Office of Superintendent of Public Instruction iGrants User Training Manual

# **iGrants User Manual - District**



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# Introduction

The Office of Superintendent of Public Instruction (OSPI) uses iGrants—an Internet-based system—to collect data from Washington State school districts for a variety of federal and state grant applications, competitive grants (RFPs), agreements, and end-of-year reports.

# **Training Manual Purpose**

In an effort to make iGrants a more user-friendly system, enhancements are ongoing. This training manual serves as an introduction to operate the upgraded iGrants system.

This manual is structured so that one can work at his/her own pace by following the system navigation steps. Screenshots are provided to illustrate the various iGrants processes.

# Audience

All non-OSPI iGrants users can use this training manual to learn how to operate the iGrants system and generate budget reports and exports.

# **Gaining Access to iGrants**

The procedures for gaining access to iGrants are listed below.

- School Districts: All users must contact their district security manager. A list of district security managers is located on the iGrants home page under the Obtain User Login Credentials link.
- All other organizations (listed below) must contact OSPI Customer Support by calling (800) 725-4311, Option #1 or emailing CustomerSupport@k12.wa.us.
  - Educational Service Districts
  - \* Non-Profit Organizations
  - Colleges and Universities

# 1. Logging Into iGrants (All Users)

 From the EDS Login screen, type your Username and Password and click Login. The EDS Home page opens.

The URL to use is: <u>https://eds.ospi.k12.wa.us/</u>Login.aspx.

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	Please type your username and password to login.		Pont
	Userneme:		
	Login		
	Eorget your password? >>		
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2. From the EDS home screen, click on the **My Applications** tab. The My Application page opens.



 From the My Applications screen, click on the link to the iGrants application.

### Note:

 Each user's My Application List will contain different links. If yours is missing the iGrants link, contact your district's data security manager (districts only) or OSPIs Customer Support (all other organizations) at 1.800.725.4311, Ext. 1 and ask to be given iGrants access.



 Clicking iGrants on the My Application page displays the iGrants home page screen. You can click on Login to iGrants to go into the iGrants application. (If you have already logged into the EDS system, you are not required to login again.)

- From the iGrants login page, set a bookmark to make future logins quicker.
- The EDS applications which include iGrants – are designed to use Internet Explorer 6.0 or greater as the Web browser. It is best not to use other browsers. See Appendix A for details about browser settings.



# 2. iGrants Home Page

# 2.1 I Need To...

 Depending upon what you need to do, you can navigate to various pages by clicking the appropriate link from iGrants home page.

### Notes:

- Clicking Login to iGrants would take you to the iGrants login page.
- Clicking the following links will display pages with corresponding information:
  - Obtain user Login Credentials
  - Get My Questions Answered
  - Get a list of form package contacts

# 2.2 Message Center

1. Clicking the **Message Center** link on iGrants home page displays the Message Center page. This page is used to display any New, Current, or Archived messages.

- Click on the appropriate link (New, Current, or Archived) to see messages.
- Click the **Print** icon to print the page.





# 2.3 Topics

- 1. The iGrants home page also displays links to the following Topics:
  - Inventory of Form Packages
  - ✤ Allocations
  - Indirect Rate
  - Carryover

### Notes:

- Clicking the Inventory of Form Packages link displays a list of form package types.
- Use the fiscal year dropdown to see form packages from prior years.
- 2. Clicking the link for form package type or organization on the Inventory of Form Packages page displays the form package details and the contact information.

-

### Note:

• Click the **Back** button to go back to the inventory page.

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Inventory of For	m Dackage		
inventory of For	in Packages	5	
The term form package is some form package type purposes. Select the spe have been activated for	is used to describe as are competitive acific category bel- user access and s	the type of form package, source of funding and how and some are run as a consortium. The form package or ow or select the All category to display all form packag some may still be in the development phase.	the form package is delivered to its intended audience. For example, ontains all of the information and forms needed for application es housed within the iGrants system. Keep in mind, some form packages
YOU ARE NOT LOGGED IN! After viewing form packa	age details listed in	n this inventory, return to the iGrants home page to login	4
Select	a Fiscal Year	Select a Form Package Type	Select a Form Package By Organization
Select	t a Fiscal Year 11-12 🔽	Select a Form Package Type All Form Package Types Federal Gronts	Select a Form Package By Organization <u>School Districts</u> (district form packages) <u>Public Schools</u> (school form packages)
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EP 10	FP Name/Profile	Type	Audience	Program Area	Statu	Activation Date	<sup>1</sup> Due Date	Amounts	<b>OSPI Program Contact</b>	Grant Analyst	Informatic	201
221	Educational Leadership Intern Program	State Grant	School District	Principals Association AWSP	Open	6/16/2011	8/12/2011		Linda Thomas AWSP 360:357,7951 linda@awsp.org	Staci Brooks Director, Grants Management 360.725.6278 staci.brooks@k12.wa.u	Go	
409	F <u>ull-Day</u> Kinderparten (Pasco Oniv)	State Grant	School District	Early Learning	Open	6/32/2011	7/15/2011		Mercedes Eckroth Program Support 360,725,4952 mercedes.eckroth@k12.wa.us			
359	Eull-Day Kindergarten (Renowal)	State Grant	School District	Early Learning	Open	6/10/2011	6/27/2011		Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us			
217	<u>Highly Capable</u> Students Program	State Grant	School District	Highly Capable	Open	6/9/2011	7/1/2011	<u>Go</u>	Gayle Paulley Director 507-725-5100 gayle paulisy@kt2.wa.ue Tody Hess Program Supervisor 305-725-5200 Jody Hess@kt2.wa.us Sandy Benefabiti 7907gam Support 305-725-5101 gardy.benefabiti2.wa.us	Steve Shish Apportionment Steve Shish@k12 walu	<u>Go</u>	
218	Learning Assistance Program (LAP)	State Grant	School District	Special Programs and Federal	Open	6/3/2011	7/1/2011	<u>G0</u>	Gayle Pauley Director 360,725,6100	Steve Shish Apportionment Steve Shishtik 17 wa u	GQ	

 Clicking the FP Name/Profile link or <u>Go</u>, the page refreshes to display the form package profile page.

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🚈 https://	/eds.tst.o	spill 12.wa.us/IGrants/(S(ynw0rb55030ihzx;2)ekl45))/WebPages/HomePages/FormPackageInventory/Profile.aspx?printable=tr	Je&FpI 🛩 🔒
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		iGrants System 2011-12 Form Package Profile	~
		iGrants Form Package 221 Educational Leadership Intern Program State Grant	
		OSPI Program Area: Principals Association AWSP	
		Purpose: Designed to provide assistance to districts so that classroom teachers are able to perform administrative duties with the sole purpose of becoming an administrator.	
		Application Information Reference URLs and Materials	
		Board Approval Required: N/A No	
		Form Package Due Date: Friday, August 12, 2011 5:00 PM	
		Project Period: 7/1/2011 through 6/30/2012	
		Website Addresses	
		N/A	
		Eligible SubGrantees	
		School District	
		Other Related Information	
		N/A	
Done		Internet 🕄	100% •

 Clicking the Allocation hyperlink on iGrants home page displays the Allocation Amounts page. You can also use the drop-down filter to view allocations for prior years or by funding type.

# Note:

• The fiscal year defaults to the current year.

Test Web Server Grants		<b>éDS</b> Home	jarants Home	<b>Feedba</b>
Allocation Amounts The term allocation refers to dollar amounts a sub-recipi unding formula. This term is typically used for both fede	nt has been allocated for a particular funded program. T al and state funded programs.	The dolar amounts are often based on r	a detailed	Back
Select a Fiscal Year	Select a Funding Type Federal Grants State Grants			
> Privacy Policy → Disclaimer → C	ustomer: Support: 1.800.725.4311 C.Copyright 2004 - 2007			

 Clicking a Funding Type link on Allocation Amounts page displays allocation amounts for different form packages sorted by organization name.

### Notes:

- Click the **Back** button to go back to the Inventory page.
- Click the **Print** icon to open the page in printer friendly view.
- Test Web éos () Grants Server Grants Feed Allocations Back Federal Funded for 10-11 Organization Form Package ID CoDist ID Form Package BGCSP Boys and Girls Clubs of South Puget Sound 21st Century Community Learn Centers (Continuing Awards - Consortium) \$335,273 354 21st Century Community Learn Centers (Continuation Awards - District) CFIC Camp Fire USA Inland NW Council 363 \$194,000 19901 Central Washington University Special Education State Needs Projects 5264,244 436 19901 Central Washington University 436 Special Education State Needs Projects \$36,033 21st Century Community Learn Centers (New Applicants - District) CSL Communities in Schools of Lakewood 540 \$72,000 CSCKG Community Schools Collaboration of King 426 County 426 21st CCLC Cohort 6 (Continuing Awards - District) \$410,510 Student Leadership - Federal (Selected Recipients Only) DECCA Distributive Education Clubs of America 388 \$24,000 Title 1 Fart D Subpart 1 N or D State Agency 32801 Educational Service District 101 209 \$32,158 32801 Educational Service District 101 231 Title III LEP (Consortium Package) Title III LEP (District Package) 232 32801 Educational Service District 101 \$0 Special Education IDEA-B and Section 619 (District Package) 32801 Educational Service District 101 267 \$10,167 Package) Special Education IDEA-8 and Section 519 (District Package) ARRA CSA Ed Tech Support Center (ETSC) ESDs 32801 Educational Service District 101 267 50 32801 Educational Service District 101 293 \$13,500 101, 112, 121 32801 Educational Service District 101 Title 1 Part D Training Proposal - Mini Grant 356 \$2,260 Prevention Intervention Services Program (Federal) 32801 Educational Service District 101 422 \$521,097 
   32801
   Educational Service District 101

   32801
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   Educational Service District 101

   32801
   Educational Service District 101
   426 21st CCLC Cohort 6 (Continuing Awards - District) \$409,274 Title I Part D Education Advocate Project Title I Part D Education Advocate Project 452 \$91,050 452 \$91,050
- Clicking the Indirect Rates link on iGrants home page displays a page which describes the purpose of the indirect rate.

#### Note:

• The fiscal year defaults to the current year.

Test Web Server	Grants		<b>ếOS</b> Hame	jarants Home	reedhack	Logout
Indirect Rates					C	Back
An indirect rate allowed by mo do allow an indirect rate are b intended uses and for allowab indirect expenditures.	ist grants helps subgrantees to offsel ased on either a restricted, unrestric le costs. Allowable costs include expe	It the cost of providing program services. No ited, or state recovery percentage. Indirec enditures directly traceable to the program	ot all grants allow an indirect rate to be ap t cost limits ensure that state and federal (direct expenditures) plus a limited allowar	plied, The p moneys are ice for over	programs th a expended head or	nat for
Select a Fiscal Year						
\$ Onuary	Policy Disclamar Difusionar Sur	unnert: 1 800 725 4311 PC coverabl: 2004 - 200	allioithaithaithanhann			men

 Clicking the <sup>(1)</sup> button on the Indirect Rates page displays the indirect rates by type for organizations by the selected fiscal year.

### Notes:

- Click the **Back** button to return to previous page
- Click the **Print** icon to print the page.

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ndirect Rates							Back	Print
r 11-12								
	Collict II	Organization	Restricted Date Unerst	wirted Bate Dereve	ev Rate			
	14005	Oberdeen School Cistrict	0.0225	0.1007	0.1421			
	21226	Adna School District	0.0315	0.185	0.189			
	22017	Almira School District	8.0472	0.2447	0.2921			
	29103	Anacortes School District	0.0256	0.1542	0.1527			
	31016	Arlington School District	0.0303	0.1295	0.1428			
	02420	Asotin-Anatone School District	0.3522	0.1563	0.1901			
	17408	Auburn School District	0.0275	0.1285	0.1344			
	18303	Bainbridge Island School District	0.0387	0.1741	0.1825			
	27931	Bates Technical College	0.1	0.0	0.0			
	06119	Battle Ground School District	0.037	0.1529	0.1529			
	17405	Bellevue School District	0.0347	0.1573	0.1503			
	37501	Bellingham School District	0.0357	0.1519	0.1592			
	01122	Benge School District	0.0349	0.2645	0.3225			
	27403	Bethel School District	0.0302	0.1311	0.1414			
	20203	Bickleton School District	0.0502	0.1755	0.1932			
	37503	Blaine School District	0.0207	0.169	0.1841			
	21234	Boistfort School District	0.0493	0.2544	0.3788			
	18100	Bremerton School District	0.0617	0.1948	0.1767			
	24111	Brewster School District	0.028	0.1863	0.198			
	09075	Bridgeport School District	0.0449	0.1777	0.1795			
	16046	Brinnon School District	0.1296	0.3417	0.3205			
	29100	Burington-Edison School District	0.0435	0.1724	0.1819			
	06117	Camas School District	0.0394	0.1492	0.1582			
	05401	Cape Flattery School District	0.0322	0.1841	0.2159			
	27019	Carbonado School District	0.0545	0.3034	0.326			
	04228	Cascade School District	0.022	0.1568	0.1779			
	04222	Cashmere School District	0.0453	0.1422	0.2018			

8. Clicking the **Carryover** link on iGrants home page displays the **Carryover Amounts** page.

- Select a Fiscal Year from the drop-down. The fiscal year defaults to the current year.
- Select a Funding Type by clicking on the Federal Grants or State Grants link.

Test Web Server <b>Gran</b> t	s	<b>GOS j</b> arcants <del>- M</del> 🕅 Home Home Feedback Logou
Carryover Amounts		(Badi
Select a Fiscal Year	nat have been carried over moin the previous fiscal year to th Select a Funding Type Federal Grants State Grants	ne next, i nis term is applied to federal and some state funds,

 Clicking the funding type link on the carryover amounts page displays the appropriate carryover amounts for all organizations by form package for the selected fiscal year.

- Click the **Back** button to return to previous page.
- Click the **Print** icon to print the page.

	Test Web Server Gro	ants		ÉDS Home	Parants Home	<b>Feedback</b>	Logo	
Carryover								
CoDist	Organization	Form Package	Form Package		Amount	Budget	Catego	
2834	A 1 West Elementary	365	EETT Peer Coaching (Selected Recipients Only)		\$3,503	1.550		
2834	A J West Elementary	502	ARRA Peer Coaching (Carryover Only)		\$468			
2834	A J West Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)		\$2,425			
14005	Aberdeen School District	201	Title 1, Part & Improving Basic Programs		\$365,030			
14005	Aberdeen School District	208	Title 1 Part D Subpart 2 Neglected or Delinguent Local Agency		\$19,953	2010-11		
14005	Aberdeen School District	232	Title III LEP (District Package)		\$48,055			
14005	Abardeen School District	236	Title II Part D Enhancing Education Through Technology		\$3,172	2010-11 Fi	unding	
14005	Aberdeen School District	239	Title II Part A Teacher Principal Training and Retruiting		\$200,055			
14005	Aberdeen School District	262	Rural and Low-Income School Grant		\$7,116			
14005	Aberdeen School District	267	Special Education IDEA-B and Section 619 (District Package)		\$39,965	IDEA-B		
14005	Aberdeen School District	267	Special Education IDEA-B and Section 619 (District Package)		\$2,344	Section 61	g .	
14005	Aberdeen School District	416	21st Century Community Learn Centers (Continuing Awards - District)		\$75,290			
14005	Aberdeen School District	426	21st COLC Cohort 6 (Continuing Awards - District)		\$73,590			
14005	Aberdeen School District	482	ARRA Title I, Part A		\$170,191			
14005	Aberdeen School District	485	ARRA McKinney-Vento Homeless Children and Youth		\$5,101			
14005	Aberdeen School District	497	ARRA Special Education IDEA B and Section 619 Carryover Funds		\$390,731	IDEA-B		
14005	Aberdeen School District	487	ARRA Special Education IDEA B and Section 619 Carryover Funds		\$12,947	Section 61	9	
14005	Aberdeen School District	500	ARRA Title II Part D (Carryover Only)		\$9,455			
3209	Abraham Lincoln Elementary	365	EETT Peer Coaching (Selected Recipients Only)		\$1,601			
3209	Abraham Lincoln Elementary	502	ARRA Peer Coaching (Carryover Only)		\$947			
3209	Abroham Lincoln Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)		\$2,353			
2585	Acme Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)		\$1,940			
2155	Adams Elementary	365	EETT Peer Coaching (Selected Recipients Only)		\$1,827			
21225	Adna School District	201	Title 1, Part A Improving Basic Programs		\$0			
21226	Adna School District	236	Title II Part D Enhancing Education Through Technology		51	2010-11 RI	EAP	

### **2.4 Resources**

 Clicking the Assurances link on iGrants home page displays a page which describes the purpose of assurances and gives a list of individual federal and state program assurances. Test Web Server

Grants

CSA Educational Technology Support Center (ETSC) CSA Educational Technology Support Center (ETSC) CSA Secondary Education and School Improvement Early Learning and STEM – Exploration and Worder of the World

#### Note:

- Select the appropriate fiscal year from the drop-down. The fiscal year defaults to the current year.
- Assurances represent specific requirements a subgrantee (recipient of funds, e.g., school district) must comply with. The general assurance page apples to all federal and state programs housed within the liGrants system. There are nine compliance items ranging from fiscal control, fund accounting procedures, and proper record keeping. This single page must be signed and kept on site by all sub-recipients. In addition to the general assurances, some programs require their own program assurance page, e.g., Title 1, District Improvement, and Special Education. All subgrantees must enter the liGrants system to fully process each of the assurance page, where applicable.

  Fiscal Period
  11-12
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 Clicking any of the program links displays a page with the list of assurances associated with that program.

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Assurances	Back
21st CCLC Cohort 6 (Continuing Awards - District) for 11-12	
Page 1	
Assurances 2011-12	
Before completing this certification, please read assurances carefully.	
By signing the Certificate of Assurances, the duly authorized representative of the applicant certifies that the applicant will comply with the assurances pertinent to all applicants and to programs for which the applicant is applying, includes but is not limited to:	
Compliance with all federal requirements of the federal 21st Century Community Learning Centers as detailed in Title IV, Part B of the Elementary and Secondary Education Act of 2001, No Child Left Behind.	
The applicant assures to the best of his/her knowledge and belef that the data in this application are true and correct and that the filing of the application has been duly authorized by the governing board of the applicant and that the applicant will comply with the required assurances if funding is approved.	
Project applicants are required to sign the Certificate of Assurances, certifying that the applicant will comply with the assurances pertinent to all applicants and to programs for which the applicant is applying. The applicant also certifies that they will comply with the general assurances listed in the consoldated state application (Grants).	

- Clicking the General Resource Information link on iGrants home page displays links to supportive documents on topics such as:
  - ✤ ARRA (Stimulus) Guidance
  - DUNS Numbers
  - ESEA
  - Nine Characteristics
  - Transferability & REAP Guidance
  - Time and Effort
  - Comparability
  - ✤ Lifecycle of a Grant
  - Dollar Flow (Federal)
  - Dollar Flow (State)
  - Faith Based
  - ✤ SAS Timeline

# 2.4 Customer Service

 Clicking the Take Our Quick Survey link on iGrants home page displays the iGrants Survey Questions.



Test Web Server	Grants		Home	jGrants 📢 Home Feedba	tit Logo
				Back	Print
Survey					
	Save				
	iGrants Survey Questions				
	We'd like your feedback! Information from this short survey v items you like and items you feel need more attention.	w <mark>ill help us</mark> determine			
	We all know that getting the work completed, accurate and on aspect of our every day work.	n time is an important			
	Question 1 How well does iGrants fulfill your grant submission needs?				
	1 2 3 4 Not Very Well 0 0 0	5 Extremely So			

2. Clicking the **Contact Us with Technical Issues** link displays the technical support contact information.



# 3. Enter Form Package Data

The Form Package selector page displays when you login into the iGrants System. It is used to find form packages that have been created for current or past fiscal years, depending on the fiscal period selected in the drop-down in the left-hand corner of the page. The form package initially displays with the status of Not Initiated. The form package pages are sometimes pre-populated even though the status is Not Initiated. That means the data entered last year has been copied over to the current fiscal period. Clicking Save changes the status to Draft.

> kage ID: Form Parl

Funding Group Type

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21st CO District

Funding Type

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Grants

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1. The initial view of the Form Package Selector page displays once you login into the iGrants system. The page displays the list of form packages a district can apply for.

#### Notes:

- Clicking the Hide link would • hide the form package. This feature is specific to an individual computer.
- Click the Include Hidden checkbox and Search to **Unhide** the form package in the list.
- 2. The search feature on the Form Package Selector page is used to search for specific form packages.

#### Notes:

- To locate a form package, • enter the 3-digit Form Package ID; click Search.
- You can view information • on form package name, ID#, available date, due date, current status, and budget info/status.
- The default is to display data sorted by organization, but you can sort differently by clicking on the column headers.



Use Search Criteria <u>or</u> Press Name of Form Package Below

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Community Learning Conters 21st Century 08/15/2011 9/15/2011 Community Learning 5:00:00 PM

21st Century 08/15/2011 9/15/2011 Community Learning 5:00:00 PM

st Century 08/15/2011 9/15/2011 mmunity Learning 5:00:00 PM Community Learning Canters 21st Century Community Learning St00:00 PM Initiated

tist Century 08/15/2011 9/15/2011 Set Back to Community Learning 5:00:00 PM Entisted

Terri Baker 08/11/2011

Terri Baker 98/10/2/

 Clicking form package name or the ID displays the form package detail pages.

### Notes:

- The contact page is the default page which displays, when you click the form package name or ID.
- Enter or update the data as required and click **Save**.
- The top of the page displays the form package name and the current status.
- Clicking Set Back to Draft icon would change the page status to draft and the icon changes to Mark Completed.
- After entering the data, click Save and Mark Completed.
- Clicking the Application tab, displays the form package pages.

- Enter or update data as required and click the **Save** icon.
- Click the Print All icon to view and print all form package pages.
- After entering the data, click Save and Mark Completed.



Test We Server	<sup>b</sup> Gra	nts				<b>ÓDS</b> Horre	i Home	<b>Feedback</b>	Logout
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Fiscal 11-12 Period		274	Perkins (5-Yea Current For	r) Application Plan m Package Status:	Not Initiated	()			
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Q Required Pages	Math Save Print Print All								
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D Select a Form	SAS Tutorial Substantially A	oprovable Status Tut	orial						
Package	(How the SAS pa	ige in (Grants functions.)							
Consortium		(For OSPI Use Or	iy)						
Q Select a Form Package		SAS Further	SAS	REAP-Eligible					
All Budgets	OSPI Approval Status	Action Required	Approval	SAS Approval					

5. Enter **Save** data on all the required pages and mark each page complete.

## Note:

• Click **Next** to navigate between the pages.



 Select the Milestone Viewer from the page drop-down to display the status of all form package pages.

### Note:

• Clicking the page icon will display that page.

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Page 6 State Levels of Performance	Dage 7 Teacher Data	L) Page 8 Program of Study/Certification					
Not Initiated	Not Initiated	Not Initiated					

 Clicking the **Budget** tab displays either the page to create a new budget or the list of existing budgets.

- If you are creating a new budget, click the New button which will take you to the Budget Indirect Rate Calculator.
- If you are taking less than the indirect amount displayed, enter the amount in the white field, then use the Calculate button to recalculate the Budgeted Direct Expenditures amount.
- 8. Clicking the **Help** hyperlink displays the help page with the information on Budget Indirect Rate calculator.



Budget Indirect Rate Calculator Hel	p
Allocation Amount:	This amount should match the Total Budgeted Expenditures cell located at the bottom of the budget matrix.
Indirect Rate:	Percentage of grant used for allowable indirect costs. These rates are calculated by School Financial Services.
	Indirect cost limits ensure that state and federal moneys are expended for intended uses and for allowable costs. Allowable costs include expenditures directly traceable to the program (direct expenditures) plus a limited allowance for overhead or indirect expenditures.
Indirect Amount:	Maximum amount allowed based on the following calculation;
	Allocation Amount divided by 1.(indirect rate) multiplied by (indirect rate). Example: \$929.069 / 1.023 X 0.023 = \$20,888
Take Less,	Less than the indirect amount can be taken. Never more than indirect amount.
Inan Indirect Amount:	Example: \$20,888 maximum amount. Districts choosing 0 to \$20,887 is allowed. If \$20,889 or more, an alert message will appear.
Budgeted Direct Expenditures: (remainder to distribute within matrix cells)	This amount is distributed throughout object and activity cells within the budget matrix . Budgeted Direct Expenditures, plus the Indirect Amount should equal the Total Budgeted Expenditures matching the Allocation Amount.
Total Budgeted Expenditures: (matches the allocation amount)	This is the grand total of the budget. This figure should match the allocation amount.

- 9. Clicking Continue on the
- Budget Indirect Rate Calculator page displays the **Budget Matrix**.

### Notes:

- Enter/update data as required; click **Save**.
- Click **Back to Calculator** icon if you need to review figures from the calculator page.
- Once you click Calculate Matrix, the page refreshes to display the calculated values. Clicking Save will also calculate the page.
- Enter **Comments** at the bottom of the page, if appropriate, and click **Save.**
- Click Mark Completed to finalize budget. A check mark will display in the budget tab.
- Once you enter data, save, and mark all pages complete, click the Finish tab. The page refreshes to display icons for all form package components.

- The Finish page will display a check mark in each icon if that section is complete. If there is not a check mark in the icon, go back to that tab and make sure all pages are marked completed.
- All the icons, including the one for Required Pages (located in the left-hand navigation bar), must display a check mark in order to submit a form package for Org Review.





 Once all pages have been marked compete and you have clicked the Finish tab, click the **Notify** tab to send an email to your organization's iGrants Administrator.

### Notes:

- Click the Send Message
   button to send the
   email.
- Current form package status now changes to Under Org Review.



12. Once you have clicked Notify and the form package has been assigned the status of Under Org Review, the form package can be submitted to OSPI for review.

- Submitting a form package to OSPI can only be done by your organization's iGrants Administrator.
- The iGrants Administrator must click the iGrants Administrator icon in the left-hand navigation bar to reveal the iGrants Administrator Console.
- Click the <sup>GD</sup> button to display form packages ready to send to OSPI for approval.

Test W Serve	er Grants			ÉDS Home	jarants Home	<b>Feedback</b>
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Fiscal 11-12 V	ic	Frant	Administrator Console			
P	Request CSPI Approval	User	ist Activity Usage			
Q Required Pages	Form Packages Ready for Internal Review and Request for OSPI Approval:	0	Email OSPI to request approval for these form packages.			
Grants	Form Packages Marked Finished:	0	These form packages have been marked Finished. Notify Jutton Is next.			
O Administrator	Form Packages In Draft Status:	6	These form packages are in the beginning stage of processing.			
District	Form Packages All Status Levels:	0	Displays all form packages and all status levels.			
O Select a Form Package						
School						
Q Select a Form						
1200						
O Select a Form Package						
All Budgets						
Report Tool						
	<u>Privacy Policy</u> <u>Cisclaimer</u> <u>Customer Support</u> : 1.800.725.433	11	BCopyright 2004 - 2007	19900000	*)**)*?**	0000000

13. Clicking the <sup>(29)</sup> button displays the **Request for OSPI Approval Page.** 

#### Notes:

- Clicking the Request OSPI Approval link changes the form package status to Requested OSPI Approval and sends an email to the OSPI program manager.
- Clicking the Send All <sup>(SP)</sup> button submits all the form packages displayed on the list.
- Once the form package status is changed to Requested OSPI Approval, the organization is locked out and cannot make further changes.
- 14. Clicking the **Request OSPI** Approval link displays the Confirmation Page.

- Click the **Print** icon to print.
- Click the Back button to navigate to the previous page.
- The iGrants Administrator can also access the User List and Activity Usage tabs to get information on iGrants users and system usage.





15. Click on the **Notes** tab to enter and view notes.

- All system-generated emails are recorded in Notes.
- You may also manually enter notes in the text box and click the **Add** button. The page refreshes to display your message in the notes table. The system will also record your name and the date of manual entry.

Test We Server	Grants	<b>ÉOS j</b> Grants 📹 Home Home Feedb
		Puneet Arya Role: Site Aberdeen School Distr
Fiscal 11-12 Period	274 Perkins (5-Year) Application Plan (Skill Centers Only) Current Form Package Status: Not Initiated	
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Q Instructions	3	
<b>1</b>	Print	
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1777.000		
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Select a Form Package		
1777		
Consortium		
Select a Form Pockage		
All Budgets		

# 4. Update Form Package Data

Sometimes form packages are sent back to districts for further work. The form package status is then changed from **Under OSPI Review** to **Needs More Work.** 

 To find form packages that have been put under Needs More Work, use the Milestone drop-down on the Form Package Selector page. Select Needs More Work and click Search. The page refreshes to display the appropriate results.

### Note:

 Click form package name or ID to see the form package data.

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11-12			Parcet Avya Nole: Bite Aborden School Districtions of Press Name of Form Package Below           sector Criteria of Press Name of Form Package Below           sector Colspan="2">Colspan="2"Colspan							
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chool crister sortum criste Bridget	10 215 Hde 257 Hde	Nome Perkins (5 Year) Apple Packane) Special Education IDE 519	ation Flan (District A Part B Sacbore 611 and	OSPT Program Arca Perkins Special Education	Available Date 06/08/2011 05/16/2011	7/1/2011 5:00:00 PM	Corrent Form Pla Status/Date Needs More Work Needs More Work	Hodified Lynn Stritmatter- Green 08/25/2011 Jean Procheska 08/15/2011	Modified (OSP1) Nary Nagel 08/29/2011 Valerie Arnold 08/09/2011	Change Requests Mar (Narristive/Data) Na Na Se Si S7 S7

 The tab containing pages that need more work displays with a Yellow icon. Pages needing more work display with a status of Needs More Work on the drop-down list of pages. (If there is only one page in the form package, this is not the case.)

- Click **Req. OSPI Review** once suggested changes have been made.
- The form package status will remain as Needs More Work until OSPI puts the corrected page under review. Then the form package status will change to Under OSPI Review.



# 5. All Budgets

1. Clicking the All Budgets

button in the left-hand navigation bar displays the iGrants Budget Report page with links to all budgets.

- The **Budget Report** page • displays budgets for current fiscal period only.
- Click the <sup>(1)</sup> icon to view the budget status and history.
- Click the 💜 icon to print.
- Click Access Budget link or the form package name to view the budget.
- 2. Clicking the 0 icon on the Budget Report page displays the Budget Status and History page in a new window.

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	teres in Processor	Death	m	4	Original		219	State Transition	al Biinoval Instructional	Not initiated		7/1/281

Form Package:	426 21st CCLC Cohort 6 (Continuing Awards - District)
Organization:	Aberdeen School District
Grant Number:	N/A
Revision:	Original
Direct Expenditures:	\$479,808
Indirect Expenditures:	\$10,796
Total Expenditures:	\$490,604
Current Status:	In Process
Current Milestone:	Completed
Current Date:	10/7/2011
Last Modified By:	Lynn Stritmatter-Green
Last Modified Date:	9/1/2011
OSPI Last Modified By:	
OSPI Last Modified Date	
	dilastana Uistan.
Initiated:	9/1/2011
Completed:	9/1/2011

# 6. Report Tool

The Report tool is used to generate and print a report. Currently, clicking the **Report Tool** icon in the left-hand navigation bar takes you back to the **Form Package Selector** page (see section 2.3) where you can search and print the form package data.

**Note:** iGrants is working on a future enhancement that will enable districts to run form package reports and download as Excel documents. This section of the user manual will be updated with instructions on how that works once the enhancement is in place.

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(See section 2.3 for details)

# **Appendix A - Adjusting the Browser Settings**

1. To ensure that screens and reports display correctly, use Internet Explorer (IE) as your Web browser. You may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the Tools icon. In the drop-down list that displays, select **Internet Options.** 



2. A window will display with Internet Options. On the **General** tab, under the heading Browsing history click the **Settings** button.

ogin - Windows Internet Explorer							
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Change search defaults.	5ettings						
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 Another window will display with Temporary Internet Files and History Settings. Under the heading Temporary Internet Files, select the first radio button that says Every time I visit the webpage. Click OK.

6.	<ul> <li>Ittp://tst-web04e.tst.cspi.k12.we.us/Login.aspx?Re</li> </ul>	turnLirl=%2fApps%2fMyApplications.aspx	😁 🏘 🗶 Live Search	م
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- This window will close and the Internet Options window will display. Click OK again to close this window.
- 5. Your browser settings are now adjusted and will **remain the default** each time you open the IE browser.

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