

# Step-by-Step Quick Guide

## *GHSP Web-based Grant Claim Process*

### Important Information Before You Begin

***\*Only blue shaded areas can be edited. \*Red \* fields are required. \*The Budget pages will populate Total Budget for you. \*Attach all invoices as back up documentation to your claim. \*Invoices must be scanned in the same order as the detail sheet. If not, your claim will be returned or rejected. \*Pending claims or change requests must be approved before new ones can be created.***

- Log on to the Grant System and Click GRANTS icon
- Click SUBMIT NEW CLAIM
- Under Search Criteria Click SEARCH
- Beside your correct Agreement #, click GHSP CLAIM FORM
- When form appears, complete the following information:
- Add Claim # (KEEP IN NUMERIC ORDER)
- Add Yes or No if Final Claim and add dates in the to and from fields (select Dates from drop down button only)
- Scroll down to Detail pages, only detail pages for your cost categories (Personnel, Contractual, Commodities and Other Direct Cost) will appear.
- Add invoice details by line item per agreement details
- Lines are limited on detail sheets and you must consolidate line items
- Example: In state travel may have 6 invoice that total \$623.00. Detail sheet should consolidate these into one line item.
- You must enter dates (must be within “to and from” dates), quantity, serial # and any other information requested in the blue fields.

The Claim can either be SAVED or SUBMITTED

- To “SAVE” the document, Click SAVE
- Scroll up to find “request was saved with number. Write down the document #” and go to Grants home.
- To return to a Saved CLAIM
- Click EDIT CLAIM
- Under Search Criteria Click SEARCH
- Click on the correct CLAIM document #
- Make corrections and SUBMIT.
- To “SUBMIT” the document
- Check Box, type your name, PIN and Click SUBMIT.
- Scroll up to find request was saved with number. Write down the document #.
- **Attach all invoices as back up documentation to your claim.**
- **Backup documentation must be scanned in the same order as the detail sheet. If not, your claim will be returned.**
- Perform steps that appear once you CLICK HERE TO ATTACH DOCUMENTS. “Documents successfully uploaded will appear to confirm uploaded documents.