

# IDPH Grants

## EGrAMS Quick Start Guide – General



### 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 **G**rants **A**dministration & **M**anagement **S**ystem (EGrAMS).

### What is EGrAMS?

EGrAMS is an enterprise-wide web-based scalable, configurable, business rule driven and workflow based end-to-end electronic grants system. The system provides consistent and standard user interfaces to handle the process from grant application entry to closeout. It offers a streamlined solution to configure, find, apply and manage your grant application process quickly, efficiently and accurately. The system uses a comprehensive security framework for user authentication and authorization.

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.

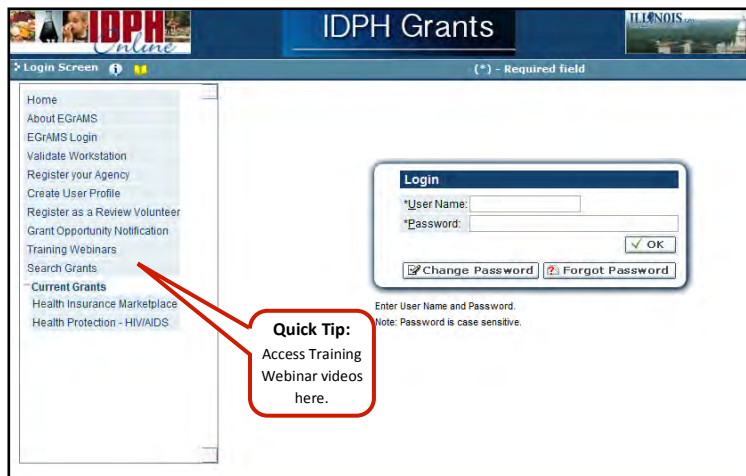
#### 3. Create User Profile

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'.

#### 4. EGrAMS Login

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



### Frequently Asked Questions

- I want to apply for a grant on EGrAMS. What do I do first?
  - The first step is to visit EGrAMS at <https://idphgrants.com/>
  - Select 'Register your Agency' from the menu bar
  - Utilize the 'Show lookup' tool  to select Agency Class; Select 'Grantee' Agency; Click OK to submit
  - Complete all of the required fields marked with an asterisk ; Click OK to submit
  - Once you successfully registered your agency, complete the steps to create a User Profile
- What is a Parent Agency?
  - Your Parent Agency is simply the organization that you belong to or the organization that you are applying on behalf of. This is the organization name that will appear on the application and award information.

### Frequently Asked Questions *continued*

- Do I have to register my agency first?
  - User Profiles require that the parent agency has already been created. If you are unsure if your organization has created a user profile, visit the Register your Agency page and utilize the " Check if agency is already registered" lookup feature
- When registering, what does agency class mean?
  - Agency Class is your organization's role in the IDPH grants process. If you are an applicant and intend to receive funding from the Department, your Agency Class is Grantee
  - At this time, all other agency classes have been disabled
- When registering my agency, I'm receiving an error message when entering the Federal ID.
  - Do not enter spaces or dashes when typing the Federal ID number. Only numbers should be entered.

### Frequently Asked Questions *continued*

6. How long does it take to activate a User Profile?
  - While User Profiles are not activated immediately, the EGrAMS administrator at the Department will verify and activate accounts periodically throughout the day. All User Profile requests submitted on weekdays will be approved within 48 hours.
7. How do I become a Project Director?
  - Currently, the first individual to initiate a grant application is automatically given Project Director rights for that grant program
8. How do I assign others to work on the application?
  - The Project Director for each grant program has the ability to assign others with the rights to applications
  - To assign user roles, the Project Director should go to PROJECT DIRECTOR --> ASSIGN AGENCY USERS
  - Select the Grant Program using the 'Show lookup' tool ; Click Find; Click ASSIGN
  - Assign Permission Codes and Application reading/writing privileges for each user
    - To allow or restrict reading/writing rights, check the box under Appl which will unlock the Category 'Show lookup' tool
    - Utilize the Category selections to assign read or write privileges.
9. Can there be more than one Project Director?
  - Yes, the first Project Director is able to assign Project Director rights to multiple users.
10. What training materials are available on EGrAMS?
  - Webinar tutorials are available on the idphgrants.com landing page as well as after login on the menu bars.
11. How do I find a copy of the RFA?
  - The RFA and application documents are available on the idphgrants.com home page as well after login
    - From the landing page, select the applicable grant program under 'Current Grants'
      - Select the Program
      - Click 'Show' next to User Document to see all available documents
      - Click 'View EGrAMS Application Form' to see the electronic application in PDF form
    - After login, when in the Enter Grant Application screen, select 'Show Documents' located on each page of the application
12. When I go to Grant Application --> Enter Grant Application, I do not see the grant program. How do I start entering my grant application?
  - Before you can begin entering the application, you must initiate the grant application
  - Go to Project Director --> Initiate Grant Application
  - Select the Grant Program using the 'Show lookup' tool
  - Click OK to submit
13. How do I upload an attachment?
  - To upload a document where requested in the application,
    - Clicking on the upload arrow
    - Click Browse to search for the file on your computer
    - Select the file and click Open
    - Click SAVE
    - You will receive a pop up notification that the 'Attachment has been successfully saved'
    - The file name will appear in the File Name
    - Click Close
    - Click SAVE or SAVE --> on the page of the application to save changes to the section

### Frequently Asked Questions *continued*

14. How do I submit the application?
  - From the menu bar, go to Grant Application --> Grant Application Preview
  - Click on the desired project hyperlink to access the application preview
  - Review the application and click 'Submit' to send the application to the Grantor for review
15. I've submitted the application, now what?
  - Once you've successfully submitted your application, it will be advanced to the review process
  - You will not be notified of the status of your application until it is either denied, sent back for revisions, or approved
  - To review the status of your grant application while it is being processed by the Grantor,
    - From the menu bar, select Project Director --> Application Status
    - Select a grant program by clicking on the 'Show lookup' tool, click Find
    - Review stage and status of the application
16. How many contact information pages do I have to enter?
  - You do not need multiple contacts; only the Project Director is required
  - The application will provide another blank page if you'd like to add others (Financial Officer, etc.) but they are not mandatory. Simply use the arrows to go to the next page of the application. If you've already entered multiples, use the Delete button located in the lower right corner to delete the duplicate information.
17. Do the character limits include spaces?
  - Yes
18. Does the application save as I complete it? Do I have to enter the entire application at one time?
  - EGrAMS will prompt you to save each page of the application before proceeding. The entire application does not need to be completed at once but can be completed at any time, in any order, and by multiple users, prior to the submission deadline.
19. How do I save the narrative in the budget section?
  - Please make sure that you're clicking 'OK' in the narrative box and not clicking on the X once you've entered the narrative text. Clicking OK will save the content.
20. When I go to the Grant Application, I am unable to write into the application.
  - Please make sure that you are going to Grant Application --> Enter Grant Application to enter content. You will not be able to type in the Grant Application Preview screen
21. I'm validating my application. How do I know which pages the errors are on?
  - As you validate each section, the error messages will show boxes for each message. Click on the box and it will take you to the page with the error.
22. I'm having problems completing the application. Who can I contact?
  - Questions regarding EGrAMS should be directed to DPH.GrantReview@illinois.gov