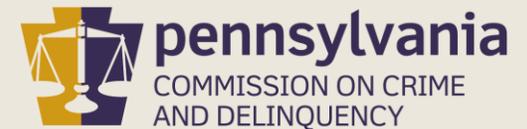


MAIN SUMMARY WALKTHROUGH

A guide to completing
the Main Summary
page of the grant
application in Egrants



INFORMATION GUIDE

This walkthrough provides step by step instructions on how to complete the Main Summary page of a grant application in Egrants.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

TABLE OF CONTENTS

1. [Recipient Agency](#)
2. [Grant Contacts](#)
3. [Project Dates](#)
4. [Project Title & Description](#)
5. [Districts & Keywords](#)
6. [Signatories](#)
7. [Complete & Save](#)

Recipient Agency

Click the **Add Recipient** and/or **Add Applicant as Recipient Agency** button. This necessary step makes it possible to create a budget for recipient agencies. Please note:

Add Applicant as Recipient Agency should be chosen if the agency submitting the application will be receiving any portion of the grant funds directly.

Add Recipient should be chosen if any agency other than the applicant agency is receiving any portion of the grant funds directly. This is commonly referred to as pass-through funding.

It is possible to have multiple recipient agencies, including the applicant agency.

MAIN SUMMARY

Section Point Value: 0	Created By: Mr. Cordon Nader	Created Date: 8/14/2019 11:49:14 AM
Completion Status: <input type="text" value="In Process"/>	Last Update By: Mr. Cordon Nader	Last Update Date: 8/15/2019 10:00:02 AM
SubGrant ID: --		
Applicant Agency: Sample Agency		<input type="button" value="Change Applicant"/>
FID #: 24-6002530		
<input type="text" value="Recipient Agency:"/>		<input type="button" value="Add Recipient"/> <input type="button" value="Add Applicant as Recipient Agency"/>

After clicking the **Add Recipient** and/or **Add Applicant as Recipient Agency**, your agency name will appear in the **Recipient Agency** field.

Grant Contacts

Using the drop-down menus, select the **Project Director**, **Financial Officer**, and **Primary Contact** for the grant. Please Note:

- The Project Director and Financial Officer cannot be the same person
- The Primary Contact will be the first person the agency contacts regarding the grant
- Additional Contacts may be added as needed
- If a Contact is not listed in the drop-down menu, they will need to [create an Egrants account](#).

Project Director: ▼

[Details](#)

Project Director not listed in dropdown?



Financial Officer: ▼

[Details](#)

Financial Officer not listed in dropdown?



Primary Contact: ▼

[Details](#)

Primary Contact not listed in dropdown?



[Additional Contacts \(0-PCCD\)](#)

Project Dates

Enter the **Start Date** and **End Date** of the grant. See the table of contents in the [Funding Announcement](#) to find the Project Dates.

Application Invitation Date:

Continuation Invitation Date:

Application Received Date:

Application Award Date:

Advisory Committee Meeting Date:

Application Award Amount:

Commission Meeting Date:

Notification of Award Date:

Start Date:

End Date:

Signature Paper Received Date:

Resubmitted Date:

Returned Date:

Project Title & Description

Enter a Short Project Title. The title should capture the intention of the proposed project.

Enter a Brief Project Description. The project description should be a concise summary of the grant project.

Short Project Title: *

Brief Project Description: *
(maximum 320 characters)

Districts & Keywords

A minimum of one (1) **School District**, **Senate District**, **State House District**, and **Keyword** must be added. If the project covers multiple School Districts, Senate Districts or State House Districts, each district must be added.

Keywords may be preselected for you. If the Keywords have not been preselected, please refer to the Funding Announcement to determine which Keywords are appropriate for your grant application.

School District		Senate District	
<input type="text"/>	<input type="button" value="Add School District"/>	<input type="text"/>	<input type="button" value="Add Senate District"/>
School District	Action	Senate District	Action
Keywords		State House District	
<input type="text"/>	<input type="button" value="Add Keyword"/>	<input type="text"/>	<input type="button" value="Add State House District"/>
Keyword	Action	State House District	Action

The next few slides will provide an example of how to add a Keyword.

The following example shows how to add a Keyword. *This process can be repeated for each District field.*

1. Click the **drop-down menu** under **Keywords**.
2. Scroll or use Ctrl+F to find appropriate Keyword (School Safety) from the list.
3. **Select the Keyword**. A checkmark will appear in the box to the left of the Keyword when it is selected.
4. Click the **Add Keyword** button.

The screenshot displays a web application interface for adding keywords to different district types. It features three main sections: 'School District', 'Senate District', and 'State House District'. Each section has a dropdown menu and an 'Add' button. A 'Keywords' list is shown, with 'School Safety' selected. An 'Add Keyword' button is present. At the bottom, there are 'Save', 'Save And Continue Editing', 'Delete', and 'Cancel' buttons. The footer contains technical information and a copyright notice.

School District Add School District

Senate District Add Senate District

State House District Add State House District

Keywords Add Keyword

School Safety

Project Safe Neighborhoods (PSN)

Project Towards No Drug Abuse

Research-Based

School Safety

Strengthening Families Program 10-14

Supportive Housing

Trauma-Informed Care

Save Save And Continue Editing Delete Cancel

Please send technical comments and problems to [EGRANTS.Support \(Current Development ST\)](#).
© 2019 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.
v3.4.1008.14 / fv1.5.136.9 / elv4.1.3.0

Signatories

Click the **Add New Signatory** button. The signatory is generally the Chief School Administrator but can be any school administrator with the ability to sign contracts on behalf of the school entity.

MAIN SUMMARY

Section Point Value: 0	Created By: Mr. Cordon Nader	Created Date: 8/14/2019 11:49:14 AM
Completion Status: <input type="text" value="In Process"/>	Last Update By: Mr. Cordon Nader	Last Update Date: 8/15/2019 10:00:02 AM
SubGrant ID: --		<input type="button" value="Change Applicant"/>
Applicant Agency: Sample Agency		<input type="button" value="Add Recipient"/>
FID #: 24-6002530		<input type="button" value="Add Applicant as Recipient Agency"/>
Recipient Agency:		
Project Director: <input type="text"/>	Details Project Director not listed in dropdown?	
Financial Officer: <input type="text"/>	Details Financial Officer not listed in dropdown?	
Primary Contact: <input type="text"/>	Details Primary Contact not listed in dropdown?	
Additional Contacts (0-PCCD)		
	Program Staff Contact: Ms. Lindsay Vaughan	
	Fiscal Contact: Mr. Chris Epoca	
	Listing of Signatories	
	<input type="button" value="Add New Signatory"/>	
	Name Title	

Enter the Signatory's information in the **Search Criteria** Section then click the **Search** button. Search results will be populated in the table below the Search Criteria area. Click on the Last Name of the correct Signatory,

SIGNATORY SEARCH

Search Criteria

Last Name:

First Name:

City:

County:

Zip Code:

Last Name	First Name	Address	City	County	Zip
Nader	Cordon	1355 Lakeland Drive	Scott Township	Lackawanna	18433

If you cannot find your Signatory in the search results, please [click here for directions on how to add a new Signatory](#).

Click the **Save** button.

INDIVIDUALS DETAILS

Courtesy Title: ...

First Name:

Middle Initial/Name:

Last Name & Suffix: ...

Title: ...

Preferred Contact Method: *

Email Address: *

Default Address: *

Last Update By: Mr. Robert K. Merwine
Last Update Date: 7/29/2019 10:29:34 AM
Status: *

User Login ID	Terms Of Use Policy Signoff Date
Superchief18	10/1/2018

Address Listing *

Agency Address Listing

<input type="button" value="Select"/>	Sample Agency, Envelopes/Labels, Sample Agency, , 1234 Sample St., , Sampleburg, Dauphin, Pennsylvania, 17110-1100, UNITED STATES
---------------------------------------	---

Telephone Number Listing*

	Location	Phone Number	Extension	Agency Name	Remarks
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Fax	555-555-1111	254		
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Work	555-555-1111			

If you cannot find your Signatory in the search results, click the **Add New Signatory** button.

SIGNATORY SEARCH

Search Criteria

Last Name:

First Name:

City:

County:

Zip Code:

Search

Add New Signatory

<u>Last Name</u>	<u>First Name</u>	<u>Address</u>	<u>City</u>	<u>County</u>	<u>Zip</u>
Nader	Cordon	1355 Lakeland Drive	Scott Township	Lackawanna	18433

Cancel

Complete the fields of the Individual Details page and click **Save**.

INDIVIDUALS DETAILS

Last Update By: Last Update Date:

Courtesy Title: ...

First Name:

Middle Initial/Name:

Last Name & Suffix: ...

Title: ...

Preferred Contact Method: *

Email Address: *

Default Address: *

Status: *

User Login ID **Terms Of Use Policy Signoff Date**

Address Listing *

Address Listing				
Agency Address Listing				

Telephone Number Listing*

Location	Phone Number	Extension	Agency Name	Remarks
----------	--------------	-----------	-------------	---------

Complete & Save

Once all fields of the Main Summary page are complete, change the Completion Status field from **In Process** to **Complete** then click the **Save** button.

Section Point Value: 0

Completion Status: In Process

Created By: Mr. Cordon Nader
Last Update By: Mr. Cordon Nader

Created Date: 8/14/2019 11:49:14 AM
Last Update Date: 8/15/2019 3:18:00 PM

SubGrant ID: --

Applicant Agency: [Sample Agency](#)

FID #: 24-6002530

Recipient Agency:

Project Director: Mr. Cordon Nader [Details](#) Project Director not listed in dropdown? [?](#)

Financial Officer: Ms. Phyllis Cull [Details](#) Financial Officer not listed in dropdown? [?](#)

Primary Contact: Mr. Cordon Nader [Details](#) Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(0-PCCD\)](#)

Program Staff Contact: [Ms. Lindsay Vaughan](#)

Fiscal Contact: [Mr. Chris Epoca](#)

Listing of Signatories

[Add New Signatory](#)

Name	Title
Mr. Cordon Nader	Superintendent

Application Invitation Date: _____

Continuation Invitation Date: _____

Application Received Date: _____

Application Award Date: _____

Advisory Committee Meeting Date: _____

Application Award Amount: _____

Commission Meeting Date: _____

Notification of Award Date: _____

Start Date: 8/15/2019 End Date: 9/15/2019

Signature Paper Received Date: _____

Returned Date: _____

Resubmitted Date: _____

Short Project Title: * Violence Prevention and Community Outreach

Brief Project Description: * (maximum 320 characters)
Sample Agency is seeking funding to hire an Outreach Coordinator to provide violence prevention and targeted community outreach.

School District

School District	Action
Abington SD	Delete

Keywords

Keyword	Action
School Safety	Delete

Senate District

Senate District	Action
001	Delete

State House District

State House District	Action
001	Delete

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

ADDITIONAL INFORMATION

- Use the links in the table of contents to the right to revisit any step of this walkthrough.
- See the [Funding Announcement](#) for detail on grant application guidelines, eligibility, and requirements.
- If you have any questions, see the [Funding Announcement Q&A](#).
- For any questions not addressed in the Q&A, email RA-CD-SSSC@pa.gov.
- For additional grant guides and walkthroughs, please visit the [PCCD Grant Training Site](#).

TABLE OF CONTENTS

- | | |
|----|---|
| 1. | Recipient Agency |
| 2. | Grant Contacts |
| 3. | Project Dates |
| 4. | Project Title & Description |
| 5. | Districts & Keywords |
| 6. | Signatories |
| 7. | Complete & Save |