



Instructions for Applying for Funding

LOGGING INTO OGMS

Sign into OGMS <https://ogms.dcjs.virginia.gov>

- On the **Login** Page
 - Click on **User ID** on the left side of your page under Login
 - Enter your User ID
 - Enter your **Password**
 - Click on **Sign In**

Note: Use the OGMS Menu, not the Browser Menu.
OGMS is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

CREATING AN APPLICATION

- From the Side Menu: Click on **Funding Opportunities**.
- Select the **Opportunity Title** you are applying for.
- Read the Funding Opportunity description to ensure eligibility requirements.

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Deadline
2	Posted	Dulles Technology Agency	Test Program Area	Example Funding Opportunity	Sep 20, 2019 2:35 PM	Not Applicable



Click on **Start A New Application**.

Funding Opportunities
List of all current funding opportunities

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Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Organization	Status
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Funding Opportunity Details

Ask a Question Copy Existing Application **Start New Application**

2 - Example Funding Opportunity

Funding Opportunity Details

Test Program Area

Final Application Deadline:

Status: Posted Program Officer: System Administrator

Note: At any time you may click on **Ask a Question** and submit a question into the system. When the Program Officer answers your response, you will receive an email alert from the OGMS system.

GENERAL INFORMATION PAGE

This is a system page that pulls from the **People and Organization** database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to OGMS.

Complete **Step 1 in the Application Creation Wizard**, then click **Save Form Information**.

Application Creation Wizard - Step: 1

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: Application Title

Primary Contact*: Test User

Organization*:

Additional Applicants*:



Choose your Organization from the drop-down in **Step 2 of the Application Creation Wizard**. Then click **Save Form Information**.

Application Creation Wizard - Step: 2

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4

Program Area*: Test Program Area

Funding Opportunity*: 2-Example Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Test User

Organization*:

If you would like to add any **Additional Applicants** from your Organization, you can add them in **Step 3 of the Application Creation Wizard**. Then click **Save Form Information**.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4

Program Area*: Test Program Area

Funding Opportunity*: 2-Example Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Test User

Organization*: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants:

Note: The system has created and assigned an automatic application # when you clicked **Save**. If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION**.

You can click on **Applications** from the Side Menu or click on **Funding Opportunities** and you will see your application in the top section.

The person listed as the **Primary Contact** is the only person that can edit the **General Information** after it has been saved.



COMPLETING AN APPLICATION

Once you have completed the General Information, you will be returned to the **Application Details**.

4 - Application Title

Status: **Editing**

Stage: Final Application

Application Deadline:

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Organization: Grantee Organization

Budget Total:

Application Preview

Attachment

Alert History

Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

Note: The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.

The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in OGMS. Click on the next form listed underneath the **General Information** which you just completed.

You will continue to click on each form in the **Application Details** listing.

Application Preview

Attachment

Alert History

Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	



NAVIGATING IN OGMS

Most forms are editable by clicking **Edit** at the top part of the section of the form. However, multi-list sections are editable by clicking **Add** on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click **Delete**.

All information must be saved by clicking **Save** on the forms. If you do not click **Save** and you back out of the form or section of the form, your information will be lost.

Reminder: If you log out of the system at this point or any future point,
DO NOT CLICK ON START A NEW APPLICATION.

You can click on **Applications** from the Side Menu **or** click on **Funding Opportunities** and you will see your application in the top section.

Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

The screenshot shows the 'Application Details' page. The header is green and contains the text 'Application is in compliance and is ready for Submission!'. Below the header is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table has two rows: 'General Information' and 'Named Attachment', both marked as 'Complete' with a green checkmark. The 'Last Edited' column shows the date and time of the last edit for each component.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

SUBMITTING THE COMPLETED APPLICATION

Click the **Submit Application** button.


This screenshot is identical to the previous one, showing the 'Application Details' page with the green header and the table of components. The 'Submit Application' button is highlighted in yellow.

You will receive a pop-up confirmation informing you that once you click **Submit** the system will no longer let you edit the application. If ready, click **Submit**.

The screenshot shows a confirmation dialog box titled 'Please confirm'. The text inside reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'.



The system will take you back to your **Current Applications** listing and will show you your submitted application.

 **Submitted Applications**
List of all current submitted applications

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Current Applications Archived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	528-New Final App FO 3-5-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Showing 1 to 3 of 3 entries

PRINTING THE SUBMITTED APPLICATION

- Click on your application in **Submitted** status.
- Click **Print** on your top menu and select **Send to Printer**.
- When finished, click on **Log Out**.

For technical assistance contact ogmssupport@dcjs.virginia.gov