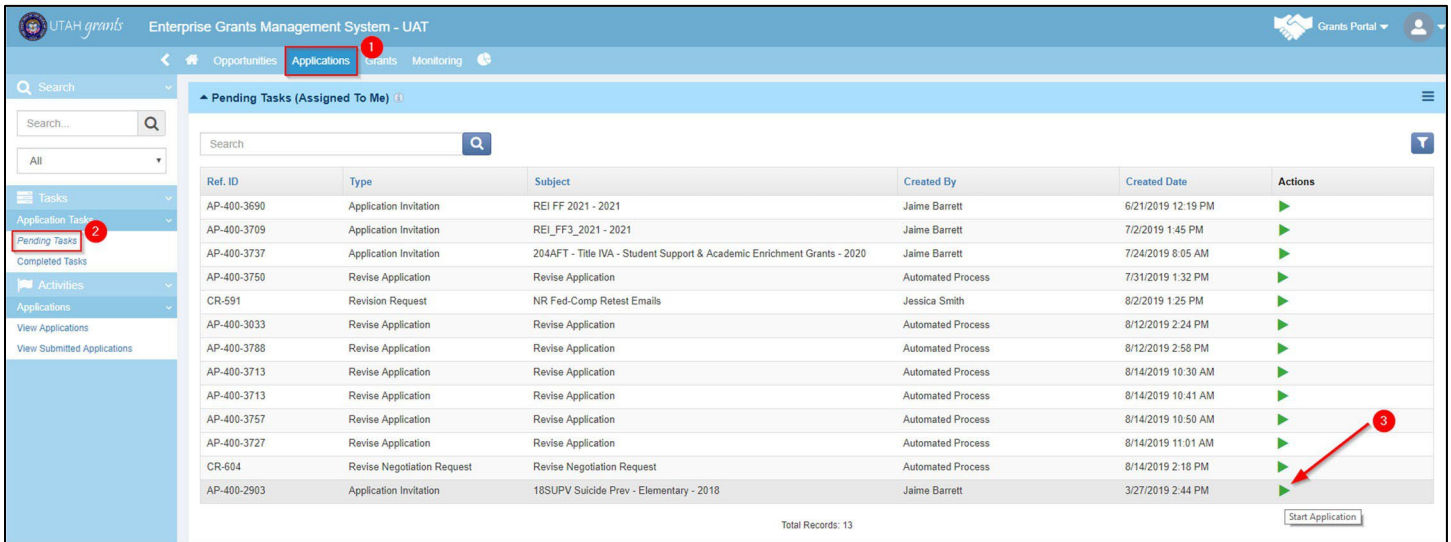


Application - Revision

Application Creator

1. The Application Creator receives an email with instructions on how to access the revision request. The Application Creator goes to **Applications** (tab at the top) > **Pending Tasks** (left sidebar) > select the **Green Play** button for the application that needs revision.



Enterprise Grants Management System - UAT

Search

Search...

All

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

View Applications

View Submitted Applications

▲ Pending Tasks (Assigned To Me)

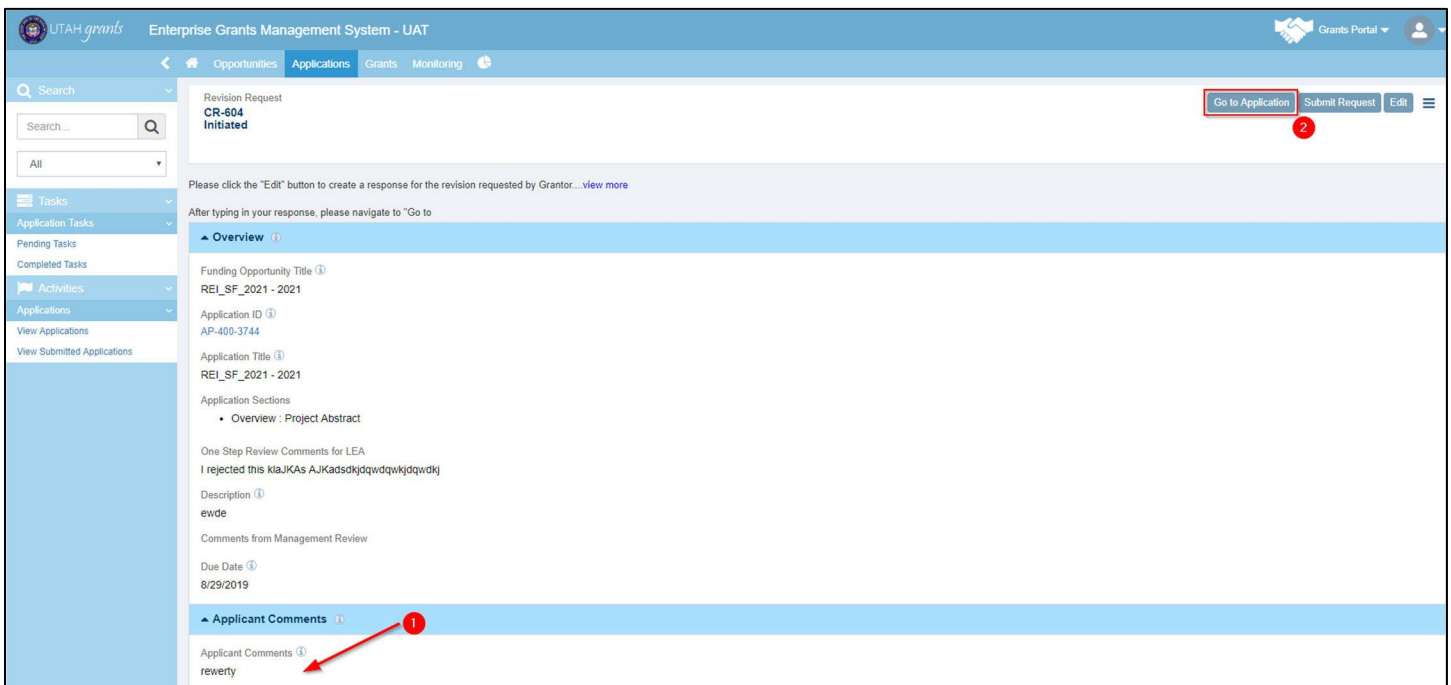
Search

Ref. ID	Type	Subject	Created By	Created Date	Actions
AP-400-3690	Application Invitation	REI FF 2021 - 2021	Jaime Barrett	6/21/2019 12:19 PM	▶
AP-400-3709	Application Invitation	REI_FF3_2021 - 2021	Jaime Barrett	7/2/2019 1:45 PM	▶
AP-400-3737	Application Invitation	204AFT - Title IVA - Student Support & Academic Enrichment Grants - 2020	Jaime Barrett	7/24/2019 8:05 AM	▶
AP-400-3750	Revise Application	Revise Application	Automated Process	7/31/2019 1:32 PM	▶
CR-591	Revision Request	NR Fed-Comp Retest Emails	Jessica Smith	8/2/2019 1:25 PM	▶
AP-400-3033	Revise Application	Revise Application	Automated Process	8/12/2019 2:24 PM	▶
AP-400-3788	Revise Application	Revise Application	Automated Process	8/12/2019 2:58 PM	▶
AP-400-3713	Revise Application	Revise Application	Automated Process	8/14/2019 10:30 AM	▶
AP-400-3713	Revise Application	Revise Application	Automated Process	8/14/2019 10:41 AM	▶
AP-400-3757	Revise Application	Revise Application	Automated Process	8/14/2019 10:50 AM	▶
AP-400-3727	Revise Application	Revise Application	Automated Process	8/14/2019 11:01 AM	▶
CR-604	Revise Negotiation Request	Revise Negotiation Request	Automated Process	8/14/2019 2:18 PM	▶
AP-400-2903	Application Invitation	18SUPV Suicide Prev - Elementary - 2018	Jaime Barrett	3/27/2019 2:44 PM	▶

Total Records: 13

Start Application

2. Review comments from the Reviewer and Grant Manager. Click **Go to Application**



Enterprise Grants Management System - UAT

Search

Search...

All

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

View Applications

View Submitted Applications

Revision Request
CR-604
Initiated

Go to Application

Submit Request

Edit

Please click the "Edit" button to create a response for the revision requested by Grantor... [view more](#)

After typing in your response, please navigate to "Go to"

▲ Overview

Funding Opportunity Title

REI_SF_2021 - 2021

Application ID

AP-400-3744

Application Title

REI_SF_2021 - 2021

Application Sections

- Overview : Project Abstract

One Step Review Comments for LEA

I rejected this klauKAs AJKadsdkjdqwdqkjdqwdkj

Description

ewde

Comments from Management Review

Due Date

8/29/2019

▲ Applicant Comments

Applicant Comments

rewerty

3. For Project Abstract changes:

- On the **Overview** tab, click **Edit** and make necessary changes
- Save**

Enterprise Grants Management System - UAT

Application- REI_SF_2021 - 2021

Applicant Organization: Alpine School District ID: AP-400-3744 Status: Revision With Grantee Days Left: 2

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 Revisions Attachments History

Opportunity Overview

Funding Opportunity ID: AN-400-246 Grantor Organization: USBE Application Deadline: 8/17/2019 12:52 PM

Application Overview

Application Title: REI_SF_2021 - 2021 Applicant Organization: Alpine School District Project Period Start Date: 6/20/2019 Project Period End Date: 9/30/2020 Budget Allocation: \$120.00 Submitted By: Robert Smith Submitted On: 7/31/2019 10:56 AM Indirect Cost %: 2.11% Internal Approver: Robert Smith Substantially Completed Date: 6/20/2019 Owner: Chip Koop

Project Abstract

Project Description: aa

4. For Budget changes:

- On the **Budget** tab, click **Edit** and make necessary changes
- Save**

Enterprise Grants Management System - UAT

Application- REI_SF_2021 - 2021

Applicant Organization: Alpine School District ID: AP-400-3744 Status: Revision With Grantee Days Left: 2

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** Revisions Attachments History

Information

Budget Allocation: \$120.00 Remaining Budget: \$0.00 Indirect Cost %: 2.11% Indirect Cost Type: Restricted

Budget Narrative

Please explain/justify your budget: Added money to salaries

Proposed Uses of Total Funds

#	Expense Type (Expense Code)	Proposed Budget Amount	Actions
1	Salaries (100)	\$100.00	Edit
2	Employee Benefits (200)	\$0.00	Edit
3	Purchased Professional & Tech Services (300)	\$0.00	Edit
4	Purchased Property Services (400)	\$0.00	Edit

5. For items that need to be attached:

- a. On the **Attachments** tab, click the **Add** button on the **Attachments For Grantor** section.

The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The top navigation bar includes 'UTAH grants', 'Enterprise Grants Management System - UAT', and a 'Grants Portal' dropdown. The main navigation menu on the left lists 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Applications' tab is active, showing details for 'Application- REI_SF_2021 - 2021'. The applicant organization is 'Alpine School District' with ID 'AP-400-3744'. The status is 'Revision With Grantee' and 'Days Left' is '2'. A progress bar shows the application status: Created, Submitted For Approval, Internally Approved, Submitted to Grantor, Revision Initiated, Revision With Grantee, Revision With Grantor, and Revised. The 'Attachments' tab is selected, showing two sections: 'Attachments From Grantor' (No records found) and 'Attachments For Grantor' (No Records Found). An 'Add' button is visible in the 'Attachments For Grantor' section.

b. Add Attachments:

- i. Type: select from the drop-down box
- ii. File: add file
- iii. Description
- iv. Save

The 'Add Attachments' dialog box is shown. It has a title bar with a close button. The main content area includes a 'Upload file from Computer' button. Below this, a green message box states 'Attachment added Successfully'. The form fields are: '*Type' (a dropdown menu with 'Other' selected), '*File' (a 'Choose File' button with 'No file chosen' text), and '*Description' (a text input field). A 'Save' button is at the bottom.

6. Go to the **Revisions** tab, under the **Revision Requests** section heading, click on the top **Green Eye**.

The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The top navigation bar includes 'UTAH grants', 'Enterprise Grants Management System - UAT', and a 'Grants Portal' dropdown. The main navigation menu on the left lists 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Applications' tab is selected, showing 'Application- REI_SF_2021 - 2021'. The status is 'Revision With Grantee' and 'Days Left' is 2. A progress bar shows the workflow: Created, Submitted For Approval, Internally Approved, Submitted to Grantor, Revision Initiated, Revision With Grantee, Revision With Grantor, and Revised. The 'Revisions' tab is selected, and the 'Revision Requests' section is expanded. A table lists revision requests with columns: ID, Status, Description, Created By, Created Date, Due Date, and Actions. The first row (CR-604) has a 'Green Eye' icon in the Actions column, which is highlighted with a red circle and an arrow pointing to it.

ID	Status	Description	Created By	Created Date	Due Date	Actions
CR-604	Revision With Grantee	ewde	Cathy Jensen	8/14/2019 2:03 PM	8/29/2019	
CR-603	Revision With Grantor	aaa	Cathy Jensen	8/14/2019 1:56 PM	8/29/2019	
CR-602	Revision With Grantor	wqddqdg	Cathy Jensen	8/14/2019 12:02 PM	8/29/2019	
CR-600	Revision With Grantor	Modify your salaries	Brian Olmstead	8/13/2019 8:58 AM	8/13/2019	

7. Click **Edit**

The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The top navigation bar includes 'UTAH grants', 'Enterprise Grants Management System - UAT', and a 'Grants Portal' dropdown. The main navigation menu on the left lists 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Applications' tab is selected, showing 'Revision Request CR-604 Initiated'. The status is 'Revision With Grantor' and 'Days Left' is 2. A progress bar shows the workflow: Created, Submitted For Approval, Internally Approved, Submitted to Grantor, Revision Initiated, Revision With Grantee, Revision With Grantor, and Revised. The 'Revisions' tab is selected, and the 'Revision Requests' section is expanded. The 'Edit' button is highlighted with a red box. Below the table, there is a section for 'Overview' with details about the funding opportunity, application, and revision request.

8. Enter comments for the grant manager, then click **Save**.

The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The top navigation bar includes 'UTAH grants', 'Enterprise Grants Management System - UAT', and a 'Grants Portal' dropdown. The main navigation menu on the left lists 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Applications' tab is selected, showing 'Applicant Comments'. The status is 'Revision With Grantor' and 'Days Left' is 2. A progress bar shows the workflow: Created, Submitted For Approval, Internally Approved, Submitted to Grantor, Revision Initiated, Revision With Grantee, Revision With Grantor, and Revised. The 'Revisions' tab is selected, and the 'Revision Requests' section is expanded. The 'Applicant Comments' section is highlighted with a red box. Below the table, there is a section for 'Applicant Comments' with a text area for entering comments and a 'Save' button.

9. Click **Submit Request**. The application routes to the Internal Approver.

UTAH grants Enterprise Grants Management System - UAT

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

View Applications

View Submitted Applications

Revision Request
CR-604
Initiated

Go to Application Submit Request Edit

Please click the "Edit" button to create a response for the revision requested by Grantor...view more

After typing in your response, please navigate to "Go to"

Overview

Funding Opportunity Title

REI_SF_2021 - 2021

Application ID

AP-400-3744

Application Title

REI_SF_2021 - 2021

Application Sections

- Overview : Project Abstract

One Step Review Comments for LEA

I rejected this klauKAs AJKadsdkjdgwdqkjdqwdkj

Description

ewde

Comments from Management Review

Due Date

8/29/2019

Applicant Comments

Applicant Comments

I made the adjustments you requested

Application Internal Approver

10. The internal approver receives an email to navigate to approve the revision. You can go there by clicking **Applications** > **Pending Tasks** > click the **Green Play** button.

UTAH grants Enterprise Grants Management System - UAT

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

View Applications

View Submitted Applications

Pending Tasks (Assigned To Me)

Search

Ref. ID	Type	Subject	Created By	Created Date	Actions
AP-400-3690	Application Invitation	REI_FF_2021 - 2021	Jaime Barrett	6/21/2019 12:19 PM	▶
AP-400-3709	Application Invitation	REI_FF3_2021 - 2021	Jaime Barrett	7/2/2019 1:45 PM	▶
AP-400-3737	Application Invitation	204AFT - Title IVA - Student Support & Academic Enrichment Grants - 2020	Jaime Barrett	7/24/2019 8:05 AM	▶
CR-599	Revision Request	REI_SF2_2021 - 2021	Brian Olmstead	8/13/2019 8:52 AM	▶
CR-604	Review Negotiation Request	REI_SF_2021 - 2021	Chip Koop	8/15/2019 3:32 PM	▶
AP-400-2903	Application Invitation	18SUPV Suicide Prev - Elementary - 2018	Jaime Barrett	3/27/2019 2:44 PM	▶

Total Records: 6

11. The internal approver **approves or Sends Back and submits** the application. It will now be sent to the Grant Manager for their review and approval.

- a. The Internal Approver can also review the application. Click on **Go to Application** to review application details.

UTAH grants Enterprise Grants Management System - UAT

Revision Request
CR-604
Submitted for Approval

Go to Application

Please click the "Edit" button to create a response for the revision requested by Grantor... [view more](#)

After typing in your response, please navigate to "Go to"

Approval Decision

☐ Approve ☐ Send Back

- b. Note: **IF** approver clicked on "Go to Application" (previous screen shot), the pending task can be located again by clicking the **Revisions** tab, and the **Green Eye** icon under the **Revision Requests** section.

UTAH grants Enterprise Grants Management System - UAT

Application- REI_SF_2021 - 2021

Applicant Organization: Alpine School District ID: AP-400-3744 Status: Revision With Grantee Days Left: 1

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 **Revisions** Attachments History

Revision Requests (4)

ID	Status	Description	Created By	Created Date	Due Date	Actions
CR-604	Submitted for Internal Approval	ewde	Cathy Jensen	8/14/2019 2:03 PM	8/29/2019	
CR-603	Revision With Grantor	aaa	Cathy Jensen	8/14/2019 1:56 PM	8/29/2019	View
CR-602	Revision With Grantor	wqddq	Cathy Jensen	8/14/2019 12:02 PM	8/29/2019	
CR-600	Revision With Grantor	Modify your salaries	Brian Olmstead	8/13/2019 8:58 AM	8/13/2019	