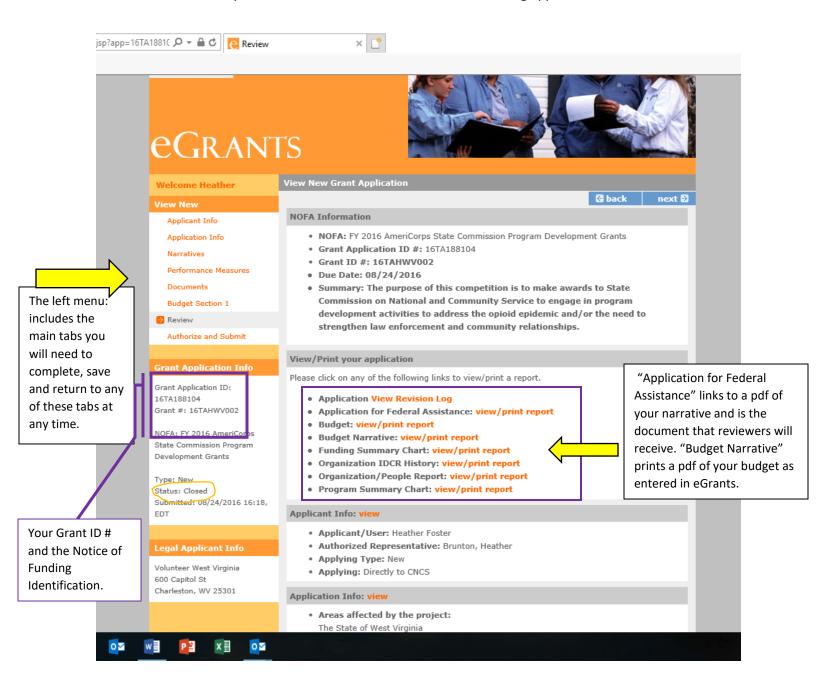
EGrants Tips for Application Submission:

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.



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.



- 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:
 - 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)

