

GRANTS MANAGEMENT



IntelliGrants Phase 2 has arrived!

IDHS is pleased to announce that IntelliGrants is now live with Phase 2. This phase consists of the following subdocuments: Program Reports, Fiscal Reports, and Grant Adjustment Notice (GAN). **Grant sub-recipients must take the following steps to move forward with reimbursement requests.**

Logging In

Please log into IntelliGrants using the following URL, <https://IntelliGrants.in.gov>. If you have not logged in recently, please use the Forgot Username/Password link under the Login dialogue box as your password may have expired.

Updated User Manual and Resources

We recommend that you review the updated user manual, [IN-IDHS-IntelliGrants-Manual](#), and training videos before getting started. They are located in the My Training Materials tab under My Home.



The user manual gives an overview of IntelliGrants, providing information on how to navigate IntelliGrants (view and send email, initiate and manage applications, complete forms, etc.) including system requirements, user roles and common tasks performed by the system administrator (or Subrecipient Administrator). The three new training videos provide user tutorials for Program Reports, Fiscal Reports and the GAN process.

Additional information about Phase 2 implementation of IntelliGrants is on the [IDHS website](#), and Grants Management is working on expanding the [FAQs section](#). If you have questions or require additional assistance, please submit a [Grant Management support ticket](#) and a grants staff member will contact you within 72 business hours.

Next Steps

Program and Fiscal Reports

The first step is for you to complete your program reports (replacing quarterly reports) that show the current data for programmatic activities. Typically, these are required each quarter of the period of performance in the grant cycle. We are allowing this first program report and fiscal report to cover the previous quarters' information in order to get caught up to real time with the grant cycle.

Recipients must complete the program report, and that report must be **approved** before fiscal reports will become available for you to initiate reimbursement. Additionally, the fiscal reports must be **approved** before a GAN can be submitted.

Submitting GANs

To submit a GAN to request changes to your budget, you will need to complete the program report and fiscal report first. Please provide a detailed program report and, if necessary, you may submit a \$0 (zero dollar) reimbursement request in the required fiscal report. All grantees must have an approved program report and fiscal report before the GAN form is available to initiate your modification request. Please remember that a submitted GAN does not guarantee approval. More information is located in the User Manual and a step-by-step guide can be found on the [IDHS website](#).

Moving Forward

The agency understands this is a new, unfamiliar process, and the IDHS Grants Management team stands ready to assist. We appreciate how patient you have been during the implementation of IntelliGrants.

Thank you.

IDHS Grants Management Section

For more information, submit your questions to the [Grant Management support ticket](#).