

How to Enter a Concept Paper in eGrants

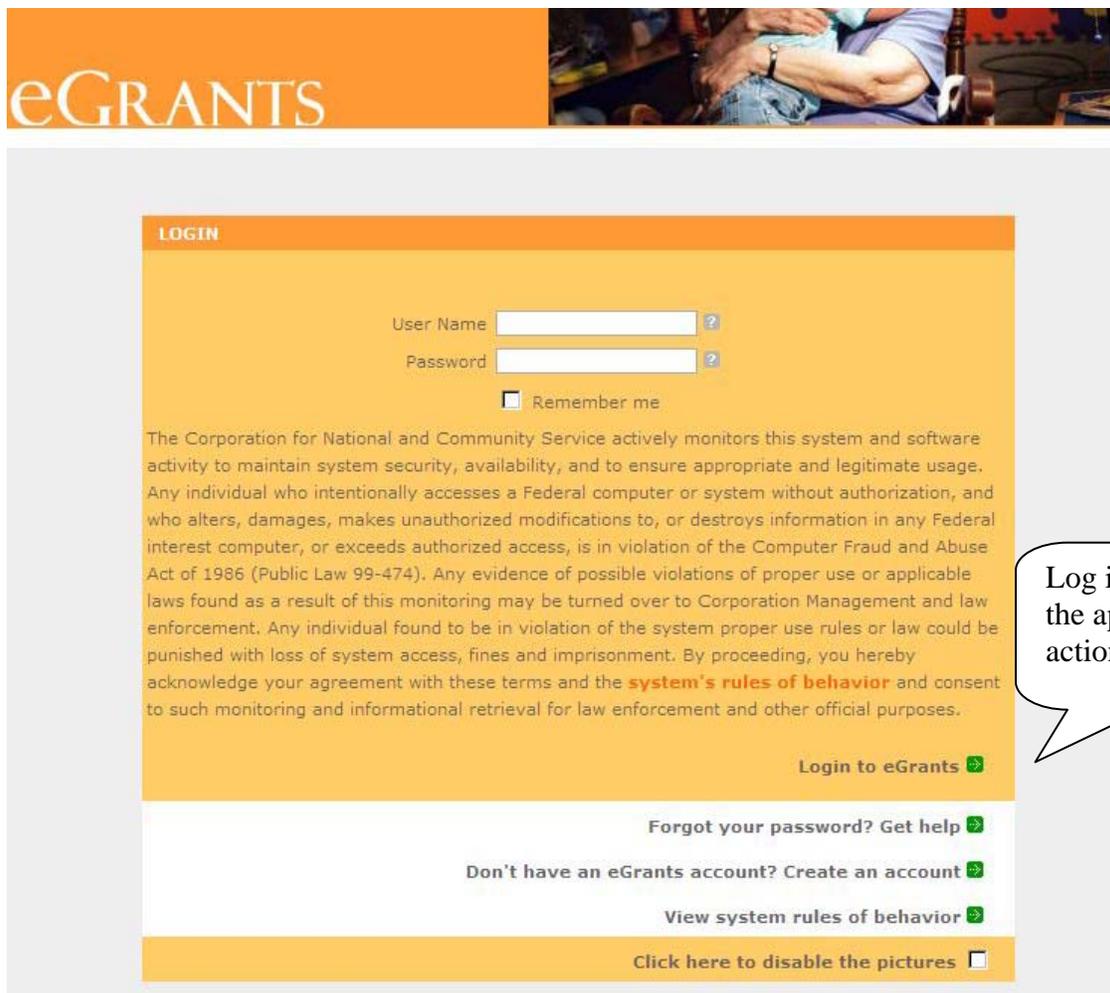
Note: We recommend you prepare your concept paper in advance using a word processor or text editor. If you use a word processor like MS Word, paste the document into a text editor like Notepad for final formatting before you copy and paste into eGrants. eGrants does not accept formatting instructions like bold, italic, bullets, etc.

Step 1

Log into your eGrants account. If you do not have an account, set up an account by going to <http://www.nationalservice.gov/egrants/index.asp> and clicking on the link labeled

***Please click here
to Use eGrants***

You will be taken to this screen.



eGRANTS

LOGIN

User Name ?

Password ?

Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

[Click here to disable the pictures](#)

Log in or click on the applicable action here.

Step 2

After logging in, click on “Concept Paper” under *Creating a New Application*, or, if you have already started a concept paper and are returning to it, click on the appropriate link under *View My Grants/Applications*

The screenshot shows the eGRANTS website interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logout'. The date and time '12/15/2009, 8:01 AM, EST' are displayed in the top left. Below the navigation bar is a banner for the Corporation for National & Community Service, featuring a group photo of people. The main content area is divided into several sections:

- eGRANTS MESSAGES:** A message that says 'Welcome Ulises'.
- VIEW MY GRANTS/APPLICATIONS:** A section with a 'View All' link and a count of '4 Concept Papers'.
- VIEW MY AMERICORPS PORTAL:** A section with a 'Portal Home' link.
- Creating an Application:** A section with links for 'New', 'Continuation/Renewal', 'Amendment', and 'Concept Paper', each with a right-pointing arrow.
- Managing My Account:** A section with a 'My Account' link and a right-pointing arrow.
- Reporting to CNCS:** A section with links for 'Financial Report', 'Progress Report', and 'Progress Report Supplement', each with a right-pointing arrow.

Two callout boxes provide instructions:

- A callout box pointing to the 'VIEW MY GRANTS/APPLICATIONS' section says: "Click here if you want to work with a concept paper you have already started."
- A callout box pointing to the 'Concept Paper' link in the 'Creating an Application' section says: "Select Concept Paper if you are starting a new Concept Paper."

At the bottom of the page, there is a footer with the text '508 Approved | Contact Help Desk | disabled picture'.

Step 3

In step 2, if you elect to start a new concept paper, you will be taken this screen. Under *Select a NOFA* click on the bullet next to the one labeled “RSVP 2010 Concept Paper” and then click *Next*

12/15/2009, 8:03 AM, EST

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Ulises

Start a New Concept Paper

cancel next

Select a NOFA

Select a NOFA

Please select a NOFA and click on the "next" button. Please read the instructions to determine the correct NOFA for your project.

TEST PNS RSVP 2010 (Concept Paper)

Due Date: 04/01/2010

Summary: For current RSVP grantees who have been invited to apply for PNS funding.

AmeriCorps VISTA State FY 2010

Due Date: 08/31/2010

Summary: The FY 2010 VISTA NOFA is for projects with start dates of 10/1/2009 - 9/30/2010. Please contact your Corporation State Office for confirmation if uncertain which NOFA to apply against.

cancel next

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TESTING FOR SENIOR CORPS, INC, LTD
123 IN YOUR BACK YARD
DUMMY, FL 33174

The actual Concept Paper name will be “RSVP 2010 Concept Paper”

Step 4

Under *Application Info*, list the areas affected by the project. Use the names of counties or cities, or if the proposal is to serve an entire state, insert the state name. Then click *Save* and *Next*.

The screenshot shows a web application interface for starting a new concept paper. The interface is divided into several sections:

- Header:** "Welcome Ulises" and "Start New Concept Paper".
- Navigation:** "Start New" with sub-options: "Applicant Info", "Application Info" (selected), "Narratives", "Review", and "Authorize and Submit".
- Application Info Section:** "Application Info" with the instruction "Please enter the requested application information below." and a text input field for "Areas affected by the project (Max. 1000 chars) List Cities, Counties or States".
- Concept Paper Info Section:** "Concept Paper Info" with details: "Concept Paper ID: 10SR159033", "NOFA: TEST PNS RSVP 2010 (Concept Paper)", "Type: New", and "Status: Concept Paper Initial Entry".
- Legal Applicant Info Section:** "Legal Applicant Info" with details: "TESTING FOR SENIOR CORPS, INC, LTD", "123 IN YOUR BACK YARD", and "DUMMY, FL 33174".
- Footer:** "508 Approved | Contact Help Desk | disable the pictures" and navigation buttons: "back", "save", and "next".

Step 5

Under *Narratives*, click on “view/edit narrative.” A field will open as a pop-up where you enter or paste your concept paper, following the concept paper outline provided in the published Notice of Funding Availability. When you are finished, save and close the pop-up and click on *Next*.

The screenshot displays the eGrants application interface. At the top, the date and time are 12/15/2009, 8:06 AM, EST. Navigation links for home, my account, help, and logout are visible. The Corporation for National & Community Service logo is on the left, and a banner for a 'CHILD SAFETY PROGRAM' is on the right. The main content area is titled 'Start New Concept Paper' and includes a 'back' and 'next' button. The 'Narratives' section contains a table with the following data:

Narratives	
Please Enter or edit the Narrative for each category as appropriate ?	
<input checked="" type="checkbox"/> narrative entered ?	<input type="checkbox"/> narrative not entered ?
PNS Project Summary	view/edit narrative

A callout box points to the 'view/edit narrative' link with the text: "Click here to open pop up field where you enter or paste your concept paper." The footer shows '508 Approved | Contact Help Desk | disable the pictures' and another set of 'back' and 'next' buttons.

Step 6

Review your work at the screen shown below and make any necessary edits. When you are ready to submit your concept paper, click on *Next*.

12/15/2009, 8:08 AM, EST

home my account help logout

Corporation for
NATIONAL &
COMMUNITY
SERVICE



eGRANTS

Welcome Ulises

Start New Concept Paper

Start New

- Applicant Info
- Application Info
- Narratives
- Review
- Authorize and Submit

Concept Paper Info

Concept Paper ID:
10SR159033

NOFA: TEST PNS RSVP 2010
(Concept Paper)

Type: New
Status: Concept Paper Initial
Entry

Legal Applicant Info

TESTING FOR SENIOR
CORPS, INC, LTD
123 IN YOUR BACK YARD
DUMMY, FL 33174

NOFA Information

- NOFA: TEST PNS RSVP 2010 (Concept Paper)
- Concept Paper ID #: 10SR159033
- Due Date: 04/01/2010
- Summary: For current RSVP grantees who have been invited to apply for PNS funding.

View/Print your application

Please click on any of the following links to view/print a report.

- Concept Paper Report: [view/print report](#)

Applicant Info: [edit](#)

- Applicant/User: Ulises Ulises
- Authorized Representative:
- Applying Type: New
- Applying: Directly to CNCS

Application Info: [edit](#)

- Areas affected by the project:

Narratives: [edit](#)

- PNS Project Summary: not entered

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back next

Step 7

Click on Submit Concept Paper. You're done!

12/15/2009, 8:09 AM, EST

home my account help logout

Corporation for
**NATIONAL &
COMMUNITY
SERVICE**



eGRANTS

Welcome Ulises

Start New Concept Paper

Start New [back](#)

- Applicant Info
- Application Info
- Narratives
- Review
- Authorize and Submit

Available actions for this Concept Paper:

Submit Concept Paper [▶](#)

Concept Paper Info

Concept Paper ID:
10SR159033

NOFA: TEST PNS RSVP 2010
(Concept Paper)

Type: New
Status: Concept Paper Initial
Entry

Legal Applicant Info

TESTING FOR SENIOR
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DUMMY, FL 33174

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