

New York State Governor's Traffic Safety Committee
eGrants System



Applicant User Guide
Version 1.0
eGrants System

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1. System Requirements

New York State GTSC eGrants was designed so that the vast majority of computer users will be able to use the system with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most machines.

GTSC eGrants system requirements listed below can also be viewed on the system itself by clicking the "review the system requirements" link from the system homepage.

1.a. Operating System

GTSC eGrants was designed for both of the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

1.b. World Wide Web Connection

GTSC eGrants is an Internet proposal. It is accessed via the Internet and was specifically designed for Internet usage. The Internet is the more general term that is typically used to refer to the World Wide Web. The World Wide Web consists of a vast array of content that is accessible via a web browser. For the purpose of accessing GTSC eGrants, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

1.c. Web Browser

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

1.d. Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have Adobe Acrobat Reader you can go to www.Adobe.com and download it for free.

2. GTSC eGrants System Homepage

To access GTSC eGrants, type "www.safeny.com" into the address bar of your web browser and hit "Enter", then click on the eGrants link. The page you see should look like the image shown below.



2.a. Browser Configuration

In order to avoid various browser-related restrictions unnecessarily placed on GTSC eGrants, please make the following configuration changes for the web-browser that you are using.

2.a.1 Internet Explorer

If you are using Internet Explorer, it is recommended that you add the GTSC eGrants homepage to your list of trusted sites. To do this, please complete the following steps:

- 1) Click "Tools"
- 2) Click "Internet Options"
- 3) Click the "Security" tab
- 4) Click "Trusted Sites"
- 5) Click the "Sites" button
- 6) In the "Add this Web site to the zone:" textbox type "www.safeny.com" and then click the "Add" button
- 7) Click the "OK" button, and then click the "OK" button again

3. Applicant user types

There are three security roles defined for GTSC eGrants users: Project Director, Fiscal Agent, and Agency Staff. These roles have different security access to work on the proposals. Once the Project Directors are identified and their new user accounts created, the Project Directors will select and enter their own organization's staff names to access GTSC eGrants. The organization's staff entered by the Project Directors will be assigned to either the Fiscal Agent or Agency Staff security level role. Each security role is summarized below:

Project Directors will be able to:

- Edit and delete user account information for Fiscal Staff and Agency Staff
- Initiate available grants and apply for grant proposals
- Enter, update and delete information on proposals
- Download and attach files to the proposals
- Cancel an entire proposal before submission
- Submit proposals, for the various proposals available to GTSC eGrants
- Modify proposals within the status of Modifications Required
- Check on the status of each proposal

Fiscal Staff will be able to:

- Edit their own user account information
- Enter, update and delete information on proposals
- Download and attach files to the proposals
- Modify proposals with status of Modifications Required
- Check on the status of each proposal

Agency Staff will be able to:

- Edit their own user account information
- Initiate available grants and apply for grant proposals
- Enter, update and delete information on proposals
- Cancel an entire proposal before submission
- Download and attach files to the proposals
- Modify proposals with status of Modifications Required where permission is granted
- Check on the status of proposals where permission is granted

Security Roles	Control Access to Organization	Control Access to Proposal	Read	Write	Initiate Proposal	Submit Proposal	Cancel Proposal
Project Director	X	X	X	X	X	X	X
Fiscal Staff			X	X			
Agency Staff			X	X	X		X

4. Gaining access to GTSC eGrants

In order to use the system you must first be granted access to it. There are two basic ways to get access to GTSC eGrants.

You may either:

- 1) Request access to the system and get approved by a GTSC eGrants system administrator
- 2) Be granted access by someone from within your own organization

It is recommended that the Project Director for your organization first obtain access by following the procedure under section 4.a. Once the Project Director has obtained access to GTSC eGrants, they can manually add the remainder of their staff without help from eGrants administrators, as described in section 4.b. Both processes for gaining access are described below.

4.a. Gaining access through a system administrator

The first time a Project Director comes to GTSC eGrants, they must create a new user account.

To create a new user account:

- 1) From the GTSC eGrants homepage click the "New User?" link located in the "Login" section.
- 2) Complete the user form in its entirety.
 - a) Fill in all information as required. All items marked with an '*' are required to create your account.
 - b) The "Username" field must consist of all letters and numbers.
 - c) The "Password" field must consist of all letters and numbers and must be at least 5 characters long.
 - d) The fields "Password" and "Confirm Password" must be the same.
 - e) The Person who is to be the Project Director for the Organization completes the page, including Organization and title. **If Organization and Title is not included it could delay the process.**
- 3) Click "Save" to save the data.



NOTE: Once the Project Director has created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within GTSC eGrants.

Having saved your contact information, your account must then be approved by an administrator before you can access the system. If you attempt to access the system prior to getting approved/validated by a system administrator you will receive the following message:



Page Error(s)
Your account has not yet been validated.

When access has been granted to you by a system administrator you will receive an email message confirming that your account has been validated.

4.b. Gaining access through another in your organization

The second way in which you can get access to the system is by having a Project Director from your organization add you into the system. In order for this to occur the user must already be in the system and assigned the Project Director security role.

- 4) The Project Director must first login to the system.
- 5) From the Main Menu the Organization's Project Director must then click the My Organization(s) link on the menu bar.
- 6) Click the name of the organization you would like to add this new user to. Some Project Directors may be members of multiple organizations. Each organization would be listed here. Simply click the name of the organization you wish to add this new user to.
- 7) You are now on the Organization page. Click the "Organization Members" tab above the Organization Information section. Click the Add Members tab above the Organization Members list. By default the "Current Members" tab will be active and below it will be listed the various members of the Organization. If the person whose account must be added is not shown, the agency's administrative user should click the "Add Members" tab.

Organization

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) |

Organization Members

To add a member to your organization, select the **Add Members** link below.
 If a member has already added his/her information in the system, you can search for the member.
 If you need to add a member's information into the system, select **New Member**.
 For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

<input type="checkbox"/>	Person	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	FA, Mr. David	Fiscal Agent	1/28/2009 -	PD, App
<input checked="" type="checkbox"/>	Jones, Zach	Fiscal Agent	1/27/2009 -	PD, App
<input checked="" type="checkbox"/>	PD, App	Project Director	1/1/2009 -	Tkaczyk, Mr. Joshua

- 8) After clicking the "Add Members" tab, the Organization's Project Director should first search for the person that he or she wishes to add by typing in part of the user's name into the "Person Search" box and then by clicking the "Search" button.
 - a) If the user exists he or she will be shown below the search box. The "Selected" checkbox should be checked and the user should be assigned a role and a start date within the agency. Finally, the "Save" button must be clicked in order to add the user.
 - b) If no users were found that matched the search criteria the Project Director should proceed to step 9.
- 9) Having found no match in the system, the Project Director should click the "New Member" button. Basic demographic information must be included for the user that requires an account. When the information has been entered:
 - a) The Project Director can click the "Save" button to add the user to the system but not link them to an agency. After a user is entered into the system the Project Director can return to the Organization Members and follow steps 8 and 8a to link the user to the agency.
 - b) If the Project Director wants to add a new user and link them to their agency, they can click the "Save & Add To Organization" button.

Organization

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) |

Organization Members

To add a member to your organization, select the **Add Members** link below.

If a member has already added his/her information in the system, you can search for the member.

If you need to add a member's information into the system, select **New Member**.

For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

SEARCH

NEW MEMBER

5. Keeping contact information current

In order to receive continued funding or to enter into new grant agreements, it is important that your contact information be as up-to-date as possible. This is done very quickly and easily in GTSC eGrants. By keeping your user record and agency record current with all of the latest changes, GTSC eGrants staff will be able to contact you appropriately when the need arises.

5.a. Updating your user record

You may update your user record at any time by following these steps:

My Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	<input type="text" value=""/>	<input type="text" value="App"/> *	<input type="text" value=""/>	<input type="text" value="PD"/> *	<input type="text" value=""/>
Organization	<input type="text" value="NY App"/> *				
Title	<input type="text" value="Project Director"/>				
Address	<input type="text" value="1234 South St."/> *				
City	<input type="text" value="Albany"/> *	State	<input type="text" value="New York"/> *		Zipcode <input type="text" value="48917"/> *
County	<input type="text" value="Albany County"/> *				
Phone #1	<input type="text" value="(123)456-7890"/> *	Phone #2	<input type="text" value=""/>		
Fax	<input type="text" value=""/>	Cell Phone	<input type="text" value=""/>		
Email	<input type="text" value="ddecamp@agatesoftware.com"/> *				
Website	<input type="text" value=""/>				
Username	<input type="text" value="apppd"/> *				
Password	<input type="text" value=""/> *	Confirm Password	<input type="text" value=""/> *		

- 1) Click the "My Profile" link on the menu bar on the Main Menu.
- 2) Update the form accordingly and click the "Save" button.

5.b. Updating another user's contact record

If you are the Project Director for your organization you may edit the contact information for others in your organization by following these steps:

My Organizations

Select an Organization to view the information for that Organization.

Organization Information

Organization	Role	Active Dates	Assigned By
NY App Full Name	Project Director	01/01/2009 - open ended	Tkaczyk, Mr. Joshua

- 3) Click on the "My Organization" link on the menu bar and then click on the organization whose member you would like to edit. Click on the "Organization Members" link.
- 4) Click on the "Organization Members" tab at the top of the page.
- 5) Click the name of the person whose contact information you want to change.
- 6) Update the form accordingly and click the "Save" button.

NOTE: A Project Director may not change the contact information of another Project Director. If a Project Director were to click on another Project Director's name, they would receive an email prompt instead of seeing their contact information.

5.c. Updating the information for your agency

Although it doesn't occur frequently, when your organization's contact information changes it is important to update that information in the system by following these steps:

- 7) Click the "My Organization" link on the menu bar.
- 8) Click on the Organization that you would like to edit.
- 9) Update the form accordingly and click the "Save" button.

5.d. Deactivating a user in the Organization

A Project Director from an organization may choose to deactivate a member of the organization. A deactivated user will not be able to edit proposal related information for your organization. You may deactivate a member of your organization by following these steps:

- 10) Click the "My Organization" link on the menu bar.
- 11) Click the name of the organization whose member you would like to deactivate.
- 12) Click on the Organization Members tab.
- 13) Change the second active date in the system to a date in the past for the user requiring deactivation and then click the "Save" button.



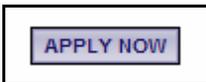
6. Initiate a Proposal

The Project Director and Agency Staff security roles are permitted to initiate proposals. After the proposal is initiated, the work may also be turned over to a Fiscal Staff at the discretion of each applicant. In order to create a proposal, please follow these steps:

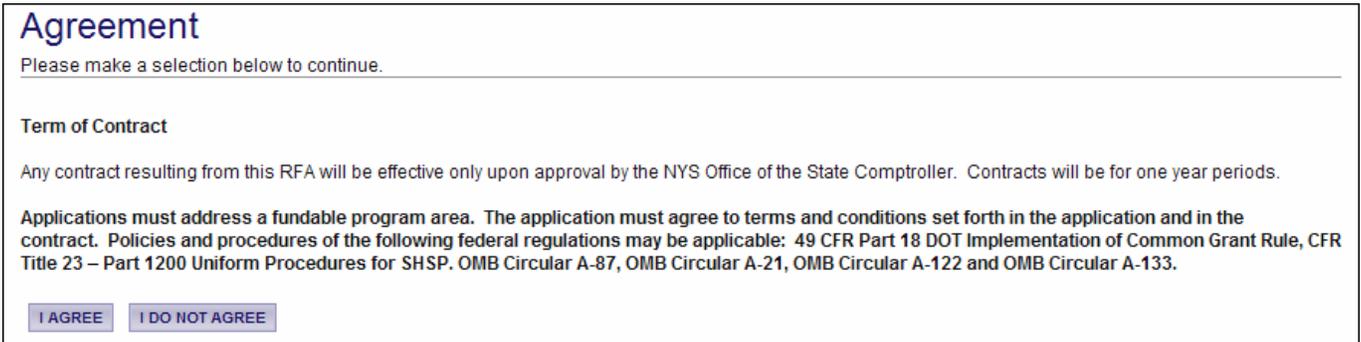
- 1) From the Main Menu, click the “View Opportunities” button under the “View Available Opportunities” section on the main menu. This section will show you all of the grant program types where you may apply for a new grant.



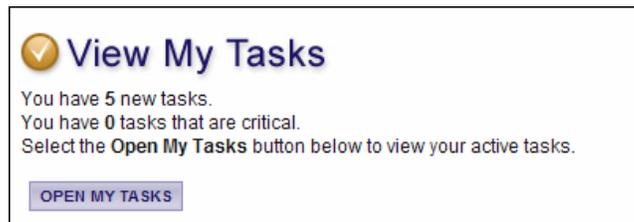
For those grant programs where you are eligible to submit a new proposal you will see a “Apply Now” button under the description of the grant. Click the “Apply Now” button.



A confirmation page will appear asking for confirmation. You must read the Terms and Conditions and by clicking the “I Agree” button you accept those conditions. A proposal will be created and you will be taken to the “Proposal Menu” where you can begin filling out the pages.



Following the creation of a proposal, a new task for that program will be under the “View My Tasks” section on the main menu. All proposals for your organization will be shown under the “View My Tasks” section. When logging into GTSC eGrants, click the “Open My Tasks” button to return to any proposal or grant initiated by your organization.



7. The Proposal Menu

The Proposal Menu is organized into various sections that help to organize the proposal tasks and information. These sections are described below.

7.a. View, Edit and Complete Forms

The Forms section is where the vast majority of the work in a proposal is completed. This section contains all of the forms that are necessary to complete prior to the proposal being submitted. To edit proposal forms simply click "View Forms" button and then click on the name of the form you wish to edit.



View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Forms				
Status	Page Name	Note	Created By	Last Modified By
	CPS Program Overview		App PD 1/26/2009 10:35:46 AM	App PD 2/3/2009 10:39:53 AM
Grant Project Overview				
	Applicant And Project Information		App PD 1/28/2009 2:11:54 PM	App PD 2/3/2009 8:23:01 AM
	Conditions		App PD 1/26/2009 11:43:11 AM	App PD 1/28/2009 2:43:07 PM
Service Areas				
	Jurisdiction		App PD 2/2/2009 10:27:27 AM	App PD 2/3/2009 11:43:50 AM
	Political District Served			
Grant Program Information				
	Certified Child Passenger Safety Technicians		App PD 1/28/2009 2:43:37 PM	App PD 1/28/2009 2:44:15 PM
Schedule A				
	Schedule A - Permanent Fitting Stations Instructions		App PD 1/26/2009 10:38:24 AM	App PD 1/28/2009 2:44:34 PM
	Schedule A - Permanent Fitting Stations		App PD 1/28/2009 2:45:14 PM	
Budget				
	Budget Summary		App PD 1/27/2009 4:41:55 PM	App PD 1/29/2009 3:51:45 PM
Traffic Safety Board Endorsement				
	Endorsement			
Miscellaneous				
	Attachments			

7.b. Change the Status

The “Change the Status” section allows a Project Director the ability to submit proposals or push the proposal to the next status level. Click the “View Status Options” button to see what status push options you currently have available to you.

 **Change the Status**
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Possible Statuses

PROPOSAL SUBMITTED
This will submit the proposal to GTSC for review.

[APPLY STATUS](#)

PROPOSAL CANCELLED
This will cancel the current proposal discontinuing any work.

[APPLY STATUS](#)

7.c. Management Tools Section

The Management Tools section allows a Project Director or Fiscal Staff person certain administrative responsibilities such as the ability to add/edit people from the proposal and view the status history of the proposal.

 **Access Management Tools**
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Management Tools

 **ADD/EDIT PEOPLE**
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 **STATUS HISTORY**
Select the link above to view the status history of this document.

 **CHECK FOR ERRORS**
Select the link above to check the entire document for errors.

 **VIEW MODIFICATION HISTORY**
Select the link above to view various modifications that people have made to specific pages in the document.

7.d. Related Items

The Related Items section is where you will find items that are related to a proposal or grant. An example of a related item would be a Progress Report or an Invoice. It is likely you will not have any related items until later in the grant cycle.

 **Examine Related Items**

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Related Items

The various sections below can link to items that are associated with this document.

Document Information

Info	Document Type	Organization	Name	Current Status	Date Due
	Highway Safety Grant 2010	NY App Full Name	HS1-2010-NY App-00001-(002)	Proposal In Process	

Related Documents

Sort search results by:

Document Type	Name	Current Status	Created By	Last Modified By
---------------	------	----------------	------------	------------------

Related Messages

Sort search results by: | [View All My System Messages](#)

Priority	Sender	Subject	Date/Time	Status
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8. Assigning Users to a Proposal

The Project Director has administrative rights to add or remove Fiscal Staff or Agency Staff to proposals. The Fiscal Staff can also add Agency Staff. Users with the Agency Staff security role can assist the Project Director and Fiscal Staff with completing the forms in the proposal, and may add additional Agency Staff members.

Members of consulting firms are commonly added to proposals by the Project Director as Agency Staff members. The role assigned to a consultant is decided by the Project Director of the organization filling out the proposal. It is recommended that consultants be given the Agency Staff security role, but this is not a requirement.

Any Project Director or Fiscal Staff that is a member of the organization that is applying for a grant will automatically be added to that proposal when the proposal is first created. Any Project Director, Fiscal Staff or Agency Staff member who is added to the proposal will also be automatically added to all corresponding Progress Reports and Invoices when each is created. New users to GTSC eGrants will not be automatically added to existing proposals. However, any user may be manually added to the proposal throughout the entire proposal completion process.

8.a. Assign User Access to Proposal

- 1) To add Agency Staff to a proposal, the Project Director or Fiscal Staff clicks on the proposal of choice in the "My Tasks" Section on the Main Menu.
- 2) Click the "View Management Tools" button and choose the Add/Edit People link.
- 3) Type in the name of the individual in the search criteria box and click the "Search" button.
- 4) From the search results, select the person, give him/her a security role and fill in the access date you would like this individual to access the proposal.



Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)



ADD/EDIT PEOPLE

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

Person Search

Enter a name or partial name: [SEARCH](#)

People Found

<input type="checkbox"/>	Person	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	Michelle Moubray	Agency Staff <input type="text" value="v"/>	2/4/2009 - <input type="text"/>	
<input type="checkbox"/>	Michelle Moubray	Project Director <input type="text" value="v"/>	2/4/2009 - <input type="text"/>	

8.b. Remove User Access to Proposal

There are two ways to remove a user's access to a proposal. To remove a user's access to a proposal, on the proposal menu click the "View Management Tools" button and then choose the "Add/Edit People" link.

- 1) Edit the access start and/or end date for the user.

2/3/2009	-	2/5/2009
----------	---	----------

Or

- 2) For the desired user, in the "Selected" column, disable (uncheck) and save the page. The user will be removed from the page.

Current People Assigned

<input type="checkbox"/>	Person	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	App PD	Project Director	2/3/2009 - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	Mr. David FA	Fiscal Agent <input type="text"/>	2/3/2009 - <input type="text"/>	Grant System
<input type="checkbox"/>	Zach Jones	Fiscal Agent <input type="text"/>	2/3/2009 - <input type="text"/>	Grant System

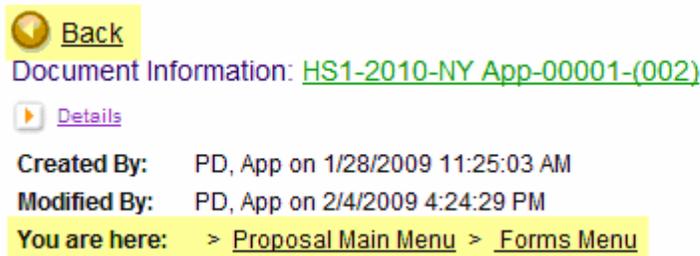
9. Proposal Form Completion

If you click on the “View Forms” button under “View, Edit and Complete Forms” on the Proposal Menu, the various pages of the proposal are displayed. These are the forms that must be completed before your proposal can be submitted. The following sections will lead you through the steps necessary for accomplishing that goal.

9.a. Forms Navigation

There are three basic methods for navigating through the forms of your proposal. You may either use the “Back” link at the top of any page within the proposal, the breadcrumb links just below the “Back” link or you may use the links listed in the Related Pages section at the bottom of the page.

The image shown below is the “Back” link with the “You are here” breadcrumb trail next to it. These two tools will be commonly used when navigating through the various pages of you proposal.



By clicking the “Back” button, you will be taken back to the Forms menu and you can click on the next page you wish to complete. You do not have to complete the pages of the proposal in any particular order.

The “Related Items” navigation tool can be found at the bottom of the page. To access the “Related Items” simply click on the next appropriate page name.

Related Pages				
Status	Page Name	Note	Created By	Last Modified By
	Applicant And Project Information			
	Conditions			

9.b. Form Completion

When filling out a proposal form it is suggested that you first complete all of those fields for which you have information. Not everyone in each organization will have all of the information necessary to complete each form. Complete as much of it as you can and then click the "Save" button. Fields followed by red asterisks are required fields.

PERSONAL SERVICES

Instructions:

- Please complete this page, then click the **Save** button.
- Clicking the **Save** button will calculate percentages and totals.
- After saving the page and you do not receive an error, you can click **Add** to add another item
- Required fields are marked with an *.

Job Title *

Part Time Full Time

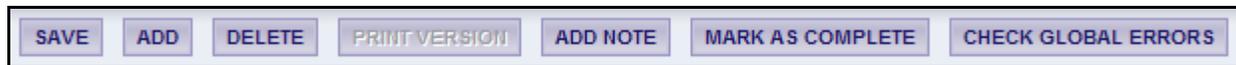
Check if OT

Salary Amount *

Fringe Amount

Total Amount \$5,100

In the creation of some forms the "Add" button was used to create additional forms. Any form that has an "Add" button allows you to have multiple instances of that form. The following picture shows the available "Add" button on a page that multiple pages can be created.



When multiple pages have been created for this particular form, you can choose between them. A dropdown will appear on the far right of the button toolbar.

PERSONAL SERVICES

Instructions:

- Please complete this page, then click the **Save** button.
- Clicking the **Save** button will calculate percentages and totals.
- After saving the page and you do not receive an error, you can click **Add** to add another item
- Required fields are marked with an *.

Job Title *

Part Time Full Time

Check if OT

Salary Amount *

Fringe Amount

Total Amount \$5,100

Title 1
Title 1
Title 2

When additional pages have been created, a number in parentheses will appear after the form name to indicate the number of pages connected with the particular link.

Budget		
	Personal Services (2)	
	Commodities (2)	
	Travel: In-State (2)	
	Travel: Out-Of-State (2)	
	Equipment (2)	
	Other Costs (2)	
	Budget Summary	App PD 1/28/2009 9:13:50 AM
		App PD 1/28/2009 11:34:53 AM

9.c. Automatic Calculations

When possible, GTSC eGrants will automatically calculate totals for you. The “Budget Summary” page is a good example of this. When the page is saved the system will take the values that you have entered in the previous budget pages and display them on the Budget Summary page. The system will then sum those numbers to give a Grand Total. Remember to click the forms “Save” button in order to calculate the form calculations.

BUDGET SUMMARY	
	GTSC Funding
Personal Services	\$5,101
Other Than Personal Services (OTPS)	
Commodities	\$3
Travel: In-state	\$7
Travel: Out-of-state	\$13
Equipment	\$17
Other Costs	\$21
Total Other Than Personal Services	
Grand Total	

BUDGET SUMMARY	
	GTSC Funding
Personal Services	\$5,101
Other Than Personal Services (OTPS)	
Commodities	\$3
Travel: In-state	\$7
Travel: Out-of-state	\$13
Equipment	\$17
Other Costs	\$21
Total Other Than Personal Services	\$61
Grand Total	\$5,162

9.d. Error Messages

If any required field is not completed within a proposal form or there are business rules violated, an error message will be displayed in red across the top of the page immediately after the Save button is clicked. During form completion it is not necessary to correct errors right away. You may return to the form at a later time and fix errors. If for some reason any errors remain and you attempt to submit the proposal, you will receive an error and GTSC eGrants will require the errors to be fixed before the proposal submission is completed. See the example below.

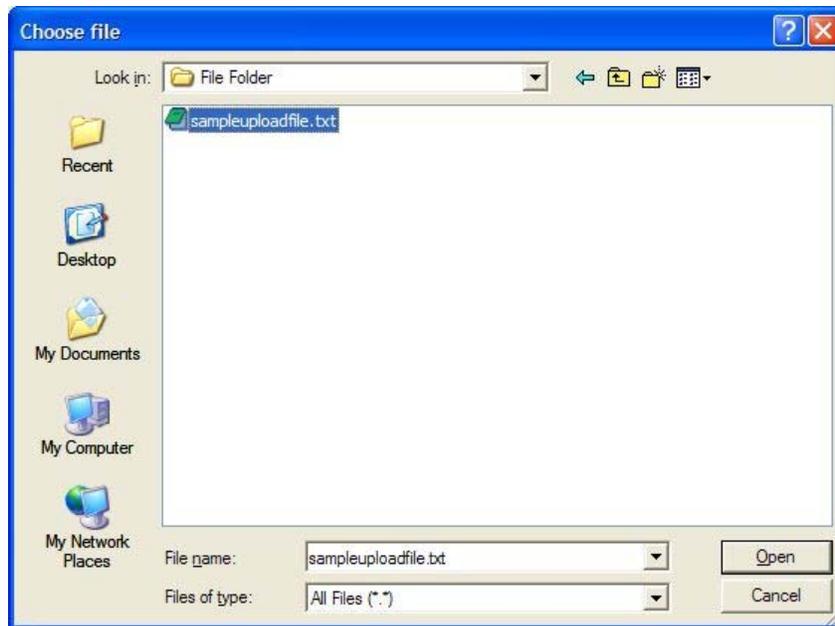


9.e. Uploads & Attachments

For some pages, form fields are not enough to capture the type of information that may be required. In those situations, a file upload field may be provided to allow you to upload a file instead. Files of the following types are allowed as uploads, bmp, doc, docx, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls and xlsx. To upload a file, click the "Browse" button.



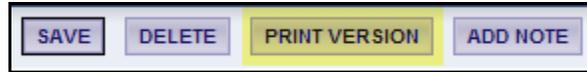
Browse to the folder that contains the file you would like to upload and either double-click the file or click the file and then click the "Open" button.



After the page reloads, you must then click the page "Save" button to save the uploaded file.

9.f. PDF Version

In many pages a “Print Version” button will be available that will automatically create a PDF for you with the data that you provided for each form. These dynamic PDF’s can be printed, or saved to your computer for reference. It is a good practice to review the PDF files for accuracy prior to submitting the proposal electronically.



9.g. Copy and Paste

Applicants should be cautious while utilizing the copy and paste function of most word processing programs to transfer text into narrative boxes within GTSC eGrants. GTSC eGrants will not recognize certain formatting, including tables, graphs, photographs, bullets, and certain tabs. Applicants must also be aware of the character limits of each text box, as attempting to copy and paste text that is larger than the allotted amount of space will yield an error. The character limit may be found at the bottom left of each text box. Applicants may want to first copy and paste text into any standard “notepad” (or equivalent) program, which will have similar formatting to the text boxes in GTSC eGrants.

10. Submitting your Proposal

The Project Director security role is the only role authorized to submit your Proposal. When the proposal is believed to be complete and no more changes are required, the Project Directors may choose to submit.

It is important to note that once a proposal is submitted it will enter into a read-only status and cannot be changed!

To submit, the Project Director must click the "View Status Options" button under the "Change the Status" header on the "Proposal Menu." A list of the possible status changes will be shown on this page. Simply click the "Apply Status" button under the appropriate status change. If any errors exist on any of the proposal's forms when the Project Director attempts to submit, they will receive an error message directing them to the form(s) with errors. All errors must be fixed before GTSC eGrants will allow a proposal to be submitted. If no errors exist, the Project Director will be prompted to confirm his or her decision.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Global Errors

The following errors have been identified.

Please select each link below to navigate to the appropriate page to correct the errors.

 Please enter the Project Title
[Applicant and Project Information](#)

 Please enter the Description
[Attachments](#)

 Please check the box at the bottom of the page to verify
[Conditions](#)

 Please select an option From State Assembly; Please select an option From State Senate; Please select an option From US House Of Representatives
[Political District Served](#)

 You must either upload a project narrative, or complete all of the required textboxes
[Project Description](#)

11. Notes

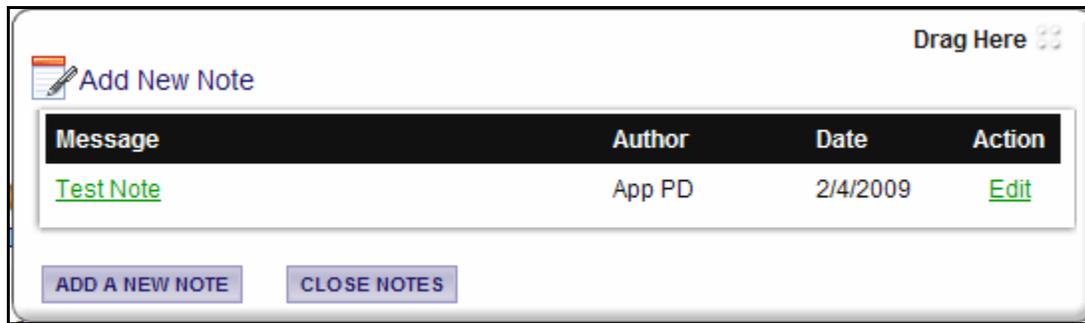
GTSC eGrants allows for proposal forms to have notes attached to them. These notes may be used to communicate to other organization staff members or to GTSC eGrants staff who are assigned to the proposal. The example below displays the Notes feature.

11.a. Adding and Editing Notes

1) Click on the "Add Note" button.



2) Any existing notes will be shown at the top of the new window.



- a) Each note has the following information: message name, author, date, and action.
 - b) By clicking on the message name, the note will expand showing the entire note's message.
 - c) By clicking on either edit or reply under the action column, a note may either be edited (by the user who created the note) or replied (by another user).
- 3) To add a new note:
- a) Click Add a New Note, type in the subject, message, and check the user(s) the note is meant for and click save.
- 4) Click the "Close Notes" button to close the notes Window.

It is important to remember that the author of the notes has the ability to determine who can and cannot see their note. Notes are an informal method of communication. Any text entered into a note will not be displayed on a PDF and will not be part of the review process.

12. Automatic e-mail notifications

12.a. Automatic E-mail Notifications

Automatic email notifications may be sent to you periodically throughout the grant year. These messages will be sent via the system according to an automatic process or as the result of a user triggered event. These messages might accompany the submission of a proposal, a proposal being sent for modifications or a pending due-date that is approaching. These messages are intended to help you know what is occurring in the system that pertains to you or your Organization. These messages may also be sent by GTSC eGrants personnel. These messages are designed to help keep you up to date with the progress of your proposal while also serving as reminders when action is required on your part.

In order to receive these messages it is important that you include an active, frequently used email address when creating your contact record in the system. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

12.b. System Messages

In addition to the automatic email notifications, there is an area referred to as the System Messages that manages messages sent to you either from the system itself or from GTSC eGrants personnel. You can view or edit your System Messages by following these steps:

Priority	Sender	Subject	Date/Time	Status
 	Grant System	Please confirm your email address	1/28/2009 4:39:11 PM	Read
 	Grant System	Please confirm your email address	1/27/2009 8:59:41 AM	Read

Click the "Open My Inbox" button under the "View My Inbox" section on the main menu. You will now see any unread system messages. You may filter system messages by choosing an option from the drop down labeled "Sort my inbox messages by."

- a) Clicking the Subject of a message will take you to the message itself. You can read the message from that screen and then may perform any of the following actions:
 - (1) Click the "Reply" button to reply to the system message
 - (2) Click the "Close" button to close the system message
 - (3) Click the name of the sender to send an email to the sender of the message