



Susan G. Komen Northeast Ohio®

Grants eManagement System (GeMS)

Grantee User Guide
Version 3.0

Affiliate GeMS Personnel

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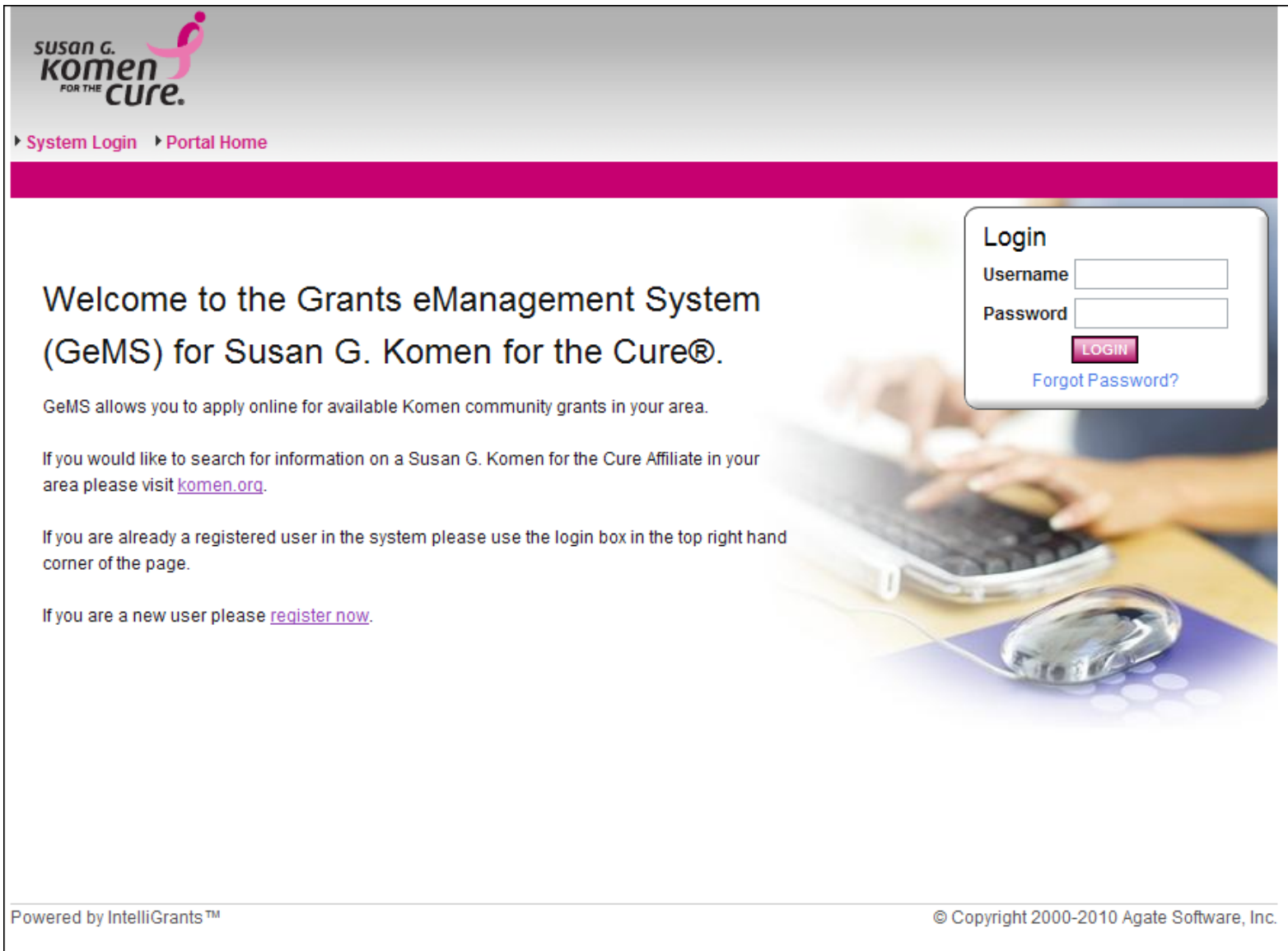
Table of Contents

GeMS Login and Registration	4
Accessing GeMS	5
GeMS User Roles	5
Creating a New Account	6
Validating Users	8
User Homepage	10
User Tabs	11
User Tabs	11
Automatic E-Mail Notifications	11
<i>System Messages</i>	11
Helpful Hints	12
Navigating an Application	12
The CG Application Menu	13
<i>View, Edit and Complete Forms</i>	14
<i>Change the Status</i>	15
<i>Access Management Tools</i>	16
<i>Examine Related Items (Progress and Final Reports)</i>	17
Application Sections	18
<i>Forms Navigation</i>	18
Application Revision	19
Contract Acceptance	23
Declining the Contract/Requesting Contract Modifications	27
Progress and Final Reports	32
Report Creation	32
Report Completion	35

Report Forms	36
<i>Text Limits</i>	37
<i>Report Narrative</i>	37
<i>Individuals Served</i>	37
<i>Individuals Served Total</i>	41
<i>Work Plan (Objectives):</i>	42
<i>Budget</i>	43
<i>Materials</i>	44
Report Submission.....	45
Report Submission Checklist	47
Amendments and Grant Change Requests	48
Amendment Submission	48
Amendment Resubmission.....	50
Amendment Submission Checklist.....	52
GeMS Quick Reference	54
System Registration.....	54
User Approval for Project Directors.....	55
Amendments and Grant Change Requests	56
Progress and Final Report Instructions	58
Appendix A: Progress and Final Report Forms.....	59
Appendix B: Affiliate Review Form for Reports	66

GeMS Login and Registration

To access Susan G. Komen's Grants eManagement System (GeMS), type "<https://affiliategrants.komen.org>" into the address bar of your web browser and hit "Enter". The page you see should look like the image shown below.



The screenshot shows the Susan G. Komen for the Cure logo in the top left corner. Below the logo are navigation links: "System Login" and "Portal Home". A large pink banner is positioned below the navigation. The main content area features a welcome message: "Welcome to the Grants eManagement System (GeMS) for Susan G. Komen for the Cure®." Below this, there are three paragraphs of text: "GeMS allows you to apply online for available Komen community grants in your area.", "If you would like to search for information on a Susan G. Komen for the Cure Affiliate in your area please visit komen.org.", and "If you are already a registered user in the system please use the login box in the top right hand corner of the page." The fourth paragraph states: "If you are a new user please [register now](#)." In the top right corner, there is a login box with the following elements: a "Login" heading, a "Username" label with an input field, a "Password" label with an input field, a pink "LOGIN" button, and a blue "Forgot Password?" link. The background of the page is a blurred image of a person's hands typing on a laptop keyboard with a mouse nearby.

susan g. komen FOR THE cure.

▶ System Login ▶ Portal Home

Welcome to the Grants eManagement System (GeMS) for Susan G. Komen for the Cure®.

GeMS allows you to apply online for available Komen community grants in your area.

If you would like to search for information on a Susan G. Komen for the Cure Affiliate in your area please visit komen.org.

If you are already a registered user in the system please use the login box in the top right hand corner of the page.

If you are a new user please [register now](#).

Login
Username
Password
LOGIN
[Forgot Password?](#)

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Accessing GeMS

Welcome to GeMS! **In order to use the system you must first be granted access to it.** There is one basic way to get access to GeMS – through registering and creating an account. Prior to doing this, we recommend you take some time to think through what system roles are appropriate for the individuals in your organization. There is a specific order in which registration should occur, so users at your organization should plan this step first.

GeMS User Roles

Project Director:

The role of Project Director should be assigned to the individual at your organization that serves as the project's lead contact. This individual is responsible for validating all new users that register for the system under the Project Director's organization. The Project Director has the highest level of access in the system and is responsible for overseeing all administrative functions, including progress and final report creation and submission. Only one account can be assigned to the role of Project Director.

Authorized Signer:

The role of Authorized Signer should be assigned to the individual at your organization that has the authority to sign legal documents on behalf of the organization. This individual is responsible for electronically signing and submitting the grant contract, the progress report, the final report, and any grant amendments/changes. Only one account can be assigned to the role of Authorized Signer.

Viewer:

The role of Viewer should be assigned to any individual at your organization who needs access to view the organization's information, but does not need the functionality to save, add, edit, or change anything in the system. An unlimited number of accounts can be assigned to the role of Viewer.

Writer:

The role of Writer should be assigned to any individual who needs access to an organization's application to help complete reports, but does not have authority to complete the submission process. This individual cannot change the status of an application and will not have administrative functionality. An unlimited number of accounts can be assigned to this role.

Helpful Hint:

- **The Project Director must be the first individual at your organization to register. This role is approved in the system by Affiliate staff. Please allow up to 2-3 business days for the approval process.**
- **The Authorized Signer should register and be validated and approved prior to the creation of the organization's first report.**

Creating a New Account

- 1) From the Susan G. Komen GeMS homepage, click the “register now” link located towards the bottom of the homepage.

Registration

Please complete all required fields below. Once you have completed the fields please select the save button to complete your registration. If there is a pink Go button next to a drop down list you must click the Go button before moving to the next question. Once you have registered you will receive a message at the top of the registration page letting you know that your registration is complete and you will receive an email informing you that your registration is complete. You will not be able to log into the system until you are approved. Once you are approved you will receive an email informing you that you have access to the system.

Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
Phone	<input type="text"/>				
What is your position at your Affiliate?	<input type="text"/>				
Affiliate State	Alabama	<input type="text"/>			
Affiliate	<input type="text"/>	<input type="text"/>			
Organization	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>				Confirm Password <input type="text"/>

- 2) Complete the user form in its entirety. Once any user has created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within GeMS.
 - a) If a question has a pink “GO” button next to it, you MUST select the “GO” button and wait approximately 5-10 seconds before advancing to the next question. When you hit “GO” it tells the system how to populate the information in the field below it. If you do not hit the “GO” buttons, your registration will not be processed correctly.
 - b) Always select “grantee” in the “What is your position at your Affiliate” question.
 - c) Fill in all information as required. All items marked with an ‘*’ are required to create your account.
 - d) The “Username” field must consist of all letters and numbers, minimum length 5 characters, maximum length 20 characters.
 - e) The “Password” field must consist of all letters and numbers, minimum length 7 characters, maximum length 20 characters.
 - f) The fields “Password” and “Confirm Password” must match exactly.

- 3) Your organization should already exist in GeMS, so please select the correct organization from the Organization field drop down list. If your organization does not exist, please choose “other” in the Organization drop down list. If you choose “other,” you will be required to complete the Organization Registration section during your registration.

Organization

Organization Name	<input type="text"/>		
Organization Type	<input type="text"/>		
Business Address	<input type="text"/>		
City	<input type="text"/>	State	Texas <input type="text"/>
County	<input type="text"/>		
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>
Fax	<input type="text"/>	Cell Phone	<input type="text"/>
Do you have a Federal Tax ID Number?	<input type="radio"/> Yes <input type="radio"/> No		
Federal Tax ID	<input type="text"/>		
Non-profit Documentation	<input type="text"/>	Browse...	<input type="text"/>


If you select “Other” even though your organization already exists in GeMS, the Project Director will not receive your registration. If this happens, please contact the Affiliate GeMS personnel.

Helpful Hint:

To guarantee a Project Director can locate a user request in the system, make sure your organization information matches theirs exactly.

- 4) **Click “SAVE” in the upper right hand corner to save the data.**

Once your account information is saved, your account must then be approved before you can access the system. If you attempt to access the system prior to being approved/validated, you will receive the following message:

 Page Error(s)
Your account has not yet been validated.

You will receive an automatic email notification from the system when your registration has been submitted for approval and when access has been granted and your account has been validated.

While Project Directors are approved/validated by an Affiliate representative, all other users will be approved/validated by the organization's Project Director. Project Director's should receive notification of new user registrations within two minutes of the registration being submitted. If more than an hour has passed and the Project Director has still not been notified, please contact the Affiliate GeMS personnel.

Validating Users

In order for all users within an organization to be approved/validated, the Project Director must follow the steps listed below the screen image.

Komen Project Director User Approval

This page will allow administrative users to approve one or more users.

Search Criteria

Name

Organization

Organization City

Organization State

User Type

To approve the user select the record and click the button

Approval Type

Assign person's organization to

Set person's role to

Active Date

Inactive Date

Search Results

Export Results to Sort By

<input type="checkbox"/>	Name	New Organization	Requested Organization / Title	Contact Info	Phones
<input checked="" type="checkbox"/>	AS_Ski Lodge UserName: skipd2 Email: lgroves@komen.org Date Requested: 10/03/2011	False	Aspen Ski Lodge Title: Authorized Signer	123 Main Street Aspen, CO 45654-5455 County: Hinsdale County	Phone 1: 6546546544

- 1) The Project Director will receive an automatic email when a user has registered under their organization and needs to be validated. If Project Directors receive user notifications in error or if an individual has registered under an organization incorrectly, please contact the Affiliate GeMS personnel.
- 2) If the user requests are appropriate, the Project Director logs in to GeMS and selects the "My Administration" tab at the top of the User Homepage.
- 3) Select the "User Approval for Project Directors" link within the My Administration section.
- 4) Once on the Komen Project Director User Approval Page (see picture above), enter the new registrant's name in the search criteria. You could also search the system for "new users" in the User Type field to perform a broader search.
- 5) Select the pink "SEARCH" button.

- 6) Select the checkbox next to the user's name in the Search Results section.
- 7) Select "Approval Type" to Approve User or Deny.
- 8) Assign the person's organization to the exact same organization listed as the Project Director's.
- 9) Select a role for the user – Authorized Signer, Writer, or Viewer.
- 10) The current date will appear in the "Active Date" field. You do not have to enter anything into the "Inactive Date" field unless you know the date you would like the user's access to be inactivated. To inactivate accounts after the approval process, please contact the Affiliate GeMS personnel.
- 11) Select the "Approve Selected User" button to complete the user's validation/approval.
- 12) The new user will receive an automatic email notification telling them they have been approved in the system and can now access GeMS.

****If a user has been approved within GeMS, but is not able to locate the grant application or progress reports, please notify Affiliate GeMS personnel as soon as possible to correct this issue.***

ATTENTION INTERNET EXPLORER USERS!

By default **Internet Explorer 10** in **Windows 8** does not run in compatibility mode. This is easily tested by logging into **GeMS**. If the compatibility mode is not enabled, the progress wheel in **GeMS** will simply **spin** without ever completing an action.

To enable the compatibility mode for **Internet Explorer 10**, follow these steps:

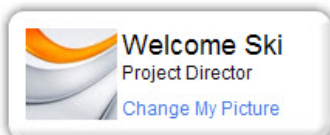
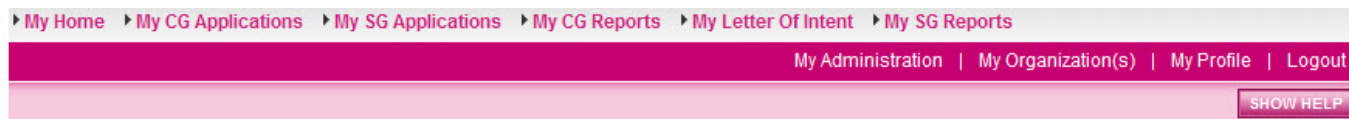
Windows 7 users start at step 2.

1. **Windows 8 only** - From the **Windows 8** start screen select the **Desktop**.
2. From the **Desktop** launch **Internet Explorer 10**.
3. Press the **Alt** key on your keyboard to bring up the top menu.
4. Go to **Tools | Compatibility View** settings
5. Either
 - Add <https://affiliategrants.komen.org/> to the **Compatibility View** websites
 - or
 - Select **Display all websites in Compatibility View**

NOTE: enabling the compatibility mode using either option will **affect** all **GeMS** web sites.

User Homepage

When a user logs into GeMS, they will land on the User Homepage. The content of the page and links across the top of the screen are described below.



Instructions:

Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Ski, please choose an option below.

View Available Proposals

You have 2 My Opportunities available.

Select the **View Opportunities** button below to see what is available to your organization.

NOTE: Use this option to initiate new proposals only. To edit applications already in progress, select the My CG Applications tab above.

[VIEW OPPORTUNITIES](#)

My Inbox

You have 16 new messages.

Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

My Tasks

You have 1 new tasks.

You have 0 tasks that are critical.

Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)

Helpful Hint:

When utilizing the task list or executing a search for the 2015-2016 application, always select the blue hyperlink under the “Name” of the application (which looks something like CGA-2015-OH101-ORGXX-00001) to access the application and supporting forms. Selecting the hyperlink under the “Organization Name” will direct you to your organization’s contact information; the Organization Name is not the path you need to access the application forms.

User Tabs

- **My Home:** Brings the user back to the homepage
- **My CG Applications:** Access to all community grant applications already in progress
- **My SG Applications:** Access to all small grant applications already in progress
- **My CG Reports:** Access to all community grant progress and final reports already in progress
- **My SG Reports:** Access to all small grant final reports already in progress
- **My Administration:** Administrator functions, user approval; this tab will only appear for authorized users
- **My Organization:** Current information about your organization (this information can be updated at any time by authorized users)
- **My Profile:** Individual user information (this information can be updated at any time)
- **Logout:** Logout of the system
- **View Available Proposals:** Initiate a new grant application offered by the Affiliate
- **My Inbox:** System notifications regarding system users and application status
- **My Tasks:** List of current tasks you must complete

Automatic E-Mail Notifications

Automatic email notifications may be sent to you periodically throughout the grant year. These messages will be sent by the system according to an automatic process or as the result of a user triggered event. These messages might be triggered by the submission of a report, a report being sent back for modifications, or when a pending due date is approaching. These messages are intended to help you know what is occurring in the system that pertains to you or your organization. These messages may also be sent by Affiliate GeMS personnel. These messages are designed to help keep you up to date with the status of your application and reports while also serving as reminders when action is required on your part.

In order to receive these messages it is important you include an active, frequently used email address when creating your profile in the system. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages. If you need to update your email address, use the “My Profile” link.

System Messages

In addition to the automatic email notifications, there is an area in GeMS referred to as System Messages. This area manages the system messages sent to you, either from the system itself or from Affiliate GeMS personnel. You can view or edit your System Messages by following these steps:

- 1) Click the “Open My Inbox” button under the “View My Inbox” section on the main menu. You will now see any unread system messages. You may filter system messages by choosing an option from the drop down labeled “Sort my inbox messages by.”

Sort my inbox messages by: -- Select -- GO | [View All My System Messages](#)

Priority	Sender	Subject	Date/Time
		A new user has registered.	6/29/2011 3:34:20 PM
	System, Grant	Cody Test 6 has been added to KOMEN_TX100 Test Org 1.	5/3/2011 11:51:34 AM
	System, Grant	A new user has registered.	5/3/2011 11:49:57 AM

CLOSE MY INBOX MARK CHECKED AS READ

- 2) Clicking the Subject of a message will take you to the original message itself. You can read the message from that screen and may then perform any of the following actions:
 - Click the “Reply” button to reply to the system message
 - Click the “Close” button to close the system message
 - Click the name of the sender to send an email to the sender of the message

Helpful Hints

- Always hit “SAVE” to save your data. **If you do not hit “SAVE” and you navigate away from the screen, your data will be lost.**
- If you scroll over the first aid kits, help content will be available for that specific question.
- **The system will log users out after 45 minutes of no activity. If the system logs out automatically, the last data entered will not be saved if the SAVE button was not selected prior to the log out.**
- If you copy and paste text from Word, you must hit the backspace button within the text field for the actual character count to be shown. It is recommended to copy and paste text from Notepad to avoid character/formatting issues in GeMS.
- Print versions of the blank application and completed application are available within the Access Management Tools section of the CG Application menu.
- Always use the “Back” button within the system when trying to return to a previous page.

Navigating an Application

Your Grant Year 2015-2016 (GY15-16) grant application can be accessed using the following steps:

- 1) Click the My CG Application tab on the User Homepage.

My Home My CG Applications My SG Applications My CG Reports My Letter Of Intent My SG Reports

My Administration | My Organization(s) | My Profile | Logout


SHOW HELP

- 2) Search for the CG Application 2015 (OH-101) in the CG Application Types field. You can also perform a search using the other criteria, but, as a caution, **if you enter information in more than two fields the system will get overloaded and return no results**. Always limit your searches to two fields.

KOMEN Document Tab Search - CG Applications

Document Tab Search

For more detailed instructions, select the Show Help button.

CG Application Types 

CG Application Name

Person

Status

Organization

Year

- 3) Click on the application name for the GY you are looking for (2015 for GY15-16).

Results

Document Type	Organization	Name	Current Status	Year
CG Application	Adena Health System- Cancer Care	CGA-2011-OH102-ADEN25-00002	Application Cancelled	2011
CG Application	Berger Health Foundation	CGA-2011-OH102-BER025-00001	Application Review Complete	2011

1

- 4) Once you select the application name, you will automatically be redirected to the CG Application Menu.

The CG Application Menu

The CG Application Menu is divided into various sections to help organize the application tasks and information. These sections are displayed and described below.

CG Application Menu

Document Information: CGA-2011-KOMEN_TX100-KOMEN_TX100 Test Org 1-00036

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress	02/01/2011 - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Helpful Hint:

The CG Application Menu allows you to:


- Access your approved application, including the project plan and budget summary.
- Initiate progress and final report forms.
- Create and submit grant change/amendment request forms.
- Change the status of the application.

The CG Application Menu is home base for the majority of forms and pages you will need to access throughout GY14-15.

View, Edit and Complete Forms

The Forms section is where the vast majority of the application and accompanying forms are located. This section contains all of the forms associated with your application. To view or edit the application forms, simply click the “View Forms” button and then click on the name of the

form you wish to view. Application forms include all grant contract information and amendment request forms.



View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

				SHOW HELP
5/25/2012 9:04:30 PM				
	Project Work Plan - Goals (2)			
	Project Work Plan - Objectives (2)			
	Project Work Plan Summary			
	Salaries	Project Director		
			5/25/2012 9:07:30 PM	
	Consultants			
	Supplies	Project Director		
			5/25/2012 9:08:37 PM	
	Travel			
	Patient Care			
	Sub-Contracts			
	Other			
	Indirect			
	Project Budget Summary	Project Director		
			5/25/2012 9:09:32 PM	
Contract				
	Contract Acceptance	Northeast Ohio AGA	Northeast Ohio AGA	
				7/13/2012 4:13:05 PM
	Contract Modification Request			
Amendment				
	Request for Grant Change			
	Amendment Approval			

Change the Status

The “Change the Status” section allows the Project Director and Authorized Signer to change the status of an application or report. Status options are dependent on the current status of the document and the role of the user. Click the “View Status Options” button to see what status “push” options you currently have available.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Possible Statuses

AUTHORIZED SIGNATURE REQUIRED

[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

Access Management Tools

The Access Management Tools* section allows certain administrative responsibilities, such as the ability to add/edit people from the application and view the status history of the application. Functionality and accessibility of this section is based on the user role.

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Management Tools

CREATE FULL PRINT VERSION

Select the link above to create a printable version of the document.

CREATE FULL BLANK PRINT VERSION

Select the link above to create a blank printable version of the document.

ADD/EDIT PEOPLE

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

MY ACTIVITIES SEARCH/REPORTS

Select the link above to perform a search and output the results from the My Activities.

STATUS HISTORY

Select the link above to view the status history of this document.

CHECK FOR ERRORS

Select the link above to check the entire document for errors.

VIEW MODIFICATION HISTORY


Select the link above to view various modifications that people have made to specific pages in the document.

**Some of the information in this section will look different depending on your user role.*

This section also includes an Attachment Repository, where you can access all of the documents that have been uploaded into the application.

Examine Related Items (Progress and Final Reports)

The Examine Related Items section is where you will find items related to an application or grant. An example of a related item would be a Progress or Final Report.



Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Once you click “View Related Items,” you will be redirected to the following page.

[My Home](#) | [My CG Applications](#) | [My SG Applications](#) | [My CG Reports](#) | [My SG Reports](#) | [My Legacy Grants](#)

[My Administration](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)

[Back](#)

CG Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [CGA-2012-OH101-ELYC79-00002](#)

[Details](#)

Related Documents

Sort search results by: [GO](#)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
CG Final Report	Initiate a/an CG Final Report 2012 (OH101)				
CG Progress Report	Initiate a/an CG Progress Report 2012 (OH101)				

Related Messages

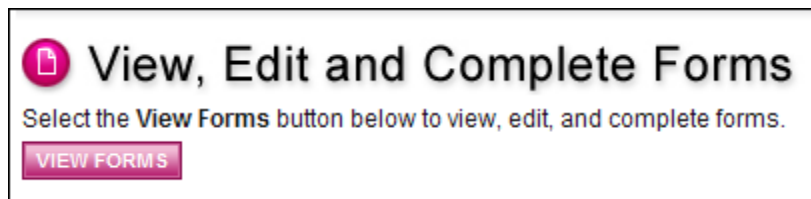
Sort search results by: [GO](#)

Priority	Sender	Subject	Date/Time	Status

This is the section where Project Directors will initiate progress and final reports. This task must be done by the Project Director and can be performed only one time. Once a report is initiated, it will no longer be accessible through the CG Application Menu. More information on this issue can be found [later in this manual](#).

Application Sections

If you click on the “View Forms” button of the View, Edit and Complete Forms section on the CG Application Menu, the various pages of the application are displayed.

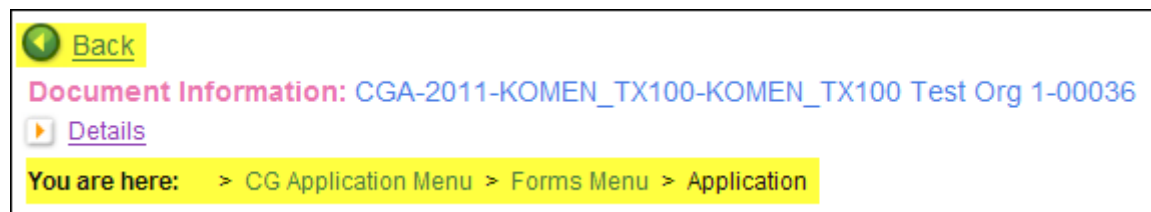


The following will lead you through the various sections of the application.

Forms Navigation

There are three basic methods for navigating through the forms of your application. You may either use the “Back” link at the top of any page within the application, the breadcrumb links just below the “Back” link, or the links listed in the “Forms” section at the bottom of the page.

The image shown below is the “Back” link with the “You are here” breadcrumb trail below it. These two tools will be commonly used when navigating through the various pages of your application.



By clicking the “Back” button, you will be taken back to the Forms Menu and you can click on the next page you wish to complete. Note that the “Back” button in the system is different than your internet browser’s back button. Be sure you are using the system button and not your browsers.

A “Forms” navigation tool can also be found at the bottom of any page you have entered. To access the form, simply click on the page name.

Forms

Status	Page Name	Note	Created By	Last Modified By
	CG Application RFA			
Application				
	Project Profile			
	Organization Summary			
	Project Abstract			
	Project Narrative			
	Project Target Demographics			
	Key Personnel			
	Project Work Plan - Goals			
	Project Work Plan - Objectives			
	Project Work Plan Summary			
	Salaries			
	Consultants			
	Supplies			
	Travel			
	Patient Care			
	Sub-Contracts			
	Other			
	Indirect			
	Project Budget Summary			

Helpful Hint:

In many pages of the application, a “Print Version” button will be available which automatically creates a PDF of the data provided in each form. These dynamic PDF’s can be printed or saved to your computer for reference.



Application Revision

If your organization is required to make revisions to your application before final funding can be approved, follow these steps:

- 1) From the User Homepage, click the My CG Applications tab at the top of the page.



- 2) Search for all applications in the status “Budget Revisions Required.”

KOMEN Document Tab Search - CG Applications
Document Tab Search

For more detailed instructions, select the Show Help button.

CG Application Types

CG Application Name

Person

Status ←

Organization

Year

- 3) Select the application name for the project in which revisions are required.

Results

Document Type	Organization	Name	Current Status	Year
CG Application	Adena Health System- Cancer Center	CGA-2011-CH102-ADEN25-00002	Application Cancelled	2011
CG Application	Berger Health Foundation	CGA-2011-CH102-BER025-00001	Application Review Complete	2011

1


- 4) From the CG Application Menu, select the “View Forms” button in the View, Edit and Complete Forms section.

CG Application Menu


Document Information: CGA-2011-KOMEN_TX100-KOMEN_TX100 Test Org 1-00036

[Details](#)


Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress	02/01/2011 - N/A N/A

 **View, Edit and Complete Forms**
 Select the **View Forms** button below to view, edit, and complete forms.


VIEW FORMS

 **Change the Status**
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

 **Access Management Tools**
 Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.





VIEW MANAGEMENT TOOLS

 **Examine Related Items**
 Select the **View Related Items** button below to view see related items such as claims, messages, etc.

VIEW RELATED ITEMS

- The pages of the application that need revisions will be marked with a notepad icon. Select the page you plan to revise.

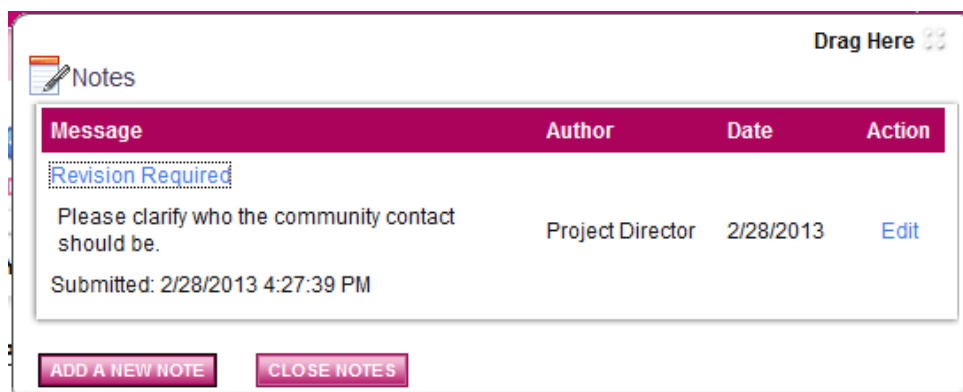
Forms

Status	Page Name	Note	Created By	Last Modified By
	CG Application RFA			
Application				
	Project Profile		Grant System 5/25/2012 10:00:16 AM	Project Director 7/27/2012 8:39:07 PM
	Organization Summary		Project Director 5/25/2012 9:01:30 PM	Authorized Signer 7/25/2012 3:04:56 PM

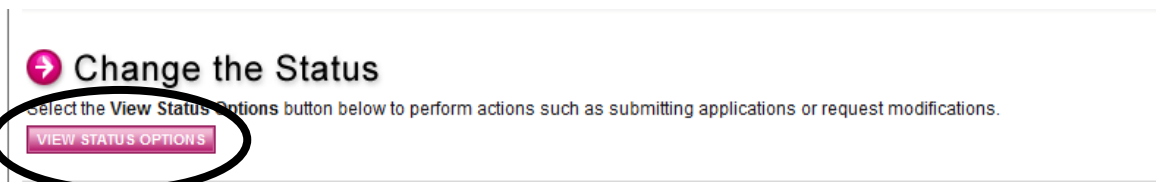
- 6) Select the “Show Notes” section at the top of the page.



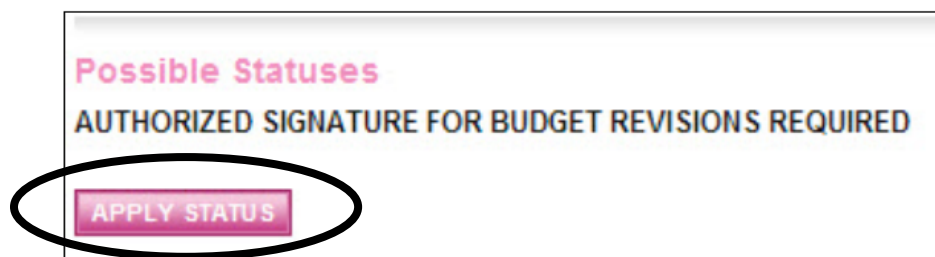
- 7) Review the notes provided by the Affiliate and make any necessary changes.



- 8) Repeat steps 5-7 for all pages marked with notepad icons.
- 9) Once all revisions are completed, return to the CG Application Menu and select the “View Status Options” button in the Change the Status section.

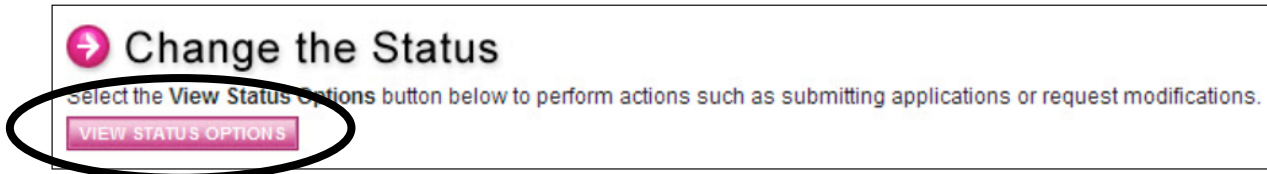


- 10) Select the “Apply Status” button under Authorized Signature for Budget Revisions Required.

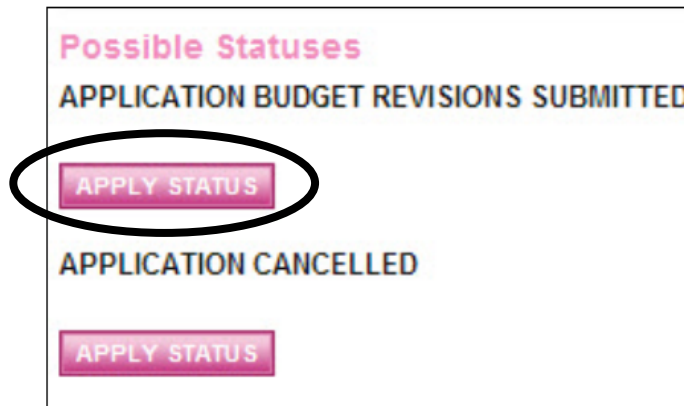


- 11) The Authorized Signer logs in to GeMS and clicks “Open My Tasks” button in My Tasks section.
- 12) Select the name of the report you would like to submit from the My Task list.

13) Click “View Status Options” to see possible statuses.



14) Click “Apply Status” under Application Budget Revisions submitted.



Contract Acceptance

The Authorized Signer is the only system user permitted to accept the contract for an organization’s application. In order to accept the contract, follow these steps:

1) From the User Homepage, click the” My CG Applications” tab at the top of the page.



- 2) Search for all applications in the status “Contract Acceptance Required.”

KOMEN Document Tab Search - CG Applications


Document Tab Search

For more detailed instructions, select the Show Help button.

CG Application Types

CG Application Name

Person

Status 

Organization

Year

- 3) Select the application name for the project the contract is being reviewed for.

Results

Document Type	Organization	Name	Current Status	Year
CG Application	Adena Health System/ Cancer Center	CGA-2011-OH103-ADEN25-00002	Application Cancelled	2011
CG Application	Berger Health Foundation	CGA-2011-OH103-BERGER25-00001	Application Review Complete	2011

1

- From the CG Application Menu, select the “View Forms” button in the View, Edit and Complete Forms section.

CG Application Menu

Document Information: CGA-2011-KOMEN_TX100-KOMEN_TX100 Test Org 1-00036

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress	02/01/2011 - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

- Select the “Contract Acceptance” page from the application page list.

	Project Budget Summary	Project Director 5/25/2012 9:09:32 PM
Contract		
	Contract Acceptance ←	Northeast Ohio AGA 7/13/2012 3:44:30 PM
	Contract Modification Request	Northeast Ohio AGA 7/13/2012 4:13:05 PM
Amendment		
	Request for Grant Change	
	Amendment Approval	

- Complete the “Contract Acceptance” page. At this time the insurance certification listing Komen NEO as an additional insured and the most current organizational W9 must be uploaded. The contract also must be accepted or declined by clicking the box next to the appropriate statement (see picture below).

Authorized Signatory Contact Information

Name: Katie Kertoy
 Phone #: 7407797240
 Email: outreach@komencolumbus.org

Insurance Certification: ←

W9: ←

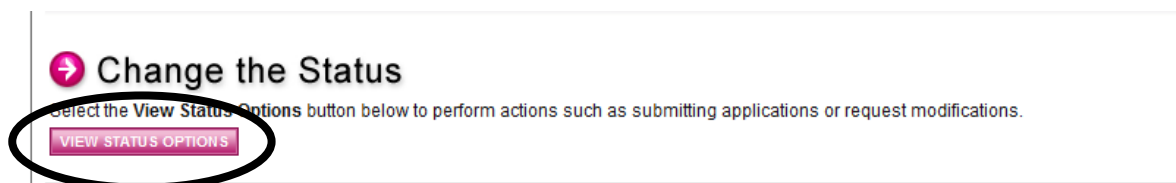
Contract:

Letter of Clarification:

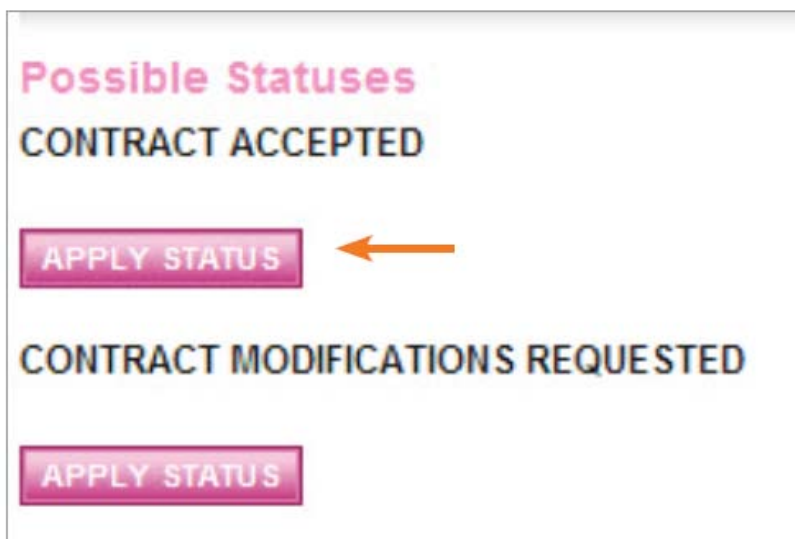
Check the **I Agree** box to confirm acceptance to the terms and conditions of the grant agreement, including any policies and procedures referenced therein. The user hereby affirms that they are authorized to agree to the terms and conditions of the grant agreement on behalf of the grantee institution.
 I Agree ←

Check the **I Decline** box if you do not accept the terms and conditions of the grant agreement. If you decline you will be prompted to propose suggested amendments to the grant agreement.
 I Decline ←

- If the contract is accepted, return to the CG Application Menu and select the “View Status Options” button in the Change the Status section.



- Select the “Apply Status” button under Contract Acceptance.



Declining the Contract/Requesting Contract Modifications

The Authorized Signer is the only system user permitted to decline the contract for an organization's application. In order to decline the contract, follow these steps:

- 1) From the User Homepage, click the My CG Applications tab at the top of the page.



- 2) Search for all applications in the status "Contract Acceptance Required."

KOMEN Document Tab Search - CG Applications

Document Tab Search

For more detailed instructions, select the Show Help button.

CG Application Types

CG Application Name

Person

Status ←

Organization

Year

- 3) Select the name of the application the contract is being reviewed for.

Results

Document Type	Organization	Name	Current Status	Year
CG Application	Adena Health System: Cancer Center	CGA-2011-GH102-ADEN25-00002	Application Cancelled	2011
CG Application	Berger Health Foundation	CGA-2011-GH102-BERGER25-00001	Application Review Complete	2011

1

- 4) From the CG Application Menu, select the “View Forms” button in the View, Edit and Complete Forms section.

CG Application Menu

Document Information: CGA-2011-KOMEN_TX100-KOMEN_TX100 Test Org 1-00036

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress	02/01/2011 - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

- 5) Select the “Contract Acceptance” page from the Application Forms Menu.

Contract			
	Contract Acceptance ←	Northeast Ohio AGA 7/13/2012 3:44:30 PM	Northeast Ohio AGA 7/13/2012 4:13:05 PM
	Contract Modification Request		
Amendment			
	Request for Grant Change		
	Amendment Approval		

- 6) Complete the “Contract Acceptance” page. At this time the insurance certification listing Komen NEO as an additional insured and your organization’s W9 must be uploaded and the contract must be accepted or declined.

Authorized Signatory Contact Information

Name: Katie Kertoy
 Phone #: 7407797240
 Email: outreach@komencolumbus.org

Insurance Certification: ←

W9: ←


Contract:

Letter of Clarification:

Check the **I Agree** box to confirm acceptance to the terms and conditions of the grant agreement, including any policies and procedures referenced therein. The user hereby affirms that they are authorized to agree to the terms and conditions of the grant agreement on behalf of the grantee institution.
 I Agree ←

Check the **I Decline** box if you do not accept the terms and conditions of the grant agreement. If you decline you will be prompted to propose suggested amendments to the grant agreement.
 I Decline ←

- 7) If the contract is declined, return to the CG Application menu and select the “View Status Options” button in the Change the Status section.

 **Change the Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

- 8) Select the “Apply Status” button under Contract Modifications Requested.

Possible Statuses

CONTRACT ACCEPTED

CONTRACT MODIFICATIONS REQUESTED

- Return to the CG Application Menu. Select the “View Forms” button under the View, Edit, and Complete Forms section.

CG Application Menu

Document Information: CGA-2011-KOMEN_TX100-KOMEN_TX100 Test Org 1-00036

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress	02/01/2011 - N/A N/A

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

- Select the “Contract Modifications Request” page from the Forms Menu.

Contract			
	Contract Acceptance	Northeast Ohio AGA 7/13/2012 3:44:30 PM	Northeast Ohio AGA 7/13/2012 4:13:05 PM
	Contract Modification Request	←	
Amendment			
	Request for Grant Change		
	Amendment Approval		

- Complete the “Contract Modification Request” page. At this time input any change(s) you would like to make to the contract verbiage. This information will be used to create a letter of clarification for the initial contract.

- Return to the CG Application Menu and select the “View Status Options” button under the Change the Status section.

Change the Status

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

- Select “Apply Status” under Contract Modifications Submitted.

Possible Statuses

CONTRACT MODIFICATIONS SUBMITTED

The Affiliate will now review the proposed modification request(s) and accept them as proposed or submit their revisions.

- Once you have been notified that the application is again in the status of “Contract Acceptance Required,” return to the CG Application Menu. Select the “View Forms” button in the View, Edit and Complete Forms section.

CG Application Menu

Document Information: CGA-2011-KOMEN_TX100-KOMEN_TX100 Test Org 1-00036

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress	02/01/2011 - N/A N/A

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.



- Select the “Contract Acceptance” page from the Forms Menu.

Contract			
	Contract Acceptance ←	Northeast Ohio AGA 7/13/2012 3:44:30 PM	Northeast Ohio AGA 7/13/2012 4:13:05 PM
	Contract Modification Request		
Amendment			
	Request for Grant Change		
	Amendment Approval		

- Complete the “Contract Acceptance” page. There will not be a letter of clarification available as an attachment to the initial contract.

Authorized Signatory Contact Information

Name: Katie Kertoy
 Phone #: 7407797240
 Email: outreach@komentocolumbus.org

Insurance Certification: *

W9: *

Contract:

Letter of Clarification: ←

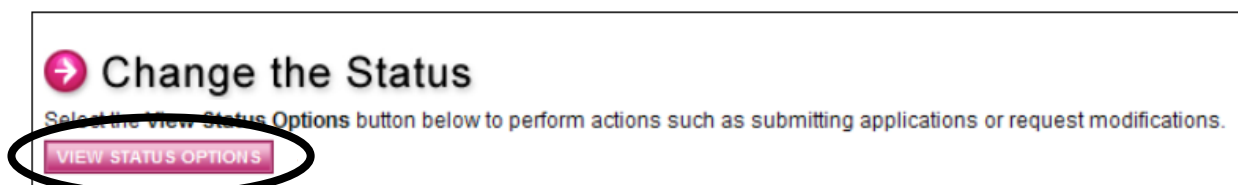
Check the **I Agree** box to confirm acceptance to the terms and conditions of the grant agreement, including any policies and procedures referenced therein. The user hereby affirms that they are authorized to agree to the terms and conditions of the grant agreement on behalf of the grantee institution.

I Agree ←

Check the **I Decline** box if you do not accept the terms and conditions of the grant agreement. If you decline you will be prompted to propose suggested amendments to the grant agreement.

I Decline ←

- 17) If the contract and letter of clarification are accepted, return to the CG Application Menu and select the “View Status Options” button in the Change the Status section.



- 18) Select “Apply Status” under Contract Approved.



If your organization proposes more contract modifications, select “Apply Status” under Contract Modifications Requested and repeat steps 9-18 until the contract is accepted by both parties.

Progress and Final Reports

Report Creation

The Project Director is the only user who is permitted to initiate progress and final reports for an organization’s application. In order to create the progress and final report, the Project Director must follow these steps:

- 1) Log in to GeMS.
- 2) From the User Homepage, click the My CG Applications tab at the top of the page.



- 3) Search for all applications in the status “Grant Awarded.” If the application is in any other status, the report cannot be created in the system. Please contact the Affiliate GeMS personnel for further instructions and guidance if this is the case.

KOMEN Document Tab Search - CG Applications

Document Tab Search

For more detailed instructions, select the Show Help button.

CG Application Types

CG Application Name

Person

Status ←

Organization

Year

- 4) Select the application name for the application name the progress or final report will be created for.

Results

Document Type	Organization	Name	Current Status	Year
CG Application	Adena Health System- Cancer Center	CGA-2011-OH102-ADEN25-00002	Application Cancelled	2011
CG Application	Berger Health Foundation	CGA-2011-OH102-BER1025-00001	Application Review Complete	2011

- 5) From the CG Application Menu, select “View Related Items” under Examine Related Items.

Examine Related Items

Select the View Related Items button below to view see related items such as claims, messages, etc.

VIEW RELATED ITEMS

- 6) Select the name of the report you would like to create.

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
CG Final Report	Initiate a CG Final Report 2011 (CO101)				
CG Progress Report	Initiate a CG Progress Report 2011 (CO101)				

- 7) Select “I agree” to continue the creation of the report.

Agreement

Please make a selection below to continue.

Are you sure you want initiate a Community Grants Progress Report?

I AGREE

I DO NOT AGREE

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- 8) The CG Progress Report Menu will automatically open. **It is important to note that the CG Progress Report Menu looks nearly identical to the CG Application Menu. The only way to determine if you are on the correct menu is to look at the page headings.**

CG Progress Report Menu ←

Document Information: CGPR-2011-SECO Hospital-HQ001-00004

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Progress Report	Southeast CG Hospital	Project Director	Progress Report in Process	N/A - N/A 11/03/2011 12:00PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the View Management Tools button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the View Related Items button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

- 9) Click “View Forms” under View, Edit and Complete Forms to access the reporting forms.
- 10) Once a report is initiated, it can no longer be accessed by following the steps above; please follow the steps outlined below once the Project Director has initiated a report.**

Helpful Hint:

In order to initiate progress reports, go to the “My CG Applications” tab. Once progress reports are initiated, use the My CG Reports” tab.

Report Completion

The Project Director, Authorized Signer, and Writer roles are permitted to edit and complete reports. In order to complete the progress and final report, these steps should be followed:

- 1) From the User Homepage, click the My CG Reports tab at the top of the page.



Hello Southeastern , please choose an option below.

- 2) Search for all reports in the status “CG Progress Report: Progress Report in Process” or “CG Final Report: Final Report in Process.”

[Back](#)

KOMEN Document Tab Search - CG Report

For more detailed instructions, select the **Show Help** button.

CG Report Types	<input type="button" value="v"/>
CG Report Name	<input type="text"/>
Person	<input type="text"/>
Status	<input type="text" value="v"/>
Organization	<input type="text"/>
Year	<input type="text"/>



- 3) Click on the report name for the project progress or final report you would like to complete.

Results

Document Type	Organization	Name	Current Status	Year
CG Progress Report	Aspen Ski Lodge	CGPR-2012-HQ001-SKI-00015	Progress Report in Process	2012

4) Select "View Form" under View, Edit and Complete Forms.

CG Progress Report Menu

Document Information: CGPR-2011-SECO Hospital-HQ001-00004

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Progress Report	Southeast CG Hospital	Project Director	Progress Report in Process	N/A - N/A 11/03/2011 12:00PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

[View Forms](#)

5) Complete all of the report forms.

Forms

Status	Page Name	Note	Created By	Last Modified By
Progress Report Menu				
	Progress Report - Narrative			
	Progress Report - Individuals Served			
	Progress Report - Individuals Served Total			
	Progress Report - Individuals Served Summary			
	Progress Report - Work Plan (Objectives)			
	Progress Report - Work Plan (Objectives) Summary			
	Progress Report - Budget			
	Education Materials			
	Education Materials Summary			

Report Forms

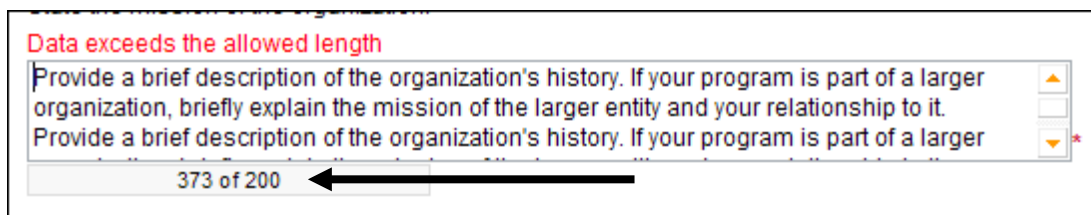
The progress and final reports ask for the same information and nearly all reporting information is required. Information inputted into the six month report will automatically be carried over into

the final report by the system when the final report is initiated. The following outlines the various sections of the progress and final reports, along with some tips and tricks for completing the reports.

Text Limits

Grantees should be aware of the character limits of each text box within the reporting forms, as attempting to copy and paste text larger than the allotted amount of space will yield an error. Applicants should be cautious when utilizing copy and paste. We suggest you copy to NotePad first, then to GeMS. Copying to NotePad will remove all formatting.

The character limit may be found at the bottom left of each text box.



Note: If you exceed the allowed length, do not exit the document until you have edited it down to the allowed text limit; otherwise ALL of your text will be lost.

Report Narrative

Provide a summary of your progress to date by responding to the following questions:

:

- Describe success and accomplishments to date.
 - List any unforeseen challenges and how you have addressed them to meet the goals and objectives set forth in your application.
 - Identify lessons learned and how you will incorporate them to meet the goals and objectives set forth in your application. How will you incorporate them moving forward?
 - Please include a best practice example from your project to be shared with other grantees.
- Have you secured additional funds for your program since the beginning of the Komen grant cycle? (Yes or No)
 - If yes, please describe how this will impact the overall program's development and sustainability.
- Provide a story of an individual who has been served by your Komen funding. Please share this story in a general way.
 - Are you willing to expand on this story or provide additional stories? If so, who are you willing to be contacted by (Komen Northeast Ohio and/or Komen Headquarters)?
- For screening grants, please summarize your patient satisfaction survey data, including the average response for each question using a matrix scale, as well as the narrative feedback from questions asked on the survey.

Individuals Served

There are two separate Individuals Served forms required for progress and final reports.

Forms

Status	Page Name	Note	Created By	Last Modified By
Progress Report Menu				
	Progress Report - Narrative			
	Progress Report - Individuals Served			
	Progress Report - Individuals Served Total			
	Progress Report - Individuals Served Summary			

The *Individuals Served* page asks for the number of individuals served by each different component, or service, of the Komen funded program. For instance, the number of women educated through the program will be listed separately from the number of women who obtained a mammogram through the program. Use the following steps to add information to the Individuals Served form.

- 1) From the Report Forms page, click the Project Report – Individuals Served link.
- 2) Enter the information for the first service in the Service Name box and fill in the additional information requested. Hit the “SAVE” button in the upper right hand corner.

my home | my CG Applications | my SG Applications | my CG Reports | my SG Reports | my Legacy Grants

My Administration | My Organization | My Profile | Logout

SAVE CHECK GLOBAL ERRORS

[Back](#)

Document Information: CGPR-2012-OH101-CARE79-00001

[Details](#)

You are here: > CG Progress Report Menu > Forms Menu

PROGRESS REPORT - INDIVIDUALS SERVED

Progress Report- Individuals Served: This section will collect the demographic information of the individuals served during the reporting period.

Service Name

Service (View the definitions of each service)

Other

County	Race and Ethnicity	General Population	Gender	Named Groups
Ohio - Cuyahoga County	White (non-Hispanic origin)	Adults- 40-49 Years	Females	Uninsured, Underin
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

****Please note that information requested in the list of dropdown tables in this section requires additional fields that cannot be seen within the scope of your browser. Utilize the left-right cursor near the bottom of the screen to access the additional required information.***

Selected Ethnicity	General Population	Gender	Named Groups	# Served
(non-Hispanic origin)	Adults- 40-49 Years	Females	Uninsured, Underinsured	200
Total provided with this service: 200				

- Once a service is entered in the Service Name field and the “SAVE” button has been pressed, more buttons will appear near the top of the page. These buttons allow the user to add additional services and/or delete excess/duplicate pages.



- 4) After more than one service has been saved in the system, a dropdown menu will appear on the page. This dropdown menu allows users to navigate between the different services reported. Simply choose which service you would like to report on from the dropdown menu and press the pink “GO” button.

The screenshot shows the Susan G. Komen for the Cure website interface. At the top, there is a navigation bar with links: My Home, My CG Applications, My SG Applications, My CG Reports, My SG Reports, and My Legacy Grants. Below this is a secondary navigation bar with links: My Administration, My Organization(s), My Profile, and Logout. A row of buttons includes SAVE, ADD, DELETE, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. A message box indicates "Page Information: The information has been saved." Below this is a "Back" link and document information: "Document Information: CGPR-2012-OH101-CARE79-00001". A breadcrumb trail shows: "You are here: > CG Progress Report Menu > Forms Menu > Progress Report Menu". The main content area is titled "PROGRESS REPORT - INDIVIDUALS SERVED". Below the title is a description: "Progress Report-Individuals Served: This section will collect the demographic information of the individuals served during the reporting period." There are two input fields: "Service Name" with the value "Screening" and "Service (View the definitions of each service)" with the value "Group education". A dropdown menu is open on the right side of the page, showing options: Screening (selected), Education, and Screening. A pink "GO" button is next to the dropdown menu.

Helpful Hint:

The *Individuals Served* form requires information related to each specific service provided by the program. If a woman attended an education event through the program, her information would only need to be reported in the education section. If a woman attended an education event and a screening event, her information would be reported in both sections. Do not worry about duplicating information in this section, as it is often inevitable.

The *Individuals Served* form asks for the following information for each person benefitting from a program service:

- Service Name (i.e. screening, navigation, diagnostics, education, etc.)
- County
- Demographics (choose between 1-4)
 - Race & Ethnicity
 - Unspecified
 - Asian
 - Pacific Islander
 - African American/African Descent

- Hispanic/Latino
- Middle Easterner
- Native American/Alaskan Native
- White (non-Hispanic)
- Other
- General Population
 - Unspecified
 - Youth (0-19)
 - Adults (20-39)
 - Adults (40-49)
 - Adults (50-64)
 - Adults (65+ years)
- Gender:
 - Unspecified
 - Female
 - Male
- Named Groups
 - Co-Survivors
 - English as a second language
 - Immigrants/Newcomers/Refugees
 - Lesbians/Gays/Bisexuals/Transgendered
 - Offenders/Ex-Offenders
 - Survivors,
 - Survivors living with metastatic disease
 - HealthCare Providers
 - Uninsured/Underinsured
 - Migrant Workers
 - Jewish
 - People with disabilities
 - Homeless
- Number Served by that specific service

Individuals Served Total

GeMS will automatically calculate, based on the information above, the total number of services provided. You will be responsible for identifying how many unduplicated women were served by the program once the total number of services has been calculated. You will be asked to provide the following additional information within that total number of services:

- Total number of unduplicated individuals receiving services
- Total number of breast cancers detected
- If available, please break down breast cancers detected by the following:
 - Stage 0
 - Stage I
 - Stage II
 - Stage III
 - Stage IV

SAVE **CHECK** **CHECK GLOBAL ERRORS**

[Back](#)
Document Information: CGPR-2012-OH101-CARE79-00001
[Details](#)
You are here: > [CG Progress Report Menu](#) > [Forms Menu](#)

PROGRESS REPORT - INDIVIDUALS SERVED TOTAL

Progress Report -Individuals Served Total: This section will collect the total of all services provided to individuals during the reporting period.

Total number of all services provided: 400
 Total number of unduplicated individuals that received services: *
 Total number of breast cancers detected: *

If available, please provide stage of diagnosis:

Stage 0
 Stage I
 Stage II
 Stage III
 Stage IV

Once all of the information is entered, hit “SAVE” in the upper right hand corner.

Work Plan (Objectives):

The objectives listed in this section of the report are populated based on the objective names assigned in the approved application. If your application includes more than one goal/objective, a dropdown menu will be in the upper right hand corner. Select the appropriate objective from the dropdown menu and hit the “GO” button to navigate between each goal and objective.

My Reports | My Administration | My Organization(s) | My Profile | Logout
PRINT VERSION **SHOW NOTES (1)** **CHECK GLOBAL ERRORS**

[Back](#)
Document Information: CGPR-2012-OH101-CARE-00004
[Details](#)
You are here: > [CG Progress Report Menu](#) > [Forms Menu](#) > [Progress Report Menu](#)

PROGRESS REPORT - WORK PLAN (OBJECTIVES)

Progress Report - Work Plan (Objectives)- This section will collect the information needed to describe the progress made toward accomplishing the stated goals and objectives of the grant.

Objective
 Goal 1 Objective 1

Goal 1 Objective 1 Goal 1 **GO**
 Goal 1 Objective 1 Goal 1
 Goal 2 Objective 1 Goal 2
 Goal 3 Objective 1 Goal 3

For each objective, you will be asked to provide the following information:

- Objective (as identified in your application)
- Goal (as identified in your application)
- Start Date
- End Date
- Percent Complete
- Are you on track? Yes or No
 - For those objectives not on track, please explain
- Please report on the methods and techniques you used to measure the impact of these objectives; this must include the methods and techniques you proposed in your application
- Attach completed evaluation forms, surveys, etc.

Budget

Information from this section is populated based on the budget entered in the approved application. For progress reports, please list where you are with Komen spending to date compared to the original budget.



	Project Budget	Actual to Date	Remaining
Salaries and Fringe	\$33		\$33
Consultant Costs			\$0
Supplies	\$25		\$25
Travel			\$0
Patient Care Costs			
Screening			\$0
Diagnostics			\$0
Treatment			\$0
Transportation			\$0
Subcontracts			\$0
Other			\$0
Subtotal – Direct Costs	\$58	\$0	\$58
Indirect Costs			\$0
Total	\$58	\$0	\$58

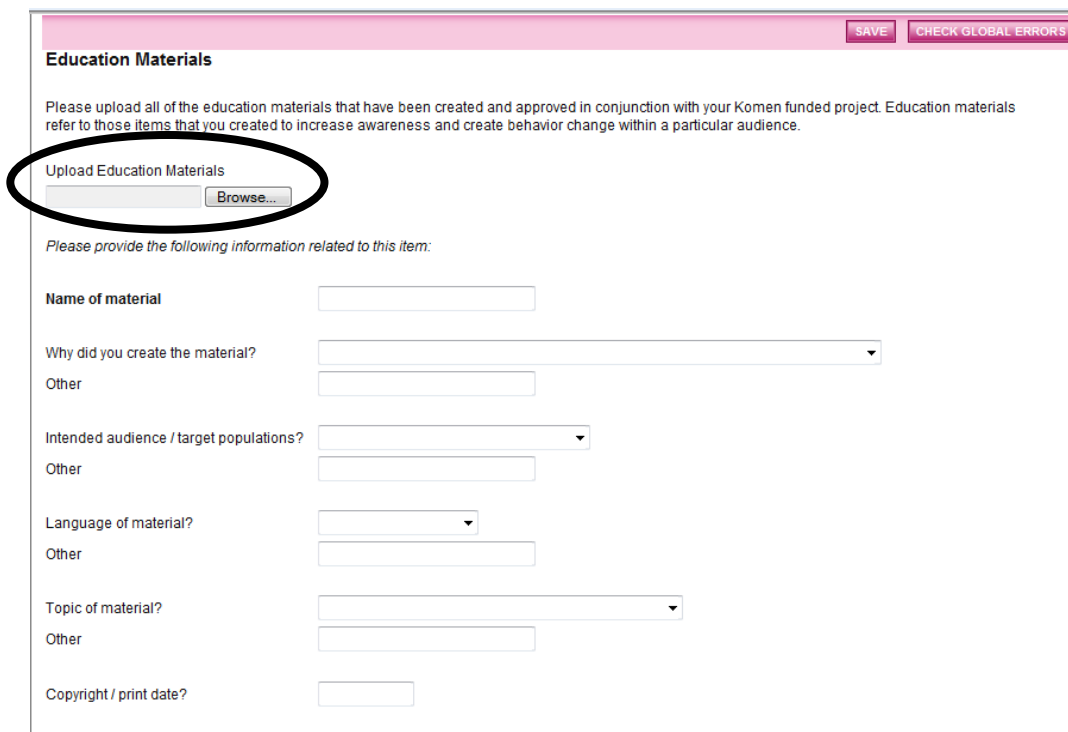
Budget Justification

The budget report consists of the following sections:

- Projected Budget (as listed in your approved application budget).
- Actual to date (dollars spent at the point of report).
- Remaining amount (calculated by system).
- Please describe any discrepancies between approved budget and actual spent.

Materials

Grantees are required to provide copies of all materials created and used in the funded project. Upload all education materials you have created and approved in conjunction with your program in this section. (*You do not need to upload Komen created materials purchased from shopkomen.com.*) Utilize the “Browse” button near the top of each section to attach a copy of the developed/used materials.



Education Materials SAVE CHECK GLOBAL ERRORS

Please upload all of the education materials that have been created and approved in conjunction with your Komen funded project. Education materials refer to those items that you created to increase awareness and create behavior change within a particular audience.

Upload Education Materials

Please provide the following information related to this item:

Name of material

Why did you create the material?

Other

Intended audience / target populations?

Other

Language of material?

Other

Topic of material?

Other

Copyright / print date?

You are required to provide the following information:

- Please provide the following for materials created.
 - Name of the material
 - Why you created the material/need for material
 - Intended audience/target populations
 - Language of material
 - Topic of material
 - Copyright/print date
 - Type of resource
 - If printed, what is the format
 - Quantity distributed
 - Method of distribution
 - How it will be used
- General Materials: Please upload items you created in conjunction with your Komen grant not considered educational materials, i.e., press release, flyers, invitations, etc. Please provide the following for these materials:
 - Name of material
 - Purpose of material
 - Type of material

Helpful Hint:

When completing the report, it is incredibly important to hit the “SAVE” button after each section. If you navigate away from a page without hitting the “SAVE” button, the system will not prompt you to save the information before leaving the page and all of the data you entered will be lost.

The “SAVE” button should be your new best friend!

Report Submission

Once the report is complete, the Project Director must change the status of the report to “Authorized Signature Required” to begin the report submission process. After the Project Director has changed the report status, the Authorized Signer must finalize the submission by changing the status to “Report Submitted.”

- 1) The Project Director logs in to GeMS.
- 2) From the User Homepage, click the My CG Reports tab at the top of the page.



- 3) Search for all reports in the status “CG Progress Report: Progress Report in Process” or “CG Final Report: Final Report in Process.”

[Back](#)

KOMEN Document Tab Search - CG Report

For more detailed instructions, select the [Show Help](#) button.

CG Report Types	<input type="text" value="v"/>
CG Report Name	<input type="text"/>
Person	<input type="text"/>
Status	<input type="text" value="v"/>
Organization	<input type="text"/>
Year	<input type="text"/>




- 4) Select the report name for the progress or final report you would like to complete.

Results

Document Type	Organization	Name	Current Status	Year
CG Progress Report	Aspen Ski Lodge	CGPR-2012-HQ001-SKI-00015	Progress Report in Process	2012
1				

- 5) Select "View Status Options" under Change the Status on the CG Application Menu.

 **Change the Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

- 6) Click "Apply Status" under Authorized Signature Required.


Possible Statuses

AUTHORIZED SIGNATURE REQUIRED


APPLY STATUS

If errors exist on any of the report forms when the Project Director attempts to change the status to Authorized Signature Required, or the Authorized Signer attempts to submit, they will receive an automatic error message directing them to the form(s) with the error(s).


Errors must be fixed before GeMS will allow a report to be submitted. If no errors exist, the grantee will be prompted to confirm his or her submission. You can check for errors at any time using the Global Errors link.

 **Global Errors**

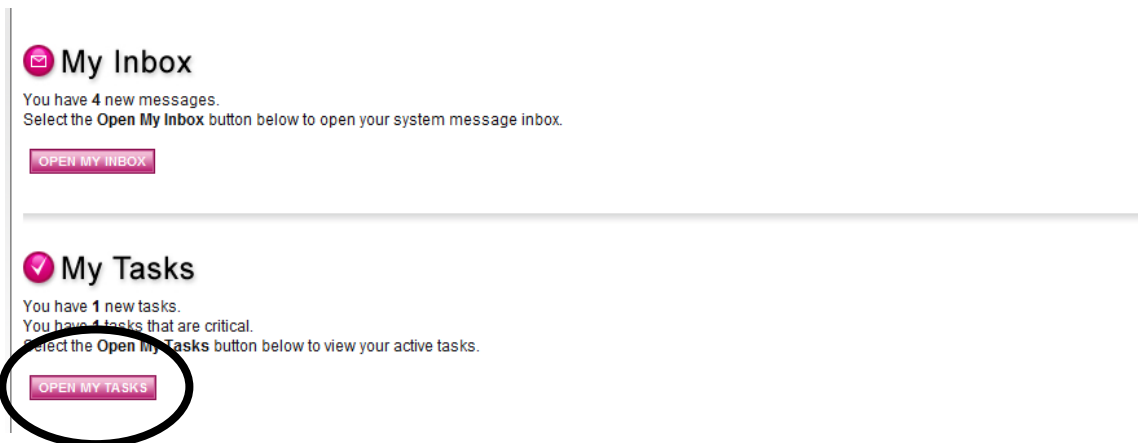
Document Information: CGA-2011-KOMEN_TX100-KOMEN_TX100 Test Org 1-00036

 [Details](#)

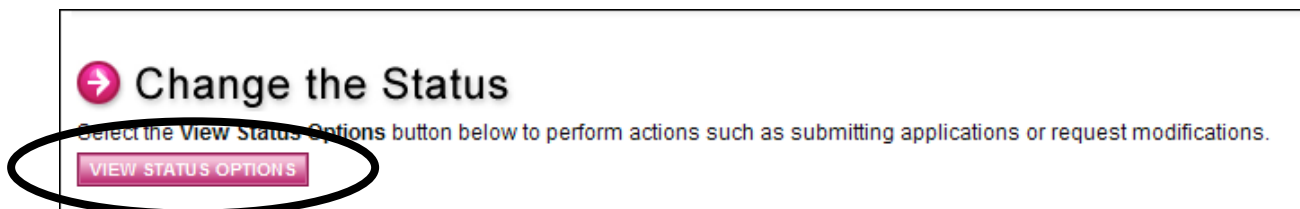
Info	Document Type	Organization	Role	Current Status
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress

 You must provide written justification for all items requested.;
[Consultants](#)

- 7) The Authorized Signer logs in to GeMS and clicks “Open My Tasks” on the User Homepage.



- 8) Select the report name you would like to submit in your task list to be directed to the CG Application Menu.
- 9) Click “View Status Options” under Change the Status to see the possible statuses.



- 10) Click “Apply Status” for “Report Submitted.”
- 11) Affiliate staff will review the submitted report and notify the Project Director:
- When the report is received.
 - If there are any revisions/modifications needed.
 - When the report is accepted.

Report Submission Checklist

In order to complete the report process, please verify the 5 steps below have been completed.

- Project Director initiates GY15-16 Progress and/or Final Report.
- Project Director/Writer/Authorized Signer completes each page of the report.
- Project Director changes the status to “Authorized Signature Needed.”
- Authorized Signer changes the status to “Report Submitted”.
- Both the Project Director and Authorized Signer will receive an automatic email notification when the application is officially submitted.

Amendments and Grant Change Requests

Amendments and Grant Change Requests can only be initiated by the Project Director and submitted by the Authorized Signer. Amendments may be submitted for the following:

- A no-cost extension request
- Budget changes
- Personnel changes
- Other requests as deemed appropriate by the Affiliate

Amendment Submission

- 1) The Project Director logs in to GeMS.
- 2) Click on the My CG Applications tab on the User Homepage.



- 3) Execute an application search for the application you would like to change.

4) Select the name of the application you want to complete an amendment for.

Results

Document Type	Organization	Name	Current Status	Year
CG Application	Test Org Church	CGA-2011-komen123columbus-00016	Application In Process	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00023	Application Submitted	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00034	Authorized Signature Required	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00039	Application In Process	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00044	Application In Process	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00045	Application In Process	2011

1

5) Select "View Status Options" under Change the Status on the CG Application Menu.

➔ Change the Status

Select the view Status Options button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

6) Select the "Apply Status" button under Amendment Requested as the new status.

Possible Statuses

AMENDMENT REQUESTED

APPLY STATUS

7) Next, access the "Request for Grant Change" form by navigating back to the CG Application Menu and clicking the "View Forms" button under View, Edit and Complete Forms.

[Back](#)

CG Application Menu

Document Information: [CGA-2011-OH102-komen123columbus-00045](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	Test Org Church	Project Director	Application In Process	03/01/2011 - 07/18/2012 N/A EST

📄 View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

VIEW FORMS

- 8) Click on the Request for Grant Change page within the Amendment section to review the requested change.



- 9) Complete the Request for Grant Change form and select the "SAVE" button in the upper right hand corner of the page.
- 10) Navigate back to the CG Application Menu and select "Change the Status." Change the status to "Authorized Signature Needed for Amendment Submission."
- 11) Authorized Signer logs on to GeMS, clicks on "My Tasks" on the User Homepage and changes the status to "Amendment Submitted."
- 12) Affiliate staff will review the proposed application amendment and notify the Project Director:
 - a) When the amendment is received.
 - b) Whether the amendment was approved or denied.

Amendment Resubmission

When the Grant Amendment has been approved by Affiliate staff, the Project Director must log back into GeMS and make the approved changes within the original application and resubmit the amendment.

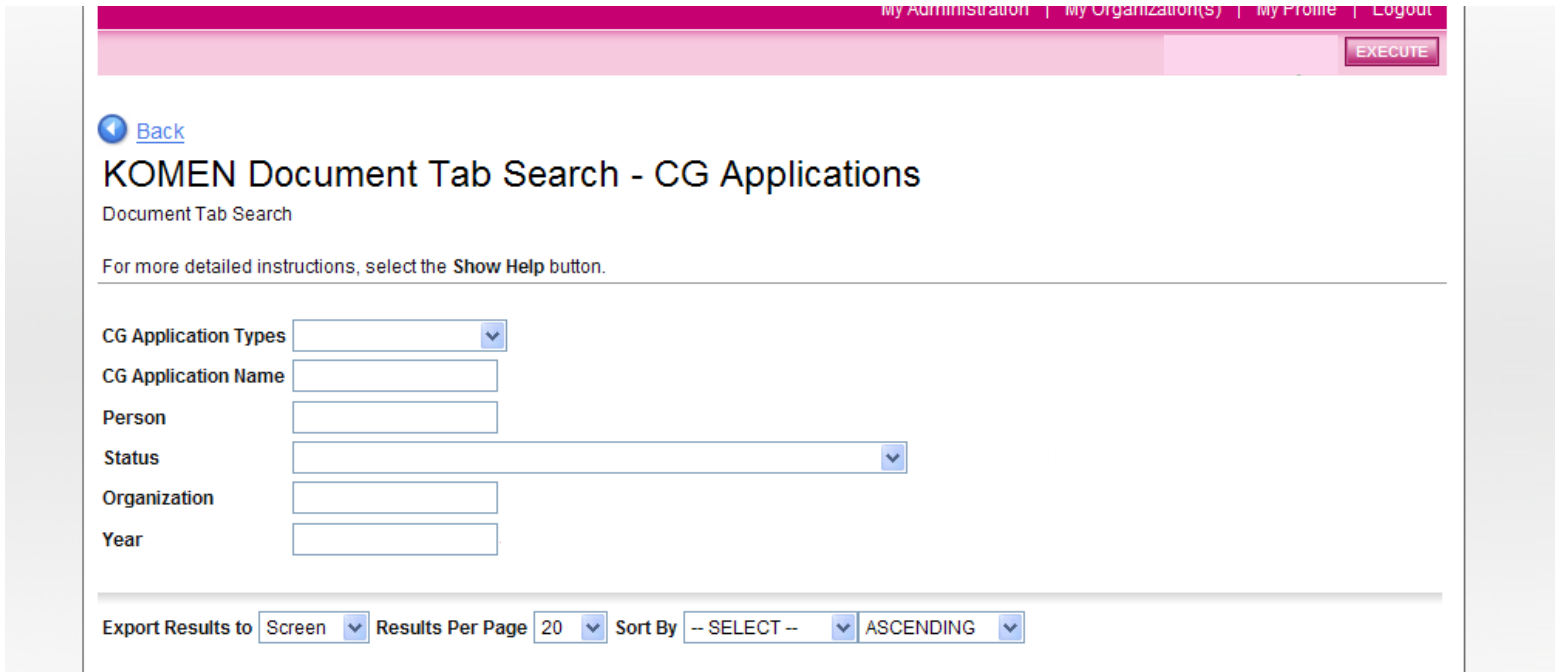
- 1) The Project Director must select the My CG Applications tab to begin the amendment resubmission process.

A screenshot of a navigation menu. The menu items are: "My Home", "My CG Applications", "My SG Applications", "My CG Reports", and "My SG Reports". The "My CG Applications" item is circled in black. The menu is set against a light grey background.

My Administration | My Organization(s) | My Profile | Logout

SHOW HELP

2) Execute a search for the application you want to complete an amendment resubmission for.



3) Select the application you would like to complete an amendment resubmission for.

Results

Document Type	Organization	Name	Current Status	Year
CG Application	Test Org Church	CGA-2011-komen123columbus-00016	Application In Process	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00023	Application Submitted	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00034	Authorized Signature Required	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00039	Application In Process	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00044	Application In Process	2011
CG Application	Test Org Church	CGA-2011-OH102-komen123columbus-00045	Application In Process	2011

1

- 4) To make changes to the original application, select “View Forms” in the View, Edit and Complete Forms section on the CG Application Menu.

[Back](#)
CG Application Menu
 Document Information: [CGA-2011-OH102-komen123columbus-00045](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	Test Org Church	Project Director	Application In Process	03/01/2011 - 07/18/2012 N/A EST

View, Edit and Complete Forms
 Select the View Forms button below to view, edit, and complete forms.

VIEW FORMS

- 5) Make the appropriate changes to the applicable sections of the original application and hit the “SAVE” button.
- 6) Navigate back to the CG Application Menu and select “Change the Status.” Change the status of the application to “Amendment Resubmitted.”
- 7) Affiliate staff will pull a report on what changes have been made and confirm the changes are the approved changes.
 - a) If the changes are correct, Affiliate staff will change the status to “Grant Awarded.”
 - b) If the changes are incorrect, Affiliate staff will change the status to “Amendment Modifications Required.”

Amendment Submission Checklist

In order to complete the amendment process, please verify the 9 steps below have been completed.

- 1) Project Director changes the application status to “Amendment Required.”
- 2) Project Director/Writer/Authorized Signer completes the Request for Grant Change Form.
- 3) Project Director changes the status to “Authorized Signature Needed for Amendment Submission.”
- 4) Authorized Signer changes the status to “Amendment Submitted”.
- 5) Affiliate staff approves or declines proposed changes.
- 6) If amendment is approved, Project Director will make necessary changes to original application.

- 7) Project Director changes the status to “Authorized Signature Needed for Amendment Resubmission.”
- 8) Authorized Signer changes the status to “Amendment Resubmitted.”
- 9) Affiliate staff will change the status to “Grant Awarded” if the changes are correct or to “Amendment Modifications Required” if the changes are incorrect.

GeMS Quick Reference

System Registration

Please follow these directions in their entirety to complete the system registration process. If you have any questions or run into any roadblocks during the registration process, please email Gina Chicotel, Associate Manager, Programs, at gchicotel@komenneohio.org or call (216) 292-2873 x112. The registration process should take 3-5 minutes.

How to Register

1. Go to affiliategrants.komen.org
2. From the Susan G. Komen GeMS system homepage click the “register now” link located towards the bottom of the homepage.
3. Complete the user form in its entirety. Once you have created a user account and gained access to the system, you will never have to request access again.
4. All items marked with an “*” are required to create your account.

The Registration Form

1. Enter your contact information in the appropriate fields – name, title, email, and phone.
2. You should always select “Grantee” from the drop down menu for the “What is your position at the Affiliate?” field. **Hit the pink “GO” button next to the field and wait 5-10 seconds. You MUST hit the pink “GO” button in order to move on to the next field.**
3. For Affiliate State, please choose Ohio from the drop down menu. Press the pink “GO” button next to that field and wait 5-10 seconds.
4. For Affiliate, please choose Northeast Ohio from the drop down menu. Press the pink “GO” button next to that field and wait 5-10 seconds.
5. For Organization, please choose the appropriate organization from the drop down menu. Press the pink “GO” button next to that field and wait 5-10 seconds.
6. Create a Username and Password.
 - a. The “Username” field must consist of all letters and numbers, minimum length 5 characters, maximum length 20 characters
 - b. The “Password” field must consist of all letters and numbers, minimum length 7 characters, maximum length 20 characters
 - c. The fields “Password” and “Confirm Password” must be the same
7. **Click “SAVE” in the upper right hand corner to save and submit your registration!** If you do not hit “SAVE” your information will be lost and your registration will not be submitted.
8. Users are then approved by the individual assigned to the role of Project Director in GeMS.

User Approval for Project Directors

Please follow these directions in their entirety to complete the system registration process. If you have any questions or run into any roadblocks during the registration process, please email Gina Chicotel, Associate Manager, Programs, at gchicotel@komenneohio.org or call (216) 292-2873 x112. The registration process should take 3-5 minutes.

How to Register

1. The Project Director will receive an automatic email from GeMS when a user within their organization has registered and needs to be approved.
2. Go to affiliategrants.komen.org and log-in.
3. Select the “My Administration” tab at the top of the homepage.
4. Select the “User Approval for Project Directors” link within the My Administration page.
5. You will be directed to the User Approval page. Select “New User” from the dropdown menu in the User Type field.
6. Select the pink SEARCH button to search for all new users.
7. Scroll down the page to view the “Search Results” section.
8. Select the checkbox next to the user’s name in the Search Results section.
9. Select “Approve User” in the Approval Type field.
10. Select your organization’s name from the dropdown menu in the “Assign person’s organization to” field.
11. Select the appropriate role you would like to assign the new user to from the dropdown menu in the “Set person’s role to” field.
12. The current date will appear in the “Active Date” field. You do not have to enter anything into the “Inactive Date” field unless you know the date you would like the user’s access to be inactivated.
13. Do not enter anything in the “Organization Identifier” field. The system will automatically fill this in with your organization’s information based on what you input in the “Assign person’s organization to” field.
14. Select the “Approve Selected User” button to complete the user’s validation/approval.
15. The user will receive an automatic email from the system notifying them that they have been approved and can now access GeMS.
16. If, once approved, the new user cannot access any of the applications and/or reports in the system, contact the affiliate immediately.

Amendments and Grant Change Requests

Amendments and Grant Change Requests can only be initiated by Project Director's and submitted by Authorized Signer's. Amendments may be submitted for the following:

- A no-cost extension request
- Budget changes
- Personnel changes
- Other requests as deemed appropriate by the Affiliate

Amendment Submission

1. The Project Director logs in to GeMS.
2. Click on the My CG Applications tab on the User Homepage.
3. Execute a search for the application you would like to change.
4. Select the name of the application you want to complete an amendment for and you will be directed to the CG Application Menu.
5. Select "View Status Options" button in the Change the Status section.
6. Select the "Apply Status" button under the option "Amendment Requested."
7. Next, navigate back to the CG Application Menu and click the "View Forms" button under View, Edit and Complete Forms section.
8. Scroll down to the bottom of the Forms Menu to find the Request for Grant Change form.
9. Click on the Request for Grant Change page within the Amendment section to input the requested change.
10. Complete the Request for Grant Change form and select the "SAVE" button in the upper right hand corner of the page.
11. Navigate back to the CG Application Menu and select the "Change the Status" again. Change the status to "Authorized Signature Needed for Amendment Submission."
12. Authorized Signer logs on to GeMS, clicks on the "My Tasks" button on the User Homepage, and changes the status to "Amendment Submitted."
13. Affiliate staff will review the proposed application amendment and notify the Project Director:
 - a. When the amendment is received.
 - b. Whether the amendment was approved or denied.

Amendment Resubmission

When the Grant Amendment has been approved by Affiliate staff, the Project Director must log back into GeMS and make the approved changes on the application itself and resubmit the amendment.

1. The Project Director will log onto GeMS and select the My CG Applications tab.
2. Execute a search for the application you want to complete an amendment resubmission for.
3. Select the application you would like to complete an amendment resubmission for to be directed to the CG Application Menu.
4. To make changes to the original application, select "View Forms" in the View, Edit and Complete Forms section on the CG Application Menu.

5. Make the appropriate changes to the applicable sections of the original application (affiliate staff will provide you with detailed instructions for this when the amendment is approved) and hit the “SAVE” button.
6. Navigate back to the CG Application Menu and select “Change the Status.” Change the status of the application to “Amendment Resubmitted.”
7. Affiliate staff will pull a report on what changes have been made and confirm the changes are the approved changes.
 - a. If the changes are correct, Affiliate staff will change the status to “Grant Awarded.”
 - b. If the changes are incorrect, Affiliate staff will change the status to “Amendment Modifications Required.”

Amendment Submission Checklist

In order to complete the amendment process, please verify the 9 steps below have been completed.

1. Project Director changes the application status to “Amendment Required.”
2. Project Director/Writer/Authorized Signer completes the Request for Grant Change Form.
3. Project Director changes the status to “Authorized Signature Needed for Amendment Submission.”
4. Authorized Signer changes the status to “Amendment Submitted”.
5. Affiliate staff approves or declines proposed changes.
6. If amendment is approved, Project Director will make necessary changes to original application.
7. Project Director changes the status to “Authorized Signature Needed for Amendment Resubmission.”
8. Authorized Signer changes the status to “Amendment Resubmitted.”
9. Affiliate staff will change the status to “Grant Awarded” if the changes are correct or to “Amendment Modifications Required” if the changes are incorrect.

Progress and Final Report Instructions

Please follow these directions in their entirety to create and complete any progress or final reports within GeMS. If you have any questions or run into any roadblocks during the registration process, please email Gina Chicotel, Associate Manager, Programs, at gchicotel@komenneohio.org or call (216) 292-2873 x112.

How to Create a Progress and/or Final Report

The Project Director is the only user who is permitted to initiate progress and final reports for an organization's approved application. In order to create the progress and final reports, the Project Director must follow these steps:

5. Go to affiliategrants.komen.org and log into GeMS.
6. From the User Homepage, click the My CG Applications tab at the top of the page.
7. Search for the application you want to start a report for and select the application name from the search results. This will take you to the CG Application Menu.
8. From the CG Application Menu, select the "View Related Items" button under Examine Related Items.
9. Select the name of the report you would like to create.
10. Select "I agree" to continue the creation of the report.
11. The CG Progress Report Menu will automatically open. **It is important to note that the CG Progress Report Menu looks nearly identical to the CG Application Menu. The only way to determine if you are in the correct menu is to look at the page headings at the top of the page.**
12. Click the "View Forms" button under View, Edit and Complete Forms to access the required reporting forms.

****Once a report is initiated, it can no longer be accessed by following the steps above; please follow the steps outlined below once the Project Director has created a report.***

How to Complete a Progress and/or Final Report

The Project Director, Authorized Signer, and Writer roles are permitted to edit and complete reports. In order to complete the progress and final reports once they are created, these steps should be followed:

1. From the User Homepage, click the My CG Reports tab at the top of the page.
2. Execute a search for the progress or final report you would like to complete and click on the report name from the search results. You will then be directed to the CG Report Menu.
3. Select the "View Forms" button under View, Edit and Complete Forms.
4. Complete all of the report forms in their entirety.
5. Once the forms are complete, the Project Director will go to the CG Report Menu and select the "Change Status" button under Change the Status. The Project Director will change the status to "Authorized Signature Required."
6. The Authorized Signer will then log into GeMS and change the status to "Report Submitted."

Appendix A: Progress and Final Report Forms

Komen NEO CG Progress and Final Report Template 2014-2015 (OH101)

Progress Report - Narrative

Reporting Period: 2014-2015

Please provide a summary of your progress to date by responding to the questions below.

Describe successes and accomplishments to date. Examples include, increased collaboration, decreased time between screening and diagnosis and/or diagnosis and treatment and increasing the percentage of people who enter, stay in, or progress through the continuum of care.

List any unforeseen challenges and how you have addressed them to meet the goals and objectives set forth in your application.

Identify lessons learned and how you will incorporate those lessons moving forward.

Please include a best practice example from your project that can be shared with other grantees.

Have you secured additional funds for this program since the beginning of this program grant cycle?

Yes No

If so, please describe and explain how this will impact overall program development and sustainability.

Provide a story of an individual who has been served with your Komen funding. Please share this story in a general way and do not include any personal identifiable information.

Willing to expand on the story above or provide another story? If so, are you willing to discuss and be contact by: (Please check all that apply)

Affiliate

Headquarters

Person at your organization to be contacted

Name

Phone

Email

Organization: Sample CG Progress Report 2014 (OH101) CGPR-2014-OH101-XXXX-00002
Progress Report - Individuals Served

Service Name

Service (View the definitions of each service)

Other

County	Race and Ethnicity	General Population	Gender	Named Groups	# Served
--------	--------------------	--------------------	--------	--------------	----------

Total provided with this service:

CG Progress Report 2014 (OH101)

CGPR-2014-OH101-XXXX-00002

Progress Report - Individuals Served Total

Total number of all services provided:
Total number of unduplicated individuals that
received services:
Total number of breast cancers detected:

If available, please provide stage of
diagnosis:

- Stage 0
- Stage I
- Stage II
- Stage III
- Stage IV

CG Progress Report 2014 (OH101)

CGPR-2014-OH101-XXXX-00002

Progress Report - Work Plan (Objectives)

Objective

Goal

Start Date

End Date

% Complete
%

On Track

For those objectives that are not on track please explain.

Please report on the methods and techniques you used to measure the impact of these objectives. This must include the methods and techniques you proposed in your application.

Attach completed evaluation forms, surveys, etc.

CG Progress Report 2014 (OH101)

CGPR-2014-OH101-XXXX-00002

Progress Report - Budget

	Project Budget	Actual to Date	Remaining
Salaries and Fringe			
Consultant Costs			
Supplies			
Travel			
Patient Care Costs			
Screening			
Diagnostics			
Treatment			
Transportation			
Subcontracts			
Other			
Subtotal – Direct Costs			
Indirect Costs			
Total			

Budget Justification

CG Progress Report 2014 (OH101)

CGPR-2014-OH101-XXXX-00002

Education Materials

Education Materials

Please upload all of the education materials that have been created and approved in conjunction with your Komen funded project. Education materials refer to those items that you created to increase awareness and create behavior change within a particular audience.

Upload Education Materials

Please provide the following information related to this item:

Name of material

Why did you create the material?

Other

Intended audience / target populations?

Other

Language of material?

Other

Topic of material?

Other

Copyright / print date?

Type of resource?

Other

If printed, what is the format?

Other

Quantity distributed?

Method of distribution?

Other

How it will be used?

Other

General Materials

Please upload items that you created in conjunction with your Komen funded project that aren't considered education materials. For instance, press release, event flyer, newspaper article.

07/26/2012

Page 4 of 5

CG Progress Report 2014 (OH101)

CGPR-2014-OH101-XXXX-00002

Education Materials

Upload General Materials

Please provide the following information related to this item:

Name of Material

Purpose of Material

Type of material

Other

Appendix B: Affiliate Review Form for Reports

CG Progress Report 2013 (OH101)

CGPR-2013-OH101-DEMO-00001

Affiliate Review Form

Organization
Title of Project
Project Director

Progress Reporting To
Period:

Was their report submitted on or prior to the due date?
Yes No

And if not, did they receive approval for a late submission?
Yes No

Comments

Is the grantee on track for completing all their objectives?
Yes No

Comments

Do their numbers look realistic for the type of program and budget?
Yes No

Comments

Did they provide copies of materials?
Yes No

Did they receive approval?
Yes No

Did they appropriately acknowledge Komen's support?
Yes No

Comments

List two to three of their primary accomplishments:

Did they expend funds as outlined in their application?

CG Progress Report 2013 (OH101)

CGPR-2013-OH101-DEMO-00001

Affiliate Review Form

Yes No

Comments

Does it appear they will have any unspent funds?

Yes No

Comments

Recommended Action

Additional information required:

Request return of funds

Yes No

Schedule site visit

Yes No

Process payment

Yes No

Approval

Is this progress report approved?

Yes No

If no, you must explain

Name of individual reviewing report