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The process of submitting a grant application in the new VT AOE Grants Management System is similar to what it was in Grantium, but with a few key differences. This document describes who does which steps, and how those steps are done.

Throughout this document the phrase *authorized representative* refers to the person (usually a single one) who can enter into legally binding agreements on behalf of an applicant; for most educational grants, this is a superintendent.

Consistency Check

In most cases, someone other than the authorized representative will be completing the bulk of the grant application, including contacts, narrative questions, budgeting, etc. If you have permissions to create and edit a grant application, typically you can do every part of it except:

- Agreeing to assurances
- Submitting the application to AOE

These steps will be done by the authorized representative *after* you have completed everything else.

Once you feel the grant application is finalized and ready to send on to your authorized representative, go to the Submit tab and click (just once!) the Consistency Check button:



This will direct the GMS to do a thorough sweep to make sure everything is complete and passes all validation tests. It may take up to a minute. If any errors are indicated, you will need to go to the indicated pages and correct them, then come back and try again.

Once the consistency check is completed, you will see on the top of every page a message, in red, that indicates that the application is locked. It is not a problem that the application is locked; this is normal! This indicates that the grant application has now moved out of your hands, and is ready for the authorized representative. It's locked so you can't make more changes while the authorized representative is reviewing it. Your authorized representative should get an email at this point directing them to complete the application.

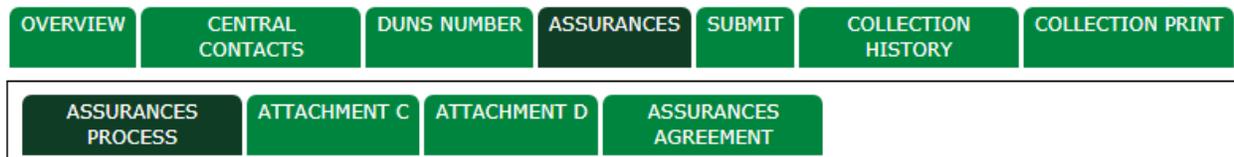
If you realize at this point that you need to change something, your authorized representative is the only one who can unlock it, by going to the Submit tab and clicking Disapprove. (There is an Unlock Application button, but it does not do anything in this configuration.)

Agree to Assurances

Once the Consistency Check is completed, the authorized representative can now access the grant application to agree to assurances and submit it to the Agency of Education.

Since there are a set of assurances common to all grants, we include them within a form called Central Data, along with other things common to all grants, like vendor numbers and contact information. This form should be completed once, at the beginning of the grant year. Because all grants depend on these assurances, completing and submitting Central Data to the AOE is a prerequisite for all grant applications. The process is the same as for any grant application, including all the steps described here.

In addition to these common assurances, virtually all grants have their own grant-specific assurances. Once the Consistency Check is done, the authorized representative can click on Assurances on the tab strip to see a second tab strip, as shown below. How many pages are on this second tab strip varies from one grant to another; some may include a page of instructions, or multiple pages of assurances. All will have at least one page of assurances, and an Assurances Agreement or Assurances Summary page. Pictured are the tabs in Central Data:



Each page that includes assurances (in this case, the Attachment C and Attachment D pages) will have a checkbox at the top to check to agree to those assurances:

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

There will be a Save Page button at the bottom (only for authorized representatives!) which must be clicked to save the agreement.

Once all the assurances pages have been agreed to, the final tab (Assurances Agreement or Assurances Summary) will show the dates of agreement. For grant applications, the Central Data assurances will also be on this list and show the date its assurances were completed (and if they weren't yet, the process cannot complete until they are).

Assurances

The authorized representative of the applicant certifies that he or she has read, understood, and will comply with all of the provisions listed on pages Attachment C, Attachment D, and (Future Assurances), which directly precede this page.

- Attachment C
- Attachment D

The assurances were fully agreed to on this date:

LEGAL ENTITY AGREES

Clicking the button labeled Legal Entity Agrees will finalize the agreement to assurances. At this point, you will see a date indicating when the assurances were fully agreed to:

Assurances

The authorized representative of the applicant certifies that he or she has read, understood, and will comply with all of the provisions listed on pages Attachment C, Attachment D, and (Future Assurances), which directly precede this page.

- Attachment C
- Attachment D

The assurances were fully agreed to on this date:

Submit to AOE

Once there is a date listed, Central Data is ready to be submitted to AOE. The authorized representative can now click on the Submit tab:



On this tab there may be a Disapprove button which allows the authorized representative to unlock the application and return it to the grant manager or other staff to revise. (If so, they'll have to repeat the consistency check process when revisions are done, to resubmit it to the authorized representative.)

If the authorized representative is satisfied with the grant, they can click the Submit to AOE button:

Frank Perricone ran the consistency check process which locked the application on 6/19/2018 at 3:51 PM.



Assurances 6/19/2018
Consistency Check was run on: 6/19/2018
Applicant Data Entry
Applicant Administrator
AOE Review



At this point the grant is legally submitted to AOE for review.