OGMS Instructions for Completing an Application and Steps to Update an Application in Correcting Status

Note — Before you Start your Application: Use the OGMS Menu, not the Browser Menu. 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.

Click on **Start A New Application**.

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 OGMS.

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**.

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

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**.

Note: The system has created and automatically assigned the 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**.

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.

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.
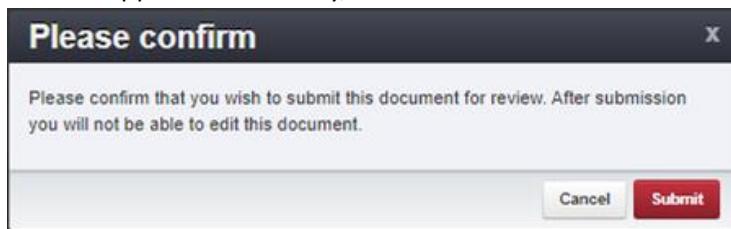

SUBMITTING THE COMPLETED APPLICATION

Click the **Submit Application** button.

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**.

Please confirm	X
Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.	
	Cancel 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

⬅ Back | 🖨 Print ▾ | ❓ Online Help | ⬅ Log Out

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.

Search:

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 3-8-20 - 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**.

STEPS TO UPDATE AN APPLICATION IN CORRECTING STATUS

If any part of your submitted application needs updating or correction, the application will be negotiated back to you. You will receive an email similar to the one below, informing you of the need to correct or update that application.

**** Do Not Respond to This Email ****

Your Application has been unlocked.

You are requested to log into *OGMS – System Name* **and edit your application and resubmit it. The application details appear below:**

      Number: 687

      Name: DTPi_Test

You are requested to make the following modifications to your application and resubmit the application by 09/2/2020.

Comments appear below:

      Scope of Work form needs to be corrected.

You may now log into OGMS at the following location:

      URL

Click on **Applications** from the Main Menu.

You will notice that the status of that application has changed from **Submitted** to **Correcting.**

687	Correcting	Final Application	DTPi_Test	Baseline Organization	TRAIN-Traning	598-Training - Example Funding Opportunity (Posted)	Dec 31, 2022 5:00 PM

Click on the application and then **Edit Application**.

Application Preview	Attachment	Alert History	Map

📄 **Application Details**   **? Ask a Question**   **✏ Edit Application**

687 - DTPi_Test
Application Details

Under the **Application Details**, the form(s) that need updated will be unlocked for editing.

📄 **Application Details**   **🔍 Preview Application**   **? Ask a Question**

Application cannot be Submitted Currently
- Application components are not complete

Component	Complete?	Last Edited
Scope of Work		Aug 18, 2020 12:44 PM - Tester Tester

Click on the form(s). Enter the changes that are needed.

Then click, **Save Form** and **Mark as Complete.**

📋 **Scope of Work**   **💾 Save Form**

Scope of Work*:
test

496 character(s) left

When the application is in compliance and is ready for Submission click on **Submit Application**.

The application will now be listed in **Submitted** status again.

Application Preview	Attachment	Alert History	Map

📄 **Application Details**   **🔍 Preview Application**   **✓ Submit Application**   **? Ask a Question**

- **Application is in compliance and is ready for Submission!**

Component	Complete?	Last Edited
Scope of Work	✓	Aug 18, 2020 2:00 PM - Tester Tester

For technical assistance contact ogmssupport@dcjs.virginia.gov