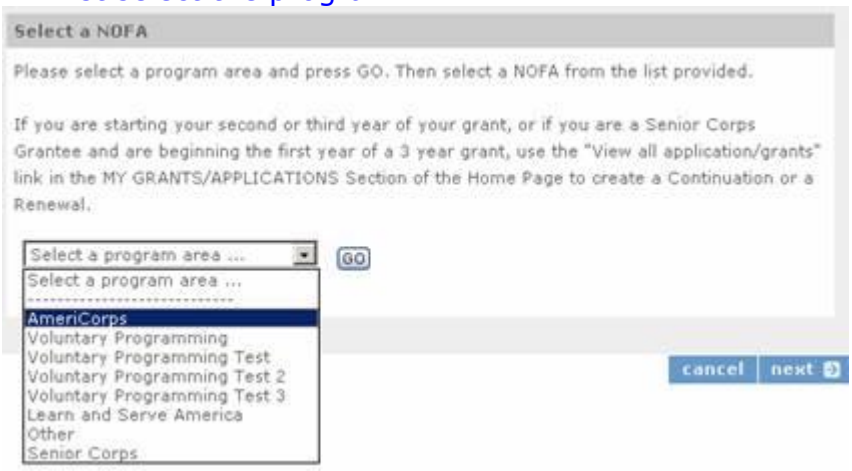
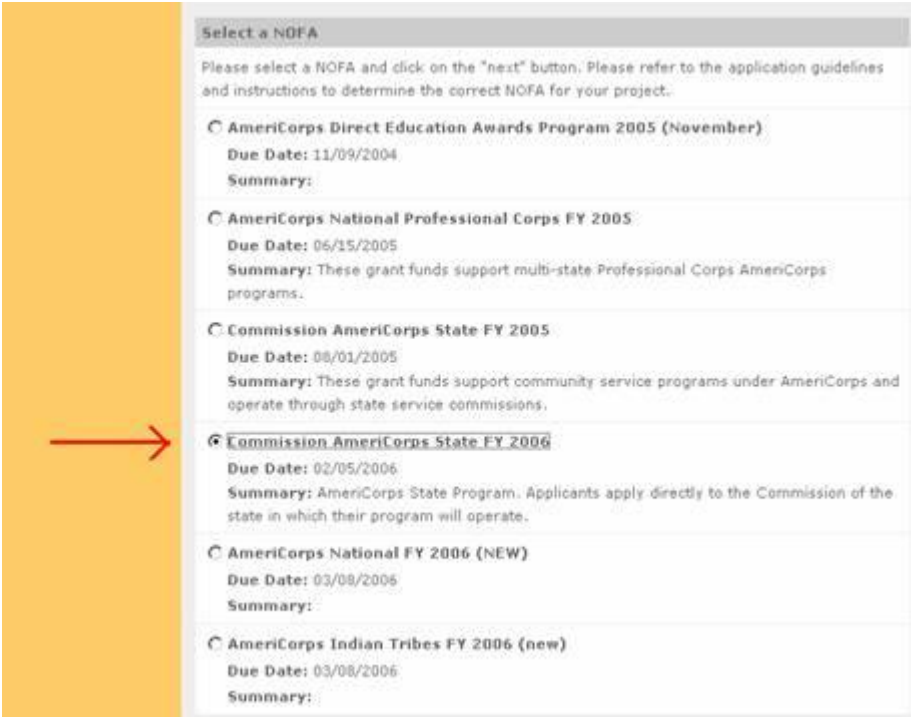
Opening a NEW Commission Prime application in eGrants

Please note that these screen-shots are taken from our test database and do not reflect the data entered for your commission.

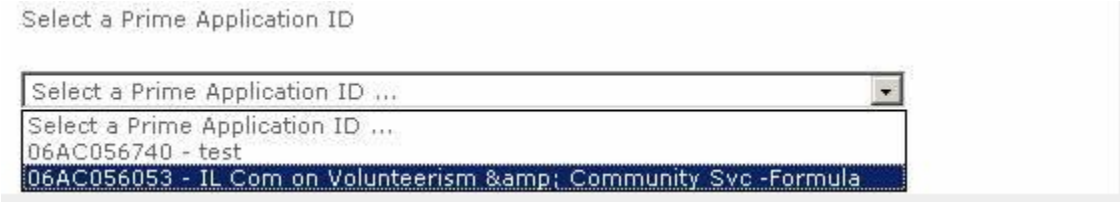
1. First select the program



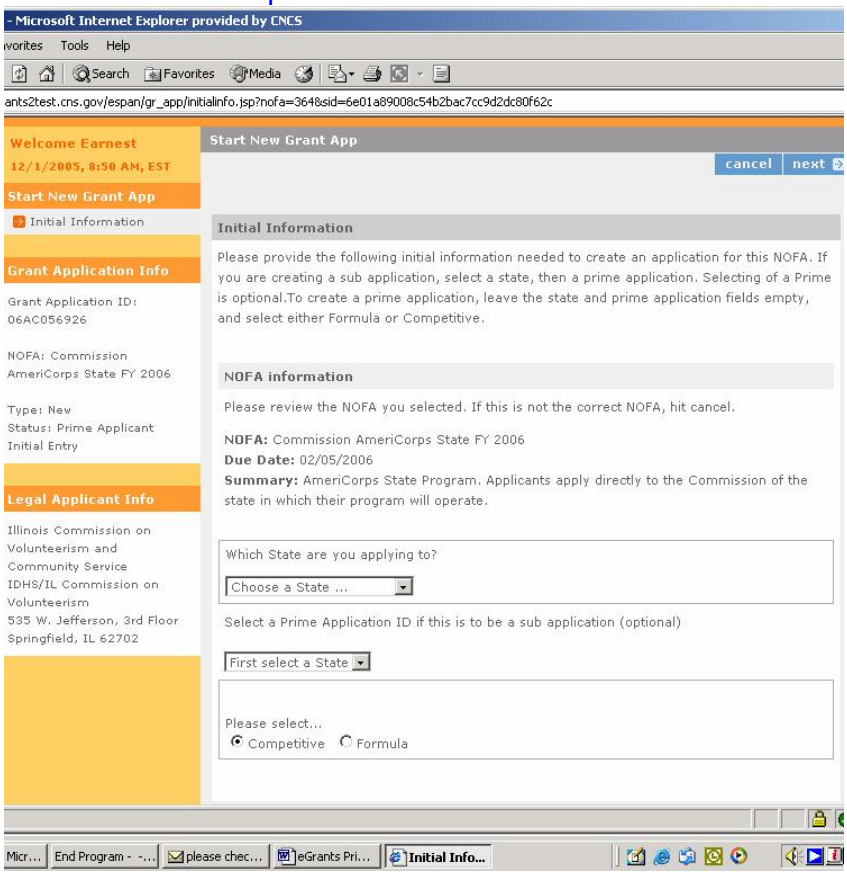
2. Then select the NOFA



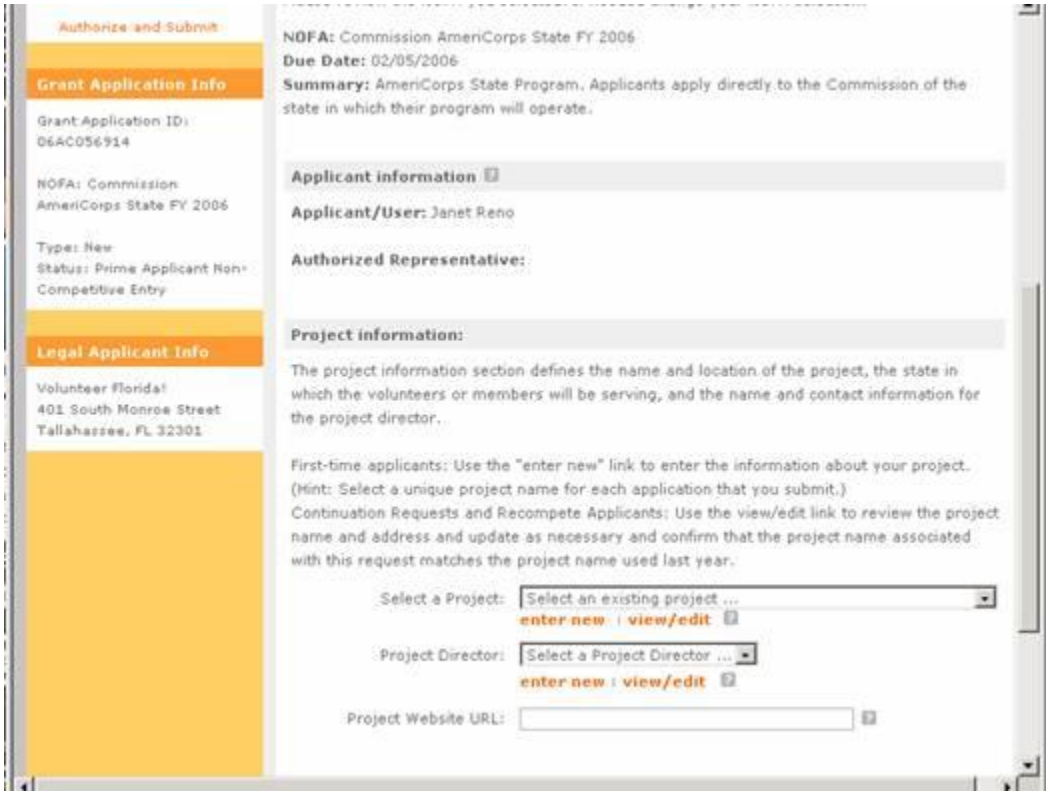
3. The next screen asks you to select a state and a Prime application ID. **For new Commission Prime application, leave these BLANK.**



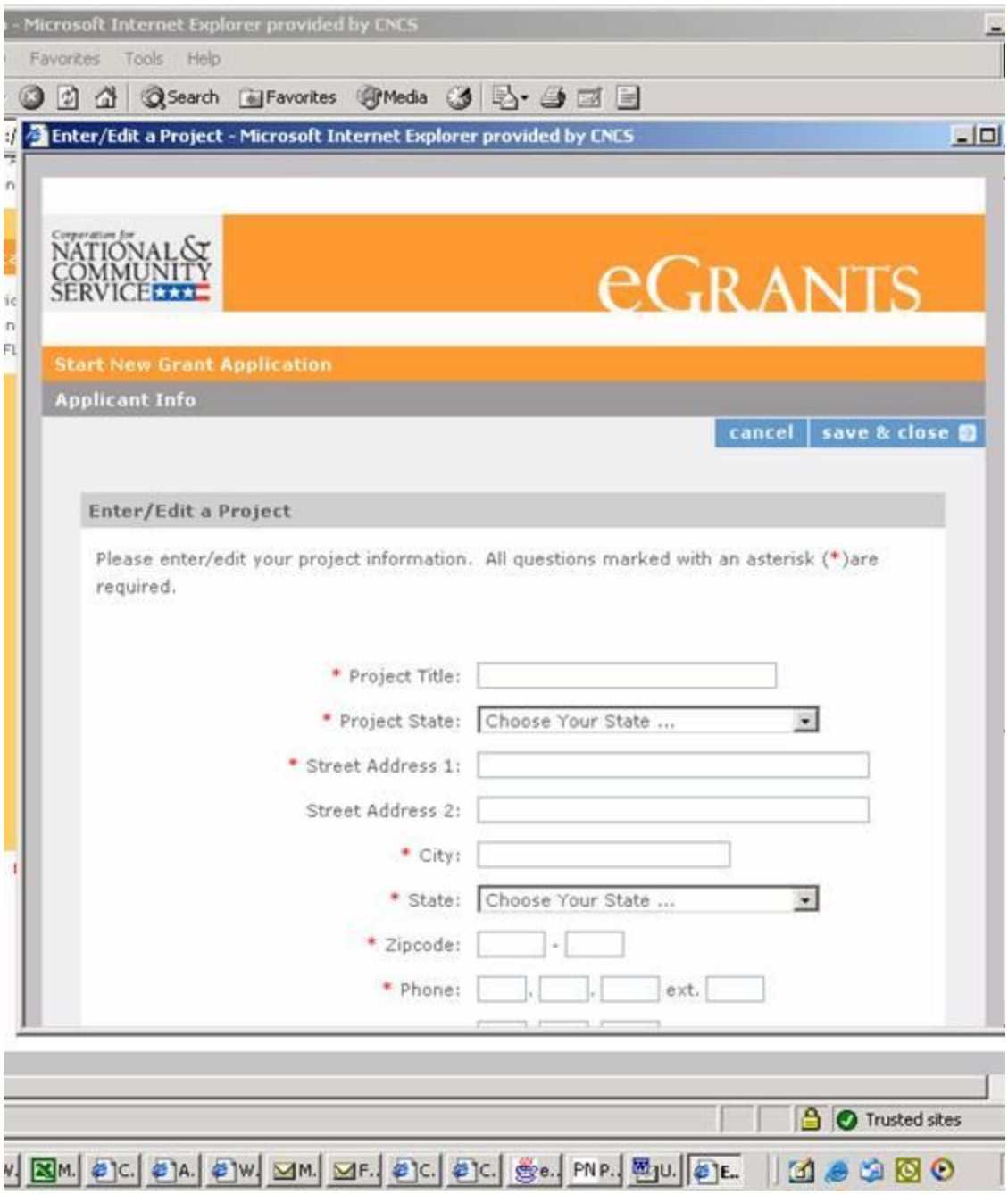
Select either Competitive or Formula and click next



4. The next screen asks you to provide "Project Information".



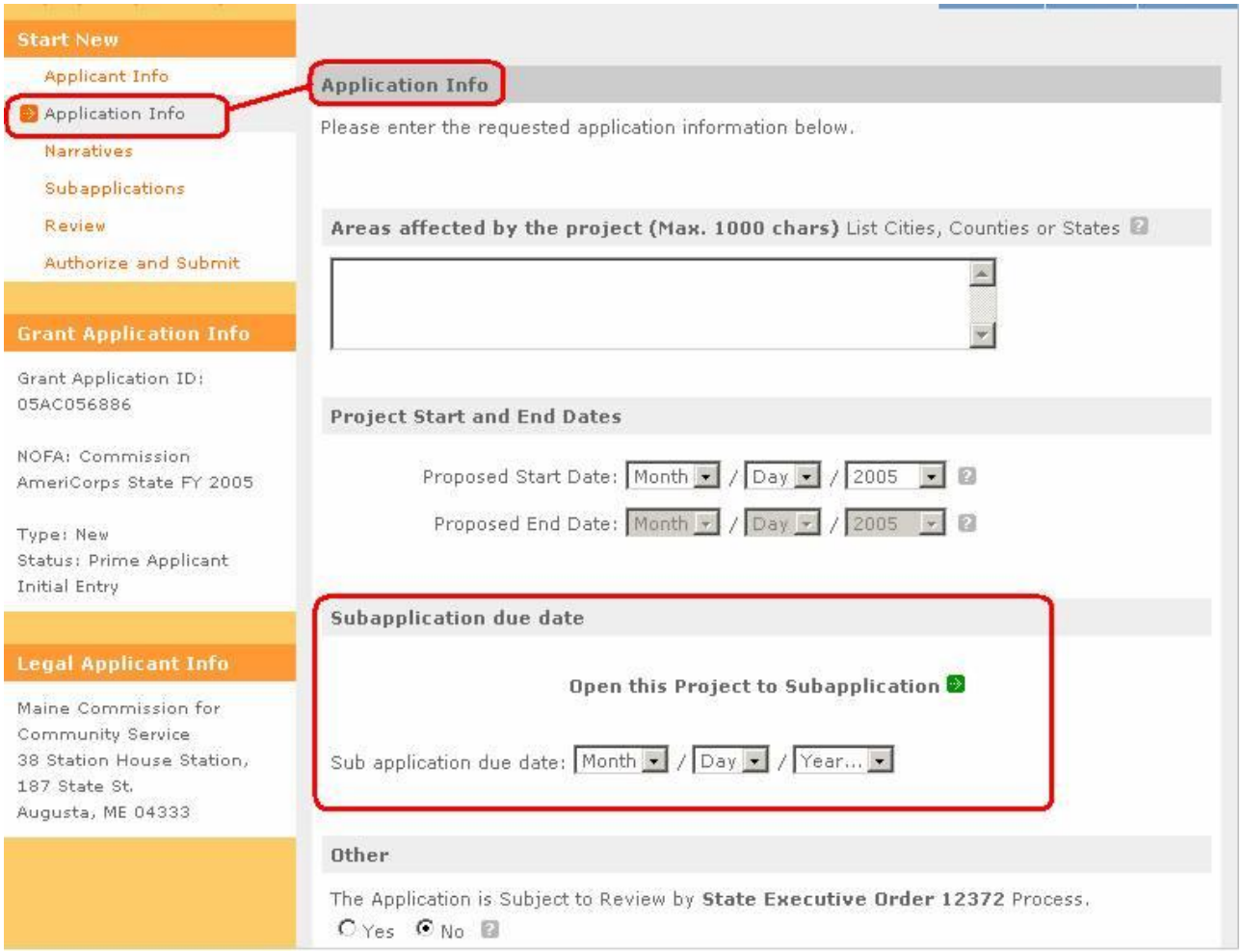
Select "enter new" and enter a project name that includes whether the Prime application is the Formula or Competitive application. This is how your sub-applicants will determine between the two if both are open at the same time.


- Microsoft Internet Explorer provided by CNCS
Favorites Tools Help
Search Favorites Media
Enter/Edit a Project - Microsoft Internet Explorer provided by CNCS
Corporation for NATIONAL & COMMUNITY SERVICE
eGRANTS
Start New Grant Application
Applicant Info
cancel
save & close
Enter/Edit a Project
Please enter/edit your project information. All questions marked with an asterisk (*)are required.
* Project Title:
* Project State:
Choose Your State ...
* Street Address 1:
Street Address 2:
* City:
* State:
Choose Your State ...
* Zipcode:
* Phone:
ext.
Trusted sites

Opening a Commission Prime application in eGrants for submission

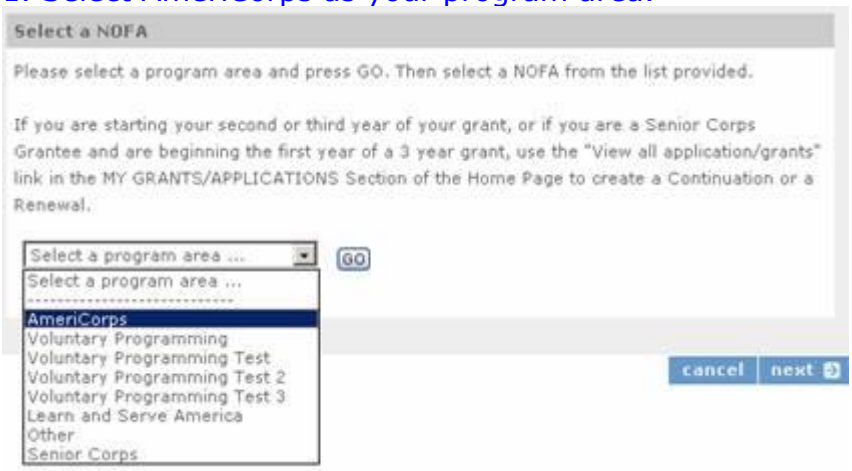
Once you have created your application:

1. Go to the Application Info tab
2. Above the "Sub application Due Date" is a link that says…"Open this Project to Subapplication."
3. First enter the "sub application due date" and click "Save."
4. Then click on the link that says "Open this Project to Subapplication.
5. Click the "Save" once again and your application is ready for subs to apply.

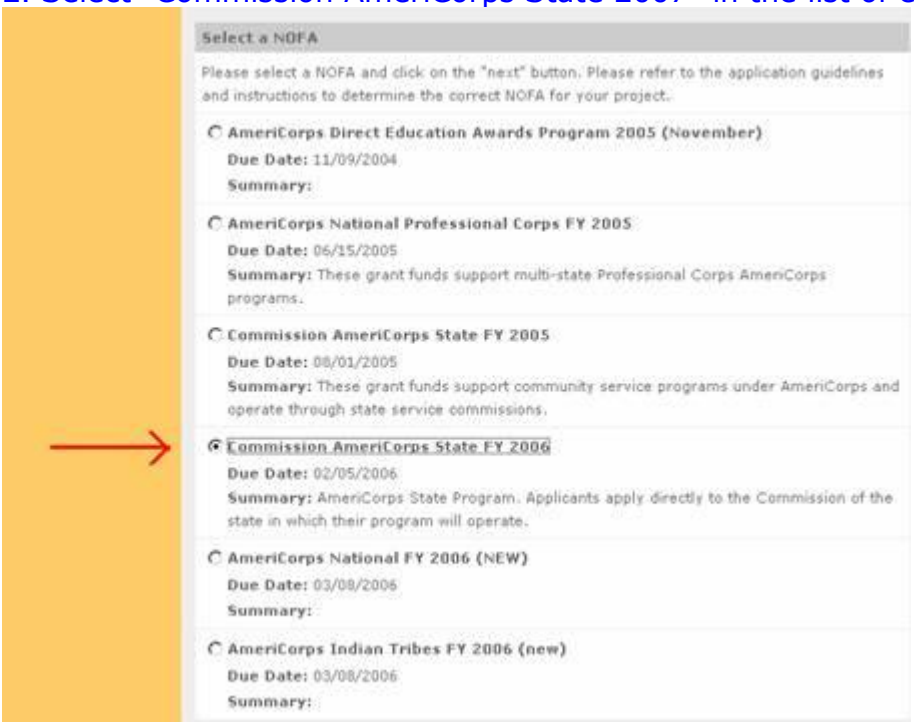


How to create a new subapplication

1. Select AmeriCorps as your program area.



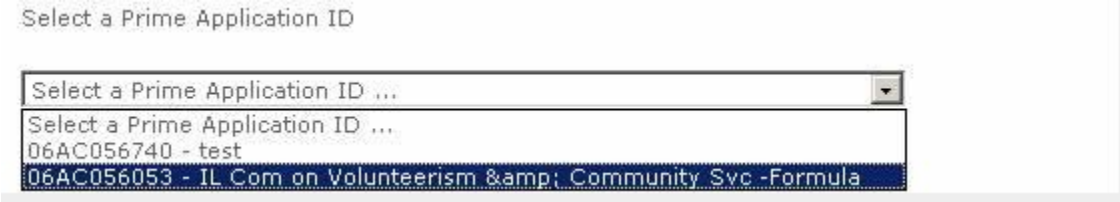
2. Select "Commission AmeriCorps State 2007" in the list of eGrants NOFAs.



3. Select your state. As long as you have your application created and "Open for Subapplications," your state will appear. If the application is not open for subapplication submissions, your state will not show, and you will need to go

back and open your prime.

4. Select the Prime Application ID Number.



If both the Competitive and Formula Prime applications are in the "Open for Subapplications" status the Project Title of the individual Primes need to reflect "Competitive" and "Formula" so that the subs will be able to distinguish between the two and move forward with their application.