



Colorado Department of Public Safety

Division of Criminal Justice

2015

COGMS User Account and Applicant Profile Creation

December 30, 2014

OVERVIEW

- ▶ Description of COGMS
- ▶ How to set up a User Profile, Applicant Account, Register for a Funding Opportunity, and Create a Project.
- ▶ Returning Applicants

WHAT IS COGMS?

- ▶ On-line grant management system that standardizes the grant application process and is housed on a secure, web-based platform.
- ▶ Includes multiple state agencies' funding opportunities
- ▶ Application through grant closeout

IMPORTANT NOTES

- ▶ COGMS works with most internet browsers, including Internet Explorer (version 8 or 9), Safari, and Mozilla Firefox.
- ▶ Recommend that you DO NOT use Chrome or Internet Explorer 10 or 11, as there are compatibility issues with these browsers.

DEFINITION OF COMMON TERMS

- ▶ **Registrant**: An individual or sole proprietor that creates a Username and Password. Multiple *Registrants* can exist under a single *Applying Agency* (Applicant).
- ▶ **Profile**: Username, Password and Email information created during the *Registrant* step. Each Individual Registrant will have a profile.
- ▶ **Applicant**: Agency applying for a funding opportunity.
 - ▶ An *Applicant* (Agency/Entity) account may contain multiple *Registrants* (Individuals).
 - ▶ Each new applying Agency must go through a State verification process to avoid duplicate entries. Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.
 - ▶ **New**: Large Agencies may have multiple Applicant accounts to reflect business units.

STEPS To Getting Started in COGMS

- ▶ You may use the *Registration Wizard* or follow the a *5 Step process* outlined in the following slides.
- ▶ **Continuation Users:** You or your Agency has used COGMS before OR State personnel created an account for you and contacted you with your account information. Use the *5 Step process*.
- ▶ **New Users:** You or your Agency have never used COGMS to apply for a grant within the State of Colorado. You may use the *Registration Wizard* or follow the a *5 Step process*.

What Steps should I use?

Status	Step(s)
You or your Agency has never used COGMS to apply for a grant within the State of Colorado.	1-5
You are new to COGMS, but State personnel created an account for you and contacted you with your account information.	3-5
You are a returning user applying within the same business unit as prior Applications.	3-5
You are a returning user applying within the same business unit as prior Applications, but need to update Agency/Entity Information.	2 (edits and complete), 3-5
My Agency has an Applicant Account, but I do not have access to it.	1, then contact the system administrator for your Agency
Your Agency has an Applicant Account, but it is under a different business unit. * You, as a user, have an account.	2-5
Your Agency has an Applicant Account, but it is under a different business unit. * You, as a user, do NOT have an account.	1-5

5 STEPS To Getting Started in COGMS

Step 1: Create User account – Individual

Step 2: Create Applicant account –Agency/Entity

Step 3: Register the Applicant for the Funding Opportunity

Step 4: Create a Project

Step 5: Complete AND submit the Application or Intent to Apply

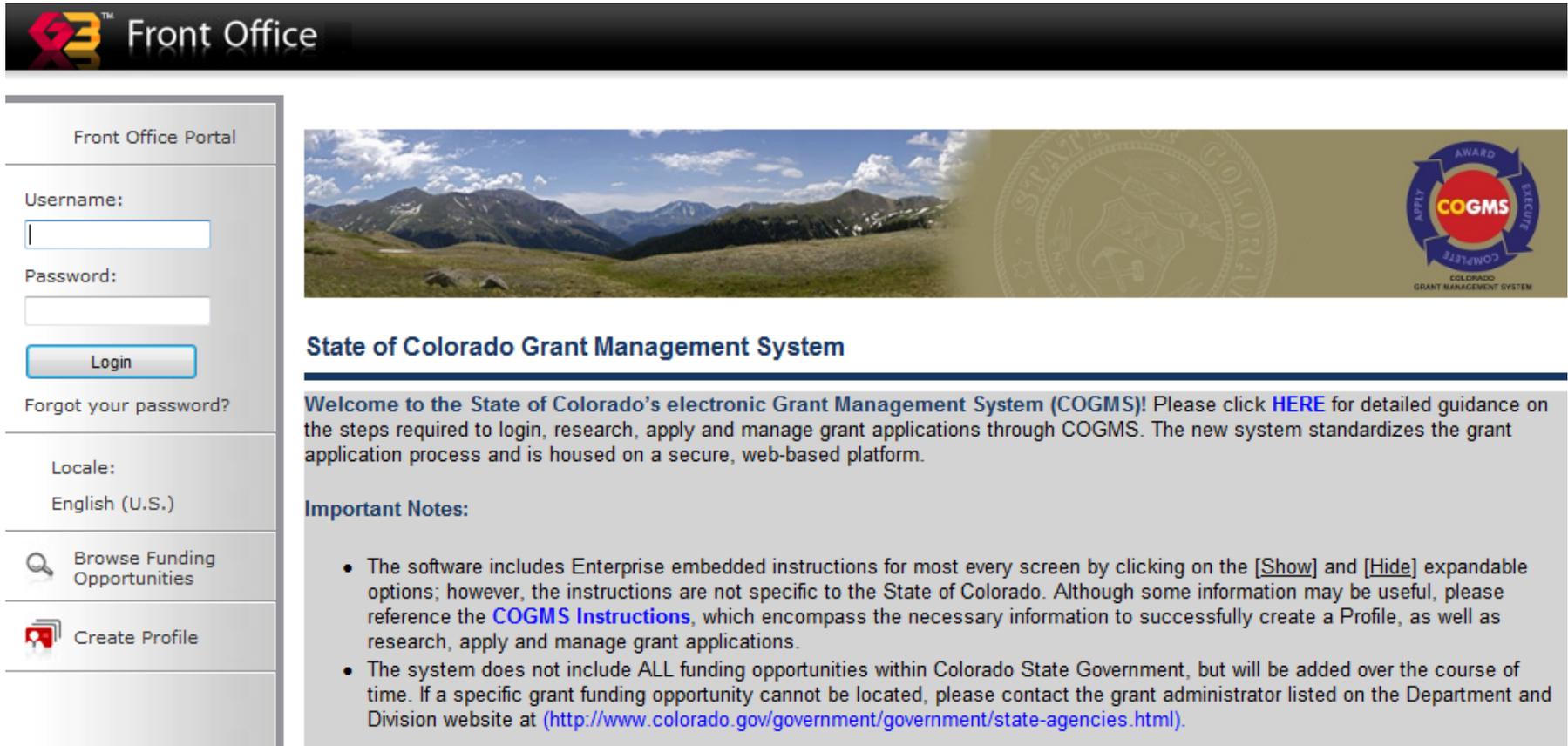


IMPORTANT NOTES

- ▶ All *Applicants* must Register for the Funding Opportunity ([Step 3](#)) no later 5 business days prior to the Application or Intent to Apply Deadline.
 - ▶ **Applicant account validation by the state may take up to 5 days.**
- ▶ You can continue working on your Project Application or Intent to Apply (Step 5) while validation is in process, but you will not be able to submit it until your Applicant account is validated.

ACCESSING THE COGMS

<https://g3.state.co.us/grantium/frontOffice.jsf>



The screenshot shows the 'Front Office Portal' interface. On the left is a sidebar with navigation options: 'Front Office Portal', 'Username:' with an input field, 'Password:' with an input field, a 'Login' button, 'Forgot your password?', 'Locale: English (U.S.)', 'Browse Funding Opportunities' (with a magnifying glass icon), and 'Create Profile' (with a person icon). The main content area features a header banner with a mountain landscape, the State of Colorado seal, and the COGMS logo. Below the banner is the title 'State of Colorado Grant Management System' and a welcome message: 'Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.' Underneath is an 'Important Notes' section with two bullet points: 'The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.' and 'The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact the grant administrator listed on the Department and Division website at (<http://www.colorado.gov/government/government/state-agencies.html>).

STEP 1: CREATE USER ACCOUNT

CREATE PROFILE



The screenshot shows the 'Front Office Portal' interface. On the left is a sidebar with a 'Create Profile' button highlighted with a yellow oval. The main content area features a landscape image of mountains, the title 'State of Colorado Grant Management System', a welcome message, and a list of 'Important Notes'.

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:
English (U.S.)

Browse Funding Opportunities

Create Profile

State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System. This system provides the steps required to login, research, apply and manage grant applications. The system is secure and is housed on a secure, web-based platform.

Important Notes:

- The software includes Enterprise embedded instructions however, the instructions are not specific to the State of Colorado. Please refer to the **COGMS Instructions**, which encompass the necessary steps to manage grant applications.
- The system does not include ALL funding opportunities. Some specific grant funding opportunities cannot be located, please contact the grant manager for more information.

Click on *Create Profile*.

Notes:

A user (individual), when linked to an *Applicant account* becomes a *Registrant*.

Do not confuse *Profile* (individual account) with *Applicant* (Agency/Entity).

Each individual user should have his/her own profile. Individuals may be linked to one or more *Applicants*.

STEP 1: CREATE USER ACCOUNT

COMPLETE AND SAVE

User Account

* First Name:	<input type="text" value="Alexander"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="Smith"/>
* Email:	<input type="text" value="Alexander@state.co.us"/>
* Email Confirm:	<input type="text" value="Alexander@state.co.us"/>
* Default Application Language:	<input type="text" value="English (U.S.)"/> ▼
* User Name:	<input type="text" value="ASmith"/>
* Password:	<input type="password" value="..."/>
* Confirm Password:	<input type="password" value="..."/>
* Personal Confirmation Question:	<input type="text" value="My favorite color"/>
* Personal Confirmation Answer:	<input type="text" value="blue"/>

Enter your (the individual) information as shown below and click Save

Save

STEP 1: CREATE USER ACCOUNT

CONFIRMATION

User Account

* **First Name:**

Middle Name:

* **Last Name:**

* **Email:**

* **Email Confirm:**

* **Default Application Language:** ▼

* **User Name:** ASmith

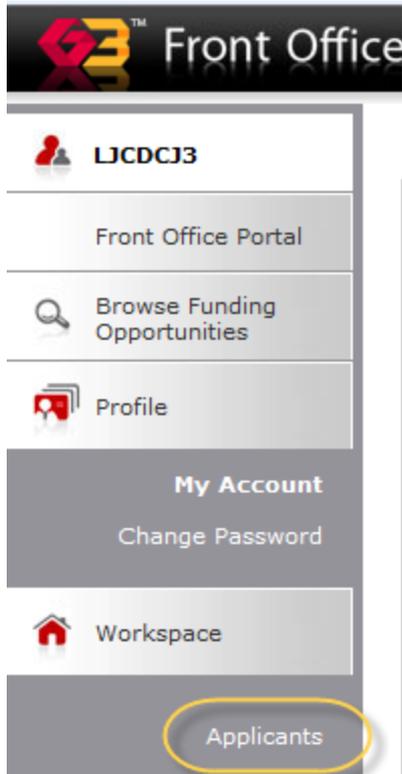
If the username you selected is already in use, you will be prompted to select another username.

If the email address is already in use, please contact DCJ to find out what your next steps are.

If there are no errors, click SAVE again to confirm the account creation.

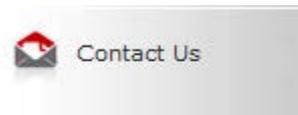
STEP 2: CREATE AN APPLICANT ACCOUNT

APPLICANTS



This step creates a new Agency/Entity account. Part of the State validation process is to check for duplicate Applicant accounts.

If you believe your Agency may already have an account, or you are unsure if you should create a secondary account for your business unit, please contact the appropriate individual listed under “contact us” at the bottom left of your screen.



Returning users editing/update Agency information, click on Applicants and skip to slide 16. Once a profile has been validated there are very few reasons why it should be changed. Please consult your Program Manager to determine what updates/if any are needed.

STEP 2: CREATE AN APPLICANT ACCOUNT

CREATING A NEW APPLICANT

Applicant Details

*** Applicant Type:**

*** Applicant Name:**

*** Applicant Number:**

APPLICANT TYPE: Select the Applicant Type for the Agency you creating the Profile.

APPLICANT NAME: This is the trade name/business name that your Agency operates under

APPLICANT NUMBER: The COGMS automatically generates this number.

Click **Save & Back**

STEP 2: CREATE AN APPLICANT ACCOUNT

OPEN APPLICANT ACCOUNT

ASmith

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: Juvenile Diversion Test Agency (53728800)

Open	Applicant Name	Applicant Number	Number of Projects
	Juvenile Diversion Test Agency	53728800	0

Click on the folder button  to open and complete/edit your Applicant Profile.

Returning Users updating the Applicant go to slide 27.

STEP 2: CREATE AN APPLICANT ACCOUNT

GENERAL INFORMATION

 LJDCJ3

Applicant Name:
LJC_DCJ Test Profile 3

Applicant Number:
63671653

Applicant Profile

General Information

Contact Information
Address Information
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

General Information

* Applicant Agency Name:

* Applicant Number:

* Applicant "Doing Business As" (DBA) under a parent company:

* Legal Entity Name:

* Entity Type:

* Entity Sub-Type:

* DUNS # + 4:

* Tax Identification #: 

* Registered with SAM:

* Is your Agency located in Colorado?

* US Congressional District:

* State Senate District:

* State House District:

* Colorado Judicial District:

* Are you a State of Colorado Agency?:

Note: This formlet contains mandatory fields for which no value has been saved.

Fields marked with an * are mandatory.

See the following pages for instructions on each field.

Click **Save & Next** after all fields are completed.

STEP 2: CREATE AN APPLICANT ACCOUNT

GENERAL INFORMATION - DETAILS

Applicant Agency Name: This is the Agency name entered when the Agency account was created. If your profile has not yet been validated by the state and you have not yet created an application/intent to apply (i.e. new users) and there is an error/typo in the Agency name, contact the individual under “Contact Us” for the Funding Opportunity you are applying for.

Applicant Number: The COGMS automatically generates this number. This is read-only

Applicant "Doing Business As" (DBA) under a parent company: Select Yes or No. See table below for examples.

Legal Entity Name: The legal name may be different than the Applicant Name entered. See the table below for examples.

Applicant Agency Name	DBA	Legal Entity Name
Juvenile Diversion Test Applicant	No	Juvenile Diversion Test Applicant, Inc.
Lakewood Police Department	Yes	City of Lakewood
Division of Child Welfare	Yes	Colorado Department of Human Services

Entity Type: Pre-populated from Applicant Details screen. If your profile has not yet been validated by the state and you have not yet created an application/intent to apply (i.e. new users) and there is an error/typo in the Agency name, contact the individual under “Contact Us” for the Funding Opportunity you are applying for.

Entity Sub-Type: Choose from the dropdown options that reflects your **Internal Revenue Service (IRS)** designation.

STEP 2: CREATE AN APPLICANT ACCOUNT ***GENERAL INFORMATION – DETAILS (Cont.)***

DUNS# + 4: Enter the Applicant Agency's Dun & Bradstreet Data Universal Numbering System (DUNS) number which is a unique 9 digit number (some agencies may have an additional 4 numbers) that identifies an organization and helps track the distribution of grant money. These are required as part of the implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) that went into effect January 1, 2009.

Tax Identification #: Federal Employer ID Number; this is a 9 digit number used by the finance department to report to the IRS; this is not the agency's federal tax-exempt number.

Registered with SAM: Select YES or NO. All potential grant applicants who plan to apply for funding from the Colorado Division of Criminal Justice must assure that their agency has registered with the System for Award Management (**SAM**) database. This is required as part of the implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) that went into effect January 1, 2009. An application cannot be submitted unless you have registered with **SAM**.

SAM Expiration Date: Enter the SAM expiration date using the provided calendar or the month/day/year method. (Visible only if you selected "Yes" to the previous question.)

STEP 2: CREATE AN APPLICANT ACCOUNT

GENERAL INFORMATION – DETAILS (Cont.)

Is your Agency located in Colorado? Select Yes or No.

US Congressional District: Select the US Congressional District where the legal entity is located. (Visible only if you selected “Yes” to the previous question.)

State Senate District: Select the State Senate District where the legal entity is located.

State House District: Select the State House District where the legal entity is located.

Colorado Judicial District: Select the Colorado Judicial District where the legal entity is located.

Are you a State of Colorado Agency?: Select Yes or No. (Visible only if you selected “State” as your Entity Sub-Type.)

Agency Initials: Enter your State Agency/Division Initials (i.e. CDPS). (Visible only if your Agency is a State of Colorado Agency.)

COFRS Agency Code: Enter your 4 digit CORE code (i.e. RDAA) (Visible only if you selected “State” as your Entity Sub-Type.) (Visible only if your Agency is a State of Colorado Agency.)

STEP 2: CREATE AN APPLICANT ACCOUNT

CONTACT INFORMATION

The screenshot shows the eForms application interface. On the left is a sidebar with the user name 'LJCDCJ3' and several menu items: 'Applicant Profile', 'General Information', 'Contact Information' (highlighted with a yellow circle), 'Address Information', and 'Submission Summary'. Below these are 'Export to PDF', 'Get PDF Viewer', and 'Back to Applicants List'. The main content area is titled 'Contact Information' and features a navigation bar with letters A through Q. Below this is a table with columns: 'View', 'Contact Type', 'First Name', and 'Last Name'. The table is empty, with the text 'This list contains no items' centered below the headers. At the bottom of the table area are two buttons: 'Back' and 'Next'. A yellow circle highlights an 'Add new item to list' icon (a document with a plus sign) in the top left corner of the table area.

Click the “Add new item to list” icon  to add a contact person.

This contact list is NOT linked to COGMS auto-generated emails.

The Applicant account profile requires that ONE Primary Contact be entered. The Primary Contact is the person the State will contact with any questions regarding this Applicant account. You may also enter information for the Project Director, Signature Authority, Financial Officer or Implementing Agency here or later in the Project Application.

STEP 2: CREATE AN APPLICANT ACCOUNT

CONTACT DETAILS

 LJCDCJ3

Applicant Name:
LJC_DCJ Test Profile 3
Applicant Number:
63671653

Applicant Profile

General Information
Contact Information
Address Information
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Contact Details

Contact Information

* **Contact Type:** Primary Contact

* **Salutation:** Mr.

* **First Name:** Alexander

* **Last Name:** Smith

* **Title:** Grant and Contact Coordinator

* **Agency Name:** DCJ Test Agency

* **Address Line 1:** 700 Kipling Street

Address Line 2:

* **City/Town:** Denver

* **State:** Colorado

* **Zip Code + 4:** 80215-5897

* **Phone Number:** 303-123-4567

Fax:

* **Email Address:** ASmith@DCJTestAgency.com

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Fields marked with an * are mandatory.

Note: The Zip Code + 4 is required.

Click **Save & Next** after all fields are completed or **Save & Add Another** to add another contact.

STEP 2: CREATE AN APPLICANT ACCOUNT

COMPLETE CONTACT INFORMATION

LJDCJ3

Applicant Name:
LJC_DCJ Test Profile 3

Applicant Number:
63671653

Applicant Profile

General Information
Contact Information
Address Information
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Contact Information

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W

View	Contact Type	First Name	Last Name	Phone	Email
	Primary Contact	Alexander	Smith	303-123-4567	ASmith@DCJTestAgency.com

1

[Back](#) [Next](#)

Once all contacts are listed, click **Next**.

STEP 2: CREATE AN APPLICANT ACCOUNT

ADDRESS INFORMATION

 LJCDCJ3

Applicant Name:
LJC_DCJ Test Profile 3
Applicant Number:
63671653

Applicant Profile

General Information
Contact Information
Address Information
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Address Information

DCJ Legal Entity

* Address Line 1:

Address Line 2:

* City/Town: -- select --

* County: -- select --

* State: -- select --

* Country: United States

* Zip Code + 4: ?

LJC_DCJ Test Profile 3

* Applicant Agency Address same as Legal Entity Address: No

* Address Line 1:

Address Line 2:

* City/Town: -- select --

* County: -- select --

* State: -- select --

* Country: -- select --

* Zip Code + 4: ?

Save Save & Back Save & Next

The Entity Name in the gray boxes are pre-populated from the **General Information** screen.

If the Applicant address and Legal Entity address are the same, click “Yes” and you will not be required to enter the same address twice.

Once done click **Save & Next**.

STEP 2: CREATE AN APPLICANT ACCOUNT SUBMISSION SUMMARY - ERRORS

Submission Summary

Page	Last Updated
General Information	12/30/2014
Contact Information	Please Complete
Address Information	12/30/2014

Notes:

- Contact Information list contains 1 incomplete item.

Once you have provided all the required information in your Applicant Profile, please click on the "Complete" button below.

Note that it will take up to 5 days for the State to complete the required validation.

Back Next

Export to PDF

Get PDF Viewer

Complete

If there are any incomplete sections you will not be able to **Complete** your profile until the items are resolved.

In this example, the Contact Information has an incomplete field.

STEP 2: CREATE AN APPLICANT ACCOUNT SUBMISSION SUMMARY – COMPLETE

LJCDCJ3

Applicant Name:
LJC_DCJ Test Profile 3

Applicant Number:
63671653

Applicant Profile

General Information
Contact Information
Address Information
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Submission Summary

Page	Last Updated
General Information	12/30/2014
Contact Information	12/30/2014
Address Information	12/30/2014

Once you have provided all the required information in your Applicant Profile, please click on the "Complete" button below.

Note that it will take up to 5 days for the State to complete the required validation.

Back Next

Export to PDF
Get PDF Viewer

Complete

Once all issues are resolved, the screen should then indicate a date for each item in the Submission Summary list.

If user is satisfied with the Applicant Profile information entered, click on the **Complete** button.

STEP 2: CREATE AN APPLICANT ACCOUNT

SUBMISSION SUMMARY - CONFIRMATION/EDITS

LCDCJ3

Applicant Name:
LJC_DCJ Test Profile 3

Applicant Number:
63671653

Applicant Profile

General Information
Contact Information
Address Information
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Page	Last Updated
General Information	12/30/2014
Contact Information	12/30/2014
Address Information	12/30/2014

Once you have provided all the required information in your Applicant Profile, please click on the "Complete" button below.

Note that it will take up to 5 days for the State to complete the required validation.

Back Next

Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

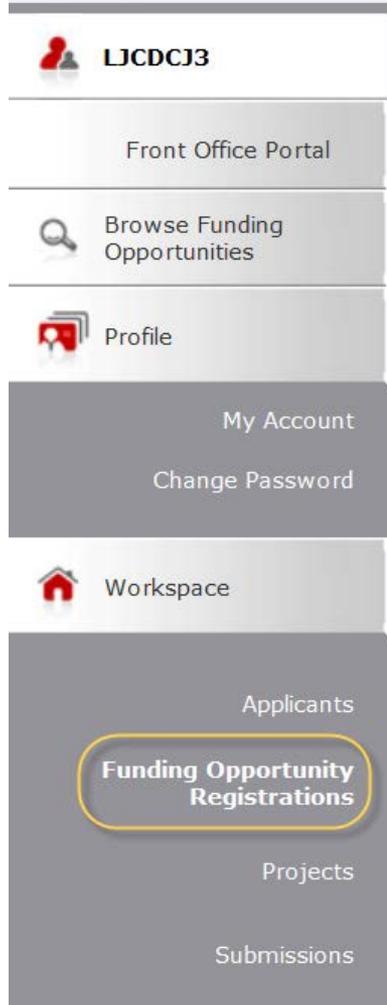
Once you have Complete your Applicant Profile it is locked down for editing. You will see the message, ***This e.Form has been marked as complete.*** To return to the main Front Office Menu, click on ***Back to Applicants List.***

If you need to edit any information, click on ***Edit***, make the appropriate changes and then you must click on the ***Complete*** button again once all changes are done.

The State will NOT be prompted to review your profile until you complete [Step 3](#) (Register the Applicant for the Funding Opportunity).

STEP 3: REGISTER FOR FUNDING OPPORTUNITY

FUNDING OPPORTUNITY REGISTRATIONS



Click on ***Funding Opportunity Registration.***

STEP 3: REGISTER FOR FUNDING OPPORTUNITY

FUNDING OPPORTUNITY REGISTRATIONS

 LJDCJ3

Front Office Portal

 Browse Funding Opportunities

 Profile

My Account

Change Password

 Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Funding Opportunity Registrations							
All	A	B	C	D	E	F	G
Register	View	Funding Opportunity Name					
		National Criminal History Improvement Program 2015					
		Colorado Justice Assistance Grant 2015					
		2016 State Juvenile Diversion Program Funds					
		Coverdell Forensic Science Improvement Grant 2015					
		Local Law Enforcement Grant 2014					

Click **the View Publication Form for Funding Opportunity** – icon  to view the Funding Opportunity requirements.

There may be multiple Funding Opportunities to select from that are not applicable to your project.

STEP 3: REGISTER FOR FUNDING OPPORTUNITY REVIEW ANNOUNCEMENT

Announcement

ANNOUNCEMENT OF AVAILABLE FUNDS

***NATIONAL CRIMINAL HISTORY
IMPROVEMENT PROGRAM
(NCHIP)***

2015

OFFERED THROUGH THE OFFICE OF ADULT AND JUVENILE JUSTICE ASSISTANCE
(OAJJA)

APPLICATION DEADLINE:
THURSDAY, **FEBRUARY 19, 2015**

Review the Announcement thoroughly. Note eligibility requirements and deadlines as they are different for each Funding Opportunity.

Each Funding Opportunity may have Application and/or Intent to Apply instructions. They may be attached or there may be an embedded link within the Announcement. Please have this information ready when you begin [Step 5](#) (Complete and Submit an Application/Intent to Apply).

STEP 3: REGISTER FOR FUNDING OPPORTUNITY

REGISTER

There are two ways to Register:

1) Scroll to the bottom of the Announcement and click **Apply Now** and confirm **Yes**, that you want to register.

Contact Information

If you have questions contact Bruce Langsdon at 303-239-4567.

Bruce Langsdon, Grant Manager
(303) 239-4567
Bruce.Langsdon@state.co.us

2) Click Back to Funding Opportunity Registrations and click on the Register Applicant for Funding Opportunity icon  and confirm **Yes**, that you want to register.

Export to PDF
Get PDF Viewer

All	A	B	C	D	E	F	G	H
Register View Funding Opportunity Name								
		National Criminal History Improvement Program 2015						
		Colorado Justice Assistance Grant 2015						

Funding Opportunity Details

Funding Opportunity Name: National Criminal History Improvement Program 2015
Start Date: Dec 1, 2014
End Date: Jan 1, 2026

Funding Opportunity Registration

Are you sure you wish to register LJC_DCJ Test Profile 3 (63671653)?

Funding Opportunity Registration

LJC_DCJ Test Profile 3 (63671653) has been registered.

STEP 4: CREATE A PROJECT PROJECTS

LJDCJ3

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Project Status: Open Projects ▾

Funding Opportunity Name: All Funding Opportunities ▾

Projects

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U

Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Nu
This list contains no items				

Click on **Projects**.

A list of all open projects will be displayed.

If you are new to COGMS, it will be blank.

STEP 4: CREATE A PROJECT

SELECT THE FUNDING OPPORTUNITY

LJDCJ3

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Project Status: Open Projects

Funding Opportunity Name: National Criminal History Improvement Program 2015

Projects

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant N
This list contains no items				

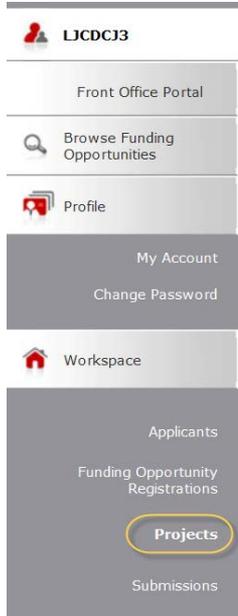
Select a Funding Opportunity from the **Funding Opportunity Name** dropdown.

Once a Funding Opportunity is selected the Add Project icon  appears. Click on this icon.

Note: the add button is not visible unless a Funding Opportunity is selected.

STEP 4: CREATE A PROJECT

CREATE A PROJECT



Create a Project

Funding Opportunity Name: National Criminal History Improvement Program 2015

*** Applicant:** LJC_DCJ Test Profile 3 (63671653)

*** Applicant Project Name:**

Insert the name of the project in the **Applicant Project Name** field and then click the **Save & Back** button. Once you create a project name it CAN NOT BE CHANGED.

Applicant Project name should be descriptive title of the project. Use a short, but meaningful title for your project (50 characters or less)

Example, if you are implementing a computer upgrade, you might call your project **NCHIP Computer Upgrade 2015**. This quickly distinguishes the program area, purpose, and year of the project.

STEP 5: COMPLETE AND SUBMIT APPLICATION/ INTENT TO APPLY

The screenshot displays the LCDCJ3 Front Office Portal interface. On the left is a navigation sidebar with options: Front Office Portal, Browse Funding Opportunities, Profile, My Account (Change Password), Workspace, Applicants, Funding Opportunity Registrations, Projects, and Submissions (highlighted with a yellow circle). The main content area features a 'Submissions Filters' section with a 'Hide Filters' and 'Clear Filters' button. Below this is a filter box containing: Applicant Project Name (All Projects), Date Submitted (On), Project Status (Open Projects), Submission Version (Latest Version), and Associate Type (All). A 'Filter' button is located below these options. Below the filter box is a 'Submissions' table with the following data:

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
 Meaningful Project Description for LJC Test 3 2015-RU-15-003132	National Criminal History Improvement Program 2015 Application Submission	Dec 1, 2014	Dec 31, 2025	Primary Applicant	1	

A small '1' is displayed below the table, indicating the number of results.

Locate the Application or Intent to Apply that wish to complete and submit. Click on the Open e.Form icon  next to the entry you wish to complete. This will open the project form.

Follow the Application/Intent to Apply instructions provided in the Announcement.

Continuation users may need to use the **Filters** to more easily locate the project form you wish to work on.

Returning to a partially completed Project Application

- ▶ Log into COGMS using your User ID and Password.
- ▶ Go to ***Submissions*** in the menu bar on the left. A list of your application names will appear.
- ▶ Click on  to open your application. Use the menu bar on the left to select the section of the project application which needs further information.

IMPORTANT NOTES

- ▶ The software includes generic embedded instructions for every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado.

IMPORTANT NOTES

- ▶ Click the **Save** button at the bottom of each COGMS screen no less than every 15 minutes to avoid system timeout and loss of unsaved information. Typing or being active in COGMS does not extend the 15 minute time out.
- ▶ It is imperative that you read all the COGMS and Application Instructions.

HELPFUL HINTS

- ▶ You will likely need more time with your first application in COGMS. Begin immediately.
- ▶ Some fields have a **hover** function  where you can get information such as definitions of terms or Zip+4 website or character limitations
- ▶ Use the Menu Bar on the left side of the page to navigate between sections of the project Application. Remember to click **Save** before navigating away from any page.
- ▶ Spell Check is available for certain narrative sections. You may want to create a draft in a Word document and then cut and paste into the Project Application, but again, note the character limitations.

Questions about COGMS?

- ▶ If you have questions about how to setup your Applicant Profile in the COGMS system,
 - ▶ Office of Adult and Juvenile Justice Programs (OAJJA)- JAG, NCHIP, Coverdell, Juvenile Diversion, Local Law.
 - ▶ Kyle McDonald at 303-239-4452.
 - ▶ Office for Victim's Programs (OVP)- SASP, State VALE, VOCA, VAWA.
 - ▶ Laura Montoya at 303-239-4650
- ▶ If you experience technical problems about how to setup your Applicant Profile in the COGMS system, contact Lyndsay Clelland at Lyndsay.Clelland@state.co.us.