

Michigan Electronic Grant System *Plus* (MEGS+)



User Guide to Submitting a SIG (School Improvement Grant) APPLICATION

School Improvement Support Unit
Office of Education Improvement and Innovation
Michigan Department of Education

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Users' Guide for Submitting a School Improvement Grant (SIG) Application

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MEGS Login Information and Helpful Tips

School Improvement Grant application can be downloaded at www.michigan.gov/sig

In order to use MEGS+ (Michigan Electronic Grant System *Plus*), and potentially other State of Michigan systems, you must first obtain a MEIS account. This can be done by going to the following URL and clicking **Create a MEIS Account**: <https://cepi.state.mi.us/MEISPublic>

MEG S+ System Requirements

- Internet Access Web Browser
- Internet Explorer 8 (preferred)
- Firefox 2.0+
- Safari 3.0+
- Adobe Acrobat Reader 4.0+

To login to the MEG+ system go to

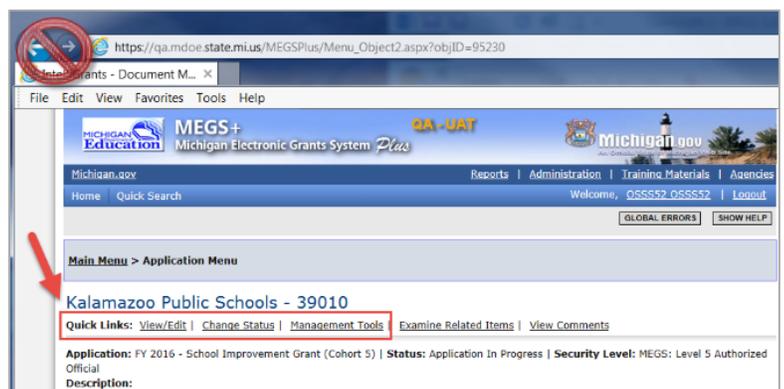
https://mdoe.state.mi.us/MEGSPlus/Login2.aspx?APPTHEME=MIMDE_MEGSPPLUS&ReturnURL=/megsplus/

Use the Login and Password obtained from the MEIS registration process to login. Please note, MEIS password is case sensitive.

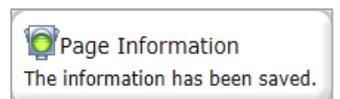
You CANNOT log in to MEGS+ until your MEIS Account is established and activated. Your district's Authorized Official must then give you access to the application within MEGS+.

 It is highly recommended that users use the navigation provided within the application and to avoid the web browser's **Back and Forward** buttons. The **Quick Links** are recommended to navigate within MEGS+.

 By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the screen. The browser's **Back** button will simply load the cached (or saved) version of the screen that exists on the local hard drive as it was the last time the screen was accessed.



 When saving information, always wait for the icon indicating that the information has been saved before proceeding to the next task. A screen typically take several minutes to **Save**.

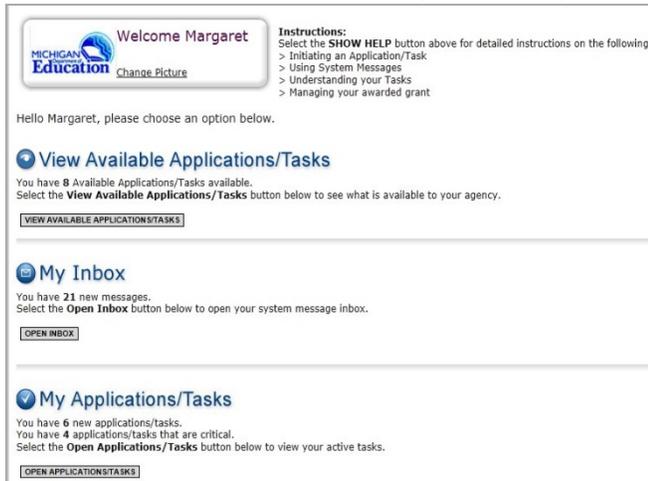


All items with an asterisk (*) are required fields.

Welcome Screen Overview

The Welcome screen should recognize you and welcome you by name.

- Note there are **Instructions** at the top.
- **View Available Applications/Tasks** is where new applications and tasks are listed which you are eligible to apply.
- **My Inbox** will show messages; for example, “Your funds are available” or “Modifications to your application requested by MDE consultant.”
- **My Application/Tasks** section will take you directly to an application needing LEA action.



Application Initiation

 Only a Level 5 MEGS+ user may initiate an application.



To initiate the application, click **View Available Applications/Tasks** to open the available applications. Scroll down until you come to the **School Improvement Grant** application and click **Initiate**.



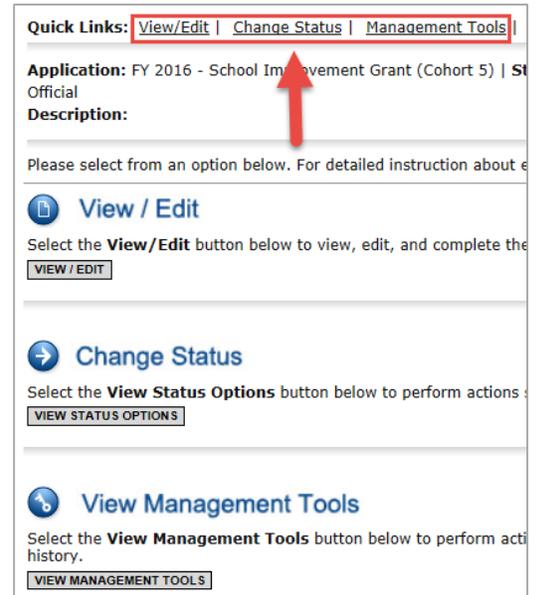
At the **Application Agreement** screen, click **I Agree**.

Application Menu Overview

There are three main sections on the Application Menu screen:

- **View/Edit**—this is where the majority of the application and grant award process occurs.
- **Change Status**—this is where you must change the status of your application each time modifications are required and then again when you submit your modifications.
- **View Management Tools**—this is where you will maintain users and contact information for this application/grant.

The **Quick Links** bar at the top of the screen corresponds to the three main sections. This user guide will be using the Quick Links to navigate in MEGS+.



Assigning Users to the SIG Application

From the Quick Links bar click the **Management Tools** and then click **Add/Edit People**.

At the **Add/Edit People** screen enter the name or partial name of the contact person and click **Search**. The search will retrieve all users with that name that are in MEGS+. Verify that the person you are adding is within your respective agency.

From the dropdown menus, select the appropriate **Security Level** and the **Grant Contact Type** for the user. Enter the begin date in the first field of **Active Dates** and then click **Save**. The second field of **Active Dates** schedules the termination of the user’s access to the SIG application.



NOTE: If the person you are adding is not in MEGS+ and has an active MEIS account, please refer to SIG/MEGS+ User Guide “Adding/ Removing Users” located on our website www.michigan.gov/sig and click the SIG Cohort you are applying.

Click **View/Edit** to proceed with the application process.

SIG Forms

Forms Screen Overview

The **Forms** screen is where each section of the application information are accessible/stored/uploaded. We recommend completing each item in the following order:

1. Cover Page
2. LEA—Application
3. Building—Application
4. Building Data Collection

Click **Cover Page** to verify the agency and contact information.

Status	Page Name
	Cover Page
	Assurances and Certifications
	Important Information
	Application Description
General Information	
	Review Grant Selections
	School(s) Included in Application
LEA Information	
	LEA - Application
Building Information	
	Building - Application (3)
	Baseline Data Collection (3)

Verifying Cover Page Information

At the Cover Page screen there are two sections which need verification. The **Agency Information** section is automatically populated by the Educational Entity Master (EEM). To correct any discrepancies, contact your district authorized user for the EEM.

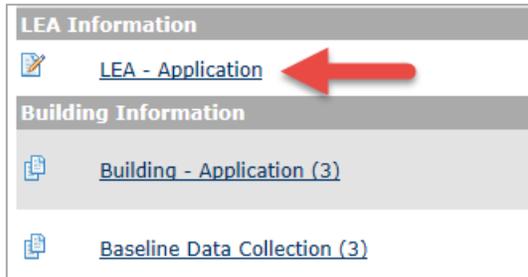
The **Contact Person** section is populated by the information you previously entered at the **Add/Edit People** screen.

- If your email is incorrect you must login to your MEIS account to make corrections as necessary.
- If your agency information is incorrect please contact your district authorized user for the EEM.

Click **View/Edit** to return to the **Forms** screen.

Uploading District Information

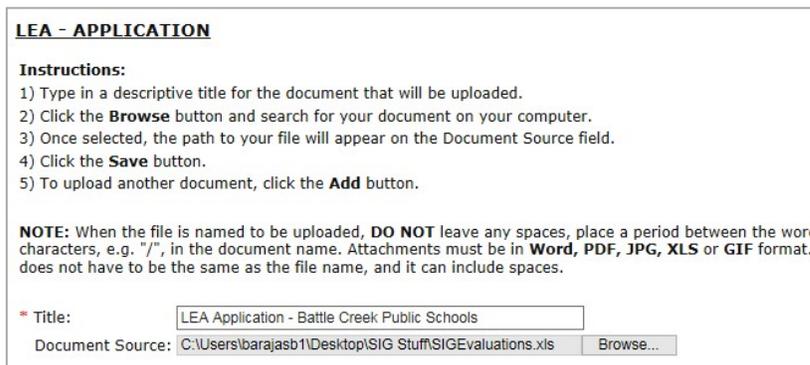
Located in the **LEA Information** section of the **Forms** screen, click the **LEA— Application** link to open the application screen.



At the **LEA - Application** screen follow the instructions listed to upload your district’s application. In the **Title** field, enter the name of the uploaded document(s).

Naming convention example(s):
LEA Application—ABC123 School District

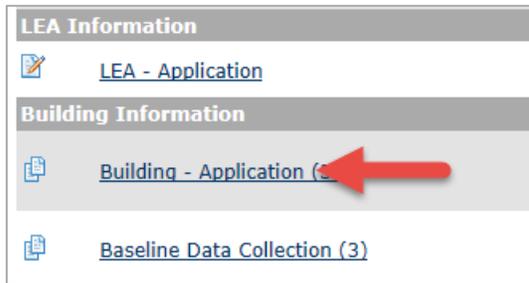
Click **SAVE** at the top of the screen and then click **View/Edit** to return to the main **Forms** screen.

A screenshot of the 'LEA - APPLICATION' screen. At the top, it says 'LEA - APPLICATION'. Below that, there are 'Instructions:' followed by a numbered list: 1) Type in a descriptive title for the document that will be uploaded. 2) Click the **Browse** button and search for your document on your computer. 3) Once selected, the path to your file will appear on the Document Source field. 4) Click the **Save** button. 5) To upload another document, click the **Add** button. Below the instructions, there is a 'NOTE:' section: 'NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words characters, e.g. "/", in the document name. Attachments must be in **Word, PDF, JPG, XLS** or **GIF** format. does not have to be the same as the file name, and it can include spaces.' At the bottom, there is a form with two fields: '* Title:' with a text input field containing 'LEA Application - Battle Creek Public Schools' and 'Document Source:' with a text input field containing 'C:\Users\barajasb1\Desktop\SIG Stuff\SIGEvaluations.xls' and a 'Browse...' button.

 **IMPORTANT:** Only **one** document can be stored on this screen, if you upload another document it overwrites the existing document.

Uploading Building Information

Located in the **Building Information** section of the Forms screen, click the **Building—Application** link.



At the **Building—Application** screen follow the instructions on the screen to upload each building application. In the **Title** field, enter the name of the uploaded document(s).

Naming convention example(s):
Building App—ABC Middle School
Building App—XYZ High School

Click **SAVE** at the top of the screen.



Building information attachments must be converted into **one** document per building.

Additional Building Applications

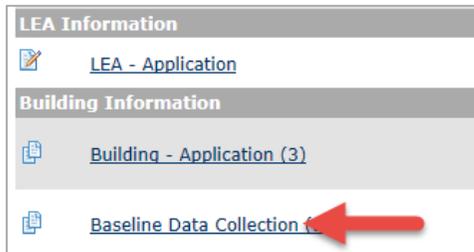
If additional buildings are to be uploaded, click the **ADD** button at the top of the screen and repeat the steps for uploading building applications. After the second upload, a **Page Title** field will appear on the screen indicating the documents which have been added.

Remember to use the naming convention and to **SAVE** after each upload.

Upon completing building application uploads, click **View/Edit** to return to the main Forms screen.

Uploading Baseline Data Collection

Located in the **Building Information** section of the **Forms** screen, click the **Baseline Data Collection** link.



IMPORTANT: The Baseline Data Collection document should be uploaded as an **EXCEL** file.

At the **Baseline Data Collection** screen, follow the instructions listed to upload each data collection spreadsheet. In the **Title** field, enter the name of the uploaded document(s).

Naming convention example(s):
Data Collection—ABC Middle School
Data Collection—XYZ High School

Additional Data Collection

If additional data collections are to be uploaded, click the **ADD** button at the top of the screen and repeat the steps for uploading baseline data collection.

One Baseline Data Collection must be uploaded for each building submitting an application. After the second upload, a **Page Title** field will appear on the screen indicating the documents which have been added.

Use the same naming convention and to **Save** after each upload. Upon completing all building data collection uploads, click **View/Edit** to return to the main Forms screen.

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

Application: FY 2016 - School Improvement Grant (Cohort 4) | Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official

Description:

Created By: Domenico, Ms. Kathy on 3/26/2015 8:17:17 AM

Page Title:

BASELINE DATA COLLECTION

Instructions:

- 1) Type in a descriptive title for the document that will be uploaded.
- 2) Click the **Browse** button and search for your document on your computer.
- 3) Once selected, the path to your file will appear on the Document Source field.
- 4) Click the **Save** button.
- 5) To upload another document, click the **Add** button.

NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "?", in the document name. Attachments must be in **Word, PDF, JPG, XLS** or **GIF** format. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

* Title:

Document Source: DELETE

Global Errors

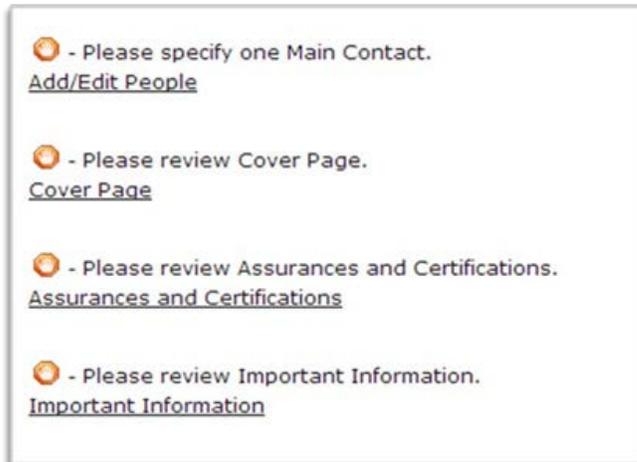
After you have entered all of the required information and uploaded documents, you will need to verify no errors are found. Click the **Global Errors** button at the top of the screen.

NOTE: The **Global Errors** button can be found at the top right corner on most screens throughout MEGS+.

On the **Global Error** page, links are provided to the relevant application pages that have errors. Click on the error link to open and edit the page as necessary.

Once you have made the necessary edits, you will need to click the Global Error button again to verify no errors are found.

After you have determined that no errors in your application have been found, click **Change Status** from the Quick Links bar.



Application Submission

At the **Change Status** screen click **Submit Application**.

NOTE: MEGS+ will check for incomplete information and/or errors before allowing you to submit the application.



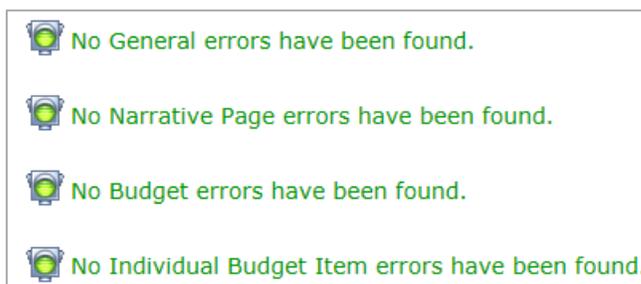
Errors

- If you receive an error, you will see an octagon with the hand in it. This indicates to stop and correct errors within the application.
- Select the provided link and make the requested changes by following the directions listed on that page.
- Once changes have been made, attempt to submit the application again.



No Errors

- If the application had no errors or missing information, you will be directed to the Agreement screen.



The **Agreement** screen will present conditions to which you must agree upon when submitting the application. After reading the conditions, you may enter notes in the field provided. Click the **I Agree** button to continue.

MEGS+ will notify the Level 5 users and the application designated main contacts by email that the application has been received.

Contact Information

School Improvement Grant (SIG)

Office of Education Improvement and Innovation
(517) 373-4872 or email MDE-SIG@michigan.gov

MDE Grants and MEGS+

Office of Grand Coordination and School Support Office
(517) 373-1806 or email MEGS@michigan.gov

Education Entity Master (EEM)

Center for Educational Performance and Information
(517) 335-0505 x3 or email cepi@michigan.gov