



# Department of Developmental Disabilities

---

Information Technology Services

## Grant Management System

---

### Traditional Expense User Guide

August 06, 2025

**Department of Developmental Disabilities**  
**Division of Information Technology Services**


30 East Broad Street, 13<sup>th</sup> Floor  
Columbus, Ohio 43215



## Table of Contents

Navigating the DODD Grant Management System (GMS) .....	1
Creating Expenses .....	1
Entering Expense Data.....	2
Creating Personnel .....	2
Creating Contracts.....	4
Creating Equipment.....	5
Creating Other Direct Costs.....	7
Creating Indirect Costs .....	8
Offsets.....	8
Submitting the Expense .....	8
Common Error Messages .....	9
Cannot upload a file to the expense .....	9
Adding and/or removing documents after an expense report has been submitted .....	9
GMS email notifications not being received.....	10
Not able to expense in one or more category.....	10
Is budget modification necessary.....	10

## Navigating the DODD Grant Management System (GMS)

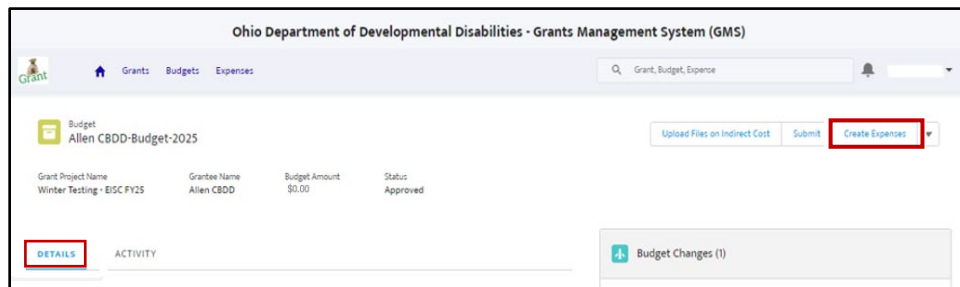
The Grants Management System will display pending items for your review on the homepage. It will display information regarding grant projects assigned to you. The  icon will bring you back to the homepage.

## Creating Expenses

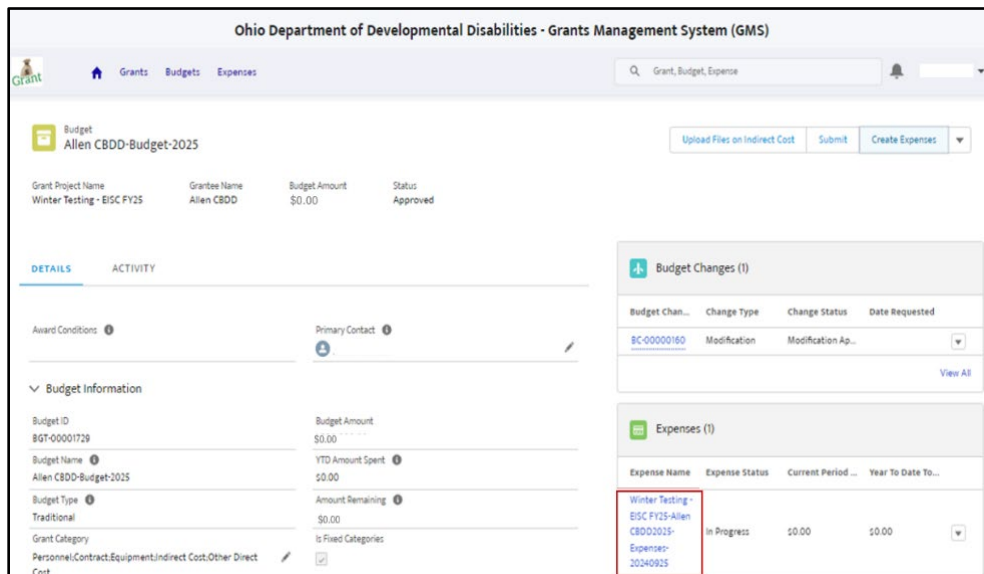
**Step 1:** Navigate to the **Details** tab on the budget page.

**Step 2:** Click **Create Expenses**

- Make sure there are no other open expenses (Denied, In Progress, Submitted, etc.).
- Make sure it has been at least 25 calendar days from the last expense submission date. This date can be found at the bottom of the previous expense.



**Step 3:** Once the expense is created, the record will populate on the details tab on the budget page. Click the **blue link** for the newly created In Progress expense report.



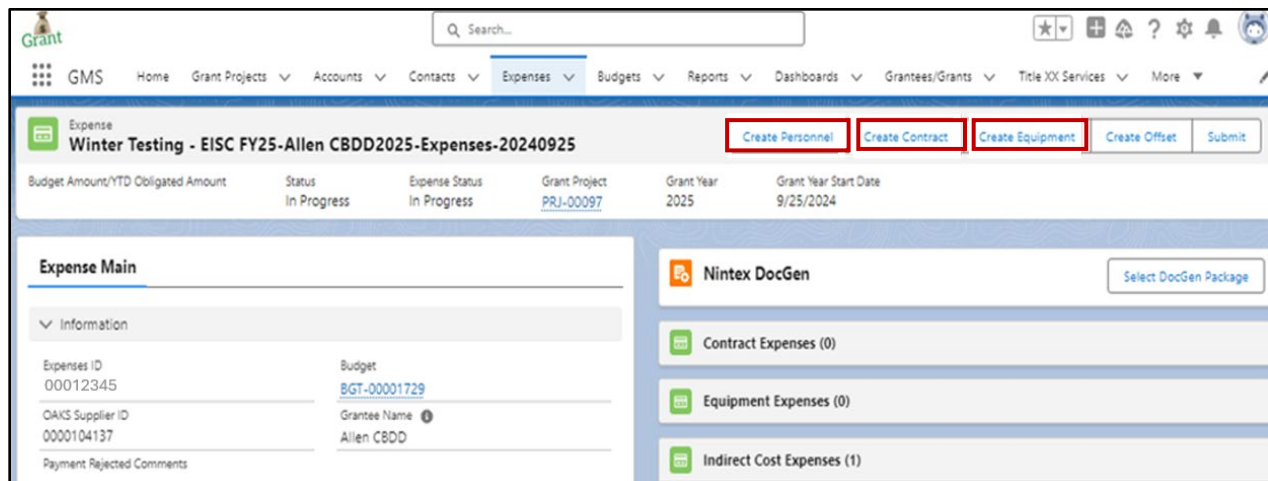
## Entering Expense Data

**Step 1:** There are 6 expense categories available for reimbursement requests.

- Personnel
- Contracts
- Equipment
- Other Direct Costs
- Indirect Costs
- Offset

**Step 2:** When creating and entering data into the grantee's **first** expense report, the user will need to click the **Create Personnel**, **Create Contract**, or **Create Equipment** buttons as applicable.

- Once created, the data will flow forward into future expense reporting.
- The user will only click the **Create Personnel**, **Create Contract**, or **Create Equipment** buttons when new data is being entered such as a new contract provider not expensed on previous reporting, a new individual not listed under personnel, etc.



The screenshot displays the 'Expense' page in the Grant Management System. At the top, there is a search bar and a navigation menu with options like 'GMS', 'Home', 'Grant Projects', 'Accounts', 'Contacts', 'Expenses', 'Budgets', 'Reports', 'Dashboards', 'Grantees/Grants', 'Title XX Services', and 'More'. The main header shows the expense title 'Winter Testing - EISC FY25-Allen CBDD2025-Expenses-20240925' and several buttons: 'Create Personnel', 'Create Contract', 'Create Equipment', 'Create Offset', and 'Submit'. Below the header, a table provides details: Budget Amount/YTD Obligated Amount, Status (In Progress), Expense Status (In Progress), Grant Project (PRJ-00097), Grant Year (2025), and Grant Year Start Date (9/25/2024). The 'Expense Main' section includes an 'Information' tab with fields for Expenses ID (00012345), Budget (BGT-00001729), OAKS Supplier ID (0000104137), and Grantee Name (Allen CBDD). On the right, there are sections for 'Nintex DocGen' and expense category counts: 'Contract Expenses (0)', 'Equipment Expenses (0)', and 'Indirect Cost Expenses (1)'.

## Creating Personnel

- ❖ Personnel Costs represent the salaries & fringe of personnel who work directly for the grantee/subrecipient organization. Personnel costs also only pertain to positions funded by the grant, and direct salary is exclusive of fringe benefits.
- ❖ Fringe benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages. The percentage of fringe costs charged to grants shouldn't be higher than the percentage of salary costs charged.

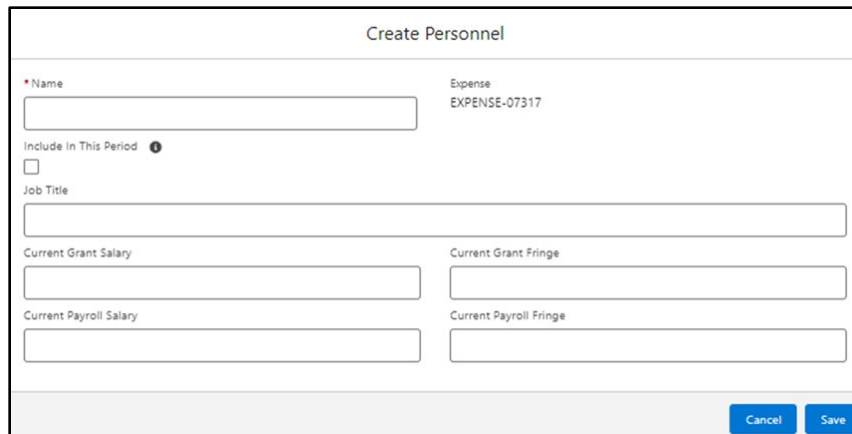
**Step 1:** Enter the **first and last name of the employee** ("Jane Smith" is acceptable, but "El Admin Staff" is not acceptable). Users should create **one record per employee** and update that record throughout the year.

**Step 2:** Checkmark the **Include in this Period** box if reimbursement for this person is being requested.

**Step 3:** Enter the employee's Job Title.

**Step 4:** Enter Salary and Fringe information for the employee.

- **Current Payroll Salary** - The employee's total salary (wages only) for the reporting period.
- **Current Grant Salary** – The dollar amount of the current payroll salary to be billed to the grant. For example, if the employee's FTE is 50% and their total salary for reporting period is \$10,000, the amount to bill to the grant is \$5,000 (50%).
- **Current Payroll Fringe** – The employee's total fringe (no wages included) for the reporting period.
- **Current Grant Fringe** – The dollar amount of the current payroll fringe to be billed to the grant.

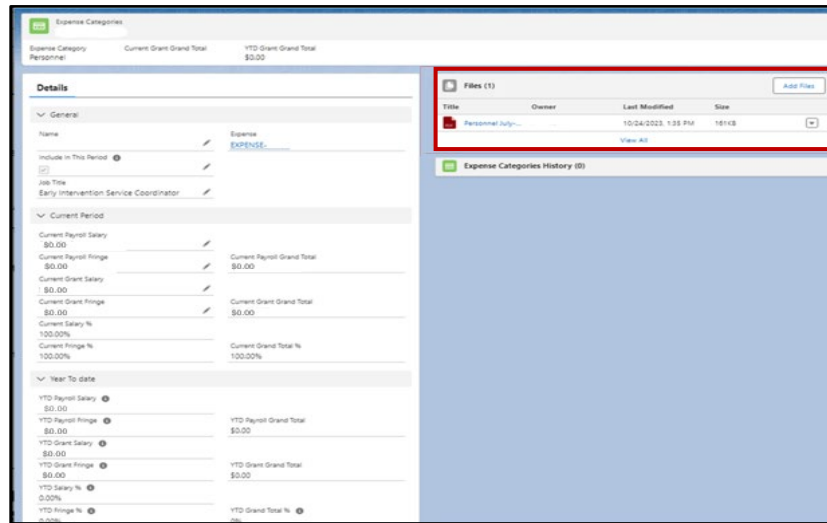


**Step 5:** Upload supporting documentation for each employee.

- All expenses must be allowable under the grant agreement and grantees must maintain file copies of all documentation related to the grant, including documents submitted to DODD.
- Personnel costs must be based on records that accurately reflect the work performed. Uploaded records must support the distribution of the employee's salary or wages among specific activities or costs and should include payroll information for the period for which reimbursement is requested.

**Examples of Support Documentation** - Below is a list of examples of supporting documentation that the grantee must maintain in their files and provide at the request of DODD to support the grant expenditures. This list is NOT all inclusive.

- Coversheet summarizing each employee by name, period totals, and what documentation is attached for that employee
- Payroll Reporting / Time Sheets
- Revised Personnel Contact Sheet along with Hire Dates (If hired after the start of the grant)
- Personnel activity reports or Proof of Time and Effort (Federal Grants Only)
- Proof of payment (cancelled check made payable to employee, bank statements, etc.)



## Creating Contracts

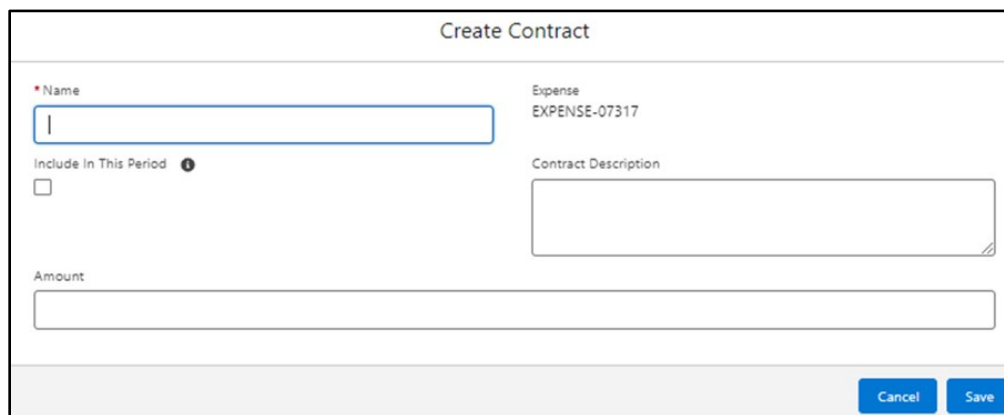
- ❖ A contract is a legal instrument by which a grantee / subrecipient purchases services needed to carry out some or all of the activities for a specific grant.

**Step 1:** Enter the name of the contract. The naming convention should be easily identifiable (i.e., *Happy Hearing Contract, JFS Contract w/ CBDD for EISC Services, ABC Training Services, etc.*).

**Step 2:** Checkmark the **Include in this Period** box if reimbursement for this contract is being requested.

**Step 3:** Enter the **Contract Description** (i.e., what services are being contracted, etc.).

**Step 4:** Enter the dollar amount being requested as reimbursement.

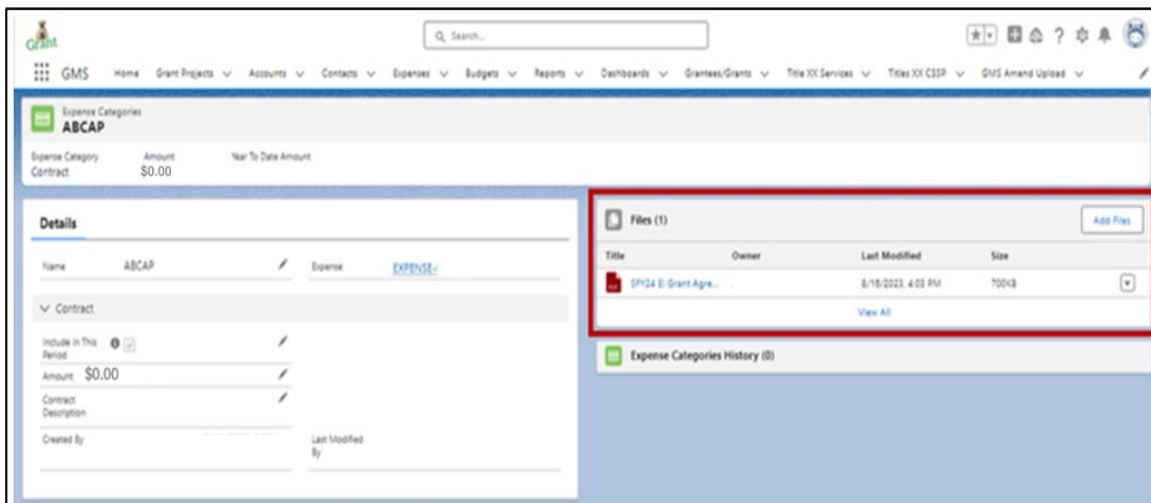


**Step 5:** Upload supporting documentation

- All expenses must be allowable under the grant agreement and grantees must maintain file copies of all documentation related to the grant including documents submitted to DODD.

**Examples of Support Documentation** - Below is a list of examples of supporting documentation that the grantee must maintain in their files and provide at the request of DODD to support the grant expenditures. This list is NOT all inclusive.

- First time expensing a contract - Fully Executed copy of the contract
- Copies of all invoices that are related to the request for reimbursement and must list the applicable time frames for the expenses
- Copies of receipts / proof of payment, etc.



## Creating Equipment

- ❖ Equipment means an asset or tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit acquisition cost which is greater than a pre-determined dollar threshold identified in the grant agreement.

**Step 1:** Enter the name of the contract. The naming convention should be easily identifiable (i.e., 14 Apple iPads, 1 Dell Monitor, etc.).

**Step 2:** Check Mark the **Include in this Period** box if reimbursement for this contract is being requested.

**Step 3:** Enter the number of units being billed

**Step 4:** Enter the dollar amount being requested as reimbursement.

**Create Equipment**

\*Name  Expense EXPENSE-07318

Include In This Period  Number Of Units

Amount

### Step 5: Upload supporting documentation for each employee

- All expenses must be allowable under the grant agreement and grantees must maintain file copies of all documentation related to the grant including documents submitted to DODD.

**Examples of Support Documentation** - Below is a list of examples of supporting documentation that the grantee must maintain in their files and provide at the request of DODD to support the grant expenditures. This list is NOT all inclusive.

- Asset Verification Form as outlined in the grant agreement
- Proof of payment (cancelled checks, invoices, etc.).

Ohio Department of Developmental Disabilities - Grants Management System (GMS)

Expense Categories

Expense Category	Amount	Year To Date Amount
Equipment	\$0.00	

Name: Ipad Expense: EXPENSE-07318

Include In This Period:

Number Of Units: 1

Amount: \$0.00

Created By: Last Modified By:

Expense Categories History (1)

Date	Field	User	Original ...	New Value
9/25/20...	Created			

Files (0)

Or drop files

### Creating Other Direct Costs

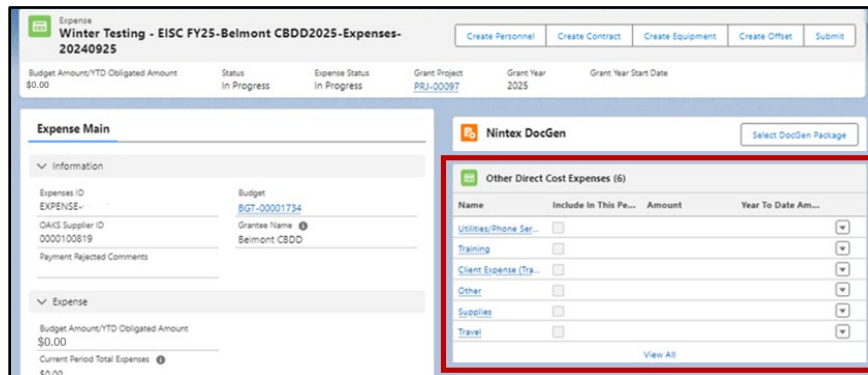
- ❖ Direct costs are the expenses a business incurs that are directly tied to a grant. These items may include, but are not limited to: shipping charges, printing, supplies, equipment that is less than the grant's pre-determined dollar threshold established for equipment, travel expenses, etc.

• 200.461	• Publication and printing costs	• Supplies
• 200.463	• Recruiting Costs	• Other
• 200.475	• Travel costs	• Travel
• 200.473	• Training and education costs	• Training
• 200.471	• Telecommunication costs and video surveillance	• Utilities / Phone Service
	• Exceptions to these allowable costs are found in 2 CFR 200.216	• Stamps, FedEx, USPS services
• 200.474	• Supplies	

**Step 1:** Click on the blue linked sub-category to be billed (Utilities, Other, Supplies, etc.).

**Step 2:** Checkmark the **Include in this Period** box if reimbursement for this contract is being requested.

**Step 3:** Enter the dollar amount being requested as reimbursement.



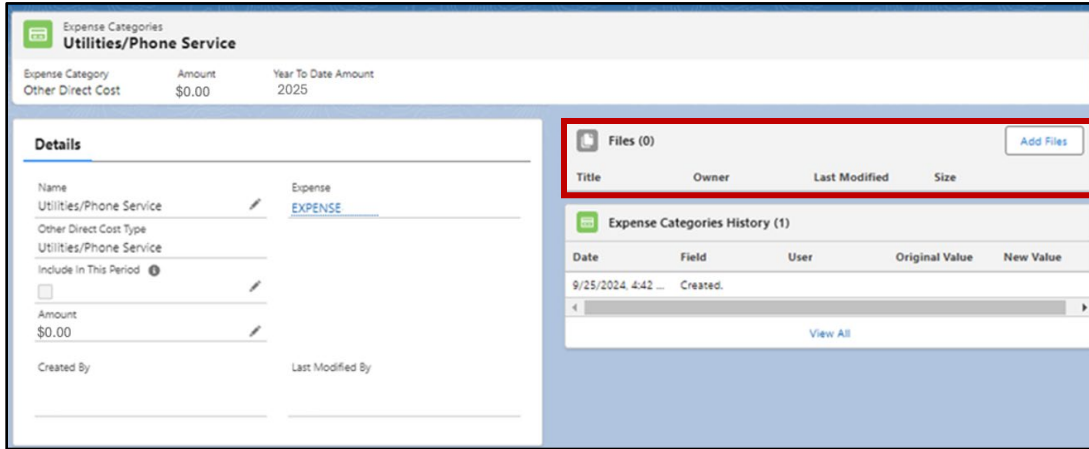
The screenshot shows the 'Expense' entry form for 'Winter Testing - EISC FY25-Belmont CBDD2025-Expenses-20240925'. The 'Other Direct Cost Expenses (6)' section is highlighted with a red box. It contains a table with columns: Name, Include in This Pe..., Amount, and Year To Date Am... The table lists the following categories: Utilities/Phone Ser..., Training, Client Expense (Tra..., Other, Supplies, and Travel. Each category has a checkbox in the 'Include in This Pe...' column and a dropdown arrow in the 'Year To Date Am...' column.

**Step 4:** Upload supporting documentation

- All expenses must be allowable under the grant agreement and grantees must maintain file copies of all documentation related to the grant including documents submitted to DODD.

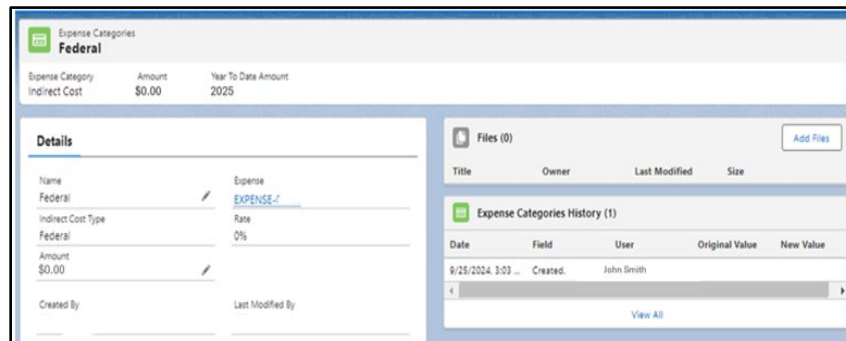
**Examples of Support Documentation** - Below is a list of examples of supporting documentation that the grantee must maintain in their files and provide at the request of DODD to support the grant expenditures. This list is NOT all inclusive.

- Proof of payment (cancelled checks, invoices, etc.).



### Creating Indirect Costs

- ❖ Costs associated with the grant that cannot be directly allocated and follow a predetermined methodology.
- **Step 1:** Click on the blue linked Indirect type (Federal or DeMinimus).
- **Step 2:** Enter the dollar amount being requested as reimbursement.
- **Step 3:** No supporting documentation is required, but the indirect cost rate should be expensed consistently throughout the grant period.
  - ❖ All entities claiming indirect will be reviewed by the Department multiple times per year.

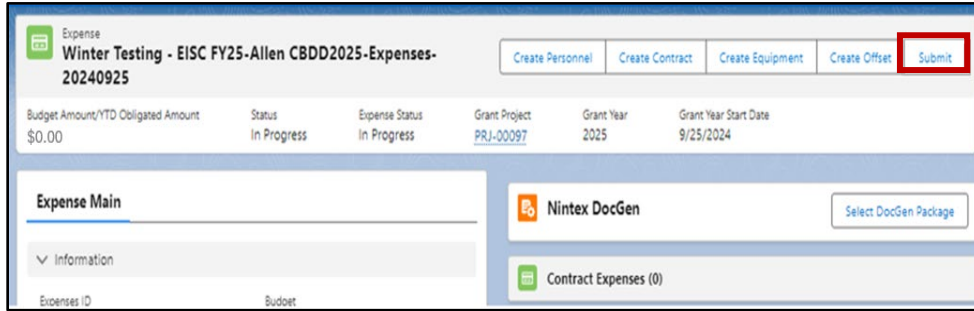


### Offsets

**DO NOT USE** - Offsets should only be created / used with the approval of DODD. This category is used for technical corrections.

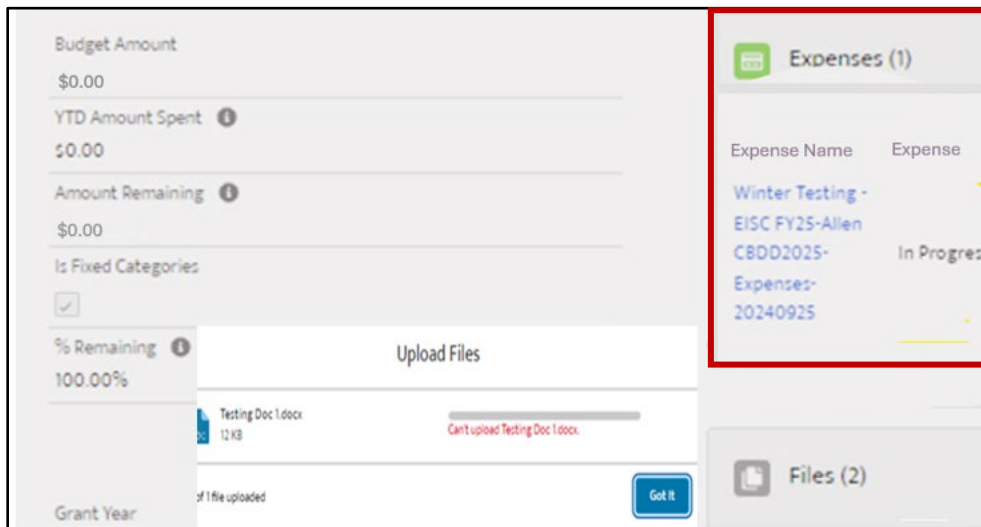
### Submitting the Expense

Once all expenses are created, the user may click the **Submit** button in the upper right corner of the screen. Once submitted, no changes can be made by grantees, including document uploads, etc.

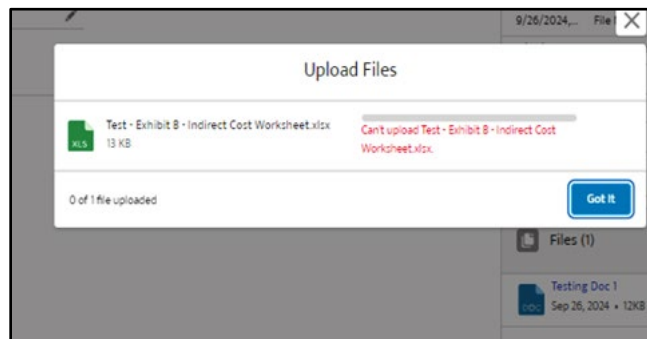


### Common Error Messages

Cannot upload a file to the expense – the majority of the time, this error is displayed when the user is attempting to upload a document onto the budget page rather than inside of the expense. The user must click into the open expense to upload the document.



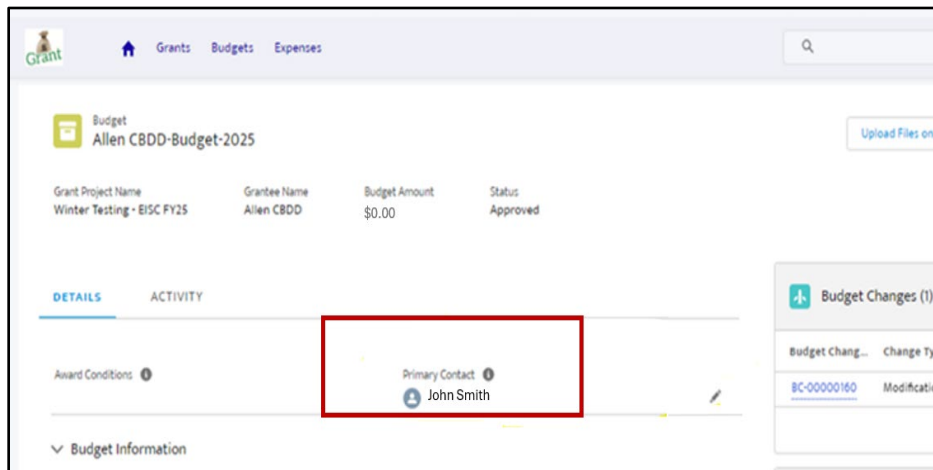
Adding and/or removing documents after an expense report has been submitted to DODD is prohibited for audit purposes. If you need to add additional documents to your expense, DODD can deny the expense which will allow the user to upload additional documents.



There's a problem saving this record. You might not have permission to edit it, or it might have been deleted or archived. Contact your administrator for help.

**GMS email notifications not being received** – Navigate to the budget page of the grant project you wish to verify the primary contact information for.

1. If a name is listed under “Primary Contact,” it is important to know that the person listed will be the only contact to receive email notifications from GMS.
2. If “Primary Contact” is blank, click the edit pencil at the end of the field and add a contact. If you wish to change this name, and GMS will not allow it, contact DODD GM staff for assistance.



**Not able to expense in one or more category** – this typically happens when costs were not included in the original budget, but a user performs a modification to the budget adding it. This is a known GMS expense bug, and we do have a work around. Please contact DODD so we can make corrections. **DO NOT** expense under the **Offset** category.

**Is budget modification necessary** - Budget modifications are used when a grantee needs to adjust dollar amounts between budget categories, but the total dollar amount remains unchanged. Each category can be over expensed up to 10%, although another category will need to be under expensed so as not to exceed the total budget.