









Applicant (End – User) Manual Grant Management System



1. ACRONYMS AND DEFINITIONS

Acronyms	Definitions
OC	Open Call - Is a call that is open for applicants to submit calls as and when they want to apply for funding at TIA.
CC	Closed Call – It is a specific or targeted call for proposal advertised to address a specific need.
GMS	Grant Management System - Is a TIA online portal that allows applicants to apply and submit their funding applications.
SOI	Statement of Interest – Expression of interest for TIA to access the merits of all applications received.

2. SIGNS

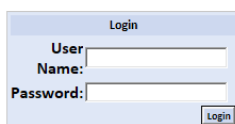
Icon	Name	Description
	Zoom	Clicking this takes you into the detail of a record;
	Edit	Clicking the pencil will open a set of field for one to edit a table;
	Add	Enables the adding of a new record;
	Delete	Enables one to delete a record;
	Save	Saves the page or the text in a text box in which one captures information;
	Red asterisk	This appears on mandatory fields. One must fill information wherever there is a mandatory field;
	Drop down list	Clicking on the arrow will open a list from which one must choose;
	Calendar	Calendar control for date selection;

3. ACCESS TIA ONLINE PORTAL

- Open the internet browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, Safari)
- Type: <http://gms.tia.org.za/funding>

4. HOW TO REGISTER YOUR PROFILE

- Click on link “Click here to register” to create your user profile
-



[Forgot Password](#)

If you have not yet registered, then [click here to register now.](#)


- Unique system login credentials (username and password) will be sent to your email.

5. HOW TO REGISTER AN APPLICATION

- Click on green plus sign on the far right on reference OC16

CREATE A NEW APPLICATION

Click on the green plus (+) sign on the right hand side of the row to create a new application. You do not have to complete the application in one go - you can work on it, save it, exit, come back later and edit it from the list above.

Reference	Grant Window	Window Description	Type	Closing Date / Time	
OC16	01012016	TIA App Form One	Phase One	31/12/2016 16:00:00	

- Complete the registration page

- Confirmation screen will appear after you click the register application button.

- Check your email and SMS notification for confirmation

6. HOW TO COMPLETE AN APPLICATION

- Every section (applicant and organisation, project details and funding details) must be completed

Please complete all THREE sections of the application form by clicking on the tabs above. Also complete the declaration. Once all four sections are completed click *Validate* to check for incomplete fields and then click *Submit*.

***** Please click SAVE on every screen you change! *****

- Press validate button to check which sections are still incomplete
- Click declaration to declare that the information provided by you is factual and you also accept the terms and conditions for TIA application of funding
- Make sure you click the “submit button”
- Your application is only regarded submitted when you click the submit button and you receive a confirmation for such submission;

7. DISCUSSION BOARD

- Discussion board allows for applicants and TIA personnel to hold conversations in the form of posted messages