



Welcome back!

Day 2



eGMS Reach



Introduction

Use eGMS Reach to:

- Manage awards
- Request payments
- Send official grant communications
- Access reporting schedules and previous payment requests

eGMS REACH Help

For guidance on how to manage and administer an award, see the Institute of Museum and Library Services website at www.imls.gov/grants/manage-your-award.

For Grants to State awards, please visit the Grants to States Manual: <https://www.imls.gov/grants/grant-programs/grants-states/grants-states-manual>.

Welcome to eGMS Reach

eGMS Reach is the system for application review and award management at the Institute of Museum and Library Services.


If you have never used eGMS Reach before, click [Sign in help](#) below to select a password.

For IMLS staff access click [here](#).

User name

Password

[Sign in help](#)

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[Privacy and Terms of Use](#)



How to set up a Reach account



Setting Up an eGMS Reach Account

- Look for an email from IMLS-Reach@imls.gov with username and URL.
- You may receive multiple emails (one for each award), but only need to set up one account.
- If you already have an account through Reach with NEA or NEH, you still need to create a new account for your IMLS award(s).

Dear Test User3,

An account has been established for you in eGMS Reach, the system for application review and award management used by the Institute of Museum and Library Services.

Your user name is TUser3.

Please go to eGMS Reach at <https://imls.gov/eGMSReach/> to sign in. If you are new to eGMS Reach, click the **Need help?** link to create a password.

If you have encountered issues while creating your login, contact Reach-HelpDesk@imls.gov for assistance.

Setting Up an eGMS Reach Account

- URL from email link to the eGMS Reach login page.
- Click on **Sign in Help** to set your password.

eGMS REACH Help

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Setting Up an eGMS Reach Account

eGMS REACH

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[Home](#) > [Account Help](#)

Sign in Help

- I'm a new user and need to pick my password
- I don't know my user name
- I don't know my password
- I'm having other problems signing in

Setting Up an eGMS Reach Account

- Enter the user name provided in the email, then click on **Send**.

eGMS REACH Help

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[Home](#) > [Account Help](#)

Sign in Help

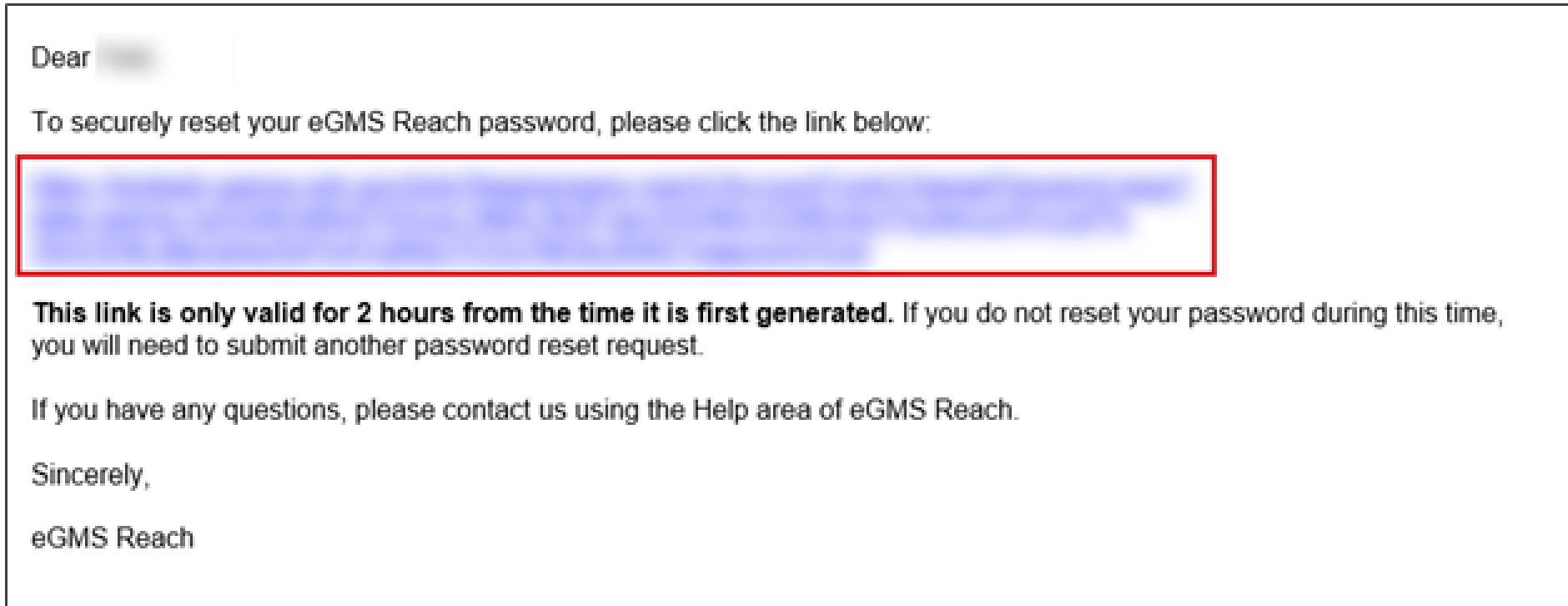
I'm a new user and need to pick my password

Enter your user name:

Send

Setting Up an eGMS Reach Account

- You'll receive an email to reset the password.
- Follow the URL in the email, which expires after two hours.



Setting Up an eGMS Reach Account

- Enter your new password.
- Click on **Change Password** to save it.

Change my password

You must change your password to continue.

Password Requirements

- 8 - 20 characters long
- Contain upper and lowercase letters
- At least one number
- At least one of these symbols: *, @, ^, \$, !, #, or %

New password:

 Strong

Confirm new password:

 Strong



Setting Up an eGMS Reach Account

- Click on **Main Menu** to go to the homepage.

[Home](#) > [Account Help](#) > [Change my Password](#)

Change my password

Your password has been changed.

[Main Menu](#)



Setting Up an eGMS Reach Account

If you have any issues setting up your account, please contact the Reach Help Desk by emailing Reach-HelpDesk@imls.gov.

You can also contact your Program Officer.



How to navigate Reach

Navigating eGMS Reach

Access eGMS Reach via <https://grants.imls.gov/Reach/>

eGMS REACH Help

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User name

Password

[Sign in help](#)

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Navigating eGMS Reach

eGMS REACH

 lallen  Messages  Help

- Three useful navigation sections on the homepage banner:
 - **Username:** change your account settings, change your password, and sign out of eGMS Reach.
 - **Messages:** view messages between you and IMLS staff and any award- or IMLS discretionary panel-related messages.
 - **Help:** refers you to the eGMS Help Desk.

Navigating eGMS Reach

The screenshot shows the eGMS REACH dashboard. At the top left, there are two tabs: "eGMS" and "REACH". Below the tabs is a navigation menu with two items: "My Panels" and "My Awards". A red box highlights this menu. To the right of the menu is a "Home" link. Below the navigation menu is a "Welcome to" section with instructions for panelists and grantees. Further down are sections for "My Panels" and "My Awards", each with a "Go to" button and a list of items. A red arrow points from the "My Awards" link in the navigation menu to a larger, zoomed-in view of the "My Awards" section on the right.

This is a zoomed-in view of the "My Awards" section. It shows a dropdown menu labeled "My Panels" with a red box around it. Below it is a "My Awards" section with a red box around it. The "My Awards" section contains a list of awards, with the first one highlighted by a red box. A hand cursor is visible over the "My Awards" text.

For LSTA grants, “My Awards” is the pertinent section of the left navigation area.

Navigating eGMS Reach

Select an award to view the associated detail.

The screenshot displays the eGMS REACH user interface. At the top, there is a navigation bar with the user's name 'ebrochu', a 'Messages (2)' notification, and a 'Help' link. On the left side, a sidebar menu shows 'My Panels' and 'My Awards'. Under 'My Awards', two items are listed: 'MA-244804-OMS-19, Test Project Title ABC' and 'NLG-L-244793-OLS-19, Training Project 123'. Below the sidebar, there are two informational paragraphs with links to IMLS website guidance and Grants to States manual. The main content area features a 'Welcome to eGMS Reach' banner with instructions for panelists and awardees. Below the banner, there are two sections: 'My Panels' and 'My Awards'. The 'My Panels' section contains a table with one row: 'Go to Panel NLG-L-OLS-19-16223', 'Name: KML_NLGL_FR_01', 'Date(s): 7/31/2019', and 'Chair: Kristin McLaughlin'. The 'My Awards' section contains a table with three rows. The first row is for 'Test Project Title ABC, Test Institution XYZ' with award period '7/1/2019 - 10/31/2022' and a message 'You have unread messages.' The second row is for 'Training Project 123' with award period '6/1/2019 - 11/30/2021'. A red box highlights the 'Go to Award MA-244804-OMS-19' button in the first row of the 'My Awards' table.

eGMS REACH

Home

Welcome to eGMS Reach

If you are a panelist, select your panel under **My Panels**. This will allow you to access the applications you are reviewing.

If you are an awardee, select your award under **My Awards**. This will allow you to upload reports, submit change requests, submit payment requests, or contact IMLS staff.

To update your name or contact information, hover over your name in the banner above and select **My Information**.

My Panels

	Name	Date(s)	Chair
Go to Panel NLG-L-OLS-19-16223	KML_NLGL_FR_01	7/31/2019	Kristin McLaughlin

My Awards

	Details	Award Period	Alerts
Go to Award MA-244804-OMS-19	Test Project Title ABC Test Institution XYZ	7/1/2019 - 10/31/2022	You have unread messages.
Go to Award NLG-L-244793-OLS-19	Training Project 123	6/1/2019 - 11/30/2021	

Navigating eGMS Reach

Award details:

- Grant log number (LS-...)
- Award participants
- Award period of performance

The screenshot displays the eGMS REACH interface. The top navigation bar includes the user name 'ebrochu', 'Messages (3)', and 'Help'. The main content area is titled 'Home > View Award'. On the left, a sidebar shows 'My Awards' with a card for 'Project Title ABC' (marked as a test) and 'Training Project 123'. Below this, there are links for guidance on managing awards and the Grants to States Manual. The main area shows 'Award Information' for 'My Award: [REDACTED]'. A table lists details: Institution(s) as 'Test Institution XYZ, Salem, MA (Legal Applicant)', Title as 'Test Project Title ABC', Participant(s) as 'Betsy Blackwell (Grant Administrator), Eileen Brochu (Project Director), Kristin McLaughlin (Authorizing Official), Test User (Authorizing Official)', Division as 'Office of Museum Services', Grants.gov Competition as 'Museums for America' with a link to the 'Notice of Funding Opportunity ("Guidelines")', CFDA Number as '45.301', Agency Contacts as 'The best way to contact staff members is by sending a message using the Messages tab.', Award Period as '7/1/2019 - 10/31/2022', and Notices as 'View SAM Registration'. At the bottom, a 'Funding' tab is active, showing 'Approved Funding Amounts' with an 'Outright Amount' of '\$250,000.00'.

Award Information (click to show/hide details)	
My Award: [REDACTED]	
Institution(s)	Test Institution XYZ, Salem, MA (Legal Applicant)
Title	Test Project Title ABC
Participant(s)	Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official)
Division	Office of Museum Services
Grants.gov Competition	Museums for America Notice of Funding Opportunity ("Guidelines")
CFDA Number	45.301
Agency Contacts	The best way to contact staff members is by sending a message using the Messages tab.
Award Period	7/1/2019 - 10/31/2022
Notices	View SAM Registration

Award Funding

Approved Funding Amounts

Outright Amount	\$250,000.00
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Navigating eGMS Reach

- Tabs for award management functions

The screenshot displays the eGMS REACH interface. The top navigation bar includes 'eGMS REACH' and user information 'ebrochu Messages (3) Help'. A left sidebar shows 'My Panels' and 'My Awards' with a 'Test' button and project titles 'Project Title ABC' and 'Training Project 123'. The main content area is titled 'Home > View Award' and contains 'Award Information (click to show/hide details)'. Below this is a 'My Award:' section with a table of details:

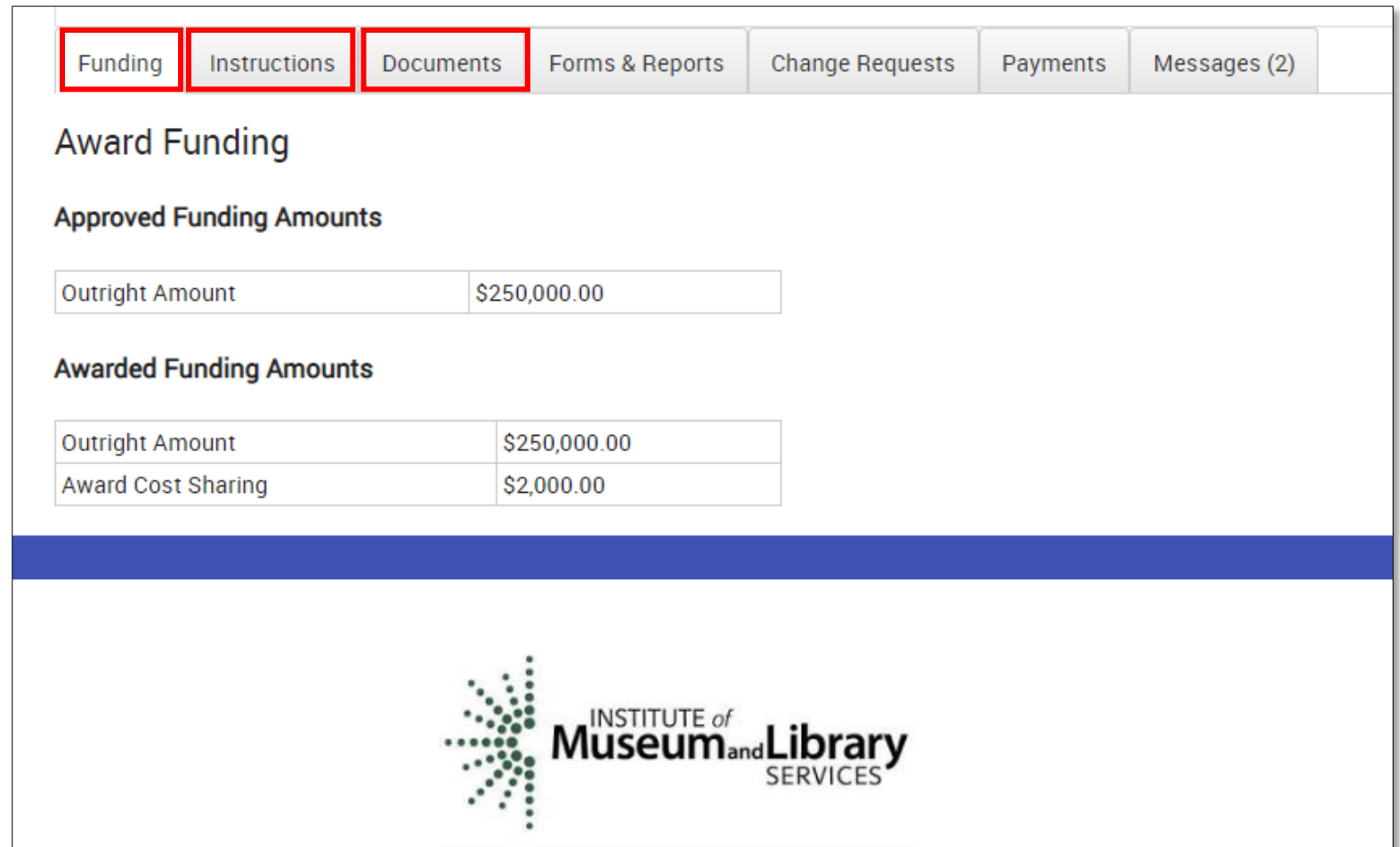
Institution(s)	Test Institution XYZ; Salem, MA (Legal Applicant)
Title	Test Project Title ABC
Participant(s)	Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official)
Division	Office of Museum Services
Grants.gov Competition	Museums for America Notice of Funding Opportunity ("Guidelines")
CFDA Number	45.301
Agency Contacts	The best way to contact staff members is by sending a message using the Messages tab.
Award Period	7/1/2019 - 10/31/2022
Notices	View SAM Registration

Below the table is a horizontal navigation bar with tabs: Funding, Instructions, Documents, Forms & Reports, Change Requests, Payments, and Messages (2). The 'Funding' tab is selected, showing 'Award Funding' and 'Approved Funding Amounts' with a table:

Outright Amount	\$250,000.00
-----------------	--------------

Navigating eGMS Reach

- **Funding** = award amount and any cost share
- **Instructions** = link to Grants to States Manual for LSTA awards
- **Documents** = documents associated with your award (only IMLS staff can add them)



The screenshot shows the eGMS Reach interface with the following elements:

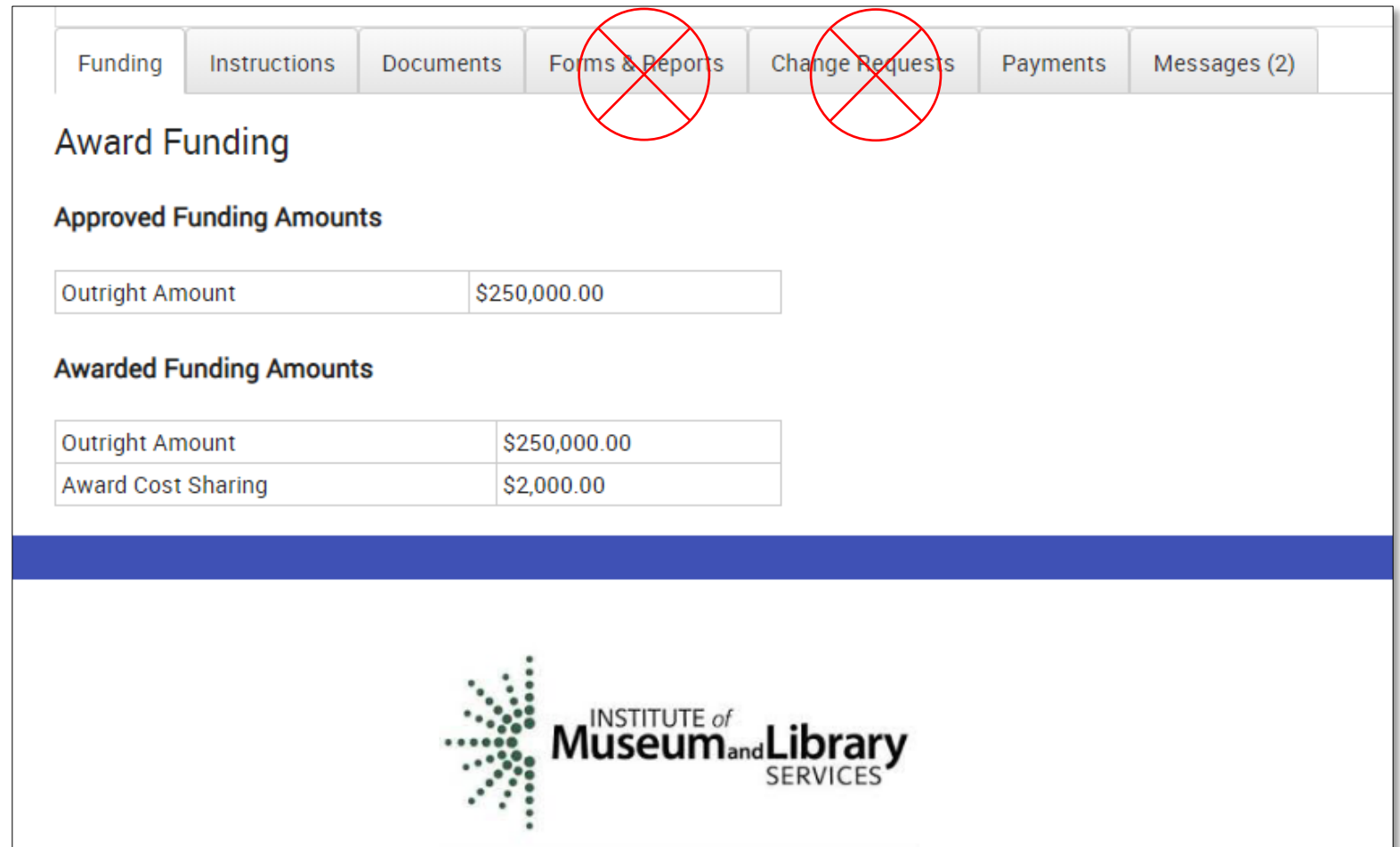
- Navigation tabs: Funding (highlighted), Instructions (highlighted), Documents (highlighted), Forms & Reports, Change Requests, Payments, Messages (2)
- Section: Award Funding
- Section: Approved Funding Amounts
- Table for Approved Funding Amounts:

Outright Amount	\$250,000.00
-----------------	--------------
- Section: Awarded Funding Amounts
- Table for Awarded Funding Amounts:

Outright Amount	\$250,000.00
Award Cost Sharing	\$2,000.00
- Footer: INSTITUTE of Museum and Library SERVICES

Navigating eGMS Reach

- LSTA awards will **NOT** use tabs for:
 - Forms & Reports (SPR instead)
 - Change Requests (SPR “State Info” for contact updates instead)



The screenshot displays the eGMS Reach interface. At the top, there is a navigation bar with tabs: Funding, Instructions, Documents, Forms & Reports, Change Requests, Payments, and Messages (2). The 'Forms & Reports' and 'Change Requests' tabs are circled in red with a red 'X' over them, indicating they are not to be used. Below the navigation bar, the 'Award Funding' section is visible, showing 'Approved Funding Amounts' and 'Awarded Funding Amounts' tables.

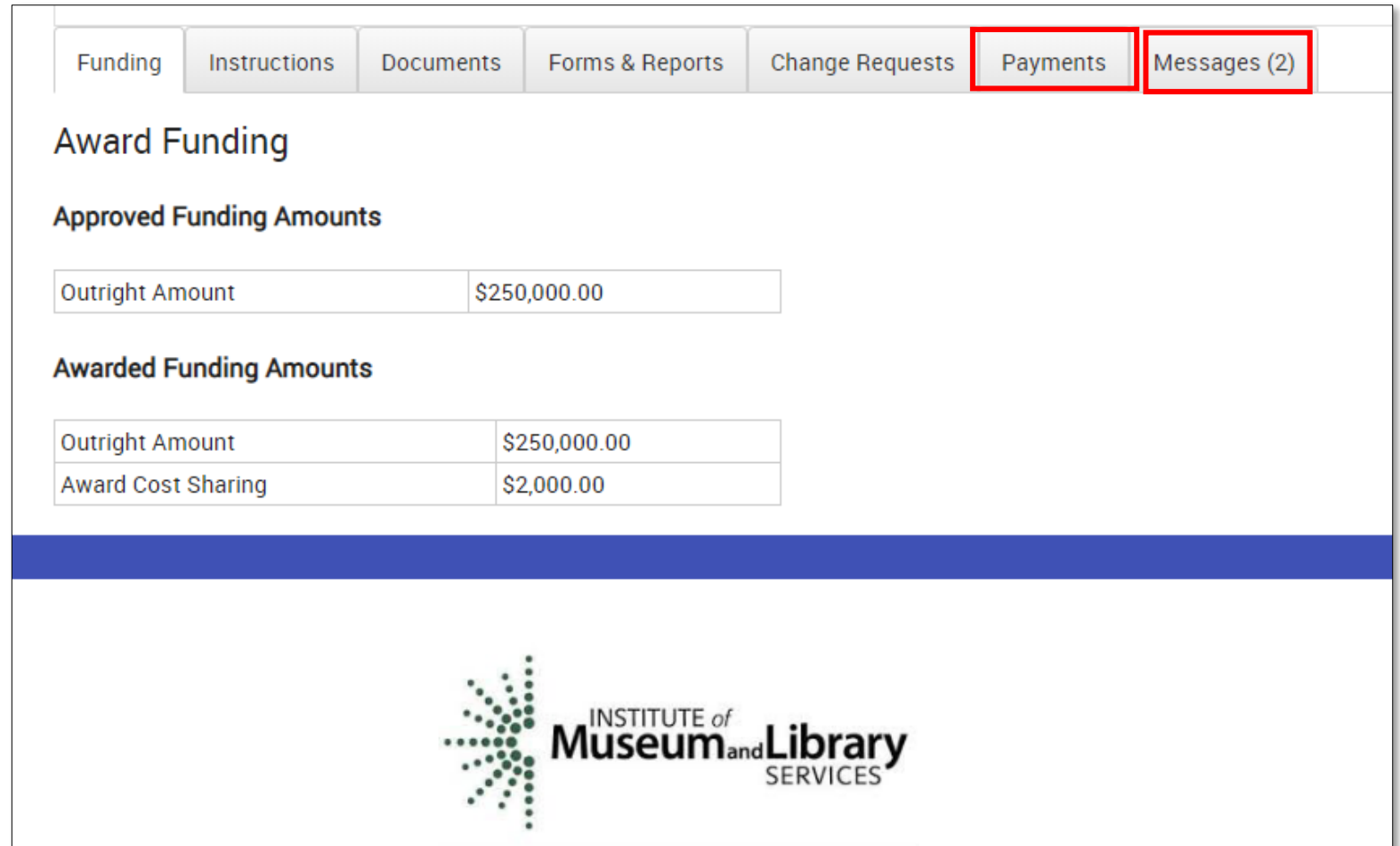
Approved Funding Amounts	
Outright Amount	\$250,000.00

Awarded Funding Amounts	
Outright Amount	\$250,000.00
Award Cost Sharing	\$2,000.00

At the bottom of the page, the logo for the INSTITUTE of Museum and Library SERVICES is displayed.

Navigating eGMS Reach

- **Payments** = Submit payment requests and view award balance
- **Messages** = Official communication with IMLS about your award



Funding Instructions Documents Forms & Reports Change Requests **Payments** **Messages (2)**


Award Funding

Approved Funding Amounts

Outright Amount	\$250,000.00
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Awarded Funding Amounts

Outright Amount	\$250,000.00
Award Cost Sharing	\$2,000.00

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How to submit a payment request

How to Submit a Payment Request in Reach

eGMS REACH | ebrochu | Messages (3) | Help

Home

Welcome to eGMS Reach

If you are a panelist, select your panel under **My Panels**. This will allow you to access the applications you are reviewing.

If you are a grantee, select your grant under **My Awards**. This will allow you to upload reports; submit information about products of your grant, submit change requests, or contact IMLS staff.

To update your name or contact information, hover over your name in the banner above and select **My Information**.

My Awards

	Details	Award Period	Alerts
Go to Award MA-244804-OMS-19	<i>Test Project Title ABC</i> Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official)	7/1/2019 - 10/31/2022	✉ You have unread messages.
Go to Award NLG-L-244793-OLS-19	<i>Training Project 123</i> Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Authorizing Official) Test User (Project Director)	6/1/2019 - 11/30/2021	

My Awards

	Details	Award Period	Alerts
Go to Award MA-244804-OMS-19	<i>Test Project Title ABC</i> Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official)	7/1/2019 - 10/31/2022	✉ You have unread messages.
Go to Award NLG-L-244793-OLS-19	<i>Training Project 123</i> Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Authorizing Official) Test User (Project Director)	6/1/2019 - 11/30/2021	

How to Submit a Payment Request in Reach

- Click payments tab
- Click **Add Payment Request**
- NOTE:
SAM.gov registration must be active

The screenshot displays the Reach system interface. At the top, there is a navigation bar with tabs for Funding, Instructions, Documents, Forms & Reports, Change Requests, Payments, and Messages. The Payments tab is highlighted with a red box. Below the navigation bar, there is a 'Request Summary' section with a 'View Payment Request Instructions' button. The summary shows: Award Amount: \$156,104.00, Total Approved Requests: \$1,000.00, and Remaining Funds: \$155,104.00. At the bottom left, there is an 'Add Payment Request' button, which is also highlighted with a red box. A red arrow points from the Payments tab to the Add Payment Request button.

Award Period	12/1/2018 - 11/30/2020
Notices	View SAM Registration

Funding Instructions Documents Forms & Reports Change Requests **Payments** Messages

Request Summary

[View Payment Request Instructions](#)

Award Amount: \$156,104.00
Total Approved Requests: \$1,000.00
Remaining Funds: \$155,104.00

[Add Payment Request](#)

How to Submit a Payment Request in Reach

- Complete all fields
- Agree to Assurances
- Click **Submit Payment Request**
- Instructions available at top

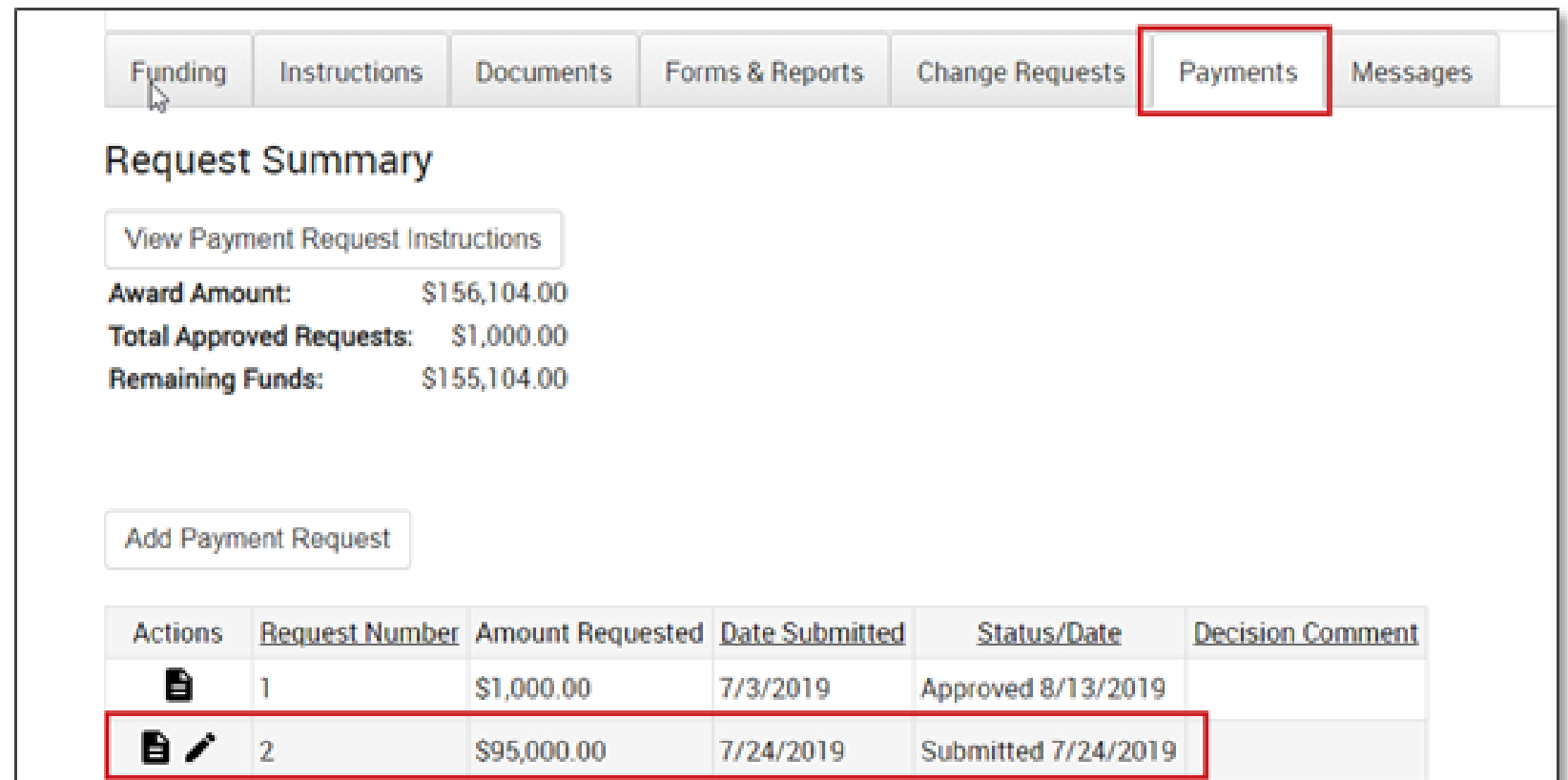
[View Payment Request Instructions](#)

Edit Payment Request

1. Recipient Account or ID Number (Optional)	<input type="text"/>
2. Type of Payment Requested	Final <input type="button" value="v"/>
3. Basis of Request	Cash <input type="button" value="v"/>
4. Period Covered by this Request Starting Date	4/1/2019 <input type="button" value="calendar"/>
5. Period Covered by this Request Ending Date	7/30/2019 <input type="button" value="calendar"/>
6. a. Total Program Outlays	\$ 312844.00 as of 8/31/2019 <input type="button" value="calendar"/>
b. Estimated Net Cash Outlays Needed for Advance Period	\$ 0.00
c. Total (a plus b)	\$ 312844.00 (Calculated)
d. Non-Federal share of amount on line c	\$ 156740.00
e. Federal Share of Amount on line c (c minus d)	\$ 156104.00 (Calculated)
f. Payment Previously Requested	\$ 96000.00
g. Federal Share Now Requested (e minus f)	\$ 60104.00 (Calculated)
7. Assurances	<input checked="" type="checkbox"/> I agree to the Assurances

How to Submit a Payment Request in Reach




- Payments tab now reflects status of submitted request.
- Requests can be updated (pencil icon) if still in “Submitted” status.



The screenshot displays the 'Payments' tab in the Reach system. The 'Request Summary' section shows the following information:

- Award Amount: \$156,104.00
- Total Approved Requests: \$1,000.00
- Remaining Funds: \$155,104.00

Below the summary is an 'Add Payment Request' button. The table below lists the payment requests:

Actions	Request Number	Amount Requested	Date Submitted	Status/Date	Decision Comment
	1	\$1,000.00	7/3/2019	Approved 8/13/2019	
 	2	\$95,000.00	7/24/2019	Submitted 7/24/2019	



Sending messages through Reach

Sending Messages Through Reach

eGMS REACH

Allen Messages Help

- Manage messages through homepage banner or Messages tab on award page.
- Can upload attachments.
- Messages push a notification to email, but you must log in to see content.

the Grants to States Manual: <https://www.imls.gov/grants/grant-programs/grants-states/grants-states-manual>

CFDA Number 45.301

Agency Contacts
Kristin McLaughlin
Phone [REDACTED]

Award Period 7/1/2019 - 10/31/2022

Notices
View SAM Registration

Funding Instructions Documents Forms & Reports Change Requests Payments **Messages (2)**

+ Add

Mark As Read

<input type="checkbox"/>	Preview	Recipients		Date
<input type="checkbox"/>	Message regarding [REDACTED] - Here is the resume that wasn't submitted. Thank you !! love Reach!!!... (1)	Kristin McLaughlin, James P Neal, Eileen Brochu, Kristin McLaughlin (IMLS)		8/22/2019 2:39 PM
<input type="checkbox"/>	Message from IMLS regarding [REDACTED] Please submit an updated resume... (1)	Kristin McLaughlin, James P Neal, Eileen Brochu, Kristin McLaughlin (IMLS)		8/22/2019 2:36 PM
<input type="checkbox"/>	Documents from IMLS for Award [REDACTED] Congratulations, you have received an award from the Institute for Museum and Library Services&nbs...	Kristin McLaughlin (IMLS)		8/22/2019 11:55 AM

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Reasons to Send a Message in Reach

- Equipment Requests
- Certification and Assurances submissions
- MOE Waiver requests
- Any other official prior approval requests, like extension requests



Do NOT Send a Message in Reach

Send these requests through email (NOT Reach):

- Allowable cost questions
- Personnel change requests (SPR, then email)
- SPR issues
- General feedback or questions to your program officer
- Quarterly grant accruals
(sent to LSTA-QRTAccrual@imls.gov)



Troubleshooting

If you have any issues with navigating or completing a task in Reach, please contact the Reach Help Desk by emailing:

Reach-HelpDesk@imls.gov

Questions?



Hula Preservation Society





Break

15 minutes