# How to Navigate eGMS Reach

## Introduction

eGMS Reach is IMLS's online grants management system for awardees to manage their awards and cooperative agreements, and for reviewers who participate in peer review panels. This document describes how awardees and peer reviewers can navigate and view award and panel information in eGMS Reach.

### Navigating eGMS Reach

Once IMLS assigns you to an award as a key participant or contact, or to a panel as a peer reviewer, you can access eGMS Reach via <u>https://grants.imls.gov/Reach/</u>. Choose the Login.gov option that applies to you to sign in.

For additional information about how to sign in to Reach using Login.gov, refer to the **How to Use Login.gov to Access eGMS Reach** job aid on the <u>Resources for eGMS Reach</u> page of the IMLS website.

eGMS REACH	Sign In Help						
For guidance on how to manage and administer a discretionary award, see the Institute of Museum and Library Services website at <u>www.imls.gov/grants/manage- your-award</u> . For Grants to States awards, please visit the Grants to States Manual at https://www.imls.gov/grants/grant- programs/grants-states/grants-states- manual. IMLS understands that COVID-19 may have impacted your IMLS-funded project as activities are postponed or canceled and access to your workspace is limited or denied. Please contact your program officer through eGMS Reach to explore options such as modifying project activities, extending the performance period, revising budgets, and rescheduling report submissions. We are committed to working with you to provide the maximum flexibility allowed by our governing authorities. For the latest overall developments, please wist <u>https://www.imls.gov/coronavirus-</u>	Welcome to IMLS eGMS Reach! eGMS Reach is the system used by IMLS awardees to manage their grants and cooperative agreements and by reviewers who participate in the peer review process. To access eGMS Reach, you must have a Login.gov account, and it must be associated with your eGMS Reach Primary Email address. If you encounter any issues accessing eGMS Reach, visit the <u>eGMS Reach User Resources page</u> or contact <u>Reach-HelpDesk@imls.gov</u> for assistance.						
	Already have a Login.gov account associated with your eGMS Reach primary email address? Click below to sign in.	Have a Login.gov account associated with a different email address? Click below to add your eGMS Reach Primary Email address to your Login.gov account, and then return to this page to sign in.	Don't have a Login.gov account? Click below and follow the prompts. Be sure your Login.gov account uses your eGMS Reach Primary Email address and that it is unique to you.				
<u>covid-19-updates</u> .	LOGIN.GOV	Add Email	Create Account				

Figure 1: eGMS Reach login page

The eGMS Reach Home page contains three sections that are useful for navigating the site and viewing and managing information.

#### Menu

The menu ribbon at the top of the screen provides quick access to your assigned awards, panels, and account information.

						<b>9</b>
eGMS REACH	Home	Awards	Panels	Account	Help	
						<u> </u>

#### Figure 2: eGMS Reach menu

### Awards

Hovering over the Awards item in the menu displays a list of your assigned awards. Clicking on an award in the list will take you to the Award's page, where you can see its detailed information, submit documents and reports to IMLS, send messages, and request payment.

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M If yc If yc					_	
lf yc If yc						
If ye						
subi						
То и	and the local di-					
Panels						
Panel Code	Name	E	Date(s)	Chair		
		2	2/1/2023			
A						
Awards						
Award #	Details				Award Period	

Figure 3: eGMS Reach menu - Awards

### Panels

Hovering over the Panels option in the menu displays a list of panels to which you are assigned as a peer reviewer. Clicking on a panel in the list will take you to the panel's page, where you can sign required forms, review applications, and submit your evaluations.

Home Awards Panels Account Help									
Welcom	Welcome to eGMS Reach								
If you are a panel If you are an awai submit payment r To update your co	If you are a panelist, select your panel from the <b>Panels</b> menu. This will allow you to access the applications you are reviewing. If you are an awardee, select your award from the <b>Awards</b> menu. This will allow you to upload reports, submit change requests, submit payment requests, or contact IMLS staff. To update your contact information or affiliations, select an option from the <b>Account</b> menu.								
Panels	Panels								
Panel Code	Panel Code Name Date(s) Chair								
		2/1/2023							

Figure 4: eGMS Reach menu - Panels

### Account

Hovering over the Account option in the menu displays a list of account-related items you can update as desired, including:

- Your name and contact information, including alternate email addresses, physical address, and phone numbers;
- Your past and present institutional affiliations;
- Your areas of professional expertise, and
- Biographical information

Home Awards Panels	Account Help						
Welcome to If you are a panelist, select y If you are an awardee, select submit payment requests, o To update your contact infor	Sign Out Name and Contact Information Affiliations Categories Biography Subscriptions Forms mation or affiliations, select an option fr	allo will	v you to access the applications you are reviewing. Illow you to upload reports, submit change requests, e <b>Account</b> menu.				
Panels	Panels						

Figure 5: eGMS Reach menu - Account

#### Help

The Help option on the menu refers you to the eGMS Reach Help Desk, where you can request assistance with eGMS Reach-related issues like accessing your account, completing peer reviews, or submitting reports or payment requests.

Home	Awards	Panels	Account	Help		
Help	iire assistand ccount acce	ce with your ss, submitti	Institute of	Museum and L nd payment requ	r <b>ary Services (IMLS)</b> eGMS Reach account such as obt ts, or completing peer reviews of applications, send an	aining or email to
	<u>pDesk@imis</u>	<u></u>				



### Reminders

The Reminders section displays information about award and/or panel-related items that may require attention, such as report due dates, evaluation due dates, documents requiring a signature, and unread messages. Reminders appear on the left side of the screen for larger screens, and near the top of the screen below the menu ribbon for smaller screens such as mobile devices and some tablets.

eGMS REACH	Home Awards	Panels	Account Help		
Award  1 Unread Messages Interim Financial Due On 02/01/2023 Interim Renformance Due On 02/01/2023	Welcom If you are a paneli If you are an awar submit payment r To update your co	ne to ist, select ye rdee, select requests, or ontact infor	eGMS Read our panel from the Panels your award from the Awar contact IMLS staff. mation or affiliations, sele	<b>ch</b> s menu. This will allow you to access the appli <b>ards</b> menu. This will allow you to upload repo ct an option from the <b>Account</b> menu.	cations you are reviewing. rts, submit change requests,
For guidance on how to manage and administer a discretionary award, see the Institute of Museum and Library Services website at <u>www.imls.gov/grants/manage- your-award</u> .	Panels Panel Code	Name		Date(s)	Chair
For Grants to States awards, please visit the Grants to States Manual at <u>https://www.imls.gov/grants/grant-</u> programs/grants-states/grants-states- manual.				2/1/2023	
IMLS understands that COVID-19 may have impacted your IMLS-funded project as activities are pactaged as canceled and	Awards				
accustors are postponed or canceled and access to your workspace is limited or denied. Please contact your program officer through eGMS Reach to explore options such as modifying project activities	Award #		Details Award		

#### Figure 7: eGMS Reach Reminders section - larger screens

eGMS REACH						
Home Awards Panels Account Help						
Reminders						
Reminders						
Award						
1 Unread Messages Interim Financial Due On						
02/01/2023 Interim Performance Due On 02/01/2023						
Welcome to eGMS Reach						
If you are a panelist, select your panel from the <b>Panels</b> menu. This will allow you to access the applications you are reviewing.						

Figure 8: eGMS Reach Reminders section - smaller screens

### Panels/Awards

eGMS REACH	Home Awards F	Panels Ac	count Help				
Reminders      Award      Unread Messages Interim Financial Due On 02/01/2023 Interim Performance Due On 02/01/2023 For quidance on how to manage and administer a	Welcome to eGMS Reach If you are a panelist, select your panel from the <b>Panels</b> menu. This will allow you to access the applications you are reviewing. If you are an awardee, select your award from the <b>Awards</b> menu. This will allow you to upload reports, submit change requests, submit payment requests, or contact IMLS staff. To update your contact information or affiliations, select an option from the <b>Account</b> menu.						
discretionary award, see the Institute of Museum and Library Services website at <u>www.imls.gov/grants/manage-your-award</u> .	Panels						
For Grants to States awards, please visit the Grants to States Manual at <u>https://www.imls.gov/grants/grant-</u> programs/grants-states/grants-states-manual.	Panel Code Name			Date(s) 2/1/2023	Chair		
IMLS understands that COVID-19 may have impacted your IMLS-funded project as activities are postponed or canceled and access to your	Awards						
workspace is limited or denied. Please contact your program officer through eGMS Reach to explore options such as modifying project activities,	Award #		Details			Award Period	
extending the performance period, revising budgets, and rescheduling report submissions. We are committed to working with you to provide the maximum flexibility allowed by our governing authorities. For the latest overall developments, please visit <u>https://www.imls.gov/coronavirus-covid-19-</u> updates.		£				8/1/2022 - 7/31/2024	
						8/1/2022 - 7/31/2023	
						8/1/2022 - 7/31/2025	

Figure 9 eGMS Reach home page – Awards and Panels

Select an award or a panel to view the associated detail.

eGMS REACH	Home Awards Panels	Account Help				
Reminders  Award  Unread Messages	Award: RE	OLS-22				
Interim Financial Due On 02/01/2023	Information Funding Ins	tructions Documents Forms and Reports Venues Change Requests Payments Messages Write Ups				
Interim Performance Due On 02/01/2023	Institution(s)	Sample Institution; Washington, DC (Legal Applicant)				
For guidance on how to manage and administer a discretionary award, see the Institute of Museum	Participant(s)	Laining r (r)cec spaning som calculation Julie Ball (Grant Administrator) OGPM Testing (Project Director) Juliette Wolfen (Authorizing Official)				
www.imls.gov/grants/manage-your-award.	Division	Office of Library Services				
For Grants to States awards, please visit the Grants	Grants.gov Competition	Laura Bush 21st Century Librarian Program (2022) Notice of Funding Opportunity ("Guidelines")				
to States Manual at	FAL Number	45.313				
programs/grants-states/grants-states-manual. IMLS understands that COVID-19 may have impacted your IMLS-funded project as activities are postponed or canceled and access to your workspace is limited or denied. Please contact your program officer through eGNS Reach to explore options such as modifying project activities, extending the performance period revision	Agency Contacts	The best way to contact staff members is by sending a message using the <b>Messages</b> tab. Senior Program Officer Senior Program Officer				
budgets, and rescheduling report submissions. We	Award Period	8/1/2022 - 7/31/2025				
are committed to working with you to provide the maximum flexibility allowed by our governing authorities.	Notices	View SAM Registration				

Figure 10 Award detail page in eGMS Reach

On the Award's page, select from the tabs to access the following information:

- Information: The **Information** tab provides general information about the award, including project title, participants, IMLS agency contacts, NOFO links, and access to SAM information.
- Funding: The **Funding** tab shows the approved and awarded funding amount(s). It also displays any associated cost share, if applicable.
- Instructions: The **Instructions** tab provides links to grants administration guidance related to your award.
- Documents: The **Documents** tab shows documents associated with your award.
- Forms and Reports: The **Forms and Reports** tab displays your report schedule, provides access to complete and submit your performance and financial reports, and allows you to view previously submitted reports and their status.
- Venues: IMLS does not currently use the Venues tab.
- Change Requests: The **Change Requests** tab provides the opportunity to submit requests for approval of changes relating to your award.
- Payments: The **Payments** tab allows you to submit payment requests and to view past submissions and payments.
- Messages: The **Messages** tab allows you to access any messages between you and IMLS pertaining to this specific award.
- Write Ups: The **Write Ups** tab displays one or more project descriptions containing a summary of the approved content and activities of the award.

# Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing <u>Reach-HelpDesk@imls.gov</u>.