



Quick Start Guide: Submitting an Application

Once you have logged into the OEA Grants Portal you will notice that there is an item on the Home screen in the Grants Management window under the **Proposed Grants** tab.

If this is your first grant then this is the only application or activity you have in your portal. As you progress through the grant life-cycle you will have more activities to complete.

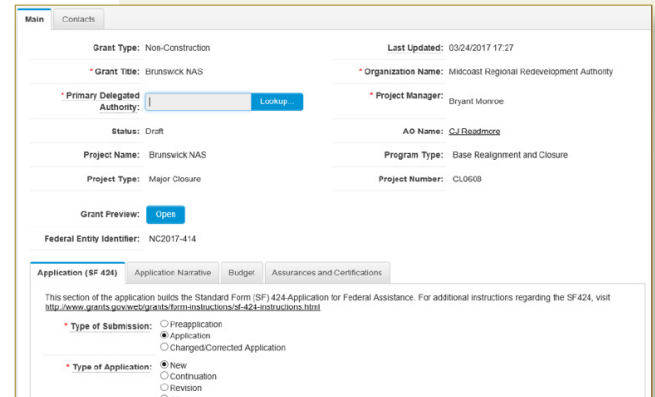
You will notice the Project Title is the name OEA has given this project. At this point the grant application is in “Draft” status which allows you to edit.

Click the **Open** button to open the grant application..



Application

The OEA Grants Portal system will automatically fill in information about your organization, provided it is completed under your organization profile. It is a good practice to verify the information is correct.



If you need to add more people from your organization to be able to edit the grant application, you will need to notify your project manager and have them add the new user and activate their account. It is important to note that a grant can only have 1 Authorizing Official at any time, so if this person changes at any point in the grant life-cycle notify your project manager immediately.

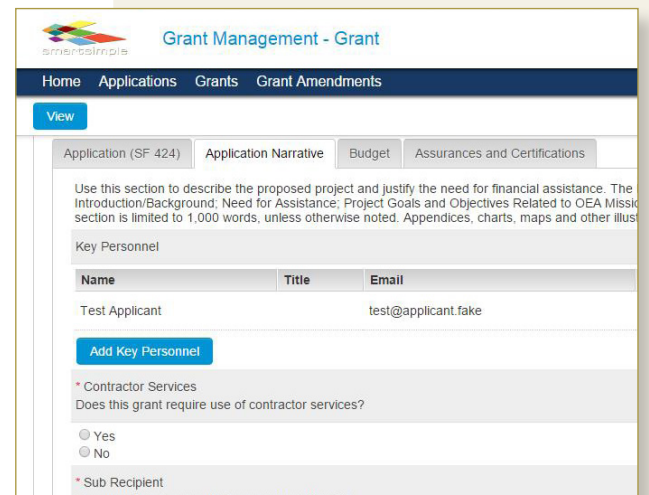
There are four tabs to complete the grant application. Each tab must be completed to submit the application: **Application (SF 424)**, **Application Narrative**, **Budget**, and **Assurances and Certifications**.

SF 424

Enter the data per the form. The ‘Type of Submission’ must be **‘Application’** and the ‘Type of Application’ must be **‘New’**. Only enter information in the ‘State Use Only’ section if it applies. To upload files, a separate window will open to allow for adding of files. For both options each file added will be listed. Once the files are added to the list click on the **Upload** button to upload the files.

Application Narrative

1 Key personnel are all those that will be working on the project and will provide substantial input, including contractors. Each individual must be added along with a resume. Once all names are inputted, click on **Save** then **Close**. The screen will refresh and all key personnel will be visible. Select **Upload Resume** and another window will appear to upload the resume file.



2 If personnel added is a contractor, select the Yes radio box for contractor services and the add contractor section will appear. Select **Add Contractor** and new window will open. Select the **Add** button and type in the name, description, start and end date. Select **Save** then Close when complete. Select the Upload Scope of Work button and upload the scope associated with this contractor service.

3 If the radio button **Yes** is selected for sub recipients a section box will appear to “provide details of sub award recipients”.

4 Next, click the **Add Grant Deliverables** button to upload files, follow the same instructions as above.

5 Continue to complete the remainder of the application. “Mouse over Tool Tips” are available for further guidance. Click next to continue to the next Tab.

*Note: You can Select **Save Draft** at any time to save changes made to the form.*

Budget

1 Complete each question on the Budget tab and click the “Save Draft” button.

2 Next click the “Open Budget” button and click ok to proceed. You will be directed to the budget activity for this grant. Note: By selecting the **Instructions Button** the user can view instructions on how to complete the budget actions. The instructions will be displayed in a separate window.

3 After the instructions are read select the **Open** button under budget worksheet. Complete each section of the following forms including the Budget Worksheet, Budget Justification, and Budget Summary/ Categories.

Assurances and Certifications

The last tab you will have to download, complete, and then upload a series of documents. These are: *Lobbying Cert*, *SF LLL*, *Assurance Document*, and *Tax Delinquency*. After you have upload each completed document click on the ‘I Agree’ check box to acknowledge that information you provide is true and accurate.

Note:

- Never hesitate to reach out to your PM if you experience any problems creating your application.
- It is not necessary to know contractor names at this point. It is ok to input a place holder like “TBD” or “Legal Services Contractor”. This can be updated later.
- The Salary and Fringe total located on the Budget tab reflects the total for the entire grant cycle, not just the year.
- Select Save Draft at any time to save changes made to the form.
- Once the application has been saved, it can only be deleted by a system administrator.

