



APPLICATION SELECT PAGE INFORMATION

The application select page has a number of functions that include:

1. Creating an application for the current/upcoming school year (**CREATE APPLICATION**),
2. Opening an existing application or amendment (**OPEN APPLICATION**),
3. Creating an amendment to an approved application (**CREATE AMENDMENT**),
4. Deleting an unsubmitted application or amendment (**DELETE APPLICATION/AMENDMENT**),
5. Reviewing application reviewer comments (**REVIEW SUMMARY**),
6. Entering the E-Grants Payments component (**PAYMENTS**), and
7. Printing a copy of an application or amendment (**PRINT ALL**).

CREATE AN APPLICATION

- *Select* the appropriate grant year from the drop-down list.
 - The second year of the grant year will display, e.g., the 2011-2012 grant year will display as 2012.
- *Click* the **CREATE APPLICATION** button.
- The **CREATE APPLICATION** button is not available beyond the application submission deadline.

OPEN AN EXISTING APPLICATION/AMENDMENT

- *Click* on the radio button next to the desired application.
 - Select any application or amendment for the current or prior year(s).
- *Click* the **OPEN APPLICATION** button.

CREATE AN APPLICATION AMENDMENT

- *Click* the radio button next to the most recent approved application or amendment.
- *Click* the **CREATE AMENDMENT** button.
- Amendments are due no later than June 1st for projects that end June 30th, and September 1st for projects that end September 30th.

DELETE AN APPLICATION/AMENDMENT

Occasionally it is necessary to delete an application or amendment; an example is creating an application under the high school district instead of the elementary district.

- Click on the radio button next to the current application.
- Click the **DELETE APPLICATION/AMENDMENT** button.
 - Only an unsubmitted application can be deleted.
 - Once an application is deleted it cannot be retrieved.

VIEW THE COMMENTS OF THE OPI APPLICATION REVIEWER(S)

When an application is submitted to the OPI, a program specialist reviews the application for compliance with state and federal regulations. As the specialist evaluates the application, the reviewer maintains a checklist of items and types applicable comments into the comment boxes. LEAs can view the checklists via the **REVIEW SUMMARY** button. The checklist can be viewed for approved applications as well as applications returned for changes.

 If the application does not meet the specific requirements for each program, the OPI will return the application electronically to the district. The LEA **must** go to the Review Checklist to find out which sections of the application need modification.

- Click the radio button to select the application/amendment with a status of "Returned for Changes."
- Click the **REVIEW SUMMARY** button.
 - A table opens which shows the sections that have been accepted or rejected by OPI staff.
- Click the radio button next to the section that has a status of "returned" on the **Review Summary** page.
- Click **REVIEW CHECKLIST** (opens in a new browser window).
 - The checklist displays OPI comments from the review of each program. The comments provide direction to the sections of the application that need modifications.

 **Suggestion:** *Print* the "Review Checklist" for reference.

- Click "Printer-Friendly" hyperlink on the upper right-hand section of the review checklist page.
- Use your browser's print function to *print* the page.
- Click **CLOSE PRINTER FRIENDLY PAGE** button.

CREATE AND OR VIEW A CASH REQUEST OR EXPENDITURE REPORT

- Click the radio button next to the most recently final approved application or amendment.
- Click the **PAYMENTS** button (opens the **Payment Summary** page).

 The **Payment Summary** page displays the most current Grant Allocation by program; completed payments; and balance remaining.

- Click on the blue hyperlink (dollar amount paid) under the "Completed Payments" row to view a history of payments made by program.

- Click the **VIEW CASH REQUESTS/EXPENDITURE REPORTS** button.
- Select the appropriate program from the drop-down list near the top of the page.
- Click **CREATE NEW REQUEST** or **CREATE EXPENSE REP** button.

– OR –

- Click the radio button next to the desired cash request or expenditure report.
- Click the **OPEN REQUEST/OPEN EXPENSE REP** button.

PRINT AN APPLICATION

Applications are very large files so print requests go into a queue during the day and process at night when the system is not in high demand. Consequently, applications are **not** immediately available upon request.

Day One

- Click on the radio button next to the current application.
- Click the **PRINT ALL** button.
 - A "Print all request pending by (name) (date) (time)" message displays to the right of the **PRINT ALL** button.
 - An e-mail is automatically generated stating that the request for print has been received.
 - The application printout is not sent via e-mail.
 - The printable application will be available the **next day** on the E-Grants system.
 - Once the **PRINT ALL** button has been clicked, the print request cannot be recalled.

Day Two

- An automatic e-mail is generated when the application is ready for printing. To access the printout follow these steps:
- Click the blue hyperlink under "Printed Applications:"
 - The hyperlink will have the name of the requestor, date and time.

[Open Application](#)
[Review Summary](#) [Payments](#) [Printed Applications:](#)
Alan Sempf 9/10/2010 8:13:04 PM

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
009-2010					
<input type="radio"/>	10-TitleIVB-A0 Amendment 1 - Columbia Falls	07-02-2009	08-20-2009	Final Approved View GAN	08-20-2009
<input type="radio"/>	10-TitleIVB-A0 Original Application - Columbia Falls	05-21-2009	06-29-2009	Final Approved	06-29-2009

- The requested application will display as a PDF document in a new browser window.
- Use your browser's print function to print the application.