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# Grants Management System

## Frequently Asked Questions

### General Questions

- What is the Grants Management System (GMS)?
  - The Grants Management System is an online system where districts will enter in application information and where districts will claim their funds.
- Who will use the Grants Management System in relation to School Improvement?
  - Schools who have funds fall into any of these categories:
    - Carryover funds (Project 515)
    - Priority Schools (Project 515)
    - School Improvement Grant (SIG) Schools (Projects 519 and 537).
- What are projects 515, 519, and 537?
  - Project 515 is School Improvement
  - Project 519 is School Improvement Grant (SIG)
  - Project 537 is School Improvement Grant (SIG) ARRA
- How is the Grants Management System accessed?
  - The Grants Management System can be accessed by logging into the School District Reporting Site (SDRS) <https://apps.sde.ok.gov/security/Login.asp>.
- What if the district does not have a School District Reporting Site (SDRS) login?
  - If the district does not have an SDRS login, please contact Office of Management and Enterprise Services (OMES) at (405) 521-2444.

### Application Questions

- Who should be contacted for questions concerning allocations?
  - For questions regarding allocations for projects 515, 519, or 537, please contact Amanda Drew, (405) 522-3713 [amanda.drew@sde.ok.gov](mailto:amanda.drew@sde.ok.gov).
- Who should be contacted if there are questions regarding expiration of funds or questions about the fiscal timeline?
  - For questions regarding expiration of funds or questions about the fiscal timeline contact Amanda Drew, (405) 522-3713 [amanda.drew@sde.ok.gov](mailto:amanda.drew@sde.ok.gov).
- Who should be contacted regarding application questions?
  - For questions regarding allowable, expenditures, or coding
    - For project 515 contact Amanda Drew, (405) 522-3713 [amanda.drew@sde.ok.gov](mailto:amanda.drew@sde.ok.gov)
    - For projects 519 and 537 contact Amber Polach, (405) 522-3253, [amber.polach@sde.ok.gov](mailto:amber.polach@sde.ok.gov)
  - For technical support with the Grants Management System:
    - Contact Sarrah Burleson, (405) 522-0140, [sarrah.burleson@sde.ok.gov](mailto:sarrah.burleson@sde.ok.gov)
    - Technical support could include:
      - Adding a function code
      - System errors with the Grants Management System

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- Who will review applications for School Improvement projects?
  - For project 515 Amanda Drew will review applications.
  - For projects 519 and 537 Amber Polach will review applications.
- Who should be contacted for questions regarding changing information in School Personnel Records (SPR) or the Highly Qualified Teacher (HQT) system?
  - For questions regarding changing information in SPR contact Tammie Hall at (405) 521-3360, [tammie.hall@sde.ok.gov](mailto:tammie.hall@sde.ok.gov).
  - For questions regarding changing information in HQT, contact Bunny Farley at (405) 521-4527, [bunny.farley@sde.ok.gov](mailto:bunny.farley@sde.ok.gov).
- What if the district or site has trouble submitting an application?
  - In the event that there is trouble submitting the application, there are a few things that can be done to trouble shoot :
    - Run the consistency check on the submit page and ensure there are no errors.
    - Ensure all personnel have the status validated.
    - Ensure all required fields are filled in.
    - Ensure no errors are present on pages where information can be entered.

### Claims Questions

- Who will review claims for School Improvement?
  - Sarrah Burleson will review claims for projects 515, 519, and 537.  
Sarrah Burleson, (405) 522-0140, [sarrah.burleson@sde.ok.gov](mailto:sarrah.burleson@sde.ok.gov)
- What status does the application have to be in to file a claim?
  - Project 515, 519, and 537 should be in Final Approved status before creating/submitting a claim.
- Who should be contacted regarding over payments or release of funds for projects 515, 519, or 537?
  - Please contact Amanda Drew for questions regarding over payments or release of funds.  
Amanda Drew, (405) 522-3713 [amanda.drew@sde.ok.gov](mailto:amanda.drew@sde.ok.gov).
- Are districts and sites required to submit monthly claims?
  - Yes. Monthly claims should be submitted for projects 515, 519, and 537.
    - For School Improvement project 515, districts may submit claims covering multiple months for July 2012 - December 2012 but full months must be accounted for.

Starting with the January claim, districts that have 515 funds will need to follow monthly submission guidelines for Project 515 School Support/School Improvement Checklist. For due dates, please click the following link:  
[http://ok.gov/sde/sites/ok.gov.sde/files/SI-SSSI\\_Claims\\_Checklist2.pdf](http://ok.gov/sde/sites/ok.gov.sde/files/SI-SSSI_Claims_Checklist2.pdf).