GSRP MEGS+ Instructions

These instructions have been developed to help locate, navigate, and complete GSRP applications (Acceptance of Funds, Implementation Plan, and CNRA) within MEGS+. Additional technical assistance on using MEGS+ is available on our website GSRP Homepage, MEIS and MEGS+ Explained.

When first logging in to MEGS+, the user will see this page:

![Main Menu]

Hello Susan, please choose an option below.

- **View Available Applications/Tasks**
  You have 3 Available Applications/Tasks available. Select the View Available Applications/Tasks button below to see what is available to your agency.

- **My Inbox**
  You have 5 new messages. Select the Open Inbox button below to open your system message inbox.

- **My Applications/Tasks**
  You have 5 new applications/tasks. You have 3 applications/tasks that are critical. Select the Open Applications/Task button below to view your active tasks.

To **initiate**, find the application under ‘View Available Applications/Tasks’, then click on **Initiate**. **Subsequently**, the application will be under ‘My Applications/Tasks’ until it has been submitted.
Once the application is opened, the ISD name, the application/report name, the application/report status, and the user’s security level are displayed, as highlighted above. Select View/Edit to work on the application.

To add contact information to be pulled into the Cover Page, click on View Management Tools.

Click on Add/Edit People.
Click the drop down menu under the column Grant Contact Type and choose an option.

**For consortiums of ISDs** (for the Implementation Plan only)

If the initiating ISD is the fiscal agent of a consortium of ISDs, search for and add consortium members on this page.

After a search results in the desired consortium member(s), click the check box and save the page to move them to the ‘Consortium Members Assigned’ list. This will generate an invitation to the consortium to the level 5 MEGS+ user of each consortium member checked to be invited.
A level 5 user from each invited consortium member will be required to login to MEGS+ to accept the invitation. The consortium member(s) will select My Applications/Tasks, choose the GSRP Implementation Plan of the fiscal agent and go to View/Edit.

Each consortium member will then select Consortium Member Acceptance Information and indicate a response to the invitation.

To respond to this invitation:

- For each funding source, choose an invitation response in the drop down.
- Click the Notify Fiscal Agent button, and the response will be sent.
- Please Note: If you have chosen to reject after having already accepted and filled out a budget, the budget will need to be deleted before the invitation can be rejected.

For more detailed instructions, select the Show Help button.

To accept the invitation, regardless of the relationship between the ISDs, consortium member(s) must choose **Services Only** and then select Notify Fiscal Agent at the top right of the screen.

Depending on the agreement between the ISDs, the consortium members may or may not have additional information to complete within the application.