

## Frequently Asked Questions (FAQs) Grant Payment Request System (GPRS)

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**Q What is the Grant Payment Request System (GPRS)?**

A: *GPRS is a web-based payment request system that allows grantees to perform draw down request using the internet.*

**Q What is the website for GPRS?**

A: <https://grants.ojp.usdoj.gov/gprs/login>

**Q: Is there a user guide for GPRS?**

A: Yes. The user guide can be found at <http://www.ojp.usdoj.gov/about/offices/ocfogprs.htm>

**Q: How will I register for access to GPRS?**

A: *Financial Points of Contact (FPOCs) can request access through a self registration process in GPRS.*

*All of the COPS Office grantees with accounts in GPRS have the role of Drawdown Specialist. The COPS Office grantee may request to be a GPRS Drawdown Specialist by accessing the GPRS website and selecting the option to self-register. After requesting to register, the COPS Office Response Center will approve the request. After the request is approved, a confirmation email is sent to the FPOC with notification that the FPOC has been granted access to GPRS as a Drawdown Specialist. The confirmation email may take a couple of days due to the nature of the approval process. Once the confirmation email is sent, the Drawdown Specialist will be granted access to GPRS. Once access is granted, the FPOC will use the User ID entered during the self-registration process and a temporary password (sent in the confirmation email) to log into GPRS.*

**Q: If I am a GMS (OJP/OVW) user, can I use my GMS User ID to register for the COPS Office grants in GPRS?**

A: *No. You will have two separate accounts in GPRS, a GMS account and the COPS Office account. All GMS users will register in GPRS with their GMS User ID. All CMS users will register in GPRS using a unique User ID that cannot be the same as a GMS User ID. Please note that the User ID entered during registration must be unique and not the same as a GMS User ID.*

**Q: If I already have a GPRS username, and have received a new award, how do I gain access to my new award in GPRS?**

A: *Those Drawdown Specialists that have already been approved will need to request the new award addition. Please email the GPRS Registrar ([COPSGPRSRegistration@usdoj.gov](mailto:COPSGPRSRegistration@usdoj.gov)) with your username, first & last name, vendor number and the new award number. Please note that you will not be able to draw down from the new award until the signed award document has been received by the COPS Office.*

**Q What do I do if the Points of Contact for my grant have changed?**

A: *If you need to change your POC for your grant, please contact the Response Center at 800-421-6770 or provide the Response Center with the Change of Information Form, which can be found on the COPS Office website under Grants & Funding.*