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/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.imls.gov/coronavirus-	participate in the peer review process. To access eGMS Reach, you must have a Log	S Reach ardees to manage their grants and cooperativ jin.gov account, and it must be associated witl Reach, visit the <u>eGMS Reach User Resources</u> p	h your eGMS Reach Primary Email address.				
	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 Logingov 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.

						A
eGMS REACH	Home	Awards	Panels	Account	Help	
						4

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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lf yc subi						
To u		No. Anna Anna A	80.			
Panels						
Panel Code	Panel Code Name		Date(s)	Chair	Chair	
			2/1/2023			
Awards						
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	ne to eGMS Reach						
If you are an awar submit payment r	ist, select your panel from the Panels menu. This will allo rdee, select your award from the Awards menu. This will requests, or contact IMLS staff. ontact information or affiliations, select an option from th	allow you to upload reports,					
Panels							
Panel Code	anel 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	Biography Subscriptions	will	v you to access the applications you are reviewing. Illow you to upload reports, submit change requests, e Account menu.
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.

Help If you require assistance with your Institute of Museum and Library Services (IMLS) eGMS Reach account such as obtaining resetting account access, submitting reports and payment requests, or completing peer reviews of applications, send an email <u>Reach-HelpDesk@imls.gov</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 Performance Due On 02/01/2023	If you are a pane If you are an awa submit payment	list, select y ardee, select requests, o	eGMS Reac your panel from the Panels at your award from the Awar or contact IMLS staff. rmation or affiliations, selec	menu. This will allow yo r ds menu. This will allow	vyou to upload report	
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		Da	ate(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	Awards					
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	Award #		Details			Award Period

Figure 7: eGMS Reach Reminders section - larger screens

eGMS	REACH
Home	Awards Panels Account Help
Remind	ers
🌲 Rer	minders
Interir 02/01	ead Messages n Financial Due On /2023 n Performance Due On
	elcome to eGMS Reach
-	are a panelist, select your panel from the Panels . This will allow you to access the applications you are <i>r</i> ing.
lf you	are an awardoo, soloct your award from the Awarde

Figure 8: eGMS Reach Reminders section - smaller screens

Panels/Awards

Reminders	Welcom	ne to e	GMS Reach					
Award	If you are a panelist, select your panel from the Panels menu. This will allow you to access the applications you are reviewing. If you are an awardee, select your award from the Awards menu. This will allow you to upload reports, submit change requests, submit payment							
1 Unread Messages Interim Financial Due On								
02/01/2023 Interim Performance Due On	If you are an awardee, select your award from the Awards menu. This will allow you to upload reports, submit change requests, requests, or contact IMLS staff.				, enonge requests, se	bint payment		
02/01/2023	To update your o	ontact informatio	on or affiliations, select an optic	n from the Account	menu.			
r guidance on how to manage and administer a cretionary award, see the Institute of Museum d Library Services website at	Panels							
w.imls.gov/grants/manage-your-award.	Panel Code	Name			Date(s)	Chair		
r Grants to States awards, please visit the Grants States Manual at <u>ps://www.imls.gov/grants/grant-</u> <u>ggrams/grants-states/grants-states-manual</u> .	A CONTRACTOR				2/1/2023		100.000	
LS understands that COVID-19 may have bacted your IMLS-funded project as activities postponed or canceled and access to your	Awards							
rkspace is limited or denied. Please contact your ogram officer through eGMS Reach to explore tions such as modifying project activities,	Award #		Details				Award Period	
opuors such as moduring 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.imis.gov/coronavirus-covid-19- updates.		S.					8/1/2022 - 7/31/2024	
							8/1/2022 - 7/31/2023	
							8/1/2022 -	

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 Umread Messages	Award: RE	OLS-22				
Interim Financial Due On 02/01/2023	Information Funding In	structions 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 and Library Services website at www.imls.aqu/v(rants/manage-your-award.	Title Participant(s)	Example Project: Expanding eGMS Reach Knowledge Julie Ball (Grant Administrator) OGPM Testing (Project Director) Juliette Wodhen (Authorizing Official)				
	Division	Office of Library Services				
For Grants to States awards, please visit the Grants	Grants.gov Competition	Laura Bush 21st Century Librarian Program (2022) Contemporation Contemporation (Contemporation Contemporation Contempor				
to States Manual at https://www.imb.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.	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 Senior Program Officer				
extending the performance period, revising						
oudgets, and rescheduling report submissions. We are committed to working with you to provide the	Award Period	8/1/2022 - 7/31/2025				
re committed to working with you to provide the naximum flexibility allowed by our governing	Notices	View SAM Registration				
authorities.						

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>.