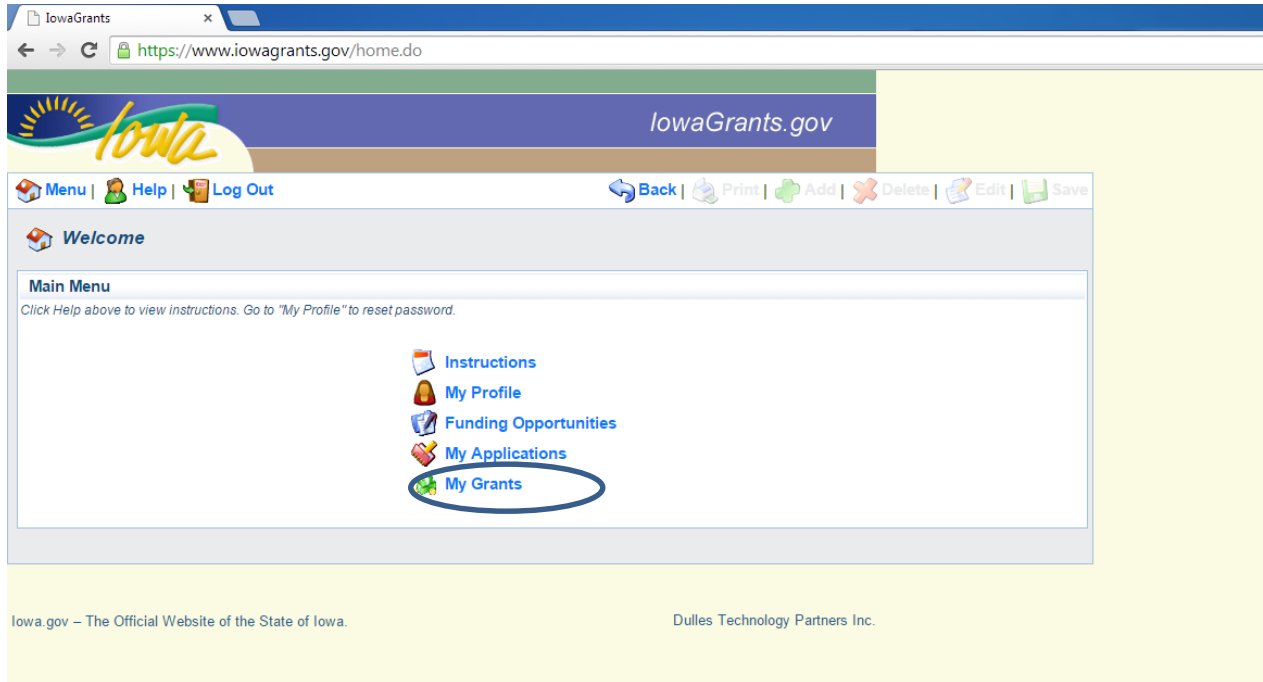


Correspondence Component Guide - External Users

NOTE: The print screens used in this document will be similar to what External users will see when they login to Iowa Grants.

When you are working on a Grant and you have a question or an issue you can contact anyone associated with the Grant by using the Correspondence feature in Iowa Grants. It works a lot like email but keeps all pertinent information with the grant for future reference. Correspondence is the preferred method of communication in the Iowa Grants system. Lets discuss how to use the Correspondence feature.

1. Login to www.iowaGrants.gov.



2. Select My Grants on this main menu.

Correspondence Component Guide - External Users

The screenshot shows the IowaGrants.gov website interface. At the top, there is a navigation bar with the Iowa logo and the text 'IowaGrants.gov'. Below this is a menu bar with options like 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. The main content area is titled 'Grant Tracking' and contains a table of grant projects. The table has columns for ID, Status, Year, Title, Program Area, Grant Administrator, and Grant/Project Amount. The row for 'CDOR John McMullen TEST' is circled in blue. Below the table, there is a footer with the text 'Iowa.gov - The Official Website of the State of Iowa.' and 'Dulles Technology Partners Inc.'

ID	Status	Year	Title	Program Area	Grant Administrator	Grant/Project Amount
Test CFY 73371	Underway	2015	Care For Yourself Pre-post TEST Ap Stacey Hewitt	Chronic Disease Prevention	Stacey Hewitt	\$7,055.00
	Underway	2015	Childhood Lead Prevention TEST	Environmental Health Services	Tena Malone	\$35,700.00
78701	Underway	2015	CDOR John McMullen TEST	Emergency Preparedness & Response	John McMullen	\$27,500.00
81313	Underway	2015	Gambling Prevention John McMullen Test	Gambling Treatment & Prevention	John McMullen	\$117,044.00
5885XX#	Underway	2015	Pre-Post TEST for PREP Stacey Hewitt Final	Family Health	Stacey Hewitt	\$108,000.00
TEST AEGP	Underway	2015	AEGP Pre-post Test Stacey Hewitt	Family Health	Stacey Hewitt	\$50,000.00
Test Tob	Underway	2015	tobacco second post RFP Pretest TEST Stacey Hewitt	Tobacco Use Prevention	Sheri Stursma	\$104,250.00
Test Sealant	Underway	2015	Dental Sealant Pre-post Test Stacey Hewitt	Oral Health	Amy Janssen	\$8,900.00
Test MCHFP	Underway	2015	Pre-post TEST for MCHFP RFA Stacey Hewitt	Title V Services	Andrew Connet	\$37,800.00
	Underway	2015	TEST MIECHV Project	Family Health	Stacey Hewitt	\$199,000.00
LPHS TEST	Underway	2014	LPHS Pre-Post TEST Feb 2014	Local Public Health Services	Stacey Hewitt	\$500,000.00
91653	Underway	2014	Test for Stacey	Family Health	Stacey Hewitt	\$64,200.00
TEST G 2 County	Underway	2014	TEST G 2 County	Environmental Health Services	John McMullen	\$353,000.00
92341	Underway		TEST Cervical Cancer	Chronic Disease Prevention	Stacey Hewitt	\$1,800.00
test	Underway		TEST AEGP no ap contracts	Family Health	Stacey Hewitt	\$23,293.00
Total						\$1,637,542.00

Showing 1 - 15 of 15

3. Select the desired Grant from the list you wish to do a correspondence.

4. Click the Grant Title to open the specific Grant for editing. (Notice that the Title is a different color blue. This indicates that the wording is a link and will open another screen for editing or viewing.) The Grant record is displayed.

Correspondence Component Guide - External Users

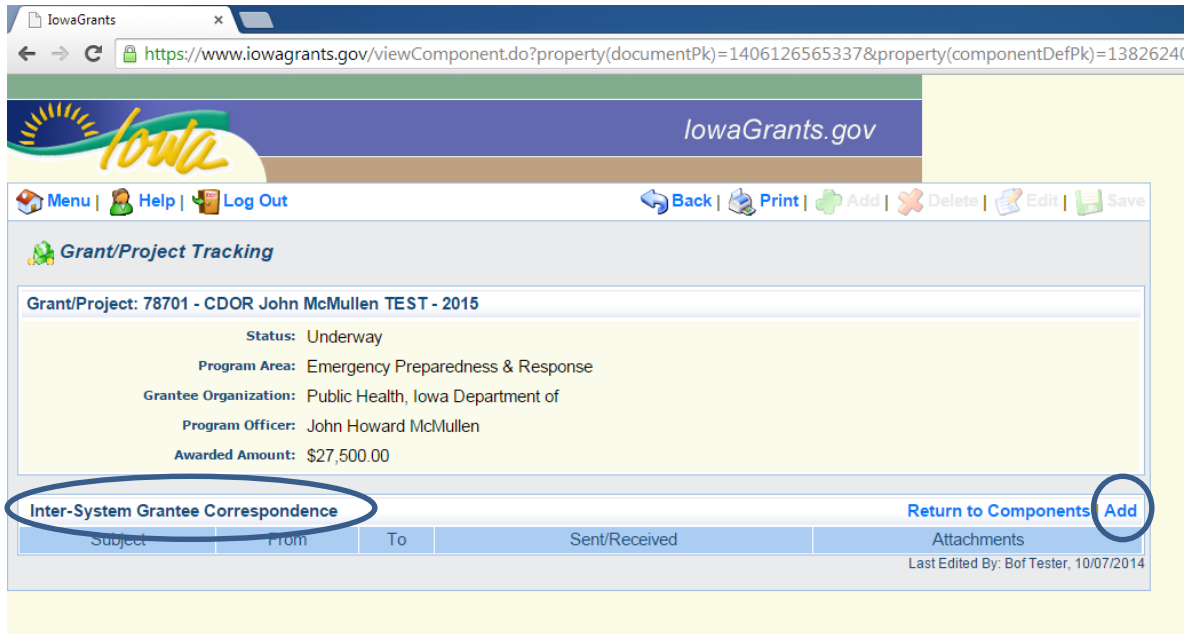
The screenshot shows the IowaGrants website interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' links. A toolbar contains 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' icons. The main content area is titled 'Grant Tracking' and displays details for 'Grant/Project: 78701 - CDOR John McMullen TEST - 2015'. Below this, there is an 'Instructions' section and a 'Grant/Project Components' table. The table has two columns: 'Component' and 'Last Edited'. The 'Correspondence' component is circled in red.

Component	Last Edited
General Information	08/19/2014
Claims	
Progress Reports	
Site Visits	
Correspondence	10/07/2014
Authorized Official and Financial Contact Information	07/23/2014
Key Personnel	07/23/2014
CDOR Action Plan	07/23/2014
Subcontract Plan	07/23/2014
Contract Documents	
CDOR Project Update Summary	07/23/2014
FY15 Healthcare Coalition Budget	09/25/2014
Opportunity	-
Application	-

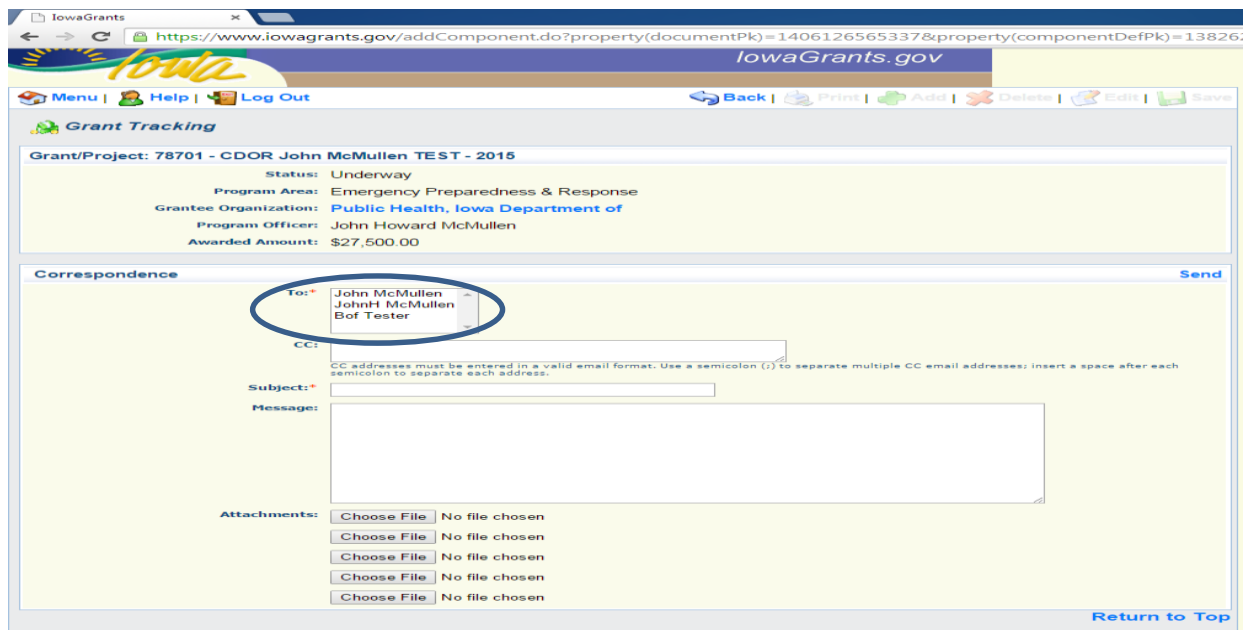
5. Click Correspondence in the listed grant components.

6. Inter-System Grantee Correspondence is available for the use of the Grantees and Grantors. Instead of using regular email when there is specific information, to a specific grant this is the preferred method of communication. It keeps all communication about the Grant with the Grant.

Correspondence Component Guide - External Users



7. To begin an Inter-System Grantee Correspondence you must Click on the blue Add button



8. The "To" box will allow you to send your correspondence to anybody who is attached to the Grant. You may click on the individual you wish to send the communication to highlight their name. If you wish to send the correspondence to more than one person associated to the Grant you may hold down the control key on your computer keyboard and highlight anyone on the list by clicking on their name with your mouse.

Correspondence Component Guide - External Users

The screenshot shows a web browser window with the URL [https://www.iowagrants.gov/addComponent.do?property\(documentPk\)=1406126565337&property\(componentDefPk\)=138262](https://www.iowagrants.gov/addComponent.do?property(documentPk)=1406126565337&property(componentDefPk)=138262). The page title is "Pages - Welcome to the IDP". The browser's address bar shows the URL. The page content includes a navigation menu with "Menu", "Help", and "Log Out". Below the menu is a "Grant Tracking" section for "Grant/Project: 78701 - CDOR John McMullen TEST - 2015". The status is "Underway", the program area is "Emergency Preparedness & Response", the grantee organization is "Public Health, Iowa Department of", the program officer is "John Howard McMullen", and the awarded amount is "\$27,500.00". The "Correspondence" section is highlighted in yellow and contains a form with the following fields: "To:*" (John McMullen, JohnH McMullen, Bof Tester), "CC:" (john.mcmullen@idph.iowa.gov; stacey.hewitt@idph.iowa.gov), "Subject:*" (empty), and "Message:" (empty text area). Below the message field are five "Attachments:" buttons, each with a "Browse..." button. A blue circle highlights the "CC:" field. A "Send" button is located at the top right of the correspondence form. A "Return to Top" link is at the bottom right of the page.

9. If you wish to send the correspondence to someone who is not attached to the grant you may do so by typing their full email address in the CC: box.

NOTE: When typing in the email addresses in the CC: box separate the entries with a semi colon. DO NOT add a space.

Correspondence Component Guide - External Users

The screenshot shows a web browser window with the URL [https://www.iowagrants.gov/addComponent.do?property\(documentPk\)=1406126565337&property\(componentDefPk\)=138262](https://www.iowagrants.gov/addComponent.do?property(documentPk)=1406126565337&property(componentDefPk)=138262). The page title is "IowaGrants.gov" and the logo features the word "Iowa" in a stylized font. The navigation bar includes "Menu", "Help", and "Log Out" links, along with "Back", "Print", "Add", "Delete", "Edit", and "Save" icons.

The main content area is titled "Grant Tracking" and displays the following information:

- Grant/Project:** 78701 - CDOR John McMullen TEST - 2015
- Status:** Underway
- Program Area:** Emergency Preparedness & Response
- Grantee Organization:** Public Health, Iowa Department of
- Program Officer:** John Howard McMullen
- Awarded Amount:** \$27,500.00

The "Correspondence" section is highlighted and contains the following fields:

- To:** A dropdown menu with options: John McMullen, JohnH McMullen, Bof Tester.
- CC:** An empty text input field. Below it, a note states: "CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses; insert a space after each semicolon to separate each address."
- Subject:** An empty text input field, circled in red.
- Message:** A large empty text area for the message content.
- Attachments:** A section with five "Choose File" buttons, each followed by the text "No file chosen".

A "Send" button is located in the top right corner of the correspondence form, and a "Return to Top" link is in the bottom right corner.

10. A subject line for your correspondence is required.

Correspondence Component Guide - External Users

The screenshot shows a web browser window with the URL [https://www.iowagrants.gov/addComponent.do?property\(documentPk\)=1406126565337&property\(componentDefPk\)=138262](https://www.iowagrants.gov/addComponent.do?property(documentPk)=1406126565337&property(componentDefPk)=138262). The page title is "Iowa Grants" and the logo "Iowa" is visible. The navigation bar includes "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save".

The main content area is titled "Grant Tracking" and displays the following information:

- Grant/Project: 78701 - CDOR John McMullen TEST - 2015
- Status: Underway
- Program Area: Emergency Preparedness & Response
- Grantee Organization: Public Health, Iowa Department of
- Program Officer: John Howard McMullen
- Awarded Amount: \$27,500.00

The "Correspondence" section is highlighted and contains the following fields:

- To:** A dropdown menu with options: John McMullen, JohnH McMullen, Bof Tester.
- CC:** A text input field with a note: "CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses; insert a space after each semicolon to separate each address."
- Subject:** A text input field.
- Message:** A large text area for the message content, which is circled in blue in the image.
- Attachments:** Five "Choose File" buttons, each followed by "No file chosen".

A "Send" button is located in the top right corner of the correspondence form, and a "Return to Top" link is at the bottom right.

11. The Message box is a narrative space for you to address the topic in the Subject line.

Correspondence Component Guide - External Users

IowaGrants

https://www.iowagrants.gov/addComponent.do?property(documentPk)=1406126565337&property(componentDefPk)=13826

Iowa IowaGrants.gov

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

Grant Tracking

Grant/Project: 78701 - CDOR John McMullen TEST - 2015

Status: Underway
Program Area: Emergency Preparedness & Response
Grantee Organization: Public Health, Iowa Department of
Program Officer: John Howard McMullen
Awarded Amount: \$27,500.00

Correspondence [Send](#)

To:*

CC:

CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses; insert a space after each semicolon to separate each address.

Subject:*

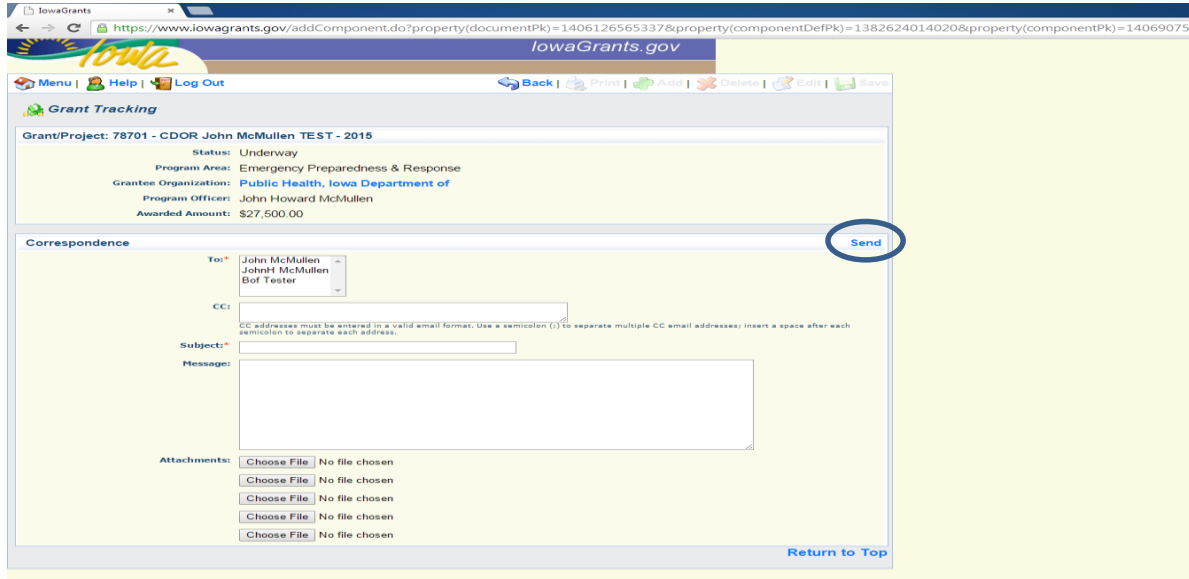
Message:

Attachments No file chosen
 No file chosen
 No file chosen
 No file chosen
 No file chosen

[Return to Top](#)

12. The Attachments section may be used to attach any file, email, or communication that may be pertinent to the Correspondence.

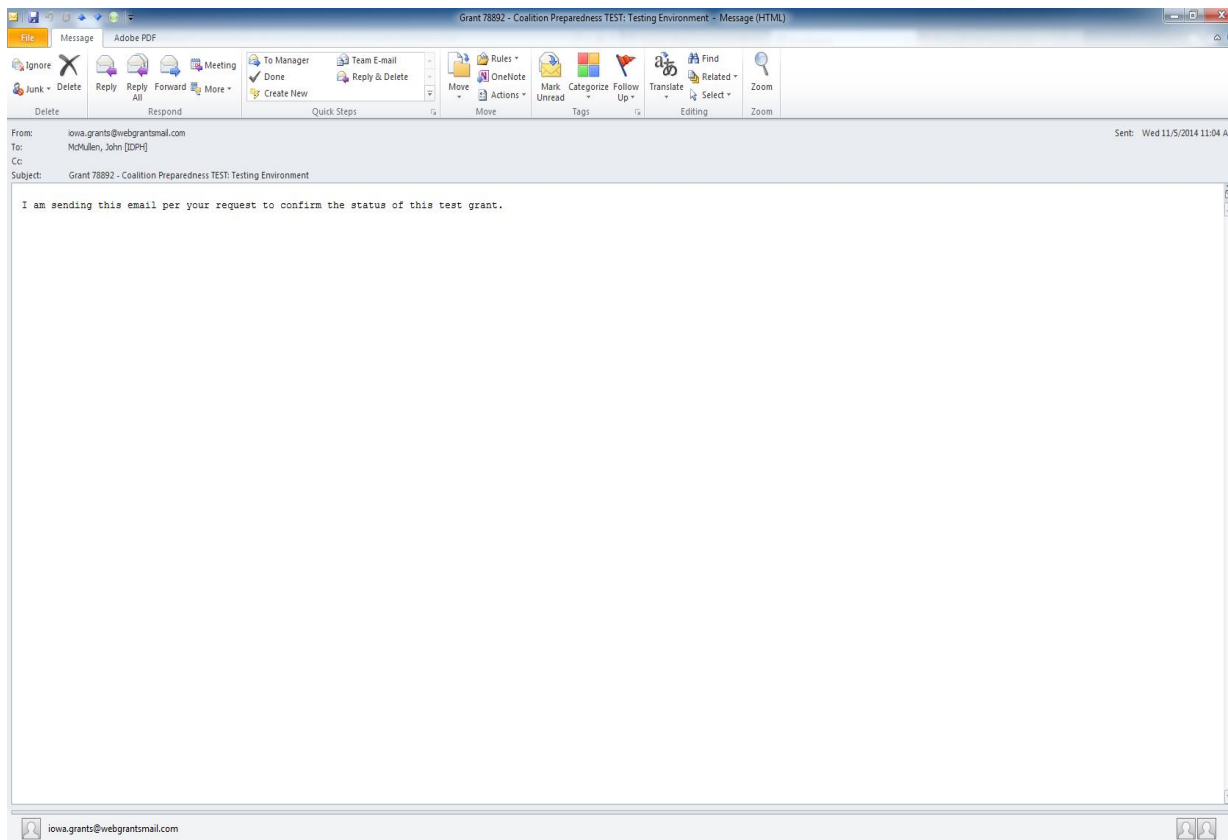
Correspondence Component Guide - External Users



The screenshot shows the IowaGrants.gov website interface. At the top, there is a navigation bar with "Menu", "Help", and "Log Out" options. Below this, the "Grant Tracking" section displays details for "Grant/Project: 78701 - CDOR John McMullen TEST - 2015". The status is "Underway", the program area is "Emergency Preparedness & Response", the grantee organization is "Public Health, Iowa Department of", the program officer is "John Howard McMullen", and the awarded amount is "\$27,500.00".

The "Correspondence" section is the main focus. It includes a "To:" field with a dropdown menu showing "John McMullen", "John H McMullen", and "Bot Tester". A "CC:" field is also present with a note: "CC addresses must be entered in a valid email format: Use a semicolon (;) to separate multiple CC email addresses; insert a space after each semicolon to separate each address." The "Subject:" field is empty. Below these fields is a large text area for the "Message:". At the bottom of the form, there are five "Attachments:" buttons, each labeled "Choose File" and "No file chosen". A blue "Send" button is circled in red on the right side of the form. A "Return to Top" link is located at the bottom right of the form area.

13. When your correspondence is complete click on the blue Send button. The people you selected in the "To" Section and the "CC:" will receive an email with the information you have entered in the "Message" box and any "Attachments" that were sent. It will also become a permanent part of the grant history.



Correspondence Component Guide - External Users

14. This is an example of the email you will receive from IowaGrants.

The screenshot shows the IowaGrants.gov website interface. At the top, there is a navigation bar with the Iowa logo and the text "IowaGrants.gov". Below this, there are menu options: "Menu", "Help", and "Log Out". To the right, there are utility icons for "Back", "Print", "Add", "Delete", "Edit", and "Save".

The main content area is titled "Grant/Project Tracking" and displays the following information for Grant/Project: 78892 - Coalition Preparedness TEST - 2015:

- Status: Awarded
- Program Area: Emergency Preparedness & Response
- Grantee Organization: Public Health, Iowa Department of
- Program Officer: John Howard McMullen
- Awarded Amount: \$35,136.00

Below the grant details, there are two tables. The first is "Non-System Communication Log" with columns: Subject, Type, From, To, Sent/Received, Attachments. The second is "Inter-System Grantee Correspondence" with columns: Subject, From, To, Sent/Received, Attachments. The first row in the second table is highlighted in blue and circled in red:

Subject	From	To	Sent/Received	Attachments
Grant 78892 - Coalition Preparedness TEST: Testing Environment	Cheryl Christie	John Howard McMullen	11/05/2014	Last Edited By: Cheryl Christie - 11/05/2014

15. After you receive the email if you go back into the grant you will see you have received a correspondence. Click on the subject highlighted in blue to see your correspondence.

Correspondence Component Guide - External Users

The screenshot shows a web browser window with the URL [https://www.iowagrants.gov/viewGrantListComponentItem.do?property\(documentPk\)=1406126562144&property\(componentI](https://www.iowagrants.gov/viewGrantListComponentItem.do?property(documentPk)=1406126562144&property(componentI). The browser's address bar also shows "Pages - Welcome to the IDP". The website header includes the IowaGrants.gov logo and navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Grant/Project Tracking" and displays the following information for Grant/Project: 78892 - Coalition Preparedness TEST - 2015:

- Status: Awarded
- Program Area: Emergency Preparedness & Response
- Grantee Organization: Public Health, Iowa Department of
- Program Officer: John Howard McMullen
- Awarded Amount: \$35,136.00

Below this information is a "Correspondence" section with a blue "Reply" button. The correspondence details are:

- To: John Howard McMullen
- CC:
- Subject*: Grant 78892 - Coalition Preparedness TEST: Testing Environment
- Message: I am sending this email per your request to confirm the status of this test grant.
- Date Sent: 11/05/2014
- Attachments:

16. You will see you have the option to reply by clicking on the blue reply.

Correspondence Component Guide - External Users

The screenshot shows a web browser window with the URL [https://www.iowagrants.gov/addComponent.do?property\(documentPk\)=1406126562144&property\(componentDefPk\)=138262](https://www.iowagrants.gov/addComponent.do?property(documentPk)=1406126562144&property(componentDefPk)=138262). The browser's address bar shows the page title "Pages - Welcome to the IDPH". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Suggested Sites", "IDPH Application Portal", and "Web Slice Gallery".

The application interface has a navigation bar with "Menu", "Help", and "Log Out" on the left, and "Back", "Print", "Add", "Delete", "Edit", and "Save" on the right. Below the navigation bar is a "Grant Tracking" section with a green icon. The main content area is titled "Grant/Project: 78892 - Coalition Preparedness TEST - 2015" and contains the following information:

- Status: Awarded
- Program Area: Emergency Preparedness & Response
- Grantee Organization: Public Health, Iowa Department of
- Program Officer: John Howard McMullen
- Awarded Amount: \$35,136.00

Below the grant information is a "Correspondence" section with a "Send" button in the top right corner. The "To:" field contains "John McMullen" and "Bof Tester". The "CC:" field is empty. The "Subject:" field contains "RE: Grant 78892 - Coalition Preparedness". The "Message:" field contains the following text:

```
*** Start Original Correspondence ***
From: Cheryl Christie
To: John Howard McMullen
Date Sent: 11/05/2014
I am sending this email per your request to confirm the status of this test
grant.
*** End Original Correspondence ***
```

The "Attachments:" section contains five empty fields, each with a "Browse..." button. A "Return to Top" link is located in the bottom right corner of the correspondence section.

17. The correspondence screen will open up and you may respond following the previous steps 7 through 12.