

## Instructions for Accessing Applications in eGrants

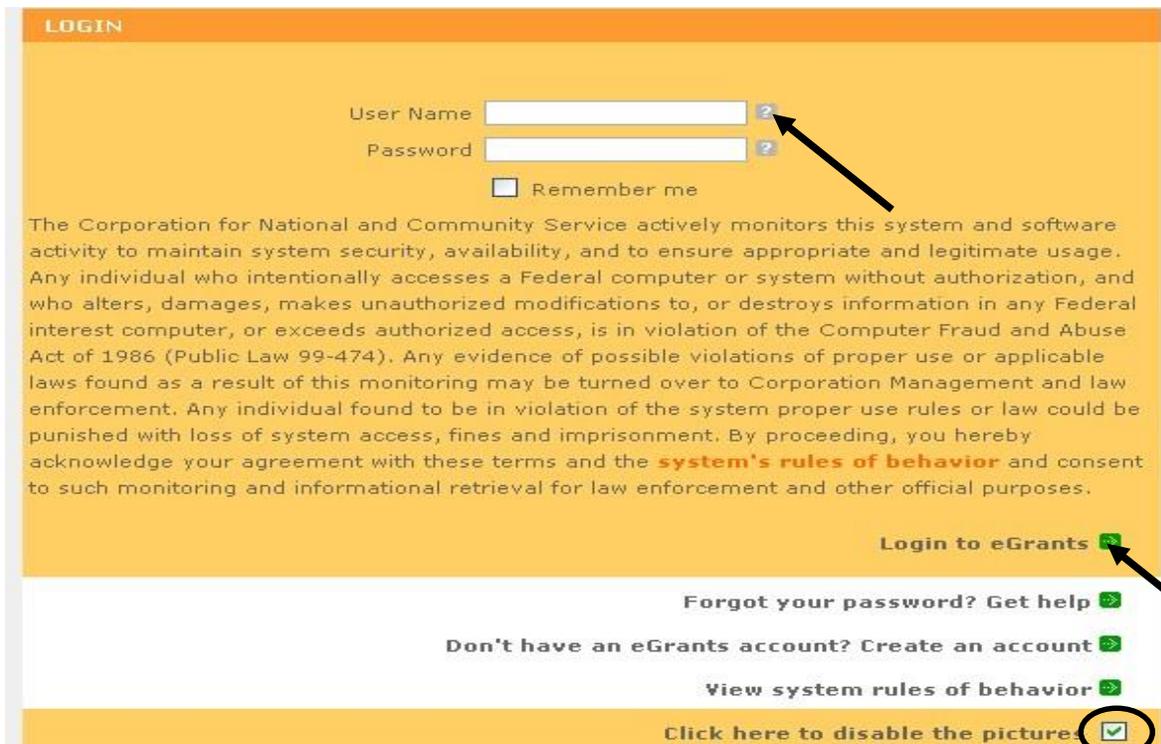
Below are step-by-step instructions for using eGrants to access the applications assigned to your panel,

### 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 a "LOGIN" header. Below it are two input fields: "User Name" and "Password", each with a question mark icon to its right. A "Remember me" checkbox is located below the password field. A large block of text provides a disclaimer about system security and user agreement. Below the disclaimer are three links: "Login to eGrants", "Forgot your password? Get help", and "Don't have an eGrants account? Create an account". At the bottom, there is a link "View system rules of behavior" and a checkbox labeled "Click here to disable the pictures" which is circled in red. Two black arrows point to the question mark icons next to the User Name and Password fields, and another arrow points to the "Login to eGrants" button.

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

- Aggregate Budget (Summary) Report – HTML File

(The Budget Narrative will not be accessed through eGrants. It is an Excel file that will be emailed to you).

***To print each complete application, or to save each one to your computer***, select one of the 2 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

Run Reports

Select a Report

GO

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

**You will need to run two 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