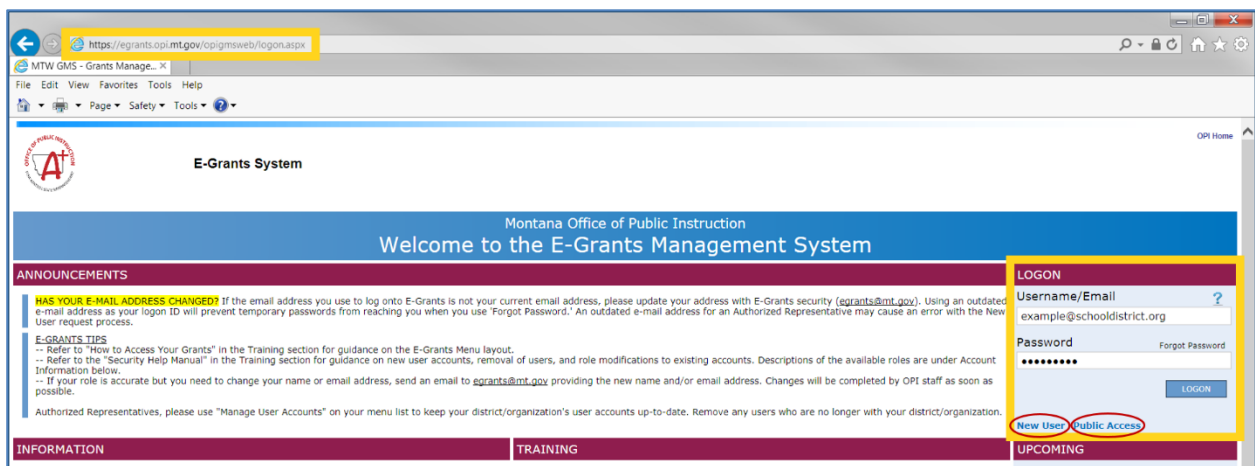


How to Access Grants in the E-Grants System

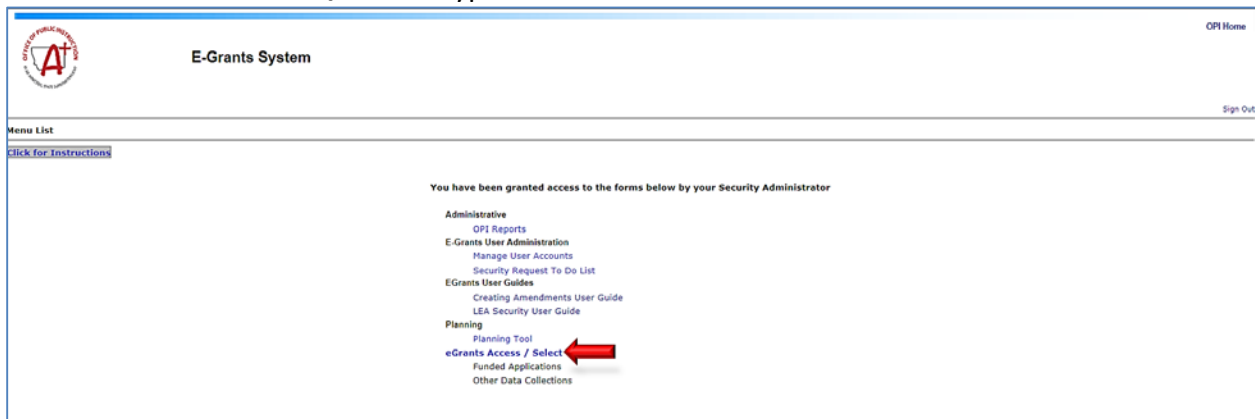
Enter <https://egrants.opi.mt.gov> in your Internet browser.

On the E-Grants logon page, enter your Username/Email and Password then click the **LOGON** button.

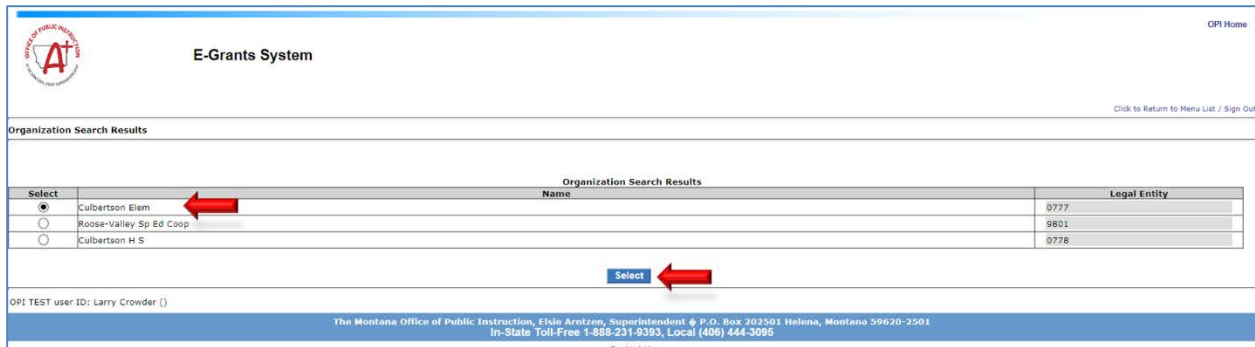
- ❖ If you do not have an account:
 - Use Public Access, or
 - Request an account via the New User process
 - Refer to the [E-Grants Security User Guide](#) for step-by-step instructions on requesting a new account.



Click the **eGrants Access / Select** hyperlink on the **Menu List**.



Logged on users who have access to multiple legal entities will see the **Organization Search Results** page. Select the radio button next to the applicable legal entity then click the **Select** button at the bottom of the screen.



E-Grants System OPI Home

[Click to Return to Menu List / Sign Out](#)

Organization Search Results

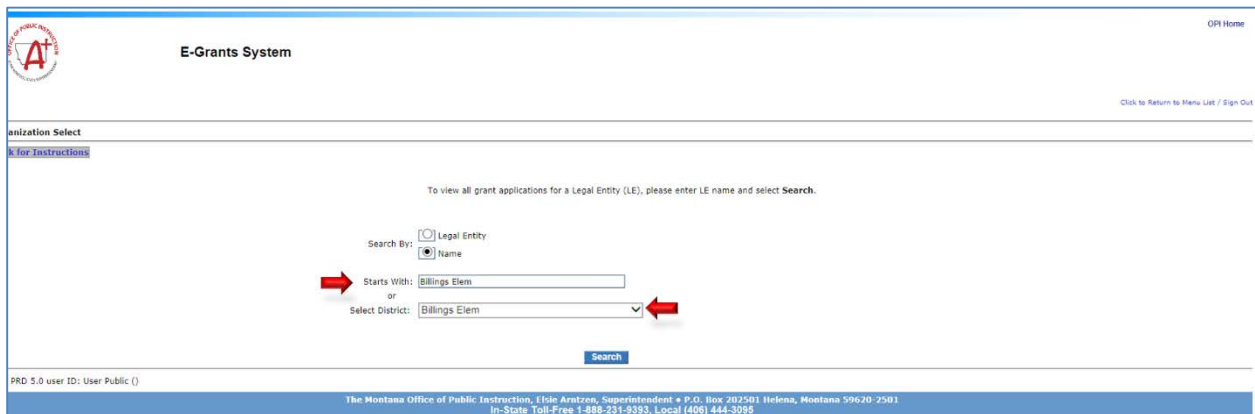
Select	Name	Legal Entity
<input checked="" type="radio"/>	Culbertson Elem	0777
<input type="radio"/>	Roose-Valley Sp Ed Coop	9801
<input type="radio"/>	Culbertson H S	0778

[Select](#)

OPI TEST user ID: Larry Crowder ()

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Public Access users will see the Organization Select page. Enter a legal entity name or number in the "Starts With" text box or select a legal entity in the "Select District" drop-down list then click the **Search** button.



E-Grants System OPI Home

[Click to Return to Menu List / Sign Out](#)

Organization Select

[Click for Instructions](#)

To view all grant applications for a Legal Entity (LE), please enter LE name and select **Search**.

Search By: Legal Entity
 Name

Starts With:

or

Select District:

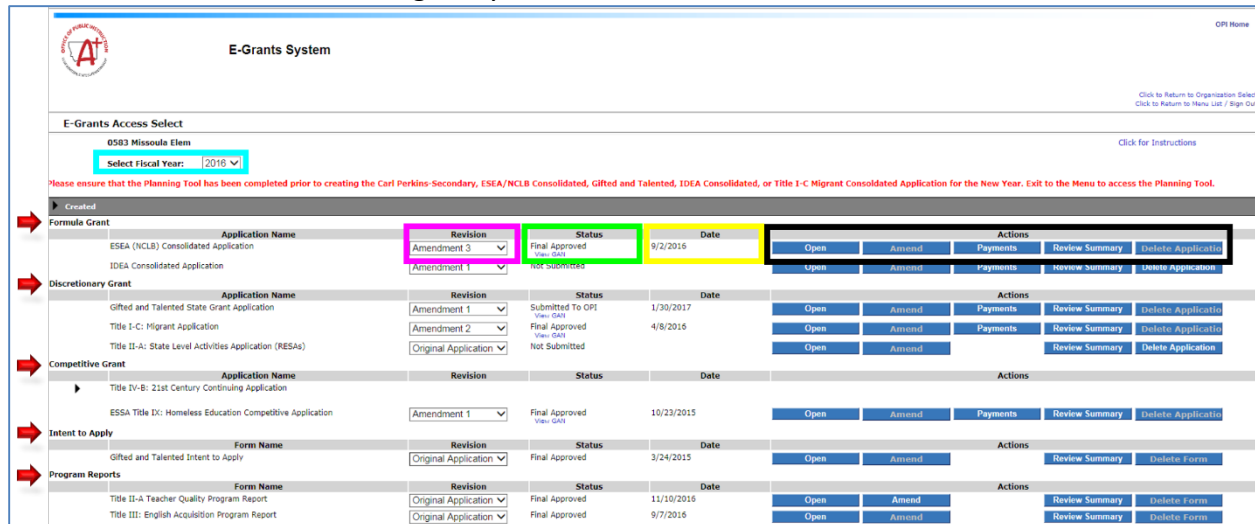
[Search](#)

PRD 5.0 user ID: User Public ()

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In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

Logged on users with access to just one legal entity will not see either of these pages.

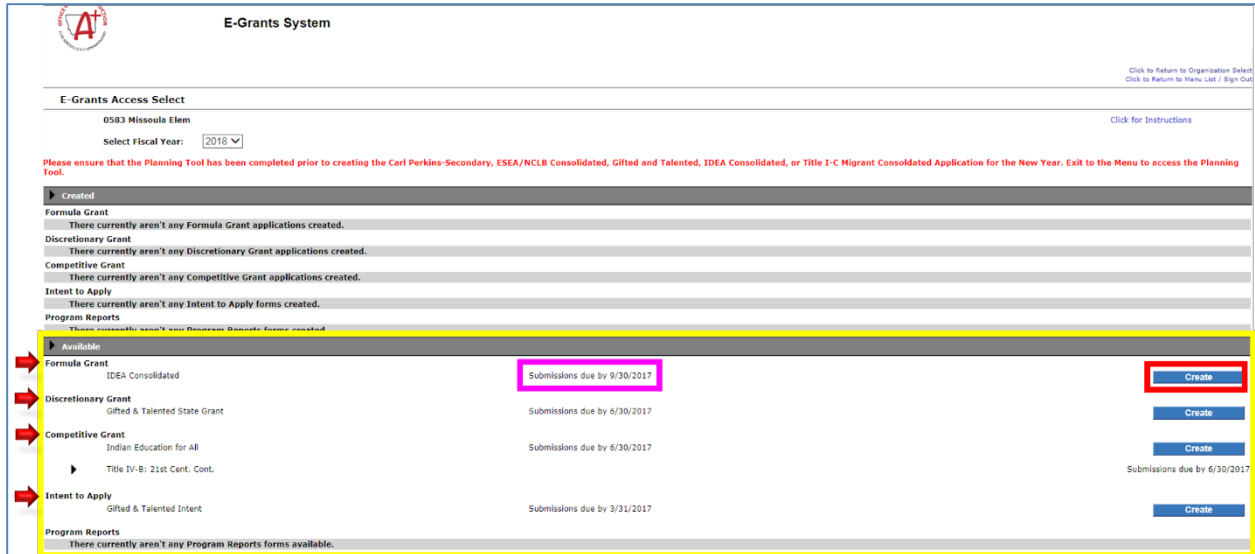
On the **E-Grants Access Select** page, the "Created" section displays information for all grants that have been created for the grant year selected.



Application Name	Revision	Status	Date	Actions
ESEA (NCLB) Consolidated Application	Amendment 3	Final Approved	9/2/2016	Open, Amend, Payments, Review Summary, Delete Application
IDEA Consolidated Application	Amendment 1	Not Submitted		Open, Amend, Payments, Review Summary, Delete Application
Gifted and Talented State Grant Application	Amendment 1	Submitted To DPI	1/30/2017	Open, Amend, Payments, Review Summary, Delete Application
Title I-C: Migrant Application	Amendment 2	Final Approved	4/8/2016	Open, Amend, Payments, Review Summary, Delete Application
Title II-A: State Level Activities Application (RESAs)	Original Application	Not Submitted		Open, Amend, Review Summary, Delete Application
Title IV-B: 21st Century Continuing Application				
ESSA Title IX: Homeless Education Competitive Application	Amendment 1	Final Approved	10/23/2015	Open, Amend, Payments, Review Summary, Delete Application
Gifted and Talented Intent to Apply	Original Application	Final Approved	3/24/2015	Open, Amend, Review Summary, Delete Form
Title II-A Teacher Quality Program Report	Original Application	Final Approved	11/10/2016	Open, Amend, Review Summary, Delete Form
Title III: English Acquisition Program Report	Original Application	Final Approved	9/7/2016	Open, Amend, Review Summary, Delete Form

- ❖ The **Select Fiscal Year** drop-down list allows the user to move between fiscal years.
 - Click the chevron next to the displayed year to select a different fiscal year.
 - ❖ Grants are categorized by **Formula Grant**, **Discretionary Grant**, **Competitive Grant**, **Intent to Apply**, and **Program Reports**.
 - ❖ The **Revision** column displays the version of application for that particular grant: Original Application, Amendment 1, etc.
 - Click the chevron next to the displayed version to select a different version.
 - ❖ The **Status** column displays the status of that particular grant: Not Submitted, Submitted for Local Review, Final Approved, etc.
 - Public Access users will only see applications that have been Final Approved.
 - ❖ The **Date** column displays the date that the most recent action was taken on that version of application.
 - ❖ The **Actions** column lists all possible actions within a given application.
 - Selecting the appropriate buttons will allow the user to:
 - **Open** an existing application,
 - **Amend** an existing application,
 - View, create or submit **Payments**-related forms,
 - See reviewer feedback on the **Review Summary** page, and
 - **Delete** an unsubmitted application.
- Note: Locked applications cannot be deleted. (Running the consistency check locks the application.) To delete a locked, unsubmitted application, go to the Submit page and unlock the application then return to the Access Select page to delete it.
- Public Access users cannot amend or delete applications.

Logged on users only: The "Available" section displays all applications, intents to apply, and program reports that are currently available for creation.



The screenshot shows the 'E-Grants System' interface. At the top, it says 'E-Grants Access Select' and '0583 Missoula Elem'. Below that, there's a 'Select Fiscal Year' dropdown set to '2018'. A red warning message states: 'Please ensure that the Planning Tool has been completed prior to creating the Carl Perkins-Secondary, ESEA/NCLB Consolidated, Gifted and Talented, IDEA Consolidated, or Title I-C Migrant Consolidated Application for the New Year. Exit to the Menu to access the Planning Tool.' The interface is divided into two main sections: 'Created' and 'Available'. The 'Created' section lists categories like Formula Grant, Discretionary Grant, Competitive Grant, Intent to Apply, and Program Reports, all with messages stating 'There currently aren't any... created.' The 'Available' section is highlighted with a yellow border and contains a table of grant categories with submission deadlines and 'Create' buttons. The 'Create' button for the first entry is highlighted with a red box.

Category	Submissions due by	Action
Formula Grant IDEA Consolidated	9/30/2017	Create
Discretionary Grant Gifted & Talented State Grant	6/30/2017	Create
Competitive Grant Indian Education for All	6/30/2017	Create
Competitive Grant Title IV-B: 21st Cent. Cont.	6/30/2017	Create
Intent to Apply Gifted & Talented Intent	3/31/2017	Create
Program Reports		
There currently aren't any Program Reports forms available.		

- ❖ Grants are categorized by **Formula Grant**, **Discretionary Grant**, **Competitive Grant**, **Intent to Apply**, and **Program Reports**.
- ❖ The "Submissions due by" date lists the submission deadline for each application.
- ❖ Click the **Create** button to create an application.

Once an application has been created, it will display in the **Created** section and no longer be visible in the **Available** section.

- ❖ The Title IV-B: 21st Century Community Learning Centers program allows multiple projects in the same legal entity. As such, this program will remain in the Available section so more applications can be created, if necessary.

Please Note: Due to grant-specific requirements, a legal entity may not be eligible for all programs displayed under the **Available** section. Contact the [appropriate OPI program specialist](#) with questions about grant eligibility.