Contents

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.
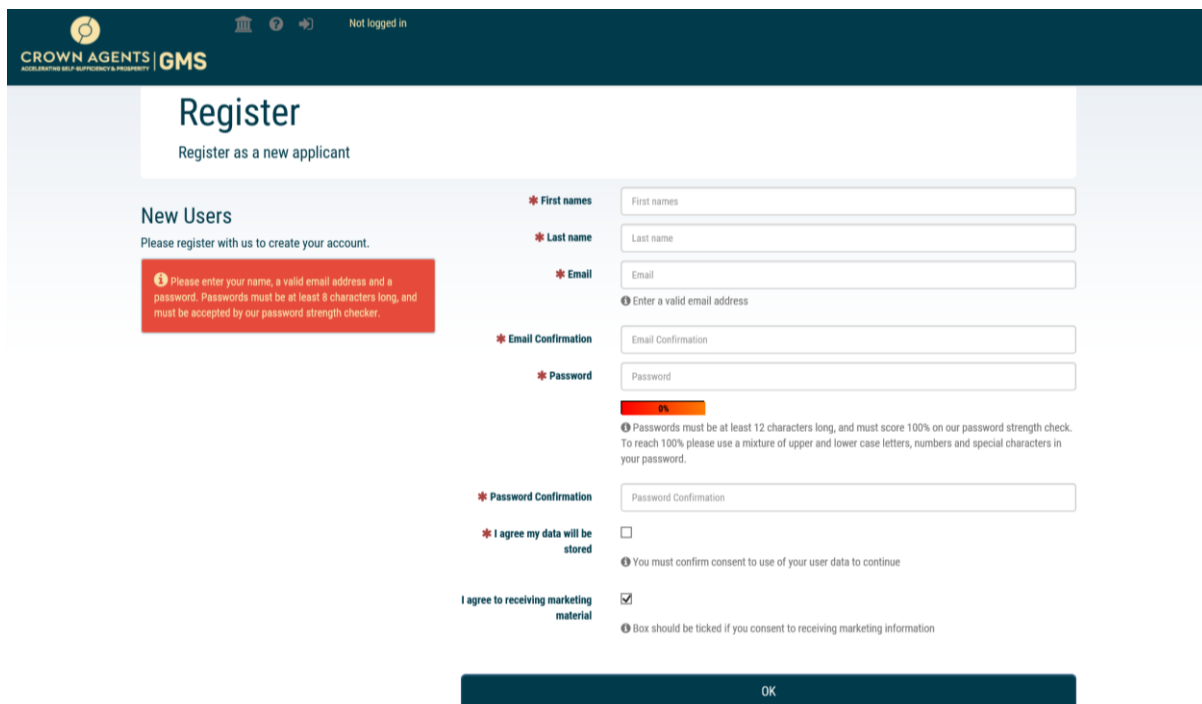
1. Logging in (as a new user)

- 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

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

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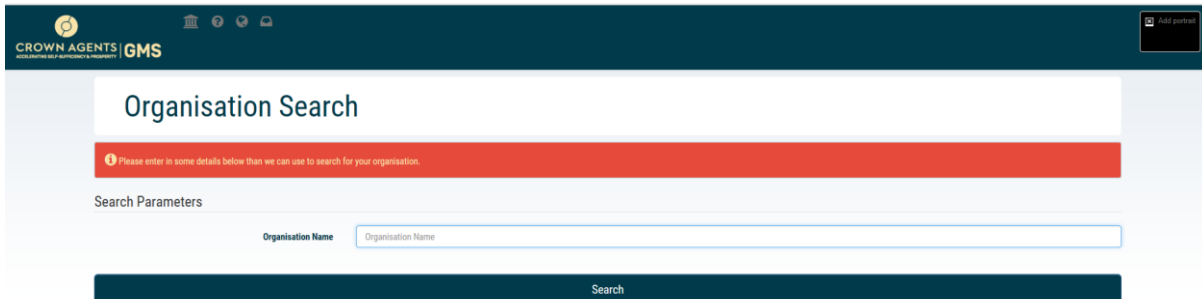- e. Confirm consent to use your data (GMS is compliant with GDPR requirements)

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
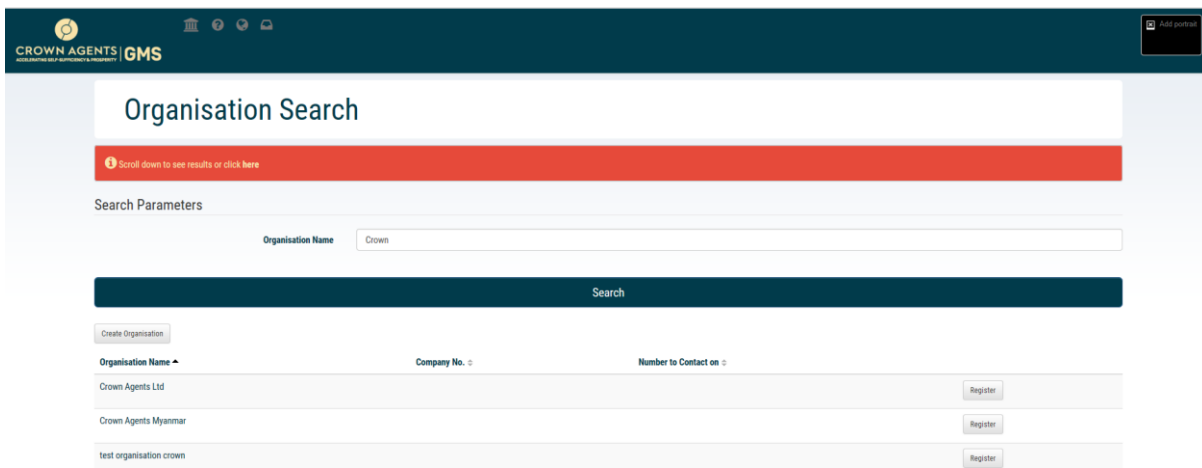Ascend_enquiries@crownagents.com

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.

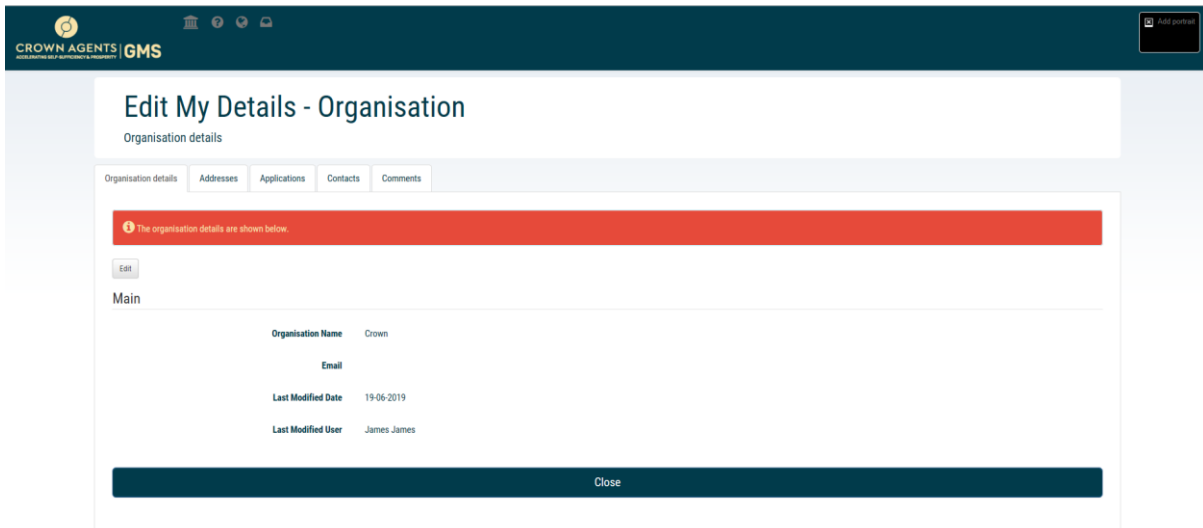### 2.1 Linking to existing organisation

- 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.
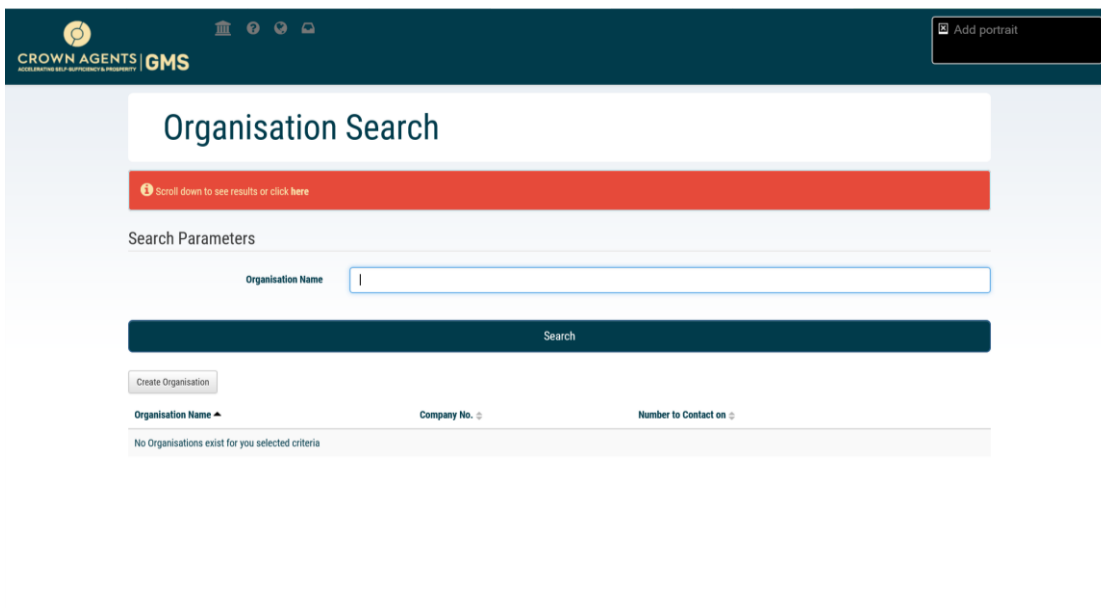

- Please ensure the 'Organisation details' and 'Addresses' tab is up to date, then click on close. Your organisation is now linked.

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'

Add portrait

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	Crown
Email	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.

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.

- Click 'Apply' on the Open Funds page

- 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

- 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.