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.

- 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:

- Log-in name is case sensitive. Enter password.
- Click **"Submit"** to be routed to the Welcome Screen.
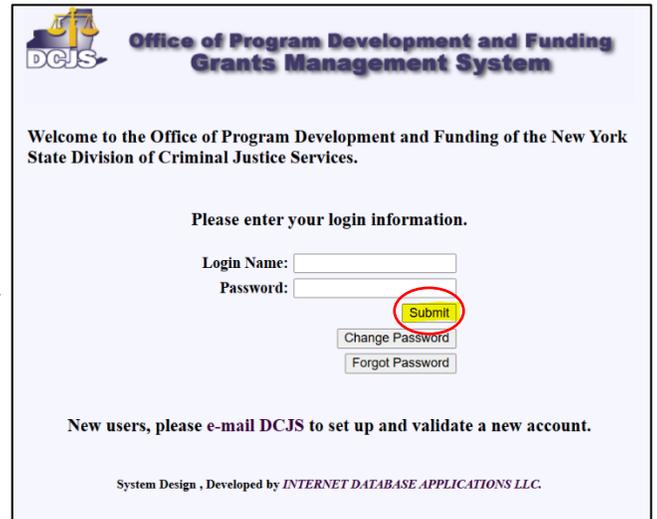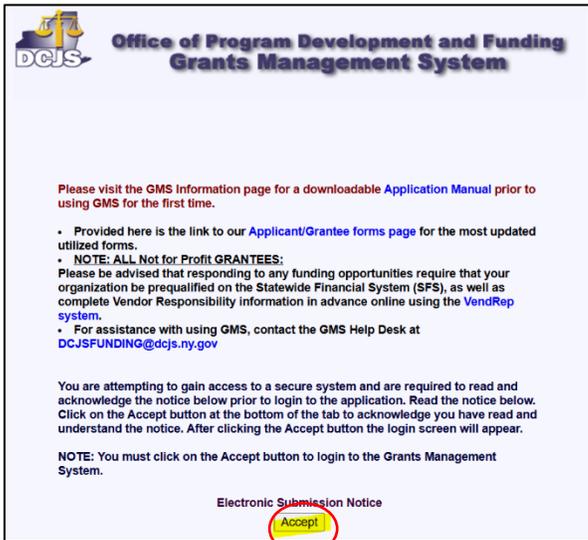
Select "**PROJECT**" on the left-hand side GMS panel to view your project grid.

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).

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

Under "**GENERAL**" tab:

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

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).

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

- 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.

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