

e-grants Application Completion Guide

Department of Public Safety

Office of Justice Programs, Office of Traffic Safety and Homeland Security and Emergency Management

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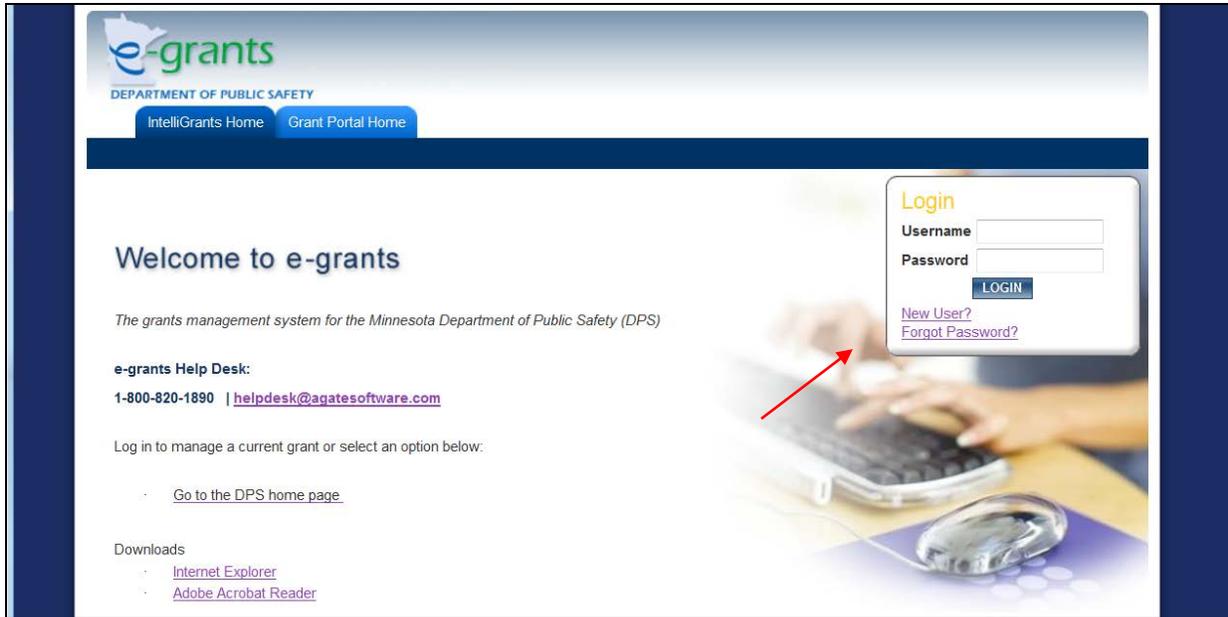
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Registration Information

e-grants HELP DESK: 1-800-820-1890 OR helpdesk@agatesoftware.com

If you are a current e-grants user, log into the e-grants system using your username and password.

If you need to apply for a username and password for the e-grants system by clicking on the [New User?](#) [Link](#)



After clicking on the New User? Link, fill out the information on the screen and click “save.” Your information will be stored in the system and reviewed and approved by a state staff member before you can access the system.

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

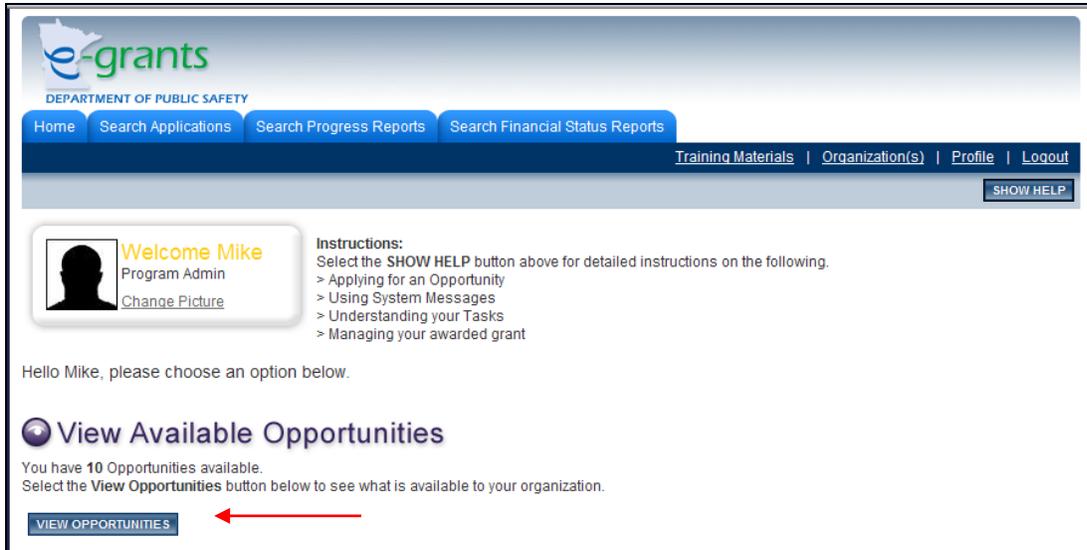
Name	Prefix	First *	Middle *	Last *	Suffix
Organization					
Title					
Address					
City *		State	Minnesota *	Zipcode *	
County *					
Phone #1 *		Phone #2			
Fax		Cell Phone			
Email *					
Website					
Username *					
Password *		Confirm Password *			

Please select the division that you are applying for a grant from or currently have a grant with. If you have grants with more than one division, please select either division.

What grant program do you want access to? If you are unsure, please write 'Unknown'.

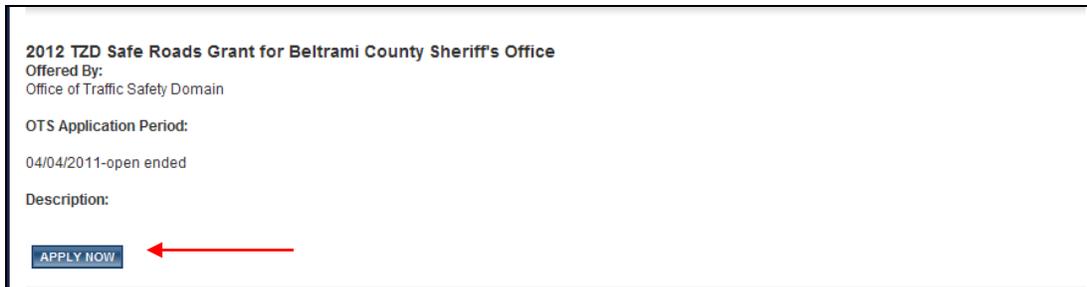
Starting and Completing an Application

Once you are successfully logged in, your home page will show the available grant opportunities to apply for based on the type of agency you represent. Click on “View Opportunities” to view information about these open Request for Proposals (RFPs).



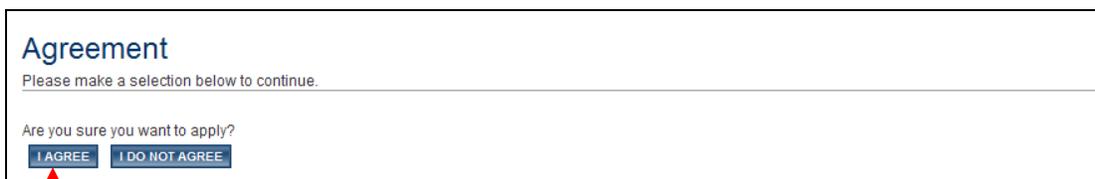
The screenshot shows the e-grants interface for a user named Mike. At the top, there is a navigation bar with buttons for Home, Search Applications, Search Progress Reports, and Search Financial Status Reports. To the right of these buttons are links for Training Materials, Organization(s), Profile, and Logout, along with a SHOW HELP button. Below the navigation bar, there is a welcome message for Mike, Program Admin, with a Change Picture link. To the right of the welcome message are instructions for using the system, including links for Applying for an Opportunity, Using System Messages, Understanding your Tasks, and Managing your awarded grant. Below the instructions, there is a message: "Hello Mike, please choose an option below." and a large blue button labeled "View Available Opportunities". Below this button, it says "You have 10 Opportunities available. Select the View Opportunities button below to see what is available to your organization." At the bottom of this section, there is a smaller blue button labeled "VIEW OPPORTUNITIES" with a red arrow pointing to it from the right.

Step 1: Scroll down to the RFP you want to apply for and click “Apply Now.” The example says “Beltrami County Sheriff’s Office” but your screen will show the agency you represent.



The screenshot shows a grant opportunity page for the "2012 TZD Safe Roads Grant for Beltrami County Sheriff's Office". The page includes the following information: "Offered By: Office of Traffic Safety Domain", "OTS Application Period: 04/04/2011-open ended", and "Description:". At the bottom of the page, there is a blue button labeled "APPLY NOW" with a red arrow pointing to it from the right.

You will be asked whether or not you want to apply. Click “I agree” to start an application or click “I do not agree” to go back to the main menu.



The screenshot shows an agreement page titled "Agreement". Below the title, it says "Please make a selection below to continue." Below this, there is a question: "Are you sure you want to apply?". At the bottom of the page, there are two buttons: "I AGREE" and "I DO NOT AGREE". A red arrow points to the "I AGREE" button from below.

Step 2: If you click “I Agree” to start an application, you will see this page below.

Step 3: Click on “View Forms” to begin the application.

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OTS Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Document Information: [TZD-2012-BELTRASO-00012](#)

[Details](#)

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

VIEW RELATED ITEMS

PLEASE NOTE: All RFPS created by each division of Department of Public Safety will contain different required forms, collecting different information.

SAVING INFORMATION AND FORM NAVIGATION

There are three different buttons on the top of the forms that will save the information and navigate you through the application forms.

SAVE Use to save your information if you need to leave it prior to submitting the application.

SAVE/NEXT Use if you have completed the form and are ready to move to the next form, this will save your information and move you to the next form with one click.

NEXT Use for navigating from form to form **without** saving any information.

Step 4: Complete the required forms and click SAVE or SAVE/NEXT. **VERY IMPORTANT!!!** If you do not click “SAVE”, your information will be lost as you navigate to the next form.

PLEASE NOTE: Any users that are associated with this application may edit any of the forms. You can also go back and revise any forms at any time until the application is submitted. You may log out and log back on as many times as you wish.

Completing the Budget form:

Budget Step 1: Click on the Budget Category in the Navigation Links

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Grant Program Guidelines		Meyer, Kathy	9/8/2011 11:43:50 AM
	Purpose Areas		Meyer, Kathy	9/8/2011 11:44:41 AM
	Budget Summary		Meyer, Kathy	9/8/2011 11:42:51 AM
	Budget ←			
	Program Information		Meyer, Kathy	9/8/2011 11:45:04 AM
	Project Information Sheet		Meyer, Kathy	9/8/2011 11:45:46 AM
	Service Areas		Meyer, Kathy	9/8/2011 12:03:12 PM
	Work Plan Attachment		Meyer, Kathy	9/8/2011 12:03:52 PM
	Narrative			
	Terms and Conditions			

Next Screen:

SAVE ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Back

Document Information: [A-JAG-2020-DAKOTACO-001](#)

[Details](#)

You are here: > [OJP Grant Menu](#) > [Forms Menu](#)

Case Manager GO

BUDGET

Instructions:

- After selecting the program component, budget category, and adding the information, click **Save**.
- Click **Add** to add additional line items.
- Please refer to the [Budget Development Guidelines](#) for information regarding the creation of a grant budget

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):

Select the appropriate Budget Category for this budget item:

Provide a short description for this budget item (should be unique to this budget):

Provide a more detailed description for this budget item:

0 of 1000

Enter the dollar amounts associated with the budget item:

Award

Budget Step 2: Enter data for first Budget Category, including Award (and Match if applicable) amounts at the bottom of the page

Budget Step 3: Click “SAVE” .

Next Screen:

The screenshot shows a web application interface for entering budget information. At the top, there are navigation links: Training Materials, Organization(s), Profile, and Logout. Below these are action buttons: SAVE, ADD, DELETE, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. A message box indicates "Page Information: The information has been saved." Below this is a "Back" button and document information: "Document Information: A-YIP-2012-AMICUS-00002" and a "Details" link. A breadcrumb trail shows "You are here: > OJP Application Menu > Forms Menu > Application". The main section is titled "BUDGET" and contains the following fields:

- "Select the appropriate Program Component for this budget item:" with a dropdown menu set to "Youth Intervention".
- "Select the appropriate Budget Category for this budget item:" with a dropdown menu set to "Personnel".
- "Provide a short description for this budget item (should be unique to this budget):" with a text input field containing "Personnel".
- "Provide a more detailed description for this budget item:" with a larger text area containing "Two Staff @ \$30,000 per year x 2 years = \$120,000".
- "Enter the dollar amounts associated with the budget item:" with two input fields: "Award" set to "\$100,000.00" and "Match" set to "\$20,000.00".

Budget Step 4: Click Add to enter another Budget Category

Repeat Budget Steps 2, 3 and 4 for each Budget Category

Note: After each successfully added Budget Category, you will notice the number of categories being added to the end of the “Budget” navigation link in the forms Menu

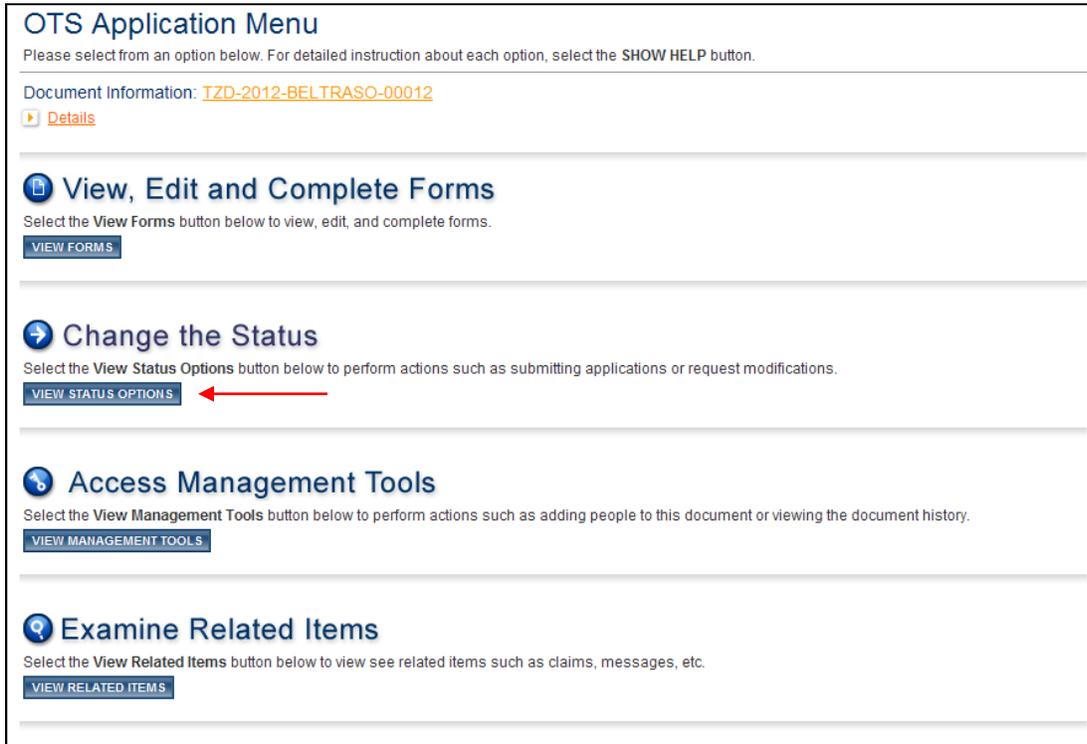


The “Budget Summary” form shows a summary of the entered budget categories and there is no action needed for this form. This is also where you will find the link to print the budget with full detail.

Submitting the Application

VERY IMPORTANT!! When you are completely done filling out all required information, you need to submit your application. Your application may not be considered for funding if you do not submit it!! After you submit it, you will no longer be able to edit the information, so make sure you have completed the information required. e-grants will error check the application to make sure all required fields are completed.

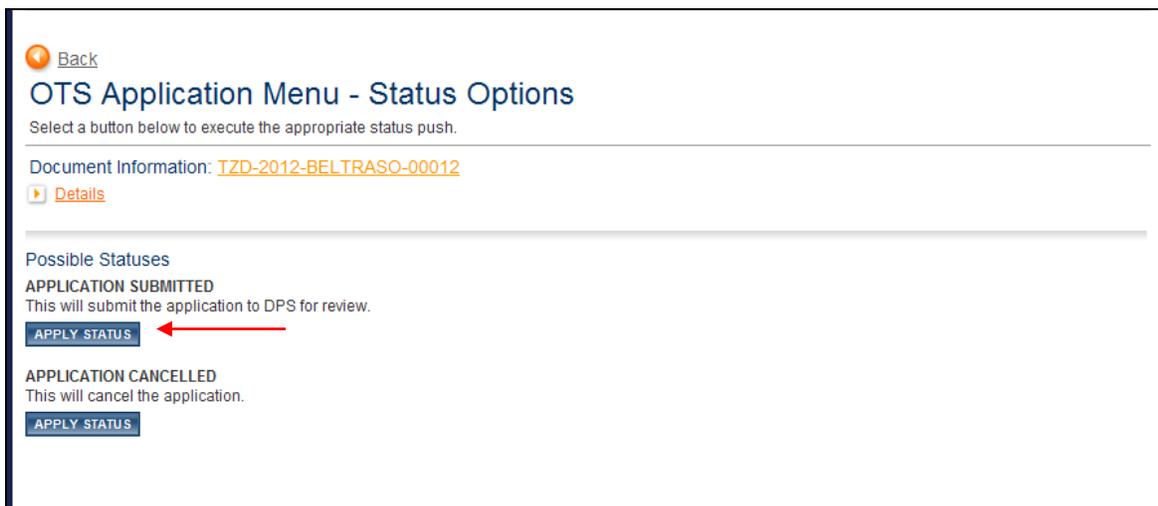
To submit your application, navigate to the main application menu by clicking on the application number. Then click on “View Status Options.”



The screenshot shows the 'OTS Application Menu' with the following sections:

- Document Information:** TZD-2012-BELTRASO-00012, with a [Details](#) link.
- View, Edit and Complete Forms:** Includes a [VIEW FORMS](#) button.
- Change the Status:** Includes a [VIEW STATUS OPTIONS](#) button, which is highlighted with a red arrow pointing to it from the right.
- Access Management Tools:** Includes a [VIEW MANAGEMENT TOOLS](#) button.
- Examine Related Items:** Includes a [VIEW RELATED ITEMS](#) button.

Click “Apply Status” under Application Submitted to submit the application for DPS review. You also have the choice to cancel your application if you do not want to apply for the grant.



The screenshot shows the 'OTS Application Menu - Status Options' page with the following sections:

- Back** link.
- Document Information:** TZD-2012-BELTRASO-00012, with a [Details](#) link.
- Possible Statuses:**
 - APPLICATION SUBMITTED:** This will submit the application to DPS for review. Includes an [APPLY STATUS](#) button, highlighted with a red arrow pointing to it from the right.
 - APPLICATION CANCELLED:** This will cancel the application. Includes an [APPLY STATUS](#) button.

The next screen verifies your desire to submit the application. You can also add notes in the note field. Then click "I Agree." e-grants will then return to the main application menu.

Agreement
Please make a selection below to continue.

Are you sure you want to submit your application?
If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE **I DO NOT AGREE**

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If your application was successfully submitted you will receive this message in your email:

"The following is an automated message from e-grants: e-grants successfully received an application A-TZD-2015-THOHT-00055 for the TZD Grant Program."

Printing Application Forms

PLEASE NOTE: This option ONLY prints forms completed in e-grants, it DOES NOT print uploaded items. This option also prints EACH budget line item on its own form. Please see the "Full Budget Printing" below for a better budget print option.

Step 1: Navigate to the application main menu by clicking on the application number.

OTS Application Menu - Forms
Please complete all required forms below.

Document Information: [TZD-2012-BELTRASO-00012](#) ←

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Program Overview and General Instructions		Chief Dep. Mike Bakke	4/27/2011 5:52:30 PM
	Eligibility Form			
	Work Plan - Part 1 - Organization and Community Background			
	Work Plan - Part 2 - Coalition and Fatal Review			
	Work Plan - Part 3 - Grant Activity			
	Work Plan - Part 3 - Grant Activity - Other			
	Administrative and Financial Obligations			
	Evaluation of Proposals for 2012 TZD Safe Roads			
	Budget			
	Budget Summary			

Step 2: Click on "View Management Tools."

OTS Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Document Information: [TZD-2012-BELTRASO-00012](#)
[Details](#)

View, Edit and Complete Forms
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[VIEW FORMS](#)

Change the Status
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[VIEW STATUS OPTIONS](#)

Access Management Tools
 Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#) ←

Step 3: Click on “Create Full Print Version.”

Step 4: Click **PRINT VERSION** in upper right corner

Printing Full Budget

Step 1: Click on View Forms

[Back](#)

OTS Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Document Information: [TZD-2012-BELTRASO-00012](#)
[Details](#)

View, Edit and Complete Forms
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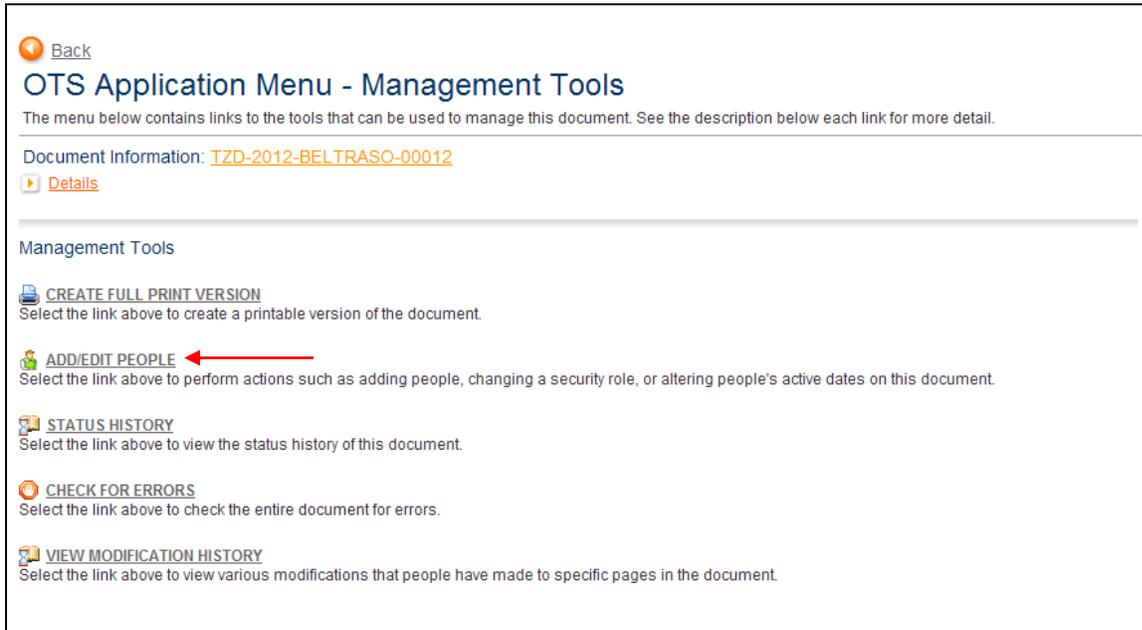
Step 2: Click on Budget Summary

Step 3: Click on **Full Budget Detail Printout**- this printout will print all categories with full detail on two pages.

Application User Management

To add or remove people having access to your application

Step 1: Click on “Add/Edit People.”



Back

OTS Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

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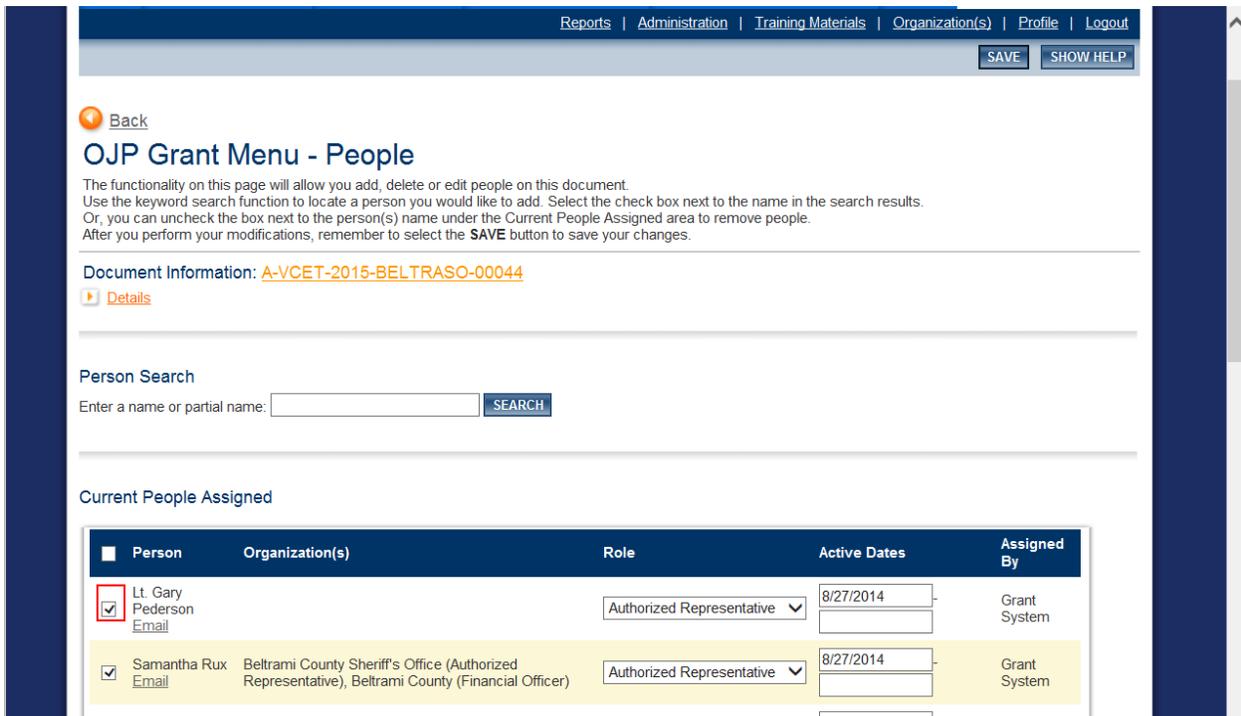
[Details](#)

Management Tools

- [CREATE FULL PRINT VERSION](#)
Select the link above to create a printable version of the document.
- [ADD/EDIT PEOPLE](#) ←
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.
- [STATUS HISTORY](#)
Select the link above to view the status history of this document.
- [CHECK FOR ERRORS](#)
Select the link above to check the entire document for errors.
- [VIEW MODIFICATION HISTORY](#)
Select the link above to view various modifications that people have made to specific pages in the document.

Step 2: Uncheck every user that you do not want associated with this application

Step 3: Click Save



Reports | Administration | Training Materials | Organization(s) | Profile | Logout

SAVE SHOW HELP

Back

OJP Grant Menu - People

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [A-VCET-2015-BELTRASO-00044](#)

[Details](#)

Person Search

Enter a name or partial name:

Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	Lt. Gary Pederson Email		Authorized Representative	8/27/2014	Grant System
<input checked="" type="checkbox"/>	Samantha Rux Email	Beltrami County Sheriff's Office (Authorized Representative), Beltrami County (Financial Officer)	Authorized Representative	8/27/2014	Grant System

Step 4: To Add an user, enter that user's name in the Person Search box, click Search. **PLEASE NOTE:** If the person is NOT registered they will need to register first before they can be added to a grant.

Next Screen:

Back

OJP Grant Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [A-VCET-2015-BELTRASO-00044](#)
[Details](#)

Person Search
Enter a name or partial name:

People Found

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/>	Chief Ward Anderson Email	Roseau County (Program Admin)	-- Select --	11/5/2015	-
<input type="checkbox"/>	Dawn Anderson Email	Fairview Northland Medical Center (Program Admin)	-- Select --	11/5/2015	-

Step 5: Check the box and select user role (See below for User Role Permissions)

Step 6: Click Save

User Role Permissions

- **Authorized Representative:**
 - Edits and inactivates their own user account information and user account management for the organization
 - Writes and submits grant applications
 - Accepts grant agreements
 - Accepts grant amendments
 - Writes and submits progress reports
 - Initiates and submits financial status reports (requests for payment)
- **Program Administrator:**
 - May perform all the tasks an Authorized Representative does, except user management
- **Financial Officer:**
 - Edits their own user account information
 - Initiates and submits financial status reports (requests for payment)
 - View grant documents
- **Writer:**
 - Edits their own account information
 - Write grant applications
 - View grant documents
- **Viewer:**
 - Edits their own account information
 - View the grant documents