

# IDPH Application Instruction Guidance

Each individual within the applicant organization who desires or needs access to the application must be registered in IowaGrants.Gov (refer to 'New User Registration Instructions for *IowaGrants.gov*'). Users should only register **one time** per these instructions. Once you are fully registered, you will begin the instructions below.

Login to IowaGrants.gov

Click on Returning Users Sign In Here

**Help** **System Compatibility**

**Log In**

## Welcome to IowaGrants.gov

Iowa's Funding Opportunity Search and Grant Management System

**FUNDING OPPORTUNITIES OFFERED BY IOWA STATE AGENCIES**

[Grant Opportunities](#)  
[Loan Opportunities](#)  
[Bids/Purchases](#)  
[Licenses/Permits](#)

*You do not need to register for Search access.*

**ELECTRONIC GRANT MANAGEMENT SYSTEM**

Iowa Grants.gov allows you to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for this purpose are required to register.

[Returning Users Sign In Here](#)

[New Users Register Here](#)  
(Registration Instructions)

# IDPH Application Instruction Guidance

Enter your Account Id

Enter your Password

Click on Sign In

## DOM Electronic Grant Management System

**Enterprise A&A** What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

**Sign into DOM Electronic Grant Management System here.**

Enter your Account Id and password to sign into DOM Electronic Grant Management System.

**Account Id:**

**Password:**

[Sign In](#) [Account Details](#)

Account Id Examples:

- Public User Account Format*
  - *firstname.lastname@iowaid*
- State Employee Account Formats*
  - *firstname.lastname@iowa.gov*
  - *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)  
[Forgot Password?](#)  
[Forgot Id?](#)

Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.ServiceDesk@iowa.gov](mailto:ITE.ServiceDesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

# IDPH Application Instruction Guidance

Once signed in you will see the Main Menu  
From the Main Menu, click on Funding Opportunities



# IDPH Application Instruction Guidance

The list of Funding Opportunities will appear on this screen.

Select the Funding Opportunity you wish to review or apply for by clicking on the Opportunity Title.

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

## Funding Opportunities

**Current Funding Opportunities**

*All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.*

*Click on the title to open the Funding Opportunity summary.*


ID	Agency	Program	Opportunity Title	Application Deadline
71978	Iowa Commission on Volunteer Service	2014-2015 AmeriCorps Competitive Reimbursement	2014-2015 AmeriCorps Competitive Reimbursement	12/20/2013
61895	Education	Adult Literacy	PY14 AEL Professional Development Activities Grant (AEFLA funded recipients ONLY)	Not Applicable
16682	Education	Adult Literacy	PY12 AEFLA Adult Literacy Local Program Plan Extension	10/07/2011
66998	Education	Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)	FY14 Strengthening CTE Programs of Study (POS)	12/20/2013
32800	Economic Development Authority	CDBG	CDBG Housing Sustainability	12/11/2013
48877	Economic Development Authority	CDBG	CDBG - Economic Development Set-Aside	12/31/2013
32824	Economic Development Authority	CDBG	CDBG Community Facilities & Services	01/15/2014
54880	Economic Development Authority	CDBG	CDBG Downtown Revitalization	01/22/2014
60760	Economic Development Authority	CDBG	CDBG Sustainable Community Demonstration	12/31/2014
70213	Human Rights	Community Services Block Grant	CSBG TEST FY13	Not Applicable
64950	Human Rights	Enforcing Underage Drinking Laws	Enforcing Underage Drinking Laws grant program for federal fiscal 2014	12/02/2013
70237	Public Health	Family Health Services - TEST	Demo for Public Health Global Forms	Not Applicable
66155	Public Health	Family Health Services - TEST	MCH and FP Programs FY 2014	12/15/2013
56927	Homeland Security and Emergency Management Division	Homeland Security Grant Program - State Homeland Security Program	Homeland Security Grant Program - Reallocations	12/31/2015
50236	Administrative Services	IOWAccess	IOWAccess Funding	Not Applicable
62359	Economic Development Authority	ITO - Trade Assistance Programs	International Financial Assistance Program FY14	06/06/2014
60444	Economic Development Authority	Main Street Iowa	Main Street Iowa Communities	10/14/2009
71943	Public Health	Public Health Global	PH Standard Application TEST	12/19/2013
70174	Management	Research & Development	Research Testing For CSBG	Not Applicable
45012	Management	Research & Development	Research and Development - Testing for FY2013	06/29/2012
44940	Management	Research & Development	Research & Development Program FY 2013	07/27/2012

## IDPH Application Instruction Guidance

This screen will show the details of the Funding Opportunity. Scroll down to view description, attachments and website links.

When ready to create your application, Click on Start a New Application.

**If you desire to 'Copy Existing Application', refer to the guidance at the end of this document (starting on page 18). Then return to this page for additional guidance.**



**Current Applications**

*Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.*

ID	Application Title	Status
No existing applications		

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

**-71943-PH Standard Application TEST**

**Public Health Global**  
**Application Deadline: 12/19/2013 12:00 PM**

<b>Award Amount Range:</b>	\$5,000.00 - \$50,000.00	<b>Program Officer:</b>	Cheryl Christie
<b>Project Start Date:</b>	01/02/2014	<b>Phone:</b>	515-281-6645 x
<b>Project End Date:</b>	12/31/2016	<b>Email:</b>	<a href="mailto:cheryl.christie@idph.iowa.gov">cheryl.christie@idph.iowa.gov</a>
<b>Award Announcement Date:</b>	12/05/2013	<b>Categorical Area:</b>	Health, Prevention/Treatment
<b>Eligible Applicant:</b>	Local Boards of Health, Non-Profit Agencies		

**Description**

The **first user** to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application.

## IDPH Application Instruction Guidance

The first screen that appears is the General Information Form.

The system will automatically default to user logged in for the Registered Applicant field and Organization field.

The applicant is required to enter a Project Title.

Note: The Registered Applicant Name and Organization information was provided by the person at the time they registered for IowaGrants.gov.

Select the Organization you are representing for this Application if applicable: If you need to be associated with more than one Organization, contact the Program Officer listed under the Funding Opportunity posting page. For example, if you are a local public health agency employee, but will be assisting the local Board of Health with application form components, you will need have both Organization choices. IDPH staff must assign you to more than one Organization. Do not register twice with A & A.

When you have completed entering the Project Title, click Save.

The screenshot displays the IowaGrants.gov application interface. At the top, the Iowa logo and 'IowaGrants.gov' are visible. Below the header, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, and Save. The 'Save' button is circled in red. The main content area is titled 'Application' and contains a 'General Information' section. A note states: 'This page must be completed and saved before proceeding with the rest of the application process'. The form includes the following fields:

- Registered Applicant:** Public Health Global Tester (dropdown menu)
- Project Title:** Tena Malone Public Health - TEST (text input field, limited to 100 characters, highlighted with a red box)
- Organization:** Public Health, Iowa Department of (dropdown menu)

A 'Return to top to save' link is located at the bottom right of the form area. The footer contains the text: 'Iowa.gov - The Official Website of the State of Iowa.' and 'Dulles Technology Partners Inc.'

## IDPH Application Instruction Guidance

The Registered Applicant/primary user can add additional registered users as Grantee Contacts within their organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. To add additional Grantee Contacts, select the General Information Form from the list of Application Forms and click edit.

The screenshot shows the IowaGrants.gov application interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Edit' button is circled in red. Below the navigation bar, the application details are displayed: 'Application: 72008 - Stacey Hewitt Public Health TEST!!', 'Program Area: Public Health Global', 'Funding Opportunity: 71943 - PH Standard Application TEST', 'Proposal Deadline: 02/14/2014', and 'Requested Total: \$100,000.00'. Under the 'Instructions' section, a link for 'General Information' is circled in red. Below this, the 'General Information' section is shown with fields for 'System ID: 72008', 'Project Title: Stacey Hewitt Public Health TEST!!', 'Registered Applicant: Stacey Hewitt', 'Additional Contacts: John McMullen', and 'Organization: Public Health, Iowa Department of'. A 'Go to Application Forms' link is also circled in red. The footer includes 'Iowa.gov - The Official Website of the State of Iowa' and 'Dulles Technology Partners Inc.'.

Then, select the additional Grantee Contacts.

Note: the user being added as a Grantee Contact must be registered with IowaGrants, and be associated with the same Organization as the Registered Applicant.

The screenshot shows the IowaGrants.gov application interface with the 'General Information' form open. The 'Additional Grantee Contacts' field is circled in red and contains a list of names: Diane Anderson, Rose Anthony, Bruce Brown, and Don Callaghan. Other fields include 'Registered Applicant: Stacey Hewitt', 'Project Title: Stacey Hewitt Public Health TEST!!', and 'Organization: Public Health, Iowa Department of'. A 'Return to top to save' link is visible at the bottom right of the form. The footer includes 'Iowa.gov - The Official Website of the State of Iowa' and 'Dulles Technology Partners Inc.'.

# IDPH Application Instruction Guidance

Click on Go to Application Forms to continue completing your application forms.

The screenshot displays the IowaGrants.gov application management interface. At the top, the Iowa state logo and 'IowaGrants.gov' are visible. A navigation bar includes links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled 'Application' and contains three sections: Application details, Instructions, and General Information. The 'Application' section lists: Application: 71995 - Tena Malone Public Health - TEST, Program Area: Public Health Global, Funding Opportunity: 71943 - PH Standard Application TEST, and Proposal Deadline: 12/19/2013. The 'Instructions' section contains the text: 'To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.' The 'General Information' section lists: System ID: 71995, Project Title: Tena Malone Public Health - TEST, Registered Applicant: Public Health Global Tester, and Organization: Public Health, Iowa Department of. A red circle highlights the 'Go to Application Forms' link in the top right corner of the General Information section. The footer includes 'Iowa.gov - The Official Website of the State of Iowa.' and 'Dulles Technology Partners Inc.'.

**Application**

**Application: 71995 - Tena Malone Public Health - TEST**

**Program Area:** Public Health Global

**Funding Opportunity:** 71943 - PH Standard Application TEST

**Proposal Deadline:** 12/19/2013

**Instructions**

To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

**General Information**

**System ID:** 71995

**Project Title:** Tena Malone Public Health - TEST

**Registered Applicant:** Public Health Global Tester

**Additional Contacts:**

**Organization:** Public Health, Iowa Department of

[Go to Application Forms](#)

Last Edited By: Public Health Global Tester, 12/04/2013

Iowa.gov – The Official Website of the State of Iowa. Dulles Technology Partners Inc.



## IDPH Application Instruction Guidance

This is the complete listing of all application forms that the application must fill out and mark as complete in order to submit. The list may of application forms will be different for each Funding Opportunity.

Note: You will see that the General Information form that you just completed is now checked off and you can move onto the next form in the list. Also note that the Last Edited date will appear for each form on the right hand side of the screen.

Click on the next form called Cover Sheet – General Information

The screenshot shows the IowaGrants.gov application interface. At the top, there is a header with the Iowa logo and the text "IowaGrants.gov". Below the header is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Application" and displays the following information:

- Application: 71995 - Tena Malone Public Health - TEST
- Program Area: Public Health Global
- Funding Opportunity: 71943 - PH Standard Application TEST
- Proposal Deadline: 12/19/2013

Below this information is an "Instructions" section with the text: "Clicking 'Mark as Complete' does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit."

The "Application Forms" section is a table with the following columns: Form Name, Complete?, and Last Edited. The "Application Forms" header is circled in red. The "Cover Sheet-General Information" row is highlighted with a red box. The "Last Edited" column is highlighted with a yellow diamond. The "Preview" and "Submit" buttons are also visible in the top right corner of the table.

Application Forms	Form Name	Complete?	Preview   Submit Last Edited
	General Information	✓	12/04/2013
	Cover Sheet-General Information		
	Business Organization		
	Background and Demonstrated Experience		
	Needs Assessment		
	Key Personnel		
	Project Work Plan Form		
	Subcontract Plan		
	Office Locations and Services		
	Budget		
	Minority Impact Statement		

## IDPH Application Instruction Guidance

Each form will open automatically in edit mode. After reading your instructions carefully, enter your information into the fields. Once all required fields are completed, click Save.

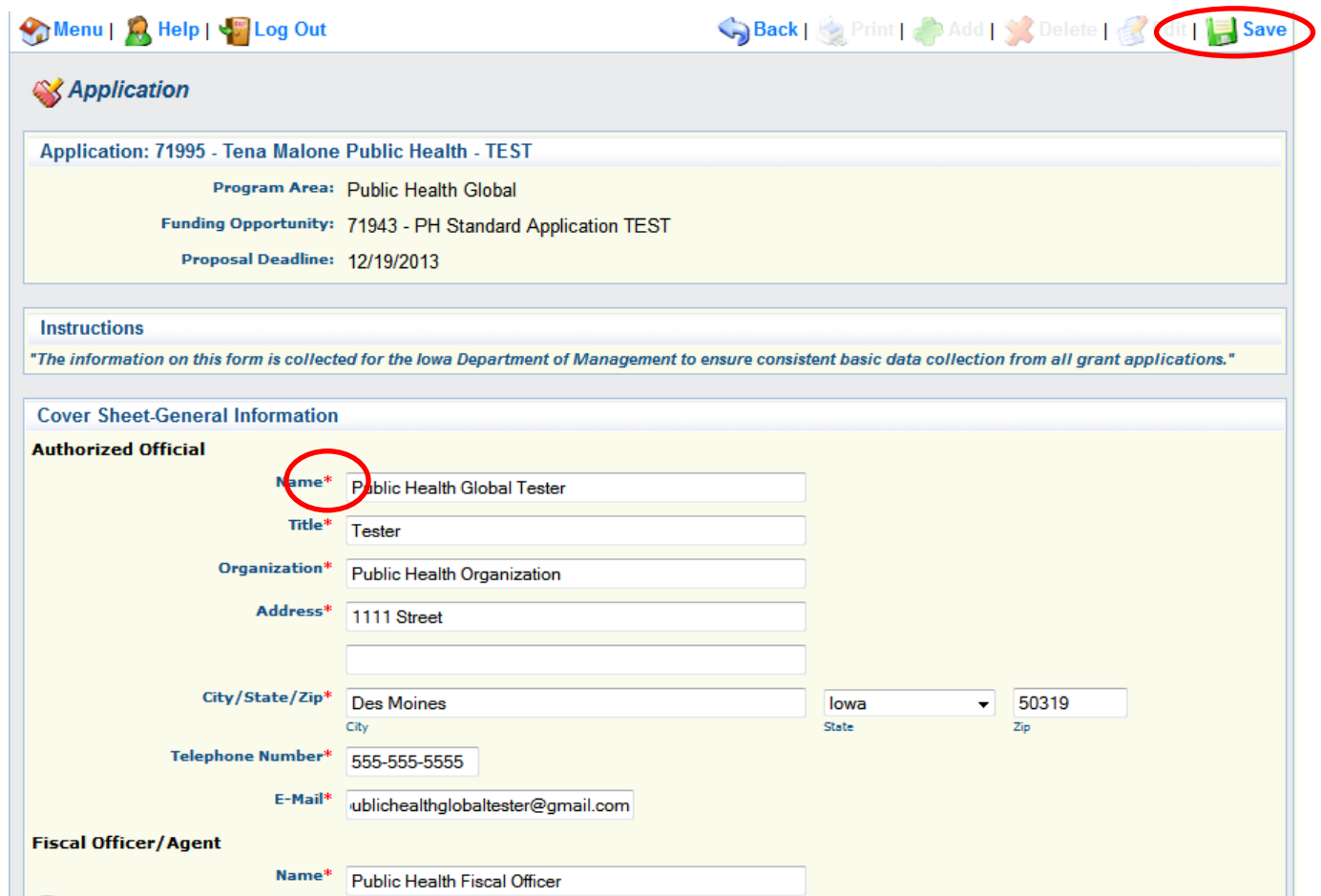
Note: The red asterisk appearing on the left hand side of the open field indicates that these fields are required and can't be skipped. Many fields are formatted to only accept certain "types" of information.

For example:

A number field will not accept text.

An e-mail field will not accept any text that does not have the @ sign or the .com or correct e-mail format.

A telephone field will automatically add the dashes. These formatted fields are throughout the application forms.



Menu | Help | Log Out | Back | Print | Add | Delete | **Save**

### Application

**Application:** 71995 - Tena Malone Public Health - TEST

**Program Area:** Public Health Global

**Funding Opportunity:** 71943 - PH Standard Application TEST

**Proposal Deadline:** 12/19/2013

#### Instructions

"The information on this form is collected for the Iowa Department of Management to ensure consistent basic data collection from all grant applications."

#### Cover Sheet-General Information

##### Authorized Official

**Name\*** Public Health Global Tester

**Title\*** Tester

**Organization\*** Public Health Organization

**Address\*** 1111 Street

**City/State/Zip\*** Des Moines Iowa 50319

**Telephone Number\*** 555-555-5555

**E-Mail\*** ublichealthglobaltester@gmail.com

##### Fiscal Officer/Agent

**Name\*** Public Health Fiscal Officer

# IDPH Application Instruction Guidance

If you are to fill out a different type of section that is a single value section, it is necessary to click the edit button in order to complete your entries as shown below. Click Edit at the top of the page.

The screenshot shows the top navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Edit' button is circled in red. Below the navigation bar, the application details are displayed: Application: 70238 - TEST Demo for PHG, Program Area: Family Health Services - TEST, Funding Opportunity: 70237 - Demo for Public Health Global Forms, and Proposal Deadline: Accepted on a Continual Basis. The main section is titled 'Structure Evidence of authorization to do business in Iowa' and includes instructions for providing the TIN, legal structure, and organization type. The 'Other' option is selected under the organization type section.

Complete your entries in the fields. Click Save when done.

The screenshot shows the same application form as above, but with the 'Save' button circled in red. The form fields are now populated with input boxes: 'Federal Tax Identification Number' and 'Legal Structure of applicant, State of Incorporation/certification'. The organization type section now has three radio button options: 'Governmental (County, State, City, or other governmental organization)', 'Non-profit/501(c)3', and 'Other', all of which are currently unselected.

# IDPH Application Instruction Guidance

Many forms may have different sections. If you are to complete the fields on this section multiple times then we refer to this as a multi-list section. On a multi-list section, you click the add button to enter your information and then click save to save your entry. If you are to repeat this action with another entry then you will click add to start another entry and then click save again, repeating this action for each entry of these fields as shown below.

**Application**

Application: 70238 - TEST Demo for PHG

Program Area: Family Health Services - TEST

Funding Opportunity: 70237 - Demo for Public Health Global Forms

Proposal Deadline: Accepted on a Continual Basis

**Instructions**

**Project Work Plan Component (include Service Area):** This application component will request specific and detailed plans for the applicant's proposed project including goals, objectives, action steps, responsible person(s) and timeframes. Follow the instructions for each field within the application.

- The action plan will cover the initial contract period identified in the RFP. Identify the Applicant's proposed Service Area for this RFP.
- Applicants need to include a minimum of one goal and corresponding SMART objectives. The objectives and activities outlined in the action plan should reflect the overall program purpose and activities listed in the RFP.
- Definitions to aid in completion of each column of the action plan are provided below:

**Goals:** A goal is a general, "big picture" statement of an outcome a program intends to accomplish to fulfill its mission.

**Outcome Measures:** These are the standards that a program uses to measure progress in achieving goals through program objectives. Outcome measures should be based on the available data. When establishing outcome measures, be sure they are measurable, they should contain a numeric value, or an observable behavior.

**SMART Objectives:** Actions plans must contain SMART (Specific, Measurable, Attainable, Realistic, and Time-sensitive) objectives for each goal. Include specific activities, events, and/or interactions to be completed by a certain date in order to accomplish the overall goal. Objectives are written in an active tense and use active verbs such as convene, write, conduct.

- Specific – an observable action, behavior, or achievement is described and linked to a rate, number, percentage, or frequency.
- Measurable – a system, method, or procedure exists that allows the tracking and recording of the event, behavior or action.
- Attainable – the objective has a likelihood of success and is realistic given the resources and timeframe.
- Realistic – the target directly supports the corresponding goal.
- Time-sensitive – specifically lists the dates for the task to be started and completed.

**Rationale for Objectives/Baseline Measure** – Identify the rationale for the objective identified. Include any data or baseline information to support the rationale.

**Activities Planned** – Activities are what a program does, or its specific tasks, to meet the stated objectives and ultimately fulfill the goal. If the task will not start until later in the contract year, identify the month and year that it will begin.

**County(s) Served** – Identify the County or Counties that the objective and activities will be conducted in within the Applicant's service area.

**Responsible Staff Title** – Who will do the tasks? Identify individual staff title responsible for specific tasks within each activity. (No proper names.) Proper names will be identified within the budget.

**Timeline** – When will the tasks occur? Identify the months when the activities are expected to occur; if the task will continue through the entire contract period insert 'ongoing'.

**Completion Date (month & year)** – When will the task be completed? These are the dates for assessing progress.

**Action Plan** Mark as Complete | Go to Application Forms

Service Area	Goal #	Outcome Measures	SMART Objectives	Rationale for Objective/Baseline Measure	Activities planned to achieve this objective	County(s) Served	Responsible Staff	Timeline	Completion Date
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Last Edited By:

# IDPH Application Instruction Guidance

When you click add the fields will open up in a view similar to this:

**Action Plan**

Service Area\*

Goal #\_\_ :

Outcome Measures:

SMART Objectives

Rationale for Objective/Baseline Measure

Activities planned to achieve this objective

County(s) Served

Responsible Staff

Timeline   
(list the months when activities are expected to occur)

Completion Date

[Return to Top](#)

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

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**Application**

**Application: 70238 - TEST Demo for PHG**

Program Area: Family Health Services - TEST

Funding Opportunity: 70237 - Demo for Public Health Global Forms

Proposal Deadline: Accepted on a Continual Basis

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**Instructions**

*Project Work Plan Component (include Service Area): This application component will request specific and detailed plans for the applicant's proposed project including goals, objectives, action steps, responsible person(s) and timeframes. Follow the instructions for each field within the application.*

- The action plan will cover the initial contract period identified in the RFP. Identify the Applicant's proposed Service Area for this RFP.
- Applicants need to include a minimum of one goal and corresponding SMART objectives. The objectives and activities outlined in the action plan should reflect the overall program purpose and activities listed in the RFP.

Return to the top and SAVE

Action Plan										Mark as Complete   <a href="#">Go to Application Forms</a>
Service Area	Goal #__ :	Outcome Measures:	SMART Objectives	Rationale for Objective/Baseline Measure	Activities planned to achieve this objective	County(s) Served	Responsible Staff	Timeline	Completion Date	
Service Area	Goal Number 1	Outcome Measures	SMART Objectives	Rational	Activies	Statewide	Responsible Staff	Timeline	Completion Date	

Then click Add at the top of the section to enter as many entries as necessary to complete this section. Click Save to save each entry.

Single Value fields open with the Edit button at the top of the page to enter your data

Multi-list sections open with the Add button at the section to enter your data

# IDPH Application Instruction Guidance

After you have saved the form, click on Mark as Complete

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

## Application

**Application:** 71995 - Tena Malone Public Health - TEST

**Program Area:** Public Health Global

**Funding Opportunity:** 71943 - PH Standard Application TEST

**Proposal Deadline:** 12/19/2013

### Instructions

"The information on this form is collected for the Iowa Department of Management to ensure consistent basic data collection from all grant applications."

### Cover Sheet-General Information

[Mark as Complete](#) [Go to Application Forms](#)

#### Authorized Official

**Name\*** Public Health Global Tester

**Title\*** Tester

**Organization\*** Public Health Organization

**Address\*** 1111 Street

**City/State/Zip\*** Des Moines Iowa 50319  
City State Zip

**Telephone Number\*** 555-555-5555

**E-Mail\*** [publichealthglobaltester@gmail.com](mailto:publichealthglobaltester@gmail.com)

#### Fiscal Officer/Agent

**Name\*** Public Health Fiscal Officer

**Title** Fiscal Officer

**Organization\*** Public Health Organization

# IDPH Application Instruction Guidance

Once you mark your form complete it will take you back to the Application Forms Listing to continue on to your next form.

The screenshot displays the Iowa Grants.gov application management interface. At the top, there is a navigation bar with the Iowa logo and the text 'IowaGrants.gov'. Below this is a secondary navigation bar with icons and labels for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled 'Application' and contains the following information:

- Application:** 71995 - Tena Malone Public Health - TEST
- Program Area:** Public Health Global
- Funding Opportunity:** 71943 - PH Standard Application TEST
- Proposal Deadline:** 12/19/2013

Below the application details is an 'Instructions' section with the following text:

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

The bottom section is titled 'Application Forms' and contains a table with the following columns: Form Name, Complete?, and Last Edited. The table lists various application components, with 'Cover Sheet-General Information' and 'Business Organization' marked as complete.

Form Name	Complete?	Last Edited
General Information		
Cover Sheet-General Information	✓	12/04/2013
Business Organization	✓	12/04/2013
Background and Demonstrated Experience		
Needs Assessment		
Key Personnel		
Project Work Plan Form		
Subcontract Plan		
Office Locations and Services		
Budget		
Minority Impact Statement		

# IDPH Application Instruction Guidance

A completed application ready to submit will look like this:

Click Submit

**Application**

**Application: 40516 - Final Application for Testing Pre-App & Final App Forms**

**Program Area:** Research & Development

**Funding Opportunity:** 40499 - Research & Development Pre-app & Final App Testing

**Proposal Deadline:** 12/15/2013

**Requested Total:** \$50,000.00

**Instructions**

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

**Application Forms**

Form Name	Complete?	Last Edited
General Information	✓	01/11/2012
Cover Sheet-General Information	✓	01/11/2012
Scope of Work	✓	01/11/2012
Operating Budget	✓	01/11/2012
Minority Impact Statement	✓	01/11/2012



## IDPH Application Instruction Guidance

All Applicants must sign and certify that they have read and understand the terms of the Funding Opportunity.

Click Submit.

A pop-up screen will appear and confirm the application has been submitted.

### **Standard Rules:**

When using IowaGrants.gov always use the Menu provided at the top of the system, do not use your browser menu.

The application can't be submitted until ALL forms are completed and saved AND Marked as Complete.

The applicant has the opportunity to go back into the application forms as many times deemed necessary to edit/complete the application EVEN if they have marked the forms as complete.

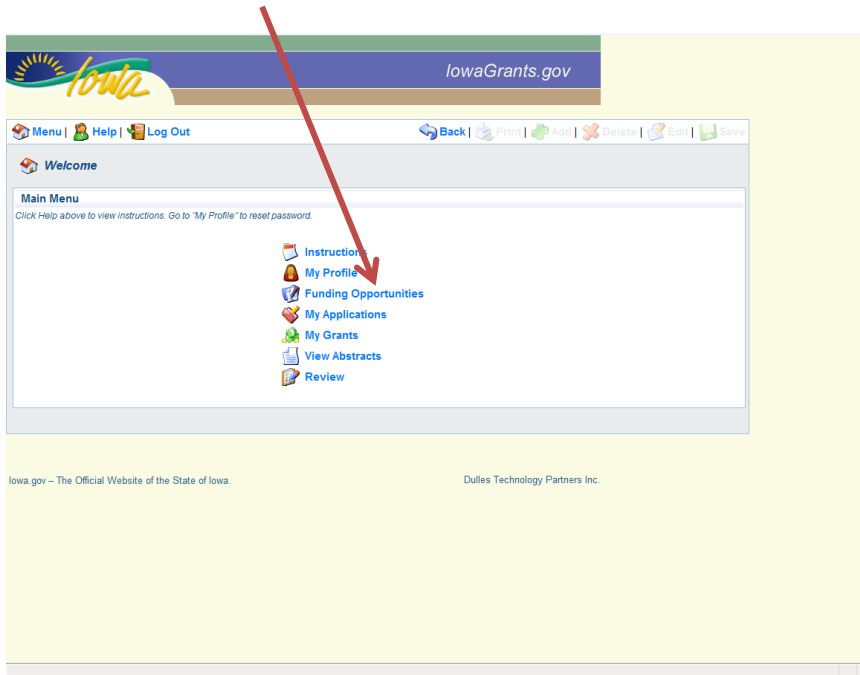
Once the application is submitted the applicant can no longer access the forms to edit. They will always have a view of the application for reference or for printing.

# IDPH Application Instruction Guidance

## Steps to copy an existing application

Log in to IowaGrants: <https://www.iowagrants.gov/index.do>

From the main menu, click on Funding Opportunities



Select the Funding Opportunity (FO) you want to apply for/start an application for by clicking on the title:

The screenshot shows the 'Funding Opportunities' page on IowaGrants.gov. A red arrow points from the text above to a row in the 'Current Funding Opportunities' table. The table has columns for ID, Agency, Program, Opportunity Title, and Application Deadline. The row pointed to is for ID 79102, Agency Public Health, Program Emergency Medical Services (EMS), Opportunity Title 'Love Our Kids Injury Prevention Grant State Fiscal Year 2015 Application Guidance', and Application Deadline 05/13/2014.

ID	Agency	Program	Opportunity Title	Application Deadline
61895	Education	Adult Literacy	PY14 AEL Professional Development Activities Grant (AEFLA funded recipients ONLY)	Not Applicable
48877	Economic Development Authority	CDBG	CDBG Economic Development Set-Aside	12/31/2014
60760	Economic Development Authority	CDBG	CDBG Sustainable Community Demonstration	12/31/2014
78913	Cultural Affairs	Certified Local Government Grants	FY2015 State of Iowa Certified Local Government Grant Application	08/29/2014
70213	Human Rights	Community Services Block Grant	C.SBG TEST FY13	Not Applicable
72042	Education	Early Literacy Implementation	Early Literacy Implementation Grant	06/30/2014
77551	Public Health	Emergency Medical Services (EMS)	Joint EMS & Trauma Data System	04/22/2014
79102	Public Health	Emergency Medical Services (EMS)	Love Our Kids Injury Prevention Grant State Fiscal Year 2015 Application Guidance	05/13/2014
79114	Public Health	Emergency Medical Services (EMS)	Emergency Medical Services (EMS) System Development Grant FY2015 Application Guidance	05/28/2014
78693	Public Health	Emergency Preparedness & Response	FY15 Healthcare Coalition Preparedness	05/19/2014
78642	Economic Development Authority	ENERGY	City Energy Management Program	05/31/2014
79441	Economic Development Authority	ENERGY	Energy Bank Loan	04/30/2016
64950	Human Rights	Enforcing Underage Drinking Laws	Enforcing Underage Drinking Laws grant program for federal fiscal 2014	12/02/2013
79634	Public Health	Environmental Health Services	Grants To Counties Program FY15 Application Guidance	05/16/2014
79097	Public Health	Family Health	Healthy Opportunities for Parents to Experience Success – Healthy Families Iowa (HOPEs – HF) FY15	05/15/2014
79315	Public Health	Family Health	Iowa Family Support Competency Assessment	05/22/2014
79470	Public Health	Family Health	Community-Based Programs of Maternal Health, Child Health (including hawk-i Outreach and Oral Health) and Family Planning	05/22/2014
78043	Revenue, Iowa Department of	GIS Assistance	GIS Land Use	06/30/2014
78509	Public Safety	Governor's Traffic Safety Bureau	GTSB FFY 2015 sSTEP Program	05/01/2014
72094	Cultural Affairs	Historical Resource Development Program (HRDP)	Country School Grant Program - FY2015	04/25/2014
72096	Cultural Affairs	Historical Resource Development Program (HRDP)	Historical Resource Development Program (HRDP) - FY2015 - Museums	04/25/2014
72098	Cultural Affairs	Historical Resource Development Program (HRDP)	Historical Resource Development Program (HRDP) - FY2015 - Documentary Collections	04/25/2014

# IDPH Application Instruction Guidance

From the menu at the top of the screen, click on 'Copy Existing Application':

The screenshot shows the Iowa Grants website interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. Below this is the 'Funding Opportunities' section. Under 'Current Applications', there is a table with two rows:

ID	Application Title	Status
79484	Stacey Hewitt Pre-Post TEST MCH FY15 RFA	Editing
79537	MCH Pre-Post FINAL TEST Stacey Hewitt	Submitted

Below the table, there are links for 'Copy Existing Application', 'Start a New Application', and 'Ask A Question'. The 'Copy Existing Application' link is highlighted with a red arrow. The page also displays details for a specific funding opportunity, including the application deadline (05/22/2014 4:00 PM) and contact information for Stacey Hewitt.

Under the 'Copy' column, mark the application that you want to copy, then click 'Save':

The screenshot shows the 'Copy Application' section of the Iowa Grants website. It features a table with columns for 'Copy', 'Program Area', 'Funding Opportunity', 'ID', 'Title', 'Stage', and 'Status'. A red arrow points to the 'Copy' column, and another red arrow points to the 'Save' button in the top navigation bar. The table contains 18 rows of application data:

Copy	Program Area	Funding Opportunity	ID	Title	Stage	Status
<input type="radio"/>	Family Health	Newborn Screening Data Integration Project Request for Proposal #58814019	74203	DI Application final TEST before live	Final App	Submitted
<input type="radio"/>	Family Health	Healthy Opportunities for Parents to Experience Success – Healthy Families Iowa (HOPEs – HFI) FY15	79105	Stacey Hewitt Pre-Post TEST HOPEs FY15 RFA	Final App	Submitted
<input type="radio"/>	Family Health	Iowa Family Support Competency Assessment	79483	TEST Stacey Hewitt	Final App	Editing
<input type="radio"/>	Family Health	Community-Based Programs of Maternal Health, Child Health (including hawk-i Outreach and Oral Health) and Family Planning	79484	Stacey Hewitt Pre-Post TEST MCH FY15 RFA	Final App	Editing
<input type="radio"/>	Family Health	Community-Based Programs of Maternal Health, Child Health (including hawk-i Outreach and Oral Health) and Family Planning	79537	MCH Pre-Post FINAL TEST Stacey Hewitt	Final App	Submitted
<input type="radio"/>	Local Public Health Services	Local Public Health Services (LPHS) State Fiscal Year 2015 Application Guidance	77676	LPHS Pre-Post TEST Feb 2014	Final App	Submitted
<input type="radio"/>	Local Public Health Services	Local Public Health Services (LPHS) State Fiscal Year 2015 Application Guidance	78039	LPHS TEST March 6 2014	Final App	Editing
<input checked="" type="radio"/>	Nutrition	Iowa WIC Program (Special Supplemental Nutrition Program for Women, Infants, and Children) Request for Application (RFA) Federal Fiscal Year 2015	77448	Stacey Hewitt TEST for WIC pre-post	Final App	Submitted
<input type="radio"/>	Nutrition	Iowa Nutrition Network School Grant Program Request for Application (RFA) Fiscal Year 2015 RFA#58812014-3	77873	Pre Post Test for INN RFA FY15 Stacey Hewitt	Final App	Submitted
<input type="radio"/>	Nutrition	Iowa WIC Program (Special Supplemental Nutrition Program for Women, Infants, and Children) Request for Application (RFA) Federal Fiscal Year 2015	77909	Stacey Hewitt TEST Two for Demonstration of WIC Application Forms	Final App	Editing
<input type="radio"/>	Public Health Global	Global Forms for Public Health Standard Global Forms (DO NOT TEST IN THIS FUNDING OPPORTUNITY) REFERENCE AND DEMO ONLY	73916	Global Forms TEST Stacey Hewitt	Final App	Editing
<input type="radio"/>	Public Health Global	Public Health Test Site for all new forms	76456	STACEY HEWITT TEST Project Work Plan and Budget Feb 2014	Final App	Editing
<input type="radio"/>	Public Health Global	1st Five RFA Forms TEST	78715	1st Five Ap Forms TEST Stacey Hewitt	Final App	Editing
<input type="radio"/>	Public Health Global	Tobacco RFP Forms TEST	78742	Tobacco TEST Stacey Hewitt	Final App	Editing
<input type="radio"/>	Public Health Global	Tobacco RFP Application Forms TEST	78981	Stacey Hewitt TEST Tobacco Forms	Final App	Editing
<input type="radio"/>	Research & Development	Test for Tena	72488	TEST LPH Authorized Agency form	Final App	Editing

## IDPH Application Instruction Guidance

This is your **new** application for the FO you are in. Immediately go in to the 'General Information' form and edit the title and any other information you need to change (Organization, add Additional Contacts, etc.) (Refer to the screen shots below for these steps). Click 'Save'.

Note: the Last Edited column is the date that you copied the application. The forms that have a date listed by them means those are the only forms that were the same and copied the information into this new application. You still have to go in to each copied form, make sure the information is appropriate/update it/save the information and 'Mark as Complete'.

Application: 79657 - Stacey Hewitt TEST for WIC pre-post

Program Area: Family Health

Funding Opportunity: 79470 - Community-Based Programs of Maternal Health, Child Health (including hawk-i Outreach and Oral Health) and Family Planning

Proposal Deadline: 05/22/2014

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms		Preview   Submit
Form Name	Complete?	Last Edited
General Information		04/12/2014
Cover Sheet-General Information		04/12/2014
Business Organization		04/12/2014
Certification and Conditions		04/12/2014
MCH-FP Key Personnel Form		
MCHFP Service Area		
Maternal Health Activity Worksheet		
Child Health Activity Worksheet		
CCNC Activity Worksheet		
hawk-i Activity Worksheet		
CH-OH Activity Worksheet		
Family Planning Activity Worksheet		
MH CH OH FP Service Delivery Tables		
Subcontract Plan		04/12/2014
Minority Impact Statement		04/12/2014
MH Budget		
CH Budget		
hawk-i Outreach Budget 1		
hawk-i Outreach Budget 2		
CH Dental Budget		

Done

You must modify the 'General Information' form because it will automatically input the information from the copied application. Open the 'General Information' form by clicking on the blue 'General Information' form link. Note: it will automatically be 'Marked as Complete', but you can still modify the information. Refer to the next screen shots.

# IDPH Application Instruction Guidance

The screenshot shows the IowaGrants.gov website with the following details:

- Application:** 79657 - Stacey Hewitt TEST for WIC pre-post
- Program Area:** Family Health
- Funding Opportunity:** 79470 - Community-Based Programs of Maternal Health, Child Health (including hawk-i Outreach and Oral Health) and Family Planning
- Proposal Deadline:** 05/22/2014

**Instructions:** To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

**General Information:**

- System ID:** 79657
- Project Title:** Stacey Hewitt TEST for WIC pre-post
- Registered Applicant:** StaceyM Hewitt
- Additional Contacts:**
- Organization:** Public Health, Iowa Department of

[Go to Application Forms](#)

Last Edited By: StaceyM Hewitt, 04/12/2014

iowa.gov - The Official Website of the State of Iowa. Dulles Technology Partners Inc.

This is the view immediately after copying the application...this is the new application. Note the Project Title is the same title of the application that was copied (but it has a different ID #).

The screenshot shows the IowaGrants.gov website in 'Edit' mode with the following details:

- Registered Applicant:** StaceyM Hewitt
- Additional Grantee Contacts:** Diane Anderson, Diane Anderson, Diane Anderson, Rose Anthony
- Project Title:** Stacey Hewitt TEST for WIC pre-post
- Organization:** Public Health, Iowa Department of

[Return to top to save](#)

iowa.gov - The Official Website of the State of Iowa. Dulles Technology Partners Inc.

This is the view upon clicking 'Edit'; (note all the fields are open to be modified) you can now modify the Project Title to match the appropriate Funding Opportunity Application, add additional contacts or change the name of the Organization that you are representing on this application.

# IDPH Application Instruction Guidance

**Application**

**General Information**

Registered Applicant: StaceyM Hewitt

Additional Grantee Contacts:  
Diane Anderson  
Diane Anderson  
Diane Anderson  
Rose Anthony

Project Title: (limited to 100 characters)\*  
Stacey Hewitt TEST for copying an application  
(copied WIC to MCH)

Organization: Public Health, Iowa Department of

[Return to top to save](#)

Note: Project Title changed. Click 'Save'.

**Application**

Application: 79657 - Stacey Hewitt TEST for copying an application (copied WIC to MCH)

Program Area: Family Health

Funding Opportunity: 79470 - Community-Based Programs of Maternal Health, Child Health (including hawk-i Outreach and Oral Health) and Family Planning

Proposal Deadline: 05/22/2014

**Instructions**

To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

**General Information** [Go to Application Forms](#)

System ID: 79657

Project Title: Stacey Hewitt TEST for copying an application (copied WIC to MCH)

Registered Applicant: StaceyM Hewitt

Additional Contacts:

Organization: Public Health, Iowa Department of

Last Edited By: StaceyM Hewitt, 04/12/2014

This is the view after clicking 'Save'. You can continue to work on the Application Forms.

## IDPH Application Instruction Guidance

**Application**

Application: 79657 - Stacey Hewitt TEST for copying an application (copied WIC to MCH)

Program Area: Family Health

Funding Opportunity: 79470 - Community-Based Programs of Maternal Health, Child Health (including hawk-i Outreach and Oral Health) and Family Planning

Proposal Deadline: 05/22/2014

**Instructions**

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

**Application Forms**

Form Name	Complete?	Last Edited
General Information	✓	04/12/2014
Cover Sheet-General Information		04/12/2014
Business Organization		04/12/2014
Certification and Conditions		04/12/2014
MCH-FP Key Personnel Form		
MCHFP Service Area		
Maternal Health Activity Worksheet		
Child Health Activity Worksheet		
CCNC Activity Worksheet		
hawk-i Activity Worksheet		
CH-OH Activity Worksheet		
Family Planning Activity Worksheet		
MH CH OH FP Service Delivery Tables		
Subcontract Plan		04/12/2014
Minority Impact Statement		04/12/2014
MH Budget		
CH Budget		
hawk-i Outreach Budget 1		
hawk-i Outreach Budget 2		
CH Dental Budget		

Done

This is the view after clicking 'Go to Application Forms'. You can continue to work on the Application Forms or return later to finish the Application by going to 'My Applications' from the main menu.

Return to page 5 for continued application guidance.

If you have any questions regarding this guidance or want additional assistance, please contact the IDPH Iowa Grants Help Desk by email at [IowaGrantsHelpDesk@idph.iowa.gov](mailto:IowaGrantsHelpDesk@idph.iowa.gov) or by telephone at 866-520-8987.