

2010

Grants Management System User Manual

Wyoming Department
of Education

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2/1/2010

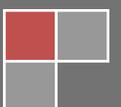


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Accessing the GMS

Grant Management System (GMS) User IDs will have security established that will authorize user's access to their district's grant application. The security and role a district user has will determine what they will see on the Main Menu and what functions they will have access to. New users will need to complete GMS Grant Access forms. The forms can be found by selecting the Click Here button on the logon page or on the Main Menu.

- User IDs are identified with one specific District and the GMS "role" within the system. A user can be assigned to more than one role. District Roles are defined as follows:
 - **District Data Entry:** User has rights to create, enter and complete the data entry of a grant application. The user can only submit the application to the District Authorized Representative (LEA) and does NOT have access to submit to the Wyoming Department of Education (WDE).
 - **District Authorized Representative (Certify):** This individual is responsible for reviewing and agreeing to all Certifications and Assurances, completing a final review of the LEA's application, and formally submitting the application to the WDE as complete and ready for WDE review and approval. This process is an electronic signature assuring the WDE that the district superintendent understands the assurances and the district is abiding by them. There is only one District Authorized Representative per district.
 - **Bookkeeper:** This individual is responsible for creating and submitting cash requests and expenditure reports. Only individuals identified by the LEA Superintendent or Certifying User will have this ability within the GMS.

*Note: A new user should change their assigned password to something they can easily remember.

Common Elements

Tab Key

The tab key can be used to navigate between fields on a page. You may also move your mouse around a page to navigate.

Control Types

The GMS pages have a number of different controls. Each control will either perform an action or require the user to complete information.

- **Check Boxes:** Usually used when more than one answer is possible. Many times when a check box is checked it will show information that was hidden and now needs to be completed by the user.
- **Drop Down Lists:** Allow the user to select from a list of possible answers.
- **Hyperlinks:** Will take the user to a website, instruction links, and other linked materials.
- **Push Buttons:** Will perform an action within the application when selected. Examples are Save Page Buttons, Create Additional Entries, and Submit.
- **Radio Buttons:** Used when one and only one option must be indicated by the user. Usually will be used to answer Yes/No questions.
- **Text Boxes:** Used for a longer, more descriptive answer to a question. Most text boxes have a maximum length validation.
- **Text Areas:** Used for shorter text answers. Usually 100 words or less.

Special Actions

- **Add Additional Entries:** Selecting this push button below a section of a page allows the user to repeat that section if additional room is required to enter information.
- **Assure:** The LEA must agree to assurances before they can submit an original application.
- **Calculate Totals:** The Calculate Totals button provides the total of individual lines on a page.
- **Consistency Check:** Selecting this button searches the application for errors or incomplete sections.
- **Indirect Cost Rates:** The system automatically retrieves the Indirect Cost Rate from the database and calculates the maximum allowable Indirect Cost Amount from the Allowable Direct Cost. Beginning with 2009-2010 Consolidated Grant the Indirect Cost Rate will not be system calculated and districts will be able to input their own Indirect Cost amount in for draw down.
- **Page Scrolling:** Look for scroll bars and use as needed to see all information on the Web page.
- **Save Page:** Selecting this button will allow the user to Save the page they are working on.
- **Submit:** Selecting this button submits the application to either the LEA or WDE.

Validations

The GMS uses validations in the system to do checks on data, check business rules or run a completeness check. Validations are only conducted on controls requiring an action from the user. The following are types of validation checks the GMS conducts:

- **Content check:** Fields are validated against other fields. For example, Budget Amount cannot be greater than the Allocation Amount.
- **Input Length Checks:** Checks to make sure that you have met length requirements.
- **Numeric Checks:** Checks to make sure your answer only contains numeric characters.
- **Math Operations:** Phone numbers, Zip Codes should be numeric and at least 5 bytes long.
- **Required Fields:** Fields that require a response from the user. Also checks for validations if completing one Field requires completion of another.

Error and Warning Messages

When validation checks are run on a page after the SAVE PAGE button is pushed some users may receive an Error or Warning Message. Error Messages will not allow a page to save but Warning Messages will. Messages on Web pages should display on the top left.

- **Error Messages:** An Error message is displayed and the data is not saved if the entered data fail to satisfy the validation rules defined for a page. These are prefixed by "DATA NOT SAVED". A page with a DATA NOT SAVED message will not **save** any information entered on that page at the time of receiving the message. You must fix the errors on this page before moving to another page or logging out of the application.

Overview	Program Detail	Budget Pages	Additional Comments
Program Information	Allowable Activities	Targeting	Staff
Targeting Step 1	Targeting Step 2	Targeting Step 3	Targeting Step 4

Title I Targeting

DATA NOT SAVED: Homeless Children Set Aside amount must be greater than \$0.
DATA NOT SAVED: Neglected/Delinquent Children Set Aside amount must be greater than \$0.
DATA NOT SAVED: Attendance Center allocation difference should equal zero.

Step 4:

1. Input all necessary set asides for your district and then click the 'Calculate Distribution Amount' button.
2. Select eligible schools that will not be served.
3. Click the 'Distribute Amount Evenly' button to distribute the same per pupil amount to each school being served.
4. Adjust the resulting allocations, if needed, to put higher per pupil amounts in higher ranked schools. Click the 'Check Distribution' button.
5. If the distribution amounts are correct click the 'Save Distribution' button to accept the distribution.
6. If the chosen ranking method did not achieve the desired results, click the Step3 tab and select an alternate ranking method.

- **Warning Messages:** Some pages like Title I Targeting can receive Warning messages but will still allow Saves to occur. These are intended to 'raise a flag' to a non-standard condition that may be legitimate. The user is not required to fix the Warnings before moving on to another page or logging off the system.

Program Information	Allowable Activities	Targeting	Staff
Targeting Step 1	Targeting Step 2	Targeting Step 3	Targeting Step 4

Title I Targeting

Warning - An attendance center allocation (0003) is less than the minimum per pupil.
 Warning - An attendance center allocation (0002) is less than the minimum per pupil.
 Warning - An attendance center allocation (0001) is less than the minimum per pupil.
 Warning - An attendance center allocation (0050) is less than the minimum per pupil.
 Warning - An attendance center allocation (0055) is less than the minimum per pupil.
 Warning - An attendance center allocation (0004) is less than the minimum per pupil.

Step 4:

1. Input all necessary set asides for your district and then click the 'Calculate Distribution Amount' button.
2. Select eligible schools that will not be served.
3. Click the 'Calculate Against Budget' button to distribute the remaining amount to each school being served.

Show / Hide Function

Many pages within the application have a show/hide function. What this means is that when you check a box or answer a Yes/No radio button you may be required to fill out more information based on your answer.

- Once you select to 'Show' a field, enter data and Save it, you cannot just 'Hide' the field again to remove data if you change your mind.
- Data is NOT automatically deleted once entered if the area is then 'hidden' by a user.
- Data must be manually deleted to make it "go away."
- You MUST delete the data previously saved before hiding the field and saving the page again.

Overview	Planned Activities	Program Detail	Budget Pages	End_of_Year Reporting	Additional Comments	Page_Lock Control
Planned Activities		End_of_Year Program Information				

Activities Inst

Please select the activities or services your district provided and complete the following information:

- Professional Development
- Research-based Reading Program
- Research-based Math Program
- Parent Involvement Activities
- Early Intervening Strategies

Please select the objective this activity supports:

Amount of Funds Spent:

Please describe the activities implemented. (2000 Character Maximum)

- Response to Intervention Activities
- Positive Behavioral Intervention and Supports
- Assistive Technology

Done Internet

Based on the box being checked by the user the following information is required to be completed for the page to Save.

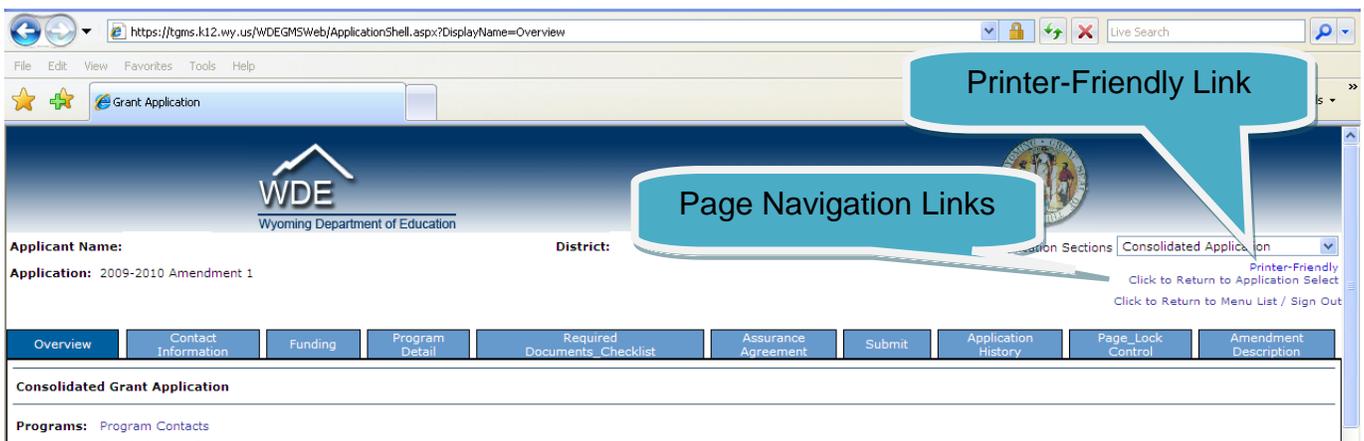
Navigation

- The user should navigate the tab strip from left to right. Some tabs when selected will open a new tab strip. The user should move through the new tab strip from left to right and complete those sections before moving to the next tab. (Note: There are some tabs that require other pages to be completed and saved before that page can be saved successfully.)
- Click on the drop down under Application Sections to navigate to other sections of the application. (Note: Many of the competitive grants do not have other Application Sections)
- Use the tab key to navigate from field to field on this page.
- Press the **Save** button before clicking a tab to go to another page.

***Press the SAVE Page button before proceeding to other pages or programs in the application. Failure to save each page will result in lost data.**



- Do NOT use the browser (Internet Explorer or Navigator) forward and back buttons to change pages. Select the Navigation Links at the top of each page to change pages.
- Printer-Friendly Link allows the user to print the current page they are working on. This link prints individual pages not the entire application.



Logging On

To Logon to the GMS a user must obtain a user id and password from the GMS Security Coordinator.

- Select your school district from the District Drop Down
- Enter User ID
- Enter Password
- Select Logon

The screenshot shows the login interface for the MTW Grants Management System. At the top, there is a header with the Wyoming Department of Education (WDE) logo on the left and the text 'eGrants Management System' on the right. Below the header, there are links for 'Logon Page' and 'Instruction'. The main heading is 'Welcome to the MTW Grants Management System', followed by the instruction 'Please enter your user ID and Password'. The login form includes a 'District' dropdown menu (set to 'Carbon #1'), a 'User ID' text box (containing 'gmsuser'), and a 'Password' text box (masked with dots). Below the form are buttons for 'LOGON', 'Change Password', and 'Browse Approved Districts'. A callout bubble points to the 'Change Password' button with the text 'User can change password'. Another callout bubble points to the 'Browse Approved Districts' button with the text 'To view other District Approved Applications'. Below the form, there is a link 'Click Here' with the text 'See the Instructions for supported browsers and optimal screen resolution settings.' and 'Use this link to access administrative forms or to request new GMS User access'. A third callout bubble points to the 'Click Here' link with the text 'Select this to access administrative forms'. At the bottom, it says 'Powered by MTW Solutions Grant Management System'.

Main Menu

The main menu is how a district user will navigate between different grants and the planning tool. What you see on the Menu is determined by your security rights.

- Shows the grant applications, forms, and reports a user has security rights to view.
- The user selects the blue links for the program they want to open.

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eGrants Management System

Sign Out

Menu List Instruction

Select application

You have been granted access to the forms below by your Security Administrator

- Competitive Grant**
 - Math and Science Partnership
 - Title I - School Improvement
- Formula Grant**
 - Consolidated Grant Application
- Planning**
 - Planning Tool

WDE Administrative Forms

- LEA BookKeeper Form
- LEA Superintendent or Board Authorized Representative Change Form

If the form you need is not listed, contact your Security Coordinator :

See the Instructions for supported browsers and optimal screen resolution settings.

TEST user ID: 0401000hmortensen

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If you are not configured for email, you can [call](#) or [write](#) the Wyoming Department of Education.

Application Select Menu

This page allows the user to open available applications, create amendments, and perform other application tasks. You must select the radio button next to the grant you want to work with. The user can use this page to see submission and approval dates as well as the status of an application.

Application Status

There are five different status messages a user will see:

- **Not Submitted:** The application is currently on the district side and has not been submitted to the WDE.
- **Submitted for Local Review:** The application has been submitted by the District Data Entry person and is now waiting for the District Authorized user (usually the district superintendent) to submit the application to the WDE.
- **Submitted to WDE:** The application has been submitted to the WDE and is now awaiting for or being reviewed by the WDE program managers.
- **Passed Preliminary Review:** The application has passed an initial review by the Consolidated Grant Manager. Once this happens the application is available for Program Managers to review.
- **Returned for Changes:** The application has been reviewed by WDE program managers and one or more of the program managers have rejected a section of the application. The user can view any necessary change requirements by selecting the Review Summary page.
- **Final Approved:** The application has been approved by all necessary program managers. Once an application is in Final Approved status no further changes can be made without creating an Amendment.

Select an application from the list below and press one of the following buttons:

Open Application

Create Amendment

Delete Application/Amendment

Review Summary

Payments

Print All

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="checkbox"/>	10-ConsolApp-00 Amendment 1			Not Submitted	
<input type="checkbox"/>	10-ConsolApp-00 Original Application	05-06-2009	05-06-2009	Final Approved	05-06-2009
2008-2009					
<input type="checkbox"/>	09-ConsolApp-00 Original Application	09-04-2008	01-14-2009	Final Approved	01-14-2009
2007-2008					
<input type="checkbox"/>	08-ConsolApp-00 Amendment 8			Not Submitted	
<input type="checkbox"/>	08-ConsolApp-00 Amendment 7	12-16-2008	03-10-2009	Final Approved	03-10-2009
<input type="checkbox"/>	08-ConsolApp-00 Amendment 6	12-01-2008	12-11-2008	Final Approved	12-11-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 5	10-06-2008	11-13-2008	Final Approved	11-13-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 4	09-04-2008	09-16-2008	Final Approved	09-16-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 3	08-19-2008	08-25-2008	Final Approved	08-25-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 2	04-07-2008	05-02-2008	Final Approved	05-02-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 1	02-05-2008	02-28-2008	Final Approved	02-28-2008
<input type="checkbox"/>	08-ConsolApp-00 Original Application	09-28-2007	12-19-2007	Final Approved	12-19-2007

Open Application

Users must select the application/amendment they wish to review by clicking the radio button associated with an application or amendment. Wait for the Open Application button to become enabled and click the Open Application button to open the first page (Overview) of the application.

- Select the radio button next to the application that you would like to open.
- Select Open Application.
- Application will open to the Overview page.

[Click to Return to Organization Select](#)
[Click to Return to Menu List / Sign Out](#)

Applicant Name:

District:

Application Select - Consolidated Grant App

[Instruction](#)

Open Application

Select an application from the list(s) below and press one of the following buttons:

Open Application

Review Summary

Create Amendment

Payments

Delete Application/Amendment

Print All

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="radio"/>	10-ConsolApp-00 Amendment 1			Not Submitted	
<input type="radio"/>	10-ConsolApp-00 Original Application	05-06-2009	05-06-2009	Final Approved	05-06-2009
2008-2009					
<input type="radio"/>	09-ConsolApp-00 Original Application	09-04-2008	01-14-2009	Final Approved	01-14-2009
2007-2008					
<input type="radio"/>	08-ConsolApp-00 Amendment 1			Not Submitted	
<input type="radio"/>	08-ConsolApp-00 Amendment 2	06-2008	03-10-2009	Final Approved	03-10-2009
<input type="radio"/>	08-ConsolApp-00 Amendment 3	01-2008	12-11-2008	Final Approved	12-11-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 4	06-2008	11-13-2008	Final Approved	11-13-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 5	04-2008	09-16-2008	Final Approved	09-16-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 3	09-2008	08-25-2008	Final Approved	08-25-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 2	07-2008	05-02-2008	Final Approved	05-02-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 1	02-05-2008	02-28-2008	Final Approved	02-28-2008
<input type="radio"/>	08-ConsolApp-00 Original Application	09-28-2007	12-19-2007	Final Approved	12-19-2007

Select radio button next to grant you want to open

TEST user ID: distrep

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Create Amendment

Once an application is in Final Approved status the user must create an Amendment to make any necessary changes. A new Amendment cannot be created until either the Original Application or any previous Amendments are in Final Approved status. The Create Amendment button is only enabled at appropriate times based on current status of the application. For more information on Amendments please see page 32.

- Select the radio button of the most recent approved application under the appropriate application year.
- Select Create Amendment.
- Application will open to the overview page.



eGrants Management System



[Click to Return to Organization Select](#)
[Click to Return to Menu List / Sign Out](#)

Applicant Name
District

Application Select - Consolidated Grant App
[Instruction](#)

Create Amendment

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)
[Review Summary](#)

[Create Amendment](#)
[Payments](#)

[Delete Application/Amendment](#)
[Print All](#)

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="radio"/>	10-ConsolApp-00 Original Application			Not Submitted	
2008-2009					
<input checked="" type="radio"/>	09-ConsolApp-00 Amendment 3	01-28-2009	01-30-2009	Final Approved View GAN	01-30-2009
<input type="radio"/>	09-ConsolApp-00 Amendment 2	12-16-2008	12-17-2008	Final Approved	12-17-2008
<input type="radio"/>	09-ConsolApp-00 Amendment 1	11-25-2008	12-02-2008	Final Approved	12-02-2008
<input type="radio"/>	09-ConsolApp-00 Original Application	06-17-2008	10-09-2008	Final Approved	10-09-2008
2007-2008					
<input type="radio"/>	08-ConsolApp-00 Amendment 6		10-14-2008	Final Approved	10-14-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 5		09-16-2008	Final Approved	09-16-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 4		06-06-2008	Final Approved	06-06-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 3		02-28-2008	Final Approved	02-28-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 2	01-24-2008	01-24-2008	Final Approved	01-24-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 1	12-14-2007	12-20-2007	Final Approved	12-20-2007
<input type="radio"/>	08-ConsolApp-00 Original Application	09-27-2007	10-31-2007	Final Approved	10-31-2007

Select radio button

TEST user ID: distrep

Delete Application/Amendment

An Application/Amendment can be deleted as long it is not in Final Approved status or has not been submitted to WDE. The Delete Application/Amendment button will be disabled once an application has been submitted to WDE. When an application is deleted by an organization you will lose any information you have typed into the application and it is **permanently** removed from display.

- Select the radio button next to the Application/Amendment you want to delete.
- Select Delete Application/Amendment.
- Select OK when the message pop-ups asking “Are you sure you want to Withdraw the selected Application”.

WDE Wyoming Department of Education eGrants Management System

Applicant Name: District: Application Select - Consolidated Grant App

Windows Internet Explorer: Are you sure you want to Withdraw the selected Application? [OK] [Cancel]

Select an application from the list(s) below and press one of the following buttons:

[Open Application] [Create Amendment] [Delete Application/Amendment] [Print All]

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="radio"/>	09-ConsolApp-00 Original Application			Not Submitted	
2008-2009					
<input type="radio"/>	09-ConsolApp-00 Amendment 1	01-28-2009	01-30-2009	Final Approved	01-30-2009
<input type="radio"/>	09-ConsolApp-00 Amendment 2	12-16-2008	12-17-2008	Final Approved	12-17-2008
<input type="radio"/>	09-ConsolApp-00 Amendment 1		12-02-2008	Final Approved	12-02-2008
<input type="radio"/>	09-ConsolApp-00 Original Application		10-09-2008	Final Approved	10-09-2008

Callouts: Select Delete Application/Amendment, Select radio button

Review Summary

The Review Summary allows a user to view the status of each section of the grant application as well as the Review Checklist the Program Manager completes. For more information on the Review Summary see page 27.

- Select the radio button next to the application you wish to view the Review Summary.
- Select Review Summary.



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[Click to Return to Organization Select](#)
[Click to Return to Menu List / Sign Out](#)

Applicant Name: _____ District: _____

Application Select - Consolidated Grant App Instruction

Select Review Summary

Select an application from the list(s) below and press one of the following buttons:

Open Application

Create Amendment

Delete Application/Amendment

Review Summary

Payments

Print All

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="radio"/>	10-ConsolApp-00 Original Application			Not Submitted	
2008-2009					
<input type="radio"/>	09-ConsolApp-00 Amendment 3	01-28-2009	01-30-2009	Final Approved View GAN	01-30-2009
<input type="radio"/>	09-ConsolApp-00 Amendment 2	12-16-2008	12-17-2008	Final Approved	12-17-2008
<input type="radio"/>	09-ConsolApp-00 Amendment 1	11-25-2008	12-02-2008	Final Approved	12-02-2008
<input type="radio"/>	09-ConsolApp-00 Original Application	06-17-2008	10-09-2008	Final Approved	10-09-2008
2007-2008					
<input type="radio"/>	08-ConsolApp-00 Amendment 6		10-14-2008	Final Approved	10-14-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 5		09-16-2008	Final Approved	09-16-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 4	05-22-2008	06-06-2008	Final Approved	06-06-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 3	02-18-2008	02-28-2008	Final Approved	02-28-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 2	01-24-2008	01-24-2008	Final Approved	01-24-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 1	12-14-2007	12-20-2007	Final Approved	12-20-2007
<input type="radio"/>	08-ConsolApp-00 Original Application	09-27-2007	10-31-2007	Final Approved	10-31-2007

Select radio button

TEST user ID: distrep

Payments

The payments button will allow a user to view a summary of all payments made and to access Cash Requests and Expenditure Reports. You must have security rights as a bookkeeper to create/submit Cash Requests and Expenditure Reports.

- Select the radio button next to the application you wish to view Payments.
- Select Payments.

*Please see the Fiscal Manual for further information on Payments.







Applicant Name:
District:

[Click to Return to Organization Select](#)
[Click to Return to Menu List / Sign Out](#)

Application Select - Consolidated Grant App
[Instruction](#)

Select Payments

Select application from the list(s) below and press one of the following buttons:

Open Application

Review Summary

Create Amendment

Payments

Delete Application/Amendment

Print All

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="radio"/>	10-ConsolApp-00 Original Application			Not Submitted	
2008-2009					
<input type="radio"/>	09-ConsolApp-00 Amendment 3	01-28-2009	01-30-2009	Final Approved View GAN	01-30-2009
<input type="radio"/>	09-ConsolApp-00 Amendment 2	12-16-2008	12-17-2008	Final Approved	12-17-2008
<input type="radio"/>	09-ConsolApp-00 Amendment 1	11-25-2008	12-02-2008	Final Approved	12-02-2008
<input type="radio"/>	09-ConsolApp-00 Original Application	10-09-2008	10-09-2008	Final Approved	10-09-2008
2007-2008					
<input type="radio"/>	08-ConsolApp-00 Amendment 6		10-14-2008	Final Approved	10-14-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 5		09-16-2008	Final Approved	09-16-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 4	05-22-2008	06-06-2008	Final Approved	06-06-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 3	02-18-2008	02-28-2008	Final Approved	02-28-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 2	01-24-2008	01-24-2008	Final Approved	01-24-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 1	12-14-2007	12-20-2007	Final Approved	12-20-2007
<input type="radio"/>	08-ConsolApp-00 Original Application	09-27-2007	10-31-2007	Final Approved	10-31-2007

TEST user ID: distrep

Print All

The Print All button does not really PRINT – what it does is allows the user to request a PDF of the entire application. When a user clicks the Print All button, a message will be displayed that the print job has been requested with user ID, date and time of the request. The user will receive an email notice that the Print job has been requested. Each night a batch job is run and the Print All requests are completed, generating PDF documents for each request. Once the job is complete, the display will become an active link with date and time of file creation – clicking the link will bring up the PDF document which can be saved and/or printed. Users will also receive an email notice informing them that the Print All request is complete. *Note that depending on the amount of data entered in the application, the file can be very lengthy.

Once the system has run the Print All request you will have a blue link here.

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)
[Review Summary](#)

[Create Amendment](#)
[Payments](#)

[Delete Application/Amendment](#)
[Print All](#)

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="checkbox"/>	10-ConsolApp-00 Original Application			Not Submitted	
2008-2009					
<input type="checkbox"/>	09-ConsolApp-00 Amendment 3	01-28-2009	01-30-2009	Final Approved View GAN	01-30-2009
<input type="checkbox"/>	09-ConsolApp-00 Amendment 2	12-16-2008	12-17-2008	Final Approved	12-17-2008
<input type="checkbox"/>	09-ConsolApp-00 Amendment 1	11-15-2008	11-03-2008	Final Approved	11-03-2008

View GAN

- The View GAN link on this page will allow a user to view and print the Grant Award Notification (GAN). The GAN will provide the district with the grant award amounts, project numbers, and the approving program manager. GANs will no longer be mailed to the district if you applied for the grant through the GMS. The award notice will be a PDF document generated as part of the application approval process.
 - Following Final application approval by WDE, a hyperlink will display on the GMS Application Select page (“GAN”)
 - Clicking this link will open the PDF document containing detailed grant award information and amounts for the current cycle application

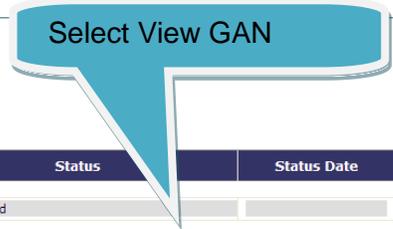
Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)
[Review Summary](#)

[Create Amendment](#)
[Payments](#)

[Delete Application/Amendment](#)
[Print All](#)

Printed Applications:



Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="checkbox"/>	10-ConsolApp-00 Original Application			Not Submitted	
2008-2009					
<input checked="" type="checkbox"/>	09-ConsolApp-00 Amendment 3	01-28-2009	01-30-2009	Final Approved View GAN	01-30-2009
<input checked="" type="checkbox"/>	09-ConsolApp-00 Amendment 2	12-16-2008	12-17-2008	Final Approved	12-17-2008
<input checked="" type="checkbox"/>	09-ConsolApp-00 Amendment 1	11-15-2008	12-02-2008	Final Approved	12-02-2008

Creating a New Application

- Select the grant application year
- Select Create Application
- The grant application will open to the Overview Page. The user can then navigate through the grant.

eGrants Management System

Applicant Name: _____ District: _____

Application Select - Consolidated Grant App Instruction

Year: 2010 Create Application

Select an application from the list(s) below and press one of the following buttons:

Open Application
Create Amendment

Review Summary
Payments
Print All

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2008-2009					
<input type="checkbox"/>	09-ConsolApp-00 Amendment 2	03-10-2009	03-11-2009	Final Approved	03-11-2009
<input type="checkbox"/>	09-ConsolApp-00 Amendment 1	12-30-2008	01-09-2009	Final Approved	01-09-2009
<input type="checkbox"/>	09-ConsolApp-00 Original Application	07-02-2008	11-13-2008	Final Approved	11-13-2008
2007-2008					
<input type="checkbox"/>	08-ConsolApp-00 Amendment 6	09-30-2008	11-21-2008	Final Approved	11-21-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 5	08-13-2008	09-10-2008	Final Approved	09-10-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 4	06-10-2008	06-26-2008	Final Approved	06-26-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 3	04-30-2008	05-06-2008	Final Approved	05-06-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 2	04-07-2008	04-09-2008	Final Approved	04-09-2008
<input type="checkbox"/>	08-ConsolApp-00 Amendment 1	02-22-2008	03-21-2008	Final Approved	03-21-2008
<input type="checkbox"/>	08-ConsolApp-00 Original Application	08-30-2007	11-26-2007	Final Approved	11-26-2007

TEST user ID: distrep

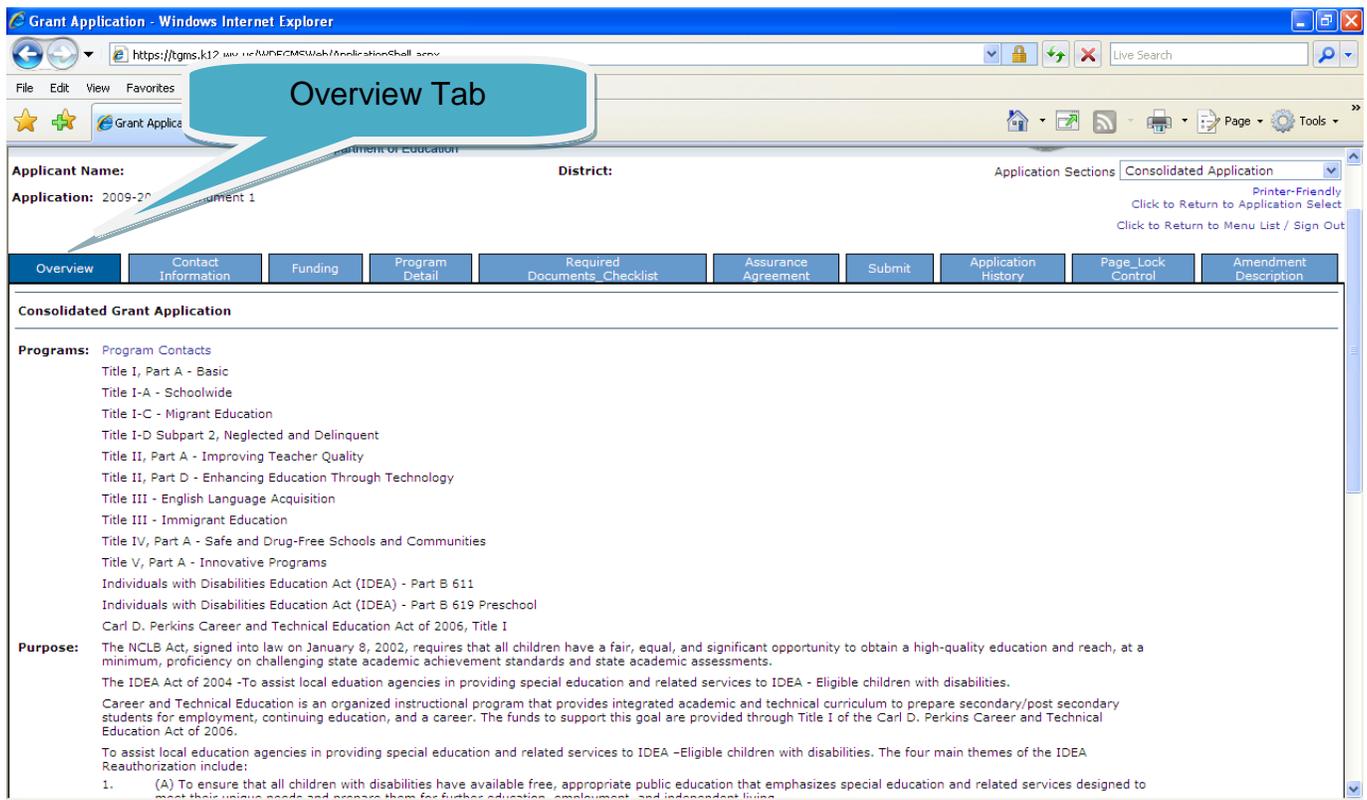
Powered by **MTW Solutions** Grant Management System

WDE Home | Data & Statistics
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 Comments on this service are appreciated and can be sent to the [Webmaster](#).
 If you are not configured for email, you can call or write the Wyoming Department of Education.

Common Application Pages

Overview Page

The Overview Page is the default first page. This page is for informational purposes and describes characteristics of the Grant Program. The Overview page will provide the user with the purpose, funding source, and participation requirements of a grant. In some cases, this may help define if the applicant should complete an application. Also, this page may provide links to Legislation, Guidance, and General Information. The user does not usually need to do any data entry on this page.



Contact Information

The Contact Information page is where users should enter demographic information for their organization. For consolidated applications, there MAY be different district contacts for each program in the consolidated application.

- Required Fields on this page have an asterisk next to them. All required fields must be completed properly for the page to Save.
- Application Approval/Disapproval Copy Email Addresses: If the user wants to receive email notifications from the GMS they must enter their email address on the Contact Information page under this section. The District Authorized Representative is the only user who will receive approval/disapproval emails unless other email addresses have been entered here. The user can enter up to 5 email addresses.

Overview Tab

Applicant Name: Wyoming Department of Education
Application: 2009-2010 Original Application

Application Sections: Consolidated Application

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview | Contact Information | Funding | Program Detail | Required Documents Checklist | Assurance Agreement | Submit | Application History | Page Lock Control | Amendment Description

Contact Information [Instructions](#)

* Denotes required field

Application Approval / Disapproval Copy Email Addresses
 Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. Only the Superintendent or Authorized Representative will receive an email notification and does not need to be included in this list. Any other users who should receive notification should be listed.

Add Additional Email Address

Consolidated Grant Manager:

Last Name* First Name*
Phone* Extension Fax*
Email*

Summer Contact:

Last Name* First Name*
Phone* Extension Fax*
Email*

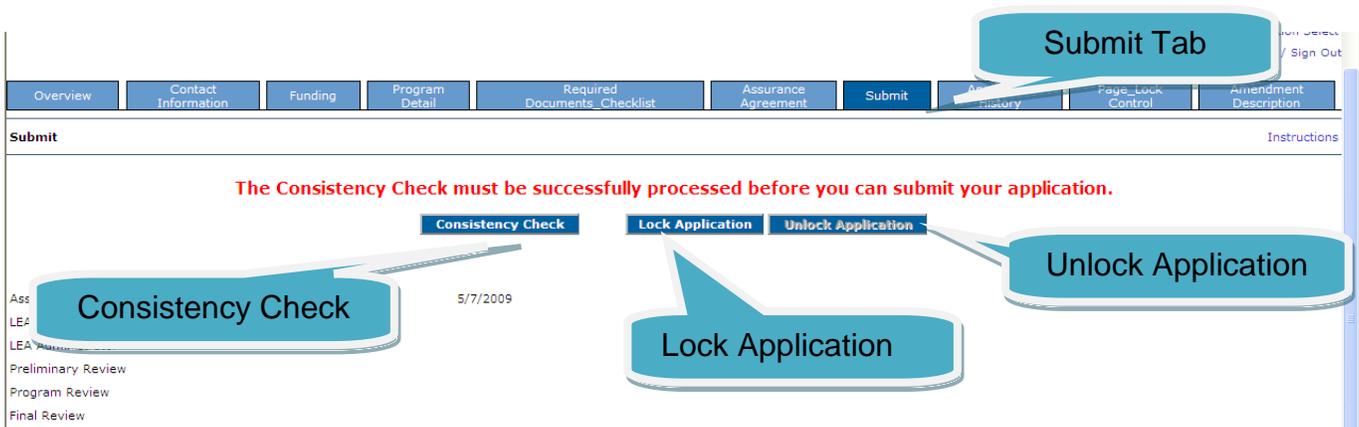
District Business Manager

Enter email addresses here for users you want to receive email notifications

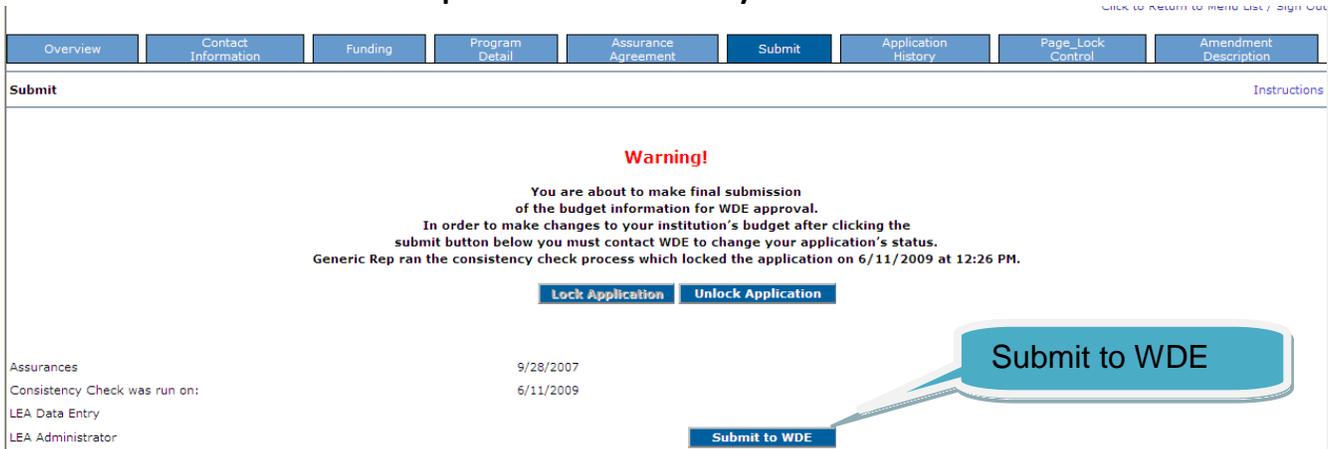
Submit Tab

The Submit page has two main functions. First is to run the Consistency Check for incomplete pages or errors; second is to allow the application to be submitted to the WDE.

- Consistency Check:** Searches the application for incompleteness or errors on pages. The consistency Check may be run by the District Data Entry user or District Authorized Representative.
 - The Consistency Check must be run before the application can be submitted.
 - May run for 1 or more minutes.
 - If the District Data Entry user runs the Consistency Check and the application passes the check they can then Submit to LEA. **This means the District Authorized Representative still needs to Submit to WDE.**
- Lock Application:** Locking the application prevents further changes. Only the person who performed the lock or the Authorized Representative can unlock.
- Unlock Application:** The user who locked the application or District Authorized Representative may unlock an application that has not been submitted. **If the application is unlocked the Consistency Check must be run again.**



- Submit to WDE:** The user will select the Submit to WDE button to submit the grant application. **The District Authorized Representative is the only user that can submit to WDE.**



- Once the application has been submitted to the WDE no more changes can be made. WDE program managers will now review and either accept or reject their sections.

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview	Contact Information	Funding	Program Detail	Required Documents Checklist	Assurance Agreement	Submit	Application History	Page Lock Control	Amendment Description
----------	---------------------	---------	----------------	------------------------------	---------------------	--------	---------------------	-------------------	-----------------------

Submit Instructions

The application has been submitted for review.

Consistency Check
Lock Application
Unlock Application

Assurances	7/22/2008
Consistency Check was run on:	3/12/2009
LEA Data Entry	
LEA Administrator submitted the application to WDE on:	3/12/2009
Preliminary Review	
Program Review	
Final Review	

- After an application has been approved by the WDE the district can no longer make changes. If changes to an application are required you must create and submit an Amendment. For more information on Amendments see page 32.

Application: 2009-2010 Original Application Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview	Contact Information	Funding	Program Detail	Required Documents Checklist	Assurance Agreement	Submit	Application History	Page Lock Control	Amendment Description
----------	---------------------	---------	----------------	------------------------------	---------------------	--------	---------------------	-------------------	-----------------------

Submit Instructions

The application has been approved.

Consistency Check
Lock Application
Unlock Application

Assurances	5/6/2009
Consistency Check was run on:	5/6/2009
LEA Data Entry submitted the application for review on:	5/6/2009
LEA Administrator submitted the application to WDE on:	5/6/2009
Preliminary Review completed on:	5/6/2009
Program Review completed on:	5/6/2009
Final Review completed on:	5/6/2009

Application History

Displays steps an Application encounters in the workflow along with the User ID who performed that step and the date it occurred. The most recent action is on the top of the list.

- **Submitted for Local Review:** The application has been submitted by the District Data Entry person and is now waiting for the District Authorized user (usually the district superintendent) to submit the application to the WDE.
- **Submitted to WDE:** The application has been submitted by the District Authorized user to the WDE and is now awaiting for or being reviewed by the WDE program managers.
- **Passed Preliminary Review:** The application has passed an initial review by the Consolidated Grant Manager. Once this happens the application is available for Program Managers to review.
- **Grant Administrator Review:** This step is responsible for either returning the grant back to the district for changes or moving it forward for Final Approval.
- **Returned for Changes:** The application has been reviewed by WDE Program Managers and one or more of them have rejected a section of the application. The user can view any necessary change requirements by selecting the Review Summary page.
- **Final Application Review:** The last step in the grant process and is completed by either the Consolidated Grant Manager or Program Manager for Competitive Grants.



Application: 2009-2010 Original Application

[Home](#) | [Return to Menu List](#) / [Sign Out](#)

Overview	Contact Information	Funding	Program Detail	Required Documents Checklist	Assurance Agreement	Submit	Application History	Page Lock Control	Amendment Description
----------	---------------------	---------	----------------	------------------------------	---------------------	--------	----------------------------	-------------------	-----------------------

Application History (Read Only) [Instructions](#)

Status Change	UserId	Action Date
Final Application Review	Darlana Schlachter	05-06-2009
Grant Administrator Review	Amanda Schafer	05-06-2009
Passed Preliminary Review	Amanda Schafer	05-06-2009
Submitted to WDE	Peggy Sanders	05-06-2009
Submitted for Local Review	Heather Mortensen	05-06-2009

TEST user ID: distrep

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 If you are not configured for email, you can [call](#) or [write](#) the Wyoming Department of Education.

Page-Lock Control

The Page-Lock Control tab allows the user to unlock application pages. The pages have been locked by the Program Manager after they review their portion of the grant or have been locked by the Amendment Process. The user can either select the Expand All checkbox or select the blue hyperlinks for each page.

- When the Expand All is selected every page of the grant application will be available for viewing.
- Selecting the blue hyperlinks will allow the user to only view those pages selected.
- Page Status lets the user know which pages need to be opened. The user will see the following status for a page:
 - **Open:** The page is available for a user to make changes. You do not need to unlock this page.
 - **Locked:** The page needs to be unlocked before the user can make any changes to the page.
 - **Final:** A page in this status must be unlocked by the WDE. Please contact the Grant Administrator to unlock a page that is Final status.
- To open a page the user should place a check in the box under the Open Page for Editing section that corresponds with the page they want to open.
- Select the Save Page button at the bottom of the page after checking the boxes you would like opened.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Overview, Contact Information, Funding, Program Detail, Required Documents Checklist, Assurance Agreement, Submit, Application History, Page Lock Control (highlighted), and Amendment Description. Below the navigation bar is a 'Page Review Status' section with an 'Expand All' checkbox (checked) and a 'Page Status' section. The main content area is a table with columns for page names, 'Page Status', and 'Open Page for editing'. The table lists various application sections like 'Consolidated Grant App', 'Contact Information', 'Funding', 'Program Detail', 'Required Documents Checklist', 'Assurance Agreement', 'Title I-A - Basic', 'Title I-A - Schoolwide', 'Program Information', 'Staff', 'Budget Pages', 'Budget Detail', 'Additional Comments', 'Title I-C - Migrant', 'Title I-D - Subpart 2', 'Title II-A - Teacher Quality', 'Title II-D - Technology', 'Title III - ELL', 'Title III - Immigrant', 'Title IV-A - Safe and Drug Free', 'Title V-A - Innovative Programs', 'IDEA - Part B 611', 'IDEA - Part B 619 Preschool', and 'Perkins - Basic'. The 'Page Status' column shows 'FINAL', 'OPEN', and 'LOCKED'. The 'Open Page for editing' column contains checkboxes. A 'Save' button is located at the bottom of the page. Callouts point to the 'Page Lock Control' tab, the 'Expand All' checkbox, the 'Page Status' section, the blue hyperlinks in the table, and the 'Open Page Check Box' in the table.

Page Name	Page Status	Open Page for editing
Consolidated Grant App		
Consolidated Application		
Contact Information	FINAL	<input type="checkbox"/>
Funding		
Program Detail		
Required Documents Checklist	FINAL	<input type="checkbox"/>
Assurance Agreement		
Title I-A - Basic		
Title I-A - Schoolwide		
Program Information	OPEN	<input type="checkbox"/>
Staff	LOCKED	<input type="checkbox"/>
Budget Pages		
Budget Detail	OPEN	<input type="checkbox"/>
Additional Comments	LOCKED	<input type="checkbox"/>
Title I-C - Migrant		
Title I-D - Subpart 2		
Title II-A - Teacher Quality		
Title II-D - Technology		
Title III - ELL		
Title III - Immigrant		
Title IV-A - Safe and Drug Free		
Title V-A - Innovative Programs		
IDEA - Part B 611		
IDEA - Part B 619 Preschool		
Perkins - Basic		

Amendment Description

The Amendment Description tab is to be utilized when an Amendment is created. However, the district does have to complete one question on this page when working on the Original Application.

- **Original Application:** The user should answer No to the question “Is this an amendment to an original application?” and then select Save Page.
- **Amendment:** The user should answer “Yes” to the question “Is this an amendment to an original application?” and then complete the corresponding information. For more information about Amendments see page 32.

The screenshot shows the 'Amendment Description' page in the eGrants Management System. At the top, the WDE logo and 'Wyoming Department of Education' are on the left, and 'eGrants Management System' is on the right. Below the header, there are fields for 'Applicant Name' and 'District'. A navigation bar contains several tabs: Overview, Contact Information, Funding, Program Detail, Required Documents Checklist, Assurance Agreement, Submit, Application History, Page Lock Control, and Amendment Description. The 'Amendment Description' tab is highlighted, and a blue callout bubble points to it with the text 'Amendment Description'. Below the navigation bar, the page title is 'Amendment Description' with an 'Instructions' link. The main content area contains a question: '1. Is this an amendment to an original application?' with two radio buttons, 'Yes' and 'No'. Below the question is a 'Save Page' button. At the bottom of the page, there is a 'TEST user ID: distrep' and a 'Spell Check' button. The footer includes the text 'Powered by MTW Solutions Grant Management System'.

Application Process

Completing an Application

Once all sections of an application have been completed the user may submit the application for Review to the WDE.

- All pages of an application must be complete.
- Consistency Check must be run and be completed with no errors. If the user receives errors on the Consistency Check those pages must be completed properly before the application can be submitted. Once all errors are fixed the user must run the check again.
- Assurances must be agreed to by the District Authorized user.
- Application should then be submitted to the WDE.

Applications Returned for Changes

After each Program Manager has reviewed their section of an application and if any changes are required the application will be returned to the district for changes. To find out what sections need changed the user will need to access the Review Summary page.

- **Review Summary:** Review Summary is accessible from the Application Select Web page once WDE has completed their reviews The Review Summary allows a user to view that status of each section of the grant application as well as the Review Checklist the Program Manager completes. To access the Review Summary you need to:
 - Select the radio button next to the application you wish to view the Review Summary.
 - Select Review Summary

Select an application from the list(s) below and press one of the following buttons:

Open Application
 Review Summary

Create Amendment
 Payments

Deletes Application/Amendment
 Print All

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="radio"/>	10-ConsolApp-00 Original Application			Not Submitted	
2008-2009					
<input type="radio"/>	09-ConsolApp-00 Amendment 3	01-28-2009	01-30-2009	Final Approved View GAN	01-30-2009
<input type="radio"/>	09-ConsolApp-00 Amendment 2	12-16-2008	12-17-2008	Final Approved	12-17-2008
<input type="radio"/>	09-ConsolApp-00 Amendment 1	11-25-2008	12-02-2008	Final Approved	12-02-2008
<input type="radio"/>	09-ConsolApp-00 Original Application	06-17-2008	10-09-2008	Final Approved	10-09-2008
2007-2008					
<input type="radio"/>	08-ConsolApp-00 /	10-08-2008	10-14-2008	Final Approved	10-14-2008
<input type="radio"/>	08-ConsolApp-00.	09-01-2008	09-16-2008	Final Approved	09-16-2008
<input type="radio"/>	08-ConsolApp-00.	05-22-2008	06-06-2008	Final Approved	06-06-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 3	02-18-2008	02-28-2008	Final Approved	02-28-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 2	01-24-2008	01-24-2008	Final Approved	01-24-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 1	12-14-2007	12-20-2007	Final Approved	12-20-2007
<input type="radio"/>	08-ConsolApp-00 Original Application	09-27-2007	10-31-2007	Final Approved	10-31-2007

The Review Summary page provides details about the status of the reviews for an application cycle. The page provides a list of:

- **Workflow Stops:** The Workflow Stop is the assigned number for each stop an application has to make. In the case of the Consolidated Grant there are 6 stops.
 - Stop 1: District Data Entry - The user at this stop prepares the application and submits to the District Authorized Representative.
 - Stop 2: District Authorized Representative – The user at this stop agrees to all assurances and submits the application to the WDE.
 - Stop 3: Preliminary Review – This stop is within the WDE. The Consolidated Grant Manager reviews the application to make sure all contacts and required documents have been uploaded or have a date of mailing. After Stop 3 accepts their section the application moves to Stop 4.
 - Stop 4: Program Manager – WDE Program Managers review their sections and either Accept or Reject. Once all Program Managers have reviewed their sections the application moves to Stop 5.
 - Stop 5: Grant Administrator – The Grant Administrator looks at the Review Summary to see if each program was accepted or rejected. If any sections of the application were rejected then the application is returned to the district for changes. If all sections are accepted then the application moves forward to Stop 6.
 - Stop 6: Federal Programs Manager – This is the last stop in the application process. This stop verifies that all sections have accepted and that any necessary documentation has been turned in.
- **Group:** The group tells the user the name of the stop.
- **Assigned Staff:** This will let the user know who is assigned to or has reviewed each section. If the user has any questions about a review they should contact the assigned staff person.
- **Current Status:** This lets the user know where each section is within a review. There are 5 statuses an application can have:
 - **Preassignment:** Lets the user know that an application is preassigned to go to a specific stop and who the assigned staff is.
 - **Not Started:** The application has been assigned to a specific staff person and is waiting for their review.
 - **Review Started:** The application has been opened by the assigned staff and is in the review process.
 - **Rejected:** When a section has been rejected it lets the user know that the assigned staff who has reviewed that section is requesting changes. When Stop 3, 5, or 6 say Rejected the application has been returned to the district.
- **Status Date:** This date is updated each time the Status changes.

Review Summary
Latest submission to WDE occurred on: 6/29/2009

Instructions

Round 1	Select	Stop	Group	Staff	Status	Status Date
	<input type="radio"/>	3	Preliminary Review	Darlena Schlachter	Accepted	6/29/2009
	<input type="radio"/>	4	Title I-A/Schoolwide	Brian Wright	Rejected	7/2/2009
	<input type="radio"/>	4	Title I-D Only	Kenya Haynes	Not Started	6/29/2009
	<input type="radio"/>	4	Title II-A	Carol Illian	Not Started	6/29/2009
	<input type="radio"/>	4	Title II-D	Clementina Jimenez	Rejected	7/6/2009
	<input type="radio"/>	4	Title III Only	David Holbrook	Rejected	7/1/2009
	<input type="radio"/>	4	Migrant	Jo Ann Numoto	Rejected	6/29/2009
	<input type="radio"/>	4	Title IV-A	Bruce Hayes	Accepted	7/1/2009
	<input type="radio"/>	4	Title V	Carol Illian	Not Started	6/29/2009
	<input type="radio"/>	4	Perkins	Linda Scott	Rejected	7/1/2009
	<input type="radio"/>	4	IDEA	Stephanie Weaver	Not Started	6/29/2009
		5	Grant Administrator	Amanda Schafer	Preassignment	
		6	Federal Programs Manager	Darlena Schlachter	Preassignment	

Review Checklist

- Review Checklist:** The review checklists provide a means of documentation and communication from WDE reviewers to LEA staff regarding the results of the WDE review. Any modifications required for an application that has been returned to the applicant for changes should be communicated in the Review Checklist. The user can only View the review checklist and will not be able to make changes to the checklist. **Any required changes to the application should be done on the specific pages the changes have been requested for.** You can access the Review Checklist by:
 - Selecting the radio button next to the program checklist you want to review.
 - Select the Review Checklist button.

Review Summary
Latest submission to WDE occurred on: 7/7/2009

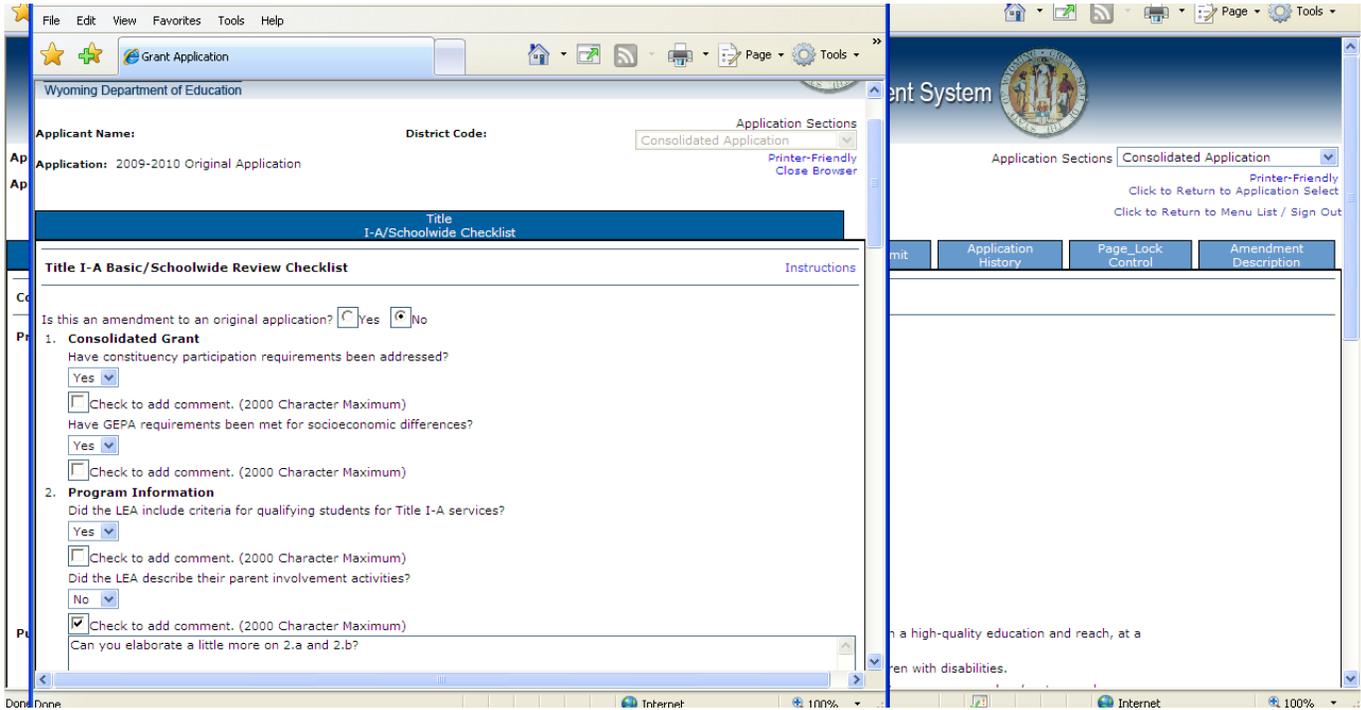
Instructions

Round 1	Select	Stop	Group	Staff	Status	Status Date
	<input type="radio"/>	3	Preliminary Review	Darlena Schlachter	Accepted	6/26/2009
	<input checked="" type="radio"/>	4	Title I-A/Schoolwide	Brian Wright	Rejected	7/2/2009
	<input type="radio"/>	4	Title I-D Only	Kenya Haynes	Accepted	7/2/2009
	<input type="radio"/>	4	Title II-D	Clementina Jimenez	Rejected	7/6/2009
	<input type="radio"/>	4	Title III Only	David Holbrook	Rejected	6/29/2009
	<input type="radio"/>	4	Migrant	Jo Ann Numoto	Rejected	6/29/2009
	<input type="radio"/>	4	Title IV-A	Bruce Hayes	Rejected	6/30/2009
	<input type="radio"/>	4	Perkins	Linda Scott	Rejected	6/29/2009
	<input type="radio"/>	4	Title II-A	Amanda Schafer	Rejected	7/7/2009
	<input type="radio"/>	4	Title V	Amanda Schafer	Rejected	7/7/2009
	<input type="radio"/>	4	IDEA	Amanda Schafer	Rejected	7/7/2009
	<input type="radio"/>	5	Grant Administrator	Amanda Schafer	Rejected	7/7/2009

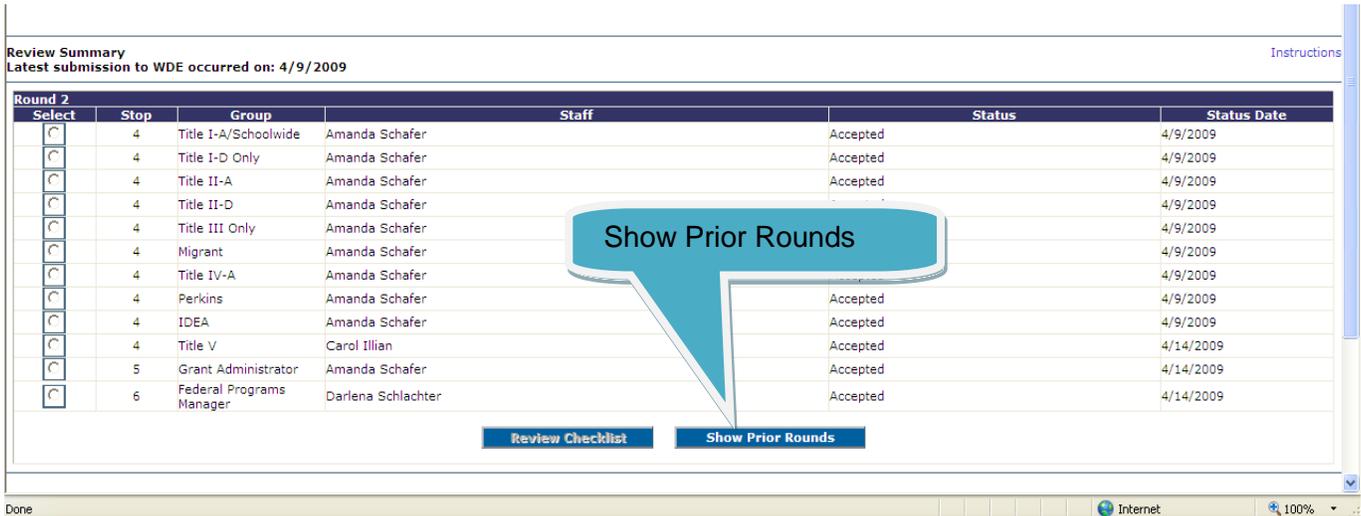
Review Checklist

- The Review Checklist is a pop-up and when it opens the grant application will also open up behind it.

Note: *You must have your **pop-up blocker turned off** to view the Review Checklist.



- **Reviewing Prior Round Checklists:** Some applications may take more than one submission to get approval. To view checklist that are from previous rounds you need to:
 - Select Show Previous Rounds button.
 - Select the radio button of the checklist you want to view.
 - Select the Review Checklist button.



- **Email Notifications:** Emails go to email Account(s) for the LEA Authorized Rep and others entered on Contacts Web page. Please notify WDE immediately if your email account changes so that you will receive notification from GMS.
 - LEA Notified on Final Approval or Returned for Changes
 - Review Summary page allows LEA review of WDE Application Review Checklists for feedback on modifications required
 - WDE is notified upon submission from LEA
 - Individual notifications will be driven at WDE level by GMS workflow which defines approval groups and levels

Creating an Amendment

Once an application is in Final Approved status an Amendment may be created. All grants that have an application within the GMS should submit an electronic Amendment. Any changes requested on an Amendment must be done by the user within the application. For example, if your district needs to change budget information the user should go to the budget pages and physically make those changes within the application.

To create an Amendment you must:

- Select the radio button of the most recent approved application under the appropriate application year.
- Select Create Amendment. The Create Amendment button is only enabled at appropriate times based on current status of the application.
- The application will open to the overview page.
- All information from the last approved application will copy forward into this amendment.



Select an application from the list(s) below and press one of the following buttons:

Open Application

Review Summary

Create Amendment

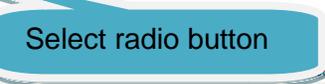
Payments

Delete Application/Amendment

Print All

Printed Applications:

Select	Application / Amendment	Original Submit Date	WDE Approval Date	Status	Status Date
2009-2010					
<input type="radio"/>	10-ConsolApp-00 Original Application			Not Submitted	
2008-2009					
<input checked="" type="radio"/>	09-ConsolApp-00 Amendment 3	01-28-2009	01-30-2009	Final Approved View GAN	01-30-2009
<input type="radio"/>	09-ConsolApp-00 Amendment 2	12-16-2008	12-17-2008	Final Approved	12-17-2008
<input type="radio"/>	09-ConsolApp-00 Amendment 1	11-25-2008	12-02-2008	Final Approved	12-02-2008
<input type="radio"/>	09-ConsolApp-00 Original Application	06-17-2008	10-09-2008	Final Approved	10-09-2008
2007-2008					
<input type="radio"/>	08-ConsolApp-00 Amendment 6		10-14-2008	Final Approved	10-14-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 5		09-16-2008	Final Approved	09-16-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 4		06-06-2008	Final Approved	06-06-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 3	02-18-2008	02-28-2008	Final Approved	02-28-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 2	01-24-2008	01-24-2008	Final Approved	01-24-2008
<input type="radio"/>	08-ConsolApp-00 Amendment 1	12-14-2007	12-20-2007	Final Approved	12-20-2007
<input type="radio"/>	08-ConsolApp-00 Original Application	09-27-2007	10-31-2007	Final Approved	10-31-2007



TEST user ID: distrep

Amendment Description

Once you select the Create Amendment button the application will open to the Overview Page. The user will need to go to the Amendment Description tab and complete the information requested based on what the amendment is for.

- Answer “Yes” to the question “Is this an amendment to an original application?”
- Enter the date the Amendment was created.
- Check the box next to the program you are creating an amendment for. You will want to amend as many programs as possible in one amendment. Another cannot be created until the current amendment you are working on is approved.
- Provide a detailed description of the changes you are making.
- **Clear out any previous amendment information.**

The screenshot shows the 'Amendment Description' tab in a web application. The page title is 'Application: 2008-2009 Amendment 3'. The navigation menu includes Overview, Contact Information, Funding, Program Detail, Amendment Description (selected), Assurance Agreement, Submit, Application History, Page Lock Control, and Amendment Description. The main content area is titled 'Amendment Description' and contains the following fields and options:

- Question 1: "Is this an amendment to an original application?" with radio buttons for "Yes" (selected) and "No".
- Text: "Select the program(s) that have been affected by this amendment and provide details where requested. Please clear out all fields that do not affect this Amendment."
- Text: "Specify the date the amendment was created (mm/dd/yyyy):" with a text box containing "04/05/2009".
- List of programs with checkboxes:
 - Title I-A - Basic
 - Title I-A - Schoolwide
 - Title I-C - Migrant
 - Title I-D - Subpart 2
 - Title II-A - Teacher Quality
 - Title II-D - Technology
 - Title III - ELL
 - Title III - Immigrant
 - Title IV-A Safe and Drug Free
 - Title V-A - Innovative Programs
- Text: "Please describe what has changed. (2000 Character Maximum)" with a text area containing: "We are... funds in the total amount of \$10,300 from Salaries, Benefits, and Materials & Supplies to Purchased Services to provide support for Community Youth Officers."

Callouts in blue speech bubbles point to the following elements:

- "Select 'Yes'" points to the "Yes" radio button.
- "Amendment Description" points to the tab header.
- "Enter Date" points to the date input field.
- "Check the box next to the program(s) you want to amend." points to the checked checkbox for "Title I-D - Subpart 2".
- "Provide a description" points to the text area.

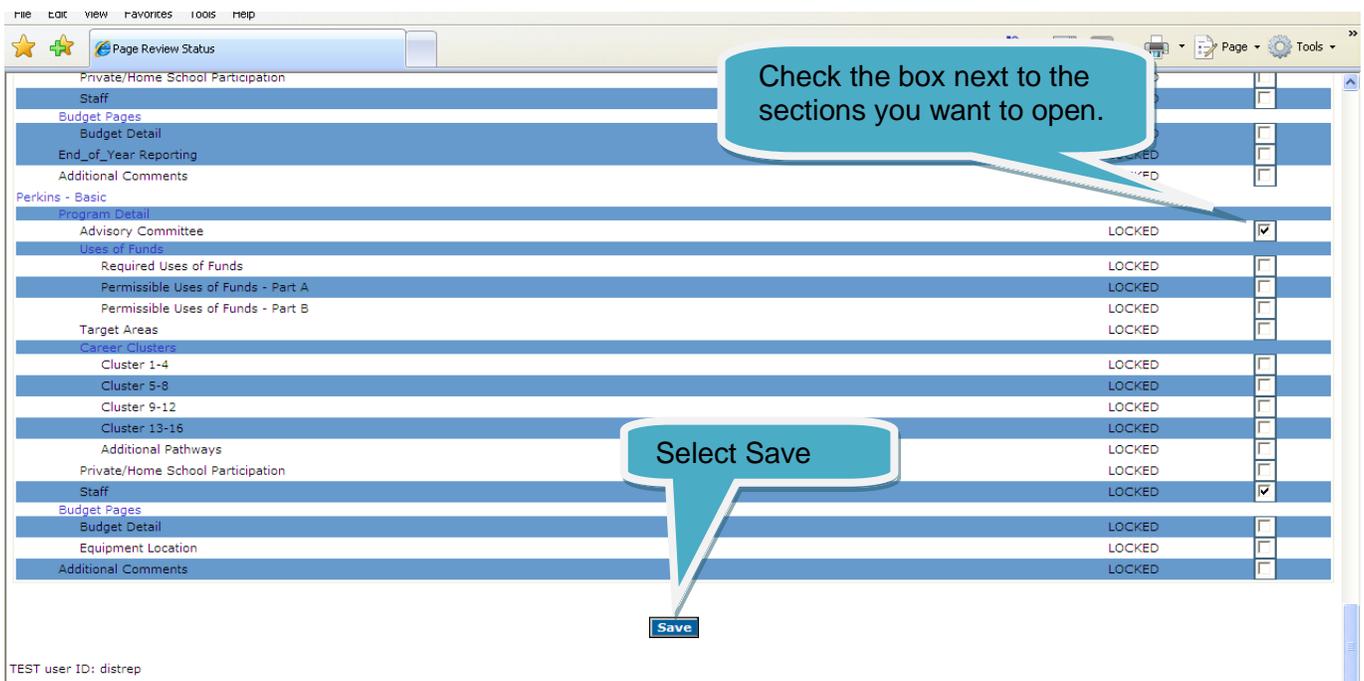
Page-Lock Control

After the Amendment Description is completed the user must go to the Page-Lock Control tab.

- Select the Page-Lock Control tab.
- Check the Expand All button.



- Place a check in the box next to the pages you want to open. Only check the boxes of the pages you are working on. If you open all of the pages the amendment will be sent to every program manager to review even though the amendment was not for any other sections.
- Select Save.



Completing an Amendment

- The user will need to go to the appropriate application pages and make the necessary changes.
- After all changes have been made to the application the user must go to the Submit Tab and run the Consistency Check.
- Submit to the WDE.

*Note: Any grants that are part of the Payments Only section of GMS should submit the WDE-511 directly to the Program Manager for Approval.

User Tips

User ID's and Passwords

- The GMS allows for any district personnel who should have access to the system be given access. It is unnecessary to share user information.
- A new user should change their assigned password to something they can easily remember.

Pop-Up Blocker

- You must have your **pop-up blocker turned off** to view the Review Checklist.

Navigation

- Do NOT use the browser (Internet Explorer or Navigator) forward and back buttons to change pages, as this will kick you out of the system. Select the Navigation Links at the top of each page to change pages.

Session Timeouts

The GMS is set-up to timeout a user after 60 minutes of no activity. The Session Timeout is designed to make sure that users have not left their PC's unattended without logging off.

- **SAVE your work FREQUENTLY** -Especially important on pages with a lot of text data entry.
- If you are working on a page that requires a lot of data entry place a character in each text box and then do a save. Save the page again after you complete each text box.
- If you will be away from your desk or busy for very long (phone calls, visitors, etc.), save your work and log off of GMS.
- Attempting to Save a Web Page after the Session has timed out will fail and data you have entered will be lost.
- Longer pages have multiple SAVE PAGE buttons to prevent timeouts.

Commas and Decimal Points

No Commas or Decimal Points in amounts:

- A pop up warning message is displayed and the data is not saved if decimal points or commas are entered for an amount.
- Enter Amounts in Whole Dollars only on budget pages and cash requests (no pennies allowed).
- Displayed Amounts have commas and decimal points for readability.

Payments Only Amendments

- Any grants that are part of the Payments Only section of GMS should submit the WDE-511 (Amendment form) directly to the Program Manager for Approval.

Copying and Pasting

Copying and Pasting can enable the use of the word processor spell checker and character count as well as word count capability to deal with character limit constraints. Although copying and pasting in the GMS can cause Error Messages and make a page difficult for a user to save. If you are copying and pasting you will want to follow these tips:

- Consider doing large text entries in a word processing package (Notepad appears to work best) or text document then cut and paste to the GMS Web page text area.
- **DO NOT** use special formatting (e.g. bullets, quotes, and semi-colons) or characters (i.e. &, *, @, etc.) in Word processor source text that will be copied to GMS pages or errors could result and you will be unable to save your work.

Saving a Page

- Press the SAVE Page button before proceeding to other pages or programs in the application. Failure to save each page will result in lost data. If there is an issue saving you will see a red error message in the top left hand portion of your screen, look there after saving data before moving onto the next page or you will lose your entered data.

Extensive Narrative Pages

- Pages that require extensive narrative risk timing out. Users should put something (one character is enough) in each text box on that page and then save. After data entry is complete in each text box the user should save the page. This will allow the user to not lose any work and time out.

Common Issues/Error Messages

- **“Data Not Saved” messages** - The user must fix error messages before moving to the next page. Information will be lost if you move to another page without a successful save.
- Targeting Step 4, Title I-A - **“Attendance Center allocation difference should equal zero.”** All funds must be distributed to the Attendance Centers in the center of the page.
- **“You must complete the Planning Tool Objectives and the Goal Funding page prior to completing Budget Details.”** - The user needs to go to the Goal Funding page and check appropriate goals for each program.
- **“Budget Detail does not equal Budget Summary”** – Usually if the Total is correct on the Budget Detail page but you are over your budget on the Budget Summary it is because at some point a

goal that was budgeted to was unchecked on the Goal Funding page. It is fine for the user to uncheck the goal but they must first delete any funds budgeted to that goal. You will have to recheck to goals, delete amounts on Budget Detail page, and then go back to the Goal Funding page and uncheck the goals.

- **“Submitted to LEA”** - This means that the grant was submitted to the Local Education Agency (a.k.a. the district authorized representative) and needs to be submitted by authorizing authority to proceed on to WDE.
- **“Page Lock Control Status”** - When status shows “Final” only WDE may unlock, if it shows “Locked” district has authorization to unlock that section.
- **“Reducing a budget series less than what has already been drawn”** - The user needs to be aware of what funds have been drawn when reducing a budget series. If a budget series must be reduced lower than what is currently drawn, an offsetting cash request should be submitted to reflect this change as well.
- **“Cash on Hand”** – The Cash on Hand (COH) parameters are set at \$10,000 or 5% of the grant. If a district indicates that they have a COH of \$10,001 an explanation box will popup. This will need to be completed in order to submit cash request.
- **“Funds on Hand/Overpayments on ERs”** – If there is a positive amount in the Funds on Hand area on the ER, this is considered an overpayment as the LEA has received funds that they have not expended. WDE will contact LEA to determine why they have Funds on Hand and how it will be resolved.