Texas Department of Transportation

TRF eGrants
Traffic Safety Program Subgrantee User Guide

January 2020

This user guide gives a general overview of TRF eGrants system navigation. eGrants https://www.txdot.gov/apps/egrants is used by Traffic Safety Program subgrantees to create/submit grant proposals, manage grant projects, and submit performance reports & requests for reimbursement.

eGrants Help contains program resources, such as instructions, policy, procedures, calendars, templates, stats, calculators, manuals, reports, etc. https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html

For inquiries, e-mail egrantshelp@txdot.gov.

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1. eGrants System Requirements

The Texas Department of Transportation (TxDOT) eGrants system is designed for use by the vast majority of computer users with little or no changes to the computer environment. The requirements that are mentioned below are common computer elements that should be present on most machines.

These eGrants system requirements can also be viewed on eGrants by selecting "System Requirements" from the Login page.

1.a.   Operating System

TxDOT eGrants is designed for both of the two more common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing eGrants from a Macintosh environment are required to have MacOS 7.5 or higher. Windows users are required to have an operating system that is Windows XP or higher.

1.b.   Internet Connection

eGrants is a website designed for access via the Internet. For purpose of accessing eGrants, minimum connection is by modem. For those using a modem, recommended connection speed is at least 33.6 kbps (kilobits per second). Internet connections "faster" than modem, i.e., cable, DSL, T1, wireless improve speed at which the system operates. In an office environment, there may already be an Internet connection, but if unsure, contact the network administrator.

1.c.   Web Browser

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer V.7 and above, Firefox, Safari, Opera and Chrome.

1.d.   Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The eGrants system automatically generates grant documents in PDF format using information that is saved into various narrative and budget pages. Using Adobe Acrobat Reader you can view, print, or save PDF documents. Adobe Acrobat Reader can be downloaded at www.Adobe.com

2. Subgrantee User Types

There are two types of subgrantee security roles: (1) Subgrantee Administrator and (2) Subgrantee Staff.

These two roles have different security levels needed to access Proposals/Grants, Requests for Reimbursement, Performance and Monitoring Reports, and Supplementals. Once a first subgrantee administrator is identified and new user account is created, this subgrantee administrator then enters additional staff names into eGrants. Staff assigned by the subgrantee administrator typically are given the role of subgrantee staff. However, an organization may sometimes have more than one subgrantee administrator. The two security roles are summarized below:

2.a. Subgrantee Administrator

- Creates a new user account for self (TxDOT validates this <u>first</u> subgrantee administrator role)
- Adds new users to eGrants and assigns organization staff to subgrantee staff or subgrantee administrator security roles
- Edits and/or deletes user account information
- Cancels Proposals, Grants, Performance Reports, Requests for Reimbursement, and/or Supplementals
- Views, applies for, and submits grant proposals
- Enters, updates, and deletes information on Proposals, Grants, Performance Reports, Requests for Reimbursement, and Supplementals
- Downloads and attaches files to Proposals, Grants, Performance Reports, Requests for Reimbursement, and Supplementals
- Modifies Proposals, Grants, Performance Reports, Requests for Reimbursement, and/or Supplementals with status of "Modifications Required"
- Checks status of Proposals, Grants, Performance Reports, Requests for Reimbursement, and/or Supplementals

Note: Subgrantee administrator(s) are authorized to create or submit documents.

2.b. Subgrantee Staff

- Edits user account information, and
- When permission is granted by the subgrantee administrator:
  - Enters, updates, and deletes information on Proposals, Grants, Performance Reports, Requests for Reimbursement, and/or Supplementals
  - Downloads and attaches files to Proposals, Grants, Performance Reports, Requests for Reimbursement, and/or Supplementals
  - Modifies Proposals, Grants, Performance Reports, Requests for Reimbursement, and/or Supplementals with status of "Modifications Required"
  - Checks status of Proposals, Grants, Performance Reports, Requests for Reimbursement, and/or Supplementals

Note: Subgrantee staff are not authorized to create or submit documents.
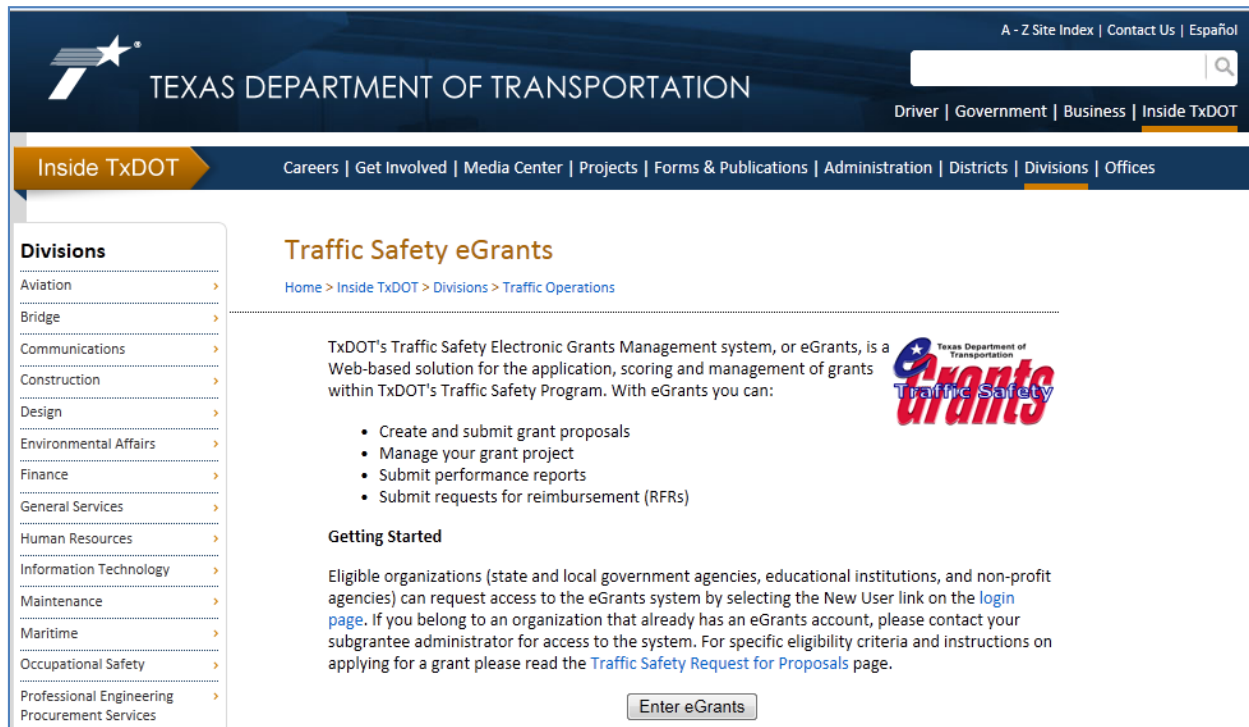
3. Login Page

3.a. Accessing eGrants

To access eGrants, enter https://www.txdot.gov/apps/egrants into the web browser's address bar. The page looks similar to the image below.

Note: eGrants does not save the username and password. This option *may* be available on your browser.

3.b. Accessing eGrants From the TxDOT Website

eGrants can also be accessed from the TxDOT website at http://www.txdot.gov/inside-txdot/division/traffic/egrants.html

3.c. Bookmark/Favorites

eGrants may be bookmarked, or added, to your favorites menu in the browser.

After accessing the eGrants Login page, on the Internet Explorer (IE) menu bar:

1. Select "Favorites"
2. Select "Add to Favorites"
3. Rename the site, if desired
4. Select "Add"

3.d. Adding eGrants to List of Trusted Sites

To avoid various browser-related restrictions unnecessarily placed on eGrants, make the following changes to the web browser.

If using Internet Explorer, we recommend adding the TxDOT eGrants Home page to the list of trusted sites as follows:

1. Select "Tools"
2. Select "Internet Options"
3. Select "Security"
4. Select "Trusted sites"
5. Select "Sites"
6. In "Add this website to the zone:" enter: https://www.txdot.gov/apps/egrants
7. Select "Add"
8. Select "Close" and then "OK"

4. Subgrantee Access

There are two ways to access eGrants:
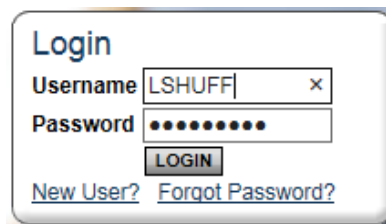
1. When an organization already has an eGrants account, obtain access from your organization's subgrantee administrator. This is the preferred way to access eGrants – it is quick and provides greater security for the organization's records.

    or

2. Request access to eGrants via the eGrants Login page and get approved by a TxDOT eGrants system administrator
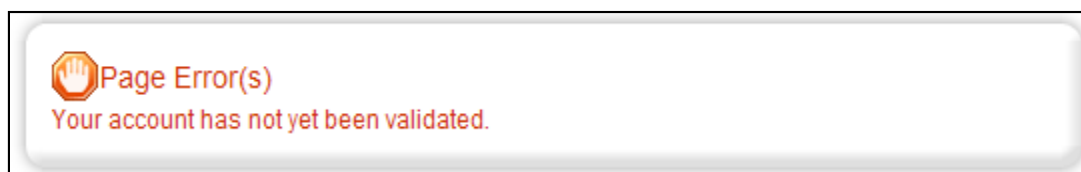
4.a. Subgrantee Administrator Access

To gain access to eGrants as a subgrantee administrator, first create a new user account.

From the eGrants Home page select "New User?" located in the Login section.

1. Fill in the Contact Information. All items marked with an ***** are required

    a. The "Username" field can consist of letters and numbers

    b. The "Password" field can consist of letters and numbers and must be between 7-20 characters

    c. The fields "Password" and "Confirm Password" must match

2. "Save"

After saving new user information, the account will be validated by a TxDOT eGrants system administrator in approximately 1-3 days. When attempting to access the system before validation, the following message appears:

Page Error(s)
Your account has not yet been validated.

When access is granted, an e-mail is sent confirming your account has been validated. When the account is set up as a subgrantee administrator, the user is able to create additional subgrantee user accounts for the organization.

Note: Subgrantee users are not able to access documents created *prior* to the date they are activated/assigned to an organization. For access to documents dated before a user's activation date, a subgrantee administrator assigns the user to each individual form/document using the "Add/Edit People" option located within each document. On the document's main menu, under "Access Management Tools," "View Management Tools," select "Add/Edit People."

Review these instructions:
https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/AddEditUsers.pdf

4.b. Subgrantee Staff Access (Adding a User)

The preferred method for gaining access to eGrants is to have the organization's subgrantee administrator add a new user to the system. If an organization does not have a subgrantee administrator, then someone should be designated as such. This person will be validated as shown in user guide section 4.a. Subgrantee Administrator Access.

To add a subgrantee staff person to an organization:

1. From the Home page, select "Organization(s)"

2. Select "Organization Members"

3. Select "Add Members" A Person Search field appears

4. Type the first or last name of the person you want to add and select "Search." The results appear below

Note: For best results, keep search terms brief. For example, enter "Joel" and not "Joel T. Mallard, III."

5. Place a checkmark in the box next to the person's name. Select a role, enter an active date (beginning), and "Save." Then select "Current Members." The person added should now be on the list, along with the other organization members' names

6. If the person's name does not come up in the search results, then select "New Member"

7. Enter information for the new user and "Save & Add To Organization"

5. User Contact Information

5.a. Updating User Profile

It is important to keep contact information up-to-date. By keeping records current, TxDOT staff can contact users as need arises. This is especially important for timely messaging. When system messages are sent from eGrants, they are sent to the e-mail address on the user's profile. When an incorrect e-mail address is in the contact information, automatic notifications will not be received. Also, in the event of a forgotten password, the e-mail address is required and must match the one listed in the contact information.

To update a user profile:

1. From the Home page, select "Profile"
2. Update the form with current information
3. "Save"

5.b. Updating Another User's Contact Information

An organization's subgrantee administrator may edit another user's contact information as follows:

1. Select "Organization(s)". Note: If the subgrantee administrator is a member of more than one organization, first select the organization whose member(s)' information you want to update.

   The Organization page will appear

2. Select "Organization Members"

3. Select the name of the person whose contact information you want to change

4. Update Users Profile page accordingly and "Save"

5.c. Updating Organization Information

When an organization's information changes, it is important to update the system.

The three fields: Name, Identifier, and Identifier 2 (not used) can only be changed by an eGrants system administrator.

5.c.1 Organization Payee Identification Number

The "Legal Name" form captures an organization's contracting name and payee identification number (PIN). TxDOT uses this information on the grant/contract and to process Requests for Reimbursement (RFRs).

1. From the Home page, select "Organization(s)"

2. Select "Legal Name" link

3. Enter required information

   Please review for further explanation:
   https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/PIN_Instructions.pdf

   https://www.txdot.gov/apps/eGrants/eGrantsHelp/Tutorial/PIN.wmv

4. "Save"

5.c.2 Deactivating a User

A subgrantee administrator can deactivate a member of his/her organization. A deactivated user cannot access, view, or edit eGrants information for the organization. To deactivate a user:

1. From the Home page, select "Organization(s)"
2. If there is more than one organization, then select the one that needs editing
3. Select "Organization Members"
4. Using the drop-down calendar (at the second "Active Dates" field), select a date
5. "Save"

On the date selected, the user will no longer have eGrants access to the organization.

	Person	Role	Active Dates
☑	eGrantsAdmin, Test	eGrants Administrator ▾	7/15/2016 - 5/1/2019

6. Home Page

The Home page appears after login to eGrants. From the Home page you can access information such as proposals/grants assigned to you, user/contact information, forms, reports, e-mail/messages, system information, etc.

eGrants features tabs across the top of the screen that allow access to Home page, Proposals/Grants, RFR (Requests for Reimbursement), Performance Reports, Monitoring Reports, and Supplementals.

Likewise, when there are no active tasks to perform, "My Tasks" does not appear on the Home page. There may be times when only "My Inbox" (e-mail/messages) appears on the Home page.

Note: During Request For Proposals (RFP) period, TxDOT *staff* are not able to access proposals. Therefore, during this time, "View Available Proposals" does not appear on their Home page.

6.a. Searching for Documents

The Proposal/Grant, Request for Reimbursement (RFR), Performance Report, Monitoring Report, and Supplementals tabs allow for searching documents relating to the organization that are assigned to you. Search fields and functionality are the same for all five tabs. This example will search for a proposal/grant, but the steps are the same for all document types.

To view a list of your proposals/grants:

1. Select "Proposal/Grant"
2. "Search," and the list displays below

To view proposals/grants by type, name, person, status, organization, or by year:

1. Select "Proposal/Grant"
2. Fill in the necessary search terms (for best results, keep search terms brief, e.g., "El Paso" and not "El Paso Police Dept.")
3. "Search"
4. From the list of proposals/grants, select the one to view
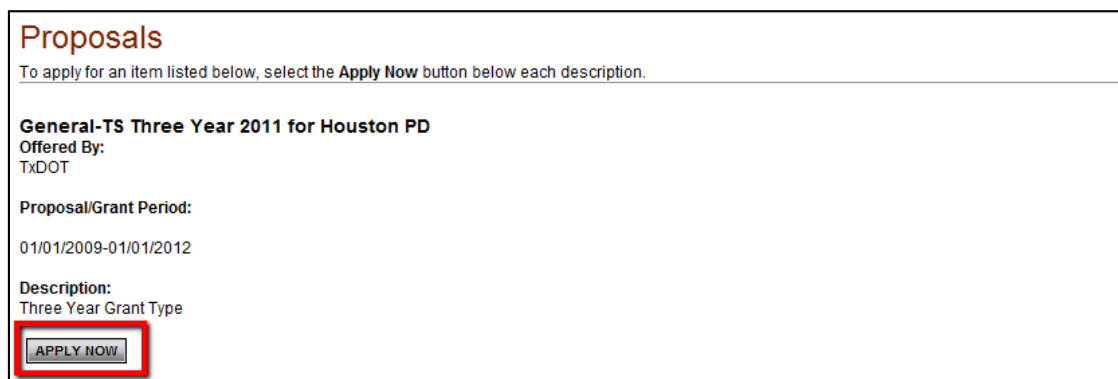
The other four tabs—Request for Reimbursement (RFR), Performance Report, Monitoring Report, and Supplementals--have the same functionality as "Proposal/Grant."

Note: Until users submit reports, search criteria for RFR, Performance Report, Monitoring Report, and Supplementals returns a page error of "…no results."

6.b. Viewing Available Proposals

During the RFP period, the "View Available Proposals" option is only visible to subgrantees and lists available proposals that subgrantees can apply for and submit to TxDOT. To initiate a proposal, select "View Proposals" and then "Apply Now."
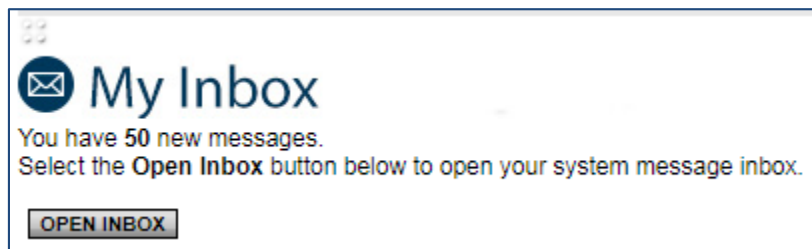
6.c.   Accessing My Inbox (E-mail/Messages)

eGrants system e-mail/messages are sent periodically. E-mail appears both at eGrants My Inbox and at the e-mail address listed on your eGrants contact information.

For example, an e-mail may be sent for RFP announcements, a proposal being returned for modification, an approaching deadline, a program change, etc. These messages keep users informed and serve as a reminder when certain tasks require action.

To receive timely messages it is important to maintain an active e-mail address in eGrants (see user guide section 5. User Contact Information). An incorrect e-mail address (or an e-mail box that is full) will prevent you from receiving important traffic safety grants-related messages.

My Inbox allows access to system e-mail/messages. To see contents, "Open Inbox."

6.c.1 Viewing E-mail/Messages

All new messages (unread), if any, are displayed.

The following options are available:

- Sort messages by Priority, Sender, Subject, or Date/Time
- "View All System Messages" to see all messages going back to when you first received system access
- View a message's priority status
- Select its subject link to view the message
- See date/time a message was sent
- Check box at left of message to "Mark Checked As Read"

6.c.2 Searching for E-mail/Messages

To search for a message, select "View All System Messages." From the "System Messages" page, enter a keyword and "Search." A list of messages that match the search criteria display.
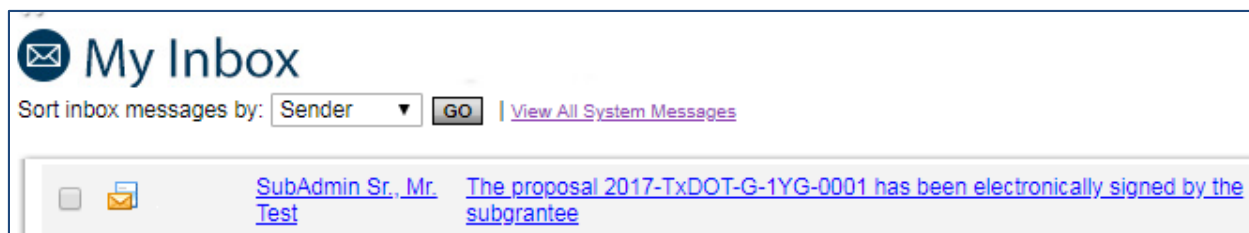
The following options are available:

- Sort search results by Priority, Sender, Subject, Date/Time, or Status
- View all messages going back to when you first received system access
- View a message's priority status
- See date/time a message was sent

6.d. Completing My Tasks (Active Tasks)

"My Tasks" appears on the Home page when there are tasks that require action. Some of the tasks may be critical (indicated by a red Date Due).

To access documents requiring action, select "Open Tasks" and then the name of a document to go to that document's menu.

When there are no active tasks, "My Tasks" is not visible on the Home page.

Note: To access all proposals/grants that are assigned to you, see user guide section 6.a. Searching for Documents.

| Home | Proposal/Grant | RFR | Performance Report | Monitoring Report | Supplementals |

Reports | Training Materials | Organization(s) | Profile | Logout

SHOW HELP

✉ My Inbox

You have **50** new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

✓ My Tasks

Export Results to [Screen ▼] Sort by: [-- Select -- ▼] [GO]

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	FY 2019-2021 Traffic Safety Safe Routes To School	TxDOT - Traffic Safety	2019-SRTS-TxDOT-00001	SRTS Proposal In Progress	3/26/2019	4/22/2019

CLOSE TASKS

7. Proposal Initiation

During a grant cycle's Request For Proposal (RFP) period, "View Available Proposals" appears on the Home page. When the Proposal period is over, this option is not visible.

A subgrantee administrator is the only role authorized to initiate and submit a Grant Proposal.

7.a. Initiating a Proposal

To initiate a Grant Proposal:

1. On the Home page, under View Available Proposals, select "View Proposals"

2. A list of available grant proposals displays
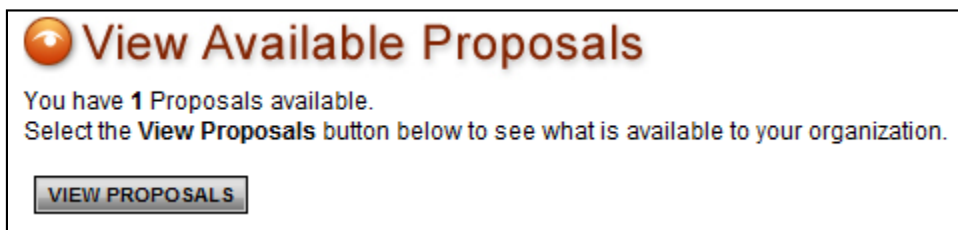
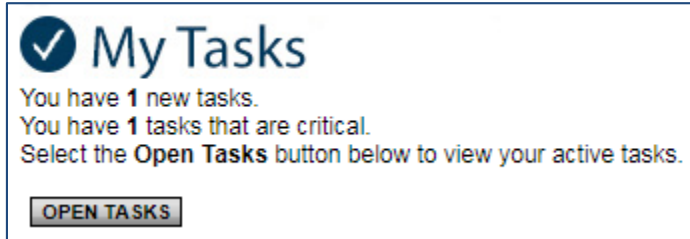3. To apply for proposals, select "Apply Now"

4. A page appears asking for confirmation, select "I Agree." A proposal is created for the organization, and the Proposal/Grant menu is displayed

7.b. Returning to an In-Progress Proposal/Grant

Following initiation of a proposal, a new task appears under the "My Tasks" section on the Home page.

When logging out of eGrants and returning later to continue working on a proposal:

1. Go to top left of the screen, select Home
2. Under "My Tasks," select "Open Tasks" to return to a proposal initiated by the organization

7.c. Searching for a Proposal/Grant

To search for a proposal, or any other grant document assigned to you, select "Proposal/Grant." See user guide section, 6.a. Searching for Documents.

8. Proposal/Grant Menu

The Proposal/Grant menu is divided into four sections to help keep tasks and information organized. The sections are described below.

## *8.a.*   Viewing, Editing, and Completing Forms

"View, Edit and Complete Forms" is where the vast majority of work is done. This section contains the forms necessary to complete when submitting a proposal. To access a form, select "View Forms" and then the name of the form.

8.b.   Changing the Status

"Change the Status" allows a subgrantee administrator to submit a proposal, push grant documents to the next status, or request modifications. Select "View Status Options" to see which *next* possible statuses are available. "Possible Statuses" depend on current circumstances. For example, once the due date has passed, the "Proposal Submitted" status is no longer available.

8.c. Accessing Management Tools

"Access Management Tools" allows a subgrantee administrator to add/edit people to a proposal (attach users to a proposal) and view a proposal's status history.

Add/Edit People is used to add people, change security, alter active dates, etc. See user guide section 9. Proposal/Grant User Management.

Document **Status History** provides the statuses that a document has passed through.

General-2019 Menu - Status History

Below are the details for the status history of this document.

Document Information: 2019-TxDOT-G-1YG-0082

▼ Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	General-2019	TxDOT - Traffic Safety	Subgrantee Administrator	Grant Awarded	10/01/2018 - 09/30/2019 01/11/2018 5:00PM CST

Document Status History

Status	Date/Time	By	Notes
Proposal In Progress	11/17/2017 10:25:43 AM	SubAdmin Sr., Mr. Test	
Proposal Scoring Complete	6/18/2018 11:36:43 AM	Jilkar, Kavita	
Grant Awarded	7/23/2018 11:44:12 AM	Administrator, System	
Proposal In Progress	7/23/2018 3:57:25 PM	Administrator, System	
Grant Awarded	7/23/2018 3:59:27 PM	eGrantsAdmin, Test	

Check for Errors checks document for errors and returns a list of links to pages with identified errors that need to be corrected before the document can be moved to the next status.

🛑 Global Errors

Document Information: 2019-TxDOT-G-1YG-0251

🔽 Details

Info	Document Type	Organization	Role	Current Status	Date Due
	General-2019	TxDOT - Traffic Safety	Subgrantee Administrator	Proposal Modifications In Progress	1/11/2018 5:00:00 PM

🛑 You must complete this page.
Compliance Requirements

🛑 You must complete this page.
County Served

🛑 You must complete this page.
Objectives, PI&E, Performance Measures and Activities

🛑 You must complete this page.
Political District Served

🛑 You must complete this page.
Proposing Agency Authentication

View Modification History provides a list of modifications that have been made to specific pages in the document.

To view modifications:

- Click the Page link

- On page the current values is displayed for each field

- If there is a modification you will see the icon

- Click icon.

- A Pop Up Box is displayed showing the Previous Value of that field

8.d. Examining Related Items

"Examine Related Items" is where documents such as Reports, Requests for Reimbursement, Supplementals, and related documents are found.

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

VIEW RELATED ITEMS

General-2019 Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: 2019-TxDOT-G-1YG-0247

▶ Details

Related Documents

Sort search results by: -- Select --   Filter by Document Type: [   ] GO

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
December - Performance Report	2019-TxDOT-G-PR-Dec-0214	PR In Progress	01/30/2019 11:59PM	Grant System 12/31/2018 10:24:48 AM	Grant System 12/31/2018 10:24:48 AM
February - Performance Report	2019-TxDOT-G-PR-Feb-0538	PR In Progress	03/30/2019 11:59PM	Grant System 3/4/2019 11:51:30 AM	Grant System 3/4/2019 11:51:30 AM
January - Performance Report	2019-TxDOT-G-PR-Jan-0319	PR In Progress	03/02/2019 11:59PM	Grant System 2/4/2019 8:47:08 AM	Grant System 2/4/2019 8:47:09 AM
March - Performance Report	2019-TxDOT-G-PR-Mar-0640	PR In Progress	04/30/2019 11:59PM	Grant System 4/1/2019 10:32:11 AM	Grant System 4/1/2019 10:32:11 AM

8.e. Adding and Editing Notes

Notes may be used to communicate with staff or subgrantees. The "Add Note" button is available on all forms and from the main document menu. To add a note, select "Add Note."

PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS | SHOW HELP | SPELL CHECK

Any existing notes will be shown at the top of the new window.

Each note has the following information: message name, author, date, and action.

By selecting the message name, the note expands showing the entire note's message.

By selecting edit under the action column, new content can be added to an existing note, or the note can be deleted by the original author.

To add a new note:

1. Select "Add a New Note"
2. Complete in the subject and message
3. Check the user(s) the note is intended for
4. "Save"
5. Select "Close Notes" to close the notes window

It is important to remember that notes are an informal method of communication. The author of a note has the ability to determine who can and cannot see the note. Any text entered into a note will not display on a PDF.

Drag Here

Notes

Message	Author	Date	Action
Test Note	Mr. Fred Smith	1/21/2010	Edit

ADD A NEW NOTE | CLOSE NOTES
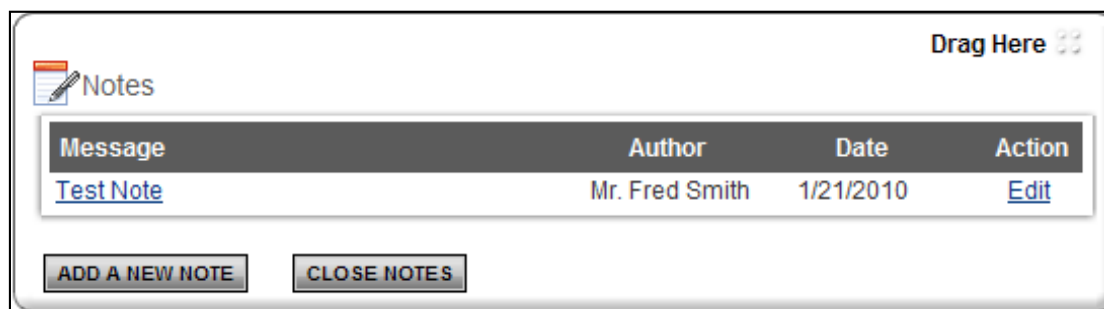
9. Proposal/Grant User Management

The subgrantee administrator is responsible for adding and ensuring that appropriate users are assigned documents. Subgrantee staff may assist the subgrantee administrator with completing required forms. User access can be assigned or removed throughout a grant's lifecycle. Only a subgrantee administrator can submit a proposal.

9.a. Assigning User Access to Proposal/Grant

To view eGrants documents, or to assist with completing forms, a user must be linked to the documents. To add a user to a document:

1. From the Proposal/Grant's main menu, under Access Management Tools, select the "View Management Tools" button and then "Add/Edit People."

a. Type the name, or part of the user's name (at least 3 characters), in the Person Search field, and "Search"

b. Check the box in the column next to the desired person

c. Select a role for the user, along with an appropriate Active Date

d. "Save" to complete adding the user to the document

2. Repeat this process to add additional users, if necessary

3. Return to "Add/Edit People" to confirm that all users have been added correctly

9.b. Removing User Access to Proposal/Grant

There are two ways to remove a user from an eGrants document.

1. From a Proposal/Grant's main menu, under Access Management Tools, "View Management Tools" and then "Add/Edit People." Edit "Active Dates" for the user. The user will not be able to access the document before a specified start-date (first field) or after a specified end-date (second field)

2. Remove a user by unchecking the box next to the person's name and "Save"

10. Forms Completion

On a Proposal/Grant's Form Menu the forms within a proposal are shown. These are the forms that must be completed before submitting the proposal. The following sections go through the information necessary to complete a proposal.

10.a. Navigating Forms

After opening a form, there are two ways to navigate.

1. Use the links following "You are here:"

Document Information: 2019-TxDOT-G-1YG-0247
Details
You are here: > General-2019 Menu > Forms Menu > General
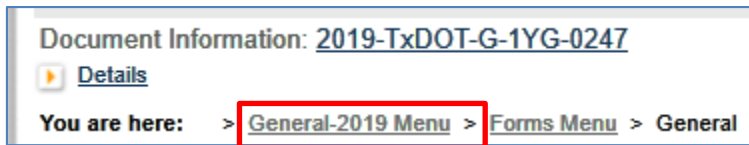
2. Use the Navigation Links listed at the bottom of the page

Navigation Links provides access to next related pages. Select the appropriate page name to go to that form.

Status	Page Name	Note	Created By	Last Modified By
	Planning and Administration			
	Alcohol and Other Drug Counter Measures			
	Emergency Medical Services			
	Proposal Scoring - Score Summary			
	Comparision Report			

Note: To ensure that changes made to a form are not lost, "**Save**" before leaving the form.

To return to the forms menu, where another form can be selected to complete, select "Forms Menu."

10.b. Completing Forms

If all information necessary to complete the forms is not available at first, begin by filling in the fields for which information is available. Complete as much as possible and select "Save." Fields with red asterisks are required.

PROPOSING AGENCY AUTHENTICATION

Instructions:
Please complete this page, then click the **Save** button.
Required fields are marked with an *.

☑ The following person has authorized the submittal of this proposal.

Name	John Doe *
Title	Project Coordinator *
Address	123 Main Street *
City	Austin *
State	Texas *
Zip Code	73301 *
Phone Number	512-555-1234 (xxx-xxx-xxxx) *
Fax Number	(xxx-xxx-xxxx)
E-mail address	JDoe@email.com *

During completion of some forms, the "Add" button may be used to create additional pages. A form that has an "Add" button allows for multiple pages of that form.
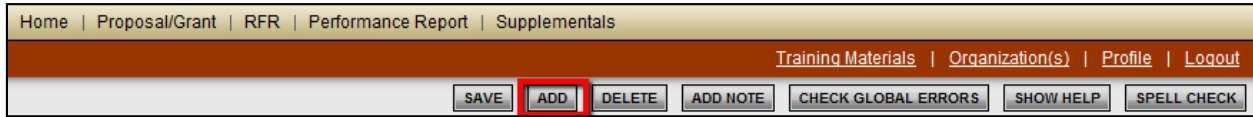
When multiple pages are created for a form; choose among them by using the drop-down menu that appears at the far right of the form.
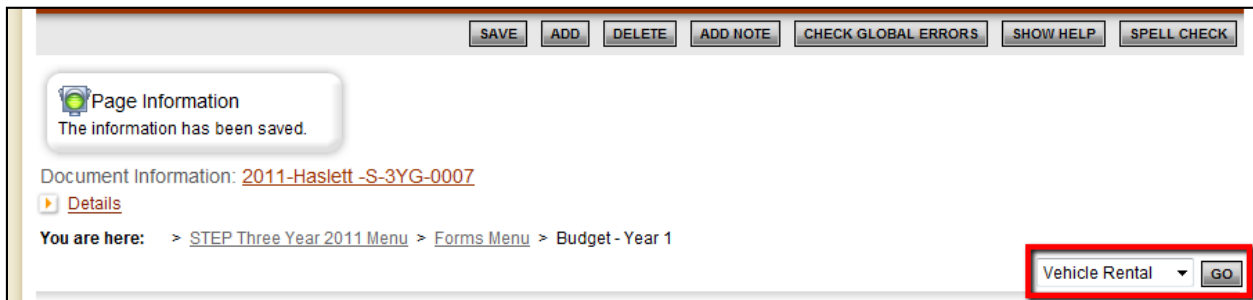
Forms with multiple pages are identified by a number in parentheses that appears after the form name indicating number of pages that the form contains.

10.c. Automatic Calculations

When possible, eGrants automatically calculates totals and other numbers. The Budget Summary page is a good example. When the page is saved, the system takes the values that were entered and displays them on the Budget Summary page. The system then calculates the numbers for the results. Remember to select "Save" in order to see the results of the form calculations.

	Budget Category	TxDOT	Match	Program Income	Total
Category I - Labor Costs					
(100)	Salaries	$30,000.00	$15,000.00	$0	$45,000.00
(200)	Fringe Benefits	$4,850.00	$10,000.00	$0	$14,850.00
	Category I Sub-Total	$34,850.00	$25,000.00	$0	$59,850.00
Category II - Other Direct Costs					
(300)	Travel	$0	$0	$0	$0
(400)	Equipment	$0	$0	$0	$0
(500)	Supplies	$0	$0	$0	$0
(600)	Contractual Services	$0	$0	$0	$0
(700)	Other Miscellaneous	$0	$0	$0	$0
	Category II Sub-Total	$0	$0	$0	$0
Total Direct Costs		**$34,850.00**	**$25,000.00**	**$0**	**$59,850.00**
Category III - Indirect Costs					
(800)	Indirect Cost Rate	$0	$0		$0
Summary					
	Total Labor Costs	$34,850.00	$25,000.00	$0	$34,850.00
	Total Direct Costs	$0	$0	$0	$0
	Total Indirect Costs	$0	$0		$0
Grand Total		**$34,850.00**	**$25,000.00**	**$0**	**$59,850.00**
	Fund Sources (Percent Share)	58.23%	41.77%	0.00%	

10.d. Error Messages

When a form is saved and the required fields are not filled-in, or business rules have been violated, an error message displays across the top of the page. Errors do not need to be corrected immediately, however to successfully submit the proposal, all errors must be corrected.

Page Error(s)
Please enter all required values.
Please select number of funding years for your organization.

10.e. Uploading Attachments

All attachments submitted via eGrants must not contain confidential/sensitive data that is not required to support the grants-management process. Before an attachment is uploaded, sensitive information must be redacted. Examples of sensitive information include social security numbers (even if it is only the last 4 digits of an SSN), items such as bank account numbers (generally found at the bottom of a check); credit card data; or personal/home address, phone number, email address.

Attachments are a useful option when not enough space is available to capture the type of information that is required on a form. This file upload feature (upload field), accepts file types: bmp, doc, docx, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, xlsx. **Each file uploaded must be less than 4MB**. To locate and upload a file, select "Browse."

1. Go to the folder that contains the file, select the file, and "Open"
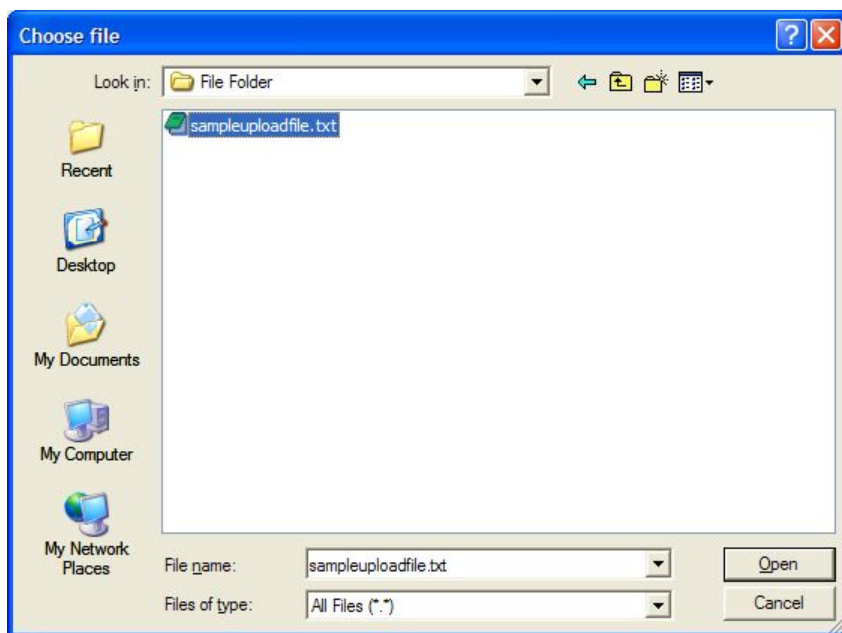

2. After the form page reloads, select "Save"

Note: This attachment upload feature allows for only one attachment per upload field. When you need to upload multiple attachments, first add a blank form to your document, then make a notation that it belongs with the original document, and add your attachment. Follow this process for additional attachments.

10.f. Printing (PDF)

On many pages a "Print Version" button is available that automatically creates a printable Portable Document Format (PDF) version. This PDF can be printed, or saved to a computer. It is good practice to review the PDF files carefully for accuracy before submitting.

SAVE   DELETE   PRINT VERSION   ADD NOTE   MARK AS COMPLETE   CHECK GLOBAL ERRORS
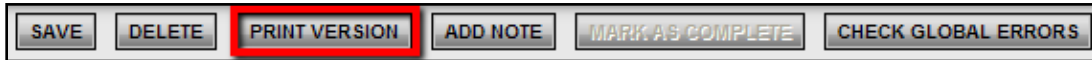
10.g. Copy and Paste Restrictions

Be cautious when using the copy and paste function of most word processing programs (e.g., MS Word) to transfer text into eGrants form fields or narrative text boxes. eGrants does not recognize some characters and formatting, such as tables, graphs, photographs, bullets, and some tabs.

Also be aware of the different character limits of text boxes—attempting to copy and paste text that is longer than the allotted space returns an error message. The character limit is located at the bottom left of a text box.

To avoid copy/paste errors, first copy and paste the text into Notepad or equivalent program. Notepad has similar formatting requirements.

11. Proposal Submission

The subgrantee administrator is the only one authorized to submit a Proposal. When the Proposal is complete and no additional changes are required, the subgrantee administrator may submit.

Note: Once the Proposal is submitted, it becomes 'read-only' and can no longer be changed/edited.

To submit a proposal, the subgrantee administrator selects "View Status Options" under the Change the Status header on the proposal's main menu. Possible status changes display. Select "Apply Status" under the appropriate status change. If errors exist on any of the proposal's forms when attempting to submit, a message appears showing the form(s) that contain errors. All errors must be corrected before eGrants will accept the proposal. When errors do not exist, subgrantee administrator is prompted to confirm decision to submit.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Global Errors

The following errors have been indentified.
Please select each link below to navigate to the appropriate page to correct the errors.

Document Information: SRTS-2010-TestOrg1-00021

Info	Document Type	Organization	Role	Current Status	Date Due
	Proposal/Grant	Test Organization 1	Subgrantee Administrator	Proposal In Progress	12/21/2009 11:59:00 PM

You must complete this page.
Budget Summary

You must complete this page.
County Served

You must complete this page.
Political District Served

You must complete this page.
Program Element Selection

12. RFR and Performance Report

For information regarding navigating the Request for Reimbursement (RFR) and Performance Report (PR) tabs, see user guide section 8, Proposal/Grant Menu. Steps are the same for these document types.

For policy regarding PRs and RFRs, refer to *TxDOT – Traffic Safety – Policy Manual* (under Manuals & Reports), Section 5., "Project Administration" on the eGrants Help page at https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html