



Oklahoma Center for the Advancement of Science and Technology

# OKGrants Quick Reference Guide

Fall 2013

## Applicant User Types

There are four security roles defined for OKGrants users: Agency Administrators, Authorized Officials, Financial Officers, and Writers. These roles have different security access to work on the applications. Once the Agency Administrators are identified and their new user accounts created, the Agency Administrators will select and enter their own organization's staff names to access OKGrants. Each security role is summarized below. The first name is the name used in the statewide OKGrants system and the name in parentheses is the OCAST role it corresponds to:

- **Agency Administrator (Contract Official)**
  - Must approve the application before it can be submitted
  - **Must be the last person to make any changes to an application**
  - Has access to view, edit, and submit all applications for the organization
  - Has access to view, edit, and submit a Request for Payment
  - Has access to view, edit, and submit a Contract Modification Request
  - Is linked to all project numbers associated with the organization
- **Authorized Official (Principal Investigator)**
  - **Is the only role that may initiate an application**
  - Has access to view, edit, and submit one application per funding cycle for Health or multiple applications for other programs
  - Is the only role that may submit a progress report
  - Is linked to the specific project number
  - Cannot see other applications associated with the organization
  - Has access to view and edit a Contract Modification Request
- **Financial Officer (Fiscal Agent)**
  - Has access to view the application
  - Is linked to the specific project number
  - Cannot see other applications associated with the organization
  - Has access to view, edit, and submit a Request for Payment
- **Writer (Co-Principal Investigator, Signor for Additional Applicant Organizations, Assistant)**
  - Has access to view the application
  - Can edit and save fields
  - Cannot submit an application
  - Is linked only to a specific project number
  - Cannot see other applications associated with the organization

**Note:** If a writer role is assigned to a project, users should be advised that certain pages that require saving for information to populate fields (i.e., the Project Assurances pages) may need to be resaved by the appropriate user if the writer role originally saved it.

In order to use the system all users must create a user account. There are two ways to get access to OKGrants. If you are:

- **An Agency Administrator**, request access to the system and get approved by an OKGrants System Administrator.
- **Any other role**, request access from/be added by the organization's Agency Administrator.

## **Finding Available Funding Opportunities**

Authorized Officials can view currently available funding opportunities in OKGrants by clicking My Opportunities under the View Available Opportunities heading on their OKGrants homepage.

Based on the funding organizations to which an applicant's organization may apply, users may see multiple funding opportunities available. OCAST funding opportunities will always begin with FYXX and the name of the program. Potential applicants can read a description of the OCAST program being offered and can click hyperlinks that take them to the solicitation and program specifications. Once a user decides that the OCAST program is appropriate for them, they will click the Apply Now button to begin the application process.

Before an applicant may begin an application, he or she must read and confirm the agreement in OKGrants. Agreement language may vary from program to program but, generally, users will affirm that they meet the eligibility criteria listed on the Agreement page. If an applicant does not agree to the terms listed on this page, he or she must click the I Do Not Agree button and not proceed further with the application.

## Application

After clicking the I Agree button on the Agreement page, applicants are assigned a project number and taken to the OCAST Application Menu. From this menu, applicants have four choices:

- View forms
  - Clicking this button brings up all the required forms that must be filled out in order to submit an application
  - Note that this only includes the *forms*; required narrative attachments are prepared outside of OKGrants and uploaded to the system
  - Generally, this is the most first and most frequent button applicants will use
- View status options
  - Clicking this button gives applicants the option to submit or cancel their application
- View application management tools
  - Applicants can check their application for errors, add people with fewer rights to their application (i.e., writers), or download a full PDF version of their application forms
- View related items
  - Applicants have no options under this section until their application is awarded

Upon clicking View Forms under the View, Edit and Complete Forms heading, applicants are taken to the forms menu. Forms are broken up into sections:

- Application for Fiscal Year XX forms
- Budget – Year 1 forms
- Budget – Year 2 forms (if applicable, will appear based on budget information added on the Project Information page)
- Budget – Year 3 forms (if applicable, will appear based on budget information added on the Project Information page)

### Application Forms

- In order to submit the application, the Agency Administrator will need to log in and go to the Project Assurances – Contract Official page and click Yes to show that he or she agrees. This radio button can only be selected by an Agency Administrator; it is disabled for all other roles. **This must be the last page in the application that is modified.** If any page is modified after the contract official as agreed to his or her Project Assurances page the contract official will have to log into OKGrants again to re-save the page. OCAST strongly encourages Agency Administrators to be the last people to open any pages in an application, as some pages automatically save upon opening, triggering a modification on the form.
- Applicants can check if the application is ready to submit from any form by selecting the Check Global Errors button.

To submit the Application, select View Status Options and select Apply Status under Application Submitted to submit the application. Applicants and agency administrators will receive an e-mail confirmation once an application has been submitted. The status of an application may also be checked by searching for the application under the My Applications tab. The search results box that appears after criteria are entered shows a given document's current status. **An application has not been submitted to OCAST for funding consideration until its status is listed as Application Submitted.**

Applicants may save the application and come back to pages at any time. The application that a PI has begun can be accessed by going to the My Home tab and clicking Open My Tasks or by going to the My Applications tab and clicking the Search button. Click the Project Number to navigate to the application menu.

## Application Statuses

The table below shows the statuses users may encounter while in the Application Menu:

Status	Description
<b>Application in Process</b>	The applicant has initiated the application but has not yet submitted it to OCAST. The status must be changed to 'Application Submitted' before the application deadline in order for the application to be considered for funding.
<b>Application Submitted</b>	The application was successfully submitted before the deadline. The project will be considered for funding during the respective funding competition. Applications will not be made available for edits after they have been submitted.
<b>Application Not Submitted</b>	The application was not submitted prior to the application deadline.
<b>Application Cancelled</b>	Either the Authorized Official or Agency Administrator cancelled the application to indicate his/her decision to not continue with the proposal.
<b>Application Not Approved</b>	The proposal was not approved for funding by the OSTRaD Board.
<b>Application Not Funded</b>	The proposal was approved for funding by the OSTRaD Board, but funds were not immediately available to OCAST to allow the project to be funded.
<b>Application Awarded</b>	The proposal was approved for funding by the OSTRaD Board and will go to contract.
<b>Award Documents Received</b>	All required documentation and/or information requested by OCAST has been provided to OCAST. The contract for the first year of the award has yet to be created.
<b>Award Documents Required</b>	The award letter has been sent to the Authorized Official and Agency Administrator. With the award letter are specific documents that must be signed and returned to OCAST before the first year contract can be executed.
<b>Award Terminated</b>	The awarded proposal has been declined by the applicant and will not go to contract.
<b>Contract Executed</b>	The contract has been signed by all parties and is now in effect. A copy of the executed contract has or will be mailed to the Contract Official for the project.
<b>Contract Initiated</b>	The contract for the current year of funding has been created, but has not yet been signed by all parties. The contract is not yet in effect.
<b>Project Completed</b>	Each contract year of the project has ended and each progress report was given a satisfactory evaluation by the reviewer. The project has successfully ended.
<b>Project Terminated</b>	The project was terminated by OCAST as a result of an unsatisfactory evaluation or at the request of the Contract Official for the project.
<b>Signatures Required</b>	The contract has been mailed to the applicant to be signed and returned to OCAST. Or, if already signed by the applicant, the contract has been provided to the OCAST Executive Director to be signed.

## Application Steps

Application forms may be filled out in any order, with the exception of the Project Assurances – Contract Official page. **This must be the very last page to be saved before the application can be submitted.** Please be advised that some pages automatically save as soon as they are opened, signaling to OKGrants that a change has been made even if no information has been modified by the user on the screen. For this reason, contract officials are strongly encouraged to be the last person to approve and ultimately submit an application. PIs should be advised that opening or changing any pages in their application after their contract official has already electronically signed the Contract Assurances page will result in a need for the contract official to log back into the project. If this happens at or near the deadline when research administration offices are closed, applicants may not be able to submit their application.

Once an application's status has been changed to Application Submitted it will not be made available again to the PI or contract official under any circumstances. Users must ensure that all documents are prepared and uploaded as required before submitting the application.

## 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?



- A. The Fiscal Agent (Financial Officer) or Contract Official (Agency Administrator) may initiate, complete, and submit a request for payment.
- 9. What about projects funded before the implementation of OKGrants? How should they be managed?
  - A. If you submitted your application through the paper process, you will use the paper process throughout the life cycle of the award even if your specific funding program has since been implemented in OKGrants.