



GMIS

Special Condition

Response

Special Condition Response



Grants Management Information System

[Worklist](#) [Project](#) [Reports](#) [View Bulletins](#) [Logout](#)

X X X X

Welcome, ODH Subgrantee . You currently have Subgrantee Access.

Agency Name: Allen County Health Department
 Program Title: IMMUNIZATION ACTION PLAN
 Project Number: 00210012IM0613 Employer Id Number: 346400019
 Grant Period Begin: 1/1/2013 Grant Period End: 12/31/2013
 Print This Page

Special Conditions
 Display All Special Conditions

Selection	Applied	Date Applied	Type	Condition	State	State Updated	Approval Status	Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/29/2012 2:23:30 PM	Custom	GSU-PROCESSING: Submit a Budget Revision and a revised and complete Budget Justification. In the Budget Justification, in the "Personnel" category, indicate which position in GMIS is considered the "IAP Coordinator", which will have travel costs; in the "Compliance" category, question # 27 indicates mileage costs for the agency vehicle. More information is required for this cost. Indicate how mileage rates will be tracked at actual and clear details as to why mileage is being charged, describe in detail, the necessity and note that rental and mileage will not both be charged. Refer to RFP, Section II Application Requirements and Format.	Met	3/12/2013	Approved	<input type="button" value="Comments"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/13/2014 11:28:54 AM	Custom	GSU-PROCESSING: Submit a Budget Revision and a revised and complete Budget Justification. In the Budget Justification, in the "Personnel" category, indicate which position in GMIS is considered the "IAP Coordinator", which will have travel costs; in the "Compliance" category, question # 27 indicates mileage costs for the agency vehicle. More information is required for this cost. Indicate how mileage rates will be tracked at actual and clear details as to why mileage is being charged, describe in detail, the necessity and note that rental and mileage will not both be charged. Refer to RFP, Section II Application Requirements and Format.	Not Met	1/14/2014	Response Required	<input type="button" value="Comments"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/14/2014 1:15:39 PM	Custom	Submit proof of non-profit status.	Not Met	1/14/2014	Response Required	<input style="border: 2px solid red;" type="button" value="Comments"/>

Disapprove
Approve

- We will be covering how to respond to Special Conditions
- Click the Comment button next to the Special Condition being responded to

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Special Condition Comments

[Display All Comments](#)

No Comments

- Click "New" to open the Comment box regarding the Special Conditions we are responding to

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Special Condition Comments [Display All Comments](#)

Date	ODH Comment	Comment	Attachment	User
		<div style="border: 2px solid red; height: 40px; width: 150px;"></div> 1000 characters left	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>	

- Enter the comment regarding the Special Condition

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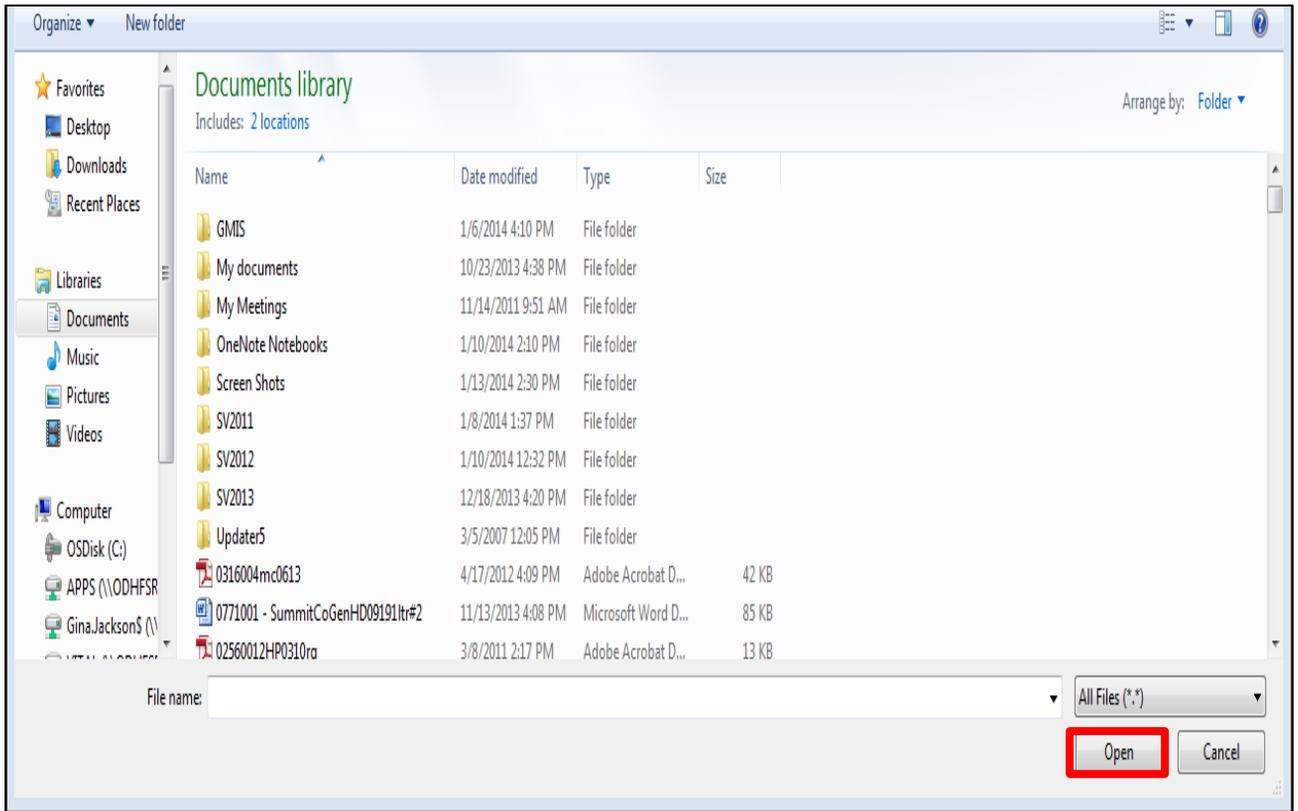
Special Condition Comments [Display All Comments](#)

Date	ODH Comment	Comment	Attachment	User
		Proof of Non-Profit Status attached	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>	

965 characters left

- Click "Browse" to attach the document to the Special Condition

Special Condition Response



- Select the document to be attached
- Then click the Open button

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Special Condition Comments [Display All Comments](#)

Date	ODH Comment	Comment	Attachment	User
		Proof of Non-Profit Status attached	C:\Users\Gina.Jackson\Documents\Non-ProfitStatus.PDF <input type="button" value="Browse..."/> <input style="border: 2px solid red;" type="button" value="Upload"/>	

- Now that your document appears you may click the Upload button

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Special Condition Comments [Display All Comments](#)

Date	ODH Comment	Comment	Attachment	User
1/1/1900 12:00:00 AM	<input type="checkbox"/>	Proof of Non-Profit Status attached <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> 965 characters left </div>	Non-ProfitStatus.PDF <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	

- Click the Save button to save the comment and attachment

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Special Condition Comments [Display All Comments](#)

Date	ODH Comment	Comment	Attachment	User
1/14/2014 3:49:28 PM	<input type="checkbox"/>	Proof of Non-Profit Status attached	Non-ProfitStatus.PDF	ODH Subgrantee

- Now that we have entered the comment and attached the document
- Click the box under the Selection column next to the special condition we responded to

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- Click "Approve" to respond to the Special Condition

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	Date	ODH Comment	Comment	Attachment	User
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1/14/2014 3:49:28 PM	<input type="checkbox"/>	Proof of Non-Profit Status attached	Non-ProfitStatus.PDF	ODH Subgrantee

- You will now see that the Approval Status has changed to “Responded To”
- You have successfully responded to a Special Condition!