e-grants Application Completion Guide

Department of Public Safety

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

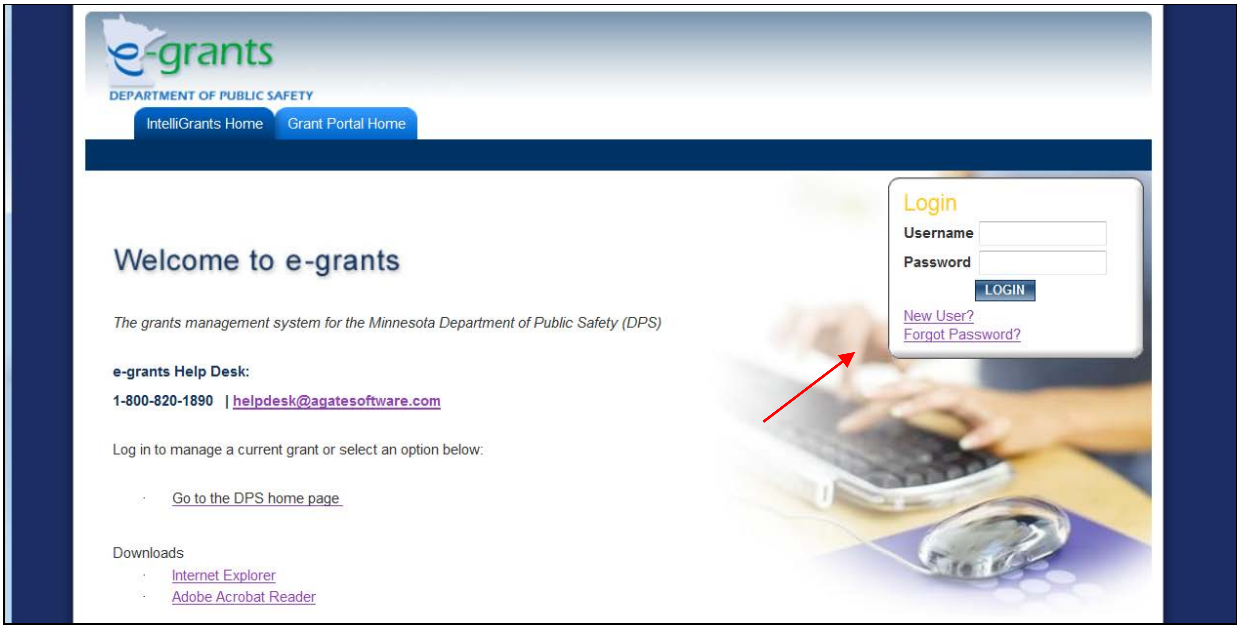
Contents

Updated 04/11/19

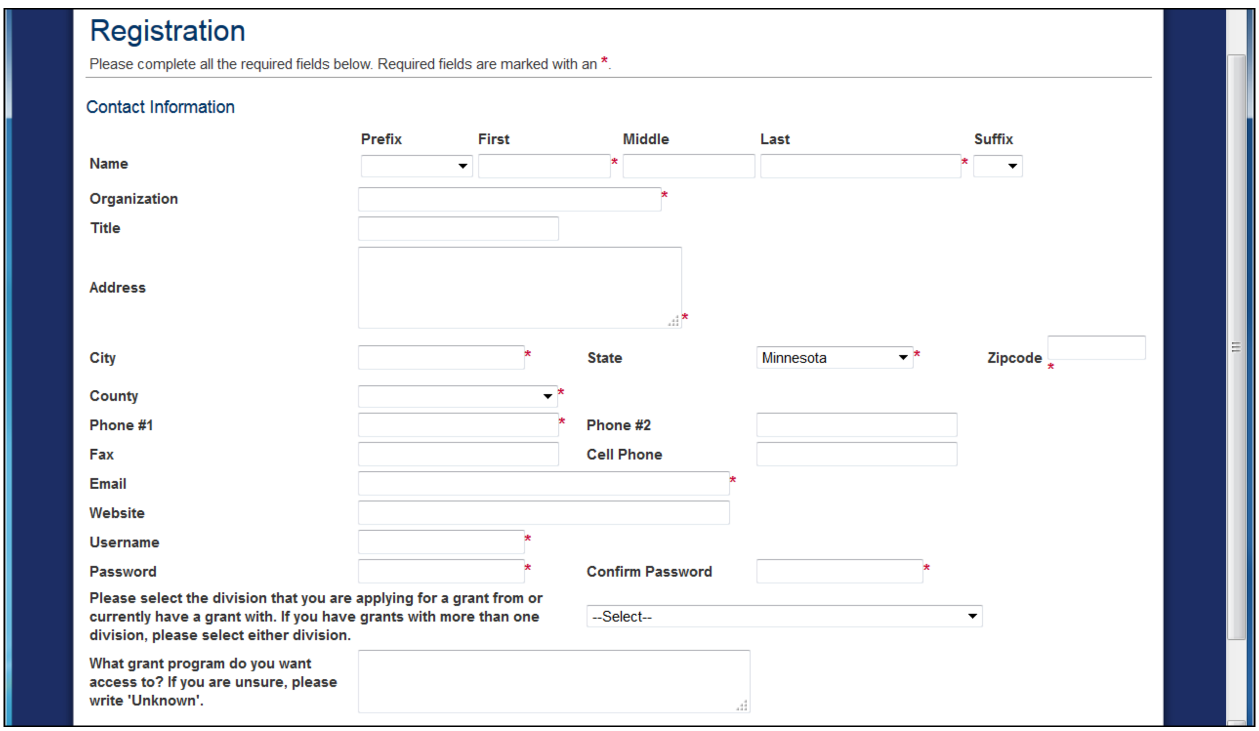
Registration Information

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

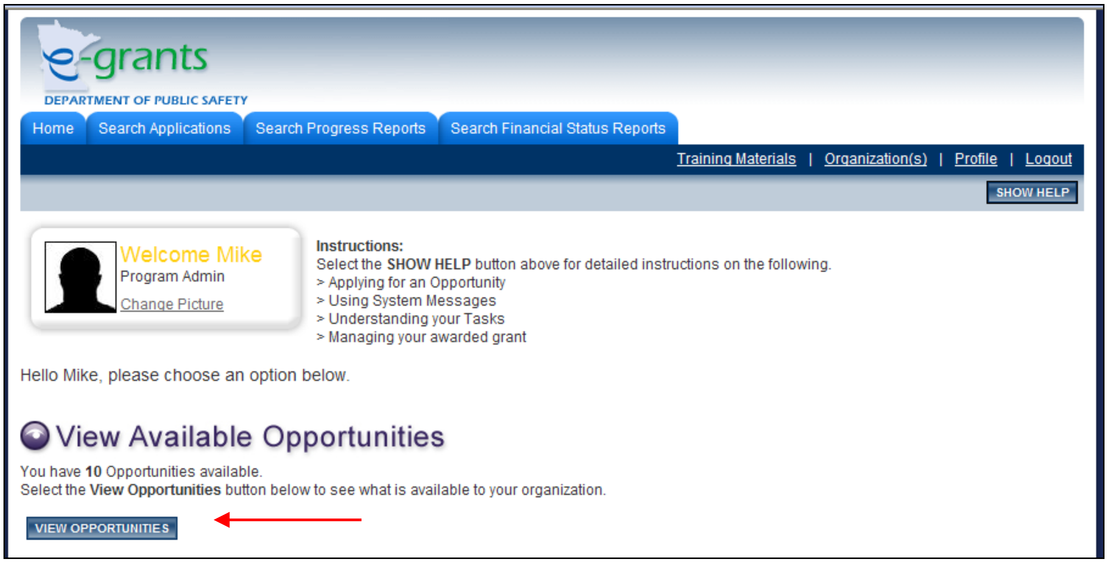


After clicking on the New User? Link, fill out the information on the screen and click "save." Your information will be stored in the system and reviewed and approved by a state staff member before you can access the
system.

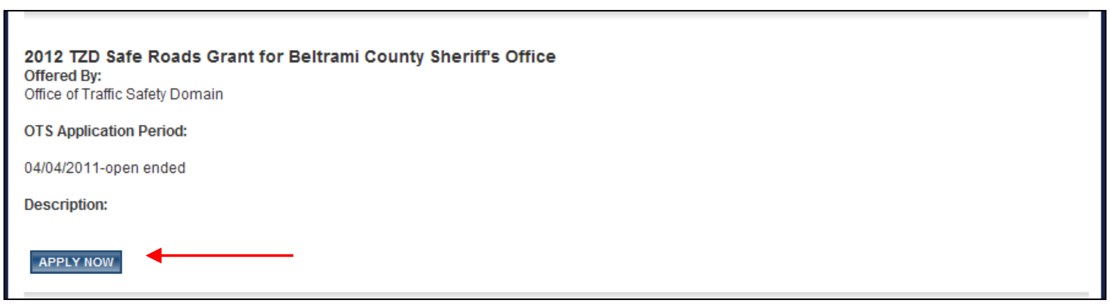


Starting and Completing an Application

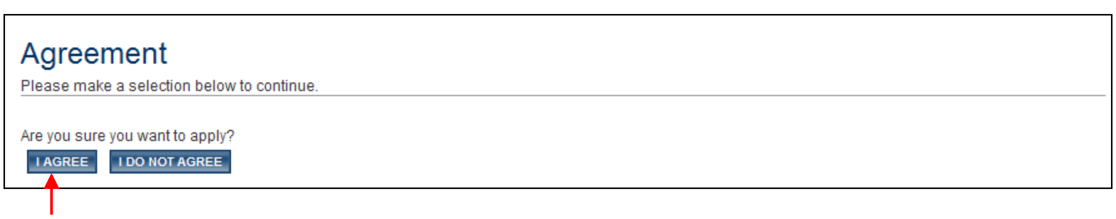
Once you are successfully logged in, your home page will show the available grant opportunities to apply for based on the type of agency you represent. Click on “View Opportunities” to view information about these open Request for Proposals (RFPs).



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.

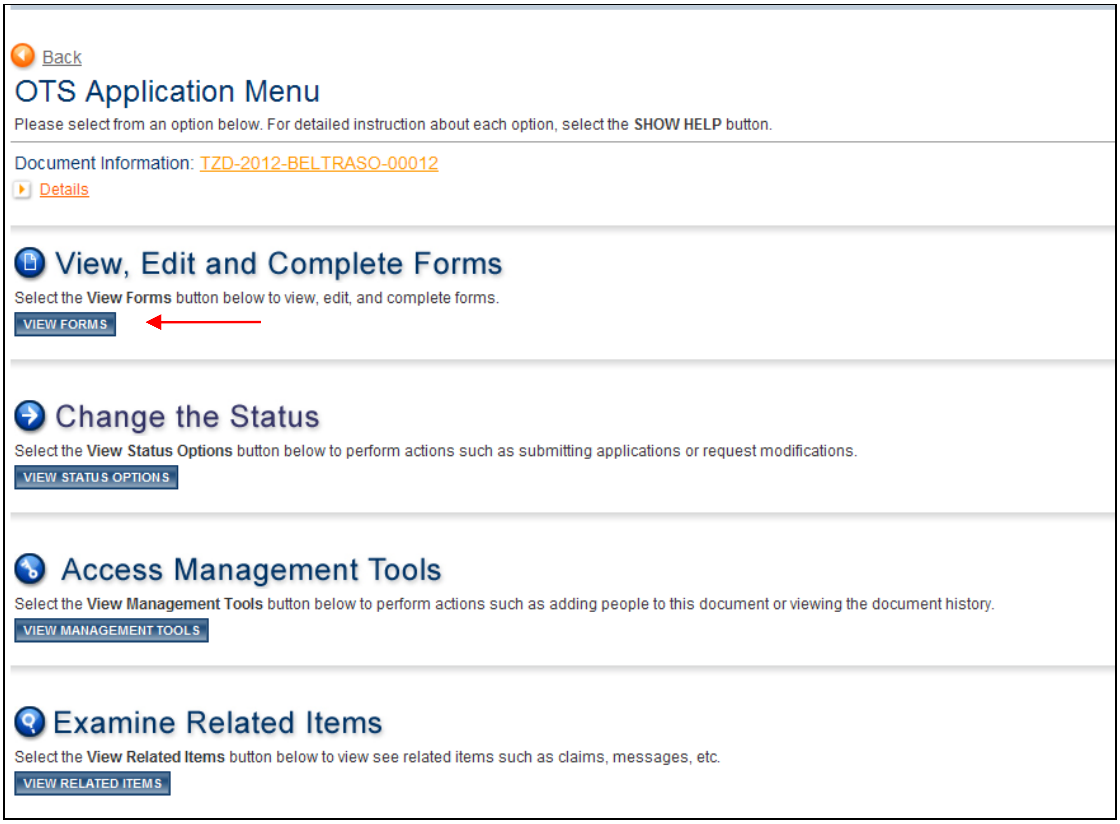


You will be asked whether or not you want to apply. Click “I agree” to start an application or click “I do not agree” to go back to the main menu.



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.



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.

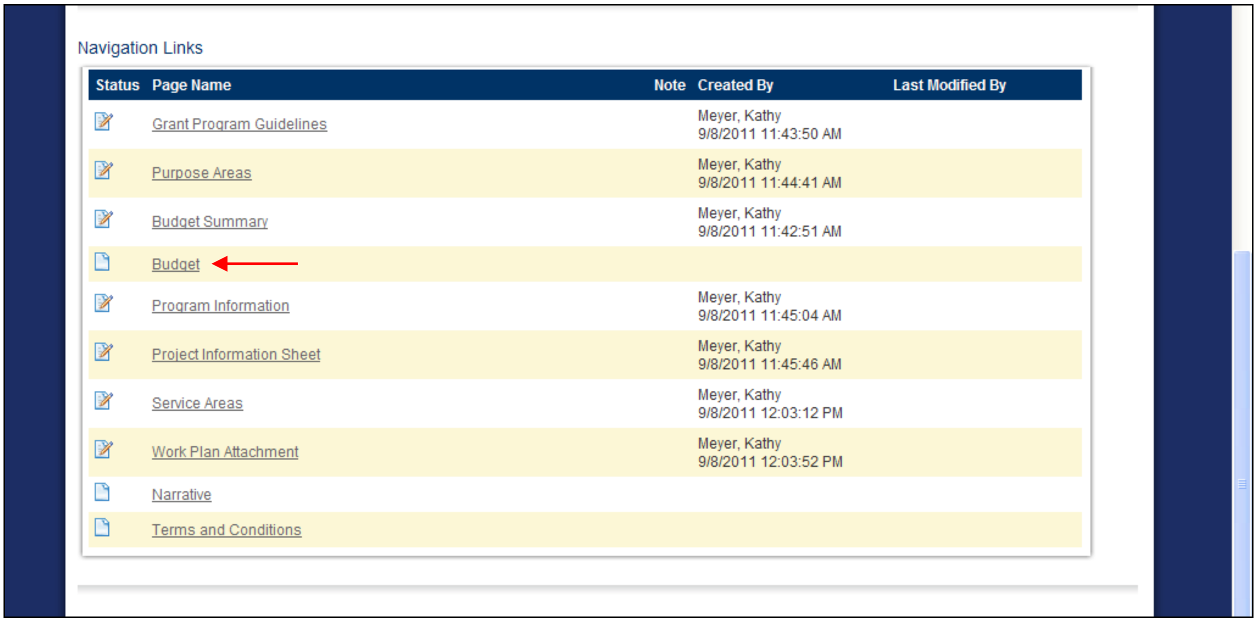
NEXT Use for navigating from form to form **without** saving any information.

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.

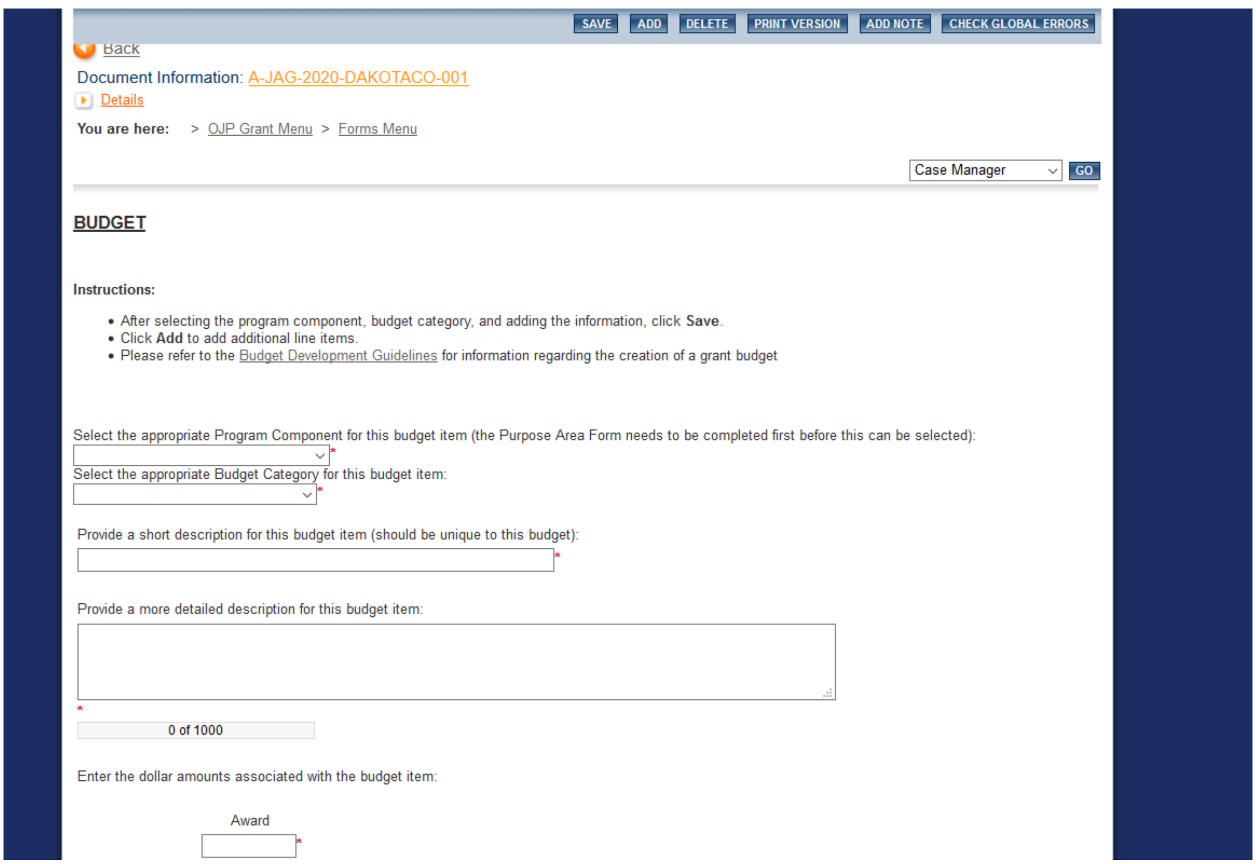
PLEASE NOTE: Any users that are associated with this application may edit any of the forms. You can also go back and revise any forms at any time until the application is submitted. You may log out and log back on as many times as you wish.

Completing the Budget form:

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



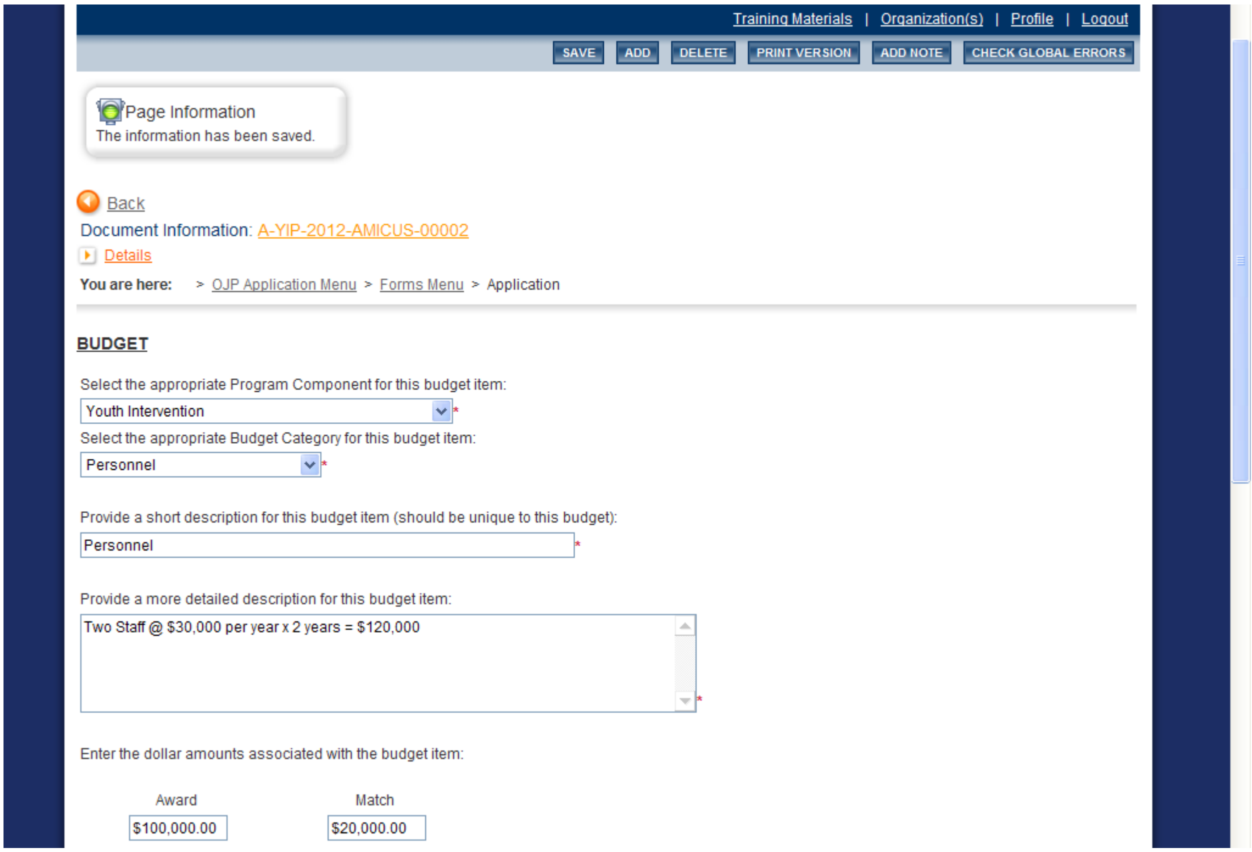
Next Screen:



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” .

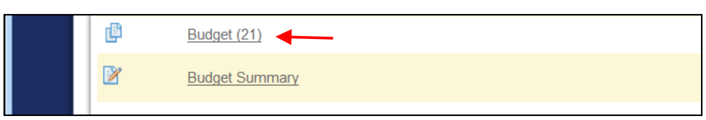
Next Screen:



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

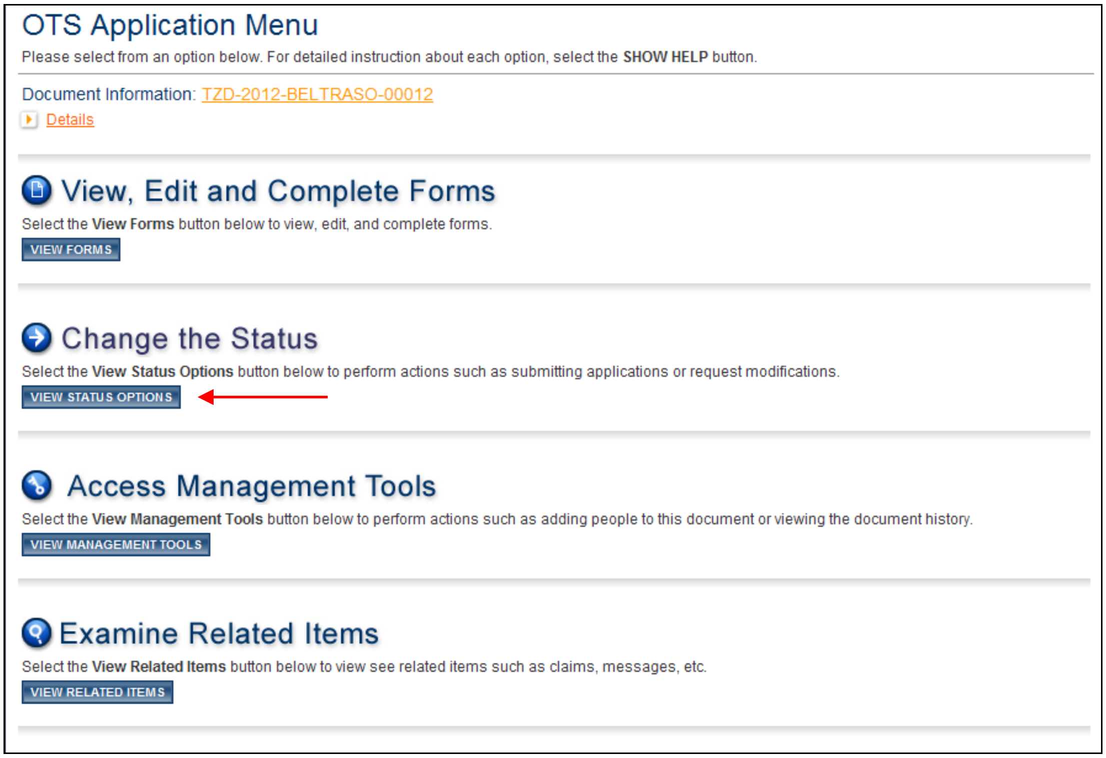


The “Budget Summary” form shows a summary of the entered budget categories and there is no action needed for this form. This is also where you will find the link to print the budget with full detail.

Submitting the Application

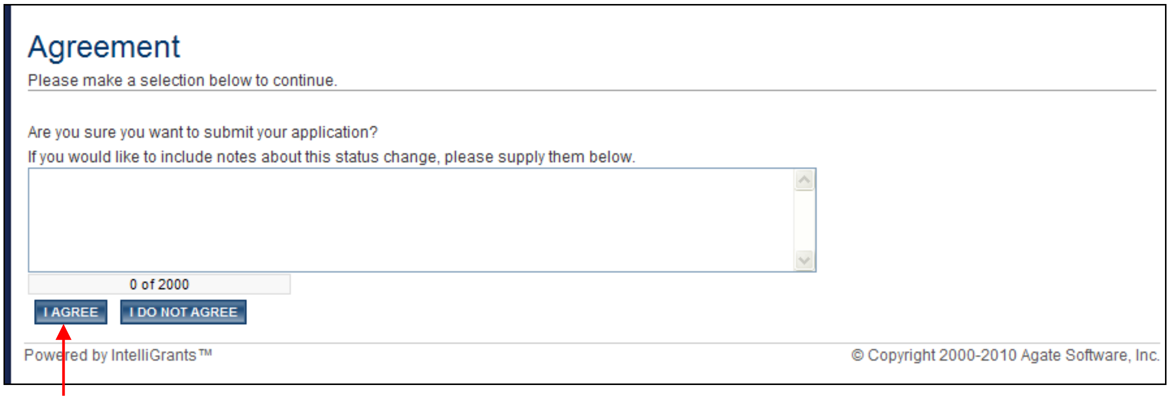
VERY IMPORTANT!! When you are completely done filling out all required information, you need to submit your application. Your application may not be considered for funding if you do not submit it!! After you submit it, you will no longer be able to edit the information, so make sure you have completed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



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 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.



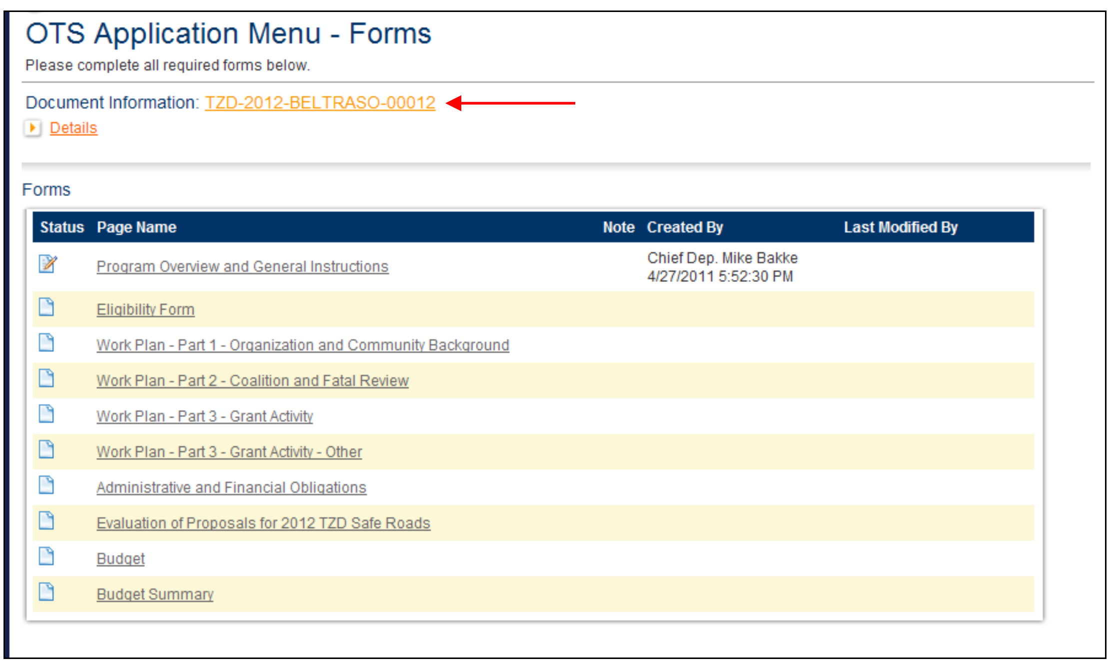
If your application was successfully submitted you will receive this message in your email:

"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."

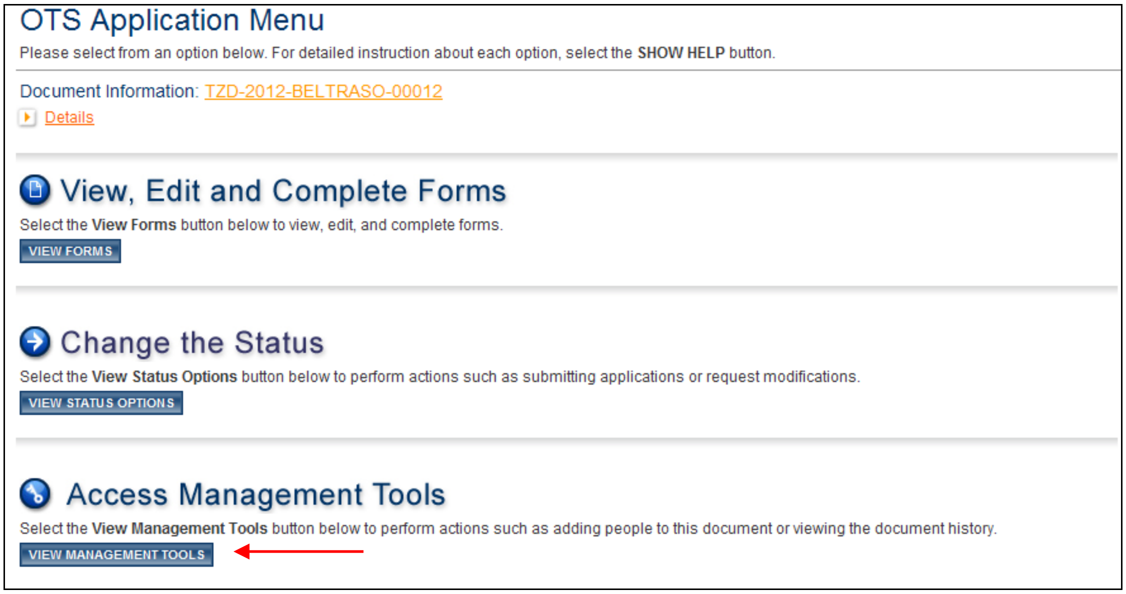
Printing Application Forms

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.



Step 2: Click on "View Management Tools."

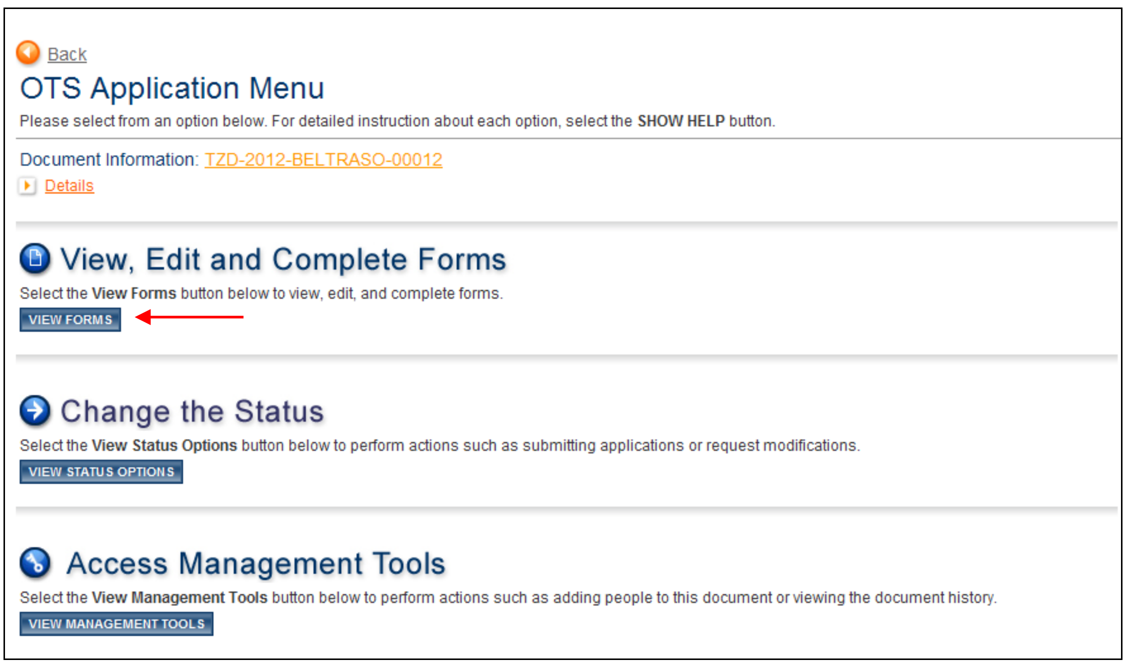


Step 3: Click on “Create Full Print Version.”

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

Printing Full Budget

Step 1: Click on View Forms



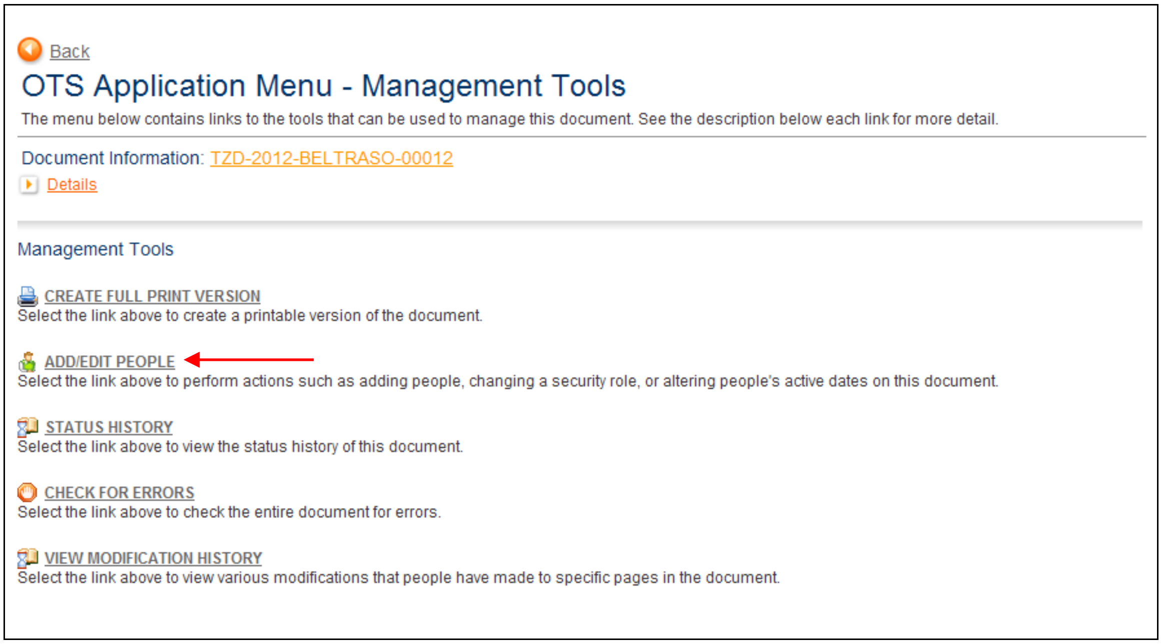
Step 2: Click on Budget Summary

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

Application User Management

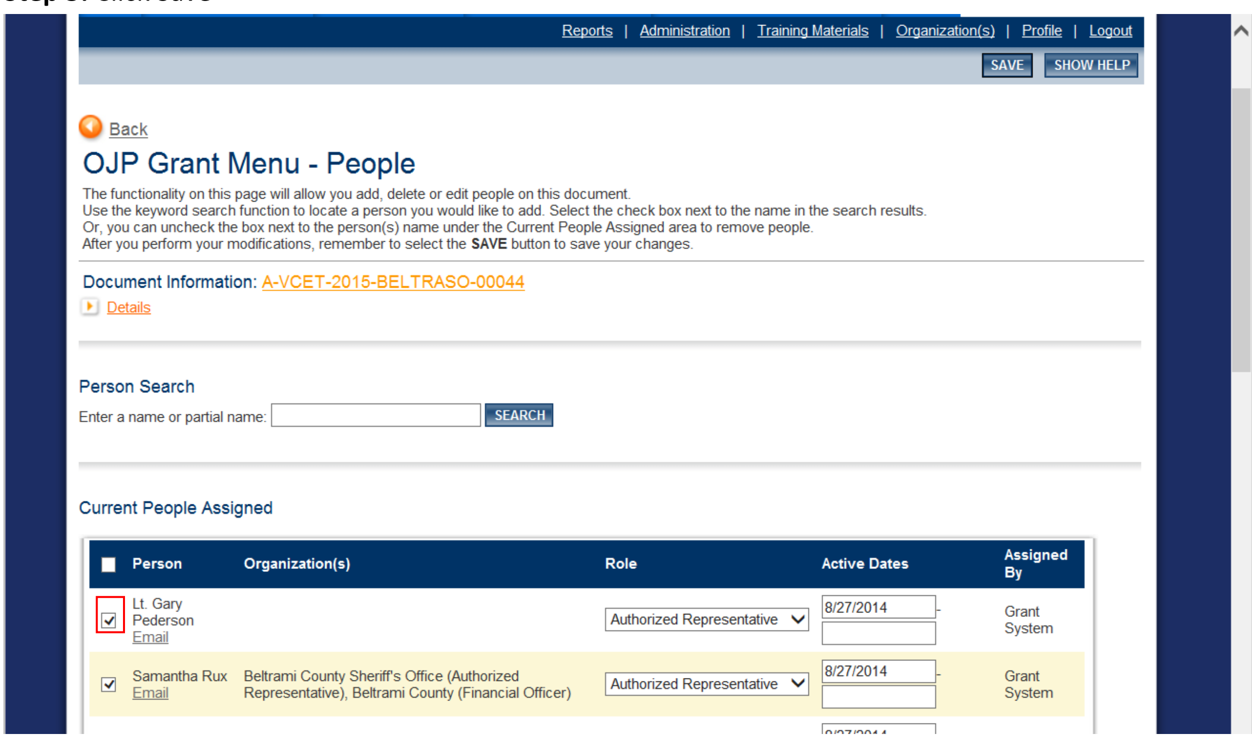
To add or remove people having access to your application

Step 1: Click on "Add/Edit People."



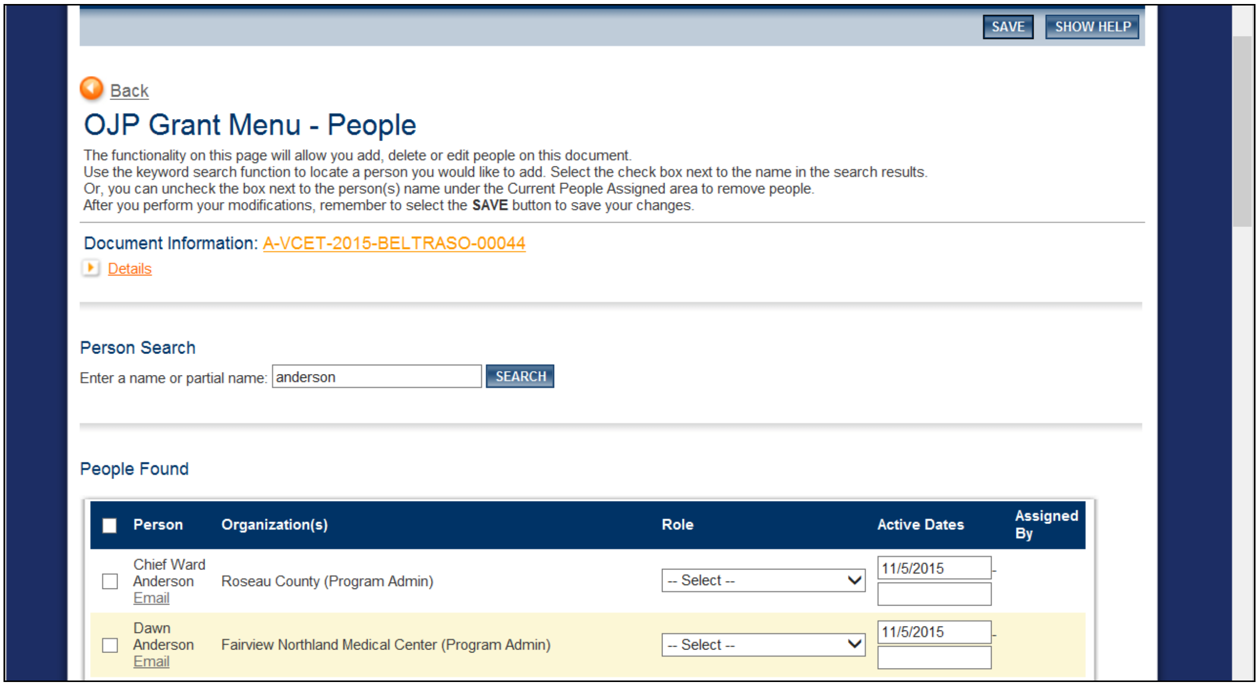
Step 2: Uncheck every user that you do not want associated with this application

Step 3: Click Save



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:



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