



## WebGrants Instructions for Applying for Funding

### Logging into the WebGrants System

Enter the URL for WebGrants: <https://wg7test.webgrantscloud.com>

On the Login Page

Click on User ID on the left side of your page under Login

Enter your User ID

Enter your Password

Click on 'Sign In'

A screenshot of the WebGrants login page. The page features the WebGrants logo at the top left. Below the logo is a "Login" section with a key icon. The login form includes a prompt "Enter your user id and password" with a user ID input field and a password input field. A green "SIGN IN" button is positioned below the input fields. Links for "Forgot User ID?" and "Forgot Password?" are located below the "SIGN IN" button. A yellow "Click here to Register" button is at the bottom of the login section. To the right of the login form is an "Announcements" section with a document icon.

**Notes before you Start your Application:** Use the WebGrants Menu, not the Browser Menu.

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the instructions on the screen for navigating in the system.



## Creating an Application

From the Side Menu:

Click on **'Funding Opportunities'**:

The screenshot shows the 'Funding Opportunities' page in the webgrants system. The page title is 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. The left sidebar contains a navigation menu with 'Funding Opportunities' highlighted. The main content area shows 'Currently Posted Funding Opportunities' with a search bar and a table of opportunities. The table has columns for ID, Status, Agency, Program Area, Title, Posted Date, and Final-Application Deadline. One opportunity is listed with ID 2, Status 'Posted', Agency 'Dulles Technology Agency', Program Area 'Test Program Area', Title 'Example Funding Opportunity', Posted Date 'Sep 20, 2019 2:35 PM', and Final-Application Deadline 'Not Applicable'.

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Deadline
2	Posted	Dulles Technology Agency	Test Program Area	Example Funding Opportunity	Sep 20, 2019 2:35 PM	Not Applicable

Select the **'Opportunity Title'** you are applying for.

Read the Funding Opportunity description to ensure eligibility requirements.

Click on **'Start A New Application'**:

The screenshot shows the 'Funding Opportunity Details' page for 'Example Funding Opportunity'. The page title is 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. The left sidebar contains a navigation menu with 'Funding Opportunities' highlighted. The main content area shows 'Current Applications' with a search bar and a table of applications. The table has columns for ID, Application Title, Organization, and Status. Below the table, there are three buttons: 'Ask a Question', 'Copy Existing Application', and 'Start New Application'. The 'Start New Application' button is highlighted in green. The page also shows the 'Funding Opportunity Details' for '2 - Example Funding Opportunity' with a subtitle 'Funding Opportunity Details'. The details include 'Test Program Area' and 'Final Application Deadline:'. At the bottom, there is a status bar showing 'Status: Posted', 'Program Officer: System Administrator'.

ID	Application Title	Organization	Status
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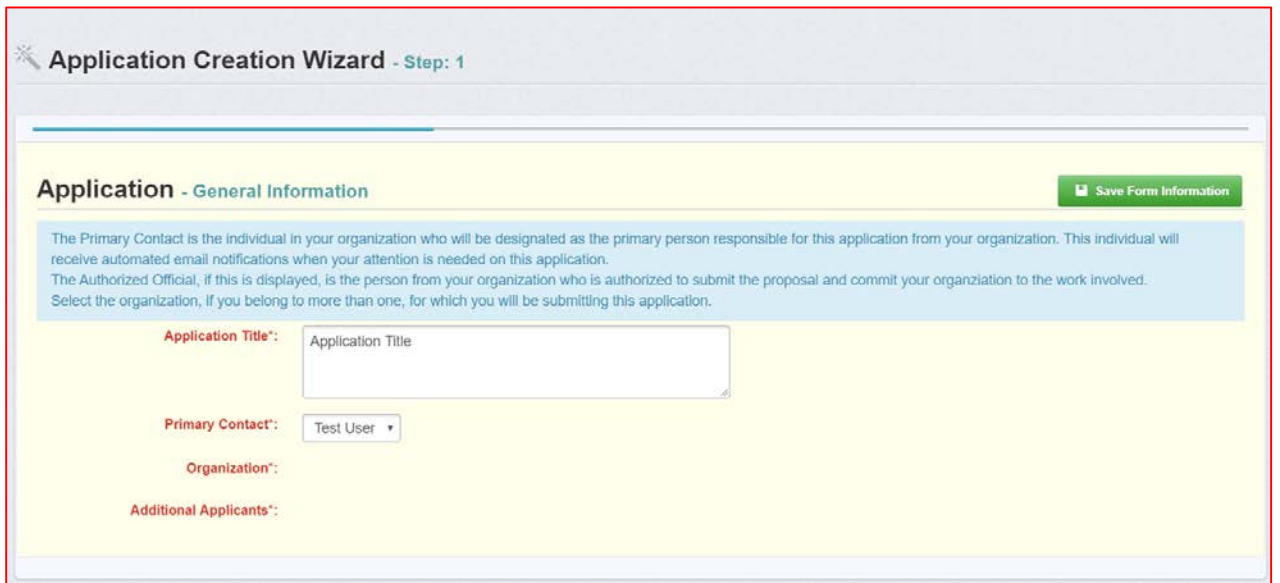
**Note:** At any time you may click on **'Ask a Question'** and submit a question into the system. When the Program Officer answers your response, you will receive an email alert from the WebGrants system



## General Information Page

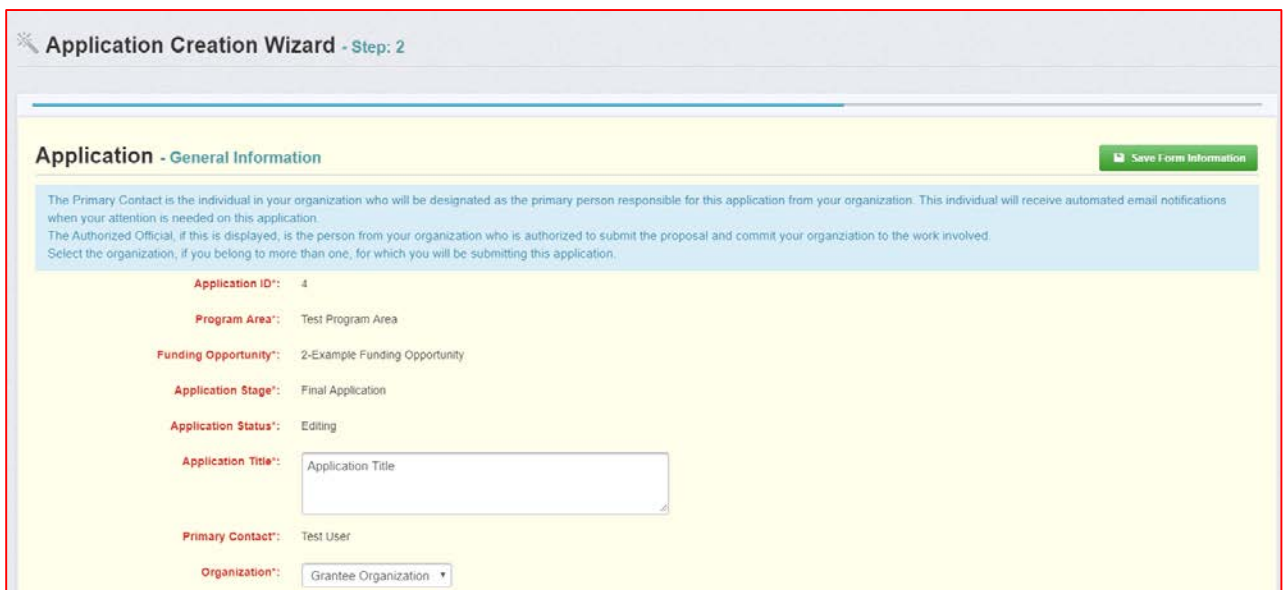
This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

Complete Step 1 in the Application Creation Wizard, then click **'Save Form Information'**:



The screenshot shows the "Application Creation Wizard - Step: 1" interface. The page title is "Application - General Information". A green button labeled "Save Form Information" is in the top right corner. A blue informational box contains the following text: "The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. Select the organization, if you belong to more than one, for which you will be submitting this application." Below this box, there are four labeled fields: "Application Title\*" with a text input field containing "Application Title"; "Primary Contact\*" with a dropdown menu showing "Test User"; "Organization\*" with a dropdown menu; and "Additional Applicants\*" with a text input field.

Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click **'Save Form Information'**:



The screenshot shows the "Application Creation Wizard - Step: 2" interface. The page title is "Application - General Information". A green button labeled "Save Form Information" is in the top right corner. A blue informational box contains the same text as in Step 1. Below this box, there are seven labeled fields: "Application ID\*" with the value "4"; "Program Area\*" with the value "Test Program Area"; "Funding Opportunity\*" with the value "2-Example Funding Opportunity"; "Application Stage\*" with the value "Final Application"; "Application Status\*" with the value "Editing"; "Application Title\*" with a text input field containing "Application Title"; and "Organization\*" with a dropdown menu showing "Grantee Organization".



If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click 'Save Form Information':

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 4

**Program Area:** Test Program Area

**Funding Opportunity:** 2-Example Funding Opportunity

**Application Stage:** Final Application

**Application Status:** Editing

**Application Title:**

**Primary Contact:** Test User

**Organization:** Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

**Additional Applicants:**

**Note:** The system has created and assigned the application # when you clicked 'Save'.  
If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on 'Applications' from the Side Menu or;  
Click on 'Funding Opportunities' and you will see your application in the top section.



## Completing an Application

Once you have completed the General Information, you will be returned to the Application Details:

4 - Application Title

Status: **Editing**

Stage: Final Application

Application Deadline:

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Organization: Grantee Organization

Budget Total:

Application Preview Attachment Alert History Map

**Application Details**

**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

**Note:** The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.



The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the WebGrants System. Click on the next form listed underneath the General Information which you just completed.

Component	Complete?
General Information	✓
Named Attachment	

You will continue to click on each form in the Application Details listing.

### Navigating in the WebGrants System

Most forms are editable by clicking **‘Edit’** at the top part of the section of the form. However, multi-list sections are editable by clicking **‘Add’** on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click **‘Delete’**.

All information must be saved by clicking **‘Save’** on the forms. If you do not click ‘save’ and you back out of the form or section of the form, your information will be lost.

**Reminder:** If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on **‘Applications’** from the Side Menu or;

Click on **‘Funding Opportunities’** and you will see your application in the top section.

Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

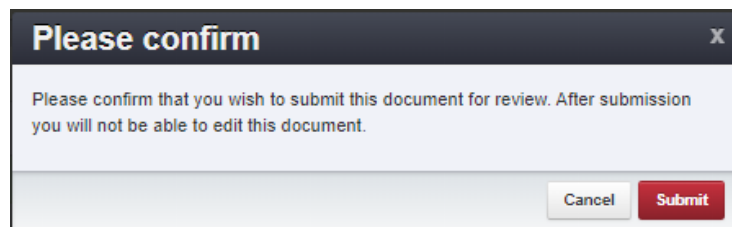


## Submitting the Completed Application

Click the **‘Submit Application’** button.

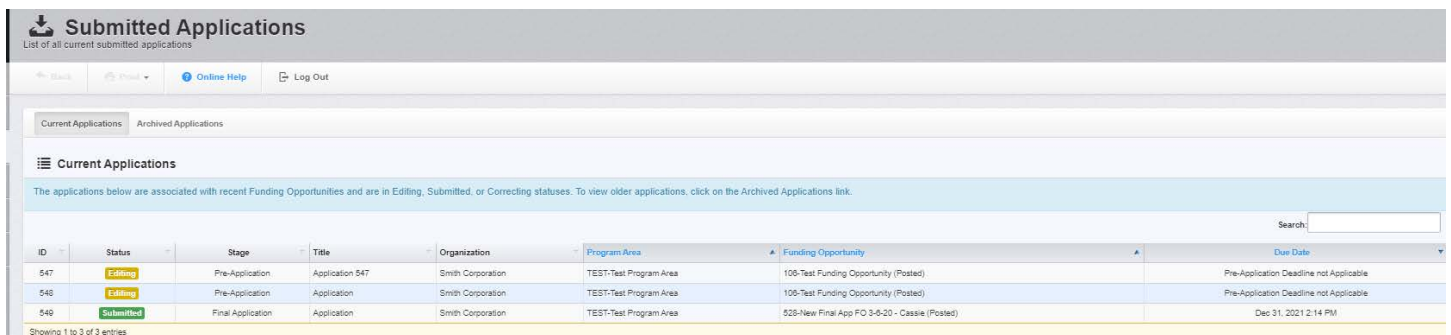


You will receive a pop-up confirmation informing you that once you click **‘Submit’** the system will no longer let you edit the application.



If ready, click **‘Submit’**.

The system will take you back to your Current Applications listing and will show you your submitted application.



## Printing the Submitted Application

Click on your application in **‘Submitted’** status.

Click **‘Print’** on your top menu and select **‘Send to Printer’**

When finished, click on **‘Log Out’**.