WEB-BASED GRANTS MANAGEMENT SYSTEM

NC Governor's Highway Safety Program
750 North Greenfield Parkway
Garner, NC 27529

919.814.3658

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Grants Management System

□ GHSP Grant application should be made through our Grants Management System, a web based online portal, which can be accessed at https://www.ebs.nc.gov/irj/portal

□ The Grants Management System will be used for all phases on the grant process, including submitting applications, making application revisions and should you be awarded a grant, submitting claims.

Benefits to Grants Management System

- Real access
  - Ability to view the status of application, claims and changes to contract at anytime.

- Improves Communications
  - Emails and "notes" displays on portal

- Reduce Paperwork
  - Grant documents stored electronically.

Benefits to Grants Management System

☐ Error Proof

   ☐ Built in checks and balances.

☐ Simple PDF Fillable Forms

   ☐ GHSP forms for application, change request and claims are fillable PDFs.

   ☐ Ability to print/download other GHSP forms online.

Accessing the GMS system

To access the Grants Management System, complete the "Grant Management Access Authorization" form and email to GHSPSecurity@ncdot.gov

Why do we need a user ID and password?

☐ A user ID and password identifies the user and is required for access in the new system. It is necessary for the ability to view or perform changes to your GHSP grant.

Can I choose my own password?

☐ The first time you log on to the grants system, you will be required to change your password.

User ID's Passwords and PIN's

Do I have to change my password?

☐ For security purposes, passwords will be changed every 90 days.

What happens if I get locked out of the system or forget my passwords?

☐ The grants system will lock if there has been no activity for 30 days or more. If you cannot log on, or if you forgot your user ID or password, contact the DOT Help Desk for assistance.

How many PINS can my agency receive?

☐ No more than three (3) PIN's will be issued per agency.

Grants Management Access Authorization Form

The new Grant Management System requires a User ID and Password for access in the system. Complete Section 1 for a User ID and Password only, which will allow you to view, but not submit any information connected to a Grant. If you are going to perform work within the Grants System (i.e. submit an application, submit a claim, or make changes to an agreement), you must complete Section 1 and 2 for a PIN. No more than three (3) PIN's will be issued per agency. A separate form will be required for each User ID and PIN issuance. Fax 919-733-0604 or email the form to the GHSP Security Coordinator at GHSPSecurity@ncdot.gov

Section 1 - User ID Information

First:_____ Last: _____

Agency:_____

Agency   Address:_____

_____ Title: _____

_____ Telephone:

_____ Fax: _____

Email: _____

Secure 8 digit number: _____

If you forget your password, you will need this 8 digit # to retrieve your information. It is suggested to use the last 4 digits of your SSN & birthday (MMDD). After your application has received security clearance, you will be emailed your personal User ID and temporary password to access the system. You must create a new password prior to logging into the Grants System for the first time.

Section 2 - PIN Request Information

Final approval of Application, Claims for Reimbursement and Change Request forms will require the use of a PIN. A PIN represents an electronic signature and is unique to a specific person. In order for GHSP to issue a PIN, you must be an active employee of the department and the person responsible for the role. The following roles require the use of a PIN, please check which application you will be responsible for pining (signing).

- ☐ Submit Final Application
- ☐ Create/Submit Claims for Reimbursement
- ☐ Create/ Submit Change Request

Choose a PIN with a minimum of 4 characters. PIN Number: _____

I certify information above is accurate and I am the authorized person to perform the duties listed.

Print Name:_____

Signature: _____

Agency Head Signature*: _____

As agency head, I understand that allowing someone to request a pin permits them to sign documents for this agency.

Grants Management Access Authorization Form

- Complete Section 1 for a User ID and Password.
  - Allows you to "VIEW ONLY" the grant, but not submit information.

- Complete Section 1 & 2 for User ID, password and PIN
  - Allows you to perform work within the Grants System; create applications, claims and change request forms. Any document that requires a signature.

Grants Management Access Authorization Form- Section 1

Section 1 – User ID Information

First: _____ Last: _____

Agency: _____

Agency   Address: _

Title: _____

Telephone: _____ Fax: _____

Email: _____

Secure 8 digit number: _____

If you forget your password, you will need this 8 digit # to retrieve your information. It is suggested to use the last 4 digits of your SSN & birthday (MMDD). After your application has received security clearance, you will be emailed your personal User ID and temporary password to access the system. You must create a new password prior to logging into the Grants System for the first time.

Grants Management Access Authorization Form- Section 2

Section 2 – PIN Request Information

Final approval of Application, Claims for Reimbursement and Change Request forms will require the use of a PIN. A PIN represents an electronic signature and is unique to a specific person. In order for GHSP to issue a PIN, you must be an active employee of the department and the person responsible for the role. The following roles require the use of a PIN, please check which application you will be responsible for pining (signing).

- ☐ Submit Final Application
- ☐ Create/Submit Claims for Reimbursement
- ☐ Create/ Submit Change Request

Choose a PIN with a minimum of 4 characters. PIN Number: _____

User ID Request Form – Last Section

I certify information above is accurate and I am the authorized person to perform the duties listed.

Print _____ Name: _____

Signature: _____

Agency Head Signature*: _____

*As agency head, I understand that allowing someone to request a pin permits them to sign documents for this agency.

Questions?????

GHSP Highway Safety Specialist Contact List

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Region 1 and Region 4

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Region 8, Region 10, and Region 11

GHSP LE Regions
1. North East Region
2. East Region
3. Southeast Region
4. Roanoke Region
5. Triangle Region
6. Sandhills Region
7. Triad Region
8. Southern Piedmont Region
9. High Country Region
10. Sky Region
11. Great Smokies Region