



CROWN AGENTS

ACCELERATING SELF-SUFFICIENCY & PROSPERITY

Contents

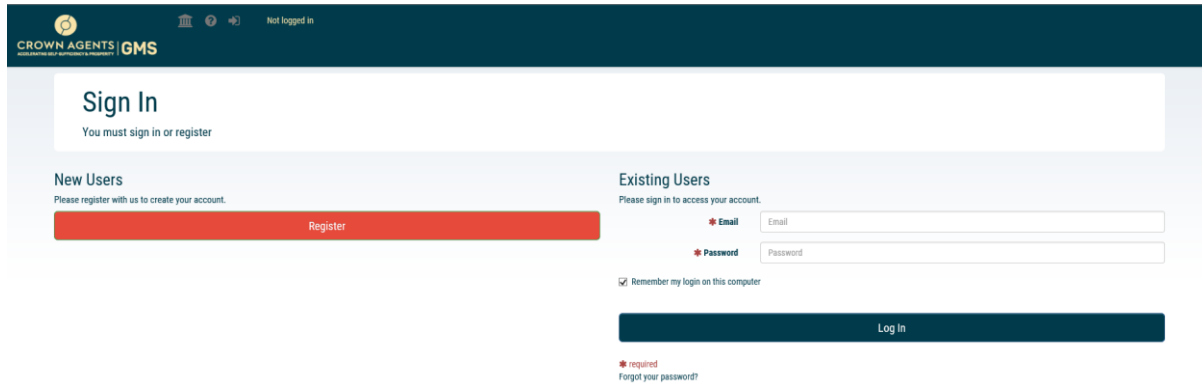
1. Logging in (as a new user)	2
2. Setting up your organisation	3
3. Applying for the ASCEND scheme	7

Introduction

Crown Agents -GMS (Grants Management System): This document is a guide to walk you through registering as a new user on the Crown Agents GMS site, and submitting a Registration Concept Note for ASCEND Lot 1 call. Please refer to the ASCEND project webpage for a summary of the programme and details of the call for Registration Concept Notes.

1. Logging in (as a new user)

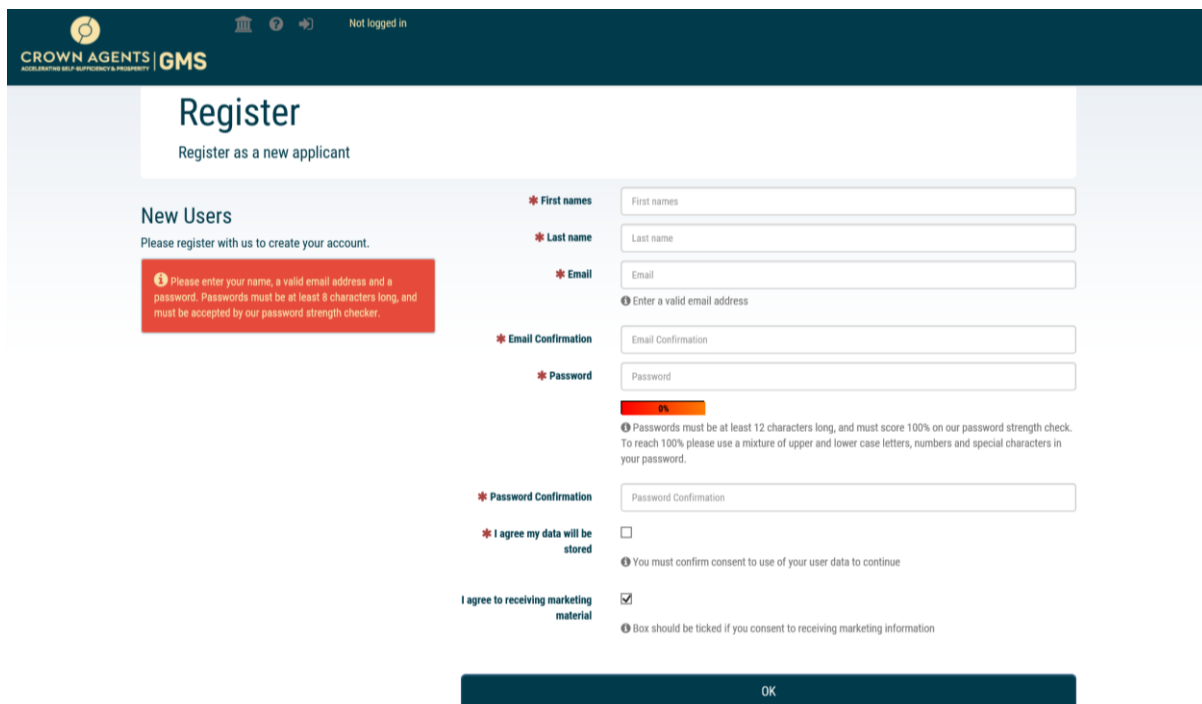
- To register your interest as a **NEW** implementing partner for the (Lot 1) ASCEND programme you will have to create a GMS account and add your organisation.
- Begin by clicking on the 'Register' button on the Crown Agents GMS site [HERE](#)



The screenshot shows the 'Sign In' page of the Crown Agents GMS system. At the top, there is a dark blue header with the logo and 'Not logged in'. Below the header, the main content area is white with a dark blue border. The title 'Sign In' is prominently displayed, followed by the instruction 'You must sign in or register'. There are two main sections: 'New Users' and 'Existing Users'. The 'New Users' section has a red 'Register' button. The 'Existing Users' section has input fields for 'Email' and 'Password', a 'Remember my login on this computer' checkbox, and a dark blue 'Log In' button. A red asterisk indicates required fields, and a link for 'Forgot your password?' is visible.

On the registration page, enter the following information and then click 'OK':

- Your first name;
- Your last name;
- Your email address (this should be your own email address, not a central organisation email)
- A password for your account: This will be 12 characters long with at least one of;
 - ✓ Capital Letter
 - ✓ Special Character i.e. £, \$, & etc
 - ✓ Number.
- Confirm consent to use your data (GMS is compliant with GDPR requirements)



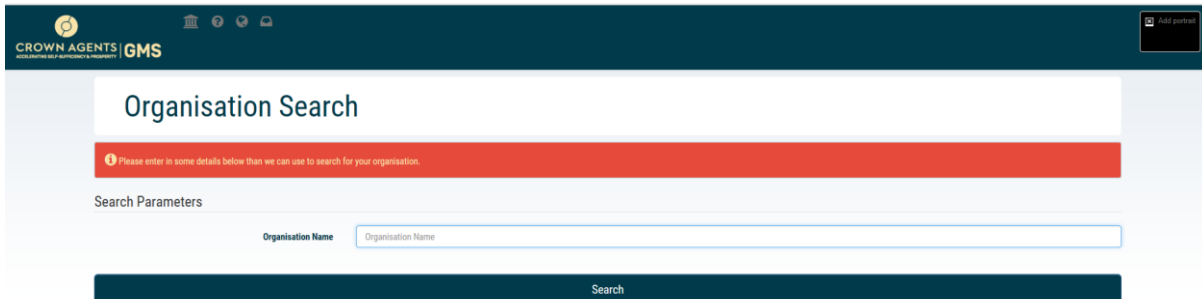
The screenshot shows the 'Register' page of the Crown Agents GMS system. At the top, there is a dark blue header with the logo and 'Not logged in'. Below the header, the main content area is white with a dark blue border. The title 'Register' is prominently displayed, followed by the instruction 'Register as a new applicant'. There are two main sections: 'New Users' and a registration form. The 'New Users' section has a red box with instructions: 'Please enter your name, a valid email address and a password. Passwords must be at least 8 characters long, and must be accepted by our password strength checker.' The registration form has input fields for 'First names', 'Last name', 'Email', 'Email Confirmation', and 'Password'. The 'Password' field has a strength indicator showing 0%. Below the form, there are checkboxes for 'I agree my data will be stored' and 'I agree to receiving marketing material'. A dark blue 'OK' button is at the bottom.

Once you have completed this information we will send you an email to verify your email address. You can click on the link within this email to confirm your registration and then log back into the site. If you do not get

the confirmation email please check your Junk Mail. If it is not there please send an email to Ascend_enquiries@crownagents.com

2. Setting up organisation

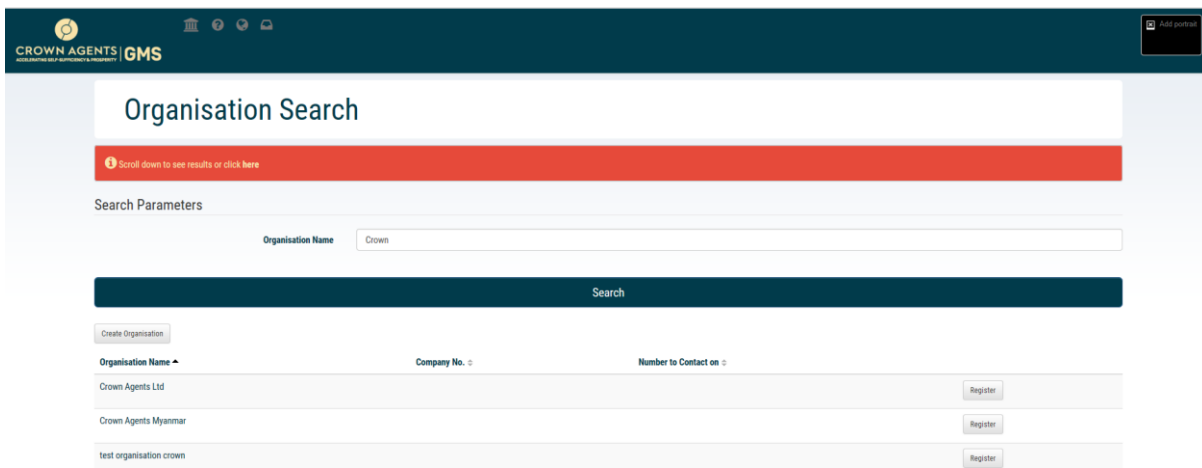
We do not accept Registration Concept Notes from individuals – you need to apply on behalf of an organisation. Once you have completed your registration and logged back into the site, we will ask you to link/add your account to an organisation. We ask you first to check whether your organisation is already registered on the site by searching for your organisation’s name. You can search by the whole name or part of it.



The screenshot shows the 'Organisation Search' page. At the top left is the 'CROWN AGENTS | GMS' logo. A red banner contains the message: 'Please enter in some details below than we can use to search for your organisation.' Below this is a 'Search Parameters' section with a text input field labeled 'Organisation Name' containing the placeholder text 'Organisation Name'. A dark blue 'Search' button is positioned below the input field.

2.1 Linking to existing organisation

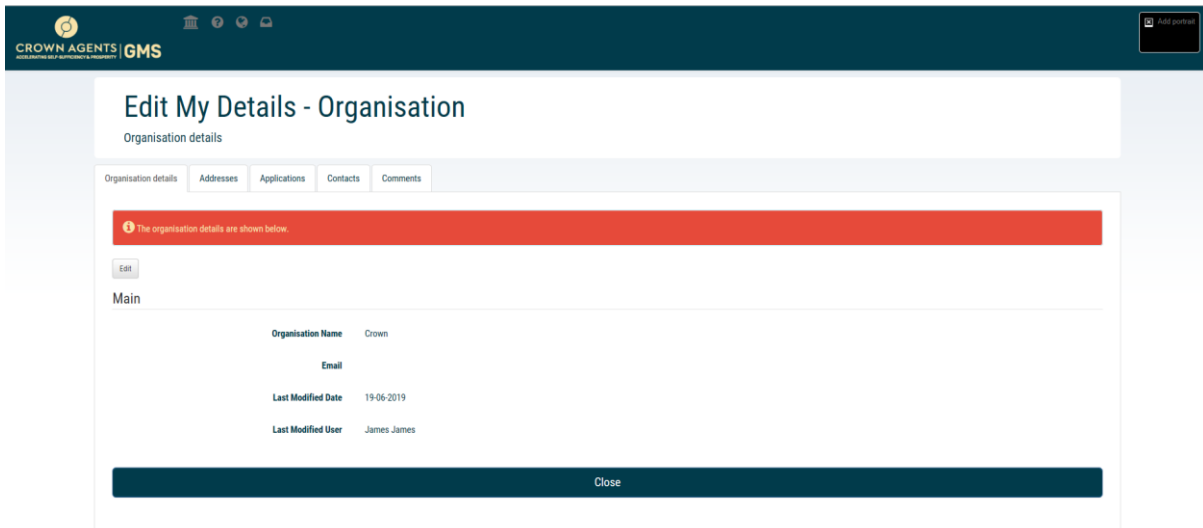
- If your organisation already exists it will be returned as an option after the ‘Search’ button. Click on the ‘Register’ button beside the appropriate organisation to be linked to it.



The screenshot shows the 'Organisation Search' page with search results. A red banner at the top says 'Scroll down to see results or click here'. The search input field now contains the text 'Crown'. Below the search bar is a table of results:

Organisation Name	Company No.	Number to Contact on	Register
Crown Agents Ltd			Register
Crown Agents Myanmar			Register
test organisation crown			Register

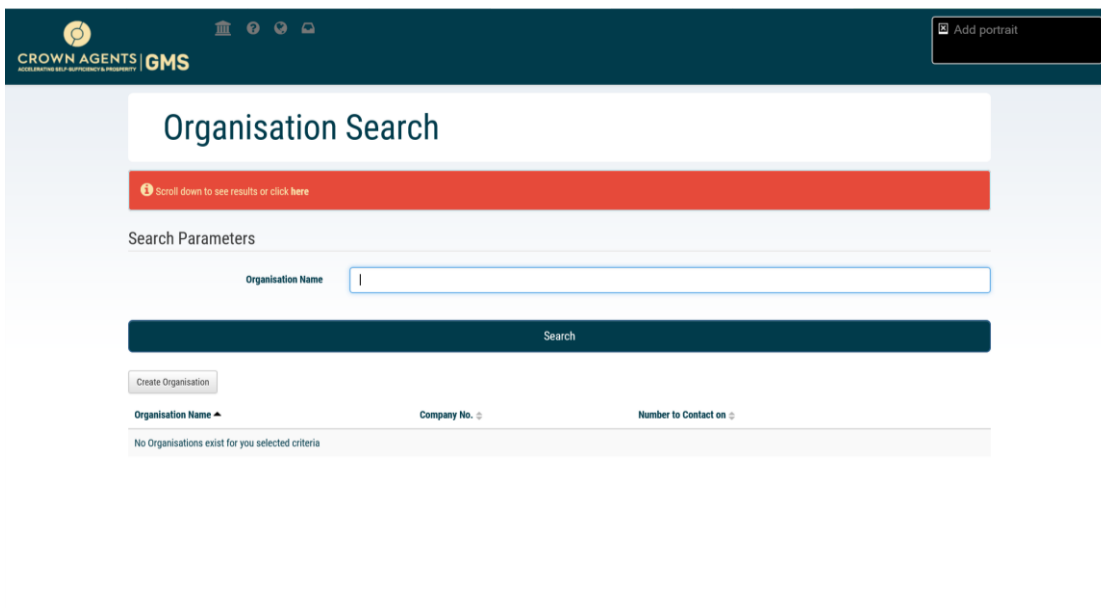
- Please ensure the ‘Organisation details’ and ‘Addresses’ tab is up to date, then click on close. Your organisation is now linked.



Note: All organisations with a record on GMS have a GMS ‘organisation administrator’. This person is responsible for allowing any additional people to link to their organisation on GMS. Once you select ‘Register’, GMS sends an email to your organisation administrator asking them to approve your link to the organisation. Once they approve this, you will receive a confirmation email and will be able to go back into GMS to register your interest

2.2 Adding new organisation

- If your organisation is not returned under the ‘Search’ button, then you will have to add your organisation by clicking on the ‘Create Organisation’ button below the ‘Search’ button.



- On the resulting page, add email (this is optional) then click ‘Save’

Edit My Details - Add Organisation

Organisation details

Organisation details

ⓘ Please enter the details for your Organisation. Click the "Save" button below to create the organisation or click the "Close" button to return to the Organisation search.

Main

*** Organisation Name**

Email

Save

Close

* required

- You will be asked to 'edit' the details of your organisation, please ensure the 'Organisation details' and 'Addresses' tabs are completed, then click close. Your organisation is now added.

CROWN AGENTS | GMS
ACCELERATING SELF-SUFFICIENCY & PROGRESS

Add portrait

Edit My Details - Organisation

Organisation details

Changes to organisation Qgater have been saved.

Organisation details | Addresses | Applications | Contacts | Comments

The organisation details are shown below.

Edit

Main

Organisation Name	Qgater
Email	
Last Modified Date	20-06-2019
Last Modified User	Tester Nso

Close

3. Applying for the ASCEND scheme

- After you've linked or added your organisation your log-in process is complete and you can now start the process of registering to the ASCEND scheme by clicking on the 'Create New Application' button. The will be on the resulting page after you clicked 'Close' above.

The screenshot shows the 'Inbox' page of the Crown Agents Funding system. At the top left is the logo for Crown Agents | GMS with the tagline 'ACCELERATING SELF-SUFFICIENCY & PROSPERITY'. A navigation bar contains icons for home, help, and notifications. In the top right corner, there is a button labeled 'Add portrait'. The main content area features a large 'Inbox' heading. Below it are two red notification banners: the first says 'Your form has been submitted successfully' and the second says 'You have a total of 0 tasks in your inbox. 0 tasks are assigned to you and 0 are started.' There are two sections for tasks: 'Current Tasks' with a '+ Filter list' button, and 'Current / Past Applications' which contains a table with one application entry. At the bottom of the page are three buttons: 'Edit My Details', 'Organisation Registration', and 'Create New Application'.

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type	Claim Process
145758	Crown	Ascend	Head Office	Testing	20-06-2019 12:15	Undergoing Assessment	Main Contact	

- Click 'Apply' on the Open Funds page

The screenshot shows the 'Open Funds' page of the Crown Agents Funding system. At the top left is the logo for Crown Agents | GMS with the tagline 'ACCELERATING SELF-SUFFICIENCY & PROSPERITY'. A navigation bar contains icons for home, help, and notifications. In the top right corner, there is a button labeled 'Add portrait'. The main content area features a large heading 'Welcome to Crown Agents Funding page'. Below the heading is a paragraph of text: 'Crown Agents is proud to manage a diverse portfolio of programmes for multiple donors, in assorted sectors and geographies across the globe. We administer grants in an equitable, efficient, effective, transparent and accountable manner. Our vision is to accelerate self-sufficiency and prosperity by investing in sustainable programmes and social impact.' Below the text is a large image of a group of women in traditional Indian attire. Underneath the image is the text 'Accelerating the actions of those we work with to strengthen systems and nurture prosperity.' Below the image is a section titled 'Open Funds' with a sub-heading 'To register for a fund please select the apply button below.' At the bottom of the page is a large red button labeled 'Apply'.

- Select the 'ASCEND Round 1' button on the schemes page

- Please read through the information page details then click on the 'Apply for this scheme' button

- You can now register your interest by clicking on the 'Submit Concept Note' button

The screenshot shows the user interface of the Crown Agents GMS system. At the top left, the logo for Crown Agents is displayed with the tagline 'AGENCY SUPPORT FOR EFFICIENCY & PERFORMANCE' and the GMS logo. A navigation bar contains several icons. In the top right corner, there is a button labeled 'Add portrait'. The main content area is titled 'Inbox' and features a red notification banner stating: 'You have a total of 1 tasks in your inbox. 1 tasks are assigned to you and 0 are started.' Below this is a section for 'Current Tasks' with a 'Filter list' button. A table lists the tasks with columns for 'Appl. ID', 'Applicant', 'Programme', 'Project Title', 'Call', 'Enabled Date', 'Started Date', and 'Deadline Date'. A single task is listed with the following details: Appl. ID: 145943, Applicant: Crown, Programme: Ascend, Project Title: - Project Title, Call: Ascend, Enabled Date: 20-06-2019. To the right of this task is a 'Submit Concept Note' button and two icons. Below the table is a section for 'Current / Past Applications' with a plus icon. At the bottom of the main content area, there are three buttons: 'Edit My Details', 'Organisation Registration', and 'Create New Application'. A footer bar at the bottom of the page contains the text: 'This website is Powered by AIMS. Any problems, email webmaster. AIMS Cookie Information. You're using Explorer 11 on Windows . AIMS 4.0.1'.

- Please complete all required information in the Registration Concept Note and finish by clicking the 'Submit Entire Form Now' button
- The grants team will review your Registration Concept Note and contact you in the upcoming weeks

Please contact Ascend_enquiries@crownagents.com if you have any issues completing the registration.