

MICHIGAN DEPARTMENT OF EDUCATION
Division of Accountability Services

2015 Principal Training Grant Application Instructions

All ISD, LEA, and PSA districts are eligible to apply for the Principal Training Grant Application. All level 5 or higher users in the MEGS+ system for these entity types will see the grant as available for submission.

Please visit the MEGS+ website and login to follow these instructions. You will want to have the Personnel Identification Code (PIC) for your principals and assistant principals that were submitted in the 2015 End-Of-Year Collection of the REP to submit a Principal Training Grant Application for your district’s principals and assistant principals. Note: for personnel that were not submitted in your 2015 End-Of-Year REP Collection, you may submit PICs as long as they are reported in your Fall 2015 REP Collection as that collection will be used to process additional PICs for approval.

- 1. Click “View Available Applications/Tasks” to continue. Note that if you have already started or submitted a Principals Training Grant Application, you can view/modify it by clicking “My Applications/Tasks” on this screen.**

The screenshot displays the MEGS+ (Michigan Electronic Grants System Plus) web interface. At the top, there is a navigation bar with the Michigan Department of Education logo and the text 'Michigan.gov', 'Reports', 'Administration', 'Training Materials', and 'Agencies'. Below this is a 'Main Menu' section with a 'Welcome' message and a 'Change Picture' link. The 'Instructions' section lists: 'Select the SHOW HELP button above for detailed instructions on the following. > Initiating an Application/Task > Using System Messages > Understanding your Tasks > Managing your awarded grant'. The 'View Available Applications/Tasks' section is highlighted with a red box and contains the text: 'You have 7 Available Applications/Tasks available. Select the View Available Applications/Tasks button below to see what is available to your agency.' Below this is a button labeled 'VIEW AVAILABLE APPLICATIONS/TASKS'. The 'My Inbox' section shows 'You have 231 new messages. Select the Open Inbox button below to open your system message inbox.' with a button labeled 'OPEN INBOX'. The 'My Applications/Tasks' section shows 'You have 12 new applications/tasks. You have 10 applications/tasks that are critical. Select the Open Applications/Tasks button below to view your active tasks.' with a button labeled 'OPEN APPLICATIONS/TASKS'. At the bottom is a 'Top of the Page' link.

2. Scroll down to the Principal Training grant listing and click, "Initiate" to begin the application.

Math and Science Centers (MSC-2016) for Allegan Area Educational Service Agency
Offered By:
Office of Education Improvement & Innovation

Description:

Principal Training (PT-2015) for Outlook Academy
Offered By:
Bureau of Assessment & Accountability

Description:

[Top of the Page](#)

3. Agree to initiate the application.



Michigan.gov | Reports | Administration | Training Materials | Agencies
Home | Quick Search | Welcome, Lisa Bradley | Logout

Application Agreement
Please make a selection below to continue.
Confirm that this application/task should be initiated.

4. Click "View/Edit."



Michigan.gov | Reports | Administration | Training Materials | Agencies
Home | Quick Search | Welcome, Lisa Bradley | Logout

[GLOBAL ERRORS](#) [SHOW HELP](#)

Main Menu > Application Menu

Outlook Academy - 03902
Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2015 - Principal Training | Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Select the **View/Edit** button below to view, edit, and complete the application/task.

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

5. Click "Cover Page" to review your application cover page. Click "Assurances and Certifications" to review application assurances and certifications. Click "Important Information" to review important information associated with the application. Click "Principal Training Requests" to submit PICs for training grants.

The screenshot shows the MEGS+ Michigan Electronic Grants System Plus interface. The header includes the Michigan Education logo, 'MEGS+ Michigan Electronic Grants System Plus', and 'Demo Environment'. The navigation bar contains links for Reports, Administration, Training Materials, and Agencies. The user is logged in as Lisa Bradley. The breadcrumb trail is 'Main Menu > Application Menu > View/Edit'. The page title is 'Outlook Academy - 03902'. Quick links include View/Edit, Change Status, Management Tools, Examine Related Items, and View Comments. The application details are: Application: FY 2015 - Principal Training | Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official. A 'Details' link is available. Below the 'Forms' section, a table lists the application components:

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page			
	Assurances and Certifications			
	Important Information			
Program Information				
	Principal Training Requests			
	Principal Training Download			

[Top of the Page](#)

6. On the requests screen, select the MDE approved program that your principal(s) attended or will be attending. Next, enter a principal's PIC from the REP and click Save. To request more principals be covered under the grant, click "Add" to enter additional PICs. Remember to click "Save" after adding additional PICs. When finished adding additional PICs, click "Management Tools."

Michigan.gov MEGS+ Demo Environment Michigan.gov
Michigan Electronic Grants System Plus

Michigan.gov Reports Administration Training Materials Agencies
Home Quick Search Welcome, Lisa Bradley Logout

SAVE ADD DELETE PRINT VERSION GLOBAL ERRORS REVIEW COMMENTS

3. 4.
Main Menu > Application Menu > View/Edit > Principal Training Requests

Outlook Academy - 03902 5.
Quick Links: View/Edit Change Status Management Tools Examine Related Items View Comments

Application: FY 2015 - Principal Training | Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official

PRINCIPAL TRAINING REQUESTS

Instructions:

- 1) Enter the data for one person for which training approval is requested.
- 2) Click the **Save** button.
- 3) MEGS+ will complete the Training Amount when the page is saved.
- 4) To enter another person, click the **Add** button.

* Approved Training Program: 1.

Amount: \$

* PIC (from REP): 2.

7. Click "Add/Edit People to assign contacts for this grant application.

[Main Menu](#) > [Application Menu](#) > [Management Tools](#)

Outlook Academy - 03902

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2015 - Principal Training | **Status:** Application In Progress | **Security Level:** MEGS: Level 5 Authorized Official

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Management Tools

[CREATE FULL PRINT VERSION](#)

Select the link above to create a printable version of the 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.

[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.

[VIEW MODIFICATION HISTORY](#)

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

8. Set MEGS+ user to "Main Contact." Additional contacts can be set to "Additional Email Recipient," however, only 1 Main contact is allowed. Click Save after assigning contacts and then click "Change Status."

Home Quick Search Welcome, Lisa Bradley Logout

SAVE GLOBAL ERRORS SHOW HELP

3.

Main Menu > Application Menu > Management Tools > Add/Edit People

Outlook Academy - 03902 **4.**

Quick Links: View/Edit **Change Status** Management Tools Examine Related Items View Comments

Application: FY 2015 - Principal Training | Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official

The functionality on this page will allow you add, delete or edit people on this document.
 Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
 Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
 After you perform your modifications, remember to select the **SAVE** button to save your changes.

Person Search
 Enter a name or partial name: **SEARCH**

Current People Assigned

Search
 Active Status: Active
 Partial Name:
 Agency: Outlook Academy
SEARCH

Sort By: Name

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/>	Ms. Shelby Bill	Outlook Academy	MEGS: Level 5 Authorized Official	1.	7/6/2015	Grant System	7/6/2015 2:21:46 PM
<input checked="" type="checkbox"/>	Ms. Lisa Bradley	Allegan Area Educational Service Agency, Outlook Academy	MEGS: Level 5 Authorized Official	2.	7/6/2015	Grant System	7/6/2015 2:21:46 PM

9. Click "Submit Application" to finalize and submit your application for the Principal Training Grant.



******Please not that all principal training grant applications must be submitted in MEGS+ by 11:59pm on September 15, 2015.*****

Training Program Descriptions/Contact/Registration Information are Located Here:
http://www.michigan.gov/documents/mde/Approved_Program_Descriptions_449505_7.pdf

FAQs on Principal Training Grants:
http://www.michigan.gov/documents/mde/Principal_Training_Grant_FAQs_4944787.pdf

Memos and other information are located at:
<http://www.mi.gov/educatorevaluations>