Michigan Electronic Grant System Plus (MEGS+)

User Guide to Submitting the Section 21(h) APPLICATION

Office of Partnership Districts
Michigan Department of Education

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Welcome Screen Overview

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

- Note the 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 “Modificationsto 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 Section 21(h) Partnership Districts Grant application and click Initiate.

On 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+.
Section 21(h) Forms

Forms Screen Overview

The Forms Screen is where each section of the application information is accessible/stored/uploaded. Click Cover Page to verify the agency and contact information.

![Forms Table]

Verifying Cover Page Information

On 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 in EEM, contact your district authorized user.

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 in EEM, please contact your district authorized user.

Click View/Edit to return to the Forms Screen.

Click on Assurances and Certifications. Review documents carefully.

Click View/Edit to return to the Forms Screen.
Budget Information

Click 21(h) Partnership Districts link under Budget Information on the Forms Screen Overview.

Follow instructions on the screen.

Click **Save Budget Item** when completed.
Missing information will result in a page error at the top of the page.
**REPEAT ABOVE STEPS FOR EACH BUDGET ITEM REQUESTED.**
Click **Budget Detail** to review all Budget Items requested.
Click **View/Edit** to return to the **Forms** Screen.

**WARNING:** Only one document can be stored on this screen, if you upload another document it overwrites the existing document.
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.
At the **Change Status** screen click **Submit Application**.

![Possible Statuses](image)

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.

![Errors](image)

**No Errors**

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

![No Errors](image)

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.