

## APPENDIX K - INSTRUCTIONS FOR EGRANTS

Below are step-by-step instructions for using eGrants: (1) to access the applications assigned to your panel, and (2) to enter your Individual Reviewer Worksheet as you complete your review of each application,

The following graphic will help you understand the different ways that you will be using eGrants, on the one hand, and the website, on the other:

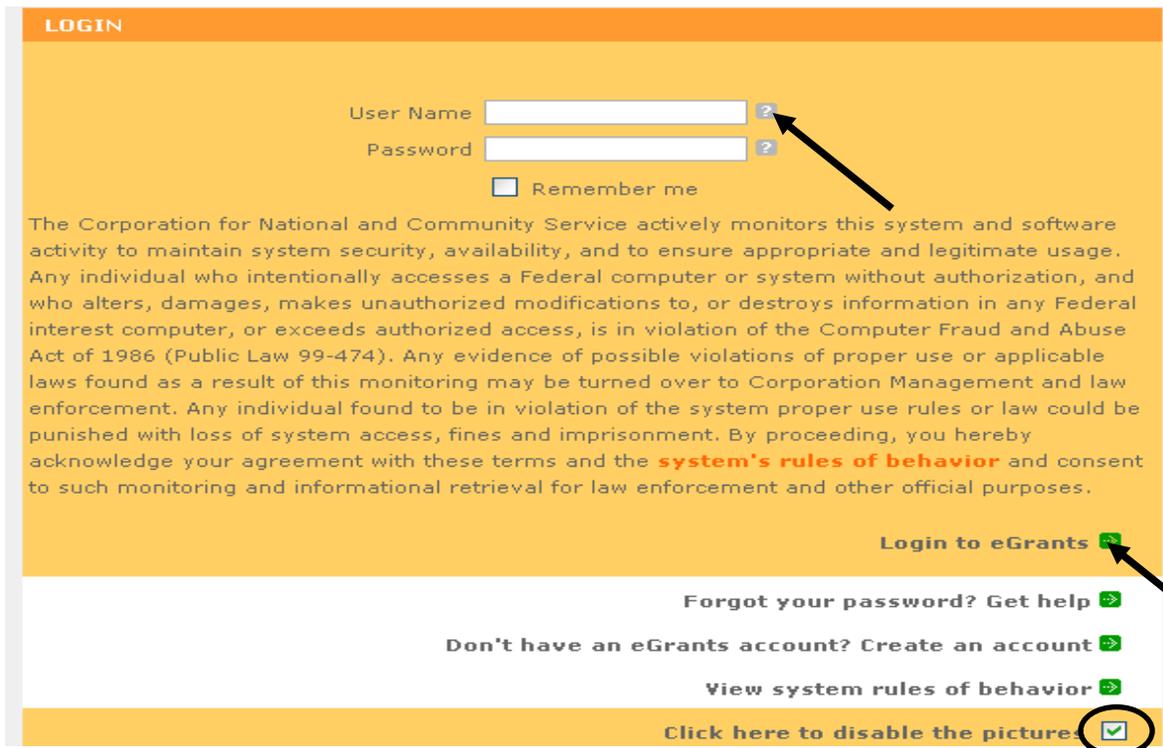


# 1. PROCEDURES

## Step 1 – Enter eGrants

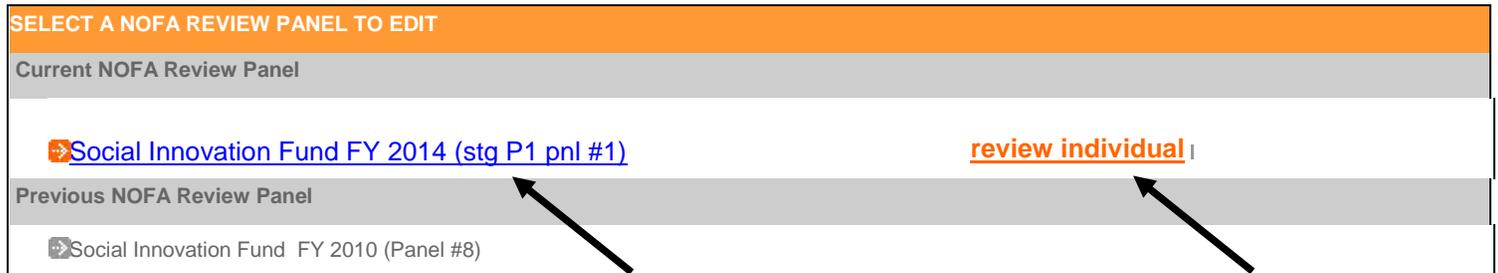
You should have an eGrants account and password prior to the start of the review. Go to CNCS’s Web site, [www.nationalservice.gov](http://www.nationalservice.gov), click on the blue eGrants button, scroll down to the bottom of the page and click on *“Please click here to use eGrants”*. Type in your User Name, Password, and click on the ‘Login to eGrants’ link. If you are unable to enter eGrants, contact the National Service Hotline at <http://www.nationalservice.gov/questions/app/ask> or call 1-800-942-2677.

Check the *“Click here to disable the pictures”* box, to help open up your screens faster.



The screenshot shows the eGrants login interface. At the top, there is an orange header with the word "LOGIN" in white. Below the header, there are two input fields: "User Name" and "Password", each with a small question mark icon to its right. A black arrow points from the top right towards the question mark icons. Below the input fields is a checkbox labeled "Remember me". A large block of text follows, detailing system security and user agreement terms. At the bottom of this text block, there is a "Login to eGrants" button with a green checkmark icon, and a black arrow points to it from the right. Below the text block, there are three links: "Forgot your password? Get help", "Don't have an eGrants account? Create an account", and "View system rules of behavior", each with a green right-pointing arrow icon. At the very bottom, there is a link "Click here to disable the pictures" with a checked checkbox icon, which is circled in black.

Click on 'Current NOFA Review Panel' to find your assigned competition. Click on the "review individual" link when working on your Individual Reviewer Worksheets. You will only be entering "Review Individual" screens; you will not be using the "Consensus" screens.



### **Step 2 – Obtain Applications**

Click on the 'view/edit' link for the application you want to review (see screen shot on next page). Contact your GARP Liaison if this is a challenge.

An entire application consists of the following reports when compiled:

- 424 Face Sheet – PDF File
- Budget Narrative – HTML File
- Budget – PDF File

**To print each complete application, or to save each one to your computer**, select one of the 3 reports in the list above, and click on the GO button beneath the report name. This will bring up a separate window using Acrobat Reader. You may save the application to your hard drive (if you have Acrobat Reader) or you may print it. To print, click on the Printer Icon on the Adobe screen toolbar. To save, click on the gray disk on the Adobe screen toolbar. Follow this procedure for each one of the three reports that compose a Social Innovation Fund application.

**VIEW/ENTER REVIEWER COMMENTS AND SCORES**

Welcome Jane  
4/13/2014, 12:04 PM, EST

Peer Review

Current NOFA  
Social Innovation Fund  
FY 2014

Current Reviewer  
Ms. Jane Doe

Social Innovation Fund FY 2014: Due Date - 03/27/2014

You are currently viewing **Ms. Jane Doe's** comments and scores.

Please select an application to view or to edit.

<a href="#">The Portsmouth Community Foundation - ID #11KC090000</a>	none	<a href="#">view/edit</a>
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Run Reports

Select a Report

Click on the 'Select a Report' box found on the bottom left of your screen.

**You will need to run all three of the reports to review the application in its entirety.**

If you are having difficulty running reports:

- ◆ Close out completely from eGrants
- ◆ Open up Adobe Acrobat Reader from your programs (there will be a blank screen)
- ◆ Leave Adobe Acrobat open
- ◆ Log into eGrants
- ◆ Run a report