

Great Start Readiness Program (GSRP)



2024-25 (FY25) GSRP Curriculum Funding

Instructions for Entry into NexSys

Please read these



instructions before beginning

in NexSys.
Complete pages in sequence from top to bottom.

Failure to do so will cause data entry issues and page errors.

MiLogin & Accessing NexSys

Completing the GSRP Curriculum Funding requires the user to have a MiLogin account, and NexSys access. Please consult these [MiLogin instructions](#) for details.

Step 1: Initiate the GSRP Curriculum Funding

A **Level 5 User** will go to **"My Opportunities."** Click and scroll to find the 2024-25 GSRP Curriculum Funding – Listed as: **GSRP Curriculum Funding.**

The screenshot shows the NexSys dashboard interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The main content area is titled 'Dashboard' and is divided into two primary sections: 'My Tasks' and 'My Opportunities'.

My Tasks Section:

Application	Document Number	Organization	Status	Status Date	Due Date
OMP- 10 Cents A Meal for Michigan Kids and Farms	10CAMP-2023-33070-0000	Holt Public Schools - 33070	Application In Progress	10/6/2022 7:59:26 AM	
Section 21(h) Partnership Districts	21h-2023-13020-00007	Battle Creek Public Schools - 13020	Application In Progress	10/7/2022 8:59:02 AM	
Section 21(h)	21h-2023-34010-00005	Elm School District of	Modifications Rejected	10/6/2022 1:02:45 PM	12/1/2023 11:49:54 PM

My Opportunities Section:

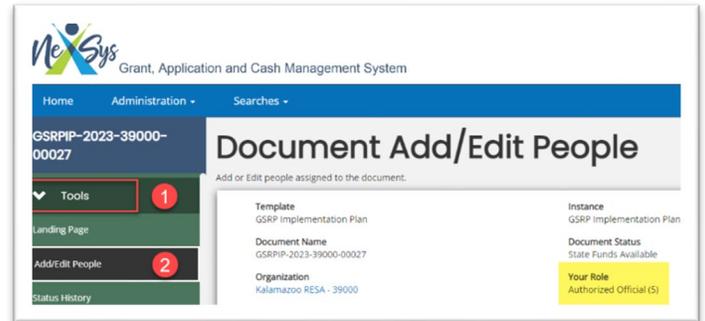
Opportunity Name	Organization	Start Date	End Date
GSRP Acceptance of Funds	Office of Preschool & Out-of-School Time Learning	7/25/2022 12:00:00 AM	9/30/2023 12:00:00 AM
GSRP Funding Application	Michigan Department of Education	11/6/2022 12:00:00 AM	11/6/2023 12:00:00 AM
GSRP Head Start Demographics	Office of Preschool & Out-of-School Time Learning	8/18/2022 12:00:00 AM	8/18/2023 12:00:00 AM
GSRP Implementation Plan	Office of Preschool & Out-of-School Time Learning	8/29/2022 12:00:00 AM	9/30/2023 12:00:00 AM
Implementing Effective Use of Technology	Office of Systems, Evaluation & Technology	7/1/2022 12:00:00 AM	7/1/2023 12:00:00 AM
MI School Data Management	Michigan Department of Education	8/22/2022 12:00:00 AM	9/30/2023 12:00:00 AM

Step 2: Add Level 4 users to the PIP as needed

Level 4 users must be added/assigned to the PIP in order to access:

To add a user to a document/application:

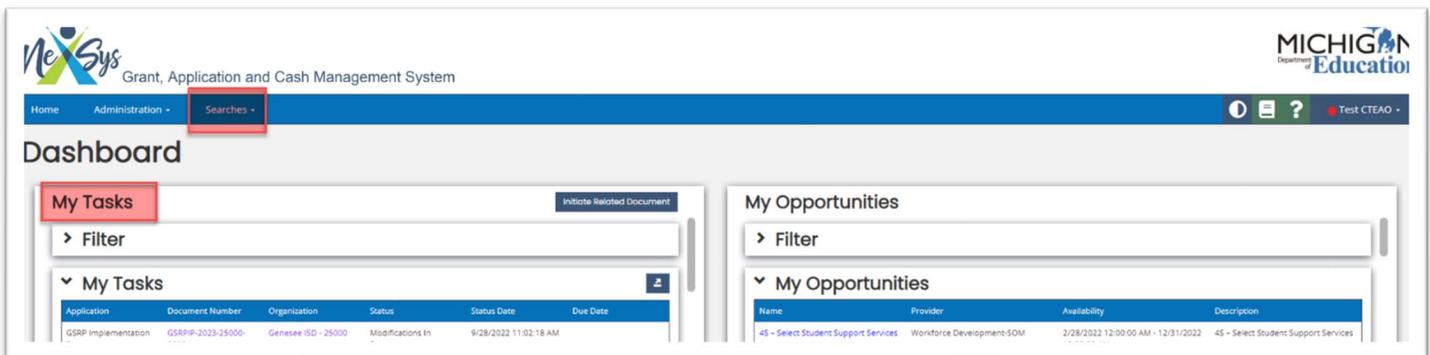
1. On the Left Navigation Menu scroll down to Tools.
2. Click Add/Edit People.
3. Click the + button in the People Assigned to this Document box. And select "Add User From Organization."
4. Complete the Person Search information to search for active entity users or click Search to display all.
5. Locate the user to be assigned to the document in the Person criteria search results.
6. Assign a document role for the appropriate user(s).
7. Assign an Active/Inactive date(s) for access. (Inactive dates do not have to be assigned but are there for use for temporary users.)
8. Click **SAVE**.
9. User(s) will be added to the document/application.



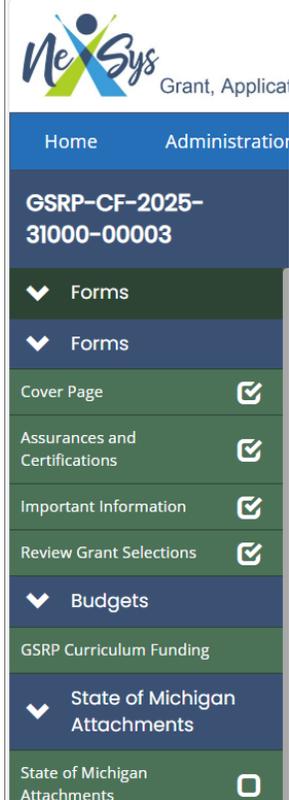
Helpful Information

Locating an initiated application

After the Curriculum Funding has been initiated it can always be found within My Tasks or by using the Searches menu option. Search for **GSRP Curriculum Funding**.



Left Navigation Menu



Once the user has selected the Curriculum funding, all available pages for review/completion are shown on the green and blue Left Navigation Menu. This menu is visible from every page.

Progress is indicated by **checkboxes**. Pages that have been completed with no page errors will have a checkmark in the box next to the page title on this menu.

Once completed, pages with warnings or errors will display a **caution or exclamation mark** indicating the page must be reopened for review and/or adjustment before submission.

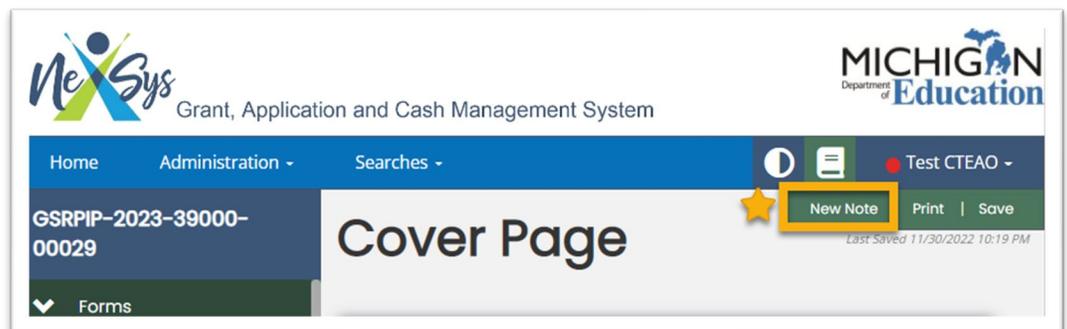
Pages that have not yet been opened/saved will display an empty checkbox.

SAVE, ADD, and **DELETE** functions are found on each page at the upper right corner of your screen.

Using Notes

Located in the upper right corner of each screen, users may select "New Note" to enter clarifying information or specify other additional required information as indicated on the Breakdown of Funds and ECS pages.

Notes are highly recommended on budget pages to provide additional detail that may help with MiLEAP budget review and approval.



Print Versions and Downloads

Each page offers the user an option to Print the page. Located in the upper right corner of each screen, users may select "Print" to generate a PDF version of the page. Please note, it may take several minutes for the PDF to open or populate in the download folder.

Download versions are also available for most pages. These are located on the Left Navigation Menu. Clicking on a download will open a new tab/window displaying a dynamic web version of the download. From the open download, the user may also click "Export to Excel" to generate a spreadsheet of the data displayed.

NOTE: To create an Excel Export of the **Budget Detail**, select GSRP Curriculum Funding page from the Left Navigation Menu. Click on the blue **Budget Detail** button in the middle of the screen. Filter the budget desired using the drop-down boxes or leave the filter drop-downs blank to choose ALL budget items. Click Search. Now click the export icon located just below the Search box.

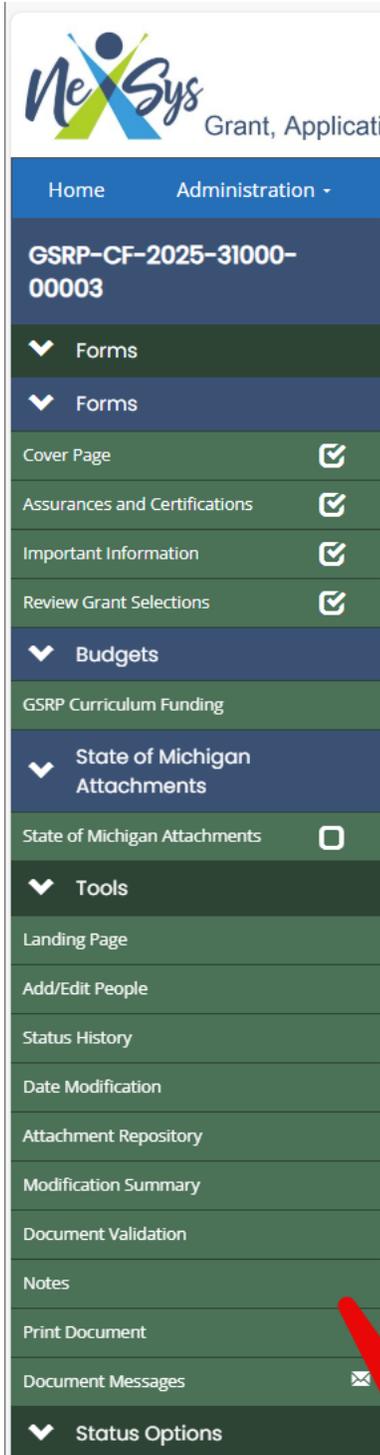


The screenshot shows the 'Budget Detail' section of a web application. At the top, there are four tabs: 'Budget Summary', 'Budget Detail' (highlighted with a red box and callout 1), 'Budget Items', and 'Flagged Budget Items'. Below the tabs are instructions. The 'Budget Detail' section contains two dropdown menus: 'Grant Member' (with 'Overall Budget' selected, highlighted with a red box and callout 2) and 'Version' (with 'Current' selected). To the right of these dropdowns are 'Clear' and 'Search' buttons (the 'Search' button is highlighted with a red box and callout 3). Below the search area is a 'Results' section with a table header and an export icon (highlighted with a red box and callout 4). The table header includes columns for Function Code, Description, Entity, FTE/Hours, Salaries 1000, Benefits 2000, Purchased Services (3000, 4000), Supplies 5000, Capital Outlay 6000, Other Expenses (7000, 8000), and Total.

Failing to click Search immediately before exporting may result in partial or missing data.

VERY IMPORTANT!

Complete Pages in Order



Information and data builds from page to page as each is opened, completed, and saved.

Skipping or completing pages out of order will result in missing or inaccurate display of data on pages and within dropdown boxes needed for completion of subsequent pages.

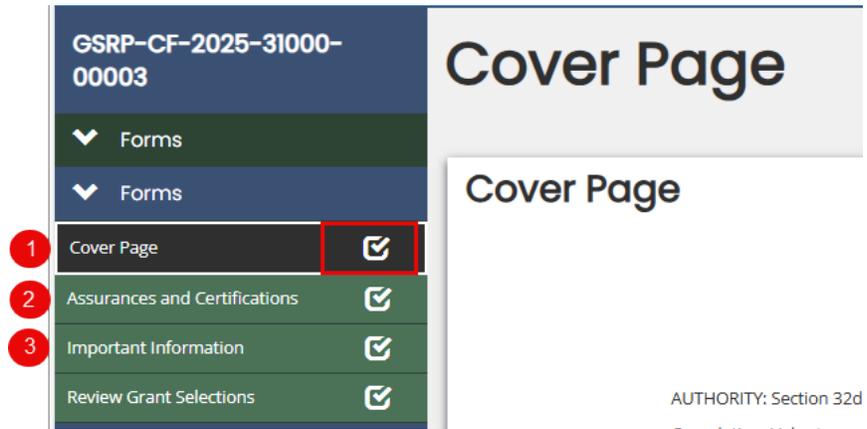
Please complete pages in order from the top of the Left Navigation Menu to the bottom.



Let's begin!

- Open the Cover Page. Complete Contact Persons. **SAVE**.
- Open the Assurances and Certifications. Review and **SAVE**.

NOTE: Submission of the GSRP Curriculum funding in NexSys constitutes acknowledgement of and agreement to abide by and adhere to these Assurances. Failure to uphold these Assurances may result in the recapture of GSRP Curriculum funding.

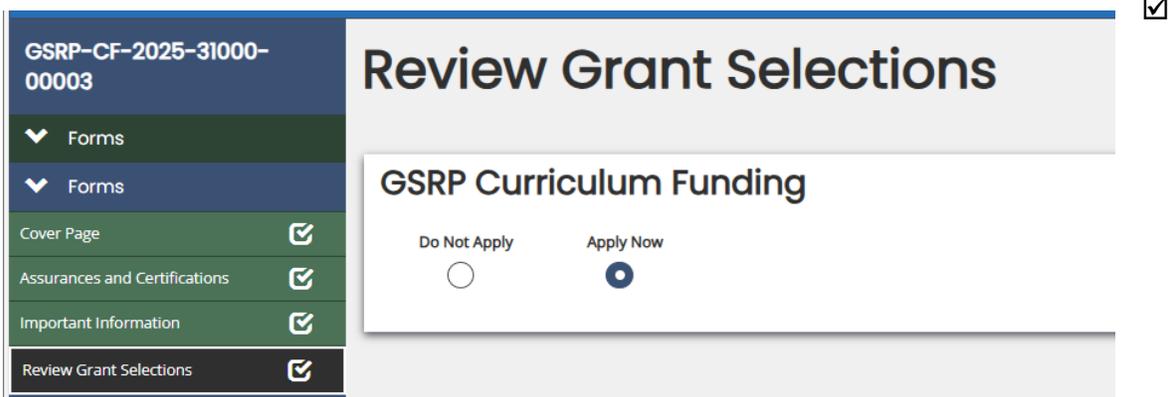


- Open the Important Information Screen. Review and **SAVE**.

Review Grant Selections

A selection must be entered for every funding source listed on the page. Apply only for applicable funding as follows, otherwise select "Do Not Apply":

- Select Apply Now for "GSRP Curriculum Funding".



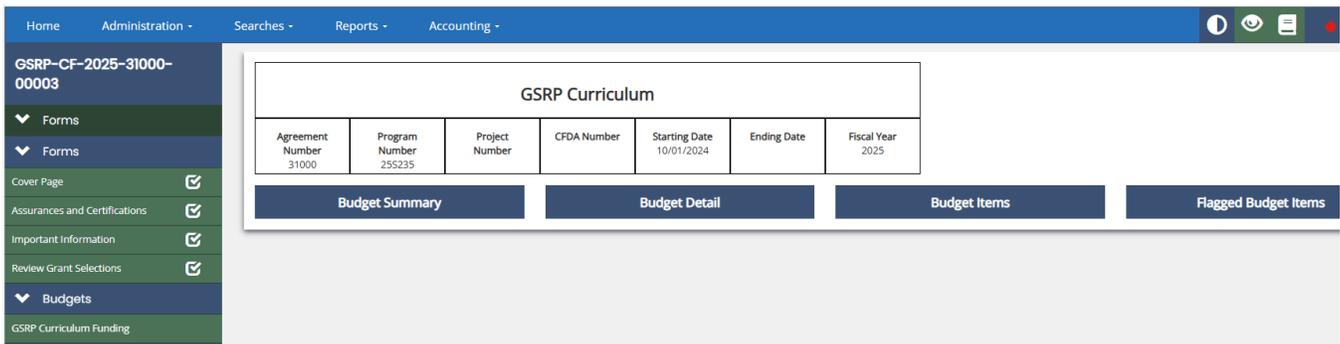
- SAVE**

Budget Page

Click **SAVE** each time a **Budget Summary Page** is opened to refresh totals.

Navigating the Budget Page

The budget pages are no longer found on the Left Navigation Menu, however embedded with the GSRP Curriculum Funding tab. Click on GSRP Curriculum Funding under the Budgets tab to access the following menu:



The **Budget Summary** tab displays aggregated totals by function and object code categories, and totals at the bottom.

The **Budget Detail** tab displays *all* budget items entered across all active budgets in the application. The user can filter this view to display a single funding source or category. Budget Detail can also be exported to an Excel spreadsheet. See instructions on page 5 of this document under "Print Versions and Downloads" for more about exporting reports to Excel.

Budget Item tab is utilized to add, edit, or review details of individual budget items. To add new items, first navigate to an *existing item on the budget you wish to add to*, then click ADD in the top right corner of the screen.

The **Flagged Budget Items** tab is not used for GSRP.

GSRP Budget Information

GSRP Implementation Manual: [Budget and Financial Guidelines section](#)

Please review the Budget and Financial Guidelines section of the GSRP Implementation Manual for detailed information on use of curriculum funds.

Please see also, the [FY25 GSRP Function/Object Code Descriptions](#) for detailed information on Function and Object Code use in GSRP.

Budgeting Funds

Upon completion of each budget, the TOTAL BUDGETED must equal the TOTAL ALLOCATION AMOUNT on the Budget Summary.

Budgeting Funds Awarded to Subrecipients

The ISD is required to receive, approve, and keep on file, individual subrecipient budgets for each subrecipient that include line-item detail.

For entry into NexSys budgets, individual subrecipient budgets should be aggregated by Provider Type and then assigned a Function Code as follows:

- 411 = Districts/PSAs
- 441 = For-Profit Community-Based Organizations (CBOs)
Note: 441 appears in the budget dropdown box as "Payments to Other Governmental Agencies." This is the correct GSRP code for For-Profit CBOs.
- 445 = Non-Profit CBOs, Colleges/Universities, Head Start, Local Government



One aggregated total for each Provider Type is needed.

The aggregated total for each Provider Type is entered as a single budget item within the proper Function Code under the "Other" Object Code 7000-8000.

Entering Budget Items

1. Click GSRP Curriculum Funding on the Left Navigation Menu.
2. Click on "Budget Item" tab to begin entering budget items.
3. Follow onscreen instructions.
4. Click **SAVE** after each item to refresh totals.
5. Click **SAVE and Add** to add additional budget items.
6. Click **SAVE and CLOSE** if you have entered all budget items.

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.

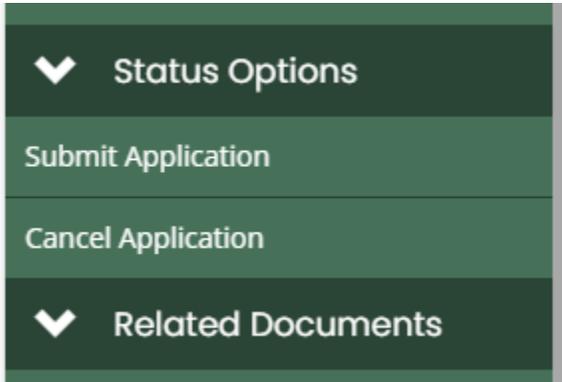
Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other 7000, 8000
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FTE Hours

Flag Comment

Submission

When all pages have been completed, a **Level 5 User** will need to scroll down to Status Option on the Left Navigation Panel and Select "Submit Application."



If any underlying errors are present, a dialogue box will appear. Address errors if indicated.

When no additional errors are present, select "Submit Application."

Congratulations! Your Curriculum Budget is complete!



Completed Curriculum Budgets must be submitted by June 13, 2025.

If you have questions on the completion of the Curriculum Budgets, please contact your assigned consultant.

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Thank you!