Office of Superintendent of Public Instruction

iGrants User Training Manual

iGrants User Manual

Updated: May 1, 2019

Contact Us

Email: iGrants@k12.wa.us Phone: (360) 725-6423

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General Information

Introduction

The Office of Superintendent of Public Instruction (OSPI) uses iGrants—an Internet-based system—to collect data for a variety of federal and state grant applications, competitive grants (RFPs), and end-of-year reports.

Training Manual Purpose

This training manual serves as an introduction to the iGrants system. Screenshots are provided to illustrate the various iGrants processes. iGrants users can use this training manual to learn how to operate the iGrants system and generate data exports and reports.

Audience

This manual is targeted to school districts, charter school districts, tribal compact schools, public schools, ESDs, colleges/universities, and non-profit organizations. Unless otherwise specified, any references to "district" in the narrative refer to all these organization types.

Adjusting the Browser Settings

To ensure screens and reports display correctly, use **Internet Explorer** (IE) as your Web browser. If necessary, you may need to adjust the browser settings for IE by following these steps:

1. In the top right-hand corner of the browser window, click on **Tools.** From the drop-down list, select **Internet Options.**
2. A window will display with Internet Options. On the **General** tab, under the heading **Browsing history,** click the **Settings** button.
3. Another window will display with Temporary Internet Files settings. Under the heading **Temporary Internet Files,** select the radio button that says **Every time I visit the webpage.** Click OK.
4. This window will close, and the Internet Options window will again display. **Click OK** to close this window.
5. Your browser settings are now adjusted and will **remain the default** each time you open the IE browser.

Exploring the iGrants Home Page—I Need To . . .

Obtain User Login Credentials

The procedures for gaining access to iGrants are as follows:

All NEW users need to create their own EDS account from the main login page by selecting the tab called “Create an Account” and following the instructions. EXISTING users may login to EDS using their email address as their username, and, if the password or username is not known, click on the “Forgot your username or password?” link at the bottom of the sign-in page.

School Districts/Charter School Districts/Tribal Compact Districts/Schools—
After creating your EDS account, contact your district data security manager and request the iGrants User role for your organization. A list of district data security managers is also located on the iGrants home page under the Obtain User Login Credentials link.

ESD: After creating your EDS account, have your supervisor email ESD data security manager with approval for you to have the iGrants User role at your organization.

All Other Organizations: After creating your EDS account, email CustomerSupport@k12.wa.us with the following information:

- Your first and last name
- Your email address
- Legal name of your organization
- Street address of your organization
- City/State/Zip
- Business phone (with area code)

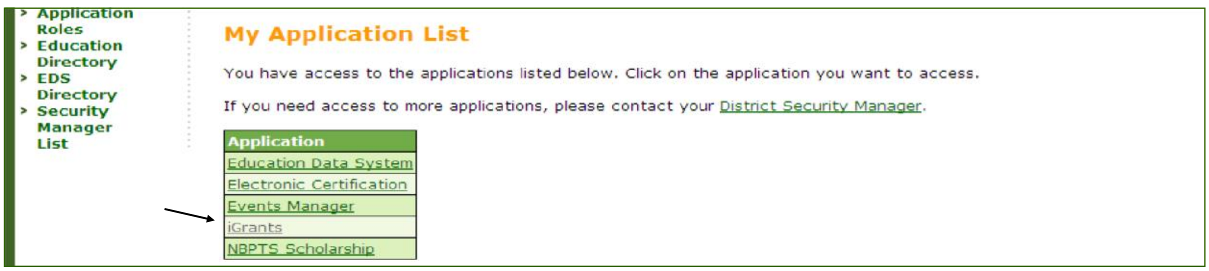
Login to iGrants (All Users)

1. From the EDS Login screen**,** type your **Username** (your email address) and **Password** and click **Login**. The EDS home page opens. (If you’ve forgotten your user name or password, click on the appropriate link to navigate to another screen and follow the instructions.)

2. From the EDS home screen, click on the **View my applications** link.

3. From the My Applications screen, click on the **iGrants** link.

   NOTE: Each user's **My Application List** will contain different links. If your list does not display the **iGrants** link, contact Customer Support at (800) 725-4311, Option #1.



4. Clicking iGrants on the My Application page displays the iGrants home page screen. Click on Login to iGrants to enter the iGrants system. (If you have already logged into the EDS system, you are not required to login again, but you must click on the link to gain access.)

Message Center

The Message Center link on the iGrants home page displays notification messages regarding form packages that are active in the iGrants system. Click on the appropriate link **(New, Current, or Archived)** to view the messages.

Topics

The iGrants home page displays links to the following **Topics:**

- Inventory of Form Packages
- Allocations
- Indirect Rates
- Carryover

Inventory of Form Packages

Clicking on the Inventory of Form Packages link displays a list of form package types.

- Use the **Select a Fiscal Year** drop-down to see form packages from prior years.
- Clicking the link for various **form package types** displays form package details and contact information.
- Clicking on the form package name will open up its **profile page.** This is not the form package itself but, rather, a page that lists various form package details.
- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the Inventory of Form Packages main page.

Allocations

Clicking the Allocations link displays the **Allocation Amounts** page.

- Use the **Select a Fiscal Year** drop-down to view allocations for prior years.
- Clicking a **Funding Type** link on the Allocation Amounts page displays allocation amounts for various form packages. Click on the headers to sort the display.

  NOTE: Only **uploaded allocations** will appear on this list. Form packages that have an open field in the budget calculator (where organizations enter the allocation themselves) will not appear on this list.

- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the Allocations Amounts page.

Indirect Rates

Clicking the Indirect Rates link on the iGrants home page displays a page which describes the purpose of the indirect rate.

- Use the **Select a Fiscal Year** drop-down to select previous fiscal periods.
- Clicking the **Go** button on the **Indirect Rates** page displays the indirect rate types and amounts posted for districts in the selected fiscal year.
- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the iGrants home page.

Carryover

Clicking the Carryover link on iGrants home page displays the **Carryover Amounts** page.

- **Select a Fiscal Year** from the drop-down.

- **Select a Funding Type** by clicking on the **Federal Grants**, **State Grants**, or **Other Grants** link.
- Clicking the funding type link on the carryover amounts page displays the appropriate **carryover amounts** for all organizations by form package for the selected fiscal year.
- Click the **Print** icon to print the page.
- Click the **Back** button to return to the Carryover Amounts page.

Resources

The Resources section of the iGrants home page displays links to the following:

- Assurances
- General Resource Information

Assurances

Clicking the Assurances link displays a page which describes the purpose of assurances and gives a list of form package assurances.

- Use the drop-down list to view previous fiscal periods.
- Click any of the program links to display the assurances for that program.
- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the iGrants home page.

General Resource Information

The General Resource Information link displays informational links about the following:

- REAP Flexibility
- Transferability
- Comparability
- Faith Based
- SAS Timeline

Customer Service

Clicking the Contact Us with Technical Issues link displays the following technical support contact information.

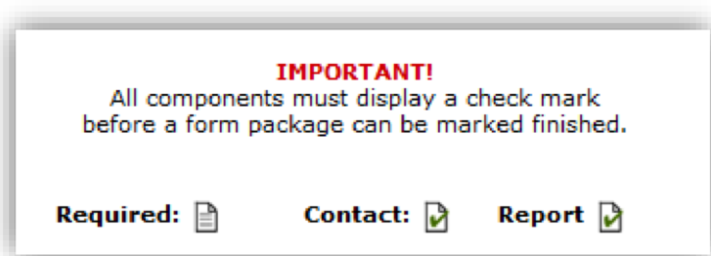
Please contact. . .	When you need help with. . .
DISTRICT DATA SECURITY MANAGER The "Obtain User Login Credentials" link on the iGrants home page opens to a page that includes a link to district data security managers.	**District/Charter personnel only** • Setting up new accounts • iGrants access/login issues • Changing EDS role assignments • Technical assistance with computer issues
CUSTOMER SUPPORT (800)725-4311, option #1 or (360) 725-4983 customersupport@k12.wa.us	**All other organizations,** including ESDs, nonprofits, colleges/universities, and OSPI staff • Resolving login issues • Creating new EDS accounts • Changing EDS role assignments • Accessing other EDS applications
OSPI PROGRAM CONTACTS See individual form package Profile Page for program manager contact information.	**Program-related questions regarding:** • Application content • Timelines/deadlines • Budgets • Guidance on appropriate use of funds
OSPI iGRANTS STAFF **Jan Burt –** (360) 725-6423 M-Th – 6:30am – 5:00PM **Mercedes Eckroth –** (360) 725-6286 M-F – 8:00am – Noon iGrants@k12.wa.us	**Technical issues, e.g.,** • Data isn't saving • A calculation isn't working correctly • Trouble submitting a form package • A form package is not visible on list
OSPI GRANTS MANAGEMENT/CLAIMS **Sary Li –** (360) 725-6281 sary.li@k12.wa.us **Michelle Sartain –** (360) 725-6282 michelle.sartain@k12.wa.us	**All claims related questions** **NOTE:** Even though the budget is created in iGrants, claims is a separate EDS system managed by grants management staff, not iGrants.

How to Complete and Submit a Form Package

Required Pages

Before the iGrants system will allow submission of *any* form package, the **Required Pages** must first be completed. If your organization has Required Pages, you will find the icon in the upper left-hand corner of any iGrants page. The objective is to get a check mark in the Required Pages icon. To do that, you must open each tab, complete the information, then save and mark the page completed. Click on the Required Pages icon to open up the tabs. Once all tabs are marked completed and display the check mark, the Required Pages icon will also display a check mark. At that point, you may submit form packages.

Completing the Required Pages is something that happens just once each year after the spring launch of the new fiscal period in iGrants. Unless your district is applying for REAP, this is a one -step process. If, however, your district *is* applying for REAP, you will complete the tabs initially to allow form package submissions, then come back at a later date to provide additional information on the REAP tab. This second step happens after the Title II, Part A final allocations are uploaded to the system, usually in late summer. The system will prompt you when it is time to go in and complete the REAP tab information. Until that second step is taken care of, the system will, again, not allow submissions. Once the REAP tab is marked completed again, the Required Pages will again display the check mark and will allow form package submissions. If you try to submit a form package without having completed the Required Pages, you will get a screen like this, indicating which component needs a check mark, meaning it has been marked complete. If it's the Required Pages that doesn't have a check mark, you will be instructed to mark it complete.



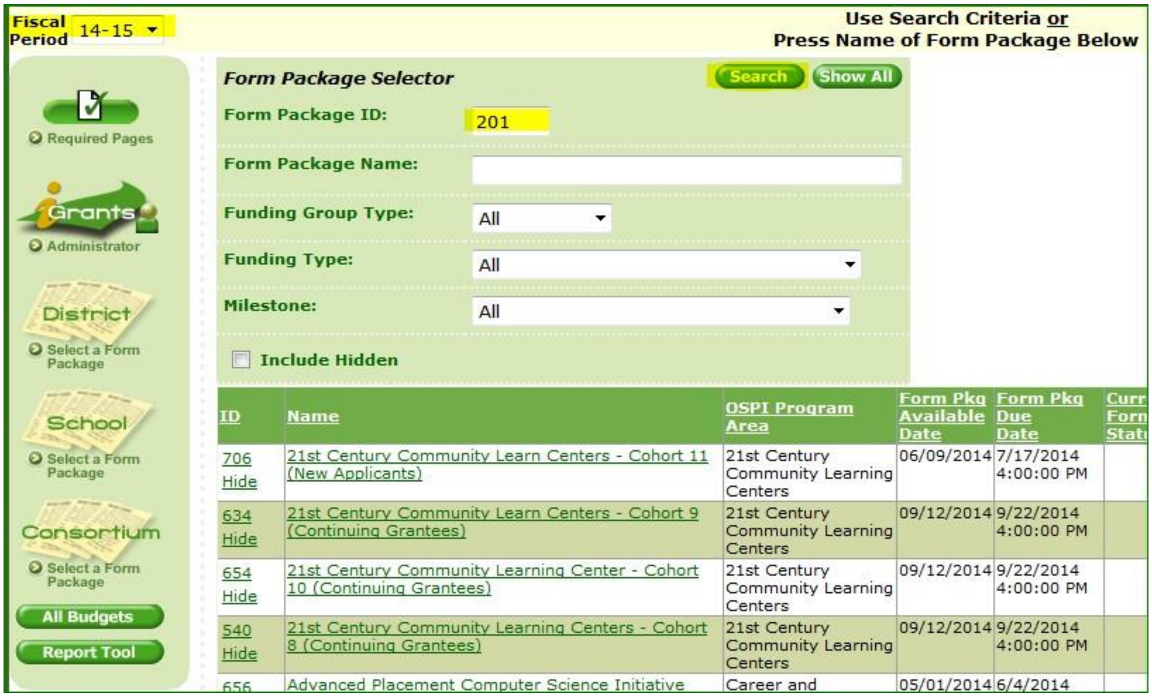
Pre-Approval Process

Finding a Form Package in iGrants

The **Form Package Selector** page displays after you login to the iGrants System. It is used to find form packages that have been created for current or past fiscal years, depending on the fiscal period selected from the drop-down list in the left-hand corner of the page.

To locate a specific form package, type the 3-digit form package number in the **Form Package ID** field, then click **Search.**

A form package initially displays with the status of **Not Initiated.** Clicking **Save** on any page will change the form package status to **Draft.**



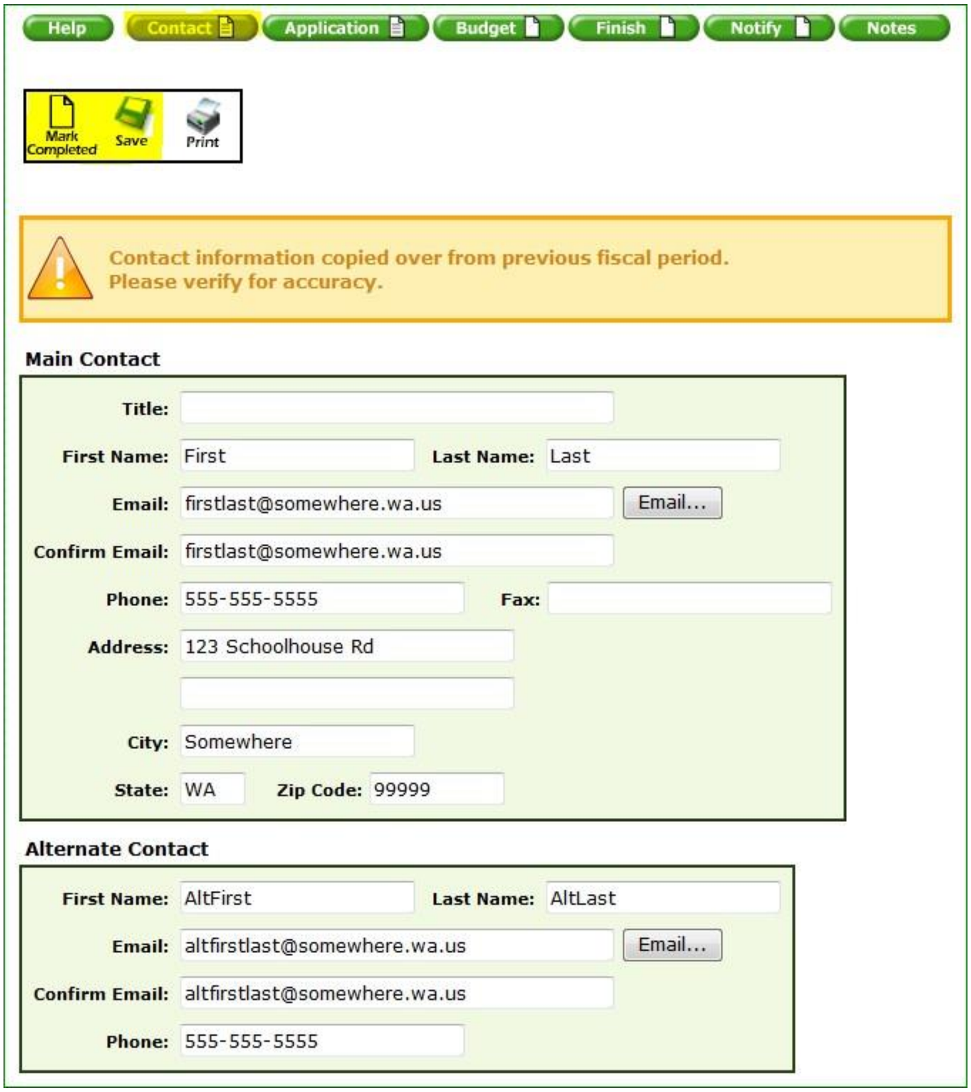
NOTE: Occasionally, form package pages are pre-populated with data from a previous year. In this case, the form package status will still start out as Not Initiated, even though the fields may display data.

Entering Form Package Data (pre-submission)

Clicking the form package name or the ID# displays the form package **tabs.**

- **Contact Tab**

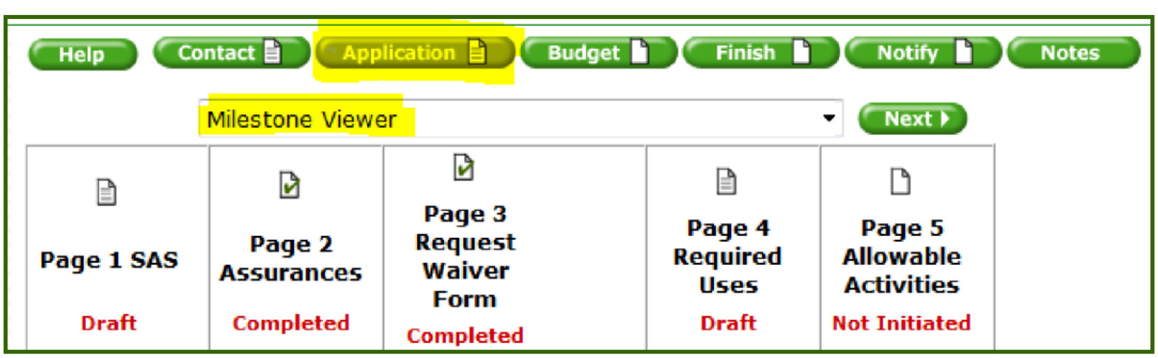
  Each form package opens to the Contact tab by default. Unless the form package is entirely new or a competitive grant, the contacts will be copied over from the previous year. Verify the accuracy of the contacts listed, make any necessary changes, then click save and mark the page completed. If the form package is new, you will still see the orange banner asking you to verify for accuracy. It is standard on all form packages. Just complete the fields, and mark the page complete.



- **Application/RFP/Report Tab**

The next tab in the form package is the Application/RFP/Report tab, depending on the type of form package. Enter or update data as required for each page in the form package. Save frequently, and be sure to mark each page completed when you are done. Click **Next** or **Previous** to navigate between pages.

NOTE: If there are three or fewer pages, there will be numbered page buttons rather than Next/Previous buttons.



By clicking on the **Milestone Viewer** at the top of the page drop-down, you can view the status of each page. Clicking the page icon will display that page.

- **Budget Tab**

Budget Categories

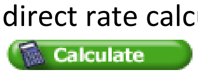
Some form packages have more than one budget category. The illustration below displays a form package that has two budget categories: Section 611 and Section 619. That means you can create two original budgets—one for each category—which will allow you to track the funding streams separately.

When there are budget categories, you will see a drop-down list to the left of the

"New" button. Select the appropriate category from the drop-down list ***before*** you click the "New" button.

To create a budget, click the "New" button which will take you to the **Budget Indirect Rate Calculator.**

Budget Indirect Rate Calculator

If you are taking ***less than*** the maximum indirect amount displayed in the budget indirect rate calculator, enter the amount in the open field, then use the 

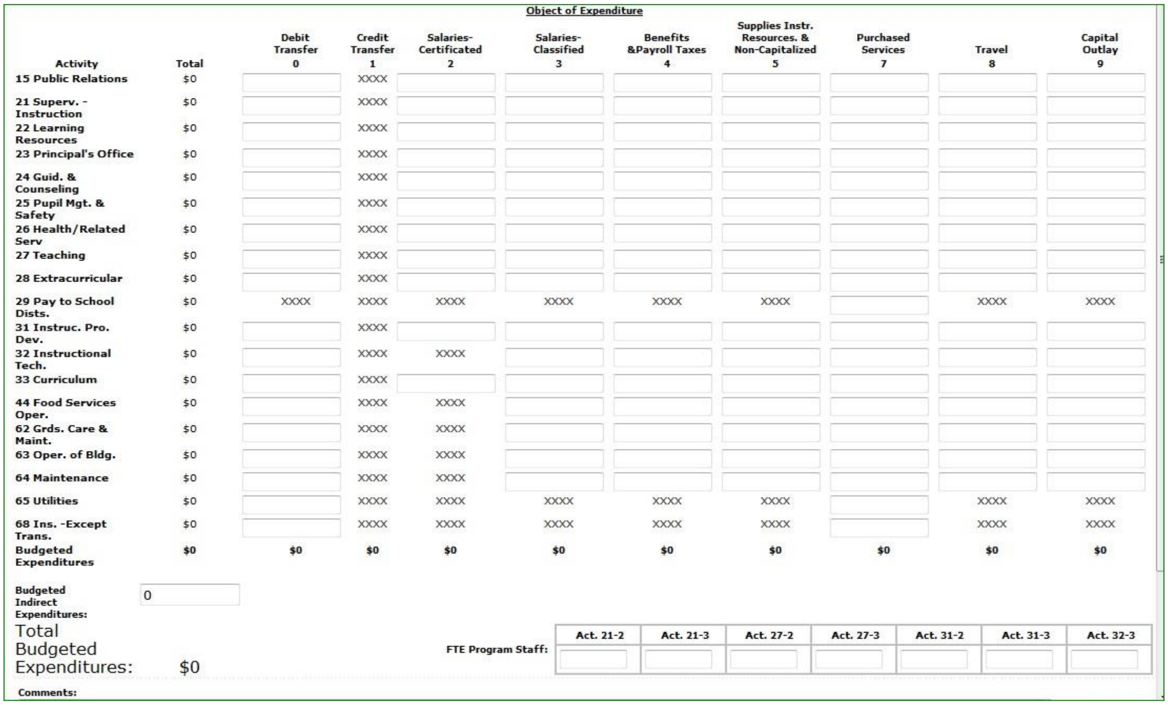
button to recalculate the **Budgeted Direct Expenditures** amount. Click **Continue** to go to the budget matrix.

The math: Budgeted Direct Expenditures + Indirect = Total Allocated Budget Amount.

Budget Matrix

Enter dollar amounts in the desired fields based on the allowable activities identified on the profile page. Save.

NOTE: If an error message appears at the top of the page after saving, you must correct the error before the system will let you continue. *If you exit the budget matrix before satisfying the error message, your entries will not be saved.*



Object of Expenditure

Activity	Total	Debit Transfer 0	Credit Transfer 1	Salaries-Certificated 2	Salaries-Classified 3	Benefits &Payroll Taxes 4	Supplies Instr. Resources, & Non-Capitalized 5	Purchased Services 7	Travel 8	Capital Outlay 9
15 Public Relations	$0		XXXX							
21 Superv. - Instruction	$0		XXXX							
22 Learning Resources	$0		XXXX							
23 Principal's Office	$0		XXXX							
24 Guid. & Counseling	$0		XXXX							
25 Pupil Mgt. & Safety	$0		XXXX							
26 Health/Related Serv	$0		XXXX							
27 Teaching	$0		XXXX							
28 Extracurricular	$0		XXXX							
29 Pay to School Dists.	$0	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
31 Instruc. Pro. Dev.	$0		XXXX							
32 Instructional Tech.	$0		XXXX	XXXX						
33 Curriculum	$0		XXXX							
44 Food Services Oper.	$0		XXXX	XXXX						
62 Grds. Care & Maint.	$0		XXXX	XXXX						
63 Oper. of Bldg.	$0		XXXX	XXXX						
64 Maintenance	$0		XXXX	XXXX						
65 Utilities	$0		XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
68 Ins. -Except Trans.	$0		XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
Budgeted Expenditures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Budgeted Indirect Expenditures: 0

Total Budgeted Expenditures: $0

FTE Program Staff:	Act. 21-2	Act. 21-3	Act. 27-2	Act. 27-3	Act. 31-2	Act. 31-3	Act. 32-3

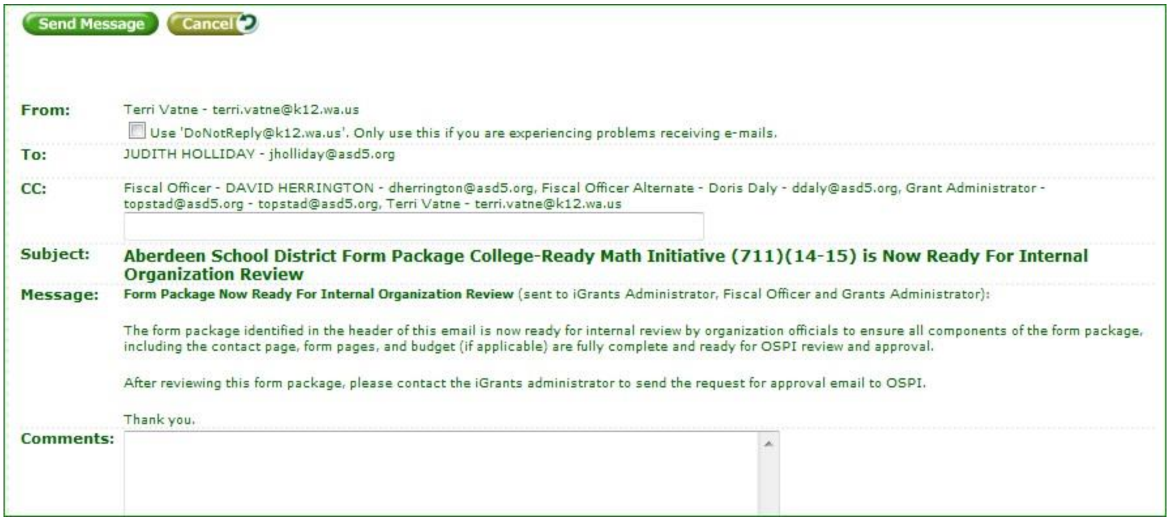
Comments:

Finish Tab

When you have marked all form package pages and the budget (if applicable) completed, click on the **Finish** tab. You can now move on to the Notify tab or set the form package back to draft. Clicking the Finish tab will change the form package status to **Finished.**

Notify Tab

Clicking the **Notify** tab brings up an email. Add comments, and click on **Send Message.**


Send Message | Cancel

From:	Terri Vatne - terri.vatne@k12.wa.us Use 'DoNotReply@k12.wa.us'. Only use this if you are experiencing problems receiving e-mails.
To:	JUDITH HOLLIDAY - jholliday@asd5.org
CC:	Fiscal Officer - DAVID HERRINGTON - dherrington@asd5.org, Fiscal Officer Alternate - Doris Daly - ddaly@asd5.org, Grant Administrator - topstad@asd5.org - topstad@asd5.org, Terri Vatne - terri.vatne@k12.wa.us
Subject:	**Aberdeen School District Form Package College-Ready Math Initiative (711)(14-15) is Now Ready For Internal Organization Review**
Message:	**Form Package Now Ready For Internal Organization Review** (sent to iGrants Administrator, Fiscal Officer and Grants Administrator): The form package identified in the header of this email is now ready for internal review by organization officials to ensure all components of the form package, including the contact page, form pages, and budget (if applicable) are fully complete and ready for OSPI review and approval. After reviewing this form package, please contact the iGrants administrator to send the request for approval email to OSPI. Thank you.
Comments:	

For districts or ESDs, the email will notify the in-house person designated as the iGrants Administrator and will change the form package status to **Under Org Review.** The final step is for the designated iGrants Administrator to go to their **iGrants Administrator Console** to submit the form package to OSPI. This step will change the form package status to **Requested OSPI Approval.**


Ready for Internal Review and Request OSPI Approval: The list of form packages displayed under this status level is ready for internal district review. Review all applicable form package components for completeness, e.g., contact information, form pages, and budget. After reviewing the form package contents, send the request for approval email to the OSPI program office. Press **Send All** if you choose to request approval for multiple form packages.

Form ID	Organization	Form Package	Milestone	Modified By	ModifiedDate	Ready for Sending	Request OSPI Approval
714	Educational Service District 112	Mathematics and Science Partnership Grant (new applicants)	Under Org. Review	Terri Vatne	1/5/2015	Yes	Request OSPI Approval

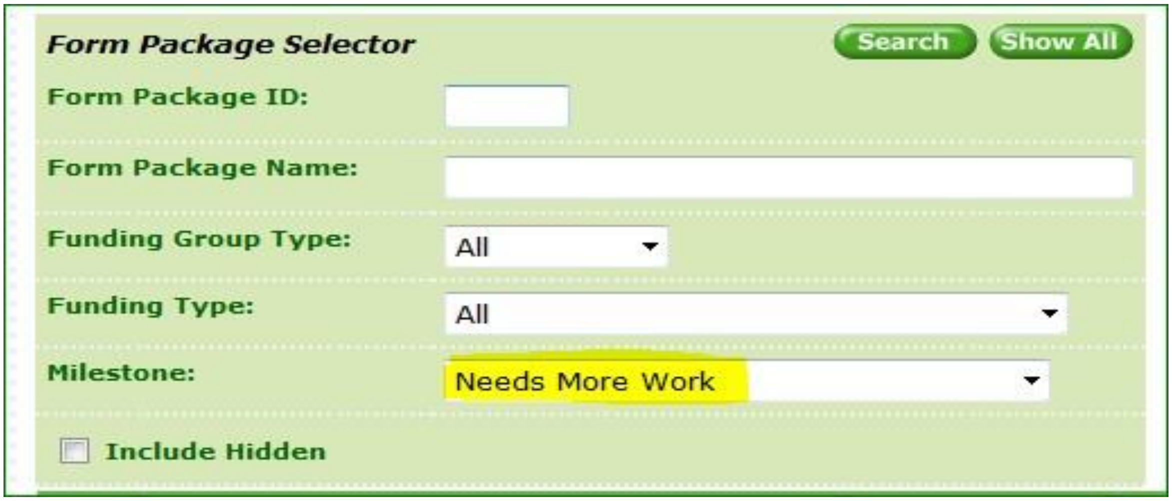
Send All: go

For **colleges/universities and other organizations,** sending the email from the **Notify** tab will directly notify the OSPI program contacts of your submission.

Changing Form Package Data (post-submission/pre-approval)

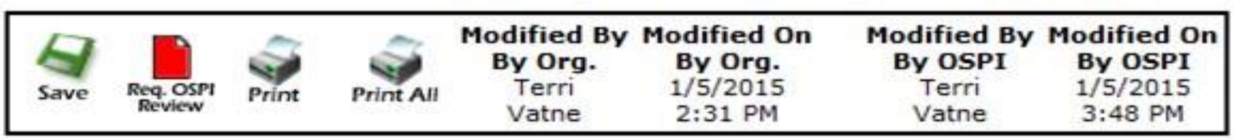
Before an OSPI reviewer can approve a form package, they sometimes need to send it back for further work. They will notify the applicant by sending a **Needs More Work email** describing the work that needs to be done. Sending that email will change the form package status from Under OSPI Review to **Needs More Work.**

One way to find form packages that have been put under Needs More Work is to use the **Milestone drop-down** on the Form Package Selector page. Select **Needs More Work** and click **Search.** The page refreshes to display only those form packages in Needs More Work status. Click the form package name (hyperlink) to display form package data.



The tab containing pages that need more work displays a **Yellow icon**. Pages needing more work show a status of **Needs More Work** on the drop-down list of pages. (If there are three or fewer pages in the form package, the page button will display a yellow icon, indicating the page that needs work.) If it is the budget that needs more work, the budget tab will display a yellow icon.

When you have completed making the requested changes, click on the **RED Req. OSPI Review** icon to bring up an email that notifies OSPI to review the changes. Send email.

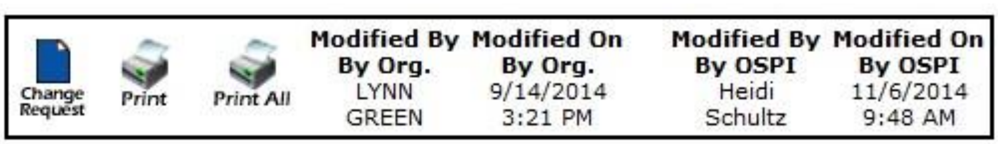


NOTE: The form package will remain in **Needs More Work** status until the OSPI reviewer again puts the corrected page/budget **Under OSPI Review.**

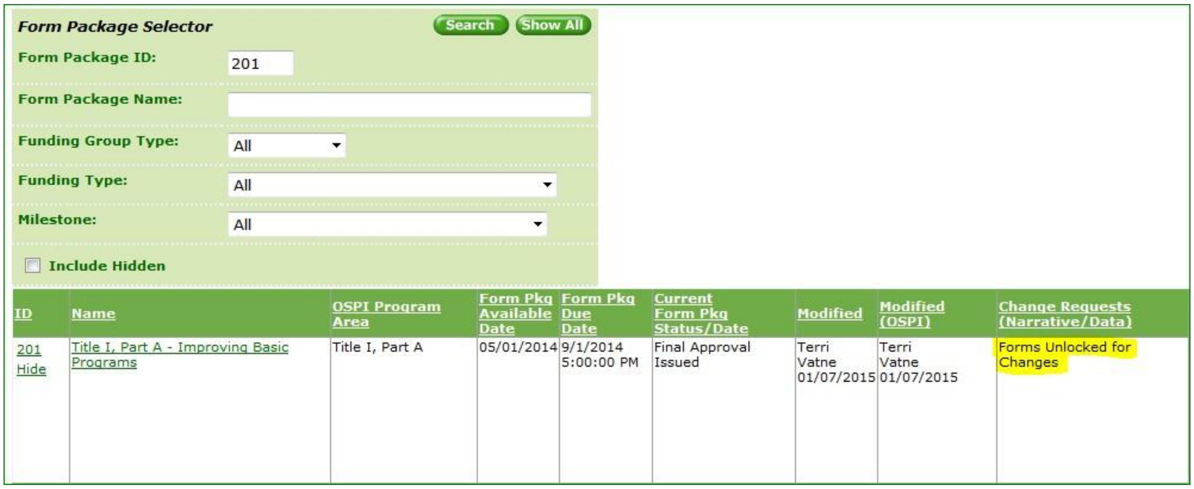
Post-Approval Process

Making Changes to Form Package Pages

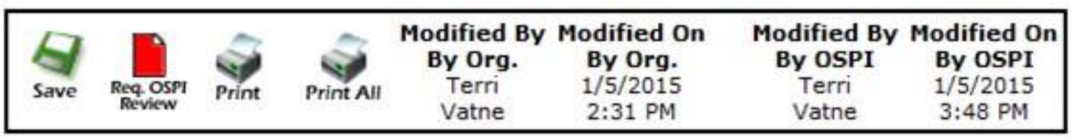
To change data on a page *after* form package approval, click on the **BLUE** Change Request icon.



Clicking on the **Change Request** icon will bring up an email to send to OSPI requesting them to unlock a page so you can make changes. The form package status will remain **Final Approval Issued**, but **Forms Unlocked for Changes** will appear on the Form Package Selector page. **Change Request Accepted** will appear on the page drop-down once the page is unlocked. You will also receive an email to indicate the page has been unlocked.



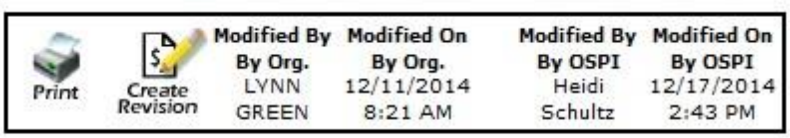
When you have finished making your changes, click the **RED** **Req. OSPI Review** button to bring up the OSPI notification email.



After reviewing your changes, OSPI staff will either send it back for further changes or mark the page approved.

Budget Revisions

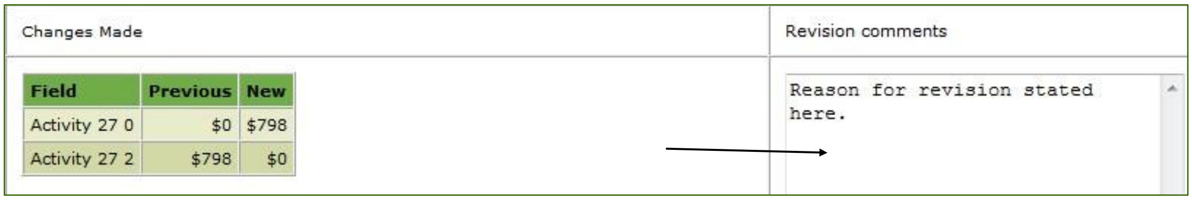
To revise a budget, open the latest approved budget. Click the **Create Revision** icon.



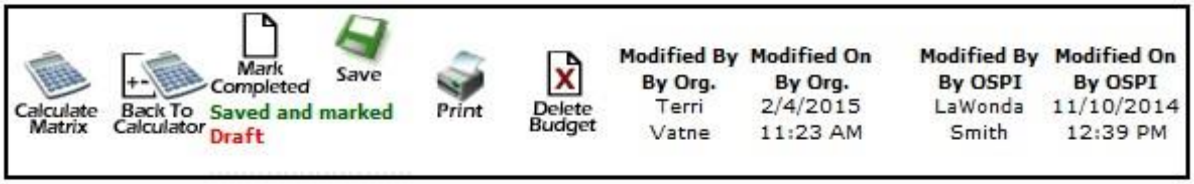
This will take you to the budget calculator. Click **Continue** to get to the budget matrix. Manually redistribute dollar amounts to the desired fields and click **Save**.

NOTE: If an **error message** displays (top of page) after clicking Save , you will need to **correct the error** before the system will save your changes.

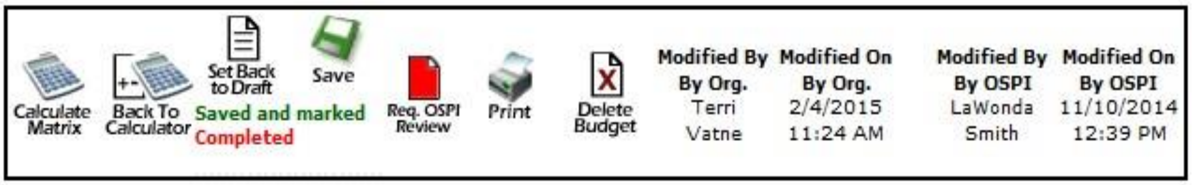
Changes will be recorded at the bottom of the budget matrix page. Record the reason for your changes in the **Revision Comments** field.



Click the **Mark Completed** icon.



At that point, the **RED Req. OSPI Review** icon will appear. Click the icon to bring up the email to send to OSPI notifying them of your budget revision. Send the email to OSPI.



Claims

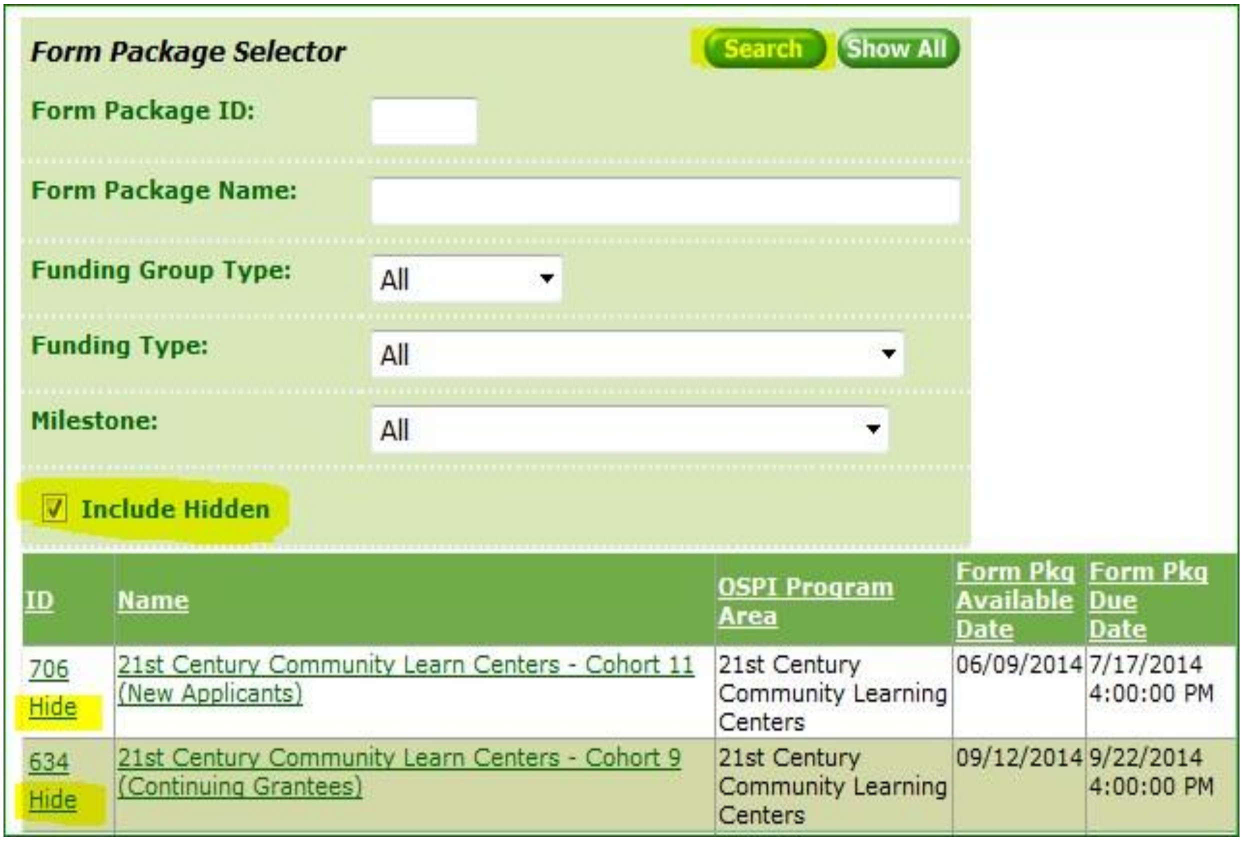
OSPI program staff will review your budget revision and forward it to Grants Management/ Claims. Once Grants Management has recorded the revision in the claims system, OSPI program staff will approve the budget revision. At that point, you will be able to make claims against your revised budget amounts.

If you have questions regarding claims, please call Sary Li at (360) 725-6281 or Michelle Sartain at (360) 725-6282, depending on who is listed as the fiscal agent at the bottom of the profile page for that form package.

iGrants Features/Tools

Hide/Unhide

Clicking the **Hide** link under a form package number in the ID column hides that form package *on your computer only*. Once hidden, a form package will remain hidden until the **Unhide** link is clicked.



Form Package Selector Search Show All

Form Package ID:

Form Package Name:

Funding Group Type: All

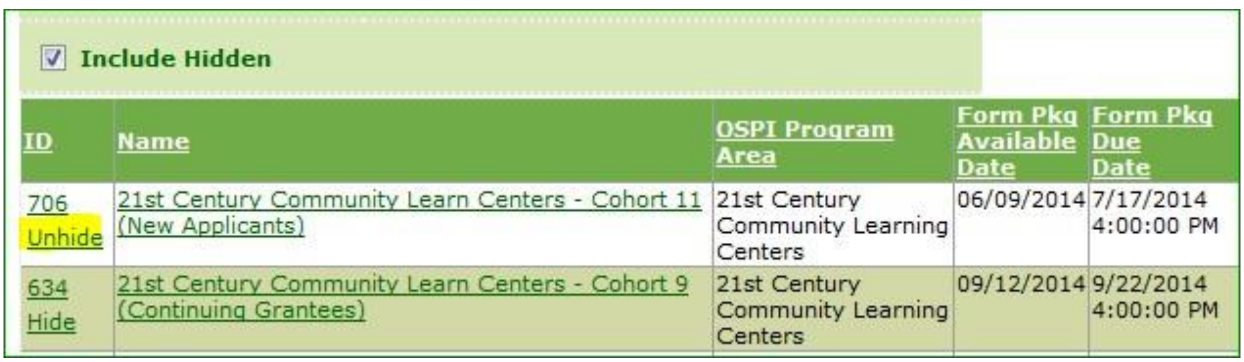
Funding Type: All

Milestone: All

Include Hidden

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date
706 Hide	21st Century Community Learn Centers - Cohort 11 (New Applicants)	21st Century Community Learning Centers	06/09/2014	7/17/2014 4:00:00 PM
634 Hide	21st Century Community Learn Centers - Cohort 9 (Continuing Grantees)	21st Century Community Learning Centers	09/12/2014	9/22/2014 4:00:00 PM

To find a hidden form package, click the **Include Hidden** check box then click **Search**. Once the form package is again visible, you must click the **Unhide** link for it to appear on your list next time you log in.



Include Hidden

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date
706 Unhide	21st Century Community Learn Centers - Cohort 11 (New Applicants)	21st Century Community Learning Centers	06/09/2014	7/17/2014 4:00:00 PM
634 Hide	21st Century Community Learn Centers - Cohort 9 (Continuing Grantees)	21st Century Community Learning Centers	09/12/2014	9/22/2014 4:00:00 PM

Track Changes

Purpose

The iGrants track changes feature addresses the need to identify changes made to a form package after data was copied from the prior fiscal period, or OSPI has returned it to the applicant for changes.

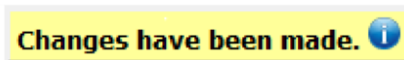
How It Works

When pre-determined milestones occur (e.g., “Needs More Work” during initial review or “Unlock Page” for post-approval changes), a snapshot is taken of the values on each page where the milestone occurs. If a change is made to a value on a page with such a snapshot, a banner will display at the top of the page, and a message or button will appear directly below each changed value.

For example, when data from a form package is copied over from a previous fiscal period, snapshots are taken of every page in the form package. Any changes made prior to submission will be displayed as explained in the examples below.

Event: A school district revises values on a page which has a snapshot.

Track Changes Response: The following banner displays at the top of the page.

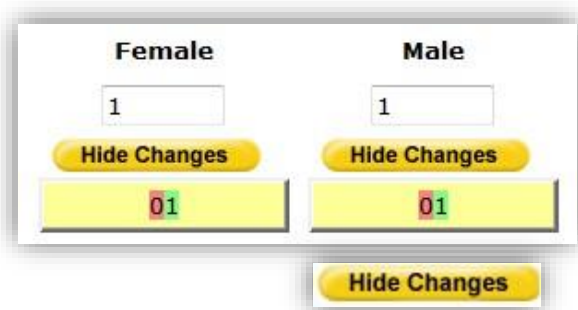


Clicking the “i” in the blue circle will display more information about the snapshot.

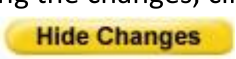
NOTE: In general, a button or message appears directly *below* each changed value. The following examples explain what to expect for each type of data field.

Numerical Field: A 

toggle button appears. Clicking this button will open a box displaying the field with deleted and added numbers highlighted. A deleted number will be highlighted in **RED**. An added number will be highlighted in **GREEN**. **Example:**



After reviewing the changes, clicking on the button will collapse the track changes display.

Text Box: A 

toggle button appears.

Clicking this button will open a box displaying the field with deleted and added text highlighted. Deleted text will be highlighted in **RED**. Added text will be highlighted in **GREEN**.

Example: There are presently currently 270 4th grade students at XYZ Elementary.

After reviewing the changes, clicking on the 

button will collapse the track changes display.

Radio Button: A message appears indicating the former response.

Example:

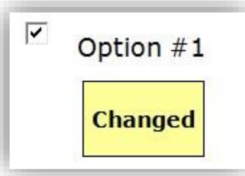
Have 50 percent of your teachers been trained?

Drop-Down List: A message appears indicating the former response.

Example:

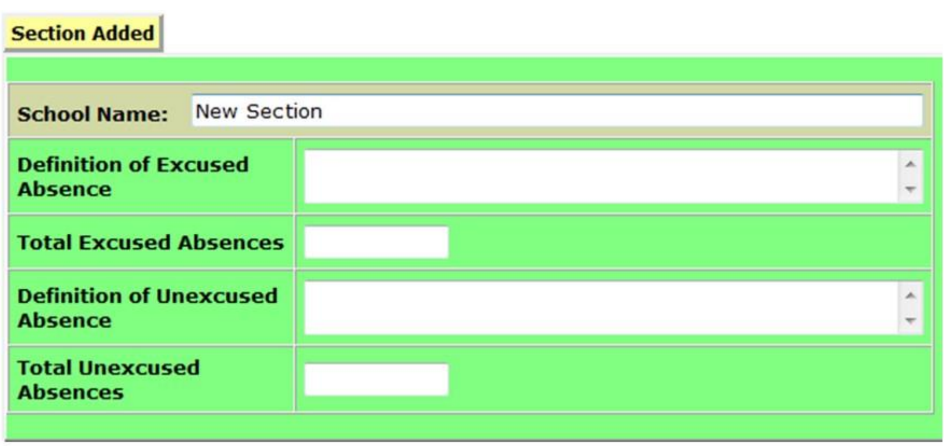
Check Box: The message “Changed” appears, indicating that if it’s checked now, it wasn’t before, and vice versa.

Example:



“New” Section Added: The message “Section Added” appears. The added section is highlighted in **GREEN**.

Example:



“**New Section Deleted:**

Show Deleted Section The toggle button appears.

Clicking the Show Deleted Section button will display the deleted section highlighted in **RED**

School Name:	J.M. Weatherwax High School
Definition of Excused Absence	Any absence with a parent/guardian excuse acceptable to school officials.
Total Excused Absences	9314
Definition of Unexcused Absence	Any absence with or without a parent excuse that is deemed unacceptable to school
Total Unexcused Absences	4653

The toggle button then changes to: Hide Deleted Section

Snapshots Deleted

Event: An OSPI program manager approves a page.

Track Changes Response: The snapshot of the page is deleted if a snapshot existed. All track changes buttons and banners disappear.

NOTE: Track changes buttons and banners do not show when printing a page.

All Budgets

Clicking the All Budgets button in the left-hand navigation bar displays the iGrants **Budget Report** page with links to all budgets.

- The Budget Report page displays budgets for **current fiscal period** only.
- Click the icon to view the **Budget Status and History.**
- Click the icon to print.
- Click the link in the **Access Budget** column or the **Form Package** name to view the budget.

Example of **Budget Status and History** page:

Budget Status and History

Form Package:	655 GRADS Mini Grants
Organization:	Aberdeen School District
Grant Number:	0179013
Revision:	1
Direct Expenditures:	$2,000
Indirect Expenditures:	$0
Total Expenditures:	$2,000
Current Status:	Final (Locked)
Current Milestone:	Final Approval
Current Date:	4/30/2014
Last Modified By:	LYNN GREEN
Last Modified Date:	1/16/2014
OSPI Last Modified By:	Heidi Schultz
OSPI Last Modified Date:	

Milestone History

Initiated:	1/16/2014
Completed:	1/16/2014
Exported To Claims:	1/16/2014
Verified By Claims:	1/16/2014

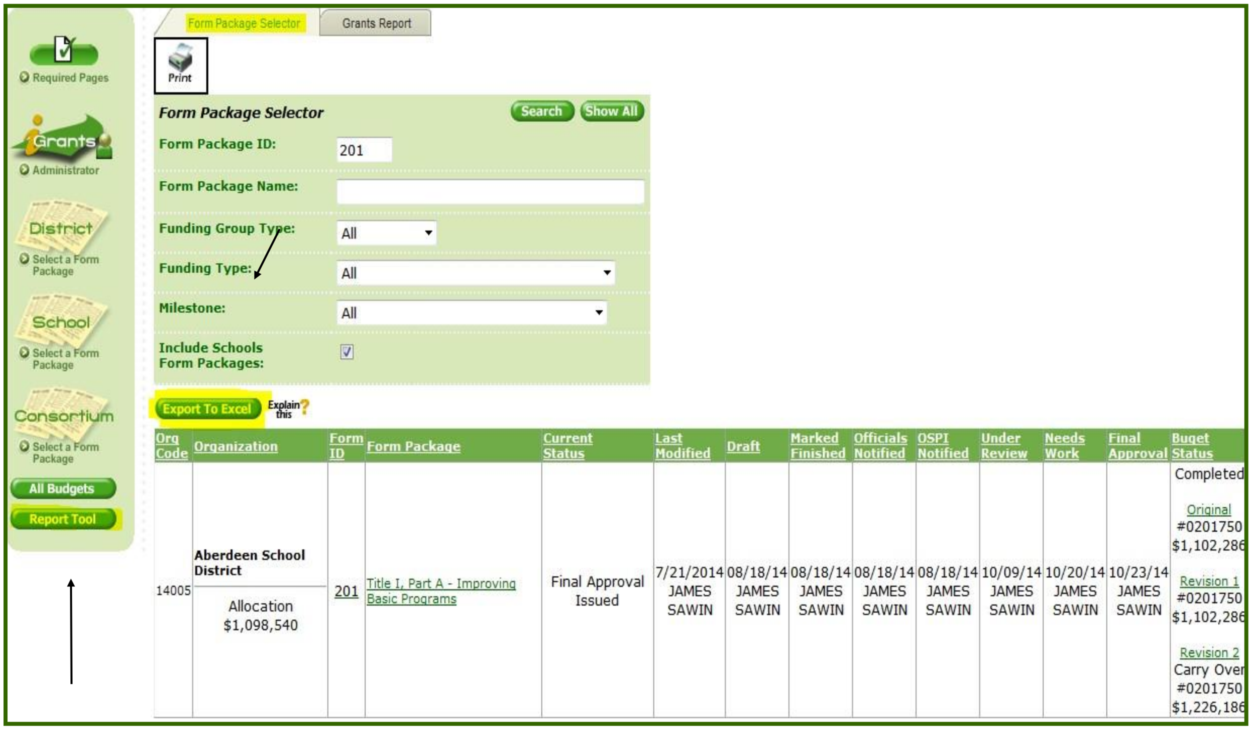
Report Tool

Form Package Selector Tab

The Report tool is used to generate and print reports. Clicking the **Report Tool** icon in the left hand navigation bar takes you to the **Form Package Selector** page where you can search and print the form package data. Enter the form package number for which you want data. Click Search.

You can export iGrants reports to an Excel document by selecting the 

button located below the Form Package Selector section.

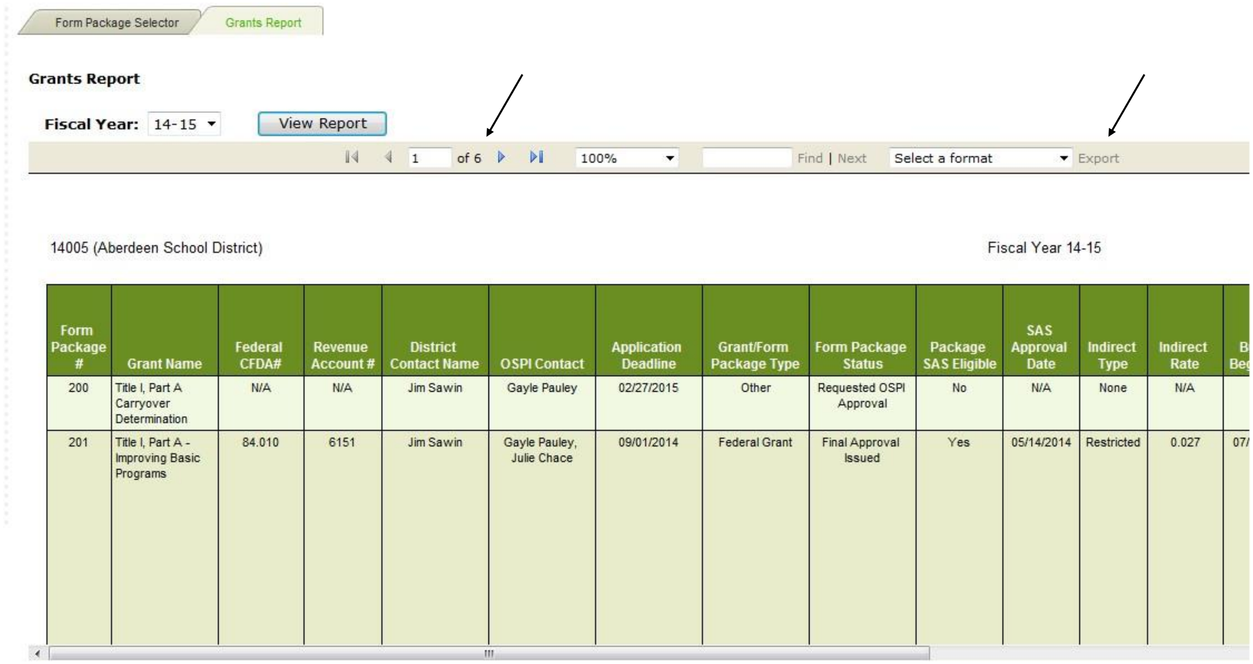


Grants Report Tab

The Grants Report Tab allows you to view grants from specific fiscal periods by selecting the desired **Fiscal Year** from the drop-down before clicking **View Report.**

Clicking **View Report** will bring up all the district/charter form packages, including both grants and reports. The first page will display the district/charter district-level form packages. All other pages will display building-level form packages, one page for each school as applicable.

Use the scroll bars to view the entire form package on your screen. Or use the **Export** feature to download the report to your computer. Be sure to **select a format** before you click **Export.**


Form Package Selector | Grants Report

Grants Report

Fiscal Year: 14-15 | View Report

1 of 6 | 100% | Find | Next | Select a format | Export

14005 (Aberdeen School District) Fiscal Year 14-15

Form Package #	Grant Name	Federal CFDA#	Revenue Account #	District Contact Name	OSPI Contact	Application Deadline	Grant/Form Package Type	Form Package Status	Package SAS Eligible	SAS Approval Date	Indirect Type	Indirect Rate	B Beg
200	Title I, Part A Carryover Determination	N/A	N/A	Jim Sawin	Gayle Pauley	02/27/2015	Other	Requested OSPI Approval	No	N/A	None	N/A	
201	Title I, Part A - Improving Basic Programs	84.010	6151	Jim Sawin	Gayle Pauley, Julie Chace	09/01/2014	Federal Grant	Final Approval Issued	Yes	05/14/2014	Restricted	0.027	07/

If you need further assistance, please contact iGrants at:

(360) 725-6423 or iGrants@k12.wa.us