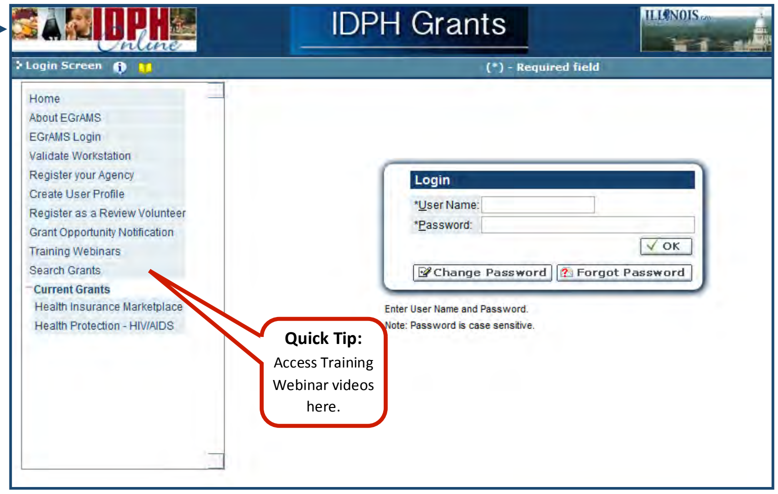
IDPH Grants
EGrAMS Quick Start Guide – Grantee

Welcome to IDPH Grants!

The Illinois Department of Public Health (IDPH) is pleased to announce the transition from a paper-based grant application to its new cloud based **E**lectronic **Gr**ants **A**dministration & **M**anagement **S**ystem (EGrAMS).

Please access the EGrAMS system here: https://idphgrants.com



1. **Current Grants**
   Access current grant opportunities available in IDPH's online system, program descriptions, timelines, and supporting documents here.

2. **Validate Workstation**
   The validate workstation function is a built in feature to assist with determining if your web browser is correctly setup to run EGrAMS. Simply click Validate and resolve any identified validation errors.

3. **Register your Agency**
   All agencies interested in applying for IDPH grants currently available in the online system must register with EGrAMS. Simply select 'Grantee Agency' from the Agency Class lookup box and click 'OK'. Complete all of the required fields marked with asterisks and click 'OK' to submit.

4. **Create User Profile**
   Users can create a user profile *only* after their agency has been registered. The EGrAMS application allows users to create their own user login and password.

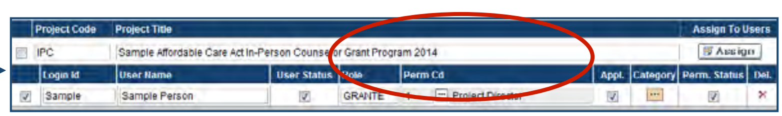
   Simply complete all of the required fields marked with asterisks, select 'Grantee' as your Role Code, locate your agency in the 'Parent Agency' lookup tool, and set your security questions. Submit by clicking 'OK'.

5. **EGrAMS Login**
   Users will receive an email notification once their user profile has been approved and activated. Please note that passwords are case sensitive.

To Submit an Application

6. **Initiate Grant Application**
   - From the menu, select Project Director → Initiate Grant Application
   - Select a grant program by clicking on the lookup tool
   - Modify the Project Title for your agency's application (mandatory)
   - Select 'OK' to submit

7. **Assign Agency Users**
   If multiple users will complete and/or approve the application before submission to the Grantor, their user permissions must be configured. Simply utilize the Assign Agency Users feature to assign rights as necessary.
   - From the menu, select Project Director → Assign Agency Users
   - Select a grant program by clicking on the lookup tool, click 'Find' then 'Assign'
   - Assign Permissions (designated by a number), Application Access, and Application Category access



8. **Enter Grant Application**
   - From the menu, select Grant Application → Enter Grant Application
   - Click on desired project hyperlink to access the application
   - System displays 'Last Submission Date & Time' - acknowledge message by clicking 'OK'
   - Complete the application using 'Save →' to navigate from page to page or utilize the tabs to select various sections of the application
   - Validate for errors by utilizing the 'Validate' button located on each page.

9. **Grant Application Preview and Submission**
   - From the menu, select Grant Application → Grant Application Preview
   - Click on desired project hyperlink to access the application preview
   - Review the application and click 'Submit' to send application to Grantor

10. **Application Status**
    - From the menu, select Project Director → Application Status
    - Select a grant program by clicking on the lookup tool, click 'Find'
    - Review stage and status of application

IDPH Grants

EGrAMS Quick Start Guide – Grantee

Post Award

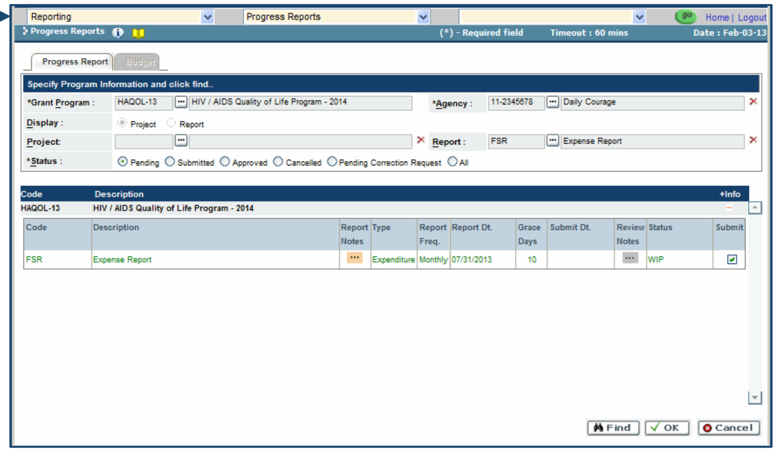
The Post Award Grant Cycle contains the following pieces: Reporting, Amendments, Accounting, and Payment Transactions.

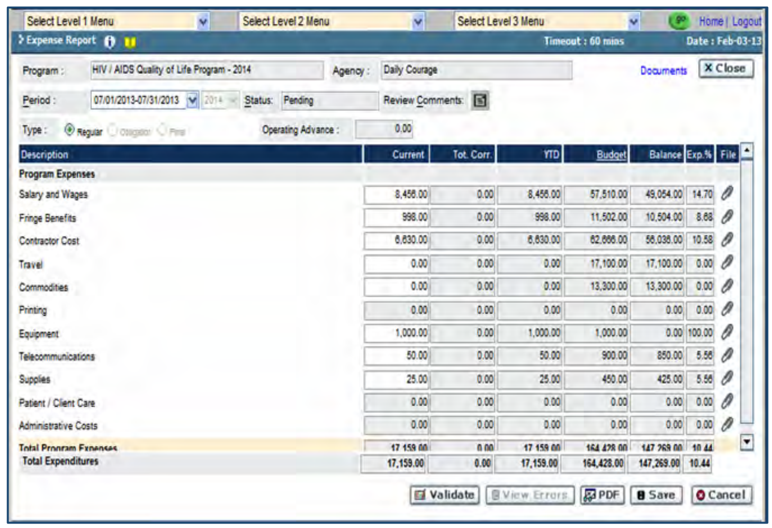
EGrAMS supports 4 categories of Progress Reports:

- Expense & Financial Reports – based on budget
- Narrative Report – based on Work Plan (if applicable for the respective program)
- Statistics – as configured for the respective program
- Attachments – as configured for the respective program

Reports are automatically displayed in the Reporting queue for the respective grantee organization 'x' days prior to due date.

All grants, applications, reports, and payments are retained in the system with an auditing trail which provides dates, names, and changes made at each step of the application process. All information is retainŜŘ for historical records and can be used for future applications or to generate reports.





Reports

- Enter an Expense Report
  - Agency Name
  - Select Grant Program
  - Select Report (optional)
  - Status – 'Pending'
  - Click on 'Find'
  - System displays
    - Project Name
    - Report Code & Description
    - Report Notes
    - Types
  - Click on report hyperlink
  - Submit is active if permission is given

- **To submit expense report, mark checkbox in 'Submit' column and click on 'OK'**
- **Submit Checkbox is enabled only if the user has permission to submit an expense report**