



## GOVERNOR'S STEM ADVISORY COUNCIL

at the Iowa Department of Education

### IowaGrants FAQs and Tips to Navigate

#### Do I need to apply for an IowaGrants account?

Yes! To access [IowaGrants](#) you must first establish an account by following [these steps](#).

NOTE: An approval process exists and may take up to 2-3 business days for approval before your account is activated. Please follow the instructions linked here to establish your account. Don't wait to sign up!

#### I'm having trouble logging in.

First, please ensure you have completed your account registration by following [these steps](#).

#### I forgot my password and can not access my account in IowaGrants.

1. Click "**Click Here to Access Single Sign On Tool**" on the [IowaGrants](#) website.
2. Type in your email address and click the blue "**Next**" button
3. Within the next window click the "**Forgot password?**" link underneath the blue Verify button
4. Follow the instructions on screen to reset your password

#### The provided link isn't taking me to the page I am looking for.

If you have been given a direct link to a funding opportunity that does not directly take you to that page, note that it may not work until after you log into the system. Please first log in on [IowaGrants](#) and then try to follow that link or follow the next set of instructions.

#### How do I find a specific funding opportunity?

1. Navigate to [IowaGrants](#) at [iowagrants.gov](http://iowagrants.gov)
2. Click the top blue button on the left side of your screen that says "**Click Here to Access Single Sign On Tool**"
3. Sign in with your username and password (if you have not yet made an account, please circle back to the top of this page)
4. From the left menu, click "**Funding Opportunities**"
5. In the "**Search**" box on the right, type the name of the funding opportunity for which you are trying to locate, for example:
  - Simply typing "BEST" should provide you with open opportunities for either new, returning, or enhancement awards for the [STEM BEST® Program](#).

- Simply typing “Externships” should provide you with open opportunities for the [Iowa STEM Teacher Externships Program](#)
  - Simply typing “Scale” should provide you with open opportunities for the [STEM Scale-Up Program](#)
  - Simply typing “Teacher” should provide you with open opportunities for the [Iowa STEM Teacher Award Program](#)
6. Click on the appropriate funding opportunity
  7. Click on “**Start New Application**”
  8. Fill out all of the information
  9. Submit application by clicking the orange “Submit Application” button
    - You will not be able to submit until all sections have been marked complete. You can check this in editing mode by looking for the green check marks in each section under “**Application Details**” in the “**Complete**” column.
    - If you cannot locate this button, you may have to first click on “**Application Preview**” or “**App List**”

### **I cannot submit my application.**

The most common error to prohibit submissions is not fully completing all required forms. Each application has a few forms that must be filled out in order to submit. A dashboard called the “**Application Details**” will show the list of required forms. A green check mark will appear when the required forms are 100% complete and ready to submit.

### **Can I start an application and come back to it?**

Yes, however, you must hit the save button. Even in working within sections of the application, it is best practice to save your work and go back into edit mode.

### **Can I copy and paste content from another document?**

Yes! While applications must be submitted through the [IowaGrants](#) platform in order to be eligible for review, you may start your application within a separate document and then copy and paste into the application within IowaGrants. You can find information for our various program applications year-round on our website, though minor changes can be expected year to year. Please note questions may have character limitations within the IowaGrants platform.



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### I started my application already and now cannot find it upon returning.

To find your application, select “**Applications**” from the side menu after logging into [IowaGrants](#). You should see a list of your applications.

### Can I allow others to have access to my application?

Yes, this is great for collaborative applications like the [STEM BEST® Program](#) or [STEM Scale-Up Program](#).

Within the first pop up window after beginning your application you will be asked to title it and also have the option to add additional contacts. This is when you can identify those people you would like to have access to your application. They must have an active [IowaGrants](#) account prior to you doing this. This information can always be added later under the general information component.

If you have additional questions or issues with, please contact [info@iowaSTEM.org](mailto:info@iowaSTEM.org).