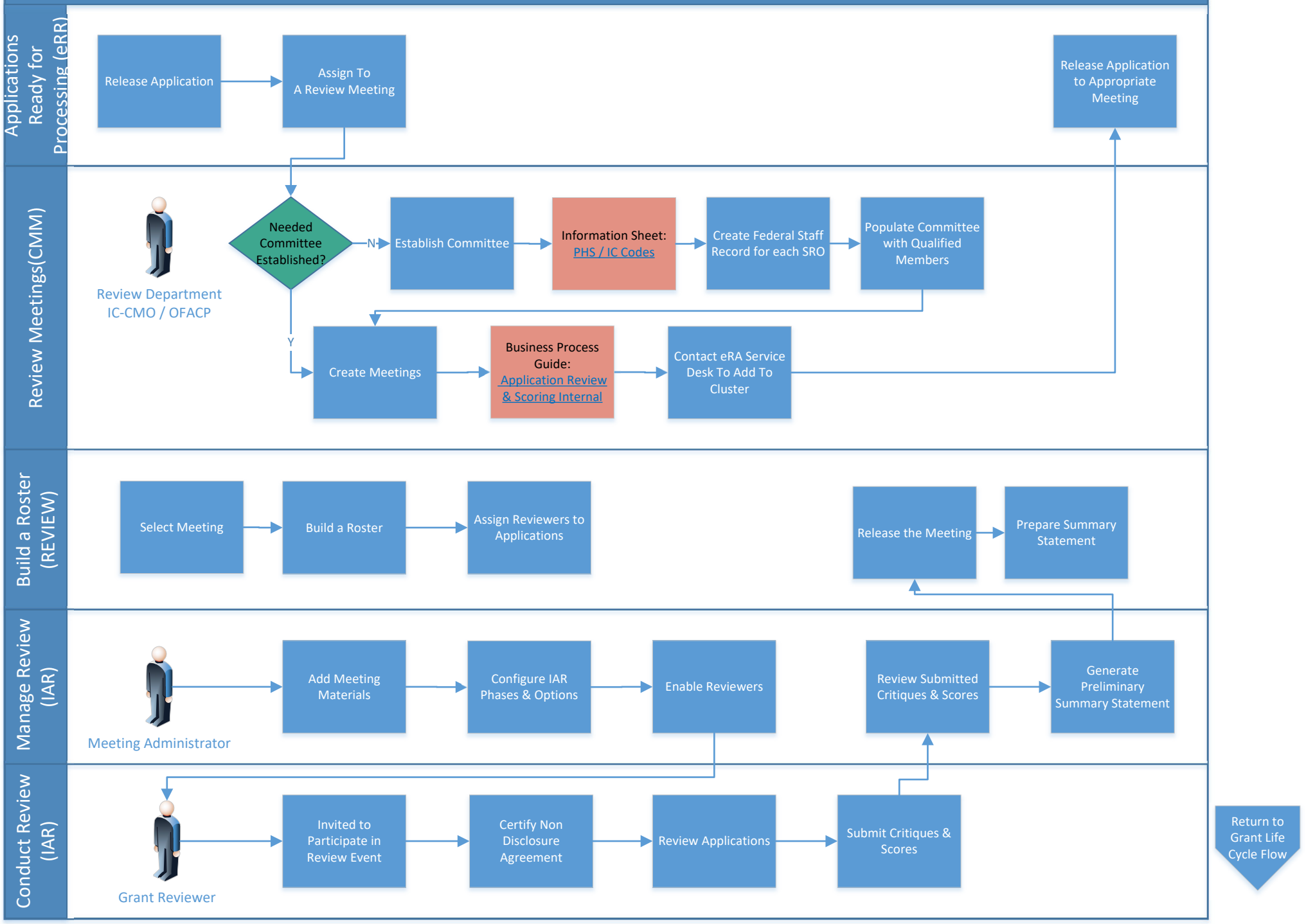
REV, CMM, IAR Modules



Award Grant

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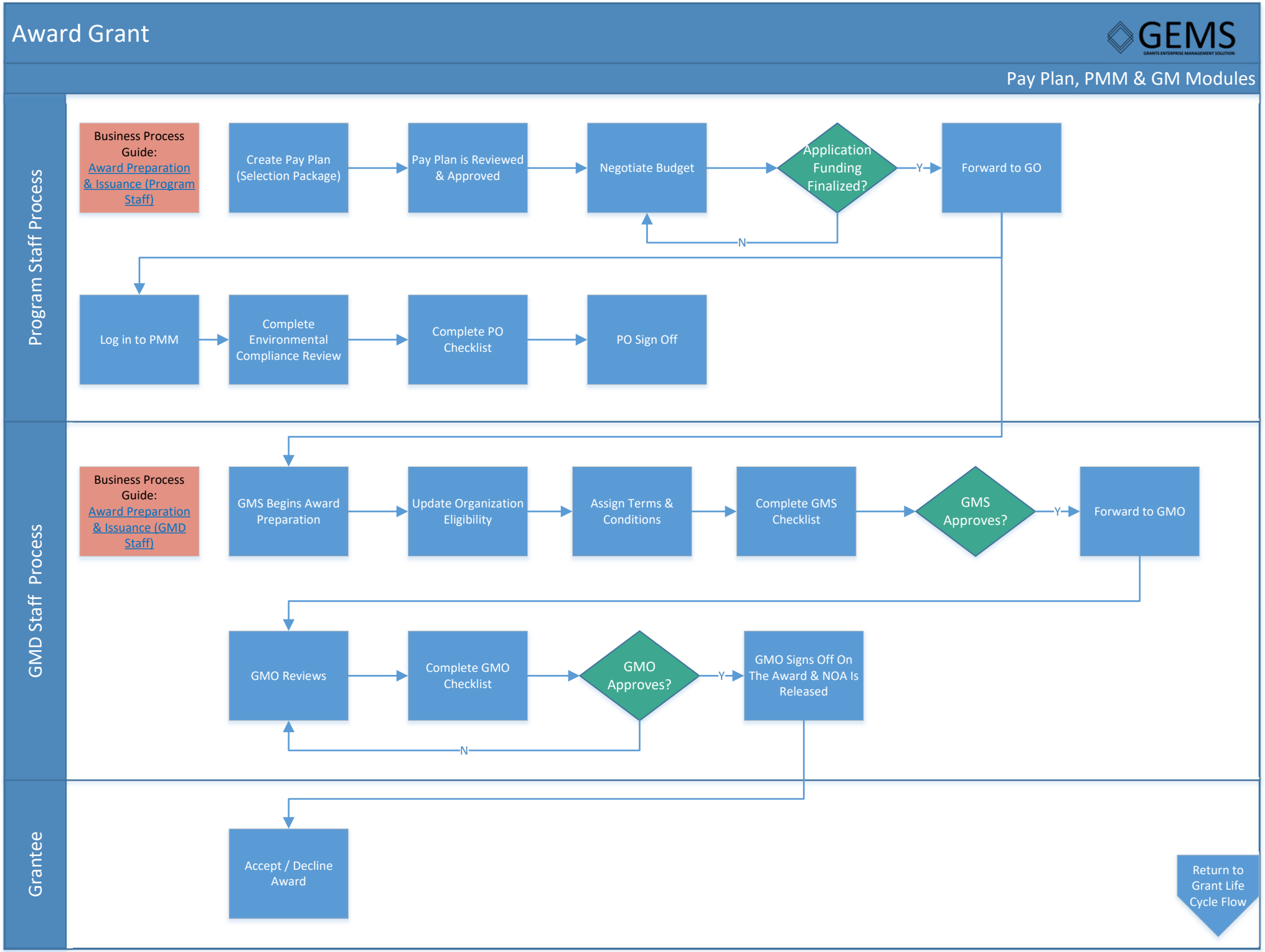
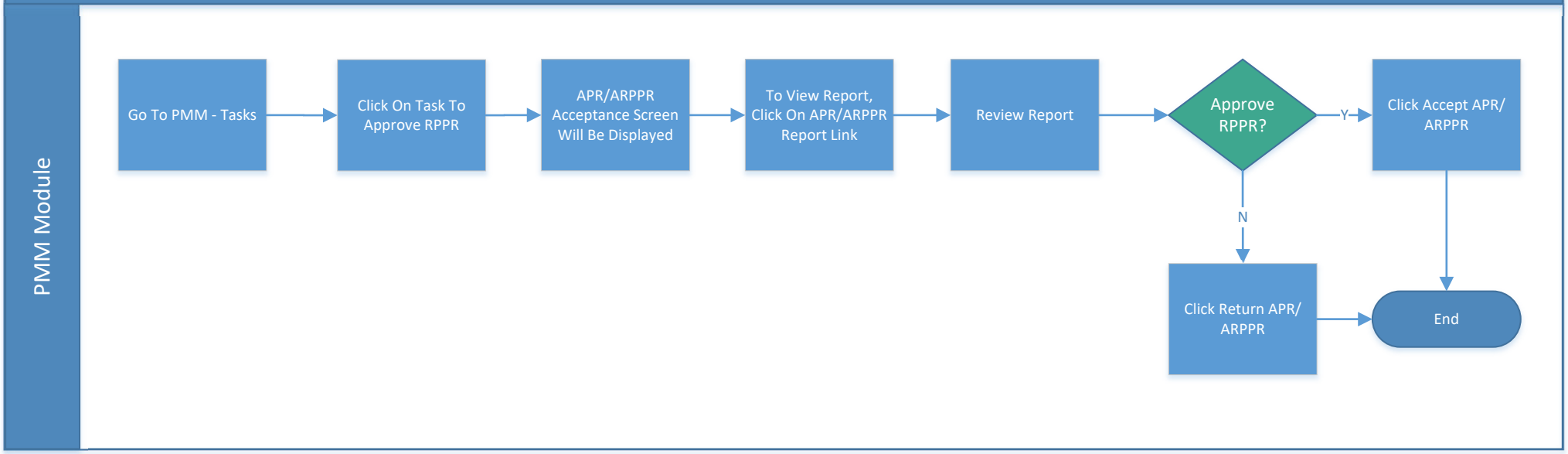
Pay Plan, PMM & GM Modules



RPPR Review & Acceptance

PMM Module



Return to Grant Life Cycle Flow

Funding Revision Review & Acceptance

GEMS
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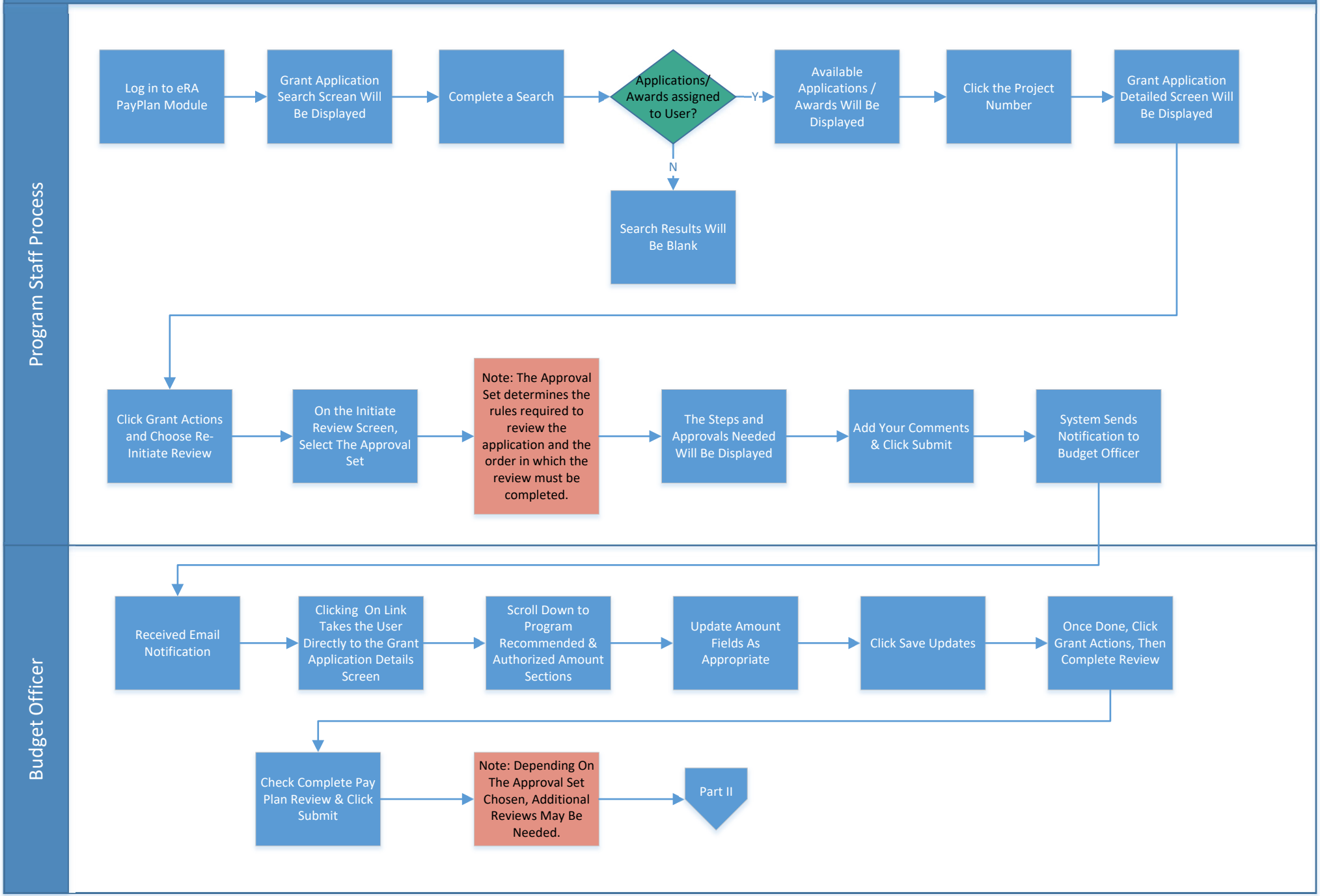
Pay Plan Module



Funding Revision Review & Acceptance – Part II

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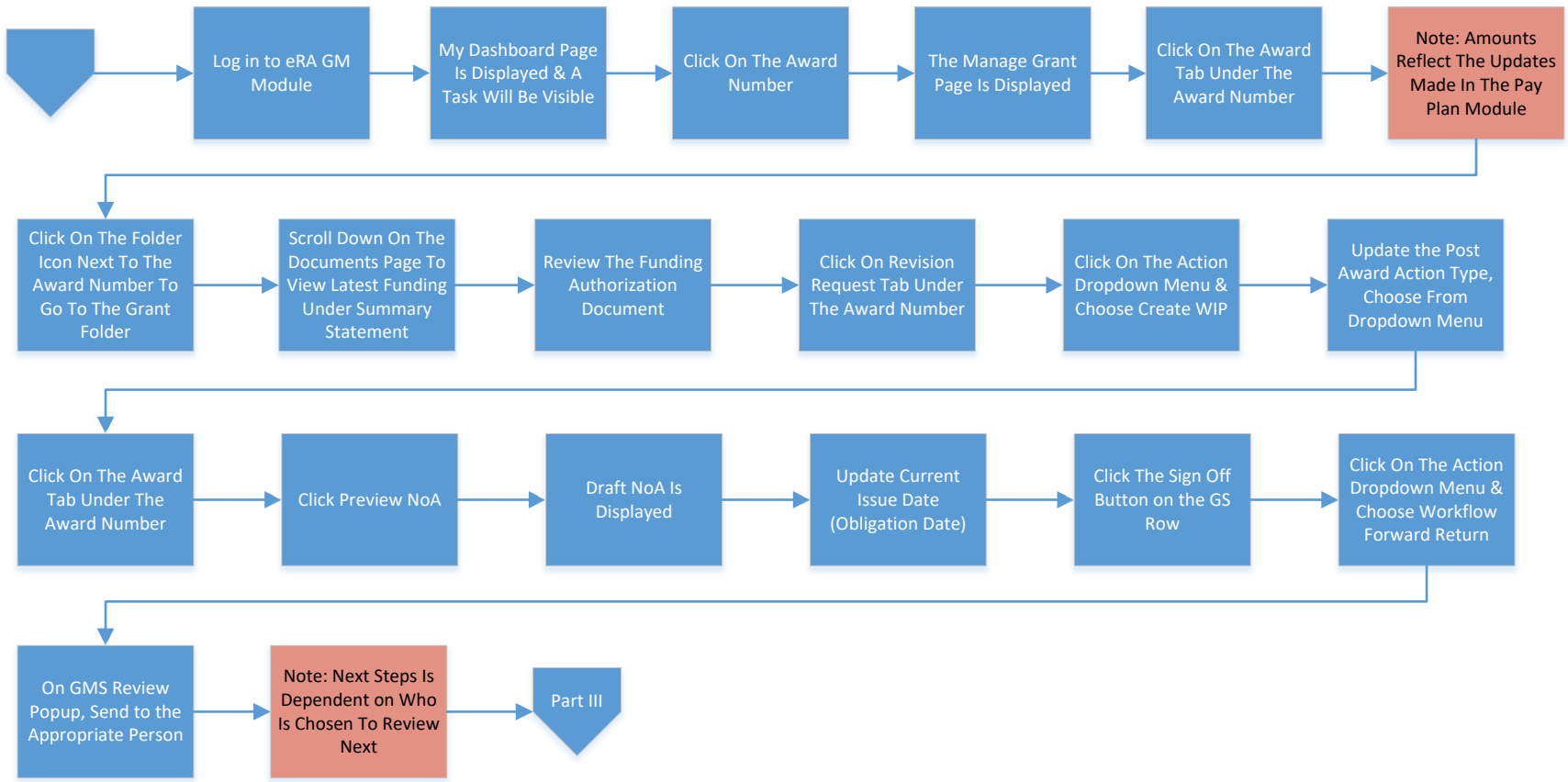
GM Module

GMS Process



Funding Revision Review & Acceptance – Part III

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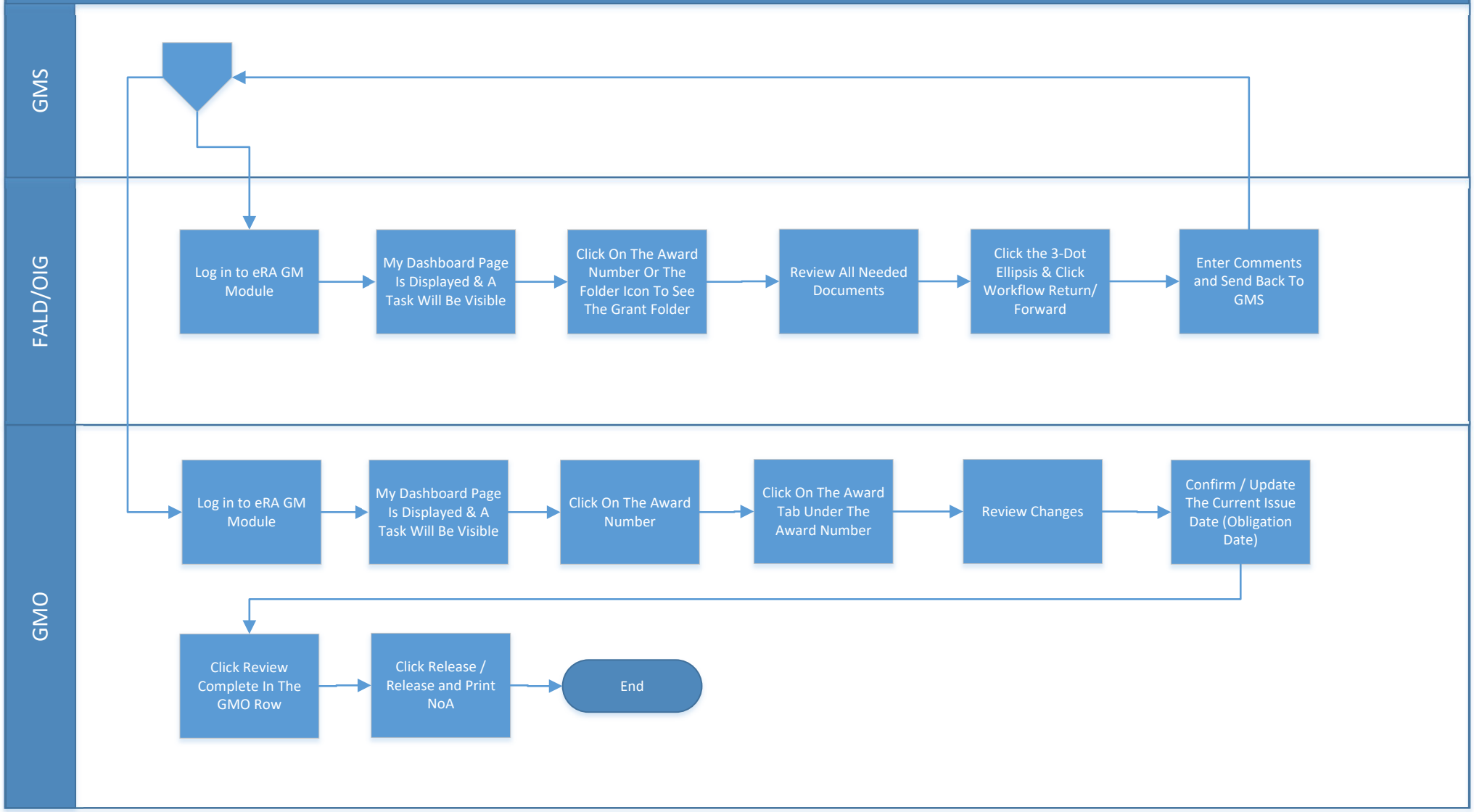
GM Module



Return to Grant Life Cycle Flow

FFR Review & Acceptance

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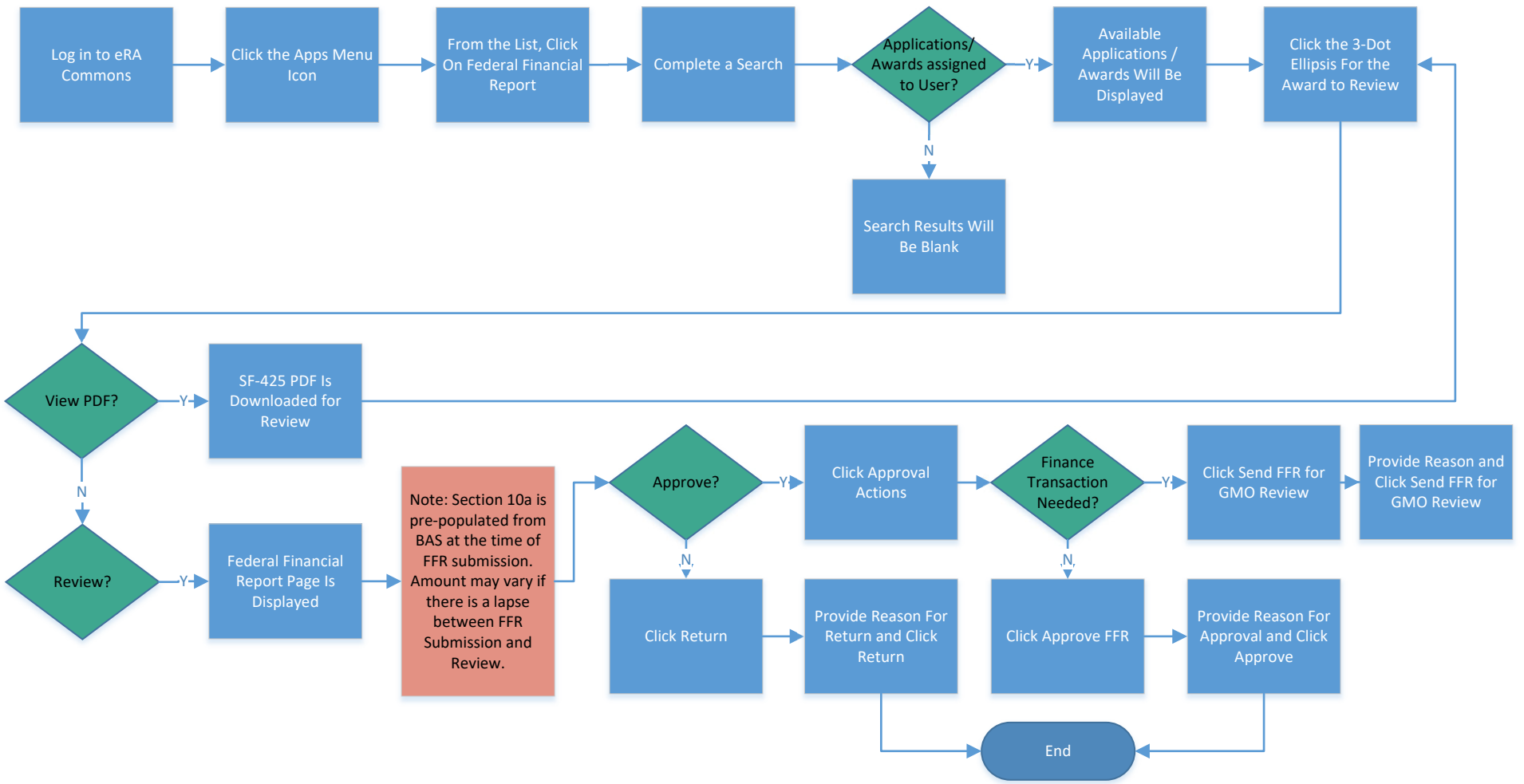
eRA Commons

Grants Specialist



GMO

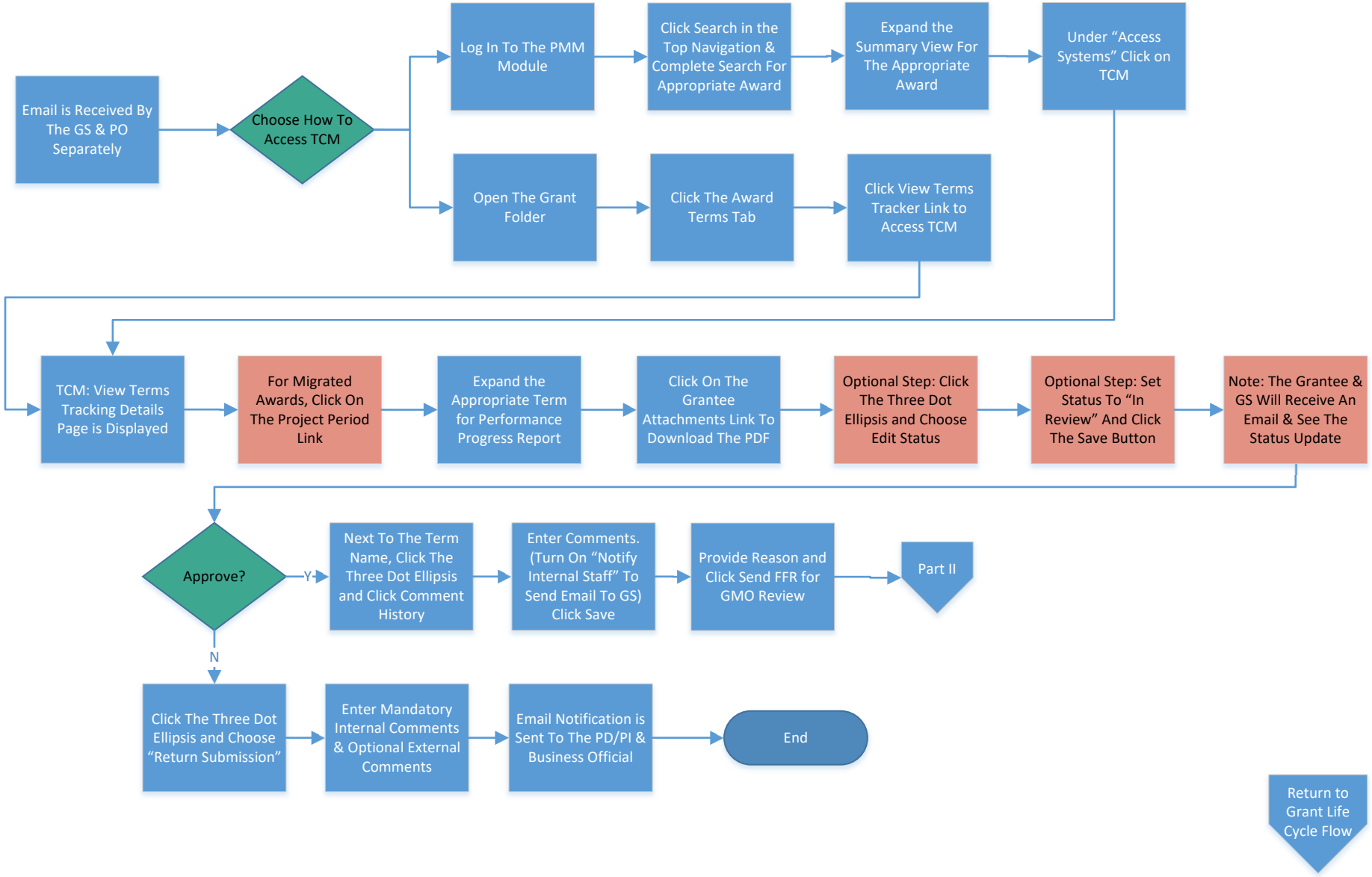
Return to Grant Life Cycle Flow

PPR Review & Acceptance – PO

GEMS
PMM / GF & TCM Module

Program Officer

Note: In order to access the TCM Module for Post Award Activities, It Must Be Reached via the PMM or Grant Folder Modules.

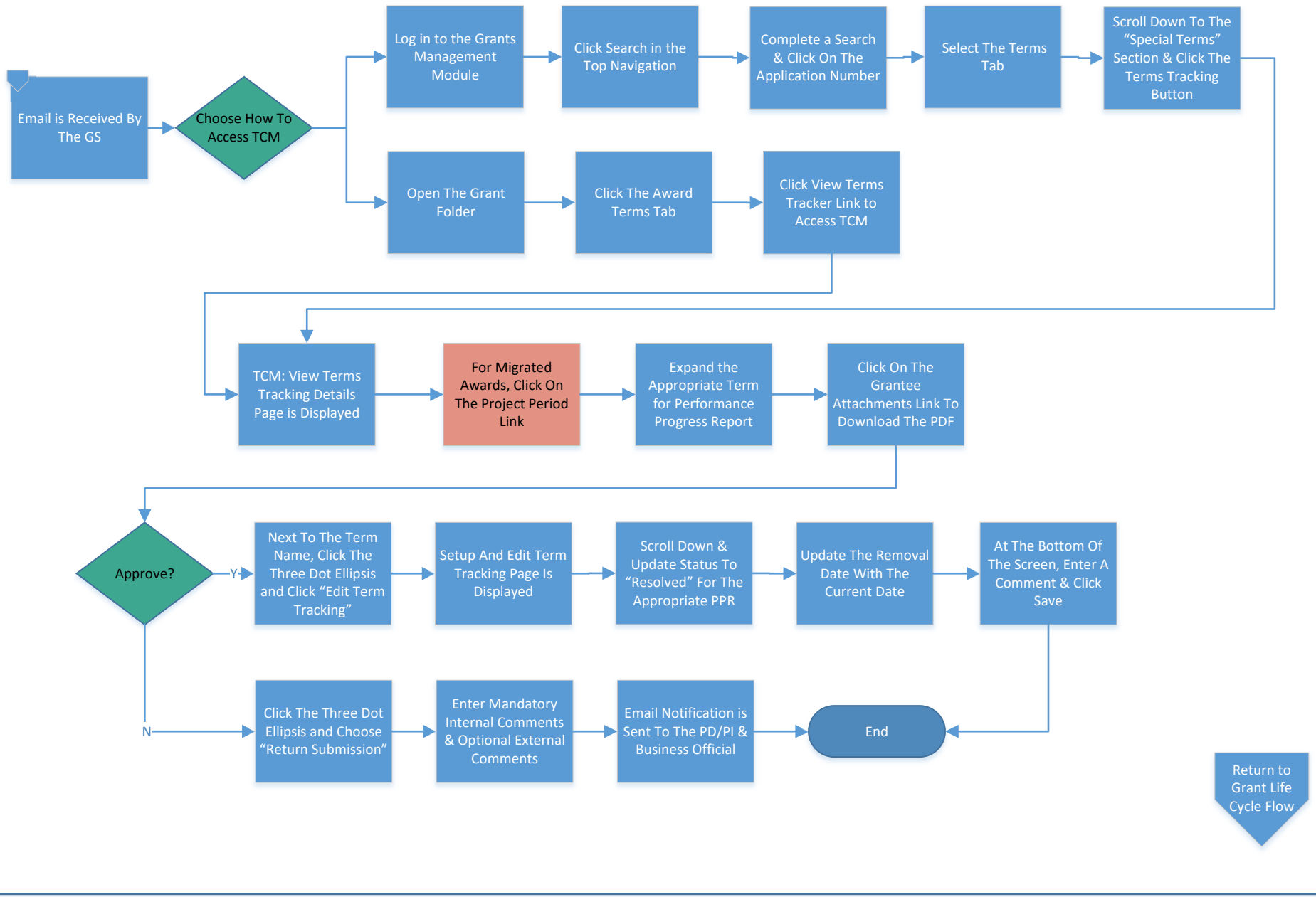


PPR Review & Acceptance – GS

GEMS
GRANTS ENTERPRISE MANAGEMENT SOLUTION

GM & TCM Module

Grant Specialist



Payment Request – Review & Acceptance

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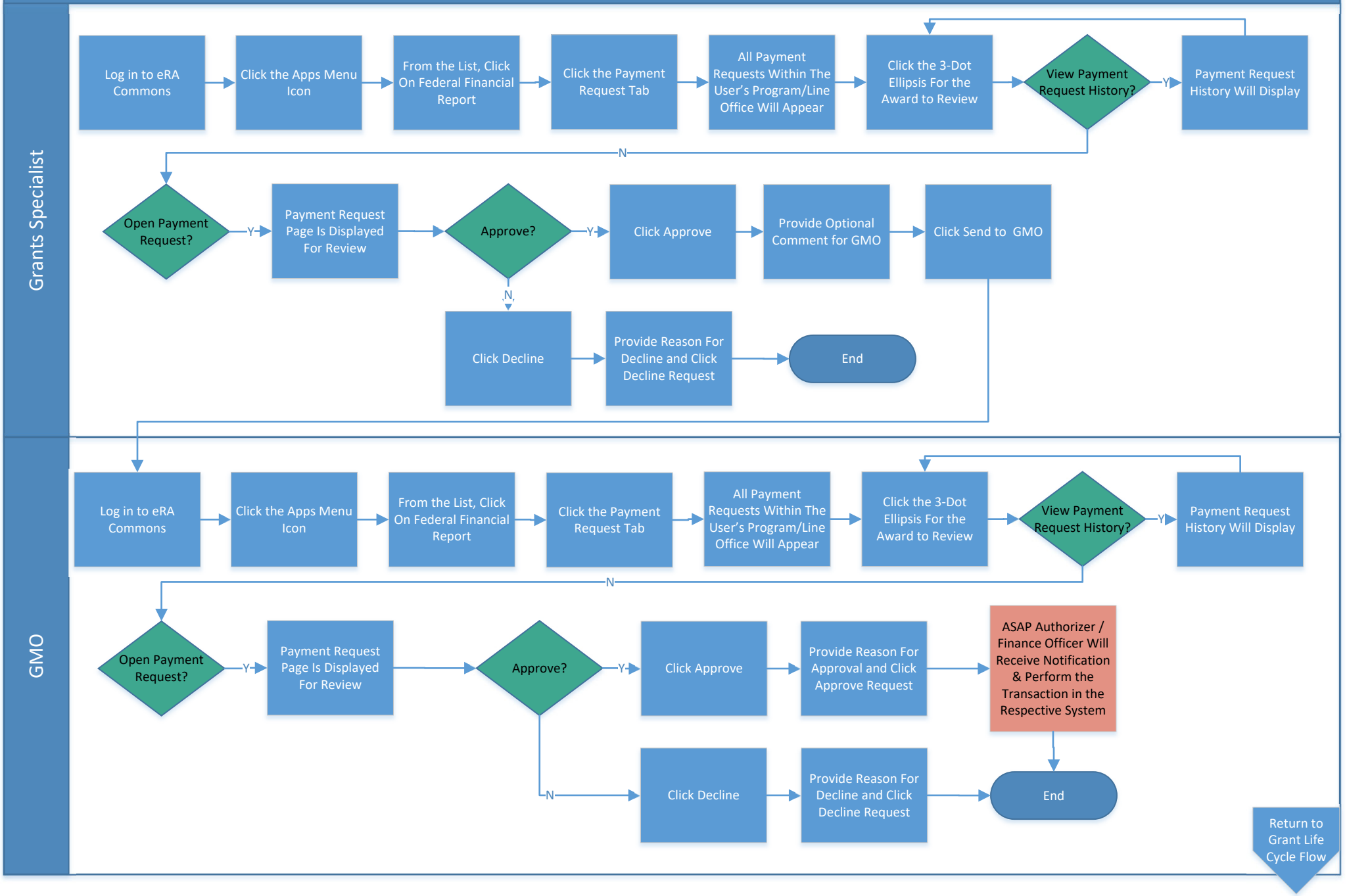
PMM Module