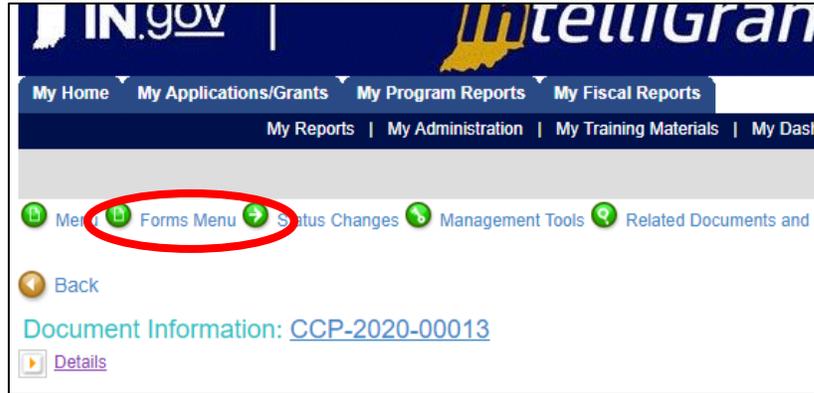


IntelliGrants: Steps to E-sign the Approved CCP

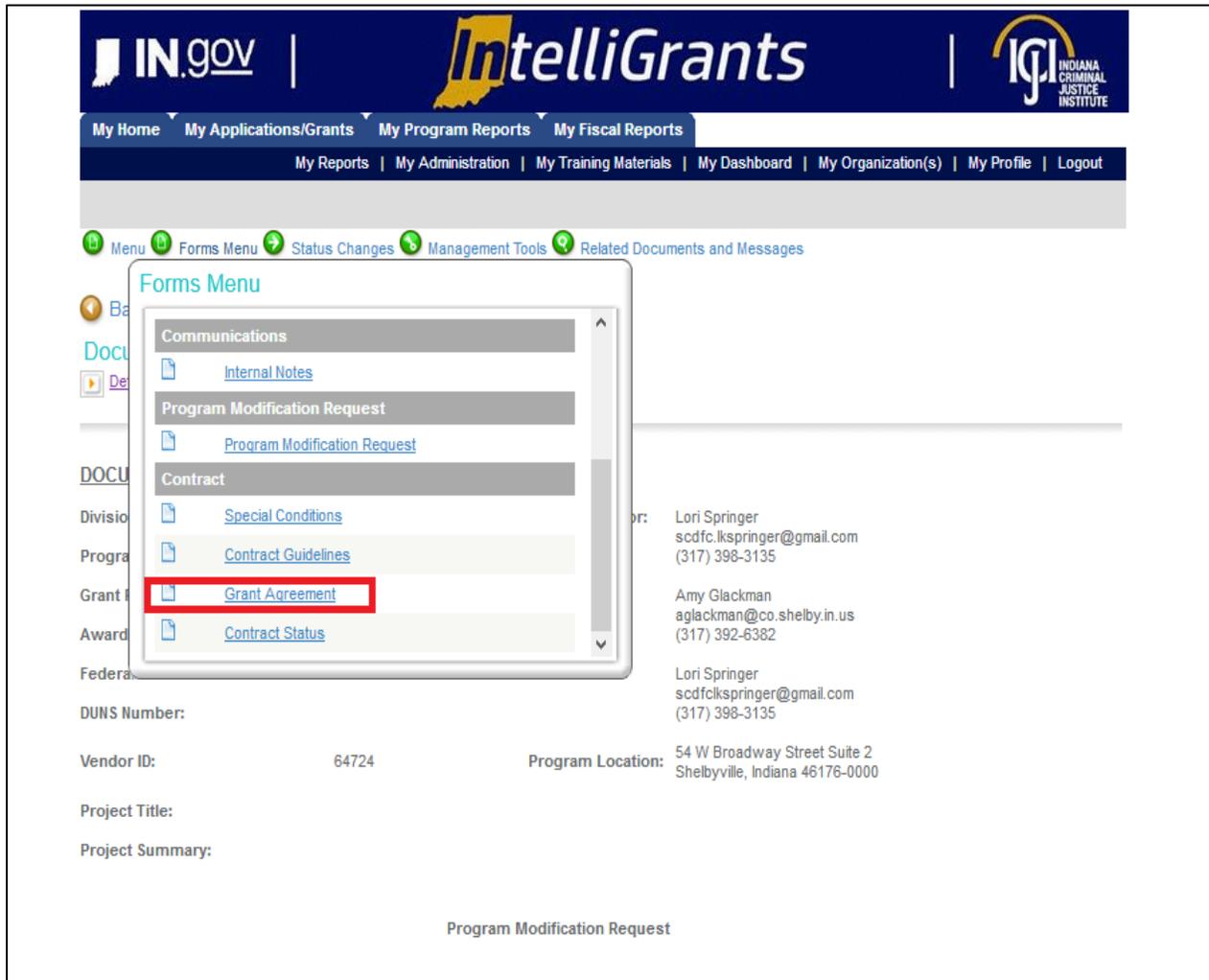
After the CCP has been approved, the LCC will e-sign in the Grant Agreement form by checking the box at the bottom of the form, selecting the quarterly reporting option, and saving the form via the SAVE button. After that is done, they are ready to be status pushed to the “Grant Executed” status. Once in that status, LCCs will be able to later submit quarterly program reports. If an LCC fails to do so, they will not be able to proceed to quarterly reports when due. Below are the steps to E-sign.

Steps to E-sign:

1. Place cursor over “Forms Menu”



2. Scroll down and click on “Grant Agreement”



3. Scroll to bottom of the page and select the "Quarterly" reporting frequency, click box to e-sign, and click the SAVE button.

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Special Conditions

Guidelines

Please select reporting frequency:* Monthly Quarterly

NOTE: Selection applies to both Fiscal and Programmatic Reports. Once selection is made, it cannot be altered for the life of this grant.

Date

4. After having saved the Grant Agreement, please notify the Behavioral Health Division that you have done so by sending an email to your program manager:
 - Janet Benedict: JaBenedict@cji.IN.gov
 - Amanda Korak: AKorak@cji.IN.gov