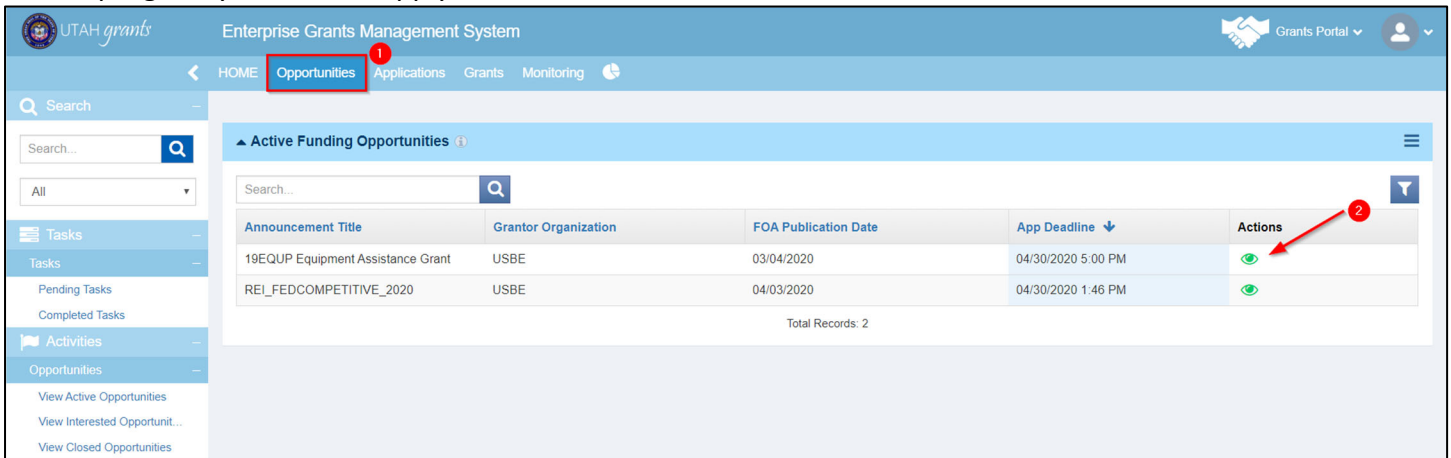# Application Process in Utah Grants
Competitive Grant Applications

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.

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.

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

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

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

6. In the Overview tab, enter the Application Title and Project Abstract. Save.

7. Make note of the Internal Approver. This field is prepopulated with the Key Point of Contact for your institution.
   a. The Internal Approver is responsible for reviewing the application prior to submission to USBE.

8. To change the Internal Approver, click the Edit button in the top right corner.

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

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.

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.

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

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

d. Save

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.

11. Click Add in the Attachments for Grantor Section.

Name	Type	Description	Date Attached	Attached By	Actions

▲ Attachments For Grantor　　　　　　　　　　　　　　　　　　　　　Add

No Records Found

12. Add attachment window:
    a. Type: select from drop down menu
    b. File: click the Choose File button. Locate the file and Upload.
    c. Add a description.
    d. Save.

Add Attachments　　　　　　　　　　　　　　　　　　　　　✕

Upload file from Computer

*Type　　　　Application ▾

*File　　　　Choose File   No file chosen

*Description

Save

13. Once the application is completed, it is ready to be submitted for internal approval. Click the Submit for Approval in the top right corner.
    a. Clear any errors (if necessary). 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

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.

16. Internal Approver reviews the application information submitted by the application creator and makes 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:
    a. Approve – submits the application to USBE
    b. Send Back – send the application back to the creator to make changes
    c. Reject – sends application back to the creator to start again (deletes all entered information on the application)
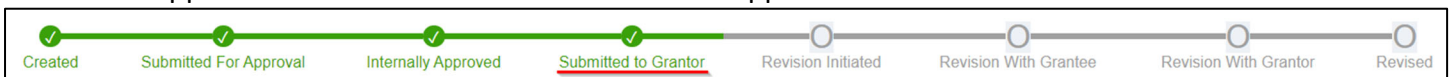

17. Approval Confirmation window appears. If you are okay with the application moving on to the Grant Manager, click on Continue.

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.