Michigan Department of Natural Resources
MiRecGrants System

Applicant User Guide
Version 4.0

Obtaining Access and Applying for Grants

https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR

Table of Contents

1. System Requirements

The Michigan Department of Natural Resources designed the MiRecGrants system so that the vast majority of computer users will be able to use it with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most computers/systems.

1.a. Operating System

MiRecGrants was designed to be used with the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not currently supported on other operating systems such as Linux and UNIX. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

1.b. World Wide Web Connection

MiRecGrants is an internet application. It is accessed via the internet and was specifically designed for internet usage. The internet is the more general term that is typically used to refer to the World Wide Web. The World Wide Web consists of a vast array of content that is accessible via a web browser. For the purpose of accessing MiRecGrants, the standard internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

1.c. Web Browser

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

1.d. Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have Adobe Acrobat Reader you can go to www.Adobe.com and download it free.

2. Michigan MiRecGrants System Homepage

To access MiRecGrants, type https://secure1.state.mi.us/mirecgrants into the address bar of your web browser and hit "Enter", then click on the MiRecGrants link. The page you see should look like the image shown below.

3. Applicant User Types

There are six security roles defined for MiRecGrants users: Authorized Official, Engineer, Consultant, Agency Staff, Financial and Other. These roles have different security access to work on the applications. Once the Authorized Official is identified and their new user accounts created, the Authorized Official will select and enter their own organization's staff names to access MiRecGrants. Each security role is summarized below:

Authorized Official will be able to:

- Add, edit, and delete user account information for Authorized Official, Engineer, Consultant, Agency Staff, Financial and Other
- Initiate available grants
- Enter, update, and delete information on applications
- Upload and attach files to the application
- Cancel an entire application before submission
- Submit applications to MiRecGrants
- Modify applications within statuses that allow modifications
- Check on the status of application(s)

Agency Staff/Consultant/Engineer/Financial/Other will be able to:

- Enter, update, and delete information on applications
- Upload and attach files to the applications
- Modify applications within statuses that allow modifications
- Check on the status of application(s)

4. Gaining Access to MiRecGrants

You must be granted access in order to use the system. If you are:

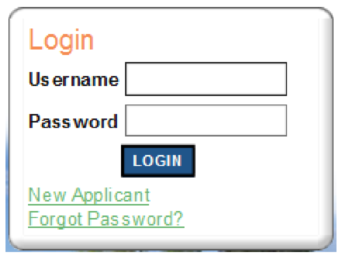
- The Authorized Official, you must request access and obtain approval from the MiRecGrants Administrator or Grant Coordinator (see section 4a)
- As an Engineer or Consultant, you must request access through your agency's Authorized Official (see section 4b)

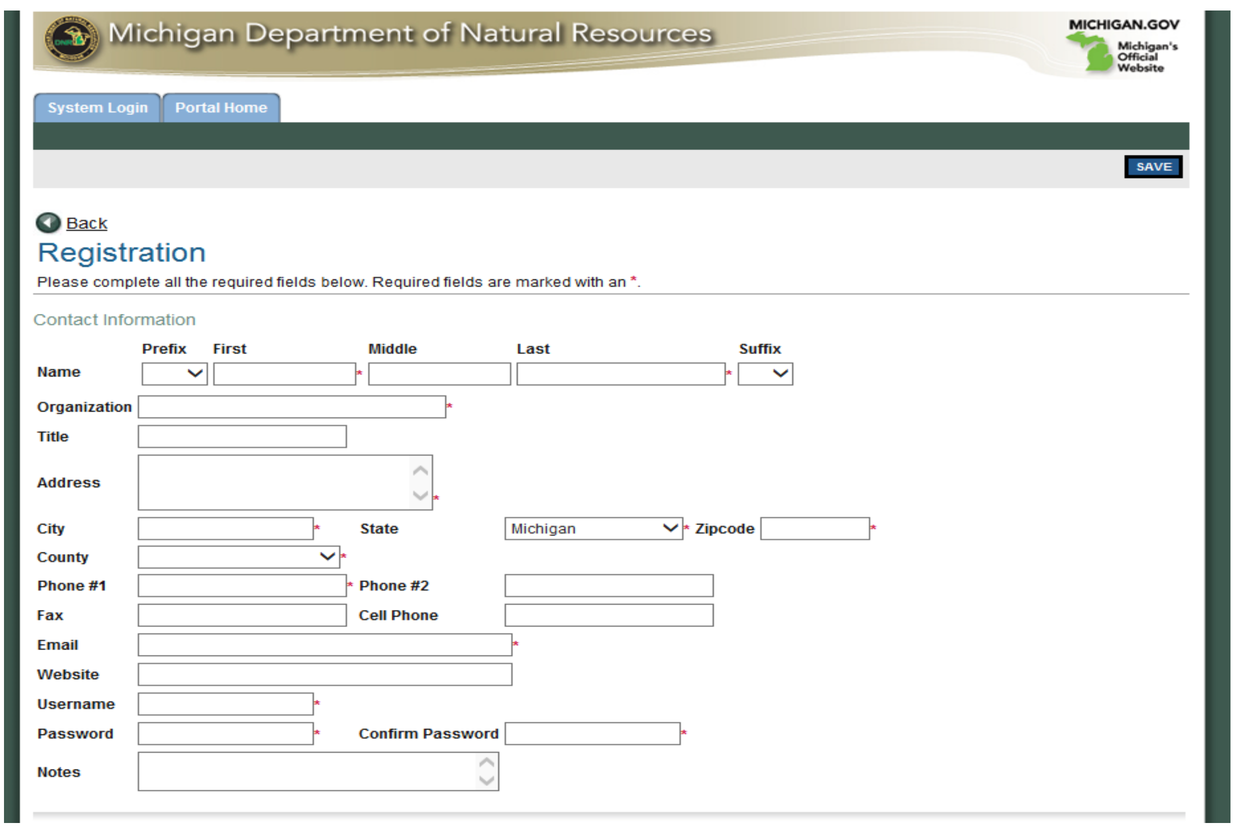
4.a. Gaining access through an Administrator or Grant Coordinator

The first time an Authorized Official comes to MiRecGrants, they must create a new user account.

To create a new user account:

1) From the MiRecGrants homepage click the "New Applicant" link located in the Login section.





2) Complete the user form in its entirety and Save the page when complete.

   a) Fill in all registration information as required. All items marked with an '*' are required to create your account.

   b) The "Username" field must consist of only letters and numbers, 5 to 20 characters long.

   c) The "Password" field must consist of only letters and numbers, 7 to 20 characters long. Passwords are case sensitive.

   d) The fields "Password" and "Confirm Password" must be the same.

   e) The person who is to be the Agency Authorized Official for the Organization completes the page, including Organization and title.

NOTE: Once the Agency Authorized Official has created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within MiRecGrants.

Once you've saved your contact information, your account must then be approved by a MiRecGrants Administrator before you can access the system. If you attempt to access the system prior to getting approved/validated by a System Administrator you will receive the following message:

When access has been granted to you by the System Administrator you will receive a system email message confirming that your account has been validated.

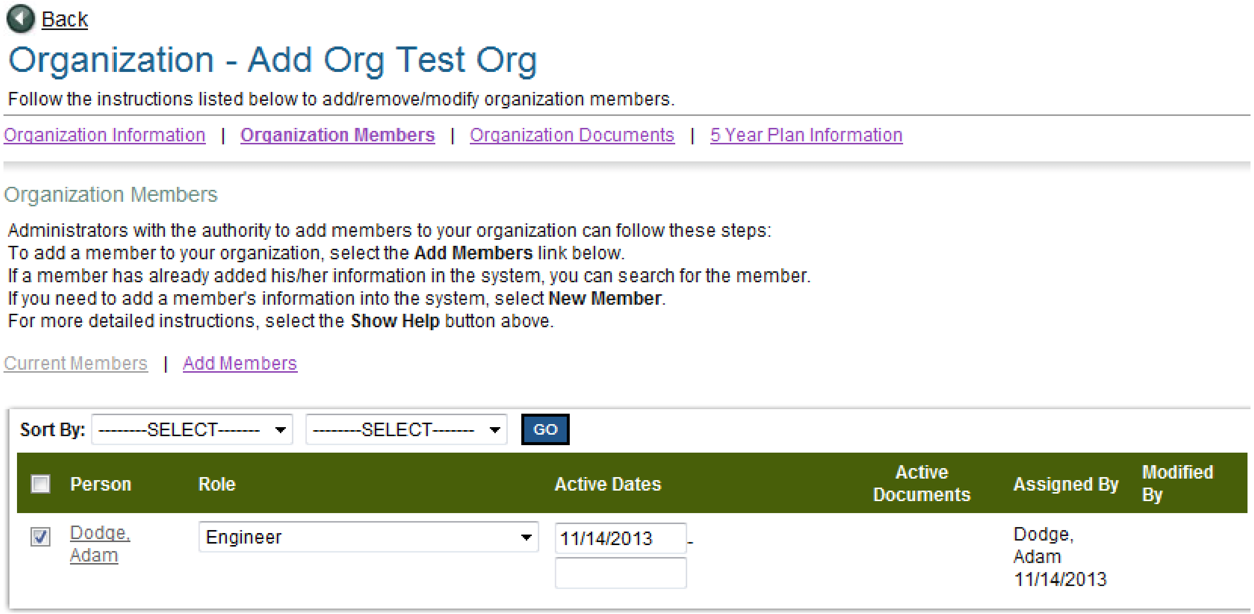
4.b. Gaining access by members already assigned to your organization

1) Request access from your agency's Authorized Official (AO). The AO must log into the system.

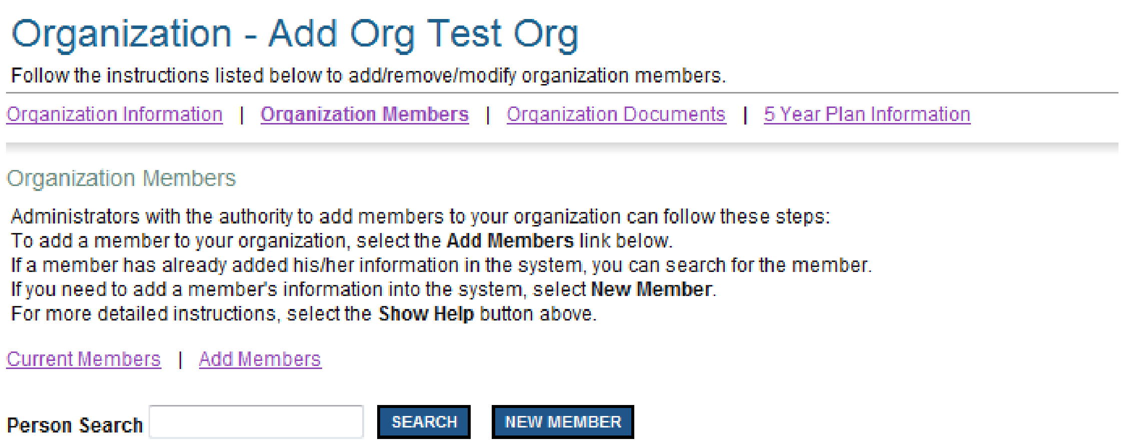
2) From the Main Menu the organization's AO must click the My Organization(s) link on the menu bar.

3) Next, the AO clicks the name of the organization they would like to add the new user to (or you). (Some AOs may be members of multiple organizations. Each organization would be listed here. The AO simply clicks the name of the organization they wish to add this new user to.)

4) Once on the Organization page, the AO clicks the "Organization Members" link above the Organization Information section, then clicks the Add Members tab above the Organization Members list. By default, the "Current Members" tab will be active and below it will be listed the various members of the Organization. If the person whose account must be added is not shown, the AO should click the "Add Members" tab.



5) To avoid duplicate users: After clicking the "Add Members" tab, the Organization's Authorized Official should first search for the person that he or she wishes to add by typing in part of the user's name into the "Person Search" box and then by clicking the "Search" button.



6) If the user exists he or she will be shown below the search box. The "Selected" checkbox should be checked and the user should be assigned a role and a start date within the agency. Finally, the "Save" button must be clicked in order to add the user.

7) If no users were found that matched the search criteria:

   a) Click the "New Member" button.

   b) Enter the basic demographic information for the user that requires an account.

   c) Click the "Save" button to add the user to the system but not link them to an agency or click the "Save & Add To Organization" button.

   If a user is added to the system *but not linked to an organization*, search for the new user and link them to the organization following the directions above.

REMEMBER: The "SAVE" button is your friend!

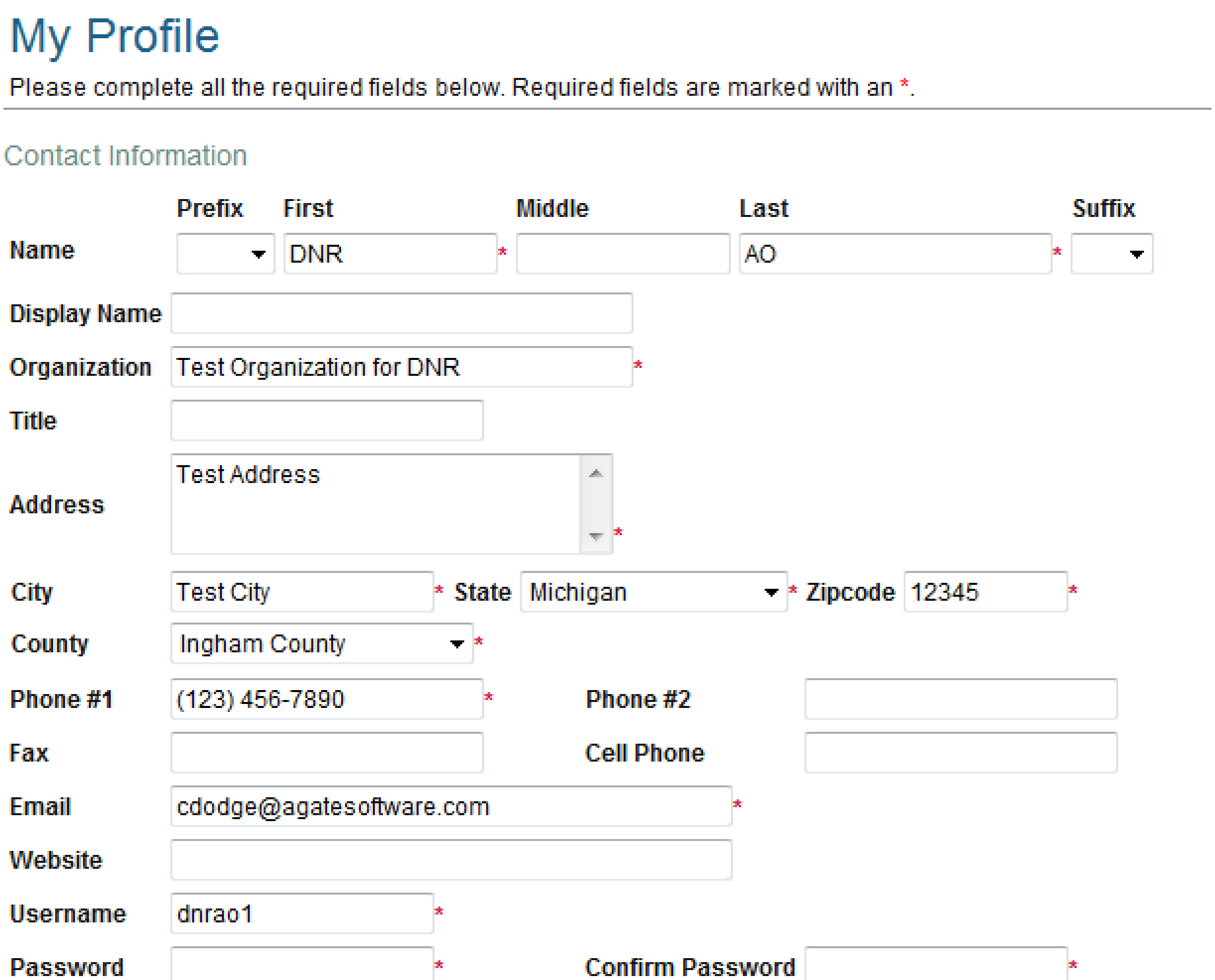
5. Keeping Contact Information Current

In order to receive continued funding or to enter into new grant agreements, it is important that your contact information be up-to-date. This is done very quickly and easily in MiRecGrants. By keeping your user record and agency record current with all of the latest changes, MiRecGrants staff will be able to contact you appropriately when the need arises.

5.a. Updating your user record

You may update your user record at any time by following these steps:

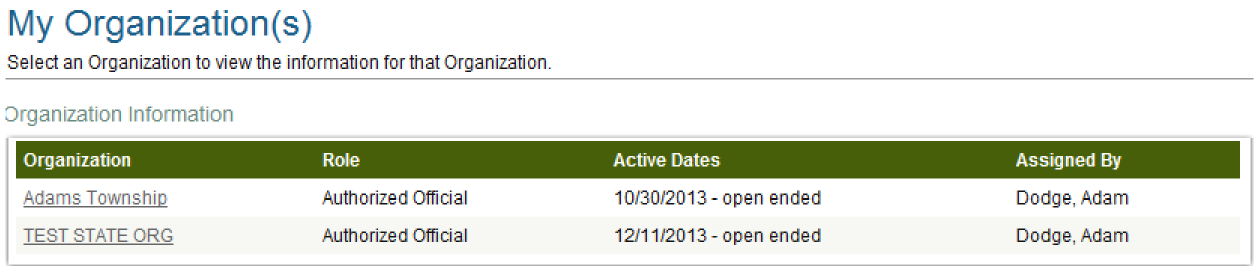
1) Click the "My Profile" link on the menu bar on the Main Menu.



2) Update the form accordingly and click the "Save" button.

5.b. Updating another user's contact record

If you are the Agency Authorized Official for your organization you may edit the contact information for others in your organization by following these steps:


My Organization(s)

Select an Organization to view the information for that Organization.

Organization Information

Organization	Role	Active Dates	Assigned By
Adams Township	Authorized Official	10/30/2013 - open ended	Dodge, Adam
TEST STATE ORG	Authorized Official	12/11/2013 - open ended	Dodge, Adam

1) Click on the "My Organization" link on the menu bar and then click on the organization whose member you would like to edit. Click on the "Organization Members" link.

2) Click on the "Organization Members" tab at the top of the page.

3) Click the name of the person whose contact information you want to change.

4) Update the form accordingly and click the "Save" button.

NOTE: An Agency Authorized Official may not change the contact information of another Agency Authorized Official. If an Agency Authorized Official were to click on another Agency Authorized Official's name, they would receive an email prompt instead of seeing their contact information.

5.c. Updating the information for your agency

Although it doesn't occur frequently, when your organization's contact information changes it is important to update that information in the system by following these steps:

1) Click the "My Organization" link on the menu bar.

2) Click on the Organization that you would like to edit.

3) Update the form accordingly and click the "Save" button.

5.d. Deactivating a user in the Organization

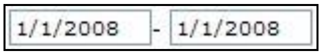
An Agency Authorized Official from an organization may choose to deactivate a member of the organization. A deactivated user will not be able to edit application related information for your organization. You may deactivate a member of your organization by following these steps:

1) Click the "My Organization" link on the menu bar.

2) Click the name of the organization whose member you would like to deactivate.

3) Click on the Organization Members tab.

Change the second active date in the system to a date in the past for the user requiring deactivation and then click the "Save" button.


1/1/2008
-
1/1/2008

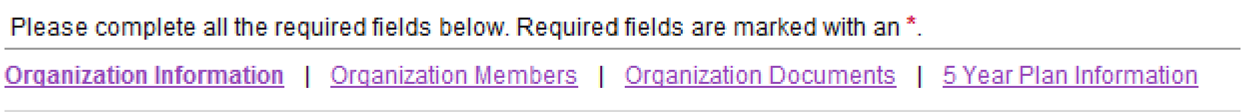
6. Submitting Your 5-Year Recreation Plan for Approval

6.a. 5-Year Recreation Plan

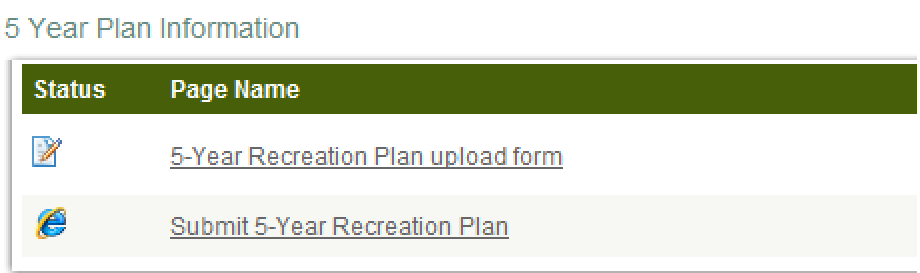
An approved 5-Year Recreation Plan is REQUIRED before you may submit an application.

1) Once logged in, from your home screen, click the My Organization(s) link at the upper-right of the screen.

2) Click the 5 Year Plan Information link

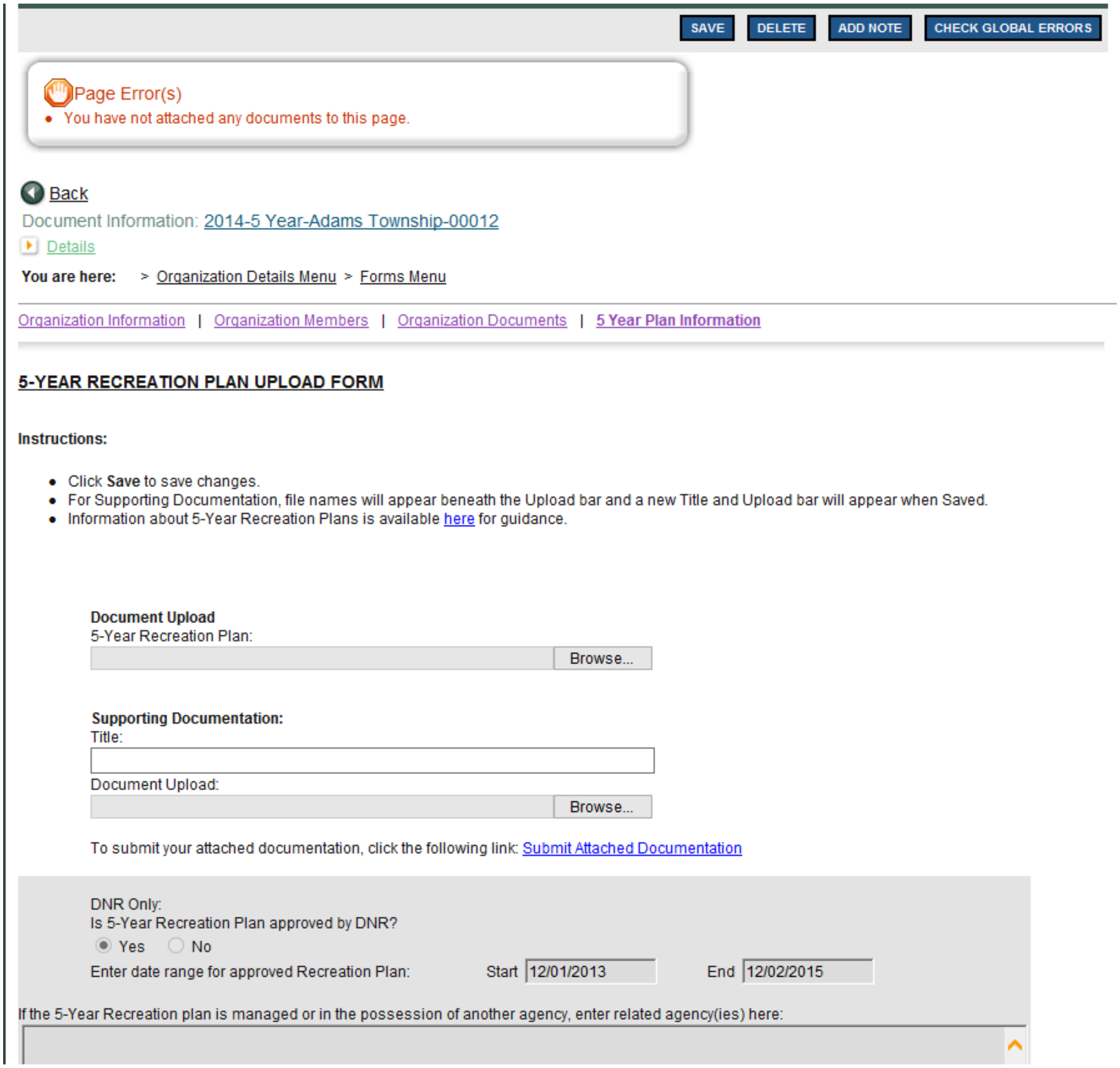


3) Open the 5-Year Recreation Plan upload form

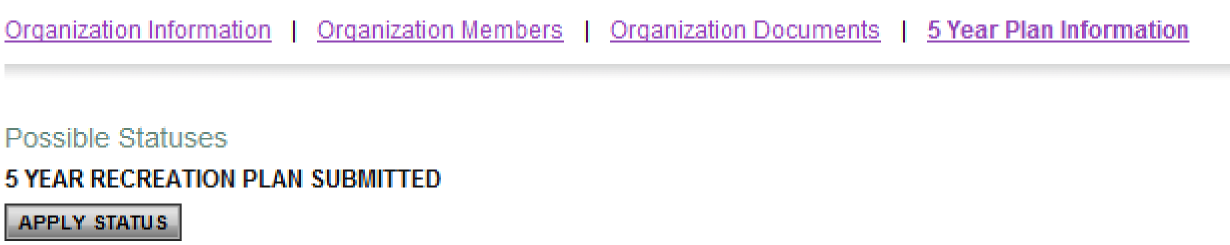


4) Upload your Recreation Plan (or for Recreation Passport applicants, your Capital Improvement Plan) in one of the available upload fields highlighted in the image below. To upload documentation, click the Browse button and locate/select the file from your computer. Click Save to store the document. "Supporting Documentation" uploads require a title (e.g. "Capital Improvement Plan"). Once the document is saved, click Submit Attached Documentation.

NOTE: The grayed-out portion is restricted to DNR only. Once submitted, a DNR Grant Advisor will review the document(s) and approve them, entering the plans' start and end dates, or return them for clarification. Submitting an application requires that the documentation is approved and the dates are within an appropriate range (not expired).



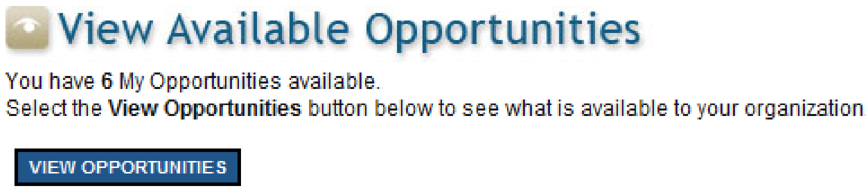
5) After clicking “Submit Attached Documentation”, submit by clicking the Apply Status button on the status change screen.



7. Initiate an Application

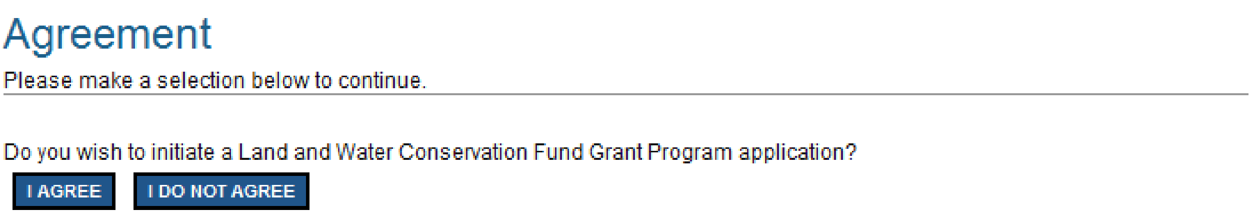
The Agency Authorized Official, Engineer, and Consultant security roles are permitted to initiate applications. In order to create an application, please follow these steps:

1) From the Main Menu, click the "View Opportunities" button under the "View Available Opportunities" section on the main menu. This section will show you all of the grant program types where you may apply for a new grant.

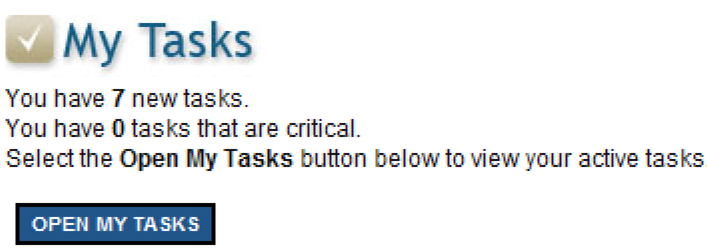


2) For those grant programs where you are eligible to submit a new application you will see an "Apply Now" button under the description of the grant. Click the "Apply Now" button.

3) A confirmation page will appear asking for confirmation. You must read the Terms and Conditions and by clicking the "I Agree" button you accept those conditions. An application will be created and you will be taken to the "Application Menu" where you can begin filling out the pages.



4) Following the creation of an application, a new task for that program will be under the "View My Tasks" section on the main menu. All applications for your organization will be shown under the "View My Tasks" section. When logging into MiRecGrants, click the "Open My Tasks" button to return to any application initiated by your organization.



8. The Application Menu

The Application Menu is organized into various sections that help to organize the tasks and information. These sections are described below.

8.a. View, Edit and Complete Forms

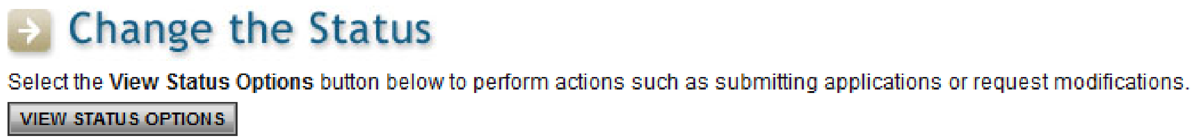
The Forms section is where the vast majority of the work in an application is completed. This section contains all of the forms that are necessary to complete prior to the application being submitted. To edit application forms simply click "View Forms" and then click on the name of the form you wish to edit.

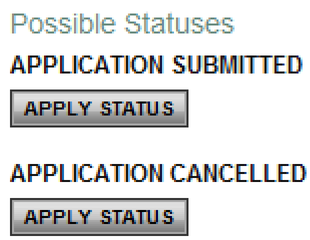
Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	Section A: Applicant Site and Project Information		DNR AO 12/16/2013 8:13:36 AM	DNR AO 12/16/2013 11:27:56 AM
	Section B: Project Funding and Explanation of Match Sources			
	Section C2: Project Details			
	Section D: Justification of Need			
	Section E: Application History and Stewardship			
	Application Narrative			
	Section F: Site Conditions			
	Section G: Natural Features of The Project Site			
	Section H: Wildlife Values of The Project Site		DNR AO 12/13/2013 10:44:17 AM	
	Section I: Natural Resource Recreation Opportunities		DNR AO 12/13/2013 10:53:44 AM	
	Section J: Public Access Opportunities		DNR AO 12/16/2013 9:32:12 AM	DNR AO 12/16/2013 9:32:28 AM
	Section K: Trails		DNR AO 12/13/2013 11:30:35 AM	DNR AO 12/13/2013 11:30:50 AM
	Required Attachments for Development Projects		DNR AO 12/16/2013 8:14:24 AM	
	Miscellaneous Attachments		DNR AO 12/16/2013 10:08:24 AM	DNR AO 12/16/2013 10:08:55 AM
	Additional Information		DNR AO 12/16/2013 10:49:18 AM	
	Certification of Authorized Official		DNR AO 12/16/2013 11:19:05 AM	
	Change Application Status (Submit/Cancel)			

8.b. Change the Status

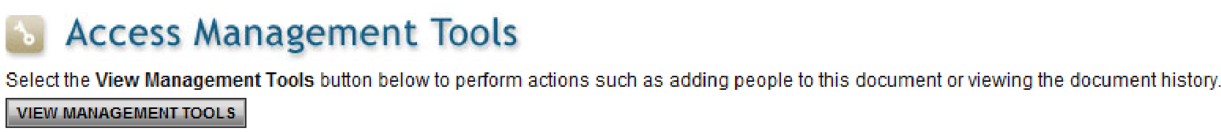
The "Change the Status" section allows an AO the ability to submit applications or push the application to the next status level. Click the "View Status Options" button to see what status push options you currently have available to you.





8.c. Management Tools Section

The Management Tools section allows an AO or DNR Financial person certain administrative responsibilities such as the ability to add/edit people from the application and view the status history of the application.



Management Tools

CREATE FULL PRINT VERSION
Select the link above to create a printable version of the document.

CREATE FULL BLANK PRINT VERSION
Select the link above to create a blank printable version of the document.

ADD/EDIT ORGANIZATIONS
Select the link above to manage the organizations associated with this document.

ADD/EDIT PEOPLE
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

MY ACTIVITIES SEARCH/REPORTS
Select the link above to perform a search and output the results from the My Activities.

STATUS HISTORY
Select the link above to view the status history of this document.

CHECK FOR ERRORS
Select the link above to check the entire document for errors.

PROCESS FLOW SNAPSHOT
Select the link above to view the details of the current and next possible status for this document.

DATE MODIFICATION
Select the link above to change the dates associated with this document such as its due date.

ACCOUNT TRANSACTIONS
Select the link above to perform financial transactions with in the system on this document.

VIEW MODIFICATION HISTORY
Select the link above to view various modifications that people have made to specific pages in the document.

MANAGE REVIEW PROCESS
Select the link above to view review information for the document.

ATTACHMENT REPOSITORY
Select the link above to view all attachments in this document.

8.d. Related Items

The Related Items section is where you will find items that are related to an application or grant. An example of a related item would be a Progress Report or a Reimbursement Request. It is likely you will not have any related items until later in the grant cycle.

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

VIEW RELATED ITEMS

9. Assigning Users to an Application

The Authorized Official (AO) has administrative rights to add or remove Engineer or Consultant to/from applications.

The role assigned to a consultant is decided by the AO of the organization filling out the application.

Any AO, Engineer or Consultant that is a member of the organization that is applying for a grant will automatically be added to that application when the application is first created. Any AO, Engineer, or Consultant member who is added to the application will also be automatically added to all corresponding Progress Reports and Reimbursement Requests when each is created. New users to MiRecGrants will not be automatically added to existing applications. However, any user may be manually added to the application throughout the entire application completion process.

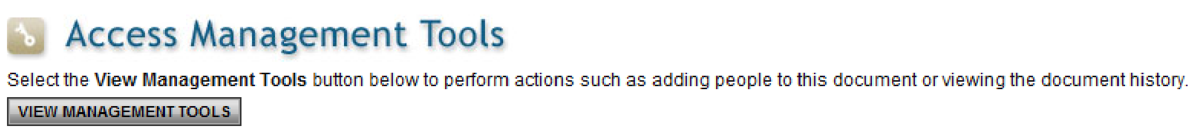
9.a. Assign User Access to Application

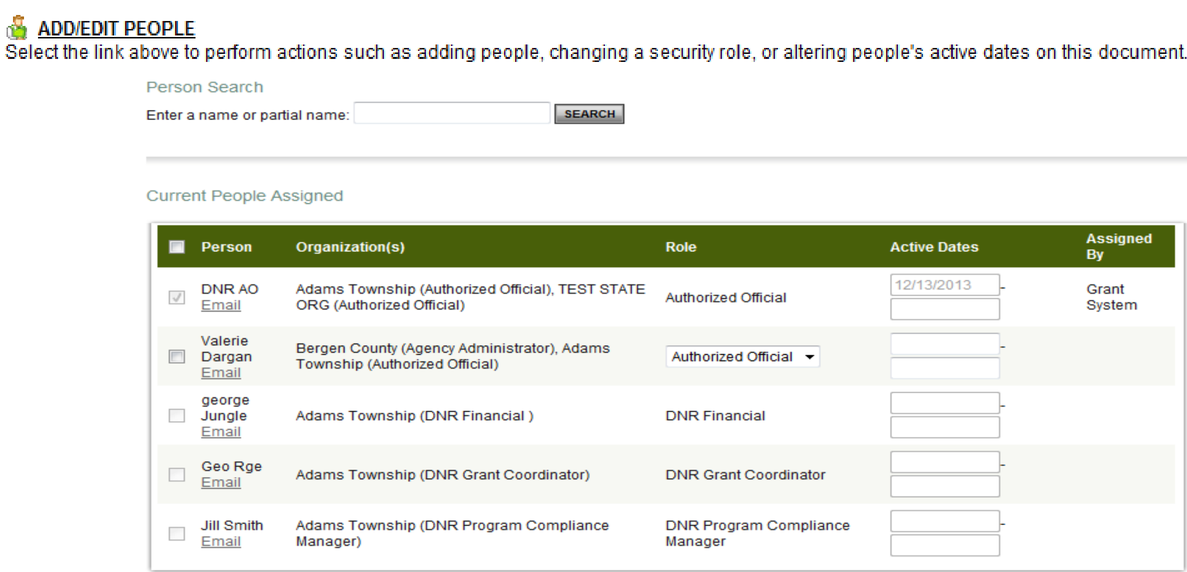
1) To add users to an application, click on the application of choice in the "My Tasks" Section on the Main Menu.

2) Click the "View Management Tools" button and choose the Add/Edit People link.

3) Type in the name of the individual in the search criteria box and click the "Search" button.

4) From the search results, select the person, give him/her a security role and fill in the access date you would like this individual to access the application.

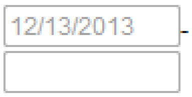




9.b. Remove User Access to Application

There are two ways to remove a user's access to an application. To remove a user's access to an application, on the application menu click the "View Management Tools" button and then choose the "Add/Edit People" link.

1) Edit the access start and/or end date for the user.



Or

2) For the desired user, in the "Selected" column, disable (uncheck) and save the page. The user will be removed from the application.

Current People Assigned

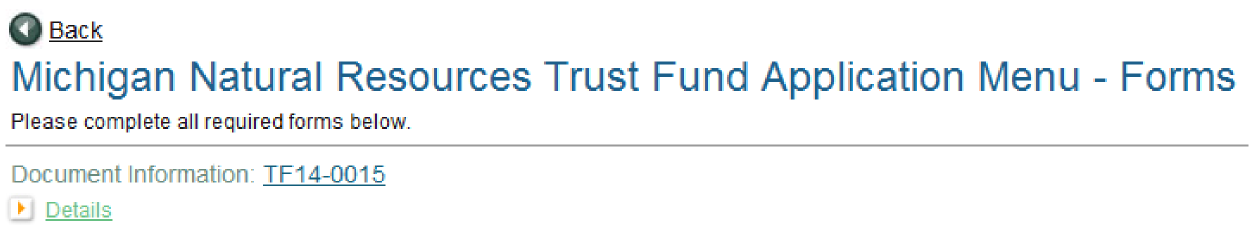
	Person	Organization(s)	Role	Active Dates	Assigned By
☑	DNR AO Email	Adams Township (Authorized Official), TEST STATE ORG (Authorized Official)	Authorized Official	12/13/2013 -	Grant System
☐	Valerie Dargan Email	Bergen County (Agency Administrator), Adams Township (Authorized Official)	Authorized Official	-	
☐	george Jungle Email	Adams Township (DNR Financial)	DNR Financial	-	
☐	Geo Rge Email	Adams Township (DNR Grant Coordinator)	DNR Grant Coordinator	-	
☐	Jill Smith Email	Adams Township (DNR Program Compliance Manager)	DNR Program Compliance Manager	-	

10. Application Form Completion

If you click on the "View Forms" button under "View, Edit and Complete Forms" on the Application Menu, the various pages of the application are displayed. These are the forms that must be completed before your application can be submitted. The following sections will lead you through the steps necessary for accomplishing that goal.

10.a. Form Navigation

There are three basic methods for navigating through the forms of your application. You may either use the "Back" link at the top of any page within the application, the breadcrumb links just below the "Back" link or you may use the links listed in the Related Pages section at the bottom of the page.

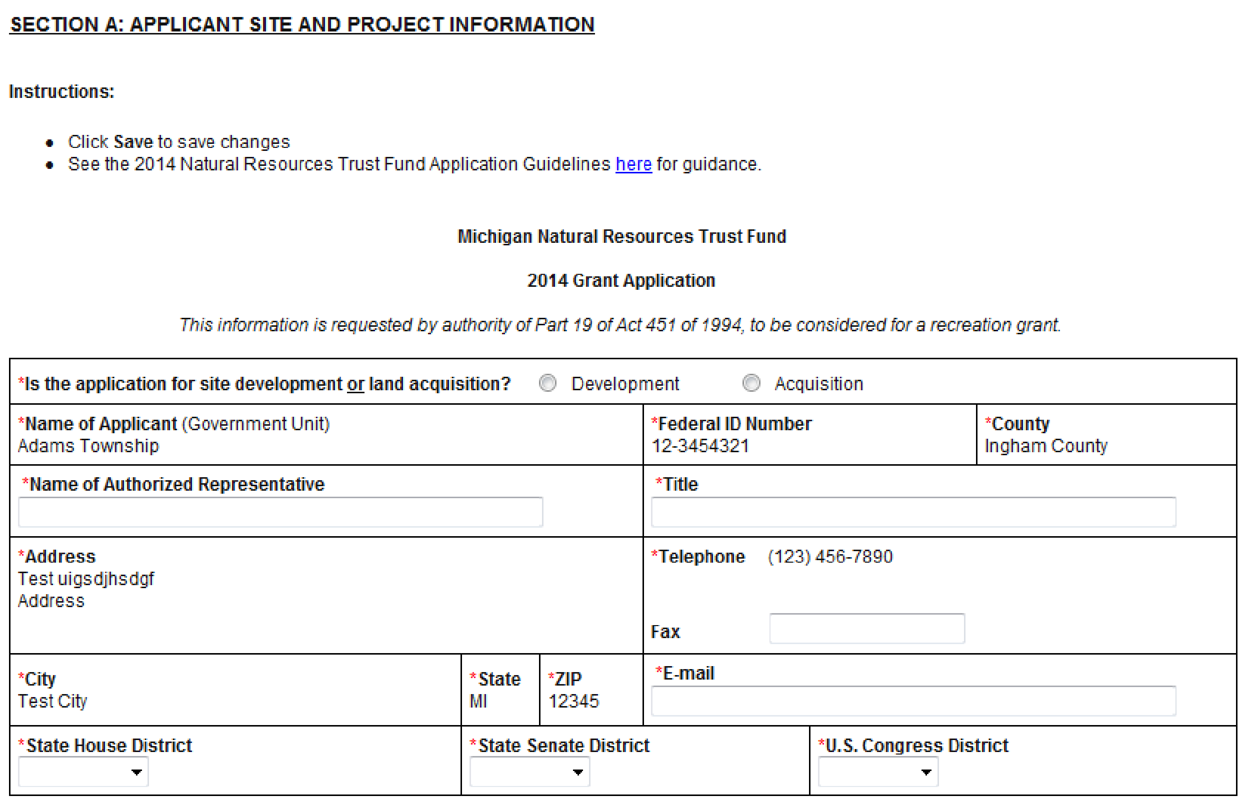


By clicking the "Back" button, you will be taken back to the Forms menu and you can click on the next page you wish to complete. You do not have to complete the pages of the application in any particular order.

The "Navigation Links" can be found at the bottom of the page. To access another page, click on the page name.

10.b. Form Completion

When filling out an application form it is suggested that you first complete all of those fields for which you have information. Not everyone in each organization will have all of the information necessary to complete each form. Complete as much of it as you can and then click the "Save" button. Fields preceded by red asterisks are required fields.



SECTION A: APPLICANT SITE AND PROJECT INFORMATION

Instructions:

- Click **Save** to save changes
- See the 2014 Natural Resources Trust Fund Application Guidelines here for guidance.

Michigan Natural Resources Trust Fund

2014 Grant Application

This information is requested by authority of Part 19 of Act 451 of 1994, to be considered for a recreation grant.

***Is the application for site development or land acquisition?** Development Acquisition					
***Name of Applicant** (Government Unit) Adams Township			***Federal ID Number** 12-3454321		***County** Ingham County
***Name of Authorized Representative**			***Title**		
***Address** Test uigsdjhsdgf Address			***Telephone** (123) 456-7890 **Fax**		
***City** Test City	***State** MI	***ZIP** 12345	***E-mail**		
***State House District**	***State Senate District**			***U.S. Congress District**	

10.c. Automatic Calculations

In most cases, calculations will instantly display results. In some cases, however, the page must be saved to produce results. The Project Details form is an example of a calculation that doesn't display results until Save is clicked. This is because the calculations on the Project Details forms refer to "stored" data, and data doesn't get stored until Save is clicked.

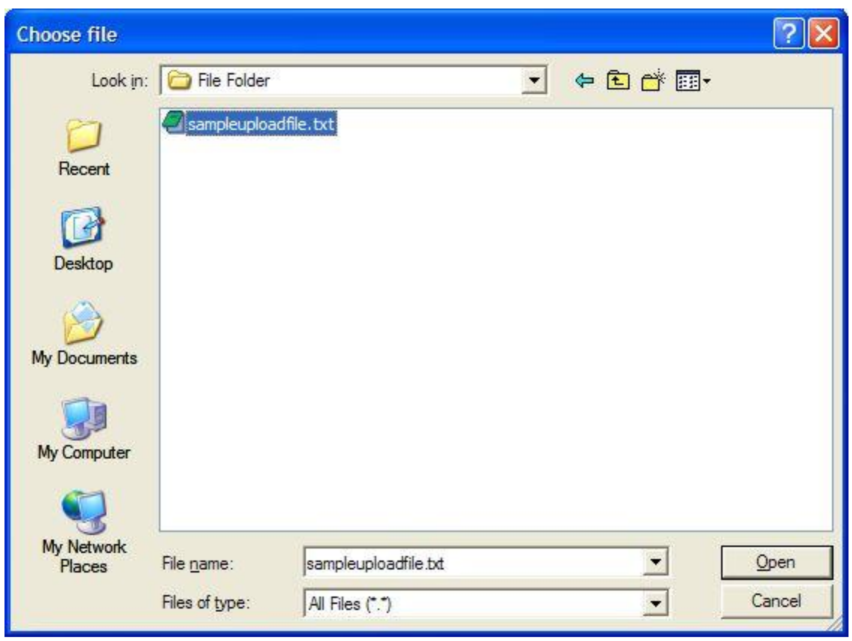
10.d. Error Messages

If any required field is not completed within an application form or there are business rules violated, an error message will be displayed in red across the top of the page immediately after the Save button is clicked. During form completion it is not necessary to correct errors right away. You may return to the form at a later time and fix errors. If for some reason any errors remain and you attempt to submit the application, you will receive an error and MiRecGrants will require the errors to be fixed before the application submission is completed. See the example below.

10.e. Uploads & Attachments

For some pages, form fields are not enough to capture the type of information that may be required. In those situations, a file upload field may be provided to allow you to upload a file instead. Files of the following types are allowed as uploads; doc, eps, pdf, jpg, gif, bmp, txt, avi, wmv, ppt, xls, mov, dpi, png, and mp3. To upload, click the "Browse" button.

Browse to the folder that contains the file you would like to upload and either double-click the file or click the file and then click the "Open" button.



After the page reloads, you must then click the page "Save" button to save the uploaded file.

10.f. PDF Version

In many pages a "Print Version" button will be available that will automatically create a PDF for you with the data that you provided for each form. These dynamic PDF's can be printed, or saved to your computer for reference. It is a good practice to review the PDF files for accuracy prior to submitting the application electronically.

10.g. Copy and Paste

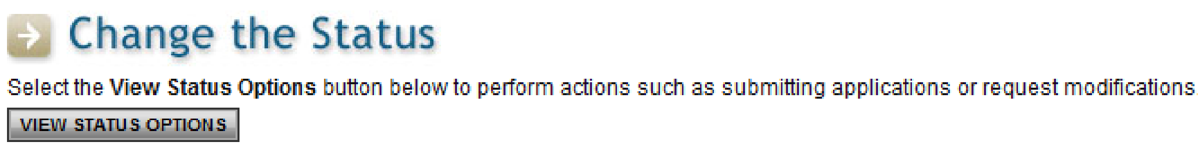
Applicants should be cautious while utilizing the copy and paste function of most word processing programs to transfer text into narrative boxes within MiRecGrants. MiRecGrants will not recognize certain formatting, including tables, graphs, photographs, bullets, and certain tabs. Applicants must also be aware of the character limits of each text box, as attempting to copy and paste text that is larger than the allotted amount of space will yield an error. The character limit may be found at the bottom left of each text box. Applicants may want to first copy and paste text into any standard "notepad" (or equivalent) program, which will have similar formatting to the text boxes in MiRecGrants.

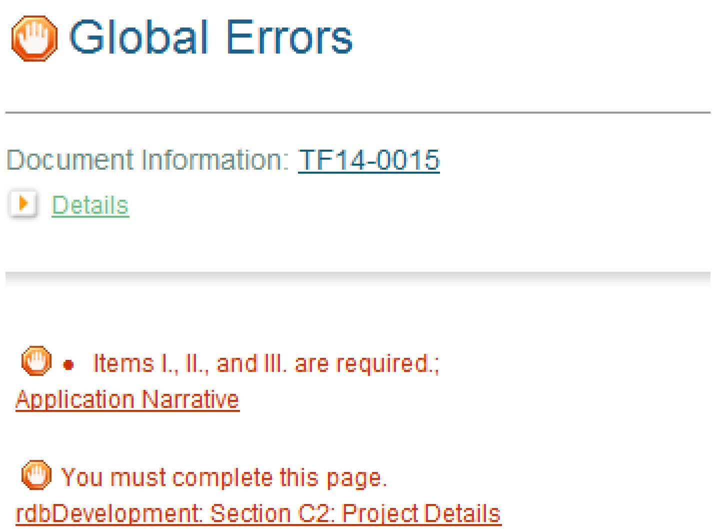
11. Submitting your Application

The Agency Authorized Official security role is the only role authorized to submit your Application. When the application is believed to be complete and no more changes are required, the Agency Authorized Official may choose to submit.

It is important to note that once an application is submitted it will enter into a read-only status and cannot be changed!

To submit, the Agency Authorized Official must click the "View Status Options" button under the "Change the Status" header on the "Application Menu." A list of the possible status changes will be shown on this page. Simply click the "Apply Status" button under the appropriate status change. If any errors exist on any of the application's forms when the Agency Authorized Official attempts to submit, they will receive an error message directing them to the form(s) with errors. All errors must be fixed before MiRecGrants will allow an application to be submitted. If no errors exist, the Agency Authorized Official will be prompted to confirm his or her decision.





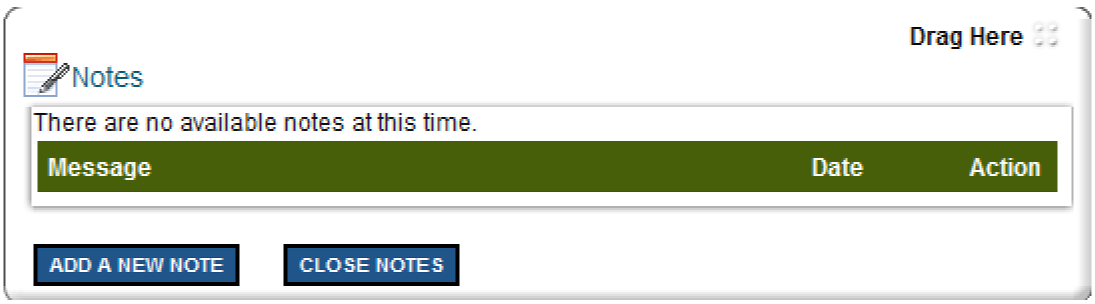
12. Notes

MiRecGrants allows for application forms to have notes attached to them. These notes may be used to communicate to other organization staff members or to MiRecGrants staff who are assigned to the application.

12.a. Adding and Editing Notes

1) Click on the "Add Note" button.

2) Any existing notes will be shown at the top of the new window.



a) Each note has the following information: message name, author, date, and action.

b) By clicking on the message name, the note will expand showing the entire note's message.

c) By clicking on either edit or reply under the action column, a note may either be edited (by the user who created the note) or replied (by another user).

3) To add a new note:

a) Click Add a New Note, type in the subject, message, and check the user(s) the note is meant for and click save.

4) Click the "Close Notes" button to close the notes Window.

It is important to remember that the author of the notes has the ability to determine who can and cannot see their note. Notes are an informal method of communication. Any text entered into a note will not be displayed on a PDF and will not be part of the review process.

13. Automatic E-mail Notifications

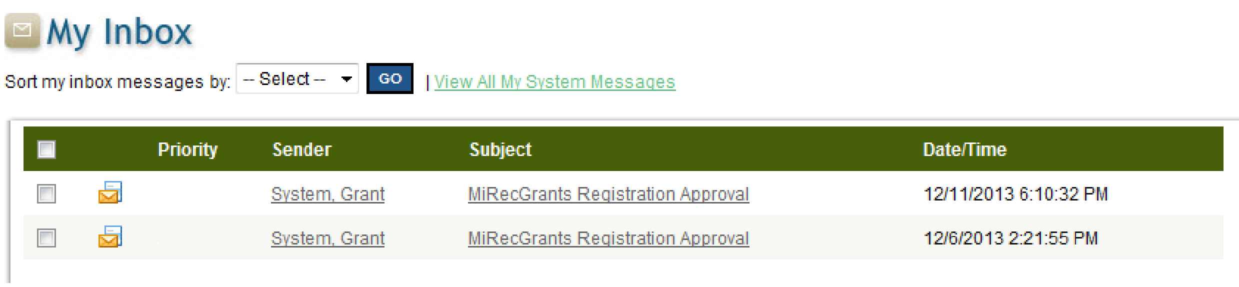
13.a. Automatic E-mail Notifications

Automatic email notifications may be sent to you periodically throughout the grant year. These messages will be sent via the system according to an automatic process or as the result of a user triggered event. These messages might accompany the submission of an application, an application being sent for modifications or a pending due-date that is approaching. These messages are intended to help you know what is occurring in the system that pertains to you or your organization. These messages may also be sent by MiRecGrants personnel. These messages are designed to help keep you up to date with the progress of your application while also serving as reminders when action is required on your part.

In order to receive these messages it is important that you include an active, frequently used email address when creating your contact record in the system. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

13.b. System Messages

In addition to the automatic email notifications, there is an area referred to as the System Messages that manages messages sent to you either from the system itself or from MiRecGrants personnel. You can view or edit your System Messages by following these steps:



Click the “Open My Inbox” button under the “View My Inbox” section on the main menu. You will now see any unread system messages. You may filter system messages by choosing an option from the drop down labeled “Sort my inbox messages by.”

a) Clicking the Subject of a message will take you to the message itself. You can read the message from that screen and then may perform any of the following actions:

(1) Click the “Reply” button to reply to the system message

(2) Click the “Close” button to close the system message

(3) Click the name of the sender to send an email to the sender of the message

Note: As the MiRecGrants processes are developed, additional information will be available covering scoring, requests for modifications, progress reports, reimbursements, etc.