

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.

The screenshot shows the COSMOS Home Tab interface. At the top, there is a navigation bar with a logo on the left and a 'Welcome Bismarck Shelter' message with a 'Log Out' button on the right. Below the navigation bar, there are four tabs: 'Home' (highlighted in yellow), 'Profile', 'Filing Cabinet', and 'Search Payments'. The main content area is divided into three sections:

- Work Queue:** This section contains three blue notification boxes. The first two boxes have a 'Review Budget Revision' and 'Review Reimbursement Request' button respectively. The third box is partially visible. A red border highlights the first two boxes.
- Awards:** This section contains a table with the following data:

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2021 VOCA Competitive Grant			100%
FY 2022 VOCA Assistance Grant			74%
FY 2022 VOCA Competitive Grant			70%
Jul-Dec 2021 CVA Grant			68%
- Recent Payments:** This section contains a table with the following data:

Grant Name	Amount	Date	Status
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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.

The screenshot shows three green notification boxes, each with a red 'X' icon in the top right corner. The text in the boxes is as follows:

- Your reimbursement request for "FY 2021 VOCA Competitive Grant" for the amount of \$5,100.00 was submitted on 12/15/2020.
- A Desk Review has been started on 12/04/2020.
- A Site Audit has been started on 11/25/2020.

On the right-hand side of the Home screen you will find current awards, application in progress, reimbursement requests, closed awards, and site reviews.

Awards

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2021 VOCA Competitive Grant		\$0.00	100%
FY 2022 VOCA Assistance Grant			74%
FY 2022 VOCA Competitive Grant			70%
Jul-Dec 2021 CVA Grant			68%

Recent Payments

Grant Name	Amount	Date	Status
FY 2022 VOCA Competitive Grant		11/03/2021	Approved
FY 2022 VOCA Assistance Grant		10/29/2021	Approved
Jul-Dec 2021 CVA Grant		10/29/2021	Approved
FY 2021 VOCA Assistance Grant		10/11/2021	Approved
Jul-Dec 2021 CVA Grant		10/01/2021	Approved

[Search Payments](#)

Closed Awards

Grant Name	Paid	Closed
FY 2021 CVA Grant		08/02/2021
FY 2020 VOCA Regionalization Grant		04/21/2021
FY 2020 VOCA Grant		11/06/2020
2019-2020 CVA Competitive Grant		08/17/2020
2018-2019 VOCA		02/20/2020
2017-2018 VOCA		11/09/2018
2017-2018 CVA		08/21/2018

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). [\(Link to how to submit a communication note here\)](#)

Communication Notes Add Note

<p>Related to Award for: FY 2020 VOCA Regionalization Grant (ACTIVE)</p> <p>Created: 08/17/2020 8:02 AM</p> <p>Created By: Cosmos Admin1</p> <p>Sent: 08/17/2020 8:02 AM</p> <p>Sent By: Cosmos Admin1</p> <p>Admin Comments: The group messaging feature requires a lot of testing.</p> <p><a>Edit Note <a>Add Attachment to Note <a>Submit</p>
<p>Related to Award for: FY 2020 VOCA Grant (ACTIVE)</p> <p>Created: 08/17/2020 7:57 AM</p> <p>Created By: Cosmos Admin1</p> <p>Sent: 08/17/2020 7:57 AM</p> <p>Sent By: Cosmos Admin1</p> <p>Admin Comments: This is a test of the group messaging system.</p> <p><a>Edit Note <a>Add Attachment to Note <a>Submit</p>

Attachments

File Name	Comments	Added By	Action
COSMOS Reports.docx		Administrator	<a>Download

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.

The screenshot shows a web application interface for a profile page. At the top, there is a blue navigation bar with tabs for "Home", "Profile" (highlighted), "Filing Cabinet", and "Search Payments". On the right of the navigation bar, it says "Welcome Bismarck Shelter" and "Log Out".

View Profile

General Details

Name: City of Operation: Email: Subgrantee Number:

Agency Type: Agency Focus:

Physical Address: Mailing Address:

DUNS/SAM Info

DUNS Number: SAM Expiration Date:

[Edit DUNS/SAM Info](#)

[Edit General Details](#)

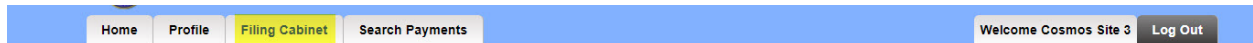
Contacts [Add Contact](#)

Name	Login ID	Phone	Email	Role(s)
John Tester	cosmosite1	701-328-6195	docgrants@nd.gov	Fiscal Point of Contact Performance Reporting Point of Contact

[Return](#)

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.



Filing Cabinet

Filter

Grant Award: Title:

Submitted Date Start: Submitted Date End:

Current Status: Unsubmitted Submitted Returned Approved

Results

2 Results Found

Title	Grant Name	Due	Submitted	Status
FY 2022 Risk Assessment	FY 2022 VOCA Assistance Grant	12/31/2021		
Quarter 1 PMT Report	FY 2022 VOCA Assistance Grant	01/15/2022		

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](#))



Search Payments

Filter

Start Date: End Date:

Grant Award:

Current Status:
 Approved Reviewed In Progress Deleted Submitted Denied Repayment

Payments

12 Results Found

Grant Name	Amount	Date	Status
FY 2021 VOCA Assistance Grant	\$26,964.03	11/19/2020	Approved
FY 2021 VOCA Assistance Grant	\$34,494.84	12/23/2020	Approved
FY 2021 VOCA Assistance Grant	\$36,096.80	01/13/2021	Approved
FY 2021 VOCA Assistance Grant	\$36,676.91	02/10/2021	Approved
FY 2021 VOCA Assistance Grant	\$36,090.04	04/14/2021	Approved

Apply Tab

Work Queue

The requested "FY 2022 Risk Assessment" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.

[View Filing Cabinet Request](#)

The requested "Quarter 1 PMT Report" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.

[View Filing Cabinet Request](#)

Awards

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2022 VOCA Assistance Grant			73%
FY 2022 VOCA Competitive Grant			130%

Recent Payments

Grant Name	Amount	Date	Status
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Click on the Apply Tab to view all grants available for application submission. Each available grant must be applied for separately. [\(Link to How to Apply for a Grant doc here\)](#)