

Instructions for Completing the 2018 MiSTEM Advisory Council Grant in MEGS+

General Info

- **IMPORTANT:** A Level 5 MEGS+ User must initiate the application from list of Available Applications and Tasks on their home page. **This must take place prior to accessing the application.** Most districts have two Level 5 users that typically work in the business office or central administration. Contact your business office if you do not know who your Level 5 users are.
- Level 5 users are responsible for granting additional access to applications, so please work with your Level 5 user prior to contacting the State for technical issues.

Attaching the Application File

- Access [this site](#) to find the word document entitled “MiSTEM Grant Application Template”.
- Complete the Application Template and save it for your records.
- In [MEGS+](#), use the Quick Search (upper left-hand corner) to access the 2018 MiSTEM Advisory Council Grant.
- Click the links for and read the **Assurances** and **Important Information**.
- Click “Attachments” from the View/Edit screen and follow the instructions on the page to upload your completed application template.

Completing the Budget

- Click View/Edit to navigate back to the main screen for the 2018 MiSTEM Advisory Grant.
- Access the Budget Page and follow the instructions for budget completion

Finishing Up

- Once the application is uploaded, click the “Global Errors” button and address any issues that might show up.
- Once all errors are resolved, click “Change Status” and submit the application. This step must be done by a Level 5 user.