

## How to Navigate eGMS Reach

### Introduction

This document describes how both awardees and panelists can navigate and view information in the eGMS Reach online awards management system.

### Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing [Reach-HelpDesk@imls.gov](mailto:Reach-HelpDesk@imls.gov).

### Navigating eGMS Reach

1. Access eGMS Reach via <https://grants.imls.gov/Reach/> or through the **Manage Your Award** section of the IMLS website. Enter your user name and password, and click on **Sign in**.

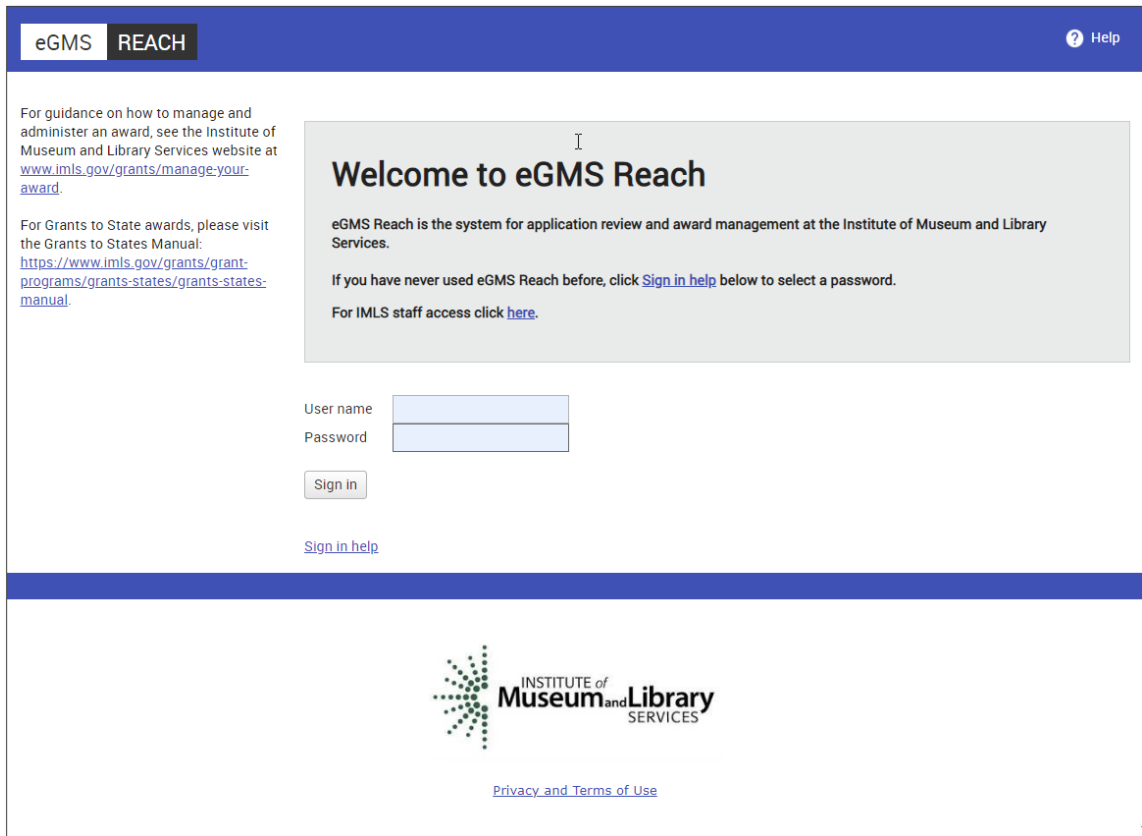


Figure 1 eGMS Reach login page

2. The eGMS Reach homepage contains three sections that are useful for navigating the site as well as for viewing and managing information.

- Blue eGMS Reach Banner/Header



Figure 2 eGMS Reach banner

- The tab with your **user name** allows you to change your account settings, change your password, and sign out of eGMS Reach.
  - The **Messages** tab allows you to view all messages between you and IMLS staff and any messages pertaining to your specific award(s) or panel(s).
  - The **Help** tab refers you to the eGMS Help Desk, where you can request assistance for Reach-related issues.
- Left Section

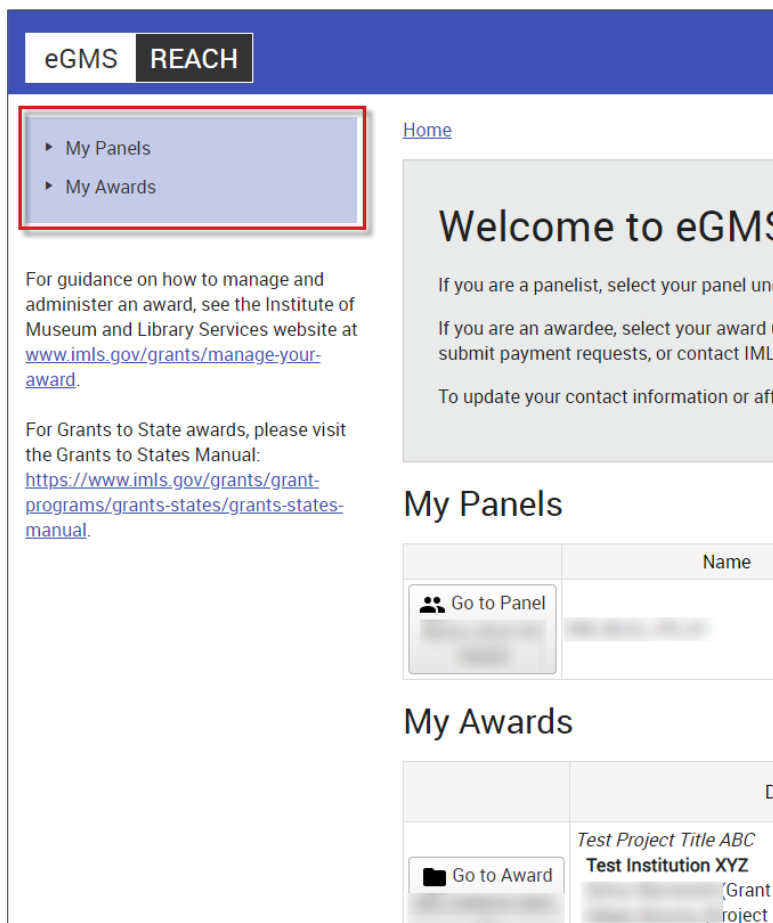


Figure 3 My Panels and My Awards quick links

- a. Click on the arrow next to **My Panels** to open a dropdown list that displays all the panels in which you are currently an active participant (if applicable).
- b. Click on the arrow next to **My Awards** to open a dropdown list that displays all awards with which you are currently associated (if applicable).

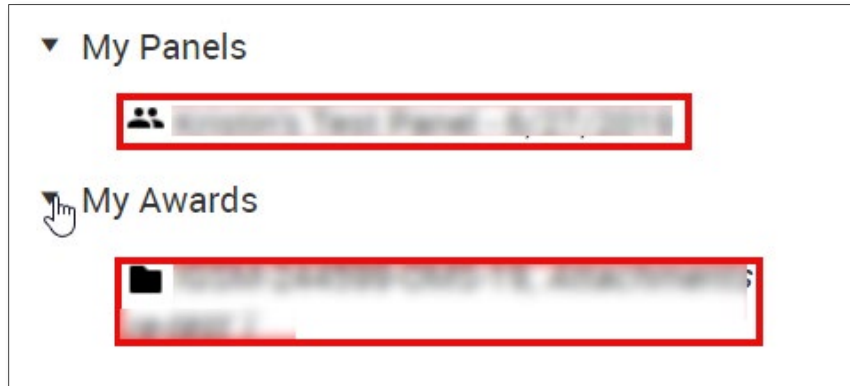


Figure 4 My Panels and My Awards expanded

- Right Section

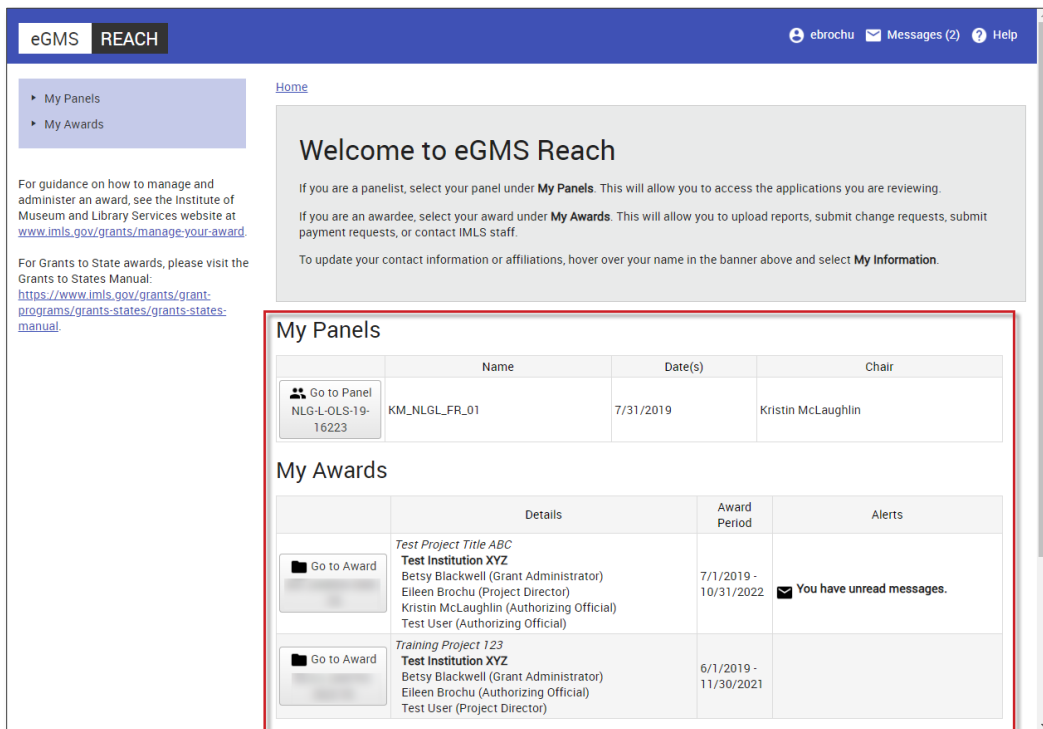


Figure 5 Right section of the eGMS Reach homepage

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

The screenshot displays the 'My Award' page in the eGMS REACH system. The page header includes 'eGMS REACH' and navigation links for 'Home > View Award'. The main content area is titled 'My Award: MA- [redacted] -OMS-19'. Below the title, there is a table of award information:

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 <a href="#">Notice of Funding Opportunity ("Guidelines")</a>
CFDA Number	45.301
Agency Contacts	The best way to contact staff members is by sending a message using the <b>Messages</b> tab.
Award Period	7/1/2019 - 10/31/2022
Notices	<a href="#">View SAM Registration</a>

Below the table, there are several tabs: Funding, Instructions, Documents, Forms & Reports, Change Requests, Payments, and Messages (1). The 'Funding' tab is selected, showing 'Award Funding' and 'Approved Funding Amounts'. The 'Outright Amount' is listed as \$250,000.00.

Figure 6 My Award page in eGMS Reach

3. Below the award details, select one of the tabs to access the following 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 relating to your award.
  - **Documents:** The **Documents** tab shows documents associated with your award.
  - **Reports:** The **Reports** tab displays your report schedule and provides ways to submit reports and to view those previously submitted.
  - **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. *(Note: These messages can also be viewed in the **Message** tab on the eGMS Reach home.)*

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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Figure 7 Award tabs