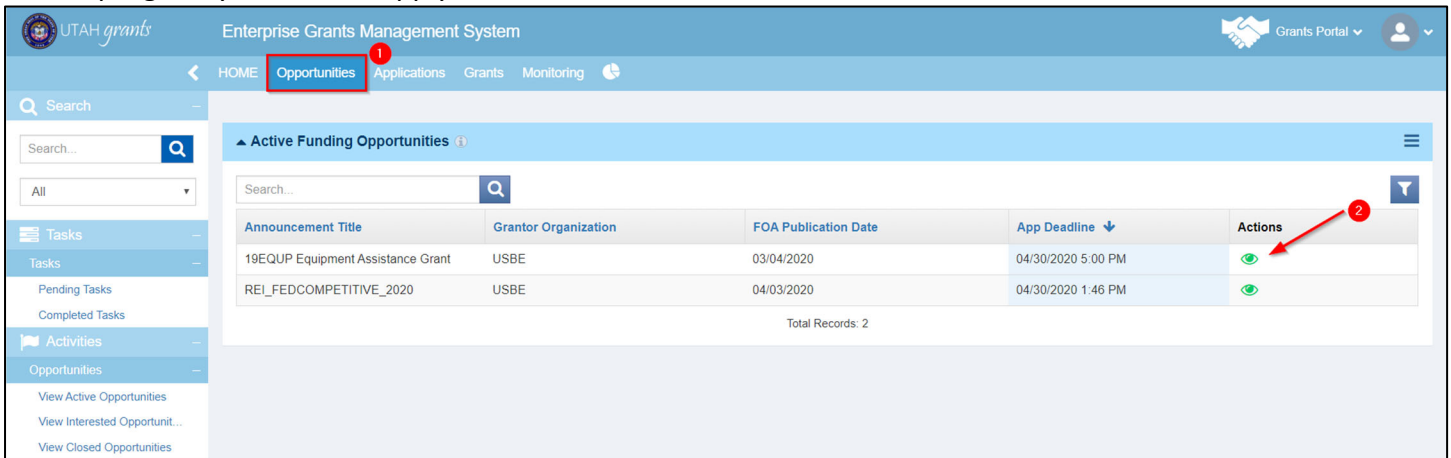


# Application Process in Utah Grants Competitive Grant Applications

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.



Enterprise Grants Management System

HOME **Opportunities** Applications Grants Monitoring

Search... [Search Icon]

All [Dropdown]

Tasks [Dropdown]

Activities [Dropdown]

Opportunities [Dropdown]

View Active Opportunities  
View Interested Opportunit...  
View Closed Opportunities

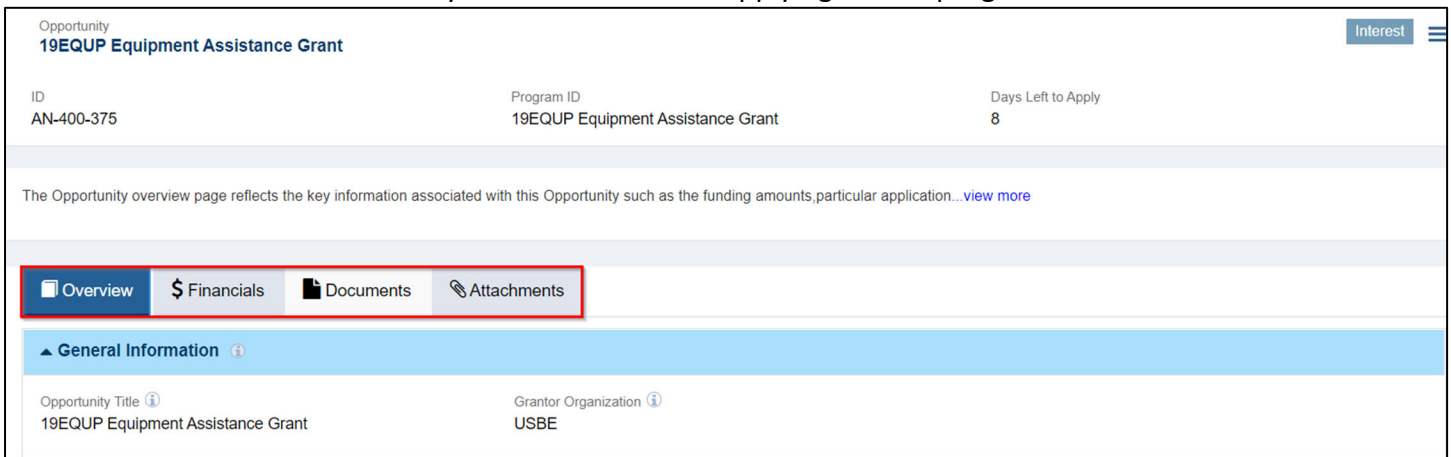
Active Funding Opportunities

Search... [Search Icon]

Announcement Title	Grantor Organization	FOA Publication Date	App Deadline	Actions
19EQUPEquipment 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 **19EQUPEquipment Assistance Grant** Interest [Dropdown]

ID: AN-400-375      Program ID: 19EQUPEquipment 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: 19EQUPEquipment Assistance Grant      Grantor Organization: USBE

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

The screenshot shows the 'Opportunity Overview' page for '19EQUP Equipment Assistance Grant'. At the top right, there is a red-bordered button labeled 'Interest'. Below the header, the ID is AN-400-375, the Program ID is 19EQUP Equipment Assistance Grant, and there are 8 days left to apply. A navigation bar includes 'Overview', 'Financials', 'Documents', and 'Attachments'. The 'General Information' section shows the Opportunity Title as '19EQUP Equipment Assistance Grant' and the Grantor Organization as 'USBE'.

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.

The screenshot shows the 'Enterprise Grants Management System' interface. On the left sidebar, 'View Interested Opportunities' is highlighted with a red box and a red '1'. The main area displays a table of 'Interested Funding Opportunities'. The table has columns for ID, Title, Grantor Organization, FOA Publication Date, Application Deadline, Status, and Actions. A red arrow points to a green eye icon in the 'Actions' column of the first row (ID: AN-400-375), which is also marked with a red '2'.

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	

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)

The screenshot shows the 'Create Application' page for '19EQUP Equipment Assistance Grant'. At the top right, there is a red-bordered button labeled 'Create Application'. Below the header, the ID is FO-1011, the Status is 'Published', and there are 8 days left to apply. A progress bar shows the current status as 'Interested' (marked with a green checkmark) and subsequent steps: 'Converted to Application', 'Submitted to Grantor', 'Approved', and 'Awarded'. The 'Opportunity Description' section is currently empty. The 'General Information' section shows the Funding Opportunity Title as '19EQUP Equipment Assistance Grant', the Funding Opportunity ID as AN-400-375, and the Grantor Organization as 'USBE'.

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

Create Application Car 3 Save

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

Fields marked as \* are req

**Overview**

▼ Opportunity Overview ⓘ

▲ Application Overview ⓘ

\*Application Title ⓘ 19EQUP Equipment Application BE 1

Project Period Start Date ⓘ 4/1/2019

Project Period End Date ⓘ 9/30/2021

Substantially Completed Date

Owner

▲ Project Abstract ⓘ

\*Project Description ⓘ 2

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

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

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.

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

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

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

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: /2021  
 Submitted By:  
 Submitted On:  
 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**.

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.

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

- 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).

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

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 (checked) | Submitted For Approval | Internally Approved | Submitted to Grantor | Revision Initiated | Revision With Grantee | Revision With Grantor | Revised

Navigation: 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 (checked) | Submitted For Approval | Internally Approved | Submitted to Grantor | Revision Initiated | Revision With Grantee | Revision With Grantor | Revised

Navigation: 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

Fields marked as \* are required

Buttons: Cancel | **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.

Navigation: Overview | Budget | **Attachments** | History

**Attachments From Grantor**

Attachment Name	Classification	Attachment URL
19 LEA Equipment Grant Application.pdf	Program Artifacts	<a href="#">View Attachment</a>
19 LEA Equipment Grant Agreement.pdf	Program Artifacts	<a href="#">View Attachment</a>

**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					

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** [Close]

**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 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.

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** [Close]

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.

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...	19EQUPEquipment Assistance Grant	Gary Allen	04/22/2020 5:17 PM	▶

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:

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

Application: 19EQUPEquipment Application BE

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

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

**Approval Decision**

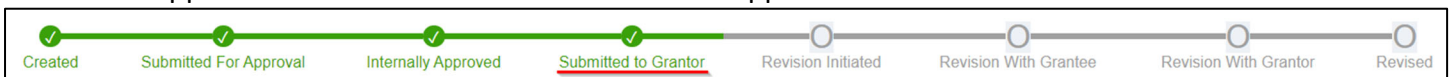
Approve  Reject  Send Back

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.

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.

The screenshot displays the 'Enterprise Grants Management System' interface. The 'Applications' tab is selected and highlighted with a red box. The interface features a navigation menu on the left, a search bar at the top, and two charts. The 'Approaching Application Due Dates' chart shows the number of applications due on 4/30/2020 (1) and 5/29/2020 (3). The 'Pending Applications by Status' chart shows a donut chart with three categories: Created (blue), Review Initiated (black), and Revision With Grantee (green). Below the charts is a table of applications with the following data:

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	👁️ ✎️

A red arrow points to the green eye icon in the Actions column of the first row, which is also marked with a red circle containing the number 2.