



GETTING STARTED IN eGOHS

CHEAT SHEET 01/2020

WHAT IS eGOHS?

- eGOHS - Electronic Grants for the Office of Highway Safety
- eGOHS is the Governor's Office of Highway Safety grants management database
 - An agency will apply for a grant in eGOHS
 - Grants are managed in eGOHS
 - Progress reports are created and submitted using eGOHS
 - Claims are created and submitted in eGOHS

From your browser:

- Go to:

<https://georgia.intelligrants.com>

- Click on New User

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **GEORGIA CRIMINAL JUSTICE COORDINATING COUNCIL**

State of Georgia Grant Management System

[System Login](#) [Calendar](#)

State of Georgia Grant Management System for The Governor's Office of Highway Safety and The Criminal Justice Coordinating Council

Welcome to the State of Georgia Grant Management System for The Governor's Office of Highway Safety and The Criminal Justice Coordinating Council. Please choose from the list of options below:

- [Go to the GOHS home page](#)
- [Go to the NHTSA home page](#)
- [Go to the CJCC home page](#)

New Users/How to get started:

Because this is a new online management system, all users will need to register with the system.

As a new user:

- The initial registration must be completed by an Agency Administrator of your organization. Once they complete registration, they will receive email notification of access approval. Click the **New User** link above to register.
- Only one Agency Administrator per organization is required to sign on as a new user.
- Once the Agency Administrator receives access, the official can designate access to your organizational account to other staff members as they see appropriate.

This is a government agency grant management system. It is a system that requires authorization for access. If you have any questions or if you need assistance registering, please contact:

- For GOHS - chamilton@gohs.ga.gov or 404-656-6996
- For CJCC - 404-657-1956

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Login
Username
Password

[New User](#)
[Forgot Username/Password?](#)

- Complete all fields that have a red asterisk (*)
 - Password must be at least 7 characters long and contain a lowercase letter, uppercase letter and a number
 - Must select “Governor’s Office of Highway Safety”
- Click Save

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **GEORGIA CRIMINAL JUSTICE COORDINATING COUNCIL** **State of Georgia Grant Management System**

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SAVE

[Back](#)

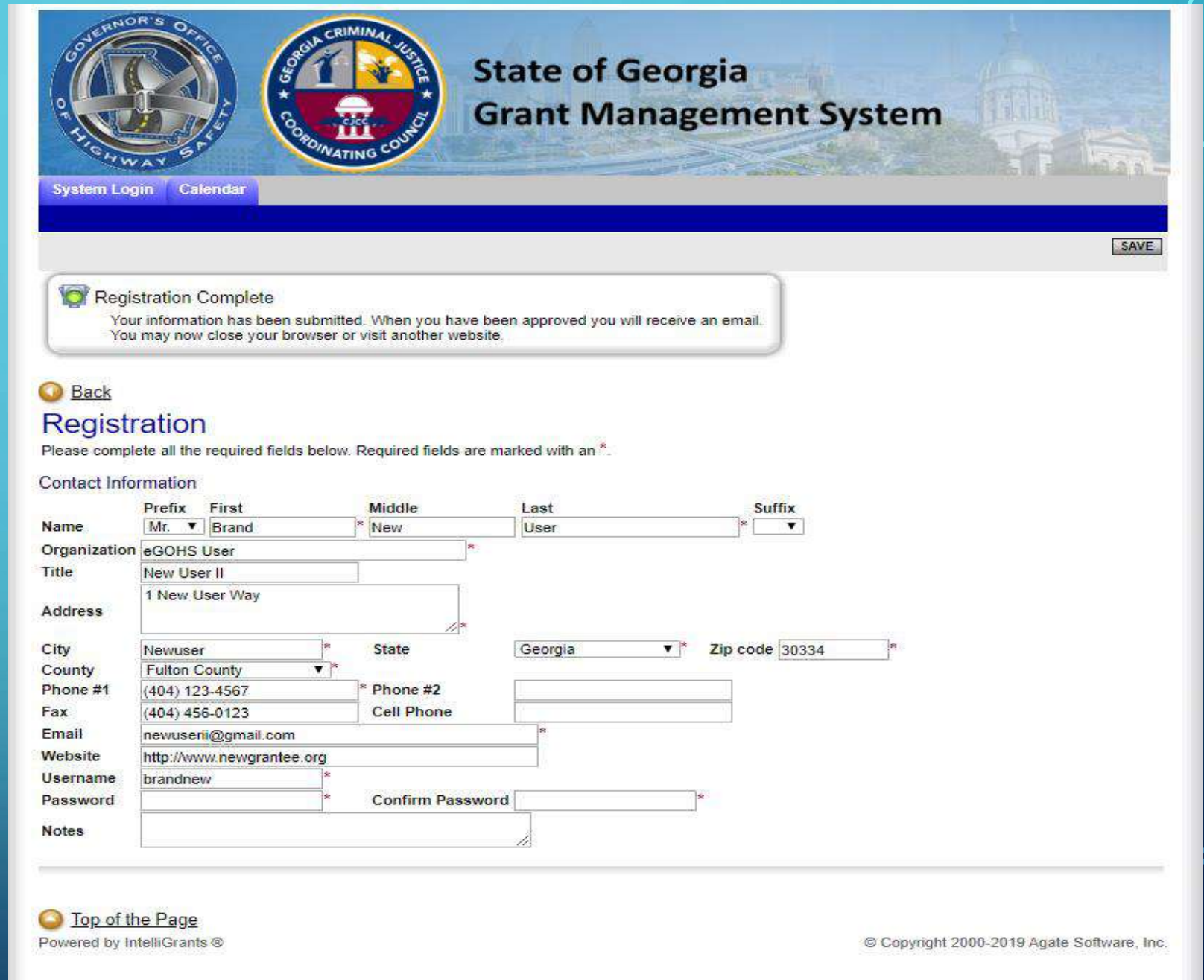
Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>		State	<input type="text"/>	Zip code <input type="text"/>
County	<input type="text"/>				
Phone #1	<input type="text"/>		Phone #2	<input type="text"/>	
Fax	<input type="text"/>		Cell Phone	<input type="text"/>	
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>		Confirm Password	<input type="text"/>	
Please select the agency you want to register with. <input type="text"/>					
Notes	<input type="text"/>				

- Registration is now complete.
- GOHS System Administrator should approve or deny the request by the next business day.
- Email will be sent once the request has been approved and your access level has been assigned.



GOVERNOR'S OFFICE OF HIGHWAY SAFETY **GEORGIA CRIMINAL JUSTICE COORDINATING COUNCIL** **State of Georgia Grant Management System**

[System Login](#) [Calendar](#) [SAVE](#)

Registration Complete
Your information has been submitted. When you have been approved you will receive an email. You may now close your browser or visit another website.

[Back](#)

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	Mr. ▼	Brand	New	User	▼

Organization: eGOHS User

Title: New User II

Address: 1 New User Way

City: Newuser State: Georgia Zip code: 30334

County: Fulton County

Phone #1: (404) 123-4567 Phone #2:

Fax: (404) 456-0123 Cell Phone:

Email: newuserii@gmail.com

Website: http://www.newgrantee.org

Username: brandnew

Password: Confirm Password:

Notes:

[Top of the Page](#)

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- Log into eGOHS with the username and password you created.
- To start your application click on View Opportunities

The screenshot shows the eGOHS Plus web application interface. At the top, there is a header with the Governor's Office of Highway Safety logo, the text "eGOHS Plus", and "GOHS - SHARDDEV". Below the header is a navigation bar with links: Home, Applications/Grants, Progress Reports, Claims, Final Reports, Travel Requests, Training Materials, Organization(s), Profile, and Logout. A "SHOW HELP" button is also present.

The main content area displays a welcome message for the "Agency Administrator" with a "Change Picture" link. To the right, there are "Instructions" for using the system, including links for applying for opportunities, using system messages, understanding tasks, and managing awarded grants.

A red box highlights the "View Available Proposals" section, which includes a yellow circle icon, the text "View Available Proposals", and a sub-message: "You have 19 opportunities available. Select the View Opportunities button below to see what is available to your organization." Below this message is a button labeled "VIEW OPPORTUNITIES". A red arrow points from the text "View Opportunities" in the list on the left to this button.

Below the highlighted section, there are two other sections: "My Inbox" and "My Tasks". The "My Inbox" section shows "18 new messages" and an "OPEN INBOX" button. The "My Tasks" section shows "89 new tasks" and "24 tasks that are critical", with an "OPEN TASKS" button.

Select the appropriate opportunity by clicking **Apply Now**

Available Opportunities include:

- **General Application 2021 – Bicycle, Pedestrian, Occupant Protection, etc.**
- **Students Against Destructive Decisions 2021 – High Schools Only**
- **Traffic Enforcement Networks 2021 – Requires special approval**
- **Young Adults 2021 – Colleges Only**

The screenshot shows the eGOHS Plus website. At the top is the Governor's Office of Highway Safety logo and the title "eGOHS Plus". Below this is a navigation bar with links: Home, Applications/Grants, Progress Reports, Claims, Final Reports, Travel Requests, Training Materials, Organization(s), Profile, and Logout. The main content area is titled "Opportunities" and includes a "Back" link. A sub-instruction states: "To apply for an item listed below, select the Apply Now button below each description." Below this is a filter section with a "RESET OPPORTUNITIES" button, a "Provider:" dropdown menu, a "Document Instance:" text input, and a "Due Date (From - To):" date range selector with a "FILTER" button. The first opportunity listed is "General Application 2021 for GAGOHS - Grantee". It includes details: "Offered By: Governor's Office of Highway Safety", "Application Availability Dates: 12/09/2019-01/31/2020", "Application Period: 10/01/2020-09/30/2021", and "Application Due Date: 01/31/2020". The description states: "GA (General Application) - Any agency seeking funding for general highway safety initiatives should apply for a GA grant. This may include government agencies, public safety, non-profits, and organizations." At the bottom of this section are two buttons: "APPLY NOW" (highlighted with a red box) and "NOT INTERESTED".

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus**
Electronic Grants For The Office of Highway Safety

[Home](#) | [Applications/Grants](#) | [Progress Reports](#) | [Claims](#) | [Final Reports](#) | [Travel Requests](#) | [Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[Back](#)

Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

General Application 2021 for GAGOHS - Grantee
Offered By:
Governor's Office of Highway Safety

Application Availability Dates:
12/09/2019-01/31/2020

Application Period:
10/01/2020-09/30/2021

Application Due Date:
01/31/2020

Description:
GA (General Application) - Any agency seeking funding for general highway safety initiatives should apply for a GA grant. This may include government agencies, public safety, non-profits, and organizations.

APPLY NOW **NOT INTERESTED**

Begin your application
by selecting the first
form, Application
Project Information

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** **GOHS - SHARDDEV**
Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests
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SHOW HELP

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

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General Application 2021 Menu - Forms
Please complete all required forms below.

Document Information: [GA-2021-GOHS Testi-00003](#)
Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	General Application 2021	GOHS Testing Inc	Agency Administrator	Application in Process	10/01/2020 - 09/30/2021 N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	Application Project Information			
	General Additional Information			
	Problem Identification			
	Documentation Attachment			
	Program Assessment			
	Program Assessment Chart		AgencyAdministrator GOHSUser 12/11/2019 1:45:46 PM	
	Project Objectives			
	Project Activities Evaluations			
	Media Plan			
	Resource Requirements			
	Self-Sufficiency			
Budget Forms				
	Personnel Service Details - Position			

- Complete each field that has a red asterisk (*)
- Click save/next
- Continue through the entire application until all forms have been completed.

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** **GOHS - SHARDDEV**

Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests Training Materials Organization(s) Profile Logout

SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

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Document Information: GA-2021-GOHS Test1-00004

Details

You are here: > General Application 2021 Menu > Forms Menu

APPLICATION PROJECT INFORMATION

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

Project Title:

Project Summary:

0 of 500

- Do NOT create multiple applications for the same project.

- To return to the application after exiting: Click Open Tasks

The screenshot shows the eGOHS Plus web application interface. At the top, there is a header with the Governor's Office of Highway Safety logo, the text "eGOHS Plus", and "GOHS - SHARDDEV". Below the header is a navigation bar with links: Home, Applications/Grants, Progress Reports, Claims, Final Reports, Travel Requests, Training Materials, Organization(s), Profile, Logout, and a SHOW HELP button. The main content area is divided into sections. The first section is a welcome message for the Agency Administrator, with a "Change Picture" link. The second section is "View Available Proposals", indicating 25 opportunities are available and providing a "VIEW OPPORTUNITIES" button. The third section is "My Inbox", indicating 18 new messages and providing an "OPEN INBOX" button. The fourth section is "My Tasks", indicating 91 new tasks and 24 critical tasks, with a red box highlighting the "OPEN TASKS" button and a red arrow pointing to it from the text "Click Open Tasks" in the list on the left.

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** **GOHS - SHARDDEV**
Electronic Grants For The Office of Highway Safety

[Home](#) [Applications/Grants](#) [Progress Reports](#) [Claims](#) [Final Reports](#) [Travel Requests](#) [Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#) [SHOW HELP](#)

Welcome AgencyAdministrator
Agency Administrator
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello AgencyAdministrator, please choose an option below.

View Available Proposals
You have 25 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.
[VIEW OPPORTUNITIES](#)

My Inbox
You have 18 new messages.
Select the **Open Inbox** button below to open your system message inbox.
[OPEN INBOX](#)

My Tasks
You have 91 new tasks.
You have 24 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.
[OPEN TASKS](#)

Find and select
the appropriate
document type
under the
“Name”
column



eGOHS *Plus*

GOHS - SHARDDEV

Electronic Grants For The Office of Highway Safety

[Home](#) | [Applications/Grants](#) | [Progress Reports](#) | [Claims](#) | [Final Reports](#) | [Travel Requests](#) | [Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SHOW HELP](#)



Welcome AgencyAdministrator
Agency Administrator
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello AgencyAdministrator, please choose an option below.

 **View Available Proposals**

You have 25 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

 **My Inbox**

You have 18 new messages.
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

 **My Tasks**

Export Results to [Screen](#) | Sort by: -- Select -- | [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	General Application 2017	GOHS Testing Inc	GA-2017-GOHS Testi-00016	Application in Process	3/8/2016	
	General Application 2017	GOHS Testing Inc	GA-2017-GOHS Testi-00017	Application in Process	3/24/2016	
	General Application 2018	GOHS Testing Inc	GA-2018-GOHS Testi-00001	Application in Process	2/15/2017	
	General Application 2019	GOHS Testing Inc	GA-2019-GOHS Testi-00004	Application in Process	11/21/2018	
	General Application 2021	GOHS Testing Inc	GA-2021-GOHS Testi-00003	Application in Process	11/26/2019	

[CLOSE TASKS](#)

- Select the form(s) that needs to be completed.
- Notice that there is a date and time listed under Created By. This can help determine who created a page and on what date and time it was created.

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** **GOHS - SHARDDEV**
Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests
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General Application 2021 Menu - Forms
Please complete all required forms below.
Document Information: [GA-2021-GOHS TestI-00002](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	General Application 2021	GOHS Testing Inc	Agency Administrator	Application in Process	10/01/2020 - 09/30/2021 N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
	Application Project Information		AgencyAdministrator GOHSUser 12/11/2019 2:23:00 PM	
	General Additional Information		AgencyAdministrator GOHSUser 12/11/2019 2:23:20 PM	
	Problem Identification			
	Documentation Attachment			
	Program Assessment			
	Program Assessment Chart		AgencyAdministrator GOHSUser 11/26/2019 1:10:48 PM	
	Project Objectives			
	Project Activities Evaluations			
	Media Plan			
	Resource Requirements			
	Self-Sufficiency		AgencyAdministrator GOHSUser 12/11/2019 2:23:50 PM	

If a different form needs to be selected, hover over or click “Forms Menu” at the top of page to select the correct form that needs to be completed.

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** **GOHS - SHARDDEV**
Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests
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SAVE SAVE/NEXT NEXT PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Men Forms Menu Status Changes Management Tools Related Documents and Messages

Forms Menu

- Application Forms
 - Application Project Information
 - General Additional Information
 - Problem Identification
 - Documentation Attachment
 - Program Assessment
 - Program Assessment Chart
 - Project Objectives
 - Project Activities Evaluations
 - Media Plan

• All required fields are marked with an *.
• Use the **SAVE** button to save information and calculate data on each page.
• Save at least every 30 minutes to avoid losing data.

For Law Enforcement Agencies only (if not law enforcement, please enter zeros in the chart below)

Please provide the current level of enforcement activity for the entire department for the three (3) previous calendar years (January 1 through December 31).
If data is not available for a particular activity/year combination, enter 0.

Activity	Calendar Year		
	2017	2018	2019
DUI Arrests	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speeding (all cases)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Belt Violations	<input type="text"/>	<input type="text"/>	<input type="text"/>
All Other Traffic Violations	<input type="text"/>	<input type="text"/>	<input type="text"/>
Traffic Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check Point Conducted	<input type="text"/>	<input type="text"/>	<input type="text"/>

WHAT'S NEXT?

- Application forms are now complete.
- Complete the budget forms.
- See the “Budget Forms” cheat sheet.



GEORGIA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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