



eGMS Reach

For Grants to States (LSTA) Allotment Grantees



Overview

- Introduction
- Accessing eGMS Reach with Login.gov
- How to navigate Reach
- How to submit a Payment Request
- Sending messages through Reach
- Troubleshooting

Introduction

Use eGMS Reach to:

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

The screenshot shows the eGMS REACH website interface. At the top, there is a navigation bar with 'eGMS' and 'REACH' on the left, and 'Sign In' and 'Help' on the right. The main content area is divided into several sections. On the left, there are three paragraphs of text providing guidance on managing awards, accessing the Grants to States Manual, and handling COVID-19 related issues. On the right, there is a large 'Welcome to eGMS Reach' section with a sub-header and a paragraph of text. Below this, there are three columns of user instructions, each with a button: 'Already have a Login.gov account associated with your eGMS Reach primary email address?' with a 'LOGIN.GOV' button; 'Have a Login.gov account associated with a different email address?' with an 'Add Email' button; and 'Don't have a Login.gov account?' with a 'Create Account' button.

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 www.ims.gov/grants/manage-your-award.

For Grants to States awards, please visit the Grants to States Manual at <https://www.ims.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 visit <https://www.ims.gov/coronavirus-covid-19-updates>.

Welcome to eGMS Reach

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 [eGMS Reach User Resources page](#) or contact Reach-HelpDesk@ims.gov for assistance.

Already have a Login.gov account associated with your eGMS Reach primary email address?

Click below to sign in.

LOGIN.GOV

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.

Add Email

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.

Create Account



Accessing eGMS Reach with Login.gov

Accessing eGMS Reach with Login.gov

- You will receive an email from IMLS-Reach@imls.gov that will provide you with a URL for eGMS Reach. Click on the link to go to eGMS Reach and sign in to your account using Login.gov.

Dear Example Reach User,

Access to a panel or award has been granted to you in eGMS Reach, the system for application review and award management used by the Institute of Museum and Library Services. If you manage multiple awards, you will receive additional notifications as access to each is granted.

I

You must have a Login.gov account associated with this email address to access eGMS Reach.

Please go to eGMS Reach at [https://\[redacted\].reach/](https://[redacted].reach/) to sign in. If you are new to eGMS Reach, choose a prompt on the login page to:

1. Log in using your existing Login.gov account that is associated with this email address;
2. Add this email address to your existing Login.gov account that is associated with a different email address, or
3. Create a new Login.gov account.

If you encounter any issues accessing eGMS Reach, visit the [eGMS Reach User Resources page](#) or contact Reach-HelpDesk@imls.gov for assistance.

Accessing eGMS Reach with Login.gov

- To create or link your Login.gov account to eGMS Reach, refer to this user guide: <https://www.imls.gov/sites/default/files/2023-01/how-to-use-login.gov-to-access-egms-reach.pdf>

The screenshot shows the eGMS REACH website interface. At the top, there are navigation links for "eGMS" and "REACH", along with "Sign In" and "Help" buttons. The main content area is titled "Welcome to eGMS Reach" and includes a welcome message and instructions on how to access the system. Below this, there are three columns of options for users based on their Login.gov account status:

- Already have a Login.gov account associated with your eGMS Reach primary email address?** Click below to sign in. [LOGIN.GOV](#)
- 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. [Add Email](#)
- 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. [Create Account](#)

Additional text on the page includes guidance on managing discretionary awards, Grants to States awards, and information about COVID-19 impacts on project activities.



How to navigate Reach

Navigating eGMS Reach

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

The screenshot shows the eGMS REACH website interface. At the top, there is a navigation bar with "eGMS" and "REACH" on the left, and "Sign In" and "Help" on the right. The main content area is divided into several sections:

- Left Column:** Contains three paragraphs of text. The first paragraph provides guidance on managing a discretionary award, linking to www.imls.gov/grants/manage-your-award. The second paragraph provides information on Grants to States awards, linking to <https://www.imls.gov/grants/grant-programs/grants-states/grants-states-manual>. The third paragraph discusses COVID-19 impacts and provides a link to <https://www.imls.gov/coronavirus-covid-19-updates>.
- Center Column:** Features a "Welcome to eGMS Reach" heading. Below the heading, it states: "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." It also includes instructions: "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 [eGMS Reach User Resources page](#) or contact Reach-HelpDesk@imls.gov for assistance."
- Right Column:** Contains three distinct boxes for user actions:
 - Box 1:** "Already have a Login.gov account associated with your eGMS Reach primary email address?" with a "Click below to sign in." prompt and a "LOGIN.GOV" button.
 - Box 2:** "Have a Login.gov account associated with a different email address?" with a "Click below to add your eGMS Reach Primary Email address to your Login.gov account, and then return to this page to sign in." prompt and an "Add Email" button.
 - Box 3:** "Don't have a Login.gov account?" with a "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." prompt and a "Create Account" button.

At the bottom of the page, the IMLs logo is displayed, consisting of a stylized starburst icon and the text "INSTITUTE of Museum and Library SERVICES". Below the logo is a link for "Privacy and Terms of Use".

Navigating eGMS Reach

Select an award to view the associated detail.

The screenshot displays the eGMS REACH interface. At the top, there is a navigation bar with 'eGMS' and 'REACH' on the left, and 'Home', 'Awards', 'Panels', 'Account', and 'Help' on the right. Below the navigation bar, there is a 'Reminders' section on the left with a bell icon and a list of unread messages. The main content area is titled 'Award: RE [redacted] -OLS-22'. Below the title, there is a horizontal menu with tabs: 'Information', 'Funding', 'Instructions', 'Documents', 'Forms and Reports', 'Venues', 'Change Requests', 'Payments', 'Messages', and 'Write Ups'. The 'Information' tab is selected, showing a table of award details. The table has two columns: the field name and the corresponding value. The fields include Institution(s), Title, Participant(s), Division, Grants.gov Competition, FAL Number, Agency Contacts, Award Period, and Notices. The 'Agency Contacts' field contains a note about the best way to contact staff members. The 'Notices' field has a button labeled 'View SAM Registration'.

Reminders

Award [redacted]

1 Unread Messages

Interim Financial Due On 02/01/2023

Interim Performance Due On 02/01/2023

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

For Grants to States awards, please visit the Grants to States Manual at <https://www.ims.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.

Award: RE [redacted] -OLS-22

Information Funding Instructions Documents Forms and Reports Venues Change Requests Payments Messages Write Ups

Institution(s)	Sample Institution; Washington, DC (Legal Applicant)
Title	Example Project: Expanding eGMS Reach Knowledge
Participant(s)	Julie Ball (Grant Administrator) OGPM Testing (Project Director) Juliette Wodhen (Authorizing Official)
Division	Office of Library Services
Grants.gov Competition	Laura Bush 21st Century Librarian Program (2022) Notice of Funding Opportunity ("Guidelines")
FAL Number	45.313
Agency Contacts	The best way to contact staff members is by sending a message using the Messages tab. Senior Program Officer [redacted] Senior Program Officer [redacted]
Award Period	8/1/2022 - 7/31/2025
Notices	View SAM Registration

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 eGMS logo, the REACH tab, and user information for 'ebrochu' with 3 messages and a help icon. A left sidebar shows 'My Panels' and 'My Awards' with a 'Test' button and two award entries: 'Project Title ABC' and 'Training Project 123'. The main content area is titled 'Home > View Award' and features a 'My Award:' section with a blurred ID. Below this is a table of award information:

Award Information (click to show/hide 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 navigation bar with tabs: Funding, Instructions, Documents, Forms & Reports, Change Requests, Payments, and Messages (2). The 'Award Funding' section shows 'Approved Funding Amounts' with a table:

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)', and 'Help'. A left sidebar contains 'My Panels' and 'My Awards' with a 'Test' button and project titles 'Project Title ABC' and 'Training Project 123'. The main content area shows 'Home > View Award' and 'Award Information (click to show/hide details)'. Below this is 'My Award:' followed by a table of award details:

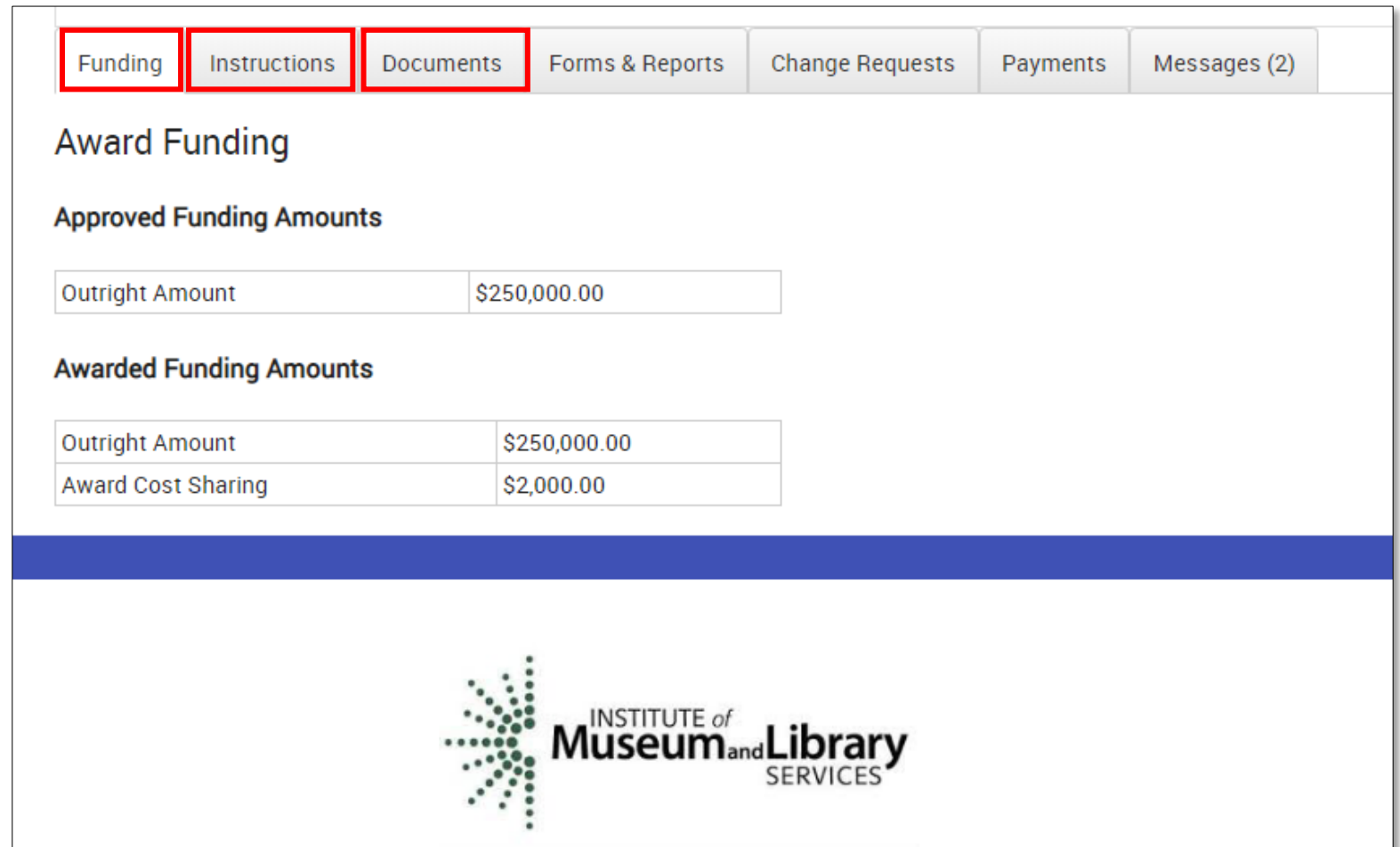
Institution(s)	Test Institution XYZ; Salem, MA (Legal Applicant)
Title	Test Project Title ABC
Participant(s)	Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official)
Division	Office of Museum Services
Grants.gov 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
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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

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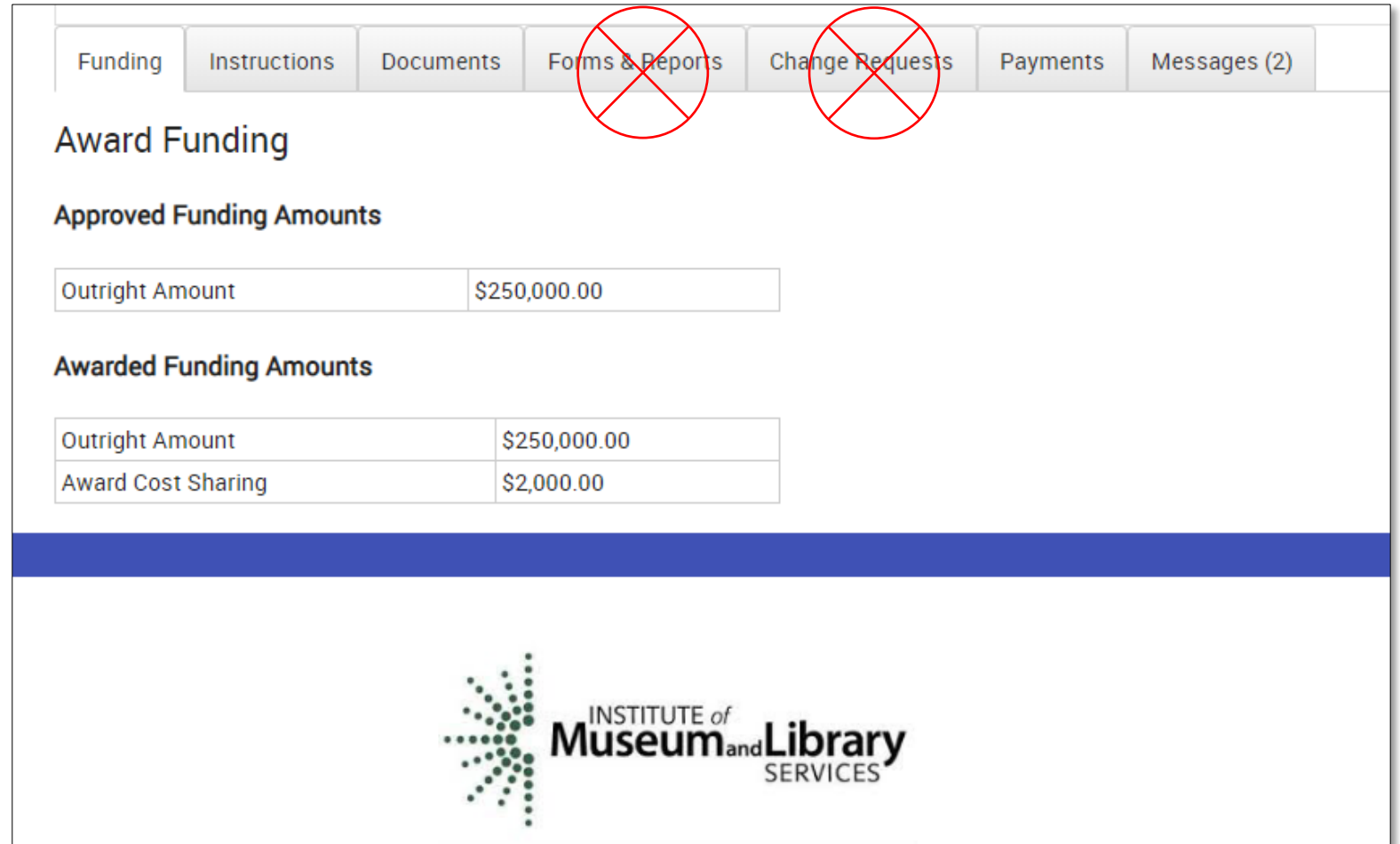
- Section: Awarded Funding Amounts

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

- Logo: 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, containing two tables: 'Approved Funding Amounts' and 'Awarded Funding Amounts'. Both tables show an 'Outright Amount' of \$250,000.00. The 'Awarded Funding Amounts' table also includes an 'Award Cost Sharing' amount of \$2,000.00. At the bottom of the page, the logo for the INSTITUTE of Museum and Library SERVICES is displayed.

Approved Funding Amounts	
Outright Amount	\$250,000.00

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

- Access the Payment Request Form by logging into your eGMS Reach account and selecting an award
- Go to the payments tab
- Click **Add Payment Request** button
- NOTE: SAM.gov registration must be active
- Detailed instructions are available here: <https://imls.gov/sites/default/files/2024-08/payment-request-instructions.pdf>

1. Recipient Account or ID Number (Optional)	<input type="text"/>
2. Type of Payment Requested	a. <input type="text" value="Required"/> b. <input type="text" value="Required"/>
3. Basis of Payment	<input type="text" value="Cash"/>
4. Period Covered by this Request Starting Date	<input type="text"/> <input type="button" value="📅"/>
5. Period Covered by this Request Ending Date	<input type="text"/> <input type="button" value="📅"/>
6. a. Total Program Outlays	\$ <input type="text"/> as of <input type="text"/> <input type="button" value="📅"/>
b. Estimated Net Cash Outlays Needed for Advance Period	\$ <input type="text"/>
c. Total (a plus b)	\$ <input type="text"/> (Calculated)
d. Non-Federal share of amount on line c	\$ <input type="text"/>
e. Federal Share of Amount on line c (c minus d)	\$ <input type="text"/> (Calculated)
f. Payment Previously Requested	\$ <input type="text"/>
g. Federal Share Now Requested (e minus f)	\$ <input type="text"/> (Calculated)
7. Assurances	<p><i>By submitting this request, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).</i></p> <p><input type="checkbox"/> Approve of Assurances</p> <p>By checking this box, I agree to the Certification.</p>
<input type="button" value="Cancel"/> <input type="button" value="Submit Payment Request"/>	



Requesting Payment

- Get to know your finance office/accountant
- All requests need to be submitted in eGMS Reach
- All previously requested **Advance** funds must be fully expended within 30 days of receipt and before submitting your next request
- Delinquent SPR reports will prevent new payments/awards
- Requests submitted at the end of the quarter may take longer to process



Sending messages through Reach



Reasons to Send a Message in Reach

- Equipment Requests
- Submission of Certification and Assurances
- 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