

# eGrants

learning series

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## signing and submitting grant applications

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## Introduction

Welcome to the **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 you have completed your grant application, you will sign and submit it.

## Signing and Submitting an Original Grant Application

You are ready to sign and submit a grant application when the application status is **In Process**, workflow step is **Signoff and Submit**.

1. After you have created a grant application, completed the questions in the content area, and marked the sections Complete, click **Contract Document Signoff** in the **Authorized Signoff** section.

### Grant Project Detail

<b>Grant Title:</b> Consolidated Application	<b>Total Allocation Amount:</b> \$0.00	Actions... <input type="checkbox"/>
<b>Agency:</b> West York Area SD	<b>Award Amount:</b> \$0.00	<b>Status:</b> In Process
<b>Project No.:</b> FA-999-19 0477	<b>Awarded Date:</b>	<b>Workflow Step:</b> Signoff and Submit 
<b>Type:</b> Original Application	<b>Awarded Status:</b>	

Instructions
LEA Signoff

Authorized Signoff
Contract Document Signoff

Content		
<table border="1"> <tr> <th>Narratives</th> </tr> <tr> <td> <ul style="list-style-type: none"> <li>✓ LEA Plan Assurances</li> <li>✓ Uniform Grants Guidance Assurances</li> <li>✓ Program and Fiscal Changes</li> </ul> </td> </tr> </table>	Narratives	<ul style="list-style-type: none"> <li>✓ LEA Plan Assurances</li> <li>✓ Uniform Grants Guidance Assurances</li> <li>✓ Program and Fiscal Changes</li> </ul>
Narratives		
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Reporting/Document
Reporting

Administrative Functions
<ul style="list-style-type: none"> <li>Contact Information</li> <li>Grant Funding Worksheet</li> <li>Routing/Workflow</li> <li>Related Grant Applications</li> </ul>

The **Grant Contract Signoff** screen appears.

### Grant Contract Signoff

Maintain the signatures required to complete the contract signoff

<b>Grant Title:</b> Z - Consolidated Application	<b>Total Allocation Amount:</b> \$0.00	Actions... 
<b>Agency:</b> Frazier SD	<b>Award Amount:</b> \$0.00	<b>Status:</b> In Process
<b>Project No:</b> FA-999-19 0157	<b>Awarded Date:</b>	<b>Workflow Step:</b> Signoff and Submit
<b>Type:</b> Original	<b>Awarded Status:</b>	

### Contract Document Sign off

Sign-off	Status	
Waiting for signature	Pending	<a href="#">Sign</a>




2. Click **Sign**.

The **Sign Off Form** screen appears.

**Sign off Form** ✕

**Grant Agreement Contents (For Review)**  
To preview the grant agreement documents click the Preview Document icon next to each document

**Contract Documents**

Report Title	Download
Grant Agreement	
Appendix A	
Appendix C	

**Agreement Acknowledgement**

By checking this box, I understand that I am acknowledging that I have reviewed each of the documents listed herein under the heading "Grant Agreement Contents", which collectively constitute the Grant Agreement that I am about to sign on behalf of my organization, intending to be legally bound thereby, and attest that I am authorized to do so.

**Sign by Print and Mail**

Enter the name and title of the Person signing the grant Agreement. After Completing sign-off print the Grant Agreement document to sign and mail

[Sign](#)

**Sign by Electronic Signature**

Enter the name and title of the Person signing the grant Agreement. After Completing sign-off print the Grant Agreement document to sign and mail

[Sign](#)

To sign electronically, you must have the **eSignature** role. If you are not approved for electronic signoff, only the **Print, Sign & Mail** button will be displayed.

## Electronic Sign-off

eSignature sign-offs require the Superintendent/CEO to login and sign-off.

1. Click the checkbox for the **Agreement Acknowledgement**.

### Agreement Acknowledgement

By checking this box, I understand that I am acknowledging that I have reviewed each of the documents listed herein under the heading "Grant Agreement Contents", which collectively constitute the Grant Agreement that I am about to sign on behalf of my organization, intending to be legally bound thereby, and attest that I am authorized to do so.

2. Click **Sign by Electronic Signature**.

### Sign by Electronic Signature

Enter the name and title of the Person signing the grant Agreement. After Completing sign-off print the Grant Agreement document to sign and mail

Sign

3. When the verification pop-up window appears, click the **Agree** button to complete the electronic sign-off for the grant application after you have placed checkmarks in both boxes.

### Electronic Signature Verification

Review the Information below. This is the name and title that will printed on the grant agreement for the electronic sign-off. Change to the name or title must be made in the user's profile

Agency/LEA Name

Grant

Name

Title

verify that I have reviewed each of the documents listed herein under the heading "Grant Agreement Contents", which collectively constitute the Grant Agreement.

By Checking this box, I understand that I have signed and electronically delivered the Grant Agreement on behalf of my organization, intending to be legally bound thereby, and attest that I am authorized to do so.

### Print, Sign, and Mail Sign-off

Paper sign-off requires the Superintendent/CEO's name to be entered as the signatory in the authorized sign-off box. Anyone with the authorized sign off role can complete this sign-off.

1. Click the checkbox for the **Agreement Acknowledgement**.

#### Agreement Acknowledgement

By checking this box, I understand that I am acknowledging that I have reviewed each of the documents listed herein under the heading "Grant Agreement Contents", which collectively constitute the Grant Agreement that I am about to sign on behalf of my organization, intending to be legally bound thereby, and attest that I am authorized to do so.

#### Sign by Print and Mail

Enter the name and title of the Person signing the grant Agreement. After Completing sign-off print the Grant Agreement document to sign and mail

Sign

#### Sign by Electronic Signature

Enter the name and title of the Person signing the grant Agreement. After Completing sign-off print the Grant Agreement document to sign and mail

Sign

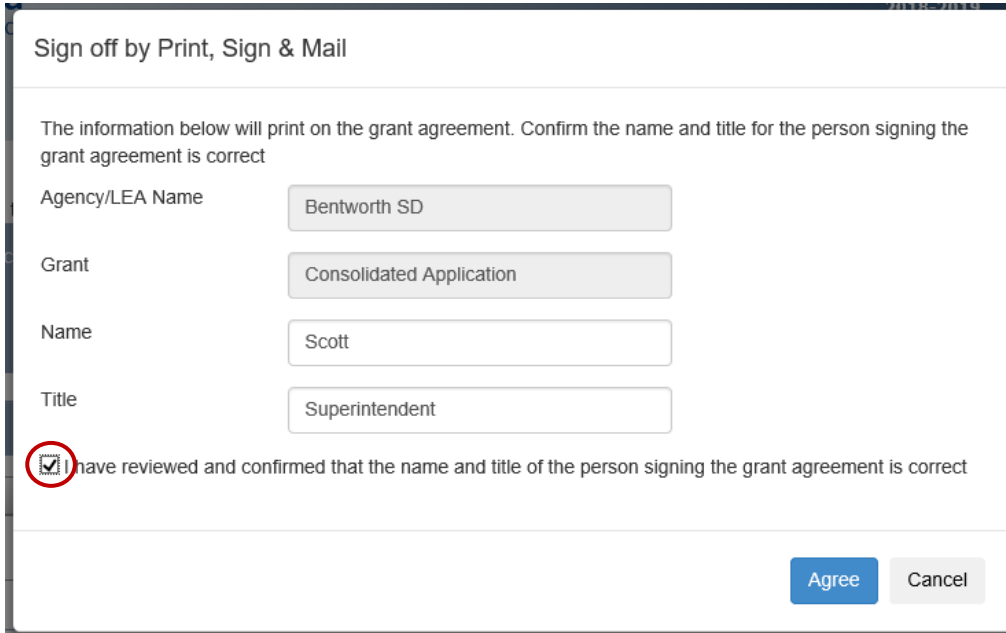
2. Click **Print, Sign & Mail**.

#### Sign by Print and Mail

Enter the name and title of the Person signing the grant Agreement. After Completing sign-off print the Grant Agreement document to sign and mail

Sign

- When the verification pop-up window appears, make sure that the name and title are correct. The name must be the Agency's approved signatory. If everything is correct, put a check in the checkbox.



Sign off by Print, Sign & Mail

The information below will print on the grant agreement. Confirm the name and title for the person signing the grant agreement is correct

Agency/LEA Name

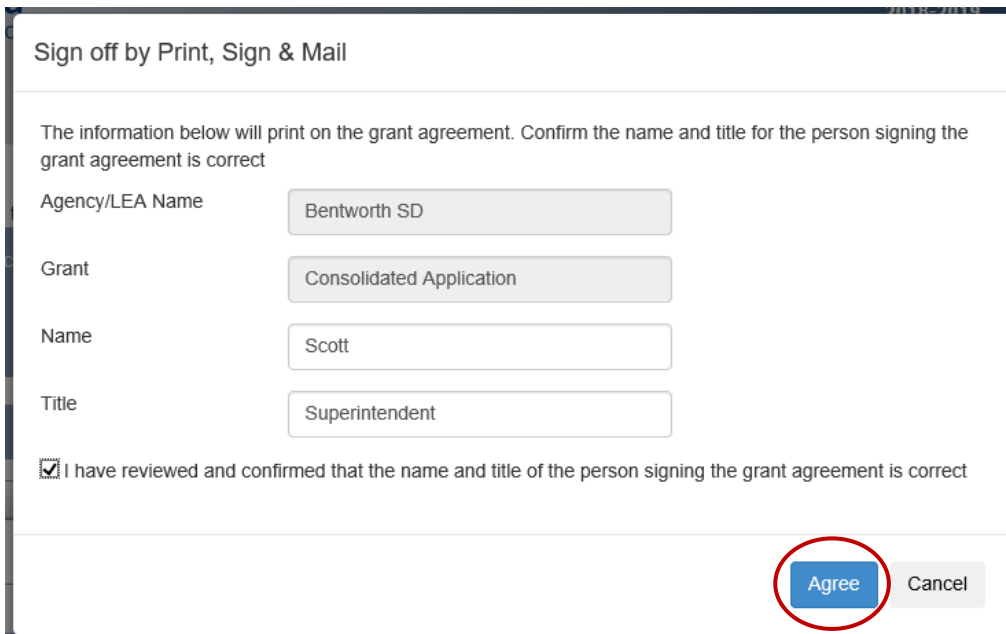
Grant

Name

Title

I have reviewed and confirmed that the name and title of the person signing the grant agreement is correct

- Click the **Agree** button to complete the print, sign, and mail sign-off for the grant application. The application is printed with the signatory information and can be signed and mailed.



Sign off by Print, Sign & Mail

The information below will print on the grant agreement. Confirm the name and title for the person signing the grant agreement is correct

Agency/LEA Name

Grant

Name

Title

I have reviewed and confirmed that the name and title of the person signing the grant agreement is correct

## Submitting the Application

After you have clicked the **Agree** button, the **Authorized Sign off** screen appears.

1. Confirm the correct name is displayed in the **Completed Authorized Sign-off list**.

Contract Document Sign off

Sign-off	Status	
Kelly Lombard Superintendent 06-28-2018	Signed	<a href="#" style="background-color: #4a7ebb; color: white; padding: 5px 10px; border: 1px solid #ccc;">Sign</a>

2. Return to the **Grant Application Detail** screen.
3. When the **Grant Application Detail** screen appears, click the **Submit** button.

Instructions

LEA Signoff

Authorized Signoff

Contract Document Signoff

Content

Narratives

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

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Contract Documents

Reporting

Administrative Functions

Contact Information

Grant Funding Worksheet

Routing/Workflow

Related Grant Applications

Sub Grant Applications

Grant Title	Project No.	Status	Workflow Step	Allocation	
Z- Title I, Part A - Improving Basic Programs	FA-013-19 0109 sdf	In Process	Original Data Entry	\$980,330.00	<a href="#" style="font-size: 0.8em;">✎</a>
Z- Title I, Part A - Improving Basic Programs	FA-013-19 0109 sdf	In Process	Original Data Entry	\$563,096.00	<a href="#" style="font-size: 0.8em;">✎</a>
Z- Title I, Part A - Improving Basic Programs	FA-013-19 0109 2134	In Process	Original Data Entry	\$563,096.00	<a href="#" style="font-size: 0.8em;">✎</a>

Previous Step

**Submit**

## Resubmitted Grant Application Sign-off

You are ready to sign and resubmit a grant application when the status is **In Process**, and the workflow step is **Sign and Resubmit**

<b>Grant Title:</b> Consolidated Application	<b>Total Allocation Amount:</b> \$0.00	Actions...
<b>Agency:</b> Cumberland Valley SD	<b>Award Amount:</b> \$0.00	<b>Status:</b> In Process
<b>Project No:</b> FA-999-19 0109	<b>Awarded Date:</b>	<b>Workflow Step:</b> Sign and Resubmit
<b>Type:</b> Original Testing	<b>Awarded Status:</b>	

1. Click **Contract Document Signoff** on the **Grant Application Details** screen.

Instructions

Resubmit Corrected Projects

Authorized Signoff

Contract Document Signoff

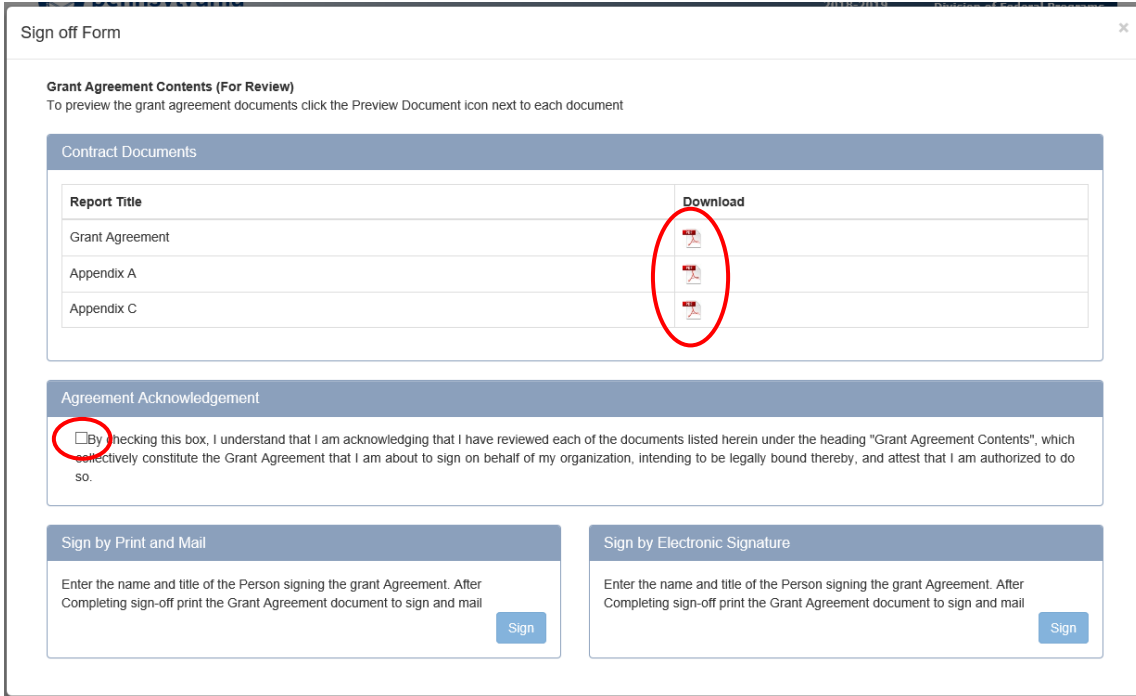
2. Click **Sign Off** on the **Authorized Sign-off** screen.

<b>Grant Title:</b> Z - Consolidated Application	<b>Total Allocation Amount:</b> \$6,465.00	Actions...
<b>Agency:</b> Austin Area SD	<b>Award Amount:</b> \$6,465.00	<b>Status:</b> In Process
<b>Project No:</b> FA-999-19 0015	<b>Awarded Date:</b>	<b>Workflow Step:</b> Sign and Resubmit
<b>Type:</b> Original	<b>Awarded Status:</b>	

Contract Document Sign off




Sign-off	Status	
Waiting for signature	Pending	Sign

- When the **Authorized Sign off Detail** screen appears, click the **Preview Contract Document** icon to review the grant agreement documents. Carefully read the documents, then check the acknowledgement box, verifying that you have reviewed all the documents.



Sign off Form

**Grant Agreement Contents (For Review)**  
To preview the grant agreement documents click the Preview Document icon next to each document

Report Title	Download
Grant Agreement	
Appendix A	
Appendix C	

**Agreement Acknowledgement**

By checking this box, I understand that I am acknowledging that I have reviewed each of the documents listed herein under the heading "Grant Agreement Contents", which collectively constitute the Grant Agreement that I am about to sign on behalf of my organization, intending to be legally bound thereby, and attest that I am authorized to do so.

**Sign by Print and Mail**

Enter the name and title of the Person signing the grant Agreement. After Completing sign-off print the Grant Agreement document to sign and mail

[Sign](#)

**Sign by Electronic Signature**

Enter the name and title of the Person signing the grant Agreement. After Completing sign-off print the Grant Agreement document to sign and mail

[Sign](#)

If you are approved for electronic sign-off you can choose **Electronic Sign-off** or **Print, Sign & Mail**. Both buttons will be active.

If you are not approved for electronic signoff, only the **Print, Sign & Mail** button will be displayed.

- After signing, return to the **Grant Application Details** screen.
- On the **Grant Application Details** screen, click the **Re-Submit** button in the lower right corner.

**Instructions**

Resubmit Corrected Projects

**Content**

**Narratives**

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

**Authorized Signoff**

Contract Document Signoff

**Reporting/Document**

Contract Documents

Reporting

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Grant Funding Worksheet

Routing/Workflow

Related Grant Applications

**Sub Grant Applications**

Grant Title	Project No.	Status	Workflow Step	Allocation

[Previous Step](#)
[Re-Submit](#)

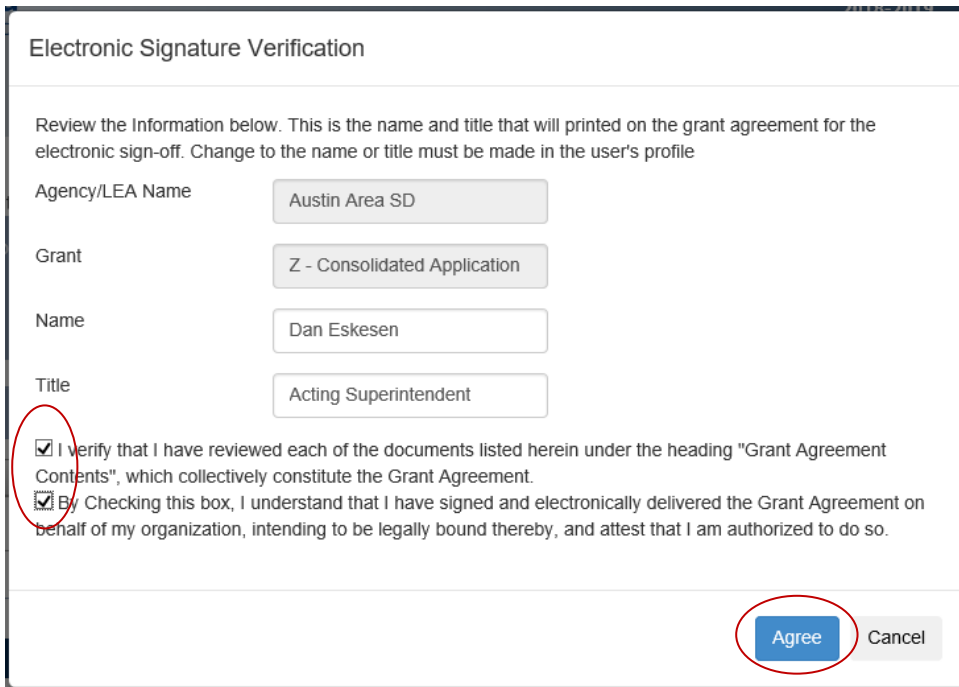
## Electronic Sign-off

eSignature sign-offs require the Superintendent/CEO to login and sign-off.

1. Click **Electronic Signature**.



2. When the verification pop-up window appears, click the statements verifying that you have read the documents, and that you are authorized to sign the grant agreement. The **Agree** button is activated.



3. Click the **Agree** button to complete the electronic sign-off for the grant application.

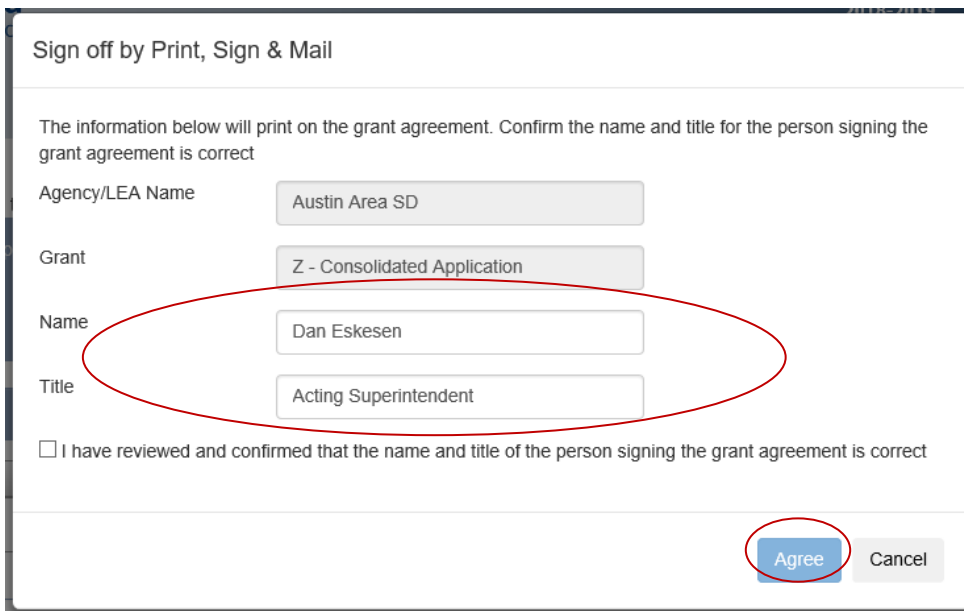
**Print, Sign, and Mail Sign-off:**

Paper sign-off requires the Superintendent/CEO's name to be entered as the signatory in the authorized sign-off box. Anyone with the authorized sign off role can complete this sign-off.

1. Click **Print, Sign & Mail**.



2. When the **Authorized Sign off** verification pop-up window appears, click the checkbox verifying that the name and title is correct for the agency's approved signatory and should be printed on the Grant Agreement. The **Agree** button is activated.



3. Click the **Agree** button to complete the print, sign, and mail sign-off for the grant application.

## Resubmitting the Application

After you have clicked the **Agree** button, the **Authorized Sign** off screen appears.

1. Confirm the correct name is showing in the **Completed Authorized Sign-offs** list.

Contract Document Sign off		
Sign-off	Status	
Dan Eskesen Acting Superintendent 06-22-2018	Signed	<a href="#">Sign</a>

2. Return to the **Grant Application Detail** screen, then click the **Re-Submit** button.

**Instructions**

Resubmit Corrected Projects

**Authorized Signoff**

Contract Document Signoff

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

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**Sub Grant Applications**

Grant Title	Project No.	Status	Workflow Step	Allocation

[Previous Step](#)

[Re-Submit](#)

A successfully resubmitted message appears in green, the application status is **Resubmitted**, and the Workflow Step is **Receipt/Verification**.

<b>Grant Title:</b> Z- Title II, Part A - Supporting Effective Instruction <b>Agency:</b> Austin Area SD <b>Project No:</b> FA-020-19 0015 <b>Type:</b> Original	<b>Total Allocation Amount:</b> \$6,465.00 <b>Award Amount:</b> \$6,465.00 <b>Awarded Date:</b> <b>Awarded Status:</b>	<b>Actions...</b> <span style="float: right;">▼</span> <b>Status:</b> Resubmitted <b>Workflow Step:</b> Receipt / Verification
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