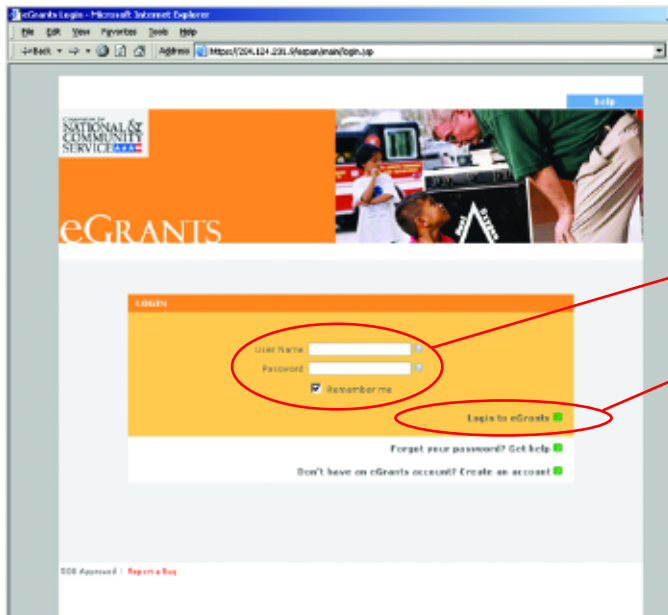


eGRANTS TIP SHEET



Logging In

The new version of eGrants can be accessed through any Internet connection at: www.nationalservice.org/egrants

Your existing login and password will work for the new system.

If you forget your password, do not create a new account. The system has a built-in reminder system quickly accessible from the website.

The Home Page

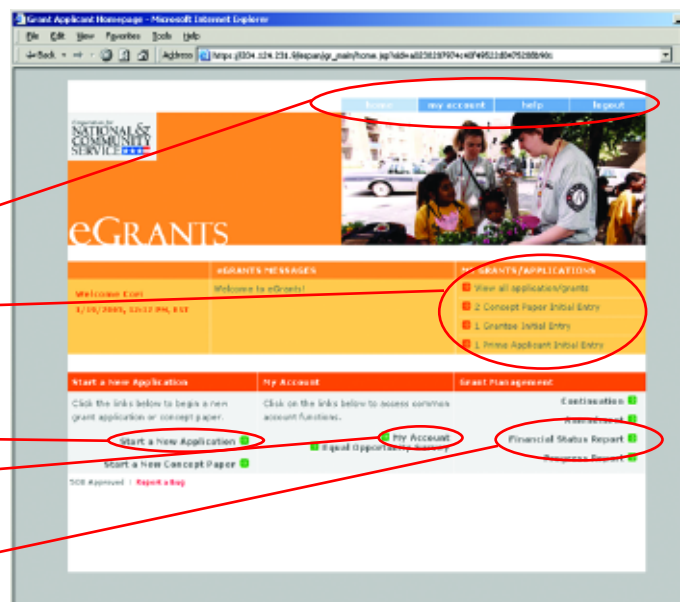
The top-level navigation buttons are available on every page of the eGrants system.

Access un-submitted applications or amend and submit changes to existing applications as needed.

Start a new application.

Access your account information to change any project/contact information.

Access, edit and submit Financial Status Reports and Progress Reports.



eGRANTS Help

Still have questions? Use any of these options for help with eGrants questions or challenges.

- Wondering what to enter in a certain field? Use the built-in Help system in eGrants (located at the top of every page). Specific application content questions should be directed to your Program Officer or CNCS state office for assistance.
- More online Help is located at: www.nationalservice.org/egrants/ta.html.
- Contact the Help Desk for technical assistance: by e-mail at egrantshelp@cns.gov, or by phone at 888-677-7849, ext. 533#.

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The Grant Application Page

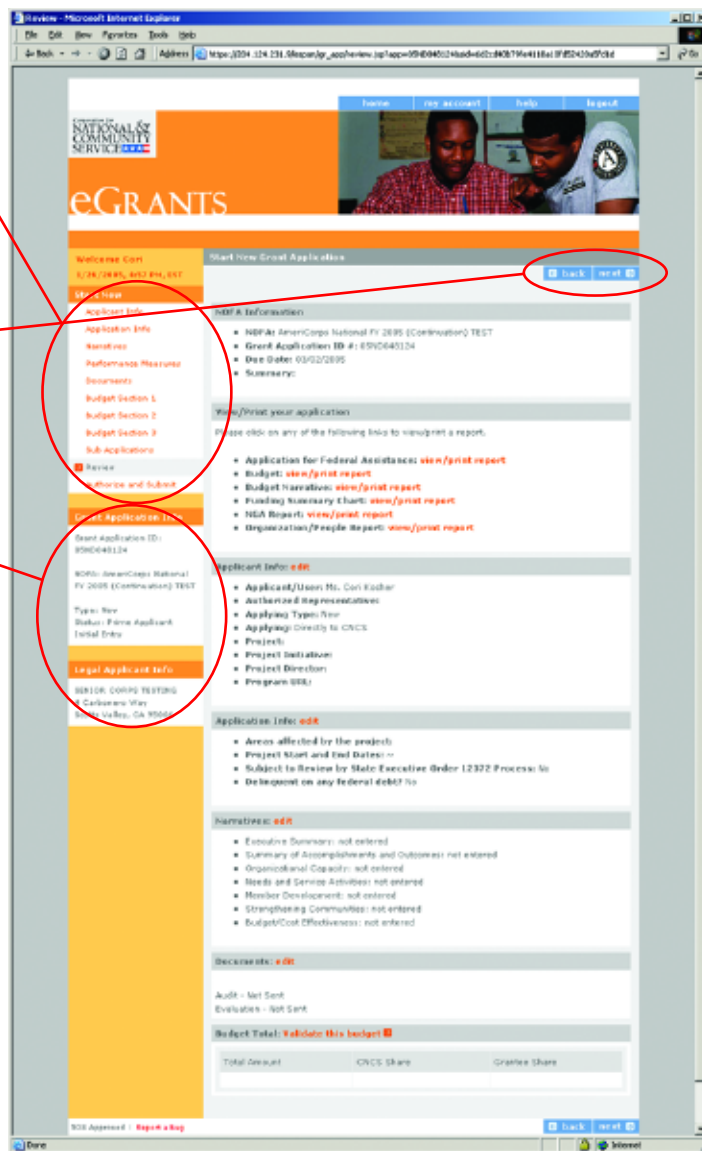
This is the process for editing existing grants and starting new grants. The left navigation links allow you to quickly and easily navigate to any place in your application.

You can work on certain sections of your application using the navigation links, or use the blue **back** or **next** buttons on each screen to work your way through each of the steps in the application process.

Your grant application information and contact information is listed here for quick reference and verification.

Remember to click **save** (or **save & close**) where appropriate after you have entered information on each screen.

Note: The system will automatically save as you advance forward from one page to the next.



Text Entry Using Microsoft Word

Compose text for your grant in Microsoft Word or another word processing program, and then copy and paste the text into eGrants. (Highlight the text, and use **Ctrl + c** to copy and **Ctrl + v** to paste in eGrants.)

- Use Word's spellcheck feature, since there is no spellcheck in eGrants. (Go to the Tools menu and select Spelling and Grammar.)
- Remove all extra formatting while still in Word, such as underline, bold, italic, or outlining. It will come up as strange characters in eGrants.
- Use the Word Count feature in Word to keep track of characters with spaces for the word count. (Go to the Tools menu and select Word Count.)

The My Account Page

You can access and update the details of your account, such as contact information, your password and any other organization information.

