



Welcome to

eGrants Demystified: The Insider's Guide

To join the audio portion by phone, please dial: **888.790.3160**

Passcode: **6838003**

***While you wait, share in the chat box:
What is your next big milestone for your
VISTA project?***



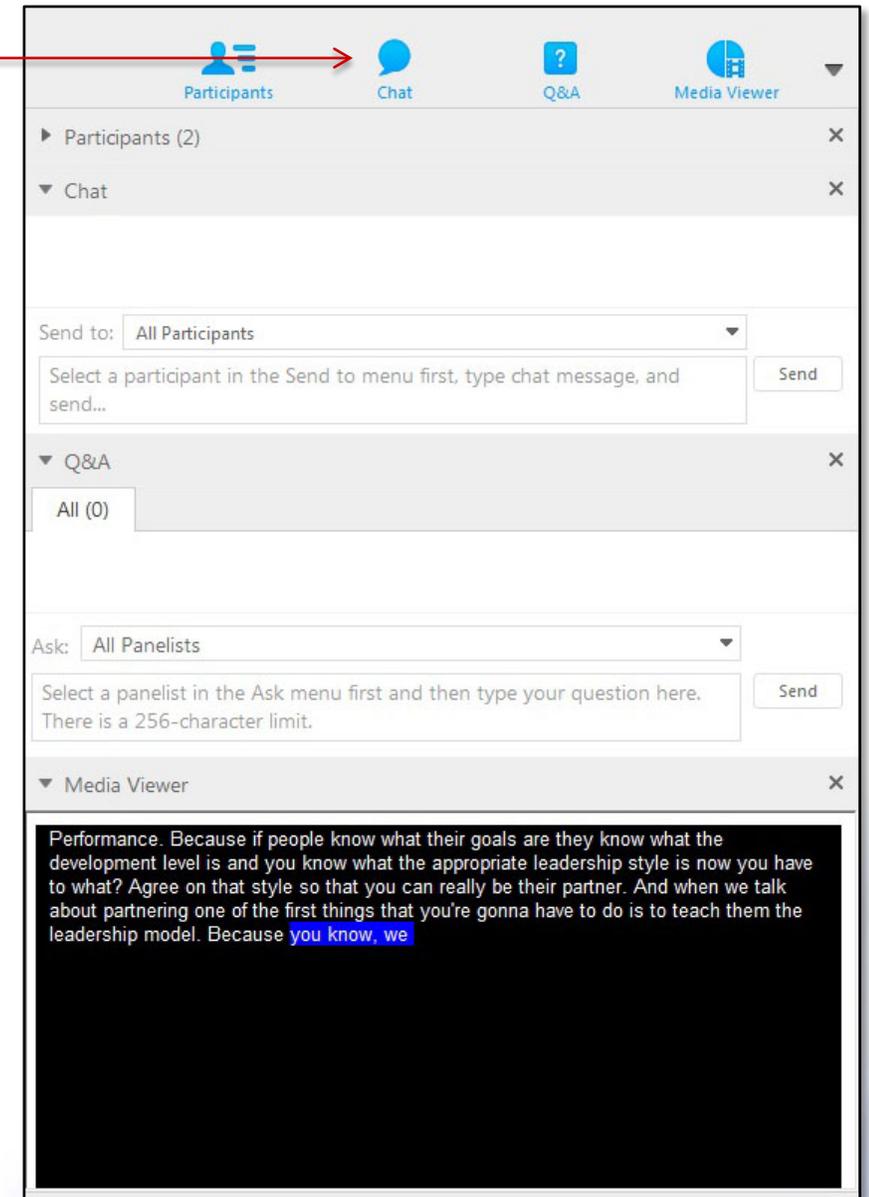
Dial: **888.790.3160**

Passcode: **6838003**

Tips for Participating

- Phones are muted.
- To share comments and ideas, use the Chat panel. Send to “All Participants”.
- To ask questions, use the Q&A panel. Send to “All Panelists”.
- Links and recording will be available after the session.
- Closed Captions can be viewed in the Media Viewer panel.

Click this button if you don't see the chat panel.



The screenshot displays a meeting control panel with the following elements:

- Top Navigation:** Buttons for 'Participants', 'Chat', 'Q&A', and 'Media Viewer'. A red arrow points to the 'Participants' button.
- Participants (2):** A panel showing the current number of participants.
- Chat:** A panel with a 'Send to' dropdown set to 'All Participants', a text input field with placeholder text 'Select a participant in the Send to menu first, type chat message, and send...', and a 'Send' button.
- Q&A:** A panel with a dropdown set to 'All (0)', a text input field with placeholder text 'Select a panelist in the Ask menu first and then type your question here. There is a 256-character limit.', and a 'Send' button.
- Media Viewer:** A panel displaying a video frame with closed captions. The text in the video reads: 'Performance. Because if people know what their goals are they know what the development level is and you know what the appropriate leadership style is now you have to what? Agree on that style so that you can really be their partner. And when we talk about partnering one of the first things that you're gonna have to do is to teach them the leadership model. Because you know, we'.



Welcome to

eGrants Demystified: The Insider's Guide



Today's Team



Jessica Burch
Corporation For
National &
Community Service



Amy Cannata
Education Northwest



Jess Knight
Education Northwest

Guest Speakers



Sarah Forgey

Program Officer,
Kansas/Missouri

Corporation for National and
Community Service



Cat Koehn

State Program Specialist,
Alaska

Corporation for National and
Community Service

Poll Questions

- Have you used eGrants?
- What is your experience level with eGrants?

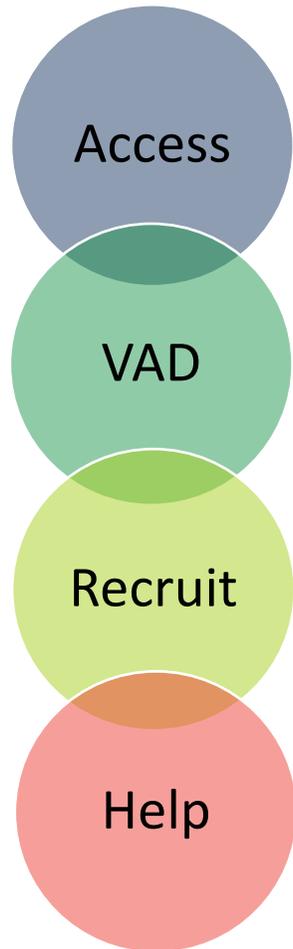
We don't want you to feel like your chasing your tail when using eGrants and My AmeriCorps!



We would you rather see you fly through any hurdles that come your way.



Session Goals



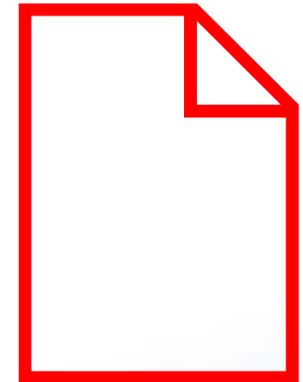
By the end of the webinar, you will be able to:

- Access the eGrants system
- Create and submit a VISTA Assignment Description (VAD)
- Complete recruitment tasks
 - Edit or create a Service Opportunity Listing
 - Review applications and select candidates
 - Search for applicants
- Approach common challenges with the system
- Find support and more information about the system

New step-by-step eGrants resources to make your job easier!

www.vistacampus.gov/supervisors/egrants

1. Creating a New User Account in eGrants
2. Creating a Service Opportunity Listing in My AmeriCorps
3. Searching for Applicants in My AmeriCorps



Accessing the System

Access

VAD

Recruit

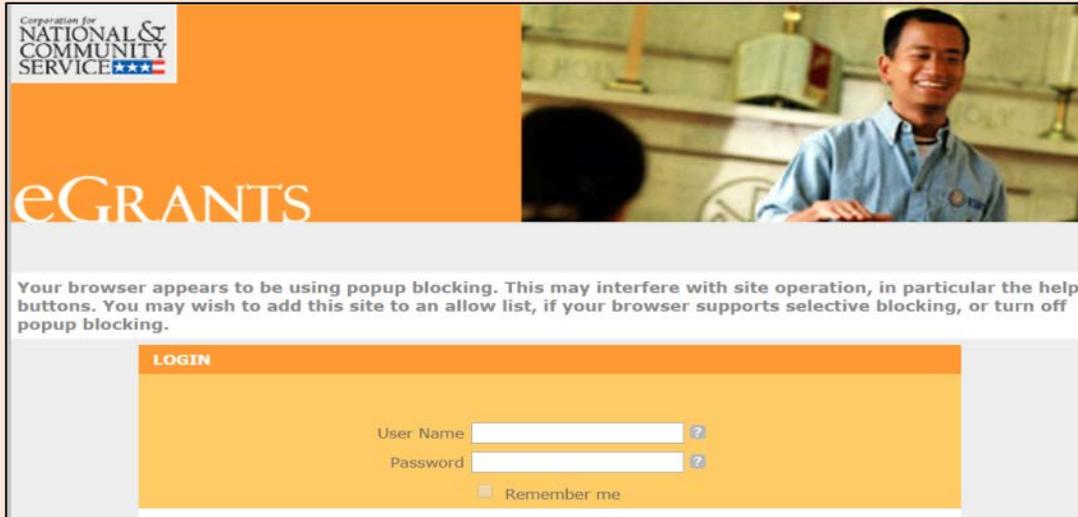
Help

What is eGrants & My AmeriCorps?



**Sarah
Forgey**

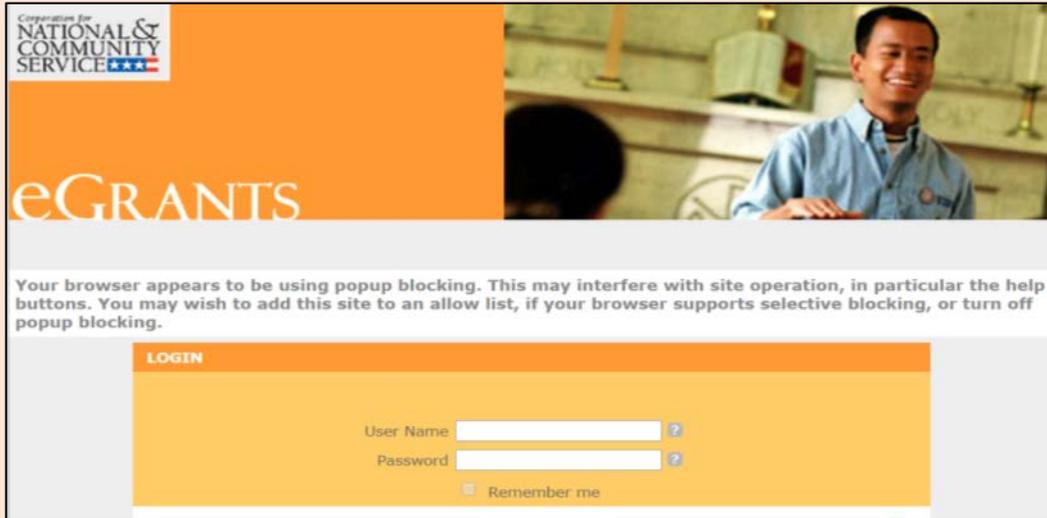
Program
Officer,
KS/MO



eGrants = project and member
management for supervisors

<https://egrants.cns.gov/espan/main/login.jsp>

What is eGrants & My AmeriCorps?

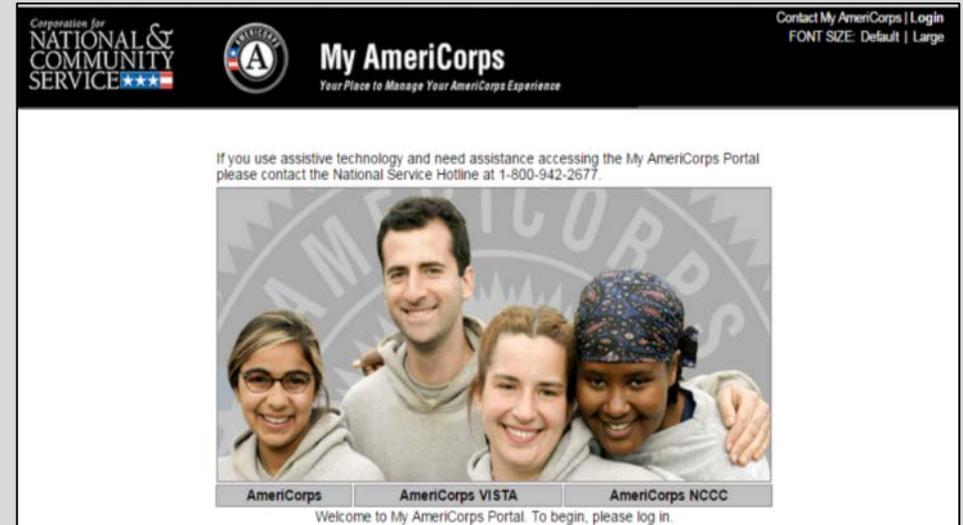


eGrants = project and member management for supervisors

<https://egrants.cns.gov/espan/main/login.jsp>

My AmeriCorps = application and benefits management for members

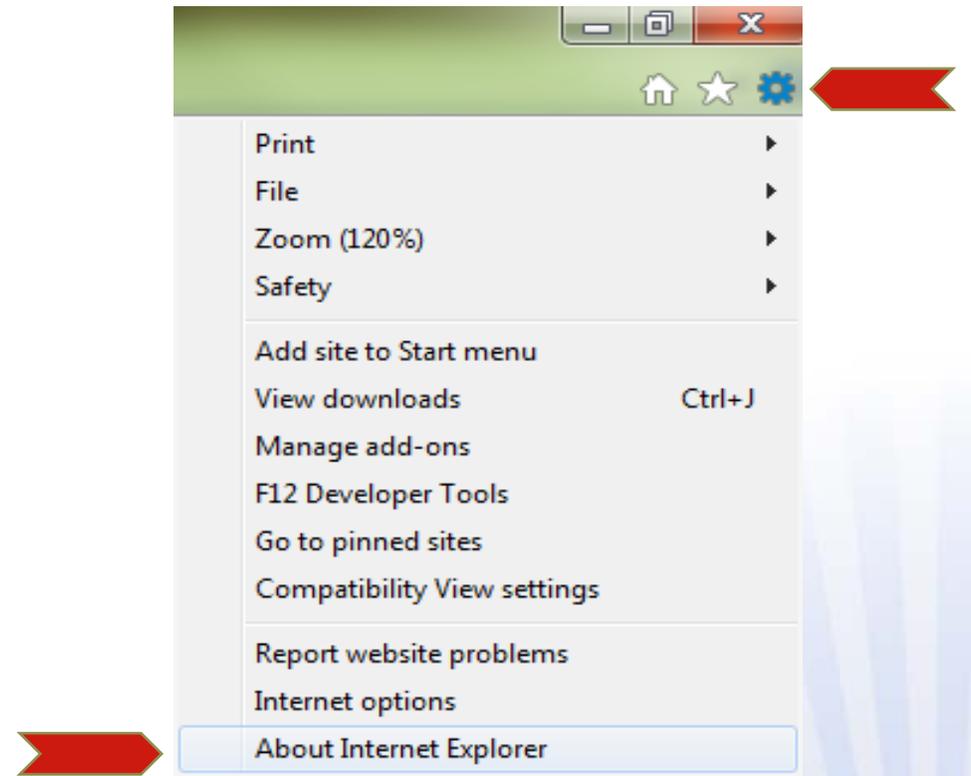
<https://my.americorps.gov/>



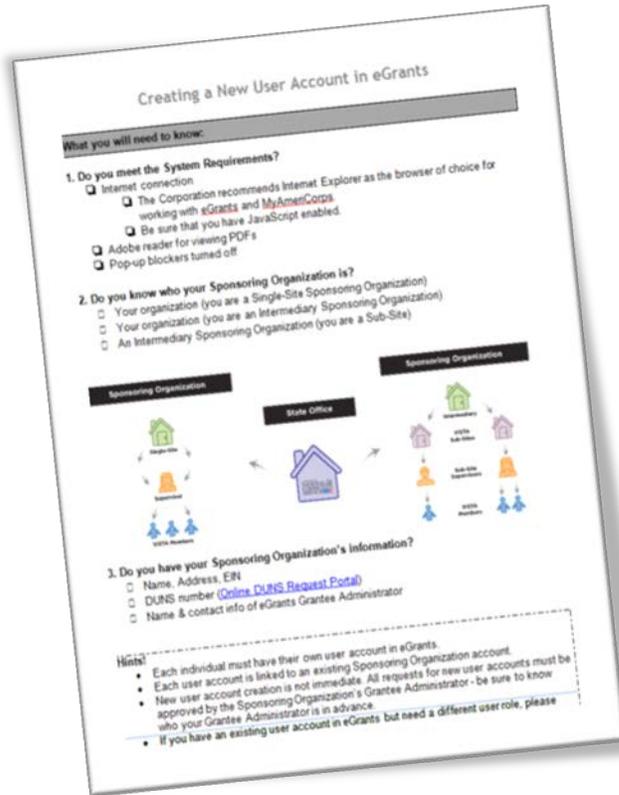
Tech Requirements

- Internet Explorer
- JavaScript
- Adobe Reader
- Turn off pop-up blockers
- Save and next vs. save and close
- Use a PC, not a Mac

Check your browser version



Accounts & User Roles



- You must have your own account
- Accounts link to an existing Sponsoring Organization
- Account creation is not immediate
- Need a different user role? Contact your Grantee Administrator

 **New VISTA Campus Resource!**

Creating a New User Account in eGrants

www.vistacampus.gov/supervisors/egrants

Requesting an Account Screens 1, 2

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Your browser appears to be using popup blocking. This may interfere with site operation, in particular the help buttons. You may wish to add this site to an allow list, if your browser supports selective blocking, or turn off popup blocking.

LOGIN

User Name

Password

Remember me

[Forgot your password? Get help](#)

1 [Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

CREATE AN EGRANTS ACCOUNT

Please click on one of the following links to create an appropriate eGrants account.

[Become a Peer Reviewer](#)

2 [Create a Grantee account](#)

[Already have an eGrants account? Proceed to Login](#)

Requesting an Account Screens 3, 4

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

BECOME A GRANT APPLICANT

Please select one of the following options below.

3 [This is my first time. I want to create a new account with eGrants...](#)

[I have an eGrants account...](#)

[Already have an eGrants account? Proceed to Login](#)

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Guest | Become a Grant Applicant

[cancel](#) [save](#) [next](#)

Create New Profile Menu

- Login Information
- Rules of Behavior
- Enter EIN#
- Select an Organization
- Organization Information
- Indirect Cost Rate
- Grantee Phone Numbers
- Review and Submit

Login Information

Please enter your login information. Enter your name exactly as it appears on your government-issued identification. All questions marked with an asterisk (*) are required.

Prefix:

Preferred Name:

* First Name:

Middle Name:

* Last Name:

Suffix:

* User Name: (ex: rsmith, rsmith2004)

* New Password:

* Retype New Password:

4

User Roles Screen 1,2

eGRANTS

GRANTS PEER REVIEW

eGRANTS MESSAGES

Welcome Amy

VIEW MY GRANTS/APPLICATIONS

View All

VIEW MY AMERICORPS PORTAL

Portal Home

Change Organization	Managing My Account	Reporting to CNCS
Enter a grant number, application id, EIN, or org id and click on the "GO" button to view a different organization's information. <input type="text"/> <input type="button" value="GO"/> Currently Viewing: Oregon State Office Portland, OR	Click on the links below to access common account functions. 1 My Account	Financial Report Progress Report Progress Report Supplement

eGRANTS

Welcome Amy

MY ACCOUNT

Grantee Info

Amy Cannata
 Oregon State Office
 620 SW Main St
 Ste 714
 Portland, OR 97205-3030
 Status: Grantee

Update My Login Info...

You can change the following information by clicking on the links below:

Change My Password Q&A
 Change My Email Address
 View All

Edit My Organization Info...

You can change the following information by clicking on the links below:

View All
 Change My Primary User Role

Update My Profile...

You can change the following information by clicking on the links below:

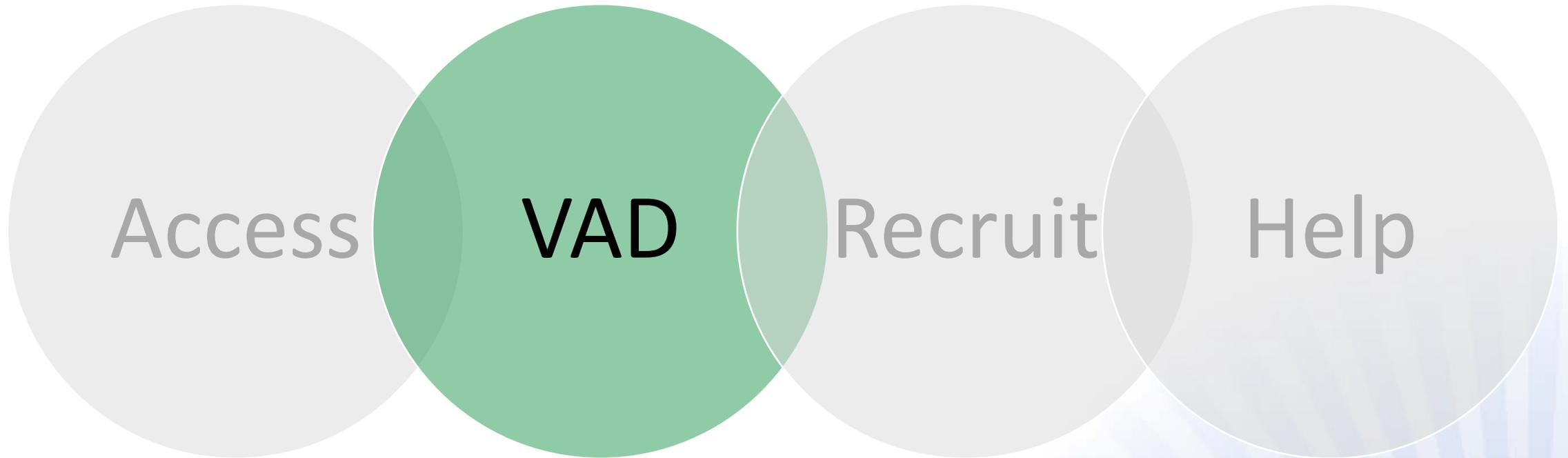
View All

Update My Contact Info...

You can change the following information by clicking on the links below:

View All

Creating & Submitting a VAD



Insider Tips

- Work closely with state office staff
- Do narrative work in Word and transfer to eGrants
- Save often
- Revised process for recruitment
- VAD submission requires workaround for Internet Explorer 10+

Recruitment Workbasket Screen

Welcome Sarah | Workbasket

Portal Home

Search Potential Applicants
Search Submitted Applications
Manage Members
SSN & Citizenship Status
Manage Events
Recruitment Workbasket
VISTA Workbasket
Sponsor Verification
VISTA Reports

Pending Applications | **VADs** | V-81 Forms | Future Plans Forms | Training | VAD Assignment | Sponsor Verification

Results 1 Through 8
 Include Expired VADs
Your search returned 8 results.

VAD Title	Project #	Project Name	Project Period	# of Mbrs	Status
Active Living Coordinator VISTA			04/19/2015 - 04/16/2016	1	Approved
Built Environment Coordinator VISTA			04/19/2015 - 04/16/2016	0	Approved
Education Coordinator VISTA			04/19/2015 - 04/16/2016	1	Approved
VISTA Summer Associate			04/19/2015 - 04/16/2016	0	Approved
Freedom School VISTA Summer Associate 2			04/19/2015 - 04/16/2016	0	Approved
Freedom School VISTA Summer Associate			04/19/2015 - 04/16/2016	0	Approved
VISTA Leader			04/19/2015 - 04/16/2016	0	Approved
Healthy Eating Coordinator VISTA			04/19/2015 - 04/16/2016	0	Rejected edit

1 Create new VAD

Welcome Sarah | Workbasket

Portal Home

Search Potential Applicants
Search Submitted Applications
Manage Members
SSN & Citizenship Status
Manage Events
Recruitment Workbasket
VISTA Workbasket
Sponsor Verification
VISTA Reports

Pending Applications | **VADs** | V-81 Forms | Future Plans Forms | Training | VAD Assignment | Sponsor Verification

Results 1 Through 8
 Include Expired VADs
Your search returned 8 results.

VAD Title	Project #	Project Name	Project Period	# of Mbrs	Status
Healthy Kids Active Living			04/21/2013 - 04/19/2014	0	Approved
Development Association Safe Routes			04/21/2013 - 04/19/2014	0	Approved
Healthy Kids/Access to Healthy Food			04/21/2013 - 04/19/2014	0	Approved
Healthy Kids/Access to Healthy Food			04/21/2013 - 04/19/2014	0	Approved
Healthy Kids Active Living			04/20/2014 - 04/18/2015	0	Approved
Healthy Kids Built Environment			04/20/2014 - 04/18/2015	0	Approved
Healthy Kids Summer Associate			04/20/2014 - 04/18/2015	0	Approved
			04/20/2014 - 04/18/2015	1	Approved
Development Association			04/20/2014 - 04/18/2015	1	Approved
Development Association VISTA Leader			04/20/2014 - 04/18/2015	0	Approved

2 Include Expired VADs

1 Create new VAD

Submit Questions ?



- Post your question electronically, with Q&A feature
- Please ask “All Panelists”
- We will get to questions at the end

Participants (2) x

Chat x

Q&A x

All (0)

Ask: All Panelists

Send

Recruitment

Access

VAD

Recruit

Help

Recruit

*Service
Opportunity
Listings
are your #1
marketing tool*



Cat Koehn

Program
Officer,
Alaska

 **New VISTA Campus Resource!**

Creating a Service Opportunity Listing in My AmeriCorps

Dial: **888.790.3160**

Passcode: **6838003**

Creating a Service Opportunity Listing

eGRANTS

Welcome Catherine

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- SSN & Citizenship Status
- Manage Events
- Recruitment Workbasket
- VISTA Workbasket
- Sponsor Verification

Create Listing

Enter Listing Details

Do you want to make this Listing to be available now ? Yes No

*Project Name: STEM VISTA 2015

*Project Type: AmeriCorps VISTA

*Program Code: [dropdown]

*Start Date: 10/10/2015 (mm/dd/yyyy)

*End Date: 10/08/2016 (mm/dd/yyyy)

*Term of Service: Full-Time Part-Time Summer

Insert dates for the VISTAs' service year, not your project cycle

Creating a Service Opportunity Listing

Include a “hook” in your 2-line teaser, it’s your first impression

Create Listing

Enter Listing Information

Give a brief two(2) line description of the program (200 characters or less) *:

200 characters left

Enter your program description (2000 characters or less)

2000 characters left

Are you accepting applications now? * Yes No

Accepting applications from: (mm/dd/yyyy)

Application deadline: (mm/dd/yyyy)

Do you accept AmeriCorps application? * Yes No

Corporation for
NATIONAL & COMMUNITY SERVICE

My AmeriCorps
Your Place to Manage Your AmeriCorps Experience

Contact My FONT SL

Results 11 Through 20 First Previous 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Last
Your search returned 107 results.

Program Name ▾	Program Type ▾	Start Date ▾	Location ▾
* American Legion Auxiliary Call to Service Corps WE WANT YOU! American Legion Auxiliary Call to Service Corps places AmeriCorps VISTA Members with numerous organizations serving veterans, military servicemembers and their families.	VISTA	08/10/2015	Multiple States
* Anti-Hunger and Opportunity Corps - VISTA member The Anti-Hunger and Opportunity Corps engages members in moving society beyond the soup kitchen by improving access to benefits programs.	VISTA	11/03/2015	Multiple States
* Arlington Public Library Literacy Coordinator The Arlington Public Library's volunteer-based Reading Corps program assists students in PreK to second grade in reading, writing, and oral literacy skills while also instilling a love of reading.	VISTA	11/03/2015	TX

Your listing has been created or revised, now what?

- Check start date on revised postings
- View vs. edit a posting
- Notify State Office contact
- Get the link and share it widely

Service Opportunity Listing

View vs. Edit a Post Function Screens

The screenshot displays the eGRANTS Recruitment Workbasket interface. The left sidebar contains navigation options such as 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'SSN & Citizenship Status', 'Manage Events', 'Recruitment Workbasket' (highlighted), 'VISTA Workbasket', and 'Sponsor Verification'. The main content area is titled 'Recruitment Workbasket' and features three tabs: 'Pending Applications', 'Service Opportunities' (selected), and 'VADs'. Below the tabs, there is a 'Create Opportunity Listing' section with a 'Show Hidden Listings' checkbox. A table lists two service opportunities, with the 'view/edit /hide' links in the final column circled in red.

ID	Name	Type	Start Date	Location	Status	
63318	Microfinance Entrepreneurship (University of AK Anchorage)	VISTA	11/17/2015	Anchorage	Approved	view/edit /hide
61958	Partners in Growth	VISTA	08/24/2015	Anchorage	Approved	view/edit /hide

Searching & Sorting Applicants

- Reach out to potential applicants
- Narrow applicants with specific skills
- Check status of applications

Narrow your search results by choosing multiple search criteria. Widen your search results by choosing fewer search criteria.

 **New VISTA Campus Resource!**
Searching for Applicants in My AmeriCorps

Searching & Sorting Potential Applicants Screens

GRANTS PEER REVIEW

eGRANTS MESSAGES

Welcome Amy

1

VIEW MY GRANTS/APPLICATIONS

View All

VIEW MY AMERICORPS PORTAL

Portal Home

Change Organization

Managing My Account

Reporting to CNCS

Enter a grant number, application id, EIN, or org id and click on the "GO" button to view a different organization's information.

Click on the links below to access common account functions.

My Account

Financial Report

Progress Report

Progress Report Supplement

Currently Viewing:
Oregon State Office
Portland, OR

eGRANTS

Welcome Amy

Search for Applicants

2

Portal Home

Search Potential Applicants

Search Submitted Applications

Manage Members

SSN & Citizenship Status

Manage Events

Recruitment Workbasket

VISTA Workbasket

Applicant Search

To search for an applicant use the fields below and click the search button. Enter full names to find applicants. For example, searching for "J" as the last name will give results for John Smith, Jane Smithson, and s

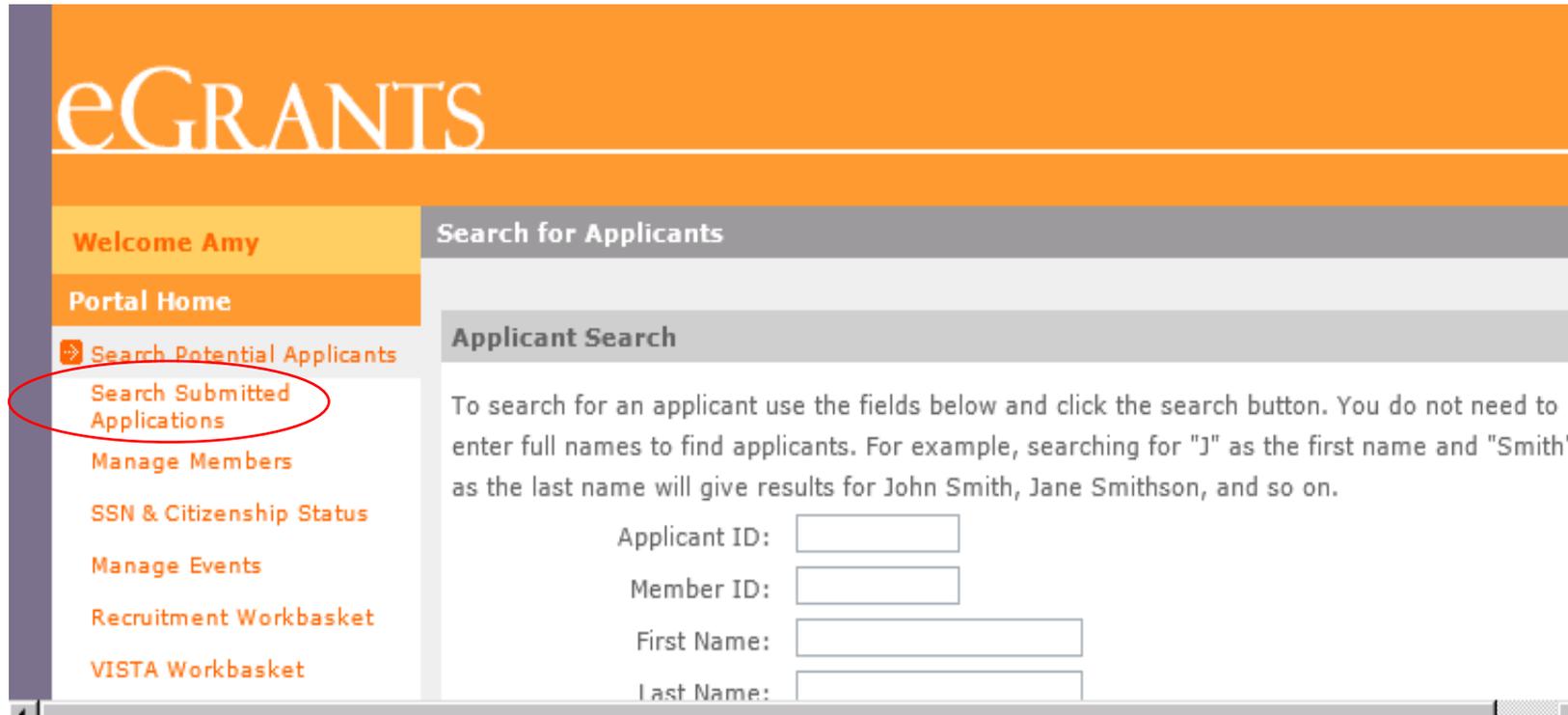
Applicant ID:

Member ID:

First Name:

Last Name:

Searching Submitted Applications Screen



The screenshot displays the eGRANTS web application interface. The top navigation bar is orange with the text "eGRANTS" in white. Below this, a grey bar contains "Search for Applicants". The left sidebar is white with orange text and a red circle around the "Search Submitted Applications" link. The main content area is white with a grey header "Applicant Search" and a paragraph of instructions. Below the instructions are four input fields for Applicant ID, Member ID, First Name, and Last Name.

Welcome Amy

Portal Home

- ➔ Search Potential Applicants
- Search Submitted Applications**
- Manage Members
- SSN & Citizenship Status
- Manage Events
- Recruitment Workbasket
- VISTA Workbasket

Search for Applicants

Applicant Search

To search for an applicant use the fields below and click the search button. You do not need to enter full names to find applicants. For example, searching for "J" as the first name and "Smith" as the last name will give results for John Smith, Jane Smithson, and so on.

Applicant ID:

Member ID:

First Name:

Last Name:

Required Electronic Actions in System

Supervisor

1. View references
2. Review criminal history questionnaire
3. Select applicant
4. State Office final approval

Applicant

1. Submit by clicking Apply Now
2. Accept offer in My AmeriCorps profile
3. Create travel request for Pre Service Orientation (PSO)

Accepting an Applicant Tabs

View Application - Susan [REDACTED]

Basic Information	Motivational Statement	Skills & Experience	Education	Community Service	Criminal History Questionnaire	Demographic Information	References	Sponsor Recommendation / Rejection
-------------------	------------------------	---------------------	-----------	-------------------	--------------------------------	-------------------------	------------	------------------------------------

Name: Susan [REDACTED]

Date of Birth: [REDACTED]

Preferred Name: Susan

Accepting an Applicant-Sponsor Recommendation Tab

Basic Information	Motivational Statement	Skills & Experience	Education	Community Service	Criminal History Questionnaire	Demographic Information	References	Sponsor Recommendation / Rejection
<p>To extend an offer to an applicant, all reference responses must be completed as well as all required fields on this form. Any information you provide below will not be saved until you click "select", so please refrain from completing this form until you are prepared to select this applicant. Please note that (*) denotes a required field. To reject an applicant, you may just click "reject."</p>								<p>1 <input type="button" value="select"/> <input type="button" value="reject"/></p>
<p>2 * Is the applicant currently involved in community service? Describe work and degree of involvement.</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>4000 characters left</p>								
<p>* What relevant skills or strengths can the applicant contribute to this program?</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>								

Submit Questions ?



- Post your question electronically, with Q&A feature
- Please ask “All Panelists”
- We will get to questions at the end

Participants (2) x

~~Chat~~ x

Q&A x

All (0)

Ask: All Panelists ▼

Send

Accessing Help

Access

VAD

Recruit

Help

Your Life Lines

- Call for help, waiting can throw off your timeline!
 - State Offices
 - project start date, program aspects
 - eGrants help desk
 - 1-800-942-2677
 - log-in issues, lost passwords, system kicking you out



Contacts & Resources

- **Corporation State Offices**

www.nationalservice.gov/stateoffices

- **National Service Hotline: eGrants Help Desk, 1-800-942-2677**

<https://questions.nationalservice.gov/app/ask>

- **eGrants Resources on VISTA Campus** (includes new VISTA Campus resources featured today)

www.vistacampus.gov/supervisors/egrants

- **Workarounds for Issues in Saving and Submitting a VAD in eGrants**

www.vistacampus.gov/resources/workarounds-issues-saving-and-submitting-vad-egrants

- **Reporting and Evaluation Resources**

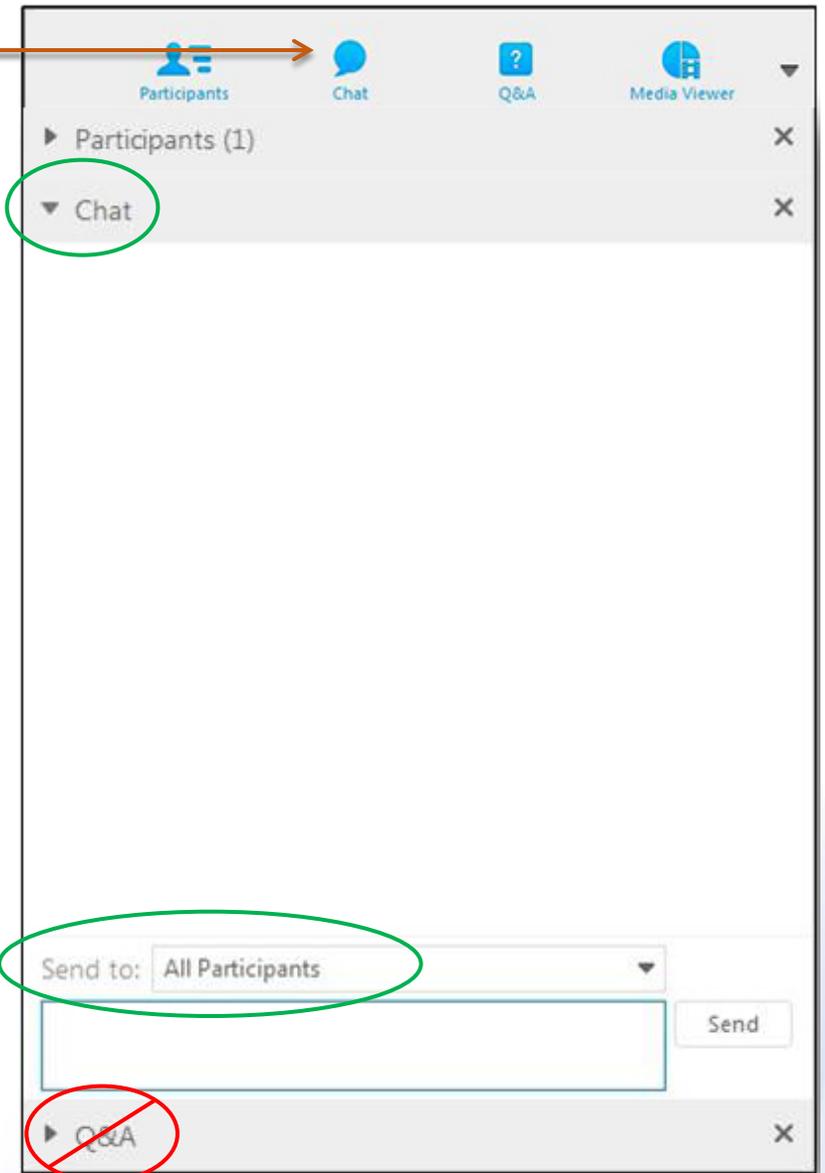
www.vistacampus.gov/supervisors/reporting-and-evaluation

Chat

Click this button
if you don't see
the chat panel.



Please list one
thing you plan
to try or
implement
based on what
you learned
today

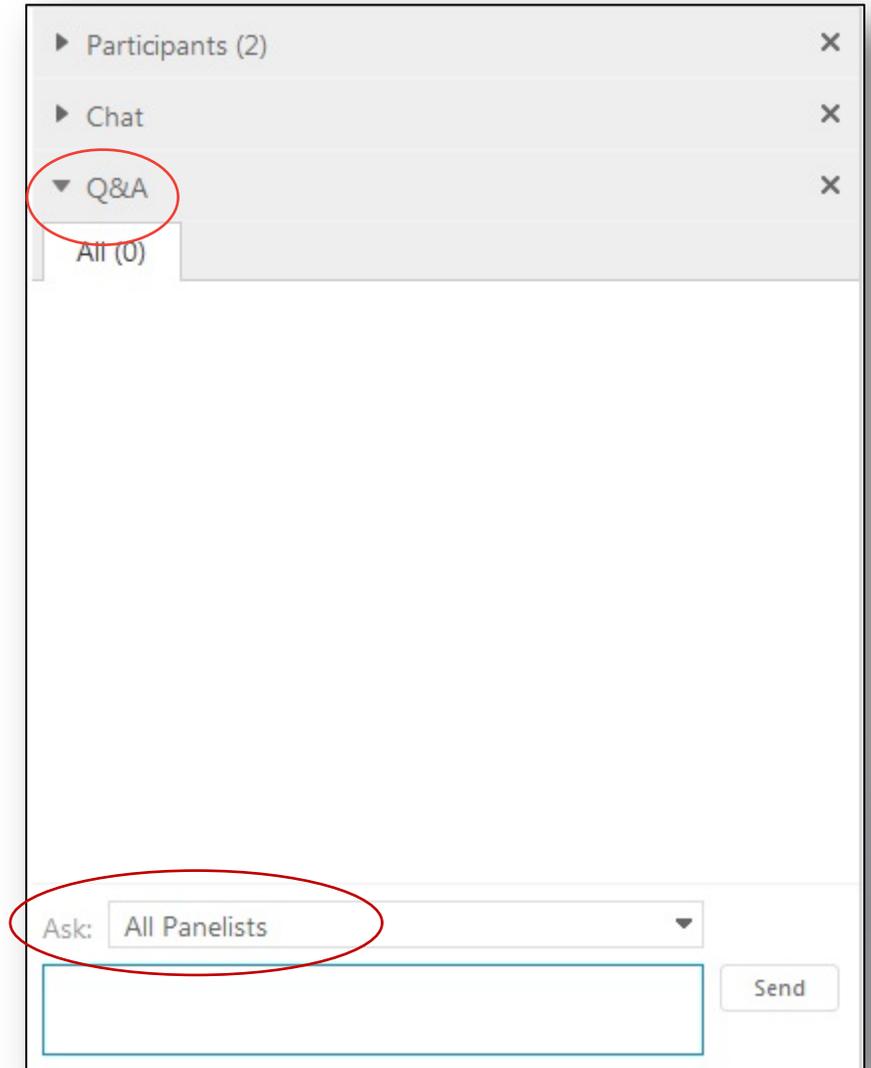


Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

Questions ?

- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask “All Panelists”



Thank You for Your Participation!

If you have further questions or for more information, contact us: VISTAwebinars@cns.gov

Our next webinar:

Retaining VISTAs Throughout the Project Lifecycle

October 20, 2015

2:00pm Eastern

Visit the Supervisor Webinars page on the VISTA Campus for a schedule of upcoming webinars and recordings of past webinars