

## Frequently Asked Questions

The answers to these questions can also be found in the OCAST Subgrantee Manual, which can be found under the My Training Materials link in OKGrants.

1. How do I register for access to OKGrants?
  - A. If you are responsible for the administration of awards at your organization (contract official, program support, grant administrator, research administrator, etc.) go to <https://grants.ok.gov> and click the New User link to begin the registration process. If you are an investigator, co-investigator, etc. you must contact the grant/contract administrator for your organization to request to be set up.
2. How do I know what funding programs are currently available?
  - A. Once you log into OKGrants click the VIEW OPPORTUNITIES button under the View Available Opportunities heading to see all funding programs that are open and accepting applications. Scroll down to find the desired funding program and click the APPLY NOW button.
3. Do I need to submit a Statement of Intent through OKGrants?
  - A. OCAST is phasing out the intent requirements as funding programs are implemented in OKGrants. All agency administrators will receive an e-mail when an application from their organization is initiated in OKGrants, thus replacing the statement of intent.
4. How can I be sure that I have successfully submitted my application for funding consideration?
  - A. Look at the current status of your application to see if it reads Application Submitted. If so, you have successfully sent it to OCAST for review. If not, you must go to the Application Menu, click VIEW STATUS OPTIONS under the Change the Status heading and then click the APPLY STATUS button under Application Submitted.
5. How do I know if my application has been awarded funding?
  - A. Look at the current status of your application. If it reads Application Awarded then congratulations are in order. A status of Application Not Funded means your application was approved for funding but sufficient money was not available for the project. A status of Application Not Approved means your application was not approved to be funded.
6. Who can submit an application?
  - A. The Principal Investigator (Authorized Official) or Contract Official (Agency Administrator role) may submit the application once the application has been completed. Once an application has been submitted it no further edits or additional materials will be allowed.
7. Who can submit a progress report?
  - A. Only the Principal Investigator (Authorized Official) may initiate and submit a progress report through OKGrants.
8. Who can submit a request for payment?