Illinois Department of Public Health
EGrAMS Instructional Guide: Application Entry and Submission

Once your User Profile has been activated, please follow the steps outlined below to initiate the grant, complete the application and submit to IDPH for review. Please note that the instructions provided below may vary depending on the grant program.

	Task	Instructions
1	**Access EGrAMS**	• Open your internet browser window • Type in the URL in the address bar (idphgrants.com)
2	**Turn off Pop-up Blocker (if applicable)**	• On your internet explorer window go to 'Tools' • Select Internet Options • Go to the 'Privacy' tab • Uncheck the 'Turn on Pop-up Blocker' box • Click 'Ok'
3	**Log into EGrAMS**	• Enter your user name and password
4	**Initiate Grant Application**	• From the menu bar, select Project Director →Initiate Grant Application • Select the grant program by clicking on the Lookup Tool icon […] How to use the Lookup Tool When searching for an item in the Lookup Tool, you may use the percent sign '%' as a "wild card" to search. Place it before, after or on both sides of a word, words, or part of a word. (E.g. '%Primary' when Primary is the last word; 'Primary%' when Primary is the first word; '%Primary%' when Primary is contained in the selection. Also, this is not case sensitive.) • Locate your grant program from the list displayed, check box to select • Click 'OK' to submit
5	**Select the Grant For Application Entry**	• From the menu bar, select Grant Application → Enter Grant Application • Click on desired project hyperlink to access application (blue text/link which shows program name and status) Copy Feature • Each tab in the application allows you to copy content from previous applications*. To copy a section from another IDPH grant application, select the "Copy" button → enter the grant application and fiscal year of the previous application in the pop-up window → and click OK. *Please note: You cannot un-do a 'copy' and a 'copy' will replace any existing content you have already entered in the new grant application. Be sure to review all copied content for accuracy.

6	**Complete the Applicant Section of the Application**	- Some Applicant Information is displayed by default based on applicant's agency profile - Enter Agency Fiscal Start Month & Day - Click 'Save →' to save any changes and navigate to the next page Other options for navigating through the application - Click 'Save' while making changes to a page and click the Arrow buttons in the upper right corner next to 'Show Tree' to navigate through the pages in sequential order - Click on the 'Show Tree' button which opens to show a list of the pages within the section. Click on a page and click 'OK' to move to the chosen page - Click on the desired section tab (i.e. Grant History, Budget) to skip to another section - Under Project Information, enter the Amount of Funds Requested and the Project Cost Note: *The Amount of Funds Requested in the Applicant section must equal the Amount Requested in the Budget Summary page. The Project Cost equals the Amount Requested plus any In-Kind and/or Cash amounts. The Project Cost must equal the Total Amount from the Budget Summary page* - Complete the additional applicant fields as applicable - Review all items on the screen for accuracy, 'Save', and Validate to check for errors
7	**Complete Additional Tabs and Scope of Work Section of the Application**	- Enter narrative text directly in the text area (text may be copied from Microsoft Word or PDF documents) - Click on the 'Spell' icon to run a spell check on the respective section where Spell check is enabled - Complete the additional Scope of Work pages - Review all items on the screen for accuracy, 'Save', and Validate
8	**Complete the Work Plan Section of the Application (if applicable)**	- Enter an Objective and a supporting Activity in the space provided - Assign responsible staff, timeline indicators, outcomes, and measures as necessary - Select the Outcome Applicability checkbox if Expected Outcomes are provided; Enter Expected Outcomes and Measurements below, if needed. - After entering all information for an activity, click 'Save' and the Objective and Activity will show in a 'tree' in the left window pane - Use the [+] feature to the left of 'Objective' to add each additional objective. The screen clears for new objective and activity information. (Click on the tree to bring up previously entered Work Plan information.) - Use the [+] feature to the left of 'Activity' to add each additional activity under the selected Objective - Review all items on the screen for accuracy, 'Save', and Validate

9	**Complete the Budget Section of the Application**	• Select a line item from the lookup […] under the Description column
		• If a line item description is required but not on the provided list, select 'Others' and enter a description on the line/space available under the description 'Others' on the budget page
		• As applicable, enter Qty, Rate, Units, UoM
		   ○ **QTY** (Quantity) - Enter employee's projected monthly salary
		   ○ **RATE** - Enter percentage of time employee is allocated to the grant (percentage must be in a decimal format)
		   ○ **UNITS** - Enter number of months employee is allocated to the grant
		   ○ **UoM** – Use the Lookup […] to the right of this field to select the appropriate UoM.
		• System computes total and displays total in the amount column
		• Provide a budget justification statement for each expense category by clicking on the 'Narrative' icon located in the upper right corner on each budget page, then click 'OK' in the narrative window to save
		• Check NOFO/Grant Instructions for Match or In-Kind requirements. If applicable, enter your Agency's Cash/In-Kind (Match) Contribution in the Cash/In-kind fields
		• Complete the Source of Funds screen to identify the source(s) of the total grant program budget.
		• Review all items on the screen for accuracy, 'Save', and Validate
		
		Note: *The Amount of Funds Requested in the Applicant section must equal the Amount Requested in the Budget Summary page. The Project Cost equals the Amount Requested plus any In-Kind and/or Cash amounts. The Project Cost must equal the Total Amount from the Budget Summary page.*

10	**Indirect Cost**	• When the Indirect Cost tab is available in the application, indirect costs are allowable for the grant program. • If indirect costs are included in the grant budget, the Indirect Cost tab must be completed and match what is in the budget. • Select one of the available options describing your indirect cost rate and upload supporting documentation, if applicable.
11	**Complete the Miscellaneous Section of the Application**	• Click on the blue arrow or Browse option to the right of the document name • In the upload window, browse to search for the required document, select, and click 'Open' • Click Save to attach document • Click 'Close' to exit the Upload Window • Click 'Save' on the Miscellaneous page • A paper clip will appear to the right of the line to indicate the file is attached • Optional: Click on the paper clip to open the file and check it • Type an Attachment Title for the document as applicable (This requirement may appear in other sections or other pages of the Miscellaneous section) • Review all items on the screen for accuracy, 'Save', and Validate

12	**Applicant Certification**	• Please note you are currently in the application entry stage and will not be able to complete the 'Certification' tab at this time. • You will complete this step after the application is complete and has been submitted to the Certification stage. **Continue to steps 13-17**. Note: *The information bubble on the Certification page instruction bar provides additional information on how to complete this step.*
13	**Review the Index Tab to verify completion of all sections of the application**	• The Index page will show a listing of all sections and subsections with a visual indicator to show whether it is complete, incomplete, or containing errors • The status box will be empty if incomplete and have a check mark if complete (when information entry is required) • Review this section to ensure that all required components are complete and error free
14	**Validate for Errors**	• The system validates the application against the configured business rules • Navigate to each tab of the application and select 'Validate' • Review any errors that appear in the Error pane (if applicable) • Click on the check box (to the left of the Error description) to go directly to the page with the error • Make changes, 'Save', and 'Validate' again to ensure that all errors have been corrected • Validate each section of the application until error free
15	**Successfully complete the application**	• Once each section has been validated and is error free select the 'Close' icon
16	**Complete the Applicant Certification (2-Step Process)** **Step 1**	Step 1 • From the menu bar, select Grant Application → Grant Application Preview • Click on the desired grant project hyperlink to access application • The Application Index is displayed as a tree view in the left window pane (this view is preview only – no changes can be made to the application at this point) • Click on the 'Validate' button to ensure that the application is error free • Click 'Submit' to send the application to the Authorized Official Certification stage **Note: *The application has not been submitted to IDPH at this point. Please complete the remaining steps***

16	**Complete the Applicant Certification (2-Step Process)** **Step 2**	Step 2 • From the menu bar, select Grant Application → Enter Grant Application • Click on the desired grant project hyperlink to access application • Navigate to the 'Certification' tab • Read the Applicant Certification statements, complete all fields, and click 'SAVE →' • Read the Financial Certification statements, complete all fields, and click 'SAVE' • Select the 'Close' icon Note: *The information bubble on the Certification page instruction bar provides additional information on how to complete this step.*

17	**Print and Submit your Grant Application**	• From the menu bar, select Grant Application → Grant Application Preview
		• The system displays user agency name and application based on user access
		• Click on project hyperlink to access application
		• To print your complete application, click on the 'Printer' icon to generate application PDF for printing
		  o The print icon on the left will open a PDF with full attachments
		  o The print icon on the right will open a PDF with attachments displayed as hyperlinks (shorter document)
		• Click on the 'Submit' button to submit the application to IDPH for review
		• The application's status will now show 'Application Review – Pending' and the submitter will receive an email generated by the EGrAMS system