

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

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

A: OJP's current payment request system, PAPRS, is being upgraded so grantees will be able to perform draw down requests using the Internet. The new name for the upgraded system is Grant Payment Request System (GPRS).

**Q: What happened to PAPRS?**

A: The Phone Activated Paperless Request System (PAPRS) was discontinued as of February 28, 2011. If you require access to your grant funds, please utilize the New User Registration link on the GPRS website. If you have any questions regarding registration, or cannot access the internet, please contact the COPS Office Response Center (800-421-6770).

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

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

**Q: Will grantees still receive PAPRS Packages?**

A: Grantees will no longer receive their PAPRS Packages via postal mail, instead all information contained in the old PAPRS package will be sent via email.

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

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

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

A: Financial Points of Contact (FPOCs) or other eligible Agency Contacts can request access through a self registration process in GPRS.

All COPS grantees with accounts in GPRS have the role of Drawdown Specialist. A COPS grantee may request to be a GPRS Drawdown Specialist by accessing the GPRS website and selecting the option to self-register for COPS Awards.

**To register as a new user for COPS:**

In order to access COPS grants, you will need a username separate from OJP (a username of your choice) and separate password. The system will assign you a temporary password once you register. For COPS Grants, skip the GMS section and register as a new user, by doing the following steps.

1. Go to the GPRS login page: <https://grants.ojp.usdoj.gov/gprs/login>
2. Select "New User Registration" link at the bottom (skip the GMS username/password fields)
3. In the Organization drop down box at the top of the page, select "COPS". This will adjust the webpage to ask you for information, like a self-selected username, address, email address, etc. Please select a username that will be unique.
4. Fill in required information (anything with an asterisk)
5. Click "Select Awards" at the bottom of the page
6. Enter your Vendor number (a 9-digit number, which can be found on your award documents), and click "Add Vendor"
7. A listing of all grants associated with this vendor number will show on the bottom half of the screen
8. Use the check boxes on the left, and select those grants to which you'd like draw down access
9. Click "Submit Registration"
10. **COMMON ERROR:** Some users are reporting that their user name is already taken – the system will Error at this point telling you if this is the case. This could happen if you have a login with the same name in GMS for OJP grants or if you have a common name, such as MSmith. You will need to have separate login names for OJP/OVW and for COPS. Hit the back button until you get to the page where you can change the user name.

From here, you will receive a temporary password via email, usually within 24 hours but could be up to 48 hours. Log back into the GPRS login page using this temporary password and the username you selected during registration. The system will force you to change your password to something permanent. There is a restriction on the password that needs to have 3 of the 4 items: Uppercase, Lowercase, Number, and Special Character (like ! or #). From there, you should have access to draw down from those accounts you selected.

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

**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 (nine digits, on your award document) and the new award number (12 alphanumeric characters). Please note you will not be able to draw down from the new award until the signed award document has been received by COPS.

**Q: I forgot my username in GPRS, what do I do?**

A: If you forgot your username, you can call the COPS Office Response Center at 800-421-6770. Please be prepared with your Full Name, Vendor number (nine digits) and the Award number (12 alphanumeric characters) for which you need to draw down.

Alternatively, you can email the GPRS Registrar ([COPSGPRSRegistration@usdoj.gov](mailto:COPSGPRSRegistration@usdoj.gov)) with your Full Name, Vendor number (nine digits) and the Award number (12 alphanumeric characters) for which you need to draw down. The GPRS Registrar will email you back with your active username.

All usernames are case sensitive.

**Q: I forgot my password in GPRS, what do I do?**

A: If your Agency is “locked-out” of the GPRS System please utilize one of the following options:

Forgotten Password Link – found on the GPRS login page. You will need your Username and the self-selected Secret Question and Secret Answer you entered upon registration.

GMS Helpdesk – 888-549-9901, Option 3, or by email at [gms.helpdesk@usdoj.gov](mailto:gms.helpdesk@usdoj.gov). Please have your Username ready.

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

A: No. You will have two separate accounts in GPRS, a GMS account and a COPS 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.

**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 website under *Grants & Funding*.

**Q: Why do my funds take more time to appear in my bank account at the end of the month?**

A: The Department of Justice is required to reconcile the general ledger once a month, once a quarter, and at year end. Due to this requirement, the financial system is “shut down” for the last five business days of every month (i.e., August 25-31). All fund requests are queued up in GPRS and await the “reopen” of the financial system on the first business day of the following month (i.e., September 1). In these cases, a request made during the “shut down” will not be processed until September 1.