

Lesson 7: Un-Submitted Subgrant Applications

Objectives

Upon completion of this lesson, you should be able to:

- Access an un-submitted subgrant application
- Update an un-submitted subgrant application
- Review and submit a completed subgrant application

Un-Submitted Applications

Many times users will not have all the information necessary to complete an application when they first create it. Applications may be in different stages of development. Some sections may be complete, others may require additional information. eGrants allows users to create the application, enter some information, save the application, and then return at a later time to update and complete the application.

To facilitate this process, eGrants allows users to search for existing applications to update. These are found under the Un-submitted Applications menu option because they have not been submitted to the State, Territory, or Tribal official.

To update a subgrant application, start at the Subgrant Applicant Home page and select **Update/Complete an Un-submitted Application**. From there, find the relevant subgrant application and select the **Update Application** link next to it. Then, select a link in the Status column to update a particular section.

Update an Application

After searching for and finding the desired application, users will see a list of the various sections within that application. Next to each section, the status will be listed. The status will be either incomplete or complete. Before an application is submitted, all sections must be complete (i.e., have a “status” of “complete”).

After working on an application section, it is important to save the data by selecting the **Save** button at the bottom of the screen.

Completing a Section

After working on an application section, the user will face a decision:

- If the application is ready for submission, the user may select **Review and Submit Application** from the Sidebar Menu. Only users with Sign/Submit access in eGrants may submit an application.
- If the application is not ready for submission, the user may select **Return to Home Page** from the Sidebar Menu.

Submission

When all sections of the subgrant application have Complete status, the application may be submitted to the grant applicant. Only users with Sign/Submit access may submit an application. The **Review and Submit** option in the Sidebar Menu facilitates this process.

To submit a subgrant application, make sure all sections are complete, and then select **Review and Submit Application** from the Sidebar Menu. Follow screen prompts to submit the application.

Note: Always print the application with the submission date and time for reference.

Summary

- Users may begin an application in one eGrants session and complete it in a different session.
- When returning to eGrants to update an application already begun, users should choose **Update/Complete Un-submitted Application(s)** from the Subgrant Application Homepage.
- To determine if an application is complete, users should check the status of each application section.
- eGrants users must have Sign/Submit access in eGrants to submit a completed subgrant application to a grant applicant.

Lesson 7 Resources

The following is a list of additional resources related to this lesson:

FEMA's Home page – <http://www.fema.gov/>

FEMA's DHS Integrated Security and Access Control System (ISAACS) Home Page (Secure site; may have long load time and/or security dialogue pop-up) – <https://portal.fema.gov/famsVuWeb/home>

Flood Mitigation Assistance (FMA) Program – <http://www.fema.gov/government/grant/fma/index.shtm>

Pre-Disaster Mitigation (PDM) Grant Program – <http://www.fema.gov/government/grant/pdm/>

Hazard Mitigation Grant Program (HMGP) – <http://www.fema.gov/government/grant/hmgp/index.shtm>