



IntelliGrants®

Subgrantee User Guide

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AUTHOR

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INTELLIGRANTS SYSTEM REQUIREMENTS

The Indiana IntelliGrants® system was designed so that most users will be able to use it with little, or no, changes to their computer environment. The most common computer elements, which should already be present on most computers, include:

1. Operating System
2. Web Browser
3. Adobe Acrobat Reader

OPERATING SYSTEM

Indiana IntelliGrants® was designed for use on both Microsoft Windows and Apple MacOS systems. It has not been tested, nor is it supported for use, on Linux, Android, Apple iOS or any other operating system. Users accessing the system from a Windows environment are required to have Windows 95 or higher. Users accessing the system from an Apple environment are required to have MacOS 7.5 or higher and running on a PowerPC processor.

INTERNET CONNECTION

IntelliGrants® is a website designed for access via the Internet. For accessing IntelliGrants, minimum connection is by modem. For those using a modem, recommended connection speed is at least 33.6 kbps (kilobits per second). Internet connections “faster” than modem, i.e., cable, DSL, T1, wireless improve speed at which the system operates. In an office environment, you likely have an Internet connection, but if unsure, contact your network administrator.

WEB BROWSER

IntelliGrants® was designed to be compatible with common, up-to-date, web browsers. This includes Google Chrome, Internet Explorer (version 11 or higher), Mozilla Firefox, and Safari.

ADOBE ACROBAT READER

Adobe® Acrobat® Reader software is the free, trusted global standard for viewing, printing, signing, sharing, and annotating PDFs. It is the only PDF viewer that can open and interact with all types of PDF content – including forms and multimedia. IntelliGrants automatically generates grant documents in PDF format using information that is saved in various narrative and budget pages. When using Adobe® Acrobat® Reader you may choose to view, print, or save these documents. Adobe® Acrobat® Reader can be downloaded for free at www.adobe.com.

SUBGRANTEE USER TYPES

IntelliGrants® uses roles to control what types of actions users can perform within the system. Roles provide a measure of security by enabling certain roles access to different tabs and the ability to perform different tasks. Depending on the assigned role, you may be able to create new accounts and perform other system administration tasks, or you may be limited to simple tasks such as viewing.

The SubGrantee Administrator should create an account at [Intelligrants.in.gov](https://intelligrants.in.gov). Once the account has been validated by the Indiana Criminal Justice Institute the SubGrantee Administrator can enter additional staff member names and assign roles.

IntelliGrants® has five types of SubGrantee security roles, as described below. Note that the SubGrantee Administrator and SubGrantee Project Director share many of the same role responsibilities, apart from some view/save/add/delete options, and status change options (including adding users to the Organization).

Please note: ICJI refers to the organization administrator's role as the SubGrantee Administrator, to remain consistent with the terminology used within grants managed by ICJI. When logged into the IntelliGrants® system as the SubGrantee Administrator, the system will refer to this role as a SubGrantee Administrator. The term SubGrantee is at the enterprise level and is used globally within the State of Indiana for all five user roles mentioned previously. **Contractors are prohibited from accessing IntelliGrants®.**

SUBGRANTEE ADMINISTRATOR

- Creates new user accounts.
- Manages (edits/deletes) user account information.
- Views/checks statuses of, and/or initiates, Applications/Grants, Program Reports, and Fiscal Reports.
- Enters/updates information/attachments on Applications/Grants, Program Reports, and Fiscal Reports.
- Downloads attachments from Applications/Grants, Program Reports, and Fiscal Reports.
- Submits Applications/Grants, Program Reports, and Fiscal Reports.
- Manages Organization Documents, Organization Accounts, and Organization Document Availability sections.

SUBGRANTEE PROJECT DIRECTOR

- Creates new user accounts and edits/deletes user account information.
- Views/checks statuses of, and/or initiates, Applications/Grants, Program Reports, and Fiscal Reports.
- Enters/updates information/attachments on Applications/Grants, Program Reports, and Fiscal Reports.
- Downloads attachments from Applications/Grants, Program Reports, and Fiscal Reports.
- Submits Applications/Grants, Program Reports, and Fiscal Reports.
- Manages Organization Documents, Organization Accounts, and Organization Document Availability sections.

SUBGRANTEE FISCAL AGENT

- Views/checks statuses of Applications/Grants, Program Reports, and Fiscal Reports.
- Enters/updates information/attachments on Applications/Grants, Program Reports, and Fiscal Reports.
- Downloads attachments from Applications/Grants, Program Reports, and Fiscal Reports.

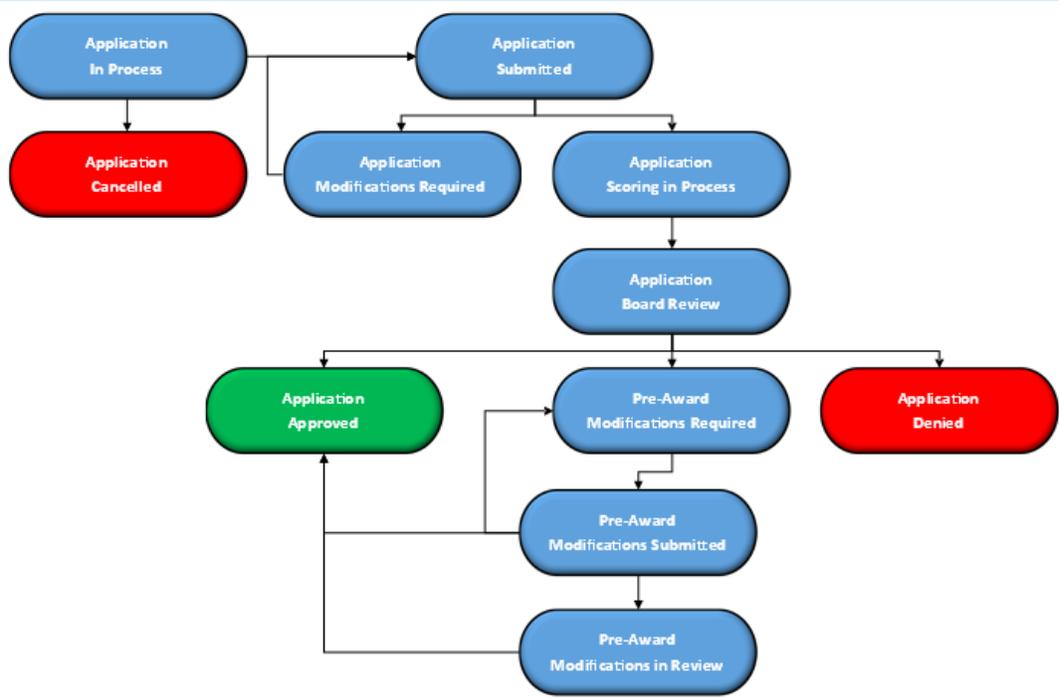
SUBGRANTEE STAFF

- Views/checks statuses of Applications/Grants, Program Reports, and Fiscal Reports.
- Enters/updates information/attachments on Applications/Grants, Program Reports, and Fiscal Reports.
- Downloads attachments from Applications/Grants, Program Reports, and Fiscal Reports.

SUBGRANTEE VIEWER

- Views/checks statuses of Applications/Grants, Program Reports, and Fiscal Reports.

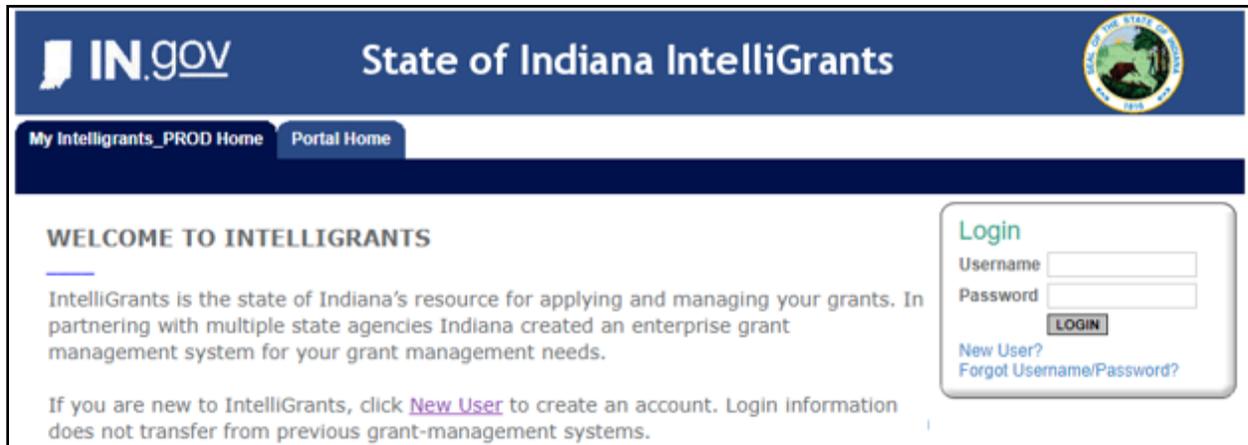
APPLICATION WORKFLOW



ACCOUNT SET UP AND ACCESS INTELLIGRANTS®

ACCESS INTELLIGRANTS®

Open web browser, and enter Intelligrants.in.gov into the address bar, then press **ENTER**. The web page will look similar to the image below. Note that IntelliGrants does not save usernames and passwords. The option to do so may be available with certain web browsers.

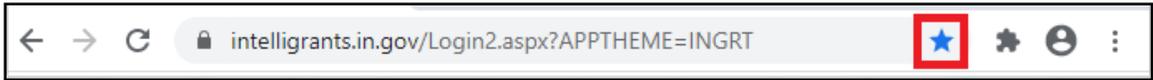


ADD INTELLIGRANTS® TO YOUR FAVORITES/BOOKMARK LIST

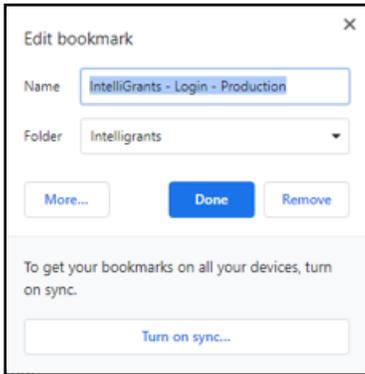
Most internet browsers allow users to use **CTRL+D**, a keyboard shortcut, to quickly open the menu for creating a bookmark/favorite. Follow the steps, based on the browser, to bookmark the **IntelliGrants Log In Page** for future use.

GOOGLE CHROME

1. Open Google Chrome.
2. Enter Intelligrants.in.gov into the address bar, then press **ENTER**.
3. Click on the ★ icon at the far right side of the address bar.



4. A dialogue box will appear labeled **Edit Bookmark**.



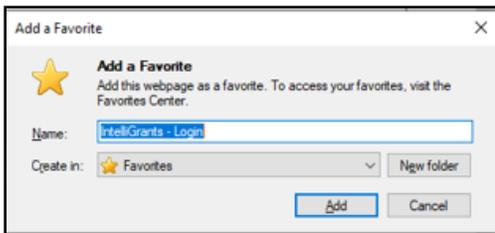
5. Name the bookmark and choose a folder.
6. Click **DONE**.

INTERNET EXPLORER

1. Internet Explorer has been replaced by Microsoft Edge.

MICROSOFT EDGE

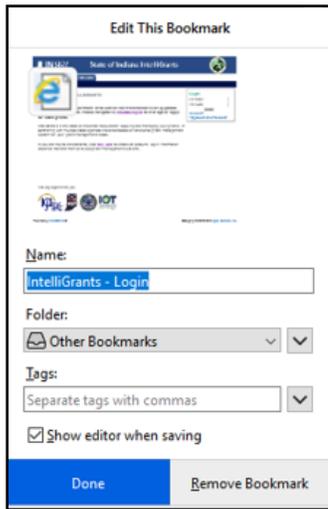
1. Open Microsoft Edge.
2. Enter [Intelligrants.in.gov](https://intelligrants.in.gov) into the address bar, then press **ENTER**.
3. Use keyboard shortcut **CTRL-D**,
4. A dialogue box will appear labeled **Edit This Bookmark**.



5. Name the bookmark and choose a folder.
6. Click **ADD**.

MOZILLA FIREFOX

1. Open Firefox.
2. Enter [Intelligrants.in.gov](https://intelligrants.in.gov) into the address bar, then press **ENTER**.
3. Use keyboard shortcut **Ctrl-D**.
4. A dialogue box will appear labeled **Edit This Bookmark**.



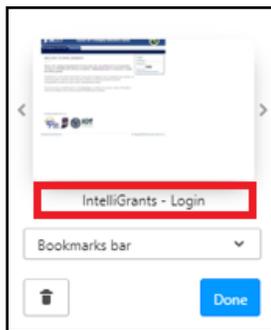
5. Name the bookmark and choose a folder.
6. Click **DONE**.

OPERA

1. Open Opera.
2. Enter Intelligrants.in.gov into the address bar, then press **ENTER**.
3. Click on the  icon at the far right side of the address bar.



4. A dialogue box will appear.



5. Name the bookmark and choose a folder.
6. Click **DONE**.

SAFARI

1. Open Safari
2. Enter Intelligrants.in.gov into the address bar, then press **ENTER**.
3. Click 'Bookmarks' on the toolbar at the top of the screen, then select 'Add Bookmark' from the drop down menu.
4. Select 'Name the bookmark and add it to a folder'.
5. Click **ADD**.

ADD INTELLIGRANTS® TO A LIST OF TRUSTED SITES

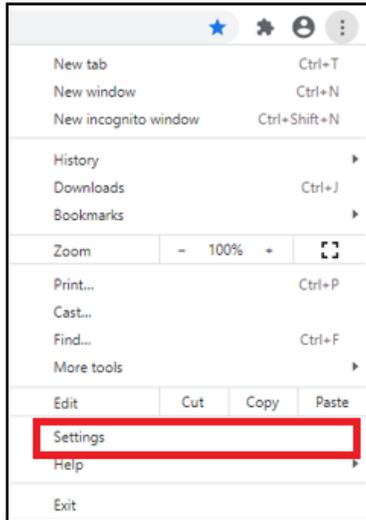
The Trusted Sites list allows users to obtain easy access to certain web sites while maintaining a higher level of security. It is recommended users add Intelligrants.in.gov to the list of Trusted Sites. If it is not added you may experience issues. Browser settings may need to be implemented or changed by organization's IT staff.

GOOGLE CHROME

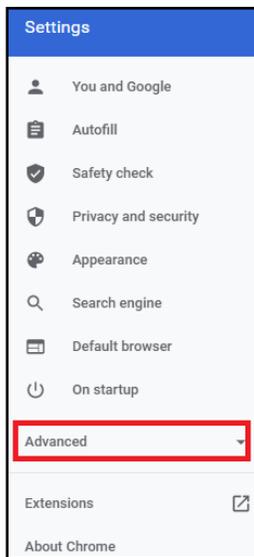
1. Click on the  icon at the far right side of the address bar.



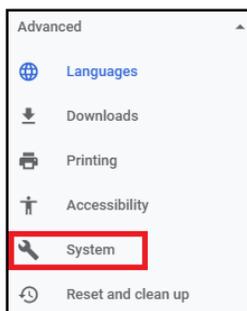
2. Click **SETTINGS**.



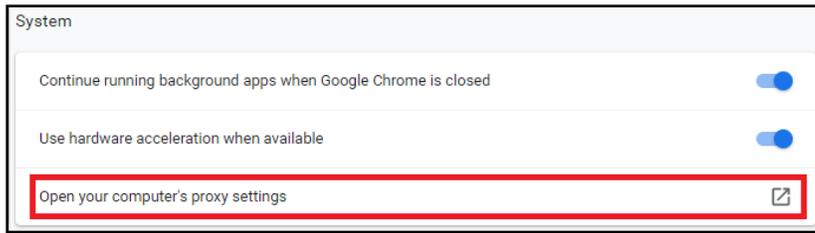
3. Click **ADVANCED**.



4. Click **SYSTEM**.



5. Click **OPEN YOUR COMPUTER'S PROXY SETTINGS**.



INTERNET EXPLORER

1. Internet Explorer has been replaced by Microsoft Edge.

ACCOUNT SETUP & ACCESS

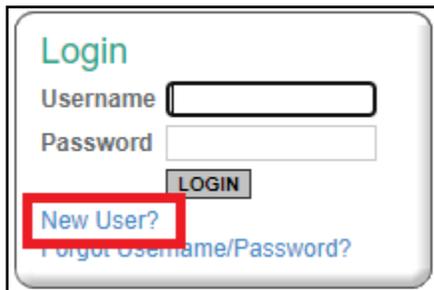
METHODS OF ACCESS

There are two ways to access IntelliGrants®.

1. You can request access through the intelligrants.in.gov login page. You must be approved by an ICJ IntelliGrants® system administrator.
2. If your organization has an IntelliGrants® account, you can obtain access from your organization's SubGrantee Administrator. This is the preferred method because it is faster and provides greater security for your organization's records.

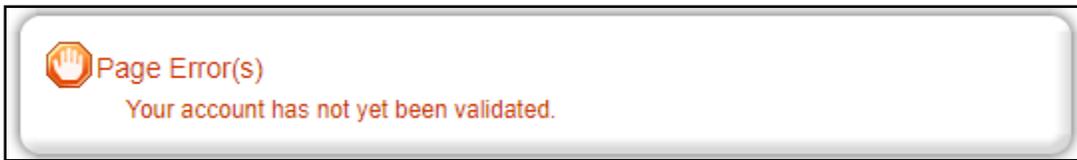
SUBGRANTEE ADMINISTRATOR ACCESS

1. To gain access to IntelliGrants® as a SubGrantee Administrator, first create a new user account. From the IntelliGrants® login page click **NEW USER?** If you have a user account you should provide the Username and Password credentials in the spaces indicated.



2. Complete the **CONTACT INFORMATION** screen as required, paying particular attention to those fields marked with a red asterisk (*), which denote required information. When complete, click **SAVE**.
 - a. "Username" consists of alphanumeric characters.
 - b. "Password" must contain at least one (1) upper case letter, at least one (1) number, and must be at least seven (7) characters long. Special characters are also permitted in the password.
 - c. "Confirm Password" must match the "Password".

3. Your account will be validated by a CJJ System Administrator. Should you attempt to access IntelliGrants® before your account has been validated the following message will appear:



4. Once access has been granted you will receive an email confirming the account has been validated. If your account has been set up as a SubGrantee Administrator you will now be able to create additional user accounts for your organization.

ADDING A NEW USER TO YOUR ORGANIZATION

To access IntelliGrants® and your organization: SubGrantee Administrator must add new users to the system. To add a new person to your organization:

1. Select **MY ORGANIZATION(S)** link.



2. Select **ORGANIZATION MEMBERS** link.



3. Select **ADD MEMBERS** link.

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

4. Select **NEW MEMBER** button.

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

5. Enter the new member contact information.

- All fields marked with an * are required.
- USERNAME** must consist of letters and/or numbers.
- PASSWORD** must contain at least one (1) upper case letter, at least one (1) number, and at least eight (8) characters in length. Special characters are permitted, including , ~ ` ! @ # \$ % ^ & * () _ - + = { [] } | \ : " ' < , > . ? /
- PASSWORD** and **CONFIRM PASSWORD** entries must match.
- Select the appropriate **ROLE** from the drop down list. The role affects what the user can view, and do, within IntelliGrants®.

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name	Prefix	First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title <input type="text"/>					
Email <input type="text"/>					
Username <input type="text"/>					
Password <input type="text"/>			Confirm Password <input type="text"/>		
Date Active <input type="text" value="5/12/2023"/>			Date Inactive <input type="text"/>		
Role <input type="text" value="-- Select --"/>					

6. Select **SAVE & ADD TO ORGANIZATION** button.

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Expenditure Requests | My Monitoring Reports

My Training Materials | My Organization(s) | My Profile | Logout

7. To confirm the new member has been added to the organization, follow the steps below.

- Select **ORGANIZATION MEMBERS**

Organization - ICJI Test Organization

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

- b. Select **CURRENT MEMBERS**

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

- c. Confirm the new user has been added.

Sort By: Results Per Page:

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	Jones, Alonzo	<input type="text" value="SubGrantee Administrator"/>	<input type="text" value="4/10/2023"/>	1	Grayless, Robert	4/10/2023

8. Next, the SubGrantee Administrator must notify the new user of the username and password that was assigned when creating the account, as IntelliGrants® will not send the new user any notification of their account creation.
9. New users are required to change their password upon the first login.



NOTE: User access cannot be granted to Contractors.

ADDING AN EXISTING USER TO YOUR ORGANIZATION

To access IntelliGrants® the organization's SubGrantee Administrator must add existing users to their organization. To add an existing person to your organization:

1. Select **MY ORGANIZATION(S)** link.

[My Home](#) [My Applications/Grants](#) [My Program Reports](#) [My Fiscal Reports](#) [My Expenditure Requests](#) [My Monitoring Reports](#) [My Training Materials](#) [My Organization\(s\)](#) [My Profile](#) | [Logout](#)

2. Select **ORGANIZATION MEMBERS** link.

Organization - ICJI Test Organization

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

3. Select **ADD MEMBERS** link.

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

- Enter the first and/or last name of the person and click the **SEARCH** button.

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search **SEARCH** **NEW MEMBER**

- If the person is already in the system you will see the results of any matching users. If the new member is not part of the organization member list, and does not appear in the search results, use the instructions for [Adding a New User to your Organization](#).

Person Search **SEARCH** **NEW MEMBER**

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input type="checkbox"/>	Jones, Alonzo • ICJI Test Organization (SubGrantee Administrator)	-- Select --	5/12/2023			

- Select the checkbox next to the person you want to add. Then click the **SAVE** button.

Organization - ICJI Test Organization

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search **SEARCH** **NEW MEMBER**

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	Jones, Alonzo • ICJI Test Organization (SubGrantee Administrator)	-- Select --	5/12/2023			

SAVE **SHOW HELP**

- To confirm the new member has been added to the organization, follow the steps below:

- Select **ORGANIZATION MEMBERS**

Organization - ICJI Test Organization

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

- Select **CURRENT MEMBERS**

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

c. Confirm the new user has been added.

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/> Jones, Alonzo	SubGrantee Administrator	4/10/2023	1	Grayless, Robert	4/10/2023

8. Next, the SubGrantee Administrator must notify the new user of the username and password that was assigned when creating the account.

9. New users are required to change their password upon the first login.

UPDATE YOUR USER PROFILE

Users should keep their contact information up-to-date so that Indiana Criminal Justice Institute (ICJI) staff can easily contact users when a need arises. Having accurate contact information is especially important for timely messaging because IntelliGrants® sends system messages to the email address in the user profile. If the email is incorrect, the user will not receive automatic notifications. Also, if the user forgets their password, the email address the user provides to reset the password must match the one in the user profile. It is important to note that user profiles are specific to each user, and should only be modified by the person on the account.

To update your user profile:

1. Select **MY PROFILE** link.

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Expenditure Requests | My Monitoring Reports | My Training Materials | My Organization(s) | **My Profile** | Logout

2. Make any profile changes that are needed, then click the **SAVE** button.

[Back](#)

My Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name: Prefix First Middle Last Suffix

Organization:

Title:

Address:

City: State: Zip code:

County:

Phone #1: Phone #2:

Fax: Cell Phone:

Email:

Website:

Username:

Password: Confirm Password:

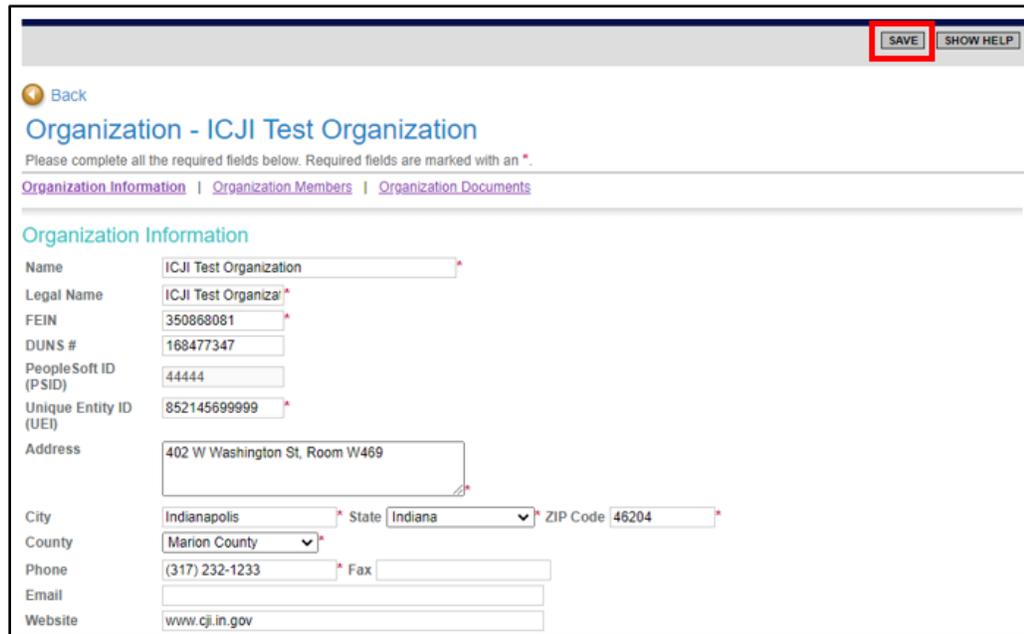
UPDATE ORGANIZATION INFORMATION

To update the organization with the most current, and accurate information follow the steps below. It is important to note that the SubGrantee Administrator is the only role able to edit the Organization Information.

1. Select **MY ORGANIZATION(S)** link.



2. Make any changes that are needed.
 - a. All fields marked with an * are required.
 - b. You may need to refer to other resources to update some information (for example, the Federal Employer Information Number (FEIN) or the Unique Entity ID (UEI)).
 - c. Then click the **SAVE** button.

A screenshot of the 'Organization - ICJI Test Organization' form. The form contains various input fields for organization details, including Name, Legal Name, FEIN, DUNS #, PeopleSoft ID (PSID), Unique Entity ID (UEI), Address, City, State, ZIP Code, County, Phone, Fax, Email, and Website. The 'SAVE' button is highlighted with a red box. A 'SHOW HELP' button is also visible in the top right corner. The form includes a 'Back' link and a note: 'Please complete all the required fields below. Required fields are marked with an *'. Navigation links for 'Organization Information', 'Organization Members', and 'Organization Documents' are also present.

DEACTIVATE A USER

A SubGrantee Administrator can deactivate a member of their organization. Deactivated users cannot access or edit grant-related information.

1. Select **MY ORGANIZATION(S)** link.



2. Select **ORGANIZATION MEMBERS** link.



3. Using the drop-down calendar next to the user being deactivated, set the second **ACTIVE DATES** field to the date on which the user will no longer have access. Then click the **SAVE** button.

Sort By: Results Per Page

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input type="checkbox"/> Hogan, Thomas PGM	C&I Program/Grant Manager	7/12/2018 -	6	Admin, Meg 7/12/2018	
<input type="checkbox"/> Grayless, Robert	SubGrantee Administrator	1/7/2020 -	113	Grayless, Robert 1/7/2020	Grayless, Robert 4/10/2023
<input checked="" type="checkbox"/> Hogan, ThomasSubAdmin	<input type="text" value="SubGrantee Administrator"/>	7/12/2018 -	100	Admin, Meg 7/12/2018	
<input checked="" type="checkbox"/> Jones, Alonso	<input type="text" value="SubGrantee Administrator"/>	4/19/2023 -	1	Grayless, Robert 4/19/2023	
<input checked="" type="checkbox"/> Smith, Zoe	<input type="text" value="SubGrantee Administrator"/>	4/19/2023 -	1	Grayless, Robert 4/19/2023	
<input checked="" type="checkbox"/> Grayless, Robert	<input type="text" value="SubGrantee Fiscal Agent"/>	5/12/2023	102	Grayless, Robert 1/7/2020	
<input checked="" type="checkbox"/> Grayless, Robert	<input type="text" value="SubGrantee Project Director"/>	1/7/2020 -	91	Grayless, Robert 1/7/2020	Grayless, Robert 1/11/2021
<input checked="" type="checkbox"/> Hogan, Thomas PD	<input type="text" value="SubGrantee Project Director"/>	7/12/2018 -	100	Admin, Meg 7/12/2018	
<input checked="" type="checkbox"/> Grayless, Robert	<input type="text" value="SubGrantee Staff"/>	1/7/2020 -	91	Grayless, Robert 1/7/2020	

5/12/2023

« May, 2023 »

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: May 12, 2023

MY HOME

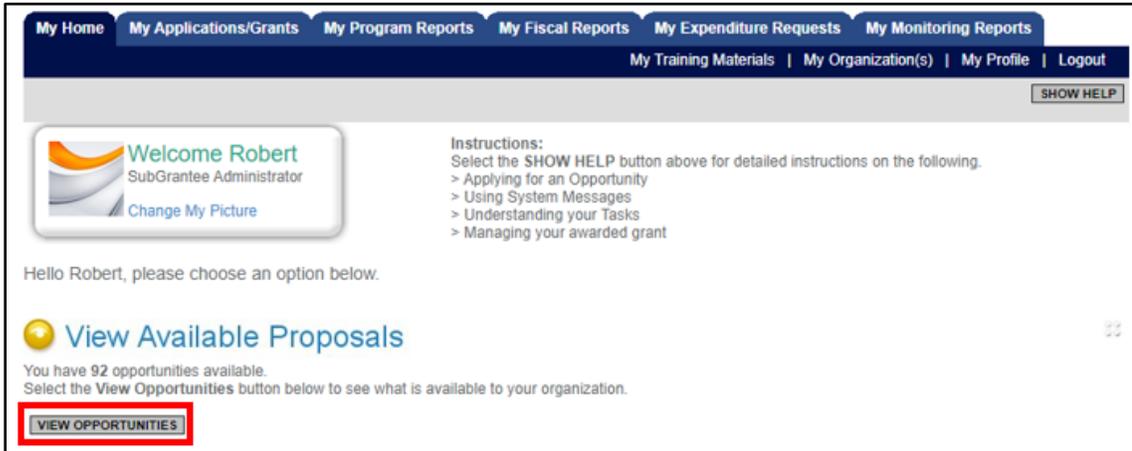
VIEW AVAILABLE PROPOSALS

The SubGrantee Administrator and SubGrantee Project Director are the only roles authorized to initiate a grant application.

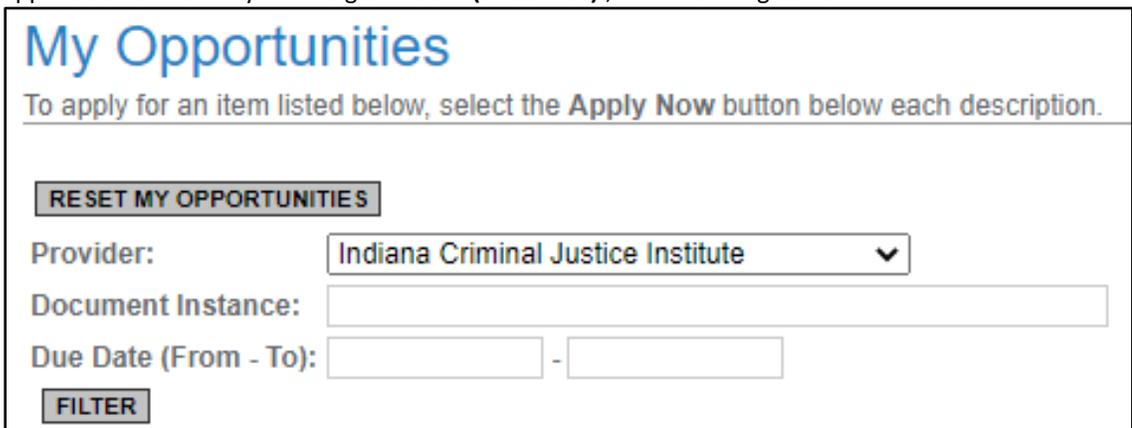
1. Select **MY HOME** link.



2. Available grant opportunities for your organization can be viewed by selecting the **VIEW OPPORTUNITIES** button.



3. A list of grants will appear, along with a brief description of what the grant application is about. Select "Indiana Criminal Justice Institute" from the Provider drop down list to see those grants with ICJI. The list can further be refined if you search by **Document Instance** (for example, by year if entering '2023') or application due date by selecting **Due Date (From – To)**; then selecting **Filter**.



My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

2023 Child Restraint Distribution Grant (CRDG) for ICJI Test Organization

Offered By:
Indiana Criminal Justice Institute

Applications Availability Dates:
01/01/2022-12/31/2023

Applications Period:
01/01/2022-12/31/2022

Applications Due Date:
12/31/2023

Description:

ICJI receives funding from the Child Restraint Violation fund to distribute car seats to families currently receiving assistance. This grant will be utilized to fund the network of permanent fitting stations (PFS) across the state. These PFS each have a certified child passenger safety technician available for education, providing car seats (when appropriate), and advocate for child occupant protection. Currently, there are more than 90 PFSs throughout Indiana in 49 counties.

APPLY NOW

NOT INTERESTED

REMOVE GRANT FROM YOUR LIST

1. Select **NOT INTERESTED** to have the selected opportunity removed from your list.

Description:
ICJI receives funding from the Child Restraint Violation fund to distribute car seats to families currently receiving assistance. This grant will be utilized to fund the network of permanent fitting stations (PFS) across the state. These PFS each have a certified child passenger safety technician available for education, providing car seats (when appropriate), and advocate for child occupant protection. Currently, there are more than 90 PFSs throughout Indiana in 49 counties.

APPLY NOW **NOT INTERESTED**

2. A message will appear asking you to confirm that you no longer wish to see the opportunity displayed. Select **OK** to confirm. The opportunity is now removed from your list of available grants.

shared.agatesoftware.com says

You will no longer see this opportunity displayed

OK Cancel

RESET GRANT OPPORTUNITIES

1. Select **RESET MY OPPORTUNITIES** to display previously hidden opportunities.

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider: Indiana Criminal Justice Institute ▼

Document Instance:

Due Date (From - To): -

FILTER

- A message will appear asking you to confirm that previously hidden opportunities will be displayed. Select **OK** to confirm. All previously hidden opportunities are now displayed.

shared.agatesoftware.com says

All previously hidden opportunities will become available

OK
Cancel

APPLY FOR A GRANT / INITIATE AN APPLICATION

- Select **APPLY NOW** for the opportunity you selected. The SubGrantee Administrator and SubGrantee Project Director are the only roles that are able to initiate an application.

Description:
 ICJI receives funding from the Child Restraint Violation fund to distribute car seats to families currently receiving assistance. This grant will be utilized to fund the network of permanent fitting stations (PFS) across the state. These PFS each have a certified child passenger safety technician available for education, providing car seats (when appropriate), and advocate for child occupant protection. Currently, there are more than 90 PFSs throughout Indiana in 49 counties.

APPLY NOW
NOT INTERESTED

- Select **FORMS MENU** and complete each page in the application.

My Home
My Applications/Grants
My Program Reports
My Fiscal Reports
My Expenditure Requests
My Monitoring Reports
My Training Materials | My Organization(s) | My Profile | Logout

Menu
Forms Menu
Status Changes
Management Tools
Related Documents and Messages

Back

Document Information: CRDG-2023-00002

As you work your way through the pages, you have the ability to perform the following functions:

- Select **SAVE** to save the current page.

SAVE
SAVE/NEXT
NEXT
CHECK GLOBAL ERRORS
SHOW HELP

Menu
Forms Menu
Status Changes
Management Tools
Related Documents and Messages

Back

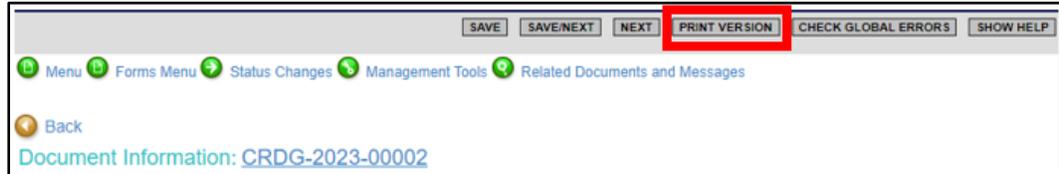
Document Information: CRDG-2023-00002

If data is missing on the form an error will display and provide appropriate feedback.

 Your information has been saved and the following Page Error(s) have been found.

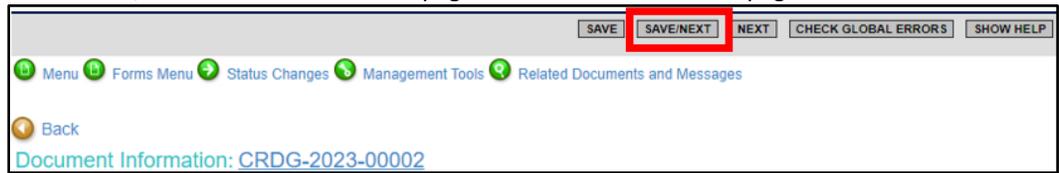
Please enter the Project Summary.
 Please enter Amount of Funding Requested.
 Please enter SAM Expiration Date.
 Has your organization been audited? Select Yes or No.

After selecting **SAVE**, a new button, **PRINT VERSION**, will be available. Selecting **PRINT VERSION** will generate a PDF document of the current page containing the data that was entered.



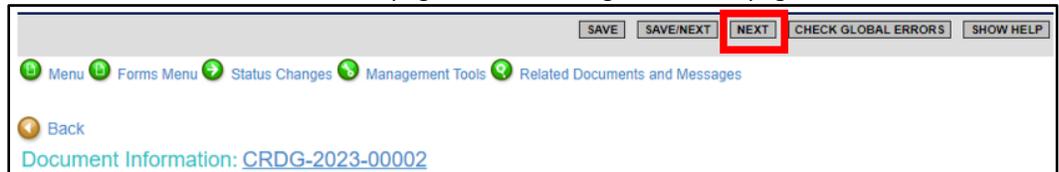
The screenshot shows the top navigation bar with buttons: SAVE, SAVE/NEXT, NEXT, PRINT VERSION (highlighted in red), CHECK GLOBAL ERRORS, and SHOW HELP. Below the navigation bar are menu items: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. A Back button is also visible. The document information is CRDG-2023-00002.

- b. Select **SAVE/NEXT** to save the current page and advance to the next page.



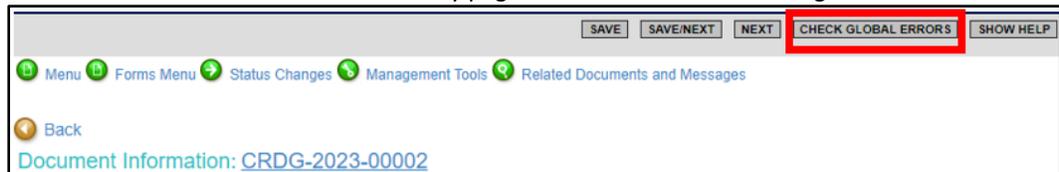
The screenshot shows the top navigation bar with buttons: SAVE, SAVE/NEXT (highlighted in red), NEXT, CHECK GLOBAL ERRORS, and SHOW HELP. Below the navigation bar are menu items: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. A Back button is also visible. The document information is CRDG-2023-00002.

- c. Select **NEXT** to advance to the next page, without saving the current page.



The screenshot shows the top navigation bar with buttons: SAVE, SAVE/NEXT, NEXT (highlighted in red), CHECK GLOBAL ERRORS, and SHOW HELP. Below the navigation bar are menu items: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. A Back button is also visible. The document information is CRDG-2023-00002.

- d. Select **CHECK GLOBAL ERRORS** to identify pages that have errors or missing data.

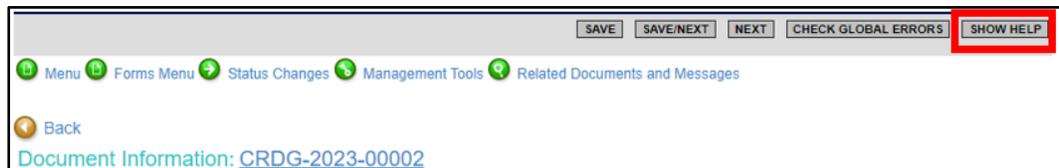


The screenshot shows the top navigation bar with buttons: SAVE, SAVE/NEXT, NEXT, CHECK GLOBAL ERRORS (highlighted in red), and SHOW HELP. Below the navigation bar are menu items: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. A Back button is also visible. The document information is CRDG-2023-00002.

When the stop sign icon appears it indicates there are errors within specific pages of the application. For example,

 You must complete this page.
 Goals, Objectives, & Outcomes

- e. Select **SHOW HELP** for information on how to obtain further assistance.



The screenshot shows the top navigation bar with buttons: SAVE, SAVE/NEXT, NEXT, CHECK GLOBAL ERRORS, and SHOW HELP (highlighted in red). Below the navigation bar are menu items: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. A Back button is also visible. The document information is CRDG-2023-00002.

Contact information will display for technical (IntelliGrants® software) assistance or program-specific assistance from ICJI.

Page Help

For Technical Help

Help Desk Availability
Hours: Monday thru Friday 8am to 8pm EST
Phone: 1-800-820-1890
Email: helpdesk@agatesoftware.com

For Criminal Justice program specific questions feel free to contact the CJJ Helpdesk.
cjihelpdesk@cji.in.gov

TIPS TO REMEMBER

When entering data into IntelliGrants® please keep the following in mind:

1. When the icon is a pencil , it indicates that the page has been saved at least once, and is being edited but not completed/saved.
2. When the icon is a green checkmark  it indicates the page is marked as complete.
3. Be careful when copying and pasting information from another application (for example, Microsoft Word) to an IntelliGrants® form. IntelliGrants® does not recognize some characters and formatting, such as tables, graphs, photos, bullets, and some tabs. Try copying and pasting the text into Notepad first, which removes formatting, and then copy and paste from Notepad into IntelliGrants® in order to avoid problems.
4. When copying and pasting text that is too long for the field character limits you will get an error message. Edit the text so that it is within the character limits.
5. When possible, IntelliGrants® will automatically calculate totals and other numbers. When information is entered on a page the system takes the values, calculates and displays them. Not all fields will calculate because of known issues with rounding errors.
6. When a form is saved but required fields are not complete, or there are data validation rules that have been broken for any field, a message will be displayed at the top of the page. You will need to correct the errors before you can submit the application.
7. Attachments must be in one of the following formats: bmp, doc, docx, gif, jpg, pdf, png, tif, txt, wpd, xls, an, xlsx. Make sure that any attachment that is uploaded does not contain confidential or sensitive information that is not required to support the grants management process. For example, social security numbers (generally the last four digits are displayed), bank routing numbers, credit card data, etc. If the information is confidential or sensitive it should be redacted from the document before being uploaded.

MY INBOX

When an email is sent to the email address in the user profile, IntelliGrants® sends the email to your regular inbox, and also displays the message in **MY INBOX** section of the **MY HOME** page. For example, you may receive an email confirming that you have submitted an application, or alerting you when an application is approved or denied. These emails often prompt you when a certain task requires action.

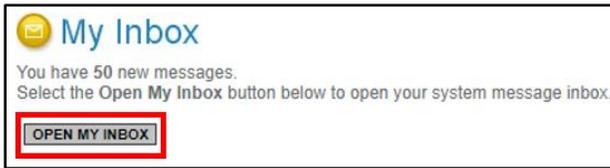


Caution: To ensure that you receive timely messages, make sure that the email address in your user profile is correct. See [Update User Profile](#) to verify and/or make any changes.

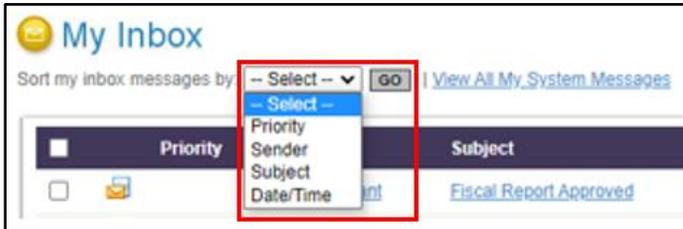
VIEW MESSAGES

When you have messages, you will see the number of messages and be able to access your inbox from the My Home page. Follow these steps to view your messages:

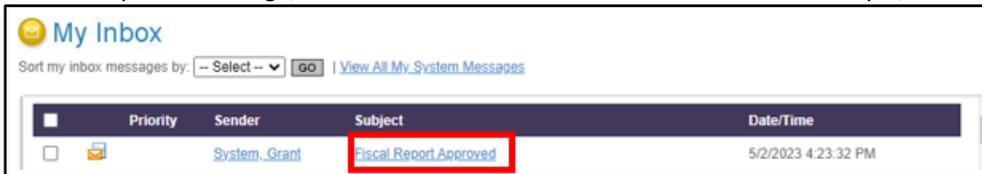
1. Select **OPEN MY INBOX** in the **MY INBOX** section.



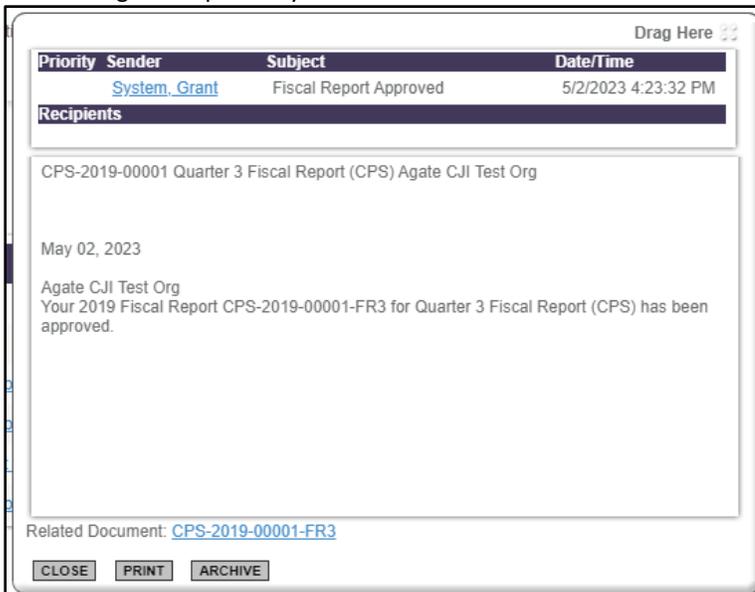
2. To sort the messages, select **SORT MY INBOX MESSAGES** using the drop-down list, and select **PRIORITY**, **SENDER**, **SUBJECT** or **DATE/TIME**, then click **GO**.



3. To view a specific message, select the link under the **SUBJECT** column. For example,



4. The message will open for you to read.



5. You can then **CLOSE**, **PRINT**, or **ARCHIVE** the message by clicking the appropriate button.
 - a. Selecting the **CLOSE** button will close the message and return you to **MY INBOX**.
 - b. Selecting the **PRINT** button will open a new window with the message contents. Using the functionality of your browser select the option to print.
 - c. Selecting the **ARCHIVE** button will cause the message to close and disappear from the list.
6. To reply to the message, click link for the **SENDER**.

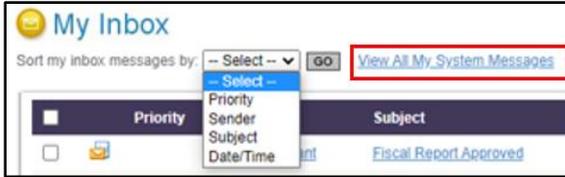
Drag Here ☰

Priority	Sender	Subject	Date/Time
	System, Grant	Grant Executed	5/5/2021 10:08:18 AM

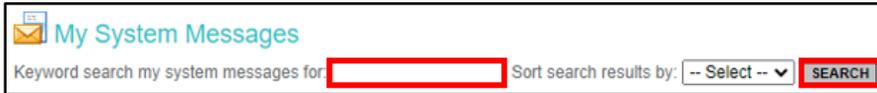
Recipients

SEARCH FOR MESSAGE

1. Select **VIEW ALL MY SYSTEM MESSAGES**.

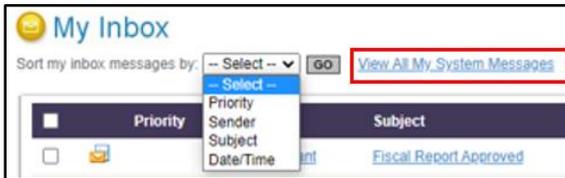


2. Enter a keyword which may appear in either the subject or contents of the message in which to search, then click the **SEARCH** button.

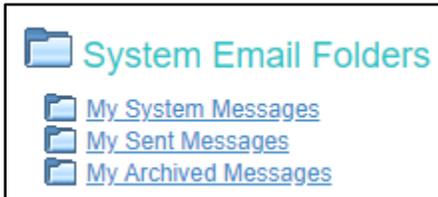


SYSTEM MAIL FOLDERS

1. Select **VIEW ALL MY SYSTEM MESSAGES**.

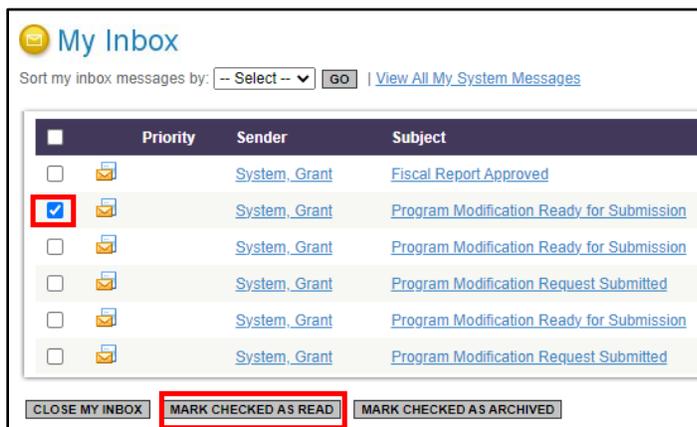


2. Select one of the linked folders to view **MY SYSTEM MESSAGES**, **MY SENT MESSAGES**, or **MY ARCHIVED MESSAGES**.



MARK A MESSAGE AS READ

To mark a message as read, select the checkbox to the left of the message and then click the **MARK CHECKED AS READ** button. This will cause the message to disappear from the list.



MARK A MESSAGE AS ARCHIVED

To mark a message as archived, select the checkbox to the left of the message and then click the **MARK CHECKED AS ARCHIVED** button. This will cause the message to disappear from the list.

My Inbox
Sort my inbox messages by: -- Select -- | GO | [View All My System Messages](#)

<input type="checkbox"/>	Priority	Sender	Subject
<input type="checkbox"/>		System_Grant	Fiscal Report Approved
<input checked="" type="checkbox"/>		System_Grant	Program Modification Ready for Submission
<input type="checkbox"/>		System_Grant	Program Modification Ready for Submission
<input type="checkbox"/>		System_Grant	Program Modification Request Submitted
<input type="checkbox"/>		System_Grant	Program Modification Ready for Submission
<input type="checkbox"/>		System_Grant	Program Modification Request Submitted

CLOSE MY INBOX **MARK CHECKED AS READ** **MARK CHECKED AS ARCHIVED**

MY TASKS

If you see the **MY TASKS** section on the **MY HOME** page, you have tasks that require action. Both the number of new and critical tasks are listed.

My Tasks
You have 200 new tasks.
You have 131 tasks that are critical.
Select the **Open my Tasks** button below to view your active tasks.

1. To display and complete tasks, select **OPEN MY TASKS** button.

My Tasks
You have 200 new tasks.
You have 131 tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS

2. A list of tasks will be displayed. You can export the list or change the sort order by selecting the appropriate drop-down list, then click the **GO** button.

My Tasks
Export Results to: Screen | Sort by: -- Select -- | GO

Info	Document Type	Organization	Name	Current Status
	2020 BJA Comprehensive Opioid Abuse Program (BJA)	East Allen County Schools	BJA-2020-00001	Application in Process

OPEN TASK

1. Click the link under the **NAME** column.

My Tasks
Export Results to: Screen | Sort by: -- Select -- | GO

Info	Document Type	Organization	Name	Current Status
	2020 BJA Comprehensive Opioid Abuse Program (BJA)	East Allen County Schools	BJA-2020-00001	Application in Process

2. Complete the task and save the page where you made updates. Examples of tasks that would need to be completed include updating a page form, changing the status of an application, or reviewing a form.

CLOSE TASK LIST

1. Click the **CLOSE MY TASKS** button.

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status
	2020 BJA Comprehensive Opioid Abuse Program (BJA)	East Allen County Schools	BJA-2020-00001	Application in Process
	2018 BMV Driver Improvement Grant (BMVDI)	Indiana Criminal Justice Institute	BMVDI-2018-00001	Application in Process
	2018 BMV Driver Improvement Grant (BMVDI)	East Allen County Schools	BMVDI-2018-00002	Application in Process
	2018 BMV Data Sharing Grant	East Allen County	BMVDS-	

MY APPLICATIONS/GRANTS

WORK ON AN APPLICATION THAT IS IN PROCESS

This is the search functionality to find a specific grant application. To do so, follow these steps:

1. Select **MY HOME** link.

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Expenditure Requests | My Monitoring Reports

My Training Materials | My Organization(s) | My Profile | Logout

2. Select **OPEN MY TASKS** button.

My Tasks

You have 200 new tasks.
You have 131 tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

3. Locate the application you wish to continue working on. Click the link under the **NAME** column.

My Tasks

Export Results to Sort by:

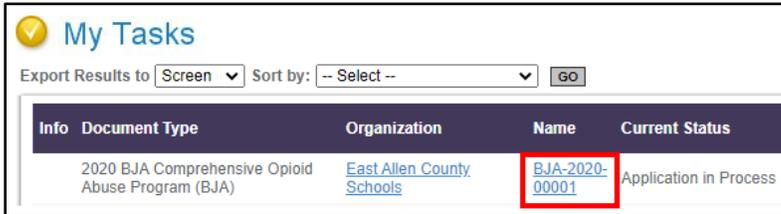
Info	Document Type	Organization	Name	Current Status
	2020 BJA Comprehensive Opioid Abuse Program (BJA)	East Allen County Schools	BJA-2020-00001	Application in Process



Tip: To help you quickly navigate to an application, you can sort the list by selecting the **SORT BY** drop-down list and choosing how to re-sort, then click the **GO** button.



- Click the link under the **NAME** column.



- Continue completing the remaining sections or questions in the application and select the **SAVE** button on each page after it has been completed.

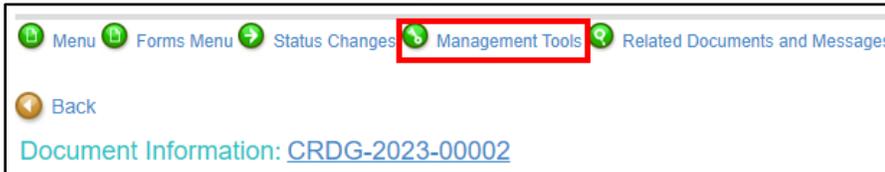
MANAGEMENT TOOLS

The **MANAGEMENT TOOLS** section allows a SubGrantee Administrator and/or SubGrantee Project Director certain administrative responsibilities such as the ability to add/edit people on an application, and view an application's status history. The **MANAGEMENT TOOLS** menu is available within the application by selecting the **MANAGEMENT TOOLS** link, and users may have access to some or all of the tasks listed below.

CREATE FULL PRINT VERSION

Create a printable version of the document for reading and/or saving.

- Once you have accessed the document, select **MANAGEMENT TOOLS**.



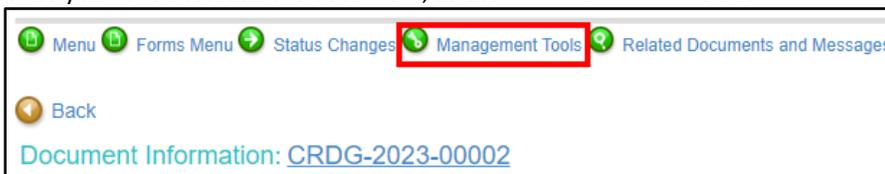
- Scroll down the list until you find **CREATE FULL PRINT VERSION**, and click on it.



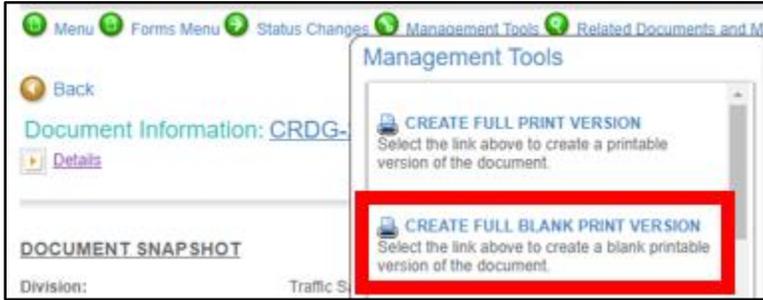
CREATE FULL BLANK PRINT VERSION

Create a blank form/template, which can be used to help you plan for your response to each question in the application.

- Once you have accessed the document, select **MANAGEMENT TOOLS**.



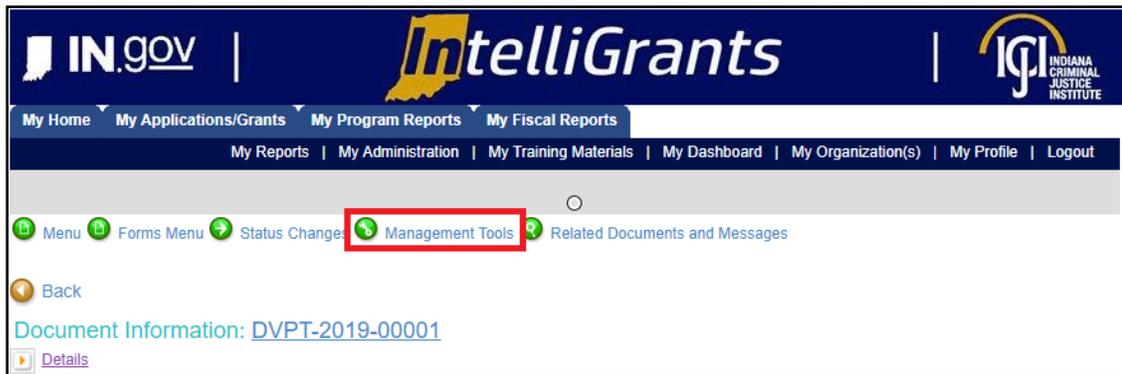
2. Scroll down the list until you find **CREATE FULL BLANK PRINT VERSION**, and click on it.



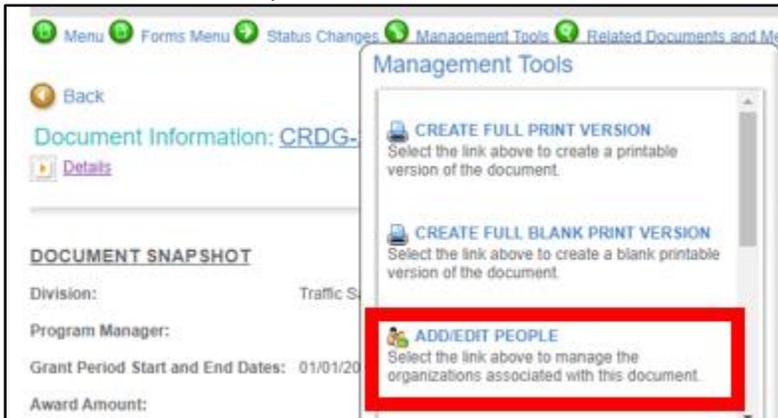
ADD/EDIT PEOPLE

Users are not able to access documents created *prior* to the date they are activated/assigned to an organization. For access to documents dated before a user's activation date, a SubGrantee Project Director/SubGrantee Administrator must assign the user to each individual document using the **ADD/EDIT PEOPLE** option located within each document. User security, active dates, etc. can be changed.

1. Once you have accessed the document, select **MANAGEMENT TOOLS**.



2. Scroll down the list until you find **ADD/EDIT PEOPLE**, and click on it.



3. Enter a name (or partial name) in the **PERSON SEARCH** field and then click **SEARCH** button to locate the name of the person you wish to add. If the person's name does not appear in the search results you will need to add the person to the Organization before they can be assigned to a document.

2019 Domestic Violence Prevention & Treatment Grant (DVPT) Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
 Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
 Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
 After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [DVPT-2019-00001](#)

[Details](#)

Person Search

Enter a name or partial name:

- You can then add or remove those assigned by clicking the checkbox next to their name, select their Role and Active Dates, followed by clicking the **SAVE** button.

IN.gov | IntelliGrants | ICI INDIANA CRIMINAL JUSTICE INSTITUTE

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports

My Reports | My Administration | My Training Materials | My Dashboard | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

2019 Domestic Violence Prevention & Treatment Grant (DVPT) Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
 Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
 Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
 After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [DVPT-2019-00001](#)

[Details](#)

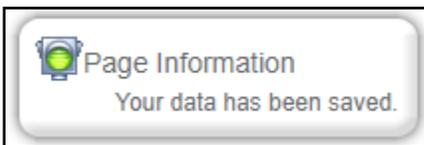
Person Search

Enter a name or partial name:

Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	DivisionDirector CJI Email	Indiana Criminal Justice Institute (CJI Division Director)	CJI Division Director	7/11/2018 -	Grant System
<input checked="" type="checkbox"/>	Grant Manager Email	Indiana Criminal Justice Institute (CJI Program/Grant Manager)	CJI Program/Grant Manager	1/23/2019 -	Jeff

- If the change was successful, you will see a confirmation dialogue box.



- Next, scroll down the list of **CURRENT PEOPLE ASSIGNED** to confirm the change.

Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/> DivisionDirector CJI Email	Indiana Criminal Justice Institute (CJI Division Director), Test Org 03052021 CJI (CJI Division Director)	CJI Division Director	7/11/2018 -	Grant System
<input checked="" type="checkbox"/> Grant Manager Email	Indiana Criminal Justice Institute (CJI Program/Grant Manager)	CJI Program/Grant Manager	1/23/2019 -	Jeff

STATUS HISTORY

Provides the statuses that a document has passed through.

- Once you have accessed the document, select **MANAGEMENT TOOLS**.

The screenshot shows the IntelliGrants dashboard with the 'Management Tools' menu item highlighted in red. The dashboard includes navigation tabs for 'My Home', 'My Applications/Grants', 'My Program Reports', and 'My Fiscal Reports'. Below the navigation, there are links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The 'Management Tools' link is highlighted in red. Below the navigation, there is a 'Back' button and a 'Document Information: DVPT-2019-00001' link.

- Scroll down the list until you find **STATUS HISTORY**, and click on it.

The first screenshot shows the 'Management Tools' dropdown menu with 'STATUS HISTORY' highlighted in red. The text below the link reads: 'Select the link above to view the status history of this document.' The second screenshot shows the 'Document Status History' page with a table containing the following data:

Status	Date/Time
Application in Process	4/12/2023 3:40:45 PM

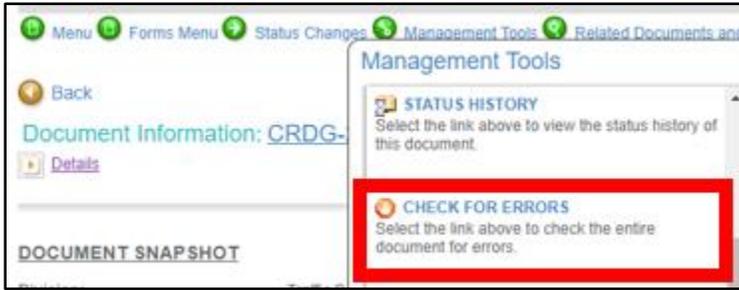
CHECK FOR ERRORS

Checks the document for errors and returns a Global Errors list of links to pages with identified errors that must be corrected before the document can be moved to the next status.

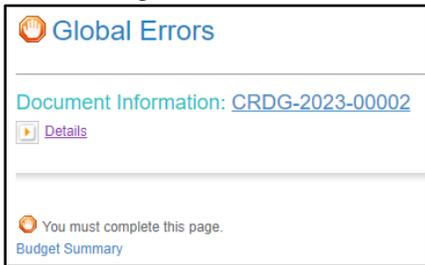
- Once you have accessed the document, select **MANAGEMENT TOOLS**.

The screenshot shows the IntelliGrants dashboard with the 'Management Tools' menu item highlighted in red. The dashboard includes navigation tabs for 'My Home', 'My Applications/Grants', 'My Program Reports', and 'My Fiscal Reports'. Below the navigation, there are links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The 'Management Tools' link is highlighted in red. Below the navigation, there is a 'Back' button and a 'Document Information: DVPT-2019-00001' link.

2. Scroll down the list until you find CHECK FOR ERRORS, and click on it.



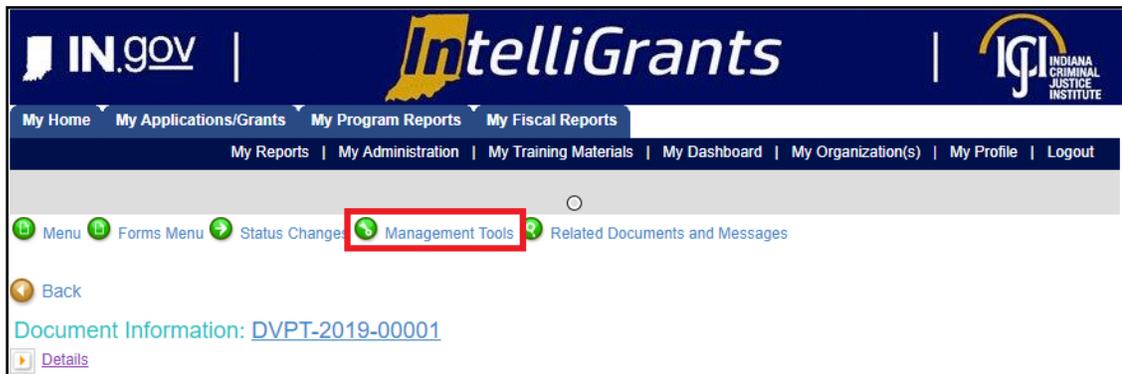
3. A list of errors will be displayed, with links to the pages that need attention. When the icon on the left is a stop sign 🛑, that indicates the page has an error. The message within the Page Error will provide direction for correcting the error.



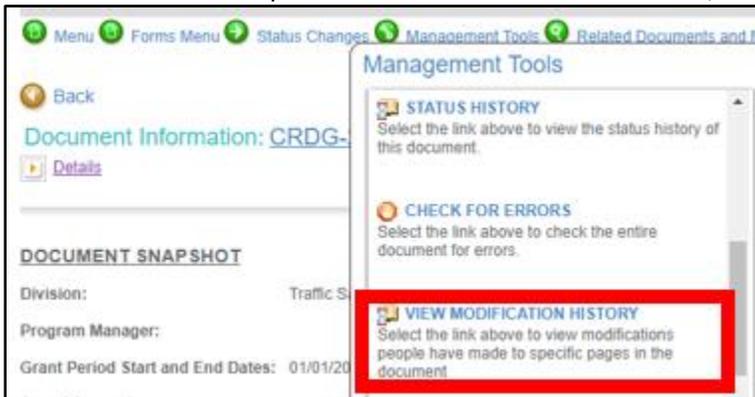
VIEW MODIFICATION HISTORY

Used to view modifications that have been made to specific pages in the document. SubGrantee users can select from a list of modified application pages to be taken to that specific page

1. Once you have accessed the document, select MANAGEMENT TOOLS.



2. Scroll down the list until you find VIEW MODIFICATION HISTORY, and click on it.



3. Select the page link you want to view.

Page	Modification	Date/Time
Grant Closeout	Added	1/20/2023 2:39:38 PM
Budget Summary	Modified	9/27/2022 2:37:52 PM
Employee Benefits	Modified	9/27/2022 2:37:52 PM

- Select the  icon next to any individual field to view the previous value for the field, or to view attachments added or removed. In this example, the current value is \$27,381.30.

Total Budget By Category	
BUDGET CATEGORY	Amount
PERSONNEL	\$192,125.00
EMPLOYEE BENEFITS	\$77,322.75
TRAVEL (INCLUDING TRAINING)	\$27,381.30 

A dialogue box will appear that provides values for the field. In this example, the value has been changed twice. Originally it was \$26,851.93 when it was entered on 9/28/2021, then changed to \$27,381.93 on 10/6/2021, and changed again to reflect the current value of \$27,381.30.

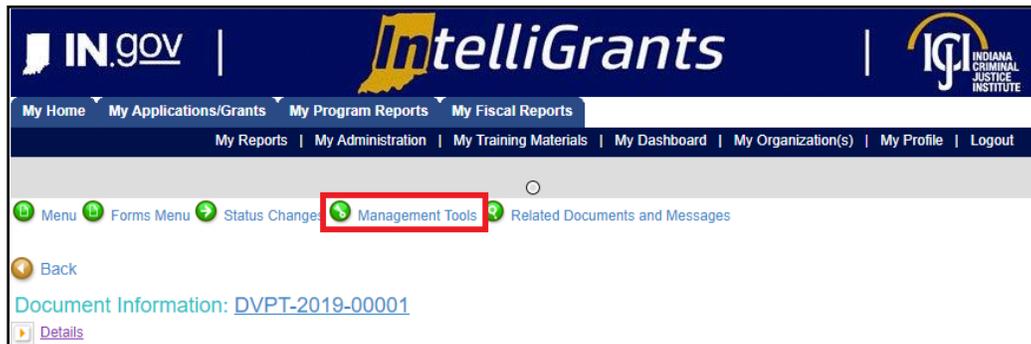
Date	Previous Value	Row
9/28/2021 3:08:42 PM	26851.93	1
10/6/2021 2:48:24 PM	27381.93	1

[CLOSE](#)

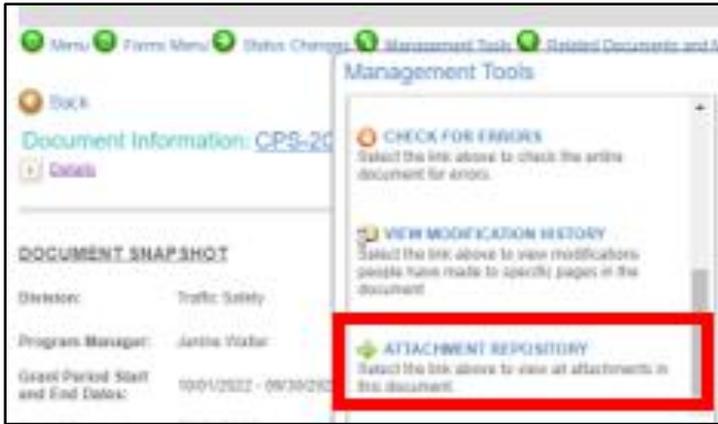
ATTACHMENT REPOSITORY

Used to view all attachments within the document.

- Once you have accessed the document, select **MANAGEMENT TOOLS**.



- Scroll down the list until you find **VIEW ATTACHMENT REPOSITORY**, and click on it.



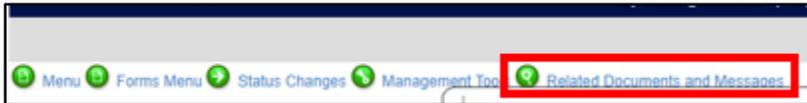
A list of attachments will be displayed, and each can be opened by clicking on the [VIEW](#) link.

Form Name	Identifier	Zip File	Attachment Link
Attachments	filUpload1	<input type="checkbox"/>	View
Attachments	filUpload4	<input type="checkbox"/>	View

RELATED DOCUMENTS AND MESSAGES

The subgrantee Administrator can use the information in the [RELATED DOCUMENTS AND MESSAGES](#) to view subdocuments (Fiscal Reports and Program Reports).

- From within the application document, select [RELATED DOCUMENTS AND MESSAGES](#) link



- A list of subdocuments will be displayed, and can be opened by clicking the link on the document name.

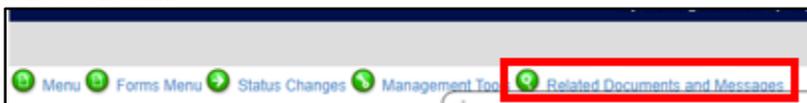


SUBDOCUMENTS (FISCAL REPORTS AND PROGRAM REPORTS)

Documents, such as Fiscal Reports and Program Reports, are completed either monthly or quarterly, based upon the reporting frequency selected on the application. These documents are initiated from the application/grant document, and can be accessed at any time by returning to the main document.

FISCAL REPORTS

- To initiate a Fiscal Report, from within the application document, select [RELATED DOCUMENTS AND MESSAGES](#) link.



- If a subdocument is available to initiate, a link will appear for that subdocument. For example, in this example, a fiscal report for month 12 is able to be initiated. Additional links will appear for subsequent reports as they are made available to the subgrantee. The subdocument is only available to initiate if the grant application is approved, is in the status of [GRANT EXECUTED](#), there are no pending subdocuments of the same type in process, and the previous fiscal report status has been changed to [FISCAL REPORT BATCH READY](#).



Note: Fiscal reports may not be initiated if a Personnel Name Change or Program Modification Request is in Process or has not been approved.



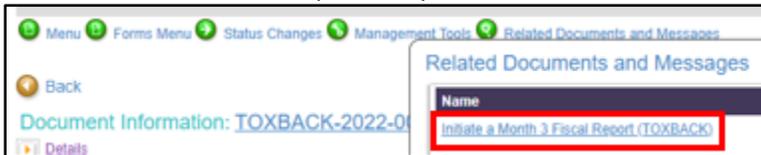
Beneath the links used to initiate a new subdocument you will find links to existing subdocuments, along with the current status.



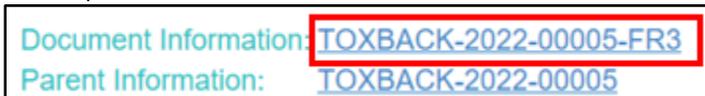
You can also access reports using the MY FISCAL REPORTS tab



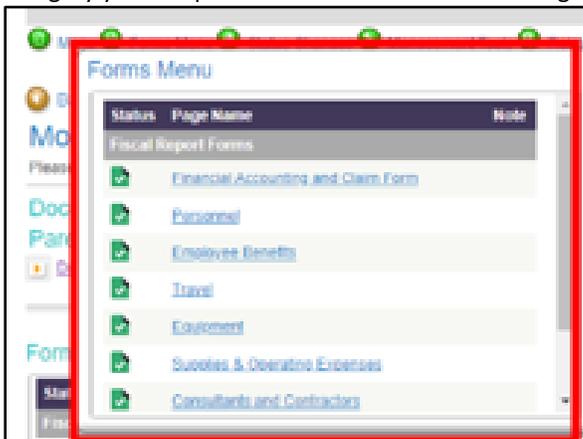
3. Click the link for the Fiscal Report that you want to initiate.



4. The system will set the Document Information, by appending 'FR' followed by the sequential number of the fiscal report.



IntelliGrants® will create FINANCIAL AND ACCOUNTING CLAIM FORM, and a budget page for each budget category you completed and submitted with the original application.



5. On each budget page, enter the amount of grant funds you are requesting reimbursement for in the GRANT FUNDS REQUESTED THIS PERIOD column. If you are reporting match funds, enter them in the MATCH FUNDS REQUESTED THIS PERIOD column. There will be a line for every individual budget item, taken from

the budget forms on your application. Make sure to enter the appropriate amount on each line, as well as any remaining required fields, then click the **SAVE** button.

TRAVEL

Instructions:

1. All required fields are marked with an *
2. Use the **SAVE** button to save information and calculate data on each page.
3. Save at least every 30 minutes to avoid losing data.
4. To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
5. To return to the Forms menu, click the Forms Menu link above.

Purpose of Travel	Location	Item	Fund Type	Cost	Grant Funds Requested this Period	Match Reported this Period	Remaining Balance
Program Travel	Various locations within our 6 county service area	Mileage	Grant	\$1,899.69	<input type="text"/>	<input type="text"/>	\$1,899.69
				Total	\$0	\$0	\$1,899.69



Users will receive an error message and may not submit the Fiscal Report if a dollar amount meant for Grant Funds are entered in Match Reported this Period.

Attachments, if any, should be added to the bottom of the specific budget page. For example:

Add Attachment(s)

- To add additional attachments, click the **SAVE** button.

Attachment Description: * No file chosen DELETE*
65141_1194797-TESTDOCUMENT(2).docx

Attachment Description: No file chosen

6. Once each budget page has been completed, and there are no errors, return to the **FINANCIAL ACCOUNTING AND CLAIM FORM**, then click the **SAVE** button.

FINANCIAL ACCOUNTING AND CLAIM FORM

Instructions:

1. All required fields are marked with an *
2. Use the **SAVE** button to save information and calculate data on each page.
3. Save at least every 30 minutes to avoid losing data.
4. To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
5. To return to the Forms menu, click the Forms Menu link above.

Project Start Date: 1/1/2021 Report Start Date: 1/1/2020
 Project End Date: 12/31/2022 Report End Date: 12/31/2022
 Submitted Date: Report Due Date: 12/31/2023

Will this be your final Financial Accounting and Claim Form? Yes No

Budget Categories	COST	Grant Funds Requested this Period	Match Reported this Period	Remaining Balance
Personnel	\$34,127.64	\$0	\$0	\$32,912.64
Employee Benefits	\$3,456.00	\$0	\$0	\$2,964.00
Travel (including Training)	\$17,319.94	\$0	\$0	\$15,642.88
Equipment	\$133,332.00	\$0	\$0	\$107,777.00
Supplies and Operating Expenses	\$1,863.54	\$0	\$0	\$754.54
Consultants and Contractors	\$60,515.61	\$0	\$0	\$14,159.61
Consultants and Contractors Travel		\$0	\$0	\$334.06
Total	\$250,614.73	\$0	\$0	\$174,544.73

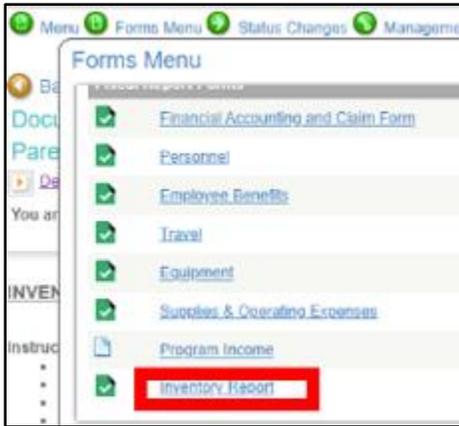
<table border="1"> <tr> <td>Program Income Earned</td> <td>\$0</td> </tr> <tr> <td>Program Income Expended</td> <td>\$0</td> </tr> <tr> <td>Program Income Remaining</td> <td>\$0</td> </tr> </table>	Program Income Earned	\$0	Program Income Expended	\$0	Program Income Remaining	\$0	PeopleSoft Voucher Number: Payment Date: Payment Number: PO Number: Vendor Number: 000076417
Program Income Earned	\$0						
Program Income Expended	\$0						
Program Income Remaining	\$0						

- The **COST** column will display the total grant amount for each category, taken from your application.
 - The **GRANT FUNDS REQUESTED THIS PERIOD** will display the grant funds requested for reimbursement for each category in the Fiscal Report.
 - The **MATCH REPORTED THIS PERIOD** will display the match funds reported for each category in the Fiscal Report.
 - The **REMAINING BALANCE** will display the balance to be carried forward to your next Fiscal Report.
7. If this is your last Fiscal Report that will be submitted for the grant, select **YES** next to **WILL THIS BE YOUR FINAL FINANCIAL ACCOUNTING AND CLAIM FORM?**



If the current Fiscal Report is marked as final, the Program Report must also be marked final as well.

8. If you are requesting reimbursement for equipment items in the Fiscal Report, an **INVENTORY REPORT** form will also need to be completed, and appears at the bottom of the Forms Menu after items are claimed on the **EQUIPMENT FORM**.



9. The **INVENTORY REPORT** must be signed by both the SubGrantee Administrator and SubGrantee Project Director. When the appropriate user is logged in, they will select the checkbox next to the signature field, then click the **SAVE** button. Your name and date will be populated automatically.

INVENTORY REPORT							CJI USE ONLY
Description of Equipment	Number/ID Number	Item Cost	% Claimed on Grant	Amount Claimed on Grant	Location of Equipment	Manufacturer	Equipment No
Laptop x 1 for Child Services SA Advocate	FVPSASA00006 001	\$999.99	100.00%	\$1,200.00	Travel with SA Coordinator	HP Pavilion	2023-0006-0001
Total:				\$1,200.00			
<p><i>By signing below, I certify that I have reviewed and validated the information in this document. I attest to the accuracy of the information in this document and I certify that it accurately represents the actual costs expended during the reporting period.</i></p>							
<input checked="" type="checkbox"/> Subgrantee Administrator*				<input checked="" type="checkbox"/> Subgrantee Project Director*			
Signature:				Signature:			
Title:				Title:			
Date Signed:				Date Signed:			

- The **FINANCIAL ACCOUNTING AND CLAIM FORM** must be signed by both the SubGrantee Administrator and SubGrantee Project Director. When the appropriate user is logged in, they will select the checkbox next to the signature field, then click the **SAVE** button. Your name and date will be populated automatically.

<u>Subgrantee Administrator</u>		<u>Subgrantee Project Director</u>	
<input checked="" type="checkbox"/> *	<u>Elizabeth Blackmar</u>	<u>4/14/2023</u>	
	Name	Date	
<input checked="" type="checkbox"/> *	<u>Hannah Shoue</u>	<u>4/14/2023</u>	
	Name	Date	

- When all forms have been completed, and there are no errors on the documents, submit the **FINANCIAL ACCOUNTING AND CLAIM FORM** by selecting **STATUS CHANGES** and then click the **SUBMIT** button below the **FISCAL REPORT SUBMITTED**.

A screenshot of the 'Status Changes' menu. The menu items are: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents. The 'Status Changes' item is selected. Below it, there is a 'Possible Statuses' section with a red box around the text 'FISCAL REPORT SUBMITTED' and a 'SUBMIT' button.

PROGRAM REPORTS

- To initiate a Program Report, from within the application document, select **RELATED DOCUMENTS AND MESSAGES** link.

A screenshot of the navigation menu. The menu items are: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The 'Related Documents and Messages' item is highlighted with a red box.

- If a subdocument is available to initiate, a link will appear for that subdocument. For example, in this example, a program report for month one is able to be initiated. Additional links will appear for subsequent reports as they are made available to the subgrantee. The subdocument is only available to initiate if the grant application is approved, is in the status of **GRANT EXECUTED**, and there are no pending subdocuments of the same type in process.

A screenshot of the 'Related Documents and Messages' menu. The menu items are: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The 'Related Documents and Messages' item is selected. Below it, there is a 'Back' button and a link to 'Initiate a Month 1 Program Report (TOXBACK)' highlighted with a red box.

Beneath the links used to initiate a new subdocument you will find links to existing subdocuments, along with the current status.

A screenshot of the 'Related Documents and Messages' menu. The menu items are: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The 'Related Documents and Messages' item is selected. Below it, there is a 'Back' button and a link to 'FVPSA-ARP-2022-00031-PR1 Program Report Approved' highlighted with a red box. The document information is 'FVPSA-ARP-2022-00031-PR1'.

You can also access reports using the **MY PROGRAM REPORTS** tab

A screenshot of the navigation tabs. The tabs are: My Home, My Applications/Grants, My Program Reports, My Fiscal Reports, and My Expenditure Requests. The 'My Program Reports' tab is highlighted with a red box. Below the tabs, there is a link to 'My Training Materials' and 'My Org'.

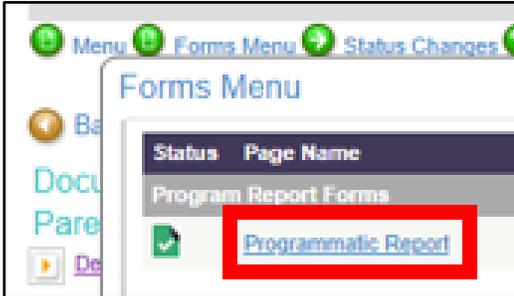
- Click the link for the Program Report that you want to initiate.

A screenshot of the 'Related Documents and Messages' menu. The menu items are: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The 'Related Documents and Messages' item is selected. Below it, there is a 'Back' button and a link to 'Initiate a Month 1 Program Report (TOXBACK)' highlighted with a red box.

- The system will set the Document Information, by appending 'PR' followed by the sequential number of the program report.

Document Information:	TOXBACK-2022-00005-PR1
Parent Information:	TOXBACK-2022-00005

IntelliGrants® will create a PROGRAMMATIC REPORT form. If you are working on a Victim Services grant, they system will also create a PROGRAM REPORT.



- Complete the PROGRAMMATIC REPORT, then click the **SAVE** button.

A screenshot of the 'PROGRAMMATIC REPORT' form. At the top right, there are three buttons: 'SAVE', 'SAVE/NEXT', and 'NEXT'. The 'SAVE' button is highlighted with a red rectangular box. Below the buttons, the form displays 'Document Information: TOXBACK-2022-00005-PR1' and 'Parent Information: TOXBACK-2022-00005'. Below this is a 'Details' link and a breadcrumb trail: 'You are here: > Month 1 Program Report (TOXBACK) Menu > Forms Menu > Program Report'. The main content area is titled 'PROGRAMMATIC REPORT' and contains 'Instructions:' followed by a numbered list of five instructions.

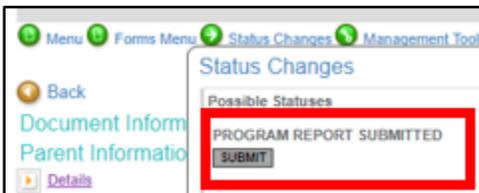
If this is your last Program Report that will be submitted for the grant, select YES next to IS THIS YOUR FINAL PROGRAM REPORT?

Is this your final program report?* Yes No



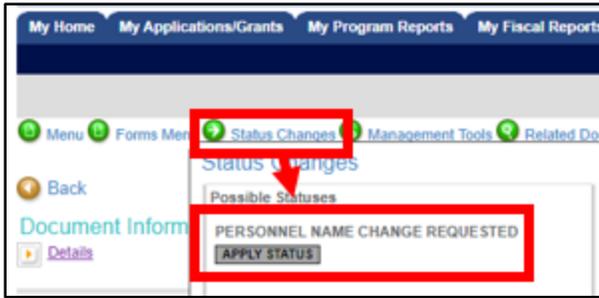
If the current Program Report is marked as final, the Fiscal Report must also be marked final as well.

- When all forms have been completed, and there are no errors on the documents, submit the PROGRAM REPORT by selecting STATUS CHANGES and then click the **SUBMIT** button below the PROGRAM REPORT SUBMITTED.



PERSONNEL NAME CHANGE

- A Personnel Name Change is initiated by selecting STATUS CHANGES and then click the **APPLY STATUS** button below the PERSONNEL NAME CHANGE REQUESTED.



2. Select the **PERSONNEL** page.



3. Make any needed changes to the names. Users must include the end date for the employee that is leaving and start date for the employee taking over the position. Users should not delete or remove names.

Position	Name
Project Director	Marsha French
Safe Kids/Latino Outreach	Erin Kuroiwa
State CPS	Rosy Hyre
Project Director	Marsha French
HOURLY	
Position	Name
Administrative Assistant	Charles Akerland

4. Click the **SAVE** button.



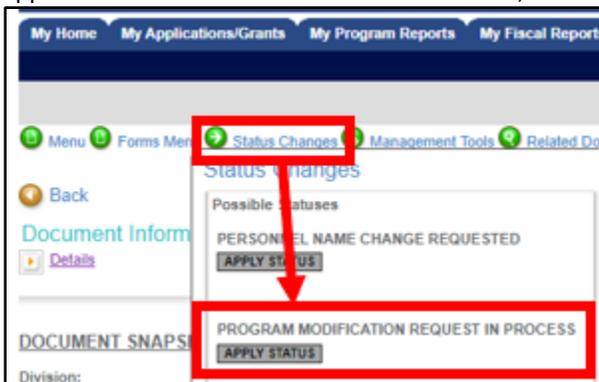
5. Review both the **BUDGET SUMMARY** and **EMPLOYEE BENEFITS** pages to ensure accuracy. The **EMPLOYEE BENEFITS** page will have to be re-saved. If you do not review both pages, and re-save the **EMPLOYEE BENEFITS** page, Global Errors will indicate that you must review the pages before you can proceed to submitting the request.
6. Next, select **STATUS CHANGES**, and then click the **SUBMIT** button below the **PERSONNEL NAME CHANGE SUBMITTED/IN REVIEW** to submit the changes. Or, if you wish to cancel the change, click the **APPLY STATUS** button below **PERSONNEL NAME CHANGE CANCELLED**.



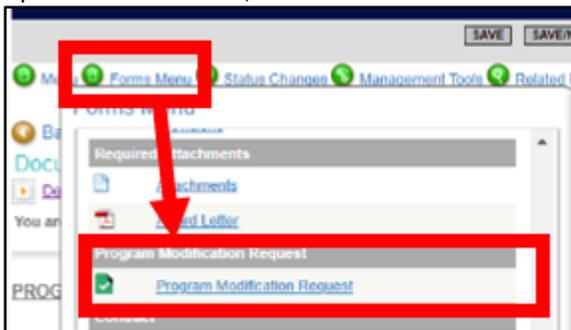
Personnel Name Change is only used to change the names of people on the grant, not their ROLE. For assistance with ROLE changes please contact your assigned grant manager, or, email us at CJIHelpDesk@cji.in.gov.

PROGRAM MODIFICATION REQUEST (PMR)

1. A Program Modification Request is initiated by selecting **STATUS CHANGES** and then click the **APPLY STATUS** button below the **PROGRAM MODIFICATION REQUEST IN PROCESS**. This is done on the grant application where the intent is to initiate a PMR, and the grant application is in **GRANT EXECUTED** status.



2. Open the Forms Menu, and select the **PROGRAM MODIFICATION REQUEST** link.



3. Check the sections on the Program Modification Request where changes are going to be made. Add any attachments that will provide additional justification for the request.

PROGRAM MODIFICATION REQUEST

- All required fields are marked with an *.
- Use the SAVE button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- To return to the Forms menu, click the Forms Menu link above.

Identify Program Modification Request purpose by checking one or more boxes.*

Budget Revision

- Personnel
- Employee Benefits
- Travel (Including Training)
- Equipment
- Supplies & Operating Expenses
- Consultants and Contractors
- Consultants Travel

Extension of Grant Term Proposed Extension Date:

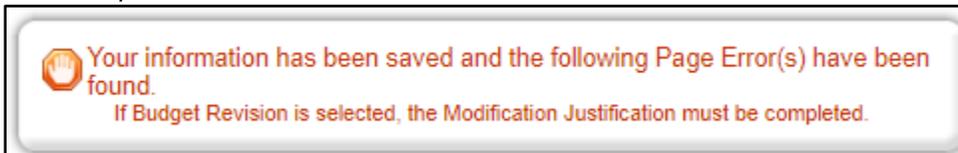
Change of Scope
A modification that alters the scope of a project may include, but is not limited to, the following changes the purpose, major programmatic activities, project location, certain budgetary changes, and/or duration.

- Programmatic Information
- Problem Statement & Analysis
- Goals, Objectives & Outcomes
- Program Description
- Evidence Based - Best Practices
- Use of Volunteers

Form/Document Upload(s) Use this section if providing additional justification or documents for the above request(s).

Attachment Description: No file chosen

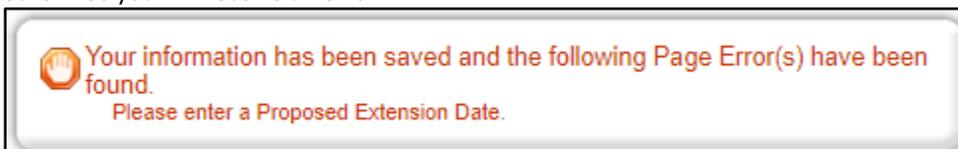
4. If selecting any checkbox under BUDGET REVISION, you will be required to enter a justification reason, otherwise you will receive an error.



Clear the error by completing the MODIFICATION JUSTIFICATION field.

Modification Justification. Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project.

5. If selecting the checkbox for EXTENSION OF GRANT TERM, you will be required to enter a proposed date, otherwise you will receive an error.



Extension of Grant Term Proposed Extension Date:

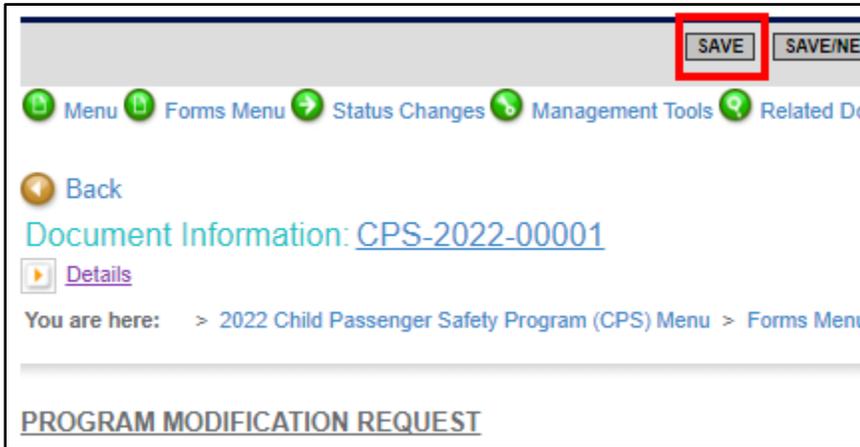
- If selecting any checkbox under Change of Scope, you will be required to enter a justification reason, otherwise you will receive an error.



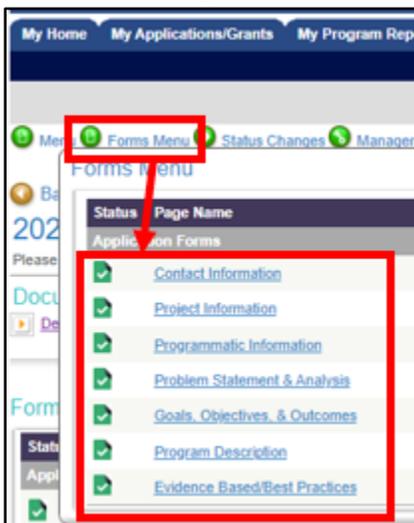
Clear the error by completing the **CHANGE OF SCOPE JUSTIFICATION** field.

Change of Scope Justification. Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project.

- Once the changes are made to the Program Modification Request form, click the Save button.



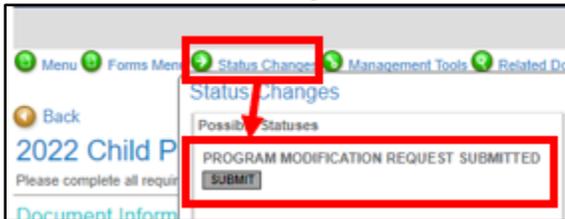
- Navigate to each page, from the **FORMS MENU**, that is being modified with the PMR. The pages should be unlocked and ready for modification. Save each page after all changes have been made.



- Once you have modified and saved the forms, you will be required to review both the **BUDGET SUMMARY** and **BUDGET NARRATIVE**. Make changes as needed to reflect the updated budget pages, and save the forms.



10. Next, select **STATUS CHANGES**, and then click the **SUBMIT** button below the **PROGRAM MODIFICATION REQUEST SUBMITTED** to submit the changes. If any global errors are displayed they will need to be corrected and then submit again.



11. Complete the agreement by clicking the **I AGREE** button.

Agreement

Please make a selection below to continue.

By clicking "I Agree", you acknowledge the information entered is true to the best of your knowledge.
If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE
I DO NOT AGREE

12. Your Grant Manager with the Indiana Criminal Justice Institute will review your PMR. Possible outcomes of this review include:
- a. If additional edits are needed to the justification, the Grant Manager will return the PMR to you using the status **MODIFICATION NEEDED**.
 - b. If the request is being denied the Grant Manager will change the status to **PROGRAM MODIFICATION REQUEST DENIED**.
 - c. If approved, the Grant Manager will change the status to **PROGRAM MODIFICATION IN PROCESS**. At this point you can begin making changes to your budget pages. Otherwise, users cannot make any edits or changes to the budget pages until the justification has been approved.



Items that have been added to the budget during the PMR cannot be purchased for reimbursement until the grant is returned to the status of **GRANT EXECUTED**.

MY PROGRAM REPORTS

Before a Program Report can be initiated, the application/grant document must be in the **GRANT EXECUTED** status. Both the SubGrantee Administrator and SubGrantee Project Director will receive a notification by email and system message when the document has reached the status of **GRANT EXECUTED**. This notification will be your indicator that your document is permitted to begin a Program Report.

MY FISCAL REPORTS

Before a Fiscal Report can be initiated, the application/grant document must be in the **GRANT EXECUTED** status. Both the SubGrantee Administrator and SubGrantee Project Director will receive a notification by email and system

message when the document has reached the status of GRANT EXECUTED. This notification will be your indicator that your document is permitted to begin a Fiscal Report.



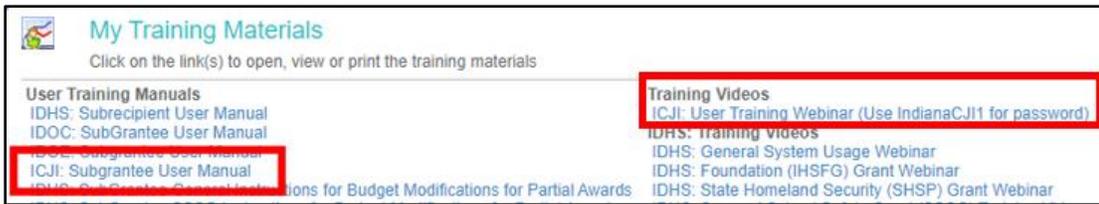
You cannot initiate a fiscal report if a PERSONNEL NAME CHANGE or PROGRAM MODIFICATION REQUEST is in process.

MY TRAINING MATERIALS

1. Select **MY TRAINING MATERIALS** link.



2. Select the **ICJI SUBGRANTEE USER MANUAL** link or **ICJI USER TRAINING WEBINAR** link for additional information.



MY ORGANIZATION

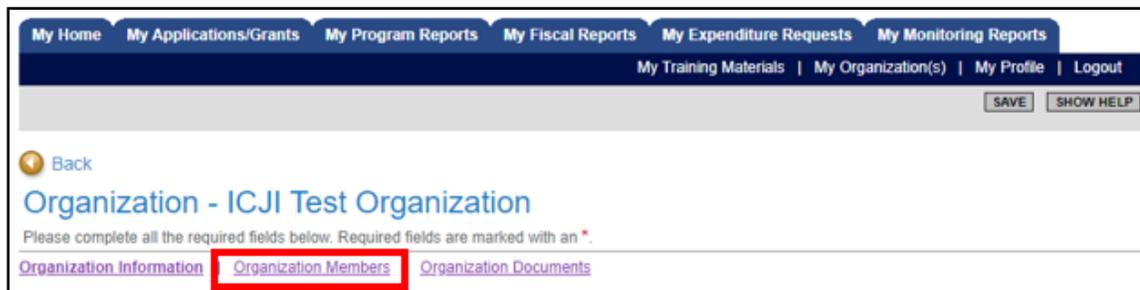
ADDING USERS TO AN ORGANIZATION

Users are not able to access documents created *prior* to the date they are activated/assigned to an organization. The preferred method for gaining access to IntelliGrants® is to have the organization's SubGrantee Administrator add new users to the system.

1. Select **MY ORGANIZATION(S)**



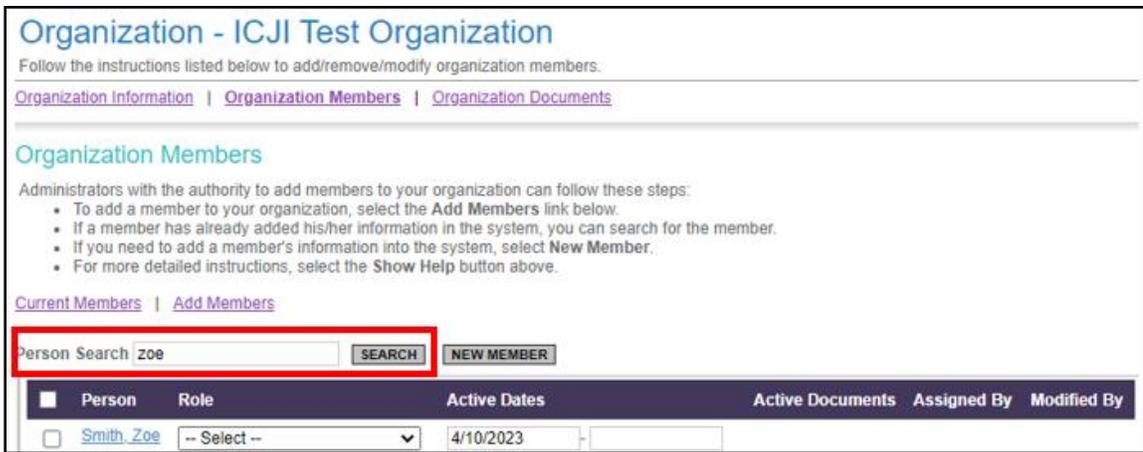
2. Select **ORGANIZATION MEMBERS**



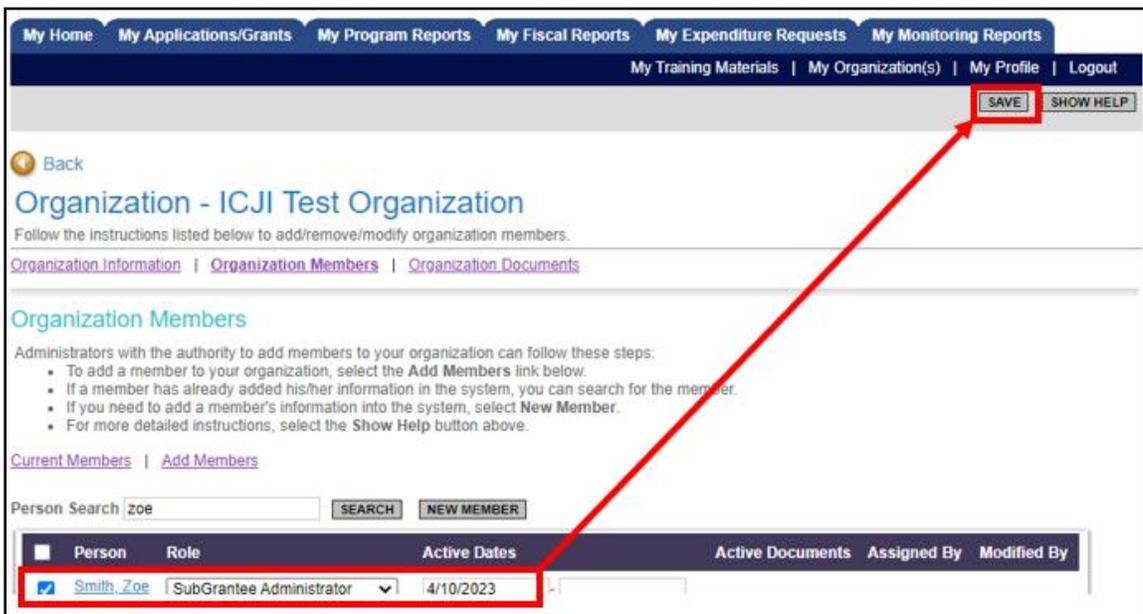
3. Select **ADD MEMBERS**



4. Enter the first and/or last name of the person to be added, and select **SEARCH**. The search result will appear below. In this example, we searched for the name "Zoe", and the search result returned "Smith, Zoe".



5. Select the checkbox next to the person to be added. Select a Role, and enter the Active Date (beginning). Then click **SAVE**.



- Select **CURRENT MEMBERS** and confirm the person has been added, and is listed along with the rest of the organization's members.

Organization - ICJI Test Organization
 Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Organization - ICJI Test Organization
 Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Sort By: [-----SELECT-----] [-----SELECT-----] Results Per Page [20] [GO]

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	Hogan_ThomasPGM	CJI Program/Grant Manager	7/12/2018 -	6	Admin, Meg 7/12/2018	
<input checked="" type="checkbox"/>	Grayless_Robert	SubGrantee Administrator	1/7/2020 -	112	Grayless, Robert 1/7/2020	Grayless, Robert 4/10/2023
<input checked="" type="checkbox"/>	Hogan, ThomasSubAdmin	SubGrantee Administrator	7/12/2018 -	108	Admin, Meg 7/12/2018	
<input checked="" type="checkbox"/>	Smith_Zoe	SubGrantee Administrator	4/10/2023 -		Grayless, Robert 4/10/2023	

- If the person's name does not appear in the search results, then select **NEW MEMBER**.

Organization - ICJI Test Organization
 Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

No people were found that match the search criteria you specified.

Organization - ICJI Test Organization

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

No people were found that match the search criteria you specified.

8. Complete the information for the new user, then select **SAVE & ADD TO ORGANIZATION**.
 - a. All fields marked with a red asterisk (*) are required.
 - b. "Username" consists of alphanumeric characters.
 - c. "Password" must contain at least one (1) upper case letter, at least one (1) number, and must be at least seven (7) characters long. Special characters are also permitted in the password.
 - d. "Confirm Password" must match the "Password".
 - e. Select the appropriate "Role", as it affects what the user can view and the functions they can perform within the system.
 - f. SubGrantee Administrator is responsible for notifying the new user of their Username and Password that were assigned when creating the account.
 - g. New users are required to change their password upon their first login.

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Organization - ICJI Test Organization

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name	Prefix	First	Middle	Last	Suffix
Title					
Email					
Username					
Password				Confirm Password	
Date Active	4/10/2023			Date Inactive	
Role	-- Select --				

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields. This information may also be edited by the person you are creating the profile for from their My Profile page.

Address	402 W Washington St				
City	Fort Wayne	State	Indiana	ZIP Code	46204
County	Marion County				
Phone #1	(317) 232-1233	Phone #2			
Fax			Cell Phone		
Website					

- Select **CURRENT MEMBERS** and confirm the person has been added, and is listed along with the rest of the organization's members.

Organization - ICJI Test Organization

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents
<input checked="" type="checkbox"/>	Hogan, ThomasPGM	CJI Program/Grant Manager	7/12/2018 -	6
<input checked="" type="checkbox"/>	Grayless, Robert	SubGrantee Administrator	1/7/2020 -	112
<input checked="" type="checkbox"/>	Hogan, ThomasSubAdmin	SubGrantee Administrator	7/12/2018 -	108
<input checked="" type="checkbox"/>	Jones, Alonzo	SubGrantee Administrator	4/10/2023 -	

UPDATE ORGANIZATION INFORMATION

When an organization's contact information changes it is important to update it in IntelliGrants®.

- Select **MY ORGANIZATION(S)**.

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Expenditure Requests | My Monitoring Reports | My Training Materials | **My Organization(s)** | My Profile | Logout

SHOW HELP

- Select the link under the Organization column.

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My Organization(s)

Select an Organization to view the information for that Organization.

Organization Information

Organization	Role	Active Dates
ICJI Test Organization	SubGrantee Administrator	01/07/2020 - open ended

3. Make any changes that are needed, then click **SAVE**.
 - a. All fields marked with a red asterisk (*) are required.
 - b. You may need to refer to additional resource to obtain specific information; for example, the Federal Employer Information Number (FEIN) or Unique Entity ID (UEI).
 - c. The SubGrantee Administrator is the only role able to edit the organization information.

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SAVE SHOW HELP

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Organization - ICJI Test Organization

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Information

Name: ICJI Test Organization *

Legal Name: ICJI Test Organiza *

FEIN: 350868081 *

DUNS #: 168477347

PeopleSoft ID (PSID): 44444

Unique Entity ID (UEI): 852145699999 *

Address: 806 W. Jackson St

City: Muncie * State: Indiana * ZIP Code: 47305-0000 *

County: Delaware County *

Phone: (765) 747-9107 * Fax: (765) 281-2740

Email:

Website:

DEACTIVATE A USER

A SubGrantee Administrator can deactivate a member of his/her organization. Deactivated users cannot access or edit grant-related information.

1. Select MY ORGANIZATION(S).

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Expenditure Requests | My Monitoring Reports

My Training Materials | **My Organization(s)** | My Profile | Logout

SHOW HELP

2. Select the link under the Organization column.

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My Organization(s)

Select an Organization to view the information for that Organization.

Organization Information

Organization	Role	Active Dates
ICJI Test Organization	Sub-Grantee Administrator	01/07/2020 - open ended

3. Select ORGANIZATION MEMBERS

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Expenditure Requests | My Monitoring Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE SHOW HELP

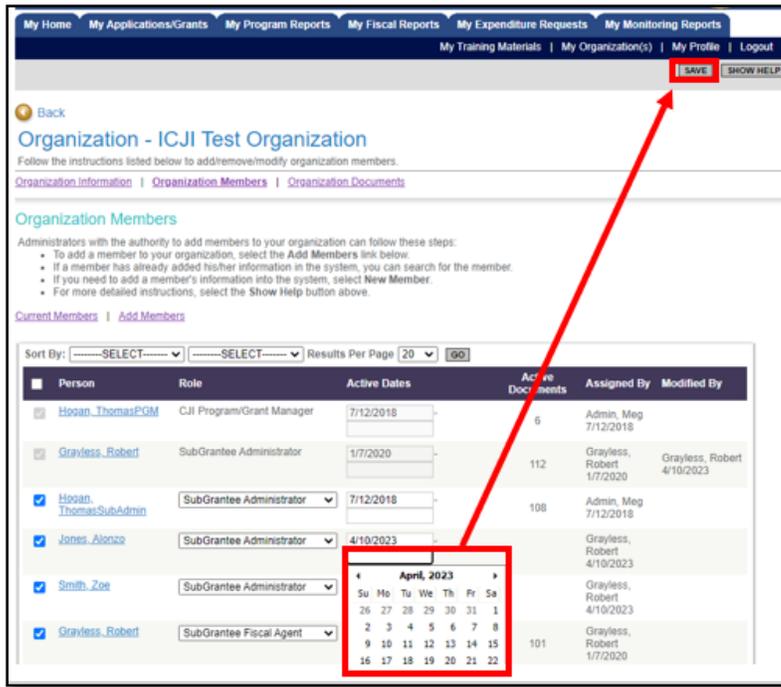
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Organization - ICJI Test Organization

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | **Organization Members** | [Organization Documents](#)

4. Using the drop-down calendar, set the second "Active Dates" field to the date on which the user will no longer have access. Select **SAVE**.



MY PROFILE

UPDATE USER PROFILE

It is important that users keep their information up to date so ICJI can easily contact them should the need arise. Having accurate contact information is especially important for timely messaging because IntelliGrants® sends system messages to the email address that is included in a user's profile. If the email is incorrect, users will not receive automatic notifications. Also, if users forget their password, the email they provide must match the one in their user profile so they will receive the reset password instructions.

NOTE: User profiles are specific to each user, and should only be modified by that person.

1. Select MY PROFILE



2. Update the form with current information, then click **SAVE**.

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[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

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My Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text" value="Robert"/>	<input type="text"/>	<input type="text" value="Allen"/>	<input type="text"/>
Organization	<input type="text" value="A Better Way Services, Inc."/>				
Title	<input type="text"/>				
Address	<input type="text" value="201 Cherry St"/>				
City	<input type="text" value="Fort Wayne"/>	State	<input type="text" value="Indiana"/>	Zip code	<input type="text" value="47807-2940"/>
County	<input type="text" value="Allen County"/>				
Phone #1	<input type="text" value="(812) 462-3226"/>	Phone #2	<input type="text"/>		
Fax	<input type="text" value="(812) 235-7558"/>	Cell Phone	<input type="text"/>		
Email	<input type="text" value="cjitest19@gmail.com"/>				
Website	<input type="text"/>				
Username	<input type="text" value="GraylessSubAdmin"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		

LOGOUT

1. Select LOGOUT.

[My Home](#) | [My Applications/Grants](#) | [My Program Reports](#) | [My Fiscal Reports](#) | [My Expenditure Requests](#) | [My Monitoring Reports](#)
[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)