



OGMS Instructions for Adding Additional Grantee Contacts

In OGMS the primary Grantee Contact has the authority to add Additional Grantee Contacts to a grant. To determine if you are the Grantee Contact, look under the General Information component in the field named **Grantee Contact**. If you are listed as the Grantee Contact, log into OGMS and search for your grant under the Grant Tracking module.

Select and click the “General Information” component from the list.

Component	Form Type / Source / Security	Last Edited
General Information		Aug 12, 2021 9:08 AM - Jacob Mouton

Click the green “Edit Additional Contacts” button in the upper right corner.

Grant List | Genera | Budget | Status | Claims | Approp | Contra | Monito | Encumb | Corres

The Grant general information data is listed below, this contains the high-level information about the Grant.

General Information

[Edit Additional Contacts](#)

Title:	Training Application
Status:	Underway
Year:	2021
Program Area:	Training Program
Organization:	Training Organization
Grantee Contact:	Cassie Neer
Additional Grantee Contacts:	Monitor User
Program Officer:	DeAndrea Williams
Additional Internal Contacts:	

Click within the field to add additional grant contacts from a list of registered users within your organization. If the user is not listed in the dropdown, please have the user register to use the application.

Edit Additional Contacts

Additional Grantee Contacts:

- Cassie Neer
- Dee Watson**
- Paula Tester

[Save](#) [Cancel](#)

Click the green “Save” button and the additional grantee will be added to the grant.



General Information

Title: Training Application
Status: Underway
Year: 2021
Program Area: Training Program
Organization: Training Organization
Grantee Contact: Cassie Neer
Additional Grantee Contacts: **Dee Watson**, Monitor User
Program Officer: DeAndrea Williams
Additional Internal Contacts:
Contract Dates: [Contract Sent](#) [Contract Received](#) [Contract Legal](#) [Contract Executed](#)
Project Dates: 01/01/2021 12/31/2021
Start Date End Date
Comments: