



**Office of Program Development and Funding – GMS Quarterly Progress Report Initiation**

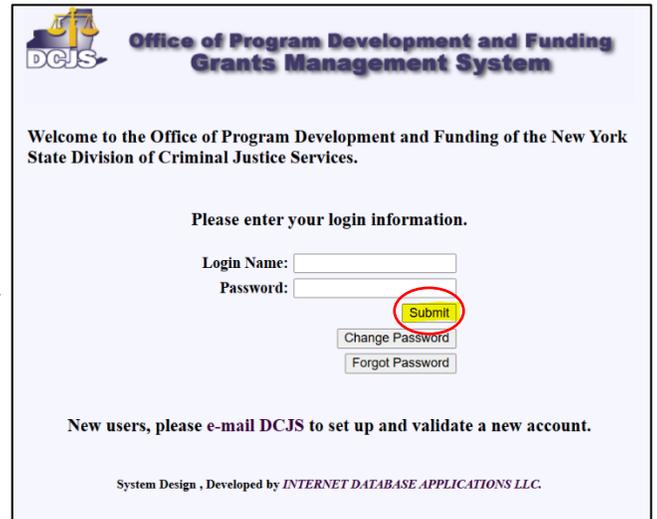
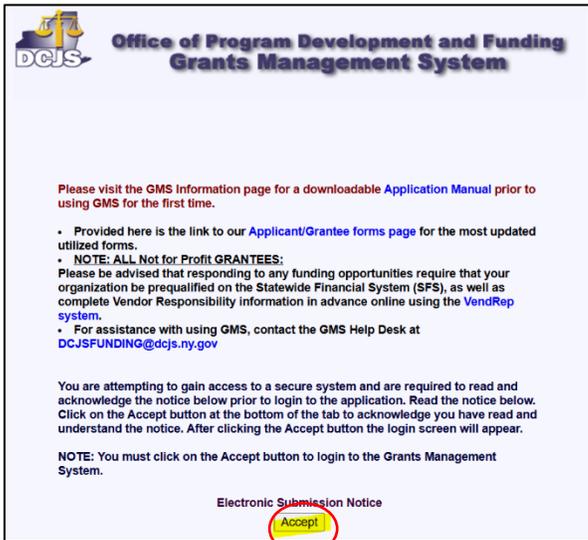
DCJS grant recipients are contractually required to submit quarterly reports on grant funded activities, unless otherwise noted. Reports will be based on the work plan created by the grantee and OPDF staff.

- o Navigate to [GMS](#) to begin the log-in process.

The main screen will appear and prompt you to accept acknowledgment of accessing a secure site. Before clicking “Accept” please read the page in its entirety as important GMS updates will appear on this screen.

Enter login name:

- o Log-in name is case sensitive. Enter password.
- o Click **“Submit”** to be routed to the Welcome Screen.



Select **“PROJECT”** on the left-hand side GMS panel to view your project grid.

Click on the project number of the grant you’re entering the progress report for.

If you have multiple pages, click on the arrows above the project grid to navigate. (See the highlighted screenshot below).

Project #	Attachment	DCJS #	Grantee	Implementing Agency	Representative	Project Status	Contract
AB20-1004-D02	no	ab202020	Test Participant			Amendment Pending	\$5.00
AB20-1004-D03	no	ab202020	Test Participant			Pending Grantee Signature	\$5.00
AB20-1005-D00	no		Test Participant			Application Received	\$0.00
AB20-1006-D00	no		Test Participant			Application Received	\$0.00



To create a new quarterly progress report, select the “**NEW**” button.

The screenshot shows a web application interface. On the left is a vertical navigation menu with links: Home, Search, Open, Go to, Project, Attachment, Award, Site Review, Equipment, Audit, Help, and Logout. The main content area has a header with the text 'Click on the Progress number to view information for that Progress Report.' Below this is a table with columns: #, Report Period, Year, and Status. A 'New' button is highlighted in a red circle within the table area. To the right of the table are navigation buttons: |< < > >|.

Under “**GENERAL**” tab:

- Select the appropriate drop-down menu options for **Reporting Period** and **Reporting Year**. If Final Report, check the box.
- Enter **Total Amount Spent** and **Person Submitting Report**.
- **Remarks** box is not required; however, it can be utilized to document any notable events occurred during the reporting period.

The screenshot shows the 'General' tab of a form. The title is 'General'. Below the title is a note: 'Please be sure to complete both tabs of information, General and WorkPlan Outcomes, prior to submitting your report. Fi'. The form contains several fields: 'Reporting Period' (dropdown menu), 'Reporting Year' (dropdown menu), 'Submission Date' (text input), 'Federal Report Date' (text input), a checkbox for 'Final Report', and a question 'Have you included a file attachment with this submission?' with a 'No' dropdown. Below these are 'Total Amount Spent' (text input with '\$ 0.00'), 'Person Submitting Report' (text input), and 'Person Submitting Phone' (text input). At the bottom is a large 'Remarks' text area. At the very bottom are three buttons: 'Save', 'Save and Continue' (highlighted in a red circle), and 'Check Spelling'.

Click Save and Continue – This will automatically take you to the next section.

Under “**WORKPLAN OUTCOMES**” tab:

Click on the “**Performance Measure**” to enter in the information, (clickable blue link on the page).

- Report on the Performance Measure progress in the Outcome Indicator Box.



# Division of Criminal Justice Services

- Any unanticipated outcome must be entered into the Unanticipated Outcome box and click **“Save”** when done.
- Repeat this process for each Performance Measure included in the Progress Report.

Edit information and press Save.

**Objective:**  
Test Objective 1

**Task:**  
Test Task 1

**Performance Measure:**  
Test Performance Measure 1

**Outcome Indicator:**

**Unanticipated Outcome:**

**Current Quantitative Result:**

To submit your report, select **“Submit”** on the left side of the screen and **“OK”** to confirm submission.

Home Search Open	<b>General</b>	
	Project Goal	
	Test Project Goal	
	Objective #1	
<b>Submit</b>	Test Objective 1	
<b>Go to</b> Project Attachment Award Site Review Equipment Audit	<b>Task #1 for Objective #1</b>	
	Test Task 1	
	#	Performance Measure
	1	Test Performance Measure
	<b>Workplan Outcome History</b>	
	2020	Jan-Mar

grants.criminaljustice.ny.gov says

Are you sure you want to submit this Progress Report? Edits will not be permitted after the Progress Report is submitted. By submitting this Program Progress Report to DCJS, you are certifying that its contents are true and correct.

Outcomes	Unanticipated Outcome	Quarterly Quantitative Result
		0.00
Contract Period to Date		0.00