

The first time you log in to the database you will need to establish

COMPETITIVE GRANT TRACKING DATABASE AND REVIEW PROCESS

GRANTS ENTERPRISE MANAGEMENT SYSTEM (GEM\$)

Mission: To increase the state of Iowa's non-state financial resources by identifying, coordinating and tracking grants and providing support to grant seekers.

Vision: Iowa has the funds it needs to provide quality services

To View a Specific Record

- Click on the record you wish to view.

If you are unable to access the record contact your agency Grants

Coordinator to obtain permission to view specific records.

The following information will assist you in using Iowa's Competitive Grant Tracking Database and clarify how it relates to the GEM\$ Competitive Grant Review Process.

(A flow chart of the process is on the flip side of this document)

Competitive Grant Tracking Database

Logging In

Website <https://www.iowaonline.state.ia.us/gems/>

- Click "Login" located near the top center of the website.
- User ID: firstname.lastname@iowa.gov
- Password: Contact the Help Desk (281-5703) if you have not been assigned a password or if you have trouble logging in. If the above user ID is your actual e-mail address you will use the password associated with your e-mail address.
- Click "Log On"

Create/Modify Records

Click the "Add Grant" button located on the left side of the screen.

3 data screens – Intent, Application and Disposition (*Refer to Competitive Grant Review Process section of this document*)

- **Intent** – Entered when an agency identifies a potential grant opportunity.
- **Application** – Entered when the agency submits the grant application to the funding source. Click "Save and Submit" – when you don't anticipate any changes.
- **Disposition** – Entered when final disposition is received or the grant is withdrawn.

NOTE: *You must have the appropriate privileges set up to create or modify records. Contact your agency Grants Coordinator to set up the appropriate privileges.*

Database Help?
Kathy Mabie, 515-281-8834

Sign-in/Password Help?

- Any state agency may request a meeting to explore the project in greater detail, identify opportunities for collaboration and/or resolve possible conflicts.
 - The applicant agency, and the GEMS office, must receive the agency request for a meeting within two working days of submission of the Intent to Apply notification.
 - The meeting will be held within twelve working days of submission of the intent to apply notification.

Step 2 – [Application Submitted](#). When all required fields are completed in the Application section, the database will electronically generate written confirmation of completion of the GEMS Competitive Grant Review Process.

- The applicant agency will retain a file copy of the written confirmation and include it with all federal competitive grant applications, pursuant to Federal Executive Order 12372.

Step 3 – [Disposition](#). When the final disposition is entered in the database, the GEMS office and the Legislative Services Agency will receive notification of the final grant status.

Competitive Grant Review Process

Step 1 – [Intent to Apply](#). The Review Process begins when the Intent to Apply section of the database is completed.

- Upon submission of the intent to apply, a notification is sent to all state agencies.