



GETTING STARTED IN eGOHS

CHEAT SHEET 01/2023

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

THINGS TO KNOW

- Only the agency administrator should request access using the instructions in this presentation
- Only the agency administrator can initiate an application
- Only the agency administrator can submit an application



State of Georgia Grant Management System

System Login

Calendar

Login

Username

Password

[New User](#)

[Forgot Username/Password?](#)

From your browser:

- Go to:

<https://georgia.intelligrants.com>

- Click on New User

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

- 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



[Back](#)

Registration

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

Contact Information

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

 **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 ▼ *		
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](#)

- 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 logo of the Governor's Office of Highway Safety, the text "eGOHS Plus", and "GOHS - SHARDDEV". Below the header is a navigation menu with tabs for "Home", "Applications/Grants", "Progress Reports", "Claims", "Final Reports", and "Travel Requests". A secondary navigation bar includes links for "Training Materials", "Organization(s)", "Profile", and "Logout", along with a "SHOW HELP" button.

The main content area features a "Welcome AgencyAdministrator" message with a profile picture and a "Change Picture" link. To the right, there are "Instructions" for the user, including links for "Applying for an Opportunity", "Using System Messages", "Understanding your Tasks", and "Managing your awarded grant".

Below the welcome message, a red box highlights the "View Available Proposals" section. This section 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." A "VIEW OPPORTUNITIES" button is located below this message. A red arrow points from the text "click on View Opportunities" in the list on the left to this button.

Below the proposals 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 2024 – Bicycle, Pedestrian, Occupant Protection, etc.**
- **Traffic Enforcement Networks 2024 – Requires special approval**
- **Young Adults 2024 – Colleges Only**

The screenshot shows the eGOHS Plus website. At the top left is the logo for the Governor's Office of Highway Safety. To its right is the text 'eGOHS Plus' in a large, blue, serif font, with 'Plus' in italics. Below this is the tagline 'Electronic Grants For The Office of Highway Safety'. A navigation bar contains links for 'Home', 'Applications/Grants', 'Progress Reports', 'Claims', 'Final Reports', and 'Travel Requests'. A secondary navigation bar includes links for 'Training Materials', 'Organization(s)', 'Profile', and 'Logout'. Below the navigation is a 'Back' button with a left-pointing arrow. The main heading is 'Opportunities', followed by the instruction: 'To apply for an item listed below, select the Apply Now button below each description.' There are three filter buttons: 'RESET OPPORTUNITIES', 'FILTER', and 'APPLY NOW' (which is highlighted with a red box). The filter section includes a 'Provider:' dropdown menu, a 'Document Instance:' text input field, and a 'Due Date (From - To):' range selector. Below the filters is a listing for 'General Application 2021 for GAGOHS - Grantee', offered by the Governor's Office of Highway Safety. It specifies 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 the listing are two buttons: 'APPLY NOW' (highlighted with a red box) and '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
Training Materials Organization(s) Profile Logout
SHOW HELP

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back
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

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: [GA-2021-GOHS Testi-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 logo of the Governor's Office of Highway Safety and the text "eGOHS Plus" and "GOHS - SHARDDEV". Below the header is a navigation menu with tabs for "Home", "Applications/Grants", "Progress Reports", "Claims", "Final Reports", and "Travel Requests". There are also links for "Training Materials", "Organization(s)", "Profile", and "Logout", along with a "SHOW HELP" button.

The main content area is titled "Welcome AgencyAdministrator" and includes a "Change Picture" link. Below this, there are instructions for the user, followed by a message: "Hello AgencyAdministrator, please choose an option below."

There are three main sections:

- View Available Proposals:** A section with a yellow circle icon containing a plus sign. It states "You have 25 opportunities available. Select the View Opportunities button below to see what is available to your organization." and includes a "VIEW OPPORTUNITIES" button.
- My Inbox:** A section with a yellow circle icon containing an envelope. It states "You have 18 new messages. Select the Open Inbox button below to open your system message inbox." and includes an "OPEN INBOX" button.
- My Tasks:** A section with a yellow circle icon containing a checkmark. It states "You have 91 new tasks. You have 24 tasks that are critical. Select the Open Tasks button below to view your active tasks." and includes an "OPEN TASKS" button. A red arrow points to this button, and it is highlighted with a red box.

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

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
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-00002	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
Training Materials Organization(s) Profile Logout SHOW HELP

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back
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 - SHARDEV

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 PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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

7 Martin Luther King Jr. Drive | Suite 643

Atlanta, Georgia 30334

WWW.GAHIGHWAYSAFETY.ORG