

# APPENDIX 19

Appendix 19

**eGrants System**

**General Information**

All applicants applying for federal funds through NCLB need to complete the Consolidated Application for Federal Funding in the **eGrants** system. In addition, applicants who received funding for these programs need to complete and submit program compliance reports through the Compliance/Progress/Evaluation Reports component of the **eGrants** system.

**TEA Secure Environment (TEASE) Access**

To have access to complete and submit reports, you must receive security permissions to **eGrants** by completing and submitting the TEASE Request for Access form which is available on the **eGrants** homepage.

A user name and password is ultimately required for each user of **eGrants**, including authorized officials such as superintendents and executive directors, employees or contractors who will assist in entering/completing the **eGrants**, grant personnel who will be reporting progress on the eGrants projects, individuals who are requested by TEA to review/score competitive grants, and business office personnel who will be filing expenditure reports and requesting payment for various **eGrants**.

You will receive a user name and password via e-mail, usually within two weeks. Even if you already have a TEASE username for other applications, you must request access specifically for **eGrants**.

To apply for security access to **eGrants**, open your web browser and follow the instructions below.

- A. Type <http://www.tea.state.tx.us/opge/egrant/index.html> (or click on the underlined link) into the web browser address bar to access the **eGrants** homepage.
- B. Select "Apply for eGrants logon". Complete the TEASE Request for Access form, print the form, sign it, and have your superintendent or chief executive director/officer validate it with a signature.
- D. Fax or mail the form to the contact listed on the form.

**TEASE Assistance**

For assistance in completing the TEASE form, please submit questions electronically to **GrantsTEA-SE@tea.state.tx.us**. Please be sure to include your name and a contact phone number (including area code), and be as specific as possible about the problem you are encountering. Someone will respond to your request within one business day.