

## GSRP MEGS Formula Application Tips

- Below is a sample of what LEAs and PSAs receive when an ISD invites them to join their consortium.

Beaverton Rural Schools have been invited to join a consortium in the Clare-Gladwin Regional Education Service District's 2011-2012 - GSRP Formula application. To respond to this invitation, follow the following steps. 1. Log-in to MEGS and from the Main Menu look for grant listed above. Note name and year. 2. Select "View/Edit," to view the Application Menu. Under the GENERAL INFORMATION heading, click "Grant Consortium Acceptance Information." 3. Specify your desired option and SAVE: 3a. If the fiscal agent is retaining the funding and serving your district, click the first option (Will receive NO funds, only services from "fiscal agent"). 3b. If your district will receive funds from the fiscal agent, click the second option (Will receive funds and services as a sub-grantee from "fiscal agent"). 3c. If the consortium member's district no longer wishes to remain a part of this consortium, click the third option (Will not participate as a Consortium Member for this grant).

- To accept an invitation to join an Option 1 consortium, they should select: **3b.** (the second column) If your district will receive funds from the fiscal agent, click the second option (Will receive funds and services as a sub-grantee from "fiscal agent").
- To accept an invitation to join an Option 2 consortium, they should select: **3a.** (the first column) If the fiscal agent is retaining the funding and serving your district, click the first option (Will receive NO funds, only services from "fiscal agent").

Will receive <b>services only, NO funds</b> from Saginaw ISD.	Will receive <b>funds and services</b> as a sub-grantee from Saginaw ISD.	Will not <b>participate</b> as a Consortium Member for this grant.	Notified By	Grant/Funding Source
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Great Start Readiness Program

Consortium Option 2

Consortium Option 1

NOTIFY FISCAL AGENT

- If the wrong option is selected, the LEA or PSA representative should be able to change it by following steps 2. and 3. from the sample invitation above.

GSRP Formula		<a href="#">Top</a>
<b>Application #1112-4184 Saginaw ISD</b>		Status: Application In Progress
Grants	Access Level	Granted By
Great Start Readiness Program	Consortium Member - Authorized Official	
<b>VIEW / EDIT</b>	DELETE APPLICATION	VIEW REPORTS
		VIEW HISTORY

**GENERAL INFORMATION**

- [Grant Contact and Fiscal Agent Information](#)
- [Consortium/Grant Member Information](#)
- [Grant Consortium Acceptance Information](#)
- [Consortium Options](#)

5. To accept a consortium invitation, the LEA or PSA representative must have MEGS level **3** access, not higher or lower. To check or change a representative's access level, the ISD will open the MEGS application and select 'Control Access to the Application' under 'Management Activities' on the 'Application Menu.'

**Education** User: Ms

Consultant Overview Application Search Help MEG

Application Menu Errors Report Menu Edit Information CMS

- MANAGEMENT ACTIVITIES
  - Control Access to this Application
  - View a PDF of this application
  - View a blank PDF
- GENERAL INFORMATION
- BUDGET PAGES

6. Once the consortium invitation has been accepted, the ISD can change the MEGS level of the representative to **3b** (permission to work on their budget and Project Fact Sheet only; they can save no other portions of the application) OR **4** (can initiate assigned applications and start modifications or amendments; can input, edit and modify all information; can initiate and submit reports). Giving level 3b access means that the ISD must collect the necessary information to complete the application through another method and input the data themselves. Giving level 4 access means that each consortium member can view and edit all pages from each LEA or PSA; this can lead to excessive overwriting of each other's pages.

If an ISD has given locals level 4 MEGS access, the ISD is expecting each member to work together to create a joint application. Each representative

will be able to view and edit any pages of their own and other members' pages. When opening Key Personnel, Site Description, Center-Based Classrooms, or Home-Based Programs pages, members will see pages already entered by other members. DO NOT DELETE or enter additional information to these pages! Instead, select the 'ADD' button near the top or bottom of the page to open a new blank page.

Some pages (Key Personnel – ISD Early Childhood Contact, Project Plan Q and A, Curriculum-Assessment, and Community Advisory/Curriculum Committee) do not have an ADD button. These pages are to be completed only once by the ISD for each application. For the Project Plan Q and A, Curriculum-Assessment, and Community Advisory/Curriculum Committee page, the ISD will collect information from each member and aggregate it to complete these pages; additional direction for completing each of these pages follows.

### Project Plan Q and A

Each member will inform the ISD as to the answer for each listed question including an explanation for any question not answered 'yes.' The ISD should select 'yes' only for questions answered 'yes' by each member. If any member is not able to answer 'yes,' the ISD should use the comment box to indicate which member did not answer yes and enter the explanation provided by the member and the timeline for correction.

### Curriculum-Assessment

Each member will report to the ISD which screening tool, curriculum, and ongoing assessment they are currently using. The ISD will then aggregate the information and report the predominant tools or models used. Any member not currently utilizing an approvable tool or model should be noted in the comment box.

### Community Advisory/Curriculum Committee

Each member will inform the ISD as to their compliance with this item and if not in compliance, provide an explanation. If each member is in compliance, the ISD can check the box assuring this. If not, the ISD should input the non-compliant member's name and explanation in the comment box provided.

## Contacting Consortium Member Contacts

To send an email to consortium member contacts, open the screen, Control Access to this Application, and select "Contact Information Download."

**To view all assigned users, select the view option of ALL and click Go.**

To change the view mode, select the view option and click go.

All

**Contact Information Download** [Jump to Add Users to this Application](#)

**Edit/Remove Users From This Application**

Mark Remove	Mark Inactive	Mark Active	User	Grant Contacts	Date Active/ Inactive	Assigned By
All <input type="checkbox"/>	All <input type="checkbox"/>	All <input type="checkbox"/>				

When the Download window appears asking if you want to "Open" or "Save" the file, select "Open." Select "Yes" to confirm that the file being opened is from a trusted source. An Excel file will appear with the names and useful information regarding consortium member contacts.

Below is just a sample of some of the data that will be provided. Select the entire "Email" column, then copy and paste the email addresses into the "To" section of a new email message. You will need to delete the word "Email" as it will copy into the "To" section, but is not a valid email address. Now you can compose your email message and send it to all consortium member contacts at once. This method can also be used to send an email to any number of consortium member contacts, just filter the Excel file to meet your needs.

	A	B	C	D	H	V	Z
1	Sal	First Name	Last Name	Date Active	MEIS AccountID	Email	Application Security Level
2	Ms.	Jane	Smith	Aug 2 2004	a1015555	<a href="mailto:jsmith@alleganps.org">jsmith@alleganps.org</a>	Level 3
3	Ms.	Michael	Jones	Sep 28 2004	A1024444	<a href="mailto:mjones@plainwellschools.org">mjones@plainwellschools.org</a>	Level 3
4	Ms.	Melissa	Myers	Nov 16 2005	a1023333	<a href="mailto:mmyers@otsegops.org">mmyers@otsegops.org</a>	Level 3
5	Ms.	Marilyn	Maloy	Dec 12 2005	a1022222	<a href="mailto:mmaloy@alleganaesa.org">mmaloy@alleganaesa.org</a>	Level 5