Indiana Meat Processing Expansion and Development Grant Program
Quick Start Guide
Updated September 2020
Welcome to the ISDA Grants Management Portal

Welcome to the Indiana State Department of Agriculture Quick Start Guide for Indiana Meat Processing Expansion and Development Grants. This guide is intended to serve as a resource for grant applicants to help navigate the new online grants management portal. If you have any questions about the portal or need technical assistance, please contact Leah Harmon.

Leah Harmon
Director of Information Systems
lharmon2@isda.in.gov
317-607-4127

Accessing the ISDA Grants Management Portal

To access the portal, use the link on the ISDA Grants and Funding Opportunities page or go directly to https://indianaegms.force.com/Grants/. The portal is accessible on most common internet browsers; however, it is not compatible with Internet Explorer. ISDA recommends using Chrome, if possible.

ISDA Grants

Beginning in 2020 all grant applications received by ISDA must be submitted utilizing the online grants management portal. If you have questions about the portal or need assistance to create an account, please contact Leah Harmon at lharmon2@isda.in.gov or 317-607-4127.

- ISDA Grants Management Portal

All applications for ISDA grants must be accompanied by a W-9 and Direct Deposit Authorization form:

- W-9 Form
- Direct Deposit Authorization Form
ISDA will create accounts for all users. Please email Leah Harmon at lharmon2@isda.in.gov to request an account. Once your account is created, you will receive a welcome email asking you to create a password. After your account is created, you will use your user name and password to login.

If you forget your password, click on “Forgot you password?” in the lower left to reset it.
Accessing IMPED Grants

Once you have logged into your account, you will be directed to the portal home page. There, you will select the Indiana Meat Processing Expansion and Development Program link under ISDA.
Creating an Application

After you click on the Indiana Meat Processing Expansion and Development link, you will be directed to the landing page to create an application. You will see a blue begin button. Click on it to start a new application. Applications do not need to be completed in one session. The form saves dynamically as you go. You can come back to an application in progress at any time.
Resuming an Application in Progress

When you log into the portal after creating an application, you will be prompted to resume an open application. In order to ensure that any previously entered data is saved, you should resume an open application rather than beginning a new application. You may also view open applications in the My Grants tab in the top navigation bar.
Entering Application Data

To begin entering data, click begin in the top right corner of the application summary view. You may also click on any section title to go directly to that section.

Sections may be completed in any order and the application will save as data is entered. When a section has been completed a green check mark will appear in the completed column.
Navigation

To navigate within the application use the Home, Previous, and Next buttons that appear on both the top and bottom of each screen.

Adding Contacts and Budget Items

In certain sections of the application, you will be prompted to add items. Click on the button to enter information. These buttons appear in the Applicant Information and Budget sections.
Adding Supporting Documentation

You may upload up to 3 files of supporting documentation in the upload section. You can browse files from the menu or drop them directly into the page.

Signing the Application

Click inside the signature box and draw a signature using your mouse. You may also use your finger if you are using a touch screen. Be sure to save your signature.
Submitting an Application

When all sections have been completed, the submit button on the signature page will change from gray to blue.

Not Ready to Submit

Ready to Submit

When you click the submit button, a banner will appear at the top of the page saying that the form was successfully submitted. At this point your application is locked. No information can be changed. Please ensure all information is complete and correct before you hit submit.

Error Messages

The application form will inform you of required information that has not yet been entered. You cannot submit an application until all of these errors have been corrected. A listing of all required fields can be found on the signature page.

Need a Printable Version of your Application?

There is not easy way for a IMPED applicant to create a printable version of their application. If you need one, contact Leah Harmon.