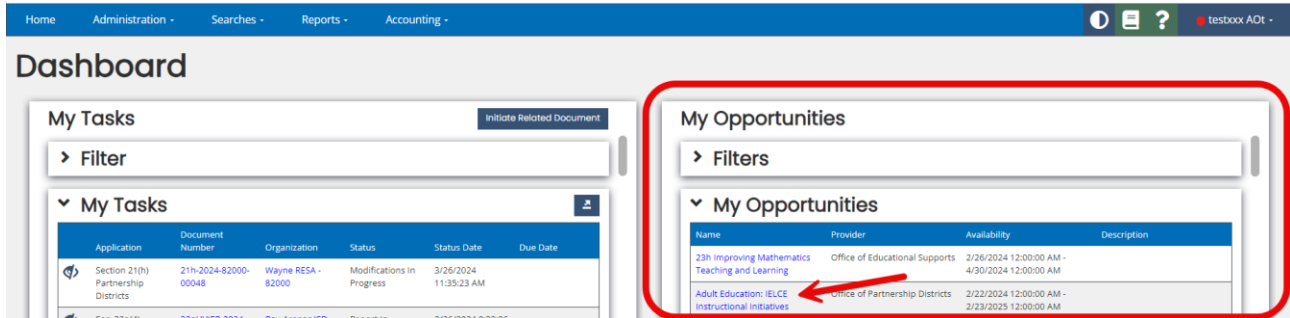




# Initiate, Update, Search for Grant Application

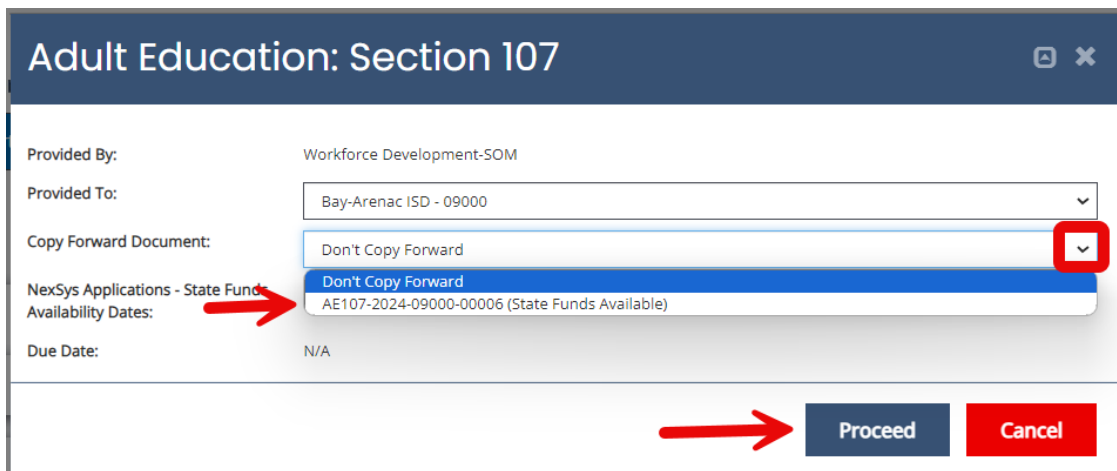
## Initiate a Grant Application:

- Once a grant application (or report) is made available by the managing Program Office at the State, it will **only** appear on the Dashboard of the entity Authorized Official/Level 5 within their My Opportunities panel
- Click on the title of the grant application under the Name column (see **red** arrow in screenshot below)



The managing Program Office may allow data from the *previous* Fiscal Year grant application to copy or pull forward into the current Fiscal Year grant application

- From the dropdown, the entity Authorized Official can choose to:
  - Copy the data forward by selecting the option with the document number of the grant application (see **red** arrow on screenshot below)
    - NOTE: there may be more than one option in the dropdown, review and click the selection you want populated into the current grant application
  - Or select "Don't Copy Forward" to have a blank grant application
- Once done, click on the Proceed button to initiate the grant application





# Initiate, Update, Search for Grant Application

- If the copy forward option is **not** available, click on the Proceed button to initiate the grant application


## Adult Education: IELCE Instructional Initiatives

Provided By: Office of Partnership Districts

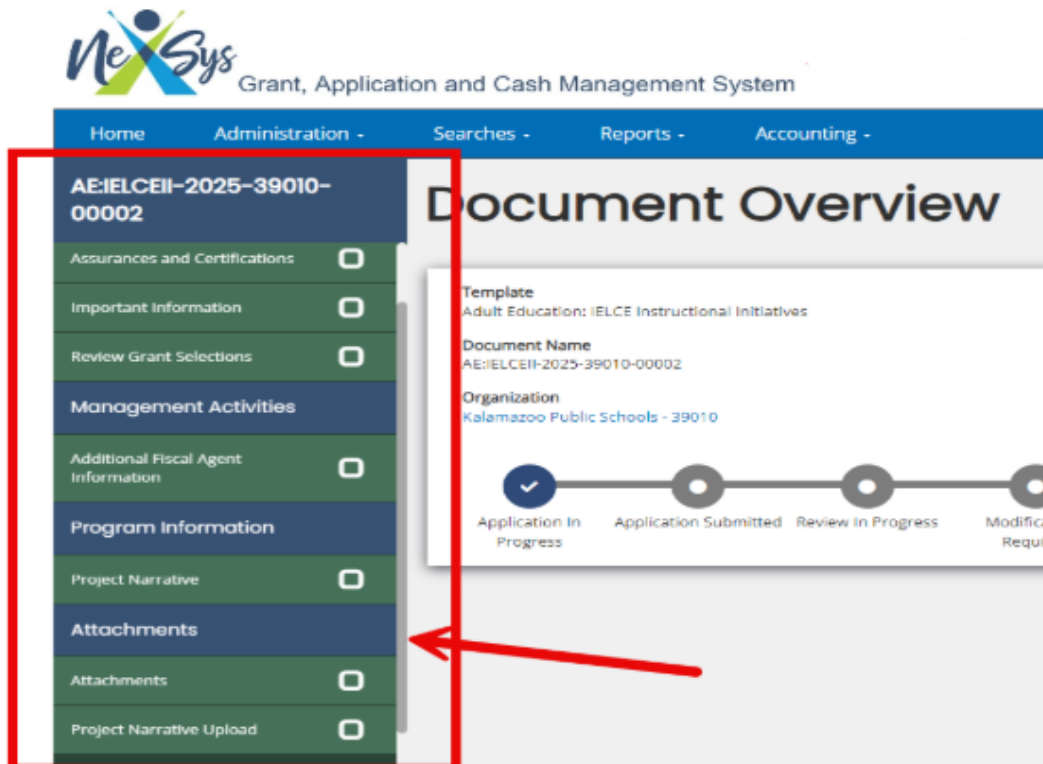
Provided To:

NexSys Applications Availability Dates: 2/22/2024 12:00:00 AM - 2/23/2025 12:00:00 AM

Due Date: N/A

 [Proceed](#) [Cancel](#)

- The system will refresh and display the Document Overview page
  - Each grant application has a different set-up (or page links) based on the data the Program Office needs/required to collect
- All grant applications have a side navigation panel (on the left of the screen) to move around within the application (see screenshot below)



The screenshot displays the NexSys Grant, Application and Cash Management System interface. The left sidebar navigation panel is highlighted with a red box and contains the following items: AE:IELCEII-2025-39010-00002, Assurances and Certifications, Important Information, Review Grant Selections, Management Activities, Additional Fiscal Agent Information, Program Information, Project Narrative, Attachments, Attachments, and Project Narrative Upload. The main content area shows the Document Overview page with a progress bar indicating the current status: Application In Progress, Application Submitted, Review In Progress, and Modification Required.

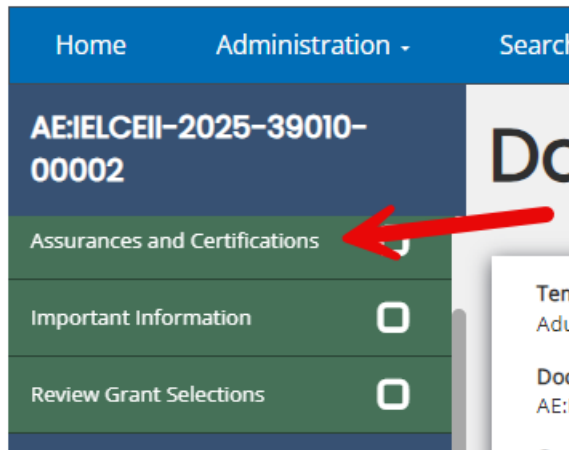


## Initiate, Update, Search for Grant Application

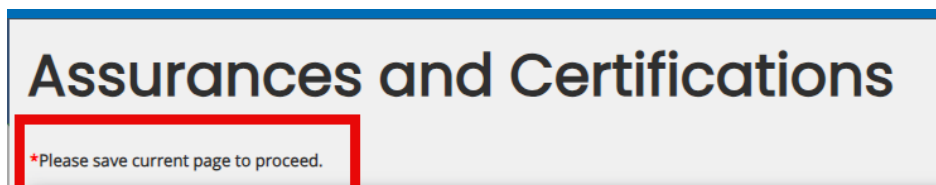
- NOTE: Do **not** use the back arrow on the web browser, rather use the links provided on the side navigation panel or the buttons provided on the page (see screenshot below)



- Only assigned users will be allowed to complete/navigate within the grant application, the entity Authorized Official can assign lower security level users to the grant application once the application has been initiated, see Add Entity Users to Grant Application Instructions for a step-by-step guide
- Click on a page link



- Review the instructions section, located below the page title, and complete the page as directed (see screenshot below)

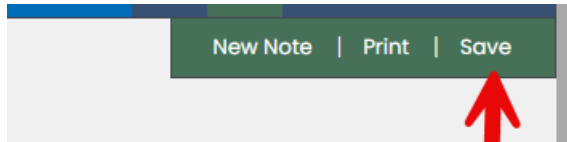


- NOTE: Instructions to complete the application may also be located under the Important Information link



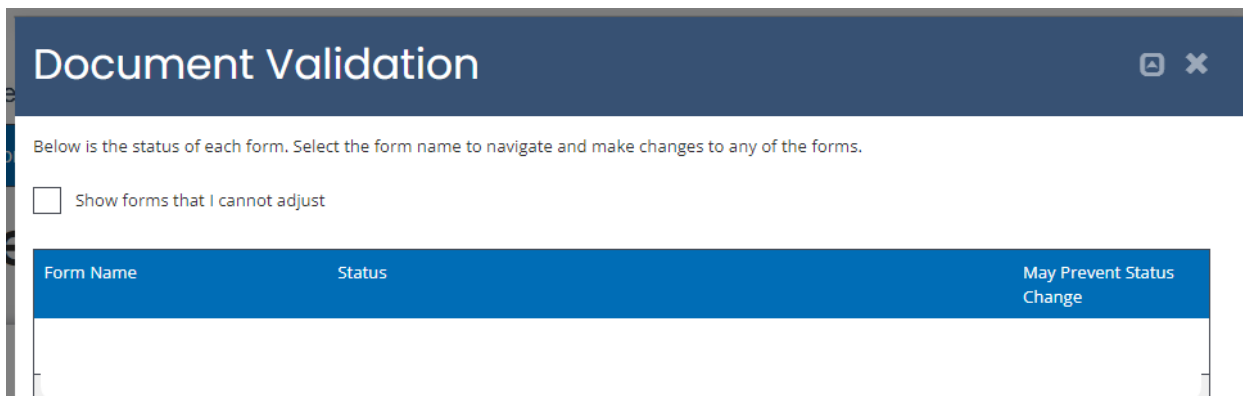
## Initiate, Update, Search for Grant Application

- Click the Save button once the page has been completed and before selecting the next page from the side navigation bar

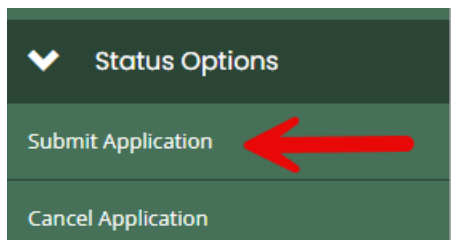


### Helpful Tips:

- Review Grant Selection page link – once completed and saved, it will generate the Budget pages
- Document Validation page link – will provide a list of page links that need to be completed before submission
- Submit Application page link – Only the entity Authorized Official can submit a grant application or report
- Modifications Submitted page link – Only the entity Authorized Official can submit a grant application or report



- Only the entity Authorized Official can submit the grant application for review by the State Program Office Coordinator
- Click on the "Submit" page link under the Status Options sub-section of the side navigation bar

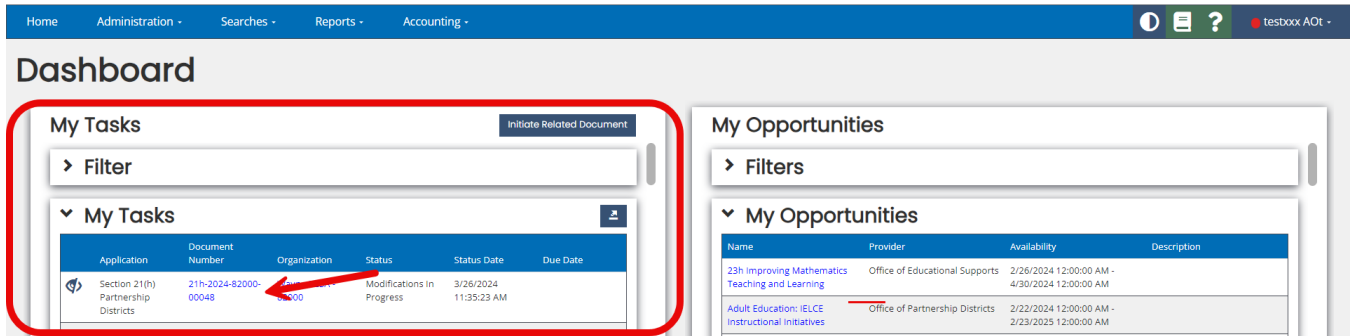




# Initiate, Update, Search for Grant Application

## Update a Grant Application:

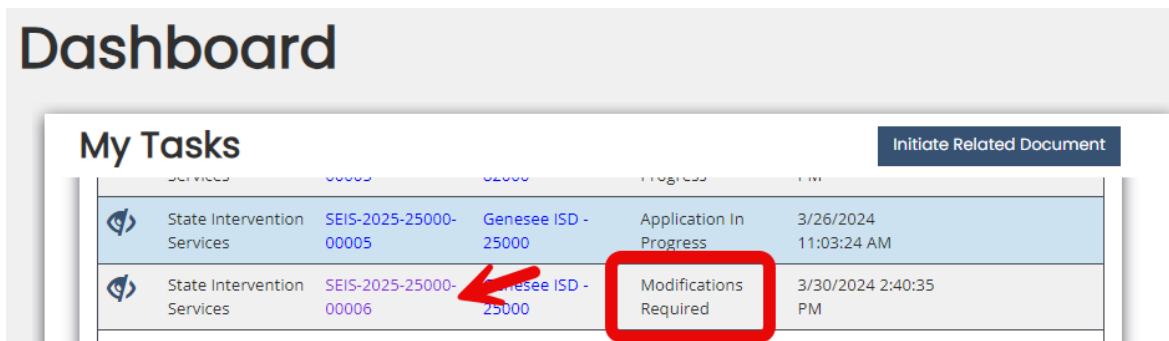
- Once a grant application is initiated - but not submitted - it will appear on the My Tasks panel of all assigned users
- Click on the title of the grant application under the Name column (see **red** arrow in screenshot below)



- The assigned users can continue completing the grant application preparing it for the entity Authorized Official to submit it to the State for Program Coordinator review

Some grant applications may need modifications after the Program Office Coordinator has reviewed it, in which case they will return it to the entity for update

- The entity Authorized Officials and assigned Application Administrators (Level 4) will receive an automated email message indicating modifications are needed
- The grant application will appear on the My Tasks panel
- Click on the title of the grant application under the Name column (see **red** arrow in screenshot below)

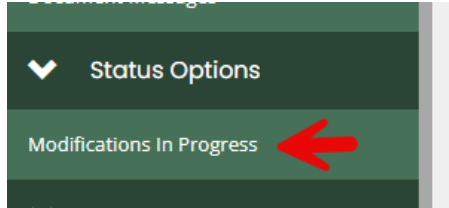


BEFORE changes can be made either the entity Authorized Official or the Application Administrator will need to open the grant application for edits:

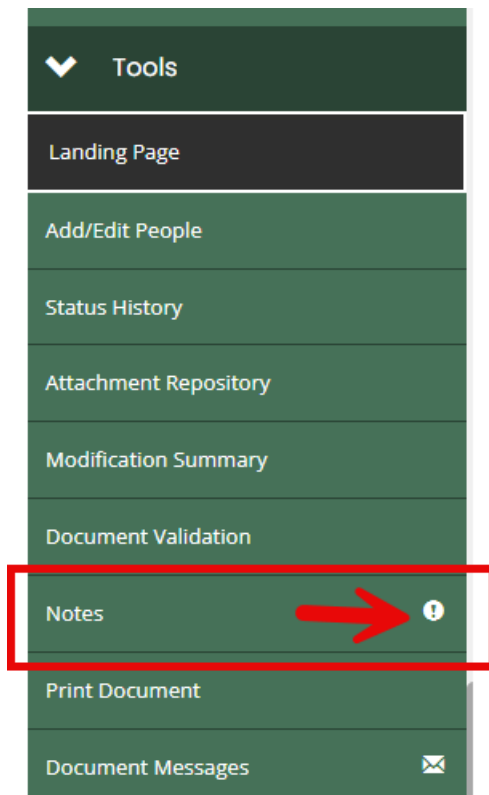


## Initiate, Update, Search for Grant Application

- Click on the “In Progress” page link under the Status Options sub-section of the side navigation bar



- After the status of the grant application has been changed, feedback can be received via the Notes link or the Requested Modifications panel
- If the Program Office Coordinator uses the **Notes** functionality, an exclamation mark (!) will appear on the side navigation bar, under the Tools sub-section, next to the Notes link
- Click on the Notes page link to review the Program Office Coordinator comments





# Initiate, Update, Search for Grant Application

- To respond to the feedback, type in the white space of the textbox (see screenshot below)
- Click on the paper airplane icon to save your response
  - NOTE: all comments within the grant application are a permanent record within the grant application once the icon is clicked and grant application is submitted

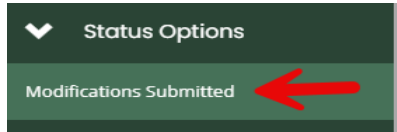
- If the Program Office Coordinator uses the **Requested Modification** functionality, a Requested Modifications panel will appear under the Document Overview page (see screenshot below)

Location	Notes	Last Modified
<input type="checkbox"/> Budget Item	Please proportion costs for participating private schools under function code 371. See detailed notes under each budget item for modifications.	
<input type="checkbox"/> Capital Outlay	For binders and supplies, please delete from capital outlay page and insert as a budget item. Proportion supplies for participating private schools under function code 371.	
<input type="checkbox"/> Title IV Equitable Services	In the budget items, please budget the \$500 for participating private schools under function code 371.	

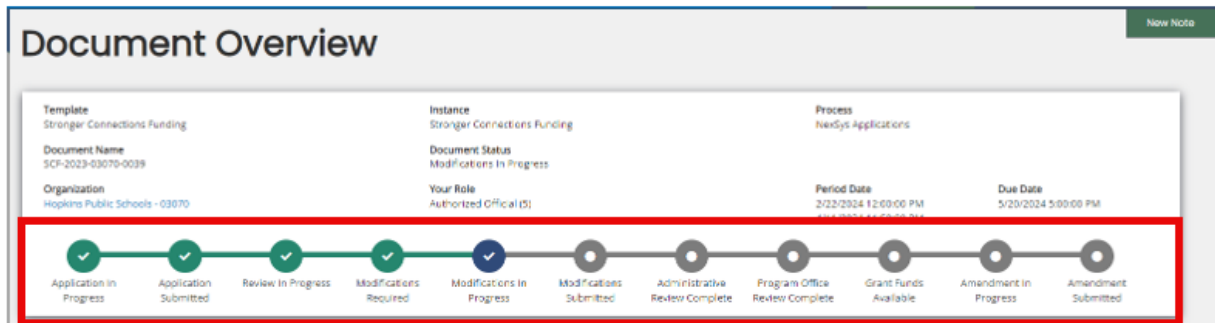


# Initiate, Update, Search for Grant Application

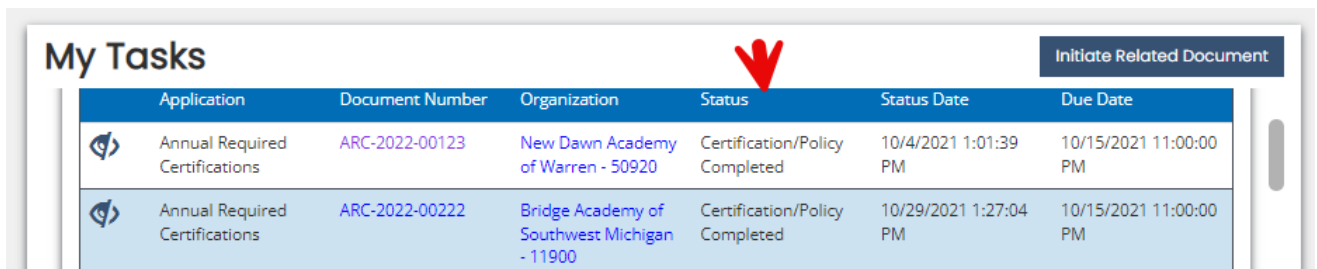
- Once all requested updates to the grant application have been completed, the entity Authorized Official can re-submit the grant application to the Program Office for re-review
- Click the "Submit" link under the Status Options sub-section of the side navigation bar



- The status of the grant application can be viewed either by the timeline within the Document Overview (see screenshot below)



- Or by the Status column (see below screenshot)



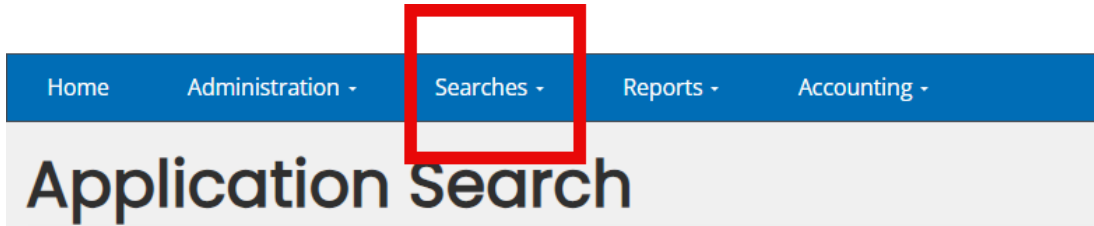




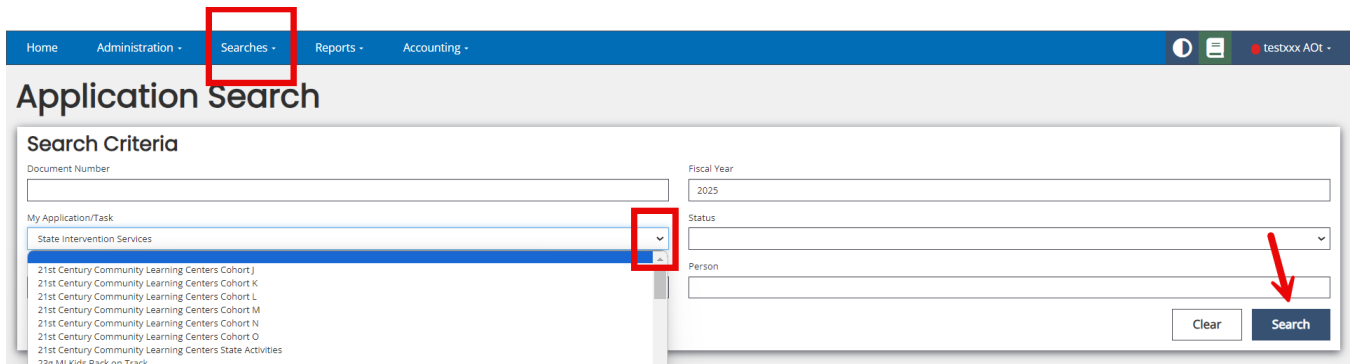
# Initiate, Update, Search for Grant Application

## Search for a Grant Application:

- Any *initiated* grant application can be located by an assigned user – regardless of the status of the grant application – by using the Searches tab



- Once the screen refreshes, narrow your search by completing some of the filters on the screen such as:
  - Using the My Application/Task dropdown
  - Type in the Fiscal Year
  - Click the Search button, once selections have been made
    - NOTE: it is not recommended to complete every available textbox



- The Results of the search can be exported by clicking on the Export to Excel button
- Click on the link under the Document Number column to select and review the desired grant application

