



WebGrants Instructions for Applying for Funding

Logging into the WebGrants System

On the Login Page

Click on User ID on the left side of your page under Login

Enter your User ID

Enter your Password

Click on 'Sign In'

A screenshot of the WebGrants login page. At the top left is the WebGrants logo. Below it, the word "Login" is displayed with a key icon. The main content area contains a white box with a grey border. Inside this box, there is a heading "Enter your user id and password" with a person icon. Below this heading are two input fields: the first is labeled "User ID" and the second is for a password, indicated by a dot. A green "SIGN IN" button is positioned below the input fields. Underneath the button are two links: "Forgot User ID?" and "Forgot Password?". Below the entire white box is a yellow button that says "Click here to Register". To the right of the login box is a white box with a grey border containing a document icon and the text "Announcements".

Notes before you Start your Application: Use the WebGrants Menu, not the Browser Menu.

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the instructions on the screen for navigating in the system.



Creating an Application

From the Side Menu:

Click on **'Funding Opportunities'**:

The screenshot shows the 'Funding Opportunities' page in the webgrants system. The user is logged in as 'Test User' (Tester/Grantee). The page title is 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. There are navigation links for 'Back', 'Print', and 'Log Out'. The main content area is titled 'Currently Posted Funding Opportunities' and includes a search bar and a table of opportunities. The table has columns for ID, Status, Agency, Program Area, Title, Posted Date, and Final-Application Deadline. One entry is visible with ID 2, Status 'Posted', Agency 'Dulles Technology Agency', Program Area 'Test Program Area', Title 'Example Funding Opportunity', Posted Date 'Sep 20, 2019 2:35 PM', and Final-Application Deadline 'Not Applicable'. A note below the table states 'Showing 1 to 1 of 1 entries'.

Select the **'Opportunity Title'** you are applying for.

Read the Funding Opportunity description to ensure eligibility requirements.

Click on **'Start A New Application'**:

The screenshot shows the 'Funding Opportunity Details' page for '2 - Example Funding Opportunity'. The page title is 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. There are navigation links for 'Back', 'Print', and 'Log Out'. The main content area is titled 'Current Applications' and includes a note: 'Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.' Below this is a table with columns for ID, Application Title, Organization, and Status. The table is currently empty. At the bottom of the page, there are three buttons: 'Ask a Question', 'Copy Existing Application', and 'Start New Application'. The 'Start New Application' button is highlighted in green. The page also displays the opportunity title '2 - Example Funding Opportunity', the program area 'Test Program Area', and the final application deadline. At the bottom, the status is 'Posted' and the program officer is 'System Administrator'.

Note: At any time you may click on **'Ask a Question'** and submit a question into the system. When the Program Officer answers your response, you will receive an email alert from the WebGrants system



General Information Page

This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

Complete Step 1 in the Application Creation Wizard, then click ‘**Save Form Information**’:

The screenshot shows the 'Application - General Information' page in the 'Application Creation Wizard - Step: 1'. The page has a light yellow background and a blue header bar with the wizard title. A green 'Save Form Information' button is in the top right. A blue informational box contains text about the Primary Contact and Authorized Official. Below this, there are four fields: 'Application Title*' (text input with 'Application Title'), 'Primary Contact*' (dropdown menu with 'Test User'), 'Organization*' (empty dropdown), and 'Additional Applicants*' (empty text area).

Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click ‘**Save Form Information**’:

The screenshot shows the 'Application - General Information' page in the 'Application Creation Wizard - Step: 2'. The page has a light yellow background and a blue header bar with the wizard title. A green 'Save Form Information' button is in the top right. A blue informational box contains text about the Primary Contact and Authorized Official. Below this, there are six fields: 'Application ID*' (text input with '4'), 'Program Area*' (text input with 'Test Program Area'), 'Funding Opportunity*' (text input with '2-Example Funding Opportunity'), 'Application Stage*' (text input with 'Final Application'), 'Application Status*' (text input with 'Editing'), and 'Application Title*' (text input with 'Application Title'). At the bottom, there are two more fields: 'Primary Contact*' (text input with 'Test User') and 'Organization*' (dropdown menu with 'Grantee Organization').



If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click '**Save Form Information**':

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 4

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Application Stage: Final Application

Application Status: Editing

Application Title:

Primary Contact: Test User

Organization: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants:

Note: The system has created and assigned the application # when you clicked 'Save'.
If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**
You can click on '**Applications**' from the Side Menu or;
Click on '**Funding Opportunities**' and you will see your application in the top section.



Completing an Application

Once you have completed the General Information, you will be returned to the Application Details:

4 - Application Title

Status: **Editing**

Stage: Final Application

Application Deadline:

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Organization: Grantee Organization

Budget Total:

Application Preview Attachment Alert History Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

Note: The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.



The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the WebGrants System. Click on the next form listed underneath the General Information which you just completed.

Component	Complete?
General Information	✓
Named Attachment	

You will continue to click on each form in the Application Details listing.

Navigating in the WebGrants System

Most forms are editable by clicking **‘Edit’** at the top part of the section of the form. However, multi-list sections are editable by clicking **‘Add’** on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click **‘Delete’**.

All information must be saved by clicking **‘Save’** on the forms. If you do not click ‘save’ and you back out of the form or section of the form, your information will be lost.

Reminder: If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on **‘Applications’** from the Side Menu or; Click on **‘Funding Opportunities’** and you will see your application in the top section.

Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User



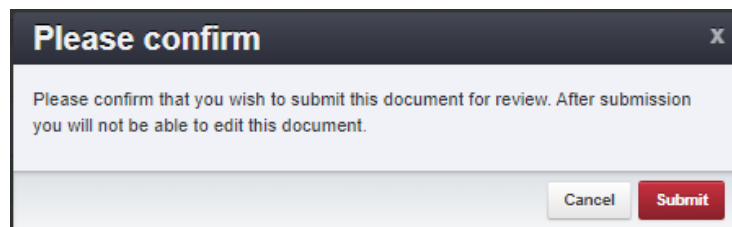
Submitting the Completed Application

Click the **'Submit Application'** button.

The screenshot shows the 'Application Details' page with a navigation bar at the top containing 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Below the navigation bar, there are four buttons: 'Preview Application', 'Submit Application' (highlighted in yellow), 'Ask a Question', and 'Withdraw'. A green message box states: 'Application is in compliance and is ready for Submission!'. Below this is a table with the following data:

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

You will receive a pop-up confirmation informing you that once you click **'Submit'** the system will no longer let you edit the application.



If ready, click **'Submit'**.

The system will take you back to your Current Applications listing and will show you your submitted application.

The screenshot shows the 'Submitted Applications' page with a header 'Submitted Applications' and a sub-header 'List of all current submitted applications'. Below the header, there are navigation links: 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area has tabs for 'Current Applications' and 'Archived Applications'. Under 'Current Applications', there is a search bar and a table with the following data:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	528-New Final App FO 3-6-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Showing 1 to 3 of 3 entries

Printing the Submitted Application

Click on your application in **'Submitted'** status.

Click **'Print'** on your top menu and select **'Send to Printer'**

When finished, click on **'Log Out'**.