

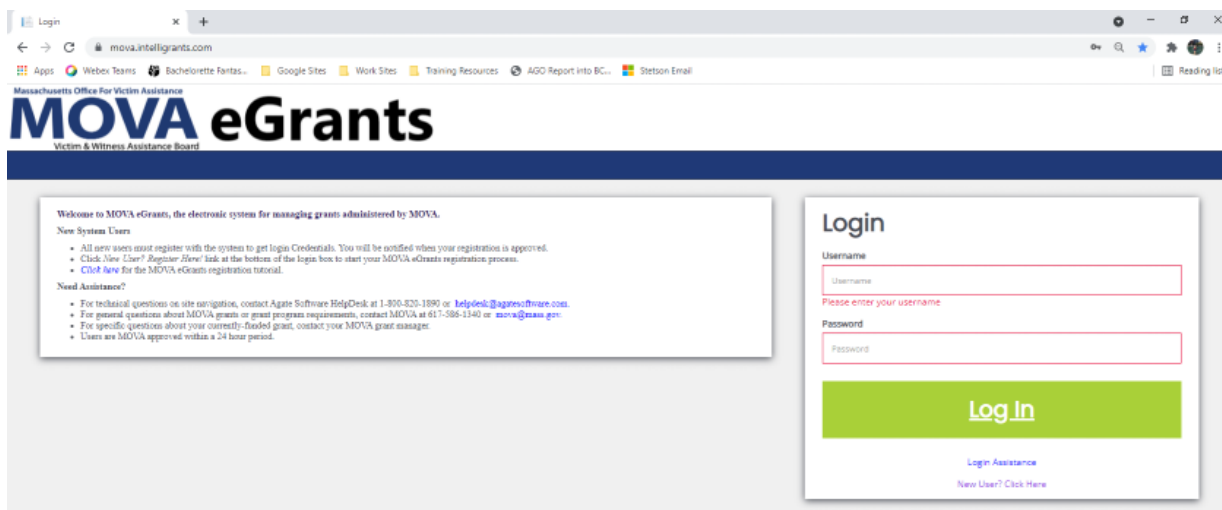
Desk Review eGrants Step-by-Step Guide

Desk reviews are conducted by MOVA throughout the performance period in order to monitor financial records and program spending. Starting in FY26, desk reviews will be conducted via MOVA's electronic grants management system, [eGrants](#). When a desk review is initiated, grantees receive a request for specific information to be submitted to MOVA. This guide will walk through each step necessary to successfully complete the desk review process. Additional training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#).

Access to eGrants

The Website

Use [this link](#) to access the MOVA eGrants system. Additional technical information about logging onto the eGrants system can be found in the eGrants Subrecipient Manual on [MOVA's eGrants webpage](#).



The screenshot shows the MOVA eGrants login interface. At the top, there's a navigation bar with links like 'Apps', 'Webex Teams', 'Bachelorette Fantas...', 'Google Sites', 'Work Sites', 'Training Resources', 'AGG Report into BC...', and 'Stetson Email'. Below this is the MOVA eGrants logo. The main content area is divided into two sections. On the left, a 'Welcome to MOVA eGrants' message states that it's the electronic system for managing grants. It includes a 'New System Users' section with instructions for new users to register and a 'Need Assistance?' section with contact information for technical support. On the right, there's a 'Login' form with fields for 'Username' and 'Password', a 'Log In' button, and links for 'Login Assistance' and 'New User? Click Here'.

Users

If a user is not yet registered on eGrants, please visit the [Registration Tutorial](#) on [MOVA's eGrants webpage](#) or the eGrants Subrecipient Manual for instructions on registration.

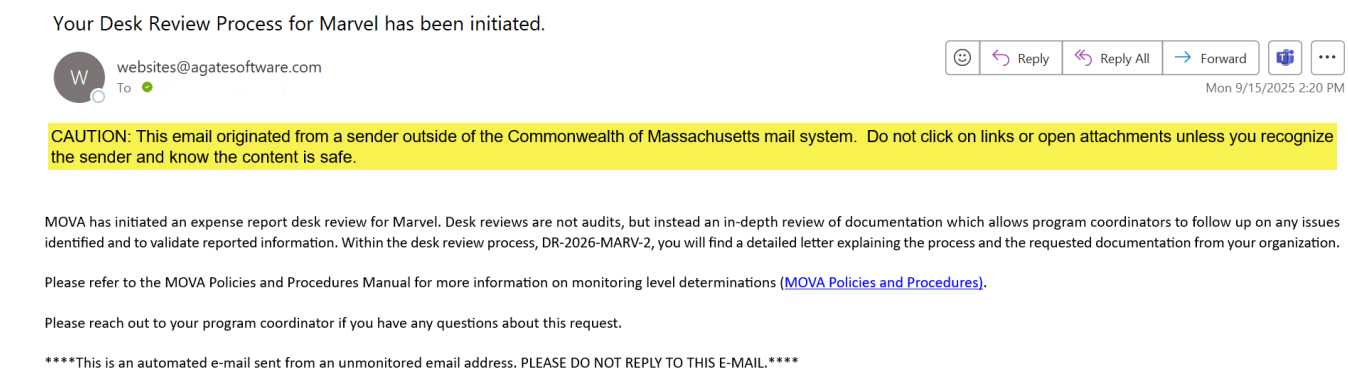
Only the following users have the permissions to complete the desk review process in eGrants:

- Agency Administrator
- Fiscal Contact

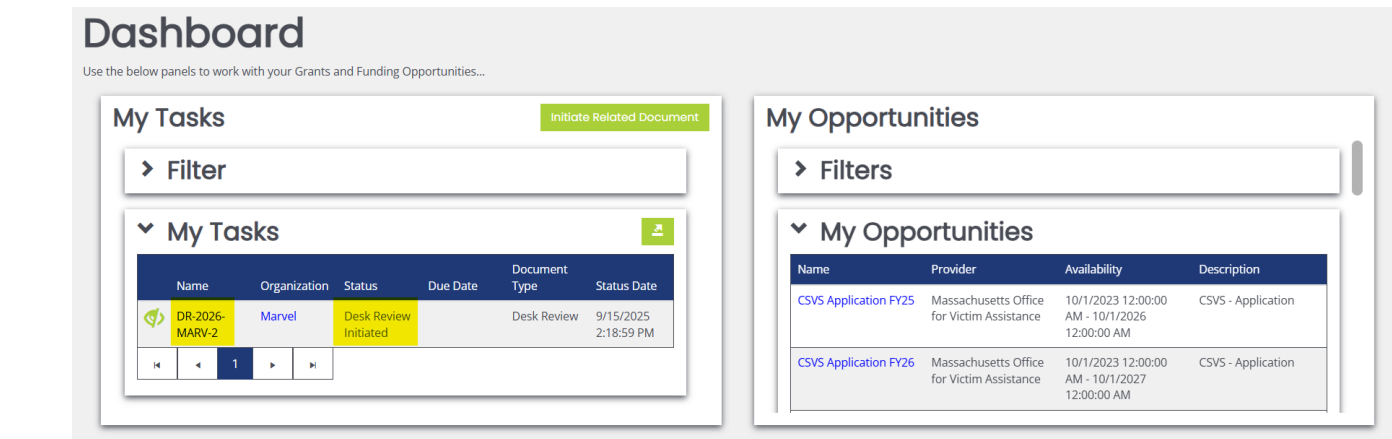
Please ensure that the individual(s) working on the desk review process are assigned to one of these roles for the specific application associated with the desk review process before moving on.

Desk Review Process

When a desk review is initiated by your Program Coordinator, applicable users will receive a notification email informing them that a desk review process has been initiated. The email will look as follows:

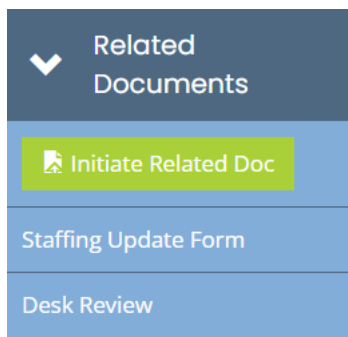


When you log in to eGrants, the desk review process titled DR-20##-Organization Code-## will be visible in your My Tasks panel. Click on the desk review process name, not your organization name.



You can also access the desk review process via the associated application. From your Dashboard, select the Searches tab at the top and click Applications. On the Applications Document Search page, search for your application. Once found, click on your application name to be taken to the application.

From the Document Landing Page, scroll to the bottom of the left-hand panel to select the Desk Review tab below the green Initiate Related Doc button.



After you navigate to the desk review process via the My Tasks panel or application, you will be taken to the Document Landing Page, which functions as the home page for the desk review process. Here, you can see information about your desk review process. Two key pieces of information to note are highlighted in the following screenshot and described below.

DR-2026-MARV-2

Document Landing Page New Note

View document details.

Template	Instance	Process
FY26 Desk Review	FY26 Desk Review	Desk Review

Document Name DR-2026-MARV-2	Document Status Desk Review Initiated	Period Date 7/1/2025 12:00:00 AM 7/31/2026 11:59:00 PM
Organization Marvel	Your Role Agency Administrator	

Timeline:

- Desk Review Initiated (Completed)
- Desk Review Information Submitted
- Desk Review Information Required
- Desk Review Follow up in Process
- Desk Review Follow Up Submitted
- Desk Review Complete

Modifications

- Document Name—this is the name of your desk review process. Make note of this name and use it in any communications with MOVA. The document name in this example is *DR-2026-MARV-2*.
- Document Status—this indicates the “status” of the desk review process. The status will change as you move throughout the process. Each status is described below.
 - *Desk Review Initiated* - While filling out the desk review forms, the status will be Desk Review Initiated. While in this status, you will be able to access the process from your My Tasks panel on the eGrants homepage.
 - *Desk Review Information Submitted*- Once submitted for approval, the status will change to Desk Review Information Submitted. In this status, MOVA will review the questions completed and backup documentation submitted.
 - *Desk Review Information Required* - If backup documentation is missing, MOVA will change the status to Desk Review Information Required. In this status, you will need to return to the process, submit any additional backup documentation requested in the Notes section, and then resubmit the process. Submit the additional backup documentation in the upload section of the *Desk Review Questions and Backup Submission* form.

- *Desk Review Information Submitted*- The status will change back to Desk Review Information Submitted when additional backup documentation is submitted. In this status, MOVA will review the additional backup submitted.
- *Desk Review Follow-up in Process*- Once all the backup documentation has been submitted and reviewed, MOVA will change the status to Desk Review Follow-up in Process if there are follow-up items that need to be addressed to complete the desk review process. To see and address follow-up items, navigate to your desk review process and select the Desk Review Completion form on the left-hand menu.

When you log in, the desk review process will appear in My Tasks on the Dashboard with a status of “Desk Review Follow up in Process.” If the desk review process is not included under My Tasks, it can be found at the very bottom of the associated application’s left-hand menu.

Complete the requests outlined in the Desk Review Completion form by the date indicated. If there are no follow-up actions required, this step will be skipped and the next step in the process will be Desk Review Complete. See the Desk Review Complete section below.

- *Desk Review Follow-up Submitted*- After addressing follow-up items in the Desk Review Completion form and submitting it to MOVA, the status will change to Desk Review Follow-up Submitted. In this status, MOVA will review the submitted follow-up. This process can be repeated as many times as needed until the follow-up is completed.
- *Desk Review Complete* – If backup documentation and any applicable follow-up is reviewed and approved by MOVA, MOVA will change the status to *Desk Review Complete*.

Error Checks

After saving or navigating away from a page at any point in the process, an error check may pop up in the upper right-hand corner if there are any items that require further attention. You can learn about the error in question by selecting it from the pop up in the right-hand corner. Additionally, the form will be labeled with an exclamation point in the left-hand panel if any errors are present. All errors must be resolved before attempting to submit the Desk Review Questions and Backup Submission form or the Desk Review Completion form.

Desk Review Letter

The Desk Review Letter will detail the desk review process and the requested backup

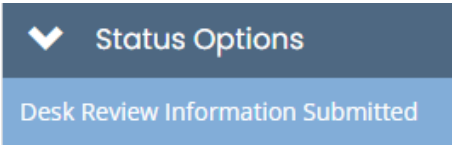
documentation from your organization. The requested backup documentation will depend on your organization’s monitoring level. Refer to your monitoring level notification to learn more about expectations for your monitoring level. No action is required from you in this form.

Desk Review Questions and Backup Submission Form

Within the Desk Review Questions and Backup Submission form, you will answer questions concerning proration, fringe, and upload the requested backup documentation. Make sure to click Save in the upper right corner frequently to not lose your work.

Submitting the Desk Review Questions and Backup Submission form

Once you have completed the Desk Review Questions and Backup Submission form and the form is saved, scroll to the bottom of the left-hand panel to find the Status Options. Select *Desk Review Information Submitted*.



A box will pop up asking you to confirm that you would like to change the status to *Desk Review Information Submitted*. You can enter any relevant notes within the text field but none are required.

A screenshot of a confirmation dialog box. At the top is a dark grey header bar with a close button (X) and a help icon. Below the header, the text reads: 'Are you sure that you want to change the status from Desk Review Initiated to Desk Review Information Submitted?'. Underneath is a prompt: 'Please enter any notes in regards to this status change' followed by a large, empty text input field. At the bottom right of the dialog are two buttons: 'Cancel' and 'OK'.

Once submitted, you will be taken back to the Document Landing Page and the Document Status should be *Desk Review Information Submitted*. This confirms that the document has been submitted to MOVA. If the status still says *Desk Review Initiated*, check that there are no errors within the Desk Review Questions and Backup Documentation form and then navigate back to the Status Options on the left-hand panel and select *Desk Review Information Submitted* again.

Desk Review Information Required

Once your desk review process has been submitted, MOVA will review it for accuracy and completion. If backup documentation is missing, MOVA will push the status of the desk review process to “Desk Review Information Required.” You will receive an automated email from eGrants when your desk review process changes to this status. Below is an example of the notification email. Please be sure to check your spam folder if you are not receiving automated emails.

Your desk review process, DR-2026-MARV-2, requires information.



websites@agatesoftware.com

To ●



Mon 9/15/2025 3:50 PM

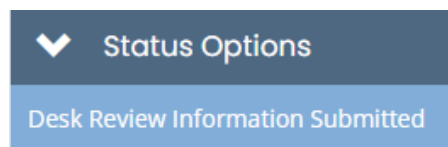
CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your desk review process, DR-2026-MARV-2, requires information and has been pushed to Desk Review Information Required status. Log back in to the desk review process and navigate to the Notes section by scrolling down the lefthand panel to find MOVA's feedback. Address the feedback and select Desk Review Information Submitted from the Status Options to resubmit to MOVA by the date indicated in the Notes.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

The desk review process in this status can be accessed via the My Tasks panel or can be found by navigating to the bottom of the associated application's left-hand panel and clicking the Desk Review tab.

From the desk review process, click the Notes tab on the left-hand panel to see MOVA's request for additional information. Please upload the additional information in the upload section of the Desk Review Questions and Backup Submission form. Once uploaded and saved, click *Desk Review Information Submitted* on the left-hand panel to submit the requested information.



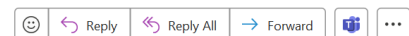
A box will pop up asking you to confirm that you would like to change the status to *Desk Review Information Submitted*. You can enter any relevant notes within the text field. The desk review process will subsequently move to the status of Desk Review Information Submitted and the applicable users will receive the following message:

Your desk review process, DR-2026-MARV-2, information has been submitted.



websites@agatesoftware.com

To ●



Mon 9/15/2025 4:20 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your desk review process, DR-2026-MARV-2, information has been submitted. MOVA will contact you if further action is required.

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Desk Review Completion Form

Follow Up Required

Following MOVA's review of the Desk Review Questions and Backup Submission form, applicable users may receive an email notification indicating that the desk review process has been changed to the status of "Desk Review Follow Up in Process." This means that there are follow-up items that need to be addressed to complete the desk review process. The email notification will look as follows:

Your desk review process, DR-2026-MARV-2, has required follow-up.



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To ●



Mon 9/15/2025 4:21 PM

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Your desk review process, DR-2026-MARV-2, for Marvel, has required follow-up. Please log in to eGrants to complete the follow-up items. From the desk review Document Landing Page, select Desk Review Completion in the left-hand menu to see further details about what follow-up is necessary.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

The desk review process in this status can be accessed via the My Tasks panel or can be found by navigating to the bottom of the associated application's left-hand panel and clicking the Desk Review tab.

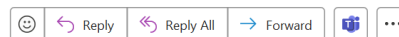
The Desk Review Completion Form will provide a description of the follow-up required, the due date for follow-up, provide a space to respond to the follow-up, and upload requested information in the Required Revision Response section. Once you have filled out the Desk Review Completion Form and saved the page, click Desk Review Follow up Submitted on the left-hand panel to submit.

If further updates/information is required by MOVA, the status will return to Desk Review Follow up in Process until the follow-up is completed. This process can be repeated as many times as needed until the follow-up requests are satisfied. After the follow-up is submitted, you will receive the following email notification:

Your desk review process, DR-2026-MARV-2, follow-up has been submitted.



websites@agatesoftware.com
To ●



Tue 9/16/2025 11:01 AM

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Your desk review process, DR-2026-MARV-2 for Marvel, follow-up has been submitted. MOVA will contact you if further action is required.

****This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.****

No Follow up and Follow Up Resolved

If there are no follow-up actions required or follow-up actions have been completed and resolved, an email notification will be sent to the applicable users to inform them that the desk review process status has been changed to “Desk Review Complete.” This means that the desk review is approved/closed, MOVA has completed the Desk Review Completion Form and the form is available for applicable users to view. See the email notification below:

Your desk review process, DR-2026-MARV-2, is complete.



websites@agatesoftware.com
To



Tue 9/16/2025 11:02 AM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Thank you to you and your staff for taking the time to submit the documents requested for Marvel's expense report desk review. Within the desk review process, DR-2026-MARV-2, please find MOVA's formal desk review completion letter. No further action is required at this time. Should you have any questions, please contact your program coordinator.

****This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.****

Conclusion

By following all the above steps, grantees can successfully use eGrants to complete the desk review process.

Resources

More information about the MOVA eGrants system can be found on:

- [MOVA's eGrants webpage](#)