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

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.

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.

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.

- 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.

- 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.