



## WebGrants Instructions for Completing an Application and Steps to Update an Application in Correcting Status.

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

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

### Creating an Application

From the Side Menu:

Click on **‘Funding Opportunities’**:

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’**:

ID	Application Title	Organization	Status
2	Example Funding Opportunity	Dulles Technology Agency	Posted

**2 - Example Funding Opportunity**  
Funding Opportunity Details

Test Program Area  
Final Application Deadline:

Status: Posted Program Officer: System Administrator

**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’**:

**Application Creation Wizard - Step: 1**

**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 Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**

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

**Application Creation Wizard - Step: 2**

**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\*:**



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.

A screenshot of the "Application Details" page in the WebGrants system. At the top, there are four tabs: "Application Preview" (selected), "Attachment", "Alert History", and "Map". Below the tabs is a header section with a document icon and the text "Application Details". A pink banner contains the message "Application cannot be Submitted Currently" followed by a bullet point: "Application components are not complete". Below this is a table with two columns: "Component" and "Complete?". The table has three rows: "General Information" with a green checkmark in the "Complete?" column, and "Named Attachment" with an empty "Complete?" column.

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.

Application Preview Attachment Alert History Map

**Application Details** Preview Application Submit Application Ask a Question Withdraw

Application is in compliance and is ready for Submission!

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.

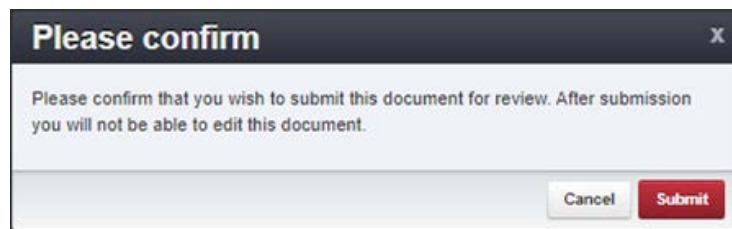
Application Preview Attachment Alert History Map

**Application Details** Preview Application Submit Application Ask a Question Withdraw

Application is in compliance and is ready for Submission!

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

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.

**Submitted Applications**  
List of all current submitted applications

Back Print Online Help Log Out

Current Applications Archived Applications

**Current Applications**

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	100-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	100-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	520-New Final App FO 3-8-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Showing 1 to 3 of 3 entries



## Printing the Submitted Application

Click on your application in 'Submitted' status.

Click 'Print' on your top menu and select 'Send to Printer'

## Steps to Update an Application in Correcting Status

If any part of your submitted application needs updating or correction, the application will be negotiated back to you. You will receive an email similar to the one below, informing you of the need to correct or update that application.

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Your Application has been unlocked.

You are requested to log into *WebGrants - System Name* and edit your application and resubmit it. The application details appear below:

Number: 687

Name: DTPi\_Test

You are requested to make the following modifications to your application and resubmit the application by 09/2/2020.

Comments appear below:

*Scope of Work form needs to be corrected.*

You may now log into the WebGrants system at the following location:

URL

Click on 'Applications' from the Main Menu.

You will notice that the status of that application has changed from 'Submitted' to 'Correcting'.

Application ID	Status	Application Name	Organization	Project Title	Funding Opportunity	Last Modified
687	Correcting	Final Application	DTPi_Test	Baseline Organization	TRAIN-Training	598-Training - Example Funding Opportunity (Posted)

Showing 1 to 12 of 12 entries





Click on the application and then **Edit Application**'.

Application Preview Attachment Alert History Map

Application Details ? Ask a Question Edit Application

687 - DTPi\_Test  
Application Details

Under the **Application Details**, the form(s) that need updated will be unlocked for editing.

Application Details Preview Application Ask a Question

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
Scope of Work		Aug 18, 2020 12:44 PM - Tester Tester

Click on the form(s).

Enter the changes that are needed.

Then click, **'Save Form'** and **'Mark as Complete'**.

Scope of Work Save Form

Scope of Work\*: test

496 character(s) left

When application is in compliance and is ready for Submission click on **'Submit Application'**.  
The application will now be listed in Submitted status again.

Application Details

[Preview Application](#) [Submit Application](#) [Ask a Question](#)

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
Scope of Work	✓	Aug 18, 2020 2:00 PM - Tester Tester