

# Welcome

Please review the links displayed on the [top navigational bar](#) beginning with [About iGrants](#). Under the Competitive Form Packages link, you will find an inventory of all competitive grants plus links to funding opportunities, recent awards, and U.S. Dept of Education grant postings. The State and Federal Form Packages link lists federal grants, state grants, foundation funded grants, consortium run grants, and various end-of-year reports. The profile page for each form package will help you determine if your organization is eligible. If you have any questions regarding your organization's eligibility, please contact the OSPI program manager listed at the bottom of the form package profile page.



The page you are viewing now is called the iGrants home page. In order to complete a form package, you must press the [Authorized Users Access](#) button in the upper right corner of your screen. [School district personnel](#) must contact their district security manager to establish a user account in order to gain access to iGrants or any other EDS system.

[Educational Service District personnel](#) must contact OSPI's customer support at [Customersupport@k12.wa.us](mailto:Customersupport@k12.wa.us) or 1.800.725.4311.

[Non-profits, colleges, universities, or any other organization](#) requiring login credentials must also contact OSPI's customer support at [Customersupport@k12.wa.us](mailto:Customersupport@k12.wa.us) or 1.800.725.4311. If you have any questions regarding your organization's eligibility regarding a particular grant, please contact the OSPI program manager listed at the bottom of each form package profile page or under our Contact Us link [top navigational bar](#) (this page).

[Contact OSPI](#)

## iGrants 2007-08

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# *An Overview...What Exactly Does iGrants Do?*



*is an internet system that provides a way to:*

- Electronically submit grant applications and other types of official forms to OSPI.
- Electronically receive approval for grant applications and other types of official forms to OSPI.
- Electronically revise/submit grant application data and other types of official forms to OSPI.

# ***Wait Just A Minute!***

***Before You Start, You Must Have Login Credentials...***

***See Your **District Security Manager** (school districts only)***

***Username: name@schooldistrict.edu***

***Password: My Password***

# Login Access... See Your District Security Manager To Obtain A User Account

*How you gain access to iGrants depends on the organization you are affiliated with. iGrants is part of a large network of OSPI systems referred to as EDS (Educational Data Systems).*

*Those wishing to gain access to any OSPI systems must first contact their District Security Manager. The District Security Manager is OSPI's single point of contact for creating user accounts, assigning passwords and defining a role or roles for a user.*

*You may contact your District Security Manager by accessing the iGrants Help menu/Gaining Access page. The link opens an A-Z listing. Press the letter that represents the first letter of your school district to view the name of your District Security Manager.*

*iGrants serves more than school districts. The procedures for gaining access to iGrants from an organization other than a school district are listed below:*

*The following organizations **do not have** district security managers, therefore, the staff must contact OSPI's Customer Support at 1-800-725-4311 or [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us)*

#### *Educational Service Districts*

- Private Non-Profits*
- Colleges/Universities*

### **Important!**

*District Security Managers do not set-up roles for ESDs and other organization types such as colleges, universities, non-profits and tribal schools.*

# Access Based On Organization Types...

## Accessing A Form Package Depends On The Organization Type

School districts and ESDs typically have a max of two to three iGrants Administrators and multiple iGrants Users. Accessing a school level form package requires the user be assigned the name of the school building, not the name of the school district.

### iGrants District

#### Administrator Role



The iGrants Administrator role has access to all **district, school and consortium** form packages. Maximum of three

administrators per district

#### iGrants User Role (District Org)



#### iGrants User Role (Public School Org)



User assigned to a school in order to access one of several **school level** form packages.

#### iGrants User Role (ESD Org)



#### iGrants User Role (colleges, universities, private / non-profit)



College, Universities, Non-Profit and Tribal Schools are not required to have an

iGrants administrator. 

# Organization Type and Role-*Proper Assignment Is Key*

**iGrants Administrator:** This role has access to district, school and consortium form packages with the ability to send the request for approval email to OSPI.

Organization Name	Organization Roles	
Seattle Public Schools	iGrants District Administrator 10/25/2005 - Present	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add Role</a>

[Back](#) [Add New Org](#)

**iGrants User (District):** The user below has access to district and consortium form packages only.

Organization Name	Organization Roles	
Seattle Public Schools	iGrants User 10/25/2005 - Present	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add Role</a>

[Back](#) [Add New Org](#)

**iGrants User (District and Public School):** The user below has access to district, consortium, and school form packages.

Organization Name	Organization Roles	
Concrete High School	iGrants User 3/15/2006 - Present	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add Role</a>
Concrete School District	iGrants User 3/16/2006 - Present	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add Role</a>

[Back](#) [Add New Org](#)

# Multiple iGrants Admin Accounts-*Hold On, Not Too Many*

*It's a great idea to have a backup staff member to assist the iGrants administrator in case of illness, vacation leave, etc. This key position is responsible for sending the request for approval email for each form package to OSPI. Therefore, the absence of the iGrants administrator should not delay form packages from being submitted on time.*

*However, the iGrants administrator role should be reserved for no more than three staff members. When setting up this role, do not assign additional roles such as iGrants User (see below).*

Shawn		Aberdeen School District	Yes	iGrants District Administrator	5/2/2006
Shawn		Aberdeen School District	Yes	iGrants User	5/2/2006
Terri		Aberdeen School District	Yes	iGrants District Administrator	5/2/2006
Terri		Aberdeen School District	Yes	iGrants User	5/2/2006
Tita		Aberdeen School District	Yes	iGrants District Administrator	5/2/2006
Tita		Aberdeen School District	Yes	iGrants User	5/2/2006

*In the example above, the iGrants administrators listed, **do not** need to be assigned the additional role of **iGrants User**.*

*The **iGrants District Administrator** role provides access to all form packages at both the district and school level.*

# Home Page Menu Links...Important Reference Information

WASHINGTON STATE  
**OSPI** Office of Superintendent  
of Public Instruction

**iGrants**

eds Home  
iGrants Home  
Feedback

About iGrants  
Resource Information  
Competitive Form Packages  
State/Federal Form Packages  
FAQs  
Help  
Contact Us  
Messages  
1 New  
Grants Authorized Users Access  
Current Users: 233

**Funding Alert: 1 New** go

Please review the links displayed on the **top navigational bar** beginning with **About iGrants**. Under the **Competitive Form Packages** link, you will find an inventory of all competitive grants plus links to funding opportunities, recent awards, and U.S. Dept of Education grant postings. The **State and Federal Form Packages** link lists federal grants, state grants, foundation funded grants, consortium run grants, and various end-of-year reports. The profile page for each form package will help you determine if your organization is eligible. If you have any questions regarding your organization's eligibility, please contact the OSPI program manager listed at the bottom of the form package profile page.

The page you are viewing now is called the iGrants home page. In order to complete a form package, you must press the **Authorized Users Access** button in the upper right corner of your screen. **School district personnel** must contact their district security manager to establish a user account in order to gain access to iGrants or any other EDS system.

**Educational Service District personnel** must contact OSPI's customer support at Customersupport@k12.wa.us or 1.800.725.4311.

**Non-profits, colleges, universities, or any other organization** requiring login credentials must also contact OSPI's customer support at Customersupport@k12.wa.us or 1.800.725.4311. If you have any questions regarding your organization's eligibility regarding a particular grant, please contact the OSPI program manager listed at the bottom of each form package profile page or under our **Contact Us** link **top navigational bar** (this page).

[Contact OSPI](#)

[View Text Only](#)

[Privacy Policy](#) [Disclaimer](#) [Customer Support: 1.800.725.4311](#) ©Copyright 2004

# Resource Information...Allocations

About  
iGrants

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Form Packages

State/Federal  
Form Packages

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FAQs

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## ALLOCATIONS

### Federal Allocations

[State Allocations](#)

[Archive](#)

[General  
Resources](#)

[Assurances](#)

[Allocations](#)

[Indirect  
Rates](#)



### Federal Allocations- 2007-08

The amounts listed under Federal Allocations are based on U.S. Department of Education calculations. The numbers are then sent to OSPI where in most cases, further calculations are made. Upon completion of all calculations, the final numbers are then posted to the iGrants system.

Federal Program	2007-08
Carl Perkins	<a href="#">go</a>
IDEA-B and Section 619	<a href="#">go</a>
Emergency Immigrant	<a href="#">go</a>
Rural and Low Income School	<a href="#">go</a>
Title I Part A Improving Basic Programs	<a href="#">go</a>
Title I Part C Education of Migrant Children	<a href="#">go</a>
Title I Part D Local Agency	<a href="#">go</a>
Title I Part D State Agency	<a href="#">go</a>

## New in 2007-08

### Archived Allocations

### Federal and State Archived Allocations

Choose A Funding Type and Year

Federal Funding Only

Federal Funding

State Funding

[05-06](#)

[06-07](#)

[06-07](#)

# Resource Information... *Indirect Rates*

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INDIRECT  
RATES

**2007-08  
Rates**

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General  
Resources

Assurances

Allocations

Indirect  
Rates



Print

## Indirect 2007-08 Rates

			Federal Restricted	Federal Unrestricted	State Recovery
State Average			3.9%	18.0%	16.7%
ESD	CoDistID	District			
113	14005	ABERDEEN	5.7%	21.9%	17.1%
113	21226	ADNA	3.7%	23.5%	18.2%
101	22017	ALMIRA	3.5%	25.9%	31.2%
189	29103	ANACORTES	4.8%	18.1%	16.2%
189	31016	ARLINGTON	2.6%	12.1%	14.7%
123	02420	ASOTIN	8.0%	27.3%	18.6%

**New in 2007-08**

**Archived  
Indirect Rates**

## Indirect Rates-Archived

Choose A Year

[2006-07](#)

[2005-06](#)

[2004-05](#)

[2003-04](#)

# Competitive Grant Form Packages

<a href="#">About iGrants</a>	<a href="#">Resource Information</a>	<b>Competitive Form Packages</b>	<a href="#">State/Federal Form Packages</a>	<a href="#">? FAQs</a>	<a href="#">! Help</a>
-------------------------------	--------------------------------------	----------------------------------	---	------------------------	------------------------

[Federal Comp Grants- System Logon Required](#)

[State Comp Grants- System Logon Required](#)

[Fed/State Comp Grants- DOWNLOADABLE WORD FILES](#)

[OTHER FUNDING Opportunities](#)

[Recipient Announcements](#)

[USDE Grant Postings](#)

[Funding Resources \(Outside OSPI\)](#)

[Archive](#)



## Federal Competitive (Discretionary) Funded Grants 07-08

These form packages **REQUIRE** an EDS user account in order to log into iGrants.

This page lists **federal funded competitive** grants. Press the name of the form package under the Form Package Profile column to access information such as range of awards, due dates, indirect amounts, web resources, account codes, project periods, and contact information. Press the Funding Amounts **go** button to access pre-determined allocation amounts. Press the Instructions **go** button to access a set of instructions for completing the form pages.



OPEN
Closed

Profile Information - Funding Amt's - Instructions - Due Dates

Fiscal Year	Ready	Form Package Profile	Funding Amounts /Grantees	Bulletin	Form	Instructions	Due Date
-------------	-------	----------------------	---------------------------	----------	------	--------------	----------

**New in 2007-08**

**Competitive Form Package Archive**

### Competitive Form Packages Profile Archive

Choose A Year

06-07	<a href="#">Competitive Federal Grants</a>	<a href="#">Competitive State Grants</a>	<a href="#">Fed/State Download Files</a>
-------	--	--	--

# Federal and State Grant Form Packages

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Resource Information
Competitive Form Packages
State/Federal Form Packages
? FAQs
! Help

[Federal Grants](#)

[State Grants](#)

[Consortium Run Grant Profiles](#)

[Foundation Funded](#)

[Consolidated Program Review- Self Study](#)

[End of Year- Mid Year- and Annual Reports](#)

[Archive](#)



## Federal Funded Grants 07-08

This page lists **federally funded grants**. Press the name of the form package under the Form Package Profile column to access information such as range of awards, due dates, indirect amounts, web resources, account codes, project periods, and contact information. Press the Funding Amount **go** button to access allocation amounts. Press the Instructions **go** button to access a set of instructions for completing the form pages.



OPEN
Closed

Profile Information - Funding Amt - Instructions - Due Dates							
Fiscal Year	Ready	Form Package Profile	CFDA	Funding Amounts	Form Package No.	Instructions	Due Date
07-08	<input checked="" type="checkbox"/>	<a href="#">21st Century Community Learning Centers</a>	84.048	<a href="#">go</a>	241 Cohort 1 291 Cohort 2 294	<a href="#">go</a>	9-1-07

**New in 2007-08**

**Federal and State Form Package Archive**

## Federal and State Form Packages Profile Archive

Choose A Year					
06-07	<a href="#">Federal Grants</a>	<a href="#">State Grants</a>	<a href="#">Consortium Grants</a>	<a href="#">Consolidated Program Review</a>	<a href="#">End of Year- Mid Year- Annual Reports</a>

# Now It's Time To Login...



With the proper login credentials you can now press the Green Authorized User Access Button In The Upper Right Hand Corner of the iGrants Home Page.

A screenshot of a Microsoft Internet Explorer browser window displaying the iGrants Home Page. The browser's address bar shows "https://eds.ospi.k12.wa.us/iGrants/Default.aspx". The page header includes the OSPI logo and the iGrants logo. A navigation bar contains links for "About iGrants", "Resource Information", "Competitive Form Packages", "State/Federal Form Packages", "FAQs", "Help", "Contact Us", and "Messages". A "1 New" notification is visible next to "Messages". In the upper right corner, there is a green button labeled "Grants Authorized Users Access" which is circled in red. Below the navigation bar, there is a "Funding Alert: 1 New" notification. The main content area contains text explaining how to use the system and providing contact information for OSPI support. The footer includes links for "Privacy Policy", "Disclaimer", and "Customer Support", along with a copyright notice for 2004.

Press This Button To Login

# More Features-Access Data From Previous Years

Pay particular Attention to the fiscal year drop down menu. This menu allows the user to select a previous year for revision purposes then switch back to the current fiscal year for new year submission.

Multiple Year  
drop down

menu.

The screenshot displays the 'Form Package Selector' interface. On the left, there is a sidebar with a 'Fiscal Period' dropdown menu currently set to '07-08'. The dropdown is open, showing '06-07' and '07-08' as options. Below the dropdown are icons for 'Required Pages', 'Grants Administrator', and 'District'. The main content area contains the following fields and controls:

- Form Package ID:** A text input field.
- Form Package Name:** A text input field.
- Funding Group Type:** A dropdown menu with 'Standard' selected.
- Funding Type:** A dropdown menu with 'All' selected.
- Milestone:** A dropdown menu with 'All' selected.
- Search and Show All:** Two green buttons.
- Text:** 'Use Search Criteria or Press Name of Form Package Below'.

# Required Pages

*The **next set of slides (17 thru 20)** discuss pages that must be completed by someone within a school district or educational service district's administration office. These pages are called **Required Pages**. They are not designed to be completed by a general access user assigned to the completion of a form package.*

**Note:** General access users can now skip to slide 20.

**Note:** The required pages section does not apply to colleges, universities, non-profits, tribal schools and other non-school district organizations.

# The Required Pages...*They Must Be Completed*

***The required pages apply to all school districts and educational service districts. There are a total of four buttons for school districts and two for ESDs. All applicable buttons must display a check mark. The check mark displayed in the Required Pages button appears when all individual pages within the button e.g., Assurances, are marked completed. These required pages apply to all grants housed within the iGrants system.***

## ***Important!***

***Form packages cannot be fully processed until a check mark is displayed in the Required button below the fiscal period drop down menu.***

The screenshot shows the iGrants system interface. At the top left, the 'Fiscal Period' is set to '06-07'. To the right, the 'Required Pages' section shows 'Current Form Package Status: Completed'. Below this, there are three buttons: 'Help', 'Assurances', and 'District ID'. The 'Assurances' and 'District ID' buttons have checkmarks. A green callout box points to these two buttons, stating: 'Example of ESD required pages consisting of two buttons only.' Below the buttons, there are icons for 'Set Back to Draft', 'Save', and 'Print'. The main content area is titled 'Agreement To Applicable Assurances' and contains text about entering the word 'Agree' and the name of the authorized representative. Below this, there is a paragraph explaining that all program assurance pages, e.g., Title I, are listed with each of the individual form packages as the first page.

***Note: The required pages section does not apply to colleges, universities, non-profits, tribal schools and other non-school district organizations.***

# The Required Pages...Assurances



**Assurances Selections** (Non-Program Specific)

<a href="#">General Assurances</a> (applicable to all districts and ESDs)	<a href="#">Certification of Constitutionally Protected Prayer</a>
--	--

**Assurance Completion Grid** (Program Specific)

21st Century (District Cohort 1)	21st Century (District Cohort 2)	21st Century (District Cohort 3)
21st Century (District Cohort 4)	Consolidated Prog. Review	District Improvement Assistance Dr. Jones Superintendent 5/2/2006
Perkins Voc Ed District	Readiness (Consortium)	Readiness (District)
Special Ed IDEAB (Consortium)	Special Ed IDEAB (District)	Title I Part A Dr. Smith Federal Programs Director 5/6/2006
Title I Part D Local	Title I Part D State	Title II Teacher Quality

**IMPORTANT:** If this district agrees to all applicable assurances, type the word **Agree** and the name of the authorized representative below.

Type Agree:

Authorized Representative:

Agreed On:

*Specific program assurances e.g. Title I Part A are assessed by the user. After the user presses the save button, the authorized representative, title and date display in the assurance grid.*

# The Required Pages...*District Identification Page*

**Required Pages**  
Current Form Package Status: **Completed**

Help | Assurances | **District ID** | Priv. Sch. Participation | Transfers

Set Back to Draft | Save | Print

Use **Add/Edit** button to display a list of available personnel.  
Contact the District Security Manager if the person is not listed.

Superintendent: **Add/Edit**

**Name:** Ed Rothlin

**Address:** PO Box 118  
Adna, Washington 98522

**Phone:** (360) 748-0362

**Fax:**

**Email:** rothline@adnaschools.org

Fiscal Officer: **Add/Edit**

**Name:** Marilyn Cabe

**Address:**

**Phone:** 360 748-0362

**Fax:**

**Email:** cabem@adnaschools.org

Grant Administrator: **Add/Edit**

**Name:** Ed Rothlin

**Address:** PO Box 118  
Adna, Washington 98522

**Phone:** (360) 748-0362

**Fax:**

**Email:** rothline@adnaschools.org

*This Page is Pre-Populated from the previous year. To change names, press the **Add/Edit** button and a list of names appear to select from. If the name does not appear, the user must obtain a user account from the district security manager.*

*List of iGrants users having login*

**Search** **Cancel**

**Search Criteria:**

Pick a Name from the list below.  
To filter the list, enter criteria and click on Search.

Person Name
<a href="#">AYP User</a>
<a href="#">Corina McCleary</a>
<a href="#">Corina Test</a>
<a href="#">Freddy Smyth (Superintendent)</a>
<a href="#">jason006 test</a>
<a href="#">Julie Randich</a>
<a href="#">Kevin Daniels</a>
<a href="#">Lam Nguyen</a>
<a href="#">Lam Nguyen</a>
<a href="#">Lester Wyer</a>

1 2

# The Required Pages...Private School Participation

**Required Pages**  
Current Form Package Status: **Completed**

[Help](#)
[Assurances](#)
[District ID](#)
[Priv. Sch. Participation](#)
[Transfers](#)

Do any private schools participate in federal programs?  
 If **yes** is selected, and the district is providing services to private schools from the following federal programs listed below, please complete this page.

**List of Participating Federal Programs**

- 21st Century Schools
- Title I Part A
- Title I Part B Even Start
- Title I Part C Migrant
- Title II Teacher and Principal Quality
- Title II Part D Enhancing Ed. Through Tech.
- Title III Part A Limited English Proficient and Immigrant Students
- Title IV Safe & Drug Free Schools
- Title V Innovative Programs

**Amounts by Program**

Program	Private School Students (Head Count) Served	Total Federal Funds Total Program Funds Reserved for Services To Private Schools
21st Century Schools	<input type="text"/>	<input type="text"/>
Title I Part A	<input type="text" value="15"/>	<input type="text" value="8,000"/>

*The school district must complete this page, only if private school children are being served with federal funds e.g. Title I Part A.*

*Indicate a Yes response, continue to complete the page and finally mark the page complete by pressing the **Mark Completed** icon.*

## *The Required Pages*

# ***Transferability*** *50% of Allocation* ***and*** ***REAP Flexibility*** *100% of Allocation*

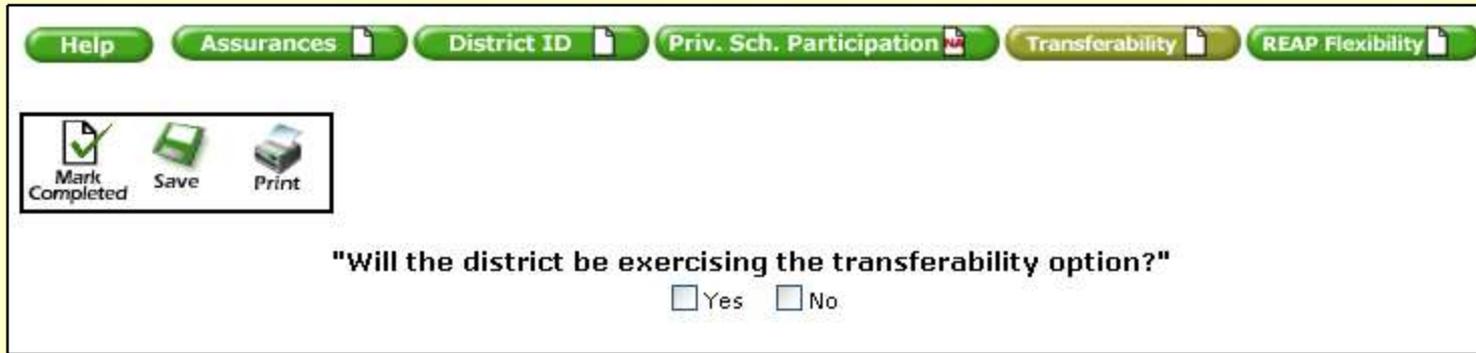
*The next few slides are specific to iGrants processing of Transferability and REAP Flexibility amounts. These two features are part of the Required Pages and cannot be fully completed until certain allocations from the U.S. Department of Education have been received and uploaded to iGrants. In order to proceed, so, that other form packages can be submitted, make sure to press the **MARK COMPLETED** icon to create a check mark in the Transferability and REAP Flexibility buttons.*

*Districts must indicate a **Yes or No** response to both Transferability and REAP flexibility options as viewed on the following slides.*

# The Required Pages...*Processing Transferability 50% of*

## *Allocation*

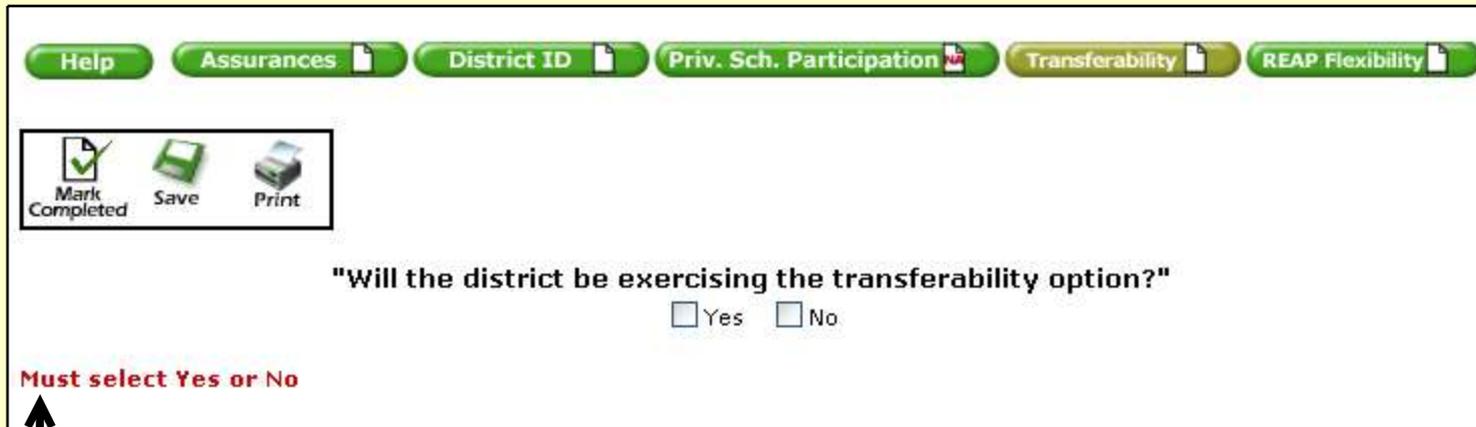
First, indicate a Yes or No response to the question, "Will you be exercising the Transferability Option?" by checking one of the boxes labeled Yes or No. If no, press the Mark Completed icon and move onto the REAP Flexibility button.



Help Assurances District ID Priv. Sch. Participation Transferability REAP Flexibility

Mark Completed Save Print

"Will the district be exercising the transferability option?"  
 Yes  No



Help Assurances District ID Priv. Sch. Participation Transferability REAP Flexibility

Mark Completed Save Print

"Will the district be exercising the transferability option?"  
 Yes  No

**Must select Yes or No**

If the user attempts to mark the page completed without indicating a Yes or No response, the screen will display...*Must select Yes or No*

# The Required Pages... **Processing Transferability 50% of**

## **Allocation**

***In this case, the district intends to exercise Transferability, but the allocations from the U.S. Department of Education have not been received and uploaded to iGrants.***

***Leave the Yes check mark in the box then press the Mark Completed icon to create a check mark in the main Transferability button. Next, move to REAP mark it No then press the Mark Completed icon to create the check mark in the REAP button. Later, come back to this page when all allocations have been announced and uploaded to iGrants.***

Help Assurances District ID Priv. Sch. Participation **Transferability** REAP Flexibility

Set Back to Draft Save Print  
Saved and marked  
Completed

"Will the district be exercising the transferability option?"  
 Yes  No

Allocations for Almira School District for the Fiscal Period 07-08 are not available at this time.  
Mark the page Completed.

***Leave it checked Yes then press the Mark Completed icon.***

# The Required Pages...Processing Transferability 50% of

## Allocation

*This is perfectly executed. A Yes has been indicated, the transfer has been created, the transfer total adds up to the maximum available to transfer (up to 50% of the allocated amount) and finally the Transferability button has been marked completed. Of course, the system allows for additional “allowable” transfers by pressing the New button.*

Help | Assurances | District ID | Priv. Sch. Participation | **Transferability** | REAP Flexibility

Set Back to Draft | Save | Print  
Saved and marked Completed

"Will the district be exercising the transferability option?"  
 Yes  No

Transferability For All Districts (Up to 50%)

Select Program to Transfer From then click New: Title II Part D Enhancing Education Through Technology **New**

239 Title II Part A Teacher Principal Training and Recruiting **Delete**

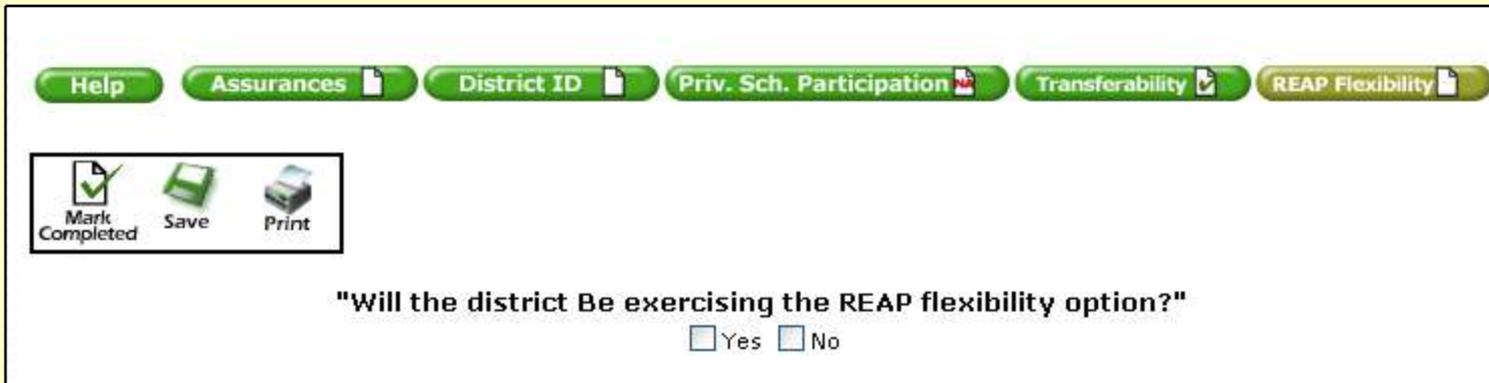
Original Allocation	\$10,000
Maximum Available for Transfer	\$5,000
201 Title I Part A Improving Basic Programs	\$ 1,000
236 Title II Part D Enhancing Education Through Technology	\$ 2,000
211 Title IV Part A Safe and Drug-Free Schools (District Package)	\$ 1,000
230 Title V Part A Innovative Programs	\$ 1,000
Available to Transfer	\$0
Transfer Total	\$5,000

Set Back to Draft | Save | Print  
Saved and marked Completed

# The Required Pages...*Processing REAP Flexibility 100% of*

## *Allocation*

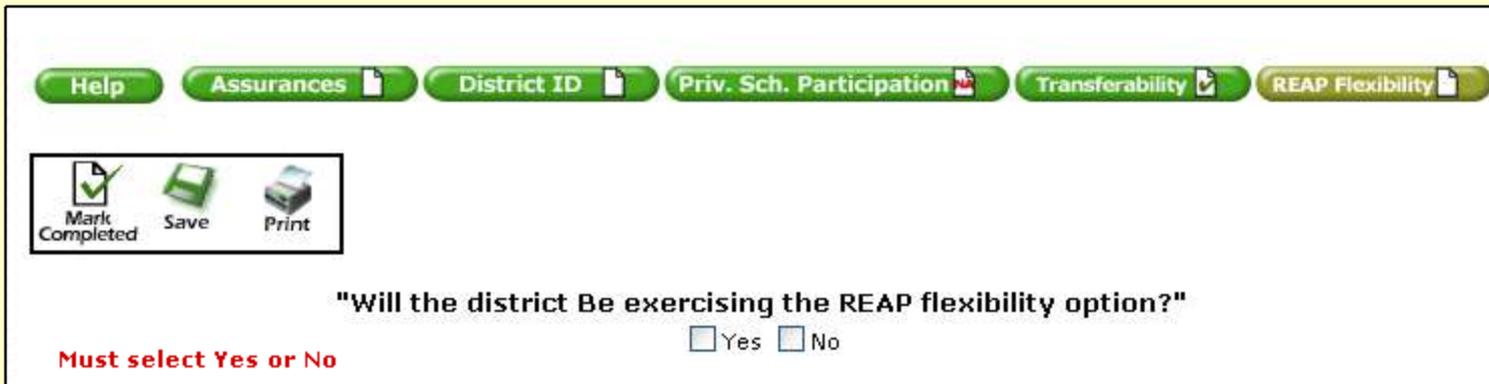
First, indicate a Yes or No response to the question, "Will you be exercising the REAP Flexibility Option?" by checking one of the boxes labeled Yes or No. If no, press the Mark Completed icon to display a check mark in the REAP Flexibility button.



Help Assurances District ID Priv. Sch. Participation Transferability REAP Flexibility

Mark Completed Save Print

"Will the district Be exercising the REAP flexibility option?"  
 Yes  No



Help Assurances District ID Priv. Sch. Participation Transferability REAP Flexibility

Mark Completed Save Print

"Will the district Be exercising the REAP flexibility option?"  
 Yes  No

**Must select Yes or No**



If the user attempts to Mark the page completed without indicating a Yes or No response, the screen will display...*Must select Yes or No*

## The Required Pages... **Processing REAP Flexibility 100% of Allocation**

***In this case, the district intends to exercise REAP Flexibility but the allocations from the U.S. Department of Education have not been received and uploaded to iGrants.***

***Leave the Yes check mark in the box then press the Mark Completed icon to create a check mark in the main REAP Flexibility button. Later, come back to this page when all allocations have been announced and uploaded to iGrants.***

Help Assurances District ID Priv. Sch. Participation Transferability REAP Flexibility

Mark Completed Save Print  
Saved and marked  
Draft

"Will the district Be exercising the REAP flexibility option?"  
 Yes  No

Allocations for Auburn School District for the Fiscal Period 07-08 are not available at this time.  
Mark the page Completed.

***Leave it checked Yes then press the Mark Completed icon.***

# The Required Pages...Processing REAP Flexibility 100% of

## Allocation

**This is perfectly executed. A Yes has been indicated, the transfer has been checked, the total adds up to the maximum available amount (up to 100% of the allocated amount) for each program, and finally the REAP Flexibility button has been marked completed.**

Help Assurances District ID Priv. Sch. Participation Transferability REAP Flexibility



Set Back to Draft Save Print  
Saved and marked Completed

"Will the district Be exercising the REAP flexibility option?"  
 Yes  No

Select Form Packages to Transfer From:

239 Title II Part A Teacher Principal Training and Recruiting	\$10,000	<input checked="" type="checkbox"/>
236 Title II Part D Enhancing Education Through Technology	\$15,000	<input type="checkbox"/>
211 Title IV Part A Safe and Drug-Free Schools (District Package)	\$20,000	<input type="checkbox"/>
230 Title V Part A Innovative Programs	\$25,000	<input type="checkbox"/>
<b>Total Selected:</b>	<b>\$10,000</b>	

Enter amounts for the Form Packages to transfer to:

241 21st Century Community Learn Centers (District Package) Cohort 1	\$ 10,000
291 21st Century Community Learn Centers (District Package) Cohort 2	\$ 0
294 21st Century Community Learn Centers (District Package) Cohort 3	\$ 0
305 21st Century Community Learn Centers (District Package) Cohort 4	\$ 0
201 Title I Part A Improving Basic Programs	\$ 0
239 Title II Part A Teacher Principal Training and Recruiting	\$ 0
236 Title II Part D Enhancing Education Through Technology	\$ 0
232 Title III LEP (District Package)	\$ 0
211 Title IV Part A Safe and Drug-Free Schools (District Package)	\$ 0
230 Title V Part A Innovative Programs	\$ 0
<b>Total:</b>	<b>\$10,000</b>

## *Processing An iGrants Form Package*

*The next set of slides (slides 29 thru 30) cover how to select and process a form package.*

# Selecting A Form Package-Several Ways To Choose

## Selecting A Form Package:

1. Press the name of the form package or number of the form package listed.  
Example, Title I Part A Improving Basic Programs – ID# 201.
2. Enter Form Package ID number in the field provided.
3. Type the name of the form package into the Form Package Name field.

Pete Bratt Role: iGrant Administrator  
Aberdeen School District

Fiscal Period: 07-08

Use Search Criteria or  
Press Name of Form Package Below

**Form Package Selector** Search Show All

Form Package ID: 201

Form Package Name:

Funding Group Type: Standard

Funding Type: All

Milestone: All

ID	Name	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified By	Modified Date	Change Requests (Narrative/Data)	Budget Amount /Revisions
218	Learning Assistance Program	05/02/2007	07/01/2007					
201	Title I Part A Improving Basic Programs	06/14/2007	09/15/2007					

Required Pages  
Grants Administrator  
District Select a Form Package  
School Select a Form Package  
Consortium Select a Form Package

# Sorting The List Of Form Packages-Each Column Can Be Sorted

## Sorting The List Of Form Packages:

### 1. Press the underlined header information...

*ID, Name, Form Pkg. Available Date, Form Pkg. Due Date, Current Form Package Status/Date etc.*

Pete Bratt. Role: iGrant Administrator  
Aberdeen School District

Fiscal Period: 07-08

Use Search Criteria or  
Press Name of Form Package Below

Form Package Selector

Form Package ID:

Form Package Name:

Funding Group Type:

Funding Type:

Milestone:

ID	<u>Name</u>	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified By	Modified Date	Change Requests (Narrative/Data)	Budget Amount /Revisions
218	<a href="#">Learning Assistance Program</a>	05/02/2007	07/01/2007					
201	<a href="#">Title I Part A Improving Basic Programs</a>	06/14/2007	09/15/2007					

**Note: The **due date** is displayed. Pressing the link that says Form Pkg Due Date sorts the entire page by the due date.**

# Help Menu-Take 5 Minutes To Learn The Basic System Steps

Pressing the help button displays a page that provides basic incremental steps in processing an iGrants form package. This button is displayed for each form package at all times.

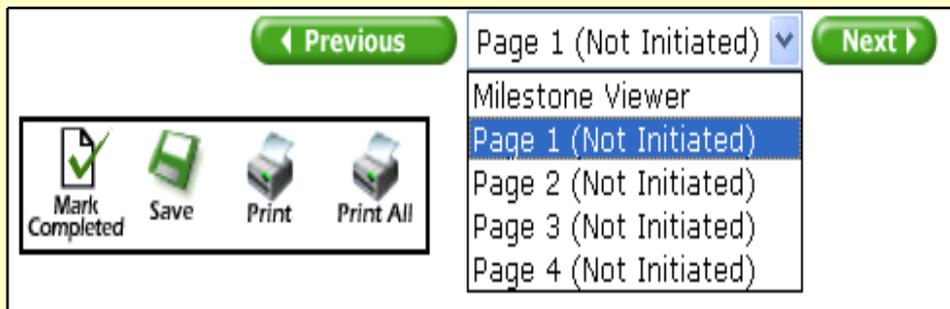
The screenshot displays the iGrants system interface. At the top right, the user is identified as Pete Bratt, Role: iGrant Administrator, Aberdeen School District. The main header shows the Fiscal Period as 07-08 and the current form package as '201 Title I Part A Improving Basic Programs' with a status of 'Not Initiated'. A navigation bar contains buttons for 'Help', 'Contact', 'Application', 'Budget', 'Finish', 'Notify', and 'Notes'. The 'Help' button is circled in red. Below the navigation bar are icons for 'Mark Completed', 'Save', and 'Print'. On the left sidebar, there are sections for 'Grants Administrator', 'District', 'School', and 'Consortium', each with a 'Select a Form Package' button. The main content area contains a form with fields for 'Title', 'Last Name', 'First Name', 'Alternate's Last Name', 'Alternate's First Name', 'Address', 'City', 'State' (pre-filled with 'WA'), 'Zip Code', 'Phone', 'Alternate's Phone', 'Fax', 'Email', 'Confirm Email', 'Alternate's Email', and 'Confirm Alternate's Email'. An inset window titled 'Help Instructions - Submitting a Form Package to OSPI - Microsoft Internet Explorer' is open, showing the URL 'https://eds.tst.ospi.k12.wa.us/iGrants/Docs/Help/KeyDistrictHelp.html'. The help page content includes a 'Print' icon, a title 'SUBMITTING A FORM PACKAGE TO OSPI', a section 'Before You Start', and a list of steps: 'Accessing the correct funding type' and 'Reading the Profile Page'. A footer on the help page reads 'Understanding the Milestones and Form Package Status Levels'.

# Process Buttons—All Form Packages Have Them

There are 5 buttons that are consistent among all iGrants form packages. Those buttons are:

- Help
- Contact
- Finish
- Notify
- Notes

The other buttons listed vary depending on the type of form package. For example, the Application button is used for programs such as Title I. The RFP button is used for competitive grants. The Report button is used for various end-of-year and mid year reports. The Self Study button is used for



**Multi-page forms display page numbers in a drop down list.**

# Error Checks-Required Fields Must Be Completed

Please correct the following errors:

- Last Name is Required
- First Name is Required
- Address is Required
- City is Required
- Zip Code is Required
- Phone is Required
- Email is Required
- Confirm Email must match the Email



Title:	<input type="text"/>
Last Name:	<input type="text"/> *
First Name:	<input type="text"/> *
Alternate's Last Name:	<input type="text"/>
Alternate's First Name:	<input type="text"/>
Address:	<input type="text"/> *

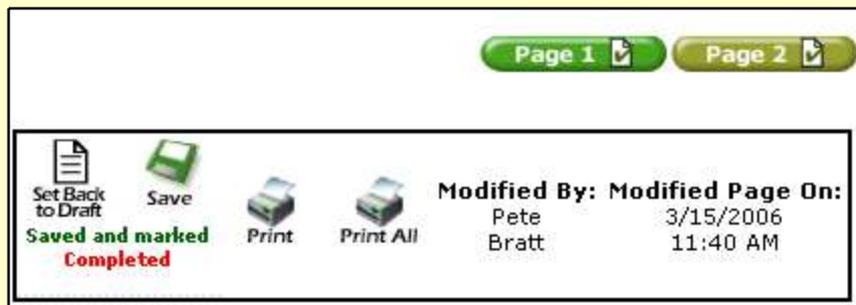
**Red Asterisks indicate fields that require completion.**

# Process Icons - Save, Print, Mark Completed



*These are some of the choices the user has on every form package page.*

- Save
- Mark Completed
- Set Back To Draft
- Print one page or
- Print all pages



*Modified information by the user and when the user last pressed save are also displayed.*

# Check Marks-No Check Marks Equals No Submission

*Three of the five buttons below, display a completed check mark with the remaining two buttons (finish and notify) unchecked. Unless the remaining two buttons display a completed check mark, the form package will not be able to be fully processed.*

The screenshot shows the iGrants application interface. At the top right, it displays the user's name and role: "Pete Bratt Role: iGrant Administrator Aberdeen School District". The main heading is "201 Title I Part A Improving Basic Programs" with the current status "Draft". Below this is a row of buttons: "Help", "Contact", "Application", "Budget", "Finish", "Notify", and "Notes". The "Finish" and "Notify" buttons have a checkmark icon, while the others do not. Below the buttons, there is a prompt: "Mark This Form Package As Finished?" with a "Mark Finished" button that has a checkmark icon. An arrow points from the "Mark Finished" button to the "Notify" button in the row above.

*The **Finish** and **Notify** buttons must also display a check mark. The finish button increments the status milestone of the form package to **Finished**.*

*The **Notify** button (school districts and ESDs) notifies internal staff such as the fiscal officer and iGrants administrator to review the form package prior to sending the request for approval email (sent by the iGrants administrator to OSPi).*

## Check Marks-All Buttons Must Display A Check Mark

**Once all of the buttons display a check mark, the internal review can now take place and finally the iGrants administrator can send the request for approval email to OSPI asking for initiation of the review and approval process.**

Pete Bratt Role: iGrant Administrator  
Aberdeen School District

Fiscal Period 07-08

201 Title I Part A Improving Basic Programs  
Current Form Package Status: **Under Org. Review**

Help Contact Application Budget Finish Notify Notes

**This form package has been sent to district officials for internal review.**

Profile Page  
Instructions  
Required Pages  
Grants  
Administrator  
District  
Select a Form Package

**In this example, the user has *marked all pages completed*, therefore, *all buttons display a check mark*. At this point, internal district review takes place. The last step is for the iGrants administrator to send the **Request OSPI Approval** email to OSPI.**

**In the case of colleges and universities, the Notify button sends the request for approval email directly to OSPI.**

*Form Package Features*  
***Some Additional Buttons***

*Slides 38-39 cover some additional features and buttons.*

# Two Browser Windows-Copy and Paste From One Year To The Next

WASHINGTON STATE  
OSPI Office of Superintendent of Public Instruction

iGrants

eDS Home iGrants Home

Pete Bratt Role: iGrant / Office of Superintendent

Fiscal Period 06-07

218 Learning Assistance Program  
Current Form Package Status: **Under OSPI Review**

Help Contact Application Budget Notes

Save Print

Title:

WASHINGTON STATE  
OSPI Office of Superintendent of Public Instruction

iGrants

eDS Home iGrants Home Feedback Logout

Pete Bratt Role: iGrant Administrator  
Aberdeen School District

Fiscal Period 07-08

218 Learning Assistance Program  
Current Form Package Status: **Not Initiated**

Help Contact Application Budget Finish Notify Notes

Mark Completed Save Print

Title: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Alternate's Last Name: \_\_\_\_\_  
Alternate's First Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**A large monitor e.g., "17", allows the user to display two browser windows at the same time.**

**This is handy if the user copies text from one year to the next.**

# Additional Buttons-Accessing All Budgets Created And Status Information

Pete Bratt Role: iGrant Administrator  
Aberdeen School District

Fiscal Period: 07-08

Print

**Form Package Selector**

Form Package ID:

Form Package Name:

Funding Group Type: All

Funding Type: All

Milestone: All

Include Schools Form Packages:

Explain this?

Org Code	Organization	Form ID	Form Package	Current Status	Last Modified	Draft	Marked Finished	Officials Notified	OSPI Notified	Under Review	Needs Work	Final Approval	Budget Status
14005	Aberdeen School District	201	<a href="#">Title I Part A Improving Basic Programs</a>	Under Org. Review	3/5/2007 Pete Bratt	03/05/07 Pete Bratt	03/05/07 Pete Bratt	03/05/07 Pete Bratt					Completed 2007-08 Funding Original \$876,353

**Left Sidebar:**

- Required Pages
- Grants Administrator
  - District: Select a Form Package
  - School: Select a Form Package
  - Consortium: Select a Form Package
- 
- 

The **All Budgets** button displays all budgets for all form packages.

Pressing the **Report Tool**, then the **Search All** button displays the complete list of form package status milestones. This feature also allows the user to export the data to an excel spreadsheet. This type of report is useful for discussing what form packages have been completed and those that have not. It also provides information about the users accessing and saving data.

# ***Creating And Managing iGrants Budgets***

***Slides 41-47 cover budget creation and budget features.***

# Creating The First Budget-This Process Applies To All Budgets

To create your first budget in iGrants, select the appropriate form package such as Learning Assistance Program form package 218. Next, press the budget process button.

Fiscal Period 07-08

218 Learning Assistance Program  
Current Form Package Status: **Not Initiated**

Help Contact Application **Budget** Finish Notify Notes

Click New to create a budget Category: 2007-0 Funding New

No Budgets Found

In this example, the **Budget** button displays a blank icon representing a budget has not been created to date.

Start off by pressing the **New** button.

Help Contact Application Budget Finish Notify Notes

Select a Category then click New to create a budget

Cohort I (Continuing) 2006-07  
Cohort I (Continuing) 2006-07  
Cohort II 2006-07

New

Some form package budgets display multiple **Budget Categories** such as Cohort 1, 2 and 3. In this case, first select the category then press the **New** button.

# Creating The First Budget-A Line Item For All Budgets

*A line item is displayed each time the original budget and all revisions are created.*

Status	Milestone	Hist.	Print	Access Budget	Grant Number	Form ID	Form Package	Category	Created	Total
In Process	Completed			<u>Original</u>		<u>201</u>	<u>Title I Part A Improving Basic Programs</u>	<u>2006-07 Funding</u>	03/15/2006	\$5,781,535

*In this example, the original budget has been created and is marked, **Original**.*

Status	Milestone	Hist.	Print	Access Budget	Grant Number	Form ID	Form Package	Category	Created	Total
Final (Locked)	Final Approval			<u>1</u> <b>Carry Over</b>	0301110	<u>267</u>	<u>Federal Funds For Special Education IDEA-B and Section 619 (District Package)</u>	<u>IDEA</u>	02/27/2007	\$2,310,239
Final (Locked)	Revised			<u>Original</u>	0301110	<u>267</u>	<u>Federal Funds For Special Education IDEA-B and Section 619 (District Package)</u>	<u>IDEA</u>	11/30/2006	\$2,213,245

*In this example, the revision marked with a number **1 Carryover** is listed as the latest entry above the original budget.*

# Budget Calculator-It All Starts Here

The total amount of a budget, indirect rate, indirect amount and budgeted direct expenditures start with the Budget Indirect Rate Calculator. For most form packages, not all, the allocation amount, indirect rate, indirect amount and budgeted direct expenditures are automatically calculated. **Note:** Some form packages do not have pre-determined allocations. In those cases, an empty field appears allowing the user to enter the total amount of the budget. Competitive grants contain this feature. Whether it is automatically displayed or the user enters the amount, all remaining calculations are based on the Allocated Budget Amount field.

Budget Indirect Rate Calculator	
Allocated Budget Amount:	\$5,781,535
Indirect Rate:	0.020
Indirect Amount:	\$113,363
Take Less Than Indirect Amount:	<input type="text"/>
Budgeted Direct Expenditures: (remainder to distribute within matrix cells)	\$5,668,172

Continue Calculate Help

Allocated Amount  
Indirect Rate  
Calculate Indirect  
Enter Less Than  
Remainder: The amount distributed throughout the

All budget calculations are based on the **Allocated Budget Amount** field, whether it is automatically displayed by the system or hand entered by the user .

An amount **Less Than**, Never Greater Than the Indirect Amount can be entered by the user.

For example, an amount such as **\$95,000** could be entered. If the amount of 113,364 (**one dollar over the allowed amt**) is entered, the system will disallow the amount and present an error message.

# Budget Matrix-Using The Budget Process Icons







**ESD:** Educational Service District 113      **CoDistID:** 14005      **Organization:** Aberdeen School District      **Grant Number:**

**Form Package Name:** LAP      **Program Number:** 55      **Revenue Account Number:** 4155      **Sub Program Number:**       **Fiscal Period:** 07-08      **Beginning:** 7/1/2007      **Ending:** 8/31/2008

**Fiscal Officer:**       **Budget Contact Name:**       **Budget Contact Phone:**       **Category:** 2007-08 Funding      **Budget Type:** Original

Activity	Total	Object of Expenditure								
		Debit Transfer 0	Credit Transfer 1	Salaries-Certificated 2	Salaries-Classified 3	Benefits & Payroll Taxes 4	Supplies Instr. Resources, & Non-Capitalized 5	Purchased Services 7	Travel 8	Capital Outlay 9
21 Superv. -Instruction	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22 Learning Resources	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23 Principal's Office	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24 Guid. & Counseling	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25 Pupil Mgt. & Safety	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26 Health/Related Serv	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27 Teaching	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
28 Extracurricular	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29 Pay to School Dists.	\$0	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	<input type="text"/>	XXXX	XXXX
62 Grds. Care & Maint.	\$0	<input type="text"/>	XXXX	XXXX	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
63 Oper. of Bldg.	\$0	<input type="text"/>	XXXX	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
64 Maintenance	\$0	<input type="text"/>	XXXX	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
65 Utilities	\$0	<input type="text"/>	XXXX	XXXX	XXXX	XXXX	XXXX	<input type="text"/>	XXXX	XXXX
68 Ins. -Except Trans.	\$0	<input type="text"/>	XXXX	XXXX	XXXX	XXXX	XXXX	<input type="text"/>	XXXX	XXXX
<b>Budgeted Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**FTE Program Staff:** Act. 27-2     Act. 27-3     Act. 21-2     Act. 21-3

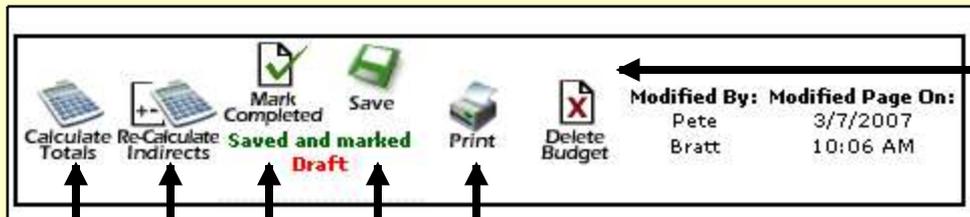
**Budgeted Indirect Expenditures:**

**Total Budgeted Expenditures:**

The budget **Process Icons** (surrounded by a black border) are used for the following:

- **Saving The Amounts**
- **Printing The Matrix**
- **Re-Calculating The Indirects**
- **Calculating Totals**
- **Marking The Budget Completed**

# Budget Process Icons-How They Work



Press: **Delete** to delete the budget matrix to start over.

Press: **Print** to print the budget matrix. You must orientate the page to landscape.

Press: **Save** to save the amounts entered into each field.

Press: **Mark Completed** to mark the budget as a completed budget. This must be done.

Press: **Re-Calculate Indirects** to return to the budget calculator. This is the starting point for all budget creations, revisions and carryover submissions.

Press: **Calculate Totals** to calculate each column e.g. Salaries-Certificated while saving at the same time.

# Budget Error Checks-The Budget Total Must Match The Allocation

The budget total must equal the allocation (amount displayed in the budget calculator) or the amount hand entered by the user. If the amount is incorrect, an error message will appear.

 Calculate Totals
  Re-Calculate Indirects
  Mark Completed
  Save
  Print

**The Total Budgeted Amount must match the allocations amount of \$5,781,535**

ESD: Educational Service District 105      CoDistID: 39007      Organization: Yakima School District

---

Form Package Name: Title I Part A      Program Number: 51      Revenue Account Number: 6151      Sub Program Number:

---

Fiscal Officer: Janice Burns      Budget Contact Name:       Budget Contact Phone:

---

Activity	Total	Object of Expenditure					Supplies In Resources Non-Capital
		Debit Transfer 0	Credit Transfer 1	Salaries-Certificated 2	Salaries-Classified 3	Benefits & Payroll Taxes 4	
21 Superv. - Instruction	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22 Learning Resources	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23 Principal's Office	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24 Guid. & Counseling	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25 Pupil Mgt. & Safety	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26 Health/Related Serv	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27 Teaching	\$5,668,173	<input type="text"/>	XXXX	5,668,173	<input type="text"/>	<input type="text"/>	<input type="text"/>
28	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In this example, the total budget amount **Exceeded** the amount displayed in the budget calculator.

To correct this problem, the user must adjust the cells in the matrix or perhaps even the amount located in the indirect field.

In the case of competitive grants where the field is open and the amount is hand entered, the user must either adjust the Allocated Budgeted

Amount or adjust amounts within the matrix.

# More Budget Features-All Budgets Display And Other Features

The All Budgets button displayed on the left side of the screen displays all budgets that have been created by all users in the district.

Pete Bratt Role: iGrant Administrator  
Aberdeen School District

Fiscal Period 06-07

Use Search Criteria or Press Name of Form Package Below

Status	Milestone	Hist.	Print	Access Budget	Grant Number	Form ID	Form Package	Category	Created	Total
A J West Elementary	Final (Locked)	Final Approval			<a href="#">Original</a>	0628255	300 Math Helping Corps Cadre	2006-07 Funding	06/23/2006	\$4,000
A J West Elementary	Final (Locked)	Final Approval			1	0730315				
A J West Elementary	Final (Locked)	Revised			<a href="#">Original</a>	0730315				
Aberdeen School District	Final (Locked)	Final Approval			<a href="#">Original</a>	0301507				
Aberdeen School District	Final (Locked)	Final Approval			<a href="#">Original</a>	0366806				

**Budget Status and History**

Form Package: 300 Math Helping Corps Cadre

Organization: A J West Elementary

Grant Number: 0628255

Revision: Original

Category: 2006-07 Funding

Direct Expenditures: \$0

Indirect Expenditures: \$0

Total Expenditures: \$4,000

Current Status: Final (Locked)

Current Milestone: Final Approval

Current Date: 3/5/2007

Last Modified By: Steve DePaul

Last Modified Date: 9/22/2006

**Milestone History**

Initiated:	6/23/2006
Completed:	6/23/2006
Under OSPI Review:	7/11/2006
Needs Work:	7/5/2006
Exported To Claims:	8/10/2006
Verified By Claims:	9/14/2006
Approved:	9/22/2006

**Object of Expenditure**

Activity	Total	Debit Transfer	Credit Transfer	Salaries-Certificated	Salaries-Classified	Benefits & Payroll Taxes	Supplies Instr. Resources & Non-Capitalized	Purchased Services	Travel	Capital Outlay
		0	1	2	3	4	5	7	8	9
21 Superv. - Instruction	\$0		XXXX							
22 Learning Resources	\$0		XXXX							
23 Principal's Office	\$0		XXXX							
24 Guid. & Counseling	\$0		XXXX							
25 Pupil Mgt. & Safety	\$0		XXXX							
26 Health/Related Serv	\$0		XXXX							
27 Teaching	\$4,000		XXXX	1,000		250		750	2,000	
28 Extracurricular	\$0		XXXX							
29 Pay to School Dists.	\$0	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
30 Bldg. Care & Maint.	\$0		XXXX	XXXX		XXXX				
31 Oper. of Bldg.	\$0		XXXX	XXXX						
32 Maintenance	\$0		XXXX	XXXX						
33 Utilities	\$0		XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
34 Trans. - Except Trans.	\$0		XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
<b>Budgeted Expenditures</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$250</b>	<b>\$0</b>	<b>\$750</b>	<b>\$2,000</b>	<b>\$0</b>

FTE Program Staff: Act. 27-3 Act. 21-2 Act. 21-3

Budgeted Indirect Expenditures: \$0

Total Budgeted Expenditures:

**The History Icon displays the complete history of the created budget.**

**The Print Icon prints the budget. The user must go to page set up to set the orientation to landscape.**

**All Budgets**

**Report Tool**

## *The Role of The iGrants Administrator*

*Slides 49-53 cover the role of the iGrants administrator. Every school district and ESD should have someone assigned to this very important role. Without the iGrants administrator, none of the iGrants form packages would be submitted to OSPI for approval.*

**Note:** *This role does not apply to other organizations such as colleges, universities, non-profits and tribal schools.*

# ***iGrants Administrator Console- Access To The iGrants Admin Console***

**To access the list of form packages ready for review and approval to OSPI and other console features, the iGrants administrator must press the icon below.**



**Pressing the *iGrants Administrator* icon will allow access to form packages which are ready for OSPI approval.**

# iGrants Administrator Console- Request OSPI Approval

In the example below, two form packages are ready to be submitted to OSPI for review and approval. The current status indicates Under Org. Review. Of course, organization officials should review the contents of the entire form package prior to the iGrants administrator's login to request approval. The iGrants administrator has the option of pressing the Request OSPI Approval link for each form package, or press the Send All to send all form packages at one time

The screenshot shows the iGrants Administrator Console interface. At the top, there are three navigation buttons: "Request OSPI Approval" (circled in red), "User List", and "Activity Usage". Below these is a "Print" button. A "Back" button is followed by the text "PRESS BACK TO RETURN". A descriptive paragraph explains the "Ready for Internal Review and Request OSPI Approval" status. Below this is a table with the following data:

Form ID	Organization	Form Package	Milestone	Modified By	ModifiedDate	Ready for Sending	Request OSPI Approval
<a href="#">218</a>	<a href="#">Aberdeen School District</a>	<a href="#">Learning Assistance Program</a>	Under Org. Review	Pete Bratt	3/7/2007	Yes	<a href="#">Request OSPI Approval</a>
<a href="#">201</a>	<a href="#">Aberdeen School District</a>	<a href="#">Title I Part A Improving Basic Programs</a>	Under Org. Review	Pete Bratt	3/5/2007	Yes	<a href="#">Request OSPI Approval</a>

At the bottom right of the table area, there is a "Send All: go" button (circled in red). A green callout box with an arrow points to the "Request OSPI Approval" link in the first row of the table, and another green callout box with an arrow points to the "Send All: go" button.

Press the **Request OSPI Approval** link for each form package.

The iGrants administrator can also press the **Send All go** button to send all form packages listed on the page in for approval.

# iGrants Administrator Console-Searching Other Milestone

## Categories

In addition to sending the Request OSPI Approval email, the iGrants administrator can also search for packages in the Finished, Draft and All Status Levels categories.

<b>Form Packages Ready for Internal Review and Request for OSPI Approval:</b>	 Email OSPI to request approval for these form packages.
<b>Form Packages Marked Finished:</b>	 These form packages have been marked Finished. Notify button is next.
<b>Form Packages In Draft Status:</b>	 These form packages are in the beginning stage of processing.
<b>Form Packages All Status Levels:</b>	 Displays all form packages and all status levels.

Press **go** to list all form packages that have been marked **Finished**.

Press **go** to list all form packages that are in **Draft** status.

Press **go** to list all form packages - all status levels.

This form package **is not** ready for OSPI review. The reason is the **Notify** button and email have not been processed.

Form ID	Organization	Form Package	Milestone	Modified By	ModifiedDate	Ready for Sending	Request OSPI Approval
<a href="#">288</a>	<a href="#">Yakima School District</a>	<a href="#">District Improvement Assistance</a>	Under Org. Review	Alice Tyler	3/15/2006	Yes	<a href="#">Request OSPI Approval</a>

Send All: 

Form ID	Organization	Form Package	Milestone	Modified By	ModifiedDate	Ready for Sending
<a href="#">288</a>	<a href="#">Yakima School District</a>	<a href="#">District Improvement Assistance</a>	Finished	Alice Tyler	3/15/2006	No

# iGrants Administrator Console- *The User List Button*

The iGrants administrator can access a list of all users by pressing the User List button.



**iGrants Administrator Console**

[Request OSPI Approval](#) [User List](#) [Activity Usage](#)

 **Print**

**User List** This page represents a list of all users with username and password credentials that allow access to iGrants. The information each column.

Name	Organization	Is User Active	Role Name	Date Role Activated	Date Role Inactivated
Ed Rothlin	Adna School District	Yes	iGrants User	5/1/2006	
Lisa Dallas	Adna School District	Yes	iGrants User	5/1/2006	
Marilyn Cabe	Adna School District	Yes	iGrants District Administrator	5/1/2006	
Marilyn Cabe	Adna School District	Yes	iGrants User	5/1/2006	
Richard Dubois	Adna School District	Yes	iGrants User	4/19/2006	
Wendy Erickson	Adna School District	Yes	iGrants User	5/1/2006	

*There is no need for the iGrants District Administrator to also be assigned the role of iGrants User.*

# iGrants Administrator Console- Other Features

The iGrants administrator can identify access to form packages by all staff having user credentials.

Activity Usage

## iGrants Administrator Console

Request OSPI Approval User List **Activity Usage**

Print

**Activity Usage:** This page represents a list of all users with username and password credentials that have accessed an iGrants form package. The information can be sorted names displayed for each column.

Form ID	Form Package	Organization	Staff Name	Milestone	Milestone Date
221	<a href="#">Educational Leadership Intern Program</a>	Adna School District	Marilyn Cabe	Draft	2/6/2007
221	<a href="#">Educational Leadership Intern Program</a>	Adna School District	Marilyn Cabe	Finished	2/6/2007
221	<a href="#">Educational Leadership Intern Program</a>	Adna School District	Marilyn Cabe	Under Org. Review	2/6/2007
221	<a href="#">Educational Leadership Intern Program</a>	Adna School District	Marilyn Cabe	Requested OSPI Approval	2/6/2007
221	<a href="#">Educational Leadership Intern Program</a>	Adna School District	Sandie Cannady	Under OSPI Review	2/6/2007
221	<a href="#">Educational Leadership Intern Program</a>	Adna School District	Sandie Cannady	Final Approval Issued	2/16/2007
265	<a href="#">Federal Funds For Special Education Preschool Sec. 619 (Budget Only District)</a>	Adna School District	Marilyn Cabe	Draft	2/6/2007
265	<a href="#">Federal Funds For Special Education Preschool Sec. 619 (Budget Only District)</a>	Adna School District	Marilyn Cabe	Finished	2/6/2007
265	<a href="#">Federal Funds For Special Education Preschool Sec. 619 (Budget Only District)</a>	Adna School District	Marilyn Cabe	Under Org. Review	2/6/2007
265	<a href="#">Federal Funds For Special Education Preschool Sec. 619 (Budget Only District)</a>	Adna School District	Marilyn Cabe	Requested OSPI Approval	2/6/2007
265	<a href="#">Federal Funds For Special Education Preschool Sec. 619 (Budget Only District)</a>	Adna School District	Tara Canlett	Final Approval Issued	2/9/2007
265	<a href="#">Federal Funds For Special Education Preschool Sec. 619 (Budget Only District)</a>	Adna School District	Michelle Sartain	Under OSPI Review	2/7/2007

Access by assigned staff to each form package, the milestone and last date of the milestone can be accessed by the iGrants administrator by pressing the **Activity Usage** button.

## **Communicating With Email**

***Slides 55-58 cover examples of email messages delivered to organization officials by the iGrants system.***

***Email plays a key role in ensuring both outside organizations and internal OSPI program staff are informed about numerous events that take place during the course of submitting and approving a form package.***

# The First Few Emails- *Internal Organization Review and Request OSPI*

## Approval

The first email generated by iGrants is sent by pressing the Notify button (last button) located for every form package. The second email generated by iGrants is the Request OSPI Approval sent by the iGrants Administrator.

From:  pbratt@ospi.wednet.edu  
To: Pete Bratt  
Cc:  
Subject: Office of Superintendent of Public Instruction Form Package (Reading First LEA and School Based (Continuation Funding) Form Package Now Ready For Internal Organization Review: (Sent To iGrants Administrator, Fiscal Officer and Grants Administrator)

The form package identified in the header of this email is now ready for to ensure all applicable components of the form package, including the co applicable) are fully complete and ready for OSPI review and approval.

After reviewing this form package, please contact the iGrants administrato to OSPI.

Thank you.

**1<sup>st</sup> Email Sent  
Ready For Internal  
Review**

**Notify button pressed by  
user.**

From:  pbratt@ospi.wednet.edu  
To: Pete Bratt  
Cc:  
Subject: Office of Superintendent of Public Instruction Form Package (Reading First LEA and School Based (Continuation Funding) (Form Package Request OSPI Approval Notification: (Sent To OSPI Program Office)

The form package identified in the header of this email has been reviewed by org ready for OSPI to review and approve all contact information, form page narrativ applicable).

Organization officials recognize a final approval message indicating full approv package will be forthcoming.

Thank you.

**2<sup>nd</sup> Email Sent  
Request OSPI Approval**

**Sent by the iGrants  
Administrator**

# The First Few Emails- Internal Organization Review and Request OSPI

## Approval

From: lap@ospi.wednet.edu  
To: Pete Bratt  
Cc:  
Subject: Form Package (Learning Assistance Program (218) 06-07) is Now Under OSPI Review for Adna School District

Under OSPI Review Notification: (Forward To All Applicable Staff)

Review of the form package identified in the subject line of this email is in progress. All information, narratives, data, and budget (if applicable) will be reviewed. All information will appear in each applicable step button that has been issued full approval.

A final approval message will be emailed to organization officials.

If you have any questions, please contact the OSPI program office responsible for this submission.

Thank you for your submission.

**3<sup>rd</sup> Email Sent  
Under OSPI Review**

**This email is an optional  
email sent by OSPI  
program staff.**

From: lap@ospi.wednet.edu  
To: Pete Bratt  
Cc:  
Subject: Adna School District Form Package (Learning Assistance Program (218)06-07) Needs More Work Before Final Approval

Form Package Needs More Work Notification: (Forward To All Applicable Staff)

The OSPI program office has issued this Needs More Work email along with a Needs More Work status. The Needs More Work status means additional edits/changes to the form package components must take place before a Final Approval can be issued.

Please follow steps indicated below.

1. Review the OSPI program office comments contained in this email.
2. Make the necessary edits/changes listed in this corrective action email.
3. Mark all applicable pages as completed indicating a completed check box.
4. Return this same email with a comment, e.g., "Corrections have been made."
5. Wait for OSPI program staff to review the changes. A "Needs More Work" status may not occur.

Note: A reply back from the OSPI program office indicating changes have been made is required for the approval process. The reply is based on the individual program staff returning the form package.

If you have any questions, please contact the OSPI program office responsible for this submission.

Thank you.

**Optional Email Sent  
Needs More Work**

**Sent by an OSPI program  
staff, if there is additional  
work that is required in  
order to get the form  
package to an approvable  
status. One or many of this  
type of email can be sent by**

**program staff.**



## **Email- Other Email Features/Reminders**

*iGrants also delivers a number of automated emails triggered at specific dates and times. Most of these emails are specific to competitive grants which are often time sensitive.*

### ***iGrants User Reminder:***

*This email is triggered if the user fails to press the Notify button, notifying internal staff to review the contents of the form package prior to requesting approval from OSPI. **This notification is sent every 30 days.***

### ***iGrants Administrator Reminder:***

*This email is triggered if the iGrants administrator fails to send the Request OSPI Approval email. **This notification is sent every 10 days.***

### ***iGrants OSPI Staff Reminder:***

*This email is triggered if an OSPI staff member does not press the Begin Review button. **This notification is sent every 30 days.***

### ***Competitive Grant Due Date Reminder:***

*This email is triggered 10 days prior to a competitive grant's due date.*

### ***Competitive Grant Closure Date Reminder:***

*This email is triggered at 5:00 p.m. on the due date to inform the user that the closing date for a competitive grant has been reached.*

# **Revising Grant Page Content**

***Slides 60-64 discuss how to revise the contents of an approved grant by initiating a Change Request.***

***Term: Change Request is defined as requesting OSPI to change the grant page content.***

***Note: During the initial review and approval process of the entire form package which includes the grant and original budget, OSPI program staff may request modifications prior to issuing a final approval. Modifications to any part of the form package including the budget are considered edits only.***

# Change Request- *Revising The Contents Of An Application...First Step*

Before the user can exercise the Change Request option to formally change the contents within an approved form package, the status of the entire form package must indicate a...**Final Approval Issued**. In addition, a Change Request notification must be sent to OSPI requesting a page(s) to be unlocked. This is accomplished by pressing the **Blue Change Request** icon.

228 Emergency Immigrant Competitive  
Current Form Package Status: **Final Approval Issued**

Help Contact RFP Budget Notes

Previous Page 1 (Final Approval Issued) Next

Change Request Print Print All Modified By: Modified Page On:  
Pete Bratt 4/12/2006 2:18 PM

Page 1

Special Instructions

**Check The Award As a minimum, e**

Complete additional below.

\*Student counts

Send Message Cancel

From: Pete Bratt - pbratt@ospi.wednet.edu  
To: dl\_lap@k12.wa.us  
CC: Pete Bratt - pbratt@ospi.wednet.edu  
Subject: Aberdeen School District request to make post approval changes to Form Package (Learning Assistance Program (218) 07-08)  
Message: Application Change Request Notification: (Sent To OSPI Program Office)

The organization listed in the From address of this email is requesting a form package application change request. Please unlock the following page(s) in order to make the necessary updates.

Thank You

Note To District  
Please indicate in the body of this email, the page(s) to be unlocked by the OSPI program office and a brief rationale as to why the changes are necessary.

On Final Approved form packages, save buttons are unavailable to the user to prevent data changes on pages without first notifying OSPI. The user must notify OSPI of their intention to change the contents of an approved form package by pressing the blue **Change Request** icon. The icon in turn generates an **email** that is sent to OSPI program staff. For multiple page forms, request which page(s) is to be unlocked by OSPI.

# Change Request- OSPI's Acceptance Of The Change Request

The second step in the process is OSPI's acceptance of the request to unlock page(s) within the approved form package. The email below is sent back to the user.

Send Message Cancel

**From:** LAP - dl\_lap@k12.wa.us

**To:** c c - pbratt@ospi.wednet.edu

**CC:** Pete Bratt - pbratt@ospi.wednet.edu

**Subject:** Change request for Form Package (Learning Assistance Program (218) 07-08) for Aberdeen School District is now ready for editing

**Message:** OSPI Acceptance of Application Change Request Notification:  
(Forward To All Applicable Staff)

The OSPI program office has reviewed your form package application change request. All requested pages have been unlocked by the OSPI program office. The changes for each page(s) can now be saved.

Pressing the red icon labeled Request OSPI Review, will generate an email format. The same red icon appears on each page for your convenience. YOU MUST, press the red icon for each page, however, send only one email, not one email for each updated page by simply canceling the email format that appears on the screen for the remaining pages.

If you have any questions, please contact the OSPI program office responsible for this form package.

Thank you.

**Comments:**



The yellow **Unlock Page** icon is pressed by OSPI program staff to unlock the requested page(s). Pressing this icon in turn generates an email that will be sent back to the user and creates a yellow icon in the application button (seen below).



# Change Request-Unlocked Page Now Reveals A Save Button

The next step in the process is for the user to update the contents and press the save button. Prior to the change request being accepted, the save button was unavailable to prevent the user from entering data without official approval.

Help Contact Application Budget Notes

Previous Page 1 (Change Request Accepted) Next

Save Req. OSPI Review Print Print All

Modified By:	Modified Page Un:
Pete Bratt	3/7/2007 4:30 PM

Page 1

**Basic Program Elements**

**Chapter 28A.165 RCW** requires submission of a district Learning Assistance Program (LAP) plan to OSPI by July 1 of each year.

For the 2006-2007 school year, school district LAP applications **must** describe how schools plan to implement the following eight elements of the law.

(1) Summarize district and school-level data on reading, writing, and mathematics achievement.

OSPI has accepted the change request. The specific page now says **Change Request Accepted**.

In addition, a **Save** button becomes available next to the remaining process buttons.

**Note:** Prior to the change request being accepted, the save button was unavailable to prevent the user from entering data without official approval.

# Change Request-Notify OSPI Of Updated Changes

The next step in the process is to notify OSPI that changes have been completed and approval is being requested. This is done by pressing the **Red** icon which generates an email sent to OSPI for review.

Help Contact Application Budget Notes

← Previous Page 1 (Change Request Accepted) Next →

Save **Req. OSPI Review** Print Print All

Modified By: Modified Page On:  
Pete Bratt 3/7/2007 4:30 PM

Page 1

**Basic Program Elements**

**Chapter 28A.165 RCW** requires submission of a district Learning Assistance Program (LAP) plan to OSPI by July 1 of each year.

For the 2  
implemen

(1) Sum

Send Message Cancel

**From:** Pete Bratt - pbratt@ospi.wednet.edu  
**To:** dl\_lap@k12.wa.us  
**CC:** Pete Bratt - pbratt@ospi.wednet.edu  
**Subject:** Aberdeen School District is requesting review for changes to Form Package (Learning Assistance Program(218) 07-08)  
**Message:** Request OSPI Review of Application Change Request Notification:  
(Sent To OSPI Program Office)

The organization listed in the From address of this email is requesting OSPI program staff to review and approve form package pages recently submitted.

We recognize the green approval icon will be re-displayed once page approval has been issued, allowing us to continue making further changes in the future as needed.

Thank you.

**Comments:**

Pressing the red **Request OSPI Review** icon generates an email that is sent to OSPI notifying program staff that all changes have been updated and final approval is requested.

# Change Request-Approval Of Changes Issued

The final step in the process is issuing the final approval by OSPI. With this last step, OSPI staff press the **Green** icon, generating an approval email. At this point, the application button now displays a **Green** icon.

Help Begin Review Contact **Application** Budget Approval Notes

Previous Page 1 (Final Approval Issued) Next

Send Message Cancel

**From:** LAP - dl\_lap@k12.wa.us  
**To:** c c - pbratt@ospi.wednet.edu  
**CC:** Pete Bratt - pbratt@ospi.wednet.edu

**Subject:** Changes to Form Package (Learning Assistance Program (218) 07-08) for Aberdeen School District have been approved

**Message:** OSPI Application Change Request Approval Notification:  
(Forward To All Interested Staff)

OSPI's program office has reviewed the form package page changes recently submitted.

A final approval has been issued for each page change and a green approval icon should now be displayed.

If additional changes are necessary, follow the same steps by starting with the Change Request icon located on the form page.

Thank you for your submission.

**Comments:**



Issuing a final approval is performed by OSPI staff by pressing the green Approved icon. Pressing the icon generates an approval email and displays a green Approved icon in the application button.

# Revising The Original Budget

*Slides 66-73 discuss how to create and submit a budget revision.*

*Term: Budget Revision is defined as requesting OSPI to approve proposed changes to cells within an original final approved budget matrix. The first revision is labeled with the number 1.*

**Note:** *During the initial review and approval process for the entire form package including the original budget, OSPI program staff may request modifications. Modifications to any part of the form package during the approval process, including the budget, prior to issuing Final Approval are considered edits, not a formal revision.*

# Budget Revision-Final Form Package and Budget...A Must!

Before a formal budget revision can be initiated, the budget line item listed below must indicate a **Final Approval** status milestone. In addition, the form package must also be issued a final approval. The first revision No. 1 and all other subsequent revisions stem from the original final approved budget matrix.

218 Learning Assistance Program  
Current Form Package Status **Final Approval Issued**

Help Contact Application Budget Notes

Status	Milestone	Hist.	Print	Access Budget	Grant Number	Form ID	Form Package	Category	Created	Total
Final (Locked)	Final Approval			<a href="#">Original</a>		<a href="#">218</a>	<a href="#">Learning Assistance Program</a>	<a href="#">2007-08 Funding</a>	03/07/2007	\$55,000

*Two important items to take notice of:*

- 1. The Form Package Status Indicates Final Approval Issued with green icons displayed in all applicable process buttons (application and budget).*
- 2. The status milestone of the budget indicates Final Approval*

# Budget Revision-Press The Create Revision Icon

The first step in the process is to press the Create Revision icon.

**218 Learning Assistance Program**  
Current Form Package Status: **Final Approval Issued**

[Help](#)
[Contact](#)
[Application](#)
[Budget](#)
[Notes](#)



**Modified By:** Modified Page On:  
 Pete 3/7/2007  
 Bratt 4:25 PM

**ESD:** Educational Service District 113    
 **CoDistID:** 14005    
 **Organization:** Aberdeen School District    
 **Grant Number:**

**Form Package Name:** LAP    
**Program Number:** 55    
**Revenue Account Number:** 4155    
**Sub Program Number:**    
**Fiscal Period:** 07-08    
**Beginning:** 7/1/2007    
**Ending:** 8/31/2008

**Fiscal Officer:** asfdad    
**Budget Contact Name:**    
**Budget Contact Phone:** 360-555-7777    
**Category:** 2007-08 Funding    
**Budget Type:** Original

Object of Expenditure

Activity	Total	Debit		Salaries- Certificated	Salaries- Classified	Benefits & Payroll Taxes	Supplies Instr. Resources & Non-Capitalized	Purchased Services	Capital Travel Outlay
		Transfer 0	Transfer 1						
21 Superv. -Instruction	\$0		XXXX						
22 Learning Resources	\$0		XXXX						
23 Principal's Office	\$0		XXXX						
24 Guid. & Counseling	\$52,035		XXXX	52,035					
25 Pupil Mgt. & Safety	\$0		XXXX						
26 Health/Related Serv	\$0		XXXX						
27 Teaching	\$0		XXXX						
28 Extracurricular	\$0		XXXX						
29 Pay to School Dists.	\$0	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
62 Grds. Care & Maint.	\$0		XXXX	XXXX		XXXX			
63 Oper. of Bldg.	\$0		XXXX	XXXX					
64 Maintenance	\$0		XXXX	XXXX					
65 Utilities	\$0		XXXX	XXXX	XXXX	XXXX	XXXX		XXXX XXXX
68 Ins. -Except Trans.	\$0		XXXX	XXXX	XXXX	XXXX	XXXX		XXXX XXXX
<b>Budgeted Expenditures</b>	<b>\$52,035</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,035</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

FTE Program Staff: Act. 27-2    Act. 27-3    Act. 21-2    Act. 21-3

Begin the process by pressing the **Create Revision** icon.

# Budget Revision-Allocated Budget Amt Plus Indirect Amt Equals Total Costs

The second step is to enter the correct Allocated Budget Amount into the budget indirect rate calculator field provided. Next, press the Calculate button to re-calculate the indirect amount if the choice is to take a lesser amount.

218 Learning Assistance Program  
Current Form Package Status: **Final Approval Issued**

Help Contact Application Budget Notes

**Budget Indirect Rate Calculator**

Allocated Budget Amount:	<input type="text" value="55,000"/>
Indirect Rate:	0.057
Indirect Amount:	<input type="text" value="\$2,965"/>
Take Less Than Indirect Amount:	<input type="text"/>
Budgeted Direct Expenditures: (remainder to distribute within matrix cells)	\$52,035

Continue Calculate Help

The cells in the budget matrix along with the indirect amount **must equal** this total.

If a lesser indirect amount is taken, enter the amount in the field provided and press the **Calculate** button.

After pressing the Calculate button, press the Continue button to move on to the budget matrix.

**Note:** Many form packages display the Allocated Budget Amount without the user having to enter the amount into a field. Form packages that do not have this feature display an open field for both the allocated budget amount and carryover if applicable.

# Budget Revision-Error Message If Things Don't Add Up

The cells in the matrix plus the indirect amount must total the amount in the budget calculator referred to as the Allocated Budget Amount. If not, an error message will display. In this example, the budget did not add up to the \$55,000 that was originally placed in the Allocated Budget Amount field.

218 Learning Assistance Program  
 Current Form Package Status: **Final Approval Issued**

**Modified By:** Pete Bratt  
**Modified Page On:** 3/8/2007 12:38 PM

Saved and marked Draft

The Total Budgeted Amount must match the allocations amount of \$55,000

**ESD:** Educational Service District 113  
**CoDistID:** 14005  
**Organization:** Aberdeen

**Form Package Name:** LAP  
**Program Number:** 55  
**Revenue Account Number:** 4155  
**Sub Program Number:** 555000

**Fiscal Officer:**  
**Budget Contact Name:** Bob Smith  
**Budget Contact Phone:** 360-555-7777  
**Category:** 2007-08 Funding

Activity	Total	Object of Expenditure						
		Debit Transfer 0	Credit Transfer 1	Salaries-Certificated 2	Salaries-Classified 3	Benefits & Payroll Taxes 4	Supplies Instr. Resources, & Non-Capitalized 5	Purchased Services 7
21 Superv. -Instruction	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22 Learning Resources	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23 Principal's Office	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24 Guid. & Counseling	\$45,000	<input type="text"/>	XXXX	45,000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25 Pupil Mgt. & Safety	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26 Health/Related Serv	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27 Teaching	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
28 Extracurricular	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Red error message displays because the total of all cells in this sample matrix plus the indirect amount **Does Not Total** to

# Budget Revision-No Error Message Now...All Items Add Up To \$55,000

The \$52,035 placed in Activity 24 Object 2 plus the \$2,965 Indirect Amount, equal the Allocated Budget Amount

Calculate Totals
 Re-Calculate Indirects
 Mark Completed
 Save
 Print
 Delete Budget

Modified By: Pete Bratt  
 Modified Page On: 3/8/2007 12:40 PM

Saved and marked Draft

ESD: Educational Service District 113  
 CoDistID: 14005  
 Form Package Name: LAP  
 Program Number: 55  
 Revenue Account Number: 4155  
 Fiscal Officer: Bob Smith  
 Budget Contact Name: Bob Smith  
 Budget Contact Phone: 360-555-7777

### Budget Indirect Rate Calculator

Allocated Budget Amount: 55,000  
 Indirect Rate: 0.057  
 Indirect Amount: \$2,965  
 Take Less Than Indirect Amount:   
 Budgeted Direct Expenditures: \$52,035  
 (remainder to distribute within matrix cells)

Activity	Total	Object of Expenditure						
		Debit Transfer 0	Credit Transfer 1	Salaries-Certificated 2	Salaries-Classified 3	Benefits & Payroll Taxes 4	Supplies Instr. Resources, & Non-Capitalized 5	Purchased Services 7
21 Superv. - Instruction	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22 Learning Resources	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23 Principal's Office	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24 Guid. & Counseling	\$52,035	<input type="text"/>	XXXX	52,035	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25 Pupil Mgt. & Safety	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26 Health/Related Serv	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27 Teaching	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
28 Extracurricular	\$0	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29 Pay to School Dist.	\$0	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	<input type="text"/>
62 Grds. Care & Maint.	\$0	<input type="text"/>	XXXX	XXXX	<input type="text"/>	XXXX	<input type="text"/>	<input type="text"/>
63 Oper. of Bldg.	\$0	<input type="text"/>	XXXX	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
64 Maintenance	\$0	<input type="text"/>	XXXX	XXXX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
65 Utilities	\$0	<input type="text"/>	XXXX	XXXX	XXXX	XXXX	XXXX	<input type="text"/>
68 Ins. - Except Trans.	\$0	<input type="text"/>	XXXX	XXXX	XXXX	XXXX	XXXX	<input type="text"/>
<b>Budgeted Expenditures</b>	<b>\$52,035</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,035</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

FTE Program Staff: Act. 27-2  Act. 27-3  Act. 21-2

Budgeted Indirect Expenditures:   
 Total Budgeted Expenditures:

# Budget Revision-*With OSPI Program Approval, Multiple Revisions Are Possible*

Requirements allowing multiple revisions vary from grant to grant. In some cases, additional narrative is required with each revision.

**218 Learning Assistance Program**  
Current Form Package Status: **Final Approval Issued**

[Help](#)
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[Application](#)
[Budget](#)
[Notes](#)

Status	Milestone	Hist.	Print	Access Budget	Grant Number	Form ID	Form Package	Category	Created	Total
In Process	Draft			<u>2</u>		<u>218</u>	<u>Learning Assistance Program</u>	<u>2007-08 Funding</u>	03/08/2007	\$55,000
Final (Locked)	Revised			<u>1</u>		<u>218</u>	<u>Learning Assistance Program</u>	<u>2007-08 Funding</u>	03/08/2007	\$55,000
Final (Locked)	Revised			<u>Original</u>		<u>218</u>	<u>Learning Assistance Program</u>	<u>2007-08 Funding</u>	03/07/2007	\$55,000

*This is an example of the original and revision number 1 in final lock down mode, with revision number 2 still in the process of being approved.*

The following programs require a brief narrative description: Title I Part B Even Start, Title II Teacher Quality, School Improvement, Title IV Safe & Drug Free, Title VI, Migrant Education, State Bilingual, Highly Capable and Special Education. In addition to the narrative, list the activity code, object code, (e.g., 27-2 or 27-3) and the revised budget figures. **Place the narrative descriptions and revised figures in the (Revise Figures To:) text block below.**

**For all other programs,** list only the activity, object codes (e.g., 27-2 or 27-3) and newly revised figures in the (Revise Figures To:) text block below. An example would be 27-3 \$4,000

**Suggestion:** Type in a separate word document items that will be listed in each text block. Then, copy, paste and save this form.

*Additional Narrative Required from these programs.*

Changes Made

Revision comments

Field	Previous	New
Activity 24 2	\$52,035	\$51,035
Activity 24 3	\$0	\$1,000

*Below the budget matrix (revisions only) both the previous numbers and newly Revised numbers are displayed.*

# Budget Revision-Marking The Budget Completed

The budget must next be **Marked Completed**. This methodology exists throughout the iGrants system. Whether it's a page in an application or budget matrix nothing should be left in Draft status. A check mark must be displayed in order to move on in the process.

218 Learning Assistance Program  
Current Form Package Status: **Final Approval Issued**

Help Contact Application **Budget** Notes

Calculate Totals Re-Calculate Indirects **Mark Completed** Save Print Delete Budget

Modified By: Modified Page On:  
Pete 3/8/2007  
Bratt 12:40 PM

ESD: Educational Service District 113 CoDistID: 14005 Organization: Aberdeen School District

**This Is Not Correct!**  
Don't stop here. The budget has not been **Marked Completed**.

218 Learning Assistance Program  
Current Form Package Status: **Final Approval Issued**

Help Contact Application **Budget** Notes

Calculate Totals Re-Calculate Indirects **Saved and marked Completed** Set Back to Draft Save **Req. OSPI Review** Print Delete Budget

Modified By: Modified Page On:  
Pete 3/8/2007  
Bratt 1:02 PM

ESD: Educational Service District 113 CoDistID: 14005 Organization: Aberdeen School District

Form Package Name: LAP Program Number: 55 Revenue Account Number: 4155 Sub Program Number: Fiscal Period: 07-08

**This Is Correct!**  
The budget button now displays a check mark. Next, press the red icon labeled **Req. OSPI Review** in order to notify OSPI of the proposed revision.

# Budget Revision-*Informing OSPI...The Final Step*

**Pressing the red Request OSPI Review icon generates an email format. Remember, OSPI program staff are not aware of the budget revision just created until the Request To Review Submitted Budget Revision Notification email is sent.**

**218 Learning Assistance Program**  
Current Form Package Status: **Final Approval Issued**

[Help](#) [Contact](#) [Application](#) [Budget](#) [Notes](#)

[Send Message](#) [Cancel](#)

**From:** Pete Bratt - pbratt@ospi.wednet.edu  
**To:** dl\_lap@k12.wa.us  
**CC:**   
**Subject:** **Aberdeen School District Is Requesting Review Of Budget Revision (Learning Assistance Program (218) 07-08)**  
**Message:** Request To Review Submitted Budget Revision Notification: (Sent To OSPI Program Office)

The organization listed in the From address of this email is requesting a budget revision.

Please review the submitted budget revision and the accompanying detailed narrative description.

Thank you.

**Comments:**



**Pressing the *Request OSPI Review* icon generates a notification email to OSPI staff.**

# The End

*Call or email us for help:*

The screenshot shows the OSPI iGrants website. The header includes the OSPI logo (Washington State Office of Superintendent of Public Instruction) and the iGrants logo. A navigation bar contains links for About iGrants, Resource Information, Competitive Form Packages, State/Federal Form Packages, FAQs, Help, and Contact Us. The main content area features a sidebar with links for iGrants System Staff, Form Package, and Contacts. The main content displays a 'Print' icon and a section titled 'OSPI iGrants System Contacts' with the following information:

**Pete Bratt**  
iGrants System Administrator

**Erin Mitchell**  
iGrants System User Support

(360) 725-4956  
[iGrants@k12.wa.us](mailto:iGrants@k12.wa.us)