

Grant & Per Diem: eGMS Guide

How-To: Retrieve Your Executed OPTION YEAR Grant Agreement

Step 1: Log in to eGMS, Select Option Year Activity

- A Grant Contact of the grant record will select the Option Year Activity in the **My GPD Tasks** section, as shown below:

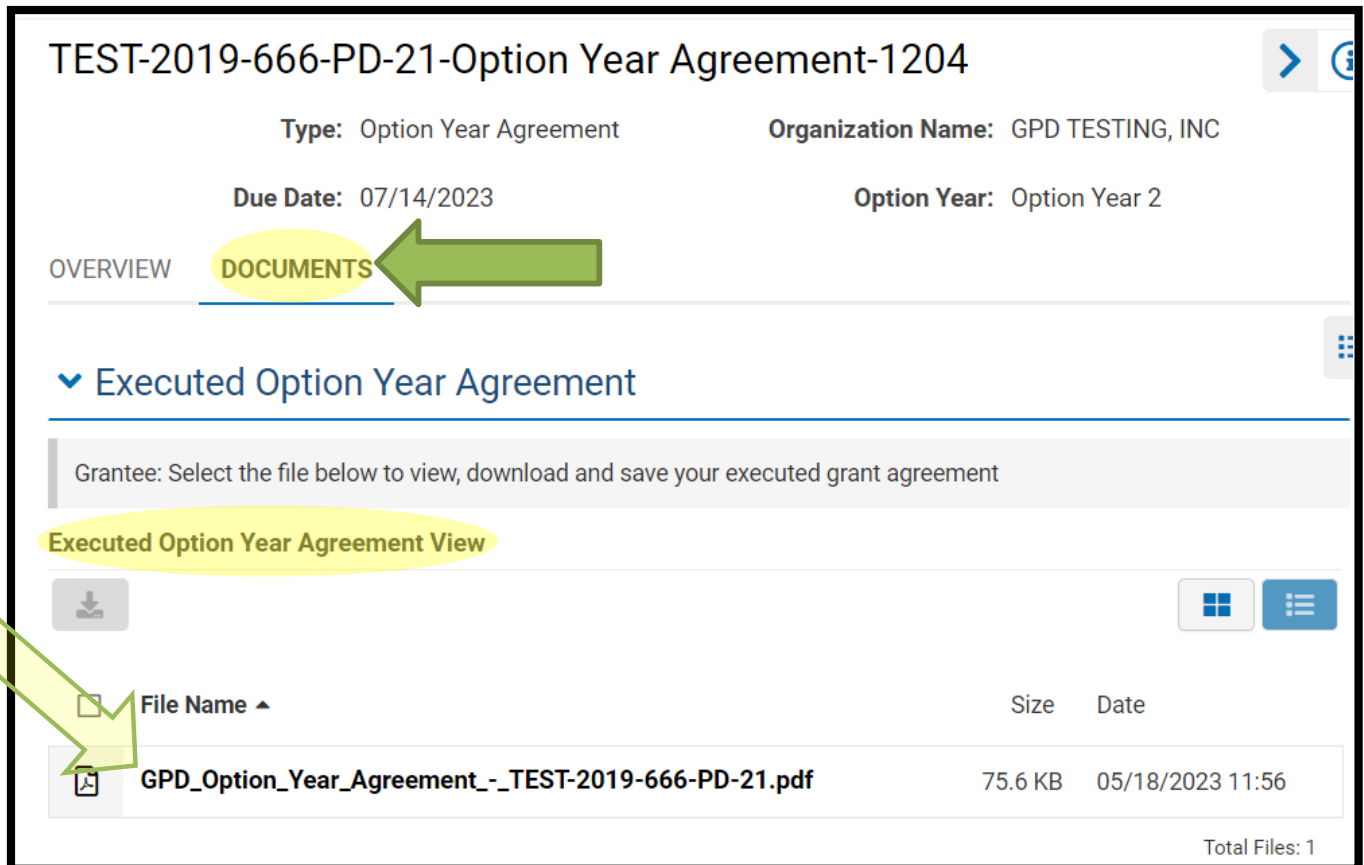
Note: If you do not see a task here, you are not a Grant Contact for this grant record. If you are not a listed Grant Contact, you will not be able to complete this activity. If that is the case, please reach out to the GPD National Program Office at GPDgrants@va.gov for assistance.

The screenshot displays the 'My GPD Tasks' section of the eGMS interface. At the top, there is a blue header with a hamburger menu icon, the text 'My GPD Tasks', and a plus sign. Below the header, the text 'TASKS (84)' is shown. A search bar with a magnifying glass icon and a search button is present, along with a pagination indicator '1-20 of 84' and navigation arrows. Below the search bar is a table with the following columns: #, Organization Name, Grant Type, FAIN/Grant ID, Activity Type, and Status. The first row of the table contains the following data: # 1, Organization Name GPD TESTING, INC, Grant Type Per Diem Only, FAIN/Grant ID TEST-2019-666-PD-21, Activity Type Option Year Agreement, and Status Approved. A yellow oval highlights the 'Option Year Agreement' and 'Approved' cells. A yellow arrow points from the 'My GPD Tasks' header to the table, and a green arrow points from the 'Option Year Agreement' cell to the 'Activity Type' column header.

#	Organization Name	Grant Type	FAIN/Grant ID	Activity Type	Status
1	GPD TESTING, INC	Per Diem Only	TEST-2019-666-PD-21	Option Year Agreement	Approved

Step 2: After you open the activity, Select the Documents tab

Once you have selected the Documents tab, download the executed option year agreement by selecting the document then saving it to your computer:



The screenshot displays a web interface for an 'Option Year Agreement'. The title is 'TEST-2019-666-PD-21-Option Year Agreement-1204'. Key details include: Type: Option Year Agreement, Organization Name: GPD TESTING, INC, Due Date: 07/14/2023, and Option Year: Option Year 2. The 'DOCUMENTS' tab is highlighted in yellow and pointed to by a green arrow. Below the tabs, a section titled 'Executed Option Year Agreement' contains a message: 'Grantee: Select the file below to view, download and save your executed grant agreement'. A yellow oval highlights the text 'Executed Option Year Agreement View'. A download icon is visible. A table lists the files:

<input type="checkbox"/>	File Name ▲	Size	Date
<input type="checkbox"/>	GPD_Option_Year_Agreement_-_TEST-2019-666-PD-21.pdf	75.6 KB	05/18/2023 11:56

Total Files: 1

Step 3: Keep a copy in your grant admin files

Keep a copy in your grant administrative files & share the document with others in your organization, as appropriate.

Great work, this activity is now complete!