

eGrants

learning series

creating a grant application

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Introduction

Welcome to **eGrants**, Pennsylvania Department of Education’s online system for submitting and managing grant applications.

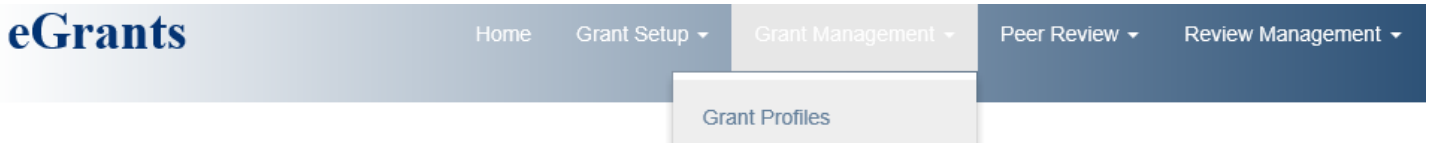
The **eGrants** system is designed for streamlined creation of grant applications. After selecting the grant, a series of “wizard” screens guide you through the process.

In this version of **eGrants**, screens are dynamic—meaning they resize according to the device they are displayed on. If you are using a phone or other mobile device, be advised that some fields (such as tables) will display differently than on a desktop or laptop.

Creating a Grant Application

To create a new grant application:

1. Select the appropriate **Program office**.
2. Select the **Grant year**.
3. From the main menu, click **Grants Management**. When the dropdown menu appears, click **Grant Profiles**.



The **Grant Summary** screen appears. The top selection grid lists all open grants released by the Program office. The lower selection grid lists grants due to close within the next 30 days.

Grant Profile Summary

[View Grant Profiles](#)

Open Grants


Select a grant to view its details.

	Grant Title	Contract Start Date	Contract End Date	Apply Start Date	Apply End Date	Submit End Date	
501	Consolidated Application	7/1/2018	9/30/2019	4/1/2018	5/21/2018	9/1/2018	
502	Title I, Part A - Improving Basic Programs	7/1/2018	9/30/2019	4/1/2018	9/1/2018	9/1/2018	
503	Title I, Part D - Delinquent Programs - Subpart 1	7/1/2018	9/30/2019	4/1/2018	9/1/2018	9/1/2018	
504	Title I, Part D - Delinquent Programs	7/1/2018	9/30/2019	4/1/2018	9/1/2018	9/1/2018	
485	SIG 1003g Cohort 6 Grant Year 3	7/1/2018	9/30/2019	5/1/2018	9/1/2018	9/1/2018	
505	Title II, Part A - Supporting Effective Instruction	7/1/2018	9/30/2019	4/1/2018	9/30/2018	9/30/2018	
506	Title III, Language Instruction for Immigrant Students	7/1/2018	9/30/2019	4/1/2018	9/30/2018	9/30/2018	
507	Title III, Language Instruction for English Learners	7/1/2018	9/30/2019	4/1/2018	9/30/2018	9/30/2018	
508	Title IV, Part A - Student Support and Academic Enrichment Grants	7/1/2018	9/30/2019	4/1/2018	9/30/2018	9/30/2018	
541	Consolidated Application --Test	5/1/2018	5/1/2019	5/1/2018	5/1/2019	5/1/2019	

Closing Grants

Grants already closed or closing in five days.

	Grant Title	Contract Start Date	Contract End Date	Apply Start Date	Apply End Date	Submit End Date	
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- Click the **Select** icon  in the row to view full details for a listed grant.

The **Grant Dashboard** screen appears. If your Agency is eligible to apply, the **Start Application** button appears.

Grant Profile

Consolidated Application

Tasks

Start Application
Peer Review Register

Overview
PDE Contacts

Total Funding Amount	<input type="text" value="0.00"/>	Total Expected # of Awards	<input type="text" value="0"/>
Funding Type	<input type="text" value="Federal"/>	State Program Code	<input type="text" value="999"/>
CFDA Number	<input type="text" value="various"/>		

Contract Start Date	<input type="text" value="07-01-2018"/>	Contract End Date	<input type="text" value="09-30-2019"/>
Apply Start Date	<input type="text" value="06-01-2018"/>	Apply End Date	<input type="text" value="9/1/2018 12:00:00 AM"/>
Submit Start Date	<input type="text" value="06-01-2018"/>	Submit End Date	<input type="text" value="9/1/2018 12:00:00 AM"/>

5. Click the **Start Application** button.

The first of several **Grant Application Create Wizard** screens appears. The screen below shows the **Setup** screen, where you select the grant application type and enter a **Project Identifier**.

Grant Title: DEV ONLY - Consolidated Application

Setup

Contact

Consolidated

Sign Off

Finish

Setup

Welcome to the Create Grant Application Wizard Set Up page. You will use this wizard to set up your grant application.

Select the grant application type, then click Next. *

Original

Project Identifier *

Next

Cancel

Depending on the type of grant application, **eGrants** displays screens containing fields of information to enter. The fields and screens may vary.

The following buttons appear on the screens:

- **Next**
Click **Next** to save the data and move to the next screen of the wizard.
- **Finish**
The **Finish** button appears only on the last screen of the wizard. Click **Finish** to complete the process and save the new grant application. A unique grant application number is assigned.
- **Previous**
Click **Previous** to return to the previous screen to edit or enter information.
- **Cancel**
Click **Cancel** to exit the wizard without saving the new grant application.

IMPORTANT: You must complete all data fields in all the screens. The screens can be completed in any order. However, you must click **Finish** on the last screen to save the grant application as a new record.

Enter Contact Information

Enter contact information for the grant. Fields marked with an asterisk are required

Setup

Contact

Consolidated

Sign Off

Finish

Contact

Your contact information appears in the fields below. Please review and make any needed changes, then click Next.

Title *	<input type="text" value="Ms."/> ▼
First Name *	<input type="text" value="Marina"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Lipkovskaya"/>
Job Title *	<input type="text" value="Executive Director"/>
Email *	<input type="text" value="c-erphilli@pa.gov"/>
Phone *	<input type="text" value="2158567316"/>
Phone Ext.	<input type="text"/>

Previous

Next

Cancel

1. Enter your **Title, First Name, Last Name, Job Title, Email, and Phone** number.
2. When finished, click **Next**.

Enter Authorized Signoff Information

1. When the **Authorized** Signoff screen appears, choose a signoff preference.

Grant Title: Consolidated Application



Authorized Sign off

Authorized Signoff Preferences

- Electronic Signature**
- Print, Sign & Mail**

Previous **Next** Cancel

Session Timeout: 12:07:29 PM

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Note that the electronic signature option will appear only for agencies that have a user approved to use eSignature.

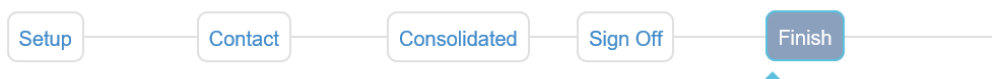
2. Click **Next** to continue.

Finish

The last screen of the wizard application allows you to revisit previous screens, cancel the application, or finish the application.

1. Click **Finish** to create the grant application.

Grant Title: Consolidated Application



Finish

Congratulations! You're almost done creating your grant application!

Click Finish to complete your grant application. You will be able to write and submit your grant application in the Grant Application Detail page.

Previous **Finish** Cancel




Session Timeout: 12:07:29 PM

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The **Grant Project Detail** screen appears.

Grant Project Detail

Grant Title: Consolidated Application	Total Allocation Amount: \$0.00	Actions... <input type="checkbox"/>
Agency: Elizabeth Forward SD	Award Amount: \$0.00	Status: In Process
Project No: FA-999-19 0134	Awarded Date:	
Type: Original Application	Awarded Status:	Workflow Step: Original Data Entry 

Instructions

Enter information to complete applicationTEST

Authorized Signoff

Contract Document Signoff

Content

Narratives

- LEA Plan Assurances
- Uniform Grants Guidance Assurances
- Program and Fiscal Changes

Budget

- Test - Adam

Reporting/Document

Reporting

Administrative Functions

- Contact Information
- Grant Funding Worksheet
- Routing/Workflow
- Related Grant Applications

Consolidated Applications

If consolidated applications are accepted for the grant, the pages shown in this section will appear in the wizard.

Enter Consolidated Application Information

The **Consolidated Application** screen of the wizard appears only when consolidated applications are accepted for the grant.

Grant Title: DEV ONLY - Consolidated Application



Consolidated Application

This is a consolidated application.

You are currently creating the consolidated grant application and will be required to add sub grant application(s) upon completion of this wizard. Click **Next** to continue.

Previous **Next** Cancel

1. Complete the field.

Grant Title	Read-Only	The Grant Title identifies the name of the grant.
This Grant Application is a Consolidated Application	Checkbox	Click the checkbox to verify that you are preparing a grant application for a consolidated application. Additional information about the grant applications to be included in the application is required after the grant application is created.

2. Click **Next** to continue.

Adding Sub-Grants to a Consolidated Application

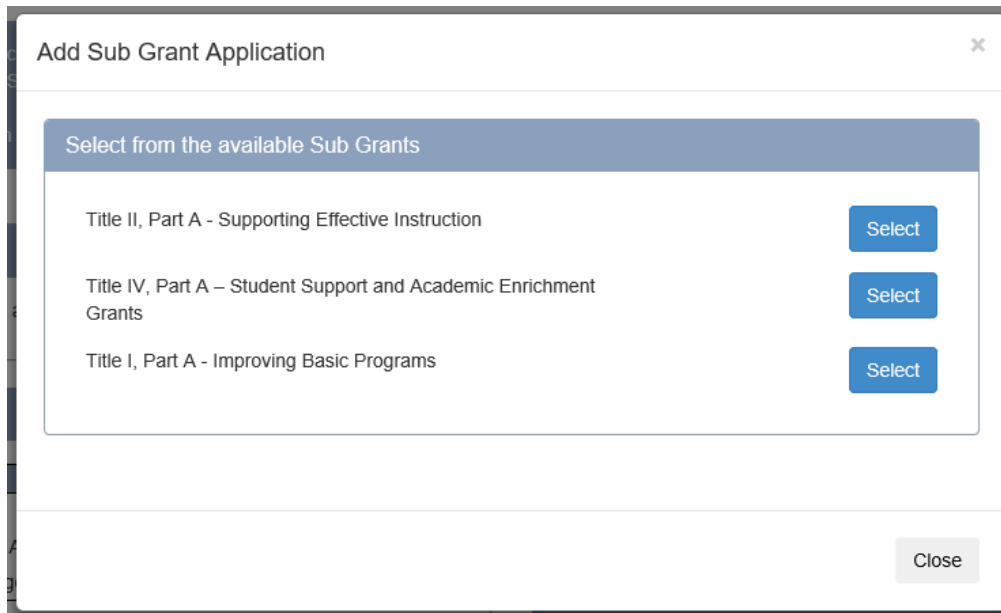
1. From the **Sub Grant Applications** area at the bottom of the **Grant Application Detail** screen, click **Add**.



Sub Grant Applications

Grant Title	Project No.	Status	Workflow Step	Allocation	Delete
<input type="button" value="Add"/>					

The **Add Sub Grant Application** screen appears.

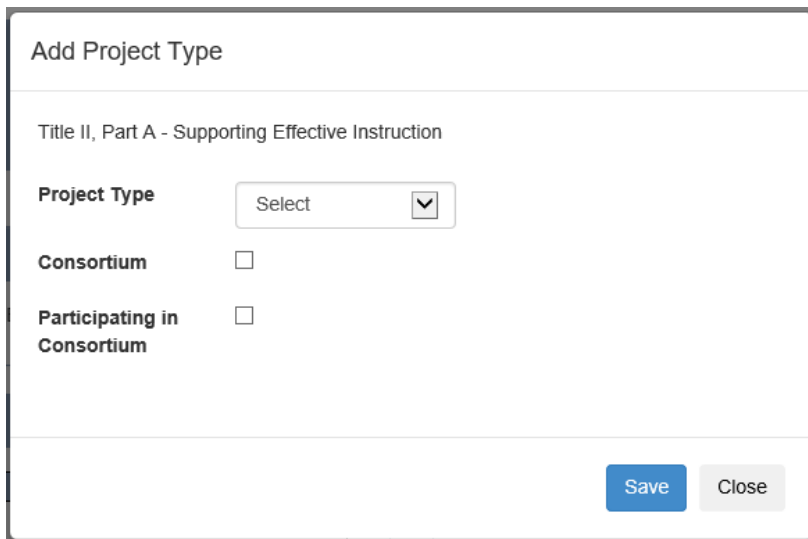


Add Sub Grant Application

Select from the available Sub Grants

- Title II, Part A - Supporting Effective Instruction
- Title IV, Part A – Student Support and Academic Enrichment Grants
- Title I, Part A - Improving Basic Programs

2. Click **Select** next to the desired sub grant. The **Add Project Type** screen appears.



Add Project Type

Title II, Part A - Supporting Effective Instruction

Project Type



Consortium

Participating in Consortium


3. Select a **Project Type** from the dropdown, then put checkmarks in the **Consortium** and **Participating in Consortium** checkboxes if necessary.

Consortium	Checkbox	Click the checkbox to make this a consortium project. Checking this box makes your LEA the consortium lead for this project.
Participating in Consortium	Checkbox	If you are the Consortium Lead, click the checkbox to include your allocated funds in the grant total.

The Sub grant appears in **the Sub Grant Applications** section, with the project number, status, workflow step, and allocation amount.

Sub Grant Applications							
Grant Title	Project No.	Status	Workflow Step	Allocation			Delete
Title II, Part A - Supporting Effective Instruction	FA-020-19 0134	In Process	Original Data Entry	\$70,214.00			

[Add](#)

4. Click the **Edit** icon  to select the sub grant you added.

The **Grant Project Detail** screen appears for the sub grant.

[Back to Consolidated Apps Menu](#)

Instructions

When all data is entered and all non public participation forms have been uploaded, hit the complete button to proceed to Sign and Submit status in order to sign off on your application.

Content

Narratives

- Program Description
- Assurances
- Performance Goals

Carryover

- Previous Year Carryover
- Transferability

Budget

- Administration and Indirect Cost Expenditures
- Equitable Non-Public Share
- Instruction Expenditures
- Equipment Expenditures
- Other Expenditures
- Budget Summary

Authorized Signoff

Funding Accountability and Transparency Data

Enter Agency/LEA Information

Consortia Functions

Consortium Members

Reporting/Document

Reporting

Administrative Functions

- Contact Information
- Grant Funding Worksheet
- Routing/Workflow
- Related Grant Applications