

MiGrants – Profile & Organization Management

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/>

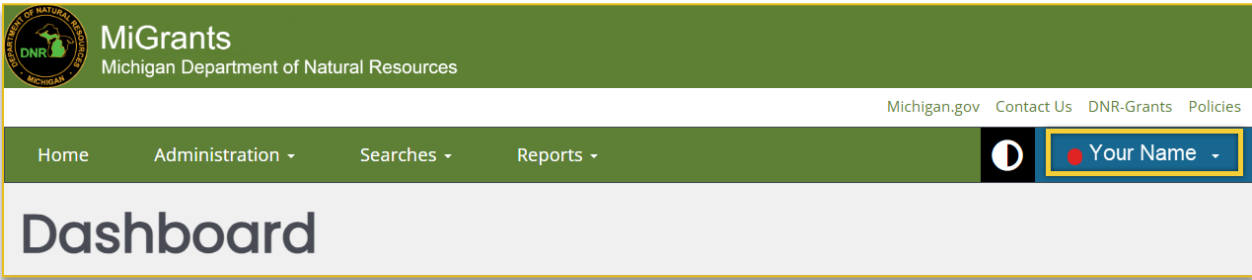
Program specific guidance and instructions can be found on each grant program's page at the DNR [Grants](#) website.

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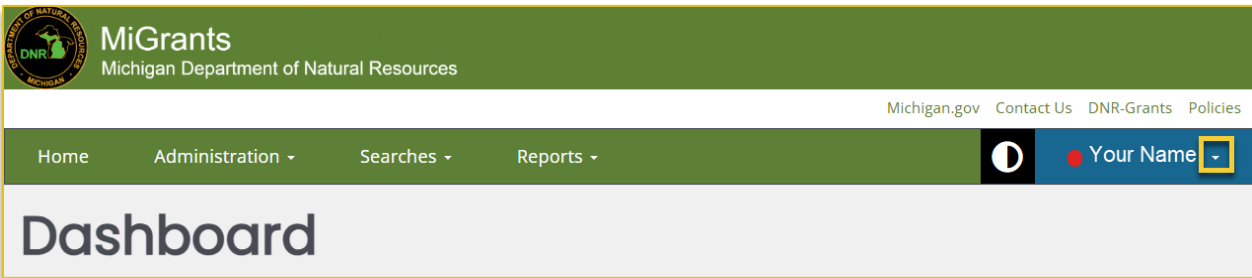
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Customizing your profile

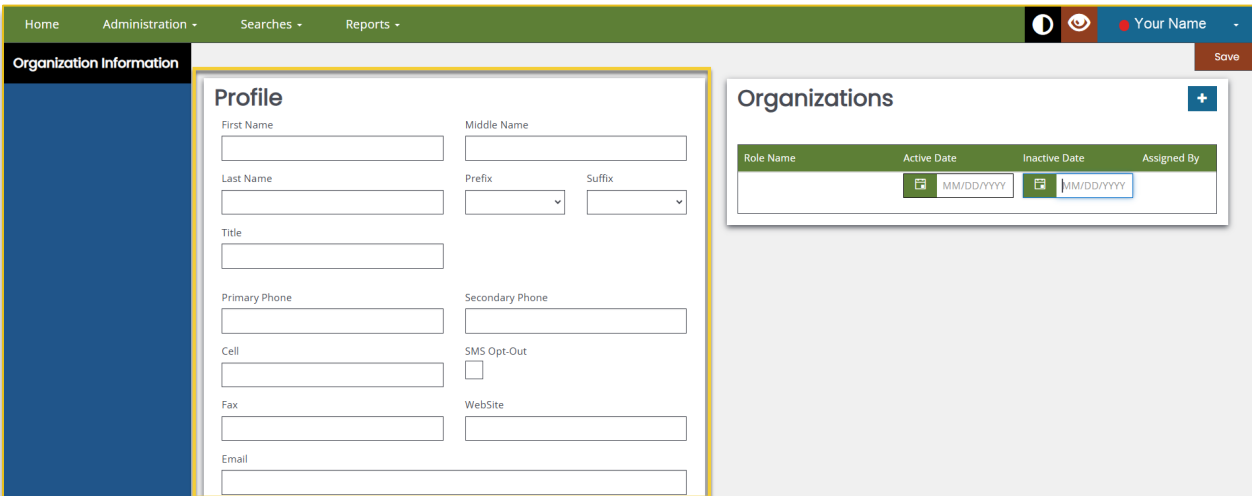
Once logged in, your profile is located at the top right of the Dashboard.



To customize your profile, **click** on the **drop-down** next to your name.

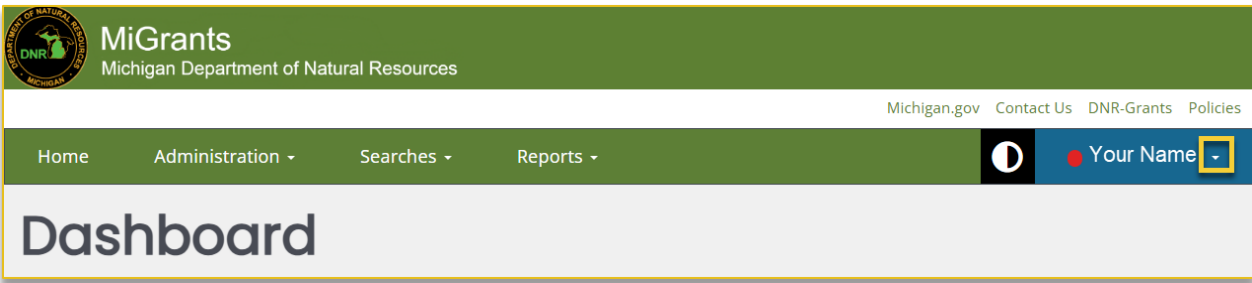


Make changes to your personal information as needed in the **Profile** section and **click** the **Save** button when done.

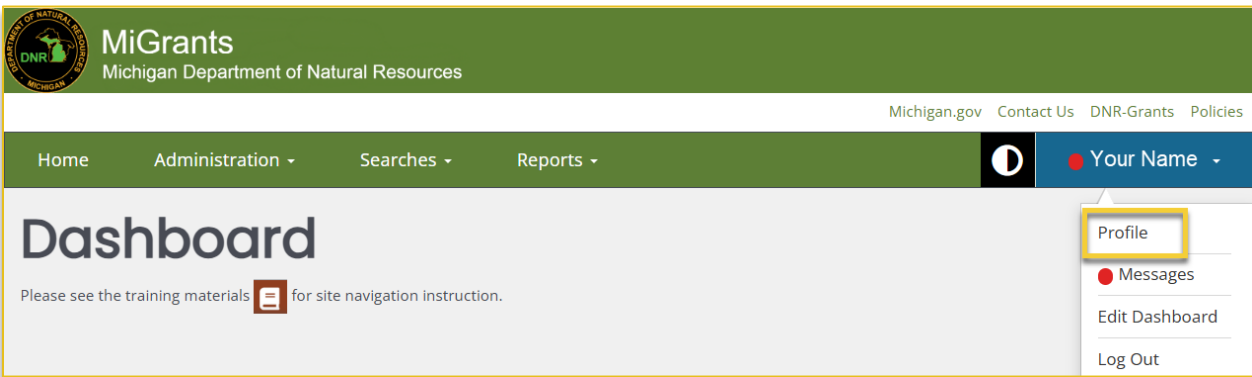


Modifying organization details

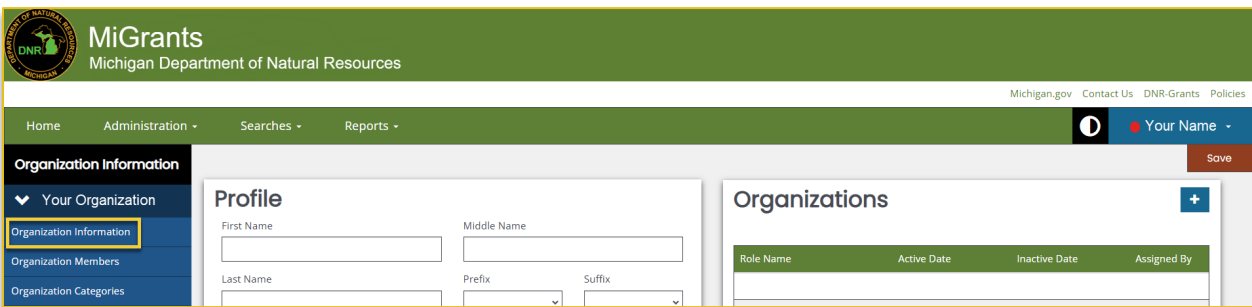
Click on the **drop-down** next to your name.



Click on **Profile**.



Click on **Organization Information** located under the Organization Information menu.



Make changes as needed in the **Information** section and **click** the **Save** button when done.

The screenshot shows the 'Information' form in the MiGrants system. The form is divided into several sections: 'General Information' with fields for Name and UEI Number; 'Business Address' with fields for Address, Address2, City, State, ZIP Code, and County; 'Contact Information' with fields for Phone and Email; and 'Additional Information' with a field for SIGMA Vendor Customer ID. A 'Search' button is located next to the UEI Number field. A 'Save' button is visible in the top right corner of the form area. The left sidebar contains navigation options: 'Organization Information', 'Your Organization', 'Organization Information', 'Organization Members', and 'Organization Categories'.

Adding new users to your organization

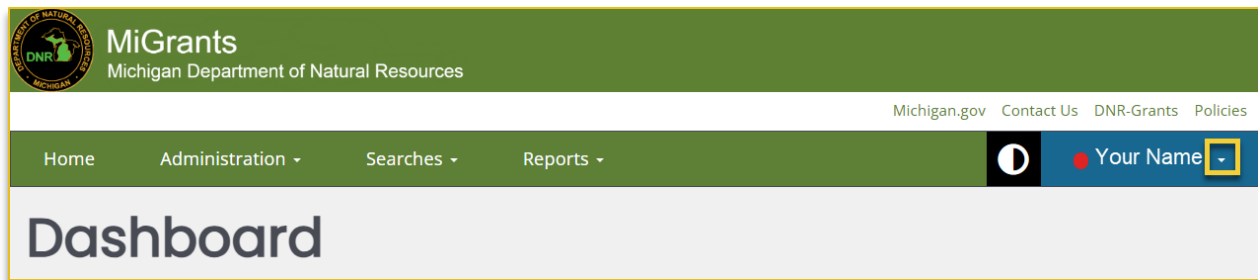
Applicants and Grantees

Only an Authorized Official can add individuals to their MiGrants organization. Authorized Officials can assign users with Agency Staff and Financial role types. *Contact your grant coordinator or program manager to add consultants or prime professionals to your project.*

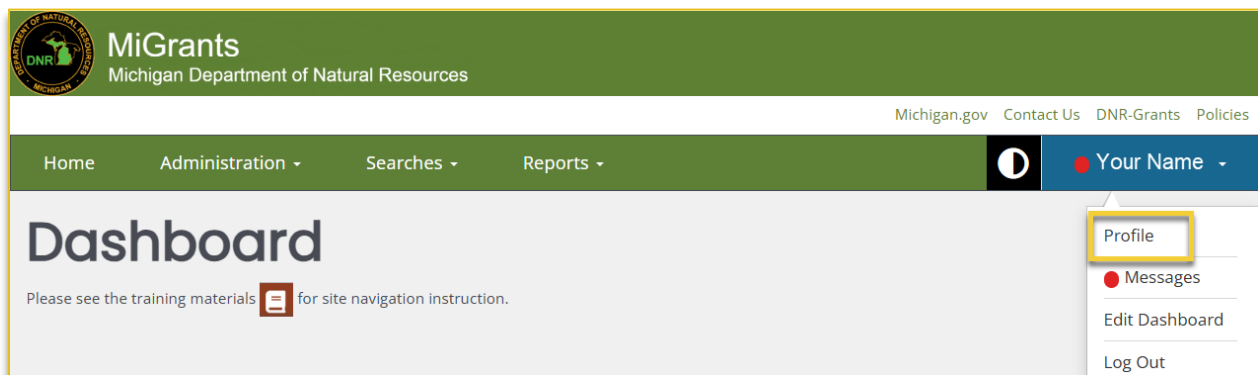
Consultants and Prime Professionals

A Key Person can add individuals to their MiGrants organization. The Key Person can assign two role types in MiGrants, Consultants and Prime Professionals.

Click on the **drop-down** next to your name.



Click on **Profile**.



Click on **Organization Members** located under the Organization Information menu.

The screenshot displays the MiGrants web application interface. At the top left is the Michigan Department of Natural Resources logo and the text "MiGrants Michigan Department of Natural Resources". The top right contains links for "Michigan.gov", "Contact Us", "DNR Grants", and "Policies". Below this is a navigation bar with "Home", "Administration", "Searches", and "Reports". A user profile dropdown shows "Your Name" and a "Save" button. The main content area is divided into two panels: "Profile" and "Organizations". The "Profile" panel contains input fields for "First Name", "Middle Name", "Last Name", "Prefix", and "Suffix". The "Organizations" panel features a table with columns "Role Name", "Active Date", "Inactive Date", and "Assigned By", and a "+" button to add new entries. On the left, a sidebar menu under "Organization Information" has "Organization Members" highlighted with a yellow border.

Click the + button and select Add New User to Organization.

Do not select Invite Existing User to Organization.

Organization Members Search

Name

Role

Active +

Both

Clear

Fill out as much information as possible, noting there are required fields that must be answered. **Click the Save** button when done. Once the employee is added, they will be automatically added to any new document created.

Items to note:

#1: By selecting No, you are opting NOT to add the person to all existing documents that belong to the organization. If you select Yes, they will be added to ALL documents ever created by the organization.

#2 and #3: Make note of this information as you will need to provide it to the individual for them to access MiGrants.

The screenshot shows a user profile form with the following sections:

- General Information:** First Name, Middle Name, Last Name, Title, Prefix, Suffix.
- Contact Information:** Address, Address 2, City, State (Michigan), ZipCode, County, Primary Phone, Email, Fax, WebSite, Cell.
- Assign Roles:** Role (dropdown), Active Date (02/20/2025), Inactive Date (MM/DD/YYYY), Assign to Existing Documents? (dropdown with callout 1).
- Security Information:** Username (callout 2), Password (callout 3), Confirm Password.

A "Save" button is located at the bottom right of the form.

Removing users from your organization

Click on the **drop-down** next to your name.

The screenshot shows the MiGrants dashboard header with the following elements:

- Logo:** Michigan Department of Natural Resources (DNR).
- Page Title:** MiGrants Michigan Department of Natural Resources.
- Navigation:** Home, Administration, Searches, Reports.
- User Profile:** A blue bar with a user icon, a red dot, and the text "Your Name" followed by a dropdown arrow (callout box).
- Footer:** Michigan.gov, Contact Us, DNR-Grants, Policies.

The word "Dashboard" is displayed in large text below the header.

Click on **Profile**.

The screenshot shows the MiGrants dashboard for the Michigan Department of Natural Resources. The header includes the logo and navigation links for Michigan.gov, Contact Us, DNR-Grants, and Policies. The main navigation bar contains Home, Administration, Searches, and Reports. A user profile dropdown menu is open, showing options for Profile, Messages, Edit Dashboard, and Log Out. The Profile option is highlighted with a yellow box.

Click on **Organization Members** located under the Organization Information menu.

The screenshot shows the Organization Information page in MiGrants. The left sidebar menu has 'Organization Members' highlighted with a yellow box. The main content area is divided into two sections: 'Profile' with input fields for First Name, Middle Name, Last Name, Prefix, and Suffix; and 'Organizations' with a table header for Role Name, Active Date, Inactive Date, and Assigned By. A 'Save' button is visible in the top right corner.

Click on the **Pencil** icon to the right of the person's name.

The screenshot shows the 'Organization Members' table. The table has columns for Person Name, Role Name, Active Date, Inactive Date, Last Modified By, and Last Modified By Date. A pencil icon is highlighted with a yellow box in the rightmost column of the first row. Below the table is a pagination control showing '1' of 1 items.

Type in an **Inactive Date** and **click the Save** button when done.

The screenshot shows a web form titled "Edit Person" with a black header bar containing a maximize icon and a close icon. The form has several fields: "Name" (empty), "Role" (empty), "Active Date" (containing "10/19/2021"), and "Inactive Date" (containing "MM/DD/YYYY"). The "Inactive Date" field is highlighted with a yellow border. To the right of the "Inactive Date" field is a blue square button with a white plus sign. At the bottom right of the form is a blue rectangular button with the text "Save", which is also highlighted with a yellow border.