

Frequently Asked Questions

1. In the grants budget, where is the “Save” button? Can I save my entries and come back to submit later?

Yes, you can save the budget entries. There is no “Save” button. Once you click the “Add” button, the budget items should be saved. You can log off the Portal and log back in to complete the budget and submit at a later time or date.

2. I am having trouble uploading or viewing my work plan/application document in the Portal.

The software will only allow you to upload documents (work plans and assurances) as PDFs. You must first save the WORD document in your records, then convert the WORD document to a PDF. Then upload the PDF to the Portal. The Portal will give you instructions to reduce the PDF size if it is too large.

3. When uploading a work plan/application, what do I do when I get a message saying my document is too large to upload?

2MB is the maximum document size that may be uploaded to the Portal. When saving a Word document to a PDF there is an option for "minimum size". That will reduce its size about 90%. If you have a full version of Adobe, you can choose how big to make the file.

4. Can I assign a specific user in my fiscal agency to only see his or her project information?

As of August 2011, only one individual at each agency, designated as the Grant Coordinator, will be able to view and make changes to all discretionary grant projects for that agency. All other users, such as Grant Project Directors, other grant staff, and as business office managers, must be assigned to a specific project by the Grant Coordinator. Once assigned, each of these individuals will only be able to have access his/her grant project information.

If a user is unable to access their grant project, then the Grant Coordinator for that agency likely needs to assign that user to the specific project. To do this, the Grant Coordinator should login, click on the specific grant project name, and then under “Grants Main Menu,” select “Enter/View Grant Project Contacts.”

Grant Budget
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User Info	
User Name:	
Login ID:	
Role:	DPI Grants Administrator

Grant Info	
Grant Number:	12-74-9901-PIDEA60
Grant Status:	Pending Narrative
Start Date:	7/1/2011
End Date:	6/30/2012

Grants Main Menu

- [Grant Budget](#)
- [View Notification of Funding Availability \(NOFA\)](#)
- [View Assurances / Certification](#)
- [View Workplan/Application](#)
- [Upload Completed Assurance/Work Plan](#)
- [Enter/View Grant Project Contacts](#)

Claim Funds

- [Enter Claims for Grant Funds](#)

This will bring up a screen entitled “Primary Contacts for Grant Application.” The Grant Coordinator will need to assign a user to each of these positions (Grant Director, Fiscal Agent Accountant, etc.) and save them in order for the users to access their grant projects.

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Primary Contacts for Grant Application

 **If You Don't See A User In The Dropdown Menu, You Will Need To Add Them As A User First.**

DPI Grant Liaison

Name: Erin		
Phone:	Ext:	E-Mail:

Grant Coordinator

<input type="text"/>		
Phone:	Ext:	E-Mail:

Grant Director

<input type="text"/>		
Phone:		E-Mail:

Fiscal Agent Accountant

<input type="text"/>		
Phone:		E-Mail:

5. In the Personnel section of the grant budget, the “Name” field is not activated. How to I add the name?

In certain grant projects, a license file number (EFN) is required for specific project positions. If this is the case, you won't be able to type in the name of that individual. Instead, type in his/her license number. Then click the “Add” button. You should see the entry below should automatically include the individual's name, if he/she holds a current DPI license. This ensures that an un-licensed individual will not be able to be added to the budget.

6. How can I print out my grant budget to review before submitting?

Under the “Grant Project Main Menu,” go to the fourth heading entitled “Report Menu.” Click on “View Budget Detail Report.” Here you will see a summary of your budget. You may print this page to review the budget before submitting.