Instructions for Completing the 2018 Competency-Based Learning Pilot Grant in MEGS+

General Info

- E-mail Eric Lipinski and Jeff McNeal (in a single e-mail message) to indicate interest in applying for the grant. You should receive an e-mail response from him in 1-2 business days to indicate that the application is available for initiation.
- IMPORTANT: A Level 5 MEGS+ User must initiate the application from list of Available Applications and Tasks on their home page. **This must take place prior to accessing the application.** Most districts have two Level 5 users that typically work in the business office or central administration. **Contact your business office if you do not know who your Level 5 users are.**
- Level 5 users are responsible for granting additional access to applications, so please work with your Level 5 user prior to contacting the State for technical issues.

Getting Started

- Users that have access to the application may open MEGS+ , use the Quick Search (upper left-hand corner) to access the 2018 Competency-Based Learning Pilot Grant.
- Click the links for and read the **Assurances** and **Important Information.**

Completing the Project Narrative

- Click View/Edit to navigate back to the main screen for the grant.
- Click on the Project Narrative Selection
- Follow the instructions on the Project Narrative page and save upon completion. You may also save and return to the page.

Completing the Budget

- Click View/Edit to navigate back to the main screen for the grant.
- Access the Budget Page and follow the instructions for budget completion.

Implementation Timeline and Management Plan Attachments

- Click View/Edit to navigate back to the main screen for the grant.
- Follow the instructions on the page to upload attachments for the Implementation Timeline and Management Plan

Additional Attachments (optional)

- IF you have additional attachments, navigate to the view/edit screen and click on Attachments.
- Follow the instructions on the page to upload additional attachments.

Finishing Up

- Once the application is uploaded, click the "Global Errors" button and address any issues that might show up.
- Once all errors are resolved, click "Change Status" and submit the application. This step must be done by a Level 5 user.