

Using eGrants

The Office of Academic Grants
and Sponsored Research

The College of New Jersey

[Click here for the eGrants Login Page](#)

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What is eGrants?

- The OAGSR and the Department Application Development Team (DADT) of Information Technology at TCNJ collaborated to develop an internal electronic proposal development and grant management system, eGrants.
- Through eGrants prospective Principal Investigators (PI) can:
 - Receive automatic guidance in preparing and submitting a proposal to an external sponsor
 - Automatically inform chairs, deans, and OAGSR of intentions to submit a grant
 - Receive approval from chairs, deans, and OAGSR

Logging in

- Log in using your Unix username and password. This ID precedes the “@” in your TCNJ e-mail address.



The screenshot shows the TCNJ eGrants login interface. At the top, a dark blue header contains the TCNJ logo and the text "TCNJ eGrants". To the right of the header is a navigation bar with links: myTCNJ, WebMail, SOCS, YESS, Directories, Calendars, Map, and A-Z. The main content area is white and features a large blue "Login" heading. Below the heading, a prompt reads: "Type in your unix username and password below to log in." There are two input fields: "* Username:" and "* Password:". A blue "Login" button is positioned below the password field. A horizontal line separates the login area from the footer. The footer is dark gray and contains the TCNJ logo, the text "The College of New Jersey", and a copyright notice: "© 2010, All Rights Reserved. [WWW Disclaimer](#) Updated: 03/10/2010 09:10:44".

myTCNJ WebMail SOCS YESS Directories Calendars Map A-Z

TCNJ eGrants


Login

Type in your unix username and password below to log in.

* Username:

* Password:

Login

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Completing Your Profile

You will only be prompted to enter information into your profile with your initial login. From there on, it will be your responsibility to keep this information current.

Make sure to click “Save” in order to complete your profile.

The screenshot shows a web form titled 'Profile' with a sub-header 'Update Profile'. On the left, there is a section for 'Grants & Sponsored Research' with a 'Save' button. To the right, under 'Contact Information', are fields for Name (pre-filled with 'Grants & Sponsored Research'), Email (pre-filled with 'grants@tcnj.edu'), Home Phone, Cell Phone, Office Phone, Assistant ID (UNIX), and Office/Department (a dropdown menu currently showing 'Grants & Sponsored Research'). Annotations include: a blue arrow pointing from the 'Save' button to the text 'Make sure to click “Save” in order to complete your profile.'; a line from the top right text 'Enter your contact information and choose your Office/Department' pointing to the contact fields; and an arrow from the bottom right text 'Assigning an assistant' pointing to the 'Assistant ID (UNIX)' field.

Profile

Enter your contact information and choose your Office/Department

Update Profile

Grants & Sponsored Research

Contact Information

Name: Grants & Sponsored Research
Email: grants@tcnj.edu
Home Phone:
Cell Phone:
Office Phone:
Assistant ID (UNIX):
Office/Department: Grants & Sponsored Research

Save

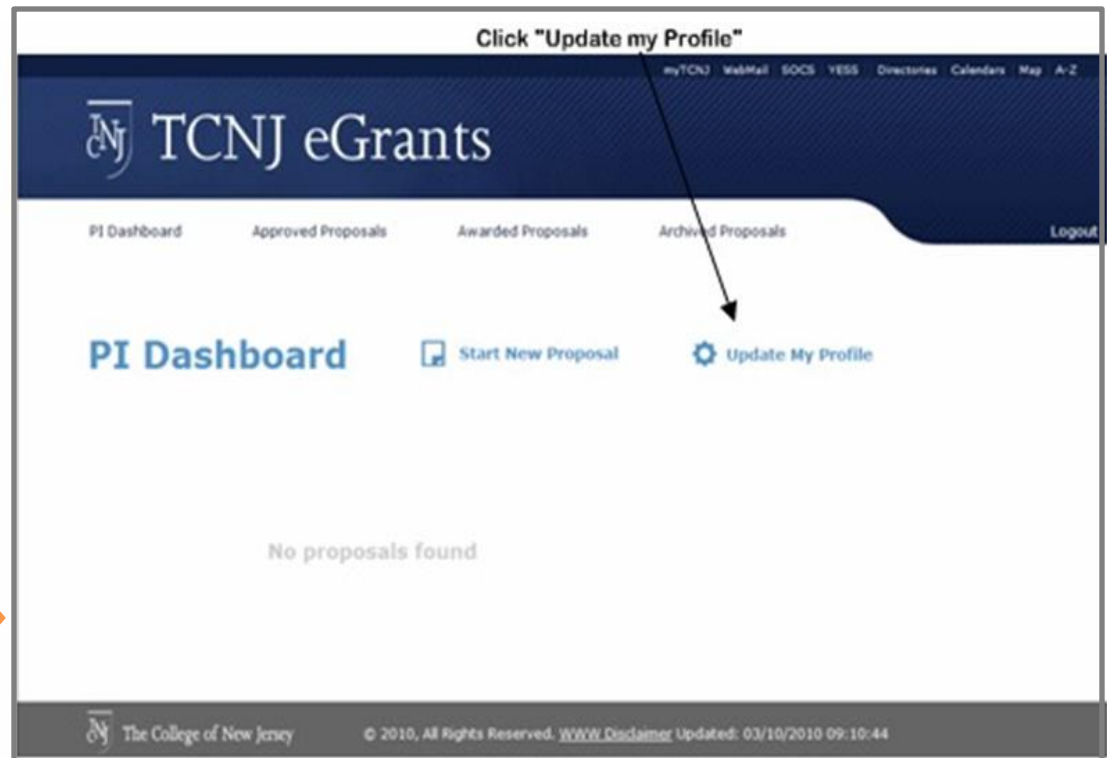
Assigning an assistant

If you choose to assign an assistant who would have access to view and edit all your grant information in eGrants, enter their UNIX ID in the Assistant ID box.

PI Dashboard

After every login, you will be automatically taken to the PI Dashboard screen.

You are able to update your profile at any time by clicking "Update My Profile"



You can create a new proposal by clicking "Start New Proposal"

Navigating eGrants



All **working proposals** are shown on the PI Dashboard.

What is a working proposal? Any proposal that has not made it through the complete approval process.



Once a proposal goes through the complete approval process (chair, Dean, OAGSR) it becomes an **approved proposal** and moves to the "Approved Proposal" tab. It will no longer show up on the dashboard.



When the OAGSR receives the official award documents, the proposal will become an **awarded proposal** and move to the "Awarded Proposal" tab.



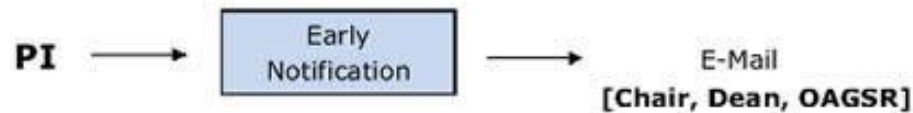
If the proposal is **declined** by the funder, it will be moved to the "Archived Proposal" tab. You also have the option of moving a working proposal to this tab at any time if you decide not **to submit**.

eGrants Steps

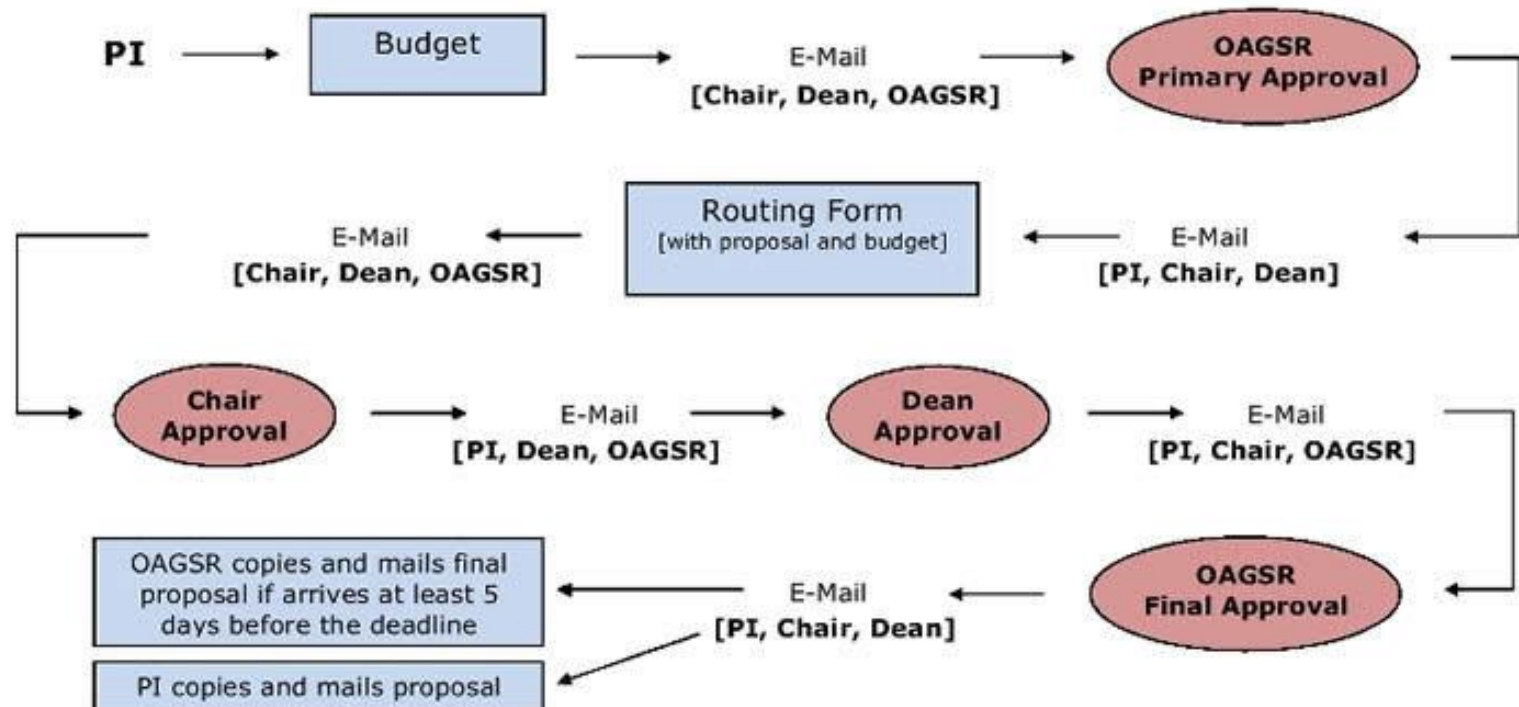
- Step 1: PI submits the Early Notification
- Step 2: PI submits a Preliminary Budget for review
- Step 3: PI submits the Proposal Routing Form for approval

**Each step must be completed in this order. You cannot move on until the prior step is completed.*

Early Notification



Budget and Routing Form



Creating a Grant Proposal



Step 1) Early Notification

The purpose of the Early Notification is to inform the Office of Academic Grants and Sponsored Research (OAGSR), your dean, your chair, and other campus offices that you are thinking of planning to submit a specific grant; thereby prompting each to support your efforts by beginning their role in the proposal development process.

Early Notification

Grant Preparation Guides and Resources

The following 3 slides further explain each of these sections in the Early Notification form.

Grant Info

Proposal Status: [more info]	<input type="text" value="Select"/>
(Contracts greater than \$100,000 need additional approval by AVP for Grants & Entrepreneurial Programs)	
* Proposal Title: ?	<input type="text"/>
* Sponsoring Agency: For Subawards, click here .	<input type="text"/>
* Sponsor Type: [more info] All external funding from private sources (corporations, foundations, associations, etc.) within or for the benefit of any TCNJ entity must be coordinated and approved by the Office of Development. (Details)	<input type="radio"/> Federal <input type="radio"/> State/Local Government <input type="radio"/> Corporate <input type="radio"/> Foundation <input type="radio"/> Association <input type="radio"/> Other <input type="text"/>
Name of Grant Application Program and/or RFP (Request For Proposals) ?	<input type="text"/>
Grant Application Guidelines Web site: ? If no URL is available, please email the application guidelines you are following to grants@tcnj.edu .	<input type="text"/>
* Grant Application Due Date: ?	<input type="text"/>
* Cost Sharing: ?	<input type="radio"/> Yes <input type="radio"/> No
* Collaboration with other TCNJ Departments/Units:	<input type="radio"/> Yes <input type="radio"/> No If yes, please type the names of individuals and departments below <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
* Interinstitutional Collaboration: ?	<input type="radio"/> Yes <input type="radio"/> No If yes, please type the names of individuals and institutions below <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

[Save & Continue](#)

[Cancel](#)

Step 1) Early Notification: *Grant Info*

- Proposal Status

- New: An application that is being submitted to an agency for the first time.
- Renewal: A competing application requesting additional funding for a period subsequent to that provided by a current award.
- Continuation: A non-competing application for an additional funding/budget period within a previously approved project period.
- Supplement: A request for funding for a new idea related to a funded project, for expansion of the project's scope, or for special purposes which may enhance the progress of the research.
- Revised: An application that has been previously submitted, but was not funded, and is being resubmitted for new consideration.

- Proposal Title

- A “new” application must have a different title from any other previous projects.
- A “resubmission”, “renewal” or “continuation” application should normally have the same title as the previous grant or application however it must be identified with the proposal status and Fiscal Year in the title (example; “Test Grant FY10” would become “Test Grant Continuation FY11”).
- The eGrants title should match the title on your application, however you are not required to include the identifiers and fiscal year on the application.

Step 1) Early Notification: *Grant Info*

- Sponsoring Agency
 - Name the public or private agency from which assistance is being requested.
- Sponsor Type
 - Federal– Public funding entities (example; U.S. Department of Education)
 - State/Local Government – Public funding entities
 - Corporate– Private funding entities
 - Foundation – an institution financed by a donation or legacy to aid research, education, the arts, etc.: the Ford Foundation
 - Association
 - Other – Explanation box required
- Name of Grant Application Program and/or RFP (Request For Proposals)
 - This information is generated by the funding agency.
- Grant Application Guidelines Web site
 - Provide the link for the specific grant application instructions. If a link does not exist, please e-mail the instructions that you are using to grants@tcnj.edu. This information is required and you will be contacted by our office if it is not supplied.

Step 1) Early Notification: *Grant Info*

- Grant Application Due Date

- The due date can be found in the request for the proposal. If there is only a window of time, enter the date you are aiming to submit.

- Cost Sharing

- If your budget will involve any cost sharing, click the “yes” button.
- Please be advised that cost sharing commitments are not normally made in a proposal unless required specifically in the program announcement.

- Collaboration with other TCNJ Departments/Units

- If you plan on working with other TCNJ employees from other departments, click the “yes” button.
- If you know the names and departments of the individuals, enter them in the text box. Please try to include as much information that you currently have at this early stage.

- Sub Award Interinstitutional Collaboration

- If you plan on working with individuals outside of TCNJ, click the “yes” button.
- If you know the names and schools of the individuals, enter them in the text box. Co-PIs that are not TCNJ employees would be listed here.
- Please be advised that working outside individuals / organizations will most likely require a subaward.

Step 1) Early Notification: *Grant Personnel*



Personnel Summary [\[more info\]](#)

PI

- Name: **Tiffany H. Ross**
- Department: **Grants & Sponsored Research** [Remove](#)
- Chair: **Tiffany H. Ross**
- Dean: **Andrew Stutzman**

[Continue](#)

[Cancel](#)

1. Select the personnel category from the drop-down menu.

2. Click the Add Personnel button.

3. Choose the person you would like to add and their dept.

Note: If the person you want to add is not in the drop down list, they will need to log into eGrants and register.

Step 1) Early Notification: *Grant Personnel*

- **Principal Investigator (PI)**- An individual designated by the grantee to direct the project or activity being supported by the grant. There must be a PI for every project, however there can only be one PI.
- **Co-Principal Investigator (Co-PI)**- Individual person that shares in the leadership and responsibilities of the project or activity. There can be multiple people that hold this position. Individuals that are entered as Co-PIs will have access to the budget information through their eGrants login.
- **Senior Personnel**- Individuals that contribute to the development or execution of the project in a substantive measurable way. Biosketches/CVs are often required to be submitted for these people along with the application.

Step 1) Early Notification: *Grant Personnel*

- Make sure all the PI information is correct. If you need to make any changes, click “Update”.
- Add Co-PIs and Senior Personnel
- PIs and all Co-PIs will have access to the eGrants budget through their individual logins. In addition, a PI can designate an Assistant who would have access to all their grant information in eGrants.
- **PLEASE NOTE: PIs and/or Co-PIs from outside institutions should be listed on the previous page under Interinstitutional Collaboration.**

Step 1) Early Notification: *Facilities & IT*

Facilities	
* Additional Space, Facilities, or Construction, or Maintenance Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, please describe (special power, water, or other accessibility, room preparation, etc.)	<div></div>
Computing Equipment	
* Will you need to purchase equipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, please describe the equipment you will need. Your Information Technology Support Specialist will contact you in order to ensure that your proposal reflects the necessary support for your equipment purchases.	<div></div>
<div>Continue Cancel</div>	

When the “Yes” button is clicked, an auto-email will be sent to the Facilities and/or IT representative/s that will be able to assist you with your needs. Please try to be as specific as possible with your description in the text box if “Yes” is chosen.

Step 1) Early Notification: *Send Notification*

Review the information and click send. This will notify your dean, your chair, and the academic grants office via e-mail that you are planning to submit a grant proposal.



Early Notification Summary

What if I need to change any of the information?
To change any information, click the edit link located under each section summary.

Proposal Info Details	ID: 26 Status: Renewal Title: Test 2 Sponsoring Agency: Testing Sponsor Type: State/Local Government Program/RFP: Testing eGrants Guidelines Web site: www.testingegrants.com Grant Application Due Date: 2010-05-27 00:00:00 TCNJ Interdisciplinary Collaboration: N Interinstitutional Collaboration: N Edit Proposal Info Details
Personnel	PI: Tiffany H. Ross Edit Personnel Details
Cost Sharing	N
Facilities & IT	N Edit Facilities & IT Details

Step 2) The Budget

- The budget template is used to develop a draft budget
- The template is organized into budget categories common to most grant budget requirements and serves as a budget checklist for the PI to ensure that all important budget categories have been considered.
- A new budget can be created by clicking on *View/Edit Submitted: Budget*.
- Most of the information from the Early Notification Form will transfer directly onto the budget template.

Step 2) The Budget: *Budget Period*



Budget Scenario 1.1

Project Begins: 

Project Ends: 

Project Begin Date: The date you are planning to start the project.

Project End Date: The date that you are planning to finish work on the project and will not be spending any more funds.

Step 2) The Budget: *Completing the Itemized Budget*

In order to add items to your budget worksheet, select an item from the drop-down box.

"Add Budget Item" →

The budget years will auto-populate in accordance with the project period

Itemized Budget	09-01-2011 - 08-31-2012	09-01-2012 - 08-31-2013	09-01-2013 - 08-31-2014	
	Year 1	Year 2	Year 3	
Personnel Costs				
Sub-Total Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00
Full-Time Fringe Update	Fringe: 34.85% \$0.00	Fringe: 34.85% \$0.00	Fringe: 34.85% \$0.00	
Part-Time Fringe Update	Fringe: 7.65% \$0.00	Fringe: 7.65% \$0.00	Fringe: 7.65% \$0.00	
Sub-Total Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Non-Personnel Costs	Year 1	Year 2	Year 3	
Summary	Year 1	Year 2	Year 3	
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
MTDC Base Excluded from Total Direct Costs				
[Edit]				
Total Indirect Costs (F&A) 65% Update	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total Amount of Request	\$0.00	\$0.00	\$0.00	\$0.00

Step 2) The Budget: *Completing the Itemized Budget*

Budget item descriptions: Direct Costs- Personnel

Budget Item	Description
Faculty Reassigned Time	Faculty members cannot be paid for more than 100% of their time, therefore any time dedicated to the grant during the academic year must be put in this category for all faculty members.
Faculty Summer	As 10 month employees, faculty members can use this category to pay themselves for up to 2 summer months.
Staff Full-Time	Any person being hired to work on the grant full-time or any full-time TCNJ staff member dedicating a portion of their time to the grant.
Staff Part-Time	Any person being hired to work on the grant part-time including student employees.

Step 2) The Budget: *Completing the Itemized Budget*

Budget item descriptions: Direct Costs- Non-Personnel

Budget Item	Description
Consultant	An individual providing professional advice or services on the basis of a written agreement for a fee. These individuals are not employees of the organization receiving the services. Consultants also include firms providing professional advice or services.
Stipend	A payment made to an individual under a fellowship or training grant in accordance with pre-established levels to provide for the individual's living expenses during the period of training. A stipend is not considered compensation for the services expected of an employee.
Equipment	The expenditure category for non-consumable equipment with an estimated life of more than one year and a unit value over \$5,000.

Step 2) The Budget: *Completing the Itemized Budget*

Budget item descriptions: Direct Costs- Non-Personnel cont.

Budget Item	Description
Materials/Supplies	Proposed expenditures to purchase items normally used within one year, or equipment costing less than \$500.
Subaward	Collaborative arrangement in support of a research project in which part of an activity is carried out through a formal agreement between a grantee and one or more other organizations.
Travel	Any travel expenses should be entered as a lump sum for each trip per year.
Other expenditures	Any items that do not fall into the above categories.

Still need help determining the appropriate budget item?

[Click here to use our quick questionnaire to come up with the answer for you.](#)

Step 2) The Budget: *Completing the Itemized Budget*

Adding a Non-Personnel budget item

Add Equipment

You will be required to enter a name/description to help identify your budget item better.

Short Description

Year 1 **Equipment**

09-01-2010 - 08-31-2011

Calculate Costs

Unit Cost

of Units

☐ Enter total directly

Total:

Source of Funding

☐ Cost Share Required

Funding Breakdown

TCNJ Amount (\$)

Sponsor Amount (\$)

TCNJ Percentage %

Sponsor Percentage %

TCNJ Type:

TCNJ Source:

If TCNJ Source is 'Other', please describe below:

If cost sharing is required, check the box and complete the required cost sharing information.

Step 2) The Budget: *Completing the Itemized Budget*

Adding Personnel budget item

If **fringe** is **not** allowed in your budget per the application instructions, uncheck the box by clicking on it

Add Personnel Salaries & Wages

Name

Year 1
09-01-2010 - 08-31-2011

Personnel - Faculty Reassigned Time

☒ Include in Fringe Calculation

Salary & Effort

Annual Salary (\$) [How do I find this?](#)

Effort: 100% (Calculated)
Total: \$0

Source of Funding for Hours

☐ Cost Share Required

	Fall	Source	Spring	Source
No. of FWH from Teaching (Max 9 FWH)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
No. of FWH from Scholarship/Advising (Max 3 FWH)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Funding Breakdown

TCNJ Amount (\$)	<input type="text" value="0"/>	Sponsor Amount \$	<input type="text" value="0"/>
TCNJ Percentage	<input type="text" value="0"/> %	Sponsor Percentage	<input type="text" value="100"/> %
TCNJ Type:	<input type="text" value=""/>	TCNJ Source:	<input type="text" value=""/>
If TCNJ Source is 'Other', please describe below: <input type="text" value=""/>			

Step 2) The Budget: *Completing the Itemized Budget*

Indirect Costs/Facilities & Administrative Costs (F&A)

- Indirect costs are overhead expenditures which cannot be directly charged to the program providing services. Indirect costs represent administrative and support services an agency provides (such as budgeting, accounting, and purchasing) to allow the direct delivery of services.
- Our federal negotiated rate is currently 65%. For a copy of our agreement or for information on indirect costs, please contact the OAGSR at grants@tcnj.edu.
- College F&A rates are built in and automatically calculated. Their rates can be reset by clicking the *Edit* link, if a different rate must be used for a particular proposal.

Step 2) The Budget: *Completing the Itemized Budget*

- Once a draft budget is prepared, the *Continue to Summary* button should be clicked, and this will show the completed budget.
- *The Submit* button should then be clicked and the final budget will be sent to OAGSR for preliminary budget approval.

Step 3) Proposal Routing Form

As soon as the budget is given preliminary approval from OAGSR, the prospective PI will receive an e-mail notice. At that point, the Proposal Routing Form can be completed by clicking on *Proposal Routing* on the PI Dashboard. There will be very little additional information required on the Routing Form based on automatic entries from the Early Notification and budget. The budget will automatically be attached. This is also where proposal files should be attached.

Step 3) Proposal Routing Form: *Grant Info*

Award Type

Grant: Support for a specific project designed by the funds recipient. Sponsor usually has expectations about how the funds are spent. Deliverables may include format project reports. Financial reports are often required.

Contract: Any legally binding agreement voluntarily entered into by two or more parties that places an obligation on each party to do or not do something for one or more of the other parties and that gives each party the right to demand the performance of whatever is promised to them by the other parties.

Sub-Contract: A document written under the authority of, and consistent with the terms and conditions of an award (a grant, contract, or cooperative agreement), that allocates a portion of the research or substantive effort of the prime award to another institution or organization.

Other: Describe if 'other' award type

Step 3) Proposal Routing Form: *Grant Info*

Project Type

Research: Systematic study of an idea directed toward new and/or more complete knowledge and understanding of a particular subject.

Training: Providing teaching and learning experiences

Instrumentation Service/Outreach: Providing services to students and to the community at large.

Other: Describe if 'other' project type

Step 3) Proposal Routing Form: *Grant Info*

Use of subjects

Do you plan to use Human Subjects in your research?

Please visit the IRB website for more information:

<http://www.tcnj.edu/~irb/>

Do you plan to use Animal Subjects in your research?

Please visit the IACUC website for more information:

<http://www.tcnj.edu/~iacuc/>

Step 3) Proposal Routing Form: *Uploading Proposal Files*

- After completing the previous entries, the proposal files should be attached, through browsing local files on the user's computer.
- The prospective PI develops the proposal using his or her own word processing files. For more information on proposal writing please see the [OAGSR website](#).
- We strongly recommend that the prospective PI works with the OAGSR who can provide assistance in reading the manuscript for consistency, clarity, and responsiveness to funding guidelines. *Early drafts are encouraged.*
- Once the proposal has been attached, the Routing Form can be submitted.
- The proposal will route electronically, first to the chair, then to the dean, for approval. After they have both approved, it comes back to OAGSR for final approval.
- The PI will receive an e-mail notification of the proposal acceptance or denial at each stage.

Step 3) Proposal Routing Form: *Uploading Proposal Files*

The screenshot shows a web form titled "Supporting Materials". It contains a table with three columns: "Details", "Item", and "Date Submitted". The "Details" column contains "Material: Proposal", "Title: Draft Proposal", and "Type:". The "Item" column contains a document icon, a "View Document" link, and a "Remove" link. The "Date Submitted" column contains "02-16-2011". Below the table is an "Add Document" section with a green plus icon. This section includes a "Type of Material" dropdown menu, a "Title" text input, a "Please choose a .pdf, .doc, .docx, .xls, or .xlsx file." text input with a "Browse..." button, and a "Type:" section with radio buttons for "New Material" and "Revised Material". At the bottom of the form is an "Upload Document" button. Below the form are "Continue" and "Cancel" buttons. Annotations A, B, and C point to the "Add Document" section, the "Upload Document" button, and the "Continue" button respectively.

Details	Item	Date Submitted
Material: Proposal Title: Draft Proposal Type:	View Document Remove	02-16-2011

A → **Add Document**

* Type of Material:

* Title:

* Please choose a .pdf, .doc, .docx, .xls, or .xlsx file.

Type: ☐ New Material ☐ Revised Material

B →

C →

A: Complete the document information and choose the document you would like to upload by clicking "Browse".

B: The "Upload Document" button **MUST** be clicked before moving to the next screen otherwise your document will not be saved.

C: Once you have completed uploading your documents, click "Continue" to save your documents and to move to the summary screen.

Routing Form Approvals

- The chair's approval on the Grant Routing Form confirms the following:
 - the proposal is appropriate within the discipline
 - the proposal is in keeping with department mission and goals
 - reassigned time, if applicable, is approved
 - all cost-share items listed for the department are committed by the chair. Should the grant be awarded, those monies will be moved from the departmental account to the separate cost share account set up for that grant project
- The dean's approval on the Grant Routing Form confirms the following:
 - the proposal is in keeping with department, school and TCNJ mission and goals
 - reassigned time, if applicable, is approved
 - all cost-share items listed for the school are committed by the dean. Should the grant be awarded, those monies will be moved from the school account to the separate cost share account set up for that grant project

Submission to the Funding Agency

- After the completed proposal and accompanying proposal budget have received Chair, Dean, and final OAGSR approval, the proposal is ready for submission to the sponsor.
- Most proposal submissions are done electronically.
- Reproduction and mailing of the proposal will be done by OAGSR if the completed proposal is received at least five days before the deadline.
- For information on the submission process please see the [OAGSR website](#).