

EGrants Tips for Application Submission:

1. Below is a screen shot of your main screen, highlighting key points. This screen is the first screen accessed once you've entered into a new, renewal or continuing application.

The screenshot shows the eGrants application submission interface. The browser address bar displays 'jsp?app=16TA1881C'. The page title is 'Review'. The main header features the 'eGRANTS' logo and a photograph of people reviewing documents. The user is identified as 'Heather'.

Left Menu: Includes 'View New' (Applicant Info, Application Info, Narratives, Performance Measures, Documents, Budget Section 1), 'Review', and 'Authorize and Submit'. A callout box points to this menu, stating: 'The left menu: includes the main tabs you will need to complete, save and return to any of these tabs at any time.'

Grant Application Info: Displays 'Grant Application ID: 16TA188104', 'Grant #: 16TAHWV002', 'NOFA: FY 2016 AmeriCorps State Commission Program Development Grants', 'Type: New', 'Status: Closed', and 'Submitted: 08/24/2016 16:18, EDT'. A callout box points to the ID and NOFA, stating: 'Your Grant ID # and the Notice of Funding Identification.'

NOFA Information: Lists 'NOFA: FY 2016 AmeriCorps State Commission Program Development Grants', 'Grant Application ID #: 16TA188104', 'Grant ID #: 16TAHWV002', 'Due Date: 08/24/2016', and a summary: 'The purpose of this competition is to make awards to State Commission on National and Community Service to engage in program development activities to address the opioid epidemic and/or the need to strengthen law enforcement and community relationships.'

View/Print your application: Provides links to view/print reports: 'Application View Revision Log', 'Application for Federal Assistance: view/print report', 'Budget: view/print report', 'Budget Narrative: view/print report', 'Funding Summary Chart: view/print report', 'Organization IDCR History: view/print report', 'Organization/People Report: view/print report', and 'Program Summary Chart: view/print report'. A callout box points to the 'Application for Federal Assistance' link, stating: '“Application for Federal Assistance” links to a pdf of your narrative and is the document that reviewers will receive. “Budget Narrative” prints a pdf of your budget as entered in eGrants.'

Applicant Info: Lists 'Applicant/User: Heather Foster', 'Authorized Representative: Brunton, Heather', 'Applying Type: New', and 'Applying: Directly to CNCS'.

Application Info: Lists 'Areas affected by the project: The State of West Virginia'.

The Windows taskbar at the bottom shows icons for Outlook, Word, PowerPoint, Excel, and another Outlook instance.

2. Use N/A to complete and save sections that are not required to turn them green, otherwise, the eGrants system will not allow you to submit your document.

12/4/2018, 11:01 AM, EST

home my account help logout

Cooperation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Heather

View New Grant Application

back next

Narratives

Please Enter or edit the Narrative for each category as appropriate

narrative entered narrative not entered

<input checked="" type="checkbox"/> Executive Summary	view narrative
<input checked="" type="checkbox"/> Proposed Activities	view narrative
<input checked="" type="checkbox"/> Organizational Capability	view narrative
<input checked="" type="checkbox"/> Budget/Cost Effectiveness	view narrative
<input checked="" type="checkbox"/> Amendment Narrative	view narrative
<input type="checkbox"/> Continuation Changes	view narrative
<input type="checkbox"/> Clarification Summary	view narrative

Grant Application ID: 16TA188104
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NOFA: FY 2016 AmeriCorps State Commission Program Development Grants

Type: New
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You must turn each section green before submission, even if that section is not required by the application instructions. In this example, the applicant needs to open Continuation Changes and Clarification Summary and enter "N/A" then save.

3. The Performance Measure module is a separate system, which “pops-up” when you click on that tab. Here are several considerations for successfully navigating this piece of the application:
 1. Check for scroll bars both left and right and up and down. The scroll bars appear in an internal window and function independently of the larger window scrolling function. Both are necessary to see all information. These scroll bars often uncover parts of the screen which are not automatically visible yet require input before a screen can be completed.
 2. Check the bottom left of the page for Save. Save frequently, the information is not automatically saved.
 3. Choose Complete Performance Measure when you are finished entering all information for one measure (including output and outcome.)
 4. The Summary tab does not require entering information. It will be gray until you have completed a performance measure. Once it “lights up” you can go to the Summary tab to download a PDF version of your Performance Measure for review.
 5. Use the Summary Tab- Validate Performance Measure button to check for errors.
 6. Use the button at the top (second from left) to return to your application menu.
 7. If you are having trouble, try another internet browser. Different parts of eGrants respond better to different browsers. (Chrome vs. Explorer)

The screenshot shows the eGrants Performance Measures application interface. The browser address bar displays https://egrants.cns.gov/egrantsPM/page_gen.html. The application header includes the National & Community Service logo and navigation tabs: Home Page, Objective, Resource Allocation, Performance Measures, and Summary. The Summary tab is highlighted in pink. A yellow callout box labeled '6.' points to the 'back to eGrants application' button in the top right navigation bar. Another yellow callout box labeled '4.' points to the 'Print All Performance Measures' button in the Summary section. A yellow callout box labeled '1.' points to the 'Save' button at the bottom left of the form. A yellow callout box labeled '2.' points to the 'Back' button at the bottom left of the screen. A yellow callout box labeled '3 & 5.' points to the 'Validate Performance Measure' button at the bottom right of the form. The form itself contains fields for Focus Area (Capacity Building), Objective (Capacity Building & Leverage), Title (N/A), Problem Statement (N/A), and Intervention Title/Description (Other, N/A). Buttons for 'Print This Measure' and 'Edit This Measure' are visible at the bottom of the form.

2. Save often appears here where you see the “Back” button.

3 & 5. This area will either show “complete performance measure” or “validate performance measure” depending on which menu tab is selected.