

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 <https://grants.imls.gov/Reach/>. 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 [Resources for eGMS Reach](#) page of the IMLS website.

The screenshot shows the eGMS Reach login page. At the top, there is a blue navigation bar with 'eGMS REACH' and 'Sign In Help' links. The main content area is titled 'Welcome to eGMS Reach' and includes a welcome message, a description of the system, and instructions on how to access it. Below this, there are three columns of options for signing in: 'Already have a Login.gov account associated with your eGMS Reach primary email address?' with a 'Click below to sign in.' button and the 'LOGIN.GOV' logo; '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. The page also contains several informational links on the left side regarding award management, grants manuals, and COVID-19 updates.

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.

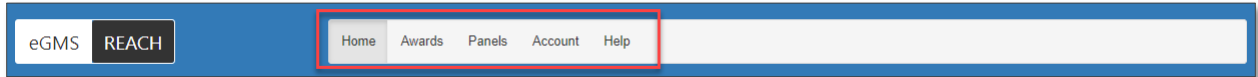


Figure 2: eGMS Reach menu

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.

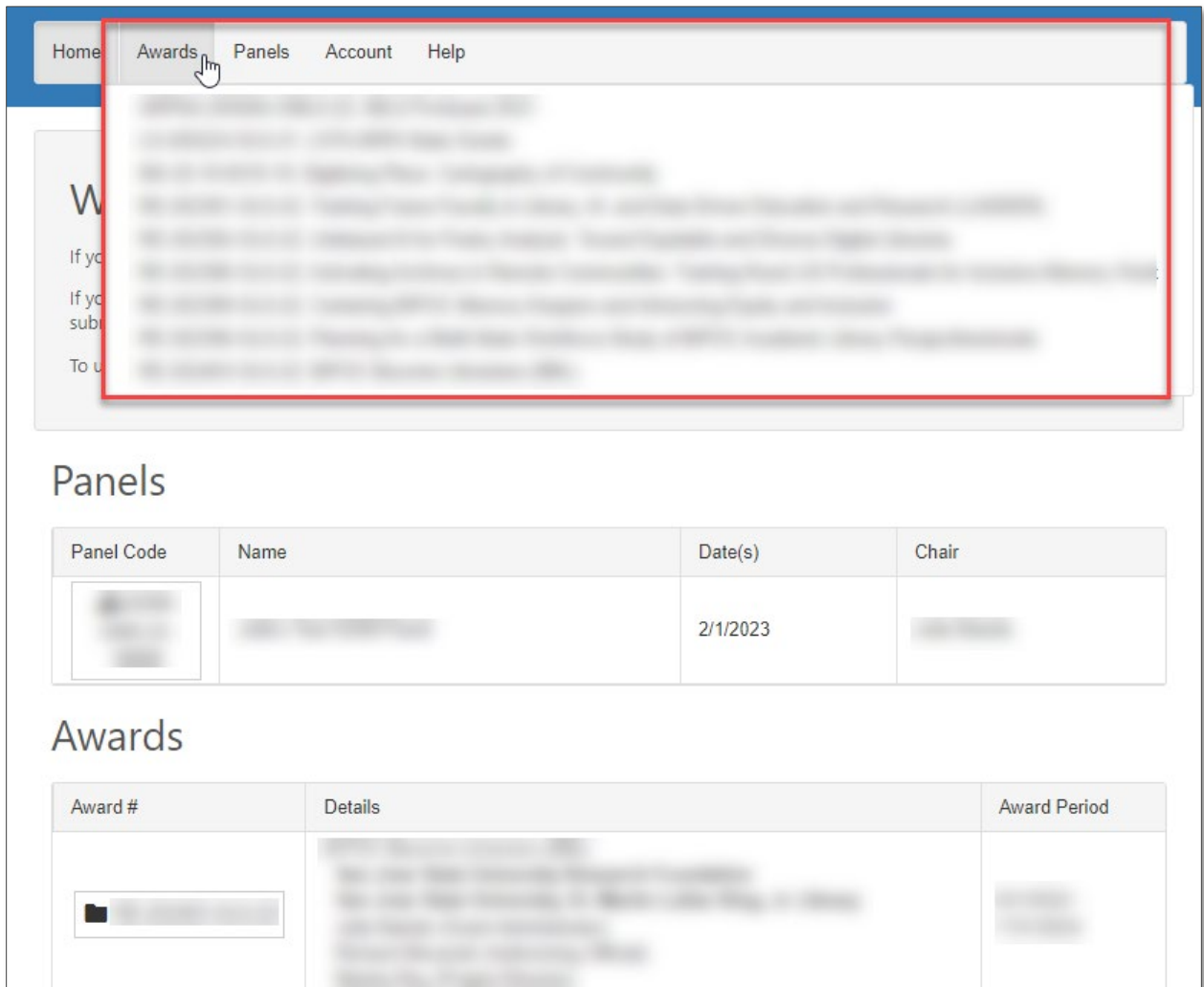


Figure 3: eGMS Reach menu - Awards

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.

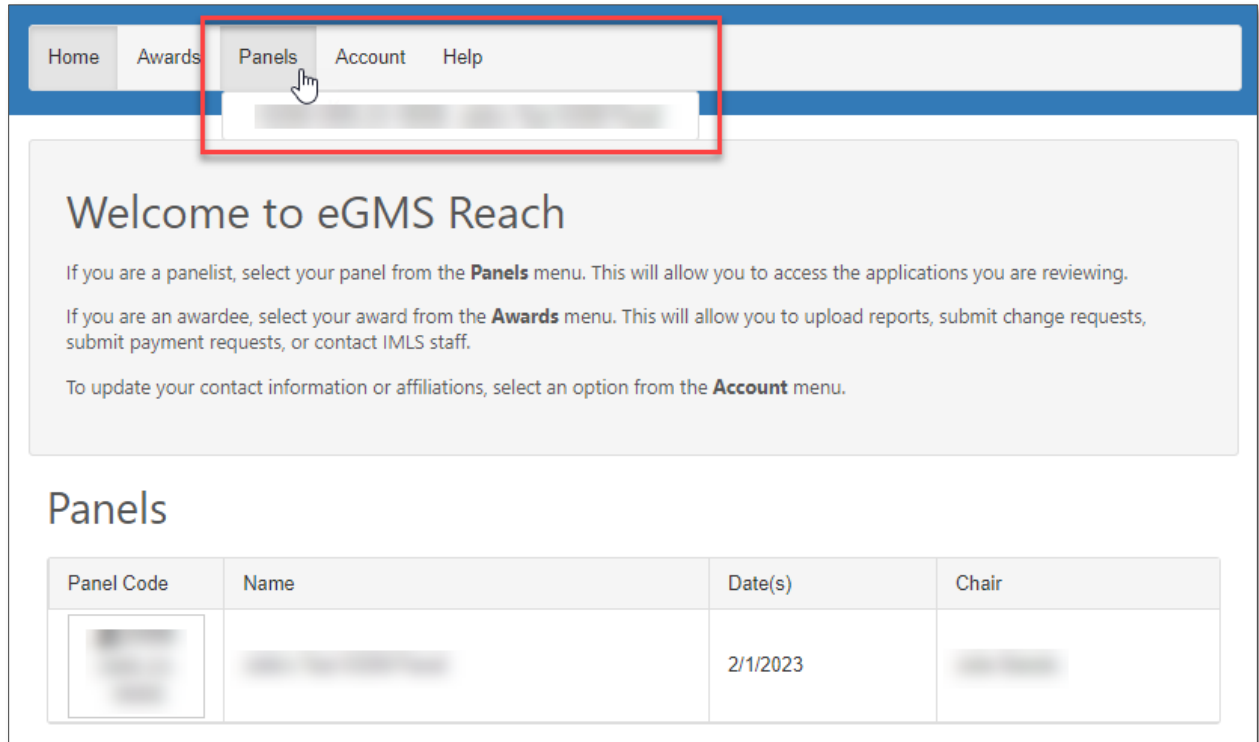


Figure 4: eGMS Reach menu - Panels

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

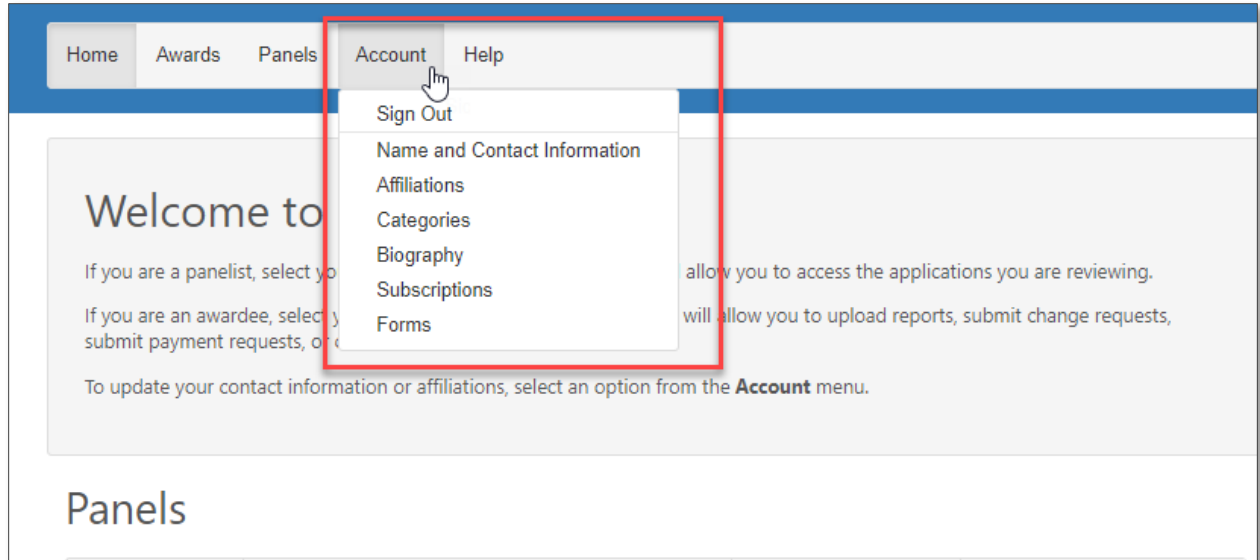


Figure 5: eGMS Reach menu - Account

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.

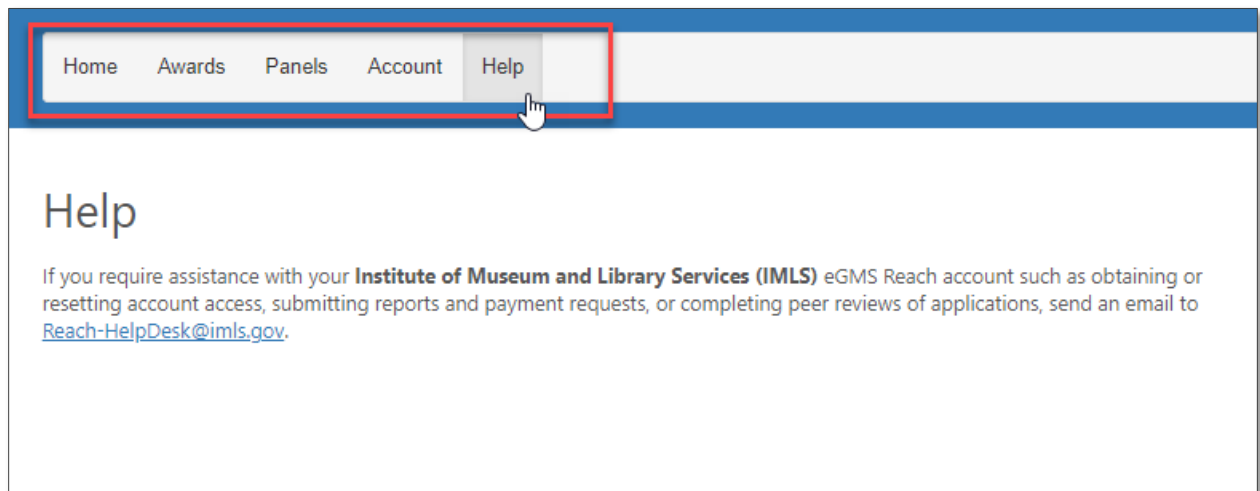


Figure 6: eGMS Reach menu - Help

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.

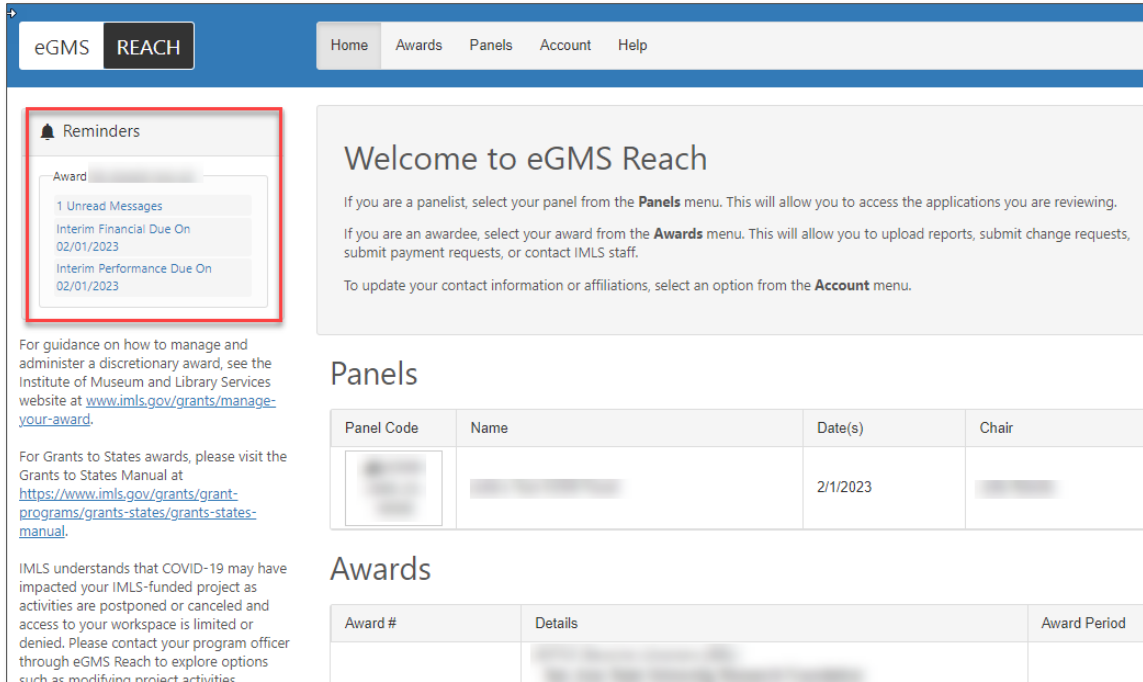


Figure 7: eGMS Reach Reminders section - larger screens

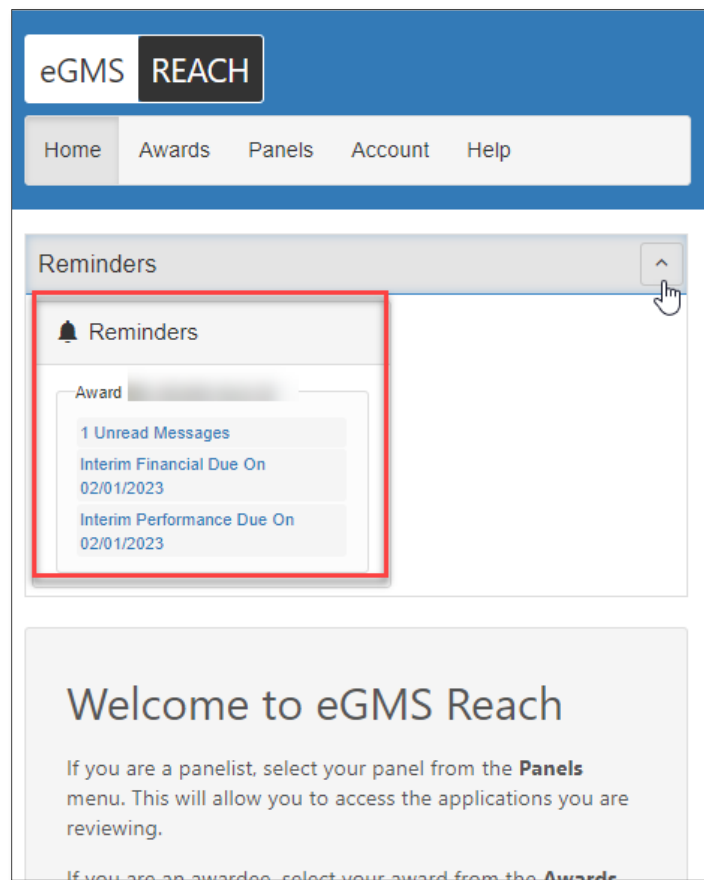


Figure 8: eGMS Reach Reminders section - smaller screens

Panels/Awards

The screenshot shows the eGMS REACH home page. On the left, there is a 'Reminders' section with a bell icon and a list of unread messages and due dates. Below this are several informational paragraphs with links. The main content area is titled 'Welcome to eGMS Reach' and provides instructions for panelists and awardees. Below the welcome message, there are two sections: 'Panels' and 'Awards'. The 'Panels' section features a table with the following data:

| Panel Code | Name | Date(s) | Chair |
|------------|------------|----------|------------|
| [Redacted] | [Redacted] | 2/1/2023 | [Redacted] |

The 'Awards' section features a table with the following data:

| Award # | Details | Award Period |
|------------|------------|----------------------|
| [Redacted] | [Redacted] | 8/1/2022 - 7/31/2024 |
| [Redacted] | [Redacted] | 8/1/2022 - 7/31/2023 |
| [Redacted] | [Redacted] | 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.

The screenshot shows the award detail page for award RE [Redacted]-OLS-22. The page has a navigation menu with tabs for Information, Funding, Instructions, Documents, Forms and Reports, Venues, Change Requests, Payments, Messages, and Write Ups. The main content area displays detailed information about the award:

| | |
|------------------------|--|
| 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) [Icon] 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 Senior Program Officer |
| Award Period | 8/1/2022 - 7/31/2025 |
| 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 Reach-HelpDesk@imls.gov.