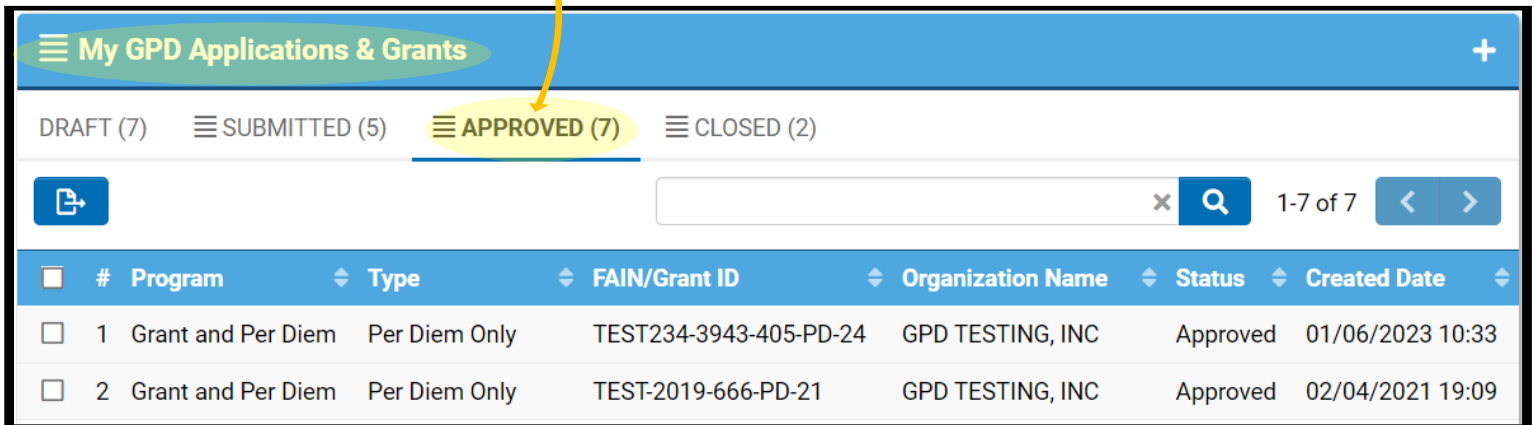# Grant & Per Diem: eGMS Guide

How-To: **Retrieve an Executed Grant Agreement**

Step 1: Log in to eGMS, and select the approved grant record

➢ The Grant Owner or a Grant Contact of the record will select the grant record in the <mark>My GPD Applications & Grants</mark> section, under the Approved tab, as shown below:

If you have more than one application, ensure you are selecting the correct record (Case Management, Transition in Place, Per Diem Only, etc.).

☰ **My GPD Applications & Grants**   **+**

DRAFT (7)   ☰ SUBMITTED (5)   ☰ **APPROVED (7)**   ☰ CLOSED (2)

☐	#	Program	Type	FAIN/Grant ID	Organization Name	Status	Created Date
☐	1	Grant and Per Diem	Per Diem Only	TEST234-3943-405-PD-24	GPD TESTING, INC	Approved	01/06/2023 10:33
☐	2	Grant and Per Diem	Per Diem Only	TEST-2019-666-PD-21	GPD TESTING, INC	Approved	02/04/2021 19:09

Note: If you do not see the grant record, you are not a Grant Contact for the record. If you are not the Owner or a Grant Contact, you will not be able to complete this action. If this is the case, please contact the GPD National Office at GPDgrants@va.gov for assistance.

Step 2: Select External Attachments Tab; Find the document under Executed Grant Agreement View; Select the document to Download

TEST234-3943-405-PD-24

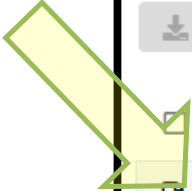|			
Program:	Grant and Per Diem	**Legal Name:**	GPD TESTING, INC
Due Date:	02/06/2023 16:01	**Organization Name:**	GPD Testing, Inc.
Owner:	GPD tester test	**DUNS:**	99
* Organization UEI:	Test12152022	**Tax ID/EIN:**	99
FAIN/Grant ID:	TEST234-3943-405-PD-24	**Grant ID:**	
Current Application Summary:	View PDF		

ℹ Instructions

OVERVIEW   APPLICATION   **EXTERNAL ATTACHMENTS**   GRANT CONTACTS   CERTIFICATIONS

Executed Grant Agreement View   JUMP TO

Attachments

File Name ▲	Size	Date
Testing_FAIN_Executed_Grant_Agreem…	33.8 KB	03/09/2023 10:01

Total Files: 1

Step 3: Download the Executed Agreement and Save a Copy

Download a copy of the executed grant agreement (PDF format) to your computer. Share this document with others in your organization, as appropriate. Keep a copy in your grant administrative files.

Great job, this activity is now complete!