



Sending Emails in MN-GEMS

Email notifications typically alert the recipient(s) that they have an action/task to complete in MN-GEMS. Email notifications have a short message outlining the required action or task and a link to record in the system. Emails can be sent from records in either the Grants Module (Funding Proposal & Grants) or Agreements Module to other users at UMN.

All emails are tracked within the History tab of the MN-GEMS record.

Important: Ensure you're sending emails from the correct record to maintain a centralized history. For example, if your email is about a specific Award, send it from the Award workspace. If it relates to a proposal, send it from the Funding Proposal workspace. You can find your current workspace in the top right corner:

Grants > A Research Collaboratory to Explore Best Practices for E

Awarded

Next Steps

- View Funding Proposal
- Printer Version
- Create Renewal
- Create Funding Award

Manage Ancillary Reviews
Manage Relationships
Manage Tags
Create Agreement
Add Attachments
Copy
Create Revision
Export Budget to Subaward PDF

A Research Collaboratory to Explore Best Practices for E

PRF1102659 Funding Proposal

Proposal Information

PD/PI: Jessica Simacek
Department: Masonic Inst Developing Brain
Specialist: Pat Struzyk
Sponsors: THE HENRY M. JACKSON FOUNDATION
Internal Submission Deadline:
Certified: Yes

Budget Information

Starting Date: 9/25/2023
Number of Periods: 1
Total Direct: \$0
Total Indirect: \$0
Total: \$0

SF424 Link:
CON #: CON000000105510

Funding Awards

ID	Name	State	Recipient	Sponsor	Start Date	End Date
CON000000105510	A Research Collaboratory to Explore Best Practices for E	Active	Masonic Inst Developing Brain	THE HENRY M. JACKSON FOUNDATION	9/25/2023	9/24/2025

1 items

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Draft → Department Review → Specialist Review → Sponsor Review → Complete

Dashboard | Agreements | Grants | SF424 Center

Funding Proposal | Complex Projects | Awards | Reports | Help Center

Grants > A Research Collaboratory to Explore Best Practices for E > A Research Collaboratory to Explore Best Practices for E

Active

Next Steps

- View Award
- Printer Version
- Create Award Modification
- Create Subaward
- Request Award Modification
- Create Continuation

Terms And Conditions
Complete
Manage Ancillary Reviews
Set Award Relationships
Update Award Personnel
Upload Award Documents
Manage Relationships
Manage Tags
Create Agreement
Send Email

A Research Collaboratory to Explore Best Practices for E

CON000000105510 Funding Award

Designated Reviewer: Jessica Simacek
Award Approver: Pat Struzyk
Approving Dept/Institute: Masonic Inst Developing Brain
Administrative Contact: Pat Struzyk
Direct Sponsor: THE HENRY M. JACKSON FOUNDATION
Prime Sponsor: UNIFORMED SVC UNIV OF THE HEALTH SCI
Current Total Project Period Commitment: \$3,577,000
Current Total Award Amount To Date: \$3,577,000

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
PRF1102659	A Research Collaboratory to Explore Best Practices for E	Jessica Simacek	Awarded

Draft → Designated Review → Final Review → Active → Complete

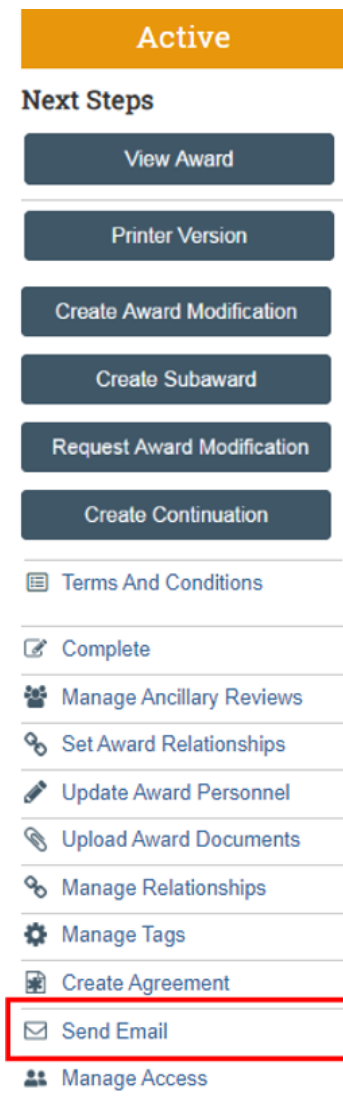
Response Pending → Response Pending → Advance Award

Modification Requests

Modifications	Totals	Funding Allocations	Subawards	Child Awards	Related Projects	Reviews	Correspondence	History	Attachments	Change Log	Reviewer Notes
Name	SmartForm	Executive Activity	State	Submitter	Score/Editor						

Follow the steps below to send an email from the MN-GEMS:

1. Navigate to the desired Workspace in either the Grants or Agreements module and select the **Send Email** activity.



2. Complete the applicable fields in the Send Email pop out window. When entering the comments, it is best practice to include your name as the sender after the message.
3. When complete, select **OK**. The email will be sent and you will return to the Workspace.
4. Select the **History** tab to review the message. MN-GEMS will send an email notification to the selected recipients that includes the message entered in the Send Email activity.