



## WebGrants Instructions for Applying for Funding

### Logging into the WebGrants System

On the Login Page

Click on User ID on the left side of your page under Login

Enter your User ID

Enter your Password

Click on 'Sign In'

A screenshot of the WebGrants login page. At the top left is the WebGrants logo. Below it, the word "Login" is displayed with a key icon. The main content area contains a white box with a user icon and the text "Enter your user id and password". Inside this box, there is a "User ID" input field with a dot in it, and a green "SIGN IN" button. Below the input field are two links: "Forgot User ID?" and "Forgot Password?". To the right of the login box is a white box with a document icon and the text "Announcements". At the bottom of the page is a yellow button that says "Click here to Register".

**Notes before you Start your Application:** Use the WebGrants Menu, not the Browser Menu.

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the instructions on the screen for navigating in the system.



## Creating an Application

From the Side Menu:

Click on **'Funding Opportunities'**:

The screenshot shows the 'Funding Opportunities' page in the webgrants system. The user is logged in as 'Test User' (Tester/Grantee). The page title is 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. There are navigation links for 'Back', 'Print', and 'Log Out'. The main content area is titled 'Currently Posted Funding Opportunities' and includes a blue informational box: 'All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.' Below this is a table with columns: ID, Status, Agency, Program Area, Title, Posted Date, and Final-Application Deadline. A search bar is located to the right of the table. The table contains one entry: ID 2, Status 'Posted', Agency 'Dulles Technology Agency', Program Area 'Test Program Area', Title 'Example Funding Opportunity', Posted Date 'Sep 20, 2019 2:35 PM', and Final-Application Deadline 'Not Applicable'. A footer for the table indicates 'Showing 1 to 1 of 1 entries'.

Select the **'Opportunity Title'** you are applying for.

Read the Funding Opportunity description to ensure eligibility requirements.

Click on **'Start A New Application'**:

The screenshot shows the 'Funding Opportunity Details' page for '2 - Example Funding Opportunity'. The page title is 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. There are navigation links for 'Back', 'Print', and 'Log Out'. The main content area is titled 'Current Applications' and includes a blue informational box: 'Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.' Below this is a table with columns: ID, Application Title, Organization, and Status. The table is currently empty. Below the table are three buttons: 'Ask a Question', 'Copy Existing Application', and 'Start New Application'. The 'Start New Application' button is highlighted in green. Below the buttons is the title '2 - Example Funding Opportunity' and a link 'Funding Opportunity Details'. The page content includes 'Test Program Area' and 'Final Application Deadline:'. At the bottom, there are two rows of information: 'Status: Posted' and 'Program Officer: System Administrator'.

**Note:** At any time you may click on **'Ask a Question'** and submit a question into the system. When the Program Officer answers your response, you will receive an email alert from the WebGrants system



## General Information Page

This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

Complete Step 1 in the Application Creation Wizard, then click **‘Save Form Information’**:

**Application Creation Wizard - Step: 1**

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**

Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click **‘Save Form Information’**:

**Application Creation Wizard - Step: 2**

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID\*:** 4

**Program Area\*:** Test Program Area

**Funding Opportunity\*:** 2-Example Funding Opportunity

**Application Stage\*:** Final Application

**Application Status\*:** Editing

**Application Title\*:**

**Primary Contact\*:** Test User

**Organization\*:**



If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click '**Save Form Information**':

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 4

**Program Area:** Test Program Area

**Funding Opportunity:** 2-Example Funding Opportunity

**Application Stage:** Final Application

**Application Status:** Editing

**Application Title:**

**Primary Contact:** Test User

**Organization:** Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

**Additional Applicants:**

**Note:** The system has created and assigned the application # when you clicked 'Save'.  
If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**  
You can click on '**Applications**' from the Side Menu or;  
Click on '**Funding Opportunities**' and you will see your application in the top section.



## Completing an Application

Once you have completed the General Information, you will be returned to the Application Details:

4 - Application Title

Status: **Editing**

Stage: Final Application

Application Deadline:

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Organization: Grantee Organization

Budget Total:

Application Preview Attachment Alert History Map

**Application Details**

**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

**Note:** The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.



The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the WebGrants System. Click on the next form listed underneath the General Information which you just completed.

Component	Complete?
General Information	✓
Named Attachment	

You will continue to click on each form in the Application Details listing.

### Navigating in the WebGrants System

Most forms are editable by clicking ‘**Edit**’ at the top part of the section of the form. However, multi-list sections are editable by clicking ‘**Add**’ on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click ‘**Delete**’.

All information must be saved by clicking ‘**Save**’ on the forms. If you do not click ‘save’ and you back out of the form or section of the form, your information will be lost.

**Reminder:** If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on ‘**Applications**’ from the Side Menu or;

Click on ‘**Funding Opportunities**’ and you will see your application in the top section.

Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User



## Submitting the Completed Application

Click the **‘Submit Application’** button.

The screenshot shows the 'Application Details' page with a green banner stating 'Application is in compliance and is ready for Submission!'. Below this is a table with columns 'Component', 'Complete?', and 'Last Edited'. The 'Submit Application' button is highlighted in yellow.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

You will receive a pop-up confirmation informing you that once you click **‘Submit’** the system will no longer let you edit the application.

The dialog box has a title bar 'Please confirm' and a close button 'X'. The main text reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom are 'Cancel' and 'Submit' buttons.

If ready, click **‘Submit’**.

The system will take you back to your Current Applications listing and will show you your submitted application.

The screenshot shows the 'Submitted Applications' page with a table of application entries. The table has columns for ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	528-New Final App FO 3-6-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

## Printing the Submitted Application

Click on your application in **‘Submitted’** status.

Click **‘Print’** on your top menu and select **‘Send to Printer’**

When finished, click on **‘Log Out’**.