



Electronic Grants Management System (eGrants) Frequently Asked Questions

Additional information is provided below to assist with questions that may arise as organizations register for and begin to navigate the eGrants system. This list will be updated periodically and reposted to the MOVA website Beginning July 1, 2021, MOVA requires sub-recipient use of eGrants and any related system and reporting requirements to be submitted through eGrants. For more information, visit MOVA's website for updates and user manuals.

Set Up

1. How will we register?

Navigate to the [eGrants website](#) and click "New User? Click here" in the Login box on the right side of the page. Fill out the information requested in the pop-up and click save. You will receive an email from the system when your registration is approved, which is usually within 1-2 business days. Make sure to check your "Other" or junk inboxes for this confirmation. A video tutorial on how to register can be found [here](#).

2. Will each person in the organization need to sign up as a new user?

Each user will need to be registered in the eGrants system. There are two ways to do this. 1) The user can register themselves using the steps above or 2) Once one Agency Administrator is registered to the system for your organization, they can add members to the organization and assign their roles. Steps on how to do this can be found in the [User Manual](#).

3. Will all members have the same login and password?

No, each user will have an individual login and password.

4. Who is the identifier?

Your organization is the identifier.

5. Is there a preferred web browser?

eGrants will work on many different web browsers, but it performs best on Google Chrome.

6. Do we need Adobe Pro or Premier?

No. Adobe Reader will be sufficient.

7. Is there a recording of the eGrants training?

Yes, the recorded training can be found [here](#).

8. Will the manual shown during the training be available online?

Yes, the user manual can be found [here](#) and on [MOVA's website](#) under the eGrants section.

User Roles

9. What are the roles available in the eGrants system and what will they have access to?

Titles, responsibilities, and accessibilities of each user role below. These can also be found and downloaded [here](#). Although you cannot manually restrict what each individual user can see or edit, we encourage you to use the structure of the roles below to implement such access.

Agency Administrator

Role: Manages Entity Users and their roles; manages information about the organization; manages assignments of users associated with different Applications and Awards

Access to forms: ALL Forms available on eGrants

Application Submitter

Role: Submits complete Applications on behalf of an organization

Access to forms: All functions of application process

Programmatic Contact

Role: Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an agency

Access to forms: Performance Reports; Programmatic Change Forms; Consultant Request Forms; Travel Authorization Forms, Site Visit Forms

Alternate Programmatic Contact

Role: Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an agency (Alternate if the Programmatic Contact is unavailable)

Access to forms: Performance Reports; Programmatic Change Forms; Consultant Request Forms; Travel Authorization Forms, Site Visit Forms

Fiscal Contact

Role: Certifies and submits financial information and all federal financial reports on behalf of an Entity

Access to forms: Expenditure Reports, Budgets, Fiscal Site Visit Forms

Authorized Representative

Role: Enters into an agreement on behalf of the Entity and binds it to the Award terms and conditions

Access to forms: ALL forms

View Only

Role: Can view all forms within organizations profile

Multiple roles can be assigned to a single user, and subrecipients can have multiple users with the same role, including if your agency has more than one VOCA program. Only staff who will be interfacing with eGrants will need to register; not all VOCA-funded staff. Please review your agency's structure to best determine who should be registered and to which role(s) as this will be unique to each subrecipient.

10. When edits are made are you able to tell who made the changes?

Yes, you will be able to see who has made the last changes. The system records all user changes.

11. How do you add members?

Agency Administrators are able to add members by clicking on the green tab at the top right of the page that has your username. From there, click "Profile," which will take you to your information. On the left side of the page, you will choose "Organization Members" from the panel, which will take you to the list of users assigned to your organization. Here, you can also edit the active/inactive and user role assignments using the pencil icon next to the names of the users. To add a new user, click on the green "+" sign at the top right of the "Members Search" box. Fill out the relevant information in the pop up box titled "Add Person" and then click "Save" at the bottom once completed. From there, the new user will be able to use the email and/or username you assigned them to log into the system and change any original information, including the password you assigned them.

These instructions can be found in the [User Manual](#).

12. When are wet signatures be required?

We will continue to require wet-ink signatures on standard contract and ISA forms. All other contracting documents are required to be electronically signed by the authorized signatory or designee (program director, for instance). We would ask that you determine your authorized signatory or designee internally within your organization.

13. Will programmatic stats be reported by program or by agency? This would impact our roles.

Programmatic stats will continue to be by agency as it was in the VOCA PMT. Programmatic reporting will occur on the Outcomes Measurement Tool (OMT) beginning with the January – March 2021 stats. Once the OMT is built into eGrants, you will report programmatic stats in the eGrants system. You will be notified when more information about this transition is available.

Expenditure Reports

14. Once the site is live will we be able to access historical data (budget and expense reports)?

Historical data prior to FY22 will not be available in the system, but once submitted for FY22 (and onwards), that information will always be available to you. However, MOVA anticipates OMT Data for VOCA funded programs during performance periods January-March and April-June will be migrated and available in eGrants.

15. How will back up to expenditure reports be included?

There will be an upload button where backup documentation can be uploaded bulk or separately.

16. Can you start filling out the next month's report if MOVA has not approved current one (but not submit it)?

No. You can begin to fill out the following month's expenditure report only after the former expenditure report has been moved to the "Expenditure Report Ready for Approval Status." This will occur once your Grant Manager approves the expenditure report.

17. When are expenditure reports due?

Subrecipients must submit expenditure reports on a monthly basis, due on the 30th day of each month or on the next business day if the 30th falls on a holiday or weekend.

18. Who can submit expenditure report?

The Fiscal Contact role will be submitting expenditure reports in eGrants. This role can be assigned to multiple users, including those whose titles within the organization are not fiscally related, so that they can have access to submitting expenditure reports.

19. Can more than one user work on an expenditure report?

Yes, as long as that user has access to submitting expenditure reports, as is detailed above and in the [eGrants User Roles document](#). However, two users should not be in the same expenditure report at the same time.

20. Will eGrants calculate the YTD spending on the summary sheet?

Yes. It will automatically calculate the YTD reimbursements.

21. Will we be able to edit the YTD columns so the total YTD will be correct?

The YTD columns will not be editable, as the totals will be accurate based on the automatic calculations from the expenditure reports.

22. Will it show total spending for the whole year so far?

Total spending for FY22 will be available once the system launches on July 1, 2021. FY21 data will not be in the system.

Budget and Forms

23. Can you save without submitting it and return to complete it at a later time?

Yes, you are able to save and finish at another time. Save your work periodically using the "Save" button at the top right of the page as it will not auto-save.

24. Will we need to put in all the details in the description lines for the fringe break out?

Yes, budget narratives should be included for each line item in the expenditure report.

25. Will the software also allow us to submit programmatic change forms, upload staff resumes?

Yes, eGrants has a Programmatic Change Form built into the system for relevant staff changes with the function to upload staff resumes.

26. When requesting a budget amendment, do we submit a budget showing MOVA what the amendment would be prior to MOVA granting permission to amend?

Yes, within the system you will adjust the approved budget, which will be sent to a Grants Manager for approval.

27. Will the budget amount added as of the launch date reflect a deduction of available amount based on what was billed in the first 3 months of the contract period?

The launch date of eGrants is July 1, 2021 and the budget information that will be in the system will be for FY22. Starting then, expenditure reports will be submitted through eGrants. There should be no discrepancy in spending for the FY22 contract due to the new launch date.

28. Can we access the programmatic change forms without submitting a budget amendment?

All forms can be accessed without requesting a budget amendment.

29. Can we submit programmatic change forms separate from a budget amendment if we are not requesting a budget amendment in conjunction with the program change?

Yes, Programmatic Change Forms and Subcontract Request and Certification Forms will be available separate from the budget amendment process.

30. Will eGrants allow us to have the flexibility of the 10% spending?

MOVA's Policies and Procedures still allow each budget to reallocate up to 10% of its award throughout a single fiscal year; reallocations that exceed 10% of the award will require formal approval from the Senior Grants Manager. To reallocate dollars, initiate a budget amendment in eGrants.

31. Will we be able to add our own formulas that we would typically have on our Excel sheets?

We are unable to make formulas specific to agencies or grant programs at this time.

32. Is the VOCA reporting going to be monthly and not quarterly?

VOCA expenditure reports have been required monthly since FY19 per the VOCA Policies and Procedures. Performance reports and Outcome Measure data will continue to be quarterly.

Other

33. Can you copy and paste information from outside software into eGrants?

You are able to copy and paste cell by cell, but you cannot paste multiple cells' worth of information, i.e. you can paste one staff member's monthly salary, but you cannot paste two or more salaries at a time. We will consider this feedback and work with Agate on this.

34. Is there a way to download a copy of submitted reports for our organization to keep on file?

Yes. When you are on the landing page of an expenditure report, you can find a "Print Document" button in the panel on the left side of your screen. Here, you have options to customize what you would like printed.

35. Will request for grant applications be listed in "My opportunities?"

Yes. Announcements will also go out as well via Constant Contact, MOVA's website, and COMMBUYS.

36. Will the system also generate an email prompt if we have a document or message to review?

The system will generate an email when there is a task under "My Tasks" to be completed. Right now, it does not generate email notifications for notes.

37. Will MOVA be able to see the notes that I type? If so, is there a way to make these notes hidden?

MOVA will be able to see your notes since they are the host organization.

38. What is the data limit?

Estimated 5-10GB per document.

39. Will we need to use Comm-buys or will this replace Comm-buys?

We will still post RGAs/bids on COMMBUYS so that all eligible vendors may receive notice, but you will ultimately submit your application through eGrants.

40. Is there a print function that allows us to access a printer friendly version for reference and printing before we enter the data into the site?

Yes, there is a print view option available.