

MiGrants – Basic Navigation

Guidance for Grantees



INTRODUCTION

MiGrants is the Michigan Department of Natural Resources tool to apply for and manage grants.

The following guidance is provided by the Grants Management Section (GMS) and intended for all users of GMS grants.

To access MiGrants, go to <https://migrants.intelligrants.com/>

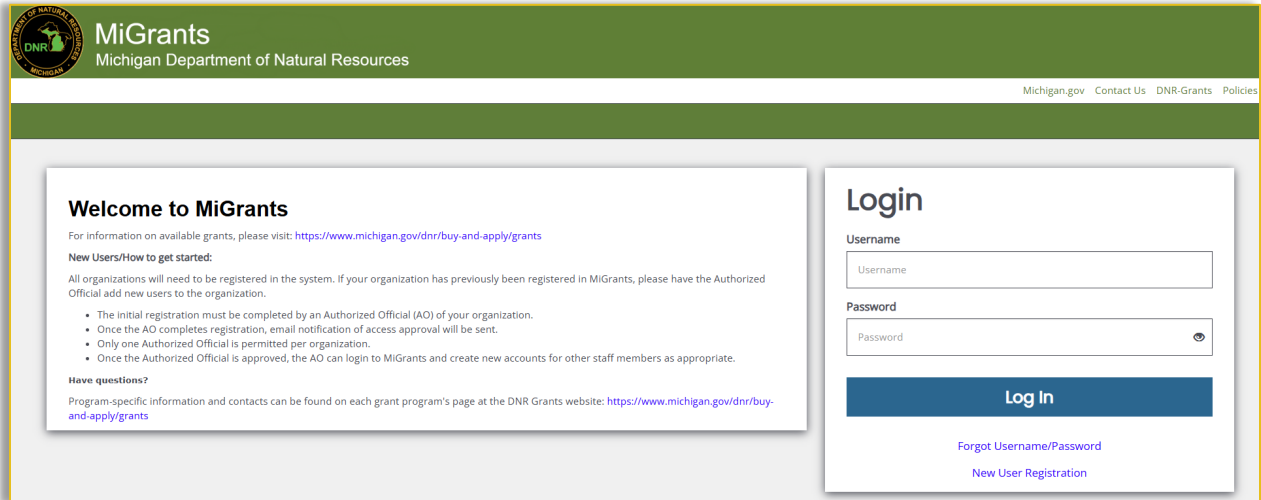
Program specific guidance and instructions can be found on each grant program's page at the DNR [Grants](#) website.

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Logging in to MiGrants

Go to <https://migrants.intelligrants.com/>



Existing users

Enter your Username and Password. If you forgot your username or password, click the Forgot Username/Password link and follow the prompts provided.

New users

Please read the information in the Welcome to MiGrants panel as shown above. Do not register as a new organization unless you are the Authorized Official or Key Person. State of Michigan employees, please contact the grant coordinator of the grant you need to access.

For information on how to add employees, support staff, and others to your organization, review the training material titled Profile & Organization Management.

Getting locked out

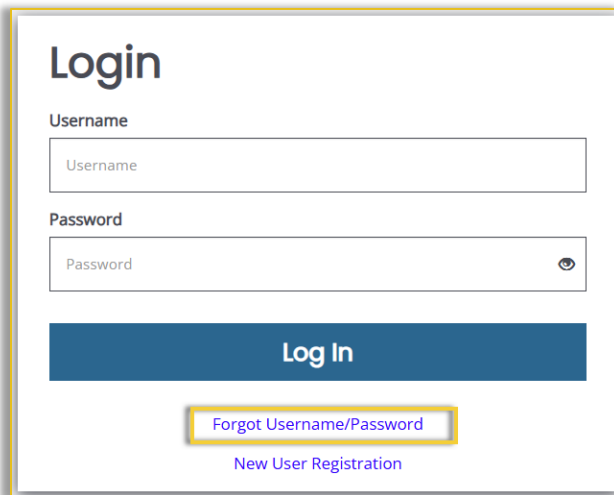
If you forget your username or password, and try three times unsuccessfully to log in, MiGrants will automatically lock your account.

Your account will remain locked for a period of 15 minutes. If you want your account unlocked sooner, contact your grant coordinator for assistance.

Resetting your Password or Username

MiGrants employees are unable to reset passwords or usernames on your behalf. If you cannot recall your username, your email address has changed, or you no longer have access to the email address on file, contact your grant coordinator or program manager and we can provide that information to you.

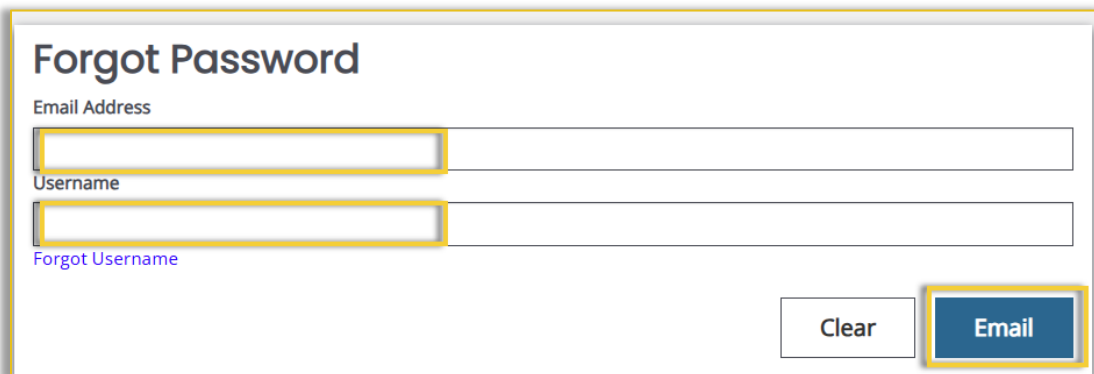
Click the **Forgot Username/Password** link from the Login screen.



The screenshot shows a login form with the following elements:

- Username** label above a text input field containing the placeholder text "Username".
- Password** label above a text input field containing the placeholder text "Password" and a toggle icon (an eye).
- A large blue **Log In** button.
- A link labeled **Forgot Username/Password** highlighted with a yellow box.
- A link labeled **New User Registration** below the highlighted link.

Enter your email address and username and click the **Email** button.



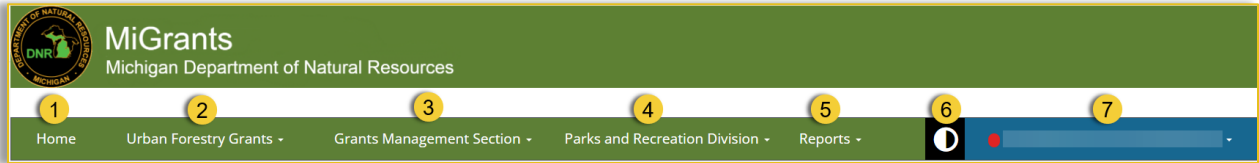
The screenshot shows a "Forgot Password" form with the following elements:

- Email Address** label above a text input field.
- Username** label above a text input field.
- A link labeled **Forgot Username** below the Username input field.
- A **Clear** button and a blue **Email** button at the bottom right, with the **Email** button highlighted by a yellow box.

Follow the directions in the email to complete the reset process.

Navigation overview

It is important to note that your view depends on what role(s) you are assigned, and what organization(s) you are assigned to.



Home #1

Clicking on home will take you back to your dashboard.

Urban Forestry Grants #2

This menu houses documents for the Urban and Community Forestry grant programs at the DNR.

Note: this guidance is provided by the Grants Management Section (GMS) and intended for all users of GMS grants. Information contained in this guidance may not be applicable to Urban Forestry grants.

Grants Management Section #3

This menu houses documents for the Grants Management Section grant programs at the DNR. Grantees, and those assigned to assist with their grants, can search for and interact with information related to those grants by using this menu.

Parks and Recreation Division #4

This menu houses documents for the Parks and Recreation Division grant programs at the DNR.

Note: this guidance is provided by the Grants Management Section (GMS) and intended for all users of GMS grants. Information contained in this guidance may not be applicable to Parks and Recreation grants.

Reports #5

This menu contains reports for current and historical applications and grants managed by the Grants Management Section. Your view of available reports depends on your role.

Contrast mode #6

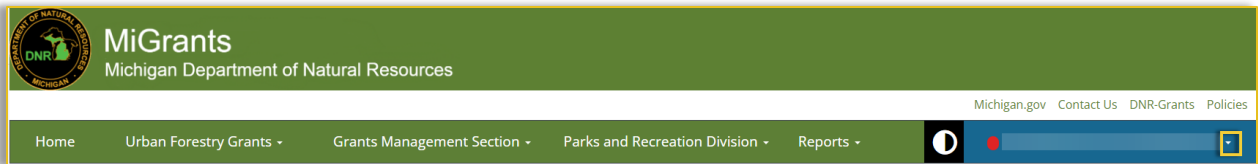
You can change the contrast of MiGrants from full color to black and white.

Personal settings #7

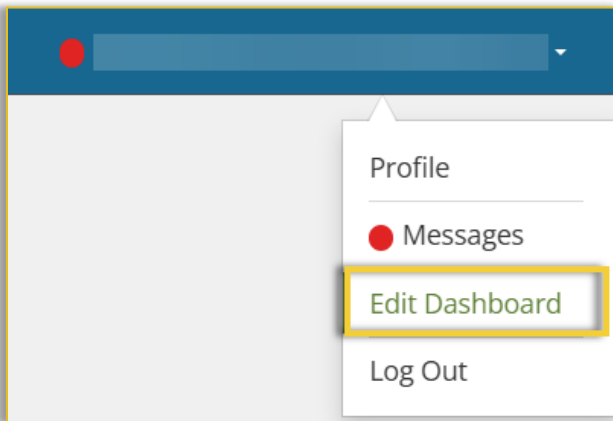
By click on your name, you can access personal information and settings.

Customizing your dashboard

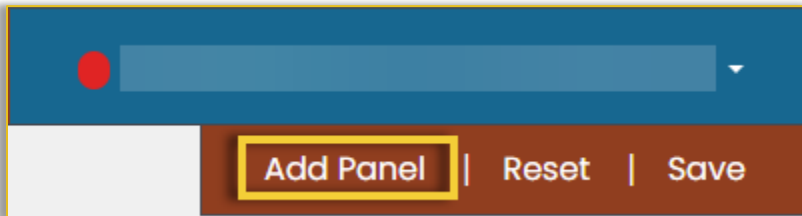
To view your tasks and grant program opportunities, **click** on the **drop-down arrow** next to your name.



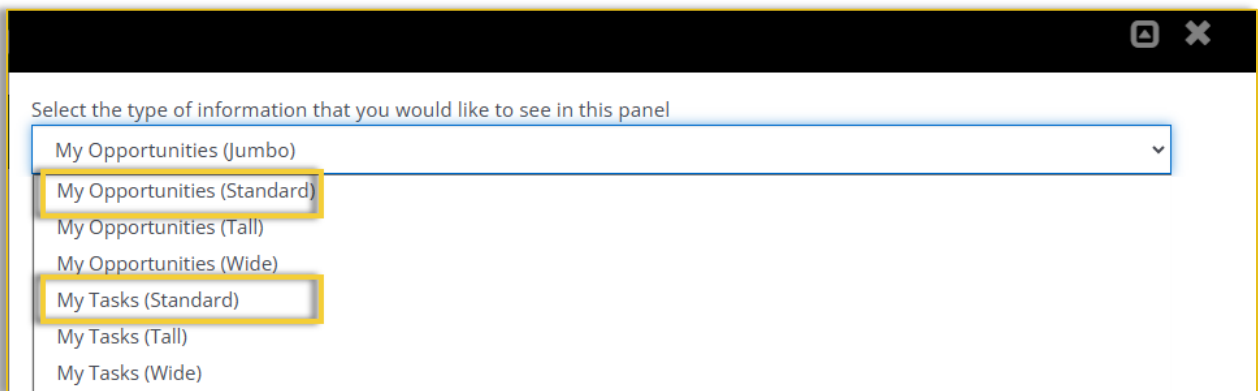
Click on the **Edit Dashboard** option.



Click on the **Add Panel** button.



We recommend all grantees have the **My Opportunities** and **My Tasks** panels displayed.

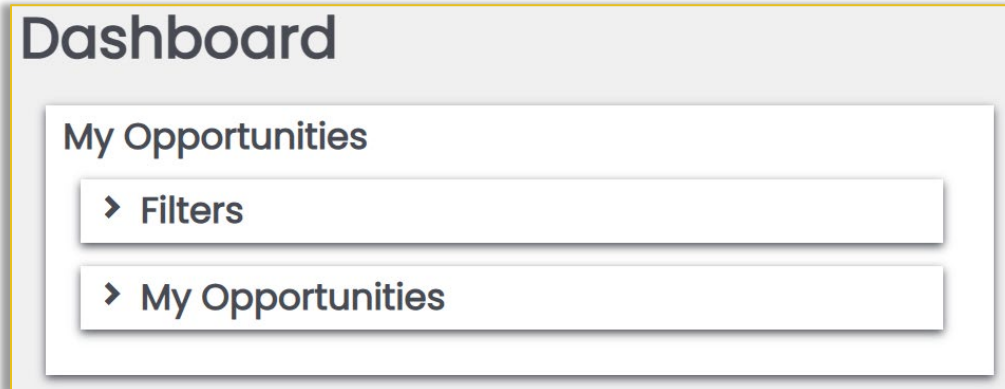


My Opportunities

The **My Opportunities panel** displays the list of programs your organization is eligible to apply to.

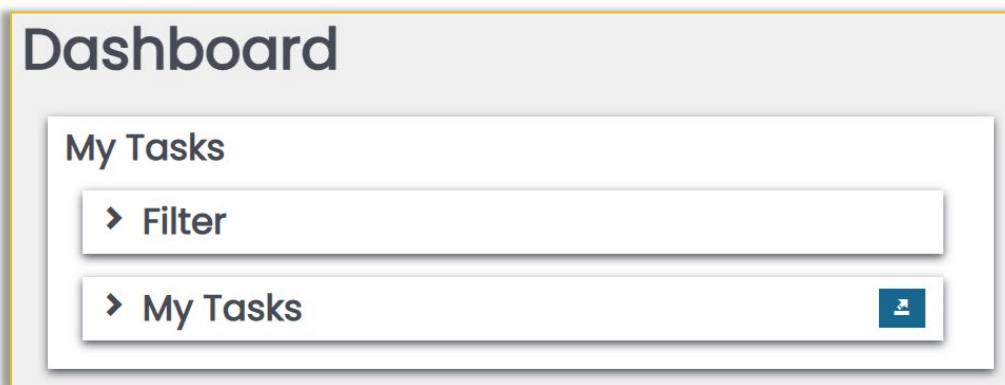
If a program is not displayed in your My Opportunities panel, the application period for the grant program may be closed, your organization may not be eligible for the program, or your organization's profile may need to be updated.

For questions related to My Opportunities, reach out to your grant coordinator.



My Tasks

The **My Tasks panel** displays the list of documents your role has been assigned to work on. The list of documents in the My Tasks panel will change depending on the status of the document and the expectations of your role. For example, if your organization is currently filling out an application, the document should appear in your My Tasks. Once the application has been submitted, the task will disappear. Each time a document is in a status that applies to your role, it will reappear in your My Tasks panel.



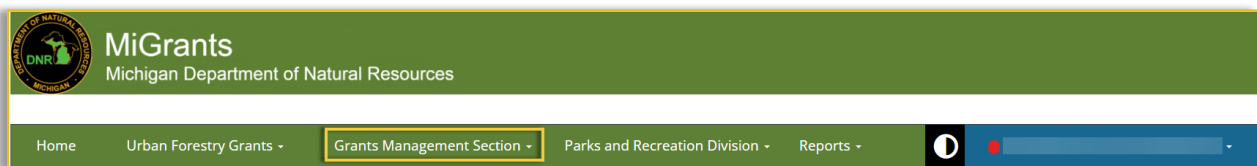
For questions related to My Tasks, reach out to your grant coordinator.

Using the Grants Management Section menu to locate a document

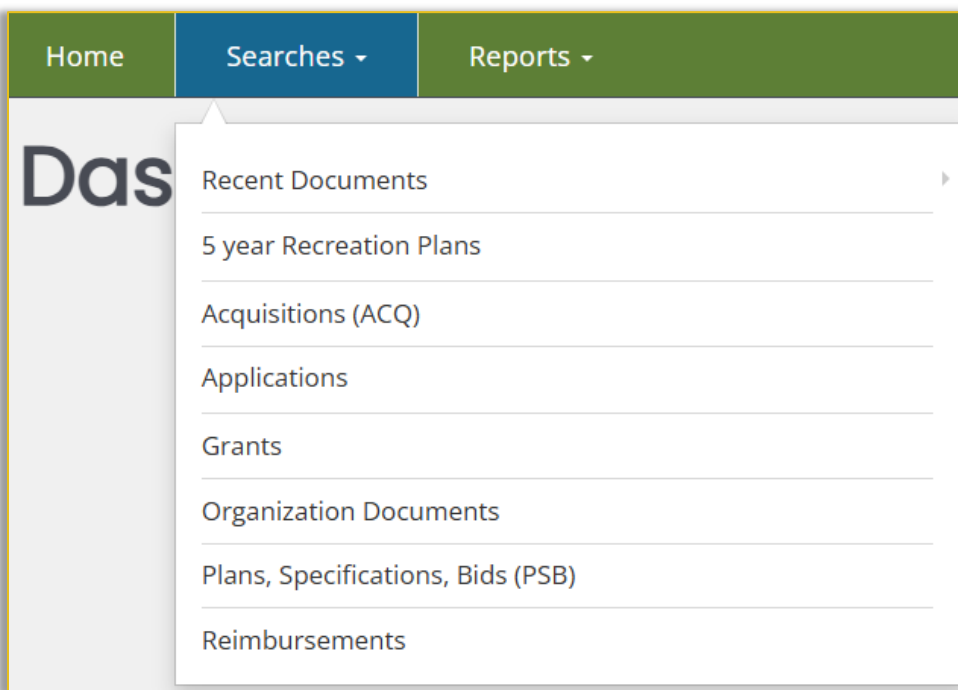
Users are only assigned to documents they need to see and/or work on. What information you can find depends on what the authorized official, key person, or grant coordinator has granted you access to.

If you cannot find the information you are looking for, either reach out to your authorized official, key person, or grant coordinator.

To find a grant application, project agreement, upload information or more, **click** on the **Searches** drop-down menu to get started.



Next, select the sub-menu depending on the type of document you are looking for. Please note, your view may vary from what's shown here depending on your role in the system.



Recent Documents

Contains a running list of documents you've searched for recently.

5 Year Recreation Plans

If you are applying to a Land and Water grant or Trust Fund grant, this is a menu you will likely access as this is menu that houses the recreation plan for your organization.

Acquisitions

If you are acquiring land as part of your grant, this is where you can find or upload information related to that process.

Applications

This is where you will find all applications, regardless of whether or not the grant is already closed or perhaps you are still in the processing of applying.

Grants

This sub-menu contains grant agreements, amendments to agreements, and for some grants, progress reports.

Organization Documents

This is an easy way to find all documents for your organization. You can search for all information related to a specific grant program, or you can enter the document number if you know the exact document you want to find.

Plans, Specifications, Bids (PSB)

This is where you can find and upload information related to your development project.

Reimbursements

Houses all payments requests, completed, started, and in process.