

# Entering RSVP State information in IowaGrants.gov

Before you get started, make sure you have pdf copies of your approved CNCS grant narrative, budget narrative, and latest PPR saved on your computer in a location where you can easily locate them when it's time to add them to IowaGrants.

1. Start at [www.iowagrants.gov](http://www.iowagrants.gov) and click on [Returning Users Sign In Here](#).

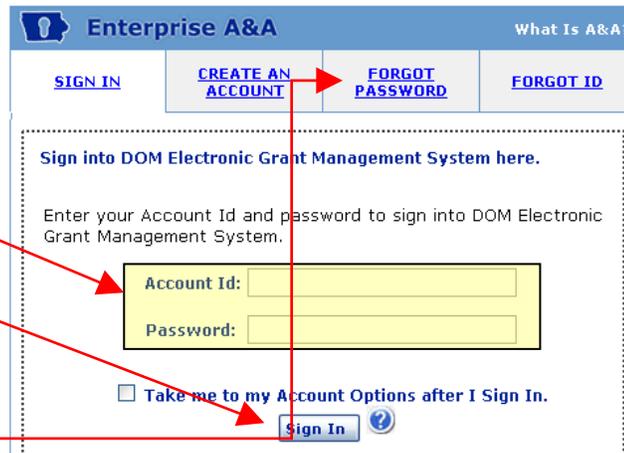


2. Enter your user ID and password (this information should have been included in a confirmation e-mail you received after you signed up). *In most cases, the user name is firstname.lastname@iowaio*

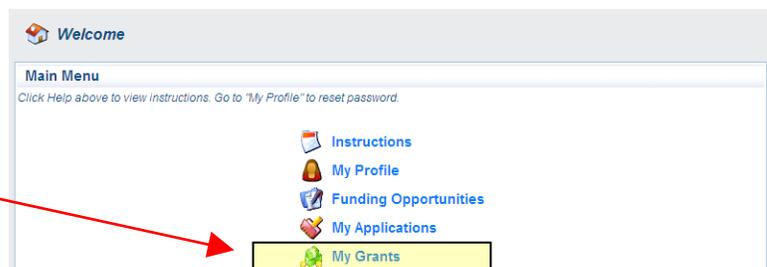
Click the "[Sign In](#)" button.

*If you have forgotten your ID or password, please use the system links for assistance; ICVS staff cannot help with the password part of the system.*

## DOM Electronic Grant Management System



3. Click on [My Grants](#).



4. You will see a list of all the grants you currently have through IowaGrants. The status will read "Underway" for your FYxx RSVP grant. Click on the link that starts with "RSVP-FYxx-" (the city where your office is located will be the last part of the grant title; the Program Area will be RSVP-FYxx).

The screenshot shows the IowaGrants.gov website with the 'Grant Tracking' section. A table lists 'Current Grant/Projects' with columns for ID, Status, Year, Title, Program Area, Grant Administrator, and Grant/Project Amount. The first row is highlighted in yellow, showing 'JBRSPVTestFY15' with status 'Underway', year '2014', title '2014 - JB Test2', program area 'RSVP-FY15', and administrator 'Jody Benz'.

ID	Status	Year	Title	Program Area	Grant Administrator	Grant/Project Amount
JBRSPVTestFY15	Underway	2014	2014 - JB Test2	RSVP-FY15	Jody Benz	\$100.00
JBRSPVTestFY14	Underway	2013	RSVP-FY14-Jody's TEST	RSVP-FY14	Jody Benz	\$200.00
testling123	Underway	2012	JBeeztestJuly2012	RSVP-FY13	Jody Benz	\$100.00
TestJuly242012	Underway	2012	Jody Test RSVP Jan 2012	RSVP state funding	Jody Benz	\$0.00
TestJan2012-2	Underway	2012	JBeezTESTforJan2012 updated	RSVP-Jan 2012	Jody Benz	\$0.00
22370	Underway	2011	2011 APPROVED GRANT	AmeriCorps	Kristin Honz	\$4,200.00
11 Admin Competitive	Underway	2011	TEST - 2011 ICVS Admin Award	AmeriCorps	Kristin Honz	\$112.00
RSVP12-TEST01	Underway	2011	RSVP state funding 2012	RSVP state funding	Jody Benz	\$12.00
RSVP11-TEST01	Underway	2010	RSVP state funding 2011	RSVP state funding	Jody Benz	\$0.00
Total						\$5,024.00

5. There are just two components you need to complete at this time:

- RSVP General Info FYxx
- Budget-StateRSVPxx

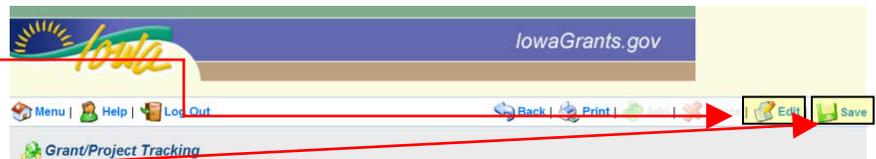
The screenshot shows the 'Grant/Project Components' page. A table lists components with columns for Component and Last Edited. Two components are highlighted in yellow: 'RSVP General Info FY15' and 'Budget-StateRSVP15', both last edited on 07/07/2014.

Component	Last Edited
RSVP General Info FY15	07/07/2014
Budget-StateRSVP15	07/07/2014

6. Click on RSVP General Information FYxx to open the component.

This screenshot is identical to the previous one, but the 'RSVP General Info FY15' component is highlighted in yellow to indicate it should be selected.

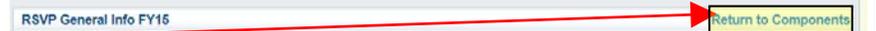
7. Click Edit.  
Complete all the required information.  
Click Save.



8. Add a pdf copy of your most recent PPR by clicking on the Upload icon. Navigate to the file on your computer and upload it to the system by following the on screen instructions.  
*Repeat this step to add the project narrative and budget narrative documents.*

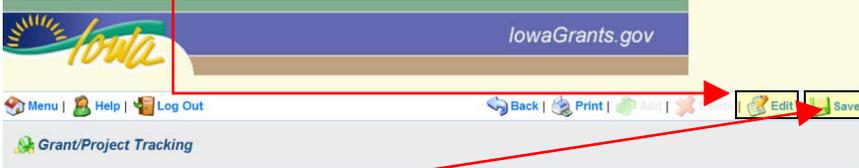
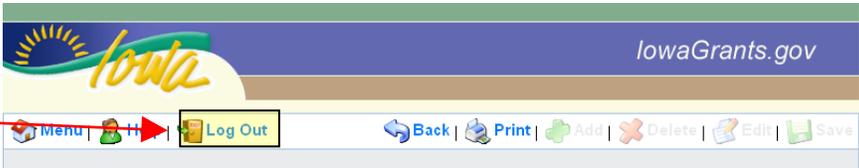


9. Click on Return to Components (it will be close to the top of the screen).



10. Click on Budget-StateRSVPxx to open this component.

This screenshot is identical to the previous one, but the 'Budget-StateRSVP15' component is highlighted in yellow to indicate it should be selected.

<p>11. Click <u>Edit</u>. ♦</p> <p>Complete the budget information detailing your plans for using the state RSVP funding.</p> <p><i>NOTE: Your approved grant amount has been entered by ICVS staff. Your detailed budget must not exceed this figure.</i></p> <p>Click <u>Save</u>. ♦</p>	 <p>The screenshot shows the IowaGrants.gov website header with the 'Iowa' logo and 'IowaGrants.gov' text. Below the header is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Edit' and 'Save' buttons are highlighted with red boxes, and red arrows point from the text in the left column to these buttons. The main content area shows 'Grant/Project Tracking'.</p>
<p>12. You're done! Click on the "Log Out" icon. ♦</p>	 <p>The screenshot shows the same IowaGrants.gov website header. The navigation bar now highlights the 'Log Out' button with a red box, and a red arrow points from the text in the left column to this button. The 'Edit' and 'Save' buttons are no longer highlighted.</p>

**What happens next?** Once the Closeout Report from the grant that ended June 30, and your new fiscal year grant information are submitted, and your signed contract is returned to Volunteer Iowa staff, you will be able to add a claim to request your first funding disbursement (instructions will be sent separately). If you have any questions or difficulty completing these steps, contact Jody Benz: [jody.benz@iowaeda.com](mailto:jody.benz@iowaeda.com), 515.725.3094 (toll-free: 1.800.308.5987).