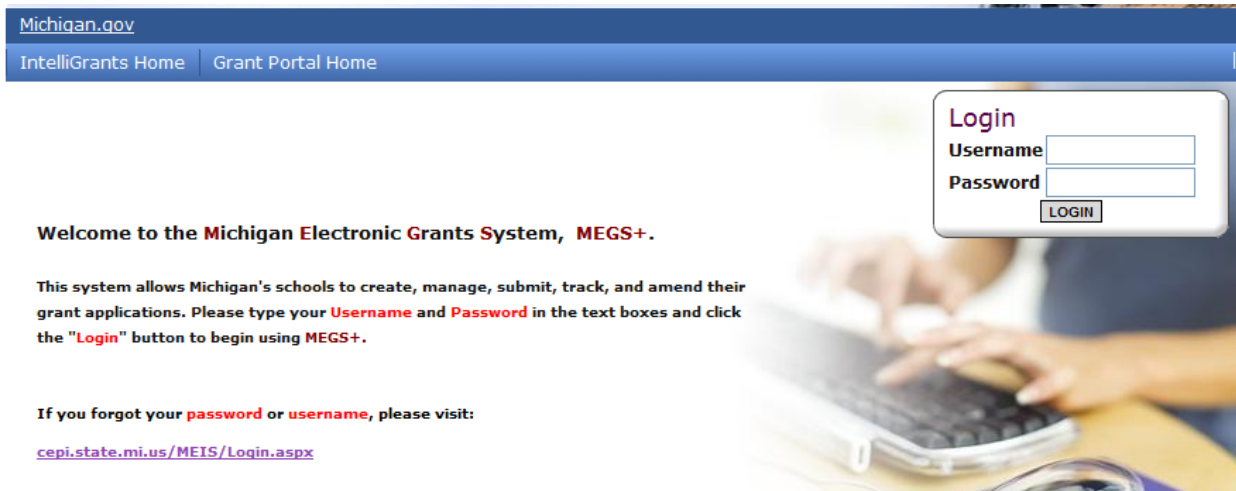
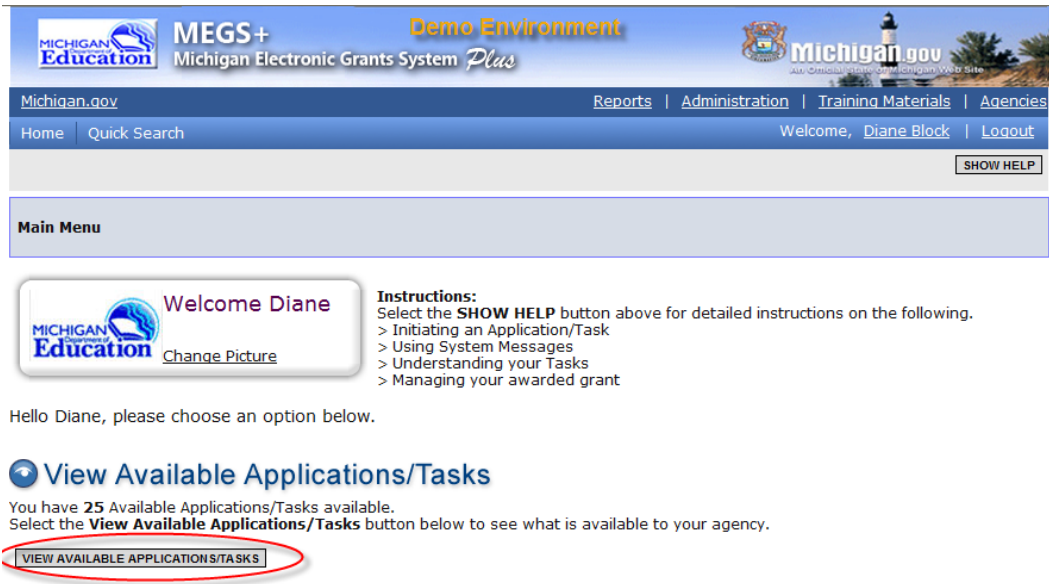


Michigan Electronic Grants Plus (MEGS+)
2016 Technology Readiness Infrastructure Grant Statewide Activities Application
Step-By-Step Instructions

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.

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

Alpena Public Schools - 04010

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

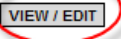
Application: FY 2014 - Technology Readiness Infrastructure Grant Invitation | **Status:** Application In Progress | **Security Level:** M Level 5 Authorized Official

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.



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

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				
	Activity Applications			
Budget Pages				
	Technology Readiness Infrastructure Grant Activities			
			10/1/2015 2:11:09 PM	
State of Michigan Attachments				
	State of Michigan Attachments			
Review Comments				
	General Comments Applicant			
	General Comments Internal			

Step 6. Click on the Activity Applications Link on the View/Edit Page

Follow the instructions and select the activity you will be uploading the narrative and attachments for. Click the save button. You will know that the documents have been saved by once you see the link below the document source. Click add if you will be applying for more than one of the statewide activities. Repeat as necessary.

SAVE **ADD** **DELETE** **PRINT VERSION** **GLOBAL ERRORS** **REVIEW COMMENTS**

Kent ISD - 41000

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

Application: FY 2016 - Technology Readiness Infrastructure Grant Activities | **Status:** Application In Progress | **Security Level:** MEGS: Level 5 Authorized Official

Description:

Created By: Weese, Mrs. Stephanie on 9/14/2015 8:50:47 AM

ACTIVITY APPLICATIONS

Instructions:

- 1) Select an activity proposed.
- 2) Complete the page.
- 3) Click **Save**.
- 4) To apply for an additional activity, click **Add**.

* **Activity:** Data Integration

Attach a Narrative addressing the Application Requirements for this activity.

- Click the browse button and search for the document.
- Once selected, the path to the file will appear in the Document Source field.

* **Document Source:** **Browse...** DELETE

Attach a PDF describing the external partnerships, resumes if applicable, and any additional supporting information not to exceed ten pages.

- Click the browse button and search for the document.
- Once selected, the path to the file will appear in the Document Source field.

Document Source: **Browse...** DELETE

Step 7. Complete the Budget Summary and Detail.

Michigan.gov Reports | Administration | Training Materials | Agencies

Home Quick Search Welcome, Stephanie Weese | Logout

Main Menu > Application Menu > View/Edit > Budget

Kent ISD - 41000

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

Application: FY 2016 - Technology Readiness Infrastructure Grant Activities | **Status:** Application In Progress | **Security Level:** MEGS: Level 5 Authorized Official

Description:

Instructions:

- To add a budget item, click the **Add Budget Item**.
- To view the budget detail, click the **Budget Detail**.
- Add the name of your business and program representatives with phone numbers and emails and click **Save**.

Recipient Code	Grant Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
41000	168993	1415	11.012	08/01/2015	09/30/2016	2016

Technology Readiness Infrastructure Grant Activities for Kent ISD

[Budget Summary](#) | [Budget Detail](#)

[Flagged Budget Detail](#) | [Download Budget Detail](#) | Version:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
Grand Total /								

Main Menu > Application Menu > View/Edit > Budget

Kent ISD - 41000

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

Application: FY 2016 - Technology Readiness Infrastructure Grant Activities | **Status:** Application In Progress | **Security Level:** MEGS: Level 5 Authorized Official

Description:

Instructions:

- To add a budget item, click the **Add Budget Item**.
- To view the budget detail, click the **Budget Detail**.
- Add the name of your business and program representatives with phone numbers and emails and click **Save**.

Recipient Code	Grant Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
41000	168993	1415	11.012	08/01/2015	09/30/2016	2016

Technology Readiness Infrastructure Grant Activities for Kent ISD

[Budget Summary](#) | [Budget Detail](#)

[Flagged Budget Detail](#)

*Select the appropriate Function Code for this budget item:

*Identify the activity:

Indicate if budget item represents Local Agency Share

*Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.

Salaries (1000)	Benefits (2000)	Purchased Services (3000, 4000)	Supplies & Materials (5000)	Other Expenses (7000, 8000)
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="86250"/> x	\$ <input type="text"/>	\$ <input type="text"/>

If Salaries, enter the FTE or Hours:
 FTE Hours

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:

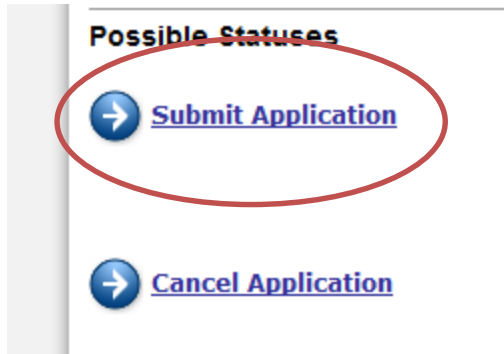
- a. Click Change Status on the Application Menu Page.

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

Change Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

View Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

- b. Click Submit Application



- 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.

0 of 2000

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