Navigating Grant Lifecycle Management (GLM)

The Grant Lifecycle Management (GLM) module of AFIS contains the programmatic information related to grants and projects which interface from eCivis (managed by the Grants and Federal Resources Office in ADOA) into GLM. The GLM module consists of Status Folders that contain various programmatic information. All information is interfaced into the AFIS GLM module daily around 4pm. This is a one-way interface from eCivis into AFIS GLM. Do not manually enter information into AFIS GLM. Any information manually entered into AFIS GLM will be overwritten by the nightly interface from eCivis.

To navigate to the GLM module enter **GRNTSUM** into the ‘Jump to:’ link of AFIS.

Navigating GLM

**GRNTSUM** is the Jump to acronym for the Grant Lifecycle Management Summary page. Once in this summary page you can view various information from the associated Status Folders populated by the interface of programmatic information from eCivis. To find a specific Grant ID first click “Search.” A search box will appear and you can enter in your desired Grant ID and click “Ok.”
This will show you the summary page for the information associated with the searched Grant ID.

Grant Lifecycle Management Summary

<table>
<thead>
<tr>
<th>Grant Opportunity ID</th>
<th>Grant ID</th>
<th>Grant ID Name</th>
<th>Department</th>
<th>Unit</th>
<th>Opportunity Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA1000110002841</td>
<td>ADA10001</td>
<td>Health Information Exchange (HE)</td>
<td>ADA</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

Total Available Funding: $5,377,000.00
Funding Period From: 02/06/2010
Funding Period To: 02/07/2014

- Opportunity Information
  - Grant Opportunity ID: ADA10001
  - Grant Program Name: ARRA - State Grants to Promote Health Information Technology
  - Funding Agency: PEDIAG
  - Opportunity Status: Completed

- Notification/Response Information
  - Total Number of Notifications: 3
    - Apply: 1
    - Not Apply: 1
    - No Response: 1
    - N/A: 0

- Application Information
  - Grant ID: ADA10001
  - Grant ID Name: Health Information Exchange (HE)
  - Department: ADA
  - Department Name: DEPT OF ADMINISTRATION
  - Unit: 
  - Unit Name: 
  - Application Status: Pre-Appl
  - Funding Request: $5,377,000.00
  - Contact Name: JASON MISTLEBAUER

- Award Information
  - Award Notification Date: 02/06/2010
  - Grant Award Number: 90HT2023
  - Awarded Amount: $5,377,000.00
  - Funding Period From: 02/06/2010
  - Funding Period To: 02/07/2014

- Amendment Information
  - Amendment Number: Revised Funding Period From:
  - Amendment Amount: Revised Funding Period To:
  - Amendment Status: Amendment Approved/Denied:

- Close-Out/Audit Information
  - Grant Closed: Yes

This screen will show you the opportunity that created this grant along with funding amounts, dates, award number, amendments to the grant and whether the grant has been closed in AFIS.
If a user needs more information than is available on the summary page, they will need to navigate to the various Status Folders. At the bottom of the summary page there are links to the associated Status Folders which populate the summary information. The status folders which are populated and updated by the eCivis interface are:

GTOPSF – Grant Opportunity Status Folder
GTAPSF – Grant Application Status Folder
GTAWSF – Grant Award Status Folder
GTAMSF – Grant Amendment Status Folder

*The notification/response status folders are not used. The Close-Out/Audit status folder (GTCOSF) is the only folder populated by manually created documents.

**SEARCHING IN GLM**

You can find all the information entered into eCivis by navigating the various Status Folders. Below is an example screenshot of a Grant Award Status Folder.

**Navigation Tip:** Once you have searched for and navigated to a specific Grant ID’s Status Folder it is difficult to navigate to another. It is recommended that the user navigate back to the ‘HOME’ screen and then link back to GRNTSUM.
For more information on the Grants Lifecycle Management module of AFIS, please take the Grants Lifecycle Management Computer-Based Training (CBT) in TraCorp. The CBT provides a review on the role of eCivis, navigating GLM, how to manually close grants in AFIS GLM (GTCO documents) and more.

Quick Reference Guides are also available on the Federal/Cost Accounting section of the GAO website for guidance on manually processing Grant Close-Out Documents (GTCO) and Grant Close-Out Revision Documents (GTCOR) within AFIS GLM.