COSMOS Overview

**Home Tab**

On the left hand side of the home screen is the Work Queue showing notifications of tasks to be completed or tasks that are done.

Blue boxes are notification of tasks that need to be completed. Click on the blue button within the blue box to go to the in progress task. Complete the task to remove the notification from the Work Queue.

A green box is a notification that something has been started or completed. Click on the red “X” to remove it from the Work Queue.
On the right-hand side of the Home screen you will find current awards, application in progress, reimbursement requests, closed awards, and site reviews.

At the bottom of the Home screen is Communication Notes. Scroll down to view Submitted Communication Notes. (Click on the arrow in the blue bar to expand the section). (Link to how to submit a communication note here)
**Profile Tab**

On the profile tab you will find the agency’s contact information and individual contact information. Select the “Edit General Details” button any time information needs to be updated.

On the top right is the agency’s DUNS number and SAM expiration date. Select the “Edit” button to update the SAM Expiration Date.
**Filing Cabinet tab**

In the Filing Cabinet tab, you will be able to search your Filing Cabinets documents. You can filter your search results by grant award, title, dates, and status. Clicking on the document name will take you to the filing cabinet request. Here you can submit the required document if needed or view a previously submitted document.
Search Payments tab

To find a reimbursement request, click on the Search Payments tab. Here you can search by date, grant award, or payment status. Select filters to narrow your search results. Clicking on a payment in the search results will bring right you to that payment’s View Reimbursement Request page. (Link to reimbursement request how to here)
Apply Tab

Click on the Apply Tab to view all grants available for application submission. Each available grant must be applied for separately. (Link to How to Apply for a Grant doc here)