End User Training Guide

**GMS-Application**

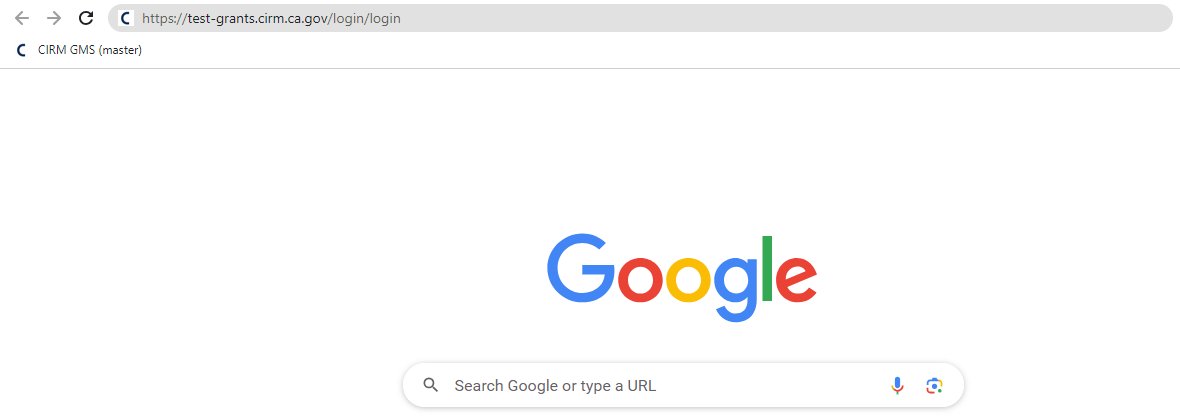
**Created for :** CIRM – GMS Application Creation

**Prepared for :** CLIN-2 Application Creation

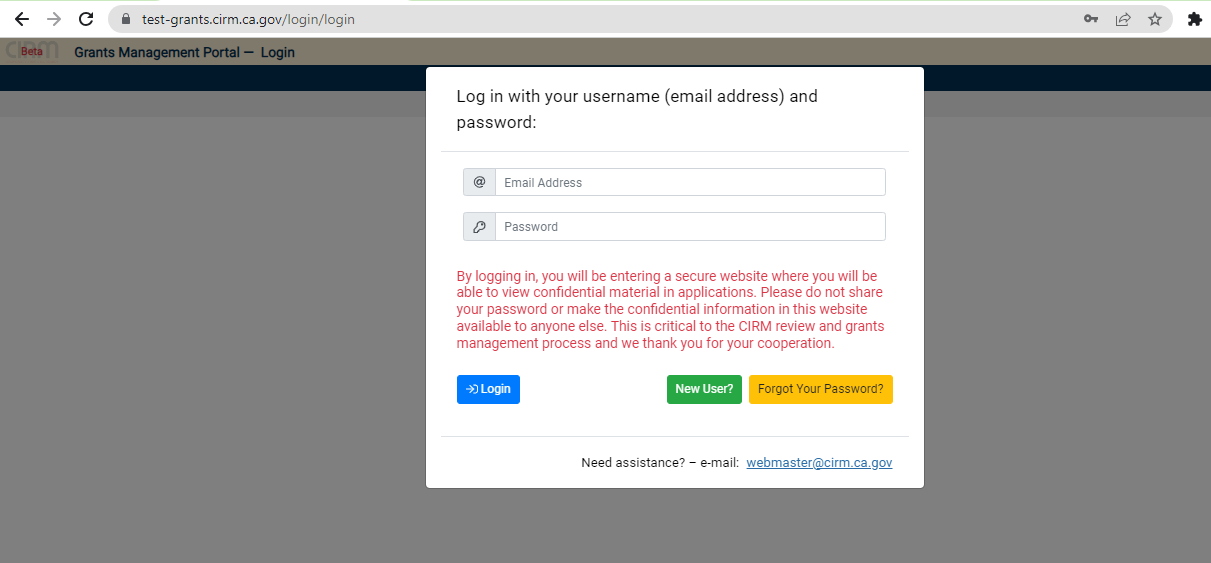
**Date of Preparation :** July 14, 2023

**Status :** Done

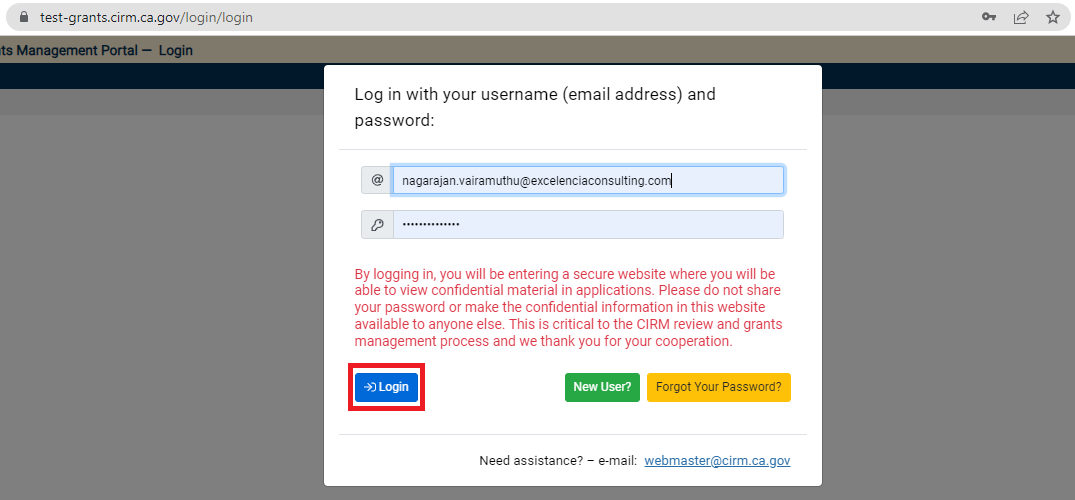
User to Enter the valid **Url:** [**https://test-grants.cirm.ca.gov/login/login**](https://test-grants.cirm.ca.gov/login/login)

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User should be able to see the Login Page of **CIRM – GMS Application**



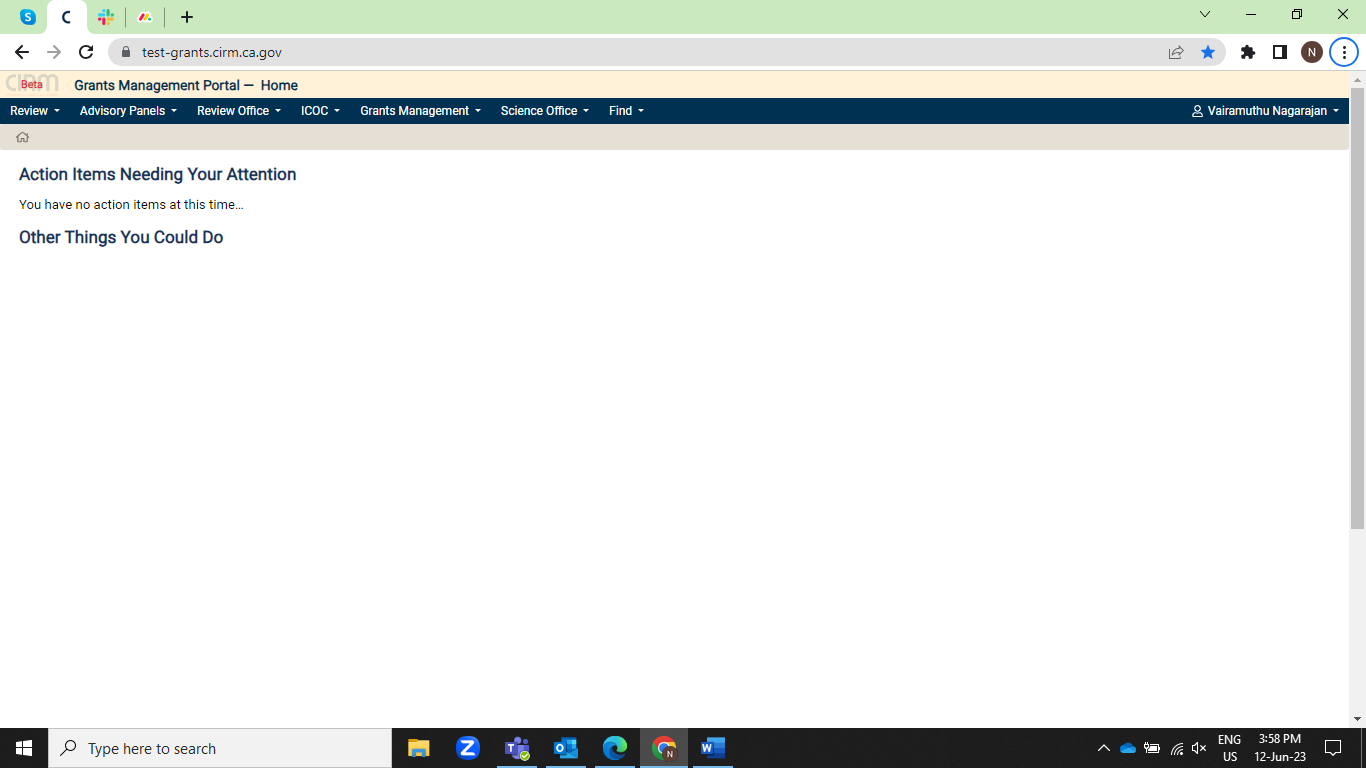
User should be able to enter the credentials of GMS Application and click the **Login Button**



Weather check It navigate to the Valid User



Login with Valid Username & Valid Password, Navigate to the Home page.



Click the “Find” and click the “Users”.

A screenshot of a computer

Description automatically generated

Search “Users” using with “Last Name” and click the “Find User’s”. Navigate to the Respective Page.

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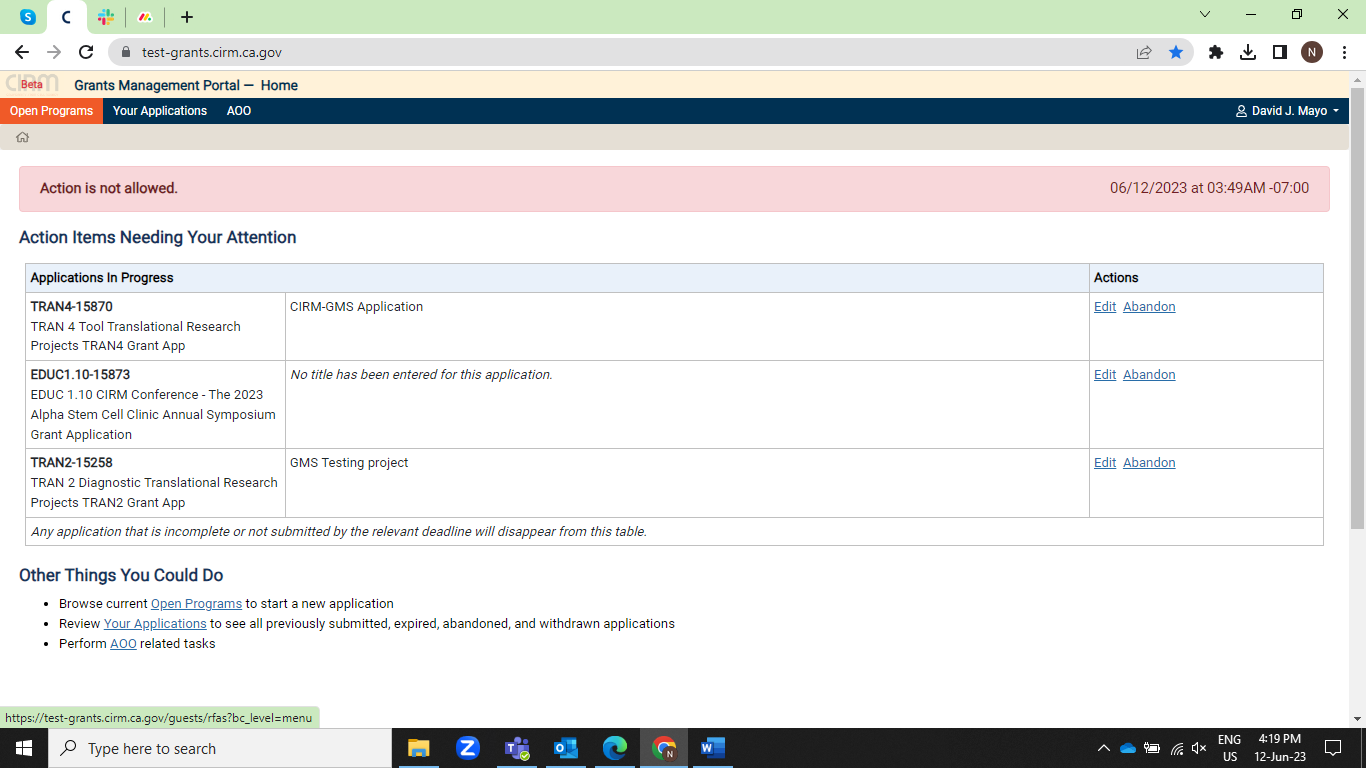
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Select the “PI” and click the “Sign In” Arrow.

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Click the “Open Program” in Dashboard.



Click the “CLIN2” in the dashboard page.

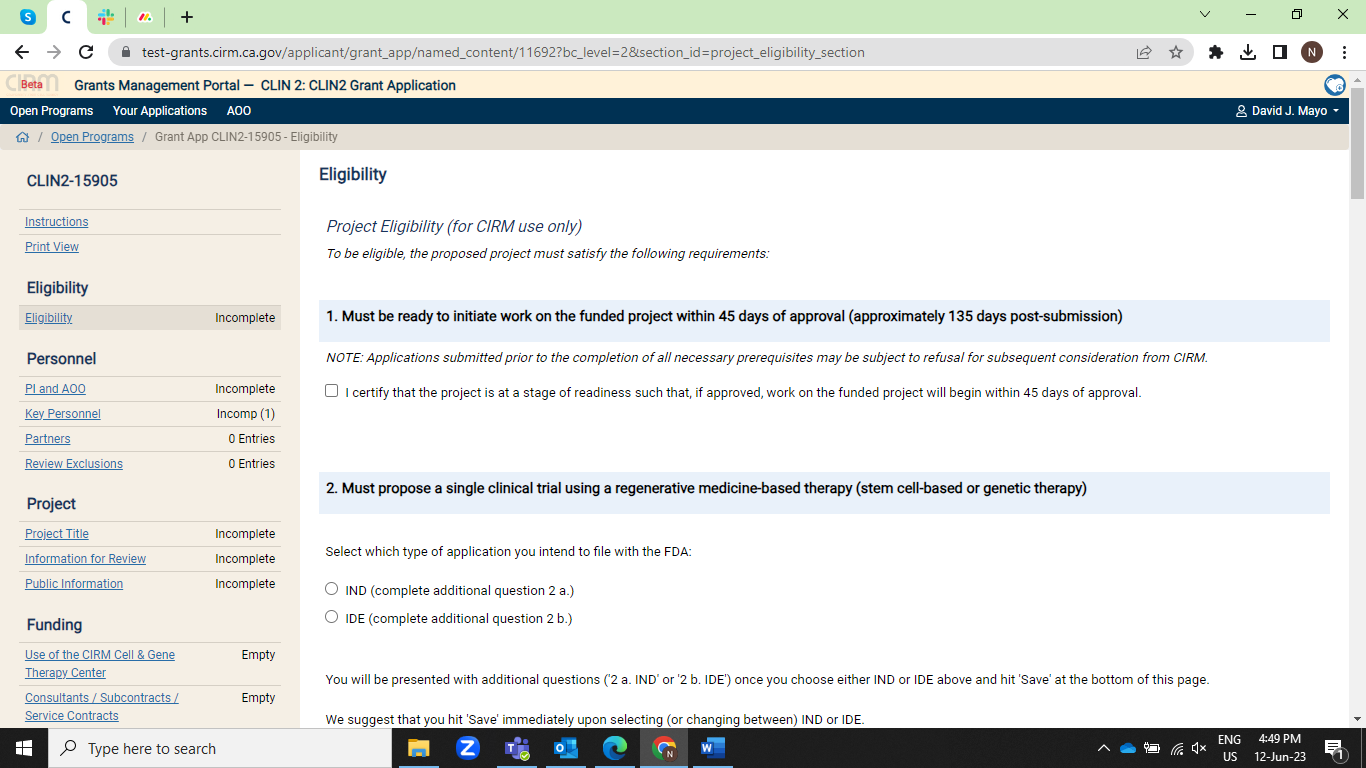
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Navigate to the Respective page.

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Click “Eligibility” in Left menu, 

Fill all the “Eligibility options” in Eligibility module.

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After Fill all options in Eligibility, Click the “Save button” in the bottom of the page.

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Click the “PI and AOO” in left menu, Navigate to the respective page.

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Fill the Percentage & Description in PI, Click the “Save button”.

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Add the “AOO” for this Project in “Dropdown” and click the “Save Button”.

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Click the “Partners” in Left menu, fill all the partners and click the “Save Button”.

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Click the “Review Exclusions” in left menu, fill the details and Click the “Save Button”.

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Click the “Project Title” in left menu, in left menu, fill the details and click the “Save Button”.

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Click the “Information for Review” in left menu, fill the details and Click the “Save Button”.

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Click the “Public information” in left menu, fill the details and Click the “Save Button”.

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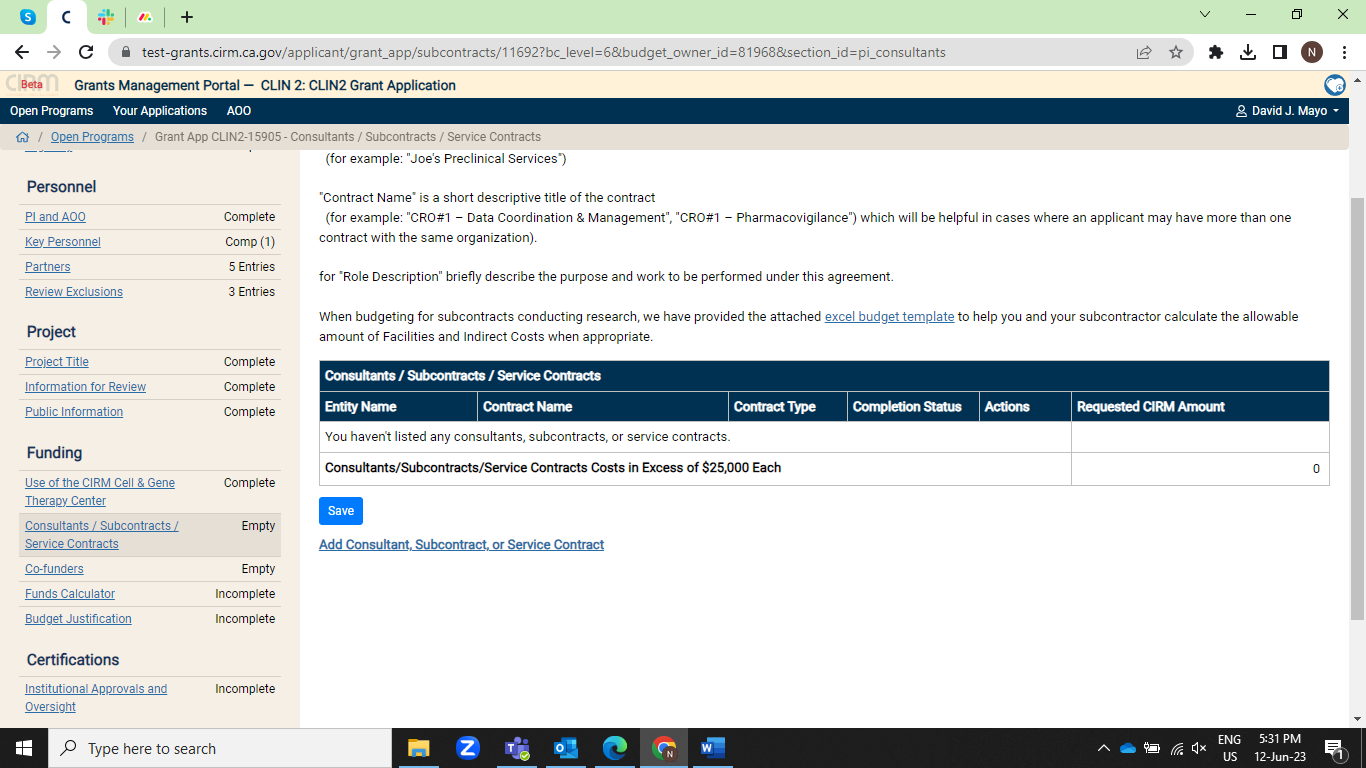
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Click the “Use of the CIRM Cell & Gene Therapy Center**”** in left menu, select the check box and click the “Save Button”.

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Click the “Consultants / Subcontracts / Service Contracts” and click the “ADD Consultants/Subcontracts/Service Contracts”.



Fill the “Con/Sub/Ser”, Click the “Save Button”.

A picture containing text, screenshot, software, computer icon

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Add the “Amount” in Created “Con/Sub/Ser”. Click “Save Button”.

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Click the “Co-funder”, in the left menu, Click the “Add Co-funder”

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Fill the “Organization Name”, Click the “Save Button”.

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Enter the “Co-funding Amount”.

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Click the “Funds Calculator” in the left menu.

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Enter the Value’s and percentage in the respective field, Click the “Save Button”.

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Click the “Budget Justification” in left menu, Fill all the field in budget justification, Click the “Save button”.

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Click the “Institutional Approvals and Oversight” in the left menu.

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Fill all the field in “Institutional Approvals and Oversight” Click the “Save Button”.

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Click the “Document Uploads” in the left menu.

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Upload the “File in pdf, xlsx”.

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Upload the File.

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Click “Submit Button” in the left menu.

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Click the “OK Button”.

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Submitted Only by PI, now we want to “Submit by AOO”A screenshot of a computer

Description automatically generatedBack to the “Find User’s” Page, So Login to the Our own login.

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Find the “AOO” with the use of “Last Name” of “AOO”, and click “Find User’s”.

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Click the “Login Icon” to Login the “AOO”.

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Click the “Edit” in the “CLIN2-Form Number” in Dashboard.

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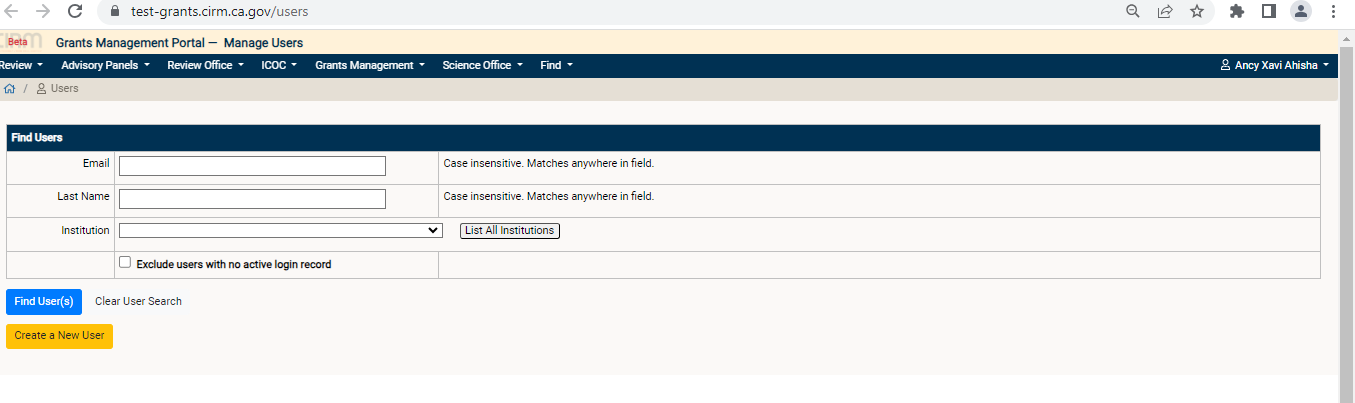
” AOO” Review the “PI” and “Submit” / “Return” Application.

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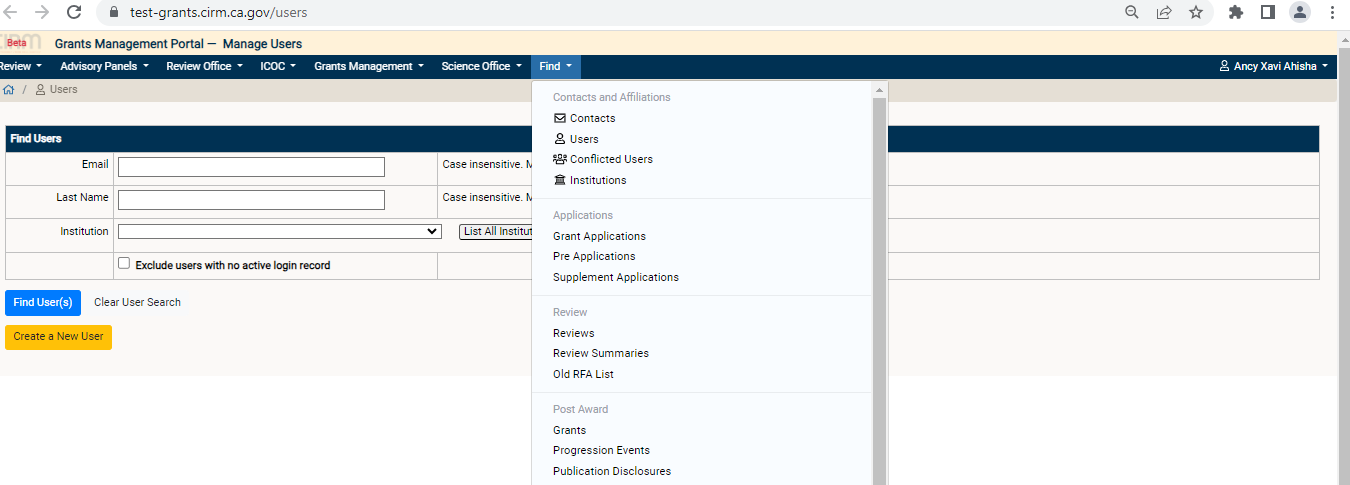
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Submit the Application, when clicking the “Submit” button.

Then open our own username.



Click on Find and select Grant Application



Select all the details.

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Click on Apply Filter

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Description automatically generated

A screenshot of a computer

Description automatically generated

Check whether the application number is available in the table.

Once it is available then the application is successfully submitted by PI and AOO.