



WebGrants

The North Dakota Department of Public Instruction (NDDPI) has a grants management system called WebGrants. WebGrants manages grants through the complete grant cycle. All historical information is available for recipients to refer to or print copies at any time. WebGrants time/date stamps all activities and the user associated with the created or edited system function. It is a single stop for all associated activities and a document repository for everything associated with a particular grant.

Contract/Grant Award: The authorized representative must sign the grant award (contract) within the WebGrants system. Grantees who have not used WebGrants before must first register as a user. Listed below are WebGrants resources that can assist with this process.

- [Logging In and Navigation](#)
- [WebGrants User Guide](#)
- [Signing Contract/Grant Award](#)

Assigning Multiple Users: Grantees are only allowed one primary grantee contact for their grants within WebGrants; however, they can have multiple users with access to their grants. To give other users within your organization access to a grant:

- Select the grant
- Click “General Information” in the grant components list
- Click “Edit” in the upper right corner
- Click in the “Additional Grantee Contacts” box
- Only users who are already registered and associated with your organization will be listed and available to be added
- To add them, click on their name
- Click “Save Form Information”

Coding, Tracking, and Reporting: Grant recipients must track these funds separately so they can report the use of funds and expenditures. The grant-specific project and program codes are listed on the grant award.

Claims for Reimbursement: Grant recipients will claim reimbursement for allowable expenditures in the [NDDPI WebGrants](#) system. Expenditures MUST match the ledger.

We have created a WebGrants Tutorial that can be found [here](#). The tutorial walks grant recipients through requesting reimbursement for allowable expenses under the grant award.

Contract Amendments (Budget Revisions): Grant recipients that need to revise their originally approved budget will complete a contract amendment in the WebGrants system. Districts must submit a contract amendment and receive approval from NDDPI staff before the district implements the revision. Each time you revise your budget and receive approval, you must also revise your ledger to align with the most recent budget version. View the tutorial [here](#).

Questions: If you have questions, please contact one of the following NDDPI staff:

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