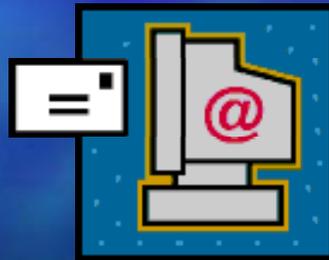


***U.S. Department of Education's  
Electronic Grant Initiatives  
TRIO Grants Online***

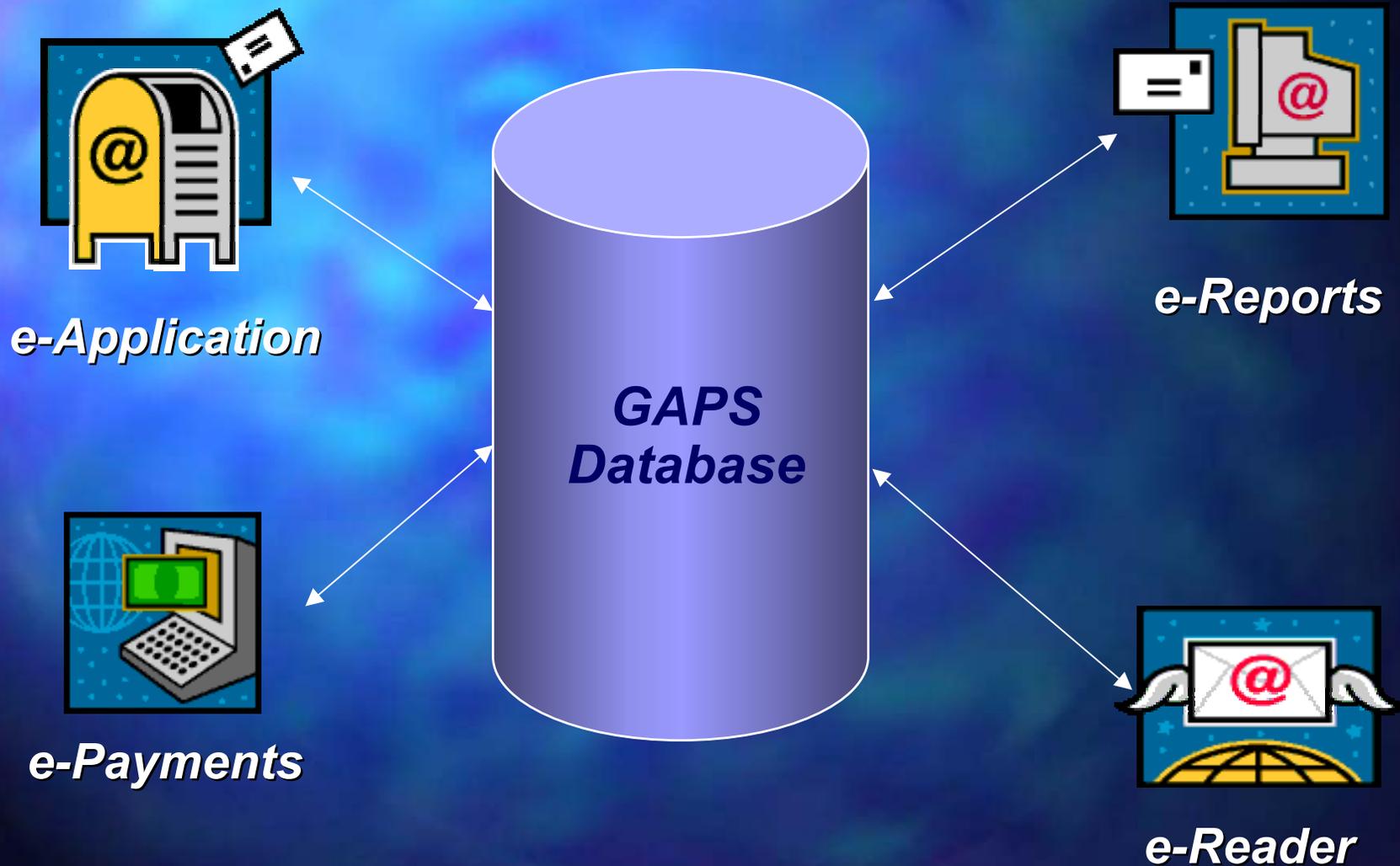
***FY 2002***



# *Why e-Grants*

- PL 106-107 and Blueprint for Management Excellence
- Ensure grant programs operate with highest level of efficiency, effectiveness and integrity
- Streamline the grant process for recipients/applicants
- Reduce costs
- Do more with less, serve more with less
- Focus on customer needs

# *Electronic Grants Overview*





# *e-Payments*

- Recipients request funds via the Internet (e-Payments Web) or GAPS Hotline
- Payment requests are drawn at the Award Level
- Payments are recorded as Expenditures
- Provides Drawdown Adjustment Capability
- Integrated with the GAPS Database
- Account activity reports can be viewed and printed
- Provides view only access



# ***e-Application***

- Internet-based electronic grant application system
- Web-enabled the current paper-based ED Grant Application Process
- Applicants can prepare and submit applications to ED via the Internet
- Integrated with the GAPS Database
- Applicants must fax a signed copy of the ED 424 to the Department within 3 days of submission

# ***Benefits of e-Application***

- Separates instructions and forms
- Provides edits on required data
- Prior to submission, verifies if all required forms are complete
- Provides ED the capability to review applications electronically
- Additional links to helpful resources, such as EDGAR, the Federal Register, and ED's Grants Info.

# ***Benefits to the Applicant***

- Provides online help - User Guide and *9 Steps To Prepare an e-Application*
- Allows multiple users to work on the same application
- Provides status of the application
- Immediate confirmation of receipt
- Email message to all users identifying PR Award#
- e-Application Demo feature available

# ***e-Application Enhancements***

- Applicants can upload narratives in .DOC or .RTF format
- Extended hours of operation
- Re-design of the e-Application web site
- Expanded e-Application to include Impact Aid grant program

## **Future Enhancements by Sept**

### **2002:**

- Allow for additional file formats to be uploaded
- One button print

# ***Implementation of e-Application***

## ***FY 2000 - Accomplishment***

- Piloted e-GAPS with 8 Grant Competitions

## ***FY 2001 - Accomplishment***

- Expanded the e-Application Pilot to include two Formula grant programs
- Piloted e-Application with 33 programs

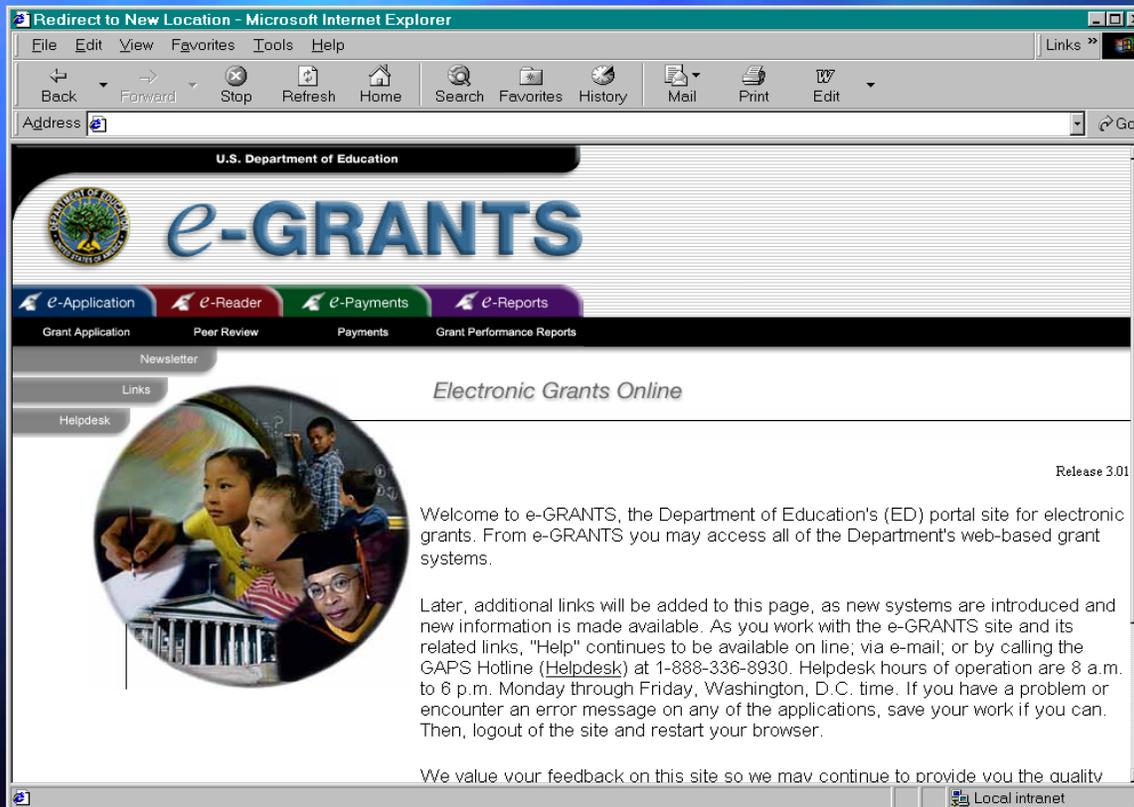
## ***FY 2002 - Goal***

- Broaden participation of Discretionary and Formula Grant Programs in e-Application Pilot

# *e-Application*

*Where do I begin?*

- Go to <http://e-grants.ed.gov> and choose e-Application



U.S. Department of Education

# e-Application

[e-Application](#) [e-Reader](#) [e-Payments](#) [e-Reports](#)

Grant Application Peer Review Payments Grant Performance Reports

9 Steps to Submission  
e-Application User Guide  
Application Packages  
Demo  
Links  
Survey  
Helpdesk

Release 3.01a

**Hours of operation: 6am-12am Washington DC time.**

## Welcome to e-Application

e-Application allows applicants to apply on-line to a specially selected group of grants. To see a list of these grants, use a [Packages](#) link or an APPLY button. If you are new to e-Application, our [e-Application User Guide](#) will help get you on your way.

To apply for a grant through e-Application you will have to [register](#) with our site. Please register only if you are actually going to use e-Application to apply for a grant.

We appreciate any feedback you may have. In order to provide better service for our customers in the future, please take a few minutes and fill out the optional [e-Grants Survey](#).

Existing (Registered) users  
User Name:   
Password:

Done Local intranet

# Registration

If you do not have an e-Grants User Name, you will be required to register.

1. Click on the Register button
2. Answer the question prompts

### User Registration

\*Are you a new user?

\*Are you an existing project director?  
(This applies if you are a project director and want to complete an Annual Performance Report using e-Reports)

Existing  
(Registered) users

User Name:

Password:

[I forgot my password](#)

If you are a new user click

# e-Application Package

Application page - e-Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Links

Address <http://teamtrack/e-grants/egApplication.asp?APP=EA&EntId=4076> Go

**Legend**

Blank  Draft  Completed  Print/View  Locked

**Application Forms**

[Standard Face Sheet](#) (10/29/2001 2:48 PM)

[ED 524 - Standard](#) (11/01/2001 9:35 AM)

[427 GEPA](#) (10/03/2001 2:37 PM)

[SF 424B - Assurances Non-Construction Programs](#) (10/03/2001 2:37 PM)

[ED 80-0013 Certification](#) (10/03/2001 2:37 PM)

[Project Narrative - \(a\) Need for project. \(1\) The Secretary considers the need for the proposed project. \(2\) In determining the need for the proposed project, the Secretary considers one or more of the following factors: \(i\) The magnitude or severity of the probl...<sup>C</sup>](#) (10/03/2001 2:37 PM)

[Project Narrative - \(b\) Significance. \(1\) The Secretary considers the significance of the proposed project. \(2\) In determining the significance of the proposed project, the Secretary considers one or more of the following factors: \(i\) The national significance of...<sup>C</sup>](#) (10/26/2001 8:59 AM)

[Project Narrative - \(c\) Quality of the project design. \(1\) The Secretary considers the quality of the design of the proposed project. \(2\) In determining the quality of the design of the proposed project, the Secretary considers one or more](#)

**Important Information**

**Due Date:** 05/25/2002 4:30 PM

**Last Updated:** 11/01/2001 9:35 AM

**Contact Person:** Jennifer Arnold (202-222-2222)

**Important Information:** This is a Discretionary Grant Application for funds from the U.S. Department of Education

**Documents & Instructions**

[Dear Colleague Letter](#)

[Standard Face Sheet Instructions](#)

[ED 424 Human Subject Instructions Part I](#)

[184H Instructions](#)

**Application Management**

[User Privileges](#)

[Delete the Application](#)

[Application History](#)

Done Local intranet

# Completing Forms

ED 424 (rev 1.12. 99) Part 1

## Application for Federal Assistance

**Applicant Information**

1. Name And Address

Organizational Unit:

\*Legal Name:

Address Line 1 :

Address Line 2:

\*City:

\*State:  County:

\*Zip:  Zip+4:

2. Applicant's D-U-N-S Number:

3. Applicant's T-I-N:

4. Catalog of Federal Domestic Assistance #: **84.116N** Title: **Discretionary Grant Application**

5. Project Director - First Name, Middle Initial, Last 7. Type of Applicant:

Asterisks(\*) indicate mandatory fields.

Part 1  
Part 2  
Part 3

- Form data is stored directly in the GAPS database

# Completing Narrative Sections

**e-Application Narrative - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address  Go

**Project Narrative**

(a) Need for project. (1) The Secretary considers the need for the proposed project.

(i) The magnitude or severity of the problem to be addressed by the proposed project.

(ii) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.

This form is a part of a group in the Project Narrative limited to a combined page count of 50 page(s).  
Total maximum size of attachment(s) is 6000000 bytes

**Attachment 1:**

Title :  Pages :

File :

Type :

Form Completed

Use "File:" boxes to attach files

"Save" button uploads all your attachments to the server. Please be patient - it could take up to 20 minutes depending on the size of an attachment and your connection speed

You can edit title or page count of an uploaded attachment at any time

If you need to check an uploaded attachment - use "Attachment" hyperlinks for download

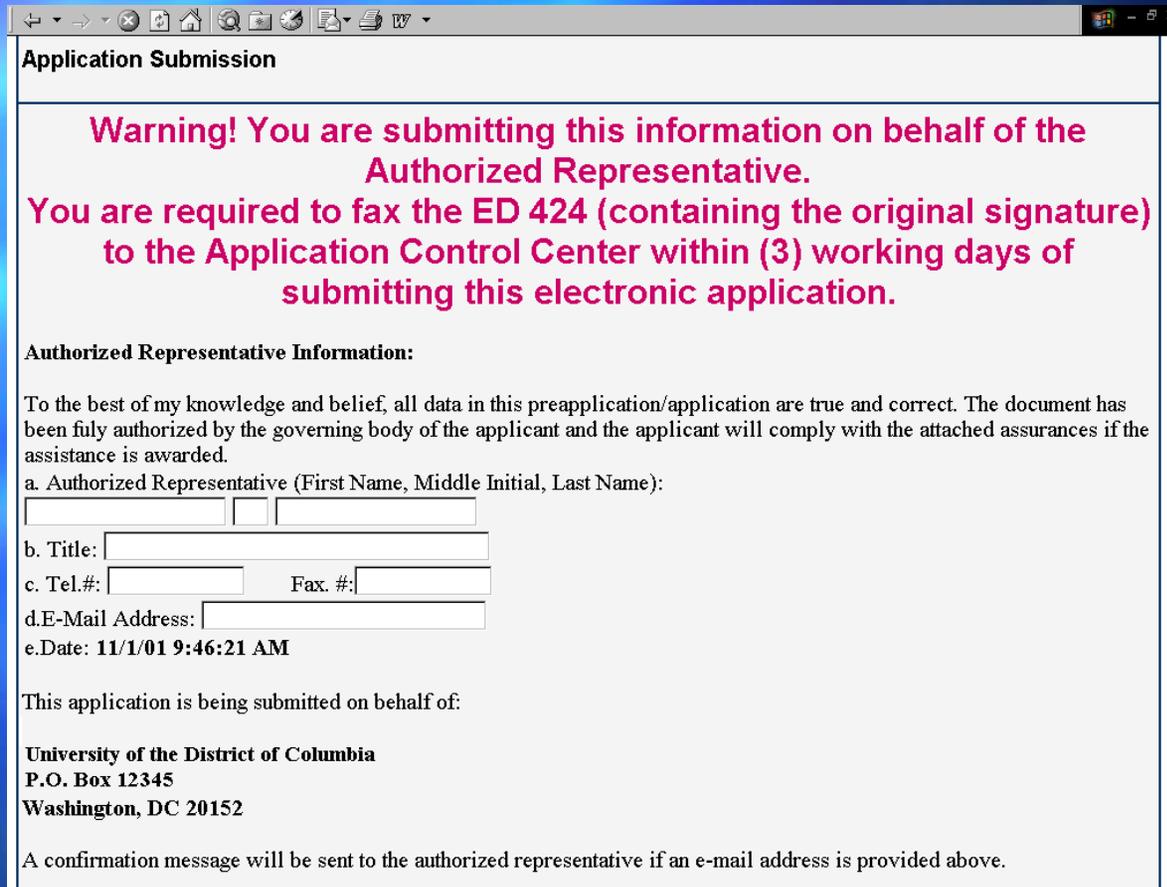
**Links**

[Education Federal Register Documents](#)

Local intranet

- Narrative sections are completed by uploading a .DOC or .RTF document

# *Application Submission*



The image shows a web browser window with a title bar containing standard navigation icons. The page content is titled "Application Submission" and features a prominent warning message in red text. Below the warning, there is a section for "Authorized Representative Information" which includes a disclaimer and several input fields for name, title, contact information, and email address. The date and time of submission are also displayed.

**Application Submission**

**Warning! You are submitting this information on behalf of the Authorized Representative.**  
**You are required to fax the ED 424 (containing the original signature) to the Application Control Center within (3) working days of submitting this electronic application.**

**Authorized Representative Information:**

To the best of my knowledge and belief, all data in this preapplication/application are true and correct. The document has been fully authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

a. Authorized Representative (First Name, Middle Initial, Last Name):

b. Title:

c. Tel.#:  Fax.#:

d.E-Mail Address:

e.Date: 11/1/01 9:46:21 AM

This application is being submitted on behalf of:

**University of the District of Columbia**  
**P.O. Box 12345**  
**Washington, DC 20152**

A confirmation message will be sent to the authorized representative if an e-mail address is provided above.

After you click on the "Ready to Submit" button, you will type the Authorized Representative Information and click the Submit button.

# ***Application Submission Warnings***

**Warning! You are submitting this information on behalf of the Authorized Representative.**

**You are required to fax the ED 424 (containing the original signature) to the Application Control Center within (3) working days of submitting this electronic application.**

**Warning! All applicants must follow the internal administrative and clearance procedures of their organization. BY SUBMITTING THIS APPLICATION, I CERTIFY THAT THIS APPLICATION HAS BEEN APPROVED BY THE AUTHORIZING REPRESENTATIVE OF THE INSTITUTION.**

Submit

Cancel

# *Status Reports*

**e-Application**

[e-Application](#) | [e-Reader](#) | [e-Payments](#) | [e-Reports](#)

[Administration](#) | [Start Page](#) | [Choose Package Type](#) | [Packages](#) | [Status Reports](#) | [My Profile](#) | [Support](#) | [Logout](#)

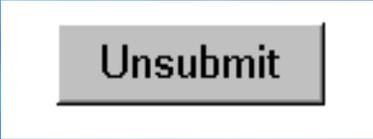
You are logged in as

**Application Status Reports**

Selection Criteria	
CFDA/Subprogram - Title: <input type="text"/>	Schedule: <input type="text"/>
Submission Method: <input type="text" value="Web"/>	State: <input type="text"/>
<input type="button" value="Find"/>	

e-Application provides Status Reports, by State, that list applications that were submitted to a particular CFDA/Subprogram.

# ***Unsubmit the Application***

A rectangular button with a light gray background and a thin black border. The word "Unsubmit" is centered on the button in a black, sans-serif font.

- You may unsubmit your application at any point up until the closing date and time.
- Please note that an application that has been unsubmitted will not be considered for funding unless it is resubmitted **BEFORE** the closing date and time.

# *Online Help*

## **e-Application Support**

**Technical support:** [Helpdesk](#) 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Hours of operation: 8am-6pm Washington DC time Monday-Friday.

**Application content or program specific support:** See [Packages](#) for contact information

- Help Desk: 8 am- 6 pm Monday-Friday
- Help Desk via email at: [EDCAPS\\_USER@ed.gov](mailto:EDCAPS_USER@ed.gov)
- e-Application User Guide
- 9 Steps to Prepare an e-Application
- Links to EDGAR, What Should I Know About ED Grants, Program Offices, etc.



# *e-Reports*

- Web-enabled the current paper-based Grant Performance Report Process.
- e-Reports is similar to e-Application.
- Grantees prepare & submit Annual Grant Performance Reports via the Internet.
- Integrated with the GAPS Database.

U.S. Department of Education



# e-Reports

[e-Application](#)
[e-Reader](#)
[e-Payments](#)
[e-Reports](#)

[Grant Application](#)
[Peer Review](#)
[Payments](#)
[Grant Performance Reports](#)

[9 Steps to Submission](#)
[e-Reports User Guide](#)
[Links](#)
[Survey](#)
[Helpdesk](#)

Release 3.01a

**Hours of operation: 6am-12am Washington DC time.**

## Welcome to e-Reports

**COMING SOON!**

We are in the process of developing an e-Reader Demo site to give users an opportunity to view and become familiar with the e-Reader software before registering. We expect the Demo site will be made available before the end of the year.

**Survey Information**

We appreciate any feedback you may have. In order to provide better service for our customers in the future, please take a few minutes and fill out the optional e-Grants

Existing (Registered) users

User Name:

Password:

[I forgot my](#)

Note: Only Project Directors can initiate an e-Report

# ***Implementation of e-Reports***

## ***Fiscal Year 2000 - Accomplishment***

- Gathered Requirements & Began Development of e-Reports

## ***Fiscal Year 2001 - Accomplishment***

- Piloted the Receipt of e-Reports with 37 Discretionary Grant Programs

## ***Fiscal Year 2002 - Goal***

- Increase participation of various Discretionary Grant Programs
- Create and implement an e-Reports Demo



# *e-Reader*

- Supports the Program Office peer review process.
- Readers complete and submit evaluation forms and scores over the web.
- Supports the collection of evaluation data and scores for all types of peer review.
- Evaluation data and scores are stored in the GAPS Database.
- Allows readers to view and print applications submitted with e-Application.
- ED monitors the review from Washington, DC

U.S. Department of Education



# e-Reader

- e-Application
  - e-Reader**
  - e-Payments
  - e-Reports
- Grant Application Peer Review Payments Grant Performance Reports

- 9 Steps to Submission
- e-Reader User Guide
- Links
- Helpdesk

Release 3.01a

**Hours of operation: 6am-12am Washington DC time.**

## Welcome to e-Reader

e-Reader allows Peer Reviewers for the U.S. Department of Education to complete on-line peer reviews for a specially selected group of Programs. If you are new to e-Reader, our Quick Start Guide will help get you on your way.

To participate in a peer review using e-Reader, you will have to register with our site. Please register only if you have been selected as a peer reviewer for a program that is using e-Reader. In order to register, you will need your social security number.

### **Browser compatibility**

Existing (Registered) users

User Name:

Password:

## Technical Review Form

### Legend

<input type="checkbox"/> Blank	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Print/View	<input type="checkbox"/> Locked
--------------------------------	--------------------------------	---	-------------------------------------	---------------------------------

### Questions

#### EVALUATION CRITERIA

- [Quality of the project design](#) (11/01/2001 10:10 AM)
- [Quality of the management plan.](#) (11/01/2001 10:10 AM)
- [Quality of project personnel.](#) (11/01/2001 10:10 AM)
- [Adequacy of resources](#) (11/01/2001 10:10 AM)
- [Quality of the project evaluation.](#) (11/01/2001 10:10 AM)

#### SPECIAL CONSIDERATIONS

- [SPECIAL CONSIDERATIONS](#) (11/01/2001 10:10 AM)

### Panel Information

**84.353A - Sample Panel 1**  
**Panel Monitor:** [Jennifer Brianas](#)

### Reference Material

You should receive a copy of the grant application for LOUISVILLE FREE PUBLIC LIBRARY (E353A010001) in the mail.

### Documents & Instructions

[Technical Review Coversheet](#)

[Back to Panel Page](#)

[Print/View Form](#)

[Ready to submit](#)

# ***Implementation of e-Reader***

## *Fiscal Year 2000 - Accomplishment*

- Gathered requirements and began development of e-Reader

## *Fiscal Year 2001 - Accomplishment*

- Piloted e-Reader with 4 programs across ED

## *Fiscal Year 2002 - Goal*

- e-Reader available for all grant programs
- Create and implement an e-Reader Demo

# ***Office of Postsecondary Education e-Grant Goals***

- All grants available online by Oct 2003
  - 26 of 44 grant programs will use e-Application FY03
- Many programs will also use e-Reader for field review process
- Online field reader application in development

***Sign Up to be a Field  
Reader for OPE***

Coming to the OPE website  
Spring 2003

# ***TRIO and e-Grants***

- Simplify process as is possible
- Develop special forms for TRIO programs
- Train program staff in online applications
- Make online application submission available to TRIO community
- Train community in online application submission
- Target date: fall, 2003

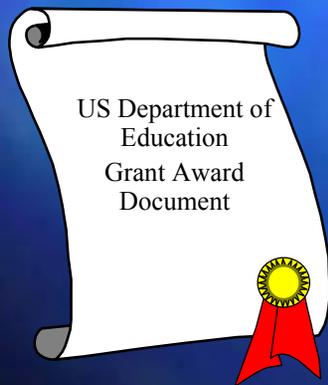
# ***GAPS***



# ***FY 2002-2003***



***e-Admin Action***



***e-Award***



**GAPS  
Database**



***e-Signature***



***e-Grants Expansion***

# ***Federal Government Wide Portal for Funding Opportunities***

- FedBizOpps.gov ( or another name?)
- Coming in 2003
- Common look and feel for
  - Grant descriptions
  - Grant applications
- Across 26 agencies

***Questions?***

Thank you