



Nevada Traffic Safety eGrants System

Applicant User Guide
Version 2.0

Obtaining Access
And Applying for Grants
Submitting Claims and Progress Reports

egrants.nv.gov

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1. System Requirements

Nevada eGrants was designed so that the vast majority of computer users will be able to use the system with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most computers/systems.

1.a. Operating System

NV eGrants was designed for both of the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

1.b. World Wide Web Connection

NV eGrants is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage. The Internet is the more general term that is typically used to refer to the World Wide Web. The World Wide Web consists of a vast array of content that is accessible via a web browser. For the purpose of accessing NV eGrants, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

1.c. Web Browser


This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

1.d. Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have Adobe Acrobat Reader you can go to www.Adobe.com and download it free.

2. Nevada eGrants System Homepage

To access NV eGrants, type "egrants.nv.gov" into the address bar of your web browser and hit "Enter", then click on the eGrants link. The page you see should look like the image shown below.



The screenshot shows the Nevada eGrants System Homepage. At the top left is the Nevada Department of Public Safety logo, featuring a star and the text "Nevada Department of Public Safety" and "Office of Traffic Safety". To the right of the logo is the "Nevada e-Grants" title in a large, stylized font. Below the logo are two buttons: "System Login" and "Portal Home". The main content area has a blue header with the "Nevada e-Grants" title. Below the header is a "Welcome to Nevada eGrants" section. This section contains a paragraph about the system's purpose, a list of registration requirements, and a "Login" form. The "Login" form has fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Password?". Below the "Welcome" section is a paragraph about the registration process, followed by a link to the "Applicant User Guide". At the bottom of the page, there is a footer with the text "Powered by IntelliGrants™" and "© Copyright 2000-2010 Agate Software, Inc."

Welcome to Nevada eGrants

This system allows you to search for traffic safety grant opportunities, track your project status, and manage your grant electronically. Applicable grant projects will seek to improve traffic safety in your community.

All organizations must be registered.

- Registration must be completed by the organization's Authorizing Official (AO) (Governing entity/supervisor)
- AO will receive notification of approval
- Once approved, enter your username and password to the right. Note that passwords are case sensitive.
- AO may grant access to appropriate staff
- Once registered you can apply for grants, complete and submit reports and claims and access an online demonstration about the e-grants system
- Click [here](#) to register.

If you are having trouble logging into Nevada e-Grants, please call the Office of Traffic Safety at 702-432-5080.

[Applicant User Guide](#)

The Department of Public Safety, Office of Traffic Safety staff looks forward to working with you to improve safety on Nevada roadways.

Login

Username

Password

[New User?](#) [Forgot Password?](#)

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3. Applicant user types

There are three security roles defined for NV eGrants users: Agency Authorizing Official, Agency Fiscal, and Project Director. These roles have different security access to work on the applications. Once the Agency Authorizing Official is identified and their new user accounts created, the Agency Authorizing Official will select and enter their own organization's staff names to access NV eGrants. The organization's staff entered by the Agency Authorizing Official will be assigned to either the Agency Authorizing Official, Agency Fiscal, or Project Director security level role. Each security role is summarized below:

Agency Authorizing Official will be able to:

- Add, edit, and delete user account information for Agency Authorizing Officials, Agency Fiscal, and Project Director
- Initiate available grants
- Enter, update, and delete information on applications
- Download and attach files to the application
- Cancel an entire application before submission
- Submit applications to NV eGrants
- Modify applications within the status of Application Modifications in Process
- Check on the status of each application

Agency Fiscal will be able to:

- Edit and delete user account information for Agency Fiscal and Project Directors
- Initiate available grants
- Enter, update, and delete information on applications
- Cancel an entire application before submission
- Download and attach files to the applications
- Modify applications with status of Application Modifications in Process
- Check on the status of applications

Project Director will be able to:

- Edit and delete user account information for Project Directors
- Initiate available grants
- Enter, update, and delete information on applications
- Download and attach files to the application
- Modify applications with status of Application Modifications in Process
- Check on the status of each application

Applicant Security Roles Matrix

Security Roles	Control Access to Organization	Control Access to Grant	Read	Write	Initiate Grant	Submit Grant	Cancel Grant
Agency Authorizing Official	X	X	X	X	X	X	X
Agency Fiscal			X	X	X		X
Project Director			X	X	X		

4. Gaining access to NV eGrants

In order to use the system you must be granted access. If you are:

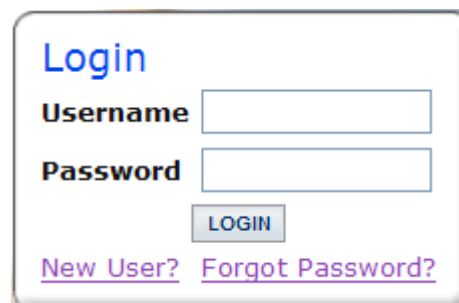
- The Agency Authorizing Official, you must request access and obtain approval from the NV eGrants system administrator (see section 4a)
- The Agency Fiscal or Project Director, you must request access through your Agency Authorizing Official (see section 4b)

4.a. Gaining access through a system administrator

The first time an Agency Authorizing Official comes to NV eGrants, they must create a new user account.

To create a new user account:

- 1) From the NV eGrants homepage click the "New User?" link located in the "Login" section.
- 2) Complete the user form in its entirety.
 - a) Fill in all information as required. All items marked with an '*' are required to create your account.
 - b) The "Username" field must consist of only letters and numbers, 5 to 20 characters long.
 - c) The "Password" field must consist of only letters and numbers, 7 to 20 characters long. Passwords are case sensitive.
 - d) The fields "Password" and "Confirm Password" must be the same.
 - e) The person who is to be the Agency Authorizing Official for the Organization completes the page, including Organization and title.



NOTE: Once the Agency Authorizing Official has created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within NV eGrants.

Having saved your contact information, your account must then be approved by a NV eGrants administrator before you can access the system. If you attempt to access the system prior to getting approved/validated by a system administrator you will receive the following message:




Page Error(s)

Your account has not yet been validated.

When access has been granted to you by the system administrator you will receive an email message confirming that your account has been validated.

4.b. Gaining access through another in your organization

- 1) Request access from your Agency Authorizing Official. The Agency Authorizing Official must then login to the system.
- 2) From the Main Menu the Organization's Agency Authorizing Official must then click the My Organization(s) link on the menu bar.
- 3) AAO clicks the name of the organization they would like to add the new user to (or you). (Some Agency Authorizing Officials may be members of multiple organizations. Each organization would be listed here. AAO simply clicks the name of the organization they wish to add this new user to.)
- 4) Once on the Organization page, AAO clicks the "Organization Members" link above the Organization Information section; clicks the Add Members tab above the Organization Members list. By default the "Current Members" tab will be active and below it will be listed the various members of the Organization. If the person whose account must be added is not shown, the AAO should click the "Add Members" tab.

 [Back](#)

Organization - Nevada Test Org

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) |
 [Organization Members](#) |
 [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
 To add a member to your organization, select the **Add Members** link below.
 If a member has already added his/her information in the system, you can search for the member.
 If you need to add a member's information into the system, select **New Member**.
 For more detailed instructions, select the **Show Help** button above.

[Current Members](#) |
 [Add Members](#)

<input type="checkbox"/>	Person	Role	Active Dates	Assigned By	Modified By
<input checked="" type="checkbox"/>	AAO, NV	Agency Authorizing Official	9/30/2011 - <input type="text"/>	Tkaczyk, Mr. Joshua 9/30/2011	
<input checked="" type="checkbox"/>	NV, AF	Agency Fiscal <input type="text" value="Agency Fiscal"/>	9/30/2011 - <input type="text"/>	Tkaczyk, Mr. Joshua 9/30/2011	
<input checked="" type="checkbox"/>	NV, PD	Project Director <input type="text" value="Project Director"/>	9/30/2011 - <input type="text"/>	Tkaczyk, Mr. Joshua 9/30/2011	

- 5) To avoid duplicate users: After clicking the "Add Members" tab, the Organization's Authorizing Official should first search for the person that he or she wishes to add by typing in part of the user's name into the "Person Search" box and then by clicking the "Search" button.

Organization - Nevada Test Org

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for the member.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

- 6) If the user exists he or she will be shown below the search box. The "Selected" checkbox should be checked and the user should be assigned a role and a start date within the agency. Finally, **the "Save" button must be clicked in order to add the user.**
- 7) If no users were found that matched the search criteria:
- Click the "New Member" button.
 - Enter the basic demographic information for the user that requires an account.
 - Click the **"Save" button** to add the user to the system but not link them to an agency **or** click the **"Save & Add To Organization"** button.

If a user is added to the system *but not linked to an organization*, search for the new user and link them to the organization following the directions above.

REMEMBER: The "SAVE" button is your friend!

5. Keeping contact information current

In order to receive continued funding or to enter into new grant agreements, it is important that your contact information be as up-to-date as possible. This is done very quickly and easily in NV eGrants. By keeping your user record and agency record current with all of the latest changes, NV eGrants staff will be able to contact you appropriately when the need arises.

5.a. Updating your user record

You may update your user record at any time by following these steps:

- 1) Click the "My Profile" link on the menu bar on the Main Menu.

My Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	<input type="text" value="NV"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="AAO"/>	<input type="text"/>
Organization	<input type="text" value="Vegas PD"/>				
Title	<input type="text"/>				
Address	<input type="text" value="12345 Main"/>				
City	<input type="text" value="Los Vegas"/>	State	<input type="text" value="Nevada"/>	Zipcode	<input type="text" value="12345"/>
County	<input type="text" value="Carson City"/>				
Phone #1	<input type="text" value="(269) 555-1212"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text" value="someone@agate.com"/>				
Website	<input type="text"/>				
Username	<input type="text" value="NVAAO"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		

- 2) Update the form accordingly and click the "Save" button.

5.b. Updating another user's contact record

If you are the Agency Authorizing Official for your organization you may edit the contact information for others in your organization by following these steps:

My Organizations

Select an Organization to view the information for that Organization.

Organization Information

Organization	Role	Active Dates	Assigned By
NY App Full Name	Project Director	01/01/2009 - open ended	Tkaczyk, Mr. Joshua

- 1) Click on the "My Organization" link on the menu bar and then click on the organization whose member you would like to edit. Click on the "Organization Members" link.

- 2) Click on the "Organization Members" tab at the top of the page.
- 3) Click the name of the person whose contact information you want to change.
- 4) Update the form accordingly and click the "Save" button.

NOTE: An Agency Authorizing Official may not change the contact information of another Agency Authorizing Official. If an Agency Authorizing Official were to click on another Agency Authorizing Official's name, they would receive an email prompt instead of seeing their contact information.

5.c. Updating the information for your agency

Although it doesn't occur frequently, when your organization's contact information changes it is important to update that information in the system by following these steps:

- 1) Click the "My Organization" link on the menu bar.
- 2) Click on the Organization that you would like to edit.
- 3) Update the form accordingly and click the "Save" button.

5.d. Deactivating a user in the Organization

An Agency Authorizing Official from an organization may choose to deactivate a member of the organization. A deactivated user will not be able to edit application related information for your organization. You may deactivate a member of your organization by following these steps:

- 1) Click the "My Organization" link on the menu bar.
- 2) Click the name of the organization whose member you would like to deactivate.
- 3) Click on the Organization Members tab.
- 4) Change the second active date in the system to a date in the past for the user requiring deactivation and then click the "Save" button.

1/1/2008	-	1/1/2008
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6. Initiate an Application

The Agency Authorizing Official, Agency Fiscal, and Project Director security roles are permitted to initiate applications. In order to create an application, please follow these steps:

From the Main Menu, click the "View Opportunities" button under the "View Available Opportunities" section on the main menu. This section will show you all of the grant program types where you may apply for a new grant.



View Available Opportunities

You have **3** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

For those grant programs where you are eligible to submit a new application you will see an "Apply Now" button under the description of the grant. Click the "Apply Now" button.

[APPLY NOW](#)

A confirmation page will appear asking for confirmation. You must read the Terms and Conditions and by clicking the "I Agree" button you accept those conditions. An application will be created and you will be taken to the "Application Menu" where you can begin filling out the pages.

Agreement


Please make a selection below to continue.

I have read the [Grants Administration Manual](#) and [Grants Overview](#) and want to create a Joining Forces grant application.

[I AGREE](#) [I DO NOT AGREE](#)

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Following the creation of an application, a new task for that program will be under the "View My Tasks" section on the main menu. All applications for your organization will be shown under the "View My Tasks" section. When logging into NV eGrants, click the "Open My Tasks" button to return to any application initiated by your organization.



My Tasks

You have **11** new tasks.
You have **0** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

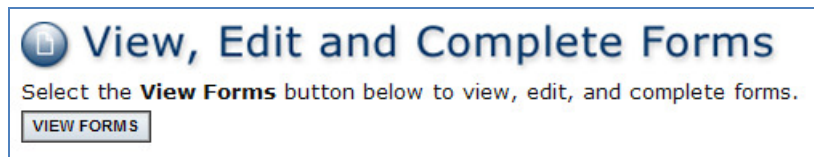
[OPEN MY TASKS](#)

7. The Application Menu

The Application Menu is organized into various sections that help to organize the tasks and information. These sections are described below.

7.a. View, Edit and Complete Forms

The Forms section is where the vast majority of the work in an application is completed. This section contains all of the forms that are necessary to complete prior to the application being submitted. To edit application forms simply click "View Forms" and then click on the name of the form you wish to edit.




Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	Agency Information Sheet		NV AAO 10/26/2011 8:39:44 AM	
	Project Purpose		NV AAO 10/26/2011 8:43:44 AM	
	Project Goals		NV AAO 10/26/2011 8:44:02 AM	
	Project Objectives		NV AAO 10/26/2011 8:44:39 AM	
	Project Activities		NV AAO 10/26/2011 8:45:13 AM	
	Project Evaluation		NV AAO 10/26/2011 8:45:52 AM	
	Budget		NV AAO 10/26/2011 8:46:36 AM	
	Miscellaneous Attachments		Mr. Joshua Tkaczyk 11/21/2011 10:29:00 AM	

7.b. Change the Status

The "Change the Status" section allows an Agency Authorizing Official the ability to submit applications or push the application to the next status level. Click the "View Status Options" button to see what status push options you currently have available to you.

 **Change the Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Possible Statuses

APPLICATION SUBMITTED

APPLY STATUS

APPLICATION CANCELLED

APPLY STATUS

7.c. Management Tools Section


The Management Tools section allows an Agency Authorizing Official or Agency Fiscal person certain administrative responsibilities such as the ability to add/edit people from the application and view the status history of the application.


 **Access Management Tools**


Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.


VIEW MANAGEMENT TOOLS


Management Tools


 **CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.

 **CREATE FULL BLANK PRINT VERSION**
Select the link above to create a blank printable version of the document.

 **ADD/EDIT ORGANIZATIONS**
Select the link above to manage the organizations associated with this document.

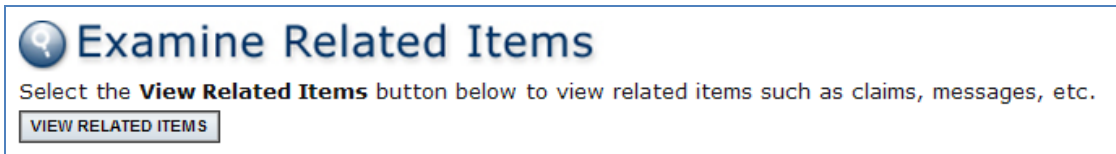
 **ADD/EDIT PEOPLE**
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 **STATUS HISTORY**
Select the link above to view the status history of this document.

 **CHECK FOR ERRORS**
Select the link above to check the entire document for errors.

7.d. Related Items

The Related Items section is where you will find items that are related to an application or grant. An example of a related item would be a Progress Report or a Claim. It is likely you will not have any related items until later in the grant cycle.



8. Assigning Users to an application

The Agency Authorizing Official has administrative rights to add or remove Agency Fiscal or Project Directors to/from applications. The Agency Fiscal can also add Project Directors. Users with the Project Director security role may add additional Project Director members.

Members of consulting firms are commonly added to applications by the Agency Authorizing Official as Project Director members. The role assigned to a consultant is decided by the Agency Authorizing Official of the organization filling out the application. It is recommended that consultants be given the Project Director security role, but this is not a requirement.

Any Agency Authorizing Official or Agency Fiscal that is a member of the organization that is applying for a grant will automatically be added to that application when the application is first created. Any Agency Authorizing Official, Agency Fiscal or Project Director member who is added to the application will also be automatically added to all corresponding Progress Reports and Claims when each is created. New users to NV eGrants will not be automatically added to existing applications. However, any user may be manually added to the application throughout the entire application completion process.


8.a. Assign User Access to Application

- 1) To add users to an application, click on the application of choice in the "My Tasks" Section on the Main Menu.
- 2) Click the "View Management Tools" button and choose the Add/Edit People link.
- 3) Type in the name of the individual in the search criteria box and click the "Search" button.
- 4) From the search results, select the person, give him/her a security role and fill in the access date you would like this individual to access the application.


Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)


ADD/EDIT PEOPLE

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

Person Search

Enter a name or partial name:

Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	NV AAO	Nevada Test Org	Agency Authorizing Official	11/10/2011 - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	Daffy Duck	NVDPS_NVOTS	Project Director <input type="button" value="v"/>	11/10/2011 - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	PD NV	Nevada Test Org	Project Director <input type="button" value="v"/>	11/10/2011 - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	AF NV	Nevada Test Org	Agency Fiscal <input type="button" value="v"/>	11/10/2011 - <input type="text"/>	Grant System

8.b. Remove User Access to Application

There are two ways to remove a user's access to an application. To remove a user's access to an application, on the application menu click the "View Management Tools" button and then choose the "Add/Edit People" link.

- 1) Edit the access start and/or end date for the user.

2/3/2009	-	2/5/2009
----------	---	----------

Or

- 2) For the desired user, in the "Selected" column, disable (uncheck) and save the page. The user will be removed from the application.

Current People Assigned					
<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	NV AAO	Nevada Test Org	Agency Authorizing Official	11/10/2011 -	Grant System
<input type="checkbox"/>	Daffy Duck	NVDPS_NVOTS	Project Director	11/10/2011 -	Grant System

9. Application Form Completion

If you click on the "View Forms" button under "View, Edit and Complete Forms" on the Application Menu, the various pages of the application are displayed. These are the forms that must be completed before your application can be submitted. The following sections will lead you through the steps necessary for accomplishing that goal.

9.a. Forms Navigation

There are three basic methods for navigating through the forms of your application. You may either use the "Back" link at the top of any page within the application, the breadcrumb links just below the "Back" link or you may use the links listed in the Related Pages section at the bottom of the page.



By clicking the "Back" button, you will be taken back to the Forms menu and you can click on the next page you wish to complete. You do not have to complete the pages of the application in any particular order.

The "Navigation Links" can be found at the bottom of the page. To access another page, click on the page name.

Navigation Links				
Status	Page Name	Note	Created By	Last Modified By
	Agency Information Sheet			
	Project Purpose			
	Project Goals			

9.b. Form Completion

When filling out an application form it is suggested that you first complete all of those fields for which you have information. Not everyone in each organization will have all of the information necessary to complete each form. Complete as much of it as you can and then **click the "Save" button**. Fields followed by red asterisks are required fields.

AGENCY INFORMATION SHEET

Instructions:

Please complete this page, then click the **Save** button.

Required fields are marked with an *.

Project Title: *

Amount of Request: *

Program Area: * (check all that apply)

Priority Areas

- ☐ Impaired Driving
- ☐ Occupant Protection (seat belts/car seats)
- ☐ Speed Management
- ☐ Community Programs
- ☐ Pedestrian Safety
- ☐ Motorcycle Safety

Other Areas

- ☐ Traffic Records (crash data)
- ☐ Emergency Medical Systems
- ☐ Police Traffic Services (overtime & equipment)
- ☐ Joining Forces

In the creation of some forms the "Add" button is used to create additional forms. Any form that has an "Add" button allows you to have multiple instances of that form. The following picture shows the available "Add" button on a page that multiple pages can be created.



When multiple pages have been created for this particular form, you can choose between them. A dropdown will appear on the far right of the button toolbar.

You are here: > [Application Menu](#) > [Forms Menu](#) > Contract

01/04/2012

ATP

Effective Date: *

Award Amount: \$15,000

CFDA#:

CFDA#:

Authorized Amount:






Authorized Amount:

Total: \$15

Generate ATP Upload saved ATP: *

When additional pages have been created, a number in parentheses will appear after the form name to indicate the number of pages connected with the particular link.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Contract Information		NV, ProgManager 12/30/2011 12:13:19 AM	NV, ProgManager 12/30/2011 12:39:08 AM
	Contract Budget		NV, ProgManager 12/29/2011 11:26:46 PM	NV, ProgManager 12/29/2011 11:35:49 PM
	Contract			
	ATP (2) 		NV, HSC 1/3/2012 4:32:57 PM	

9.c. Automatic Calculations

When possible, NV eGrants will automatically perform calculations.

BUDGET

Instructions:
Please complete this page, then click the **Save** button.
Required fields are marked with an *.

Category	Federal Funds	Match (25%)	Project Total
Personnel	<input type="text" value="\$2"/>	<input type="text" value="\$1"/>	\$3
Travel	<input type="text" value="\$3"/>	<input type="text" value="\$2"/>	\$5
Contract Services	<input type="text" value="\$4"/>	<input type="text" value="\$3"/>	\$7
Equipment	<input type="text" value="\$5"/>	<input type="text" value="\$4"/>	\$9
Other Direct Costs	<input type="text" value="\$6"/>	<input type="text" value="\$5"/>	\$11
Indirect Costs	<input type="text" value="\$7"/>	<input type="text" value="\$6"/>	\$13
Program Income	<input type="text" value="\$8"/>	<input type="text" value="\$7"/>	\$15
Total Expenses	\$19	\$14	\$33

9.d. Error Messages

If any required field is not completed within an application form or there are business rules violated, an error message will be displayed in red across the top of the page immediately **after the Save** button is clicked. During form completion it is not necessary to correct errors right away. You may return to the form at a later time and fix errors. If for some reason any errors remain and you

attempt to submit the application, you will receive an error and NV eGrants will require the errors to be fixed before the application submission is completed. See the example below.

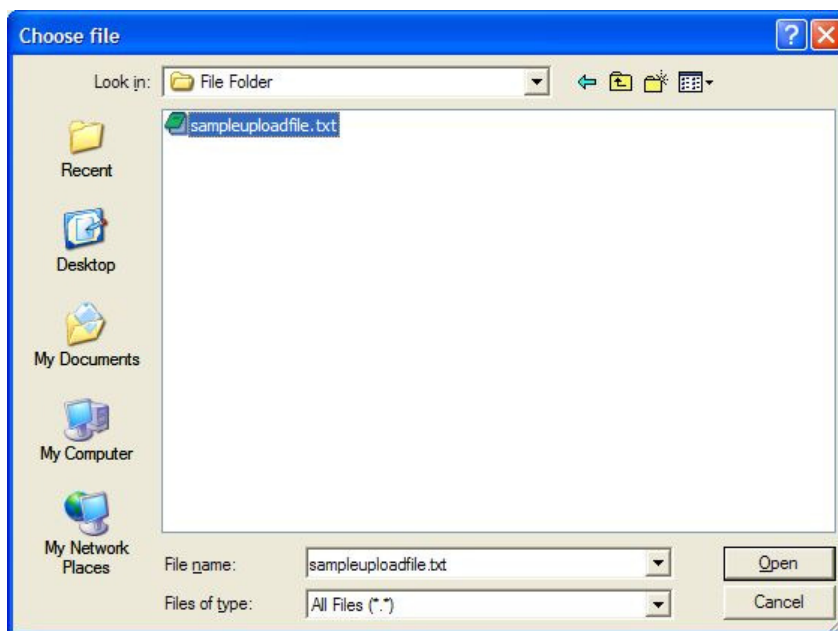


9.e. Uploads & Attachments

For some pages, form fields are not enough to capture the type of information that may be required. In those situations, a file upload field may be provided to allow you to upload a file instead. Files of the following types are allowed as uploads; doc, eps, pdf, jpg, gif, bmp, txt, avi, wmv, ppt, xls, mov, dpi, png, and mp3. To upload, click the "Browse" button.



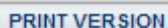
Browse to the folder that contains the file you would like to upload and either double-click the file or click the file and then click the "Open" button.



After the page reloads, you must then **click the page "Save" button** to save the uploaded file.

9.f. PDF Version

In many pages a "Print Version" button will be available that will automatically create a PDF for you with the data that you provided for each form. These dynamic PDF's can be printed, or saved to your computer for reference. It is a good practice to review the PDF files for accuracy prior to submitting the application electronically.

A button with the text "PRINT VERSION" in blue capital letters.

9.g. Copy and Paste

Applicants should be cautious while utilizing the copy and paste function of most word processing programs to transfer text into narrative boxes within NV eGrants. NV eGrants will not recognize certain formatting, including tables, graphs, photographs, bullets, and certain tabs. Applicants must also be aware of the character limits of each text box, as attempting to copy and paste text that is larger than the allotted amount of space will yield an error. The character limit may be found at the bottom left of each text box. Applicants may want to first copy and paste text into any standard "notepad" (or equivalent) program, which will have similar formatting to the text boxes in NV eGrants.

10. Submitting your Application

The Agency Authorizing Official security role is the only role authorized to submit your Application. When the application is believed to be complete and no more changes are required, the Agency Authorizing Official may choose to submit.

It is important to note that once an application is submitted it will enter into a read-only status and cannot be changed!

To submit, the Agency Authorizing Official must click the "View Status Options" button under the "Change the Status" header on the "Application Menu." A list of the possible status changes will be shown on this page. Simply click the "Apply Status" button under the appropriate status change. If any errors exist on any of the application's forms when the Agency Authorizing Official attempts to submit, they will receive an error message directing them to the form(s) with errors. All errors must be fixed before NV eGrants will allow an application to be submitted. If no errors exist, the Agency Authorizing Official will be prompted to confirm his or her decision.



Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)



Global Errors

Document Information: [HS-2012-NVTest-00018](#)

[Details](#)



You must complete this page.

[Agency Information Sheet](#)



You must complete this page.

[Budget](#)



You must complete this page.

[Project Activities](#)



You must complete this page.

[Project Evaluation](#)

11. Notes

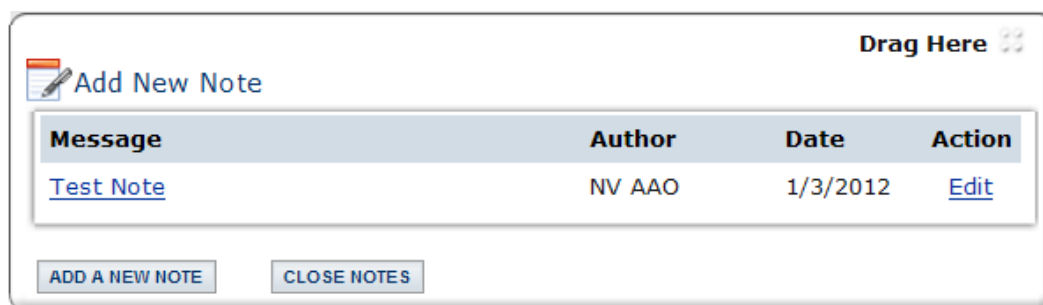
NV eGrants allows for application forms to have notes attached to them. These notes may be used to communicate to other organization staff members or to NV eGrants staff who are assigned to the application.

11.a. Adding and Editing Notes

- 1) Click on the "Add Note" button.



- 2) Any existing notes will be shown at the top of the new window.



- a) Each note has the following information: message name, author, date, and action.
 - b) By clicking on the message name, the note will expand showing the entire note's message.
 - c) By clicking on either edit or reply under the action column, a note may either be edited (by the user who created the note) or replied (by another user).
- 3) To add a new note:
 - a) Click Add a New Note, type in the subject, message, and check the user(s) the note is meant for and click save.
- 4) Click the "Close Notes" button to close the notes Window.

It is important to remember that the author of the notes has the ability to determine who can and cannot see their note. Notes are an informal method of communication. Any text entered into a note will not be displayed on a PDF and will not be part of the review process.

12. Automatic e-mail notifications

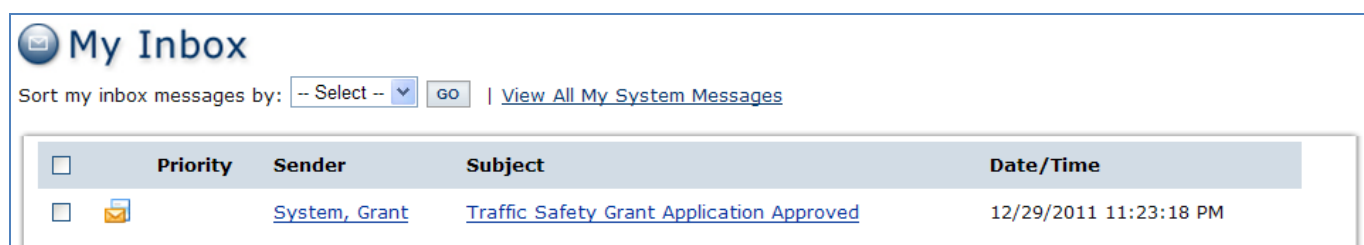
12.a. Automatic E-mail Notifications

Automatic email notifications may be sent to you periodically throughout the grant year. These messages will be sent via the system according to an automatic process or as the result of a user triggered event. These messages might accompany the submission of an application, an application being sent for modifications or a pending due-date that is approaching. These messages are intended to help you know what is occurring in the system that pertains to you or your organization. These messages may also be sent by NV eGrants personnel. These messages are designed to help keep you up to date with the progress of your application while also serving as reminders when action is required on your part.

In order to receive these messages it is important that you include an active, frequently used email address when creating your contact record in the system. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

12.b. System Messages

In addition to the automatic email notifications, there is an area referred to as the System Messages that manages messages sent to you either from the system itself or from NV eGrants personnel. You can view or edit your System Messages by following these steps:



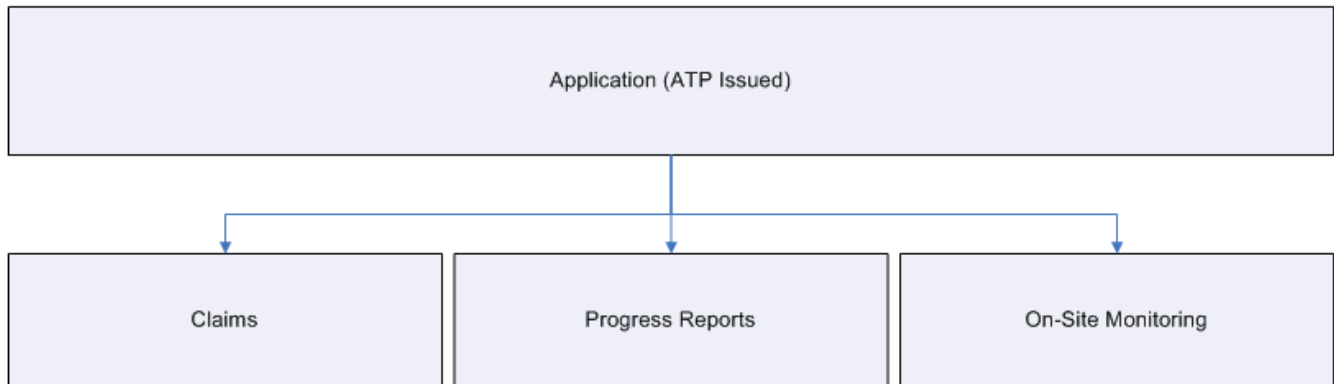
Click the "Open My Inbox" button under the "View My Inbox" section on the main menu. You will now see any unread system messages. You may filter system messages by choosing an option from the drop down labeled "Sort my inbox messages by."

- a) Clicking the Subject of a message will take you to the message itself. You can read the message from that screen and then may perform any of the following actions:
 - (1) Click the "Reply" button to reply to the system message
 - (2) Click the "Close" button to close the system message
 - (3) Click the name of the sender to send an email to the sender of the message

13. Sub-Documents

13.a. Sub – Documents (children)

Think of sub-documents as children of the application. While the application sits in the status of ATP Issued, the sub-documents can be initiated. The sub-documents move through the statuses in their status flow but the application remains unaffected by the sub-document status changes.



14. Claims


14.a. Initiating

The application must be in ATP Issued status before a claim may be initiated and all previous claims must be in status "Payment Process Complete." Claims may be initiated by the Agency Authorizing Official, Agency Fiscal, or Project Director.


Navigate to the application.

Click View Related Items.

Document Information: [TS-2013-Duckwater -00028](#)


 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Duckwater Shoshone Tribe	Agency Authorizing Official	ATP Issued	02/01/2012 - 04/01/2012 04/09/2012 11:59PM EST

 **View, Edit and Complete Forms**


Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

 **Change the Status**


Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

 **Access Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

 **Examine Related Items**


Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Links will appear for initiating a claim.

Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [TS-2013-NVTest-00211](#)
 [Details](#)

Related Documents

Sort search results by: -- Select -- GO

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Claims	Initiate a/an Claim				
Progress Reports	Initiate a/an LFD Progress Report				
Progress Reports	Initiate a/an TS First Quarter Progress Report				

Click I Agree to initiate the claim.

Agreement


Please make a selection below to continue.

Do you want to initiate a claim form at this time?


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Your Claim is initiated. Notice that there is a link to the "Parent" which is the related application. This menu looks exactly like the application menu but now you are in the Claims Menu.

Claims Menu

Document Information: [C-2012-NVTest-00013](#)
 Parent Information: [TS-2013-NVTest-00211](#)
 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Claims	Nevada Test Org	Agency Authorizing Official	Claim in Process	05/01/2012 - N/A 10/15/2013 11:59PM EST	

 **View, Edit and Complete Forms**
 Select the **View Forms** button below to view, edit, and complete forms.

 **Change the Status**
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

Click View Forms.

Click on the forms and complete them.

Claims Menu - Forms




Please complete all required forms below.

Document Information: [C-2012-Wabbits School-00026](#)

Parent Information: [TS-2013-Wabbits School-00015](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Claim			
	Payroll Certification Report			
	Claim Backup			

Click SAVE to save the page. Any errors on the page will be displayed. These errors must be corrected before the status can be changed to Claim Submitted.



Page Error(s)

Please check the box certifying this claim.
Remaining Balance cannot be less than zero.



[Back](#)

Document Information: [C-2012-NVTest-00013](#)

Parent Information: [TS-2013-NVTest-00211](#)

[Details](#)

You are here: [Claims Menu](#) > [Forms Menu](#)

CLAIM

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *.

Project Number: 555555


Claim Number: 3

Period of Claim: From: * To: *

Cost Category	Previous Cost	Cost This Period	Total Costs	Awarded Federal Funds	Remaining Balance
Personnel	\$5,560	\$6,000	\$11,560	\$20,000	\$8,440
Travel	\$32,000		\$32,000	\$5,000	(\$27,000)
Contract Services	\$0		\$0		\$0
Equipment	\$2,100		\$2,100	\$5,000	\$2,900
Other Direct Costs	\$0		\$0	\$5,000	\$5,000
Indirect Costs	\$0		\$0		\$0
Program Income	\$0		\$0		\$0
Total Expenses	\$39,660	\$6,000	\$45,660	\$35,000	(\$10,660)
In Kind Costs	\$150	\$500	\$650		

14.b. Change the Status

Click the "View Status Options" button on the Claim Menu or the Submit link to access status change options currently available.



Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Claims Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [C-2012-NVTest-00013](#)
 Parent Information: [TS-2013-NVTest-00211](#)
[Details](#)

Possible Statuses
CLAIM SUBMITTED

APPLY STATUS

Click APPLY STATUS under the desired status.

14.c. Claim Modifications




Should your claim require modifications, the status will be changed to return the claim to you. Notifications will be sent to the Project Director and Agency Fiscal via email and system message. The Claim will appear under "My Tasks." Check the claim menu for notes from OTS indicating required changes.

Claims Menu - Forms

Please complete all required forms below.

Document Information: [C-2012-NVTest-00013](#)
 Parent Information: [TS-2013-NVTest-00211](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Claim		Elmer Fudd 10/10/2012 11:58:45 AM	Elmer Fudd 10/10/2012 12:32:53 PM
	Claim Backup			

Make the necessary changes and change the status to submit the claim again.

15. Progress Reports


15.a. Initiating

The application must be in ATP Issued status before a progress report may be initiated. Progress reports may be initiated by the Agency Authorizing Official or Project Director.


Navigate to the application.

Click View Related Items.

Document Information: [TS-2013-Duckwater -00028](#)


 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Duckwater Shoshone Tribe	Agency Authorizing Official	ATP Issued	02/01/2012 - 04/01/2012 04/09/2012 11:59PM EST

 **View, Edit and Complete Forms**


Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

 **Change the Status**


Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

 **Access Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

 **Examine Related Items**

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Links will appear for initiating a progress report.

Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [TS-2013-NVTest-00211](#)

[Details](#)

Related Documents

Sort search results by: -- Select -- GO

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Claims	Initiate a/an Claim				
Progress Reports	Initiate a/an LFD Progress Report				
Progress Reports	Initiate a/an TS First Quarter Progress Report				
Progress Reports	Initiate a/an TS Second Quarter Progress Report				

Click I Agree to initiate the progress report.

Agreement

Please make a selection below to continue.

I Agree.

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Your Progress Report is initiated. Notice that there is a link to the "Parent" which is the related application. This menu looks exactly like the application menu but now you are in the Progress Report Menu.

Progress Reports Menu

Document Information: [TSPR-2013-JO-00002](#)

Parent Information: [LFD-2012-JO-00001](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Progress Reports	Joels.org	IntelliGrants Administrator (MAIN)	Progress Report Submitted	02/01/2012 - N/A	N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

Click View Forms.

Click on the forms and complete them. For Joining Forces Progress Reports, some of the forms will only be available as navigation links and not on the progress report menu.

Progress Reports Menu - Forms





Please complete all required forms below.

Document Information: [JFPR-2012-BCPD-00010](#)

Parent Information: [JF-2013-BCPD-00057 \(1\)](#)

 [Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Progress Report				
	Summary		Elmer Fudd	10/9/2012 5:13:24 AM
	Activity Information		Elmer Fudd	10/9/2012 5:14:17 AM
	Event Statistics		Elmer Fudd	10/9/2012 5:15:04 AM
	Miscellaneous Attachments			

ACTIVITY INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.
Click **ADD** to add additional activity dates.

Activity Date: *

Description of this activity/location/etc.

0 of 200

Co-Op Agencies

(Hold the Ctrl key to select multiple Co-Op Agencies)

Boulder Police Dept

Carlin Police Dept

Carson City Sheriff's Office

Churchill County Sheriff's Office

Douglas County Sheriff's Office

Elko County Sheriff's Office



Elko Police Dept

Other Co-Op Agencies not listed:


ACTIVITY SUMMARY


Start Time	End Time	Num of Co-Op Agencies	Num of Staff on Regular Time	Num of Officers on OverTime	Num of Civilians on OverTime	Total Regular Hours	OT Hours	Total Hours
<input type="text" value="0900"/> *	<input type="text" value="0500"/> *	3	<input type="text" value="25"/> *	<input type="text" value="12"/> *	<input type="text" value="3"/> *	<input type="text" value="40.00"/> *	<input type="text" value="20.00"/> *	60.00

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Summary		Fudd, Elmer	10/9/2012 5:13:24 AM
	Activity Information		Fudd, Elmer	10/9/2012 5:14:17 AM
	Individual Officer Statistics		Fudd, Elmer	10/9/2012 5:15:02 AM
	Officer Statistic Summary		Fudd, Elmer	10/9/2012 5:15:03 AM
	Narrative		Fudd, Elmer	10/9/2012 5:16:15 AM


Click SAVE to save the page. Any errors on the page will be displayed. These errors must be corrected before the status can be changed to Claim Submitted.

 **Page Error(s)**
The Activity Date is required.

 [Back](#)

Document Information: [JFPR-2012-BCPD-00010](#)

Parent Information: [JF-2013-BCPD-00057 \(1\)](#)

 [Details](#)

You are here: > [Progress Reports Menu](#) > [Forms Menu](#) > Progress Report


ACTIVITY INFORMATION

Instructions:
Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.
Click **ADD** to add additional activity dates.

Activity Date: *

15.b. Change the Status

Click the "View Status Options" button on the Progress Report Menu or the Submit link to access status change options currently available.

 **Change the Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Document Information: [TSPR-2013-NVTest-00011](#)

 [Details](#)

Possible Statuses

PROGRESS REPORT SUBMITTED

[APPLY STATUS](#)

Click APPLY STATUS under the desired status.


15.c. Progress Report Modifications

Should your progress report require modifications, the status will be changed to return the progress report to you. Notifications will be sent to the Project Director via email and system message. The Progress Report will appear under "My Tasks." Check the progress report menu for notes from OTS indicating required changes.





Progress Reports Menu - Forms

Please complete all required forms below.

Document Information: [TSPR-2013-NVTest-00011](#)

 [Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	TS / LFD Progress Report		Elmer Fudd 10/10/2012 1:11:31 PM	
	Submit			
	Miscellaneous Attachments			

Make the necessary changes and change the status to submit the progress report again.