**UN Trust Fund Cycle 27 Project Concept Application**

**Grants Management System (GMS) Related Instructions**

**&**

**Frequently Asked Questions**

**CONTENT**

[**1.** **HOW TO REGISTER YOUR PROFILE IN THE SYSTEM** 2](#_Toc152928314)

[**2.** **HOW TO CHANGE YOUR PASSWORD** 3](#_Toc152928315)

[**3.** **APPLICANT DASHBOARD** 4](#_Toc152928317)

[**4.** **APPLICATION DETAILS** 6](#_Toc152928318)

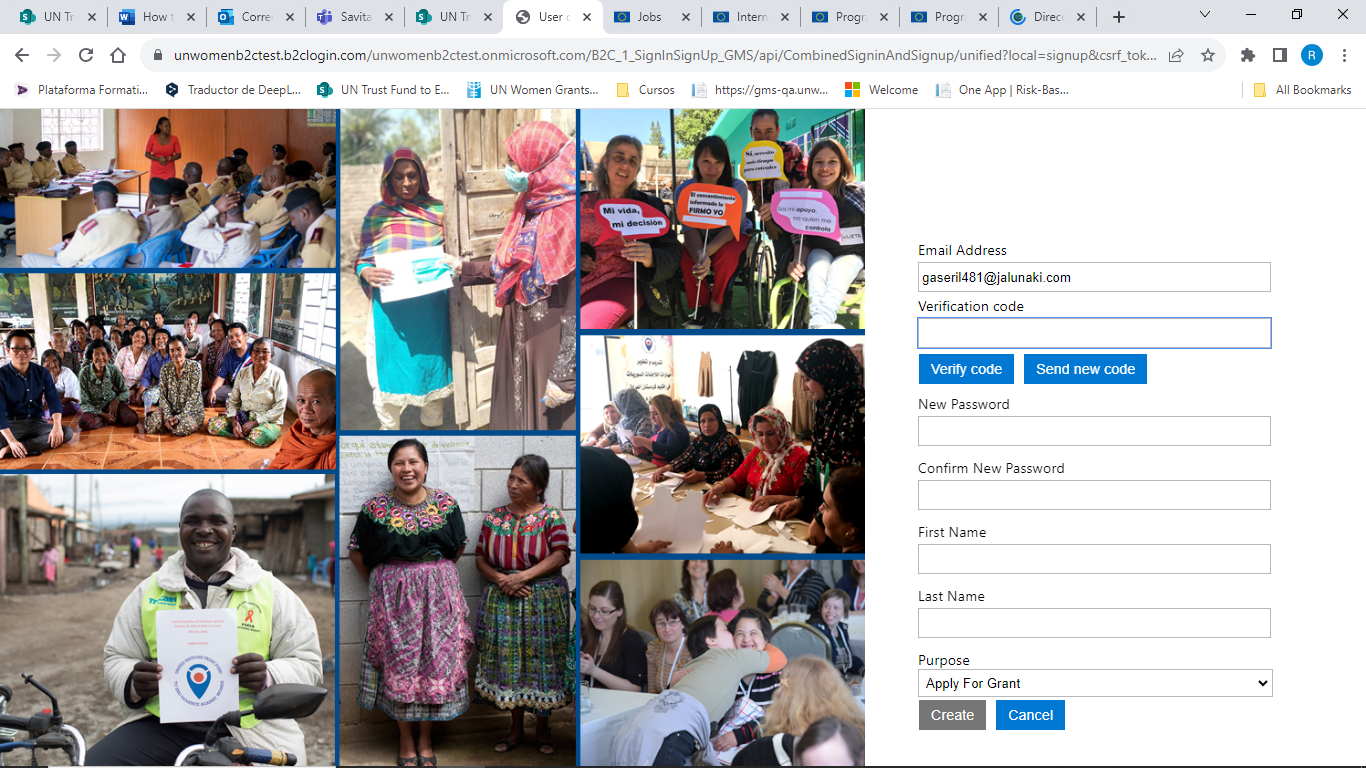
[**4.1.** **Section 1: Organization Profile** 9](#_Toc152928334)

[**4.2.** **Section 2: Project Profile** 10](#_Toc152928341)

[**4.3.** **Section 3: Project Concept** 16](#_Toc152928388)

[**5.** **GMS HELP DESK** 18](#_Toc152928400)

# **HOW TO REGISTER YOUR PROFILE IN THE SYSTEM**

1. Go to the Grants Management System (GMS): <https://grants.untf.unwomen.org/Public/Home> and click on **Login**.
2. Click on **Sign Up.**
3. Enter your valid Email ID and click on **Send Verification Code**.
4. Enter the Verification Code received in your email and Click on **Verify code** button.
5. Enter following details and click on **Create:**
   * New Password
   * Confirm New Password
   * First Name
   * Last Name
   * Purpose: Select **Apply for Grant**



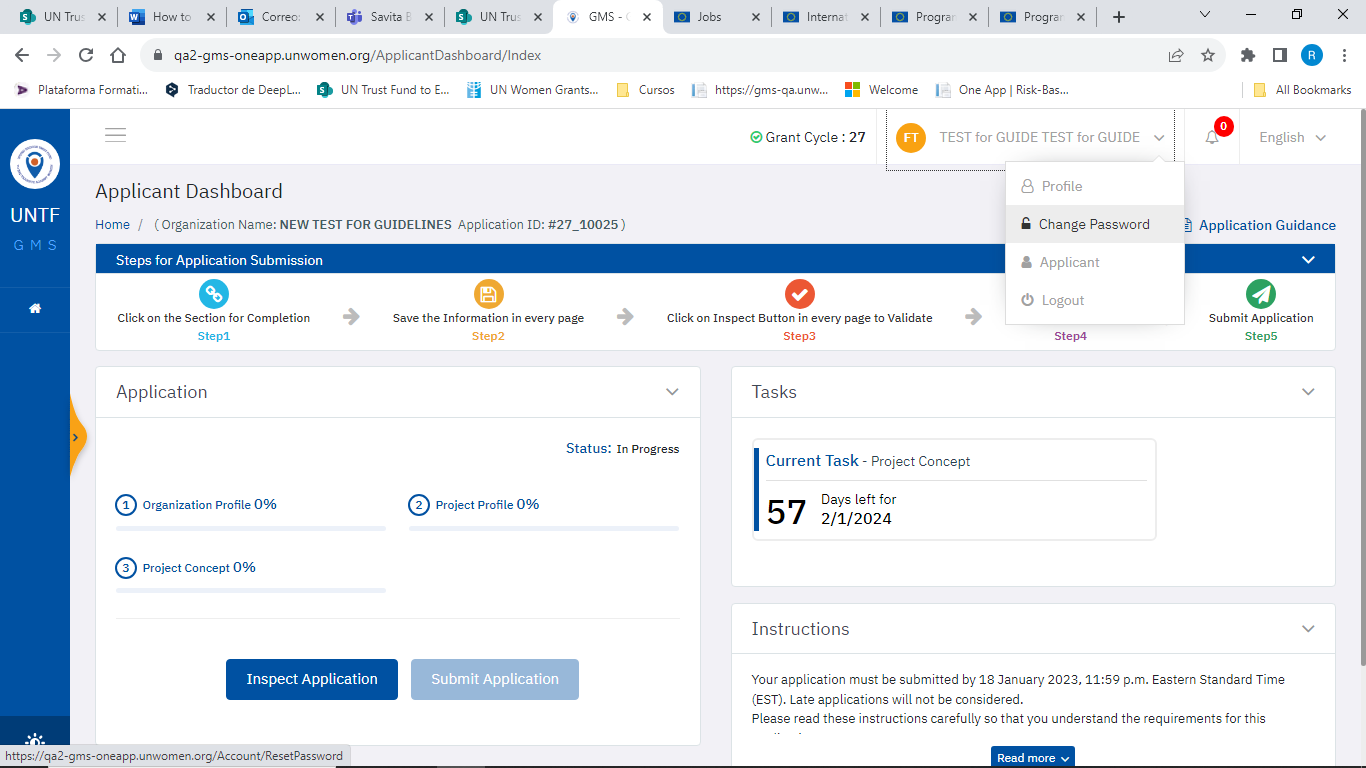
1. When in the Registration page, enter all User Profile details.

**Note:** once you select your preferred language in the User Profile, you will not be able to switch to another language.

**Note:** all fields marked with an asterisk \* are Mandatory.

1. Click on **Submit**.

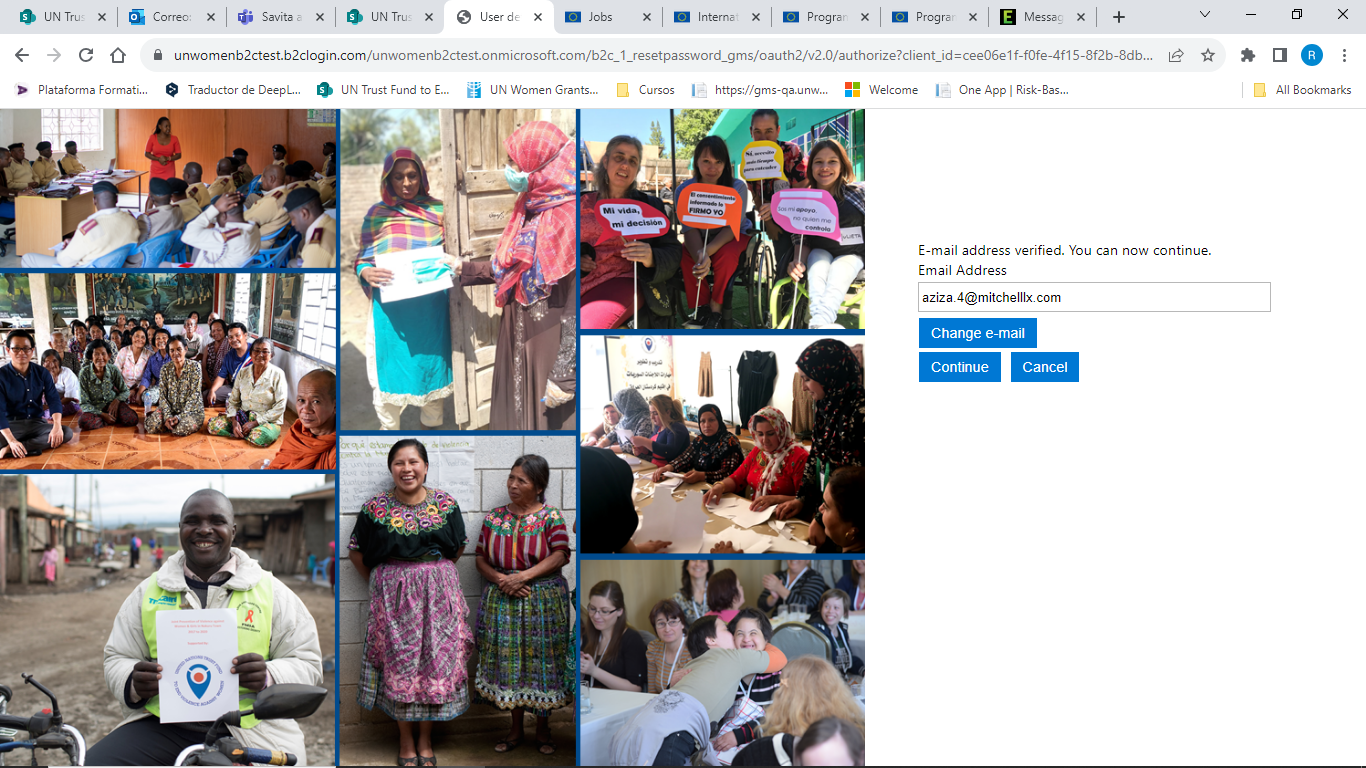
# **HOW TO CHANGE YOUR PASSWORD**

1. From the Applicant Dashboard click on your name and then, click on **Change Password.**

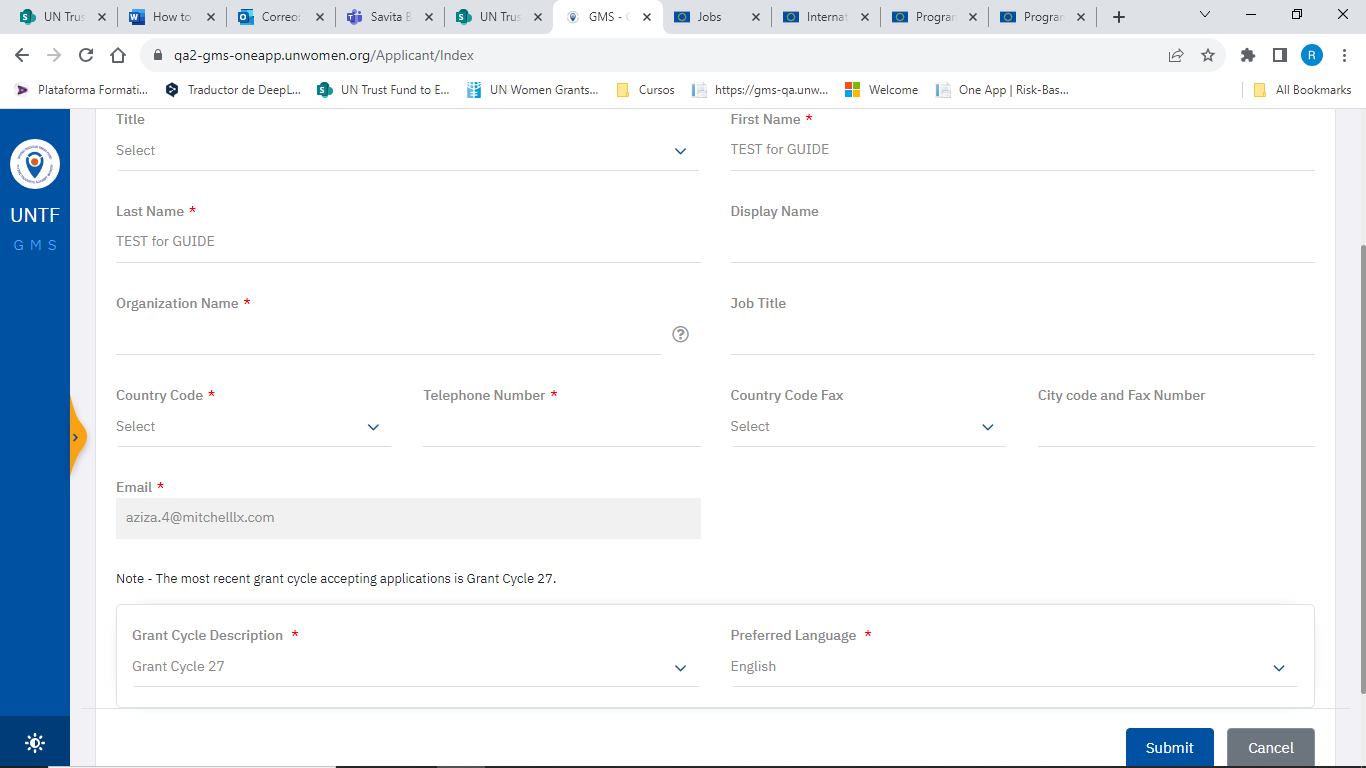


1. Insert your email and click on **Send Verification Code**.



1. Enter the Verification Code received in your email and click on **Verify code** button.
2. Click on **Continue.**



1. Insert your New Password and click on **Continue**.
2. You will be re-directed to the Applicant Dashboard.

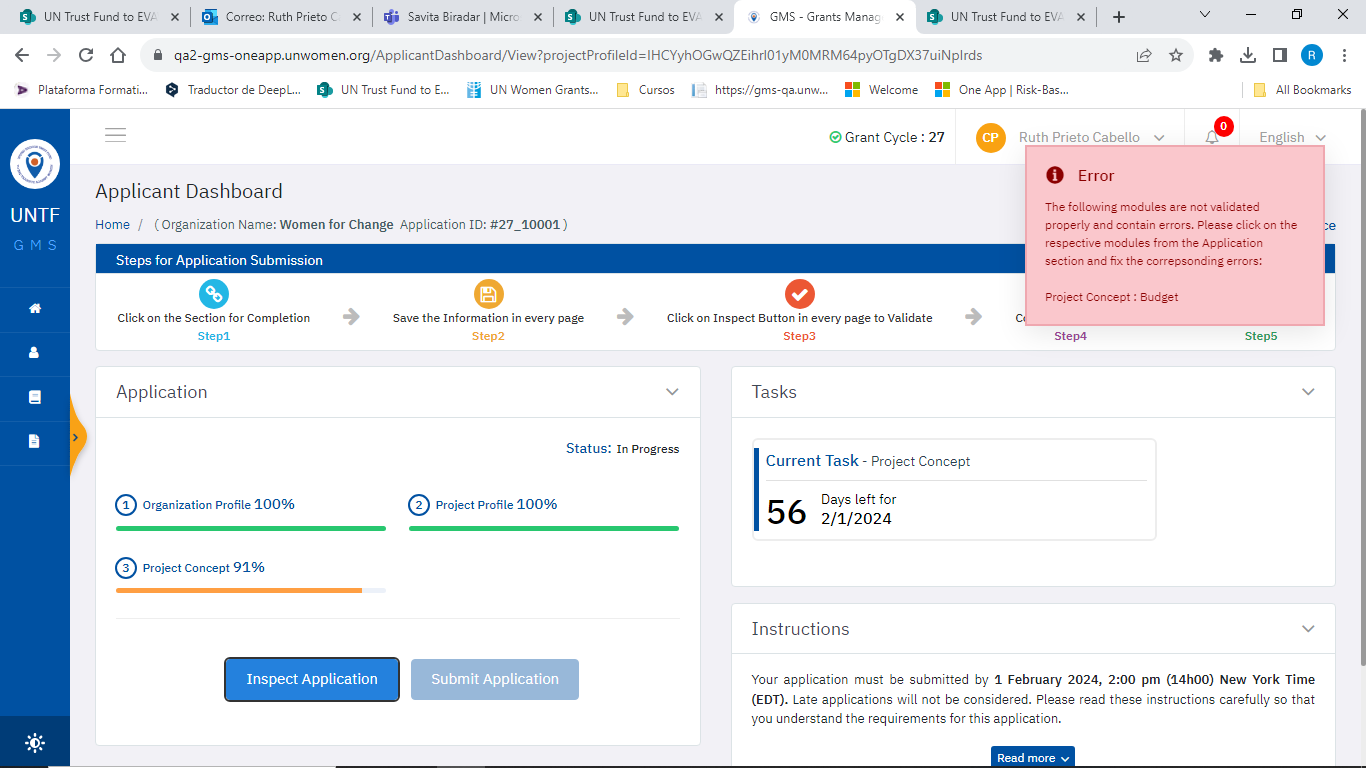
# **APPLICANT DASHBOARD**

**There are two main buttons in the Applicant Dashboard:**

* **Inspect Application:** It can be clicked at any time and it will flag which tabs of your application contain error.
* **Submit Application:** It will only be enabled if no errors are displayed from *Inspect button.*

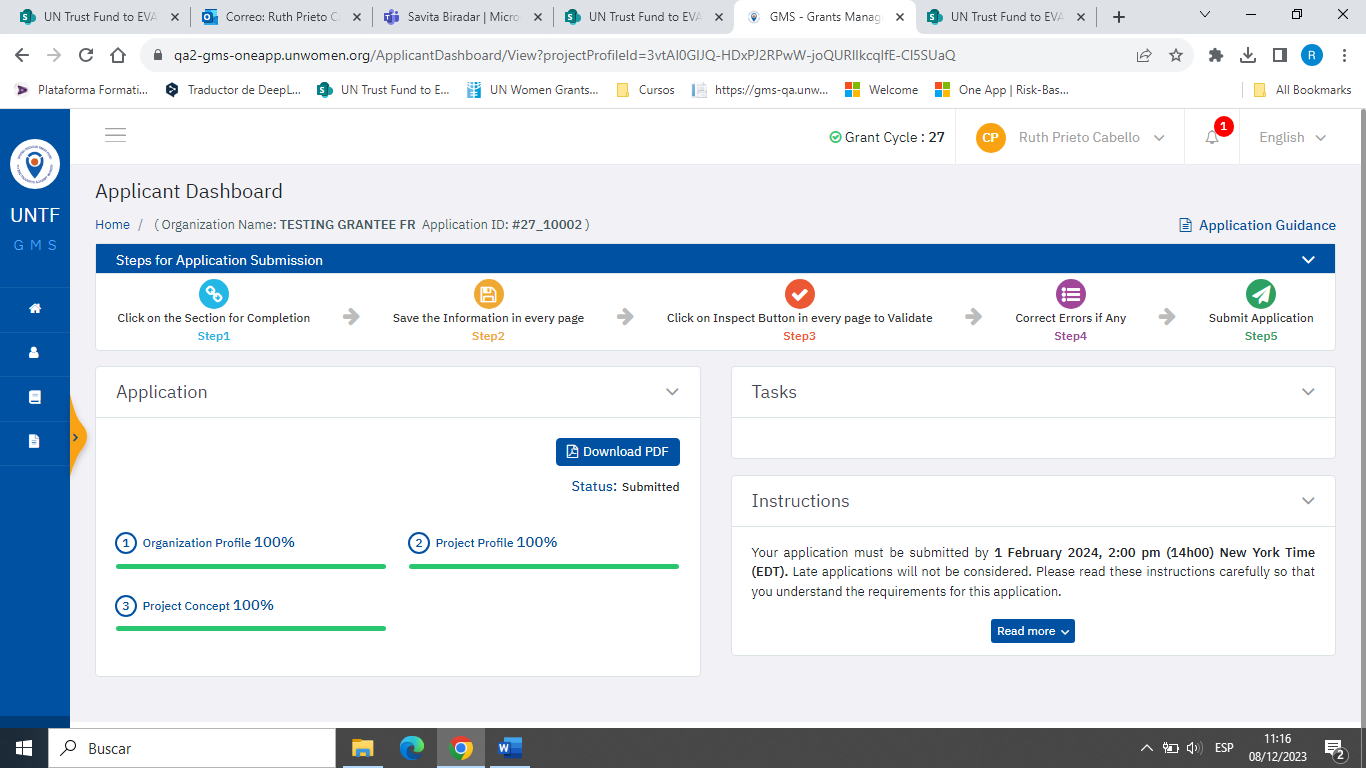
**Note: submit your application as soon as it is completed! Do no wait until the last minute.**

* After your application is successfully submitted, the status will change to **“Submitted”** and you will receive an automatic email confirming your submission.





**Note: If you did not receive the confirmation email from GMS, please reach out to the Help Desk at:** [**untfgms@unwomen.org**](mailto:untfgms@unwomen.org)

* It is not possible to make any changes after an application has been submitted.
* You can print your application by clicking on the **Download PDF** button on the homepage.



**There are 3 sections to be completed as shown in the Applicant Dashboard:**

* You should complete your application as follows: **1. Organization Profile**, then **2. Project Profile**, and finally **3. Project Concept**.
* Each section contains several tabs for completion: 1. Organization Profile (5 tabs), 2. Project Profile (5 tabs) and 3. Project Concept (4 tabs).
* 2. Project Profile – Beneficiaries and Partners tab includes 2 subtabs for completion: **Primary Beneficiaries and Partners** and **Secondary Beneficiaries and Partners**.

**Note:** You must click on **Save** button first and then on **Inspect** for each Tab/Subtab.

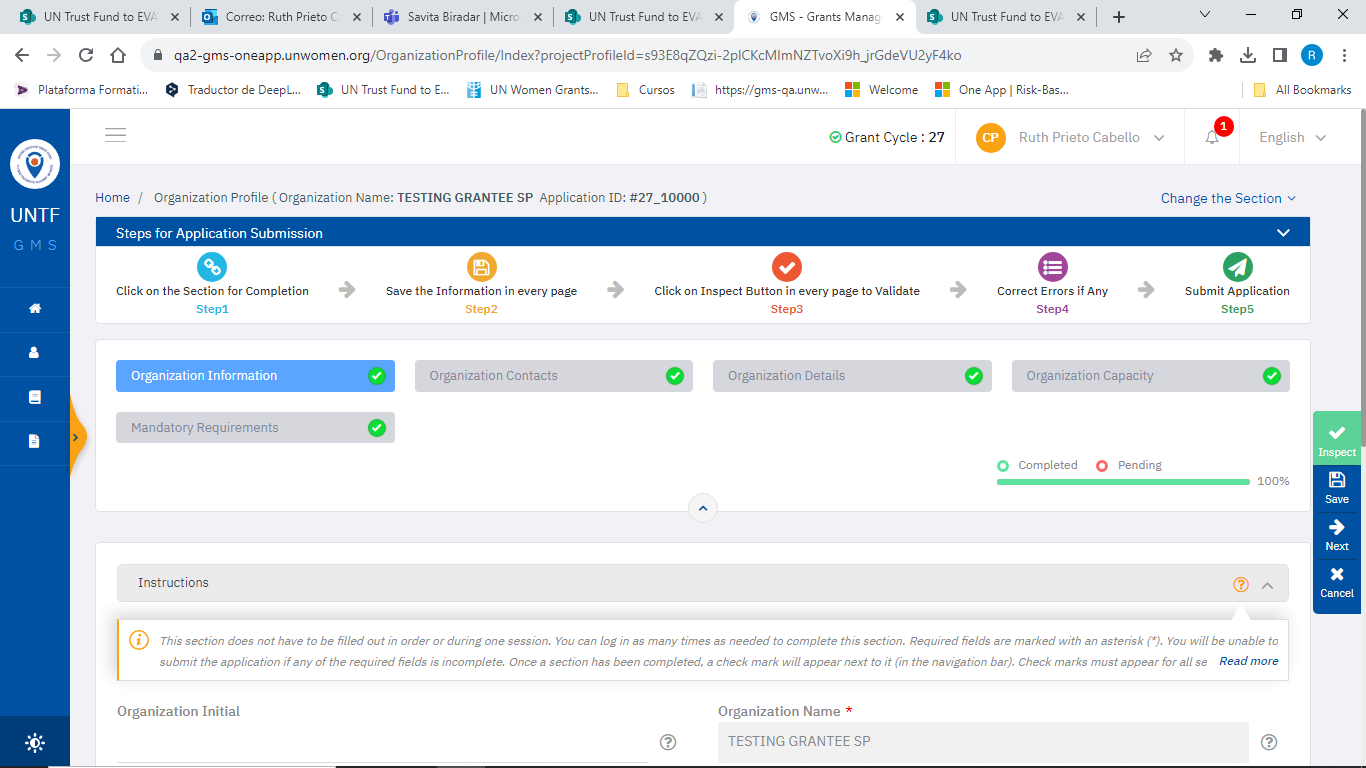
**Your progress for each section can be displayed in 3 different colors:**

* **Red:** Indicates that you visited the Tab(s), but you did not **Save** any data.
* **Orange:** Indicates that you entered and **Saved** data. However, **did not complete the entire section**.
* **Green:** Indicates that you entered and **Saved** data for each required question. **It does not imply that your application is fully completed.** In order for your application to be considered as **fully completed**, you must ensure that the information you entered has been properly Validated and it does not contain errors.

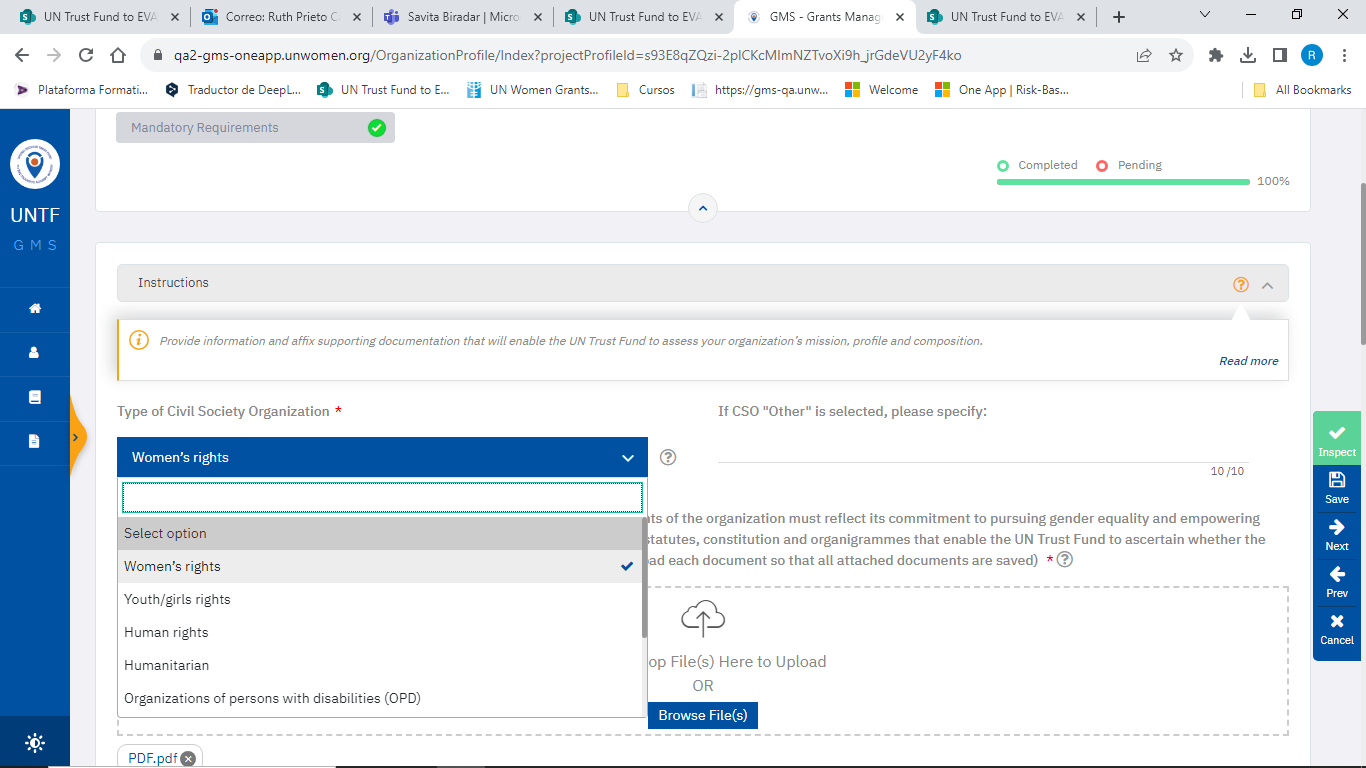
**Note:** Before submitting your application, please remember to click on **Inspect** button.

# **APPLICATION DETAILS**

* To navigate between sections, click on ***“Change the Section”* link** located on the top right corner of the page.





* Please note that all fields marked with an asterisk \* are Mandatory.
* All questions with  **?** contain some instructions. For further explanation, click on the icon.
* Please make sure to scroll through all possible options before selecting your answer:
* There is a **Save** button and **Inspect** button in each tab/subtab:

**Save:** Allows you to save your data at any time, even when the tab is incomplete, or an attachment is missing. You can save your progress and return to continue later.

**Note: Please remember to save your application frequently to avoid missing data.**

**Inspect**: Allows you to check the errors in your current tab at any time, so you can fix them before submission**:**

* + If the **Inspect** button is **red**, that means there are some errors in the tab. Please click on the *Inspect button* and you will be able to see the exact error message.
  + If the **Inspect** button is **green**, that means your current tab is completed correctly.
* Sections in the navigation bar with a red circle signify that there are mandatory questions that are either unanswered or answered incorrectly in that particular section.
* The number in the red circle indicates the number of questions unanswered or answered incorrectly. You may click on the **Inspect** to investigate and address the questions that need to be filled out in order to complete a particular section.

# **Section 1: Organization Profile**

* **ORGANIZATION CONTACTS**

If the **“Inspect”** button is in **red**, click on it to see the exact errors. It is likely:

* You didn’t enter at least two contacts.
* The E-mail address is not valid, please check if there is any space “ ” when you enter the email address.
* You added a third contact but did not complete all required fields.
* **ORGANIZATION CAPACITY and MANDATORY REQUIREMENTS**
* Please click on **Save** after you upload each individual document so that all attached documents are saved. Otherwise, you will lose the previous document every time you upload a new one.
* Your files cannot exceed 50 MB in size.

# **Section 2: Project Profile**

* **PROJECT OVERVIEW**

**Project start date:** The estimated start date cannot be set before 1 August 2024.

* **PROJECT CONTACTS**

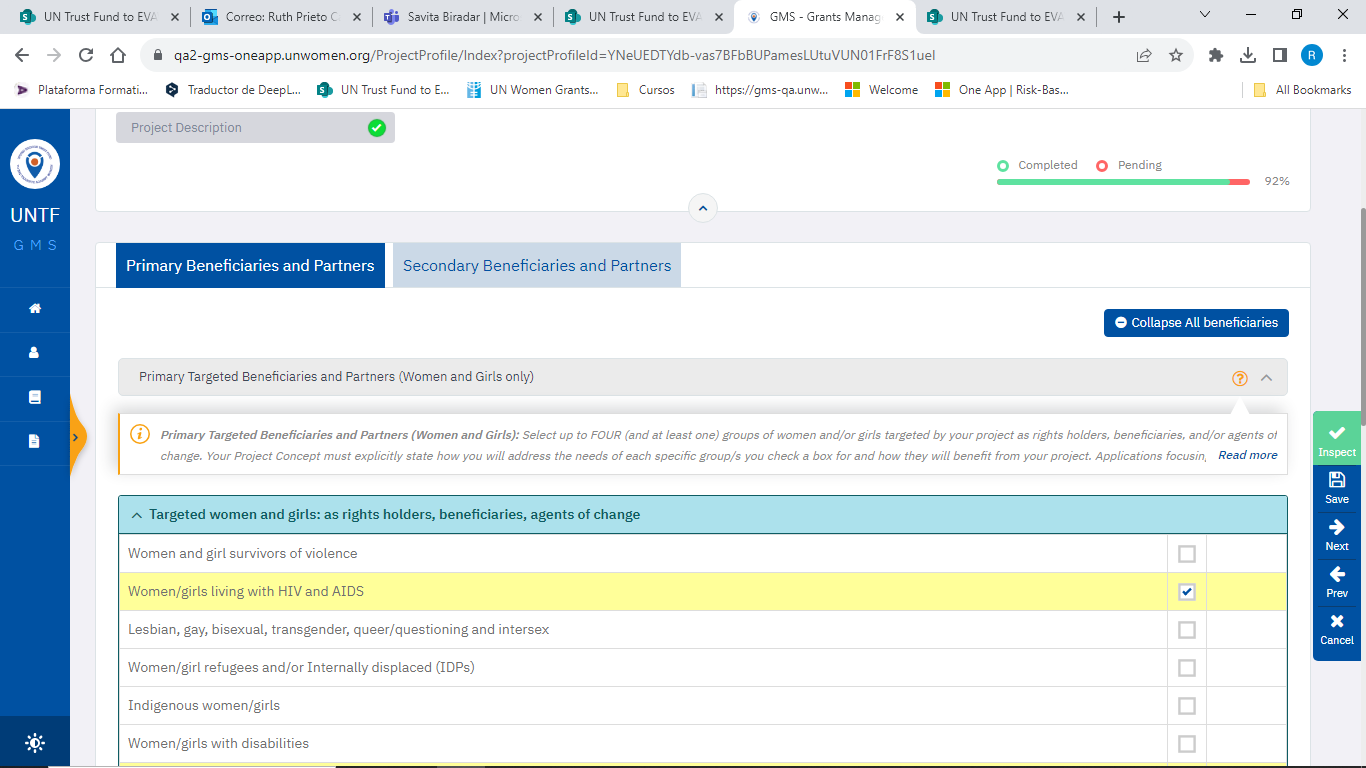
You need to select from the contacts created under *Organization Contacts* tab.

**Note: You cannot add new contacts in this tab.** If needed, go back to *Organization contacts* tab and revise (add, edit or delete) the contact information in order to select it in *Project Contacts*.

* **BENEFICIARIES AND PARTNERS**

Please note that there are two subtabs in the *Beneficiaries and Partners* tab for your completion.

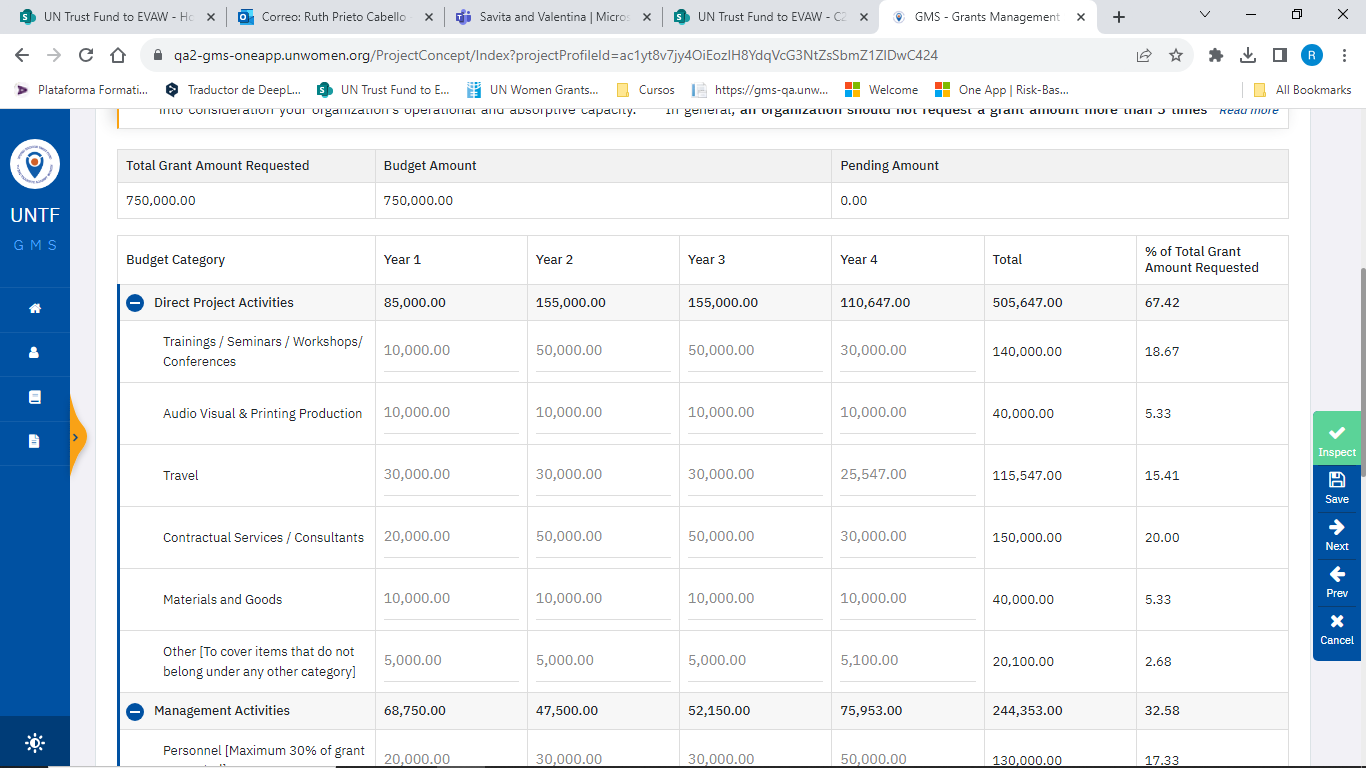
**Note:** Remember to click on **Save** and **Inspect** in both subtabs.



# **Section 3: Project Concept**

* **BUDGET**

If the **Inspect** button is **red**, click on it to see the exact errors. It is likely:

* You budgeted **more** OR **less** than your total requested amount: **Pending Amount** must be 0:



* If you need to change the **Total Grant Amount Requested** (highlighted in yellow), go back to section *2. Project Profile – Project Overview* to update the field: **Total amount requested from the UN Trust Fund (in US dollars).**
* If all data seems to be correct but the **Inspect** button is still red, please click on **Save** button.
* Please take **into** account that under ***Management Activities*** various budget lines are mandatory.
* **Note:** If you did not complete the questions on **Project Duration** and **Grant Amount Requested** under *Project Overview***,** the *Budget* tab will not be available.
* Please always refer to the ***Annex 3: Budget Summary & Budget Guidelines document*** for more information and guidance.

# **GMS HELP DESK**

* If you have any further questions or concerns regarding completion and submission of your application in GMS, please contact the HELP DESK at [**untfgms@unwomen.org**](mailto:untfgms@unwomen.org) with subject **[Application Help: Your Organization Name and Application ID number] .** We will respond to your questions within 24 hours during work hours Monday - Friday. 25 December 2023 and 1 January 2024 are official holidays.