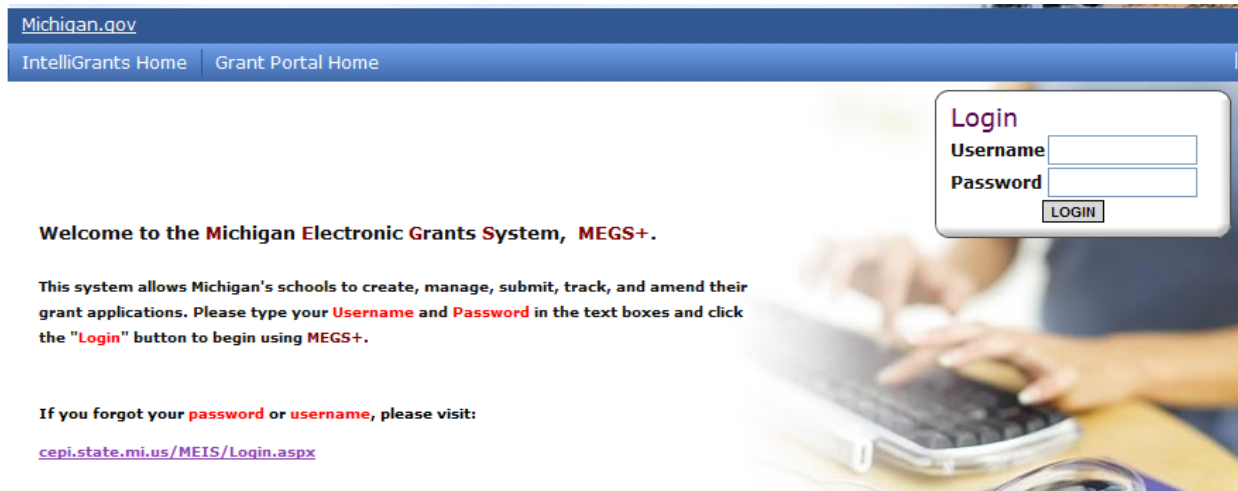
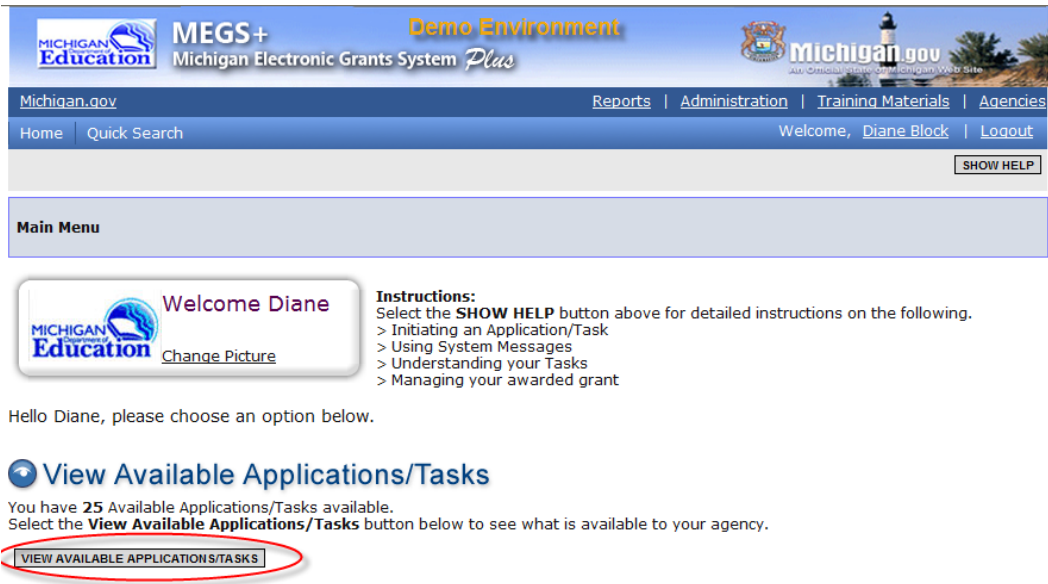


Michigan Electronic Grants Plus (MEGS+)
2016 Technology Readiness Infrastructure Grant Invitation Application
Step-By-Step Instructions

Step 1. Log-in to MEGS+



Step 2. Click view available Applications/Tasks

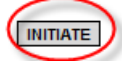


Step 3. Initiate the Application and Agree

Note: This can only be done by a level 5 Authorized Official.

Technology Readiness Infrastructure Grant Invitation (TRIGI-2014) for Alpena Public Schools
Offered By:
Office of Education Improvement & Innovation

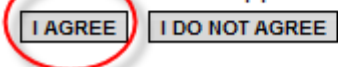
Description:
2014 Technology Readiness Infrastructure Grant Invitation



Application Agreement

Please make a selection below to continue.

Confirm that this application/task should be initiated.



Once you have initiated that application you will see the Application Menu Page. (See below in Step 4)
Step 4. Click the View/Edit Menu

[Main Menu](#) > [Application Menu](#)

AAA - TEST Schools -

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2016 - Technology Readiness Infrastructure Grant Invitation | **Status:** Application In Progress | **Security Level:** Not Assigned

Description:

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

 [View / Edit](#)

Select the **View/Edit** button below to view, edit, and complete the application/task.

[VIEW / EDIT](#)

Step 5. Review the Assurances and Certifications and Important Information. These documents will provide you with the list of seven requirements for the application and other vital information for this application. If you do not review those pages you will receive an error message and will be unable to submit.

AAA - TEST Schools -

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)






Application: FY 2016 - Technology Readiness Infrastructure Grant Invitation | **Status:** Application In Progress | **Security Level:** Not Assigned

Description:

 [Details](#)

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page			
	Assurances and Certifications			
	Important Information			
Program Information				
	District/ISD Participation			
State of Michigan Attachments				
	State of Michigan Attachments			

Step 6. Click on the District/ISD Participation

AAA - TEST Schools -

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2016 - Technology Readiness Infrastructure Grant Invitation | **Status:** Application In Progress | **Security Level:** Not Assigned

Description:

[Details](#)

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page			
	Assurances and Certifications			
	Important Information			
Program Information				
	District/ISD Participation			
State of Michigan Attachments				
	State of Michigan Attachments			

Step 7. Click whether the district agrees to comply with the five requirements listed in the TRIG District Participation Application Instructions. Disregard the District's Fall 2014 MSDS Count. That will be removed. Complete the funding chart for how you spent the 2014-15 TRIG District Invitation funds. If you did not received funding in 2014-15 select the highlighted check-box.

Note: Don't forget to click **SAVE**.

DISTRICT/ISD PARTICIPATION

Instructions:

- 1) Review the requirements for district participation.
- 2) Click whether the district agrees to comply.
- 3) Click **Save**.

* District agrees with the requirements. Yes No

Enter the percentages of how your district spent the 2014-15 TRIG District Invitation (Category One) funds.

Activity:	Percentage:
Network Services	<input type="text" value="0"/> %
Computer/device purchasing	<input type="text" value="0"/> %
In-building wireless connectivity	<input type="text" value="0"/> %
Technology Readiness	<input type="text" value="0"/> %
Online/digital assessment	<input type="text" value="0"/> %

Did not receive 2014-15 TRIG funding

Step 8. Assign a Main Contact

Note: Click either the Global Error Link and click on the Main Contact Needed Error (which will take you directly to the Add/Edit People Screen) or click the quick links Management Tools and then the Add/Edit People.

Person Search
Enter a name or partial name:

Current People Assigned

Search
Active Status: Active
Partial Name:
Agency: Negaunee Public Schools

Sort By: Name

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/>	Mr. James Derocher	Negaunee Public Schools	MEGS: Level 5 Authorized Official	Main Contact	11/7/2013 - <input type="text"/>	Grant System	11/7/2013 9:52:35 AM
<input checked="" type="checkbox"/>	Mrs. Mary Kay Johnson	Negaunee Public Schools	MEGS+: Level 5 Authorized Official		11/7/2013 - <input type="text"/>	Grant System	11/7/2013 9:52:35 AM

The Add/Edit Screen will allow you to search for individuals to assign to this grant and it provides a list of individuals that are already assigned to this grant (level five Authorized Officials). Anyone that is assigned to an application must have a MEIS account ID.

To assign the Main Contact use the drop down menu "Grant Contact Type" and click save at the top of the screen.

Step 9: Submission

When the application is complete and there are no global errors, your level five, authorized official will be able to submit by:

- a. Click Change Status on the Application Menu Page.

AAA - TEST Schools -

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2016 - Technology Readiness Infrastructure Grant Invitation | **Status:** Application In Progress | **Security Level:** Not Assigned

Description:

- b. Click Submit Application

Possible Statuses

- c. Click I Agree and submit any notes if you would like.

Application Agreement

Please make a selection below to continue.

In order to submit your application you must first agree to the following conditions.

I, ellen hasse, certify that...

- * The information submitted in this application is true and correct to the best of my knowledge; and
- * Berrien Springs Public Schools will comply with the Assurances and Certifications (available on the View/Edit Forms menu) of this application; and
- * The budget was prepared cooperatively by individuals from both the Program and Business Office.

If you are not ellen hasse you should return to the Main Menu.

If you would like to include notes about this status change, please supply them below.

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If you have any questions please contact Amanda Stoel at stoela@michigan.gov or by phone at (517) 241-3629.