



ONLINE GRANT MANAGEMENT SYSTEM (OGMS)

USER MANUAL FOR ORGANIZATIONS

Washington State Board for Community and Technical Colleges

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Purpose

The [Online Grant Management System \(OGMS\)](#) is a web-based application that allows organizations to apply for and track the status of grant requests made to the State Board for Community and Technical Colleges (SBCTC).

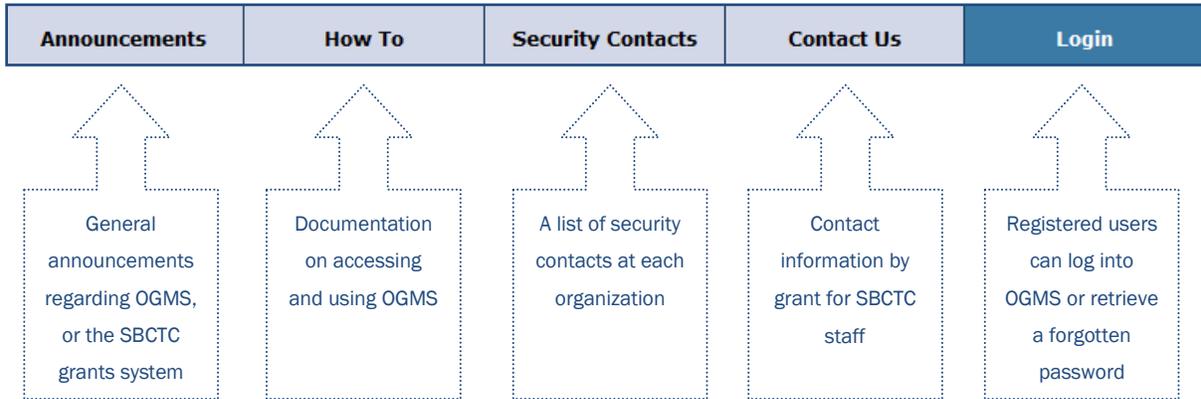
The screenshot shows the OGMS login page. At the top left is a logo consisting of a blue sunburst icon next to the text "Online Grant Management System" and "Washington State Board for Community & Technical Colleges". Below the logo is a horizontal navigation bar with five buttons: "Announcements", "How To", "Security Contacts", "Contact Us", and "Login". The "Login" button is highlighted in a darker blue. Below the navigation bar is a section titled "Welcome to the Online Grant Management System." followed by a paragraph: "The Online Grant Management System is your portal to educational grants provided by the Washington State Board for Community and Technical Colleges." Below this is another section titled "Login" followed by a paragraph: "If you need a username and password, please contact your organization's OGMS security contact(s). For a list of security contacts click on Security Contacts above." Below the text are two input fields labeled "Username" and "Password". Below the input fields is a "Submit" button and a link "Retrieve my password". At the bottom of the page, there is a footer with the text: "Privacy Notice | Contact Us", "Ver. 2.0 Copyright © 2010 - All Rights Reserved", and "Washington State Board for Community and Technical Colleges".

Accessing OGMS

You must have a username and password to access grant applications in OGMS. To obtain a username and password contact your organization's [OGMS Security Contact](#).

Menu Tabs

There are five menu tabs in OGMS. Each tab leads to a separate area of OGMS. The content on these tabs is accessible to users.



Login

You must be a registered user to access the grant application area of OGMS. If you do not have access to OGMS, contact your site’s organization’s security contact(s) found on the Security Contacts tab.

The Login screen will ask you to enter your username and password. Enter your username and password, and click the Submit button.



If you forgot your password, click the **Retrieve my password** link. Enter your username, and click the **Confirm** button. OGMS will send an automated email to the email addresses associated with your user account.

- *If you do not receive the email with your password, check your spam/junk email folder. If the email is not in your spam/junk folder, contact your OGMS Security Contact(s).*

Emails from OGMS

OGMS sends auto-generated emails to grant applicants when grants and addenda are submitted to SBCTC, returned for revisions, approved, or denied and when feedback has been added. It is very important that you receive these emails. If you do not receive these emails, check your spam/junk email folder. If your OGMS emails go to that folder, add the email address ogms@sbctc.edu to the “safe senders” list of your email program. Contact your local IT staff for information on how to do that.

Online Apps Home Page

After successfully logging into OGMS, you will be on the **Online Apps** tab. This tab is not viewable until you log into OGMS. The **Online Apps** tab displays all the grants your organization has or can apply for that you have access to view or edit.

The screenshot shows the Online Grant Management System (OGMS) interface. At the top, there is a navigation bar with tabs: Announcements, How To, Security Contacts, Contact Us, **Online Apps**, and Log off. Below the navigation bar, the user is identified as John Doe, NorthWest Community College. The main content area is titled "Status of Grant Applications:" and contains a table of grant applications. Below this is a section for "Available Grants:" with a table and a "Create New Application" button. Callout boxes provide detailed explanations for various elements on the page.

Callout Boxes:

- Online Apps Tab:** Tab only visible when logged in. This tab will always bring you back to this page.
- Security Link:** Link to security area. Only seen by users with Security rights.
- OBIS Security Link:** Link to Online Budget and Invoicing System.
- Status of Grant Applications:** List of all SBCTC grants your organization has applied for that you have access to view or edit.
- Grant Application Table:** View grants from different fiscal years.
- Available Grants:** List of grants for which you have access to apply.
- Grant Info Link:** Status of application. See definitions below.
- Create New Application Button:** Grant guidelines and related documents.

Table 1: Status of Grant Applications

Edit	Print	Grant Application	Grant Info	Status	Icons
Edit	Print	2010 Test Program - SW NWCC_APP86	Grant Info	Approved	[Attachment] [Addendum]
Edit	Print	2010 Test Program - SW NWCC_APP87	Grant Info	Approved	[Attachment] [Addendum (Need Attention)]

Table 2: Available Grants

Grant Package Name	Grant Info	Action
2010 Test Program - SW	Grant Info	Create New Application

From the Online Apps Home Page, you can:

1. Create a new grant application.
2. Edit a grant application.
Click the **Fiscal Year** links to view grant applications for a different fiscal year.
3. View grant application status.

Application Status Definitions

Status	Definition
<i>InProcess</i>	Draft application created by organization but not yet submitted to SBCTC
<i>Submitted</i>	Application submitted to SBCTC; pending approval
<i>Follow-Up</i>	Application returned by SBCTC; organization must make revisions and resubmit to SBCTC
<i>Approved</i>	Application approved by SBCTC
<i>Denied</i>	Application denied by SBCTC

Apply for New Grant

On the **Online Apps** screen select the fiscal year for which you want to submit an application, find the appropriate application on **Available Grants** list, and click the **Create New Application** button next to that grant.

- *When you login, you will see grants from the current fiscal year by default. Many grant applications are released a few months prior to each upcoming fiscal year. To view or edit applications for an upcoming fiscal year, click the link for the upcoming fiscal year. If you do not see a grant for which you need access, contact your OGMS Security Contact(s).*

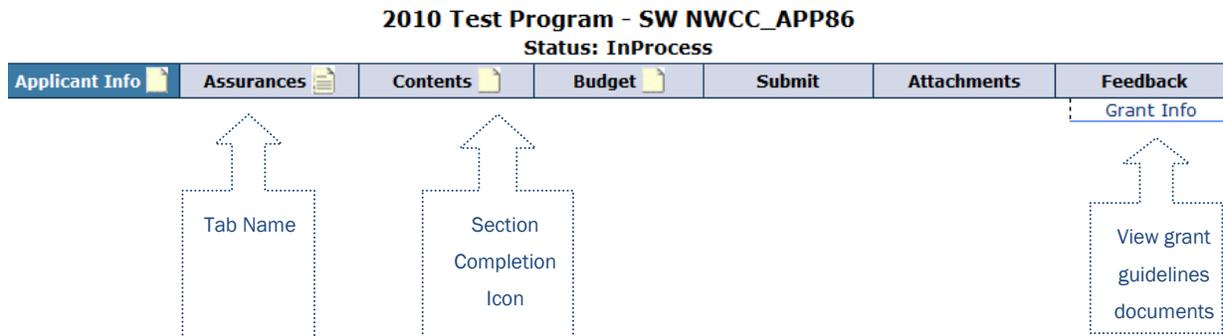
Available Grants:

The grid below displays open grant applications for which you can apply. If you do not see an open grant application or the "Create New Application" button contact your organization's OGMS security contact(s).

Grant Package Name	Grant Info	
2010 Test Program - SW	Grant Info	<input type="button" value="Create New Application"/>

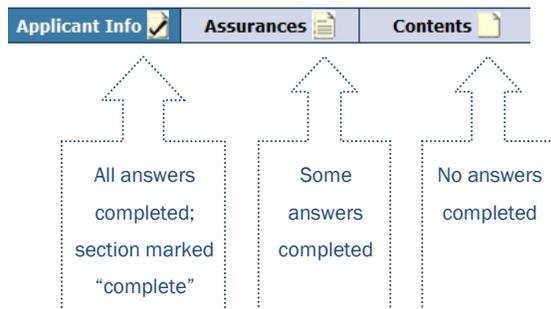
Grant Application Sections

There are up to seven sections in a grant application and two additional links. Application sections are explained on the following pages.



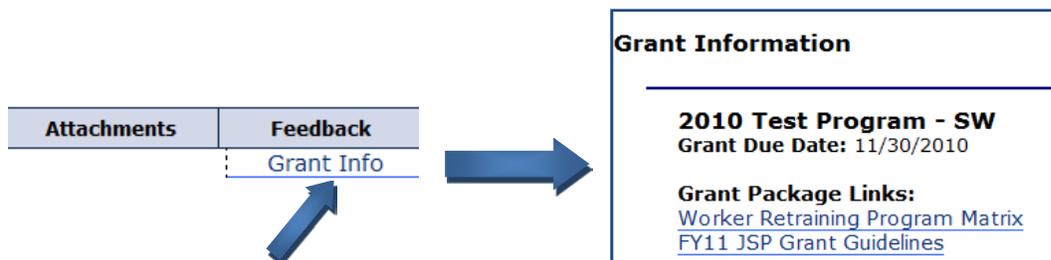
Section Completion Icons

Each tab has a section completion icon. The icons change as you complete an application. You must complete all sections before you can submit an application. When finished, click the “Check to mark as complete” box at the bottom of each section.



Grant Info

Clicking the **Grant Info** link opens a new window or tab, depending on your internet browser. You can find documents or website links containing grant guidelines and other relevant information here. These documents are always available in this section of a grant, so you can refer back to them later.



Applicant Info

The Applicant Info screen asks for contact information about the grant applicant with room to add contact information for an optional secondary contact. Automated emails from OGMS are only sent to the email address(es) entered on this screen. Be sure your email address is entered correctly!

Applicant Information

*** Required Fields**

Organization: NorthWest Community College

Consortium: Yes No

Grant Contact:

First Name: * John Last Name: * Doe

Title: * Program Administrator

Address: * 123 College ST

City: * College Town WA ZipCode: * 98504

Phone: * 360-123-4567

Fax: * 360-456-7890

Email: * jdoe@college.edu

Secondary Contact (optional):

First Name: Mary Last Name: Smith

Title: Program Assistant

Phone: 360-234-5678

Email: msmith@college.edu

Check to mark as complete

Save Reset

Check the box when complete. This changes the section completion icon.

Click the **Save** button before clicking to another screen to avoid losing any work.

Click the **Reset** button to revert to your last saved text.

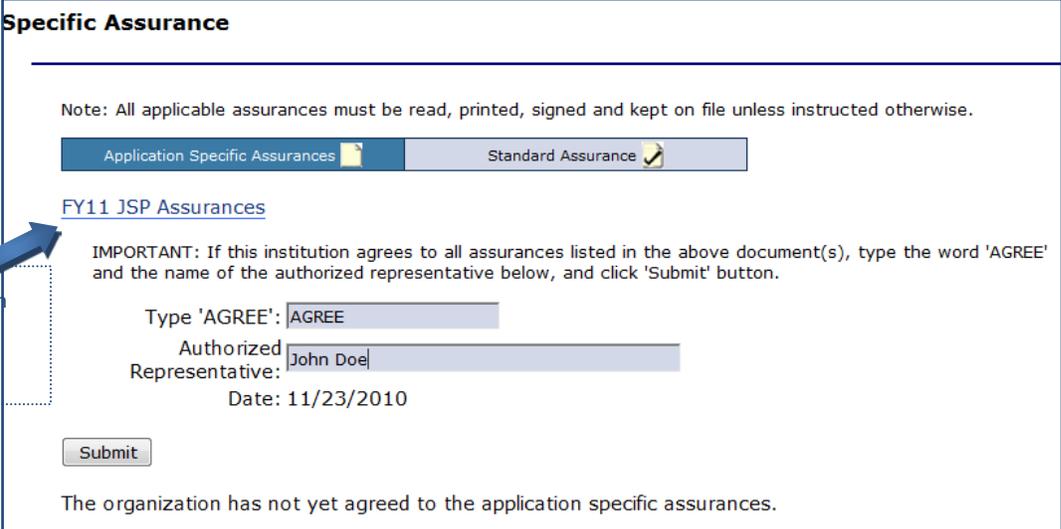
Assurances

You must read, print, sign, and keep all applicable assurances on file at your organization unless stated otherwise.

There are two types of assurances.

- **Standard Assurances** – completed once per fiscal year; valid for all similar grants
- **Application Specific Assurances** – completed for each applicable grant

Not all applications require one or both types of assurances. If an application does not require assurances, the section completion icon will be checked.



Specific Assurance

Note: All applicable assurances must be read, printed, signed and kept on file unless instructed otherwise.

Application Specific Assurances Standard Assurance

[FY11 JSP Assurances](#)

IMPORTANT: If this institution agrees to all assurances listed in the above document(s), type the word 'AGREE' and the name of the authorized representative below, and click 'Submit' button.

Type 'AGREE':

Authorized Representative:

Date: 11/23/2010

The organization has not yet agreed to the application specific assurances.

Complete the **Assurances** screen after signing assurances document. Then click the **Submit** button.

- The **Submit** button on this screen only submits your acknowledgment of the assurances. *It does not submit your application to SBCTC.*

Contents

This tab contains specific questions for the grant. There are usually several sub-sections of contents in a grant.

2010 Test Program - SW NWCC_APP86
Status: InProcess

Applicant Info ✓ Assurances ✓ Contents Budget Submit Attachments Feedback
Grant Info

Contents

You must complete each contents section (displayed below) before you can submit this application.

Section 1 ✓ Section 2 Section 3 Section 4

* Required Fields

Contents sub-sections

You must complete all sub-sections before you can submit your application. Each sub-section has a status completion icon like the main section tabs. To move between sub-sections, click the tab for each sub-section.

- ***Be sure to save your work at least every 20 minutes to prevent losing your answers. For security purposes, OGMS will time out after 20 minutes of inactivity. To prevent the loss of your application answers, be sure to save your work often. After 15 minutes of inactivity an alert will remind you to save. Typing is not considered "activity."*** Clicking the buttons or tabs in the application is considered "activity" though.

Budget

The Budget tab contains a grid/matrix where you enter dollar amounts in budget cells as applicable. You do not have to budget funds in every cell.

Activity	Salary and Wages	Employee Benefits	Goods and Services	Building Rental & Utilizations	Travel	Contracts	Capital Outlays	Indirect	Total
Instruction	10,000.00	2,300.00	0.00	0.00	0.00	0.00	0.00		12,300.00
Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	10,000.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	12,300.00

You can complete the budget on the budget tab or in the budget narrative sub-section of the contents. The budget narrative sub-section is typically the last sub-section. Any dollar amounts you enter on one screen will automatically update on the other.

Contents

You must complete each contents section (displayed below) before you can submit this application.

Section 1

Section 2

Section 3

Section 4

* Required Fields

Section 4

Budget Narrative

Instruction

4A. Describe how funds from this grant will be used for instructional salaries, wages, and benefits.

Include titles, percent of effort/FTE/FTEF/hourly wage info, and duties as they relate to the purpose of this grant for each position.

Amounts entered here will automatically update on the budget tab.

Amounts entered on the budget tab will automatically update amounts here.

Instruction

Salary and Wages

10,000.00

Instruction

Employee Benefits

2,300.00

Remaining characters: 972

Welding instructors, .2 FTEF

- If you enter your budget amounts on the budget narrative sub-section, you must still go to the Budget tab to click the completion box.

Attachments

The **Attachments** section will allow you to upload files (attachments) that relate to your application. OGMS will allow you to upload any attachments that are the allowed file types. However, individual grants may restrict attachments to certain file types or may not consider any attachments. If a grant requires that you upload a specific document, you can find a template in the **Grant Info** section of OGMS.

***Note:** Read the grant guidelines carefully to see which, if any, attachments should be uploaded.*

To upload an attachment, click the **Browse** button. On the window that pops up, locate your file, and click the **Open** button. Then click the **Upload Attachment** button.

Attachments

No attachments have been uploaded for this application.

File to Upload:
(File size restricted to about 4MB or less)

Allowed File Types

- doc - WORD Document
- docx - WORD 2007 Document
- xls - Excel Spreadsheet
- xlsx - Excel 2007 Spreadsheet
- ppt - PowerPoint Presentation
- pptx - PowerPoint 2007 Presentation
- txt - Text File
- pdf - PDF Document
- zip - Compressed Zip File
- jpg - JPEG Image
- tiff - TIFF Image
- Open Office Extensions-----
- sdw - Writer Document
- sdc - Calc Spreadsheet
- sdd - Impress Presentation

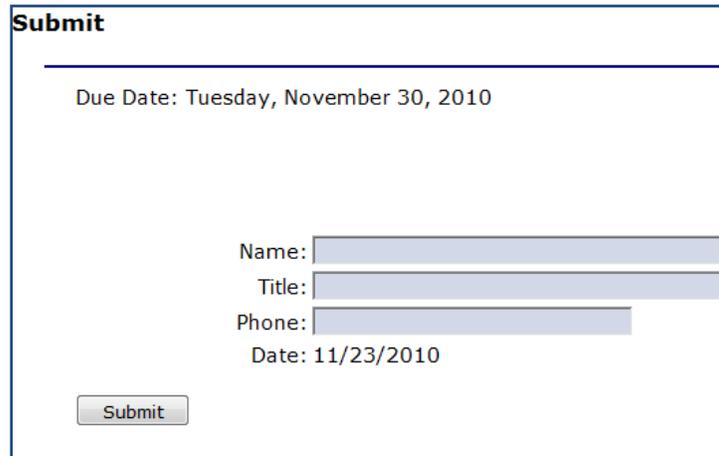
File types that OGMS will accept as attachments. Read grant guidelines to find out which, if any, types of files you should upload for each grant application.

You can't delete attachments that you've uploaded. However, you can upload additional documents. If you upload multiple attachments, they are sorted from newest to oldest on the screen.

- *If you have already submitted your application and you upload an attachment, OGMS will ask if this is a final report. Do not check the Final Report box unless the attachment is the final report for the year/project.*

Submitting an Application

After you complete all sections of your application, you can submit it to SBCTC for review. If your application is completed *and* you have submit rights on your OGMS user account, you will see a screen similar to this in the **Submit** tab. Enter your name, title, and phone number and click the **Submit** button.

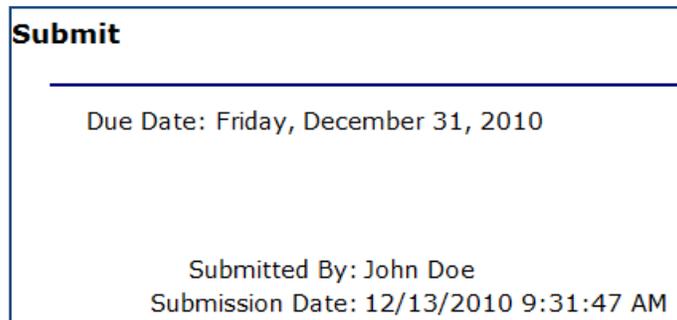


The screenshot shows a web form titled "Submit". At the top, it displays "Due Date: Tuesday, November 30, 2010". Below this, there are four input fields: "Name:", "Title:", "Phone:", and "Date:". The "Date:" field is pre-filled with "11/23/2010". At the bottom left of the form is a "Submit" button.

If your application is not complete, OGMS will tell you which sections have not been completed.

If your application is complete but your user account does not have permission to submit the application, contact your organization's OGMS security contact(s).

After you submit the grant, the **Submit** screen will display by whom the application was submitted and the date of submission. The application status will also change on the **Online Apps** screen.



The screenshot shows a confirmation screen titled "Submit". It displays "Due Date: Friday, December 31, 2010". Below this, it shows "Submitted By: John Doe" and "Submission Date: 12/13/2010 9:31:47 AM".

OGMS will send an email confirming submission to the *Grant Contact* and *Secondary Contact* (if entered) listed in the **Applicant Info** section of OGMS. If you do not receive the email check your spam/junk folder.

Applicable SBCTC staff will also be notified that your application has been submitted.

Revising an Application in Follow-Up Status

If you are required to revise your grant application, the SBCTC will return it to you through OGMS. OGMS will send an auto-generated email to the **Grant Contact** and **Secondary Contact** (if entered) listed in the **Applicant Info** section of OGMS. This email will state that your grant requires revisions. The status of your grant application changes to **Follow-Up**.

To determine what changes you must make, look for instructions in the **Feedback** section of your grant application. (See “Viewing Feedback” below for more information.)

To make a change, go directly to the applicable question and revise your answer. Your revised answer must fully address the question. Do not delete your entire original answer unless you completely re-write the answer. Instead, simply add or delete **some** text as needed to address the question.

When you have made the revisions, click the **Save** button at the bottom of the page. Go to the **Submit** tab, and resubmit your application to the SBCTC.

Viewing Feedback

After reviewing your grant application, SBCTC staff may post questions or comments about your application in the **Feedback** section of OGMS. If feedback is posted, OGMS will send an auto-generated email to the **Grant Contact** and **Secondary Contact** (if entered) listed in the **Applicant Info** section of OGMS. This email alerts you that there is feedback posted in the **Feedback** section of your application.

To view this feedback, log into OGMS, click the **Edit** link next to your grant application, and click the **Feedback** tab. The feedback may include requested changes to your grant application.

Feedback

Comments:

<u>Date</u>	<u>Comment</u>
11/23/2010	2B - Please revise your answer to include a clearer link between your welding program and this grant.
	4D - The amount budgeted for travel seems high. Please justify this (include the off-campus locations, mileage, and the total number of trips). <i>Commented By: Michele_SBCTC Rockwell</i>

Application Approval or Denial

When your grant application is approved or denied, OGMS will send an auto-generated email to the **Grant Contact** and **Secondary Contact** (if entered) listed in the **Applicant Info** section of OGMS. email will state that the grant application has either been approved or denied. The status of your grant application will change to **Approved** or **Denied**.

Addenda

Some grants allow you to submit an addendum to your grant application after the grant has been approved. If the grant allows addenda, you will see an Addenda link in your grant application after it has been approved.

2010 Test Program - SW NWCC_APP86						
Status: Approved						
Applicant Info	Assurances	Contents	Budget	Submit	Attachments	Feedback
					Addenda	Grant Info



- Review the grant guidelines documents for the specific addendum submission process. Some grants require that you contact the SBCTC program administrator prior to submitting an addendum in OGMS.

To submit an addendum, click the **Addenda** link (displayed above), and then click the **Pending Addenda** tab.

Pending Addenda

To request permission to change what is already approved in your application, please submit an addendum to the SBCTC for approval. Please see the Grant Information section and/or the grant guidelines/criteria document for complete information on submitting an addendum for this grant.

If your proposed addendum will also change the way grant funds are spent, be sure to do a budget revision in OBIS prior to making the spending change. If your change is ONLY in spending and your original grant application narrative still applies, please submit a budget revision in OBIS only (not an addendum in OGMS).

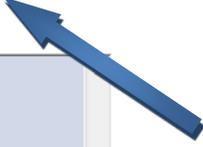
Approved Addenda	Pending Addenda	Denied Addenda
------------------	------------------------	----------------

There are no Active Addenda for this Application.
Remaining characters: 8000

Submit Addendum:

Name:

Date:



Enter text for your proposed addenda in the box and click the **Save** button. When you are ready to submit the addenda to the SBCTC for approval, enter your name and click the Submit button on the bottom of the Pending Addenda page.

- *If you do not have the ability to enter a name and click the Submit button, contact your organization's OGMS security contact.*

Addenda Icons

There are different colors of icons for addenda. A white icon indicates an addendum that you have submitted an addendum that is pending SBCTC approval or that your addendum has been denied. A red icon indicates that an addendum needs attention. It has been returned for **Follow-Up** or is one that you started but have not yet submitted to SBCTC. A green icon indicates an approved addendum.

	- Addendum
	- Addendum (Need Attention)
	- Addendum (Approved)

The icons appear next to your grant application list on the Online Apps screen of OGMS.

Status of Grant Applications:

The grid below displays grant applications that have been created by users at your organization. If you do not see a grant application that has already been created contact your organization's OGMS security contact(s).

		Grant Application	Grant Info	Status	
Edit	Print	2010 Test Program - SW NWCC_APP86	Grant Info	Approved	 
Edit	Print	2010 Test Program - SW NWCC_APP87	Grant Info	Approved	 

Icon Legend

-  - Attachment
-  - Addendum
-  - Addendum (Need Attention)
-  - Addendum (Approved)

The icons also appear in the addenda tabs of an application.



Addenda Returned for Revisions

If an addendum is returned for follow-up, SBCTC will post feedback in the **Feedback** section of OGMS and will return the addendum for revision. When the feedback is posted and when the addendum is returned for follow-up OGMS will send an auto-generated email to the **Grant Contact** and **Secondary Contact** (if entered) listed in the **Applicant Info** section of OGMS.

Approved or Denied Addenda

When SBCTC approves or denies the addendum, the addendum text will move from the **Pending Addenda** tab to either the **Approved Addenda** tab or the **Denied Addenda** tab. Also, OGMS will send an auto-generated email to the **Grant Contact** and **Secondary Contact** (if entered) listed in the **Applicant Info** section of OGMS that tells you the addendum was either approved or denied.



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Washington State Board for Community and Technical Colleges