



Robotics Competition Grant Application Instructions

Office of Systems, Evaluation, and Technology
Michigan Department of Education

Introduction

The purpose of this guide is to assist you in submitting a successful Robotics Competition Grant application. Please review the following important notes before submitting your application.

- All applications must be submitted by **February 9, 2026, at 12 PM.**
- Ensure **all** information is accurate before submitting. An application cannot be reopened for modifications after the due date.
- To manage technical issues, it is recommended that you begin your application before the final 48 hours of the application window so the program office can assist you in a timely manner.
- The program office cannot provide an update to your application's status until awards are announced in Spring 2026.
- Applications that were initiated but remain unsubmitted will not be reviewed.
- An updated application timeline can be found on the [Robotics Competition Grant webpage](#).

Instructions

1. Login to NexSys

On the [MiLogin for Business](#) page, **enter your login credentials.**

Welcome to
MiLogin
for Business

User ID
[Input Field] [Lookup your user ID](#)

Password
[Input Field] [Forgot your password?](#)

I agree to the Terms & Conditions, Privacy Policy and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

Log In

Create an Account

Once logged in, **select NexSys** from the MiLogin Welcome page.

MICHIGAN
Department of Education

Michigan Department of Education (MDE)

Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS) >

NexSys - Next Generation Grant, Application and Cash Management >

If you do not have a NexSys account, follow the [Getting Started in NexSys](#) instructions.

2. Access the application

From your Dashboard, locate the My Opportunities box on the right side of your screen. **Scroll down** until you find the 99h Robotics Competition Program and **click the application's name**.

The screenshot shows the NexSys dashboard interface. At the top, there is a navigation bar with 'Home', 'Administration', and 'Searches' menus. The user is logged in as 'Test CTEAO'. The main content area is titled 'Dashboard' and is divided into two primary sections: 'My Tasks' and 'My Opportunities'.

My Tasks Section: This section includes a 'Filter' dropdown and a table of tasks. The table has columns for Application, Document Number, Organization, Status, and Due Date. One task is visible:

Application	Document Number	Organization	Status	Due Date
CNP: 10 Cents A Meal for Michigan Kids and Farms	10CAMKF-2025-04010-00003	Alpena Public Schools - 04010	Application In Progress	

My Opportunities Section: This section includes a 'Filters' dropdown and a table of opportunities. The table has columns for Name, Provider, Availability, and Description. One opportunity is visible:

Name	Provider	Availability	Description
99h Robotics Competition Program	Office of Systems, Evaluation & Technology		

3. Cover Page

Upon opening the application, you will be brought to the Document Overview page. To begin completing your application, **select Cover Page** from the navigation sidebar on the left side of your screen.

After selecting the Cover Page, **scroll down to Main Contact Person** and complete the section by **selecting your main contact from the drop down**. This section is required.

You may also complete the optional **Secondary Contact Person** section by **selecting** your secondary contact **from the drop down**.

After completing the Contact Information, **click Save** located near the top-right corner of your screen.

RCP-2026-39000-00007

Entity Name Agreement Number

Entity Address

City Zip Code Entity County
KALAMAZOO 490023035 Kalamazoo County

Main Contact Person

Contact Name

Telephone

Email Address

New Note | Print **Save**

4. Assurances and Certifications

Select **Assurances and Certifications** from the navigation sidebar. Review the information on this page and **click Save**.

RCP-2026-39000-00007

Assurances and Certifications

Save the page to proceed

Assurances and Certifications

Insert

New Note | Print **Save**

5. Important Information

Select **Important Information** from the navigation sidebar. Review the information on this page and **click Save**.

RCP-2026-39000-00007

Important Information

New Note | Print **Save**

Save the Page to Proceed

Important Information

Insert

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Review Grant Selection

Team Information

- Entity Type
- Building and Team Information Page
- Building and Team Information Export

State of Michigan Attachments

6. Review Grant Selections

Select **Review Grant Selection** from the navigation sidebar. Click **Apply Now** and select **Save**.

RCP-2026-39000-00007

Review Grant Selections

New Note | Print **Save**

Robotics Competition Program Grant

Do Not Apply **Apply Now**

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Review Grant Selection

Team Information

- Entity Type
- Building and Team Information Page
- Building and Team Information Export


State of Michigan Attachments


The first four forms should now have a checkmark to indicate they have been completed. If there is a form that is missing a checkmark, go back to that form and **click Save**.


Review Grant Selections

Forms

Cover Page 

Assurances and Certifications 

Important Information 

Review Grant Selection 

Team Information

Entity Type 

Building and Team Information Page 

Building and Team Information Export

Budget

Robotics Competition Program Grant

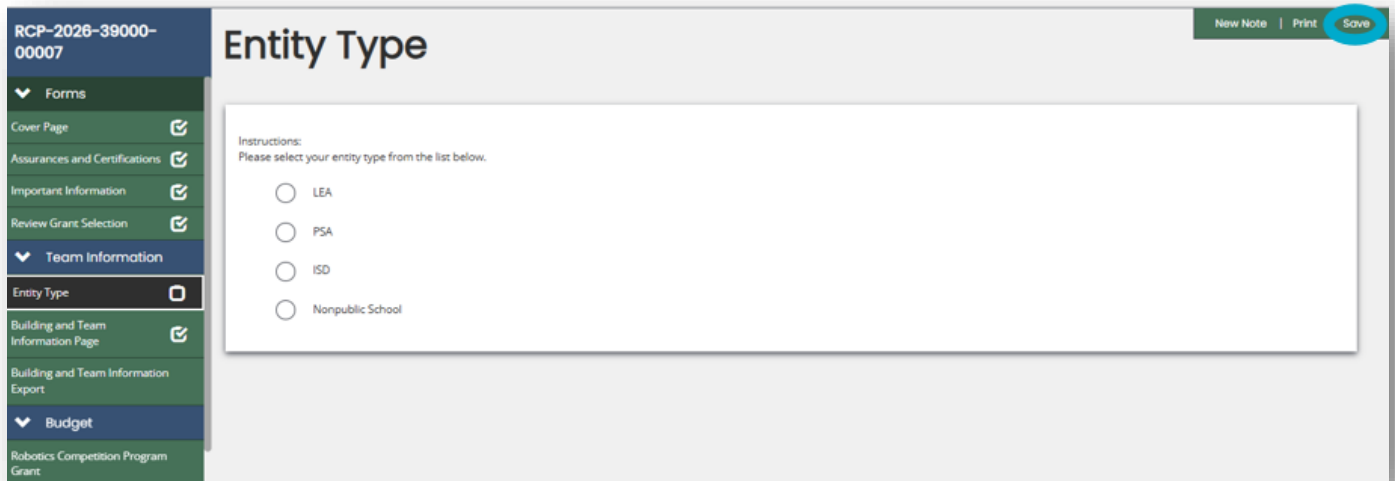
Robotics Competition Program Grant

Do Not Apply

Apply Now

7. Entity Type

Select **Entity Type** from the navigation sidebar. Then indicate from the list the entity type.



The screenshot shows a web application interface for selecting an entity type. On the left is a navigation sidebar with a dark blue header containing the ID 'RCP-2026-39000-00007'. The sidebar lists several menu items: 'Forms' (with a dropdown arrow), 'Cover Page', 'Assurances and Certifications', 'Important Information', 'Review Grant Selection', 'Team Information' (with a dropdown arrow), 'Entity Type' (which is highlighted with a white square), 'Building and Team Information Page', 'Building and Team Information Export', 'Budget' (with a dropdown arrow), and 'Robotics Competition Program Grant'. The main content area is titled 'Entity Type' and contains a white box with the following text: 'Instructions: Please select your entity type from the list below.' Below the instructions are four radio button options: 'LEA', 'PSA', 'ISD', and 'Nonpublic School'. In the top right corner of the application, there are buttons for 'New Note', 'Print', and 'Save'.

If you are an applying nonpublic school, you will need to enter your SIGMA vendor code and SIGMA mail code.

Then **select Save**.

8. Building and Team Information Page

A. Building Information

For every building, it is required to provide the following information:

- Nine-digit Agreement Number/Building Code*
- Whether you are requesting a coaching stipend for this building
- The amount of the requested stipend (\leq \$1,500 per building)
- Agree to provide a local in-kind or cash match of 25% of the total robotics program award
- Agree to provide a local in-kind or cash match of 25% of the total advancement award

*[Review instructions to verify Nine-digit Agreement Number](#)

RCP-2026-13020-00008

Assurances and Certifications

Important Information

Review Grant Selection

Team Information

Entity Type

Building and Team Information Page

Building and Team Information Export

Budget

Robotics Competition Program Grant

State of Michigan

New Note | Print | **Save** | Add | Delete

Attention

Instructions: Welcome to the new Teams by Building page.

- **Enter Building Information:** Start by entering the required information for the building.
- **Add Teams for the Building:** After entering the building details, continue by adding all teams associated with that building.
- **To Add More Teams:** Click the "+" button at the end of the last team row.
 - Enter only the team number in each row.
- **To Remove a Team:** Click the "-" button at the end of the row you wish to delete.
- **Coaching Stipends:** If requesting a coaching stipend, make sure it is entered by building, not by individual team, on the budget pages.
- **Save Frequently:** If you are entering many teams, be sure to click Save often to avoid losing data.
- **To Add Another Building and Team information page:** Click the "ADD" button in the top right corner of the page to enter a new building and its associated teams.

Building Information

Agreement Number/9 digit Building code	Building Name	Are you requesting a coaching stipend for this building?	Coaching Stipend Requested	District agrees to provide at least 25% of the total robotics competition program grant award with local in-kind or cash match	If Program team advances and competes, district agrees to provide local match of at least 25% of total advancement award
123456789		<input type="radio"/> Yes <input type="radio"/> No	\$ <input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Team(s) Information

After saving this page, you will notice your building name will populate on the Building Information table. If your building name is incorrect, you may use the [Educational Entity Master \(EEM\)](#) to verify the accurate agreement number.

B. Team(s) Information

For each team, it is required to provide the following information:

- Team Number
- Robotics Provider
- Robotics Provider Team Type
- The number of students participating on the team
- Whether the team is requesting the maximum support award
- The amount the team is requesting

Important: The most updated resource for verifying a program provider's maximum support award can be found in the Request for Proposal (RFP) on the [Robotics Competition Grant webpage](#).

RCP-2026-13020-00008

Assurances and Certifications

Important Information

Review Grant Selection

Team Information

Entity Type

Building and Team Information Page

Building and Team Information Export

Budget

Robotics Competition Program Grant

State of Michigan Attachments

State of Michigan Attachments

Tools

Landing Page

New Note | Print | **Save** | Add | Delete

Attention

- To Add More Teams: Click the "+" button at the end of the last team row.
 - Enter only the team number in each row.
- To Remove a Team: Click the "-" button at the end of the row you wish to delete.
- Coaching Stipends: If requesting a coaching stipend, make sure it is entered by building, not by individual team, on the budget pages.
- Save Frequently: If you are entering many teams, be sure to click Save often to avoid losing data.
- To Add Another Building and Team information page: Click the "ADD" button in the top right corner of the page to enter a new building and its associated teams.

Building Information

Agreement Number/9 digit Building code	Building Name	Are you requesting a coaching stipend for this building?	Coaching Stipend Requested	District agrees to provide at least 25% of the total robotics competition program grant award with local in-kind or cash match	If Program team advances and competes, district agrees to provide local match of at least 25% of total advancement award
123456789		<input type="radio"/> Yes <input type="radio"/> No	\$	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Team(s) Information

Team Number	Robotics Provider	Robotic Provider Team Type	How many students will be participating on this team?	Maximum Support Amount	Is the team requesting the maximum stipend?	How much is the team requesting?
				\$500	<input type="radio"/> Yes <input type="radio"/> No	\$
Total Support Request						\$0.00
Coaching Stipend Requested						\$0.00
Total Building Request						\$0.00

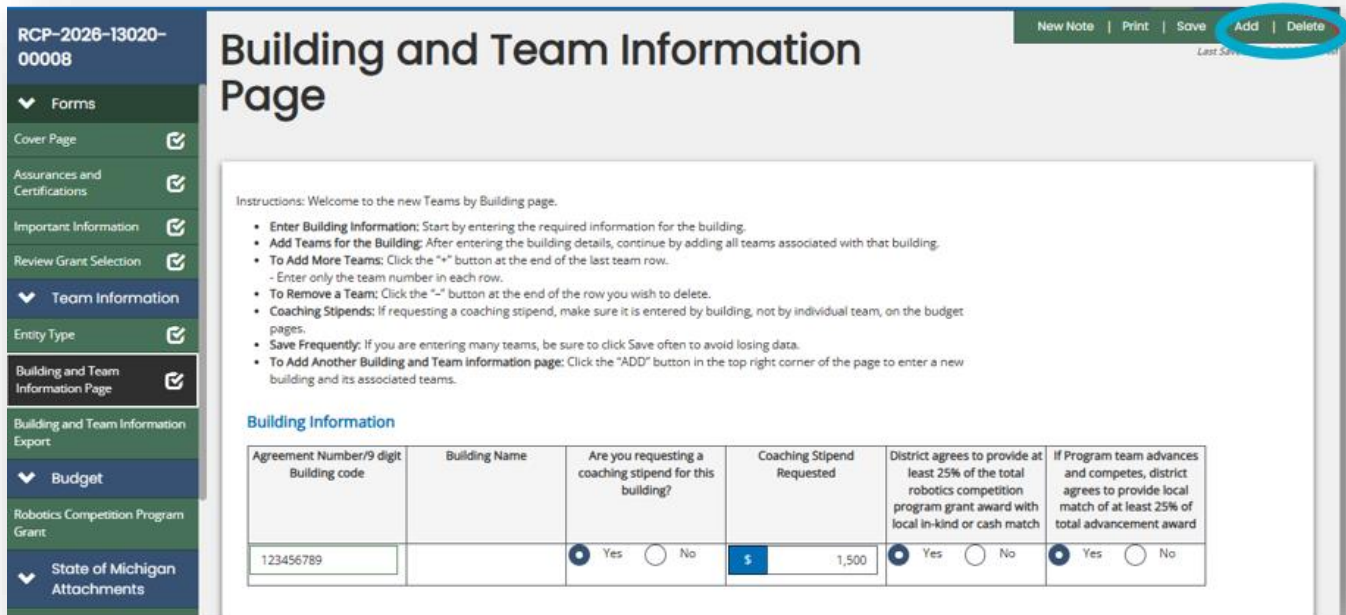
In this section, you may add multiple teams per one building. To add an additional team, click the + on the right side of the Team(s) Information table.

Team(s) Information

Team Number	Robotics Provider	Robotic Provider Team Type	How many students will be participating on this team?	Maximum Support Amount	Is the team requesting the maximum stipend?	How much is the team requesting?
123			5	\$500	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ 500.00
Total Support Request						\$500.00
Coaching Stipend Requested						\$0.00
Total Building Request						\$500.00

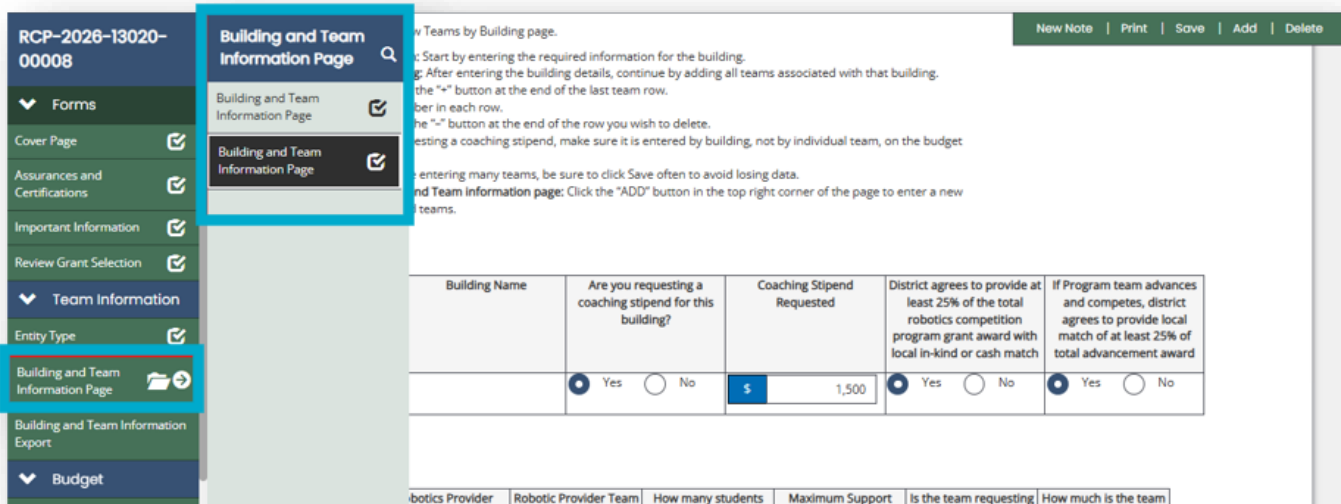
Select Save

If needed, you may add or remove additional buildings to your application. To add a building, select Add on the top-right corner of your screen. To remove a building, select Delete.



For each building added, repeat the same process for Team(s) Information as above and **Select Save**.

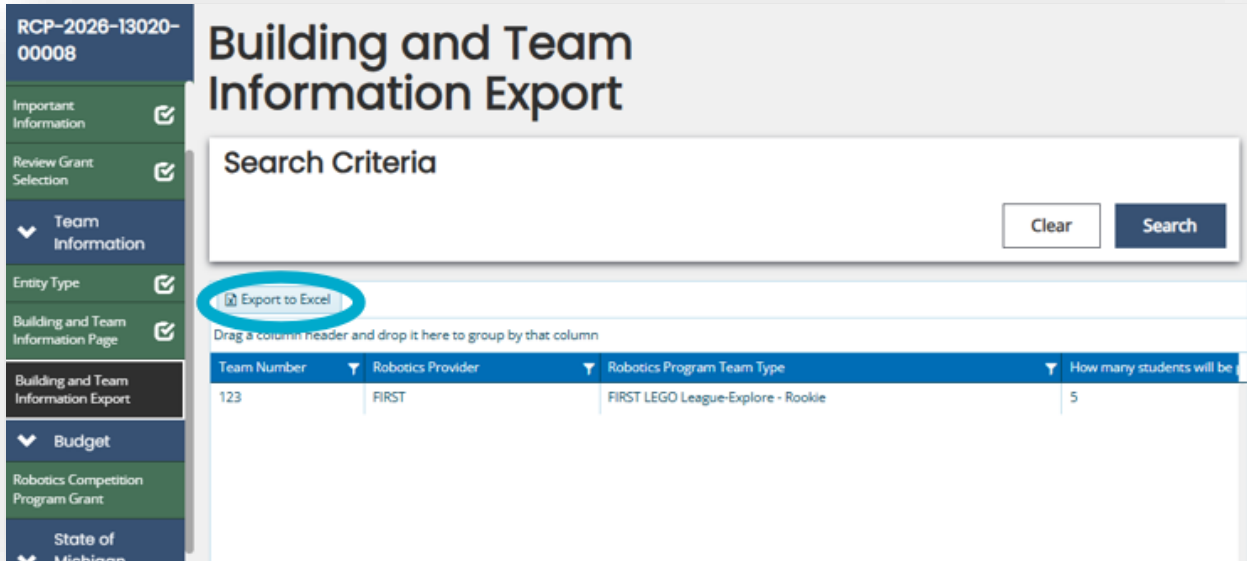
For multiple buildings, you can access all saved building pages from the navigation sidebar by selecting Building and Team Information.



9. Building and Team Information Export

For your records, it is recommended that you download and save the NexSys generated report that details the information provided in the Building and Team Information section.

To do so, **select Export to Excel.**

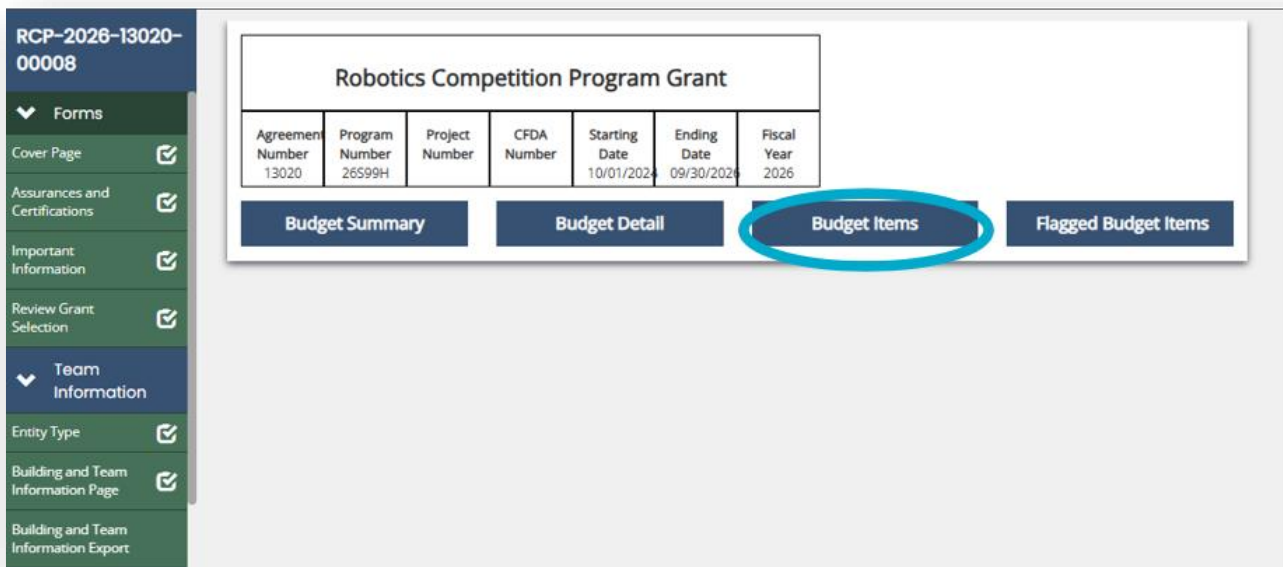


The screenshot shows the 'Building and Team Information Export' page. On the left is a navigation sidebar with items like 'Important Information', 'Review Grant Selection', 'Team Information', 'Entity Type', 'Building and Team Information Page', 'Building and Team Information Export', 'Budget', 'Robotics Competition Program Grant', and 'State of Michigan'. The main content area has a title 'Building and Team Information Export' and a 'Search Criteria' box with 'Clear' and 'Search' buttons. Below the search box is a table with columns: 'Team Number', 'Robotics Provider', 'Robotics Program Team Type', and 'How many students will be'. A row is visible with values: 123, FIRST, FIRST LEGO League-Explore - Rookie, and 5. A button labeled 'Export to Excel' is circled in blue.

10. Budget – Robotics Competition Grant Program

A. Budget Items

After selecting the Robotics Competition Program Grant page under Budget, **select Budget Items.**



The screenshot shows the 'Robotics Competition Program Grant' page. On the left is a navigation sidebar with items like 'Forms', 'Cover Page', 'Assurances and Certifications', 'Important Information', 'Review Grant Selection', 'Team Information', 'Entity Type', 'Building and Team Information Page', and 'Building and Team Information Export'. The main content area has a title 'Robotics Competition Program Grant' and a table with columns: 'Agreement Number', 'Program Number', 'Project Number', 'CFDA Number', 'Starting Date', 'Ending Date', and 'Fiscal Year'. A row is visible with values: 13020, 26599H, (blank), (blank), 10/01/2024, 09/30/2025, and 2026. Below the table are four buttons: 'Budget Summary', 'Budget Detail', 'Budget Items', and 'Flagged Budget Items'. The 'Budget Items' button is circled in blue.

Scroll down and select **Add Budget Item**

Budget Items

[Add Budget Item](#)

▼ Results

Edit	Function Code	Description	Entity	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total	Flag

When adding a budget item, the following fields are required:

- Function Code/Title
- Use of Funds
- Description

If Stipend is selected for Use of Funds, the following is required:

- Salaries and Benefits, and/or Purchased Services
- If Salaries and Benefits are completed, FTE or Hours are required

In the description box, note the building name the stipend refers to.

Add/Edit Budget Item

Function Code/Title
111: Elementary

Use of Funds
Stipend

Description
Coaching stipend for Elementary School

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.

Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other 7000, 8000
\$	\$	\$	\$	\$
FTE	Hours			

Flag
Comment

Close Save Save And Close Save And Add

If Support Award is selected for Use of Funds, at least one of the following is required:

- Purchased Services, Supplies & Materials, or Other

In the description box, note the team number and building name the support award refers to.

Add/Edit Budget Item

Function Code/Title
111: Elementary

Use of Funds
Support Award

Description
Support award for Team 123 at Elementary School

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.

Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other 7000, 8000
\$	\$	\$	\$	\$

FTE

Hours

Flag

Comment

Close Save Save And Close Save And Add

Select **Save and Close** to close the window or **Save and Add** to add another budget item.

B. Budget Summary

Select **Budget Summary**.

Scroll to the bottom of the page and complete the following required information:

- Name of Business Office Representative
- Business Office Representative's Phone Number
- Business Office Representative's Email
- Name of Project Contact Person
- Project Contact Person's Phone Number
- Project Contact Person's Email

Battle Creek Public Schools - 13020 Save

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
110 - Basic Programs	\$1,500	\$0	\$500	\$0	\$0	\$0	\$2,000
SUBTOTAL	\$1,500	\$0	\$500	\$0	\$0	\$0	\$2,000
TOTAL	\$1,500	\$0	\$500	\$0	\$0	\$0	\$2,000

* Business Office Representative * Phone * Email

* Project Contact Person * Phone * Email

Select **Save** at the top-right corner of the Contact Information box.

C. Budget Detail

To export your budget entries, select Budget Detail and then select the button at the top-right corner of the Results box.

Budget Detail

Grant Member: Use of Funds: Version:

Results ⌵

Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
110 - Basic Programs										
111: Elementary	Support award for Team 123 at Elementary School		0.00 / 0.00	\$0	\$0	\$500	\$0	\$0	\$0	\$500
111: Elementary	Coaching stipend for Elementary School		1.00 / 0.00	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
110 - Basic Programs	Sub-Total			\$1,500	\$0	\$500	\$0	\$0	\$0	\$2,000
	Grand Total			\$1,500	\$0	\$500	\$0	\$0	\$0	\$2,000

11. Submit Application

Prior to submitting your application, be sure to review that all items within your application are accurate and complete.

To submit, locate **Status Options** from the navigation sidebar and **select Submit Application**. Completing the notes section in the new window is not required. **Select OK**.

What is my building's agreement number?

To find your building's agreement number, you may use the [Educational Entity Master \(EEM\)](#). Follow the steps below to search for your agreement number using EEM:

1. Open [Educational Entity Master \(EEM\)](#).
2. Locate the webpage's sidebar on the left side of your screen.
3. Under **Search**, select **Quick**. This will take you to the **Entity Quick Search** screen.
4. In the search field labeled **Entity Name Contains**, enter the name of your school building.
5. Click **Search**.
6. From the list, identify your school and **click on your school's name**.
7. Locate the field called **Agreement Number** and **copy the nine-digit number**.
8. Return to the 99h application's **Building and Team Information** page and **paste the nine-digit agreement number** into the corresponding field.

[Return to the Building and Team Information page instructions.](#)

Additional Resources

It is recommended that applicants review all resources provided under the **Important Links** section on the [Robotics Competition Grant webpage](#) prior to submitting their application.

Contact Information

For questions related to the Robotics Competition Grant Application, contact MDE-EdTech@Michigan.gov.