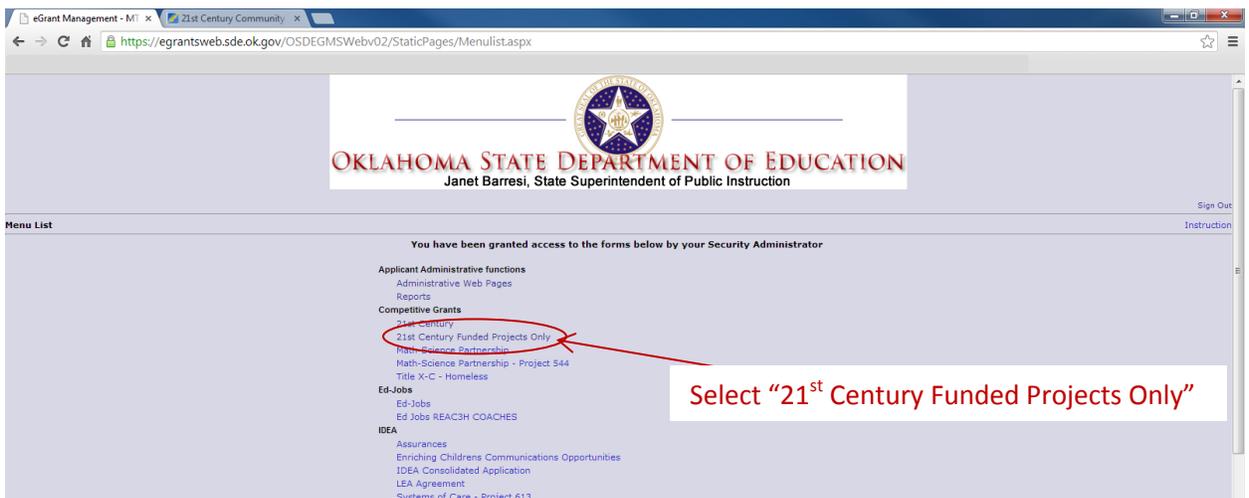
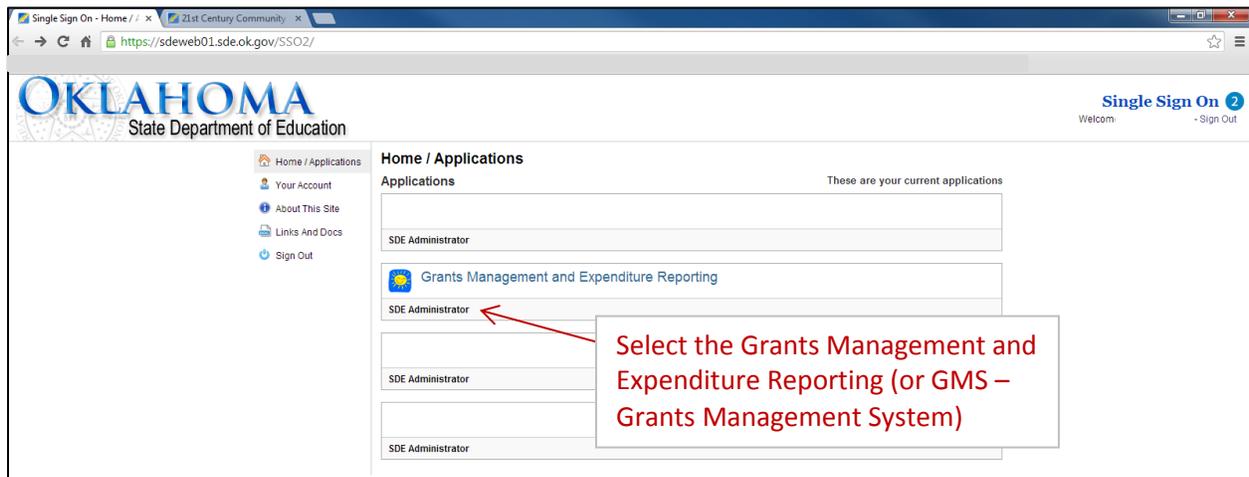


Finding Your Budget in the GMS

Navigating the Grants Management System (GMS) can be tricky for new users. Follow this step-by-step guide to help you create your very first budget as a new grantee!

As you begin exploring this wonderful new system, there are a couple of important things that will help prevent getting error messages or being kicked out.

1. **Never use the back button.** There is a very small menu in the top right of the system with tiny font that will have all the previous pages you have navigated through to help you step back in the system.
2. **Be patient.** Sometimes if you are on a smaller bandwidth or a slow computer, it takes a moment for the GMS to register which radio or button you just clicked. Check to see if the circle or hour glass shows that the system is thinking before clicking your next option.
3. **Sometimes the system decides to take a nap and will do nothing but load.** To prevent frustration, log out (if you can) and close the GMS all together. Work on another project for a little while and check the GMS again periodically throughout the day.



Select an Application


OKLAHOMA STATE DEPARTMENT OF EDUCATION
 Janet Barresi, State Superintendent of Public Instruction

Applicant: _____ Click to Return to Menu List / Sign Out

Application Select - 21st Century Funded Projects Only [Click for Instructions](#)

Year: 2014 [Create Application](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#) [Create Amendment](#) [Delete Application/Amendment](#)
[Review Summary](#) [Payments](#)

Select	Application / Amendment	Original Submit Date	OSDE Final Approval Date	Status	Status Date
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 5	07-01-2013	07-12-2013	Final Approved	07-12-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 4	05-23-2013	05-29-2013	Final Approved	05-29-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 3	04-10-2013	04-15-2013	Final Approved	04-15-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 2	12-03-2012	12-03-2012	Final Approved	12-03-2012
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 1	11-05-2012	11-18-2012	Final Approved	11-18-2012
<input type="checkbox"/>	13-TitleIVB_FPO-00 Original Application	10-24-2012	10-24-2012	Final Approved	10-24-2012

PRODvm user ID: _____

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You want to go here!
Click "Create Application"

These are old, just ignore them. These will only show for a returning new grantee. If you are new, this section will be blank.

Grant Application


OKLAHOMA STATE DEPARTMENT OF EDUCATION
 Janet Barresi, State Superintendent of Public Instruction

Applicant: _____ 21st Century Funded Projects Only
 [Click to Return to Application Select](#)
 [Click to Return to Menu List / Sign Out](#)

Application Cycle: 2013-2014 21st Century Funded Projects Only - 00 Original Application

[Overview](#) [Contact Information](#) [Budget](#) [Assurances](#) [Submit](#) [Application History](#) [Page Lock Control](#) [Apply for Risk](#)

21st Century - Funded Projects Only - Overview

Program: 21st Century - Funded Projects Only

Purpose: Applicants who received awards in prior years will complete this application for FY14. It contains the Budgeting / Justification processes related to how FY14 funds will be expended. This application should ONLY be used by LEAs who have been informed they have received an award under the 21st Century Program. Budgeting of funds should be consistent with the Budget Summary submitted on the Competitive application that resulted in the award.

Funding Periods: July 1, 2013 through June 30, 2014.

OSDE Contact: OSDE Parent and Community Engagement Office. (405)522-6225

PRODvm user ID: _____

[Contact Us](#)

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Select the "Budget" tab

Use this tiny menu to navigate back through the GMS instead of using the "Back" button on your browser.

Select an Application


OKLAHOMA STATE DEPARTMENT OF EDUCATION
 Janet Barresi, State Superintendent of Public Instruction

Click to Return to Menu List / Sign Out

Applicant: _____

Application Select - 21st Century Funded Projects Click for Instructions

“Create Amendment”
to amend your budget

“Payments”
To create a claim for reimbursement

Select an application from the list(s) below and press one of the following buttons:

Open Application

Create Amendment

Payments

Select	Application / Amendment	Original Submit Date	OSDE Final Approval Date	Status	Status Date
2013-2014	<input type="checkbox"/> 14-TitleVB_FPO-00 Original Application			Not Submitted	
2012-2013	<input checked="" type="checkbox"/> 13-TitleVB_FPO-00 Amendment 5	07-01-2013	07-12-2013	Final Approved	07-12-2013
	<input type="checkbox"/> 13-TitleVB_FPO-00 Amendment 4	05-23-2013	05-29-2013	Final Approved	05-29-2013
	<input type="checkbox"/> 13-TitleVB_FPO-00 Amendment 3	04-10-2013	04-15-2013	Final Approved	04-15-2013
	<input type="checkbox"/> 13-TitleVB_FPO-00 Amendment 2	12-03-2012	12-03-2012	Final Approved	12-03-2012
	<input type="checkbox"/> 13-TitleVB_FPO-00 Amendment 1	11-05-2012	11-18-2012	Final Approved	11-18-2012
	<input type="checkbox"/> 13-TitleVB_FPO-00 Original Application	10-24-2012	10-24-2012	Final Approved	10-24-2012

PRODvm user ID: _____

Done

Now you will see your brand new budget here!
 When you are ready to do a claim or if you need to amend your budget, select the radio button next to this “Original Application” and then select the appropriate button on top:

- “Create Amendment” to create a budget amendment
- “Payments” to create a claim