pennsylvania
DEPARTMENT OF EDUCATION

eGrants

learning series

signing and submitting third party grant applications

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Introduction

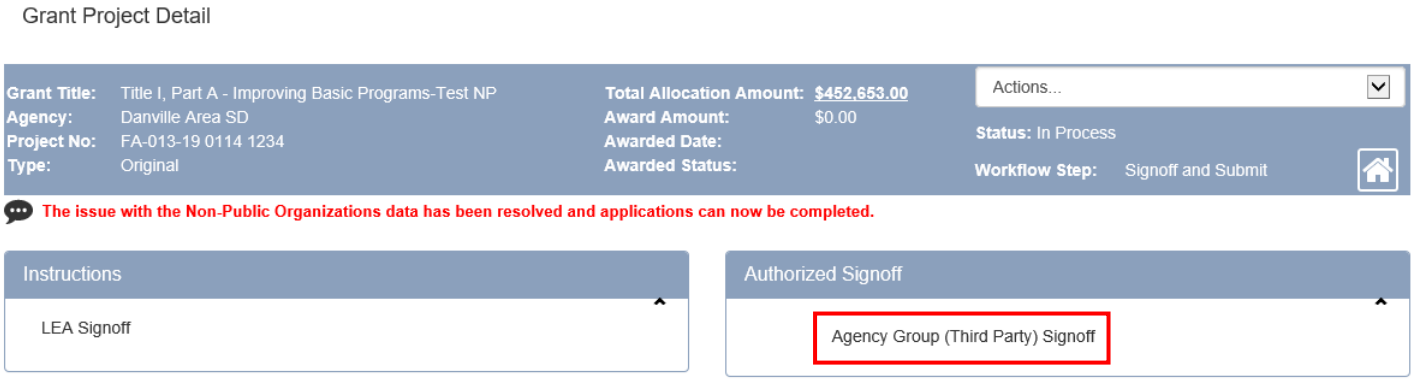
Welcome to **eGrants,** Pennsylvania Department of Education's online system for submitting and managing grant applications.

The **eGrants** system is designed for streamlined creation of grant applications. After you have completed your grant application, you will sign and submit it.

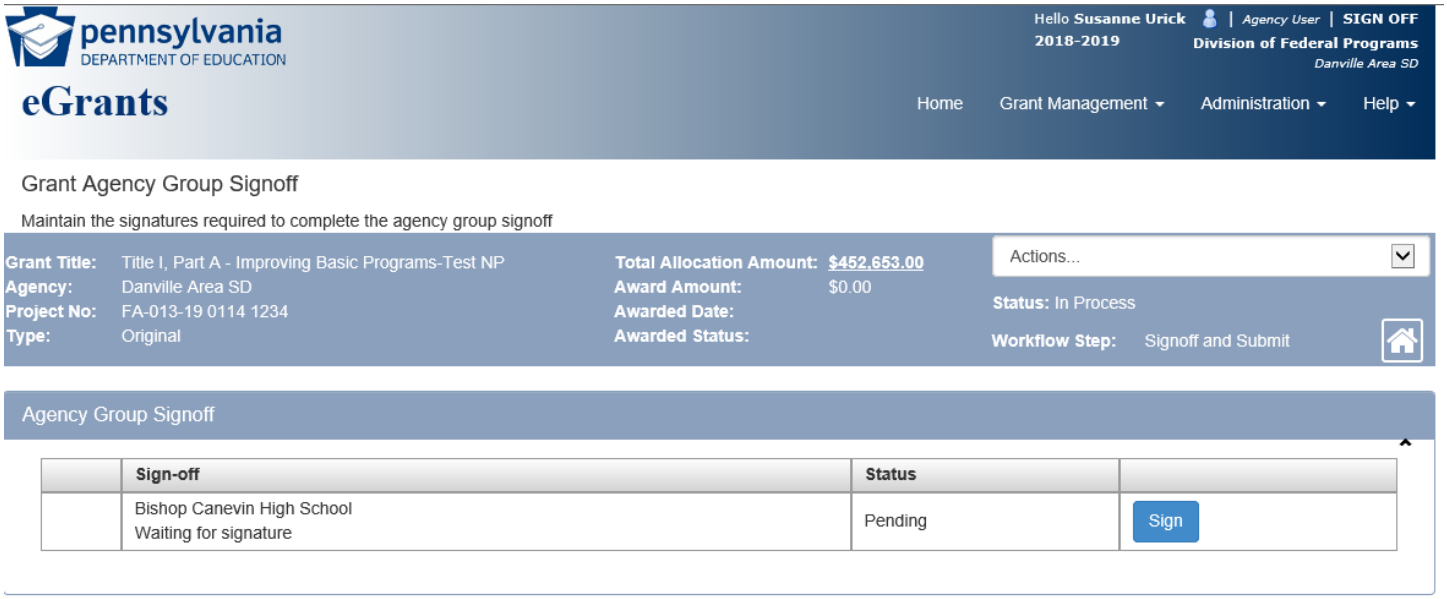
Third Party Sign-off

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

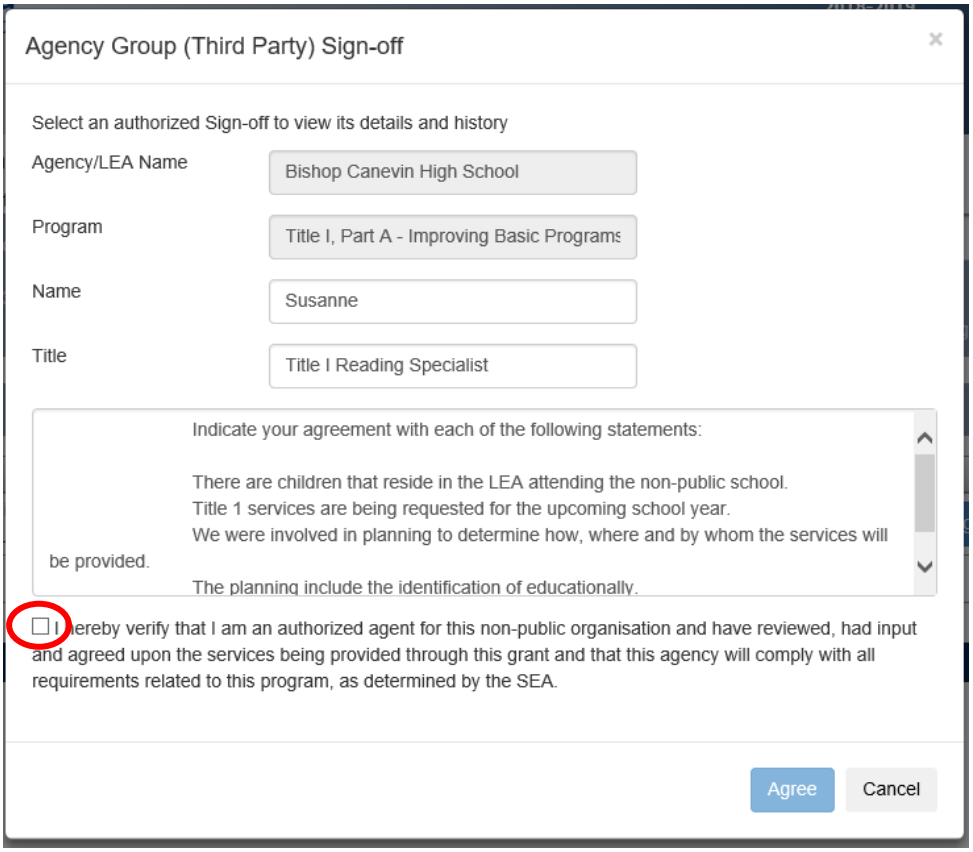
1. Third parties can only view and sign applications. To sign an application, click the **Contract Signoff** in the **Authorized Signoff** section.



2. When the **Third Party Sign-off** screen appears, click **Sign off**.



3. When the **Third Party Sign off** window appears, read the Assurances, and click the checkbox.

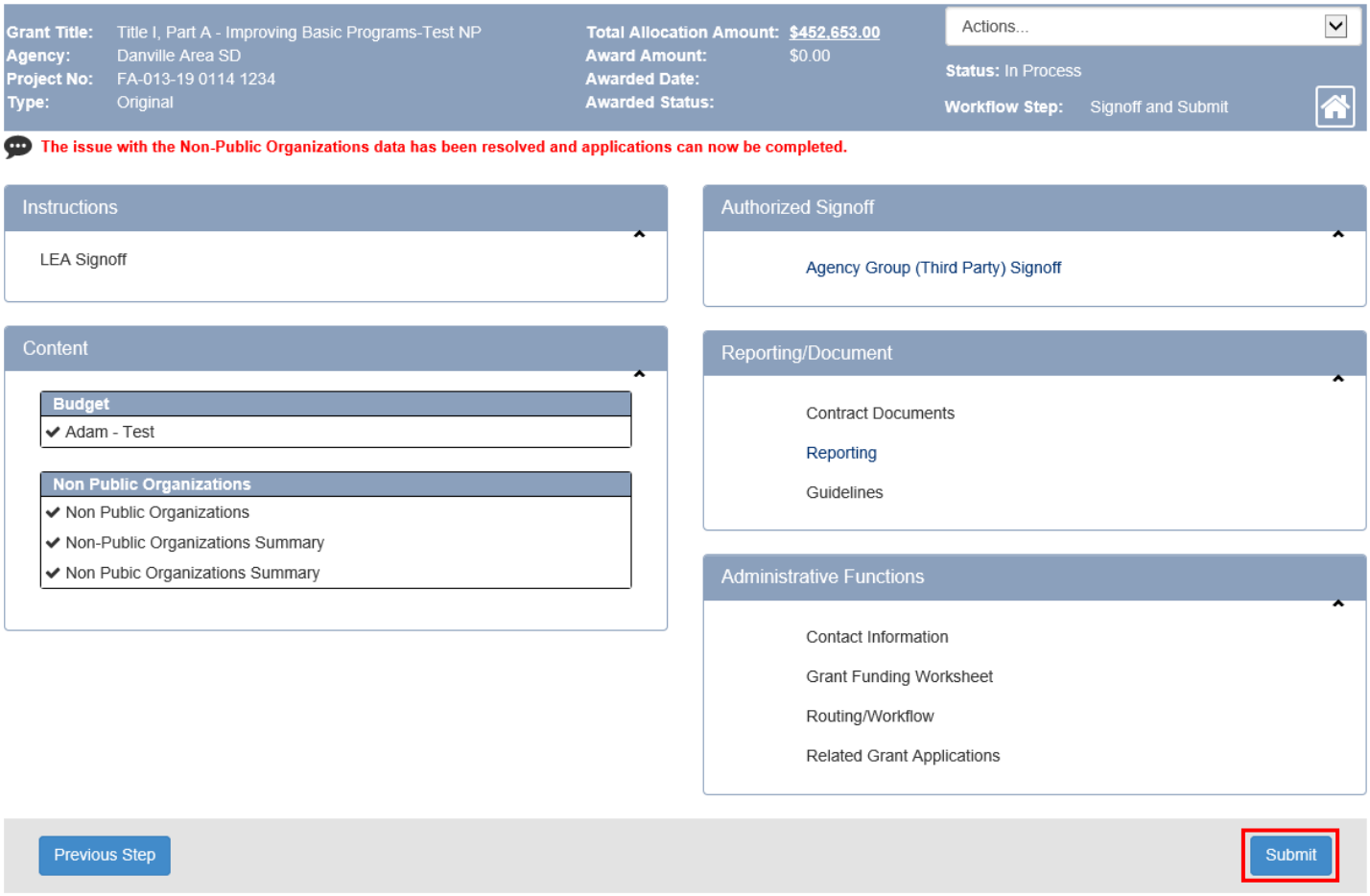


4. When the **Agree** button is activated, click it. The **Third Party Sign-off** screen appears with a green "Third Party sign-off was successful" message bar.

Submitting the Application

After you have signed, return to the **Grant Application Detail** screen.

1. Click the **Submit** button.



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