

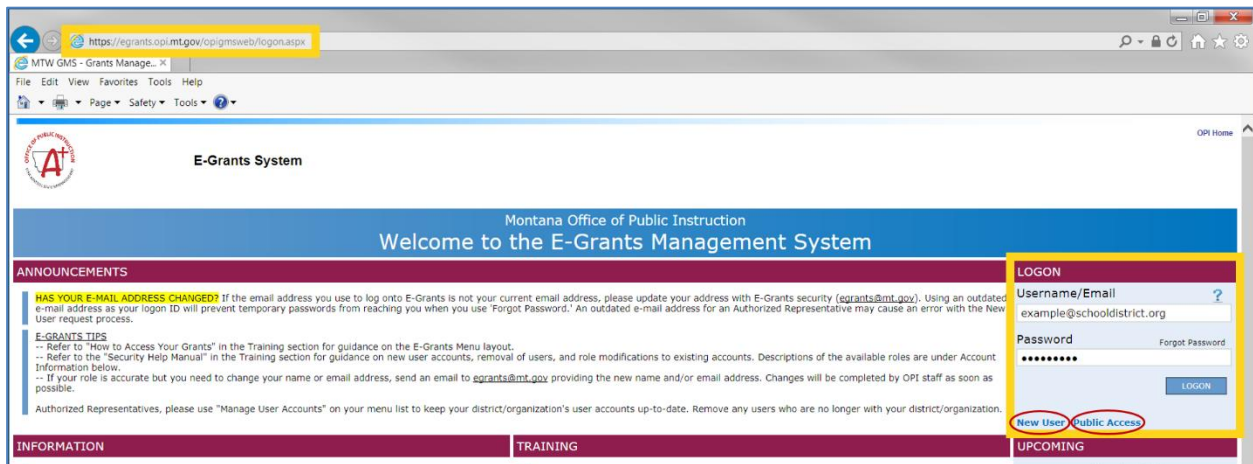


How to Access Grants in the E-Grants System

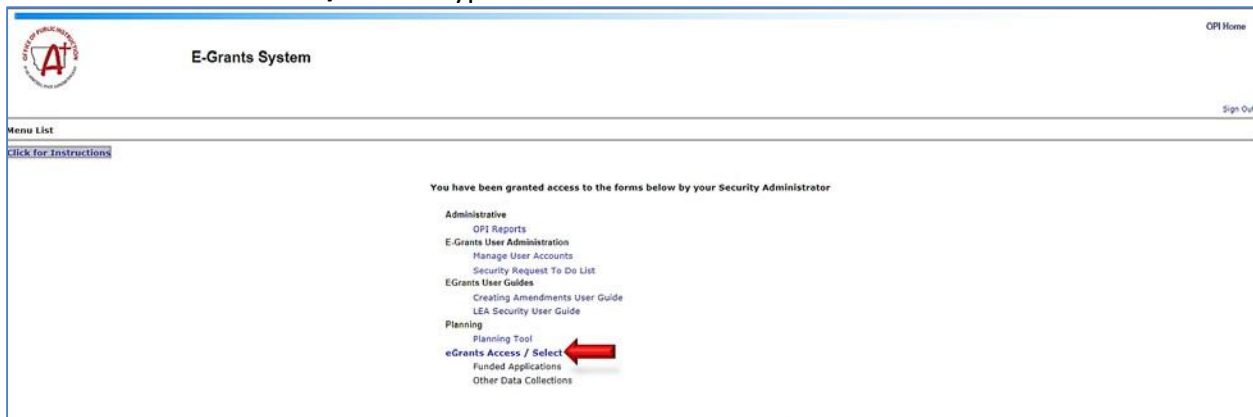
Click on the link to take you to the E-Grants logon homepage. [MTW GMS - Grants Management System](#)

On the E-Grants logon page, enter your Username/Email and Password then click the **LOGON** button.

- ❖ If you do not have an account:
 - Use Public Access, or
 - Request an account via the New User process
 - Refer to the [E-Grants Security User Guide](#) for step-by-step instructions on requesting a new account.



Click the **eGrants Access / Select** hyperlink on the **Menu List**.





Logged on users who have access to multiple legal entities will see the **Organization Search Results** page. Select the radio button next to the applicable legal entity then click the **Select** button at the bottom of the screen.

Select	Name	Legal Entity
<input checked="" type="radio"/>	Culbertson Elem	0777
<input type="radio"/>	Roose-Valley Sp Ed Coop	9801
<input type="radio"/>	Culbertson H S	0778

OPI TEST user ID: Larry Crowder ()

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In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

Public Access users will see the Organization Select page. Enter a legal entity name or number in the "Starts With" text box or select a legal entity in the "Select District" drop-down list then click the **Search** button.

To view all grant applications for a Legal Entity (LE), please enter LE name and select **Search**.

Search By: Legal Entity Name

Starts With: Billings Elem

or

Select District: Billings Elem

Search

PRD 5.0 user ID: User Public ()

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Logged on users with access to just one legal entity will not see either of these pages.



On the **E-Grants Access Select** page, the "Created" section displays information for all grants that have been created for the grant year selected.

E-Grants System OPI Home

E-Grants Access Select

0583 Missoula Elem

Select Fiscal Year: 2016

Please ensure that the Planning Tool has been completed prior to creating the Carl Perkins-Secondary, ESEA/NCLB Consolidated, Gifted and Talented, IDEA Consolidated, or Title I-C Migrant Consolidated Application for the New Year. Exit to the Menu to access the Planning Tool.

Application Name	Revision	Status	Date	Actions
Formula Grant				
ESEA (NCLB) Consolidated Application	Amendment 3	Final Approved	9/2/2016	Open Amend Payments Review Summary Delete Application
IDEA Consolidated Application	Amendment 1	Not Submitted		Open Amend Payments Review Summary Delete Application
Discretionary Grant				
Gifted and Talented State Grant Application	Amendment 1	Submitted To OPI	1/30/2017	Open Amend Payments Review Summary Delete Application
Title I-C: Migrant Application	Amendment 2	Final Approved	4/8/2016	Open Amend Payments Review Summary Delete Application
Title II-A: State Level Activities Application (RESAs)	Original Application	Not Submitted		Open Amend Review Summary Delete Application
Competitive Grant				
Title IV-B: 21st Century Continuing Application				
ESSA Title IX: Homeless Education Competitive Application	Amendment 1	Final Approved	10/23/2015	Open Amend Payments Review Summary Delete Application
Intent to Apply				
Gifted and Talented Intent to Apply	Original Application	Final Approved	3/24/2015	Open Amend Review Summary Delete Form
Program Reports				
Title II-A Teacher Quality Program Report	Original Application	Final Approved	11/10/2016	Open Amend Review Summary Delete Form
Title III: English Acquisition Program Report	Original Application	Final Approved	9/7/2016	Open Amend Review Summary Delete Form

- ❖ The **Select Fiscal Year** drop-down list allows the user to move between fiscal years.
 - Click the chevron next to the displayed year to select a different fiscal year.
- ❖ Grants are categorized by **Formula Grant**, **Discretionary Grant**, **Competitive Grant**, **Intent to Apply**, and **Program Reports**.
- ❖ The **Revision** column displays the version of application for that particular grant: Original Application, Amendment 1, etc.
 - Click the chevron next to the displayed version to select a different version.
- ❖ The **Status** column displays the status of that particular grant: Not Submitted, Submitted for Local Review, Final Approved, etc.
 - Public Access users will only see applications that have been Final Approved.
- ❖ The **Date** column displays the date that the most recent action was taken on that version of application.
- ❖ The **Actions** column lists all possible actions within a given application.
 - Selecting the appropriate buttons will allow the user to:
 - **Open** an existing application,
 - **Amend** an existing application,
 - View, create or submit **Payments**-related forms,



- See reviewer feedback on the **Review Summary** page, and
- **Delete** an unsubmitted application.

Note: Locked applications cannot be deleted. (Running the consistency check locks the application.) To delete a locked, unsubmitted application, go to the Submit page and unlock the application then return to the Access Select page to delete it.

- Public Access users cannot amend or delete applications.

Logged on users only: The "Available" section displays all applications, intents to apply, and program reports that are currently available for creation.

Category	Submissions due by	Action
Formula Grant	IDEA Consolidated	Submissions due by 9/30/2017
Discretionary Grant	Gifted & Talented State Grant	Submissions due by 6/30/2017
Competitive Grant	Indian Education for All	Submissions due by 6/30/2017
	Title IV-B: 21st Cent. Cont.	Submissions due by 6/30/2017
Intent to Apply	Gifted & Talented Intent	Submissions due by 3/31/2017

- ❖ Grants are categorized by **Formula Grant, Discretionary Grant, Competitive Grant, Intent to Apply, and Program Reports.**
- ❖ The "Submissions due by" date lists the submission deadline for each application.
- ❖ Click the **Create** button to create an application.

Once an application has been created, it will display in the **Created** section and no longer be visible in the **Available** section.

- ❖ The Title IV-B: 21st Century Community Learning Centers program allows multiple projects in the same legal entity. As such, this program will remain in the Available section so more applications can be created, if necessary.



Please Note: Due to grant-specific requirements, a legal entity may not be eligible for all programs displayed under the **Available** section. Contact the OPI specialist from the [E-Grants Staff Directory](#) with questions about grant eligibility.