

# Governor's Crime Commission

*NC Enterprise  
Business System  
(EBS)*

*Grants Management  
Platform*

*External User  
Guide*



## Governor's Crime Commission NC DEPARTMENT OF PUBLIC SAFETY

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# Welcome and Introduction

## Letter from the GCC Executive Director



Roy Cooper, Governor  
Eddie M. Buffaloe Jr., Secretary

Robert A. Evans, Chairman  
Caroline Farmer, Executive Director

October 16, 2023

Dear Subrecipients,

After years of researching, developing and investment, the Governor's Crime Commission is delighted to announce that we have a new online grant management system. Welcome to EBS!

In 2020 GCC discovered that our grants management system GEMS was not updatable and was not compatible with the state's new fiscal system. We talked with many of our subrecipients along the way and looked at what systems other state agencies and other states were using. The priority has been, and always will be, to ensure that we can pay our subrecipients. Although the system is still incomplete, the one piece that works well is being able to pay our subrecipients.

This user guide is intended to help you and your staff quickly reference and learn the new EBS system. Our goal is to make this as painless as possible for you. We know that you are the front lines doing work that has real human impact. You do not need to spend more time than necessary on this tool.

You have demonstrated resilience and a dedication to the communities you serve despite significant challenges the past year from increased violence, shootings, higher energy and food prices, and, of course, COVID-19's lingering impacts. I remain proud of your resiliency and what you have achieved, collectively and individually. We ask that you have patience during this system change and help GCC to continue to serve you and ultimately your communities.

Thank you for inspiring us! The Governor's Crime Commission staff are available to assist you through these changes. We dedicate this user guide to all of you, our valuable subrecipients!

With gratitude and partnership,

Caroline Farmer  
Executive Director



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## System Overview, Purpose, and Benefits

The GCC Grants Management System is an online tool that is part of the North Carolina Enterprise Business System (EBS). This online platform, designed using SAP technology, is used by over 20 state agencies in North Carolina. There are currently over 40,000 individual users who access the EBS Platform annually. As of September 2023, over \$2 billion in grant funding has been distributed by North Carolina state agencies through the EBS Platform.

The GCC Grants Management System allows for the online submission of grant applications and management of awarded grants, including the following functionality:

### Applicants

- Create and Complete Applications for GCC Grants
- Save and Access Applications
- Submission of Applications
- Review of Content and Status of Submitted Applications

### Subrecipients

- View and Manage Awarded Grant Details
- Submit Reimbursement Requests
- Submit Change Requests to Update Grant Details
- Submit Progress and Performance Reports

## Target Audience for this Training Guide

This training guide has been created to help guide users to access and navigate the GCC Grants Management System. This guide includes screenshots of the interface and includes written instructions on how to interact with the system. This guide does not provide tips on writing grant applications or give any grant management guidelines. For programmatic and grant management issues, please contact your assigned Grant Manager, or visit the GCC website.

GCC has a diverse subrecipient population, ranging from police and sheriff's officers, to non-profit employees, and state and local government employees. This guide has been created to help all our constituents use the online Grants Management System.

## Supported Browsers

EBS is compatible with the current versions of Google Chrome, Microsoft Edge, and Microsoft Internet Explorer 11. When Google publishes a new release of Google Chrome, SAP stops supporting the previous releases at the same time as Google. Microsoft has announced the end-of-life for Internet Explorer 11 support and this browser will be phased

out over time. All Microsoft Internet Explorer users are encouraged to move to Microsoft Edge. Other browsers are not recommended for accessing EBS.

If you are unable to access the portal, verify you are using the current version of Google Chrome, Microsoft Edge, or Microsoft Internet Explorer 11 browser.

You may need to add **\*.ebs.nc.gov** to your Local Intranet browser settings to avoid access issues

## Accessing the EBS Grants Management Platform

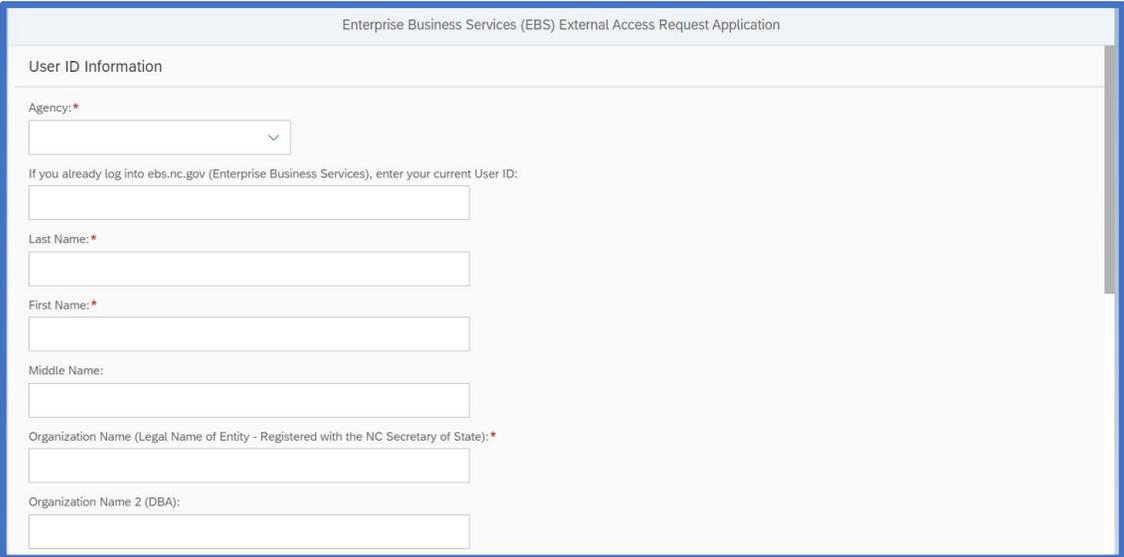
To gain access to the EBS system, users must have an NCID be approved by GCC and EBS security staff. The sections below give more information on accessing EBS. It is recommended that organizations have no more than four (4) authorized users.

### Requesting Access

If you require access to the GCC Grants Management to create or review an application, or to manage or view an existing awarded grant, you will need to request access by following the steps below:

1. Access the online **EBS External Access Request Application** found at <https://www.ebs.nc.gov/sap/crmaccess/index.html/>
2. Provide the details required by the form and submit. *(See sample, below)*
3. Your authorization will be processed over the next 48 business hours. If approved, you will receive a “WELCOME TO THE GCC ENTERPRISE BUSINESS SYTEM” email from [sapacct@ncdot.gov](mailto:sapacct@ncdot.gov). EBS Support should only be contacted after you have received this email. Please make sure your email spam filter is not blocking this email address: [sapacct@ncdot.gov](mailto:sapacct@ncdot.gov)

#### *(EBS External Access Request Application)*



The screenshot shows a web form titled "Enterprise Business Services (EBS) External Access Request Application". The form is titled "User ID Information" and contains the following fields:

- Agency: \* (Dropdown menu)
- If you already log into ebs.nc.gov (Enterprise Business Services), enter your current User ID: (Text input)
- Last Name: \* (Text input)
- First Name: \* (Text input)
- Middle Name: (Text input)
- Organization Name (Legal Name of Entity - Registered with the NC Secretary of State): \* (Text input)
- Organization Name 2 (DBA): (Text input)

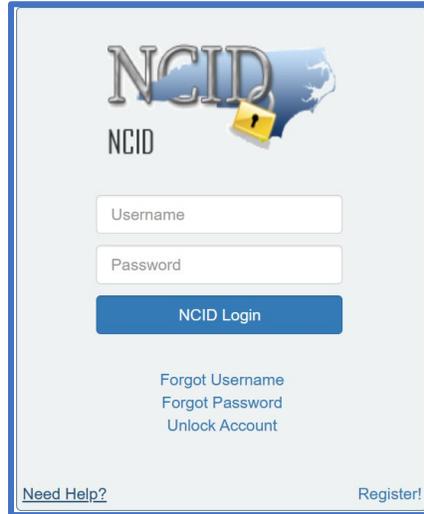
### NCID Accounts

The online **EBS External Access Request Application** requires that you have a NCID, which is a unique account that allows the general public and government employees access state resources and services online. With an NCID account, North Carolina residents and businesses can login to state services and do transactions online with many state agencies. The GCC Grants Management system is one of those services.

If you do not have an NCID, follow these steps to set one up:

1. Access the NCID web portal at <https://ncid.nc.gov/>
2. Select “Register!” in the bottom right-hand corner of the login screen (see screenshot, below)
3. Select the Type of Account you will require
4. Complete the application, which should take less than 15 minutes

*(NCID Login Screen)*



Users are not allowed to share NCID’s. Each individual requiring access must have a unique NCID to access the GCC Grants Management System.

For the general public, your account will expire if you do not confirm it within three days of creating it. It will also expire if you do not use it within 18 months. For state government employees, your account will be removed if you do not claim it within 14 days after it is created.

#### NCID Additional Resources

Additional online resources related to NCID accounts can be accessed in the table below:

*(Additional NCID Resources)*

NCID User Guide	<a href="https://it.nc.gov/documents/files/ncid-user-guide/download?attachment">https://it.nc.gov/documents/files/ncid-user-guide/download?attachment</a>
NCID Password Help	<a href="https://it.nc.gov/support/ncid/reset-ncid-password-or-unlock-account">https://it.nc.gov/support/ncid/reset-ncid-password-or-unlock-account</a>

## Logging In to EBS

To log into the GCC Grants Management System, follow the steps below:

1. Access the EBS Log in at <https://www.ebs.nc.gov/> (see screenshot, below)
2. Enter your **User** and **Password**, then click **Log On**.

(EBS Login)



The screenshot shows the EBS login interface. On the left is the Great Seal of the State of North Carolina, featuring two female figures and the text 'THE GREAT SEAL OF THE STATE OF NORTH CAROLINA' with dates 'MAY 20, 1775' and 'APRIL 12, 1776' and the motto 'ESSE QUAM VIDERI'. In the center, the text 'Enterprise Business Services' is displayed in a large, bold, dark blue font. To the right of the text are two input fields: 'User \*' and 'Password \*'. Below the password field is the text 'Passwords are case sensitive'. A light blue button labeled 'Log On' is positioned below the password field. At the bottom right, there are two links: 'Login Help \*' and 'Browser Support'.

The **Login Help** link below the Log On button will take you to information about resetting your password and contacting the EBS Help Desk.

## Navigating the EBS Portal Page

Once logged in, you will access the EBS Portal Page, which allows you to access the following:

- Your Profile and Settings
- GCC Grant Management Tiles
  - Application/ Agreement Tile
  - Reimbursement Tile
  - Change Request Tile
  - Progress/Performance Reporting Tile

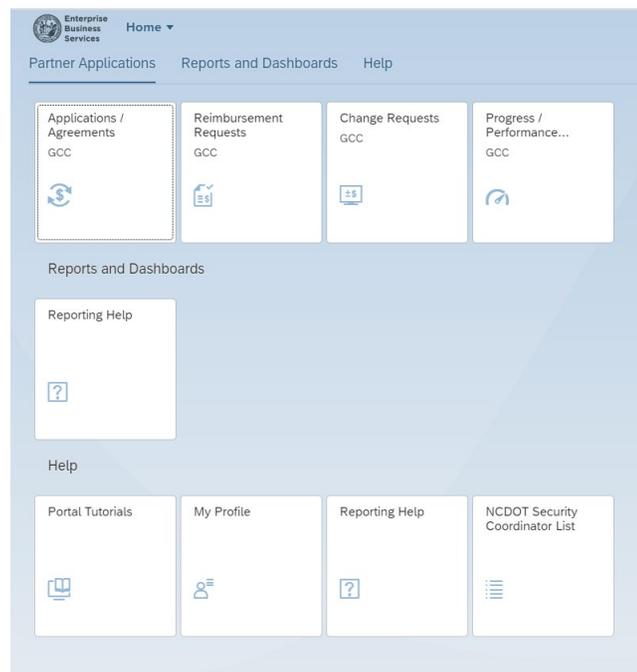
### Profile and Settings

You can access your Profile and Setting in EBS by clicking on the person icon in the top right-hand corner of the page. This will show you the NCID that you have used to log into the system, and will allow you

### Grant Management Tiles

The EBS Home Page is organized to include the grant funder organizations that you have access to. If you have access to multiple funding organizations, you will see tiles for each organization. For instance, you may have access to both GCC and the Governor’s Highway Safety Program (GHSP), managed by NCDOT. If so, you will have a set of “Tiles” for each organization. See below for an example of Tiles in EBS.

*(EBS Tiles)*



The main Tiles available for GCC are described in the table below:

*(GCC Tile Descriptions)*

Tile Name	Tile Purpose
Applications/Agreements	Creating and completing new applications and accessing previous applications. Provides access to review details of any grant currently in process. Provides access to review details of any grant application currently in process.
Reimbursement Requests	Creating new Reimbursement Requests. Accessing both in progress and previous reimbursement request details.
Change Requests	Provides the ability to make changes to grant details, including budgetary adjustments, to grants in process.
Progress/Performance Reporting	Provides the ability to submit financial progress and programmatic performance reports to GCC for review and approval.

## Application/Agreement Tile

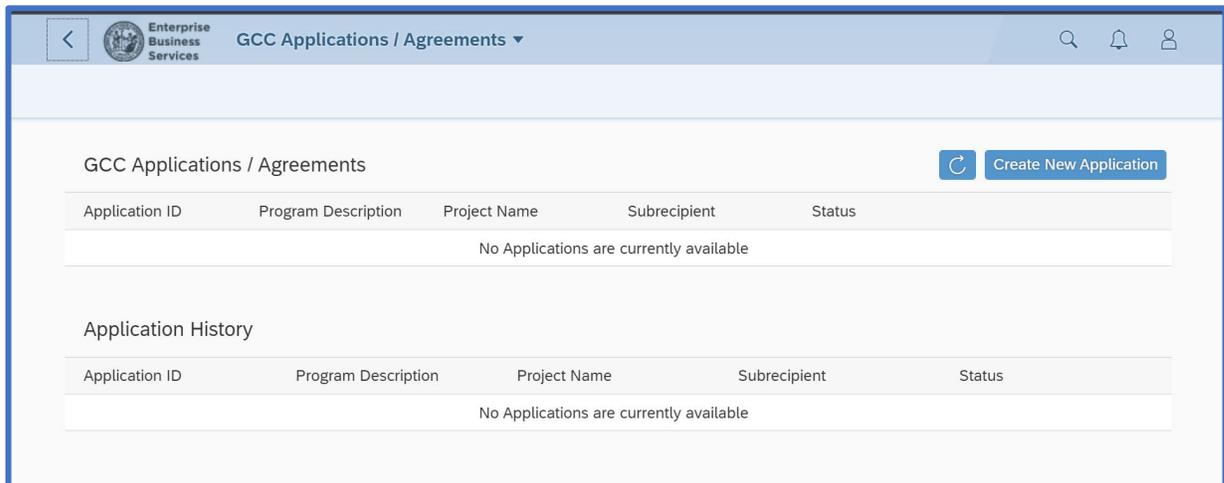
The Application/Agreement Tile allows you to:

- Apply for a GCC Grant
- Check on the Status of an Application
- View details of any funded grants that are in process (Agreements)
- View any historical applications or completed grants

### Applying for a Grant

To Apply for a GCC grant, you will first access the Application/Agreement Tile from the EBS Home Page. Once selected, you will be presented with two tables, one for any Active Applications and Agreements, and one for any Historical Applications and Agreements. In order to begin an application, select the “Create new Application” button in the top right-hand corner of the screen. See below for an example of an Active Applications and Agreements table, and the “Create New Application” button.

*(Active Application/Agreement Table and Creation Button Screenshot)*

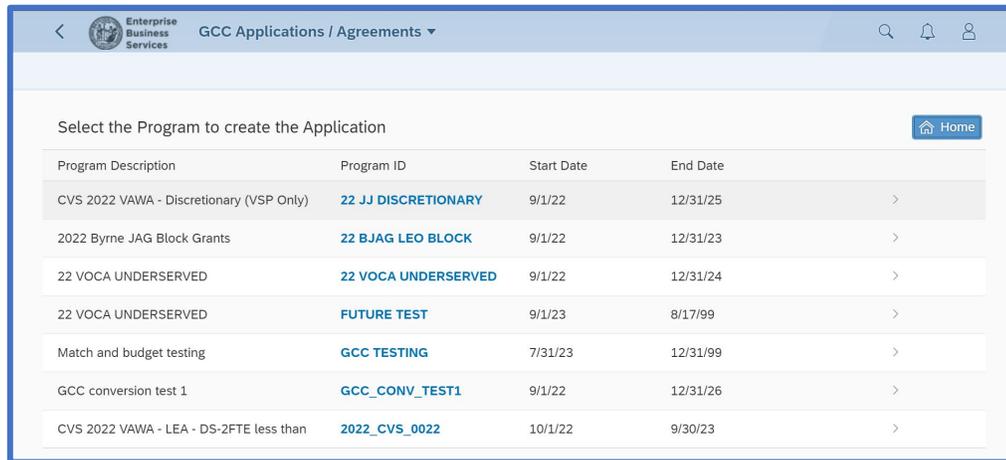


The screenshot displays the 'GCC Applications / Agreements' page. At the top, there is a navigation bar with the 'Enterprise Business Services' logo and the page title 'GCC Applications / Agreements'. A search icon, a notification bell, and a user profile icon are visible in the top right corner. Below the navigation bar, the page content is divided into two main sections. The first section, titled 'GCC Applications / Agreements', features a table with columns for 'Application ID', 'Program Description', 'Project Name', 'Subrecipient', and 'Status'. The table is currently empty, displaying the message 'No Applications are currently available'. To the right of this table is a blue button labeled 'Create New Application'. The second section, titled 'Application History', also features a table with the same columns: 'Application ID', 'Program Description', 'Project Name', 'Subrecipient', and 'Status'. This table is also empty, displaying the message 'No Applications are currently available'.

## Grant Program Selection

Next, you will select the Grant Program Priority that you are applying for. Program Priorities are set up by GCC staff to reflect the grant programs that the Governor’s Crime Commission has approved. Each GCC Committee defines the programs that are available for application.

(Grant Program Selection Screenshot)



The screenshot shows a web interface for selecting a grant program. The page title is "GCC Applications / Agreements". Below the title, there is a heading "Select the Program to create the Application" and a "Home" button. A table lists several grant programs with columns for Program Description, Program ID, Start Date, and End Date. Each row has a right-pointing arrow icon.

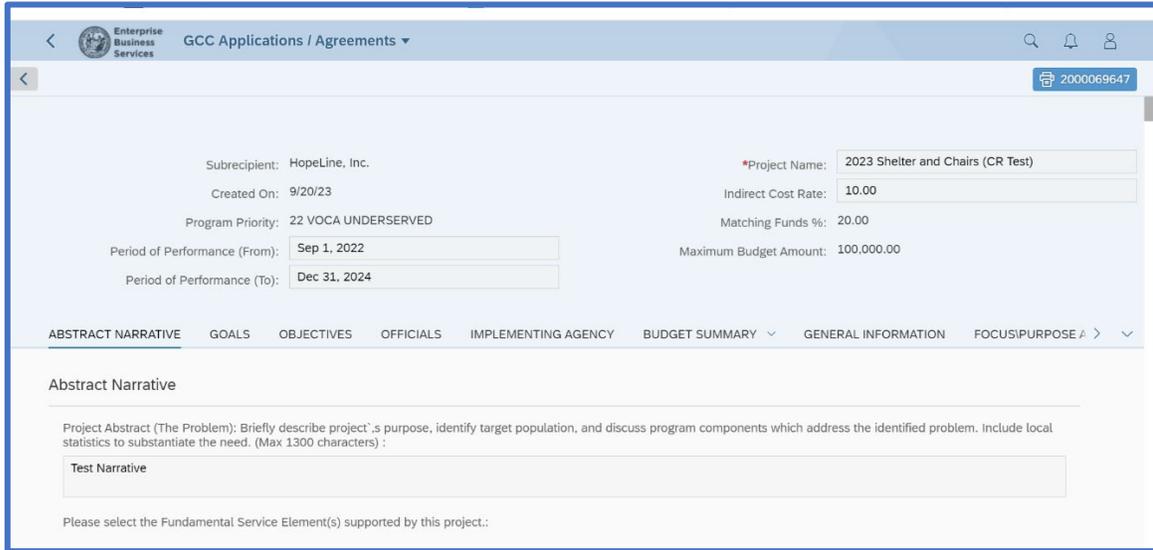
Program Description	Program ID	Start Date	End Date
CVS 2022 VAWA - Discretionary (VSP Only)	<a href="#">22 JJ DISCRETIONARY</a>	9/1/22	12/31/25
2022 Byrne JAG Block Grants	<a href="#">22 BJAG LEO BLOCK</a>	9/1/22	12/31/23
22 VOCA UNDERSERVED	<a href="#">22 VOCA UNDERSERVED</a>	9/1/22	12/31/24
22 VOCA UNDERSERVED	<a href="#">FUTURE TEST</a>	9/1/23	8/17/99
Match and budget testing	<a href="#">GCC TESTING</a>	7/31/23	12/31/99
GCC conversion test 1	<a href="#">GCC_CONV_TEST1</a>	9/1/22	12/31/26
CVS 2022 VAWA - LEA - DS-2FTE less than	<a href="#">2022_CVS_0022</a>	10/1/22	9/30/23

## Entering Grant Details

Once you select the Program Priority for your application, you will begin entering grant details into the application. The GCC grant application is split into multiple sections, which are documented across the top of the Application Form in EBS. You can navigate the sections by clicking on them, or pressing the TAB button on your keyboard. Each section must be completed prior to submitting your application. For further information on the sections of your application, please visit the current Request for Application (RFA) list.

See below for an example of a GCC application, showing the application sections.

(Application Screenshot)



### Budget Planning

One integral part of your grant application is the grant budget. This is where you define what the grant funds you are applying for will be spent on.

To add a budget line item, complete the following steps:

1. Access the Budget Summary section of the Application
2. Select "Add Line"
3. Provide Line Details on the Details Window (See image below).
4. The following Line Item Details are required:

(Budget Line Details)

Budget Line Details	Description
Budget Year	Some grants are multi-year and have budgets for each year.
Expense Group	Expense Groups are large categories of expenses, GCC Expense Groups include Supplies, Equipment, Personnel, Contractual, etc.
Expense Code	Expense Codes are sub-categories of Expense Groups. For instance, "In-State" is an Expense Code of the Expense Group "Travel."
Indirect Relevant	Select if this budget is eligible for indirect cost collection.

Requested Amount	Budgeted amount for this line item.
Detailed Description	Provide details on this budget line, including any calculations. Describe how this item relates to the goals of your grant.

5. Select “Ok” to return to the Budget Summary

*(Line Item Details Entry Screen)*

Uploading Documents

You may upload documents to support your application. In addition, there may be some required documents/attachments that you need to upload before submitting the application, those documents will be described in the Request for Application. Attachments should be in in .pdf format, unless otherwise specified.

To upload a document, use the “+” button in the Attachments section of the application. See the screenshot below.

*(Attachments Section of Application)*

## Managing Your Grant Application

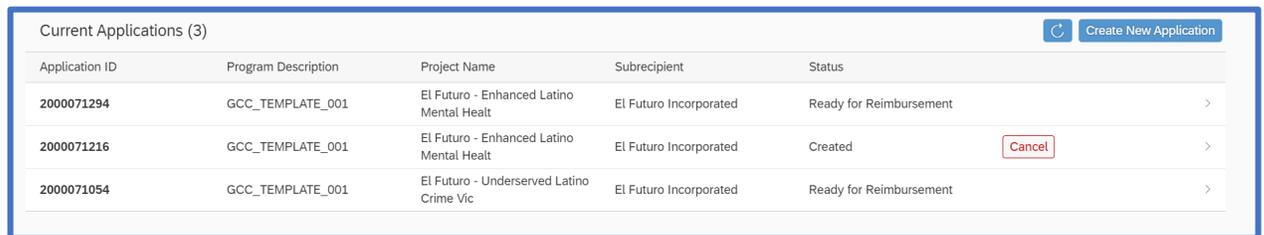
Once you start an application, the process of managing that application begins. See below for information on Saving and Editing, Submitting, and viewing your Applications.

### Saving and Editing an Application

As you are completing the Application, be sure to save often. This may prevent you from having to enter information multiple times. Information that is lost is impossible to be restored in the system.

Once you save an Application, it will be placed in a status of , “Created” in your Current Applications table. See screenshot below.

*(Current Applications Table)*



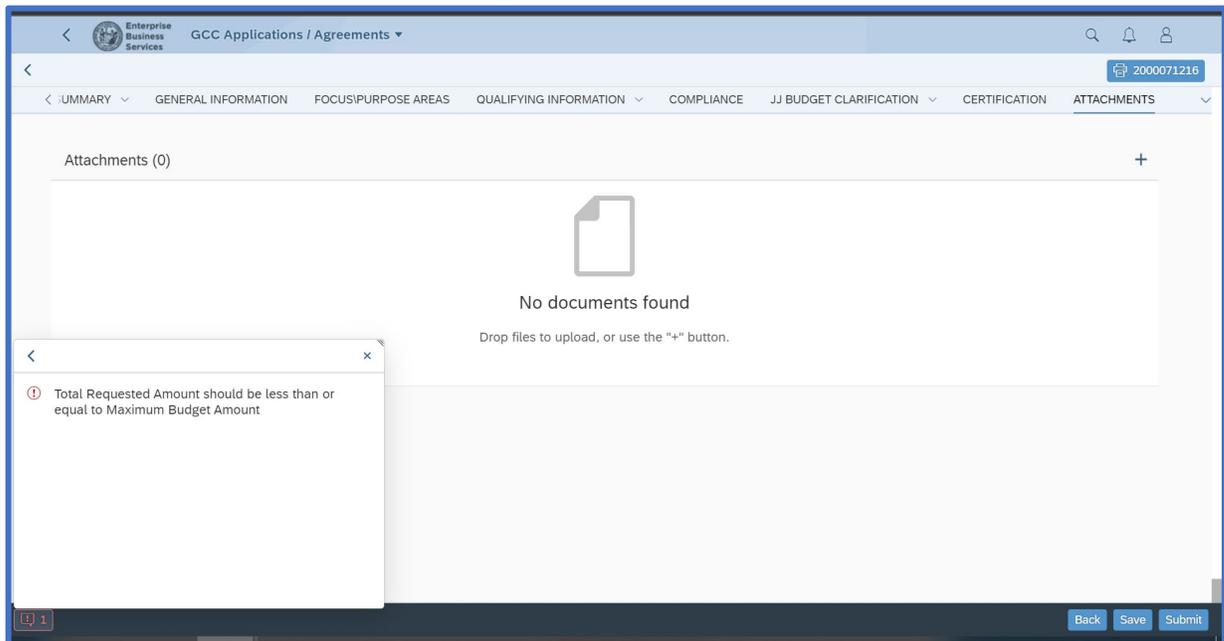
Application ID	Program Description	Project Name	Subrecipient	Status	
2000071294	GCC_TEMPLATE_001	El Futuro - Enhanced Latino Mental Health	El Futuro Incorporated	Ready for Reimbursement	>
2000071216	GCC_TEMPLATE_001	El Futuro - Enhanced Latino Mental Health	El Futuro Incorporated	Created	Cancel >
2000071054	GCC_TEMPLATE_001	El Futuro - Underserved Latino Crime Vic	El Futuro Incorporated	Ready for Reimbursement	>

When in status of “Created”, you can access the Application, make changes, and either save or submit. You are also able to Cancel the Application with the red “Cancel” button in the Current Applications Table.

### Submitting an Application

Once you are ready to submit an application, check the bottom left corner of the application to make sure you have no errors in your application. If you have errors, you may have to correct them before the application can be submitted. The Submit button is at the bottom right corner of the application. Once submitted, you will no longer be able to edit your application. See the screenshot below of a sample error message and save/submit buttons on an application.

*(Error Message and Save/Submit Buttons)*



### Application Review / Agreements

Once your Application has been submitted, the GCC review will begin. During the review process, you can return to your current applications table to see the status of your application. Also during the review process, GCC may return the application to you in an editable state so that you can make changes or attach additional documentation. When an application is returned, you can save, edit, or even cancel the application.

After the GCC review period your application will either be approved or denied for funding. If approved, the application will become an Agreement. It will keep the same identification number and will stay in your Current Applications table. If the application is denied, the application will move to the Application History table at the bottom of the Applications/Agreement screen.

## Reimbursement Request Tile

The Reimbursement Requests Tile allows you to

- Submit Reimbursement Requests to GCC
- Provide details and proof documentation for your Reimbursement Request
- Update and Resubmit any Reimbursement Requests that have been returned to you
- Check the status of any submitted Reimbursement Request
- View the details of any current or historical Reimbursement Requests

## Submitting Reimbursement Requests

To submit a Reimbursement Request, first access EBS and select the “Reimbursement Requests” tile. This will take you to the Reimbursement List Screen. Here you will see any Current Reimbursement Requests in the top table, and any Historical Reimbursement Requests in the bottom table. From this page, you can view Reimbursement Requests or create a new request. See below for a screenshot of the Reimbursement Request list page.

### *(Reimbursement Request List Page)*

GCC Reimbursement Requests					
Current Reimbursement Requests (2)					
Reimbursement	Subrecipient	Program Description	Agreement ID	Agreement Description	Status
3000267688	El Futuro Incorporated	22 VOCA UNDERSERVED	2000069510	El Futuro-Underserved Latino Crime Victi	In Process by Recipient <span>Cancel</span> >
GCC_REIM August 2023 3000267512	El Futuro Incorporated	22 VOCA UNDERSERVED	2000069510	El Futuro-Underserved Latino Crime Victi	Payment Pending >
History (8)					
Reimbursement	Subrecipient	Program Description	Agreement ID	Agreement Description	Status
3000267687	El Futuro Incorporated	22 VOCA UNDERSERVED	2000069594	El Futuro Incorporated - Test	Cancelled >
3000267665	El Futuro Incorporated	22 VOCA UNDERSERVED	2000069510	El Futuro-Underserved Latino Crime Victi	Cancelled >
3000267664	El Futuro Incorporated	22 VOCA UNDERSERVED	2000069510	El Futuro-Underserved Latino Crime Victi	Cancelled >
3000267663	El Futuro Incorporated	22 VOCA UNDERSERVED	2000069594	El Futuro Incorporated - Test	Cancelled >
GCC_REIM July 2023 3000267503	El Futuro Incorporated	22 VOCA UNDERSERVED	2000069594		Cancelled >

To view existing Requests, select the line of the request.

To create a new Request, select the “Create Reimbursement Request” button at the top right of the page.

## Entering a Reimbursement Request

Once you have created a new Reimbursement request, you will be prompted to fill out the form.

First, start with the top level of the form, sometimes referred to as the header level. Here, you will enter the dates of the reimbursement period, and select whether this is the final reimbursement of your active budget year. Also select this option when you are submitting

your final reimbursement request. This will notify your Grant Administrator to begin the closure process of your Agreement. See the screenshot below of the header level area of a Reimbursement Request.

*(Reimbursement Request Header Area)*

After completing the header level, you enter the reimbursement request details in the budget area of the form. You should type in the amount requested for each budget line in the “Expenditures this Period” column.

Note that this area of the Reimbursement form gives you several columns of information. See below for an example screenshot and definitions of the terms.

*(Reimbursement Form Columns)*

Expense Group	Expense Type	Active Budget Year	Description	Actual Budget	Approved Reimbursements	Expenditures this period	Reimbursements to Date	Balance
---------------	--------------	--------------------	-------------	---------------	-------------------------	--------------------------	------------------------	---------

*(Reimbursement Column Terms)*

Term	Description
Expense Group	This is the highest-level grouping of your budget expenses. Examples include Personnel, Equipment, and Travel.
Expense Type	This is the next level of detail of your budget expense. For example, “Salary-Specify Position” is an Expense Type for Salaries. You must specify the position in the Description.
Active Budget Year	This is the Budget Year that is currently being Reimbursed.

Description	This is the description that you provided for the budget line item in your application.
Actual Budget	This is the total approved budget for this line item.
Approved Reimbursement	The total amount of any approved reimbursements will be shown here.
Expenditures this Period	This is the only column you can enter information in this part of the Reimbursement Request form. This is where you enter total direct expenses for this period, related to this budget line item.
Reimbursement to Date	This shows you the total reimbursement for this line, including the amount you are requesting.
Balance	This shows the balance of the budget line, assuming this Reimbursement request will be approved.

#### Attaching Supporting Documentation / Proof

You must attach supporting documentation and proof of your expenditures for GCC staff to review along with each reimbursement. To attach this documentation, scroll to the bottom of the Reimbursement form and follow the steps below:

1. Select the Document Type, using the drop-down menu for the document you are attaching.
2. Click on the “+” button in the Attachment Section of the Form. This will open a file selection tool.
3. Select the document for upload and press “Open.”

After uploading, your attachment count should increase, and you will see the attached file in your request.

#### Saving and Editing Unsubmitted Reimbursement Requests

You can save your request and return to the request table to access it. Others in your organization who also have access to the EBS system can review and submit the request.

## Submitting a Reimbursement Request

When you have entered all your request information and attached your documentation, you can submit the Reimbursement Request. If the request has any errors, they will be displayed in the bottom left of the screen. Once those errors are cleared, press the “Submit” button in the lower right corner of the form.

## Reviewing the Status of Reimbursement Requests

Once submitted, you can review the status of the Reimbursement request by returning to your Reimbursement table. During the review, your Grants Administrator may return the request to you, in an editable form to provide more information or documentation. You will access the request from the table, complete the appropriate information, and re-submit the request following the same steps and procedures as your initial request.

## Change Request Tile

The Change Request tile allows you to request changes to grants that are currently in process. After a grant is opened, there can be details that need to be updated, or requests that need to be reviewed and approved by GCC staff. Each of these are changes to currently approved items in Open Projects.

To start a change request, open the Change Request Tile and select the “Create New Change Request” button in the top right-hand corner. This will take you to a list of Agreements that are eligible for a change request. See a screenshot below of the Change Request table.

*(Change Request Table and “Create New Change Request” Button)*



The types of Change that you can request are:

*(Changes that can be requested in a Change Request)*

Type of Change Request	Description
Extension Requests	Request to change your period of performance by moving the End Date into the future.
Personnel/Budget Updates	Request to change your Budget or details related to Personnel budget line items.

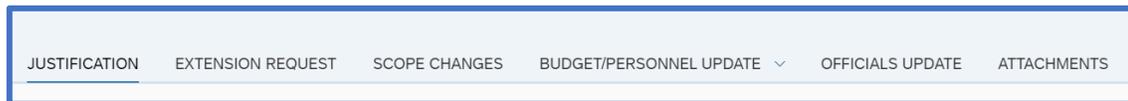
Grant Scope Changes	Request to change the approved Goals and Objectives of your grant.
Grant Official Updates	Request to change or update the contact information of the Project Director, Financial Officer, and Authorizing Official of your Agreement.

### Entering a Change Request

Once you have created a Change Request, you need to complete the form. The first section is a justification section, where you will let your Grant Administrator know what you are requesting to change, and why you are requesting these changes.

Across the top of the Change Request form, you will see the types of Changes that were discussed above. Clicking each of the change types will take you to the section of your approved application to update the information. See below for this row of navigation links to different sections of the Change Request form.

#### *(Change Request Form Navigation)*



### Submitting a Change Request

Once you have entered the details of the change(s) you are requesting, you may submit the request using the submit button in the lower right corner of the form. Once you have submitted the request, the GCC review will begin. During this period, the Grant Administer may return the request to you for more information or contact you directly to discuss. Once approved or denied, you will be notified via email.

## Progress/Performance Reporting Tile

The Progress/Performance Reporting tile allows you to submit Reports to GCC on the status and performance of you grant. These reports are reviewed by your Grant Administrator and approved, returned for additional information, or rejected. The types of Reports due, and their due dates differ by funding source and program type. Please contact your GCC Grant Administrator to discuss the timing and details required for your Progress/Performance Reports. These are often PDF or Excel forms that need to be completed and attached to your submission.

### Creating and Submitting a new Report

After selecting the “Progress/Performance Reporting” tile, you will see your Current and Historical Reports in separate tables. You can review any reports, and open active reports that have been saved or returned to update and submit. To enter and submit a new Report, select the “New Report Submission” button at the top right corner of the form. See a screenshot below of the Current Reports table and Create button.

*(Current Reports Table and New Report Submission Button)*



The screenshot shows a table titled "Progress/Performance Report" with a "Submit New Report" button in the top right corner. The table has the following columns: Report Submission, Start Date, Start Date, Program ID, Agreement ID, Agreement Description, and Status. A single row is visible with the following data: Report Submission: 29590, Start Date: (blank), Start Date: (blank), Program ID: GCC C/JI Program Template, Agreement ID: 2000071078, Agreement Description: Guilford Co Sheriff's Office CALEA and NC, Status: Open. There is a "Cancel" button and a right arrow icon in the bottom right corner of the table.

Report Submission	Start Date	Start Date	Program ID	Agreement ID	Agreement Description	Status
29590			GCC C/JI Program Template	2000071078	Guilford Co Sheriff's Office CALEA and NC	Open

Once you Create a new Submission, you will be prompted to select which Agreement you are submitting a report for.

To attach and submit a report, follow the steps below:

1. Give the Submission a Description by choosing the type of report in the Description in the right column of the header level of the form.
2. Enter a Start and End Date of the Reporting Period
3. Enter any comments that your Grant Administrator should review during review.
4. Attach the form using the “+” button in the Supporting Document Attachment section
5. Save or Submit your request using the buttons at the bottom right of the Form.

## EBS Platform Support

The EBS System is supported by the North Carolina Department of Transportation (NCDOT). You may receive emails from NCDOT regarding the EBS system status.

## Troubleshooting and Technical Support

GCC has created this Users Guide to help you access and interact with the EBS Grants Management platform. If you have questions, please work with your GCC Grant Planner or Administrator. Grant Planning staff contact information is included in Requests for Applications (RFA's) and your assigned Grant Administrator will contact you upon award and opening of your grant.

GCC hosts grant workshops annually. Training will be provided on the EBS grants platform during these events.

## System Maintenance and Updates

The EBS System is taken offline for Maintenance and Updates periodically. These are generally schedule for weekends or nights. If the system is taken down during business hours, you will be contacted via email.

Document Change Log

Date	New Release	Change Overview
12OCT23	1.0	Initial release to support External Training session from 11OCT23.