

New York State Education Department

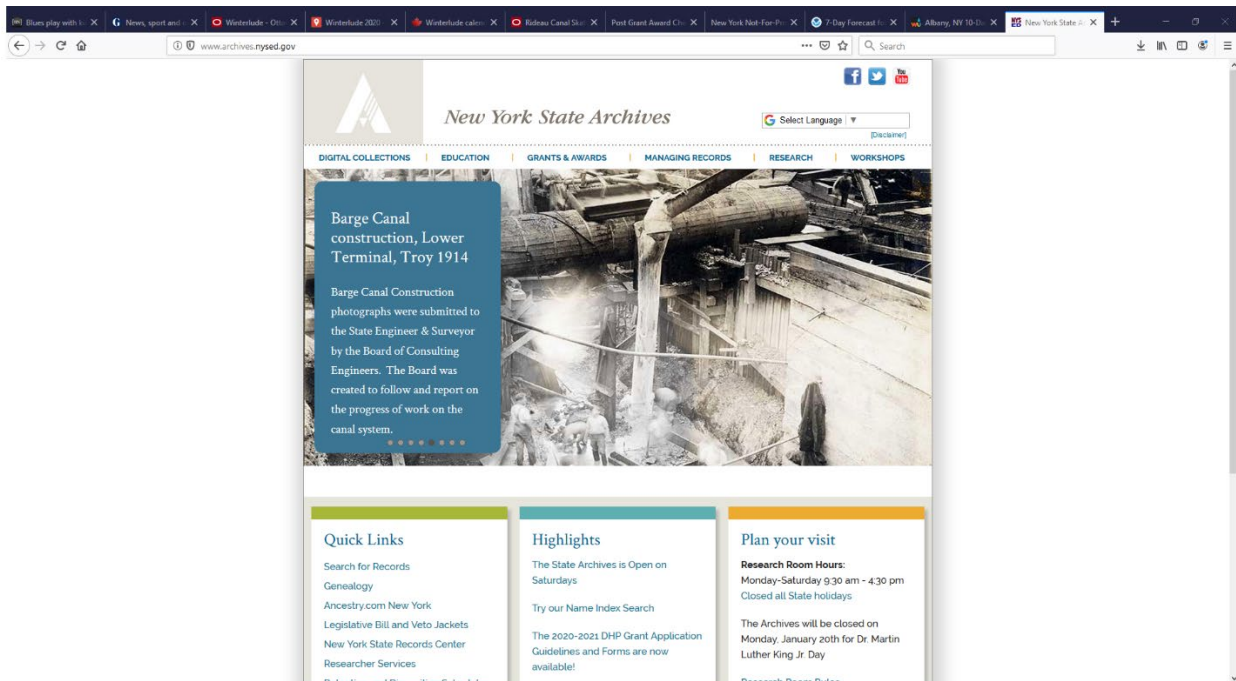
New York State Archives

Grants Administration Unit

LGRMIF eGrants System

Applicant User Manual

Part I : Applying for a Grant



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Introduction

All Local Government Records Management Improvement Fund (LGRMIF) grant applications must be submitted electronically using the [LGRMIF eGrants](#) system. The eGrants system is designed to cover all aspects of the grant process from the initial application to submission of the final reports. Please note that the eGrants system is separate from the New York State Grants Gateway, requires a separate user account, and is located on the State Archives website.

eGrants User Accounts

In order to use the eGrants system and apply, your records management officer (RMO) must have an active eGrants user account. Your eGrants user account is associated with your RMO. It will allow your RMO to access the eGrants system to create, edit, and submit applications and manage grants on behalf of your local government. Please note that only one account is issued per local government, and that account is set up only through the local government's RMO. Accounts will not be issued to any other representative of your local government.

The first step in creating a **new** account is for your RMO to complete an [online registration](#) form. Existing accounts do not need to complete this form *if your RMO has not changed*. If you are unsure whether you have an account, have difficulty registering or resetting an account or in completing an online application, please contact the State Archives Grants Administration Unit (GAU). You can reach the GAU at (518) 474-6926 or archgrants@nysed.gov.

More information on eGrants user accounts can be found on our website on the "[About the eGrants System](#)" webpage or in the current "Application Guidelines", which can also be accessed from our [LGRMIF](#) webpage.

Creating a Grant Application

Accessing the LGRMIF eGrants System

You can access the LGRMIF eGrants system through the New York State Archives LGRMIF webpages (click on the link *Login to eGrants system* under the "[eGrants – Apply for a Grant](#)" tab).

If you have an existing eGrants account but have not accessed your account for more than three months, you will need to re-set your password. To re-set your password, click on the "Forgot your Password" link on the login page and follow the prompts (see screenshot below). If you have difficulty re-setting your password, please contact the GAU at archgrants@nysed.gov.

The image shows a screenshot of the NY.GOV ID login page. At the top left is the New York State logo and the text "my.ny.gov NY.GOV ID". The main content area has a light blue background. On the left, there are two text blocks with arrows pointing to the login form on the right. The first block says "Enter your username and password in the upper text boxes." with two arrows pointing to the "Username" and "Password" input fields. The second block says "Use the links for 'Forgot Username?' or 'Forgot Password?' to recover your user ID or reset a password." with an arrow pointing to the "Forgot Username? or Forgot Password?" link. The login form on the right is white and contains the NY.GOV ID logo, the text "Secure Access to New York State Services", the "Username" and "Password" labels and input fields, a blue "Sign In" button, and links for "Forgot Username? or Forgot Password?", "Create an Account", and "Get Assistance". At the bottom of the form, it states "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply". The footer of the page contains the NY.GOV ID logo and links for "Get Assistance", "About NY.GOV ID", "Privacy Policy", "Terms of Service", and "FAQs".

my.ny.gov
NY.GOV ID

Enter your username and password in the upper text boxes.

Use the links for "Forgot Username?" or "Forgot Password?" to recover your user ID or reset a password.

NY.GOV ID
Secure Access to New York State Services

Username

Password

Sign In

[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

Need help? [Get Assistance](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

NY.GOV ID [Get Assistance](#) [About NY.GOV ID](#) [Privacy Policy](#) [Terms of Service](#) [FAQs](#)

New accounts will be accessed with the user name and temporary password issued to you in the account set-up email you will receive. User names for all accounts are permanent and, unlike passwords, do not need to be renewed or re-set. For new accounts, the first time you log into eGrants, you will be prompted to change the temporary password issued to you when your account was set up. You will also need to set up security questions and answers. Be sure to keep a record of these questions and answers as you may need them to re-set a password.

Logging into eGrants

In the eGrants login page, enter your user name and the appropriate password and click on the "Sign In" button. Once you have successfully logged in you will see the following "Welcome" page. This page will list which State Education Department Office of Cultural Education grant programs you may apply for. For most local governments it will list just the LGRMIF program:

Announcements

[Public Library Construction website](#)

[Conservation/Preservation website](#)

C/P Discretionary 2023-24 applications due 01/06/23

[Adult/Family Literacy website](#)

Welcome to the New York State Office of Cultural Education Online Grant System: (Your user name here)

These are the grant programs you may apply for:

- [LGRMIF](#)
- [LGRMIF Application help](#)

Click on the link for the LGRMIF program, at which time you will be taken to the LGRMIF home or landing page. From this page you can access old and current applications as well as create a new application. See the next heading for more information on this part of eGrants.

Accessing an LGRMIF Application

As noted above, the LGRMIF home page will list a current application and any previous applications your local government has created (see the screenshot below). This includes applications that were started but never submitted. The list indicates the project number, your institution's name, the fiscal year of that cycle, and the status of the application: submitted or unsubmitted.

To access a current or previous application, click on the project number in the far left column of the application you wish to view (screen shot below). You will then be taken to the "Application Checklist" page. From that page you can access the forms for either an Initial Application, Final Reporting (to close out your grant, if awarded), and the FS-10-A Amendment (Optional). The FS-10-A comes into play if you need to amend your budget should you receive an award. More information on this form and the forms you need for your Final Reporting can be found in parts 2 and 3, respectively, of the *eGrants Applicant User Manual*. These can be accessed from the State Archives' [LGRMIF webpages](#). Since this part of the manual is focused on applying for a grant, we will next look at creating a new application in eGrants.



You can only create 2 new LGRMIF applications per fiscal year during the new application period.

Local Government Records Management Improvement Fund Applications

List of Applications

Project Number ▼	Institution ↕	Fiscal Year ↕	Status ↕
0580 -23 -9531	Nys Dept Of Education	2023	Unsubmitted
0580 -22 -8809	Nys Dept Of Education	2022	Unsubmitted
0580 -22 -8734	Nys Dept Of Education	2022	Submitted
0580 -20 -8234	Nys Dept Of Education	2020	Submitted

Quick Links

- › LGRMIF Summary, Guidelines and Instructions: Located on the [Help Page](#)
- › [Creating or Accessing an Application help](#)

Creating a New LGRMIF Application

Except for Disaster Recovery applications, you can create a new application in eGrants only during the designated application period. For more information on the Disaster Recovery application process, please see the Archives' [LGRMIF webpages](#).

Each year, the State Archives will announce when the application period is open. We will make this announcement on our website as well as through our social media accounts and electronic newsletters. At that point you can log into eGrants and create an application. When the application period is opened up, you will notice a slight change to the LGRMIF home page: a green "Create Application" button will display in the upper left-hand corner (see screenshot below). **You will use this button only to create a brand-new application, not to edit an application that you have already created. It is very important to keep this distinction in mind, otherwise you may create confusion for yourself by unintentionally creating more than one application at a time.**



Create Application



Create Disaster Recovery Application

Local Government Records Management Improvement Fund Applications

List of Applications

Project Number	Institution	Fiscal Year	Status
0580 -24 -8917	Upper Hudson Library System	2024	Unsubmitted
0580 -24 -8912	Upper Hudson Library System	2024	Unsubmitted


To create a new grant application:

- 1) Click on the green “Create Application” button. Use this button only to create an application. Do not use it to edit an application you have already created.
- 2) After you click the “Create Application” button, you will be directed to the Application Checklist page. At the top of that page will be your system-generated project number and the name of your local government. Click on the “Initial Application” bar to begin entering data into your application.
- 3) Once you hit the “Create Application” button, the system will register you as having started an application and assign it a project number. Even if you enter no data after hitting that button, your new application will show up in the list of applications on the LGRMIF home page. The next time you log into eGrants to edit that application, you simply click on that project number, not the “Create Application” button. A note on project numbers: they have three parts – the fund code (0580), the fiscal year, and the system-generated number. For example, 0580-24-9999 indicates an application created during the 2023-2024 grant fiscal year. Also, the most recent application number will be at the top of the LGRMIF list.

Now that we have reached the Application Checklist, we will look at the parts of the application.

Parts of the Application

Before we get to the specific parts of the application, we’ll briefly discuss navigating eGrants. The Application Checklist and Forms menus are designed to help you navigate the system and assist you in accessing the forms required to complete an application and manage a grant, should you be awarded one. After logging in, the Application Checklist is the first stop to complete both of these tasks. For the purposes of creating an application, we will focus on the “Initial Application” bar.



New York State Archives

Project: 0580 - 23 - 9531Nys Dept Of Education

[Home](#) / [LGRMIF Home](#) / [Checklist](#)


Application Checklist

Forms	Status
Initial Application	
Final Reporting	
FS-10-A Amendment (Optional)	

[NYSED Home](#) | [Accessibility](#) | [Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#)

When you click on “Initial Application”, you will be taken to the “LGRMIF Initial Application Forms” page which lists all of the appropriate forms and links for completing and submitting an application. To access any items on the list, click on the appropriate bar. (Screen shot on next page.)

NYSED Home
Online Application System
mmaniak
Print


New York State Archives

Project: 0580 - 23 - 9531
Nys Dept Of Education

Home / LGRMIF Home / Checklist / Forms

LGRMIF Initial Application Forms

Due Date for new applications, including forms required to be submitted in paper: 03/21/2022 5PM

The due date for this application has expired. You may not submit a new application for this fiscal year, unless the application is for Disaster Recovery.

*Exception(s) to Grant Application Deadline

Initial Application Forms

Forms
Application Sheet
Project Narrative
Project Budget
Appendix A and Appendix A-1 G
Payee Information Form & Standard Data Capture Form
Institutional Authorization
Proposed Budget Summary (FS-10)
Attachments/Uploads
Participating Institutions (if applicable)
Shared Services Agreement Form (if applicable)
Prequalification Requirements (Not-for-Profits only)
Application Printouts
M/WBE Requirement - only for an application for grant funding that exceeds \$25,000 for the full grant period.
View Application Submission

Submit Initial Application

Help Submitting application

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[Accessibility](#)
[Privacy Statement](#)
[Disclaimer](#)
[Terms of Use](#)

Application Sheet

The Application Sheet is at the top of the list and is the first form you should complete. This form is essentially divided into two parts: already populated information about your institution, such as CAO and contact information; and information that you enter which is specific to your proposed project. This information will include the name of your project director and records management officer (RMO), the type of your local government, region where it is located, project category, and a brief summary of the proposed project.

There is no need for you to fill in the upper part since the information is pulled from SED's client database, [SEDREF](#). If the CAO and contact information is incorrect, submit a [Standard Data Capture Form \(SDCF\)](#) to the Grants Unit. For more information on the SDCF, please consult our webpage on the [eGrants system](#).

The top part of the Application Form, where information from SEDREF database is pulled:

Application Sheet

Home / LGRMIF Home / Checklist / Forms / Application Sheet

[Application sheet help](#)

Application Sheet

The due date for this application has expired. You may not submit a new application for this fiscal year, unless the application is for Disaster Recovery.

Project Number	0580-23-9531
Sponsoring Institution:	Nys Dept Of Education
Mailing Address:	89 Washington Ave
Address:	
City, State, Zip:	Albany NY 12234
Chief Administrative Officer:	Betty A Rosa
Title:	Commissioner Of Education
Phone:	
Email:	
State Judicial District: 3	State Assembly Districts: 109 110 108
State Senate Districts: 44 46	State Congressional Districts: 20
Federal ID:	School District: Albany City Sd
Institution Type:	State Agencies (Non-Facilities)

The middle part of the form is where you will enter most of the data related to your proposed project:

Fields marked with an (*) are required. The Application Sheet **cannot** be "Saved" unless all required fields are completed.

Remember to Save your work often.

*New York City (NYC) Grant? ☐ Yes ☒ No

Name of NYC Agency (if applicable)

Eligibility Requirements

*RMO Appointed? ☒ Yes ☐ No ☐ N/A

*Year RMO Appointed? (###)

*Appropriate Retention Schedule Adopted? ☒ Yes ☐ No ☐ N/A

*Year Schedule was Adopted? (###)

Project Director (PD)

*First Name

*Last Name

*Title

*Phone (###-###-####)

Phone Extension

The Project Director email address listed below will receive notifications regarding the LGRMIF application

*Email

Records Management Officer (RMO)

*First Name

*Last Name

*Title

*Phone (###-###-####)

Phone Extension

The RMO email address listed below will receive notifications regarding the LGRMIF application

*Email

Local Government Information

County

*Region

*Type

Department/Unit

The Amount Requested field below will be completed by the system.

Amount Requested

Application

Start by indicating whether you are a New York City agency. If so, indicate the name of your agency. The next two lines cover whether you have appointed an RMO and adopted the appropriate retention schedule. Both of these are required by the application deadline in order to apply for an LGRMIF grant. Also indicate the years that the RMO was appointed and the schedule was adopted.

The next fields cover the name and contact information for both your project director (PD) and RMO. Be sure to enter information in all fields with an asterisk, even if the PD and RMO are the same person. Fields marked with an asterisk (*) are required. Also, be sure to enter correct and current email addresses. Information regarding your application, including notifications of your application's status/review, will be sent by email.

Next is a heading for “Local Government Information” which is for additional information on your institution. Indicate the county in which you are located, the region, and type of local government, both of which are chosen from the drop-down menus. Indicate the Department/Unit involved in the project, if there is one. The amount requested will be automatically populate once you complete your Project Budget.

The lower part of the Application Sheet contains fields that cover your proposed project and a text box for the project summary:

Click the appropriate radio button to indicate the type of application you are submitting: Individual or Shared Services.

From the drop-down menu, choose the appropriate project category. (You can only choose one.) If you are planning on incorporating more than one category into your proposed project, choose the one that is most appropriate. Be sure to address all of the appropriate category requirements in your application. Note: If you are submitting a Disaster Recovery application, you must choose the “Disaster Recovery” category in order for the system to allow your application to be submitted. Disaster Recovery applications are for situations where a local government has experienced a sudden disaster involving certain records and is separate from Disaster Management.

In the Summary text box enter a brief summary of your proposed project. This field has a limit of 2,500 characters. The summary should be brief but should provide a clear statement of how you intend to use an LGRMIF grant.

The very bottom of the Application Sheet has the Save button. You must enter data into all of the required fields before you can save the form. The form must be completed all at once. If you don’t have all of your information on hand, use a placeholder instead, such as random letters, and then come back to the form with the proper information.

NYSED Home Online Application System mmaniak ▾ Print	
Project Category: Files Management ▾	
<p>Summary description of proposed project activities: Describe the project, including scope, objectives, and description of records. The summary should be brief, but should provide a clear statement of how you intend to use a LGRMIF grant. The Project Summary field is limited to 2500 characters, including spaces.</p> <div>TEST</div> <div>Character count</div> <div>Save Remember to Save your work often.</div>	
Select Participating Institutions for this LGRMIF proposal (Shared Services Projects only)	

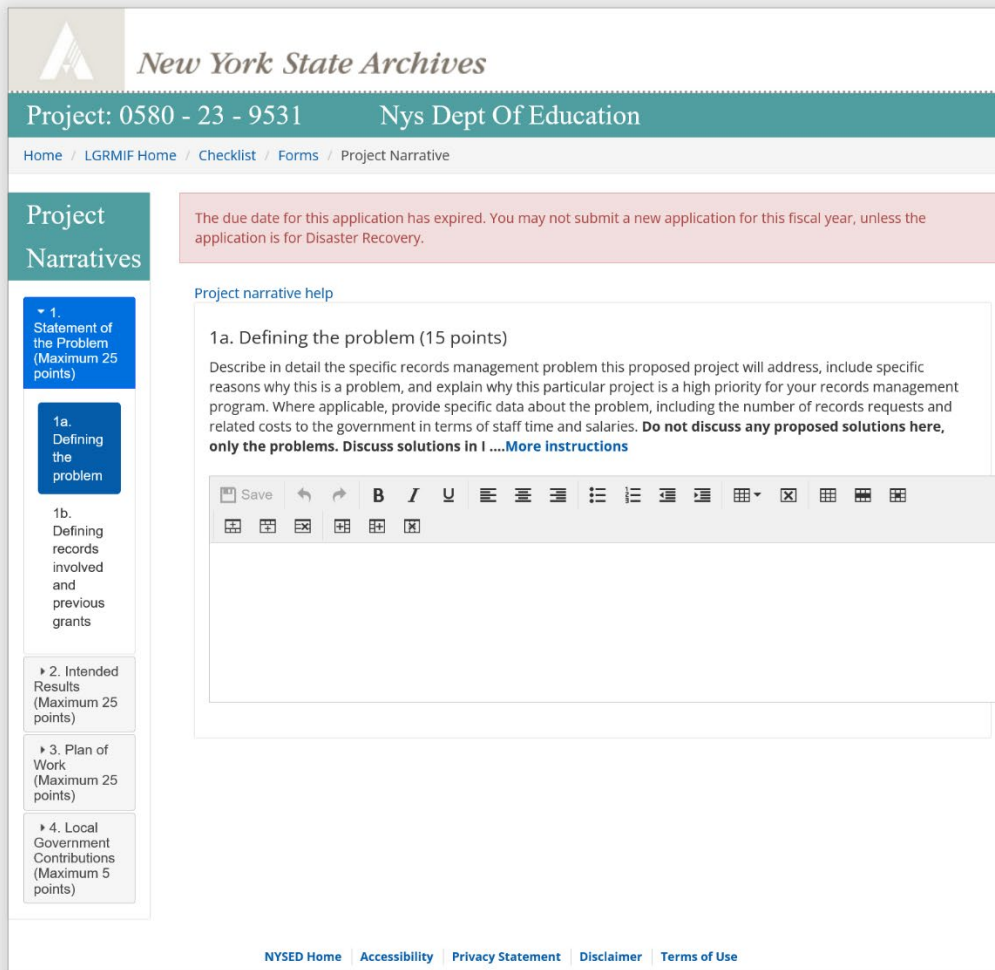
Project Narrative

The project narrative is a central part of your application; it is worth eighty (80) points toward the scoring of your application. Therefore, it is important that you provide a complete and detailed description of your records management issues and your proposed solutions. Be sure to address each of the criteria in the appropriate narrative section.

To access the project narrative, click on the “Forms” heading in the top tool bar. This will take you to the Forms Menu. From there, click on the “Project Narrative” bar to get to the form. It will be the second item on the list. The “Project Narrative” has four sections, with subsections. The sections and subsections are:

1. **Statement of the Problem** – 1a. Defining the problem, 1b. Defining records involved and previous grants;
2. **Intended Results** – 2a. Methodology, 2b. Anticipated benefits;
3. **Plan of Work** – 3a. Project outline, 3b. Grant requirements;
4. **Local Government Contributions** – 4a. Previous records management and current project support.

After you click the “Project Narrative” link you will be taken to section 1. Statement of the Problem. Links to the other sections, including subsections, are found on the left of the page. Click on any one of those to access the appropriate section. Once you open a section, links to the subsections will appear.



Under the heading of the subsection is a paragraph that explains the criteria that you must address in that particular subsection. For example, in the screenshot above, for subsection “1a. Defining the Problem”, you are instructed to describe, in detail, the specific records management problem that your proposed project will address. There is also a blue highlighted link for “More Instructions”; click on that link to view the rest of the instructions.

Below the instructions is a text box; it is here that you will enter your narrative. Place the cursor in the box to activate the box. At the top of the text box is an editing tool bar that contains features similar to what one would find in a Word document. These include tools such as bold, italic, and underline features. You can also insert bullet points and tables. In order to use these features, however, you need to have Java script installed on your computer. While these editing features are handy, they are a bit awkward to use in eGrants and we recommend that you create text in an actual Word document and then copy and paste text into the text box. You can copy and paste tables and graphs, but image files, such as jpegs, should be attached to your application.

Once you enter text into the box, the “Save” button, located in the upper left of the tool bar, will become active. Be sure to save all data entered before you move on to the next section of the Narrative. Also,

remember that the system will close you out after 30 minutes of inactivity, so save your work often. For help in completing the Narrative, click on the “Project narrative help” link located just above the sub-section heading. This link can be found on all pages of the Narrative. Next, we will look at the Project Budget.

Project Budget

The Project Budget is worth twenty (20) points toward the scoring of your application. It is here that you will provide a detailed description and justification for all of your proposed expenditures. To access the Project Budget, click on the Forms link at the top of the page. This will take you to the Forms Menu page. From there, click on the “Project Budget” bar. Each page of the Project Budget has basically three parts. The upper part contains links to all eight of the budget codes:

NYSED Home Online Application System mmaniak Print

New York State Archives

Project Budget

Home / LGRMIF Home / Checklist / Forms / Project Budget

- 1. Professional Salaries
- 2. Support Staff Salaries
- 3. Purchased Services
- 4. Supplies and Materials
- 5. Travel Expenses
- 6. Employee Benefits
- 7. Purchased Services (BOCES)
- 8. Minor Remodeling
- 9. Equipment

The due date for this application has expired. You may not submit a new application for this fiscal year, unless the application is for Disaster Recovery.

Institution: Nys Dept Of Education
Project Number: 0500 23 0531

Click on the appropriate link to access the correct budget code. For our purposes we will look at the page for budget code 15, Professional Salaries:

NYSED Home Online Application System mmaniak Print

[Project budget help](#)
Project Budget
1. Professional Salaries (Code 15) [LGRMIF Eligible and Ineligible Expenditures](#)
 Justify in detail the need for these positions and clearly outline the responsibilities of the positions. Demonstrate why the requested number of hours is needed. Explain how the project staff will support project activities and goals.

Add Click here to initiate an entry under each budget category, and save any changes before adding a new record.
 Delete any blank/unused records that have been created for a budget category code.

Name	Title	Hours Worked	Rate of Pay	Hours*Pay rate
Joe Smith	Project manager	300	21	6,300
InstContribution	AmtRequested			
N/A	6,300			

[Delete](#)

[Save Salaries](#) Remember to Save your work often.

Professional Salaries Totals (Code 15)			
Amount Requested	Amount Awarded	Expense Submitted	Expense Approved
\$6,300	\$0	\$0	\$0

Grand Totals for all Budget Categories

The middle part of the page contains fields for entering specific data on the proposed expenditure. In this case, it is the hiring of a project manager, so it includes fields for the name, title, hours worked, and the rate of pay. Similar to the Project Narrative, the Project Budget has instruction on what information to include in the fields. The Budget also has a link to “Eligible and Ineligible Expenditures” that covers all of the budget codes. Use that link to verify you are requesting funds for eligible expenses. To add a line item, click on the “Add” button below the instructions. To delete a line item, click on the blue “Delete” button below the fields. Be sure to delete any blank records as the system will record them as expenses even without any data in the fields. For help at any time, click on the “Project budget help” link above the “Project Budget” heading.

Enter appropriate data in the fields displayed. Any grayed out fields will be populated by the system. You must enter data in any field that is not grayed out, including the “Amount Requested.” Once you have entered data, hit the save button at the bottom of the fields. In this case, it is labeled “Save Salaries.” The middle part of the page also contains lines that show you the total amount requested for that particular budget code as well as a running tally of the total amount requested for the project.

NYSED Home
Online Application System
mmaniak ▾
Print

Add
Click here to initiate an entry under each budget category, and save any changes before adding a new record.
Delete any blank/unused records that have been created for a budget category code.

Name Joe Smith	Title Project manager	Hours Worked 300	Rate of Pay 21	Hours*Pay rate 6,300
InstContribution N/A	AmtRequested 6,300			

Delete
Save Salaries
Remember to Save your work often.

Professional Salaries Totals (Code 15)

Amount Requested	Amount Awarded	Expense Submitted	Expense Approved
\$6,300	\$0	\$0	\$0

Grand Totals for all Budget Categories

Amount Requested	Amount Awarded	Expense Submitted	Expense Approved
\$10,108	\$0	\$0	\$0

The bottom part of the Budget page contains a text box, similar to the one found in the Project Narrative.

NYSED Home
Online Application System
mmaniak
Print

1. Professional Salaries (Code 15)

Justify in detail the need for these positions and clearly outline the responsibilities of the positions. Demonstrate why the requested number of hours is needed. Explain how the project staff will support project activities and goals. [LGRMIF Eligible and Ineligible Expenditures](#)

Save
Remember to Save your work often.

B *I* U [List of icons]

Test.

This is known as the Budget Narrative. You must provide a Budget Narrative as part of your Project Budget. This is the place to provide specific information on your proposed expenditures. Be sure to include a detailed description of each expenditure and a detailed justification on why these particular expenditures are reasonable and necessary for the successful completion of your proposed project. Only include expenditures that will be paid with LGRMIF funds.


The text box contains an editing tool as well as another link to the list of “Eligible and Ineligible Expenditures.” As in the Project Narrative, we recommend that you copy and paste data into to the box. Tables and graphs can be pated in, but photo files should be attached to your application. There are two “Save” buttons connected with the narrative: one is at the top of the box; the other is at the bottom of the box. Please note that this is a separate “Save” button from the expense fields in the middle of the page.

The Project Narrative and the Project Budget are the main components of your application. We will now look at other/supplemental parts of the application, including application printouts and attaching documents so your application.

Application Printouts and Attaching Documents to Your Application

Application Printouts

Once you have completed the Application Sheet, Project Narrative, and Project Budget, you can print out either a complete application or individual parts. To begin the printout process, go to the Initial Application Forms menu and click on the “Application Printouts” bar, which is near the bottom of the menu.



New York State Archives

Project: 0580 - 23 - 9531

Nys Dept Of Education

[Home](#) / [LGRMIF Home](#) / [Checklist](#) / [Forms](#)

LGRMIF Initial Application Forms

Due Date for new applications, including forms required to be submitted in paper: 03/21/2022 5PM

The due date for this application has expired. You may not submit a new application for this fiscal year, unless the application is for Disaster Recovery.

*Exception(s) to Grant Application Deadline

Initial Application Forms

Forms

Application Sheet

Project Narrative

Project Budget

Appendix A and Appendix A-1 G

Payee Information Form & Standard Data Capture Form

Institutional Authorization

Proposed Budget Summary (FS-10)

Attachments/Uploads

Participating Institutions (if applicable)

Shared Services Agreement Form (if applicable)

Prequalification Requirements (Not-for-Profits only)

Application Printouts

MWBE Requirement - only for an application for grant funding that exceeds \$25,000 for the full grant period.


View Application Submission

Submit Initial Application

Help Submitting application

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This will take you to a page listing the parts of the application in HTML or PDF formats. You also have a choice of printing the whole application, but in HTML format only.



New York State Archives

Project: 0580 - 22 - 2683

Nys Dept Of Education

[Home](#) / [LGRMIF Home](#) / [Checklist](#) / [Forms](#) / [Application Printouts](#)

Application Printouts

Please use the following links to *print* or *save* your application to your desktop:

[Complete Application HTML](#) (Application Sheet, Narratives, Budget)

[Application Sheet HTML](#)
[Project Narratives HTML](#)
[Budget HTML](#)
[FS10 Budget Summary HTML](#)

[Application Sheet PDF](#)
[Project Narratives PDF](#)
[Budget PDF](#)
[FS10 Budget Summary PDF](#)

Cultural Education Center, Albany, New York 12230. Phone: (518) 474-6926

Attaching Documents to the Application

Depending on the type of application you are submitting and the project category your proposal is under, you will be required to submit certain documents along with your application. You may also want to provide certain kinds of documentation, such as photos, to illustrate your records management issues.

If attaching items to your application, you must submit them in any one of the following formats:

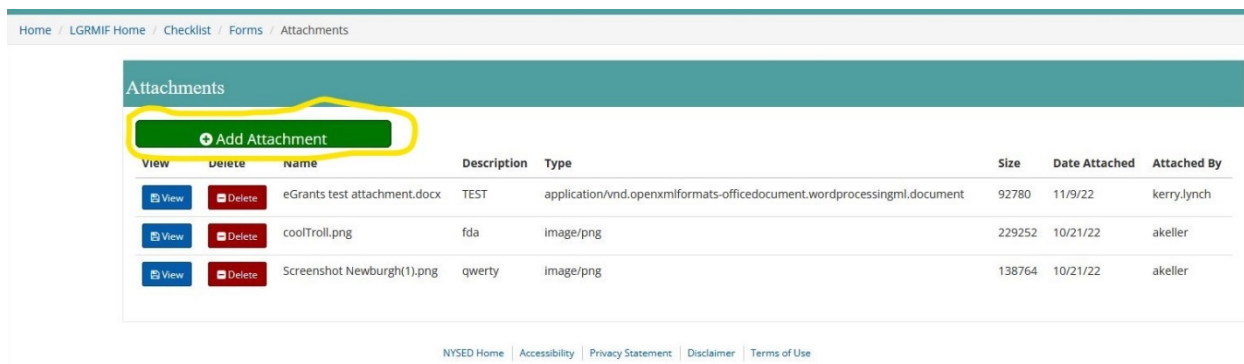
- Text-based documents: Microsoft Word (.docx) or PDF
- Spreadsheets: Excel (.xlsx)
- Images: PDF, JPEG, BMP, or PNG

These are the only formats that the eGrants system will accept. Please do not attach MS Word 2003 (.doc) files; they must be converted to MS Word 2007 or 2010 (.docx). It is your responsibility to ensure that all required documentation is included with your application. Any attachments must be in the accepted format, not corrupted, and able to be opened and read by reviewers. Please refer to the current application guidelines for the required documentation for your application type and project category.

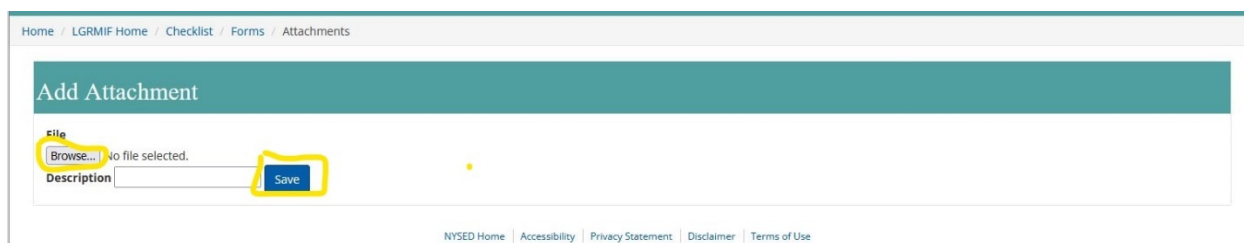
To attach an item to your application, first go the Initial Application Forms menu and click on the “Attachments/Uploads” bar, located in the middle of the menu.

The screenshot shows the 'Forms' menu in the NYSED Online Application System. The menu is a vertical list of buttons. The 'Attachments/Uploads' button is highlighted with a yellow circle. The menu items are: Application Sheet, Project Narrative, Project Budget, Appendix A and Appendix A-1 G, Payee Information Form & Standard Data Capture Form, Institutional Authorization, Proposed Budget Summary (FS-10), Attachments/Uploads, Participating Institutions (if applicable), Shared Services Agreement Form (if applicable), Prequalification Requirements (Not-for-Profits only), Application Printouts, MWBE Requirement - only for an application for grant funding that exceeds \$25,000 for the full grant period, and View Application Submission. Below the menu is a 'Submit Initial Application' button. At the bottom, there is a footer with links: Help Submitting application, NYSED Home, Accessibility, Privacy Statement, Disclaimer, and Terms of Use.

Once you click on that bar, you will be taken to the “Attachments” page.



To add an attachment, click on the green “Add an Attachment” bar in the upper left corner. This will take you to the “Add Attachment” page. Click on the “Browse” button to find the file you wish to attach. Once you’ve done that, add a brief description of the file, then click the blue “Save” button.



Once you have saved your attachment, you will be automatically taken back to the “Attachments” home page. From there you will see a list of your attachments. If you wish to view the individual attachment, click on the blue view button under the “View” column. If you find you attached the wrong document, you can delete it by clicking on the red delete button under the “Delete” column. To add any further attachments, simply click on the green “Add Attachment” bar and go through the same steps.

Application Forms that Need to Be Printed and Mailed In

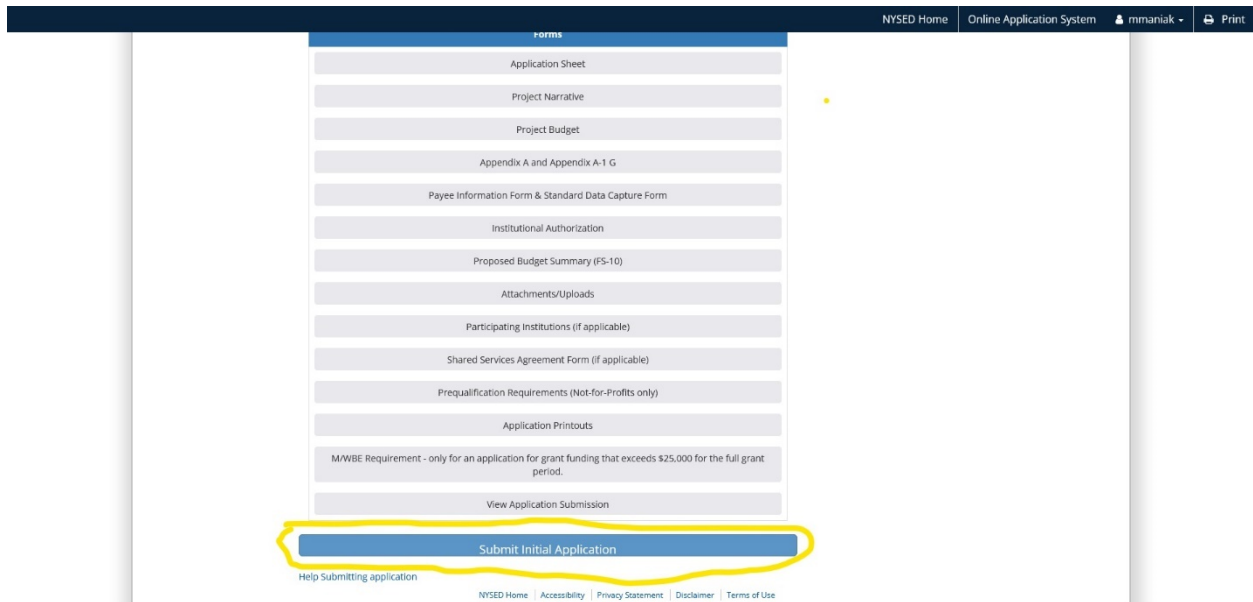
In addition to the electronic components (Application Sheet, Project Narrative, and Project Budget) that you must complete and submit online, there are two forms that must be printed, signed (by your CAO/CEO), and mailed to the Grants Administration Unit. These are the Institutional Authorization form and the FS-10/Proposed Budget. Both are accessible in eGrants from the Initial Application forms menu, and both require an original signature.

The Institutional Authorization form and FS10 form are populated with data regarding your institution and your application. The Institutional Authorization form is populated with the name of your institution and your system-assigned project number. Simply print out the form, have your CEO/CAO sign it and mail it with the FS-10; the mailing address is located in eGrants on the pages where you have the option to print those forms. The FS-10 is populated with data that you enter into your Project Budget, including the appropriate budget codes and the total amount you are requesting. It also includes the name of your institution, address, contact person, project number, and SED code. There is no need to use any version of either form that you access from outside of your eGrants application. In fact, we strongly prefer that you use only forms accessible through eGrants.

Submitting a Grant Application

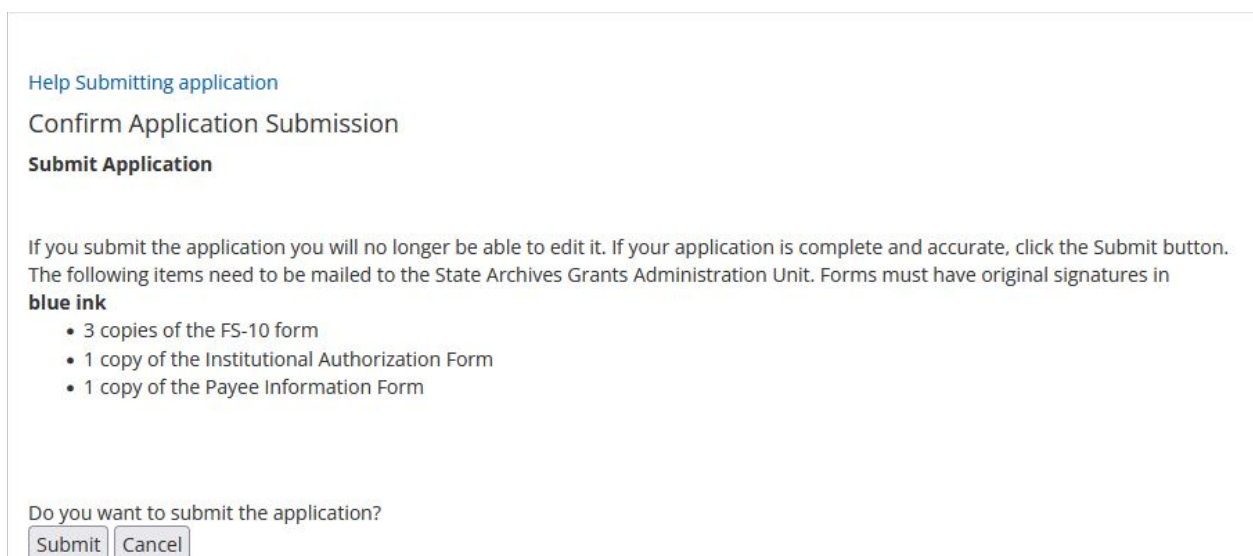
After you have completed your Project Narrative, made sure your figures are correct in your Project Budget, attached the necessary documents, printed them out, and obtained signatures for the Institutional Authorization form and FS-10, congratulations: you are ready to submit your LGRMIF grant application.

To submit the online forms, return to the Initial Application Forms menu and look for the big blue “Submit Initial Application” bar at the bottom of the page.



The screenshot shows the 'Initial Application Forms' menu in the NYSED Online Application System. The menu lists the following items: Application Sheet, Project Narrative, Project Budget, Appendix A and Appendix A-1 G, Payee Information Form & Standard Data Capture Form, Institutional Authorization, Proposed Budget Summary (FS-10), Attachments/Uploads, Participating Institutions (if applicable), Shared Services Agreement Form (if applicable), Prequalification Requirements (Not-for-Profits only), Application Printouts, and M/WBE Requirement - only for an application for grant funding that exceeds \$25,000 for the full grant period. At the bottom of the menu is a large blue button labeled 'Submit Initial Application', which is highlighted with a yellow circle. Below the button is a link for 'Help Submitting application'. The top of the page shows the NYSED Home, Online Application System, and user information (mmariak).

Once you hit the submit bar, you will be taken to a page confirming whether you want to submit your application.



The screenshot shows the 'Confirm Application Submission' page. The page has a header with 'Help Submitting application' and 'Confirm Application Submission'. Below the header is a section titled 'Submit Application'. The text on the page states: 'If you submit the application you will no longer be able to edit it. If your application is complete and accurate, click the Submit button. The following items need to be mailed to the State Archives Grants Administration Unit. Forms must have original signatures in blue ink'. Below this text is a list of required items: 3 copies of the FS-10 form, 1 copy of the Institutional Authorization Form, and 1 copy of the Payee Information Form. At the bottom of the page is a question 'Do you want to submit the application?' with two buttons: 'Submit' and 'Cancel'.

If you are missing any parts of the Project Narrative, or the Project Budget, you will receive an error message detailing what is missing. You will be unable to submit your application until you correct the errors. Once those are corrected, you can hit the “Submit” button on the Confirmation page. When you have successfully submitted the online portion of your application, your RMO and Project Director will receive an email confirming the submission.

You must, however, also mail in the required paper forms, postmarked no later than the posted deadline, with original signatures from your CEO/CAO. These include the Institutional Authorization form and the FS-10/Proposed Budget. Failure to submit these will result in an incomplete application. The reverse is also true: you must submit the online forms by the posted deadline. Note: there is no need to mail in a copy of the Payee Information form. If we need the form from you, we will contact you.

Questions/Help

If you have questions that are not answered in this manual, feel free to contact the Grants Unit at archgrants@nysed.gov or (518) 474-6926, although email is preferred. There are also links to this manual throughout your eGrants application, including the Project Narrative, Project Budget, Adding an Attachment, the Initial Application Forms menu, and the LGRMIF landing page.

Lastly, good luck with completing your application, and don’t forget to hit the “Submit Initial Application” bar when ready (but before the posted deadline!).