



North Dakota Department of
Corrections and Rehabilitation

COSMOS

What Can **COSMOS** Do for Your Agency?

Provide instructions to Register with North Dakota Online Services and Request Access to



Provide instructions to Apply and Submit grant applications and contracts through



Instructions to Apply for Reimbursement Requests



Instructions to manage fiscal and reporting requirements



The Work Queue section is your agency's current task and grant information center



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How to Request Access to **COSMOS**

To request access to the **COSMOS** Grant Management System, right click and open the hyperlink below

<https://apps.nd.gov/docr/cosmos/menu>

It is recommended to save this hyperlink to your desktop by creating a shortcut for easy access



DOES YOUR AGENCY CURRENTLY HAVE A NORTH DAKOTA ONLINE SERVICES ACCOUNT?

Click on Already Registered - Not Sure?



North Dakota Department of
Corrections and Rehabilitation

COSMOS

Login

You are entering North Dakota DOCR COSMOS.
Enter your Login ID and password

North Dakota
login

Already Registered - Not sure?

North Dakota
Login:
[Forgot Login](#)

Password:
[Forgot Password](#)

Login

[Update your account](#)

New to North Dakota Online Services?

Register Now!

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple **ND Online Services**
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

Enter your agency's email address or telephone number for verification of a North Dakota Online Services account



The screenshot shows the 'North Dakota Login' page on the nd.gov website. The page header includes the North Dakota logo and the text 'Official Portal for North Dakota State Government'. Below the header is a banner with the text 'North Dakota login' and an image of hands typing on a keyboard. The main heading is 'Request North Dakota Login'. Below this, there is a prompt: 'Select the account type you'd like to receive an email notification on:'. Underneath, there is a section titled 'Request Login' with a text input field labeled 'Email or Cell Phone:'. At the bottom of the form, there is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy - Terms'. At the very bottom, there are two buttons: 'Cancel' and 'Request Login'.

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota login

North Dakota Login

Request North Dakota Login

Select the account type you'd like to receive an email notification on:

Request Login

Email or Cell Phone:

I'm not a robot

reCAPTCHA
Privacy - Terms

If your agency receives an error message, **No account found**, your agency does not have a North Dakota Online Services Account.

Return to the login page and click on the **Register Now!** button and follow directions

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota
login

North Dakota Login

Request North Dakota Login

You must correct the following error(s) before proceeding:

- No account found for 701-400-8486

Select the account type you'd like to receive an email notification on:

Request Login

Email or Cell Phone:

I'm not a robot

 reCAPTCHA
Privacy - Terms

NO, OUR AGENCY DOES NOT HAVE A NORTH DAKOTA ONLINE SERVICES ACCOUNT

To setup a new North Dakota Online Services Account,
click on the **Register Now!** button below

Follow directions on slides 9 through 12 of this Power Point

ONLY ONE login account and password is available per agency

YES, OUR AGENCY HAS A CURRENT NORTH DAKOTA ONLINE SERVICES LOGIN

Enter your agency's login and password
on the left side of the login box

North Dakota Department of Corrections and Rehabilitation

COSMOS

Login

You are entering North Dakota DOCR COSMOS.
Enter your Login ID and password

North Dakota
login

Already Registered - Not sure?

North Dakota
Login:
[Forgot Login](#)

Password:
[Forgot Password](#)

Login

[Update your account](#)

New to North Dakota Online Services?

Register Now!

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

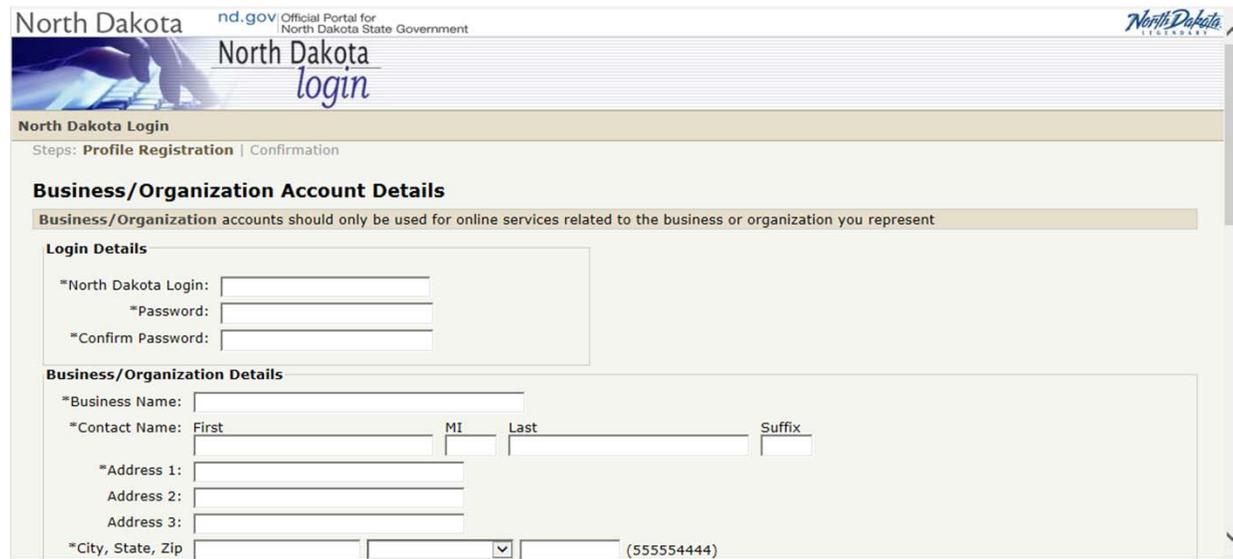
Setting up a North Dakota Online Services login account
is only required once

BUSINESS/ORGANIZATION ACCOUNT DETAILS PAGE

Complete and submit the Business/Organization Account Details Page to register your agency for **COSMOS** Login Access

Create **ONLY ONE** login account and password for your agency
All users from your agency are required to use the same login and password

THIS PROCESS IS ONLY REQUIRED ONCE



The screenshot shows the 'North Dakota Login' website interface. At the top, it says 'North Dakota nd.gov Official Portal for North Dakota State Government'. Below that is the 'North Dakota login' logo. The page title is 'North Dakota Login' and the current step is 'Profile Registration | Confirmation'. The main heading is 'Business/Organization Account Details'. A note states: 'Business/Organization accounts should only be used for online services related to the business or organization you represent'. The form is divided into two sections: 'Login Details' and 'Business/Organization Details'. The 'Login Details' section includes fields for '*North Dakota Login:', '*Password:', and '*Confirm Password:'. The 'Business/Organization Details' section includes fields for '*Business Name:', '*Contact Name:' (with sub-fields for First, MI, Last, and Suffix), '*Address 1:', 'Address 2:', 'Address 3:', and '*City, State, Zip' (with a dropdown menu and a phone number field containing '(555554444)').

REQUEST FOR SECURITY INFORMATION

An email from itdhelp@nd.gov with an Activate Account Code will arrive at the email address your agency listed in the Business/Organization Account

Enter the Activate Account Code in the email box below and confirm



North Dakota Login State ...

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota login

North Dakota Login

Steps: Account Security Info | **Verification** |

Verify Your Security Info

Security Info

Email

An email will come from itdhelp@nd.gov. If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker.

Enter Email code here:

[Return to Online Service](#) [Confirm](#)

REQUEST COSMOS SYSTEM ACCESS

Once your agency has received and confirmed an email acknowledgement of the Activate Account Code, login on the left side of the screen to Request **COSMOS** System Access with the login and password created by your agency

North Dakota Department of Corrections and Rehabilitation

COSMOS

Login

You are entering North Dakota DOCR COSMOS.
Enter your Login ID and password

North Dakota
login

Already Registered - Not sure?

North Dakota
Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

Login

[Update your account](#)

New to North Dakota Online Services?

Register Now!

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

REQUEST COSMOS SYSTEM ACCESS CONTINUED

Complete and submit the [Request System Access Page](#)

Your agency is required to provide a current DUNS Number and Expiration Date; Point of Contact, Fiscal Point of Contact or Performance Reporting Point of Contact must be assigned; and may be assigned to the same individual.

The screenshot shows the 'Request System Access' form for the North Dakota Department of Corrections and Rehabilitation. The form is titled 'Request System Access' and includes a header with the department logo and name, and the COSMOS system name. A user is logged in as 'Chuck Norris'. The form is divided into several sections: 'General', 'Physical Address', 'Mailing Address', 'DUNS Info', 'Contacts', and 'Comments'. The 'General' section includes fields for Subgrantee Name, City of Operation, Email, Phone, Agency Type, and Agency Focus. The 'Physical Address' section includes fields for Address, City, State, and Zipcode. The 'Mailing Address' section includes a question 'Is the Mailing Address the same as the Physical Address?' with radio buttons for 'Yes' and 'No'. The 'DUNS Info' section includes fields for DUNS Number and DUNS Expiration. The 'Contacts' section includes a table with columns for #, First Name, Middle Initial, Last Name, Phone, Email, and Role, and an 'Add Contact' button. The 'Comments' section includes a text area for entering comments.

North Dakota Department of Corrections and Rehabilitation

COSMOS

Welcome Chuck Norris Log Out

Request System Access

To request access to this system, please complete and submit the form below.

General

*Subgrantee Name: *City of Operation:
*Email: *Phone:
*Agency Type: *Agency Focus:

Physical Address

*Address:

*City: *State: *Zipcode:

Mailing Address

Is the Mailing Address the same as the Physical Address?
 Yes No

DUNS Info

DUNS Number: DUNS Expiration:

Contacts

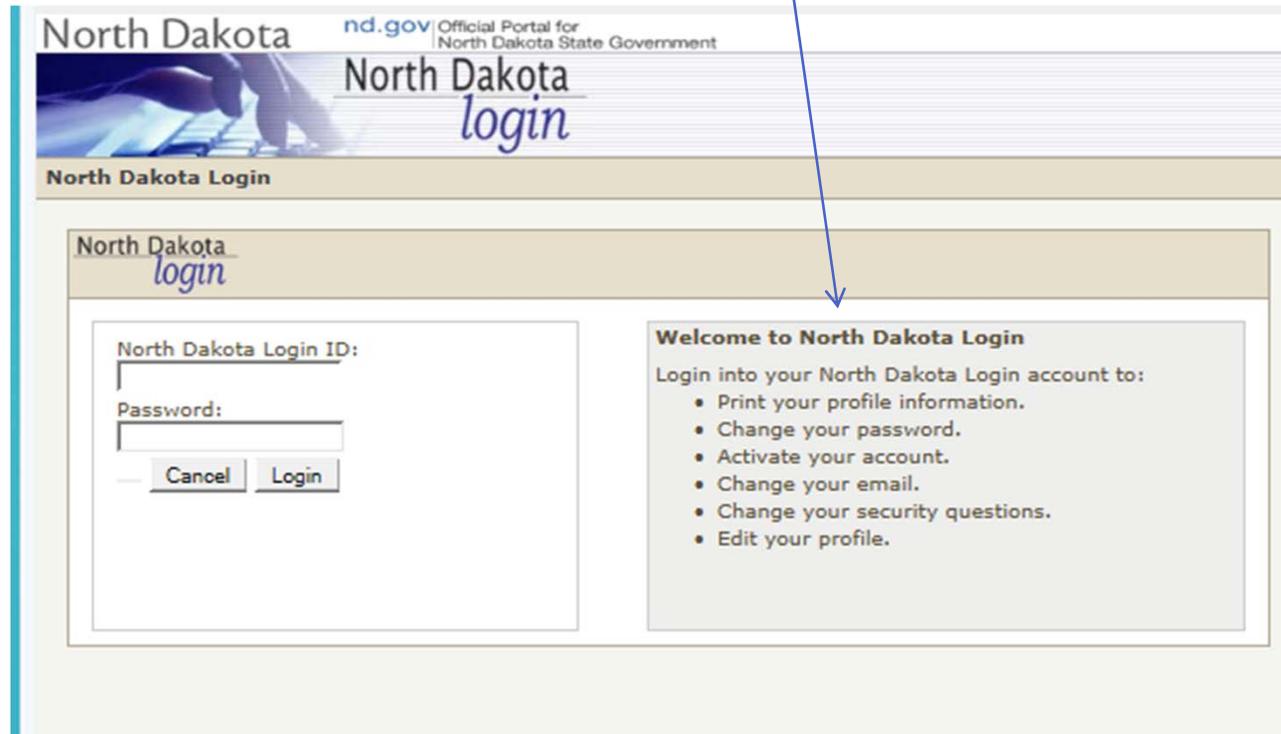
#	*First Name	Middle Initial	*Last Name	*Phone	*Email	*Role
<input type="button" value="Add Contact"/>						

Comments

Please enter any comments you feel may be relevant to the approval process.

UPON COSMOS ACCESS APPROVAL

Your agency will be able to login and manage each of the functions listed below



North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota *login*

North Dakota Login

North Dakota *login*

North Dakota Login ID:

Password:

Welcome to North Dakota Login

Login into your North Dakota Login account to:

- Print your profile information.
- Change your password.
- Activate your account.
- Change your email.
- Change your security questions.
- Edit your profile.

HOME TAB

The **Home** Tab contains the **Work Queue** section, which is your agency's task and information center for receiving notices similar to the example below

North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Profile Search Payments

Welcome Test Business Log Out

COSMOS Test Site

Work Queue

Your system access request was approved on 03/30/2017. ✕

Awards

No Active Awards found.

Recent Payments

No Recent Payments found.

[Search Payments](#)

[Accessibility](#) [Disclaimer](#) [Privacy Policy](#) [Security Policy](#) [W3C CSS](#) [W3C WAI/AA](#) [W3C XHTML Compliant](#)

HOW TO **APPLY** FOR A GRANT

Click on the yellow **Apply** Tab to view all available grants

Each available grant must be applied for separately

North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Profile Search Payments **Apply** Welcome Test Business Log Out

COSMOS Test Site

Work Queue

Your system access request was approved on 03/30/2017. ✕

Awards

No Active Awards found.

Recent Payments

No Recent Payments found.
[Search Payments](#)

[Accessibility](#) [Disclaimer](#) [Privacy Policy](#) [Security Policy](#) [W3C CSS](#) [W3C WAIAA](#) [W3C XHTML Compliant](#)

SELECT A GRANT TO START THE APPLICATION PROCESS

Click on the arrow located in the Select Grant section to apply for a grant. Click on the grant your agency intends to apply for to start the application process. **Each available grant must be applied for separately**



The screenshot displays the COSMOS application interface for the North Dakota Department of Corrections and Rehabilitation. The header includes the department logo and name, the COSMOS logo, and navigation links for Home, Profile, and Search Payments. A user is logged in as 'Test Business'. The main content area features a 'Start Application' section with a dropdown menu labeled '*Select Grant:' containing the option 'CVA'. A blue arrow points to the dropdown arrow. Below the dropdown are 'Cancel' and 'Continue' buttons. The footer contains links for Accessibility, Disclaimer, Privacy Policy, Security Policy, W3C CSS, W3C WAI, and W3C XHTML Compliant.

Applications “in progress” may be saved and completed at a later date
“In progress” applications are located on the **HOME** tab under the **Awards** section

VIEW GRANT APPLICATION PANELS

Click on **Expand All Panels** button to view and complete the requested application information

North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Search Payments

Welcome Cosmos Reviewer Log Out

Subgrantee: Find Subgrantee

View Application

Subgrantee: [Stark County Victim/Witness Program](#) Grant Name: [CVA \(CVA\)](#) Application Solicitation Period: 04/12/2017 - 05/10/2017
[Dickinson](#) Grant Number: 2017-2018 Grant Period: 07/01/2017 - 09/30/2018

Application Status: Accepted

[Collapse All Panels](#) [Expand All Panels](#)

- General
- Fund Usage
- Victim Services
- Narrative Summary
- Victim Allocation
- Budget
- Documents & Attachments
- Contracts
- Submission Comments

[Return](#)

GRANT APPLICATION PANEL

Complete each **Application** panel based upon your agency's current information. **Application** information may be printed, reviewed or edited prior to submission

If your **Application** is not correct, a **Submit Button** will not appear

- General Panel
- Fund Usage Panel
- Victim Services Panel
- Narrative Summary Panel
- Victim Allocation Panel
- Budget Panel
- Documents & Attachments Panel
- Contracts Panel
- Submission Comments Panel

North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Search Payments

Welcome Cosmos Reviewer Log Out

Subgrantee: Find Subgrantee

View Application

Subgrantee: Stark County Victim/Witness Program Grant Name: CVA (CVA)
Application Status: Accepted Grant Number: 2017-2018 Application Solicitation Period: 04/12/2017 - 05/10/2017
Grant Period: 07/01/2017 - 05/30/2018

Collapse All Panels Expand All Panels

General

Amount
Requested Amount: \$6,250.00

Match Amounts
Total Match: \$1,103.00
Value of In-Kind Match: \$0.00 Stark County
Amount of Cash Match: \$1,103.00 City Court fees

Match Requirements

Required match %:	15%
Required match amount:	\$1,102.94
Entered match amount:	\$1,103.00
Max Award amount:	\$6,250.33

Purpose of CVA Funding
• Continue a CVA victim program funded previously

Primary Use of CVA Funding
• Continue existing services to crime victims

Fund Usage

Information & Referral

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

Personal Advocacy/Accompaniment

- Assistance in filing compensation claim

Criminal/Civil Justice System Assistance

- Notification of criminal justice events (e.g. case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)

PROPOSED CRIME VICTIM ALLOCATION PANEL

[Download Application Guidelines](#)

- General
- Fund Usage
- Victim Services
- Narrative Summary
- Volunteers
- Crime Victim Allocation**
- Budget
- Documents/Attachments
- Contracts

Review Application

Crime Victim Allocation

Instructions for completing this section

1. Enter dollar amounts for each category below.
2. If not allocating an amount for a category, enter "0" (zero).
3. Displayed "Total" amounts will automatically update as dollar amounts are entered for each category.

Proposed Priority Crime Victims

A. Child Abuse Total	\$0.00
A1. Child physical abuse/neglect	\$ <input type="text"/>
A2. Child sexual abuse	\$ <input type="text"/>
B. Domestic and Family Violence Total	\$ <input type="text"/>
C. Sexual Assault Total	\$0.00
C1. Child sexual assault	\$ <input type="text"/>
C2. Adult sexual assault	\$ <input type="text"/>
Total Proposed Priority Crime Victims:	\$0.00

Proposed Underserved Crime Victims

D. Proposed Underserved Crime Victims	
D1. Underserved DUI/DWI crashes	\$ <input type="text"/>
D2. Underserved Assault	\$ <input type="text"/>
D3. Underserved Adults Molested as Children	\$ <input type="text"/>
D4. Underserved Elder Abuse	\$ <input type="text"/>
D5. Underserved Robbery	\$ <input type="text"/>
D6. Underserved Survivors of Homicide	\$ <input type="text"/>
D7. Other Underserved - Other Violent Crimes	\$ <input type="text"/>
D7 Description:	<input type="text"/>
Total Proposed Underserved Crime Victims:	\$0.00

Total Proposed Allocation: \$0.00

The total proposed allocation percentage above must total **100%**

REVIEW, EDIT OR PRINT AN APPLICATION

COSMOS allows flexibility to review, edit or print each **Application Panel** listed below on the left. If an **Application Panel** is not complete a **!** will appear beside the panel

Application Guidelines may be downloaded for review

The screenshot shows the COSMOS web application interface. At the top, there is a blue header with the North Dakota Department of Corrections and Rehabilitation logo and the text "COSMOS". Below the header, there are navigation links: "Home", "Profile", and "Search Payments". On the right side of the header, there is a "Welcome Test Business" message and a "Log Out" button. A green notification bar states "The Application has been successfully created." Below this, the main heading is "Edit Application". A summary bar displays application details: "Subgrantee: COSMOS Test Site - Bismarck", "Grant Name: CVA", "Grant Number: 2018", "Application Solicitation Period: 03/28/2017 - 03/30/2017", and "Grant Period: 03/30/2017 - 06/30/2018". A blue arrow points from the text above to a "Download Application Guidelines" link. Below this link is a list of application sections: "General", "Fund Usage", "Victim Services", "Narrative Summary", "Victim Allocation", "Budget", "Documents/Attachments", and "Contracts". A "Review Application" button is located at the bottom left. A central instruction box says "Please select a section on the left to begin editing." and includes a legend: "As data is saved in each section, an icon will display the status for the section: • [Green Circle] indicates that the section is complete. • [Red Circle with Exclamation Mark] indicates that the section has some information entered but is not yet complete."

APPLICATION IN PROGRESS

“In progress” applications may be saved and completed at a later date. Click on the **Home** tab, under the **Awards** section click on the appropriate grant for access

North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Profile Search Payments

Welcome Test Business Log Out

COSMOS Test Site

Work Queue

Your system access request was approved on 03/30/2017.

Awards

Grant Name	Amount	Remaining
CVA	\$6,250.00	\$0.00

Recent Payments

Grant Name	Amount	Date	Status
CVA	\$5,000.00	03/30/2017	Approved
CVA	\$1,250.00	03/30/2017	Approved

[Search Payments](#)

GRANT CONTRACT

The Grant **Contract** should be reviewed by clicking on the “Download Contract” button **prior to** electronic acceptance of the **Application**

To electronically accept the terms and conditions of the Grant **Contract** and required certifications, the box must be checked **prior to** submission of the Grant **Application**

North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Profile Search Payments

Welcome Test Business Log Out

The application has been successfully updated.

Edit Application

Subgrantee: COSMOS Test Site - Bismarck Grant Name: CVA Grant Number: 2018 Application Solicitation Period: 03/29/2017 - 03/30/2017 Grant Period: 03/30/2017 - 06/30/2018

[Download Application Guidelines](#)

- General
- Fund Usage
- Victim Services
- Narrative Summary
- Victim Allocation
- Budget
- Documents/Attachments
- Contracts**

Contracts

[2017-2018 CVA Grant Contract](#)

[Download Contract](#)

On behalf of the subgrantee agency, I have authority to accept the terms and conditions of the '2017-2018 CVA Grant Contract' and CVA Grant Application Certifications.

Discard Changes Save

[Review Application](#)

VIEW APPLICATION PAGE PRIOR TO SUBMISSION

View, edit, submit or delete features are available prior to the **Application** submission. If you do not see the blue **Submit Application** button (bottom of the page) there is something incorrect in the **Application**. **RETURN** to the **Application** to revise

North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Profile Search Payments Welcome Test Business Log Out

View Application

Subgrantee: COSMOS Test Site - Bismarck Grant Name: CVA Application Solicitation Period: 03/28/2017 - 03/30/2017
Application Status: In Progress Grant Number: 2018 Grant Period: 03/30/2017 - 09/30/2018

[Edit Application](#) Use this button to continue filling out your application or to make changes. [Collapse All Panels](#) [Expand All Panels](#)

- General
- Fund Usage
- Victim Services
- Narrative Summary
- Victim Allocation
- Budget
- Documents & Attachments
- Contracts
- Submission Comments

Your application is ready to submit.
Please click on the "Submit" button to continue.

[Submit Application](#)

[Return](#) [Delete Application](#)

PROFILE TAB

Your agency may view or edit information on the **Profile** tab at any time during the grant cycle

The screenshot shows the profile page for the North Dakota Department of Corrections and Rehabilitation. At the top, there is a blue header with the department's logo and name on the left, and the word "COSMOS" on the right. Below the header is a navigation bar with buttons for "Home", "Profile" (which is highlighted and pointed to by a blue arrow from the text above), and "Search Payments". On the right side of the navigation bar, there are buttons for "Welcome Test Business" and "Log Out".

View Profile

General Details

Name: COSMOS Test Site	City of Operation: Bismarck	Email: COSMOS@nd.gov	Subgrantee Number: 01
Agency Type: Private Non-Profit Agency	Agency Focus: Other	Edit DUNS Info	
Physical Address: PO Box 1234 Bismarck, ND 58501 701-555-5555	Mailing Address: 1234 Expressway Bismarck, ND 58501	Edit General Details	

Contacts [Add Contact](#)

Name	Phone	Email	Role(s)
Ms Testing	701-555-5555	COSMOS@nd.gov	Fiscal Point of Contact Point of Contact Performance Reporting Point of Contact

[Return](#)

[Accessibility](#) [Disclaimer](#) [Privacy Policy](#) [Security Policy](#) [W3C CSS](#) [W3C WAI AA](#) [W3C XHTML Compliant](#)

WORK QUEUE SECTION

The **Work Queue** section is your agency's task and information center
The **Awards** section contains your agency's grant **application**
and grant management information



North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Profile Search Payments

Welcome Test Business Log Out

COSMOS Test Site

Work Queue

Your grant application for "CVA" was approved on 03/30/2017 for \$8,250.00. Please review your budget and revise if necessary. ✕

Your grant application for "CVA" was submitted on 03/30/2017. ✕

Your system access request was approved on 03/30/2017. ✕

Awards

Grant Name	Amount	Remaining
CVA	\$8,250.00	\$8,250.00

Recent Payments

No Recent Payments found.

[Search Payments](#)

COSMOS GRANT MANAGEMENT HOME PAGE

HOME TAB

- **Work Queue** Section - Task and information center

- **Awards** Section - All current grant information; reimbursement requests; general grant information

- **View Grant Application**
 - General
 - Budget
 - Reimbursement Requests
 - Match Amounts
 - Budget Revision
 - Closeout Report



COSMOS GRANT MANAGEMENT HOME PAGE CONTINUED

HOME TAB

- View Grant **Award**
 - Match Amounts
 - Budget
 - Revise Budget
 - Reimbursement Requests
 - Recent Payments (status)
 - Closeout Report

PROFILE TAB

- View or Edit **General Profile Details**; Contacts or DUNS Number

SEARCH PAYMENTS TAB

- **Search for Payments**: In Progress, Deleted, Submitted, Denied
- 