Grantee User Guide

February 2025

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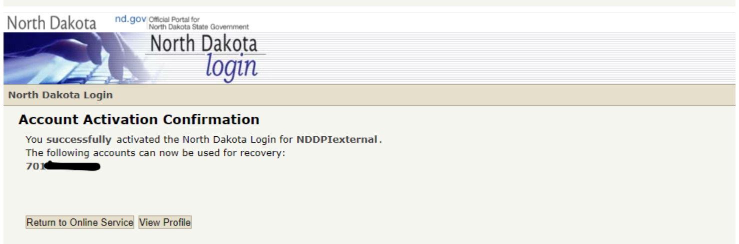
Troubleshooting common problems

Logging into the WebGrants System

Users do not need to create a new NDLogin account for WebGrants. Existing accounts can be used.
Before registering for WebGrants, users MUST have an active NDLogin account

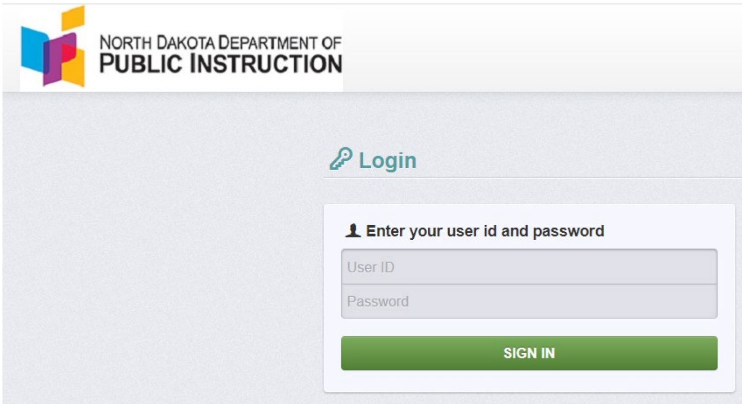
<u>New Users with Existing ND Login Account:</u>

1. DO NOT request a WebGrants account until AFTER the following:
   a. https://apps.nd.gov/itd/ldap/login.htm
      Sign in to the NDLogin app (this is the same information used for other ND applications: PERS, Game & Fish, DOT, etc.) to confirm Cell Phone Recovery Option is filled out (this is not required in the set-up process for an NDLogin account, but WebGrants will not authenticate without the optional cell phone recovery filled out).
   b. Add cell phone number for account confirmation
   c. User will receive an email and text with an activation code. Enter the code and confirm the account. User can now use those credentials to register for WebGrants.

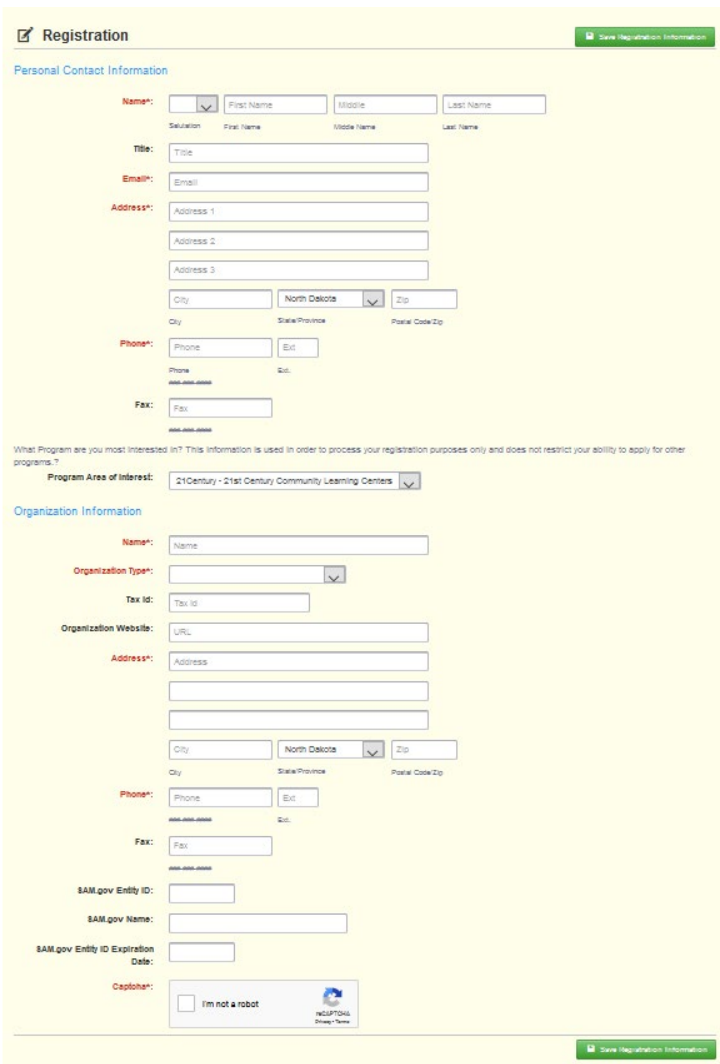


2. WebGrants https://nddpi.grants.nd.gov
   Note Application works best with Chrome
   Use the WebGrants Menu, not the Browser Menu
   Turn off pop up blockers to allow the system to show instructions/confirm actions
   Read the Instructions on the screen for navigating in the system

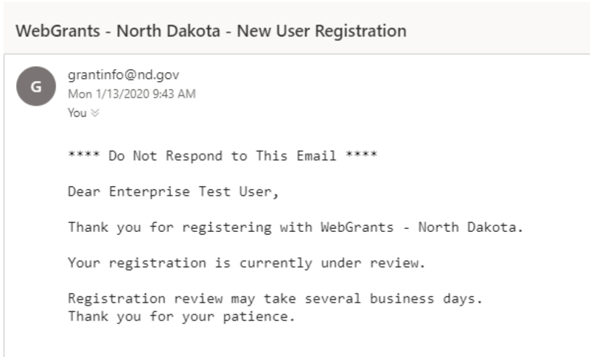
3. Click on User ID on the left side of the page under Login. Enter NDLogin account credentials and Click on 'Sign In'



   a. Users are prompted to register for a WebGrants account (only the fields in RED are required). NDDPI has most School District and SAM.gov information.



b. User will receive a New User Registration confirmation email from WebGrants



WebGrants - North Dakota - New User Registration

grantinfo@nd.gov
Mon 1/13/2020 9:43 AM
You

**** Do Not Respond to This Email ****

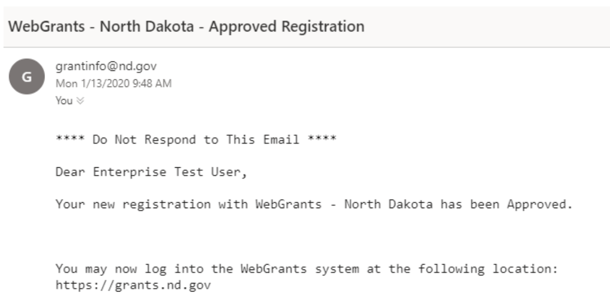
Dear Enterprise Test User,

Thank you for registering with WebGrants - North Dakota.

Your registration is currently under review.

Registration review may take several business days.
Thank you for your patience.

c. Once approved, Users will receive an Approved Registration email and can sign into WebGrants with NDLogin credentials.



WebGrants - North Dakota - Approved Registration

grantinfo@nd.gov
Mon 1/13/2020 9:48 AM
You

**** Do Not Respond to This Email ****

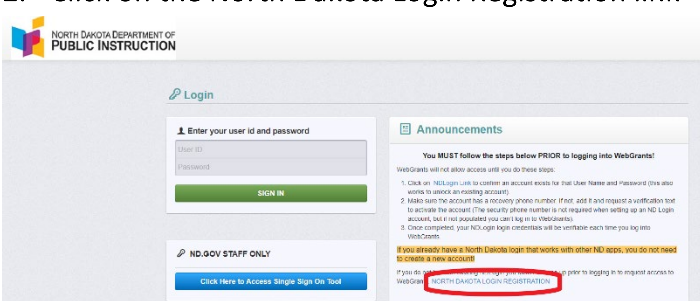
Dear Enterprise Test User,

Your new registration with WebGrants - North Dakota has been Approved.

You may now log into the WebGrants system at the following location:
https://grants.nd.gov

<u>New Users without existing NDLogin Account:</u>

1. WebGrants https://nddpi.grants.nd.gov
2. Click on the North Dakota Login Registration link



a. Users are directed to the Profile Registration page for North Dakota Login account details. Follow account setup directions to register for a North Dakota Login.

Be sure to include the Optional Cell Phone Recovery Option in the setup process

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota login

North Dakota Login

Steps: **Profile Registration** | Confirmation

Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

Login Details

*User ID: NDDPI External User Assistance

*Password: •••••••••

*Confirm Password: •••••••••

Business/Organization Information

*Business Name: NDDPI

*Contact Name: First MI Last Suffix

*Address 1: t 201

Address 2:

Address 3:

*City, State, Zip North Dakota 58505-044 (555554444)

*Country:

*Business Phone: (2223334444) Ext.:

Account Recovery Setup

Email

*Business Email:

An activation code will be sent to your email address. Use the activation code to complete setup for email recovery option.

Optional Cell Phone Recovery Option

Cell Phone Number:

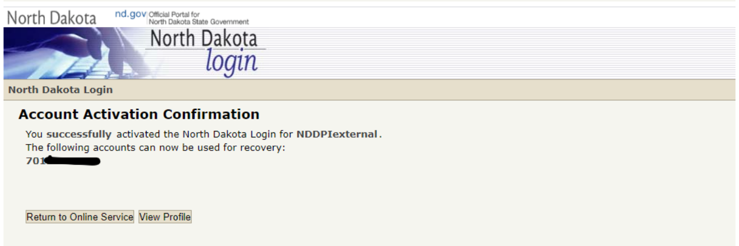
An activation code will be sent to your cell phone. Use the activation code to complete setup for cell phone recovery option.

More Information

Message and data rates may apply.

Security

b. User will receive an email and text with an activation code. Enter the code and confirm the account. User can now use that NDLogin account credentials to register for WebGrants.



c. Sign into WebGrants https://nddpi.grants.nd.gov

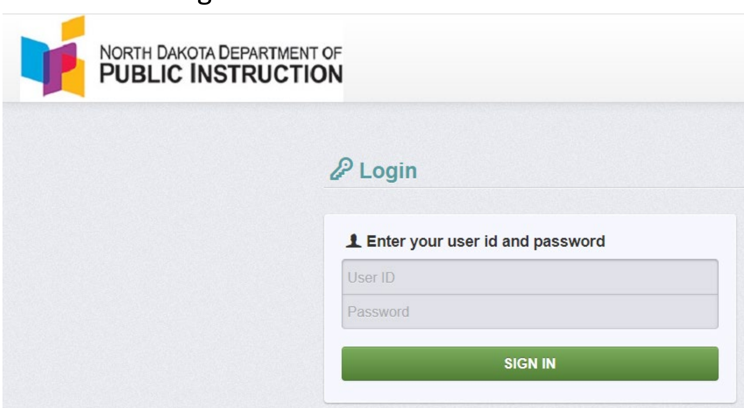
Note Application works best with Chrome

Use the WebGrants Menu, not the Browser Menu

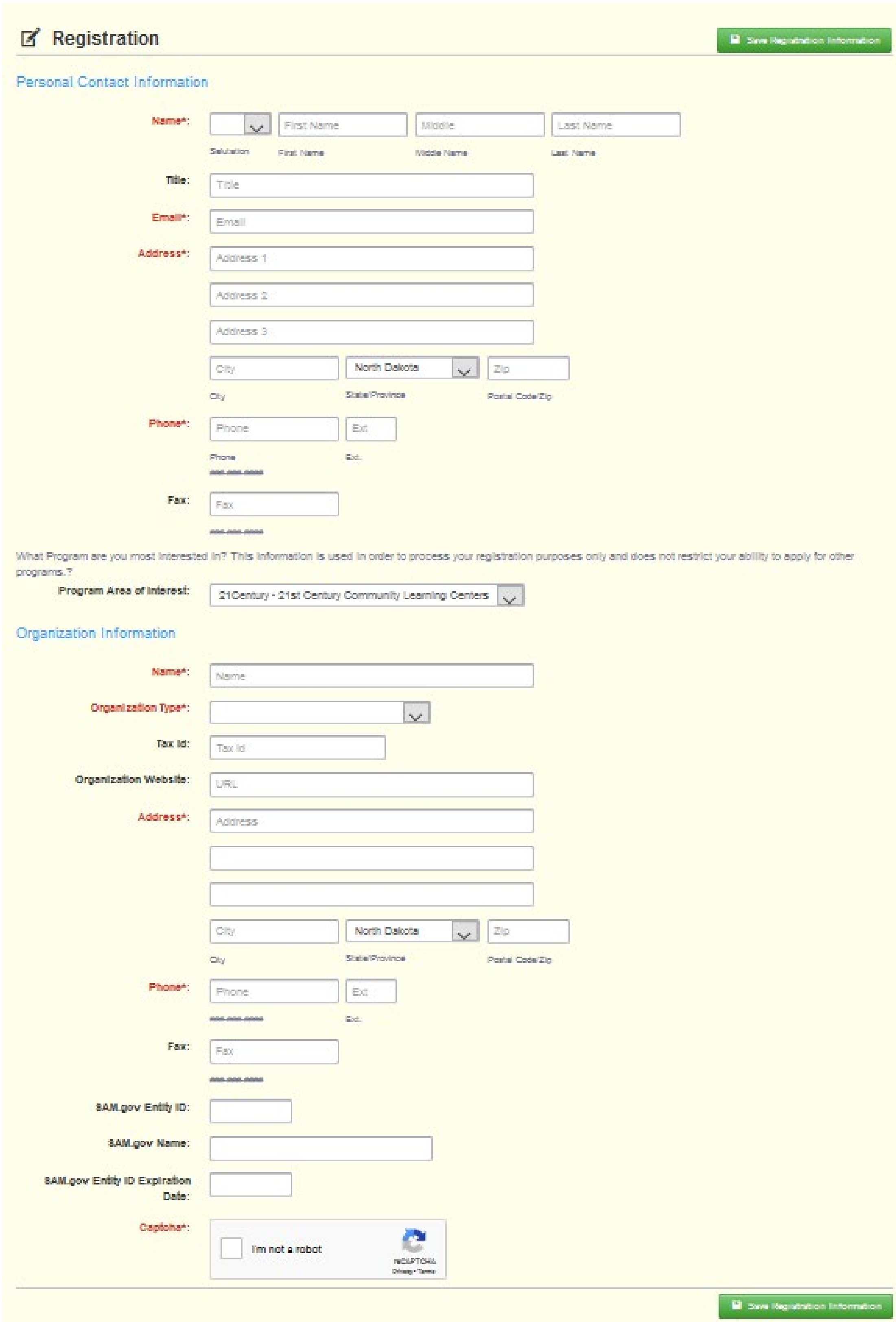
Turn off pop up blockers to allow the system to show instructions/confirm actions

Read the Instructions on the screen for navigating in the system

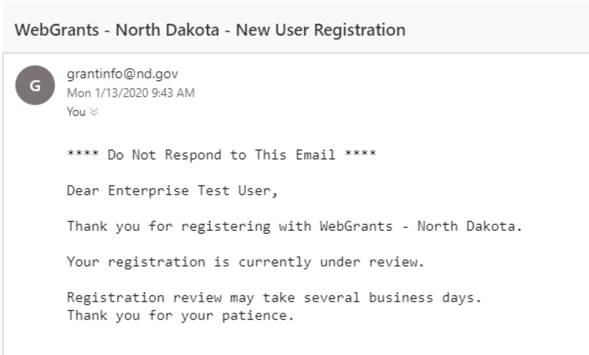
d. Click on User ID on the left side of the page under Login. Enter NDLogin account credentials and Click on 'Sign In'



e. Users are prompted to register for a WebGrants account (only the fields in RED are required). NDDPI has most School District and SAM.gov information.



f. User will receive a New User Registration confirmation email from WebGrants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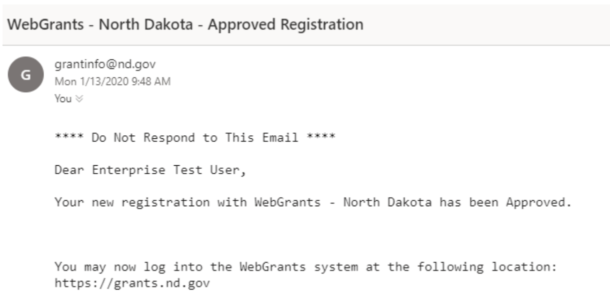
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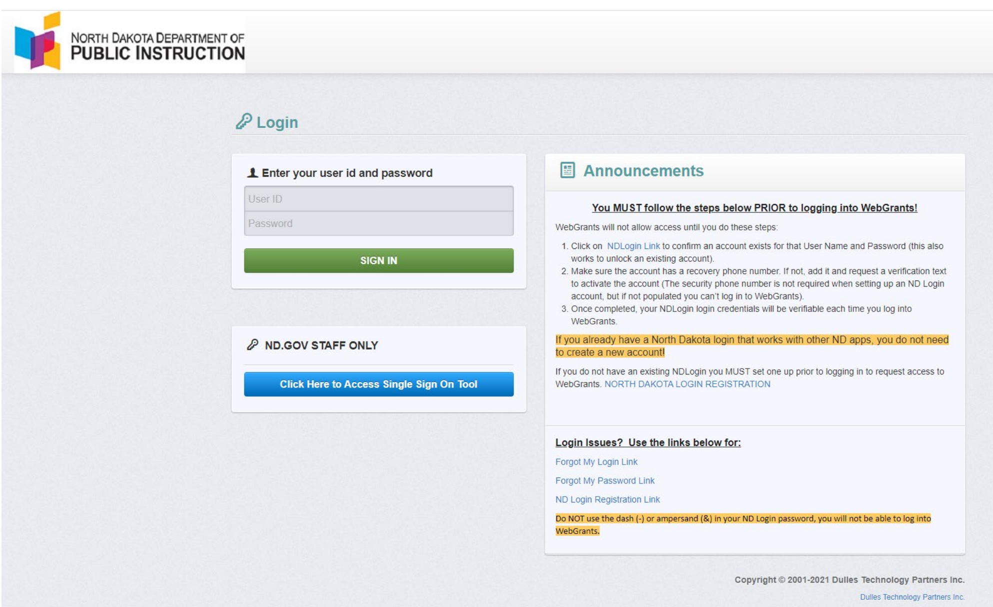
<u>Returning Users:</u>

Click on User ID on the left side of the page under Login. Enter User ID and Password, Click on 'Sign In'



Troubleshooting Login Issues

Top 3 Issues and their resolution:

1. Confirm the User is on the NDDPI WebGrants site, not the State WebGrants instance.
   If the Banner at the top does not have the NDDPI and CTE logos, it is the wrong site.
2. Confirm the User has the correct NDLogin credentials.
   Users can have multiple NDLogin accounts. Contact a NDDPI program administrator, and they can advise the NDLogin account username that is approved for WebGrants.
3. After a User resets a password, **The NDLogin account does not automatically direct users back to WebGrants. Users MUST go back to the WebGrants landing page to enter the updated credentials.**

Make sure to follow ALL the instructions in the announcements section EXACTLY as they are written.
The security phone number is not required when setting up an ND Login account, but if not populated users can't log in to WebGrants.

1. Try to log into the NDLogin app just to see if account exists: https://apps.nd.gov/itd/ldap/login.htm
2. If a successful login, set the recovery phone number and then users will get a verification text to activate the account
3. Once completed, user will be able to log into WebGrants

Forgot Login or Password:

WebGrants does not keep or store any passwords specific to the system. It only authenticates the NDLogin account used to register with NDIT. Use the links in the lower right of the announcements section on the WebGrants login page to recover a ND Login account username and/or password.

The NDLogin account allows users o utilize the same account details for multiple systems. If a person is using the same NDLogin account name for multiple systems, when the password is changed in one system, it is changed across all systems that use that NDLogin name.

If a user is trying to log in and getting a registration page for the NDLogin account (white background), it is because WebGrants cannot authenticate the information as it was entered and assumes they are a new user who wants to sign up for a NDLogin account because they do not have one.

If a user is trying to log in and getting a registration page for WebGrants (yellow background), it is because WebGrants does not have an approved user with the NDLogin account credentials that were entered. WebGrants assumes they are a new user who wants to register for WebGrants.

DO NOT re-register! Contact a NDDPI program administrator, and they can tell you the NDLogin account username that is approved for WebGrants. NDDPI cannot see any password details. See highlighted section above regarding NDLogin account details.

If a user still cannot log in after all of the above, they will need to call NDIT HelpDesk for assistance in unlocking their NDLogin account. 701-328-4470

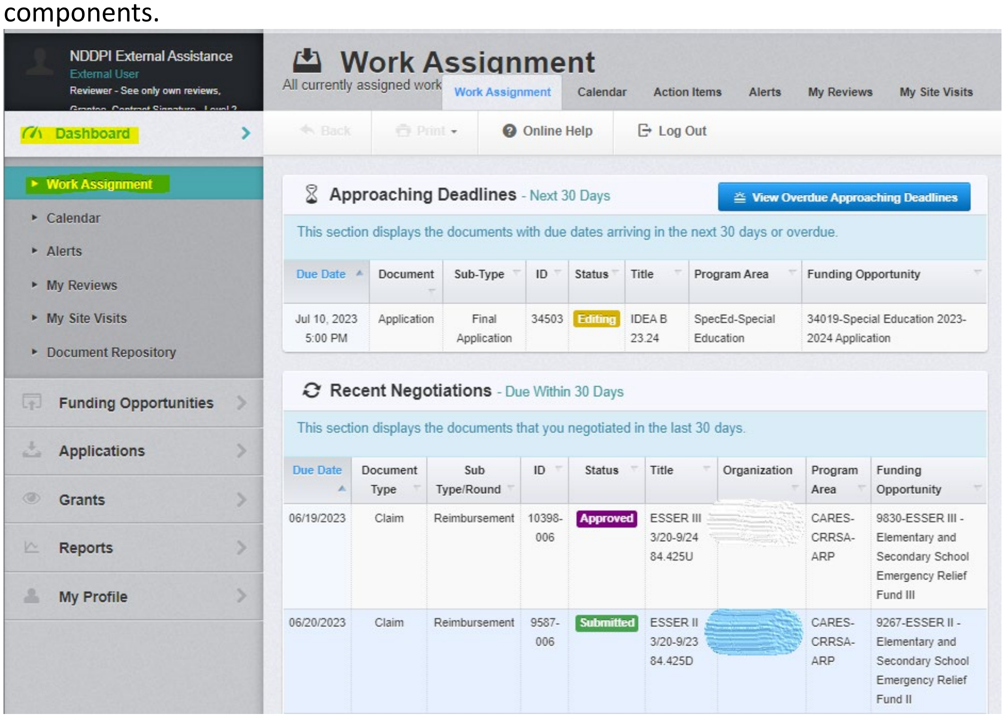
Dashboard

From the Side Menu:

Click on ‘Dashboard’

Select ‘Work Assignment’ to see Approaching Deadlines, Recent Negotiations, Recent Correspondence, My Site Visits, Organization Compliance, and View Overdue Approaching Deadlines.

User roles and permissions determine system view and accessibility. Not all users will have access to all components.



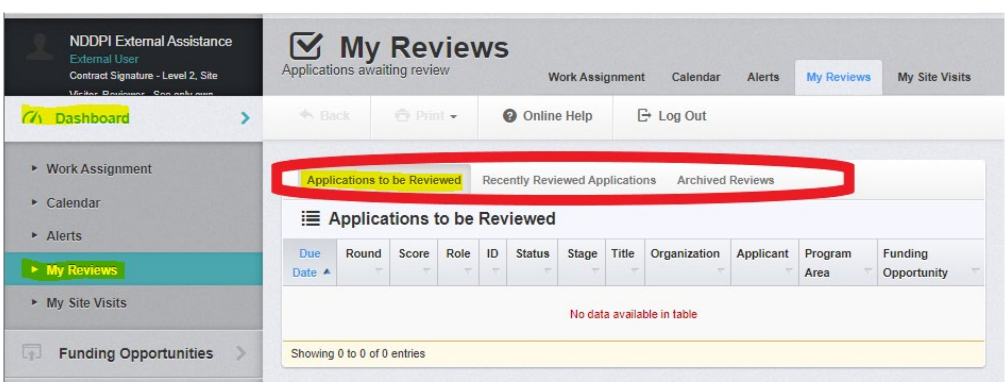
Select ‘Calendar’ to see upcoming Dashboard items in a calendar view

Select ‘Alerts’ to see all email alerts received

Click on ‘My Reviews’ if user is external application reviewer.

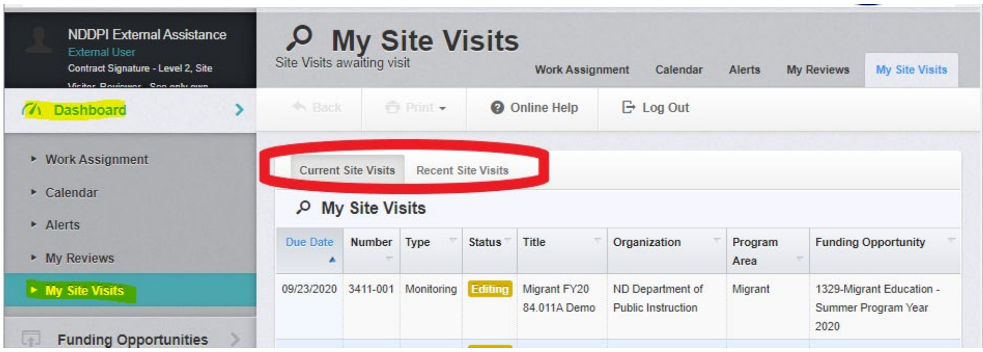
Select the Application you would like to access in the ‘Applications to be Reviewed’ listing.

To access a submitted review, click on the ‘Recently Reviewed Applications’ or ‘Archived Reviews’ tab.

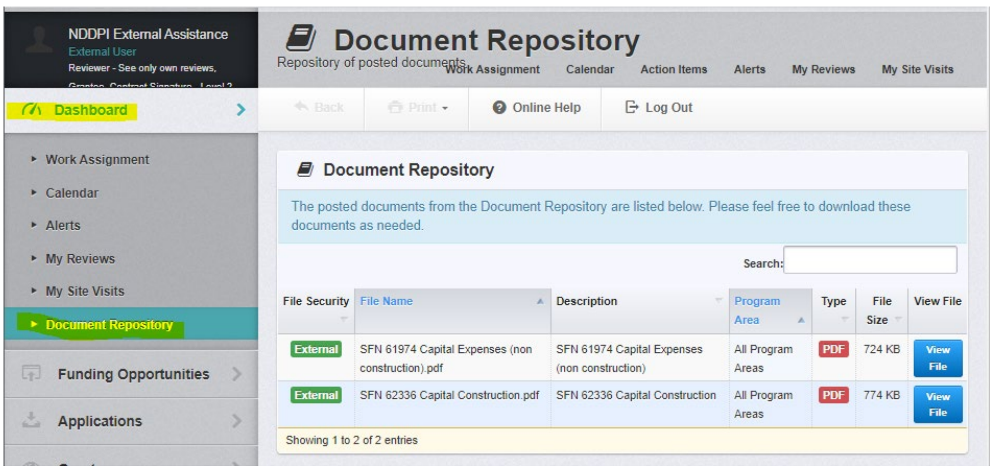


Click on ‘My Site Visits’ to view assigned site visits.

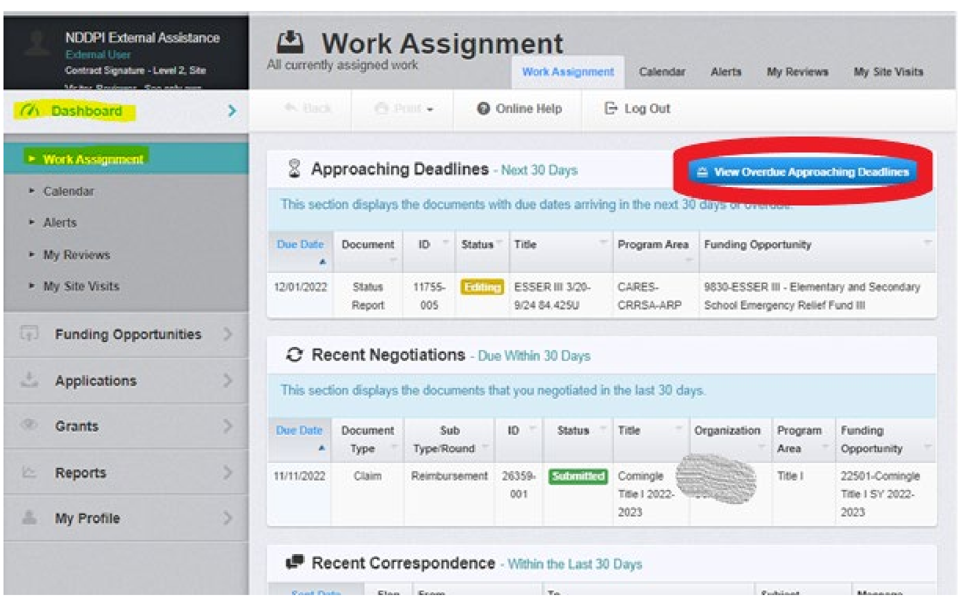
Select the Site Visit to access in the 'Current Site Visits' listing.
To access a prior site visit, click on the 'Recent Site Visits' tab.



Click on 'Document Repository' to view Grantee Document Library



Click on 'View Overdue Approaching Deadlines' to view items that were due prior to the current date.

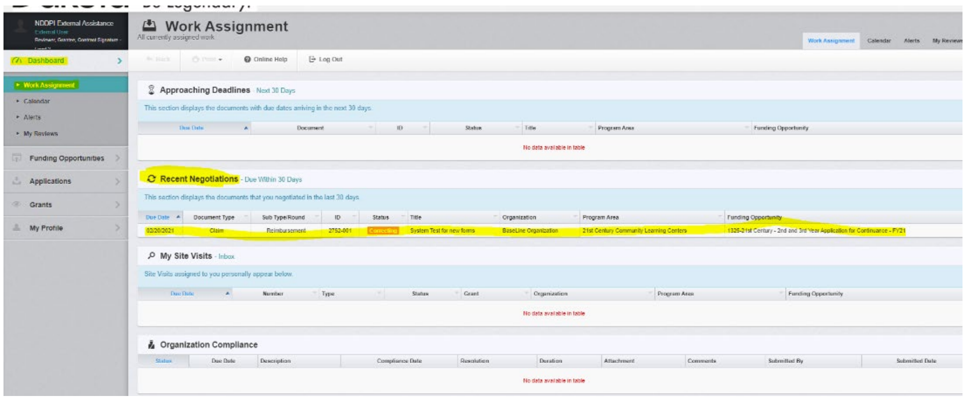


Negotiations

If additional information or edits are required, the WebGrants system allows NDDPI to negotiate components back to the applicant or grantee.

Users will receive an automated alert from the system via email letting them know when a component is negotiated back for edits. The email will include the component being negotiated, the Document ID, Program Area, due date, and any additional directions.

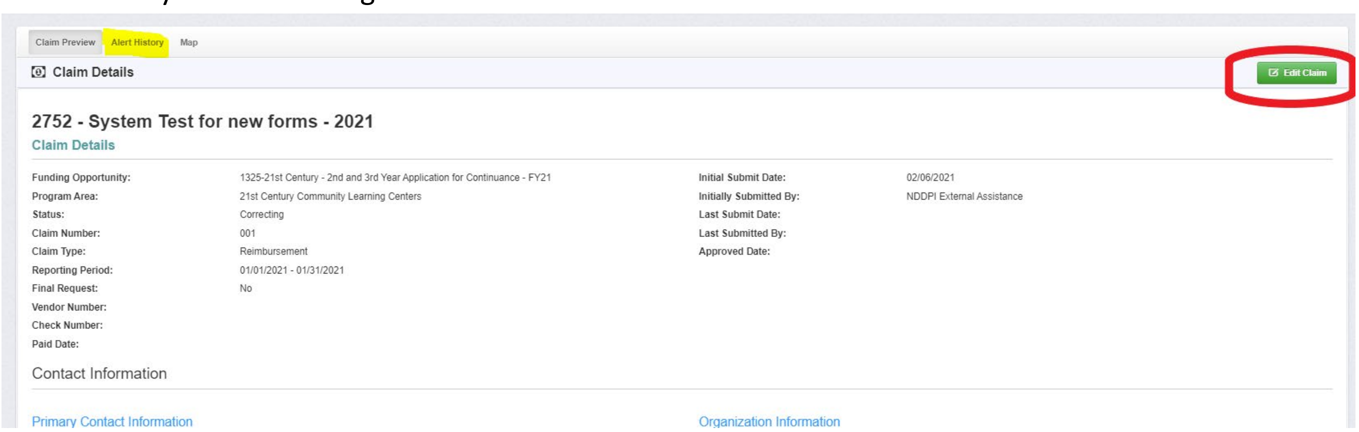
Recent negotiations are found in the Dashboard under the Work Assignment 'Recent Negotiations'. After the due date has passed, users can find the item under 'View Overdue Approaching Deadlines' on the Dashboard. The due date to respond, Document Type, and Status are shown. Click anywhere on the item to open the negotiated component (form).



WebGrants will only show the subcomponents that are available for edits.

> Example: Funding Opportunity Applications can be negotiated back with only the budget section available. The rest of the application still exists; however, this is the only area a user will see because it is available for editing.

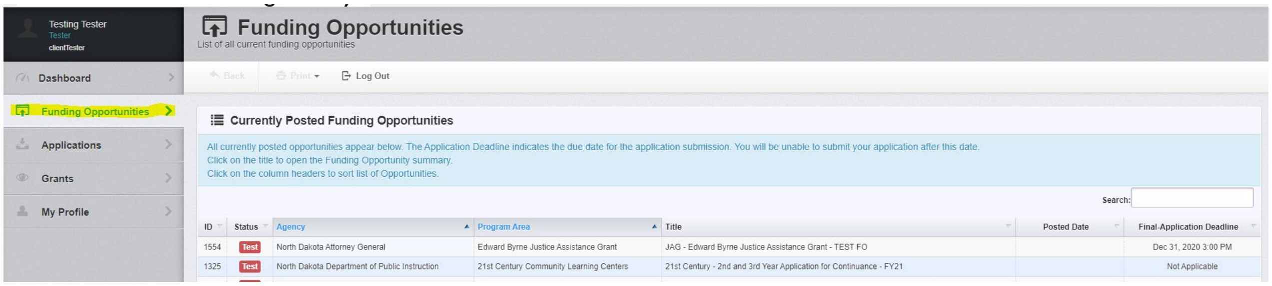
Users can see the alert history/additional directions for any negotiated component by clicking on the 'Alert History' tab of the Negotiated Item Detail



Funding Opportunities

From the Side Menu:

Click on 'Funding Opportunities'



Select the 'Opportunity Title' to apply for

All pertinent information is listed under the Funding Opportunity Details, including any attachments and relevant website links

<u>Click 'Ask a Question'</u> for clarification on any details

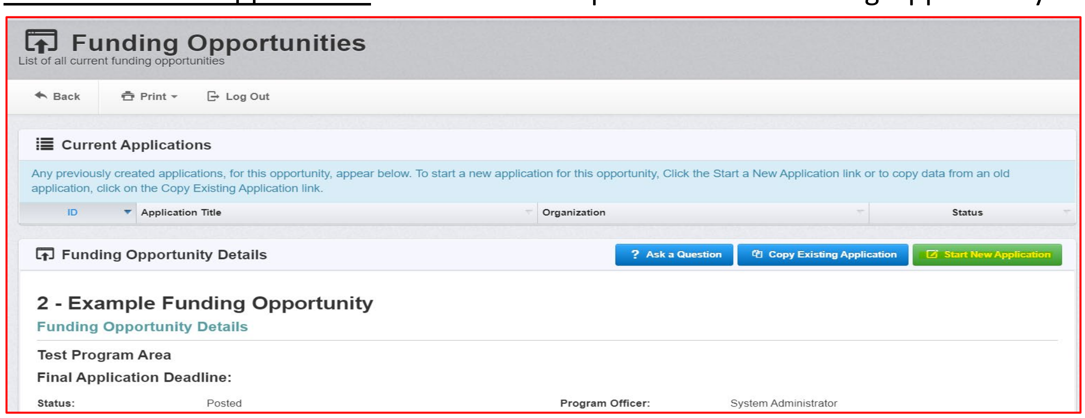
Questions posted and responses received will be available for anyone applying to the Funding Opportunity to view

<u>Click 'Copy Existing Application'</u> to see previous applications to copy

If users have a previous application, they can choose the historical application for that Funding Opportunity and click 'Copy Application' in upper right-hand corner. This will auto-populate previous responses, but users will still need to review the application and update as necessary.

If an application is accidentally withdrawn, the information contained in it can be retrieved. Choose 'Copy Application' and the withdrawn application details will be available.

<u>Click 'Start New Application'</u> for first-time responses to the Funding Opportunity



Applications

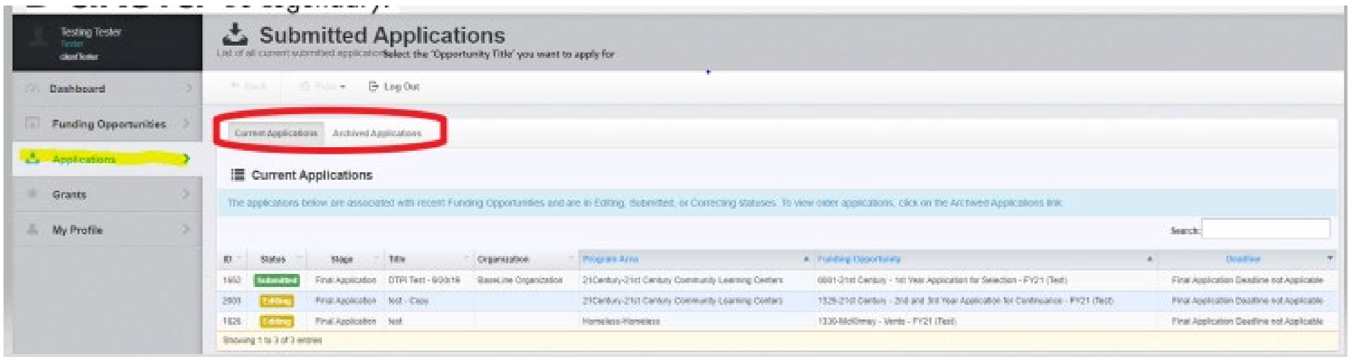
If users haven't previously started an application, please see Funding Opportunities above

For applications previously started or submitted:

From the Side Menu:

Click on 'Applications'

Choose the 'Current Applications' or 'Archived Applications' tab



<u>Select the 'Current Applications'</u> to review applications in submitted or editing status

Submitted Applications can only be edited if negotiated back from NDDPI

Applications in Editing status give users the option to edit and continue application or withdraw the application

<u>'Archived Applications'</u> are applications previously submitted for closed Funding Opportunities

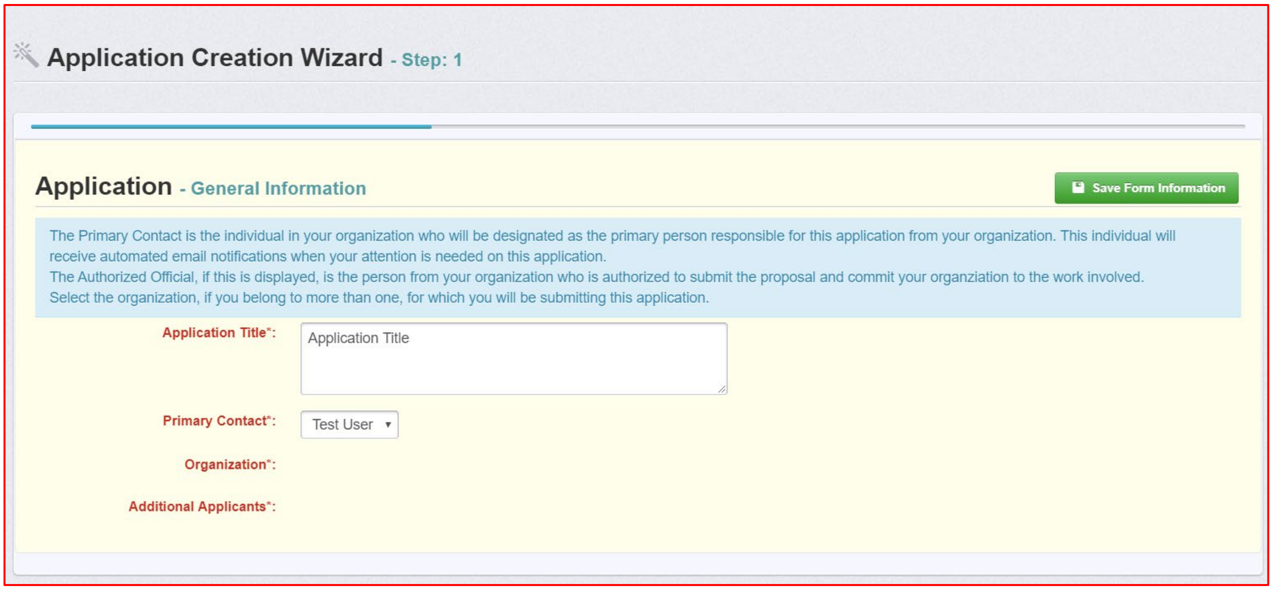
From Start New Application in the Funding Opportunity or Edit Application in the Application Menu, WebGrants will walk users through the Application Components/Forms and Process

Application Components and Process

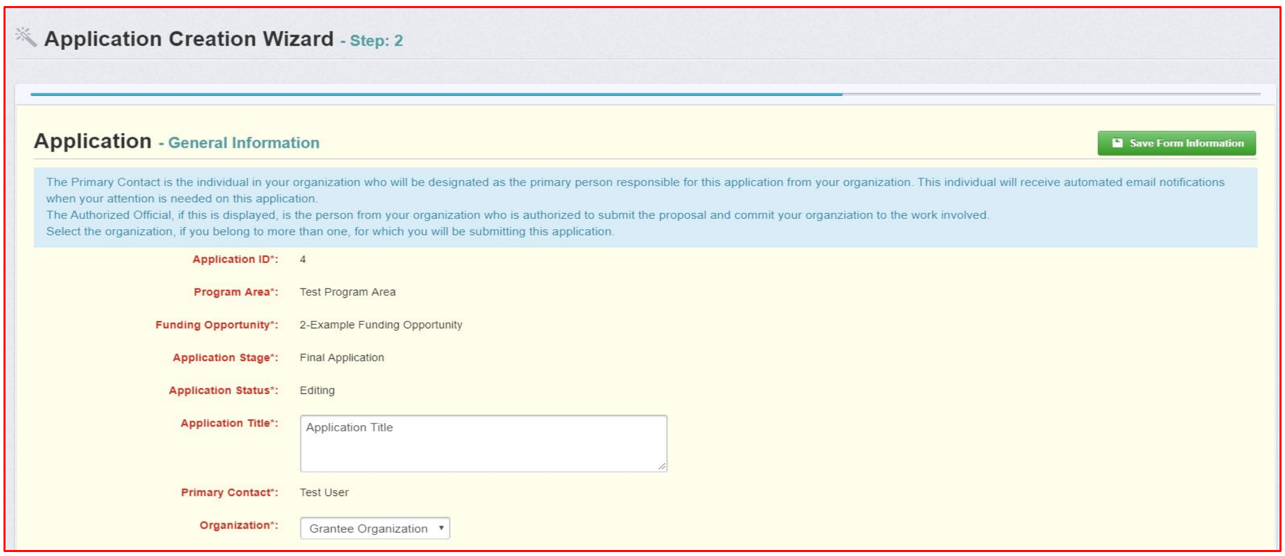
<u>General Information</u>

This is a system form that automatically identifies the User and the association with their Organization based upon information provided when a user registered for WebGrants

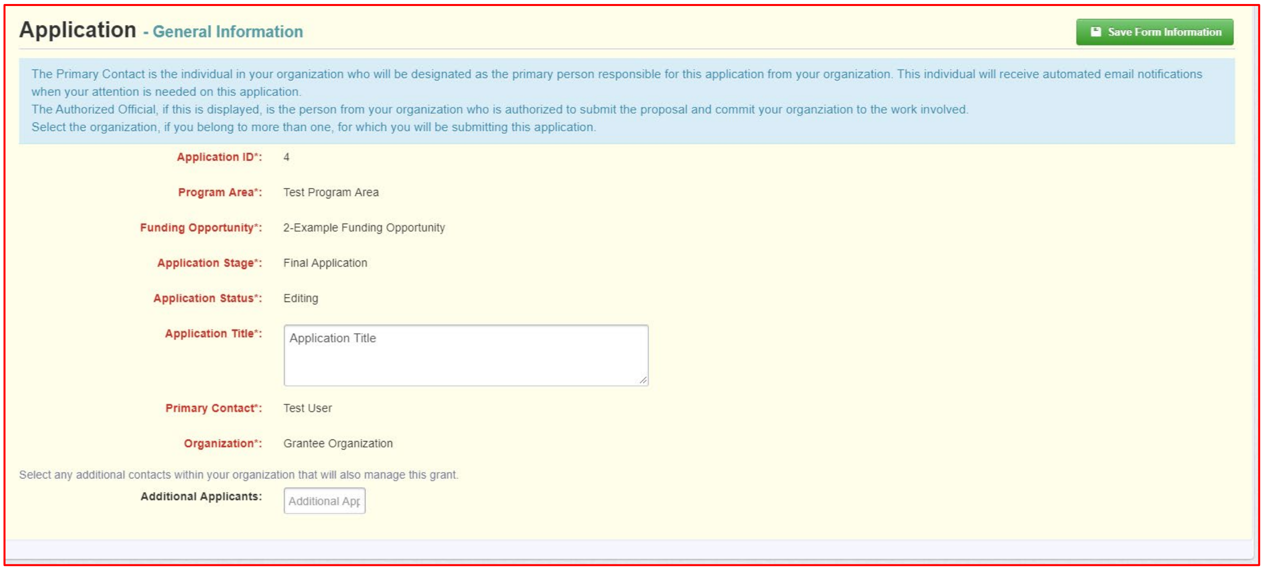
Complete Step 1 in the Application Creation Wizard, then click 'Save Form Information'



Choose the Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click 'Save Form Information.' It is the same form, but WebGrants is opening up additional fields based upon response to prior questions.



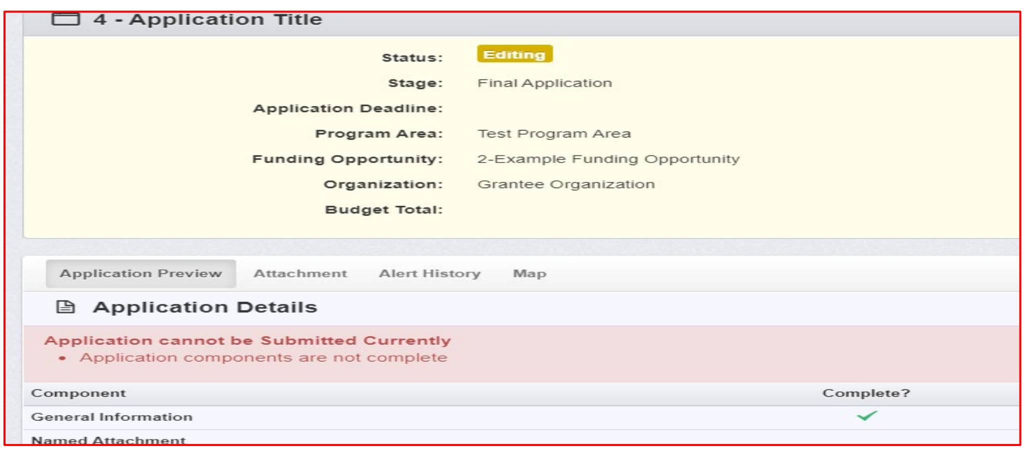
If users want to add any 'Additional Applicants' from their Organization, they can add them in Step 3 of the Application Creation Wizard. Then click 'Save Form Information.' Only approved WebGrants users associated with an Organization will show in this box. Additional applicants can be added later by clicking on the General Information component in the application forms.



Note: The system has created an application # as soon as users click 'Save'. If a user logs out of the system at this point or any future point: <u>DO NOT CLICK ON START A NEW APPLICATION.</u>

Click on 'Applications' from the Side Menu or;
Click on Funding Opportunities and they will see existing application in the top section.

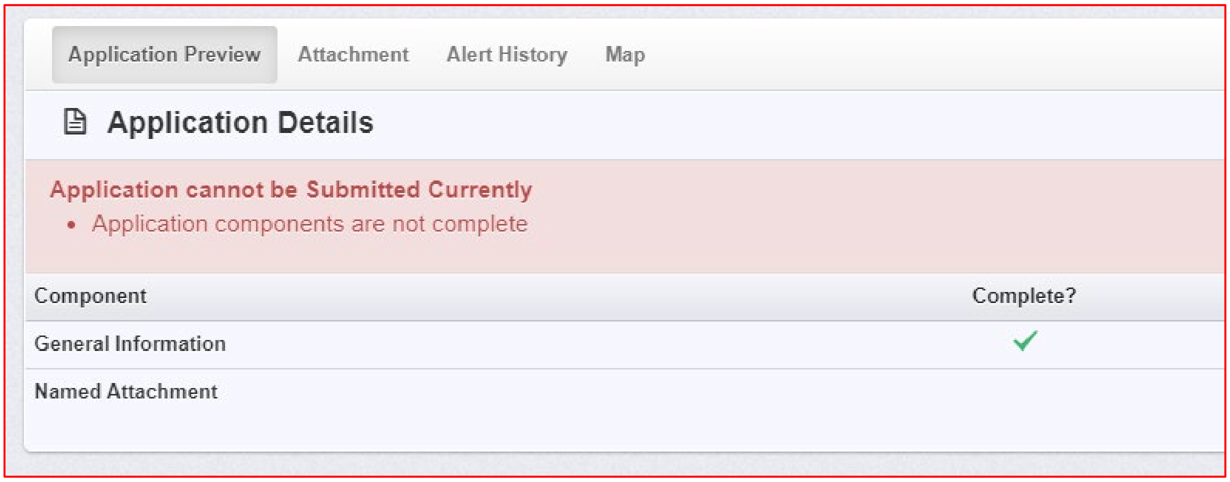
Once the General Information has been completed, users are returned to the Application Details and Components List:



Begin completing the application components (forms) designated for the Funding Opportunity.

Each of the lines shown are a component (form) that must be completed by the applicant before they can submit into the WebGrants System.

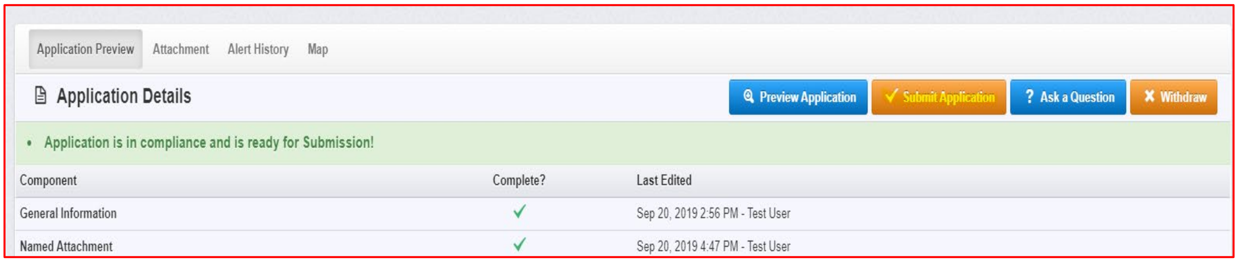
Note: All components can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Applicants will receive a pop-up message notifying them of this if they try to save without completing these steps. **The pop-up notification will tell you what is missing.**



Continue to click on each component in the Application Details listing.

Note: Most forms are editable by clicking 'Edit Form' at the top right part of the section. However, multi-list sections are editable by clicking 'Add Row' on the section.
All information must be saved by clicking 'Save' on the forms. If users do not click 'Save' and back out of the form or section of the form, the information will be lost.

Once all required fields are completed and each of the components marked complete, the 'Submit Application' button will be available for application submission. Users will not get a 'Submit Application' button until all forms are 'Marked as Complete.'



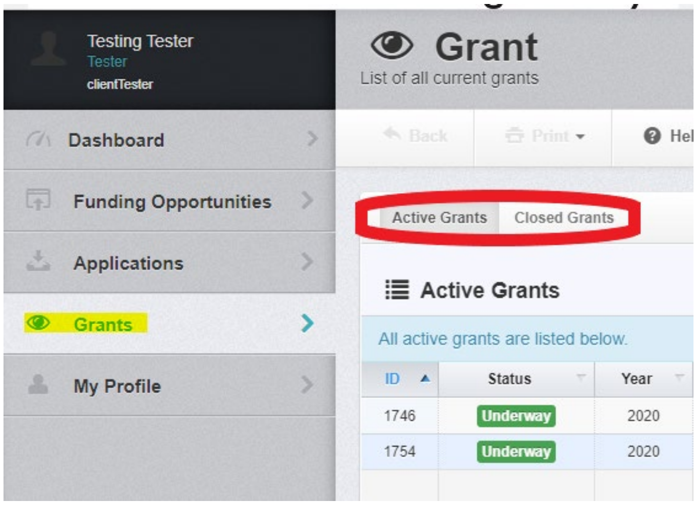
Grants

From the Side Menu:

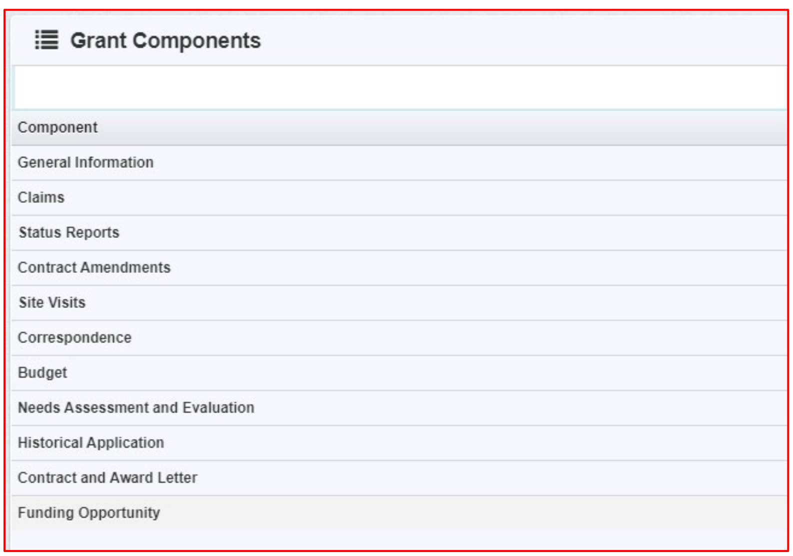
Click on 'Grants'

Select the Grant to access in the 'Active Grants' listing.

To access a closed grant, click on the 'Closed Grants' tab.



When users select the Grant, they are directed to the Grant Components.



General Information

This is a system page that automatically identifies the User and the association with their organization based upon information provided when a user registered for WebGrants This includes program area information and contract dates.

To give other users within your organization access to the Grant, click 'Edit Additional Contacts' in the upper right corner. Only users who are already set up and associated with your organization can be added.

Note: Only users listed in the General Information Component have access to the Grant. Not all users associated with an Organization will have access to all Grants awarded to that Organization.

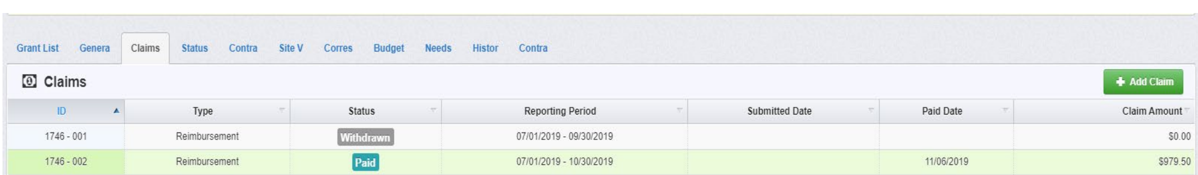
All other grant components are defined in their own section following this one.

Claims

When users select the Grant, they are directed to the Grant Components.

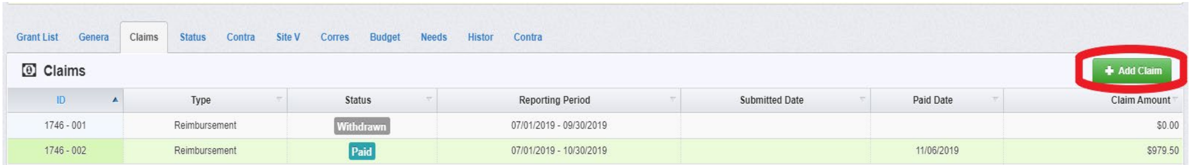
Select 'Claims' from the list of Grant Components.

All claims and their status associated with the Grant will be listed

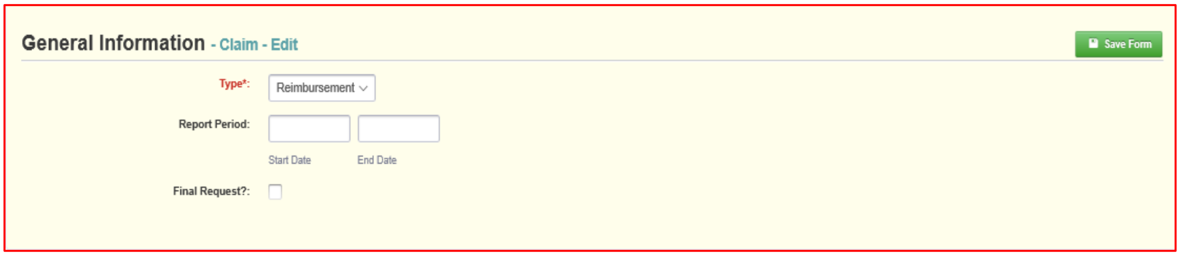


Adding a new Claim

Click 'Add Claim' in the upper right



Users are directed to the ‘Claim General Information’.
Complete the fields on the form, then click ‘Save Form’:

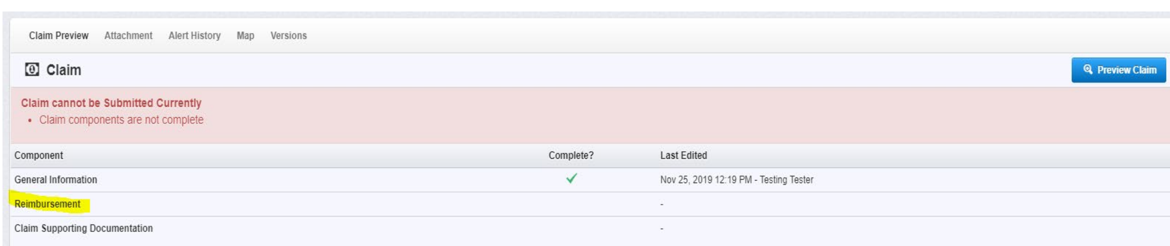


Note: The system has created a claim # as soon as users click ‘Save’. If a user logs out of the system at this point or any future point, they will click on the existing claim until it has been submitted.

Once the General Information has been completed, you will be returned to the Claim Components. This is a complete listing of all components required for your claim.

Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be ‘Marked as Complete’ to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. **The pop-up notification will tell you what is missing**

Click ‘Reimbursement’



Click ‘Edit Reimbursement’

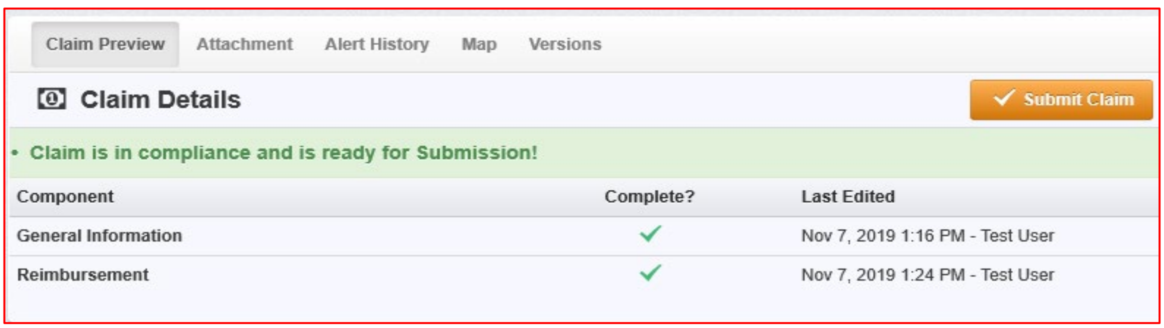
Enter Expenses This Period by Budget Category and click ‘Save Reimbursement.’

Continue to click on and complete each form in the Claim Component listing.

Note: Most forms are editable by clicking ‘Edit’ at the top part of the section. However, multi-list sections are editable by clicking ‘Add’ on the section.

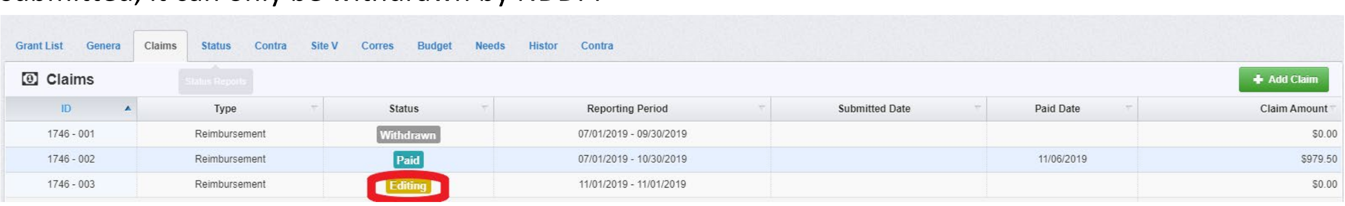
All information must be saved by clicking ‘Save’ on the forms. If users do not click ‘save’ and they back out of the form or section of the form, the information will be lost.

After all required fields are filled out and the forms marked complete, Users can submit the claim.

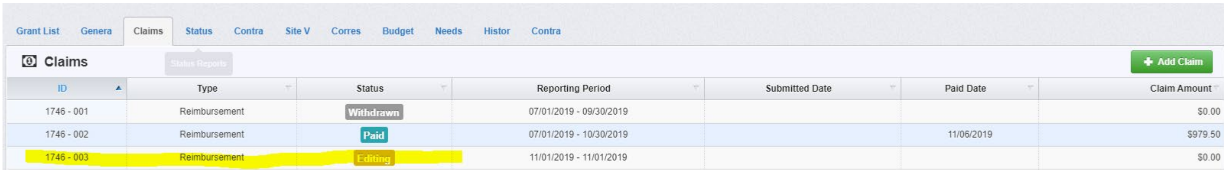


Editing or Withdrawing an existing Claim

Only Claims in ‘Editing’ status can be edited or withdrawn by external users. After a claim has been submitted, it can only be withdrawn by NDDPI

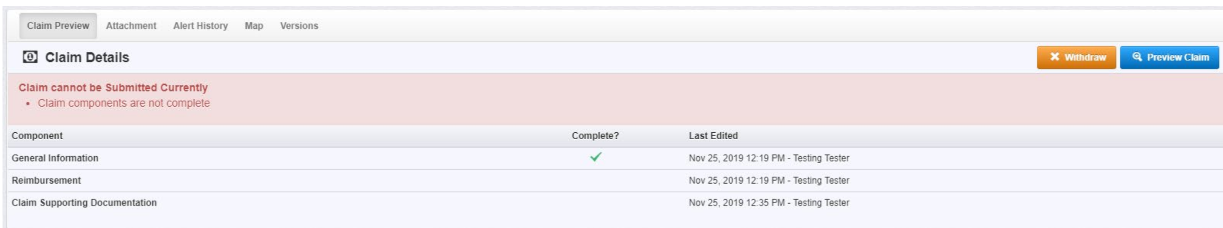


Click on the Claim line to edit or withdraw

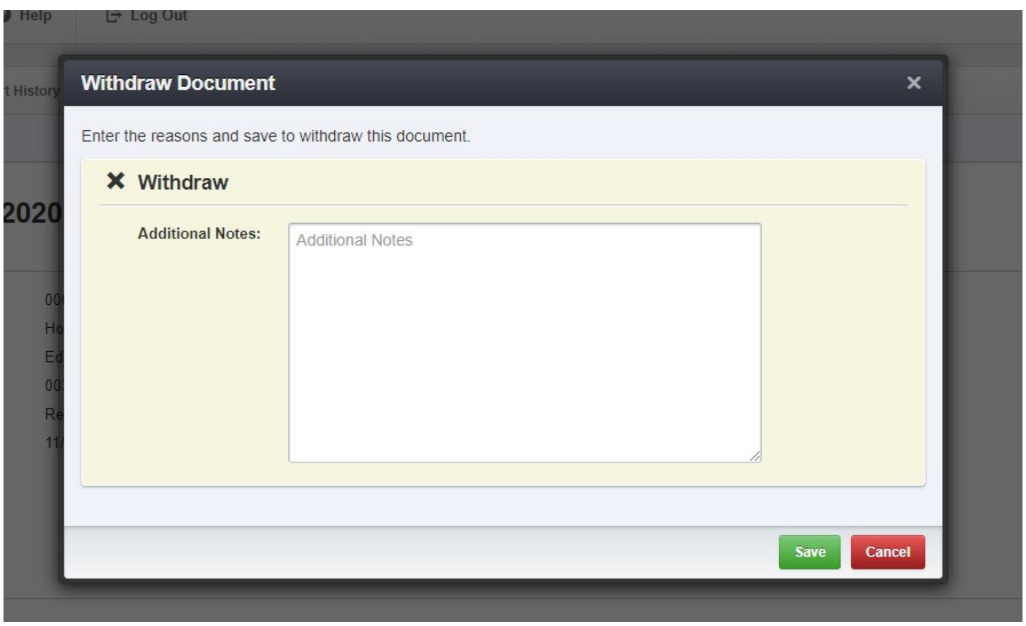


Choose either ‘Withdraw’ or ‘Edit Claim’ in the upper right

‘Edit Claim’ will open the Claim components allowing users to finish and submit the claim.



‘Withdraw’ will open the dialog box for additional notes. Enter the reasons and save to withdraw the claim.

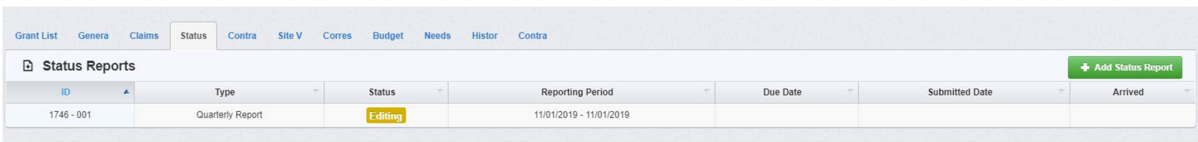


Status Reports

When users select the Grant, they are directed to the Grant Components.

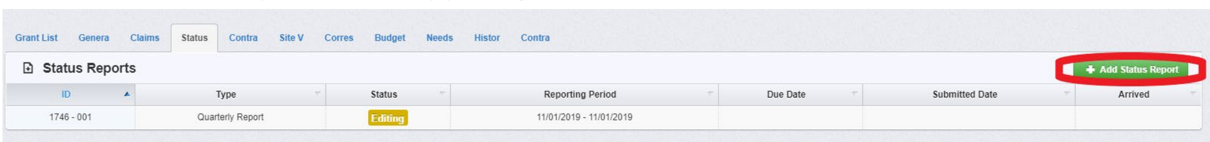
Select 'Status Reports' from the list of Grant Components.

All Status Reports and their status associated with the Grant will be listed



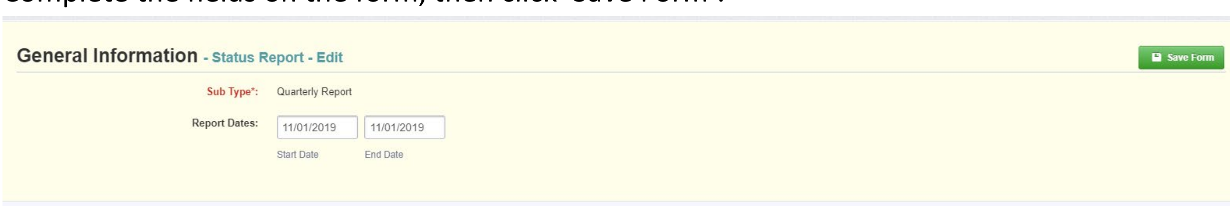
<u>Adding a new Status Report</u>

Click 'Add Status Report' in the upper right



Users are directed to the Status Report General Information'.

Complete the fields on the form, then click 'Save Form':



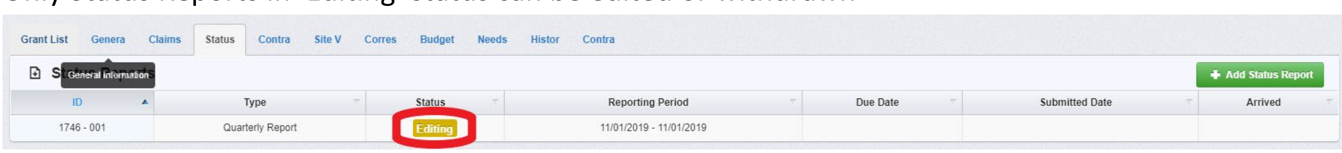
Once the General Information has been completed, users are returned to the Status Report Components. This is a complete listing of all components required for the status report.

Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. **The pop-up notification will tell you what is missing**

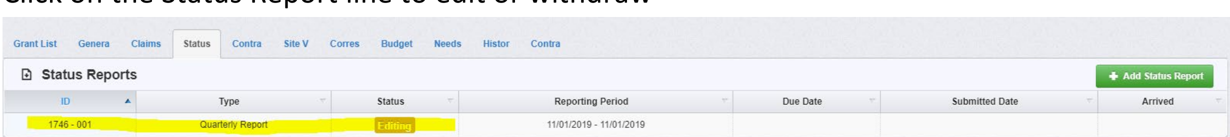
After all required fields are filled out and the forms marked complete, Users can submit the status report.

<u>Editing or Withdrawing a Status Report</u>

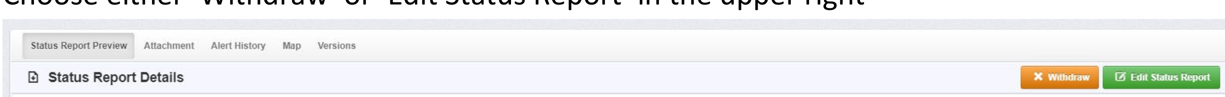
Only Status Reports in 'Editing' status can be edited or withdrawn



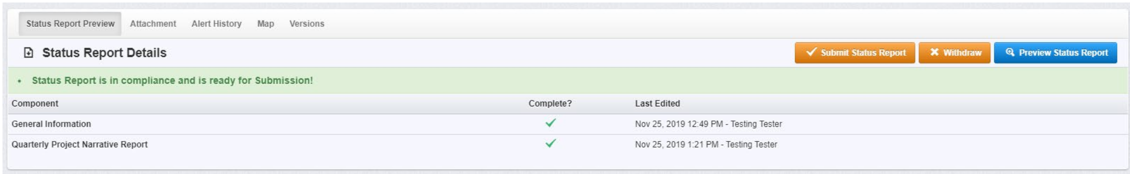
Click on the Status Report line to edit or withdraw



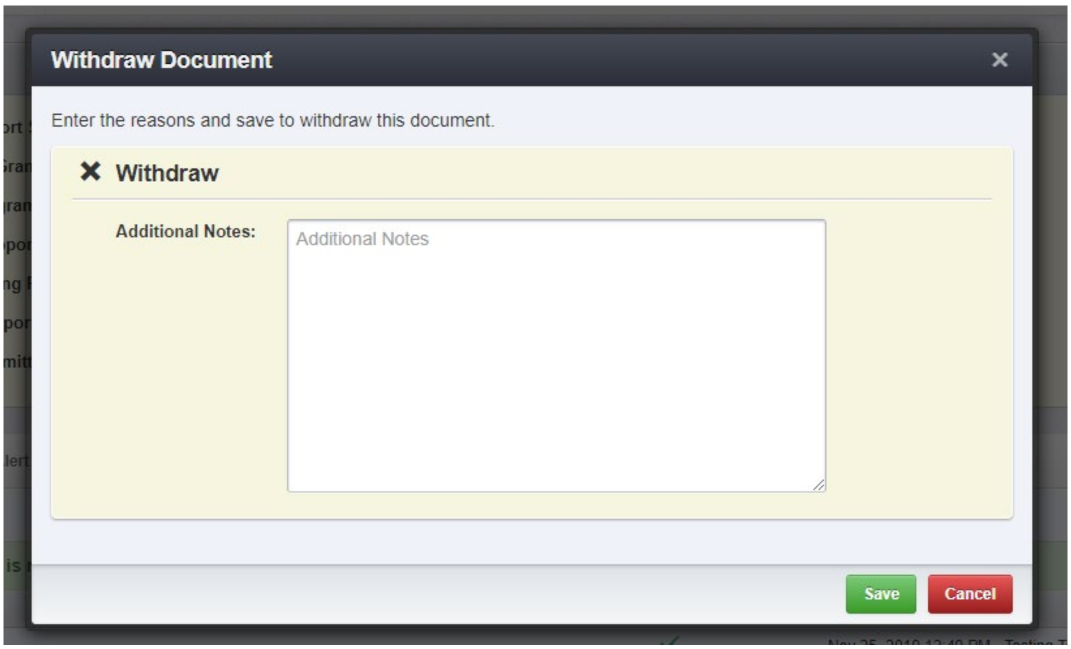
Choose either 'Withdraw' or 'Edit Status Report' in the upper right



'Edit Status Report' will open the Status Report components allowing users to finish and submit the status report.



'Withdraw' will open the dialog box for additional notes. Enter the reasons and save to withdraw the Status Report.



Contract Amendments

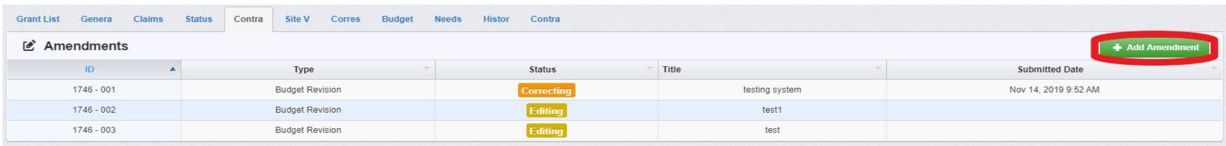
When users select the Grant, they are directed to the Grant Components.

Select 'Contract Amendments' from the list of Grant Components.

All Contract Amendments and their status associated with the Grant will be listed

<u>Adding a new Amendment</u>

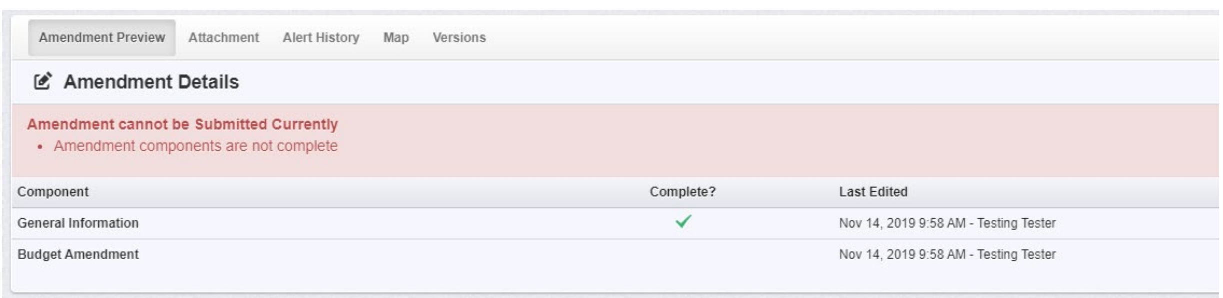
Click ‘Add Amendment’ in the upper right



Users are directed to the ‘Amendment General Information’.

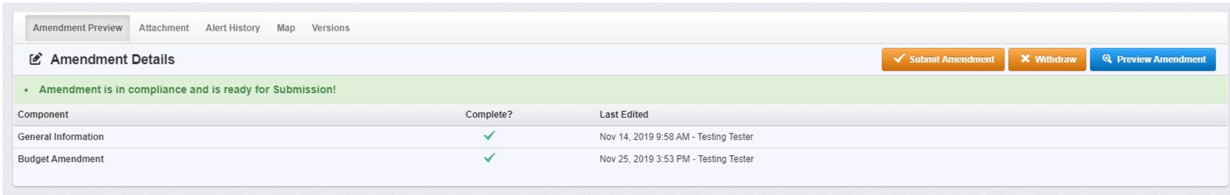
Complete the fields on the form, then click ‘Save Form’:

Once the General Information has been completed, users are returned to the Amendment Details Components. This is a complete listing of all components required for the amendment.



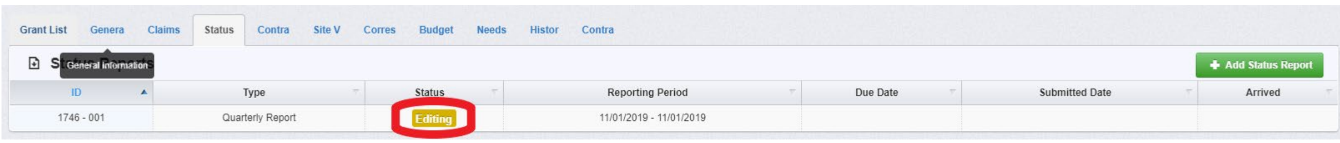
Note: All forms can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be ‘Marked as Complete’ to submit. Users will receive a pop-up message notifying them of this if they try to submit without completing these steps. **The pop-up notification will tell you what is missing**

After all required fields and forms marked complete, Users can submit the amendment.



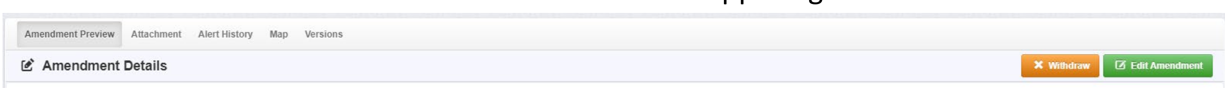
Editing or Withdrawing an Amendment

Only Amendments in ‘Editing’ status can be edited or withdrawn

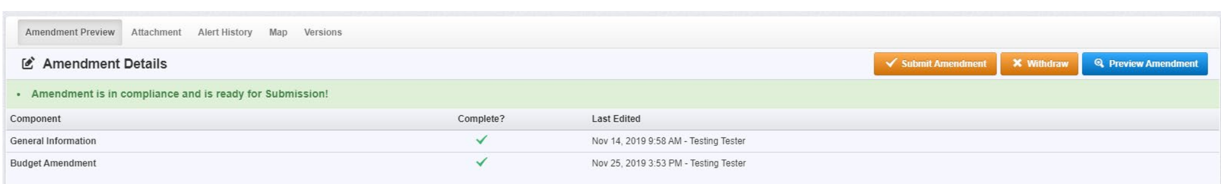


Click on the Amendment line to edit or withdraw

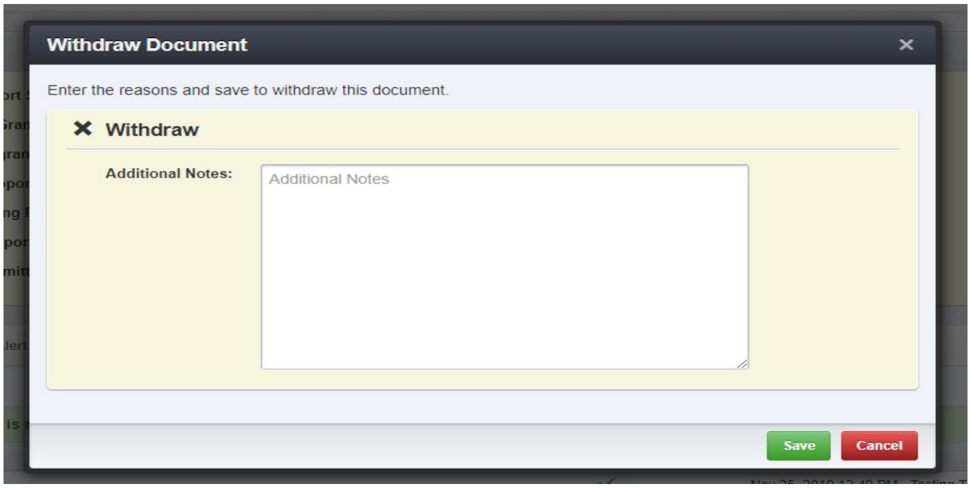
Choose either ‘Withdraw’ or ‘Edit Amendment’ in the upper right



‘Edit Amendment’ will open the Amendment components allowing users to finish and submit the amendment.



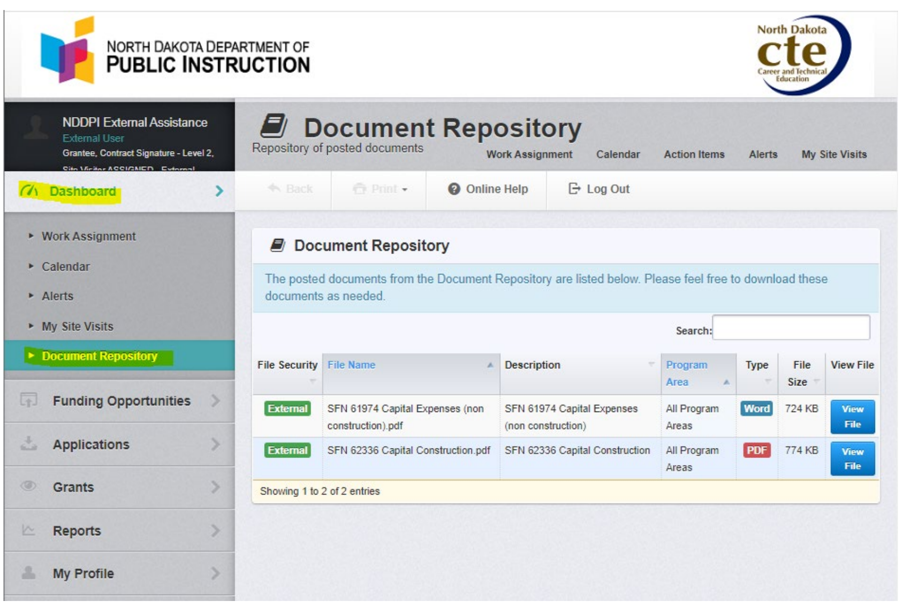
‘Withdraw’ will open the dialog box for additional notes. Enter the reasons and save to withdraw the Amendment.



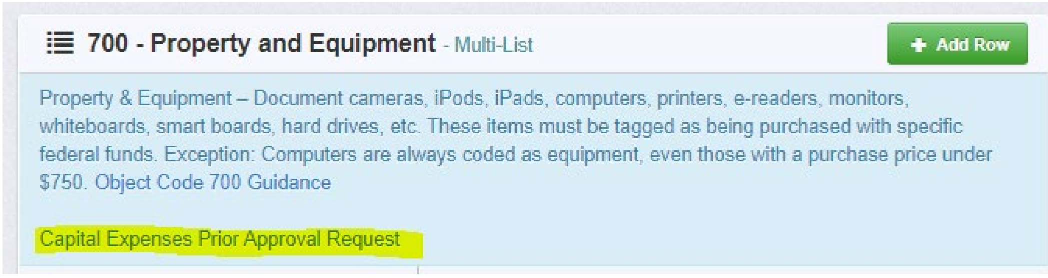
Capital Expenditure Request Process

Subrecipients must obtain written approval prior to spending federal funds on capital expenditures that exceed the State threshold. This amount will be set in OMB Fiscal Policy from the 25-27 biennium ongoing.

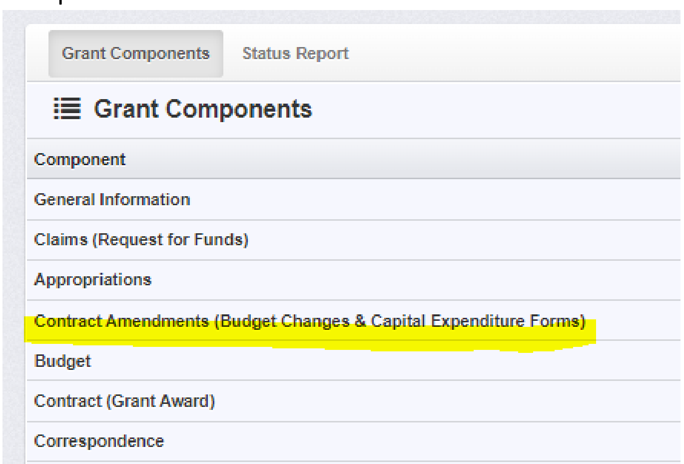
1. Download and complete SFN 61974 Capital Expenses (non-construction) or SFN 62336 Capital Construction before using federal funds to buy, maintain, or improve fixed assets, such as buildings, vehicles, equipment, or land. The forms can be found in the Document Repository under the Dashboard menu (left system navigation module).



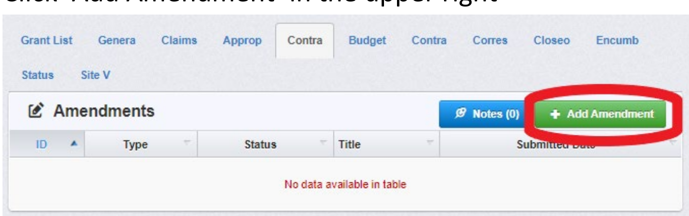
Additional information is found under Category 700 – Property and Equipment, on Budget, Claim, and Amendment forms in WebGrants.



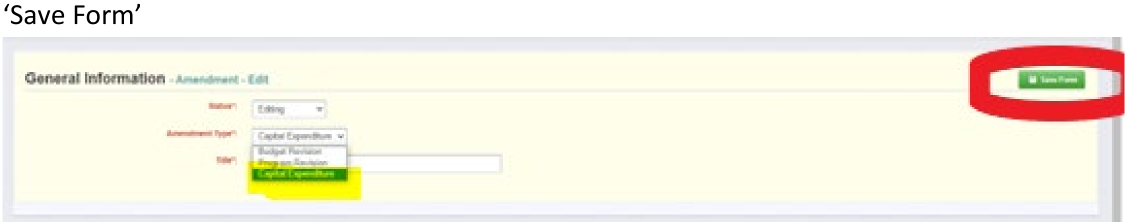
2. Once completed, upload the form to the correct Grant that will be used to pay for the item(s). Select 'Contract Amendments (Budget Changes & Capital Expenditure Forms)' from the list of Grant Component.



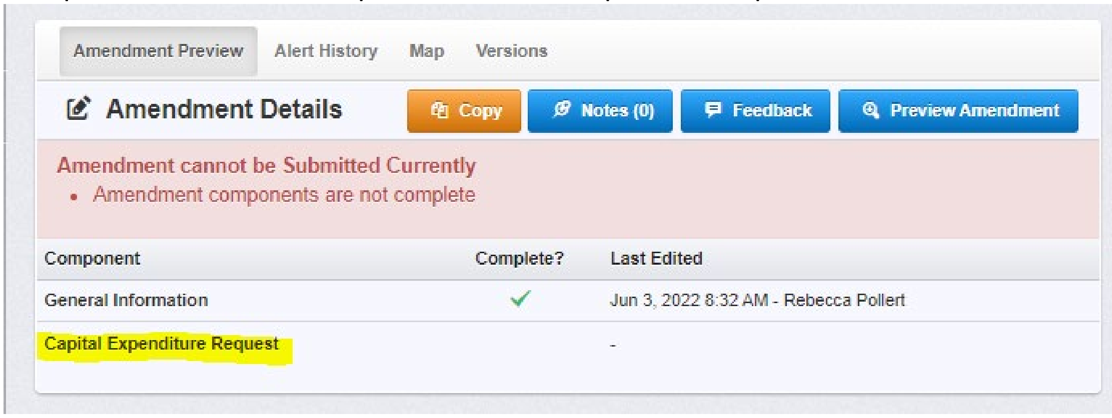
3. All Contract Amendments and their status associated with this Grant will be listed
   Click 'Add Amendment' in the upper right



4. Users are directed to the 'Amendment General Information'.
   Choose 'Capital Expenditures' from the Amendment Type dropdown menu, Title the request, then click 'Save Form'

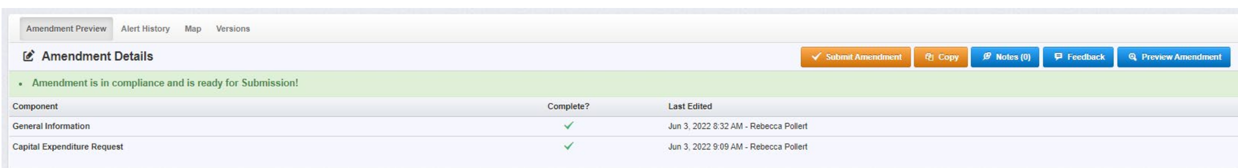


5. Once the General Information has been completed, user is returned to the Amendment Details Components. This is a complete list of all components required for the amendment.



Note: All components can be edited and saved as often as necessary. The system will require that ALL fields marked as required (*red) MUST have entries and EVERY form must be 'Marked as Complete' to submit. Users will receive a pop-up message to notify them of missing components if trying to submit without completing these steps.

Once all required fields are filled in and all components marked complete, the 'Submit Amendment' button will be available for amendment submission.



Site Visits

When users select the Grant, they are directed to the Grant Components.

Select 'Site Visits' from the list of Grant Components.

All Site Visits and their status associated with the Grant will be listed. Only NDDPI Program Administrators can add Site Visits to the Grant Components.

Correspondence

When users select the Grant, they are directed to the Grant Components.

Select ‘Correspondence’ from the list of Grant Components.

Grant Components

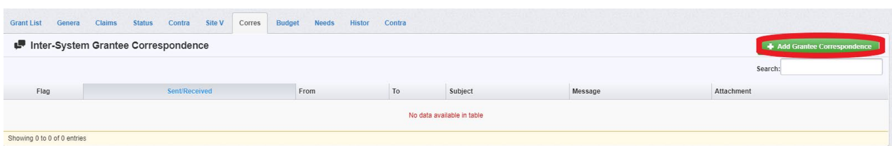
The grant forms appear below. You can define your own alerts in the Alerts section

Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert

All Inter-System Grantee Correspondence associated with this Grant Award will be listed.

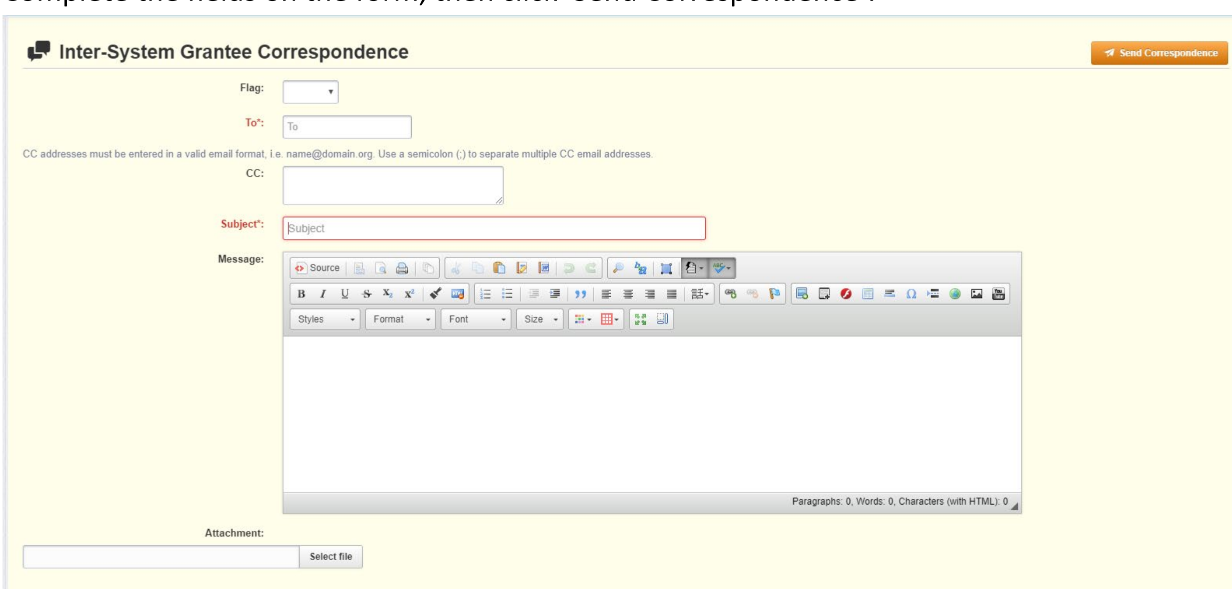
<u>Adding Grantee Correspondence</u>

Click ‘Add Grantee Correspondence’ in the upper right



Users are directed to the ‘Inter-System Grantee Correspondence.’

Complete the fields on the form, then click ‘Send Correspondence’:



Budgets

When users select the Grant, they are directed to the Grant Components.

Select 'Budgets' from the list of Grant Components.

Grant Components

The grant forms appear below. You can define your own alerts in the Alerts section

Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert

The Budget component may be copied over from the Application Phase. It lists Categories with line-item descriptions and subtotals. A summary by Category of the current approved budget is at the top of the budget page

Totals

110 - Salaries of Regular Employees-Certified Personnel:	$5,133.36
120 - Salaries of Regular Employees-Noncertified Personnel:	$12,207.75
200 - Personal Services-Employee Benefits:	$2,768.97
300 - Purchased Professional and Technical Services:	$650.00
400 - Purchased Property Services:	$0.00
500 - Other Purchased Services:	$9,540.00
600 - Supplies and Materials:	$0.00
700 - Property and Equipment:	$0.00
800 - Other Objects:	$795.00
900 - Other Use of Funds:	$0.00
Unobligated:	$0.00
Total Requested:	$31,095.08

Budgets can only be changed by submitting a Contract Amendment.

Grant Specific Components

When users select the Grant, they are directed to the Grant Components.

Grants may have their own components. These components contain requirements specific to the Grant and are generally listed below the Budget component on the Grant Components list.

Grant Components

The grant forms appear below. You can define your own alerts in the Alerts section

Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert
Needs Assessment and Evaluation	-

Contract (Grant Award) [*video link]

When users select the Grant, they are directed to the Grant Components.

Select 'Contract (Grant Award)' from the list of Grant Components.

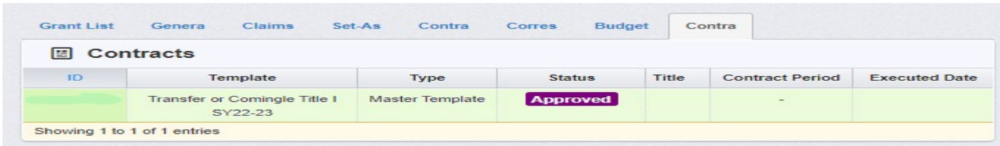
Grant Components

The grant forms appear below.

Component
General Information
Claims (Requests for Funds)
Set-Aside Reports (if Applicable)
Contract Amendments (Budget Changes & Capital Expenditure Forms)
Correspondence
Budget
Contract (Grant Award)

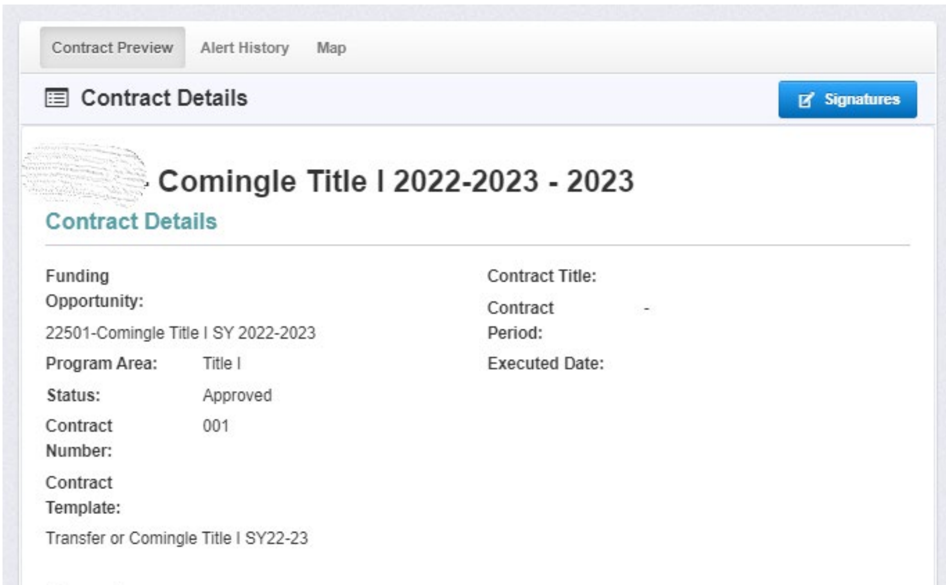
Electronic Signature Contract (Grant Award)

Click on the Contract in 'Approved' status

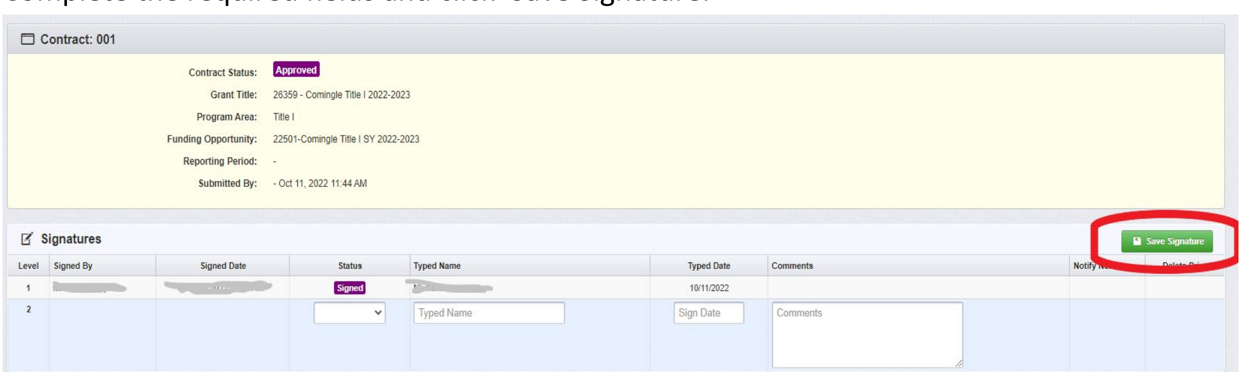


Users are directed to the 'Contract Details.'

Select the blue 'Signatures' button:



Complete the required fields and click 'Save Signature.'



The Contract Status will change to 'Executed.'

Funding Opportunity

After users select the Grant, they are directed to the Grant Components.

Select 'Funding Opportunity' from the list of Grant Components.

Grant Components

The grant forms appear below. You can define your own alerts in the Alerts section

Component	Last Edited
General Information	Nov 14, 2019 9:49 AM - Rebecca Pollert
Claims	Oct 1, 2019 12:09 PM - Rebecca Pollert
Status Reports	Sep 30, 2019 8:30 AM - Rebecca Pollert
Contract Amendments	Oct 1, 2019 12:15 PM - Rebecca Pollert
Site Visits	Nov 25, 2019 1:22 PM - Testing Tester
Correspondence	Oct 1, 2019 12:16 PM - Rebecca Pollert
Budget	Oct 1, 2019 12:14 PM - Rebecca Pollert
Needs Assessment and Evaluation	-
Historical Application	Oct 7, 2019 11:14 AM - Rebecca Pollert
Contract and Award Letter	Nov 25, 2019 12:00 PM - Testing Tester
Funding Opportunity	

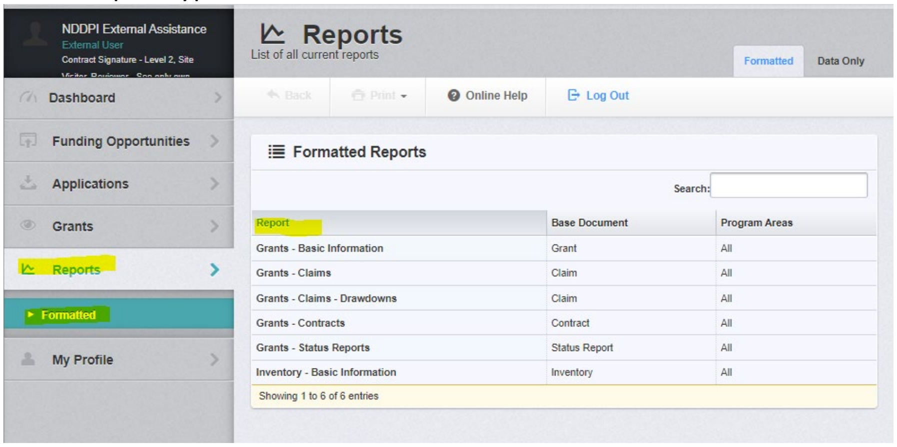
All of the details provided prior to Grant Application or Award are found here. This includes a Description, pertinent Grant Requirements, Attachments, and Website Links

Reports

From the Side Menu:

Click on 'Reports' Formatted

Select Report type from list



Users can Print to CSV/Excel, HTML, or PDF on all report formats

<u>Grants – Basic Information</u> with no filters added will give users a list of all grants they are listed on in all statuses. Users can filter by searching fields to narrow down lists.

<u>Grants – Claims</u> will allow users to run reports on claims by search fields available

<u>Grants – Claims Drawdowns</u> will show users a specific list of each claim by search field available

<u>Grants – Contracts</u> with no filters added will give users a list of all contracts in all statuses (Executed contracts have 2 levels of signature)

<u>Grants – Status Reports</u> will show users a list of all status reports in all statuses

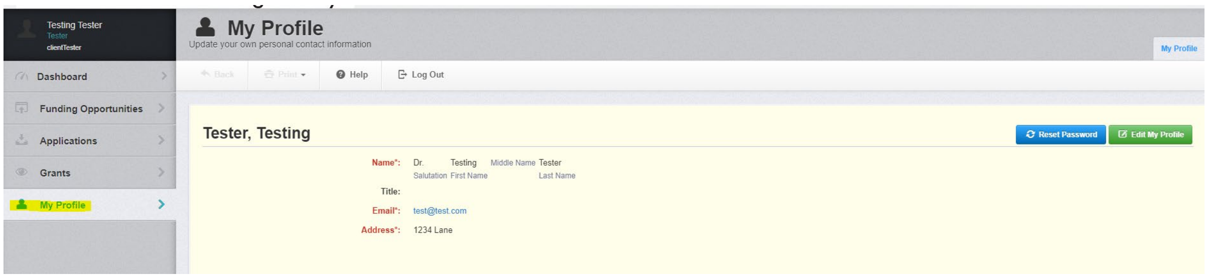
<u>*Inventory – Basic Information*</u> Inventory subcomponent is not being used in WebGrants

My Profile

From the Side Menu:

Click on ‘My Profile’

Select ‘Edit My Profile’ to update your WebGrants contact information



Users see Associated Organizations listed below My Profile. Users can be associated with multiple Associations. Example: Dr. Testing Tester is associated with the three organizations listed.

Associated Organizations

Name	Type	Title at Org	Website
BaseLine Organization	County Government		www.base
Bismarck Public Schools - DPI	Public LEA	Tester	http://www
West Fargo Public Schools - DPI	Public LEA	DPI Test User	http://www

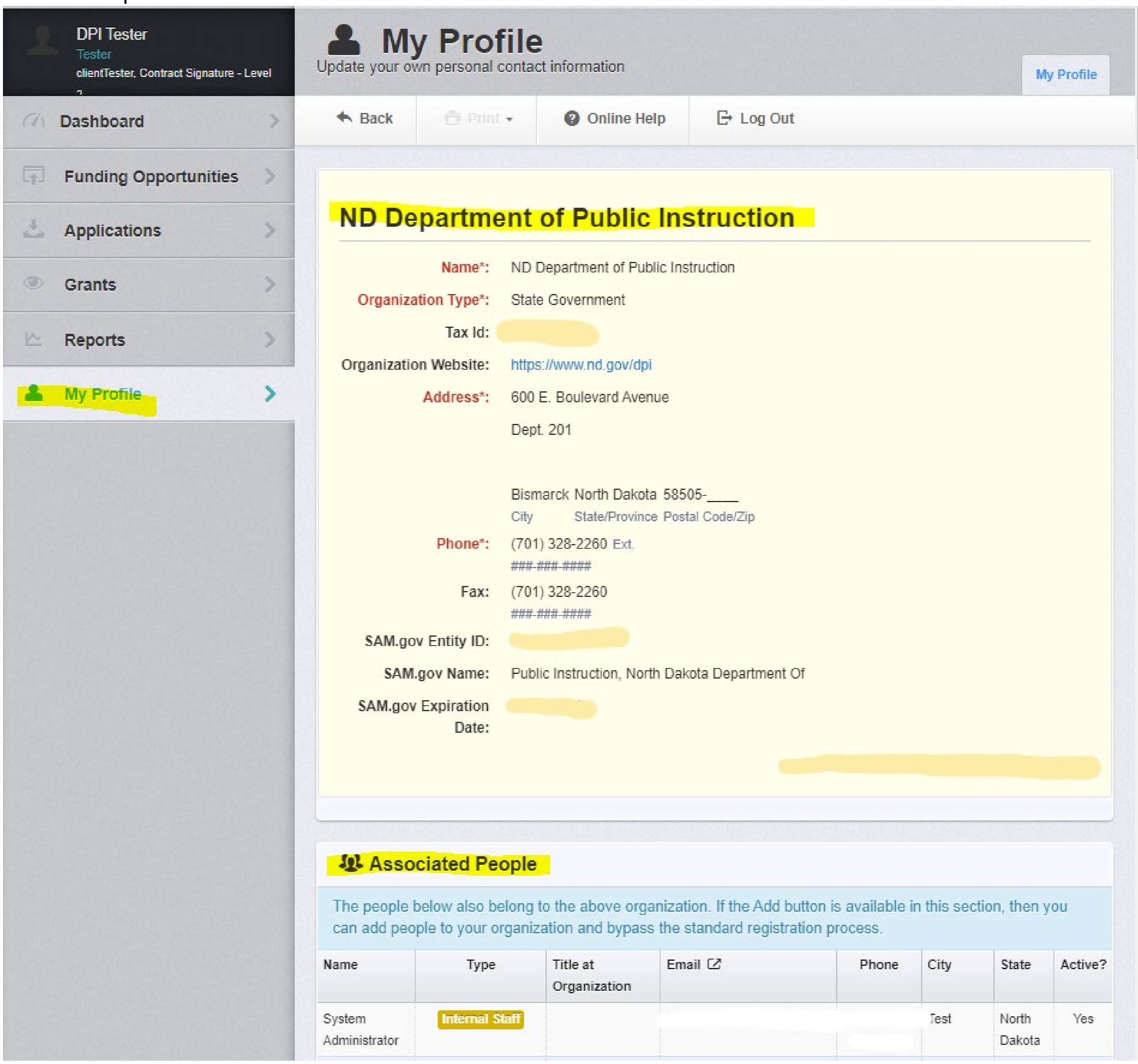
Users cannot update their own associated organizations. Only NDDPI can edit users associated with organizations.

Organization Details-Users Assigned to My Organization(s)

From the Side Menu:

Click on ‘My Profile’

Scroll down below Personal details, select ‘Organization’ to see Organization Details and Associated People

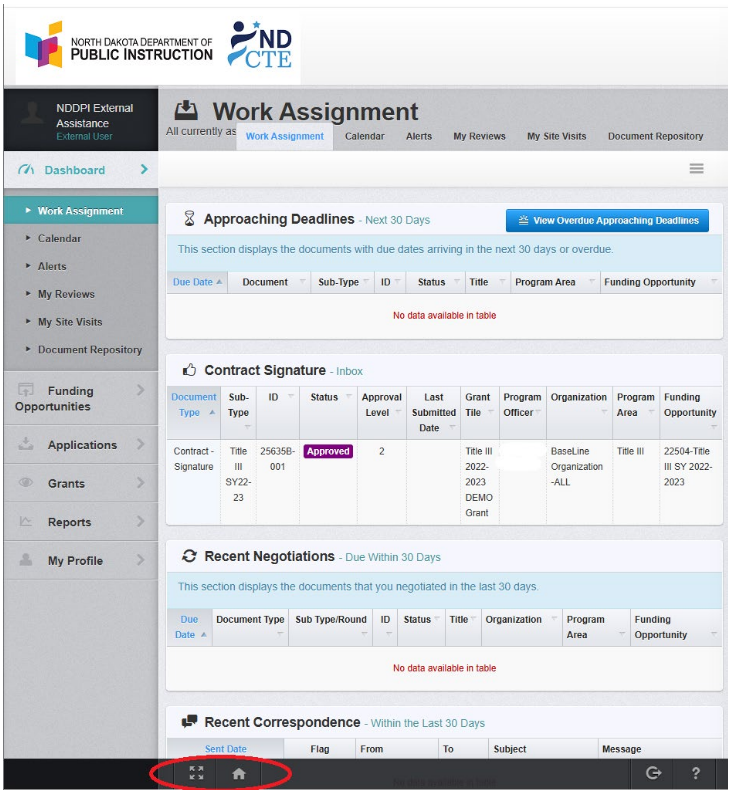


Users cannot update their own associated organizations. Only NDDPI can edit users associated with organizations.

Troubleshooting common problems

I lost my left Navigation Bar!

WebGrants allows users to show/hide sidebar. Click the four arrows expanding out next to the Home button on the bottom left of the screen.



Why don't I have a submit button?

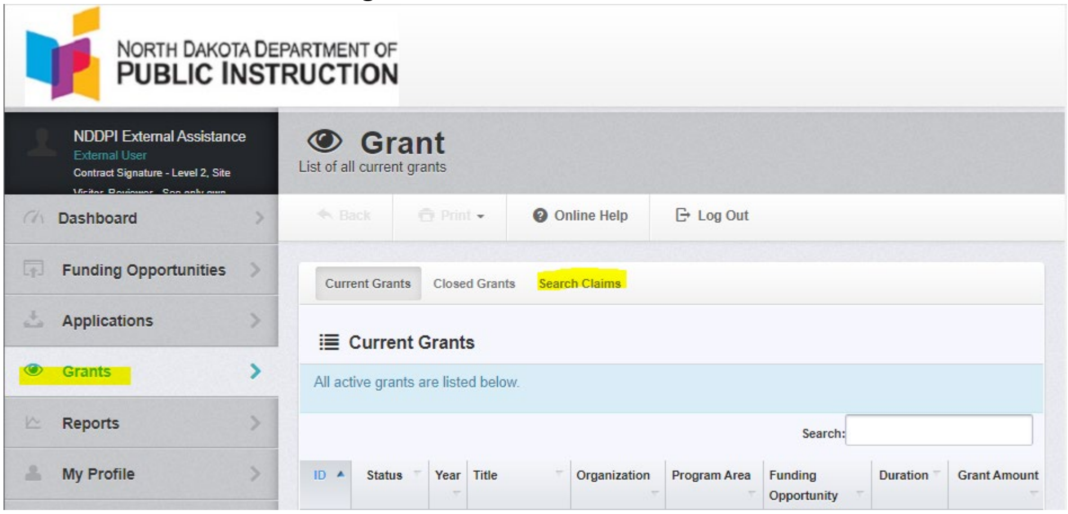
WebGrants will not allow users to submit items that are not complete. Make sure the Green 'Save' ***AND*** Orange 'Mark As Complete' buttons are clicked on each form. Once completed users will have a green check mark next to each subcomponent (form), and access to an Orange 'Submit' button

Pay attention to pop up boxes and directions. The system will tell which fields are missing or incorrect.

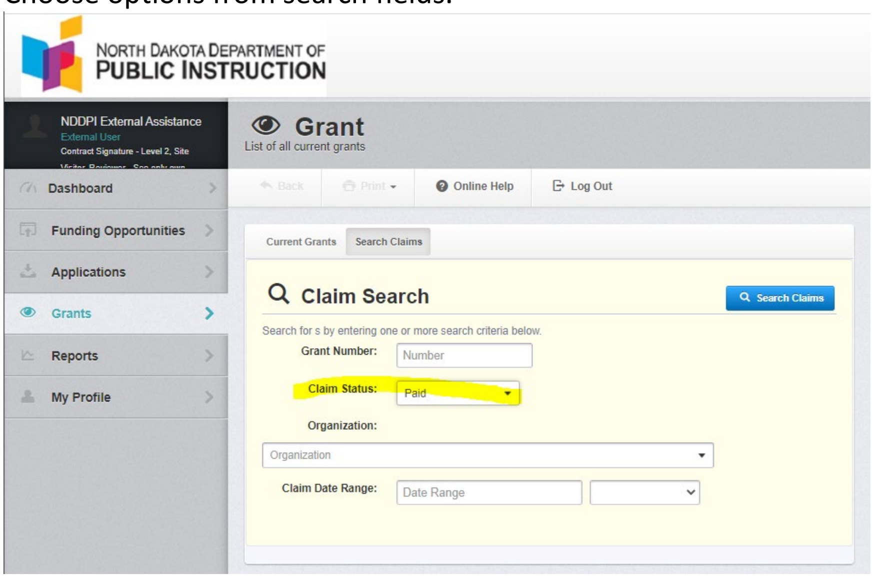
How do I know if I've been paid?

Users can search claims by status.

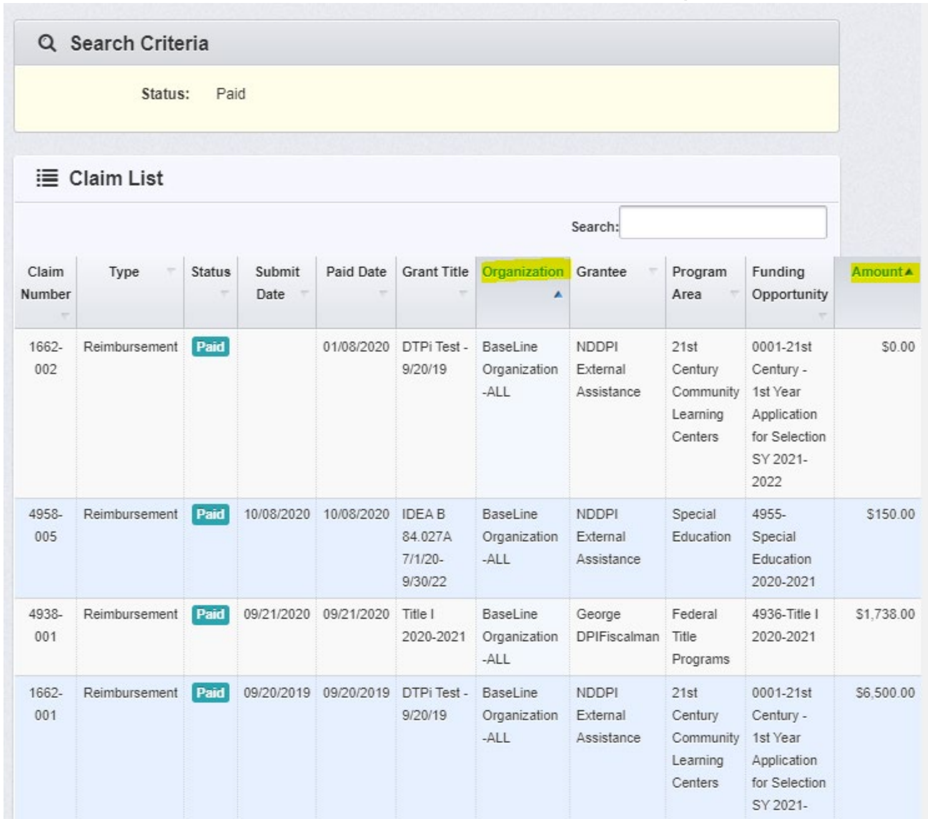
Click Grants on the left navigation menu, then Search Claims tab



Choose options from search fields.



All Paid Claims will be listed. Click on column headings to sort



Search Criteria

Status: Paid

Claim List

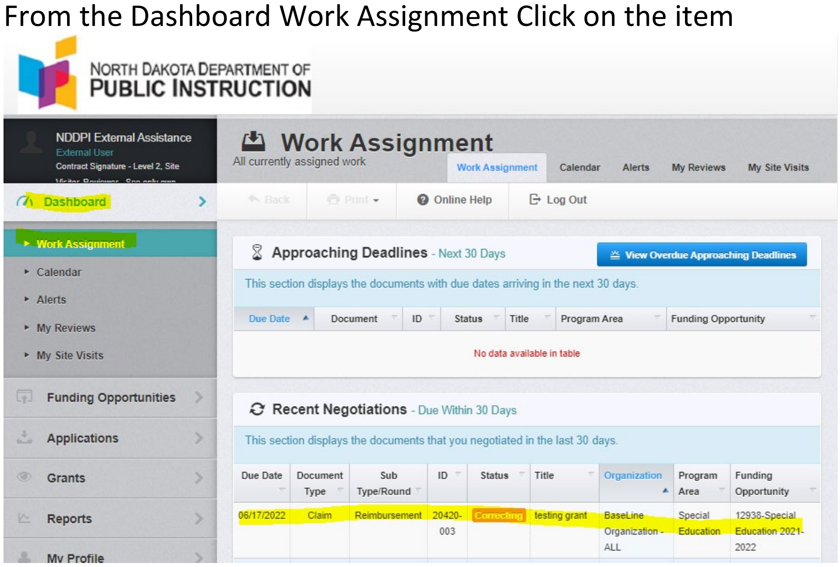
Search:

Claim Number	Type	Status	Submit Date	Paid Date	Grant Title	Organization	Grantee	Program Area	Funding Opportunity	Amount
1662-002	Reimbursement	Paid		01/08/2020	DTPi Test - 9/20/19	BaseLine Organization -ALL	NDDPI External Assistance	21st Century Community Learning Centers	0001-21st Century - 1st Year Application for Selection SY 2021-2022	$0.00
4958-005	Reimbursement	Paid	10/08/2020	10/08/2020	IDEA B 84.027A 7/1/20-9/30/22	BaseLine Organization -ALL	NDDPI External Assistance	Special Education	4955-Special Education 2020-2021	$150.00
4938-001	Reimbursement	Paid	09/21/2020	09/21/2020	Title I 2020-2021	BaseLine Organization -ALL	George DPIFiscalman	Federal Title Programs	4936-Title I 2020-2021	$1,738.00
1662-001	Reimbursement	Paid	09/20/2019	09/20/2019	DTPi Test - 9/20/19	BaseLine Organization -ALL	NDDPI External Assistance	21st Century Community Learning Centers	0001-21st Century - 1st Year Application for Selection SY 2021-	$6,500.00

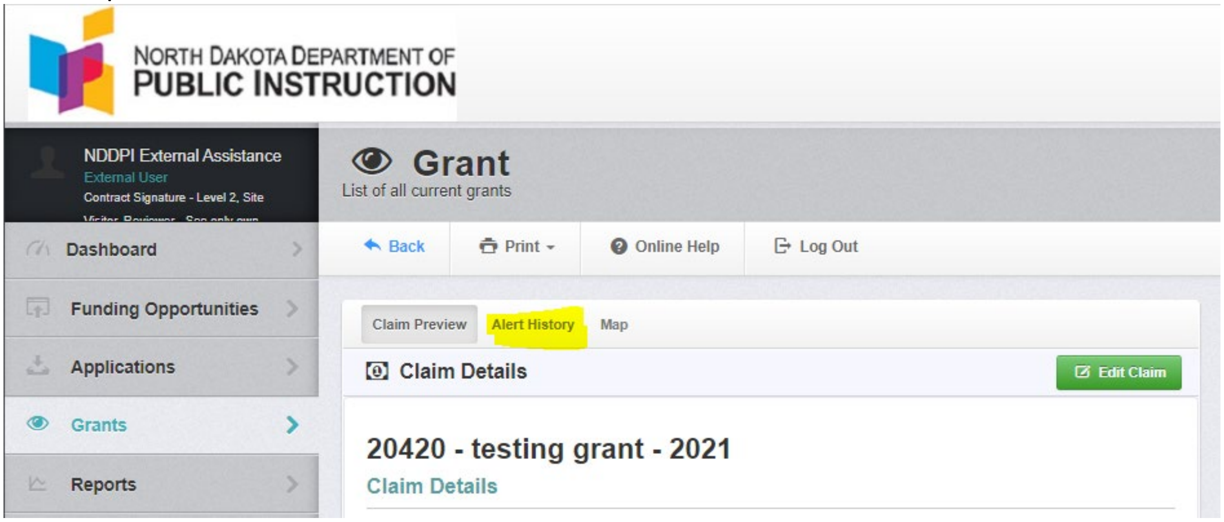
Why is this item in correcting status?

Items in correcting status will show on the user Dashboard Work Assignment until after the due date has passed. After that date, the item will still be in correcting status, and can be found from within the Grant or by clicking 'View Overdue Approaching Deadlines'

From the Dashboard Work Assignment Click on the item

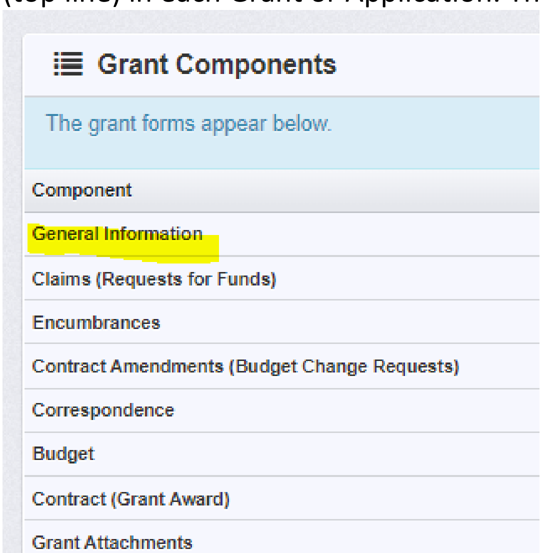


Select ‘Alert History’ to see all prior notifications and status changes related to this subcomponent



How do I add additional users to my grant or application?

Users can edit Organization user access by clicking on the General Information subcomponent (top line) in each Grant or Application. Then choose ‘Edit Additional Contacts’ to the far right.



Why can’t I see another person as an option to add to my application or grant

If a user does not show up when editing the General Information, it means they are either not registered with WebGrants or associated with the Organization. Each user must be individually registered.

I don’t have the signature drop down option for my contract?

Users should first confirm the NDDPI Program Administrator has signed. Grantees only have the Signature two authority. NDDPI must sign first.

If the Contract/Grant Award is signed by the NDDPI Program Administrator, users must confirm they are a School Board authorized signer for the funds. If yes, reach out to NDDPI to add the signature authority to user profile. Everyone has a signature button but will not be able to electronically sign unless the signature role is added to their profile.

Can I just have someone else use my profile to sign their name?

WebGrants authenticates users with the NDLogin process. Only users with access to the NDLogin account details should use that account. The system tracks and reflects activity based upon the user login. Notifications and emails are also sent to the email address associated with the NDLogin account.

All WebGrants users should have their own NDLogin account and WebGrants approved user.

How do I remove a user from our district/Organization?

Edits to Organization details can only be done by system administrators at NDDPI. Please email a program manager to let them know the information to update.