



Egrants User Manual

Updated: August 2, 2013

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Section 1:

Getting Registered

All users must be a registered in order to enter an application into Egrants. Please allow enough time to register in Egrants so that deadlines for submitting applications can be met. Depending upon activity level, it can take several days to complete the registration process at ICJI.

In order to apply for funding through ICJI's Egrants System, BOTH individuals and agencies MUST be registered, including the recipient agency. In addition, roles must be assigned. This three-step process is outlined in detail below.

Registering Agencies

If an agency has never applied for funds through the Egrants system, that agency will need to register in the Egrants system.

- Complete the Agency Registration Request Form.
 - This form is located on the ICJI webpage at http://www.in.gov/cji/files/E_Agency_Registration_Form.pdf
- Upon completion, click on the Submit button to send via email or you can print the form and fax it to ICJI Egrants Support at (317) 232-4979.
- Allow 1 to 2 business day for the agency registration process to be completed.

Registering Individuals

Individuals that will enter information in Egrants, or be a contact for a concept paper or application, MUST also register to use Egrants.

- The Individual registration process is online at the Egrants homepage, <https://egrants.cji.in.gov>.

→ Click the Register button.

ICI Egrants Site Access

User ID: * bhampshire
Password: * ●●●●●●●●

[Register for access to the Indiana Criminal Justice Institute Egrants Application.](#)

Change your login password.

Forgot your Password?
Click here to have a new one sent to your e-mail address.
For password resets please call the IOT Customer Service Department: Toll Free at 1-800-382-1095 or Local at (317)232-1233. For all other problems, send an email to [CJ.I.Help.Desk](#)

- Complete the form fully.
- Create a User ID and a Password.
 - Write down your User ID and Password and put them in a safe place for future reference. **Egrants Support CANNOT RETRIEVE PASSWORDS**; it is the responsibility of the user to secure and remember it.
 - The password must include 6-14 characters, and contain a capital letter, lower case letter, number and symbol (Example: aBcD123@\$&). The “**Submit**” button will not appear unless the password entered is deemed “Excellent” in strength.
- Create a security question and answer to be used if the identity of the user needs to be confirmed.

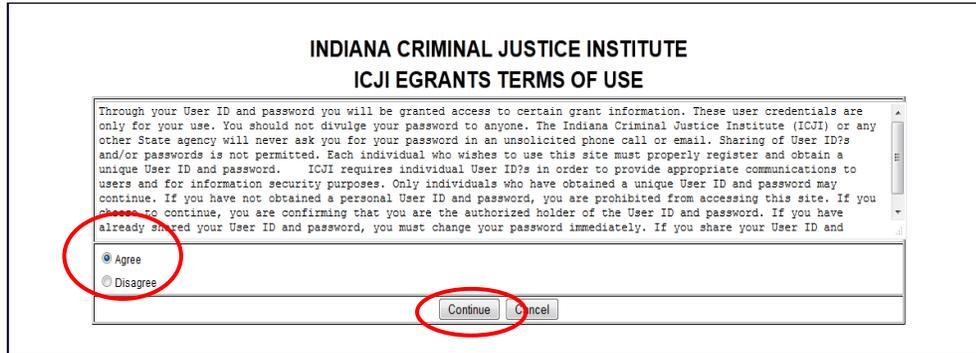
→ Click Submit when complete.

ICI Egrants ICJI Egrants User Registration

Fill in the form below to complete your registration into the ICJI Egrants system.
Already have an account? Please [Log In](#) now.

Courtesy Title: * Mrs.
First Name: * Jane
Middle Initial/Name: * M
Last Name: * Doe Suffix:
Title: * Program Manager
Email Address: * jdoe@gmail.com
Preferred Contact Method: * Email
Address Type: * Envelopes/Labels
Agency Name: * Home County Community Corrections
Floor/Suite/Building: *
Street Address: * 1234 Main St
P.O. Box: *
City: * La Casa State: * Indiana Zip Code: * 12345-5642
County: * Adams Country: * UNITED STATES
Phone: * (260) 123 - 1234 Extension: *
Fax: (260) 123 - 1235
User ID: * jdoe
Password: * ●●●●●●●● Strength: Excellent
(Example: aBcD123@\$&)
Confirm Password: * ●●●●●●●●
If you ever lose your User ID or Password, we will ask you the following question, and need to receive your chosen answer to confirm your identity.
Question: * Mother's maiden name?
Answer: *

- Fully read the ICJI Egrants Terms of Use.
 - Select Agree to continue or Disagree to cancel registration.
 - Click Continue.

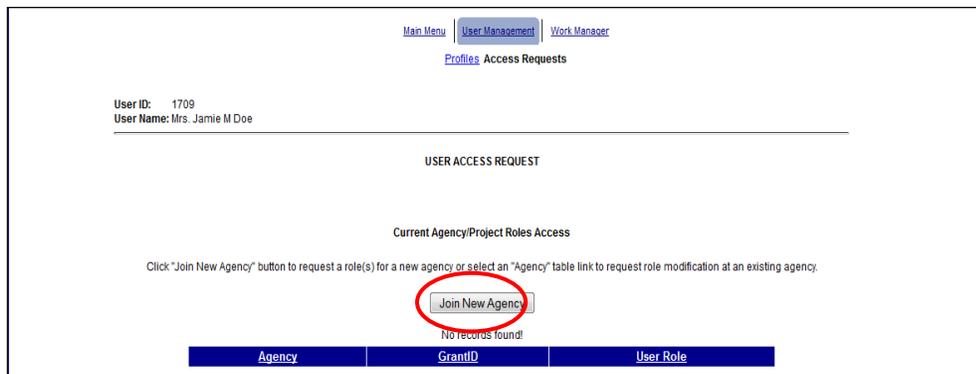


Assigning User Roles

Roles are required in order to complete various sections of the online application or concept paper. Roles can be assigned after the individual registration is complete.

The User Access Request page is available to a registered user after they agree to the ICJI Egrants Terms of Use.

- Click the Join New Agency button.



- Enter search parameters to find the agency to associate to the registered individual.
- Click Search.
- Click the link to the appropriate agency.
- If an agency cannot be found through the search the agency may not be registered in the Egrants system and must do so before roles can be assigned.

JOIN AGENCIES SEARCH

Search Criteria:

Agency Name:

Tax ID:

City:

County: [All]

State: [All]

Agency Name	Tax ID	Address	County	City	State
Indiana Criminal Justice Institute	23-6002831	101 W. Washington St	Marion	Indianapolis	Indiana

- Enter the justification for the roles in the Reason for Request box.
- Grant ID-Project drop down menu will have all the individual projects listed in which the user can choose what grants to be added to.
 - Find the specific grant ID that has already been created to assign individual to an existing grant.
 - Choose All to assign the individual to all grants created for the agency selected

JOIN AGENCY

Agency Name: Indiana Criminal Justice Institute
 Street Address 1: 101 W. Washington St
 Street Address 2:
 County: Marion
 City: Indianapolis
 State: Indiana
 Zip Code: 46204-3411
 User Manager(s): Ms. Kim Snyder,
 Ms. Stephanie Edwards

Reason For Request*:

Requests

GrantID-Project: [All]

Roles Requested: [All]

Requested Action	Requested GrantID-Pro	Requested Role
	1904 - Beth Manual Test	
	1905 - Test	
	1906 - DDE Enforcement	
	1907 - idle	
	1908 - JA's DDE Application	
	1909 - Beth Training Test	
	1910 - SUPPORT DV SHELTER	
	1911 - test	
	1912 - Safe Driving Program	
	1913 - Traffic	
	1914 - testing PMR	

- Roles Requested drop down menu allow the individual to choose the roles that are needed to manage grants for the selected agency.
 - Choose the role that needs to be assigned. Multiple roles are allowed.
- Click the Add Role Request button.

The screenshot shows a web form titled "JOIN AGENCY". It contains the following fields and sections:

- Agency Name:** Indiana Criminal Justice Institute
- Street Address 1:** 101 W. Washington St
- Street Address 2:**
- County:** Marion
- City:** Indianapolis
- State:** Indiana
- Zip Code:** 46204-3411
- User Manager(s):** Ms. Kim Snyder, Ms. Stephanie Edwards
- Reason For Request*:** Add new employee to agency grant applications.
- Requests:** A section with a "GrantID-Project" dropdown set to "[All]". Below it is a table with columns: "Requested Action", "Requested GrantID-Pr...", "Requested Role", and "Requested Role". A dropdown menu is open under "Roles Requested", listing: "Agency Financial Creator", "Agency Financial Reader", "Agency Program Creator", "Agency Program Reader", "Agency Submission", and "Agency User Manager". A red circle highlights the "Add Role Request" button.

- Roles can be removed by clicking the Remove button.
- Role Definitions:

Program Reader: This role allows a user **READ-ONLY** access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures.

Program Creator: This role allows a user **READ/WRITE** access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures. This role can also submit program reports.

Financial Reader: This role allows a user **READ-ONLY** access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget.

Financial Creator: This role allows a user **READ/WRITE** access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget. This role can also submit fiscal reports.

Submission: This role allows a user to **SUBMIT** applications, modifications, and continuations. A user without this role may work on a project, but will not be able to submit it to ICJI. Similarly, if a project were returned to the applicant for revisions, only users with this role could re-submit the revised project. This role can allow agencies (particularly larger ones) to enforce some level of review over what is submitted to ICJI.

User Manager: Though the title can be somewhat confusing, this role allows a user to **MANAGE SECURITY ROLES** (access) for an agency’s projects. While agencies can have as many User Managers as they need to accommodate their business processes, ICJI will only set up the first User Manager per agency. Because we make over 1300 grants per year, some to very large agencies, we cannot handle user management tasks for all our applicants. Each applicant agency registering in the Egrants system will be required to designate a person as their User Manager, and ICJI will establish the appropriate role(s) for that person. That person then assumes the responsibility for managing users for the applicant agency’s projects. (We strongly recommend that the agency have more than one User Manager to cover in case of illness/accident, but it would be the initial User Manager’s responsibility to create second and subsequent User Managers.)

- Click Submit Request when complete.

JOIN AGENCY

Agency Name: Indiana Criminal Justice Institute
 Street Address 1: 101 W. Washington St
 Street Address 2:
 County: Marion
 City: Indianapolis
 State: Indiana
 Zip Code: 46204-3411
 User Manager(s): Ms. Kim Snyder,
 Ms. Stephanie Edwards

Reason For Request*: Add new employee to agency grant applications.

Requests

GrantID-Project: [All]

Roles Requested: Agency Submission

Requested Action	Requested GrantID-Project	Requested Role	
Add	[All]	Agency Financial Creator	<input type="button" value="Remove"/>
Add	[All]	Agency Program Reader	<input type="button" value="Remove"/>
Add	[All]	Agency Submission	<input type="button" value="Remove"/>

- An ICJI user will approve or deny the request for user roles and the status will be updated.

Click: "Join New Agency" button to request a role(s) for a new agency or select an "Agency" table link to request role modification at an existing agency.

No records found!

Agency	GrantID	User Role
--------	---------	-----------

Filter Criteria :

RequestHistory Status: [All] ▼

Request History

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
Indiana Criminal Justice Institute	[All]	Agency Financial Creator, Agency Program Reader, Agency Submission, Agency Program Creator	6/11/2013 12:39:40 PM	Ms. Kim Snyder, Ms. Stephanie Edwards	In-Process

Please also note:

- The Project Director, Financial Officer and Primary Contact identified on the Main Summary page must be registered Egrants users and associated with your agency with at least one security role. Therefore each person to be named in the grant must complete steps 2 and 3 of this document before you can complete the application.
- Egrants requires that the Project Director, Financial Officer and the Primary Contact be at least two different individuals. The Project Director can also be the Primary Contact or the Financial Officer can also be the Primary Contact, however, the Project Director and Financial Officer cannot be the same person.
- These users must also have security access to the specific Grant ID number in order to access it. If the individual's name does not appear in the dropdown list as a selection for the Project Director, Financial Officer or Primary Contact, then the individual is not a registered user with security access to the grant. To remedy this, the individual must register in Egrants to obtain a User ID and Password and/or obtain appropriate security to the specific grant.

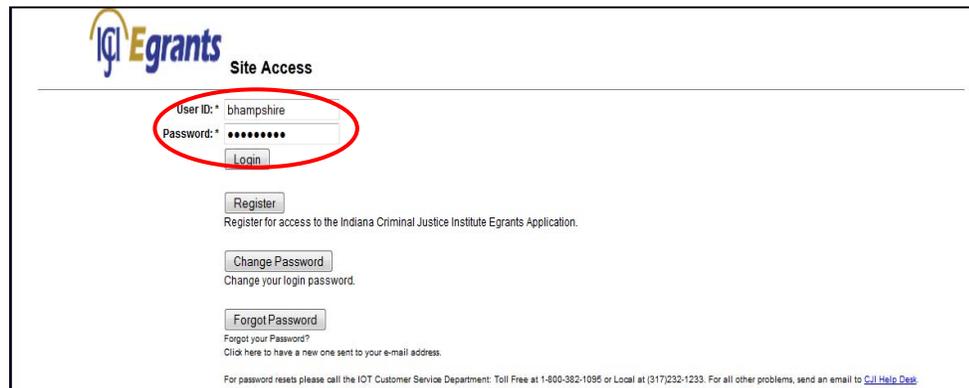
Section 2: Logging in to Egrants

The ICJI Egrants system is a secure system. To access the system each must have a user ID and password. Use the Getting Registered instructions to obtain a user ID and password.

To access the Egrants website use the following web address: www.egrants.cji.in.gov.

Logging in

- To log in:
 - Enter the assigned User ID
 - Enter the assigned password.
- Click the Login button.



ICJI Egrants Site Access

User ID:* bhampshire

Password:* ●●●●●●●●

Login

Register
Register for access to the Indiana Criminal Justice Institute Egrants Application.

Change Password
Change your login password.

Forgot Password
Forgot your Password?
Click here to have a new one sent to your e-mail address.

For password resets please call the IOT Customer Service Department: Toll Free at 1-800-382-1096 or Local at (317)232-1233. For all other problems, send an email to CJI.Help.Desk

The Egrants welcome page will appear if the log in is successful.



Welcome to ICJI Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

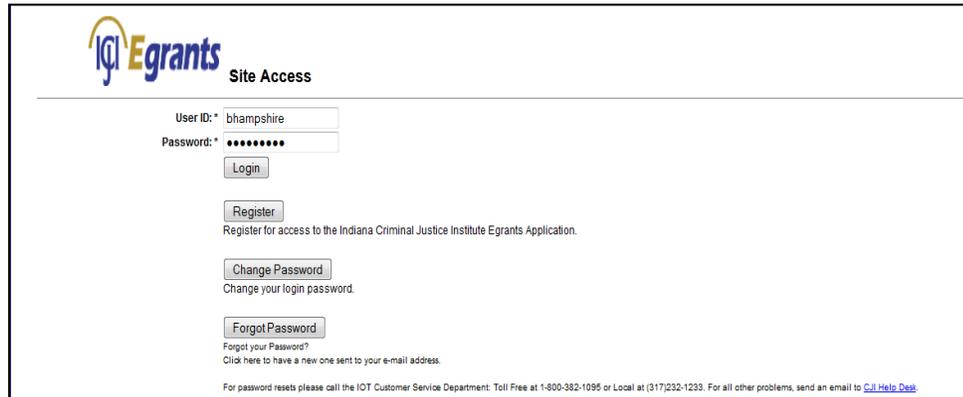
[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

ICJI Egrants

- Click the Logoff link at the top right corner of the page.



The Egrants login page will be displayed if the logoff is successful.



Password Help

The Egrants login page can also be used to change a user password or to have a new password sent if the user has forgotten the password.

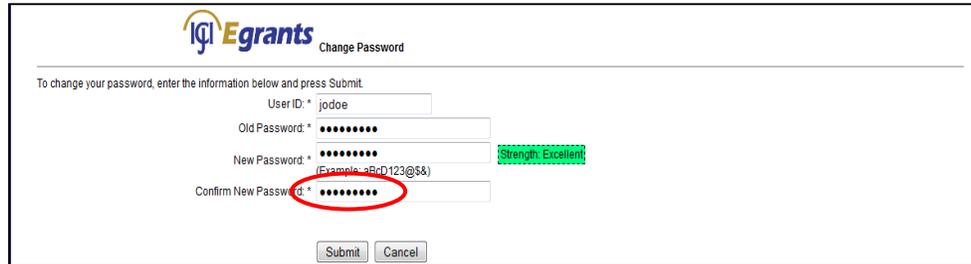
- Click the Change Password button.



- Enter the User ID for the password that needs to be changed.
- Enter the Old Password.
- Enter a New Password.

Note: The password must include 6-14 characters, and contain a capital letter, lower case letter, number and symbol (Example: aBcD123@\$&) . The “Submit” button will not appear unless the password entered is deemed “Excellent” in strength.

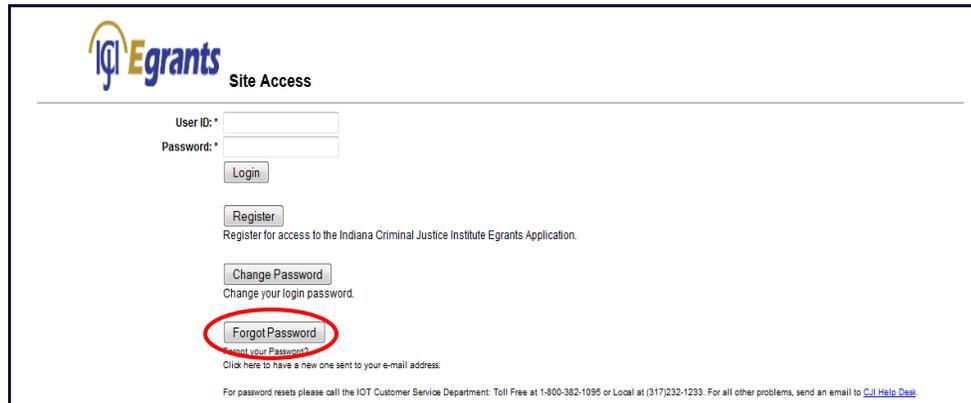
→ Click the Submit button to complete.



The screenshot shows the 'Change Password' page for ICI Egrants. The page title is 'Change Password'. Below the title, it says 'To change your password, enter the information below and press Submit.' There are four input fields: 'User ID: *' with the value 'jdoe', 'Old Password: *' with masked characters, 'New Password: *' with masked characters and a green strength indicator 'Strength: Excellent' to its right, and 'Confirm New Password: *' with masked characters. A red circle highlights the 'Confirm New Password' field. At the bottom, there are 'Submit' and 'Cancel' buttons.

- To access a forgotten password:

→ Click the Forgot Password button.



The screenshot shows the 'Site Access' page for ICI Egrants. The page title is 'Site Access'. There are two input fields: 'User ID: *' and 'Password: *'. Below these are buttons for 'Login', 'Register', 'Change Password', and 'Forgot Password'. The 'Forgot Password' button is circled in red. Below the 'Forgot Password' button, there is a link 'Click here to have a new one sent to your e-mail address.' At the bottom, there is a footer: 'For password resets please call the IOT Customer Service Department. Toll Free at 1-800-382-1095 or Local at (317)232-1233. For all other problems, send an email to [CJL Help Desk](#).'

- Enter the email address that is associated with the user account that needs a new password.

→ Click the Submit button when complete.

ICI Egrants Forgotten Password

Step 1 of 2:
Please enter your email address below and press Submit.

Email Address:* bhampshire@cji.in.gov

Please send technical comments and problems to [ICI EGRANTS Support \(QA\)](#)
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- Enter the answer to the secret question that was established during the registration process.

→ Click the Submit button when complete.

ICI Egrants Forgotten Password

Step 2 of 2:
Please provide the answer to your question which you specified when you created your user account and press Submit.

Your Question: Question

Answer:* question

Please send technical comments and problems to [ICI EGRANTS Support \(QA\)](#)
©2011-2013 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

- An email will be sent to the user with the user ID and password provided.
- If the answer to the question is incorrect or has been forgotten contact the ICJI Helpdesk at cjihelpdesk@cji.in.gov for a password reset.

Section 3: Applying for a Grant

Registered users can apply for grants using open funding announcements. Users will use their assigned User ID and Password to log in to the Egrants website.

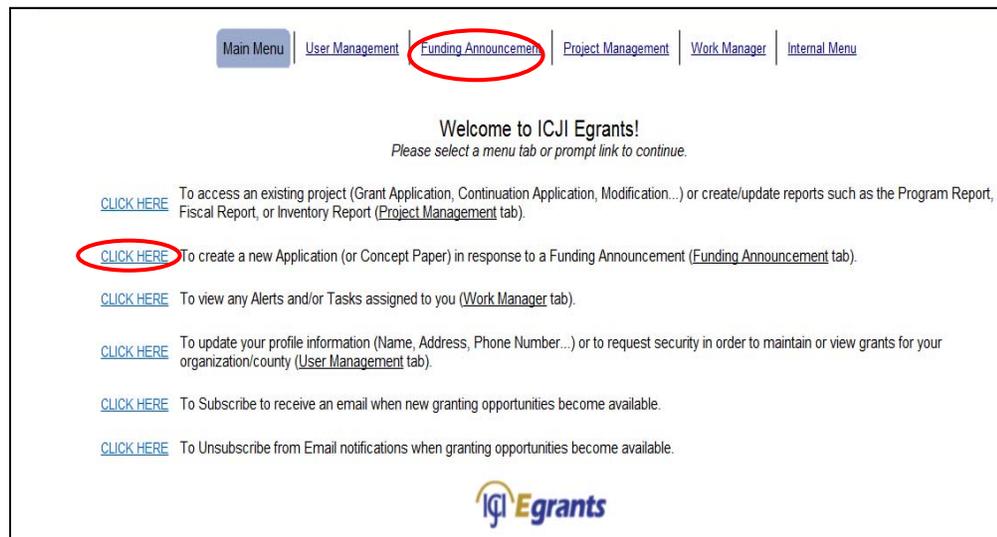
An application is created in response to an open Funding Announcement and is the way an agency applies for a grant from ICJI.

Completing an Application

Log in to Egrants using the username and password that has been provided to all registered users.

On the Welcome page there are two ways to create a new application

- [Funding Announcement](#) link in the menu at the top of the page.
- The 2nd [Click Here](#) link



Main Menu | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

Welcome to ICJI Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.



- Enter data in the space provided to search for the funding announcement that an application will be created for

→ Click the Search button.

Search Criteria:

Funding Announcement Title:

Program Area: [All]

Funding Stream: [All]

Plan Year: [All]

Status: Open

Fund. Ann. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
2012 VOCA Assistance Grant	Victims Services	2010 VOCA, 2011 VOCA, 2012 VOCA	\$7,777,862.00	7/19/2012	8/17/2013	Open
2012-2013 Safe Haven	Youth Services - ST	Safe Haven	\$930,260.00	4/19/2012	12/31/2013	Open
COPEd--Safe Haven UAT testing	Youth Services - ST	2013-2014 Safe Haven	\$100,000.00	2/14/2013	12/31/2013	Open
Group Test FA 3	Drug and Crime	2011 JAG	\$500,000.00	3/22/2013	5/14/2013	Open
Group Test FA 4	Drug and Crime	2011 JAG	\$500,000.00	4/3/2013	5/1/2013	Open
Safe Haven UAT TEST	Youth Services - ST	Safe Haven	\$100,000.00	2/12/2013	12/31/2013	Open
Safe Haven UAT testing	Youth Services - ST	2013-2014 Safe Haven	\$100,000.00	2/13/2013	12/31/2013	Open
SH UAT TESTING-TAKE 2	Youth Services - ST	2013-2014 Safe Haven	\$100,000.00	3/12/2013	12/31/2013	Open

- Choose from the list of open funding announcements provided.

→ Click the Create New Application button.

Note: If a person is registered under more than one agency that person will need to select what agency is applying for the grant by choosing the appropriate agency from the Applicant Agency drop down menu.

FUNDING ANNOUNCEMENT SUMMARY

Funding Ann. Title: [Group Test FA 4](#) Program Contact Person: [Ms. Beth Hampshire](#)

Year: 2011 Fiscal Contact Person: [Ms. Beth Hampshire](#)

Program Area: Drug and Crime

Funding Stream: JAG

Funding Area: Justice Assistance Grant

Release Date: 4/3/2013

Due Date: 5/1/2013

Concept Papers Required? No

Competitive/Non-Competitive: Competitive

Amount Announced: 500,000.00

Status: Open

Summary:

You may view the Funding Announcement document [here](#).

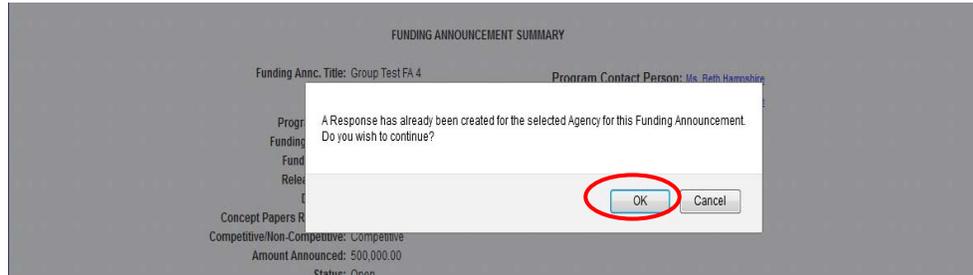
Applicant Agency:

Agency/Project responses for this Funding Announcement

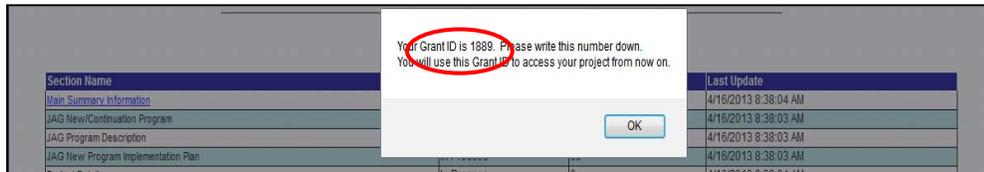
Applicant Agency	Project ID	Project Title
Indiana Criminal Justice Institute	1884	Group Test 13
Indiana Criminal Justice Institute	1886	Group Testing Take 13
Indiana Criminal Justice Institute	1887	Testing to compare to Dev

- If an application has already been started and/or submitted for this agency a message will appear to ask for confirmation that an additional application should be created.

→ Click Ok to move on.



- A grant number will be assigned to the application. It is important that this number be remembered as it will follow this application through the entire process and will be the grant ID if the application is awarded.



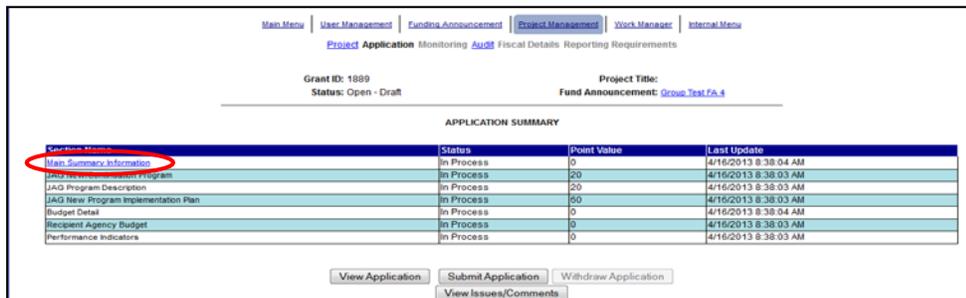
Completing the Main Summary

There are 4 sections that are required for all applications.

Main Summary Information: Collects all the general information needed for the application.

Note: This section must be completed before the other sections will be available for the applicant.

→ Click the [Main Summary Information](#) link.



- The Short Title and Brief Project Description must be completed first. Then the remainder of the Main Summary can be completed.

Primary Contact: Details Primary Contact not listed in dropdown?

[Additional Contacts \(0-0/0\)](#)

Program Staff Contact: [Ms. Beth Hampshire](#)

Fiscal Contact: [Ms. Beth Hampshire](#)

Award Letter Received Date:

Listing of Signatories

Name	Title

Application Invitation Date:

Continuation Invitation Date:

Application Received Date:

Application Award Date:

Advisory Committee Meeting Date:

Application Award Amount:

Commission Meeting Date:

Notification of Award Date:

Start Date:

End Date:

Signature Paper Received Date:

Returned Date:

Resubmitted Date:

Short Project Title: *

Brief Project Description: *
(maximum 320 characters)

- Recipient Agency: The agency that receives the funds from a project.
 - Local Government Agencies: Clerk, Treasurer, Auditor
 - State Government Agencies: Same as the Applicant Agency
 - Not for Profit: Same as the Applicant Agency.

NOTE: If the Recipient Agency has not registered in the Egrants system they must do so before they can be added as a Recipient Agency.

- Project Director: Person responsible for the project.
- Financial Officer: Person responsible for the fiscal reporting for the project.
- Primary Contact: Person who should be contacted for questions about the project.

NOTE: The Project Director and the Financial Officer cannot be the same person.

- Start Date and End Date: The dates the project will begin and end.
- Keyword: Must be selected for all applications.
- House, senate districts, and school district can be added as instructed.
- Change the "Completion Status" to "Complete" and Save.

MAIN SUMMARY

Section Point Value: 0

Completion Status: In Process
Complete
In Progress

Sub Grant: [In Progress](#)

Applicant Agency: [Indiana Criminal Justice Institute](#)

FID #: 00-0000000

Recipient Agency: [Indiana Criminal Justice Institute](#)

Project Director: Ms. Beth Hampshire [Details](#) Project Director not listed in dropdown? [?](#)

Financial Officer: Ms. Sarah Davis [Details](#) Financial Officer not listed in dropdown? [?](#)

Primary Contact: Ms. Beth Hampshire [Details](#) Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(0-0/0\)](#)

Program Staff Contact: [Ms. Beth Hampshire](#)

Fiscal Contact: [Ms. Beth Hampshire](#)

Award Letter Received Date:

Listing of Signatories

[Add New Signatory](#)

Application Invitation Date:	Continuation Invitation Date:
Application Received Date:	Application Award Date:
Advisory Committee Meeting Date:	Application Award Amount:
Commission Meeting Date:	Notification of Award Date:
Start Date: <input type="text" value="01/01/2013"/>	End Date: <input type="text" value="12/31/2013"/>
Signature Paper Received Date:	Resubmitted Date:
Returned Date:	

- When the Main Summary Information section is complete the other sections of the application become available.

Completing the Budget Detail

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1889 Project Title: Manual Test
 Status: Open - Draft Fund Announcement: [Group Test FA 4](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	4/16/2013 11:26:05 AM
JAG New/Continuation Program	In Process	20	4/16/2013 8:38:03 AM
JAG Program Description	In Process	20	4/16/2013 8:38:03 AM
JAG New Program Implementation Plan	In Process	60	4/16/2013 8:38:03 AM
Budget Detail	In Process	0	4/16/2013 11:25:39 AM
Recipient Agency Budget	In Process	0	4/16/2013 8:38:03 AM
Performance Indicators	In Process	0	4/16/2013 8:38:03 AM

[View Application](#) | [Submit Application](#) | [Withdraw Application](#)
[View Issues/Comments](#)

- Budget Detail: Collects the line item budget information for the application.

Example of Personnel budget category.

- Personnel: Line items for personnel expenses.

→ Click Add New Line.

The screenshot shows a web interface for managing personnel budget line items. At the top, there are navigation tabs: Main Menu, User Management, Funding Announcement, Project Management (selected), Work Manager, and Internal Menu. Below these are sub-links: Project Application, Monitoring, Audit, Fiscal Details, and Reporting Requirements. The page displays metadata: Grant ID: 1907, Status: Open - Draft, Project Title: Manual Test, and Fund Announcement: FA Test 1. A red circle highlights the 'PERSONNEL Add New Line' button. Below this is a table with columns for Position, Name, Fund Type, and Cost (subdivided into Grant Funds, Matching Funds, and Total). The table currently shows zero values. A 'Back' button is located at the bottom.

- Enter the Position and Name.
- Select the Funding Type from the drop down.
- Enter a computation.
- The computation is the equation used to determine the amount of funds requested.
 - Enter the Cost.

→ Click Save and Add Another to add additional lines, or click Save to go back out to the summary.

The screenshot shows the 'PERSONNEL BUDGET LINE ITEMS' form. It includes fields for 'Created By', 'Created Date', 'Last Update By', and 'Last Update Date'. The form contains input fields for 'Position' (Admin Asst.), 'Name' (Jane Doe), and 'Fund Type' (Grant Fund). A dropdown menu for 'Fund Type' is open, showing options: Grant Fund, Cash Match (New Approp.), and Grant Fund. The 'Computation' field contains '\$20,000 per year x 100%'. The 'Cost' field shows '20,000.00'. A 'Total Cost Σ' field shows '20,000.00'. A red circle highlights the 'Save And Add Another' button at the bottom.

Other budget categories are:

- Confidential: Funds used for undercover operations.
 - For Task Force use only.
- Employee Benefits: Fringe benefits for employees including insurance, FICA, Retirement, etc.

- Travel (including Training): Funds used for any travel and or attendance of trainings.
- Equipment: Purchases of equipment with a unit cost of \$500.00 or more. This amount can be split between grant funds and match funds.
 - This is the only category that does the computation for the applicant.
 - Enter the Item.
 - Select the Fund Type from the drop down menu.
 - Enter the unit cost.
 - Enter the quantity.
 - If the cost of a piece of equipment is being split between grant funds and match funds the quantity should be the percentage paid by each type of fund.
 - Example: If the line item is for a \$2000.00 copier and 50% is grant funded and 50% is match funded then the quantity is .5 for each line item.

→ Click Save and Add Another to add additional lines, or click Save to go back out to the summary.

Note: When applying for Equipment funds, an Inventory Report will need to be submitted if the application is awarded and funded.

Below is an example of requested Equipment when the cost is split between funds.

Item : *		Copier		(maximum 70 characters)
Fund Type :		Grant Fund		(maximum 70 characters)
	Unit Cost	Quantity	Cost Σ	
Year 1:	2,000.00	0.5	1,000.00	
			Total Cost Σ	1,000.00
<input type="button" value="Save"/> <input type="button" value="Save And Add Another"/> <input type="button" value="Delete"/> <input type="button" value="Back"/>				

EQUIPMENT
Add New Line

Item	Fund Type	Cost		
		Grant Funds	Matching Funds	Total
Copier	Grant Fund	1,000.00	0.00	1,000.00
Copier	Cash Match (New Approp.)	0.00	1,000.00	1,000.00
Total:		1,000.00	1,000.00	2,000.00

Back

- Supplies and Operating Expenses: Line items for office supplies and other goods or services that are needed to operate the program.
- Consultants: Line items that are paid by contract.
 - Consultants have 3 categories: Consultants, Consultant Travel, Products and Services

CONSULTANTS
Add New Consultant

System will time out at Remaining time

Name / Position	Service Provided	Fund Type	Cost		
			Grant Funds	Matching Funds	Total
General	Consulting	Grant Fund	10,000.00	0.00	10,000.00
Total:			10,000.00	0.00	10,000.00

CONSULTANT TRAVEL
Add New Travel Item

Consultant: Location:

Item	Location	Fund Type	Cost		
			Grant Funds	Matching Funds	Total
General			0.00	0.00	0.00
Total:			0.00	0.00	0.00

PRODUCTS OR SERVICE
Add New Product Item

Consultant:

Consultant	Item	Fund Type	Cost		
			Grant Funds	Matching Funds	Total
			0.00	0.00	0.00
Total:			0.00	0.00	0.00

- A line item must be added to Consultants to be able to use the other two categories.
- The Name of the consultant will populate in the drop down menus.
- Enter all the needed information as in the other budget categories.
- The total of all 3 consultant categories will be found at the bottom of the summary page.
- Construction: Line items for allowable construction cost.
- Other: Any other line items that do not fit into other categories available.

By Source Section:

- Enter the amounts for each Source.
- If there are multiple sources it is the applicant’s responsibility to keep track of how much funds were requested in each source.

→ Click the box next to the appropriate source.

BY CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personal	10,000.00	10,000.00	20,000.00
Confidential	500.00	500.00	1,000.00
Employee Benefits	5,000.00	5,000.00	10,000.00
Travel (Including Training)	1,000.00	1,000.00	2,000.00
Equipment	1,000.00	1,000.00	2,000.00
Supplies & Operating Expenses	600.00	600.00	1,200.00
Consultants	10,000.00	10,000.00	20,000.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total Σ	28,100.00	28,100.00	56,200.00

BY SOURCE	FUNDS	TOTAL
Federal	28,100.00	28,100.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	28,100.00	28,100.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total Σ	56,200.00	56,200.00

Budget Setup **Save** Save And Continue Editing Back

- When the Budget Detail section is finished change the completion status to “Complete” and click Save.

Completion Status: **In Process** (dropdown menu with **Complete** selected)

Last Update By: Ms. Beth Hampshire Last Update Date: 4/16/2013 2:48:00

RECIPIENT AGENCY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Indiana Criminal Justice Institute	28,100.00	28,100.00	56,200.00
Total Σ	28,100.00	28,100.00	56,200.00

BY CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personal	10,000.00	10,000.00	20,000.00
Confidential	500.00	500.00	1,000.00
Employee Benefits	5,000.00	5,000.00	10,000.00
Travel (Including Training)	1,000.00	1,000.00	2,000.00
Equipment	1,000.00	1,000.00	2,000.00
Supplies & Operating Expenses	600.00	600.00	1,200.00
Consultants	10,000.00	10,000.00	20,000.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total Σ	28,100.00	28,100.00	56,200.00

BY SOURCE	FUNDS	TOTAL
Federal	28,100.00	28,100.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	28,100.00	28,100.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total Σ	56,200.00	56,200.00

Budget Setup **Save** Save And Continue Editing Back

Completing Performance Indicators

Performance Indicators: Measures that are set up to collect data to show the performance of a project.

→ Click the [Performance Indicator](#) link.

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager | Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1907 Project Title: Manual Test
Status: Open - Draft Fund Announcement: FA Test 1

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	0	4/16/2013 3:00:51 PM
Main Summary Information	Complete	0	4/16/2013 2:48:00 PM
Performance Indicators	In Process	0	4/16/2013 1:35:13 PM
Recipient Agency Budget	In Process	0	4/16/2013 1:35:13 PM

View Application Submit Application Withdraw Application

View Issues/Comments

There are 2 types of performance indicators, those Established by ICJI and Established by Subgrantee.

- Performance indicators established by ICJI will already be in the section.
- Performance indicators established by the Subgrantee will need to be added to the section via searching the Performance Indicator Library.

→ Click the Add New Performance Indicator to search.

PERFORMANCE INDICATORS

Section Point Value: 0
Completion Status: In Process

Created By: Ms. Beth Hampshire
Last Update By: Ms. Beth Hampshire

Created Date: 4/16/2013 3:02:20 PM
Last Update Date: 4/16/2013 3:02:20 PM

Project Phase Target

1. Established by ICJI

- 1.1. Total number of seatbelt patrol hours worked.
- 1.2. Number of Seat Belt Citations this reporting period.
- 1.3. Number of child restraint violations.
- 1.4. Total number of arrests made during enforcement period (including misdemeanors and felonies).
- 1.5. Total number of OTHER citations written during this enforcement period. Do not include seatbelt and child restraint citations in this count.

2. Established by Subgrantee

Add New Performance Indicator

Submit Issue/Comment View History Save Back

- Enter the necessary search parameters and click Search.
- Select the Performance Indicator(s) needed.

→ Click Assign Selected Indicators.

PERFORMANCE INDICATOR LIBRARY

Search Criteria:

Title: Search

Purpose:

Owner:

Measure Type:

Assign Selected Indicators
Create Performance Indicator

Select	Title	Owner	Measure Type
<input type="checkbox"/>	i Achieve 40-55% completeness of all trauma data in the Indiana Trauma Registry	Traffic Safety	Outcome
<input type="checkbox"/>	i Crash Fact Sheet Completion Timeline	Traffic Safety	Outcome
<input type="checkbox"/>	i Development and completion of state wide Crash Fact Book	Traffic Safety	Outcome
<input type="checkbox"/>	i E-Code linkage of injury	Traffic Safety	Outcome
<input type="checkbox"/>	i How many sobriety checkpoints did you conduct that were multi-jurisdictional?	Traffic Safety	Process

- Applicants can create their own performance indicators.
- They must be approved by the ICJI Research Division Director before they can be used.
- Enter the Project Phase Target in the boxes provided (if applicable for the performance indicator).
- Change the Completion Status to “Complete” and click Save.

PERFORMANCE INDICATORS

Section Point Value: 0
 Completion Status: In Process

Created By: Ms. Beth Hampshire
 Last Update By: Ms. Beth Hampshire

Created Date: 4/16/2013 3:02:20 PM
 Last Update Date: 4/16/2013 3:13:43 PM

Project Phase Target

1. Established by ICJI

1.1. Total number of seatbelt patrol hours worked i ?

1.2. Number of Seat Belt Citations this reporting period i ?

1.3. Number of child restraint violations i ?

1.4. Total number of arrests made during enforcement period (including misdemeanors and felonies) i ?

1.5. Total number of OTHER citations written during this enforcement period. Do not include seatbelt and child restraint citations in this count. i ?

2. Established by Subgrantee

x 2.1. Development and completion of state wide Crash Fact Book i N/A

Add New Performance Indicator

Submit Issue/Comment
View History
Save
Back

Completing the Recipient Agency Budget

Recipient Agency Budget: This section collects the information on other types of funds that are used to support the project including other grant funds, state, and local funds.

→ Click the [Recipient Agency Budget](#) link.

APPLICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Budget Detail	Complete	0	4/16/2013 3:00:51 PM
Main Summary Information	Complete	0	4/16/2013 2:48:00 PM
Performance Indicators	Complete	0	4/16/2013 3:08:37 PM
Recipient Agency Budget	In Process	0	4/16/2013 1:35:13 PM

- Revenue
 - Federal Funds: All other federal funds used to support the project. Do not include the funds requested in the application.
 - State Funds: All other state funds used to support the project. Do not include the funds requested in the application.
 - Local Funds: All other local funds used to support the project.
 - Add Row: Click the Add Row button to add a line for funds that are not found in the other 3 categories.

Agency:	Indiana Criminal Justice Institute
Agency Year:	2013
Revenue	Total Amount
Federal Funds	0.00
State Funds	0.00
Local Funds	0.00
List Other Funds	<input type="button" value="Add Row"/>
Total: Σ	0.00
Expenditures	Total Amount
General Fund	0.00
Capital Budget	0.00
Community Development	0.00
Other	0.00
Total: Σ	0.00

- Expenditures
 - General Fund: All expenditures out of the general fund for the project.
 - Capital Budget: All expenditures out of the capital budget fund for the project.
 - Community Development: All expenditures for community development for the project.
 - Other: All other expenditures for this project.

There are 5 questions that must be answered in this section about sustainability.

Section Point Value: 0
Completion Status: **In Process** (circled in red)

Created By: Ms. Beth Hampshire
Last Update By: Ms. Beth Hampshire
Created Date: 4/16/2013 1:35:13 PM
Last Update Date: 4/16/2013 1:35:13 PM

Agency: Indiana Criminal Justice Institute
Agency Year: 2013

Revenue	Total Amount
Federal Funds	0.00
State Funds	0.00
Local Funds	0.00
List Other Funds <input type="button" value="Add Row"/>	
Total: Σ	0.00

1) Are any of these fund sources to be used in the implementation of this project?

2) If so, name the source and the intended use. If not, identify the source of the matching contributions.

3) Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project?

4) If so, describe the source and state the amount.

5) Do you intend to apply for continuation funding for this project?

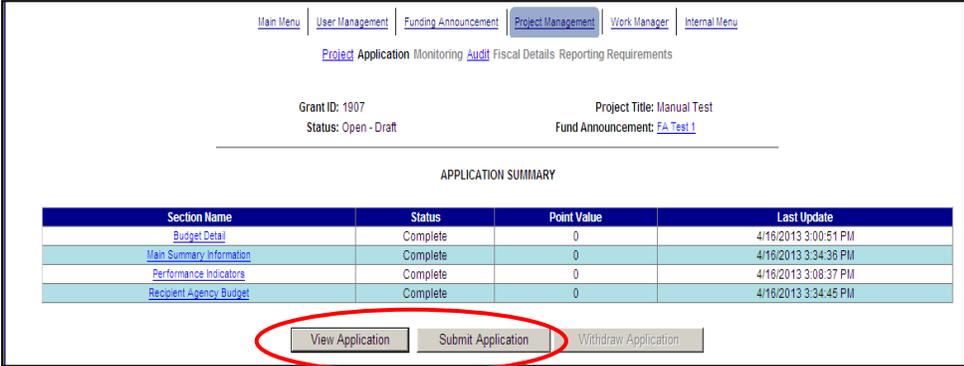
Save (circled in red) Save And Continue Editing Return to Project Summary

- When finished change the Completion Status to “Complete” and Save.
- Complete all other added sections of the application as instructed by the division managing the funding announcement.

Submitting an Application

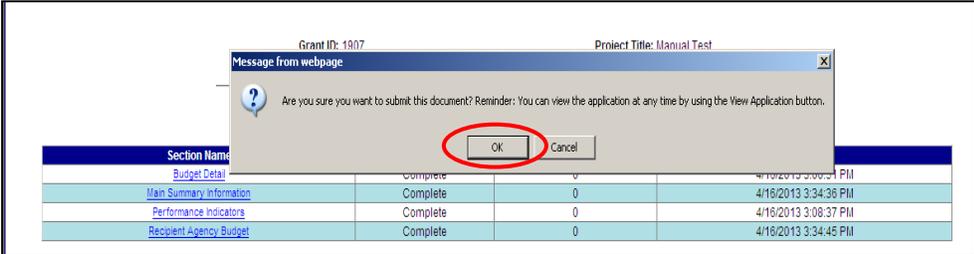
All section statuses must be "Complete" in order for the Submit Application button to become available.

- Click the Submit Application button to submit.
- Click the View Application button to view a PDF of the application.



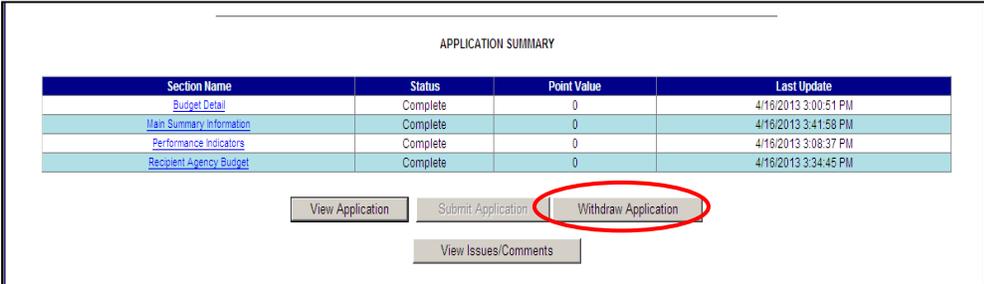
- A text box will appear to confirm that the application is ready to be submitted.

→ Click "Ok" to finalize the submission of the application.



- Once an application has been submitted it can be withdrawn if applicants no longer need the grant funds.

→ Click the Withdraw Application button to withdrawal an application.



If withdrawing an application, the following scenes will appear:

WITHDRAW APPLICATION CONFIRMATION

You are about to request that your Application for funding be withdrawn from consideration by ICJI.
Are you sure you want to withdraw your Application?

[Back](#) [Yes, Request my Application be Withdrawn](#)

WITHDRAW APPLICATION CONFIRMATION

Please provide the reason for your request to withdraw your Application:

[Submit Request](#) [Back](#)

**If you withdraw an application, it will no longer be available for you to access, edit or revise.

**If you submitted your application and realize that a change needs to be made, contact your ICJI Program Manager.

Finding an Application

If an application has been started it can be located by following the instructions below.

→ Click the first [CLICK HERE](#) link.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

Welcome to ICJI Egrants!
Please select a menu tab or prompt link to continue.

- [CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).
- [CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).
- [CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).
- [CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).
- [CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

- Enter the Grant ID and click search, **OR**
- Click one of the links listed under the Quick Searches heading.

Search Criteria:

Grant ID:

Applicant Agency: [All]

Recipient / Allocation Agency:

Funding Announcement: [All]

Keywords: [All]

[Search](#)

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
1920	Indiana Criminal Justice Institute	Test for program reports	05/03/2013
1916	Indiana Criminal Justice Institute	Test	
1911	Indiana Criminal Justice Institute	test	04/18/2013
1908	Indiana Criminal Justice Institute	JVA's DDE Application	
1905	Indiana Criminal Justice Institute	Test	04/18/2013

- Select the [Grant ID](#) link.

Search Criteria:

Grant ID: 1920

Applicant Agency: [All]

Recipient / Allocation Agency:

Funding Announcement: [All]

Keywords: [All]

[Search](#)

Quick Searches

[Applications In Process \(5\)](#)

[Awarded Projects - Active \(20\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1920	Indiana Criminal Justice Institute	Test for program reports	05/03/2013

- Click on [Application](#) link.

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1920 :	Create Project Modification Request (PMR)		
	Application	1/1/2013 - 1/1/2014	Open - Under Review

[View Issues/Comments](#)

Section 4: Post Award Activity

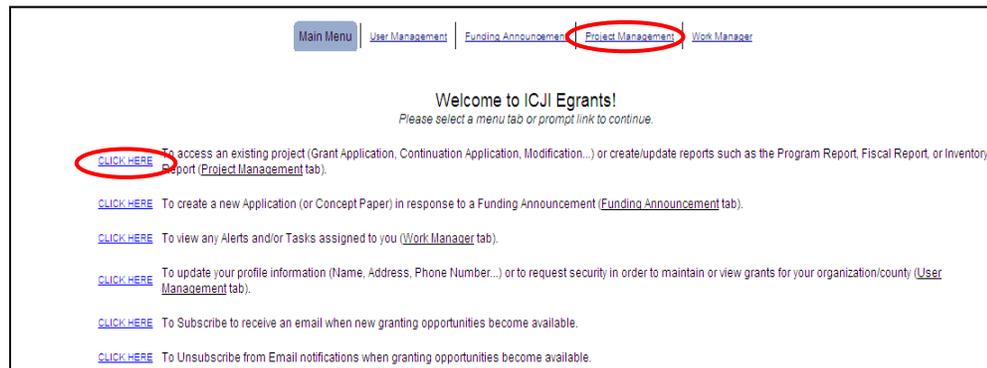
Post award activity includes program reporting, payments, grant monitoring, and grant adjustments as required by ICJI.

Accessing an Awarded Application

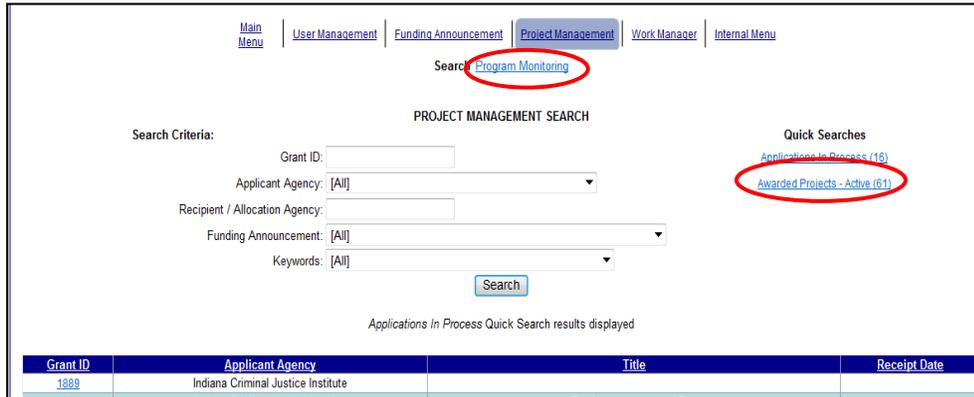
To access an awarded application users must login to the Egrants system.

There are two ways to access the grant awards that need to have reports completed.

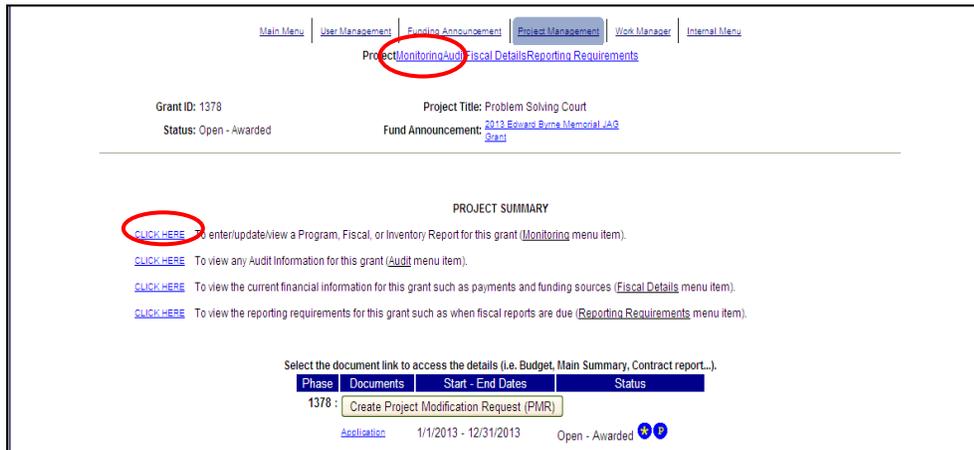
- Click the [Project Management](#) menu tab at the top of the screen, then Click the [Awarded Projects](#) link under the Quick Search heading, **OR**
- Click the first [CLICK HERE](#) prompt link to access existing applications.
- Select the needed Grant ID.



Reporting



The subgrantee can enter the Monitoring area by clicking on the Monitoring menu option or the appropriate [“CLICK HERE”](#) prompt link.



The subgrantee can select from the options listed at the top of the screen to determine what report to create and submit.



Under the Work Manager menu tab the subgrantee will be notified when reports are due.

- Clicking on the Task listed in the Work Manager will also bring the subgrantee to the reporting section.

TASKS AND ALERTS

Search Criteria:

Title:

Category: [All]

Action: [All]

Type: [All]

Status: [All]

Click on the  in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert: 1742 - Period Ending: 2/28/2013 Hope's Voice Domestic Violence Services (Children and Family Services Corporation)	Program Reports	Program Reports Delinquent 	New	4/15/2013 4:12:37 AM
<input type="checkbox"/>	Alert: 1837 - Project Ending: 2/11/2013 Due Date: 4/12/2013 test (Avon Community School Corporation)	Fiscal	Final Cumulative Fiscal Report Delinquent 	New	4/13/2013 4:10:39 AM
<input type="checkbox"/>	Alert: 1823 - Period Ending: 3/31/2013 Due Date: 4/20/2013 Test (Indiana Criminal Justice Institute)	Fiscal	Cumulative Fiscal Reports Due 	New	4/10/2013 4:05:12 AM

Program Reports

→ Click the Create Program Report button.

MAIN SUMMARY

Filter Criteria

Phase: [All]

Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
Program Reports						
Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
Inventory Reports						
Phase	Status	Last Update Date	Approval Status	Entered By		

- The subgrantee must choose Yes or No from the drop down menu for the question, “Is the Project on Schedule?” If No is chosen then an explanation must be provided.
- The subgrantee must then complete the narrative portion, “Briefly List Activities Conducted During This Period.”
- The Make Final Report button should be clicked if it is the final program report.

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 4/21/2013
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No **Make Final Report**

Is The Project On Schedule? *
If not, please explain:
Yes
No

Briefly List Activities Conducted During This Period: *

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Activity Areas	0	In Process		
Activity Performance Indicators	0	In Process		
Performance Indicators	0	In Process		

When the 2 steps have been completed, the subgrantee can move on to the Program Sections portion of the report.

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 3/21/2013
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No **Make Final Report**

Is The Project On Schedule? *
If not, please explain:
Yes
No

Briefly List Activities Conducted During This Period: *

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Performance Indicators	0	In Process		

Add New Corrective Action View Corrective Actions Report

Corrective Actions

Problem Description	Due Date	Section	Status
---------------------	----------	---------	--------

View Report Save as Draft Submit Return Approve Delete Back

Hold Payments

The subgrantee will click on each section link and answer the questions.

- Attachments
 - The section allows the subgrantee to submit required and other documentation that is needed for the report.
- Click Save – Complete when complete.

- Activity Areas
 - The activity areas are selected in the application or can be selected during each reporting period.
 - Once an Activity Area is selected, any performance indicators or questions defined within the Activity Area will be added to the report in the Activity Performance Indicator(s) section.
- Click Save – Complete when complete.

- Performance Indicators
 - Performance Indicators are established in the Funding Announcement by the Grant Manager.
 - Additional Performance Indicators can be established by the subgrantee if the Funding Announcement allows that as an option during the application process.
- Click Save – Complete when complete.

- Additional Program Report Sections
 - Additional sections are defined by the Grant Manager and must be completed.

- Final Report
 - Becomes available when the Make Final Report button is clicked.
- Click Save – Complete when complete.

The Status of each section must be Complete in order to View and/or Submit the Report.

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 4/21/2013
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No

Is The Project On Schedule? * Yes No
If not, please explain:

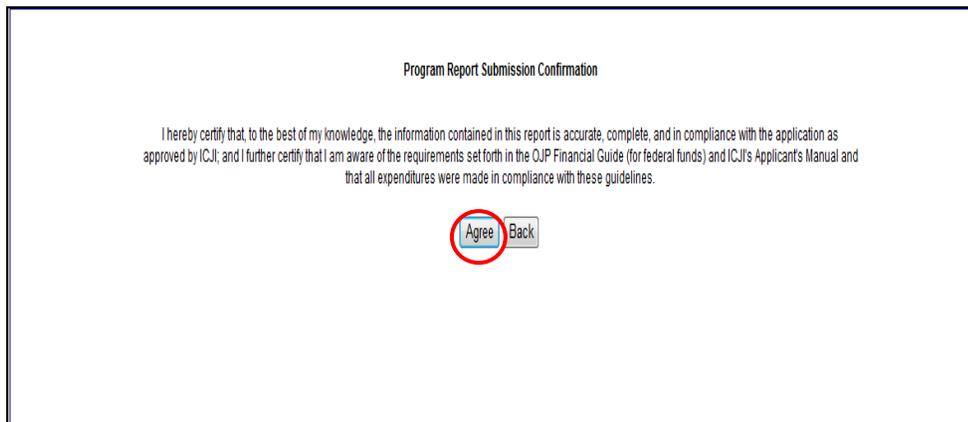
Briefly List Activities Conducted During This Period: *

A Case Manager was hired during this period. The new Case Manager began working with the participants of the problem solving court and monitoring their activities. The Case Manager also attended training for Incentives and Sanctions review.

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	10/4/2012	Ms. Beth Hamphshire
Activity Areas	0	Complete	10/4/2012	Ms. Beth Hamphshire
Activity Performance Indicator(s)	0	Complete	10/4/2012	Ms. Beth Hamphshire
Performance Indicators	0	Complete	10/4/2012	Ms. Beth Hamphshire
JAG Program Income Report	0	Complete	10/4/2012	Ms. Beth Hamphshire
JAG Narrative	0	Complete	10/4/2012	Ms. Beth Hamphshire

When the Submit button has been selected the following screen will appear.

→ Click Agree to move forward with submitting the report.



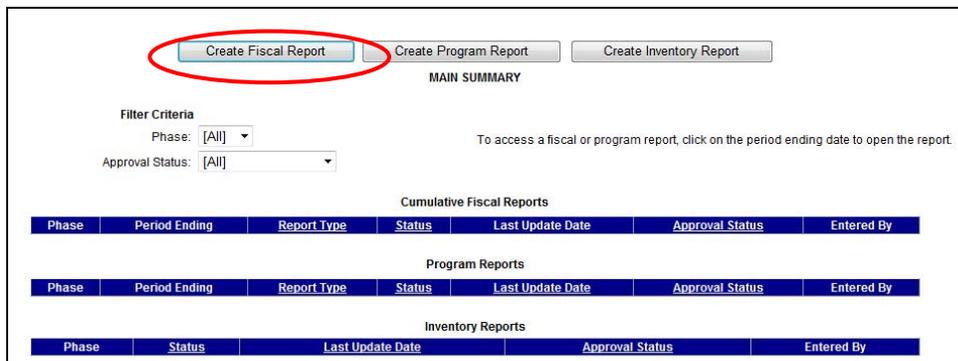
Program Report Submission Confirmation

I hereby certify that, to the best of my knowledge, the information contained in this report is accurate, complete, and in compliance with the application as approved by ICJL and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJL's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Cumulative Fiscal Reports

Cumulative Fiscal Reports show expenditures of funds for the awarded program. These reports are used to determine the necessary reimbursement needed for the program.

→ Click the Create Fiscal Report button.



MAIN SUMMARY

Filter Criteria
Phase: [All] ▼
Approval Status: [All] ▼

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
-------	---------------	-------------	--------	------------------	-----------------	------------

Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
-------	--------	------------------	-----------------	------------

Select the Report Type

- Quarterly
 - Quarterly fiscal reports are required for all awards, and must be submitted by the date established by the Grant Manager.
- Interim
 - Interim Fiscal Reports can be submitted to receive reimbursement at any time during the grant period.
 - An Interim Report should be utilized to request reimbursement in between the required reporting period.

- Even when an Interim report is submitted, a quarterly report will also need to be submitted.
- If the grant is approaching the required reporting period, please do not mark as interim instead mark as quarterly. The system is sensitive to dates and will not total the categories properly.
- The Report Period End Date must be selected when completing an interim report.
- Final
 - Final Report is used to submit the final fiscal report for the award and to request the final reimbursement.
- The subgrantee will also need to select whether this program collects Program Income (**only for quarterly reports**).

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 3/31/2013

Report Period Ending Date: * 3/31/2013

Report Type: * Quarterly Interim Final

Does this program collect Program Income? * Yes No

If Detailed Budget:

- The subgrantee should click the blue link of the Budget Category they need to report into.

Financial Information	Budget	Grant Funds Paid This Period 1/1/2013-3/31/2013	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ
Federal	10,500.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	10,200.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	20,700.00	0.00	0.00	0.00	0.00

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid This Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
Personnel	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Employee Bene	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Inclu	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	500.00	200.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	10,500.00	10,200.00	0.00	0.00	0.00	0.00

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: No Records for Program Income...

- Enter the amount of grant funds and/or match funds expended for the quarter for each line item.
 - Funds Paid this period: Grant Funds for reimbursement.
 - Match This period: Match Funds paid during the reporting period.

→ Click Save when complete.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)
[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1888 Project Start: 1/1/2013
 Project Title: Manual Screen Shots Project End: 12/31/2013
 Applicant Agency: [Indiana Criminal Justice Institute](#) Phase Budget: \$39,300.00
Total Budget: \$39,300.00

PERSONNEL EXPENDITURE DETAILS

Total Funds Paid This Period: \$7,000.00

Indiana Criminal Justice Institute (Master Budget)

Position	Name	Fund Type	Budget	Funds Paid This Period	Total Cumulative Expenses	Match This Period
Administrator	Jane Doe	Grant Fund	17,500.00	2,000.00	2,000.00	0.00
Administrator	John Doe	Grant Fund	20,000.00	5,000.00	5,000.00	0.00
			37,500.00	7,000.00	7,000.00	0.00

If Non-Detail Budget:

- Enter the amount into the Funds Paid This Period Column and Match Funds Paid This Period Column for each category.

Budget Categories	Budget	Match	Cumulative Expenses as of 9/30/2012	Funds Paid This Period 10/1/2012-12/31/2012	Match Funds Paid this Period 10/1/2012-12/31/2012	Total Cumulative Expenses	% Over Budget
Personnel	14,500.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	14,500.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00

Select a Program Income category then click the plus link to start entering Program Income details.
 Program Income Add: Eamed [No Records for Program Income...]

Remarks:

Actions	Attachment Name	Description	Budget Category(s)	Date
	12.18.2012.pdf	test		12/27/2012 7:41:44 AM

The subgrantee should now enter the data necessary for the Financial Information section of the financial report.

- Funds Paid This Period: All expenses paid by the subgrantee for this project.
- Total Funds Received to Date
 - This column calculates based upon the payments entered by CJJ for grant funds.
 - The subgrantee will need to input the "Total Funds Received to Date" for the Match line(s).
- The Claim This Period column should be the total amount that needs to be reimbursed.

Financial Information	Budget	Funds Paid This Period 1/1/2013-3/31/2013	Total Cumulative Expenses	Total Funds Received to Date	Claim This Period Σ
Federal	39,300.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	18,040.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	57,340.00	0.00	0.00	0.00	0.00

Click the Budget Category link to enter "Funds Paid This Period" and "Match Funds This Period" detail information.

- Any remarks or comments that the subgrantee needs to make about the report can also be added, but are not required.
 - Add Attachments: Attach the supporting documentation for expenditures necessary to receive reimbursement.
 - View Report: See a summary of the report in PDF.
 - View Program Income Report: See a summary of the report in PDF
- Click Submit to submit the report.

Click the Budget Category link to enter "Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
Personal	37,500.00	0.00	7,000.00	0.00	7,000.00	0.00
Employee Benefits	0.00	15,000.00	0.00	0.00	0.00	0.00
Travel (including Training)	1,800.00	540.00	800.00	540.00	1,340.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	2,500.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	39,300.00	18,040.00	7,800.00	540.00	8,340.00	0.00

Select a Program Income category then click the plus link to start entering Program Income details.

Action	Budget Indicator	Category Type	Amount
Select Remove	Earned	Fees	\$ 200.00
Select Remove	Expenditures	Travel/Training	\$ 100.00

Program Income Add: Earned

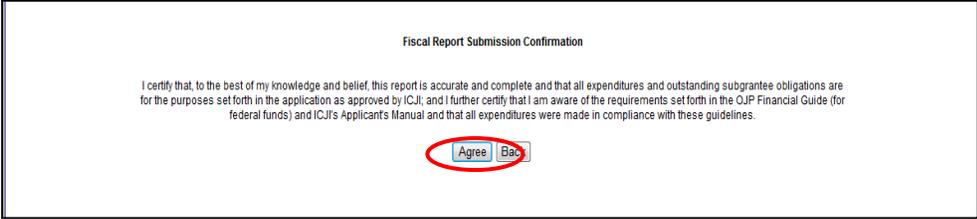
Remarks:

Add Attachment

Actions	Attachment Name	Description	Budget Category(s)	Date		
View Report	View Program Income Report	Save as Draft	Save and Continue Editing	Submit	Delete	Back

When the report is submitted, a Report Submission Confirmation message will appear. This confirmation message is in place of signatures that may have been previously required by the programs.

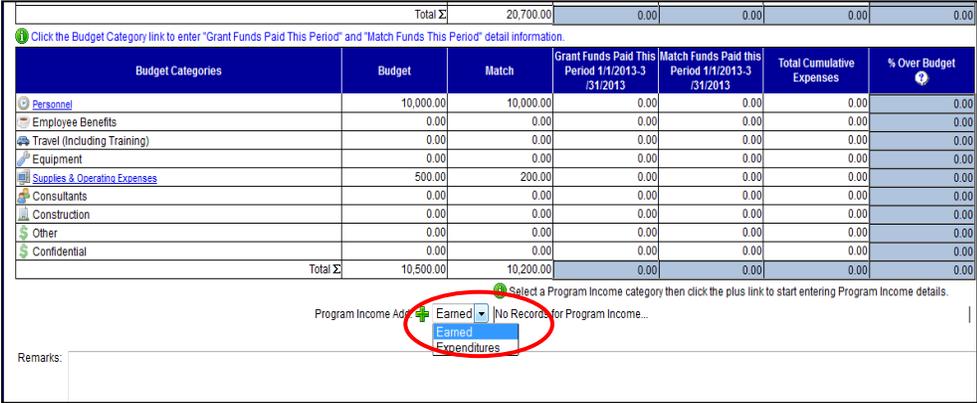
→ Click Agree to finish submitting the financial report.



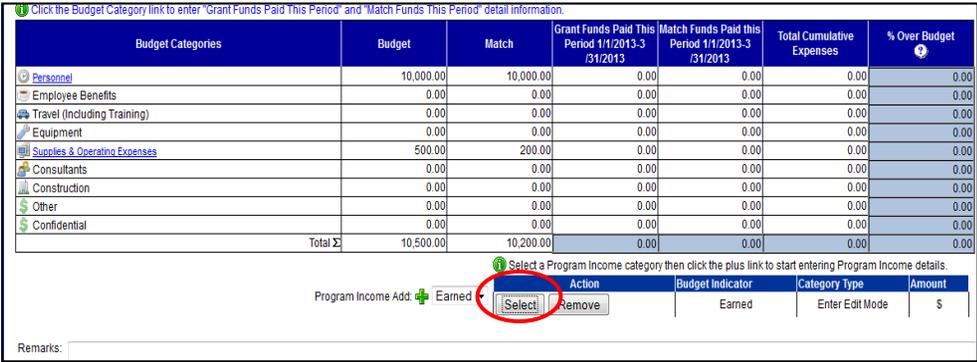
Program Income

Program Income should only be submitted with the quarterly reports. Program Income should not be submitted with Interim Reports.

- Select Earned or Expenditures from the drop down menu.
- Select the plus button to add the earned line item or expenditure line item.



→ Click the Select button to enter date into the line item.



- Select the Category Type from the drop down menu.
 - The category types are determined by the Budget Indicator of Earned or Expenditure.
- Enter the total amount earned for that category.
 - Multiple categories can be added as needed.
- Enter the amount of funds.
 - Earned Funds: The amount entered should be the total amount earned for that category.
 - Expenditures: The amount entered should be the total amount of the federal portion of program income earned that was expended.

→ Click Update when the line item is complete.

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
Personnel	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	500.00	200.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	10,500.00	10,200.00	0.00	0.00	0.00	0.00

Program Income Add: + Earned

Action	Budget Indicator	Category Type	Amount
Update	Earned	Asset Forfeitures	\$ 0.00
Cancel		Asset Forfeitures	
		Reimbursement	
		Restitution	
		Sales of Goods	
		Fees	

Remarks:

Completed view of Program Income

Click the Budget Category link to enter "Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
Personnel	37,500.00	0.00	7,000.00	0.00	7,000.00	0.00
Employee Benefits	0.00	15,000.00	0.00	0.00	0.00	0.00
Travel (Including Training)	1,800.00	540.00	800.00	540.00	1,340.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	2,500.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	39,300.00	18,040.00	7,800.00	540.00	8,340.00	0.00

Program Income Add: + Earned

Action	Budget Indicator	Category Type	Amount
Select	Earned	Fees	\$ 200.00
Remove			
Select	Expenditures	Travel/Training	\$ 100.00
Remove			

Inventory Reports

The Inventory Report monitors the equipment purchased using grant funds.

Inventory reports are required for equipment purchased through program funds during the quarter with a value of \$500.00 or greater.

Note: Inventory Reports must be submitted and approved if equipment was included in the approved program budget in order to complete the grant close-out.

→ Click Add New Item to add an inventory item to the report.

INVENTORY LISTING

Report Status: Draft
Approval Status: Pending
Status Updated By:

Submitted Date:
Return Date:
Resubmitted Date:

Has non-expendable property been purchased through this subgrant or a previous subgrant for this period? Yes ▾

Add New Item Add Budget Equipment Items

Item No	Quantity	Identification Number	Cost	Present Condition Code
---------	----------	-----------------------	------	------------------------

Remarks:

Save As Draft Submit Report Back

To complete the report fill out this section in its entirety.

- Item Number: The asset tag number or the number assigned by the subgrantee to track the item.
- Inventory Quantity: The amount of items purchased.
- Description: A brief description of the item purchased.
- Identification Number: The serial number or another used to identify item.
- Date Acquired: The date the item was purchased.
- Cost: The final cost of the item.
- Present Condition Code: Select from the drop down the current condition of the item.
- Present Use and Location: Describe how the item is currently being used and where is it located.
- Anticipated Future Code: Select from the drop down the anticipated condition of the item.
- Remarks: Include any additional remarks about the item that is not addressed in the previous questions.

→ Click Save and Return when the report is complete.

Item Number: *

Inventory Quantity: 0

Description: *

Identification Number:

Date Acquired:

Cost:

Present Condition Code: A - In the same project being continued with ICJI funds

Present Use and Location:

Anticipated Future Code: A - In the same project being continued with ICJI funds

Remarks:

Save & Return Save & Add Another Delete Back

- The record has now been added to the Inventory Report and can be submitted.
 - Any additional remarks can be included in the Remarks section of the report.
- Click Submit Report when finished with the report.

Main Menu User Management Funding Announcement **Project Management** Work Manager Internal Menu

Project Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1378 Project Title: Problem Solving Court Applicant Agency: Indiana Criminal Justice Institute

INVENTORY LISTING

Report Status: Draft Submitted Date:

Approval Status: Pending Return Date:

Status Updated By: Ms. Beth Hampshire Resubmitted Date:

Has non-expendable property been purchased through this subgrant or a previous subgrant for this period? Yes

Add New Item Add Budget Equipment Items

No	Quantity	Identification Number	Cost	Present Condition Code
	1	123456	5,000.00	A

Remarks:

Save As Draft **Submit Report** Back

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#)
 ©2011-2012 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

The confirmation message below will come up with the Submit Report button is clicked.
 → Click Agree to move on.

Inventory Report Submission Confirmation

I certify that, to the best of my knowledge and belief, this report is accurate and complete.

Agree Back

All saved reports are listed in the Main Summary of the Monitoring section of the grant.

Create Fiscal Report Create Program Report Create Inventory Report

MAIN SUMMARY

Filter Criteria

Phase: [All] To access a fiscal or program report, click on the period ending date to open the report.

Approval Status: [All]

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
2577	9/30/2013	Quarterly	Submitted	8/6/2013	Pending	Ms. Sarah Davis

Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
2577	12/31/2013	Semi-Annual	Submitted	8/6/2013	Pending	Ms. Sarah Davis

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
2577	Submitted	8/6/2013	Pending	Ms. Sarah Davis

Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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Create Fiscal Report Create Program Report Create Inventory Report

Section 5: Project Modification Request

Reasons to request a modification include:

- ✓ Extend project end date
- ✓ Change to budget
- ✓ Change Project Director or Financial Officer.

→ Click on “Awarded Projects” under the Quick Searches section **or** Enter the Grant ID (4 digit number the system assigns)

The screenshot shows the 'PROJECT MANAGEMENT SEARCH' interface. At the top, there is a navigation menu with links: Main Menu, User Management, Funding Announcement, Project Management (highlighted), Work Manager, and Internal Menu. Below the menu is a search bar with the text 'Search Program Monitoring'. The main heading is 'PROJECT MANAGEMENT SEARCH'. Under 'Search Criteria:', there are several input fields: 'Grant ID:' (circled in red), 'Applicant Agency:' (dropdown menu with '[All]' selected), 'Recipient / Allocation Agency:' (text input), 'Funding Announcement:' (dropdown menu with '[All]' selected), and 'Keywords:' (dropdown menu with '[All]' selected). A 'Search' button is located below these fields. To the right, under 'Quick Searches', there are two links: 'Applications In Process (5)' and 'Awarded Projects - Active (5)' (circled in red). Below the search area, it says 'Awarded Projects - Active Quick Search results displayed'. At the bottom, there is a table with the following data:

Grant ID	Applicant Agency	Title	Receipt Date
1719	Indiana Criminal Justice Institute	test	09/21/2012
1712	Indiana Criminal Justice Institute	Test County CCP-	08/23/2012
1378	Indiana Criminal Justice Institute	Problem Solving Court	

→ Click on the Create Project Modification Request.

The screenshot shows a web application interface for project management. At the top, there is a navigation menu with links for 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', 'Work Manager', and 'Internal Menu'. Below the menu, the current project information is displayed: 'Grant ID: 1183', 'Status: Open - Awarded', 'Project Title: MSD of North Posey SRO Program', and 'Fund Announcement: 2012-2013 Safe Haven'. A 'PROJECT SUMMARY' section follows, with four links: 'CLICK HERE To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item)', 'CLICK HERE To view any Audit Information for this grant (Audit menu item)', 'CLICK HERE To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item)', and 'CLICK HERE To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item)'. Below this, a table lists documents for the project. The first row is highlighted with a red circle and contains the text '1183 : Create Project Modification Request (PMR)'. The table also shows 'Application' type, dates '8/13/2012 - 8/26/2013', and status 'Open - Awarded'. A 'View Issues/Comments' button is located at the bottom of the table.

→ Click the Continue button to move on.

The screenshot displays a confirmation screen titled 'Create Project Modification Request (PMR) Confirmation'. It contains several paragraphs of text in red and black. The red text states: 'ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.' The black text provides instructions: 'Please complete all sections (Summary, Budget, Justification and Performance Measures) by entering the requested changes and switching the section status to complete. If you have no changes to make to a particular section, just change the section status to complete. Once all section statuses are marked complete, click the Submit Modification button to transmit your project modification request to ICJI for consideration.' Another paragraph states: 'Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and, if necessary, your signed modification request is received by ICJI. Additionally, modification requests must be submitted through Egrants and received by ICJI at least 30 days prior to the end of the project. Your Program Manager will contact you with additional information and next steps regarding your modification request.' A final paragraph notes: 'These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.' At the bottom, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red circle.

Main Summary Modification

- The end date, scope and contact people associated with the grant can be done here.
 - Select the individual that is submitting the modification.
 - Provide the Project End Date.
 - To change the project/financial/primary contact the subgrantee will just select from the drop down.
 - Justification box is where the subgrantee will explain the reason behind the modification request.
 - Change the completion status from “In-Process” to “Complete”.
- Click the Save button.

The screenshot displays a 'MODIFICATION DETAILS' form. At the top right, a red box indicates 'System will time out at: 10:00 AM Remaining time: 29:58'. The form includes the following fields and controls:

- Section Point Value:** 5 (highlighted with a red circle)
- Completion Status:** In Process (dropdown menu, highlighted with a red circle)
- Created By:** Ms. Stephanie Edwards
- Last Update By:** Ms. Stephanie Edwards
- Created Date:** 10/10/2012 11:45:05 AM
- Last Update Date:** 10/10/2012 11:45:05 AM
- Sub Grant ID:** 2010-0111-51
- Applicant Agency:** MSD of North Posey County (with 'Change Applicant' button)
- Recipient Agency:** MSD of North Posey County (with 'Change Recipient' button)
- FID #:** 35-6006163
- Project Director:** Principal Steve Michael Kavanaugh, Mr. (with 'Details' link and 'Project Director not listed in dropdown?' message)
- Financial Officer:** Ms. Carol Lupfer (with 'Details' link and 'Financial Officer not listed in dropdown?' message)
- Primary Contact:** Principal Steve Michael Kavanaugh, Mr. (with 'Details' link and 'Primary Contact not listed in dropdown?' message)
- Additional Contacts (0-10):**
 - Program Staff Contact:** Ms. Stephanie Edwards
 - Fiscal Contact:** Ms. Stephanie Edwards
- Listing of Signatories:** (with 'Add New Signatory' button and 'Name Title' header)
- Phase:** Initial
- Submitted By:** (dropdown menu)
- Submitted Date:** *
- Application Award Date:** 6/15/2012
- Modification Award Amount:**
- Project Start Date:** * 8/13/2012
- Project End Date:** *
- Commission Meeting:**
- Signature Page Received Date:**
- Resubmitted Date:**
- Returned Date:**
- Justification of Requested Modification:** * (text area, highlighted with a red circle)
- Buttons:** Save (highlighted with a red circle), Save And Continue Editing, Delete, Back

Budget Details Modification

- If there is no change to the budget section, change the Completion Status to “complete” and save.
- To modify an existing budget line.
 - Select the category that needs modified.

Section Point Value: 0
 Completion Status: In Process ▾

Created By: Ms. Stephanie Edwards
 Last Update By: Ms. Stephanie Edwards

Created Date: 4/16/2013 2:44:18 PM
 Last Update Date: 4/16/2013 2:44:18 PM

Budget Category	Current Subgrant Budget	Current Match	Requested Subgrant Budget	New Match	Net Change Dollar Amount
Personnel	37,500.00	0.00	37,500.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	15,000.00	0.00	15,000.00	0.00
Travel (Including Training)	1,800.00	540.00	1,800.00	540.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	2,500.00	0.00	2,500.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00
Total: Σ	39,300.00	18,040.00	39,300.00	18,040.00	0.00

Total Approved Budget by Fund Source		
Source	Current Budget	New Budget
Federal	39,300.00	39,300.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	18,040.00	18,040.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	57,340.00	57,340.00

Budget Setup Save Save And Continue Editing Back

- Select the line item that will be modified.

SUPPLIES & OPERATING EXPENSES

[Add New Line](#)

Supply Item	Fund Type	Year 1 Cost		Total
		Current	New	
AV equipment rental for all regional training courses		52,000.00	52,000.00	52,000.00
meeting room rental for all regional training courses		39,000.00	39,000.00	39,000.00
training course materials for all regional training courses		7,500.00	7,500.00	7,500.00
Total:		98,500.00	98,500.00	98,500.00

Submit Issue/Comment Back

- Enter the modified budget computation and cost in the New section of the budget.
- Click the Save button.

Grant ID: 1888 Project Title: Manual Screen Shots
 Status: Open - Draft Fund Announcement: [Group Test FA 3](#)

SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS
 Created By: Ms. Stephanie Edwards Created Date: 4/16/2013 2:54:22 PM
 Last Update By: Ms. Stephanie Edwards Last Update Date: 4/16/2013 2:54:22 PM

Current		New	
Supply Item: *		Telephone Services	
		Cash Match (New Approp.)	

Year	Current		New	
	Computation	Cost	Computation	Cost
Year 1:	--		\$36.67 x 6 months	220.00
Total Cost:		0.00	Total Cost Σ	220.00

- To Add a New Line Item.
- Click Add a New Line.

SUPPLIES & OPERATING EXPENSES

Supply Item	Fund Type	Year 1 Cost		Total
		Current	New	
Materials for programs	Cash Match (New Approp.)	2,000.00	2,000.00	2,000.00
Office Supplies	Cash Match (New Approp.)	500.00	500.00	500.00
Total:		2,500.00	2,500.00	2,500.00

- Enter the Name and select the fund type.
- Enter the new budget computation and cost in the New section of the budget.
- Click Save or Save and Add Another button.

SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS
 Created By: Created Date:
 Last Update By: Last Update Date:

Current		New	
Supply Item: *			
		Grant Fund	

Year	Current		New	
	Computation	Cost	Computation	Cost
Year 1:	--			0.00
Total Cost:		0.00	Total Cost Σ	0.00

→ Click the links in the Source section to change the amount of the sources funds if funds are being added to the project.

- Change the Completion Status to Complete

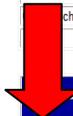
→ Click the Save button.

Section Point Value: 0
 Completion Status: Complete 

Created By: Ms. Stephanie Edwards
 Last Update By: Ms. Stephanie Edwards

Created Date: 4/16/2013 2:44:18 PM
 Last Update Date: 4/16/2013 2:59:29 PM

Budget Category	Current Subgrant Budget	Current Match	Requested Subgrant Budget	New Match	Net Change Dollar Amount
Personnel	37,500.00	0.00	37,500.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	15,000.00	0.00	15,000.00	0.00
Travel (Including Training)	1,800.00	540.00	1,800.00	320.00	(220.00)
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	2,500.00	0.00	2,720.00	220.00
Consultants	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00
Total: Σ	39,300.00	18,040.00	39,300.00	18,040.00	0.00



Total Approved Budget by Fund Source		
Source	Current Budget	New Budget
Federal	39,300.00	39,300.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	18,040.00	18,040.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	57,340.00	57,340.00

Budget Set  Save And Continue Editing 

Adding Performance Indicators

- To add a new performance indicator.

→ Click the Add New Performance Indicator button.

Project Phase Target

1. Established by ICJI

- 1.1. Number of Seat Belt Citations this reporting period 
- 1.2. Number of Child Restraint violations issued this reporting period 
- 1.3. Number of texting citations (I.C. 9-21-8-59) issued this reporting period. 
- 1.4. Number of Operating While Intoxicated (OWI) arrests made this reporting period. 
- 1.5. Number of Graduated Driver's Licensing (GDL) Law violations issued during this reporting period. 
- 1.6. Number of media activities (including press events and news releases) this quarter. 
- 1.7. Number of seat belt survey sites completed this period. 
- 1.8. Total number of vehicles surveyed during seat belt surveys. 

2. Established by Subgrantee

140		
9		
3		
5		
1		
5		
N/A		
200		



- Search the Performance Indicator library.
- Check the box next to the needed indicator.

→ Click the Assign Performance Indicator button to assign an indicator already created in the library.

→ Click the Create Performance Indicator button to create a new indicator.

PERFORMANCE INDICATOR LIBRARY

System will time out at: 03:57:14 PM.
Remaining time: 29:58

Search Criteria:
 Title: % Search
 Purpose:
 Owner: [All]
 Measure Type: [All]

Assign Selected Indicators
Create Performance Indicator

Select	Title	Owner	Measure Type
<input type="checkbox"/>	Achieve 40-55% completeness of all trauma data in the Indiana Trauma Registry	Traffic Safety	Outcome
<input type="checkbox"/>	Amount of (ARRA) JAG funds used for criminal justice-related evaluations	JAG	Outcome
<input type="checkbox"/>	Amount of (ARRA) JAG funds used to provide technical assistance	JAG	Outcome
<input type="checkbox"/>	Amount of (ARRA) JAG funds used to provide training	JAG	Outcome
<input type="checkbox"/>	Amount of (ARRA) JAG funds used to purch equip and/or supplies	JAG	Outcome
<input type="checkbox"/>	Amount of Club drugs (MDMA (Ecstasy)/MDA and Other) seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amount of Cocaine (Powder Cocaine & Rock/Crack Cocaine)seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amount of cocaine seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amount of Hallucinogens (Psylocybin and Other) seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amount of heroin seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amount of marijuana seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amount of Marijuana seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amount of Methamphetamine seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amount of Opiates/Narcotics seized (in grams)	JAG	Outcome
<input type="checkbox"/>	Amt of (ARRA) JAG funds used for criminal just-related product dev projs	JAG	Outcome
<input type="checkbox"/>	Amt of (ARRA) JAG funds used for criminal justice-related research studies	JAG	Outcome
<input type="checkbox"/>	Amt of (ARRA) JAG funds used for improvements to information systems	JAG	Outcome
<input type="checkbox"/>	Antisocial behavior	JABG	Outcome
<input type="checkbox"/>	Average length of stay in program	Title II	Outcome
<input type="checkbox"/>	Average length of stay in program	Title II	Outcome

Back

- To modify current performance indicators.
- Enter a new number in the Project Phase Target Section.
- Change the status to Complete and click the Save button to complete.

- Once all sections are complete, the submit modification button will appear. The subgrantee will submit the modification.
- The View Application button will allow the subgrantee to view the PMR as a PDF.

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	0	4/16/2013 2:59:29 PM
Main Summary Information	Complete	0	4/16/2013 3:18:13 PM
Performance Indicators	Complete	0	4/16/2013 3:18:57 PM

→ Click the Ok button to finish.

Section 6: Work Manager

Tasks and Alerts Definitions

Note: All external users with security roles for a registered agency have access to Work Manager and can receive tasks and alerts.

- **Task:** A work item that must be performed. If a User receives a task, some action must be taken within Egrants on your application or Report to clear the task. The Primary Contact associated with each application/subgrant will receive all tasks.
- **Alert:** A notification of an event that has occurred or of an activity that is pending within the Egrants system regarding your Application or Report. No action by the recipient is required. The User can manually clear any alerts received.

How you will know you have a task or an alert:

- Whenever a task or alert is sent to your Work Manager, you will be contacted via email. Emails are sent once a day. The email will not tell you the specifics of the task or alert in your Work Manager, it will simply prompt you to check it. You will not receive notice of a task or alert if you have already read the new task or alert.

Definitions:

- **User Action:** This refers to the action taken by the External User, ICJI staff or a system-generated action that triggers the task or alert.
- **Title:** This refers to the title that appears in the Work Manager for the task or alert.
- **Type:** Type refers to either a “task” or an “alert.”
- **Recipients:** This refers to who will receive either the task or alert.
- **Trigger:** The trigger identifies what action has occurred to result in a task or an alert being created.

The tasks and alerts below are listed alphabetically by category. The categories include:

- **Applications**
- **Concept Papers**
- **Continuations**
- **Fiscal (Fiscal Reports)**

- **Inventory Reports**
- **Modifications (Project Modification Requests)**
- **Program Reports**
- **User Management (Registration and Security Role establishment)**

Applications

- User Action: Awarded
 - Title: Application Title
 - Type: Alert
 - Recipients: External Application Contact, Financial Officer, Project Director, and Signatories that the application was awarded.
 - Trigger: Status changed to Open-Awarded and Save button hit on main summary for Application

- User Action: Disapproved
 - Title: Application Title
 - Type: Alert
 - Recipients: External Application Contact, Financial Officer, Project Director, and Signatories that the application was closed and disapproved.
 - Trigger: Status changed to Closed-Disapproved and Save button hit on the main summary

- User Action: Issues/Comments, Review Required
 - Title: Application Title
 - Type: Alert
 - Recipients: Contact, Financial Officer, Project
 - Trigger: Release All External Issues and Comments button is selected

- User Action: Rejection
 - Title: Application Title
 - Type: Alert
 - Recipients: External Application Contact, Financial Officer, Project Director, and Signatories that the application was closed for Administration Rejection
 - Trigger: Status changed to Closed- – Administrative Rejection and Save button hit on main summary page

- User Action: Returned
 - Title: Application Title
 - Type: Alert
 - Recipients: External Application Contact, Project Director, and Financial Officer that the application was Returned.
 - Trigger: Status changed to Open-Returned and Save button selected.

- User Action: Withdrawn
 - Title: Application Title
 - Type: Alert
 - Recipients: Contact, Signatories, Financial Officer, Project Director
 - Trigger: Status changed to Closed-Withdrawn' and Save button selected

- User Action: Returned
 - Title: Application Title
 - Type: Task
 - Recipients: External Contact
 - Trigger: Status changed to Open-Returned and Save button

- User Action: Returned
 - Title: Application Title
 - Type: Recipients: External Contact
 - Trigger: Submit Application button selected

Concept Papers

- User Action: Issues/Comments, Review Required
 - Title: Concept Paper Title
 - Type: Alert
 - Recipients: Contact, Financial Officer, Project Director
 - Trigger: Release All External Issues and Comments button is selected

- User Action: Withdrawn
 - Title: Concept Paper Title
 - Type: Alert
 - Recipients: Contact, Signatories, Financial Officer, Project Director
 - Trigger: Status changed to 'Closed-Withdrawn' and Save button selected

- User Action: Awarded
 - Title: Continuation Title
 - Type: Alert
 - Recipients: External Application Contact, Financial Officer, Project Director, and Signatories that the application was awarded.
 - Trigger: Status changed to Open-Awarded and Save button hit on main summary for Continuation

- User Action: Continuation Response Due
 - Title: Continuation Title
 - Type: Alert
 - Recipients: External Contact, Project Director & Financial Officer

- Trigger: Additional phases available and current date is a given number of days (150) before the project end date
- User Action: Disapproved
 - Title: Continuation Title
 - Type: Alert
 - Recipients: External Application Contact, Financial Officer, Project Director, and Signatories that the application was closed and disapproved.
 - Trigger: Status changed to Closed-Disapproved and Save button selected on the main summary
- User Action: Issues/Comments, Review Required
 - Title: Continuation Title
 - Type: Alert
 - Recipients: Contact, Financial Officer, Project Director
 - Trigger: Release All External Issues and Comments button is selected
- User Action: Rejection
 - Title: Continuation Title
 - Type: Alert
 - Recipients: External Application Contact, Financial Officer, Project Director, and Signatories that the application was closed for Administration Rejection
 - Trigger: Status changed to Closed- – Administrative Rejection and Save button selected on main summary page
- User Action: Returned
 - Title: Continuation Title
 - Type: Alert
 - Recipients: External Application Contact, Financial Officer, Project Director, Signatories and Financial Officer that the application was Returned.
 - Trigger: Status changed to Open-Returned. and Save button selected
- User Action: Withdrawn
 - Title: Continuation Title
 - Type: Alert
 - Recipients: Contact, Signatories, Financial Officer, Project Director
 - Trigger: Status changed to Closed-Withdrawn and Save button selected
- User Action: Returned
 - Title: Continuation Title
 - Type: Task
 - Recipients: External Contact
 - Trigger: Status changed to Open-Returned and Save button selected
- User Action: Returned
 - Title: Continuation Title
 - Type: Recipients: External Contact

- Trigger: Submit Application button selected

Fiscal

- User Action: Approved
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: External Contact, Project Director and Financial Officer for the project
 - Trigger: Approve' button is selected
- User Action: Fiscal Report Returned
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: Internal Program Contact , Project Director, Financial Officer, Contact
 - Trigger: Revise button selected by internal staff
- User Action: Fiscal Reports Due in 2 weeks
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: External Contact and Financial Officer for the project
 - Trigger: Report is overdue. The alert is generated 1 month (30 days) after the quarter ending report date if the quarterly report is not yet submitted.
- User Action: Submitted
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: Project Director, Financial Officer, Contact
 - Trigger: Fiscal report is submitted from the External Menu
- User Action: Fiscal Report Returned
 - Title: Project Phase Title
 - Type: Task
 - Recipients: Project Contact
 - Trigger: When the 'Revise' button is selected by the internal staff
- User Action: Fiscal Report Returned
 - Title: Project Phase Title
 - Type: Task
 - Recipients: Project Contact
 - Trigger: Either the Submit button is selected for the corresponding report or the submit button is selected internally on the page.

Inventory Reports

- User Action: Approved
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: Project Director, Financial Officer, and External Contact
 - Trigger: Approve button selected
- User Action: Inventory Report Returned
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: Project Director, Financial Officer, External Contact
 - Trigger: Inventory Report is selected for return
- User Action: Inventory Report Returned
 - Title: Project Phase Title
 - Type: Task
 - Recipients: External Contact
 - Trigger: Inventory Report is selected for return
- User Action: Inventory Report Returned
 - Title: Project Phase Title
 - Type: Task
 - Recipients: External Contact
 - Trigger: Submit Report button is selected for the corresponding report or an internal submit is selected for the corresponding report.

Modifications

- User Action: Awarded
 - Title: Modification Title
 - Type: Alert
 - Recipients: External Modification Contact, Financial Officer, and Project Director
 - Trigger: Status changed to Open-Awarded, Submitted By Individual is NOT ICJI Program Staff or Fiscal Contact and Save button is selected
- User Action: Disapproved
 - Title: Modification Title
 - Type: Alert
 - Recipients: External Application Contact, Financial Officer, Project Director, and Signatories that the application was closed and disapproved.
 - Trigger: Status changed to Closed-Disapproved and Save button is selected on the main summary

- User Action: Issues/Comments Review Required
 - Title: Modification Title
 - Type: Alert
 - Recipients: Contact, Financial Officer, Project Director
 - Trigger: Release All External Issues and Comments' button is selected

- User Action: ICJI Staff Processed a Project Modification
 - Title: Modification Title
 - Type: Alert
 - Recipients: External Modification Contact, Financial Officer, and Project Director
 - Trigger: Status changed to Open-Awarded, Submitted By individual is ICJI Program Staff or Fiscal Contact and Save button selected

- User Action: Received
 - Title: Modification Title
 - Type: Alert
 - Recipients: External Contact, Financial Officer, Project Director
 - Trigger: Submitted By and Submitted By Date are both filled in for the first time and Save button is selected

- User Action: Returned
 - Title: Modification Title
 - Type: Alert
 - Recipients: Project Director, Financial Officer, Contacts
 - Trigger: Status changed to Open-Returned and Save button selected

- User Action: Withdrawn
 - Title: Modification Title
 - Type: Alert
 - Recipients: Contact, Signatories, Financial Officer, Project Director
 - Trigger: Status changed to Closed-Withdrawn and Save button selected

- User Action: Returned
 - Title: Modification Title
 - Type: Task
 - Recipients: External Contact
 - Trigger: Status changed to Open-Returned and Save button is selected

- User Action: Returned
 - Title: Modification Title
 - Type: Task
 - Recipients: External Contact
 - Trigger: Submit Application button is selected

ICJI

- User Action: Individuals Record Update
 - Title: Individual Title
 - Type: Alert
 - Recipients: Group Owner
 - Trigger: A user's personal profile has been updated through Individual Clearance Manager

Program Reports

- User Action: Periodic Program Report Approved
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: External Contact, Project Director, Financial Officer
 - Trigger: Approve button was selected
- User Action: Program Report Returned
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: Project Director, Financial Officer, User who submitted the report IF he/she is not the same as the Project Contact
 - Trigger: Revise button is selected by Internal Staff
- User Action: Program Reports Due in 2 Weeks.
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: External Contact and Project Director for the project
 - Trigger: Report is due in two weeks
- User Action: Submitted
 - Title: Project Phase Title
 - Type: Alert
 - Recipients: Project Director, Financial Officer, Contact
 - Trigger: Program report is submitted from the External Menu
- User Action: Program Report Returned
 - Title: Project Phase Title
 - Type: Task
 - Recipients: Project Contact
 - Trigger: Periodic Program Report is selected for return ('Revise' button on is selected)

- User Action: Program Report Returned
 - Title: Project Phase Title
 - Type: Task
 - Recipients: Project Contact
 - Trigger: Either the Submit Report button is selected on the page for the corresponding report or an internal submit occurs if Submit Report button is selected on the page for the corresponding report.

User Management

- User Action: Access Granted/Denied
 - Title: User Name Requesting Access
 - Type: Alert
 - Recipients: External Requestor who received a role for an Agency
 - Trigger: A trigger will be generated to send an alert to the external user who requested the access with the decision for approval or denial when a valid save is performed and save button is selected

- User Action: Profile Updated
 - Title: Individual Title
 - Type: Alert
 - Recipients: User associated with the individual
 - Trigger: A user's personal profile has been updated through any area in the system that allows updates to the Individual record

- User Action: User Access Updated
 - Title: User Name Receiving Access
 - Type: Alert
 - Recipients: The Agency Administrator for the agency for which the access changed.
 - Trigger: Save button selected

- User Action: User Access Updated
 - Title: User Name whose access was deleted
 - Type: Alert
 - Recipients: The Agency Administrator for the agency for which the access changed
 - Trigger: Save button is selected

- User Action: User Access Request
 - Title: User Name Requesting Access
 - Type: Task

- Recipients: Agency User Manager for the agency that the user requested permissions.
- Trigger: An external user is Requesting access to an Agency by selecting the Submit Request button.

- User Action: User Access Request
 - Title: User Name Requesting Access
 - Type: Task
 - Recipients: Agency User Manager for the agency that the user requested permissions.
 - Trigger: This task is cleared when each role request is approved or denied and the save button is selected on the page.

- User Action: User Access Request
 - Title: User Name Requesting Access
 - Type: Task
 - Recipients: Agency User Manager for the agency that the user requested permissions.
 - Trigger: This task is cleared when the user clicks the Withdraw Request button

Glossary of Terms

A

Activity Area Definitions

Located under the Maintenance tab, allows users to define performance indicators to a specific Activity Area

Agency Budget

Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

Alert

An alert is a notification of an event that has occurred within the Egrants System. You are not required to take any action. You can manually clear any alerts you've received. Note: If the situation that caused the alert notification to be sent is not resolved and the alert is cleared, the system may generate a notification the next day if the situation still exists (such as a late report).

Applicant Agency

The agency who will be applying directly for the grant.

Application Due Date

Date in which the Funding Announcement will close and applicants will no longer have access to the system.

Authorized Official

The individual authorized to enter into binding contract on behalf of the applicant. This will normally be an executive officer(s) of the agency or governmental unit.

Award

A contractual agreement between the Applicant and ICJI to provide funds in order to carry out specified programs, services or activities.

Award Date

Date on which the application is approved by the Board of Trustees.

Award Letter

This document outlines all of the financial details concerning your award and also contains all of the general and special conditions that you will be required to follow as a subgrantee.

B

Batch Process

A series of programs which execute outside of the system to handle time sensitive events like creating delinquency notifications to the program or fiscal contacts, tasks and alerts and updating the programs status.

C

Cash Match

Actual cash spent by the Subgrantee and must have a cost relationship to the Federal Award that is being matched.

Closeout

The process in which ICJI determines that all applicable administrative actions and all required work of the award has been completed by the Subgrantee.

Comment

Comments are entered in Egrants when ICJI staff has reviewed the submitted application and is responding with important information for the applicant regarding the application. The application is not necessarily being returned along with receipt of a comment; however, the comment could require some type of action by the applicant. The applicant is alerted that a comment exists via email advising them to check their Work Manager. Details of the comment are found by clicking the View Issues/Comments button on the Application Summary Page. A response to the comment by the applicant may or may not be necessary.

Competitive Bidding

All procurement transactions (without regard to dollar value) shall be conducted in a manner so as to provide maximum open and free competition.

Competitive Purchasing

The purchase of goods and services through sealed bids or competitive negotiation in accordance with state or local law or federal requirements.

Construction

The acquisition, expansion, repair, remodeling or alteration of new or existing buildings or other physical facilities, or the acquisition or installation of initial equipment for such buildings or facilities.

Corrective Actions

Tasks for the subgrantee to fix or complete before the next phase of the grant can proceed.

Contact Management

Located at the top of the screens, the Contacts tab is where Internal Users maintain contact information for all register individuals and agencies within Egrants.

Continuation Projects

An application for funding for a project beyond the first time funding period.

D

Discretionary Funds (Federal)

Funds directly awarded by the federal government to grantees for programs consistent with identified federal objectives, goals and priorities.

Drawdown

Refers to the disbursement of grant funds awarded by ICJI according to reporting of expenditures shown on the subgrantee's Fiscal Report.

DUNS Number

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants.

E

Equal Employment Opportunity Plan

A written program plan relating to employment practices affecting minority persons and women.

Equipment

Tangible, nonexpendable personal property having a useful life of more than 1 year and an acquisition cost of \$500.00 or more per unit.

Expenditure Date

The date by which all project funds must be expended. All project funds must be obligated by the end of the project period and expended within specified grant close-out period.

F

FFATA

The Federal Funding Accountability and Transparency Act requires the Office of Management and Budget to maintain a single, searchable website that provides the public with information about tax dollars spent.

Financial Creator Role

This role allows a user READ/WRITE access to all financial data within a project. This includes all summary project data, all budget sections and line items, and some contractual sections such as Recipient Agency Budget. This role can also submit fiscal reports.

Financial Officer

This is the person who has overall responsibility for the accounting, management of funds, verification of expenditures, and required financial reports for the subgrant project. The Financial Officer will be responsible for the accuracy of the project's fiscal information, such as the budget detail and expenditures on fiscal reports, which are submitted via Egrants. This individual must be an individual that works in a fiscal capacity for the applicant agency.

Financial Reader Role

This role allows a user READ-ONLY access to all financial data within a project. This includes all summary project data, all budget sections and line items, and some contractual sections such as Recipient Agency Budget.

Fiscal Report

Reports to inform ICJI of the rate of which funds are being spent along with reporting on expenses. When this report is approved, an invoice is generated at ICJI to draw down funds for the sub-grantee. The draw down process is initiated by both quarterly and interim fiscal reports.

Funding Announcement

Applicants receive information stating that Federal and State funding is available providing programmatic guidance and specific project requirements to applicants. The funding announcement encompasses all aspects of the grant such as the application, program reports and fiscal reports.

Funding Area

The name of the Federal or State funding stream that will be released and tied to the Funding Announcement.

G

General Conditions

Conditions that have been established by ICJI in order to stay in compliance with the current OJP Financial Guide and includes terms and conditions of the award.

Grant

Funds awarded through ICJI from federal/state sources for various types of projects. Such funds may only be expended for project purposes and must be consistent with the

approved project budget.

Grant ID

A unique number generated by the Egrants system when you respond to an open funding announcement. Use this number when accessing Egrants to find your project.

H

High Risk

A determination made by ICJI of a subgrantees ability to administer grant funds based on issues such as a history of unsatisfactory past performance, financial instability, inadequate financial management system, or other conditions of previous awards.

I

In-kind Match

The value of volunteer or donated services

Interim Reports

Reports that can be submitted anytime during the reporting period.

Inventory Report

Records must be maintained for equipment or other non-expendable property that has a unit price of \$500 or more and has been purchased and received through grant funds.

Issue

An issue is entered in Egrants after ICJI staff has reviewed the submitted Egrants application and has determined that a revision or additional information is needed and the application is being returned. The applicant is alerted that an issue exists via an email advising them to check their Work Manager. Details of the issue and the due date for re-submission of the application to ICJI are found by clicking the View Issues/Comments button on the Application Summary Page

K

Keywords

Word(s) identified with your project that describes key components funded by the subgrant.

L

Local Unit of Government

A county, city, town, township, or other general-purpose political subdivision of the state.

M

Master Program Budget

Provides a complete overall budget for the program consisting of ICJI's standard budget categories (Personnel, Benefits, Travel, Equipment, Supplies, Consultants, Construction, Other).

Matching Contributions

The Subgrantees share of the project costs and may either be in-kind or cash.

Monitoring

The monitoring section of the funding announcement is the section where the fiscal, program reports, and inventory reports are created. These are the reports that will be used for each reporting period.

N

Notification Action

The list of available Notification Actions will vary based upon the Notification Category and can be used to further define a specific scenario or situation. A Notification Category of 'Program Reports' will have actions available such as Program Reports Due, Program Report Returned, Corrective Action Re-opened etc...

O

Obligated Funds

A legal liability to pay under the grant for services or goods incurred during the grant period. No funds may be obligated after the termination date of the project. All obligated funds must be expended within the specified close-out period.

Open Date

Date in which the Funding Announcement will open and when agencies can access the system to apply through creating an application.

P

Performance Measures

Performance measures, also known as indicators or metrics, are quantifiable, enduring measures of process/implementation, outcomes, outputs, efficiency, or cost-effectiveness. In general, measures should be related to an agency's mission and programs, and should not merely measure one-time or short-term activities. They are qualitative or quantitative measurement tools that one can use to determine whether or not a target or objective has been met.

Primary Contact

This is the name of the individual who has day-to-day contact with the project that is funded by ICJI and will serve as the primary liaison with ICJI staff. This individual will provide ICJI with current information on what is occurring with the project, will receive all tasks via Egrants Work Manager and will be responsible for making sure the tasks are completed or passed on to the individual who needs to complete them.

Program Area

Egrants defines a Program Area as the divisions within ICJI. The Division who will be releasing a Funding Announcement in which agencies will be able to apply for grant funds.

Program Creator Role

This is a READ/Write role allowing users access to all access to all programmatic data within a project. This includes all summary project data, all narrative sections not specifically associated to the budget, and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures. This role can also submit program reports.

Program Modification Request

Allows the subgrantee to make changes within the project period. These changes could include modifying the budget, extending the project period, changes in project officials, or changes to goals and objectives.

Program Reader Role

This is a READ-ONLY role allowing users access to all programmatic data within a project. This includes all summary project data, all narrative sections not specifically associated to the budget, and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures.

Program Report

Reports that show the progress of the grant funded program.

Project Director

This person has overall responsibility for the conduct of the project, and has knowledge and experience in the project area and the ability to administer the project. This individual will have ultimate responsibility for ensuring the accuracy of the information that is submitted to ICJI via Egrants. This person will receive alerts via Egrants Work Manager and will be ultimately responsible for making sure that all associated tasks regarding the project are completed.

Project End Date

The last day of the grant in which all funds must be expended or obligated.

Project Monitoring

This section of the Funding Announcement allows for internal users to determine how often or how many times a subgrantee needs to be monitored during the award period. Project Monitoring includes Desk Reviews and Site Visits.

Project Income

Income earned by the subgrantee of a federally supported or state supported project. Such income includes income from service fees, rental fees, registration/tuition fees, per diem fees, etc. Program income may be used only for allowable program expenses.

Project Period

The period for which the obligations, expenditures and services described in the approved application are achieved (usually not to exceed 12 months).

R

Recipient Agency

The Agency who will be receiving the money such as the Auditor, Clerk, Treasurer (i.e. the Fiscal Agency).

Request-for-Proposal (RFP)

A document which provides specific information and requirement in order for agencies to prepare and submit applications for consideration.

S

Single Audit

An audit of the entire operations of a state or local government or, at the option of that government, an audit of departments, agencies or establishments that received, expended, or otherwise administered federal financial assistance during the year. An independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits shall make the audit.

Sole Source Procurement

A purchase where the material or service (including personal or professional services) to be procured is available from only one person or firm. A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a sole source procurement. All sole source procurements require prior ICJI (and, in certain cases, federal) approval and must be extensively justified.

Special Conditions

These may include additional requirements covering areas such as programmatic and financial reporting, prohibited uses of Federal funds, consultant rates, changes in key personnel, revising budget and proper use of program income.

Start Date

The beginning of the project period. This is the date you may begin to incur costs for the subgrant.

Subgrantee

An applicant that is awarded a Grant and thereby assumes full fiscal and program responsibility for the project as described in the application.

Submission Role

This role allows a user to SUBMIT applications modifications, and continuations. A user without this role may work on a project, but will not be able to submit it to ICJI. Similarly, if a project were returned to the applicant for revisions, only users with this role could re-submit the revised project. This role can allow agencies (particularly larger ones) to enforce some level of review over what is submitted to ICJI.

T

Task

A task is a work item that must be performed. If you receive a task, some action must be taken within Egrants to clear the task. If you fail to perform this task, it could impact the processing of your application, reports, and payments.

U

User Manager Role

This role allows a user to MANAGE SECURITY ROLES (access) for an agency's projects. Each applicant agency registering in Egrants will be required to designate a person as their User Manager. That person then assumes the responsibility for managing users for the applicant agency's projects.

User Management

Located at the top of the screen, the User Management tab allows for Internal Users to manage and maintain system users and their roles to the system.

V

W

Work Manager

Notifies the system users regarding changes in the announcements or applications. It lists alerts and tasks for staff and subgrantees based on events happening in the system.

Egrants Status Definitions

The following table provides Egrant Status Definitions through the various stages of which an application can be within the system.

Process	Status	Reason	Description
Application	Open	Draft	Application information is in process
		Received	Application submitted to ICJI and awaiting review
		Under Review	Reviewers and scorers have been assigned
		Questions	Issues and Questions have been identified preventing the application from proceeding.
		Ready for Board	Staff analysis is completed on the application and the application is ready to take to the Board Meeting
		Awarded	Board has approved the application
		Delegated	Application has been delegated to a sub-committee by the Board for final decision (Award/Deny)
		Tabled	Application has been deferred for consideration at a later time
		Returned	Application was returned to the Applicant agency for required or additional information
		Administrative Rejection	Application was not awarded due to administrative reasons and not sent to the Board
		Disapproved	Board has denied the application
		Not	Application was reviewed and not

		Recommended	sent to the Board
		Withdrawn	Applicant withdrew the application
		Vacated	ICJI withdraws the award from the applicant