

Memo



To: Community Partner

From: Komen Greater NYC

Date: 5/11/2018

Re: **Authorized Signer** Role in the Grants Electronic Management System (GeMS)

As you might know, the Greater NYC Affiliate of Susan G. Komen for the Cure® has made a transition from a paper to an electronic granting process. The Grants Electronic Management System (GeMS) developed by Susan G. Komen for the Cure allows our organization to apply for grants, and submit reports and grant change requests. You have been identified as our organization's **Authorized Signer** for GeMS. The **Authorized Signer** role is key to the success of our organization's application- without your help we can't successfully submit our application, execute a contract if funds are awarded or complete grant change requests.

There are detailed instructions on how you will complete your tasks in the attached manual entitled "Applicant Manual" as well as the notification emails you will receive throughout the granting process. This memo provides a high-level overview of the tasks you will be responsible for.

Registration

1. In order to perform your necessary functions in the system you will have to register by going to <https://affiliategrants.komen.org>.

Application Submission

1. Initial Submission: Once the Project Director completes the online application you will receive an email notification inviting you to log into GeMS to review and submit the application. The email notification includes all of the steps necessary for submitting the application.
2. Modifications Required Submission: You might receive an additional email from the GeMS system notifying you that the Project Director has made some changes to the application based on feedback from the Affiliate. Here again, you will be invited to log into GeMS to review and submit the application modifications. Follow the steps provided in the email.
3. Budget Revisions Required: You might also receive an email indicating that budget revisions are required in order to receive funding. Here again, you will be invited to log into GeMS to make changes to the budget and re-submit. Follow the steps provided in the email.

Contract Execution

1. The "[Click here and type Affiliate name]" of Susan G. Komen for the Cure® no longer requires an original signature on a hard copy of the contract. Instead, contract execution occurs in GeMS. *The Authorized Signer is the only individual able to complete contract execution in the system.* If our organization is funded, you will receive an email indicating that you need to review and accept the grant agreement (contract) in GeMS. Please follow the instructions provided in the email to perform this task.

Grant Change Request

1. Change Request Form Submission: During the grant cycle, changes to our application might need to be made. Once the Project Director completes the change form in GeMS, you will receive an email notification inviting you to log into GeMS to review and submit the change form. The email notification includes all of the steps necessary for submitting the change form.
2. Application Change Submission: Once the Affiliate approves our requested changes, you will need to submit the changes the Project Director makes to the application. You will receive an email notification inviting you to log into GeMS to review and submit the changes to the application. The email notification includes all of the steps necessary for submitting the changes to the application.
3. Modifications Required Submission: The Affiliate might request that modifications are made to the changes created in the application. You will receive an email notification inviting you to log into GeMS to review and resubmit the changes to the application. The email notification includes all of the steps necessary for resubmitting the changes to the application.