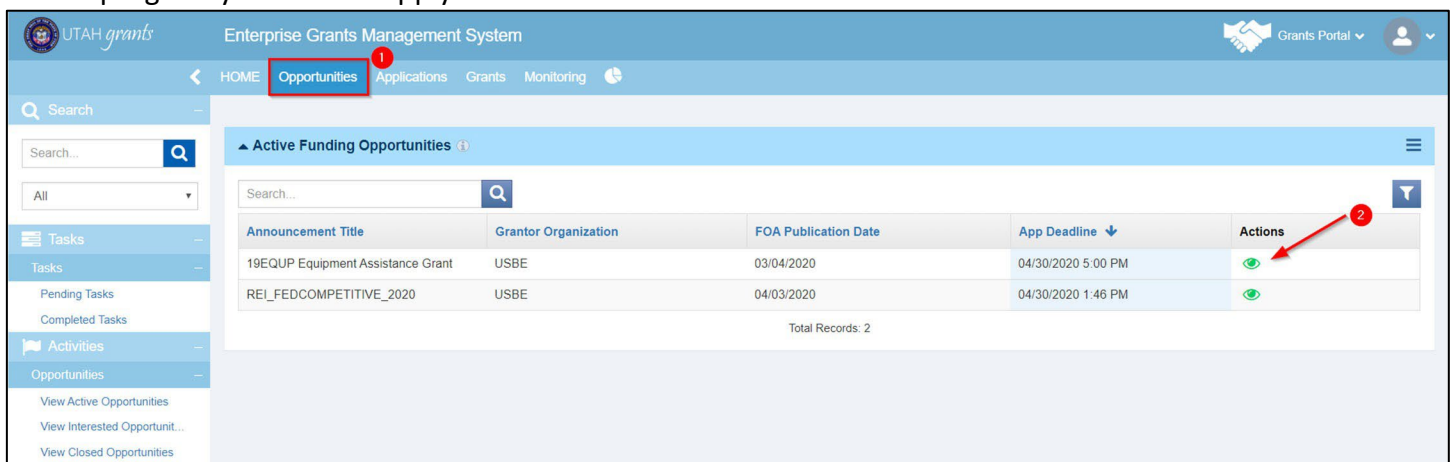


Application - Competitive Grants

Competitive Grants are awarded based on a competitive process. Organizations submit applications which undergo a formal review process. Awards may be issued to LEA's and/or organizations based on available funding, as well as the program goals and objectives.

Application Owner

1. To locate competitive applications, navigate to **Opportunities** (tab) > click the **Green Eye** for the specific program you want to apply for.



Enterprise Grants Management System

HOME **Opportunities** Applications Grants Monitoring

Search...

All

Tasks

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

View Active Opportunities

View Interested Opportunit...

View Closed Opportunities

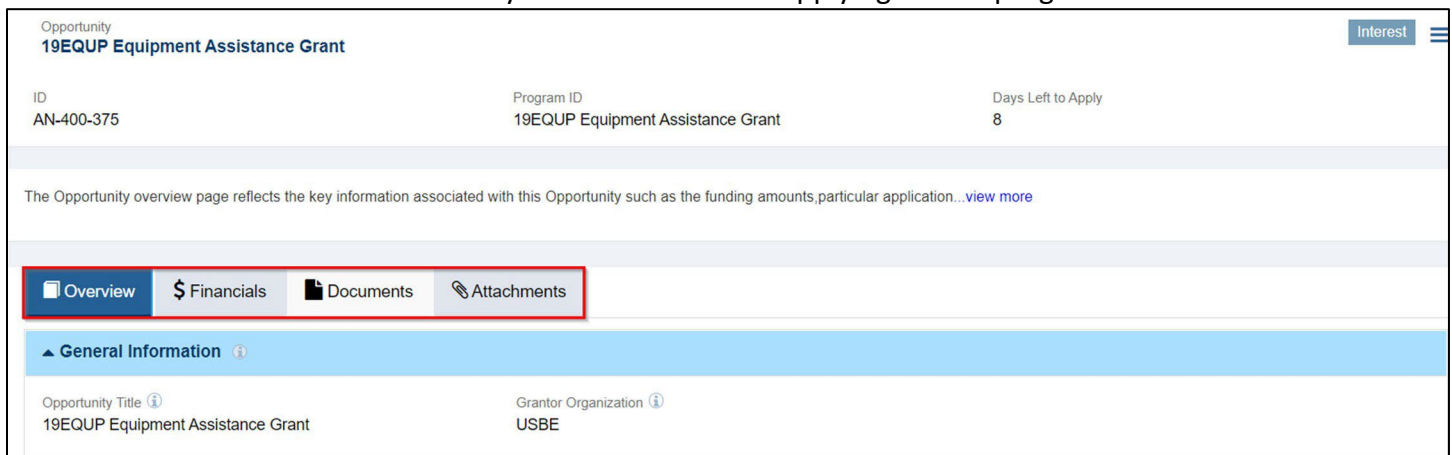
▲ Active Funding Opportunities

Search...

Announcement Title	Grantor Organization	FOA Publication Date	App Deadline ↓	Actions
19EQUP Equipment Assistance Grant	USBE	03/04/2020	04/30/2020 5:00 PM	
REI_FEDCOMPETITIVE_2020	USBE	04/03/2020	04/30/2020 1:46 PM	

Total Records: 2

2. You can review the program information here by going through the Overview, Financials, and Attachments tabs to see if you are interested in applying for the program.



Opportunity **19EQUP Equipment Assistance Grant** Interest

ID: AN-400-375 Program ID: 19EQUP Equipment Assistance Grant Days Left to Apply: 8

The Opportunity overview page reflects the key information associated with this Opportunity such as the funding amounts, particular application... [view more](#)

Overview Financials Documents Attachments

▲ General Information

Opportunity Title: 19EQUP Equipment Assistance Grant Grantor Organization: USBE

3. If interested, click the **Interest** button on the top right of the screen.

Opportunity

19EQUP Equipment Assistance Grant

Interest

ID

AN-400-375

Program ID

19EQUP Equipment Assistance Grant

Days Left to Apply

8

The Opportunity overview page reflects the key information associated with this Opportunity such as the funding amounts, particular application...[view more](#)

Overview

Financials

Documents

Attachments

General Information

Opportunity Title

19EQUP Equipment Assistance Grant

Grantor Organization

USBE

4. To view grants that you have designated as interested, on the left sidebar, click **View Interested Opportunities** > click the **Green Eye** on the program line in the Interested Funding Opportunities table.

UTAH grants

Enterprise Grants Management System

Grants Portal

HOME

Opportunities

Applications

Grants

Monitoring

Search

Search...

All

Tasks

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

View Active Opportunities

View Interested Opportunities

View Closed Opportunities

Interested Funding Opportunities

Search...

Q

ID	Title	Grantor Organization	FOA Publication Date	Application Deadline	Status	Actions
AN-400-375	19EQUP Equip...	USBE	2020-03-04	04/30/2020 5:00 PM	Interested	

Total Records: 1

Qualified Closed Funding Opportunities

Search...

Q

ID	Title	Grantor Organization	FOA Publication Date	Application Deadline	Status	Actions
AN-400-312	19T1SF Comp...	USBE	2019-11-05	12/11/2019 6:00 PM	Submitted t...	

5. Click **Create Application**. Click Clone Application if applying for the same opportunity more than once (e.g., multiple programs within the same district)

Funding Opportunity

19EQUP Equipment Assistance Grant

Create Application

ID

FO-1011

Status

Published

Latest Application ID

Days Left to Apply

8

User can create an application for the Qualified Funding Opportunities...[view more](#)

User will create an application by filling all necessary details required

Interested

Converted to Application

Submitted to Grantor

Approved

Awarded

Overview

Financials

Attachments

Opportunity Description

Description

General Information

Funding Opportunity Title

19EQUP Equipment Assistance Grant

Funding Opportunity ID

AN-400-375

Grantor Organization

USBE

Create Application

CancelSave

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed...[view more](#)

Fields marked with * are required

Overview

▼ Opportunity Overview ⓘ

▲ Application Overview ⓘ

*Application Title ⓘ

19EQUP Equipment Application BE

Project Period Start Date ⓘ

4/1/2019

Project Period End Date ⓘ

9/30/2021

Substantially Completed Date

Owner

▲ Project Abstract ⓘ

*Project Description ⓘ

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B **I** U *I* A  Styles Format Font Size

This is the project abstract where I write the cool things I would like to do with this money.

a. The Internal Approver is responsible for reviewing the application prior to submission to USBE.

Application - 19EQUP Equipment Application BE

Clone Application

Submit for Approval

Edit

Applicant Organization

Box Elder Co School District

ID

AP-400-7091

Status

Created

Days Left

8

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed...[view more](#)

Created

Submitted For Approval

Internally Approved

Submitted to Grantor

Revision Initiated

Revision With Grantee

Revision With Grantor

Revised

Overview

Budget

Attachments

History

▼ Opportunity Overview ⓘ

▲ Application Overview ⓘ

Application Title ⓘ

19EQUP Equipment Application BE

Applicant Organization ⓘ

Box Elder Co School District

Project Period Start Date ⓘ

04/01/2019

Project Period End Date ⓘ

09/30/2021

Submitted By

Submitted On

Indirect Cost %

0.00%

Internal Approver ⓘ

Steven Carlsen

Substantially Completed Date

04/01/2019

Application- 19EQUP Equipment Application BE				Clone Application	Submit for Approval	Edit	
Applicant Organization	ID	Status	Days Left				
Box Elder Co School District	AP-400-7091	Created	8				

- a. In the **Internal Approver** field > **delete** (backspace out) the name listed > click the **Magnifying Glass** next to the Internal Approver field.

Application Title: 19EQUP Equipment Application BE

Applicant Organization: Box Elder Co School District

Project Period Start Date: 4/1/2019

Project Period End Date: 4/1/2021

Submitted By: [Redacted]

Submitted On: [Redacted]

Internal Approver: [Redacted]

Substantially Completed Date: 4/1/2019

Owner: Gary Allen

- b. A list of individuals in the Approver role who have the authority to approve applications will appear. Please **Select** the appropriate individual for your organization. **Save**.

Users

Search...

Full Name	Organization Name	Actions
Michelle Westley		Select
Steven Carlsen		Select
Rodney Cook		Select

Total records: 3

NOTE: Be sure to Save frequently when completing an application and when moving from tab to tab.

9. Complete the budget section. Navigate to the **Budget** tab > in the Proposed Uses of Total Funds, click the **Blue Pencil** icons to open the budget category for editing.

Overview **Budget** Attachments History

Information

Budget Narrative

Please explain/justify your budget: [Redacted]

Proposed Uses of Total Funds

#	Expense Type (Expense Code)	Proposed Budget Amount	Actions
1	Supplies and Materials (600)	\$0.00	[Blue Pencil]
2	Property Including Equipment (700)	\$0.00	[Blue Pencil]
3	Other (Not eligible for Indirect Cost) (800)	\$0.00	[Blue Pencil]
4	Indirect Cost	\$0.00	

- a. Enter a **dollar value** (do not enter "\$" or ",") >
- b. Click the **Save** button to save the budget detail section. Saving will also calculate indirect costs (if applicable).

Proposed Uses of Total Funds

Search...

#	Expense Type (Expense Code)	Proposed Budget Amount	Actions
1	Supplies and Materials (600)	1000.00	[Blue Pencil]
2	Property Including Equipment (700)	\$0.00	[Blue Pencil]
3	Other (Not eligible for Indirect Cost) (800)	\$0.00	[Blue Pencil]
4	Indirect Cost	\$0.00	

Save

c. Click the **Edit** button (top right corner) and enter the **Budget Narrative**.

Application- 19EQUP Equipment Application BE

Applicant Organization: Box Elder Co School District ID: AP-400-7091 Status: Created Days Left: 8

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed...[view more](#)

Progress: Created (✓) Submitted For Approval Internally Approved Submitted to Grantor Revision Initiated Revision With Grantee Revision With Grantor Revised

Overview **Budget** Attachments History

Information

Indirect Cost %: 0.00% Indirect Cost Type: N/A

Budget Narrative

Please explain/justify your budget: ⓘ

d. **Save**

Application- 19EQUP Equipment Application BE

Applicant Organization: Box Elder Co School District ID: AP-400-7091 Status: Created Days Left: 8

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed...[view more](#)

Progress: Created (✓) Submitted For Approval Internally Approved Submitted to Grantor Revision Initiated Revision With Grantee Revision With Grantor Revised

Overview **Budget** Attachments History

Information

Indirect Cost %: 0.00% Indirect Cost Type: N/A

Budget Narrative

*Please explain/justify your budget: ⓘ

To do cool things with this money

10. In the **Attachments** section, you will find the documents associated with the application available for download. Download attachments and save to your computer. Complete the application on your computer and save the file for upload. Any required forms/data validations will also be found in this section.

Overview **Budget** **Attachments** History

Attachments From Grantor

Attachment Name	Classification	Attachment URL
19 LEA Equipment Grant Application.pdf	Program Artifacts	View Attachment
19 LEA Equipment Grant Agreement.pdf	Program Artifacts	View Attachment

Attachments For Grantor

Add

Name	Type	Description	Date Attached	Attached By	Actions
No Records Found					

11. Click **Add** in the Attachments for Grantor Section.

Name	Type	Description	Date Attached	Attached By	Actions
No Records Found					

Add

12. Add attachment window:

- Type**: select from the drop-down menu
- File**: click the Choose File button. Locate the file and upload.
- Add a description**.
- Save**.

Add Attachments

Upload file from Computer

*Type: Application

*File: Choose File | No file chosen

*Description: [Text Area]

Save

13. Once the application is completed, it is ready to be submitted for internal approval. Click **Submit for Approval** in the top right corner.

- Clear any errors (if necessary). The application will then route to the individual selected in Step 7 for internal approval.

Application - 19EQUP Equipment Application BE

Clone Application Submit for Approval Edit

Applicant Organization	ID	Status	Days Left
Box Elder Co School District	AP-400-7091	Created	8

14. Confirm window appears. If you are okay with the application moving to the Internal Approver for approval, select **Yes**.

Confirm

Submit application for internal approval?

No Yes

Internal Approver

15. The internal approver will receive an email notifying them that the application is ready for them to review and approve. The internal approver will navigate to the **Applications** tab > **Pending Tasks** (left pane) > click the **Green Play** button to start the review.

Enterprise Grants Management System

HOME Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

Pending Tasks (Assigned To Me)

Ref. ID	Type	Subject	Created By	Created Date	Actions
AP-400-7070	Application Invitation	REI_TEST_FF_Prior_2021 - 2021	Jaime Barrett	04/02/2020 8:02 AM	
AP-400-7082	Application Invitation	REI_TEST_FF_4_3_2021 - 2021	Jaime Barrett	04/03/2020 5:23 AM	
AP-400-7077	Application Invitation	REI_TEST_LSA_4_3_2021 - 2021	Jaime Barrett	04/03/2020 5:23 AM	
AP-400-7087	Application Invitation	REI_TEST_App12_4_3_2021 - 2021	Jaime Barrett	04/03/2020 5:24 AM	
AP-400-7091	Internal Review Application Requ...	19EQUP Equipment Assistance Grant	Gary Allen	04/22/2020 5:17 PM	

Total Records: 5

16. Internal Approver reviews the application information submitted by the application creator and makes an **approval decision** > **enters a comment** > and clicks **Submit**. If changes are needed, the Internal Approver must send the application back to the application creator to make edits and to resubmit. Internal Approver can:

- Approve – submits the application to USBE
- Send Back – send the application back to the creator to make changes
- Reject – sends the application back to the creator to start again (deletes all entered information on the application)

Application- 19EQUP Equipment Application BE

Clone Application

Applicant Organization	ID	Status	Days Left
Box Elder Co School District	AP-400-7091	Submitted For Approval	7

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed...[view more](#)

Approval Decision

☒ Approve ☐ Reject ☐ Send Back

Enter Your Comments

Submit

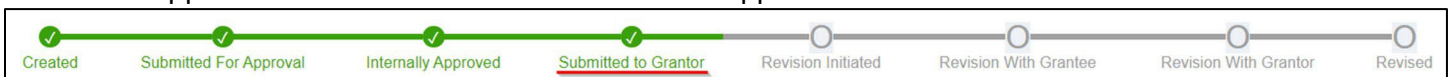
17. Approval Confirmation window appears. If you are okay with the application moving on to the Grant Manager, click on **Continue**.

Approval Confirmation

Are you sure that you want to approve and submit this record? You will not able to edit the record once it is approved.

Cancel Continue

18. The application is now with USBE for review and approval.



LOCATING SAVED APPLICATIONS: Saved applications can be found on the Applications tab. Click on Applications. In the Applications table, search for the application name and click on the Green Eye at the end of the line. If you see a Blue Pencil at the end of the program line and click on it, you will be in Edit mode when the screen refreshes.

Enterprise Grants Management System

Grants Portal

HOME Opportunities **Applications** 1 Alerts Monitoring

Search

Search...

All

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

View Applications

View Submitted Applications

Approaching Application Due Dates

Grant Program	4/30/2020	5/29/2020
REL_TEST_FF_Prior_2021 - 2021	1	1
REL_TEST_FF_4_3_2021 - 2021	0	3
REL_TEST_LSA_4_3_2021 - 2021	0	1
REL_TEST_App12_4_3_2021 - 2021	0	1
REL_FEDCOMPETITIVE_2020	0	0

Pending Applications by Status

Status	Count
Created	4
Review Initiated	1
Revision With Grantee	1

Applications

Search...

Title	Internal Approver	Status	Submitted On	Application Deadline	Actions
19EQUP Equipment Applicatio...	Steven Carlsen	Review Initiated	04/23/2020 9:23 AM	04/30/2020 5:00 PM	
REL_TEST_FF_2021 - 2021	Steven Carlsen	Submitted to Grantor	03/20/2020 1:21 PM	04/04/2020 6:18 AM	
20PQHA Enhancement for Ac...	Steven Carlsen	Revision With Grantee	03/05/2020 10:58 AM	02/14/2020 6:00 PM	

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