

Grantium

Application Instructions

for

FY17

BEST / Act230 Funding

(2016-2017 academic years)

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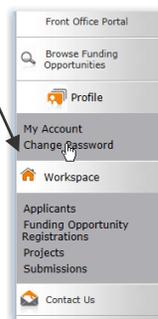
Logging into Grantium and Changing Your Password

Step 1: [Front Office](#) - this is the portal for grant applicants where they fill in the application, view awards and submit quarterly financial reports.

Step 2: Log in with the Username and Password provided to you. If you need a login, please note the information below that is also shown on the login page. You may click on the email address link to send an email to support.

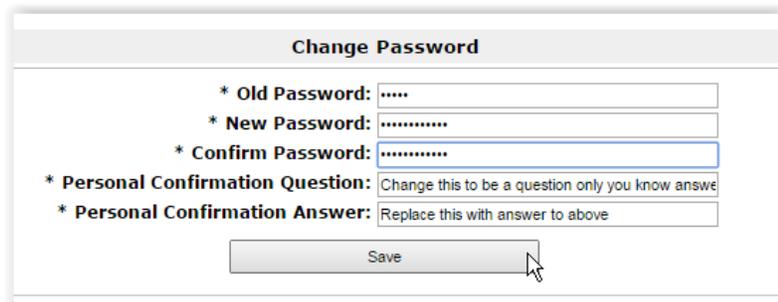
Agency of Education (AOE) applicants should login with the username provided to them to access the AOE's Funding Opportunities. To receive a login, please contact the AOE IT HelpDesk at 802-479-1044 or email AOE.G3Help@vermont.gov. Please provide the name(s) of your applicant(s) when you make this request for a login.

Step 3: Once logged in, click on the **Change Password** link in the left section of the window.



Step 4: Follow the instructions given on the screen. Some helpful hints to remember

- Your username will stay the same. Usernames are not case sensitive.
- Passwords **are** case sensitive.
- Passwords must be between 3 to 10 characters in length. A mix of alphanumeric and special characters is recommended
- Setup a Personal Confirmation Question and Answer that you can use to have your password sent to you if you forget it. **Word your question and answer to be something that only you will know and remember!** Click Save when done.



Change Password

* Old Password:

* New Password:

* Confirm Password:

* Personal Confirmation Question:

* Personal Confirmation Answer:

Forgot Your Password?

Your login will be locked after 3 unsuccessful login attempts. Before you reach this point, please use the below steps to reset your password.

Step 1: Click on the Forgot your password? link on the login page



A screenshot of a login form with the following elements: a 'Username:' label above a text input field, a 'Password:' label above another text input field, a 'Login' button, and a 'Forgot your password?' link below the button. An arrow points from the 'Forgot your password?' link to the right.

Step 2: Enter your User Name or Email Address and click on Send Password Reset Link button.



A screenshot of a 'Forgot Password' page. At the top is a header 'Forgot Password'. Below it is the text 'Password Reminder'. A message reads: 'Enter your User Name or Email Address and the Password Reset Links will be sent to the email specified when you created your profile.' Below this is a text input field labeled '* User Name or Email Address:'. At the bottom are two buttons: 'Send Password Reset Link' and 'Cancel'. An arrow points from the 'Send Password Reset Link' button to the right.

Step 3: You will receive an email with a link. Click on, or copy/paste, the link into a browser window and follow instructions on the form.

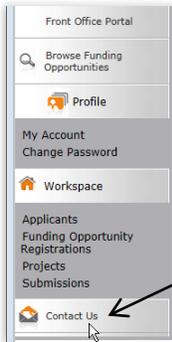
Note: Grantium will lock your user account after 3 bad password entries. If you need your login to be unlocked or password reset, please contact AOE IT Help Desk at 802-479-1044 or AOE.G3Help@vermont.gov

There is a link to click on Front Office page for quickly sending an email to reset your login.

How to Get Support Using Grantium

Please take note of all instructions on all pages. Before or after your login there is a link to a five minute Jing tutorial that goes over the basics of submitting your grant application. There are also links to the Grantium Applicant User Guide and FAQ documents. If additional support is needed, please follow the instructions below.

Before or after you log into Grantium, you can get support by clicking on the Contact Us link on the bottom left side of the page.



This will bring up a popup window similar to the below with current information and links. You can click on the links in blue for additional information or to send an email to the appropriate contact based on your question or issue. Click on the X on the top right corner to close this window.

Enterprise Grant Management System (EGMS) Contact Page

Please see "[Frequently Asked Questions](#)" to get information on common questions and answers. **Users who work on multiple LEAs (applicants) should take special note of item #2 in this document.**

Agency of Education (AOE) applicants should connect with their program or business office contact for program or finance specific questions. Please refer to the tables below. If you have any Grantium error, or non-program or non-finance specific Grantium question, please contact the AOE IT HelpDesk at 802-479-1044 or email AOE.G3Help@vermont.gov.

All other applicants should use the contact information provided for the individual funding opportunity of interest.

Agency of Education Main Program Contacts for Grantium

Program	Name	Phone	Email
Consolidated Federal Programs Neglected or Delinquent	Ed Haggett	802-479-1217	Ed.Haggett@vermont.gov
IDEA	Cassandra Morton	802-479-1128	Cassandra.Morton@vermont.gov
	Erica Foley-Swinson	802-479-1123	Erica.Foley-Swinson@vermont.gov
	Jeremy Parker	802-479-1118	Jeremy.Parker@vermont.gov
Perkins Basic Tech Ed Equipment	Jane Murtagh	802-479-1323	Jane.Murtagh@vermont.gov
Tobacco	Please connect with your Peer Mentor before the AOE contact listed below.		
21st Century BEST /Act230 Tobacco	Sabine Baldwin	802-479-1393	Sabine.Baldwin@vermont.gov

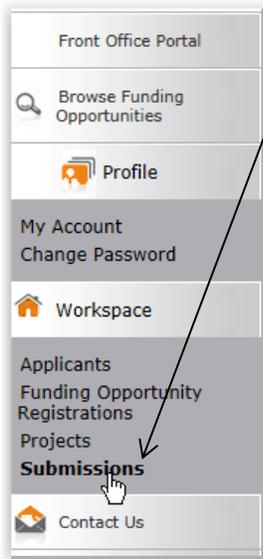
Agency of Education Business Office Contacts for Grantium

Program	Name	Phone	Email
Consolidated Federal Programs Neglected or Delinquent Tobacco	John Leu	802-479-1772	John.Leu@vermont.gov
21st Century Act230 BEST IDEA	Julie Robinson	802-479-1773	Julie.Robinson@vermont.gov
Perkins Basic Tech Ed Equipment	Mark Lang	802-479-1774	Mark.Lang@vermont.gov

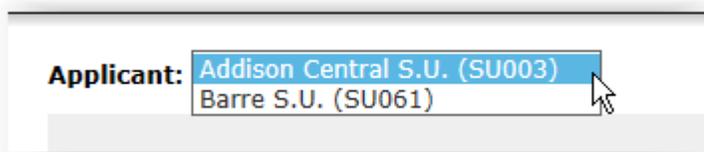
Locating and Opening Your BEST / Act230 Application in Grantium

Once you have successfully logged in you need to locate and open your Grant Application. You can work on your Grant Application during many login sessions. It does not need to be completed on one login. To locate and open your Grant Application, follow the below steps.

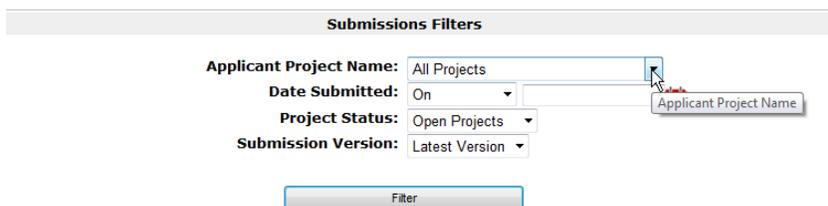
Step 1: Click on **Submissions** link on the left.



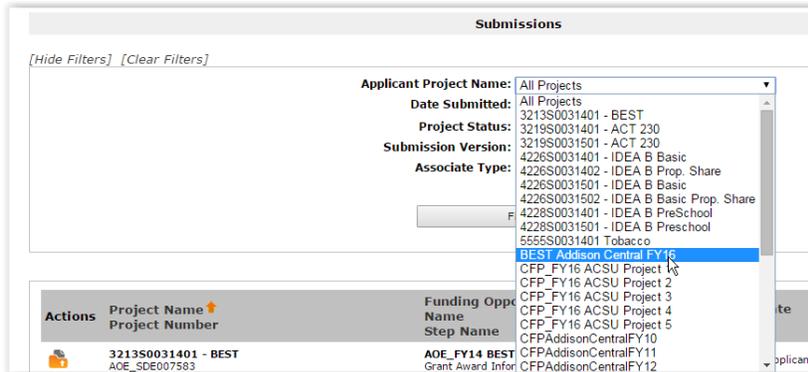
Your Applicant name shows up on the top left above the Submission list. **If you are associated with multiple applicants, this is a drop down for you to select.** Your selection changes the submissions you see.



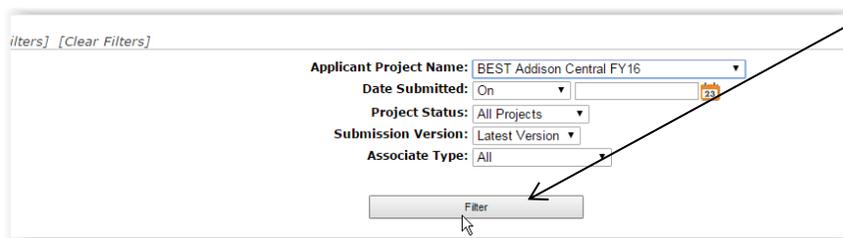
Step 2: Since other grants are in Grantium for the selected applicant, you need to Filter the Submissions list on the right to find the BEST FY17 grant that you want to work on. Once you have setup this Filter, it will be in place every time you login, and you can jump to Step 5 below to open the application. To setup the filter, first click on the dropdown next to Applicant Project Name:



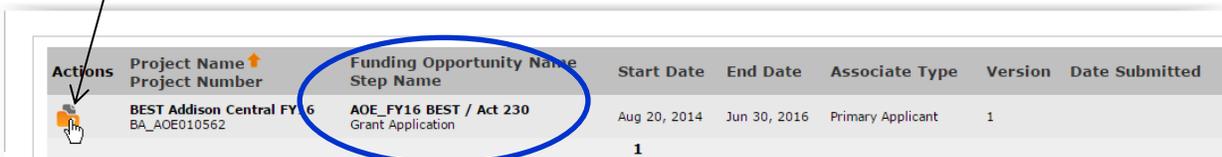
Step 3: Scroll through the list and locate the BEST project that reflects your applicant name in the middle and FY17 at the end. Below is example of project name for Addison Central. Look for similar project naming for your applicant.



Step 4: Click on the Project Name for the BEST grant and then click on **Filter** button.



Step 5: Your Submission list now contains submissions for just the filtered project. Click on the orange folder icon to left of project in the Step Name = [Grant Application](#) to open the application.



Note: As time passes and your project moves into review and award steps, your project will show up under other step names as well. Take special care that you click on the orange folder on the Grant Application step name row to open the Grant Application submission.

Working on your BEST / Act230 Application in Grantium

Now that you have located and opened your application, you may work on it. You can work on your Grant Application during many login sessions. Follow the below instructions to work on your application. If you enter **and save** any of the required information during a login, you can bypass that information the next time you login and work on another piece of your application.

The Start Here Page OR Double Checking You Opened the Correct Submission

The information on the Start Here page that opens should be checked to make sure you have opened the correct project submission. You should see the information below on the left.



The screenshot shows a vertical sidebar menu with the following items from top to bottom:

- User profile: VickiWells
- Banner: AOE_FY16 BEST / Act 230
- Applicant Information:
 - Applicant Name: Addison Central S.U.
 - Applicant Number: SU003
 - Project Name: BEST Addison Central FY16
 - Project Number: BA_AOE010703
- Step Name: AOE Grant Application
- Instructions:
 - BEST Act 230 Instructions FY16
 - Innovation Grant Instructions FY16
- Start Here (bolded):
 - Contact Information
 - Application Overview
 - Assurances
 - Program Narrative
 - Program Activities and Budget
 - Area Summary
 - Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

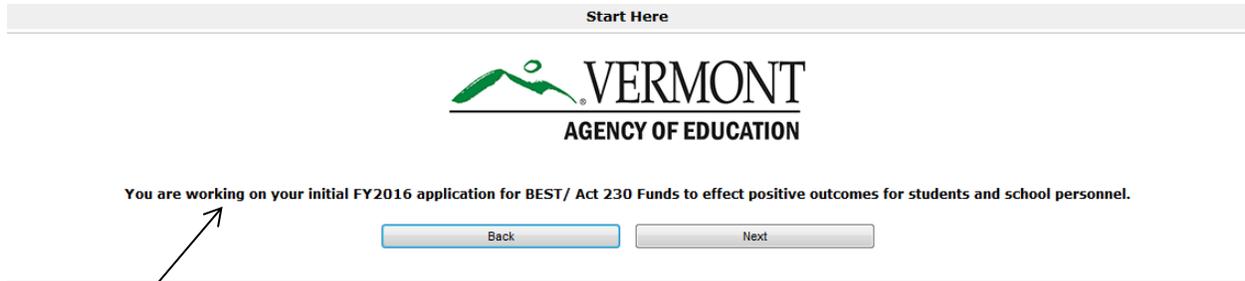
Annotations with arrows pointing to the corresponding items in the sidebar:

- "This banner shows the name of your funding opportunity." points to the AOE_FY16 BEST / Act 230 banner.
- "This section shows your Applicant Name and Number, and your Project Name and Number." points to the Applicant Information section.
- "This banner reflects the Step Name. Make sure it says AOE Grant Application." points to the AOE Grant Application banner.
- "In this section there are 2 links for program specific instructions. Click on these links to download the instructions for your reference when entering data in your application." points to the BEST Act 230 Instructions FY16 and Innovation Grant Instructions FY16 links.
- "This next section shows the pages of the application where you need to review, enter and save data. More on each of these follow. The page that you are on is shown in **bold**." points to the Start Here section.
- "The Export to PDF link will bring you to a page that will allow you to export the entire, or selected pages of, the application to a PDF file. If you need to print your application, Export to PDF, save file when prompted and print the PDF." points to the Export to PDF link.
- "The Back to Submissions List link will bring you back to your Submissions list. **This should be clicked to exit the open**" points to the Back to Submissions List link.

Note: The Submission Summary link will bring you to a 'checklist' that will let you know the application pages you still need to complete.

This last section has links common to ALL grant applications in Grantium.

You should also see the information below on the Start Here page.

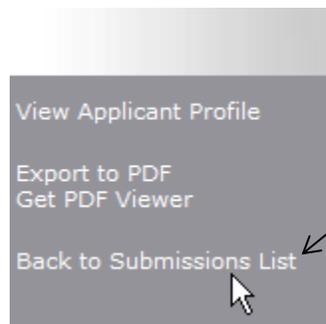


This message will change as the application is revised and/or amended.

If you see the message below on the Start Here or any of the pages, you have opened a Grant Application project you have already submitted for review. This is allowed, but you will only have read access to the application. You will need to contact AOE if you want application re-opened so you can make changes.

This e.Form has been submitted

NOTE: If you have not opened the correct project submission, click on Back to Submissions List link on the bottom left and try [Locating and Opening Your BEST / Act230 Application in Grantium](#) again.



Basic Navigation

Clicking on the  next to a field will pop-up additional Help on that field.

You can navigate between the pages of your application using the links on the left side OR the navigation buttons at the bottom of each page. Using the left side links allows you to go to any page at any time, while the buttons will move you one page at a time in the appropriate direction. You will only see buttons for Check Spelling, Save & Back and Save & Next if that page has data that you enter. If page is only for reviewing information you will only have the Back and Next buttons.



You do not have to complete Page 1 before doing Page 2. You can enter any of the data on any of the pages at any time. Grantium flags required information on all pages with an asterisk. If any required information has not been entered and saved you will see the red warning below at the bottom of the page below the navigation buttons. Enter, and save, what you can and come back later when you have more required data.

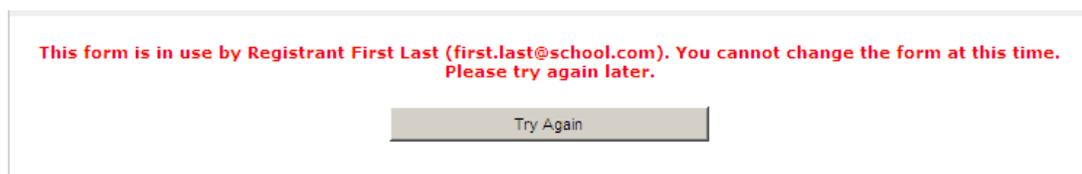
Note: This formlet contains mandatory fields for which no value has been saved.

WARNING: Remember to click on one of the Save buttons at bottom of page if you have added or changed any data on that page. Entering data on a page and clicking on the left side navigation link will **not** Save the data you entered or changed.

WARNING: When you are done with viewing or entering (**and saving**) data for this login session, you must click on Back to Submissions List link on the bottom left to close the submission cleanly.



If you do not exit a submission via this link, it will stay locked in read-only mode for an hour before you can open it again to enter data. You will see the warning below at top of every page if this happens - even if it is in use by you! Please be patient and try again later.



Page 1: Contact Information

The Contact Information page is where you review information we have for the Applicant and enter information for the BEST / Act 230 Coordinator. First review the top of this page that contains the below read-only fields.

Contact Information	
Applicant:	Addison Rutland S.U.
Primary Contact / Authorized Representative This is the person who signs award, financial reports and payment requests.	
* First Name:	Ronald
* Last Name:	Ryan
Mailing Address:	
* Line 1:	49 Main Street
Line 2:	
* City / Town:	Fair Haven
* State / Province:	Vermont
* ZIP / Postal Code:	05743
* Phone Number:	802-265-4905
Extension:	
Fax:	802-265-2158
* Email Address:	rryan@arsu.org1
Primary Fiscal Agent Contact This is the person who signs financial reports and payment requests.	
* First Name:	Laura
* Last Name:	Jakubowski
* Phone Number:	(802) 265-4905
Extension:	
Fax:	
* Email Address:	ljakubowski@arsu.org1
Note: If the above Primary Contact / Authorized Representative and/or Primary Fiscal Contact information needs to be corrected, please contact: AOE IT HelpDesk 802-479-1044 AOE.G3Help@state.vt.us	

Follow the instructions on the page if you **know** that any of the data that you cannot change is incorrect. If you do not know, do not worry. This information is reviewed by all who use Grantium and the more who see it the more likely we will get timely corrections from folks 'in the know'.

Below is a screenshot of the fields at the bottom of this page where you enter information about the BEST / Act230 Coordinator.

APPLICANT'S PROGRAM CONTACT / COORDINATOR

Title: -- select --

* First Name:

* Last Name:

* Preferred Mailing Address:

* Phone Number:

Extension:

Fax:

* Email Address:

Secondary Phone Number(nights/weekends): ?

* The above contact information has been reviewed and is correct: 

There is also a required checkbox to check that you have reviewed the information.

When next year's Grant Application is in Grantium these fields will automatically be populated with the latest information we have from this year. It will only need to be changed if incorrect.

Make sure you scroll to the bottom and use the navigation buttons to save any data entered!

Page 2: Contact Information: Additional Contacts

The Contact Information page has an area on the bottom for you to enter any additional contact information. This information is entered in a list. Lists in Grantium are a very common way for entering data when there could be more than one row with the same *requested* information. You will need to enter any Team contacts in this list. The instructions below are above this list.

Enter any additional contact information in below list per specific program instructions.

To add a new contact, click on the Add icon on left side top of the list below.
To edit a contact, click on the View icon to the left of the row.
To delete a contact, click on the Delete icon to the left of the row.

[Show Filters] [Clear Filters]

View	Title	First Name	Last Name	Email Address	Phone Number	Extension	Note
This list contains no items							

Begin by clicking on the + sign to bring up the page below. Enter all required fields with * and click on one of the Save navigation buttons at the bottom.

Additional Contact Details

Title:

* First Name:

* Last Name:

* Email Address:

* Phone Number:

Extension:

Note:

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Below is what list will look like when you select Save & Back to list with above example data.

View	Title	First Name	Last Name	Email Address	Phone Number	Extension	Note
 	Nurse	Susie	Sickly	susie@lea.net	(802) 828-5555	---	---

1

Up to 20 rows can be added to each 'page' in a Grantium list. The number in orange under this list reflects the active page number of the list. Grantium supports unlimited pages in a list.

Enter as many additional contacts as needed to reflect the Team. Additional Contacts are not required, but if you do enter any, the asterisk fields are required. You can Edit or Delete items from the list following instructions above the list.

Page 3: Application Overview

The Application Overview page is a read-only page to get a quick look at the funds you have requested. Below shows the information before any budget request is entered.

Application Overview			
This page summarizes the FY2016 anticipated award based on amounts requested.			
Source	BEST	Act230	Total
Anticipated Award	\$0.00	\$0.00	\$0.00
Other Anticipated Funds (matching, etc)	\$0.00	\$0.00	\$0.00
<input type="button" value="Back"/>		<input type="button" value="Next"/>	

If you have entered a budget request for \$2000 against the BEST funding source in below [Page 6: Program Activities and Budget](#) this page will report the below showing the current budget request.

Application Overview			
This page summarizes the FY2016 anticipated award based on amounts requested.			
Source	BEST	Act230	Total
Anticipated Award	\$2,000.00	\$0.00	\$2,000.00
Other Anticipated Funds (matching, etc)	\$0.00	\$0.00	\$0.00
<input type="button" value="Back"/>		<input type="button" value="Next"/>	

Page 4: Assurances

The Assurances page will display the assurances that you must agree to in order to receive funds.

Assurances

**Please certify that Addison Central S.U. subscribes to the assurances stated in the document located at link:
http://bgs.vermont.gov/sites/bgs/files/pdfs/purchasing/Multi-Use_ATTACHMENT_C_Contracts_Grants_UGrev.pdf
Please copy/paste this link into a another browser's address line to review the assurances.**

All applicants of approved grants will be required to agree to Standard State Provisions ("Attachment C")(accessible via the link provided above)including but not limited to compliance with the Vermont Fair Employment Practices Act and the Americans with Disabilities Act.

*** YES, we agree to all the assurances:** 

Save & BackSaveSave & Next

BackNext

Check Spelling

Click on YES and any of the Save buttons to complete this page.

Program Narrative Detail

Program Narrative Section/Question:

2. In what ways will the supervisory union/district support the school's implementation of these evidence-based practices?

*** Program Narrative Response:**

Page 6: Program Activities and Budget

The Program Activities and Budget page is where you enter your program activities and requested budget. There are scrollable instructions on the top and a grid tracking your requested budget.



Program Activities and Budget

This application **MUST** be submitted on or before October 15, 2015.

If applying for the BEST Act 230 Grant, the complete BEST Act 230 Instructions FY16 are found on the left. Please download by clicking on link and reference these directions.

If applying for the Innovation Grant, the complete Innovation Grant Instructions FY16 are found on the left. Please download by clicking on link and reference these directions.

Enter the following in the activities entered in list below:

1. Source: Keep the default setting of BEST in this field. Agency of Education reviewers will assign the source on review based on the appropriate funding source.
2. Area: Select the appropriate value depending on grant for this budget activity. Please see instructions on left for more details.
3. Amount requested: List the total amount of funding you are requesting.

Source	BEST	Act230	Total
Program Activities Budget	\$2,000.00	\$0.00	\$2,000.00
Other Funds	\$1,000.00	\$0.00	\$1,000.00

To add a new activity, click on the Add icon on left side top of the list below.
 To edit an activity, click on the View icon to the left of the row.
 To delete an activity, click on the Delete icon to the left of the row.

[Show Filters] [Clear Filters]

Delete	View	State	#	Req	Source	Category	Work Plan	Area	Strategy	Method	Site	FTE	Request	Pending	Description	Other Amt	Other Desc	Done	Last Edit	A #
✖	🔍		2	N/A	BEST	---	---	PBIS Implementation Coaching (for BEST Act 230 only)	---	---	---	---	2,000.00	2,000.00	coaching for new educators	1,000.00	inkind	-	07/23/2015	-

1

Your program activity and budget request is entered in the list on the bottom. Instructions on how to Add, Edit and Delete a row in this list are above the list. When the page below shows, enter all the required data and remember to click on one of the save buttons to save your data.

When done with budget entry check that you have entered the appropriate Other Funds percentages. This can be done in one of the budge lines and is not required in all.

Program Activities and Budget Detail

When you are adding a new row, the Edit this Activity field defaults to Yes and data can be entered and saved. **You need to set this field to Yes to edit an existing row!**

Set above to Yes to get write access to this page.

Edit this Activity? Yes ?
 * State Added ?
 Activity Number
 Preloaded Required Activity No
 * Source BEST
 * Area -- select --
 * Amount Requested -- select --
 * Des PBIS Summer Institute 2016 (for BEST Act 230 only)
 PBiS Trainings (for BEST Act 230 only)
 PBiS Implementation Coaching (for BEST Act 230 only)
 PBiS Supporting Activities (for BEST Act 230 only)
 Professional Learning Activity (for Innovation Grant only)
 Other - Include specific activity in the *Description field (for both)

Other Funds Amount
 Other Funds Description (matching, etc.)
 Last Edit 07/23/2015
 Amendment Number

Save Save & Add Another
 Save & Back to List Back to List
 Check Spelling

This State field defaults to Added.

If you want to 'keep the row' for a future budget request, change to 'Deleted' and it will not be included in your budget amount requested. This allows you to still have the information in case you ever want to change Status to Restored or Added when you want to make request official.

Set status to 'Changed' to alert an AOE reviewer that you changed the row based on their review comments.

Note: This formlet contains mandatory fields for which no value has been saved.

Fill in all the required information per instructions and click on one of the Save buttons at the bottom.

The read-only fields on this page are there to help you and reviewers know when a row has been changed.

There is an Area summary page that is associated with your BEST Program Activities and Budget entry. This page is read only and will summarize your entry by the Areas you selected during budget line entry. You can export this data by clicking on the orange up arrow at the top of list.

←

Program Activities - Area Summary

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Delete	View	Area	Total Requested	Percent of Total																						
		BEST Summer Institute 2016 (for BEST Act 230 only)	\$0.00	0.00%																						
		PBiS Trainings (for BEST Act 230 only)	\$0.00	0.00%																						
		PBiS Implementation Coaching (for BEST Act 230 only)	\$2,000.00	9.09%																						
		PBiS Supporting Activities (for BEST Act 230 only)	\$0.00	0.00%																						
		Professional Learning Activity (for Innovation Grant only)	\$20,000.00	90.91%																						
		Other - Include specific activity in the *Description field (for both)	\$0.00	0.00%																						

1

Back Next

Page 7: Submission Summary

The Submission Summary page is your application checklist. It tracks when you have completed all the required entry. The screenshot below reflects that there is still entry to do on the noted pages.

You can navigate quickly to that page by clicking on the link and entering, **and saving**, all required fields.

Submission Summary

Page	Last Updated	Mandatory
Start Here	No Input Required	No
Contact Information	Please Complete	Yes
Assurances	Please Complete	Yes
Program Narrative	Please Complete	Yes
Program Activities and Budget	Please Complete	Yes

Notes:

- Program Narrative list contains 2 incomplete items. [1 2]
- Program Activities and Budget list contains 1 incomplete item.

The Notes section on this page will contain various messages depending on the action that needs to be done. If you requested more than your allocation you will see a message reflecting that here. The above messages show that there is an incomplete item on the Program Activities and Budget List and two incomplete items on the Program Narrative page. Clicking on a message will bring you to the item to complete. Don't forget to set the Edit this Activity field to Yes to edit an item on the Program Activities and Budget page to complete it (see [Page 6: Program Activities and Budget](#)).

The Submit button is grayed out, not active, when there is still work to do. When you have completed entering all required data, the Submit button will be active. Please see [Submitting Your Best/Act230 Application in Grantium](#).

Submission Summary

Page	Last Updated	Mandatory
Start Here	No Input Required	No
Contact Information	Please Complete	Yes
Assurances	Please Complete	Yes
Program Activities and Budget	Please Complete	Yes
Application Attachments	Please Complete	Yes

Notes:

- Program Activities and Budget list must include at least 1 item(s).

Submitting Your BEST / Act 230 Application in Grantium

As described in [Page 7: Submission Summary](#), the Submit button will be active when all required data are entered. Screen shot below is how this page will look when all required data are entered.

Page	Last Updated	Mandatory
Start Here	No Input Required	No
✓ Contact Information	09/03/2014	Yes
✓ Assurances	09/03/2014	Yes
✓ Program Narrative	09/03/2014	Yes
✓ Program Activities and Budget	09/03/2014	Yes

Back Next

Export to PDF

Get PDF Viewer

Submit

BUT - This does not mean that you completed your application though as you are not required to request all funds – you just need to request something. Maybe you are still determining the additional Program Activities and Budget information you want to enter.

Do not click on the Submit button until you know you have no more Program Activities and Budget information to enter and are really done with your application and want it to be reviewed and signed by the Superintendent or Authorized Representative.

As soon as you click on the Submit button, your application becomes read-only when you open it. You will need to contact AOE if you want application re-opened so you can make changes.

When submitted the application will move into a step for the Superintendent or Authorized Representative to enter their approval and electronic signature (e.Sign). Grantium will send an email right away and reminders every 3 days to the e.Signer, and you, until the application has been e.Signed.

After e.Signed the application moves into the AOE review steps. If needed, AOE will re-open the application for you to make any required changes for approval. An award will be created in Grantium when the application has been reviewed and approved by all who need to do this.

Below is how your project will look in your Submission list when it has completed its signing, review and award process in Grantium. You may open the project in the Approved Award step to view and export to pdf the signed award if you need it. If you want to amend your Approved Award, please contact AOE.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	BEST-Act230 FY16 for Demo BA_AOE007737	AOE_FY16 BEST / Act 230 Grant Application	Aug 21, 2014	Jun 30, 2016	Primary Applicant	1	Sep 3, 2014 10:43:27 AM
	BEST-Act230 FY16 for Demo BA_AOE007737	AOE_FY16 BEST / Act 230 Approved Award	Aug 21, 2014	Jun 30, 2016	Primary Applicant	1	Sep 3, 2014 12:16:39 PM
	BEST-Act230 FY16 for Demo BA_AOE007737	AOE_FY16 BEST / Act 230 Grant Award e.Sign	Aug 21, 2014	Jun 30, 2016	Primary Applicant	1	Sep 3, 2014 12:14:36 PM
	BEST-Act230 FY16 for Demo BA_AOE007737	AOE_FY16 BEST / Act 230 Grant Application e.Sign	Aug 21, 2014	Jun 30, 2016	Primary Applicant	1	Sep 3, 2014 11:03:40 AM
1							

Additional Information

Grantium Terminology

The implementation of the Grantium grants system introduces some terminology that may be new to you. The chart below lists many of the words/phrases that you will see when using Grantium.

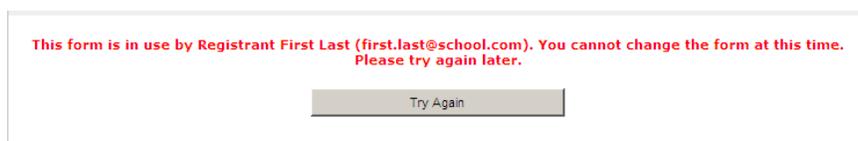
Term	Definition
Applicant	An organization that intends to utilize the Grantium system for grant applications through grant payments. This is the grantee.
Registrant	An agent acting on behalf of the organization who has the authority to view or enter data and submit a project for funding through Grantium. If you are reading this, you are most likely a Registrant in Grantium.
Authorized Representative	This is the registrant who can e.Sign applications, awards and/or the quarterly financial reports. If another registrant enters the PIN for e.Sign, it will fail.
Front Office	This is the production portal Registrants log into to enter information into the Grantium grants management system. Please bookmark this link: https://grants.vermont.gov/vermont/frontOffice.jsf
Funding Opportunity	A potential source of grant funds an applicant can apply for.
Project	The project name follows the grant application through the application, review, award, amendment and quarterly financial report processes.
Workflow	The process a project goes through for the funding opportunity.
Step Name	The project is associated with a Step Name depending on where it is in the funding opportunity workflow.
e.Form	When you enter data into a project you are entering it into a Grantium e.Form, or form. You will see this term used on Grantium messages and when you scroll over

Term	Definition
	icons.
Formlet	A form can be comprised of more than one page. Each page is a formlet. Formlets are listed on the left side navigation.
Submissions	A list of projects – OR – the action of clicking Submit to move project to the next step in the funding opportunity workflow.
Submission Version	When a project is submitted at a step, it creates a ‘version’ of the project’s history at that step. If step is re-opened for a revision, or for an amendment, a new version is created. Grantium will give you access to all versions of a project.
Grantium Program Officer	<p>The AOE program contact responsible for the funding opportunity. This person creates your projects, manages the review and award process, and re-opens applications for Applicant to do revisions and/or amendments.</p> <p>For your IDEA grant, please connect with your assigned program contact as noted in information displayed when you click on Contact Us.</p>
Grantium Support Team	If you have any Grantium error, or non-program specific Grantium question, please contact AOE IT HelpDesk at 802-479-1044 or email AOE.G3Help@vermont.gov .

Grantium Form Locking

Grantium uses a form locking feature that ensures only one person at a time can change the data in the application. This prevents folks from overwriting each other's data.

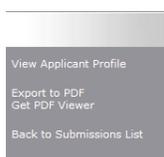
The first registrant to open the submission will have locked read/write access to the submission and can do all activity. If someone else were to open the same submission, they would see a message like the one shown below at the top of all pages indicating who has the form locked. They will also have read access only to the submission.



If you have read access only, you can click on Try Again. If the first person connected has exited the submission the message will disappear, and you will now have full read/write access. If the person is still active in the submission, you will see the form refreshed with the latest data saved and the message will still be displayed.

With this feature enabled it is important to have good habits when exiting a submission you have locked. Please exit all submissions with the below steps:

1. Save your changes
2. Click on Back to Submissions List at the bottom left panel of your Grantium session.



3. The submission is now available for someone else to open and change. You may now open another submission or  Logout

Grantium Notifications

Grantium will send out email notifications to share information or when actions are required by you. At this time, Grantium sends ALL Applicant notifications to ALL Registrants for that Applicant. Grantium is developing an enhancement that will allow us to specify which registrants get notifications for specific funding opportunities. Until we have that feature to control who receives which notifications, you will receive notifications for projects that do not concern you if your applicant has multiple funding opportunities in Grantium.

You will get the notifications with the following subject lines from Grantium, in this order, to monitor the process

- 1) Grant Application e-Signature Needed
- 2) Grant Application signed by the Authorized Representative
- 3) Grant Application Re-opened (*sent only if revisions are needed*)
- 4) Grant Award Requires e.Sign
- 5) Approved Grant Award Available

The subject line and message body also contains the project name. This will help you identify which notifications you should address. Some notifications are setup to repeat until the required action is completed.

HELPFUL HINT: We suggest it may be best to configure your email system to filter these notifications so the ones you care about are highlighted for you and others are moved to a location you can ignore. Please work with your email system's technology support team. Things for them to consider in setting up your email filters include:

1. The notification will be sent from EGMS-Admin@state.vt.us or EGMS-Admin@vermont.gov.
2. The notifications you care about for the BEST grant will contain the phrase 'BEST' in the subject line. Do **not** use the FY in the phrase as you will only need to change filter in future years.
3. You will not need to concern yourself with notifications that contain the phrase "Business Office" in the subject line unless you will be doing the Quarterly Financial Reports in Grantium for BEST.

Setting Up Your Computer

- Grantium works on both PC and Macintosh operating systems.
- Grantium is primarily tested on the following platforms:
 - Internet Explorer 8.0 (Compatibility View turned off) on Windows 7
 - Firefox 12 on Windows 7
 - Chrome 10.0.648 on Windows 7

Additional testing includes the following platforms:

- Firefox 12 on Macintosh OS X 10.6
- Safari 5.1 on Macintosh OSX 10.6

Grantium is also known to work on the following browser versions:

- Internet Explorer 9
- Firefox 5 through 15
- Chrome 10 through 19

- The only other software needed is [Adobe Acrobat Reader](#).
- There may be a bit of scrolling (both left to right and up and down) needed to enter or view data. To minimize the amount of scrolling needed either use a larger monitor and/or set your screen size to a higher resolution.
- The program times out after 60 minutes of non-use, at that time, you will need to reenter your user name and password. This may cause a form locking issue if you had a submission open. See [Grantium Form Locking](#)
- Grantium sends email notifications when events happen on your grants that require your attention. Emails will be sent from the EGMS-Admin@state.vt.us or EGMS-Admin@vermont.gov accounts. Please make sure you have your spam filter and firewall configured to allow you to receive emails from these accounts. Please see [Grantium Notifications](#) for additional information.