My Projects

On the Client Portal Home page under *My Projects*, users can view a school's grant throughout its lifecycle. This document will provide an overview of the system terminology a user may encounter in *My Projects.*

Background

In September 2021, QIS BGA implemented the Enquire Grant Management System (GMS) as an **internal** system to manage grants that were active in the administration process. Grants that had concluded the administration process, were not migrated to the GMS system. As a result, any grants that were not migrated to the GMS, will not appear in a school's *My Projects.*

In December 2023, the GMS Client Portal was launched to Queensland independent schools, allowing schools access to applications and their active grants. At this time, schools with an active grant could access and submit grant administration information via the Client Portal. A view of submitted document can only occur when the information has been submitted via the Client Portal. Documentation prior to this date will display as *Historical Reference No View Available*.

Terminology

PJ-0000xxxx:	A unique project number that is system generated and assigned to all grants. This is a key reference used in communications from QIS BGA.
Update Request:	Identifies a workflow that required the generation of a document from QIS BGA to the school e.g., an agreement.
Report:	Identifies a workflow that required the school to submit a document that QIS BGA did not generate e.g., evidence of an opening ceremony.
Application:	Identifies an online application i.e., EIS and Master plan grant applications.
Historical Reference No View Available:	Occurs when a submission has occurred outside of the Client Portal and is not available for display via the system e.g., grant administration that occurred prior to December 2023.
DOC-0000xxxx	A unique number that is system generated and assigned to all documents sent by QIS BGA to a school.
PUR-00000xxxx	A unique number that is system generated and assigned to all workflows sent by QIS BGA to a school.

Example 1: Online Grant Application and Administration

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		Name of Grant	Indicates the date of a submission and the user making the submission.		Indicates the status of the workflow.	Select the arrow to display further information.
1	PJ-0000123	Wellness School – (CGP 2024)		Submitted		⌄
2	Update Request	PJ–0000123 Wellness School			Status: Approved	Historical Reference No View Available
3	Update Request	DOC-0001235 MP2024 100CF Wellness School	Submitted 21/07/2024	By: Jane Jones	Status: Approved	**View**
4	Update Request	DOC–0001234 MP2024 Agreement Wellness School	Submitted 01/05/2024	By: Jane Jones	Status: Approved	**View**
5	Report	MP 2024 Recognition Requirements Wellness School			Status: Started	**Start**
6	Application	Wellness School – (CGP 2024) (PJ-0000123)	Submitted 26/02/2024	By: Jane Jones	Status: Active	**View**

Indicates the status of the grant.

Click the View/Start button to see the workflow and associated submissions.

Overview

Row 1: Wellness School – MP APP/2024

This row is a summary of the grant. **NB** the name of the grant will change when it has been approved by the Minister. It will be an important reference noted QIS BGA documents. Click the *down arrow* to expand the associated workflow and submissions.

Row 6: Application Wellness School (PJ–0000123)

This row appears for EIS, Master plan and Capital Grant applications that have been submitted via the Client Portal. A submitted application will appear with a *Status: Draft* until it has been accepted by the Minister, at this stage, the status will change to *Active*. If a grant application is unsuccessful, the *Status* will change to *Closed*.

Row 2: Update Request PJ–0000123 Wellness School

This is a unique row that appears only for Master plan grant applications submitted online. It demonstrates that an internal assessment of the application has taken place. The *Approved* status demonstrates that this application has been accepted and recommended to the QIS BGA Board. It does not mean the grant has been recommended by the Minister.

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Row 3 and 4: Update Request - DOC-000XXX

These rows appear when QIS BGA has provided a document to the school for completion via a workflow, in this case the 100% complete Claim Form and the Agreement. Both documents were then *submitted* by Jane Jones and as the status of these row is *Approved,* the workflow submissions were accepted and processed by QIS BGA.

Row 5: Report – MP 2024 Recognition Requirements Wellness School

This row appears when the school has been requested to provide a document **not** generated by QIS BGA, in this case the recognition requirements. In this example, the school is required to create the evidence for submission and as the status is *Started* the school is yet to provide this evidence. The user can click the *Start* button to commence the workflow.

Example 2: Grant with Grant Administration Completed Outside of Client Portal

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1	PJ-0000456	Wellness School EIS/JUL21/1234/1		Open		∨
2	Application	Wellness School EIS/JUL21/1234/1 (PJ-0000456)	Submitted 15/10/21		Status: Closed	Historical Reference No View Available

Overview

Row 1: Wellness School EIS/JUL21/1234/1

This row is a summary of the grant. Click the *down arrow* to expand the associated workflow and submissions.

Row 2: Wellness School EIS/JUL21/1234/1 (PJ-0000456)

As the status of the grant is *Closed* all grant administration associated with this grant is complete. **NB** withdrawn grants will also appear as *Closed*. As the grant is a *Historical Reference No View Available*, there was no information submitted for this grant via the Client Portal and therefore no associate information available to view.

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Example 3: Capital Grant Application

1	PJ-0000789	Wellness School APP/2024			Open		⌄
2	Update Request	2024 Round Capital Grant Application – Section 2 Wellness School (PUR-0000055)	Due Date: 28/03/2024			Status: Started	**Continue**
3	Update Request	2024 Round Capital Grant Application – Section 1 Wellness School (PUR-0000017)	Due Date: 01/03/2024	Submitted 01/03/2024	By: Jane Jones	Status: Approved	**View**
4	Application	Wellness School APP/2024 (PJ-0000789)		Submitted 20/11/2020		Status: Draft	Historical Reference No View Available

Overview

Row 1: Wellness School APP/2024

This row is a summary of the grant. **NB** the name of the grant will change when it has been approved by the Minister. It will be an important reference noted QIS BGA documents. Click the *down arrow* to expand the associated workflow and submissions.

Row 4: Wellness School APP/2024 (PJ-0000789)

This row appears for EIS, Master plan and Capital grant applications that have been submitted via the Client Portal. A submitted application will appear with a *Status: Draft* until it has been accepted by the Minister, at this stage, the status will change to *Active*. If a grant application is unsuccessful, the *Status* will change to *Closed.*

 Row 2 and 3: 2024 Round Capital Grant Application – Section X Wellness School

These rows are the workflows that provide the MS Excel Capital grant application to the user. In this example, Section 1 of the Excel application was provided via the workflow in row 3. It was due for submission on the 1st of March, was submitted by Jane Jones on the 1st of March 2024 and as the status for the workflow is approved, this section of the application was accepted by QIS BGA. A copy of the submission and supporting documents can be viewed by selecting *View.*

Section 2 of the Excel application was provided to the school via the workflow in row 4 and is due for submission on the 28th of March. As the status is *Started*, the school is yet to submit their final application. When Section 2 of the application is ready for submission, the school can select *Continue* to upload their application and supporting material. When submitted, the status will change to *Submitted.*