



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION



DRAFT

External User Guide

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User Guide Video

<https://youtu.be/L8XGPmlmv3o>

Our user guide video is unlisted (so it can't be found by searching YouTube), but if you have external users with existing grants in the WebGrants system that are asking for access or have additional questions, please feel free to share the link.

Any suggestions on the draft manual are always accepted.

Logging into the WebGrants System

You do not need to create an additional NDLogin for WebGrants. Existing NDLogins can be used.

****Before logging into WebGrants, you MUST have an active NDLogin****

New Users with existing North Dakota Login:

1. DO NOT request a WebGrants account UNTIL you have done the following:
 - a. <https://apps.nd.gov/itd/ldap/login.htm>
 - b. Login to NDLogin app (this is the same information you would use for Game & Fish or DOT
 - c. applications) to confirm Optional Cell Phone Recovery Option is filled out (this is not required in the
2. set-up process for your NDLogin account, but WebGrants will not work without it).
 - a. Add cell phone number for account confirmation and request confirmation code.
 - b. You will receive an email and text with an activation code. Enter the code and confirm the account.
3. You can now use that login/password to register for WebGrants.

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

North Dakota Login

Confirm Your Account

An email will come from donotreply@nd.gov. If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker. If a cell phone was provided, a text will come from a 5 digit number (like 999-99)

Enter activation code here:

[Resend Codes](#)

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

North Dakota Login

Account Activation Confirmation

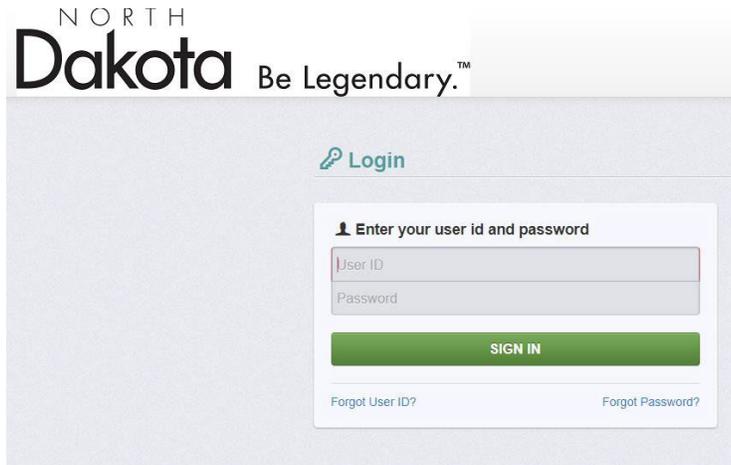
You successfully activated the North Dakota Login for NDDPExternal.
The following accounts can now be used for recovery:
70 [REDACTED]

[Return to Online Service](#) [View Profile](#)

WebGrants

- <https://grants.nd.gov/index.do>
- 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

4. Click on User ID on the left side of the page under Login.
 - a. Enter your NDLogin credentials and Click on 'Sign In'

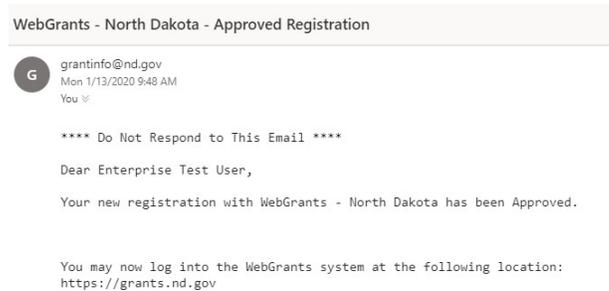


- b. You will be prompted to register for a WebGrants account

- c. You will receive a New User Registration Under Review confirmation email from WebGrants

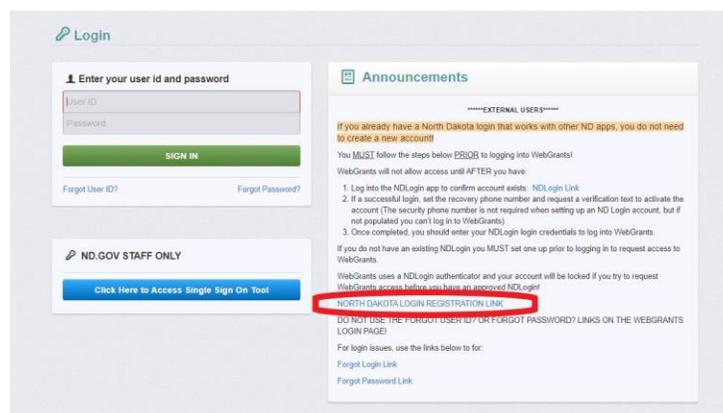


- d. Once approved, you will receive an Approved Registration email and can sign into WebGrants with your NDLogin credentials.



New Users without existing North Dakota Login:

1. WebGrants
 - a. <https://grants.nd.gov/index.do>
2. Click on the North Dakota Login Registration link



- a. You will be directed to the Profile Registration page for North Dakota Login account details. Follow account setup directions to register for a North Dakota Login.
 1. ****Be sure to include the Optional Cell Phone Recovery Option in the setup process****



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:
*Password:
*Confirm Password:

Business/Organization Information

*Business Name:
*Contact Name: First MI Last Suffix
*Address 1:
Address 2:
Address 3:
*City, State, Zip (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](#)

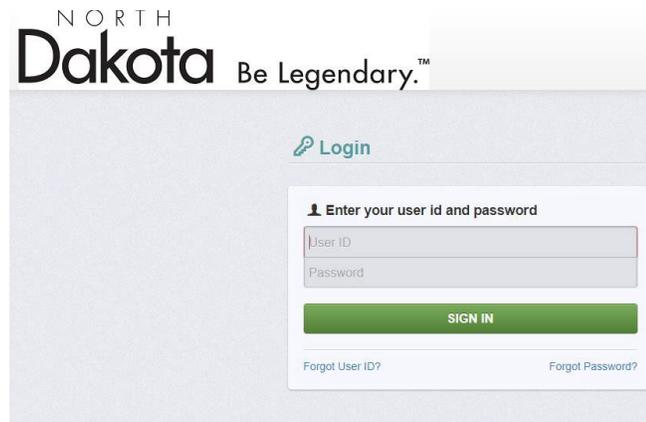
Message and data rates may apply.

Security

- b. You will receive an email and text with an activation code. Enter the code and confirm the account.
- You can now use that login/password to register for WebGrants.



- c. Sign into WebGrants
- <https://grants.nd.gov/index.do>
 - *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 your NDLogin credentials and Click on 'Sign In'



- e. You will be prompted to register for a WebGrants account

Registration Save Registration Information

Personal Contact Information

Name*:
Salutation First Name Middle Name Last Name

Title:

Email*:

Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.

Fax:
Phone Ext.

What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.?

Program Area of Interest:

Organization Information

Name*:

Organization Type*:

Tax Id:

Organization Website:

Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.

Fax:
Phone Ext.

SAM.gov Entity ID:

SAM.gov Name:

SAM.gov Entity ID Expiration Date:

Captcha*: I'm not a robot 

Save Registration Information

- f. You will receive a New User Registration Under Review confirmation email from WebGrants

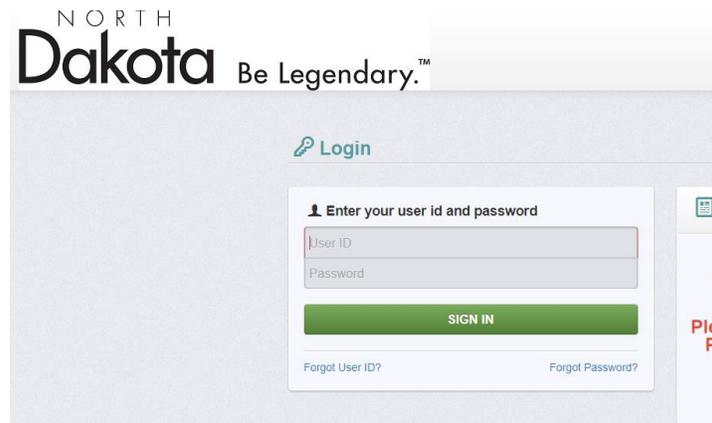


- g. Once approved, you will receive an Approved Registration email and can sign into WebGrants with your NDLogin credentials.



Returning Users:

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



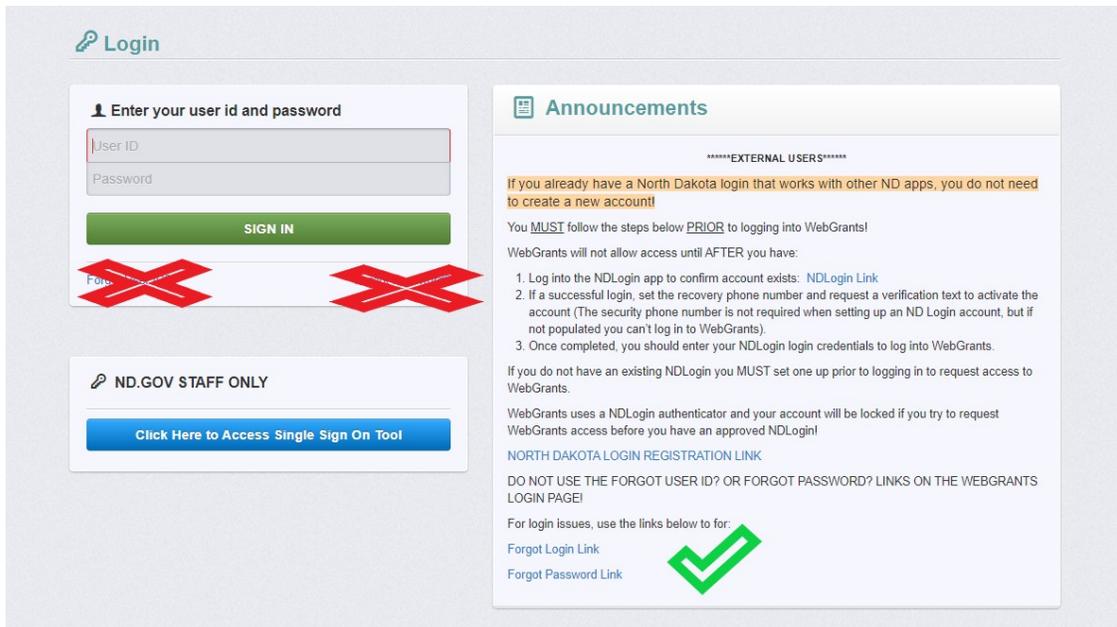
Troubleshooting Login issues:

The security phone number is not required when setting up an ND Login account, but if not populated you can't log in to WebGrants. Follow the directions on the Announcements Section of the Login Page exactly as they are written.

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

Forgot Login or Password:

Do Not Use the WebGrants Forgot Login or Forgot Password buttons on Login Page!!



Use the links at the bottom of the announcements page or below to recover your ND Login and Password

- Forgot Login
 - o <https://apps.nd.gov/itd/ldap/loginreq.htm>
- Forgot Password
 - o <https://apps.nd.gov/itd/ldap/resetpasswordreq.htm>

Dashboard

From the Side Menu:

- Click on 'Dashboard'
- Select 'Work Assignment' to see Approaching Deadlines, Recent Negotiations, and My Site Visits
- Click on 'Calendar' to see upcoming Approaching Deadlines and My Site Visits

The screenshot shows the 'Work Assignment' dashboard. The left sidebar contains navigation options: Dashboard, Work Assignment, Calendar, Alerts, Funding Opportunities, Applications, Grants, and My Profile. The main content area is titled 'Work Assignment' and includes a 'Log Out' button. Below the title, there are three sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', and 'My Site Visits - Inbox'. Each section contains a table with columns for Due Date, Document, ID, Status, Title, Program Area, and Funding Opportunity. All tables currently show 'No data available in table'. There is also a 'Quick Reports' section at the bottom.

- Click on 'Alerts' to see every email alert ever sent

Responding to Funding Opportunities

From the Side Menu:

- Click on 'Funding Opportunities'
- Select the 'Opportunity Title' you want to apply for

The screenshot shows the 'Funding Opportunities' page. The left sidebar contains navigation options: Dashboard, Funding Opportunities, Applications, Grants, and My Profile. The main content area is titled 'Funding Opportunities' and includes a 'Log Out' button. Below the title, there is a section for 'Currently Posted Funding Opportunities'. A message states: 'All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.' Below this message is a table with columns for ID, Status, Agency, Program Area, Title, Posted Date, and Final Application Deadline. Two opportunities are listed:

ID	Status	Agency	Program Area	Title	Posted Date	Final Application Deadline
1554	Test	North Dakota Attorney General	Edward Byrne Justice Assistance Grant	JAG - Edward Byrne Justice Assistance Grant - TEST FO		Dec 31, 2020 3:00 PM
1325	Test	North Dakota Department of Public Instruction	21st Century Community Learning Centers	21st Century - 2nd and 3rd Year Application for Continuation - FY21		Not Applicable

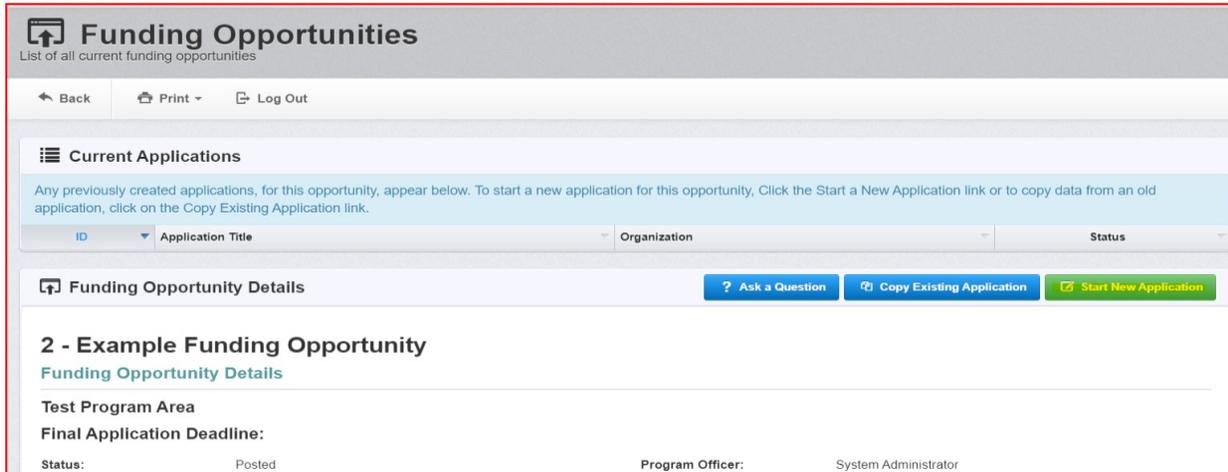
All of the pertinent information is listed under the Funding Opportunity Details, including any attachments and relevant website links

- Click 'Ask a Question' for clarification on any details

Keep in mind questions posted and responses received will be available for anyone applying to this Funding Opportunity to view

- Click 'Copy Existing Application' to see previous applications to copy

If you have a previous application, you 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 you will still need to review the application and update as necessary. *This is also how you would recover a deleted or withdrawn application.



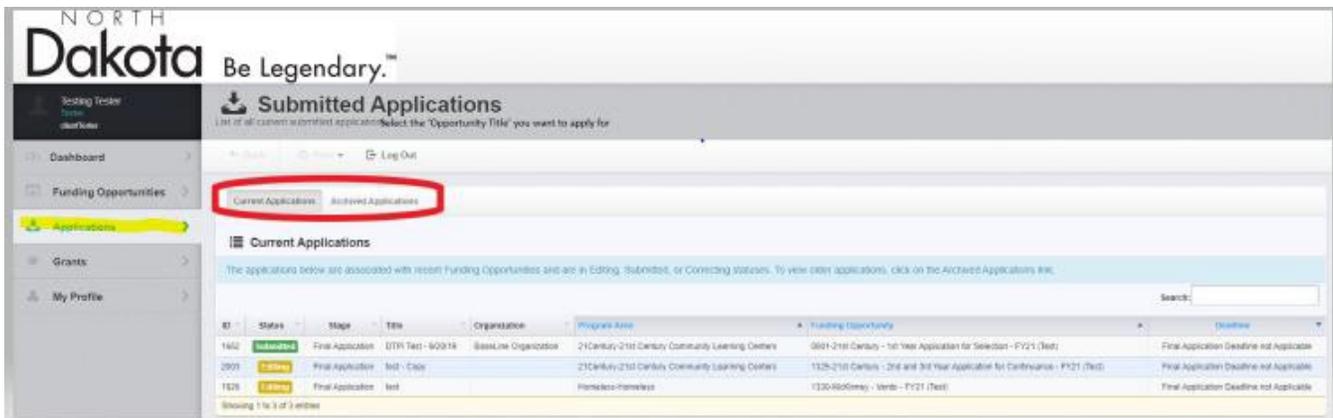
Click 'Start New Application' for first-time responses to the Funding Opportunity

Applications

If you haven't previously started an application, please see Responding to Funding Opportunities above
For applications previously started or submitted:

From the Side Menu:

- Click on 'Applications'
- Choose the 'Current Applications' or 'Archived Applications' tab



Select the 'Current Applications' 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

'Archived Applications' 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

General Information Page

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

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

The screenshot shows the 'Application Creation Wizard - Step: 1' interface. The title is 'Application - General Information'. A green button labeled 'Save Form Information' is in the top right. A light blue informational box contains the following text: 'The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. Select the organization, if you belong to more than one, for which you will be submitting this application.' Below this, the form fields are: 'Application Title*' with a text input field containing 'Application Title'; 'Primary Contact*' with a dropdown menu showing 'Test User'; 'Organization*'; and 'Additional Applicants*'. A progress bar at the top shows Step 1 is complete.

- Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard.

The screenshot shows the 'Application Creation Wizard - Step: 2' interface. The title is 'Application - General Information'. A green button labeled 'Save Form Information' is in the top right. A light blue informational box contains the following text: 'The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. Select the organization, if you belong to more than one, for which you will be submitting this application.' Below this, the form fields are: 'Application ID*' with the value '4'; 'Program Area*' with the value 'Test Program Area'; 'Funding Opportunity*' with the value '2-Example Funding Opportunity'; 'Application Stage*' with the value 'Final Application'; 'Application Status*' with the value 'Editing'; 'Application Title*' with a text input field containing 'Application Title'; 'Primary Contact*' with the value 'Test User'; and 'Organization*' with a dropdown menu showing 'Grantee Organization'. A progress bar at the top shows Step 2 is complete.

- Then click 'Save Form Information':

If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click 'Save Form Information':

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
 Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 4
Program Area: Test Program Area
Funding Opportunity: 2-Example Funding Opportunity
Application Stage: Final Application
Application Status: Editing
Application Title:
Primary Contact: Test User
Organization: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants:

Note: The system has created an application # as soon as you clicked 'Save'. If you log out of the system at this point or any future point: YOU DO NOT CLICK ON START A NEW APPLICATION. You can click on 'Applications' from the Side Menu or;

- Click on Funding Opportunities and you will see your application in the top section.

Once the General Information has been completed, you will be returned to the Application Details and Components List:

4 - Application Title

Status: Editing
Stage: Final Application
Application Deadline:
Program Area: Test Program Area
Funding Opportunity: 2-Example Funding Opportunity
Organization: Grantee Organization
Budget Total:

Application Preview Attachment Alert History Map

Application Details

Application cannot be Submitted Currently
 • Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

You can now begin completing the application components designated for this particular Funding Opportunity.

- This is a complete listing of all application components that are to be completed by the applicant in order to 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 submit without completing these steps.

Component	Complete?
General Information	✓
Named Attachment	

- You will continue to click on each component/form 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 you do not click 'Save' and you back out of the form or section of the form, your information will be lost.
- Once you have filled out all required fields and marked the component complete, the 'Submit Application' button will be available for application submission.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

Negotiations

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

Any open negotiation opportunities are found in the Dashboard as under the Work Assignment 'Recent Negotiations'.

The screenshot shows the 'Work Assignment' dashboard for a user named 'Testing Tester'. The main content area is divided into two sections: 'Approaching Deadlines - Next 30 Days' and 'Recent Negotiations - Due Within 30 Days'. Both sections have a table header with columns for 'Due Date', 'Document', 'ID', 'Status', 'Title', 'Program Area', and 'Funding Opportunity'. Below the headers, both tables display the message 'No data available in table'. The left sidebar contains a navigation menu with items: Dashboard, Work Assignment, Calendar, Alerts, Funding Opportunities, Applications, Grants, and My Profile. The top right of the dashboard has tabs for 'Work Assignment', 'Calendar', and 'Alerts'.

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

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

You will receive an automated alert from the system via email letting you know if you have a component negotiated back for edits. These alerts can also be found under the Dashboard 'Alerts' area.

The email and saved Alert History will include the component being negotiated, the Document ID, Program Area, due date, and any additional directions from DPI Program Administrators.

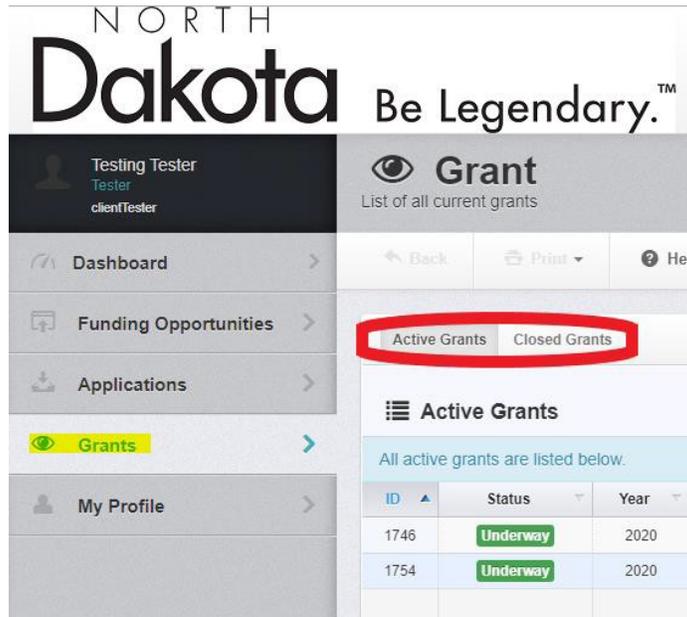
The screenshot shows the 'Alerts' dashboard for the same user. The main content area is titled 'Alert History - Testing, Testing' and includes a search bar. Below the search bar is a table with the following columns: 'Date Created', 'Status', 'From', 'To', 'Subject', 'Message', and 'Attachment'. One alert is listed with the following details:

Date Created	Status	From	To	Subject	Message	Attachment
11/14/2019 09:56 AM	Sent	grantinfo@nd.gov	testi@test.com	WebGrants - North Dakota - Grant - 1746-001 - Amendment Negotiation	<p>**** DO NOT RESPOND TO THIS EMAIL ****</p> <p>Dear Testing Tester,</p> <p>Your Contract Amendment has been unlocked. You are requested to log into WebGrants - North Dakota, edit your ContractAmendment, and resubmit it.</p> <p>The Grant details appear below: Document Id: 1746-001 Project Title: Homeless Program Area: Homeless</p> <p>You are requested to make the following modifications to your Contract Amendment and resubmit it by 11/14/2019.</p> <p>Notes: test</p> <p>You may now log into the WebGrants system at the following location: https://grants.nd.gov</p>	

Grants

From the Side Menu:

- Click on 'Grants'
- Select the Grant you would like to access in the 'Active Grants' listing. If you need to access a closed grant, click on the 'Closed Grants' tab.



- Once you have selected the Grant, you will be 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

Once you have selected the Grant, you will be directed to the Grant Components.



- Select 'Claims' from the list of Grant Components.
- All Claims and their status associated with this Grant Award will be listed



o Adding a new Claim

- Click 'Add Claim' in the upper right

You will then be directed to the 'Claim General Information'. Complete the fields on the form, then click 'Save Form':

General Information - Claim - Edit Save Form

Type: Reimbursement

Report Period:

Start Date End Date

Final Request?:

Note: The system has created a claim # as soon as you clicked 'Save'. If you log out of the system at this point or any future point, you 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, but the system will require that ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

Claim Preview Attachment Alert History Map Versions

Claim Preview Claim

Claim cannot be Submitted Currently
• Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 25, 2019 12:19 PM - Testing Tester
Reimbursement		-
Claim Supporting Documentation		-

- Click 'Reimbursement'

Claim List Genera Reimbu **Claim**

Reimbursement - Current Version Edit Reimbursement

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
110 - Salaries of Regular Employees-Certified Personnel Total								
Total	\$5,133.36	\$0.00	\$0.00	\$0.00	\$5,133.36	\$0.00	\$0.00	\$5,133.36

- Click 'Edit Reimbursement'

Edit Save Reimbursement

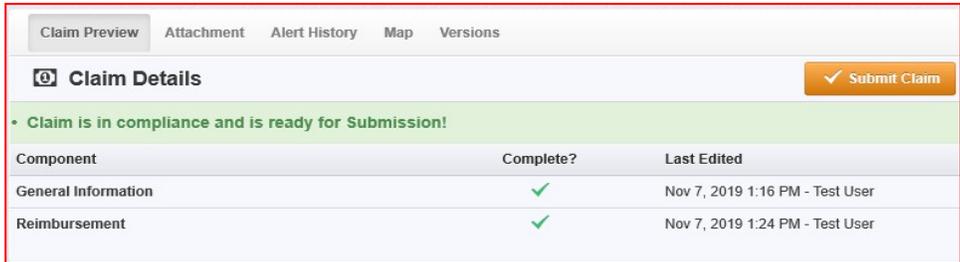
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
110 - Salaries of Regular Employees-Certified Personnel Total								
Total	\$5,133.36	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$5,133.36	\$0.00	\$0.00	\$5,133.36
120 - Salaries of Regular Employees-Noncertified Personnel Total								
Total	\$12,207.75	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$12,207.75	\$0.00	\$0.00	\$12,207.75
200 - Personal Services-Employee Benefits Total								
Total	\$2,768.97	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$2,768.97	\$0.00	\$0.00	\$2,768.97
300 - Purchased Professional and Technical Services Total								
Total	\$650.00	<input type="text" value="0.00"/>	\$189.50	\$189.50	\$460.50	\$0.00	\$189.50	\$460.50
400 - Purchased Property Services Total								

- Enter Expenses This Period by Budget Category and click 'Save Reimbursement.'
- You will 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 you do not click 'save' and you back out of the form or section of the form, your information will be lost.

Once you have filled out all required fields and you have marked the form complete, you will submit your claim.

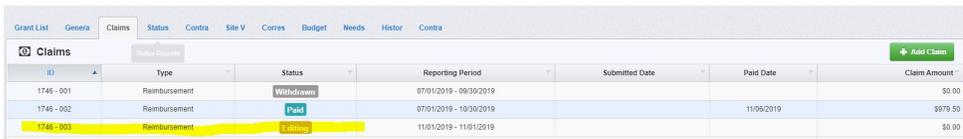


Editing or Withdrawing an existing Claim

- Only Claims in 'Editing' status can be edited or withdrawn



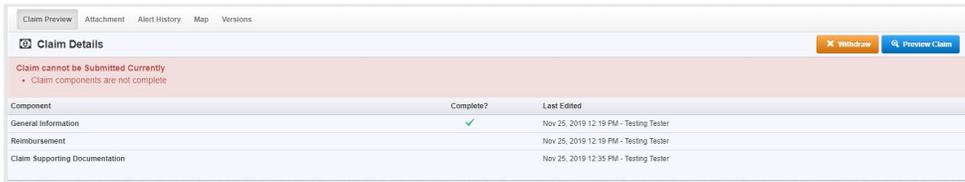
- Click on the Claim line you wish to edit or withdraw



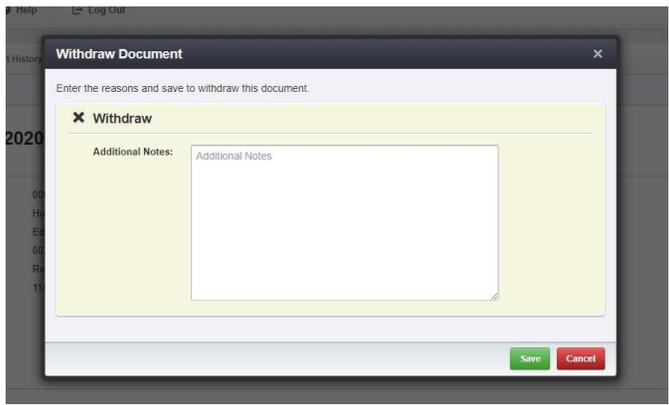
- Choose either 'Withdraw' or 'Edit Claim' in the upper right



- 'Edit Claim' will open the Claim components allowing you 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

Once you have selected the Grant, you will be directed to the Grant Components.

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

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	-

All Status Reports and their status associated with this Grant Award will be listed. Status Reports can be assigned by NDDPI Program Administrator or initiated by the Grantee.

ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
1746 - 001	Quarterly Report	Editing	11/01/2019 - 11/01/2019			

Adding a new Status Report

- Click 'Add Status Report' in the upper right

ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
1746 - 001	Quarterly Report	Editing	11/01/2019 - 11/01/2019			

- You will then be directed to the Status Report General Information'. Complete the fields on the form, then click 'Save Form':

General Information - Status Report - Edit

Sub Type: Quarterly Report

Report Dates: 11/01/2019 11/01/2019

Start Date End Date

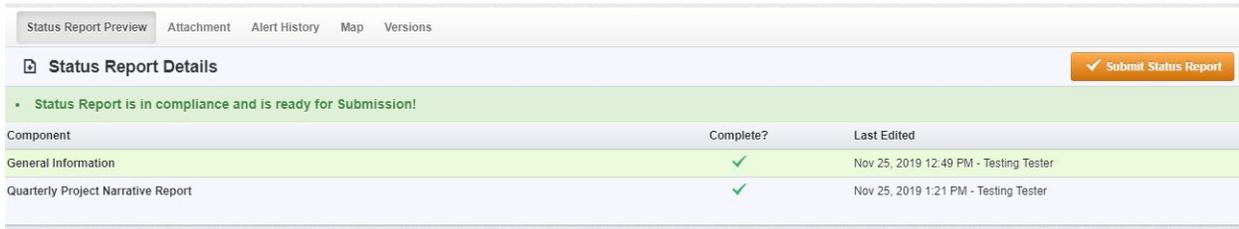
Save Form

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

Component	Complete?	Last Edited
General Information	✓	Nov 25, 2019 12:49 PM - Testing Tester
Quarterly Project Narrative Report		Nov 25, 2019 12:49 PM - Testing Tester

Note: All forms can be edited and saved as often as necessary, but the system will require that ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

Once you have filled out all required fields and you have marked the form complete, you will submit your status report.



Editing or Withdrawing a Status Report

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



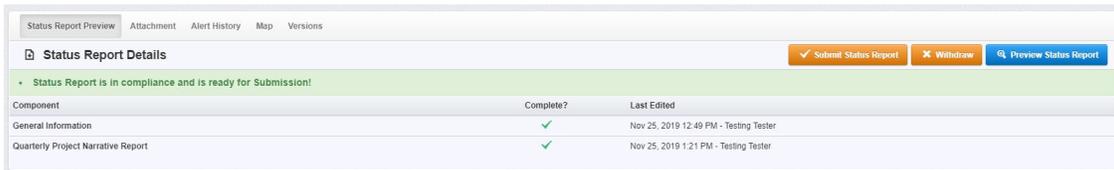
- Click on the Status Report line you wish to edit or withdraw



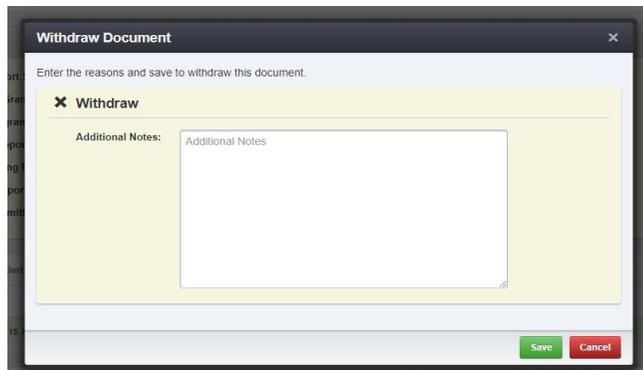
- Choose either 'Withdraw' or 'Edit Status Report' in the upper right



- 'Edit Status Report' will open the Status Report components allowing you 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

Once you have selected the Grant, you will be directed to the 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

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

Grant List Genera Claims Status Contra Site V Corres Budget Needs Histor Contra					
Amendments					+ Add Amendment
ID	Type	Status	Title	Submitted Date	
1746 - 001	Budget Revision	Correcting	testing system	Nov 14, 2019 9:52 AM	
1746 - 002	Budget Revision	Editing	test1		
1746 - 003	Budget Revision	Editing	test		

- All Contract Amendments and their status associated with this Grant Award will be listed

Adding a new Amendment

Grant List Genera Claims Status Contra Site V Corres Budget Needs Histor Contra					
Amendments					+ Add Amendment
ID	Type	Status	Title	Submitted Date	
1746 - 001	Budget Revision	Correcting	testing system	Nov 14, 2019 9:52 AM	
1746 - 002	Budget Revision	Editing	test1		
1746 - 003	Budget Revision	Editing	test		

- Click 'Add Amendment' in the upper right You will then be directed to the 'Amendment General Information'. Complete the fields on the form, then click 'Save Form':

General Information - Amendment - Edit [Save Form](#)

Amendment Type:

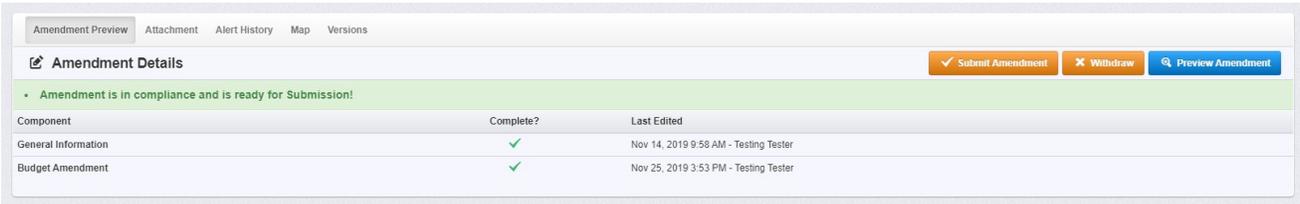
Title:

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

Amendment Preview Attachment Alert History Map Versions		
Amendment Details		
<p>Amendment cannot be Submitted Currently</p> <ul style="list-style-type: none"> • Amendment components are not complete 		
Component	Complete?	Last Edited
General Information	✓	Nov 14, 2019 9:58 AM - Testing Tester
Budget Amendment		Nov 14, 2019 9:58 AM - Testing Tester

Note: All forms can be edited and saved as often as necessary, but the system will require that ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

Once you have filled out all required fields and you have marked the form complete, you will submit your amendment.



Editing or Withdrawing an Amendment

Only Amendments in 'Editing' status can be edited or withdrawn



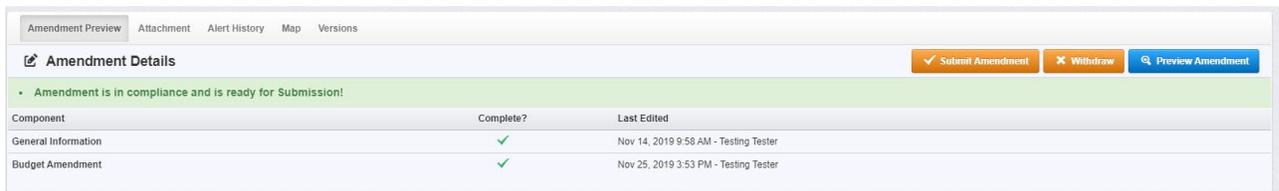
- Click on the Amendment line you wish to edit or withdraw



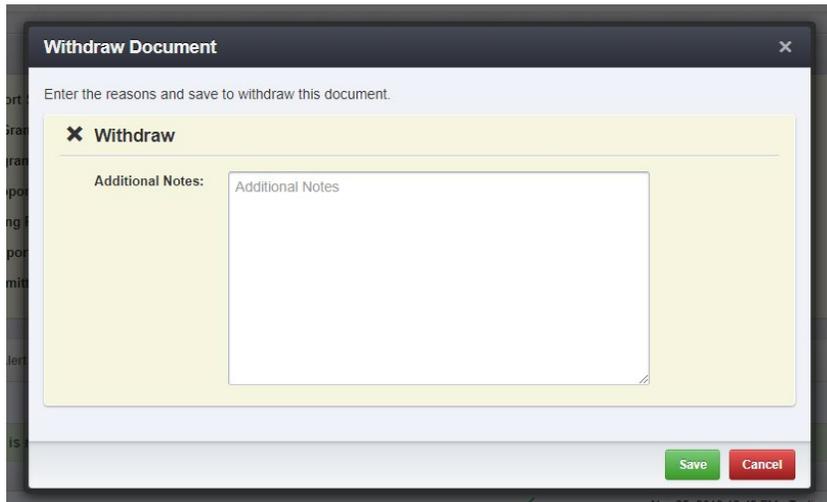
- Choose either 'Withdraw' or 'Edit Amendment' in the upper right



- 'Edit Amendment' will open the Amendment components allowing you to finish and submit the amendment.



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

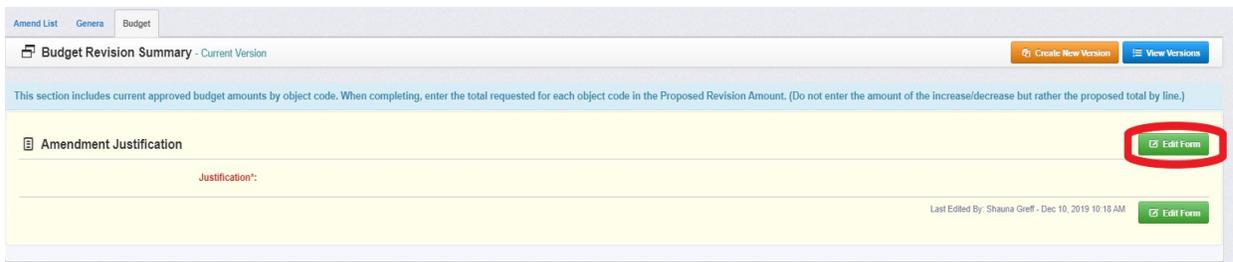


Budget Revision Amendment

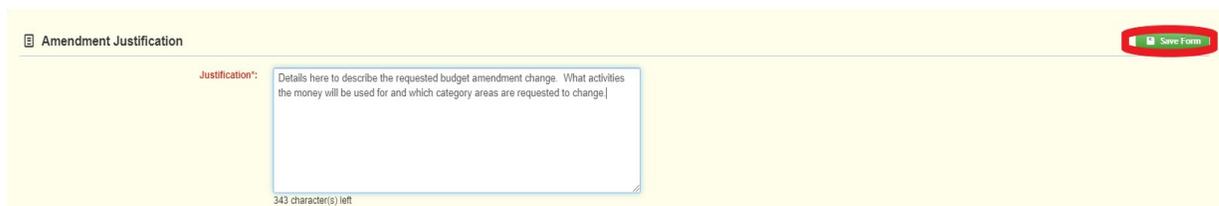
- Click on the 'Budget Revision Summary' component



- Click on 'Edit Form' in the upper right side to open the Amendment Justification to edit or add information. Include narrative to describe the requested changes.



- Click 'Save Form' when justification details are complete



- Under each category click on the description line to edit 'Proposed Revision Amount'

*System works best to not use 'Edit all Rows' option. Click on row to open fields for editing or click '+Add Row' to add additional information

Description	Requested Amount	Proposed Revision Amount
Mr. Green	\$3,000.00	\$0.00
Dr. Blue	\$3,500.00	\$0.00
	\$6,500.00	\$0.00

110 - Salaries of Regular Employees-Certified Personnel

Description: Mr. Green

Requested Amount: \$3,000.00

Proposed Revision Amount: 4500.00

- Enter the Proposed Revision Amount and click Save. **Do not delete the row. Change the amount to \$0 so the amendment still shows the original approved budget amount. The current approved budget is listed as Requested Amount as this is the most recent requested amount that has been approved.
- The Proposed Revision Amount has not been approved, until review by NDDPI. Once approved, your budget will be updated to reflect the most recent requested amount that has been approved.
- Choose '+Add Row' to add an item to a category that doesn't already exist
- Click 'Mark Complete' when done making proposed revision amount edits/requests.
- Once you have filled out all required fields and you have marked the form complete, you will submit your Amendment.

Component	Complete?	Last Edited
General Information	✓	Dec 10, 2019 10:18 AM - Shauna Greff
Budget Revision Summary	✓	Mar 2, 2020 12:46 PM - Rebecca Pollert

Dr. Blue	\$3,500.00	\$0.00
	\$6,500.00	\$4,500.00

Site Visits

Once you have selected the Grant, you will be directed to the 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

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

Site Visits							
ID	Type	Status	Due Date	Submitted Date	Assigned To		
+ Add Site Visit							

- All Site Visits and their status associated with this Grant Award will be listed.

Site Visits							
ID	Type	Status	Due Date	Submitted Date	Assigned To		
+ Add Site Visit							

Adding a new Site Visit

- Click 'Add Site Visit' in the upper right
- You will then be directed to the 'Site Visit General Information'. Complete the fields on the form, then click 'Save Form':

General Information - Site Visit - Edit [Save Form](#)

Due Date*:

Status*:

Visit Type*:

Assigned To*: [Locate Person](#)

Site Visit Date:

Once the General Information has been completed, you will be returned to the Site Visit Details Components. This is a complete listing of all components required for your site visit.

Site Visit		
Component	Complete?	Last Edited
General Information	✓	Mar 2, 2020 12:04 PM - Rebecca Pollert
Grant Management and Sustainability		-
Grant Management and Sustainability Supporting Documentation		-
Program Management Review		-
Program Management Review Supporting Documentation		-
Staffing and Professional Development		-
Staffing and Professional Development Supporting Documentation		-
Partnerships		-
Partnerships Supporting Documentation		-
Activities		-
Activities Supporting Documentation		-

Note: All forms can be edited and saved as often as necessary, but the system will require that ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

Once you have filled out all required fields and you have marked the form complete, you will submit your site visit.

Component	Complete?	Le
General Information	✓	M
Grant Management and Sustainability	✓	M

Editing a Site Visit

- Only Site Visits in 'Editing' status can be edited

ID	Type	Status	Due Date	Submitted Date	Assigned To
1662 - 001	Monitoring	Editing	04/15/2020		

- Click on the Site Visit line you wish to edit

ID	Type	Status	Due Date	Submitted Date	Assigned To
1662 - 001	Monitoring	Editing	04/15/2020		

- Choose 'Edit Site Visit' in the upper right

Site Visit Details

Copy Notes (0) Feedback Edit Site Visit

- 'Edit Site Visit' will open the Site Visit components allowing you to finish and submit the site visit.

Component	Complete?
General Information	✓
Grant Management and Sustainability	✓

Correspondence

Once you have selected the Grant, you will be directed to the Grant Components.

- Select 'Correspondence' from the list of Grant Components.
- All Inter-System Grantee Correspondence associated with this Grant Award will be listed.

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

Adding Grantee Correspondence

- Click 'Add Grantee Correspondence' in the upper right

The screenshot shows the 'Inter-System Grantee Correspondence' page. At the top right, there is a red button labeled 'Add Grantee Correspondence'. Below the button is a search bar and a table with columns: Flag, Sent/Received, From, To, Subject, Message, and Attachment. The table is currently empty, with a message 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

- You will then be directed to the 'Inter-System Grantee Correspondence.'

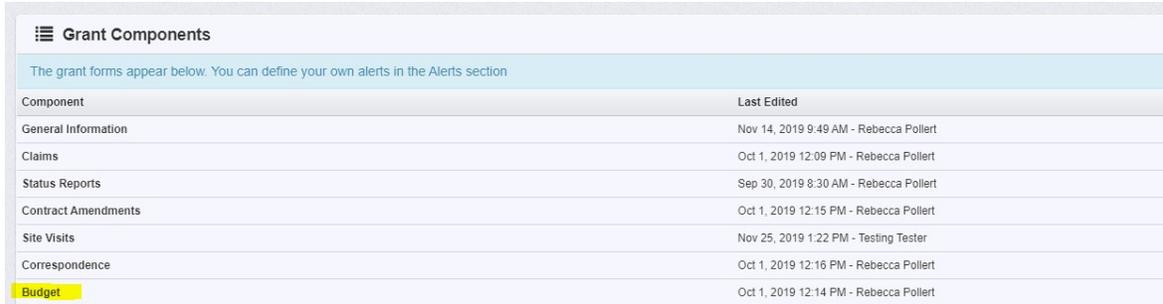
The screenshot shows the 'Inter-System Grantee Correspondence' form. It has a yellow background and a 'Send Correspondence' button in the top right. The form fields are: Flag (dropdown), To (text input), CC (text input), Subject (text input), Message (rich text editor with a toolbar), and Attachment (text input with a 'Select file' button). A note below the To field states: 'CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses.' At the bottom right of the message editor, it says 'Paragraphs: 0, Words: 0, Characters (with HTML): 0'.

- Complete the fields on the form, then click 'Send Correspondence':

Budgets

Once you have selected the Grant, you will be 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 can be copied over from the Application Phase. It lists Categories with line item descriptions and subtotals. By scrolling to the bottom of the budget component, you will see a summary by Category of your current approved budget.



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

Once you have selected the Grant, you will be 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 and Award Letter

Once you have selected the Grant, you will be directed to the Grant Components.

- Select 'Contract and Award Letter' 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	

- Contract and Award Letter as well as Additional Grant Documents can be found here.

Contract and Award Letter - Current Version							
Contract and Award Letter - Named Attachments							
Named Attachment	Description	File Name	Type	Size	Upload Date	Delete?	
Contract							
Award Letter							
Last Edited By: Testing Tester - Nov 25, 2019 12:00 PM							
Additional Grant Documents - Other Attachments							
Description	File Name	Type	Size	Upload Date	Delete		
No files attached.							
Last Edited By: Testing Tester - Nov 25, 2019 12:00 PM							

Funding Opportunity

Once you have selected the Grant, you will be directed to the Grant Components.



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	

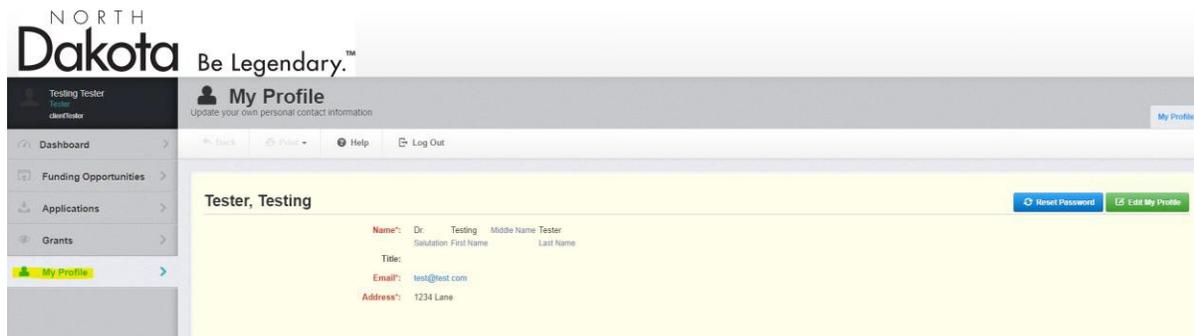
- Select 'Funding Opportunity' from the list of Grant Components.

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

My Profile

From the Side Menu:

- Click on 'My Profile'
- Select 'Edit My Profile' to update your WebGrants contact information.



Your NDLogin may be associated with a personal email address. You can update the email to the professional email that you would like system notifications to be sent to. This does not make changes to your existing NDLogin, just to the email address WebGrants notifications are sent to

- You will see Associated Organizations listed below My Profile.

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

Users can be associated with multiple Associations. Example: Dr. Testing Tester is associated with the three organizations listed. Users cannot update their own associated organizations. Only DPI can approve users to be associated with organizations.