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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 AFTER you have done the following:
   a. [https://apps.nd.gov/itd/ldap/login.htm](https://apps.nd.gov/itd/ldap/login.htm)
      Login to the NDLogin app (the same information you would use for Game & Fish or DOT applications) to confirm Optional Cell Phone Recovery Option is filled out (this is not required in the set-up process for your NDLogin account, but WebGrants will not work without it).
   b. Add cell phone number for account confirmation
   c. 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.

2. WebGrants [https://nddpi.grants.nd.gov](https://nddpi.grants.nd.gov)

**Notes:**
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 your NDLogin credentials and Click on ‘Sign In.’

   ![Login page screenshot](image)

   ![Registration form screenshot](image)

   a. You will be prompted to register for a WebGrants account (only the fields in RED are required). NDDPI has School District SAM.gov information.
b. You will receive a New User Registration confirmation email from WebGrants

```
Grantinfo@nd.gov
Mon 1/13/2020 9:04 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, you will receive an Approved Registration email and can sign into WebGrants with your NDLogin credentials.

```
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
```

New Users without existing North Dakota Login:

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.

**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: NDDPI External User Assistance
*Password: ********
*Confirm Password: ********

Business/Organization Information

*Business Name: NDDPI
*Contact Name: First: Rebecca, MI: Pollert
*Address 1: 606 E Boulevard Ave, Dept 261
Address 2:
Address 3:
*City, State, Zip: Bismarck, North Dakota, 58505-044, (5555555444)
*Country: United States of America
*Business Phone: 7012345678, (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.
b. You will receive an email and text with an activation code. Enter the code and confirm the account. You can now use that NDLogin user name/password to register for WebGrants.

c. Sign into WebGrants [https://nddpi.grants.nd.gov](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 your NDLogin credentials and Click on ‘Sign In.’

e. You will be prompted to register for a WebGrants account (only the fields in red are required). NDDPI has School District SAM.gov information.
f. You will receive a New User Registration 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:**

Make sure to follow **ALL of 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, you can’t log in to WebGrants.

1. Try to log into the NDLogin app to see if the account exists:  [https://apps.nd.gov/itd/ldap/login.htm](https://apps.nd.gov/itd/ldap/login.htm)

2. If a successful login, set the recovery phone number, and then you will get a verification text to activate the account

3. Once completed, you should be able to log into WebGrants

**Forgot Login or Password:**

Use the links in the lower right of the announcements section on the WebGrants login page to recover your ND Login and Password.

The NDLogin account allows users to have the same account details across multiple systems. However, if a person uses the same NDLogin account for multiple systems, when they change the password in one system, it changes the password for all systems that use that same NDLogin account.

*WebGrants does not keep or store any usernames or passwords specific to the system. It only authenticates NDLogin accounts with NDIT.*

If a user is trying to log in and is getting a registration page for the NDLogin account, it is because the information they have entered is incorrect. WebGrants cannot authenticate the information as it was entered and assumes they need to sign up for an NDLogin account because they do not have one.

Users can reset their NDLogin password using the link on the lower right of the announcements section on the Login Page. **Know that users will need to use the new password for other systems that authenticate the same NDLogin account if the password is reset.**

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

Work Assignment

From the Side Menu:

Click on ‘Dashboard’
Select ‘Work Assignment’ to see Approaching Deadlines, Recent Negotiations, My Site Visits, and Organization Compliance

Click on ‘Calendar’ to see upcoming Dashboard items in a calendar view
Click on ‘Alerts’ to see all email alerts received
Click on ‘Reviews’ if you are an external application reviewer. Most users will not have this in their profile.
Funding Opportunities

From the Side Menu:

Click on ‘Funding Opportunities’

Select the ‘Opportunity Title’ you want to apply for.

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 the 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 the upper right-hand corner. This will auto-populate previous responses, but you will still need to review the application and update as necessary.

If you accidentally withdraw an application and wish to retrieve the information contained in it, you can choose ‘Copy Application.’

Click ‘Start New Application’ for first-time responses to the Funding Opportunity
Applications

If you 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

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 the 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

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 your 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 on prior questions.
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.’ Only approved WebGrants users associated with your Organization will show in this box. If you need to add additional applicants later, you can click on the General Information component in your Application forms.

**Note:** The system has created an application # as soon as you click ‘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:
You can now complete the application components (forms) designated for the Funding Opportunity.

Each of the lines shown is a component (form) that the applicant must complete before submitting 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**

You will 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 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 each component complete, the ‘Submit Application’ button will be available for application submission. You will not get a ‘Submit Application’ button until all forms are ‘Marked as Complete’

**Negotiations**

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

You will receive an automated alert from the system via email letting you know if you have a component negotiated back for edits. The email will include the negotiated component, the Document ID, Program Area, due date, and any additional directions from NDDPI Program Administrators.

Recent negotiations are found in the Dashboard under the Work Assignment ‘Recent Negotiations’. You can see the due date to respond by, Document Type and Status. Click anywhere on the item to open the negotiated component (form).

WebGrants will only show the components 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 you 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
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.
Grant Components

<table>
<thead>
<tr>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
</tr>
<tr>
<td>Claims</td>
</tr>
<tr>
<td>Status Reports</td>
</tr>
<tr>
<td>Contract Amendments</td>
</tr>
<tr>
<td>Site Visits</td>
</tr>
<tr>
<td>Correspondence</td>
</tr>
<tr>
<td>Budget</td>
</tr>
<tr>
<td>Needs Assessment and Evaluation</td>
</tr>
<tr>
<td>Historical Application</td>
</tr>
<tr>
<td>Contract and Award Letter</td>
</tr>
<tr>
<td>Funding Opportunity</td>
</tr>
</tbody>
</table>

General Information
This system page 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 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 the Grant will be listed

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’:

Note: The system has created a claim # as soon as you click ‘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.

Click ‘Reimbursement’

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, your information will be lost.

Once you have filled out all required fields and marked the forms complete, you will submit your 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 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.
Withdraw Document

Enter the reasons and save to withdraw this document.

Withdraw

Additional Notes: Additional Notes
**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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Nov 14, 2019 9:49 AM - Rebecca Pollert</td>
</tr>
<tr>
<td>Claims</td>
<td>Oct 1, 2019 12:39 PM - Rebecca Pollert</td>
</tr>
<tr>
<td><strong>Status Reports</strong></td>
<td>Sep 30, 2019 9:30 AM - Rebecca Pollert</td>
</tr>
<tr>
<td>Contract Amendments</td>
<td>Oct 1, 2019 12:15 PM - Rebecca Pollert</td>
</tr>
<tr>
<td>Site Visits</td>
<td>-</td>
</tr>
</tbody>
</table>

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

**Adding a new Status Report**

Click ‘Add Status Report’ in the upper right.

You will then be directed to the Status Report General Information’. Complete the fields on the form, then click ‘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.
**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 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.

Select ‘Contract Amendments’ from the list of Grant Components.
All Contract Amendments and their status associated with the Grant will be listed.

Adding a new Amendment
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’:

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.

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 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.

Site Visits
Once you have selected the Grant, you will be directed to the Grant Components. Select ‘Site Visits’ from the list of Grant Components.

<table>
<thead>
<tr>
<th>Grant Components</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Nov 14, 2019 9:49 AM - Rebecca Pollard</td>
</tr>
<tr>
<td>Claims</td>
<td>Oct 1, 2019 12:09 PM - Rebecca Pollard</td>
</tr>
<tr>
<td>Status Reports</td>
<td>Sep 30, 2019 8:30 AM - Rebecca Pollard</td>
</tr>
<tr>
<td>Contract Amendments</td>
<td>Oct 1, 2019 12:15 PM - Rebecca Pollard</td>
</tr>
<tr>
<td>Site Visits</td>
<td>Nov 25, 2019 1:22 PM - Testing Tester</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Oct 1, 2019 12:16 PM - Rebecca Pollard</td>
</tr>
</tbody>
</table>

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

Once you have selected the Grant, you will be directed to the Grant Components.
Select ‘Correspondence’ from the list of Grant Components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Nov 14, 2019 9:49 AM - Rebecca Poller</td>
</tr>
<tr>
<td>Claims</td>
<td>Oct 1, 2019 12:09 PM - Rebecca Poller</td>
</tr>
<tr>
<td>Status Reports</td>
<td>Sep 30, 2019 8:20 AM - Rebecca Poller</td>
</tr>
<tr>
<td>Contract Amendments</td>
<td>Oct 1, 2019 12:15 PM - Rebecca Poller</td>
</tr>
<tr>
<td>Site Visits</td>
<td>Nov 25, 2019 1:22 PM - Testing Tester</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Oct 1, 2019 12:16 PM - Rebecca Poller</td>
</tr>
<tr>
<td>Budget</td>
<td>Oct 1, 2019 12:14 PM - Rebecca Poller</td>
</tr>
</tbody>
</table>

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

Adding Grantee Correspondence

Click ‘Add Grantee Correspondence’ in the upper right

You will then be directed to the ‘Inter-System Grantee Correspondence.’
Complete the fields on the form, then click ‘Send Correspondence’:
Budget

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

Select ‘Budgets’ from the list of Grant Components.

The budget component is initially 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.

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.

### Contract and Award Letter

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

Select ‘Contract’ from the list of Grant Components.

Contract/Grant Award can be found here.
Funding Opportunity
Once you have selected the Grant, you will be directed to the Grant Components.
Select ‘Funding Opportunity’ from the list of Grant Components.

All of the details provided prior to the 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

You will 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. Users cannot update their own associated organizations. Only NDDPI can approve users to be associated with organizations.