



# External User Guide for New IowaGrants Platform

Revision Date: 1/25/2022

## Table of Contents

I. Registering with the IowaGrants System .....	2
II. IowaGrants Instructions for Applying for Funding .....	7
III. IowaGrants Instructions for Accessing your Grant .....	12
IV. IowaGrants Instructions for Submitting a Claim.....	14
V. Submitting a Status Report in IowaGrants.....	18
VI. Submitting a Contract Amendment in IowaGrants.....	21
VII. Completing a Site Visit in IowaGrants.....	24

# I. Registering with the IowaGrants System

## External Login Instructions

If you are logging into IowaGrants.gov for the first time after December 12, 2022, or are new and registering for the first time, this video and document provide detailed instructions on the new method for logging into IowaGrants.gov. YouTube Video: <https://youtu.be/OHE2ijDwQ2c>

1. Are you a first-time IowaGrants User?
2. Are you a current IowaGrants user **BUT** are logging in for the first time after December 11, 2022?

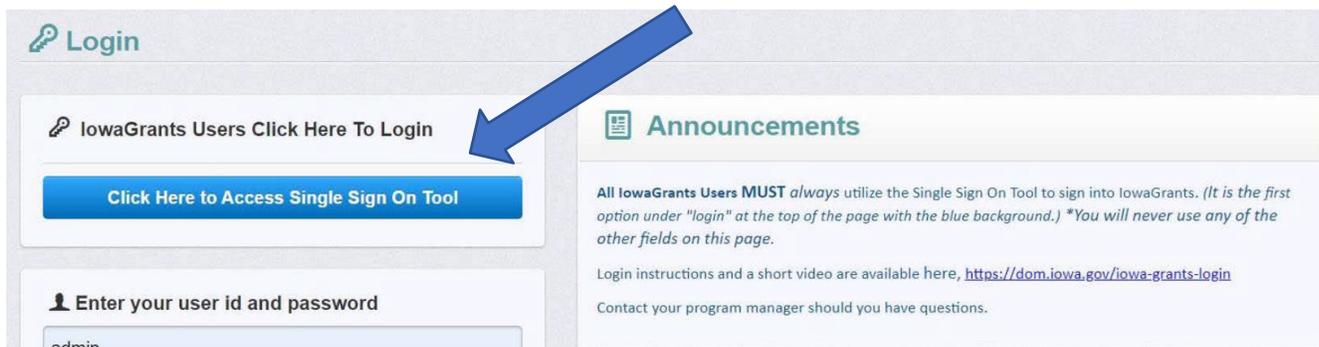
**Follow these instructions:**

### SCREEN #1

Go to [www.iowagrants.gov](http://www.iowagrants.gov)

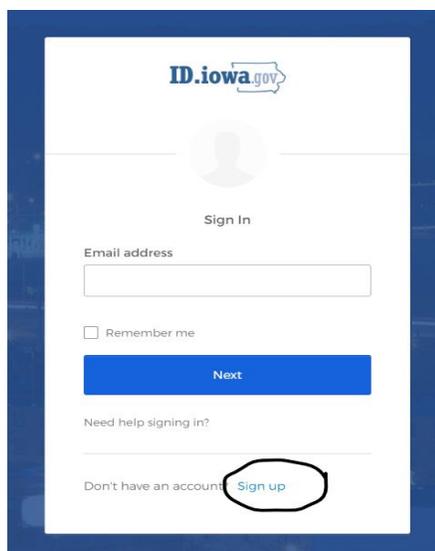
Click first Blue Button "**Click Here to Access Single Sign On Tool**".

*\*The single sign in tool is unique to IowaGrants—do not use the other login options listed on this page.*



### SCREEN #2:

Go to the bottom of the window and Click Sign Up

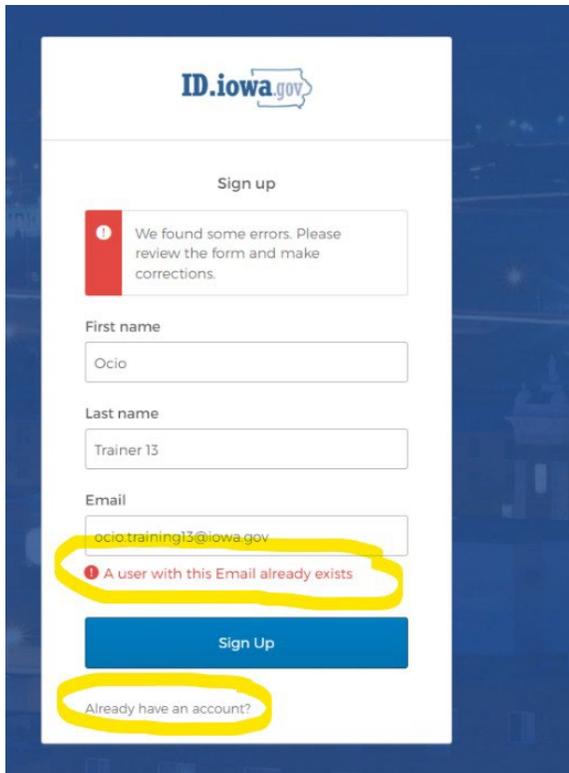


**SCREEN #3:**



Enter your Name and your valid Email Address, and Click Sign Up

**SCREEN #3A:**



**Note:** If you receive this Red message, your email address is found, which means that you have already logged into the state's security system that sits behind IowaGrants, called OKTA.

Click Already have an account? at the bottom of this screen.

On that screen, Enter the Same Email address, Click Next

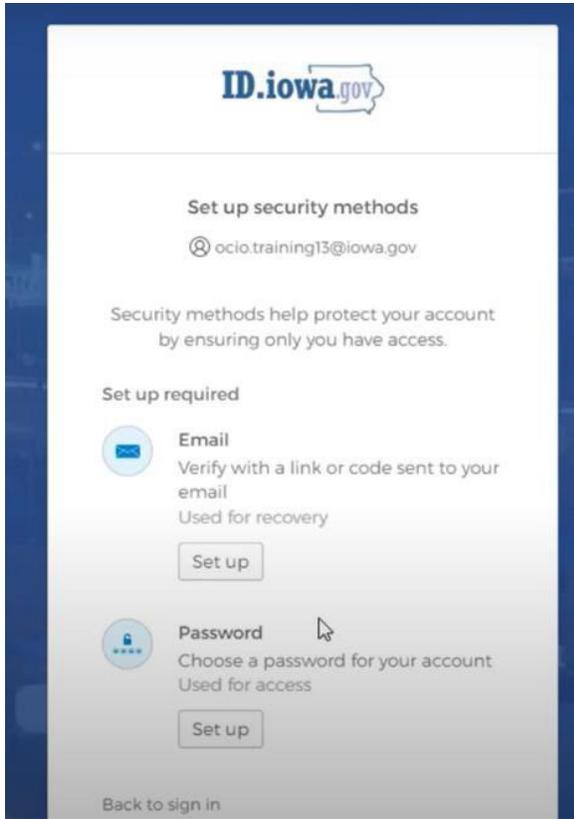
Enter your Password, Click Next (if you forgot your password, click Forgot Password at the bottom of that screen.

You will be sent directly to your IowaGrants account.

**You are finished with this one-time OKTA set up.**

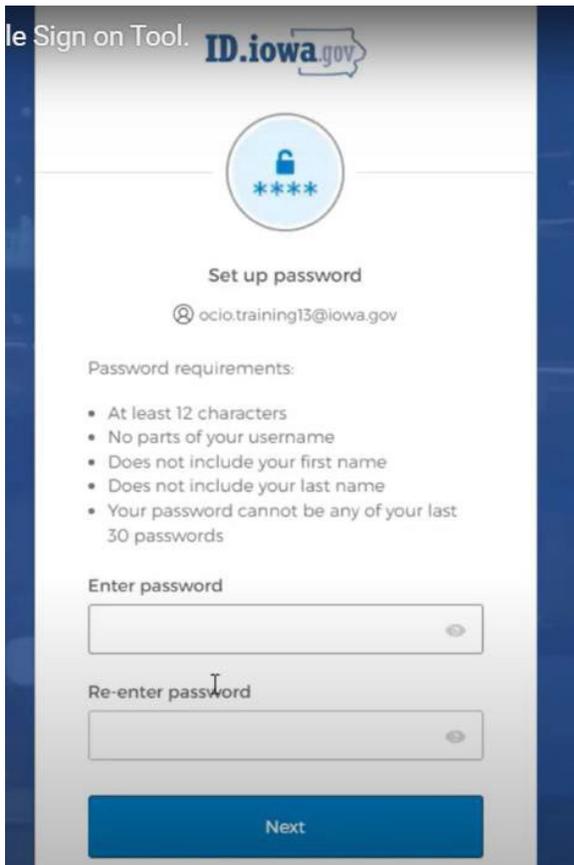
-----  
**\*\*IF YOU DO NOT GET THIS RED MESSAGE, CONTINUE**

**SCREEN #4:**



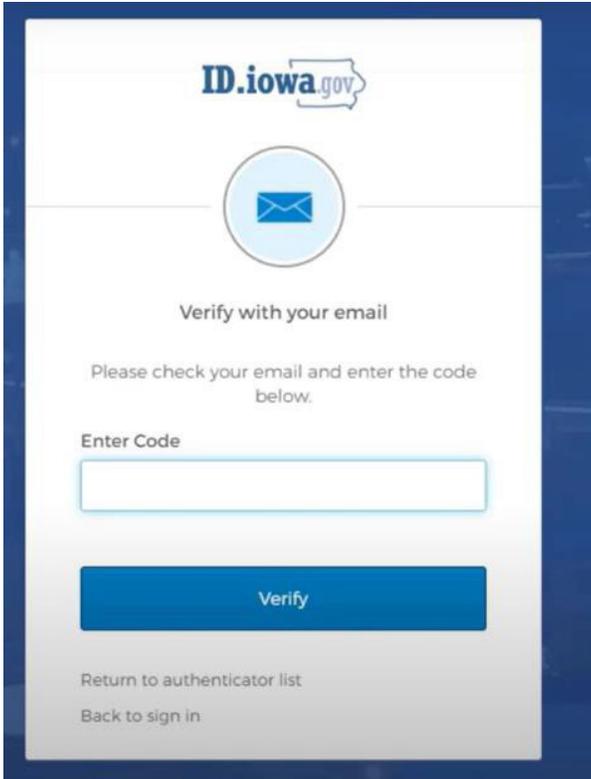
Under Password, click Set Up

**SCREEN #5:**



Set your password, and re-enter it. Then Click **Next**  
*Passwords must be at least 12 characters and cannot contain part of your username, first name or last name.*

**SCREEN #6:**

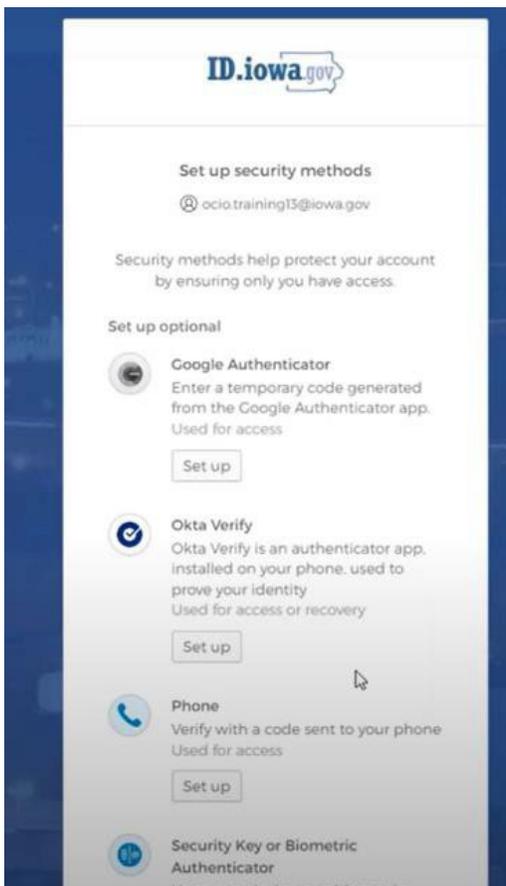


To verify your email address, go to your email inbox and find an email from [admin@id.iowa.gov](mailto:admin@id.iowa.gov). (Check SPAM and other folders, if needed.)

Enter the 6-digit verification code in the email and Click Next.



**SCREEN #7: OPTIONAL, but recommended**



*You will be directed to a screen to set up multi-factor identification. You can either set it up to receive an authentication on your phone or by email.*

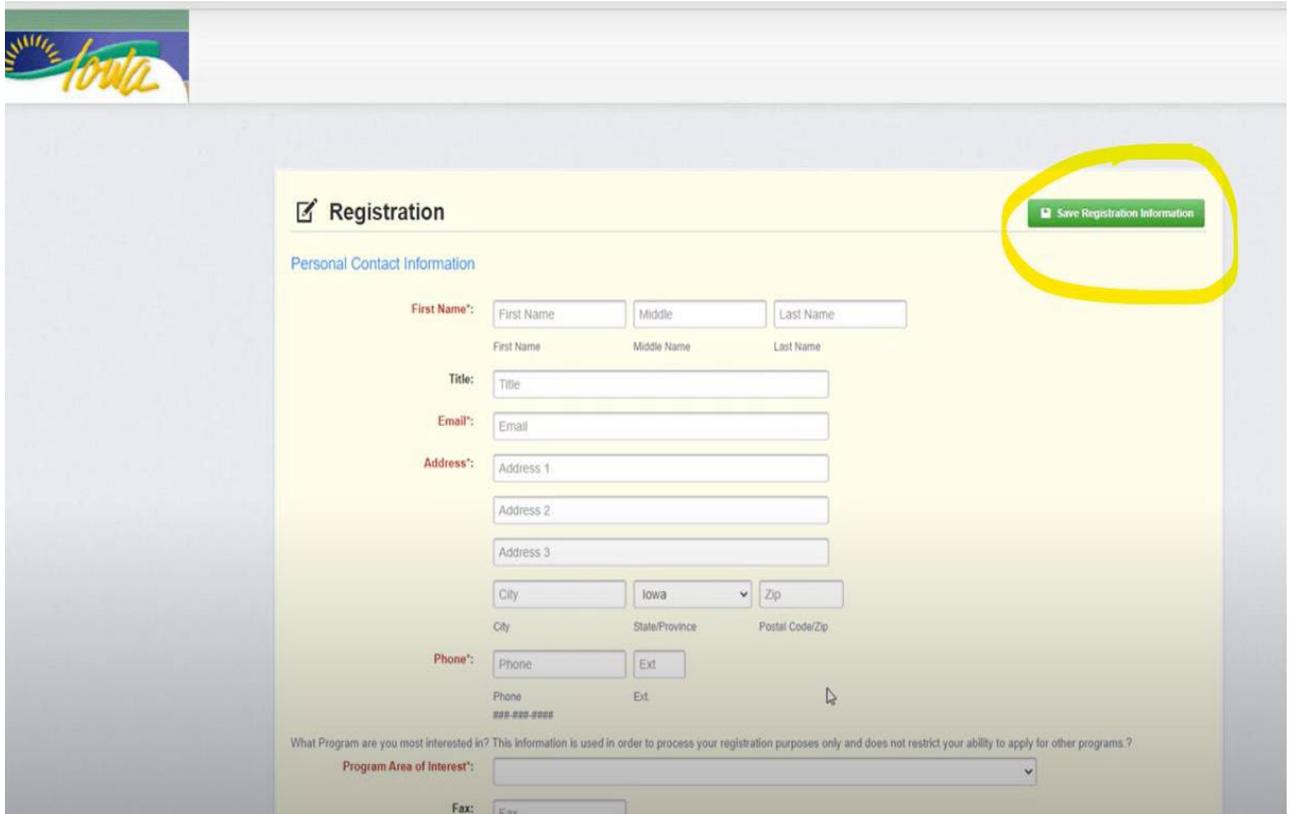
*If you choose to set up this option, follow the prompts to set it up.*

If you choose not to set this up, go to the bottom of the screen and Click Set Up Later.

**NOTE:** *If you already have an IowaGrants account, you will be directed to your profile page.*

**If you do not already have an IowaGrants account, continue.**

## SCREEN #8:



**Registration**

**Save Registration Information**

**Personal Contact Information**

**First Name\*:** First Name Middle Last Name  
First Name Middle Name Last Name

**Title:** Title

**Email\*:** Email

**Address\*:** Address 1  
Address 2  
Address 3

City Iowa Zip  
City State/Province Postal Code/Zip

**Phone\*:** Phone Ext.  
Phone Ext.  
###-###-####

What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs?

**Program Area of Interest\*:**

**Fax:** Fax

You are now directed to the IowaGrants system to complete your registration. Enter all information and Click the Save Registration Information button in the top right corner.

You will receive an email message from [iowa.grants@mail.webgrantscloud.com](mailto:iowa.grants@mail.webgrantscloud.com), with final instructions.

**For assistance and additional resources go to this link:**

<https://dom.iowa.gov/iowa-grants-login>

-Or-

Contact your IowaGrants Program Manager, or Deb Scrowther, [debra.scrowther@iowa.gov](mailto:debra.scrowther@iowa.gov).

# II. IowaGrants Instructions for Applying for Funding

## Notes before you Start your Application:

- Use the IowaGrants Menu, not the Browser Menu.
- IowaGrants is compatible with many different browsers; please feel free to use the browser of your choice.
- Read the instructions on the screens for navigating in the system.

## Creating an Application

From the Side Menu:

Click on **Funding Opportunities**:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Deadline
2	Posted	Dulles Technology Agency	Test Program Area	Example Funding Opportunity	Sep 20, 2019 2:35 PM	Not Applicable

Select the **Opportunity Title** you are applying for. Read the Funding Opportunity description to ensure eligibility requirements.

**2 - Example Funding Opportunity**  
Funding Opportunity Details

Test Program Area

Final Application Deadline:

Status: Posted Program Officer: System Administrator

## General Information Page

This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to IowaGrants.

Complete Step 1 in the Application Creation Wizard, then click **'Save Form Information'**:

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**

Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click **'Save Form Information'**:

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID\*:** 4

**Program Area\*:** Test Program Area

**Funding Opportunity\*:** 2-Example Funding Opportunity

**Application Stage\*:** Final Application

**Application Status\*:** Editing

**Application Title\*:**

**Primary Contact\*:** Test User

**Organization\*:**

If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click **'Save Form Information'**:

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
 Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID\*:** 4

**Program Area\*:** Test Program Area

**Funding Opportunity\*:** 2-Example Funding Opportunity

**Application Stage\*:** Final Application

**Application Status\*:** Editing

**Application Title\*:**

**Primary Contact\*:** Test User

**Organization\*:** Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

**Additional Applicants:**

**Note:** The system has created and assigned the application # when you clicked 'Save'. If you log out of the system at this point or any future point:

- **DO NOT CLICK ON START A NEW APPLICATION.**
- You can click on **'Applications'** from the Side Menu or;
- Click on **'Funding Opportunities'** and you will see your application in the top section.

### Completing an Application

Once you have completed the General Information, you will be returned to the Application Details:

4 - Application Title

**Status:** Editing

**Stage:** Final Application

**Application Deadline:**

**Program Area:** Test Program Area

**Funding Opportunity:** 2-Example Funding Opportunity

**Organization:** Grantee Organization

**Budget Total:**

Application Preview | Attachment | Alert History | Map

**Application Details**

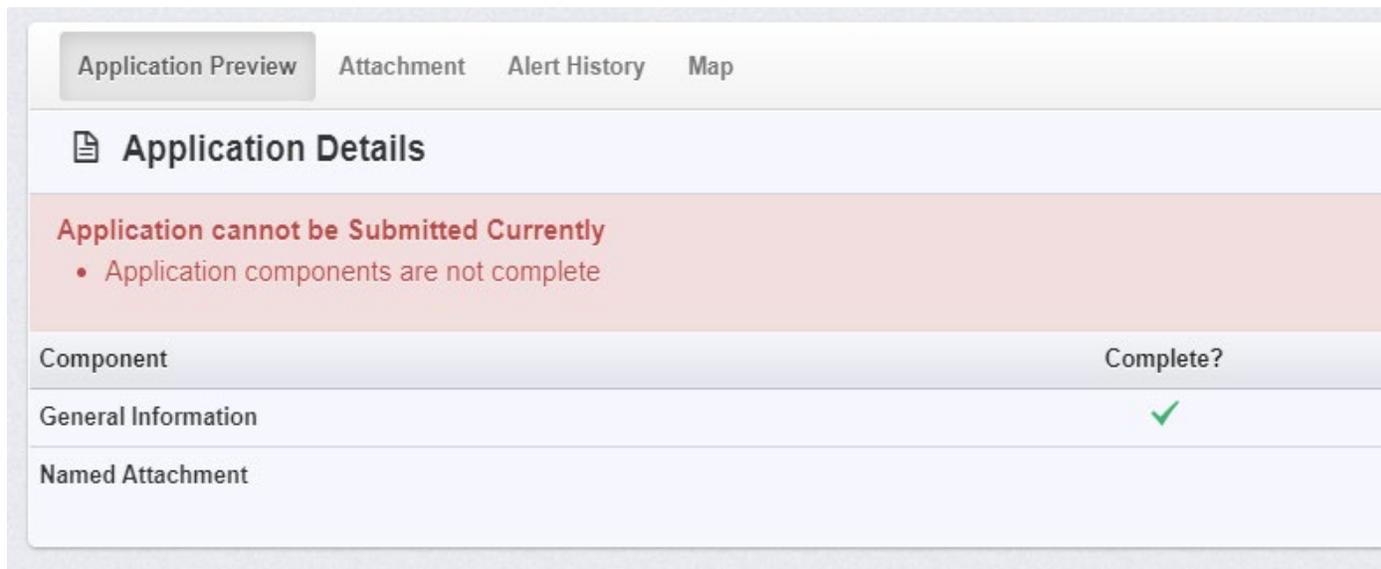
**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

**Note:** The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.

The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the IowaGrants System. Click on the next form listed underneath the General Information which you just completed.



You will continue to click on each form in the Application Details listing.

### Navigating in the IowaGrants System

Most forms are editable by clicking '**Edit**' at the top part of the section of the form. However, multi-list sections are editable by clicking '**Add**' on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click '**Delete**'.

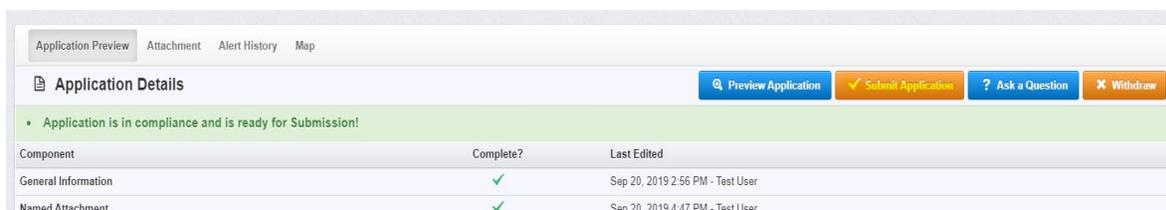
All information must be saved by clicking '**Save**' on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost.

**Reminder:** If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on '**Applications**' from the Side Menu or;

Click on '**Funding Opportunities**' and you will see your application in the top section.

Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.



## Submitting the Completed Application

Click the **Submit Application** button.

The screenshot shows the 'Application Details' page with a navigation bar at the top containing 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Below the navigation bar, there are four buttons: 'Preview Application', 'Submit Application' (highlighted in orange), 'Ask a Question', and 'Withdraw'. A green banner below the buttons states 'Application is in compliance and is ready for Submission!'. Below the banner is a table with the following data:

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

You will receive a pop-up confirmation informing you that once you click '**Submit**' the system will no longer let you edit the application.

The screenshot shows a confirmation dialog box with a dark header containing the text 'Please confirm' and a close button (X). The main body of the dialog contains the text: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom right of the dialog are two buttons: 'Cancel' and 'Submit'.

If ready, click '**Submit**'.

The system will take you back to your Current Applications listing and will show you your submitted application.

The screenshot shows the 'Submitted Applications' page. At the top, there is a header with a download icon and the text 'Submitted Applications' and 'List of all current submitted applications'. Below the header is a navigation bar with 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area has two tabs: 'Current Applications' (selected) and 'Archived Applications'. Below the tabs is a section titled 'Current Applications' with a sub-header: 'The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.' Below this is a table with the following data:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	105-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	528-New Final App FO 3-0-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Showing 1 to 3 of 3 entries

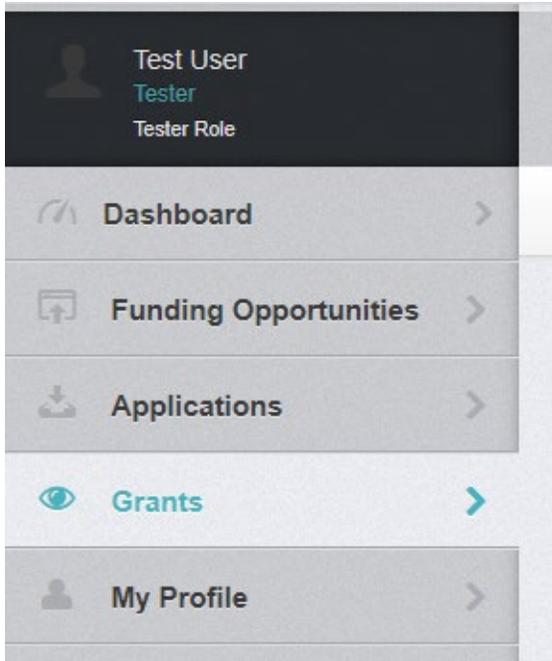
## Printing the Submitted Application

- Click on your application in '**Submitted**' status.
- Click '**Print**' on your top menu and select '**Send to Printer**'
- When finished, click on '**Log Out**'.

# III. IowaGrants Instructions for Accessing Your Grant

From the Side Menu:

Click on 'Grants'



Select the Grant you would like to access in the 'Active Grants' listing. If you need to access a closed grant, click on the 'Closed Grants' tab.

A screenshot of the 'Active Grants' page. The page header shows the 'Grant' logo and the text 'List of all current grants'. Below the header is a navigation bar with 'Back', 'Print', 'Help', and 'Log Out' buttons. There are two tabs: 'Active Grants' (selected) and 'Closed Grants'. The main content area is titled 'Active Grants' and contains a message: 'All active grants are listed below.' Below this is a table with the following data:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

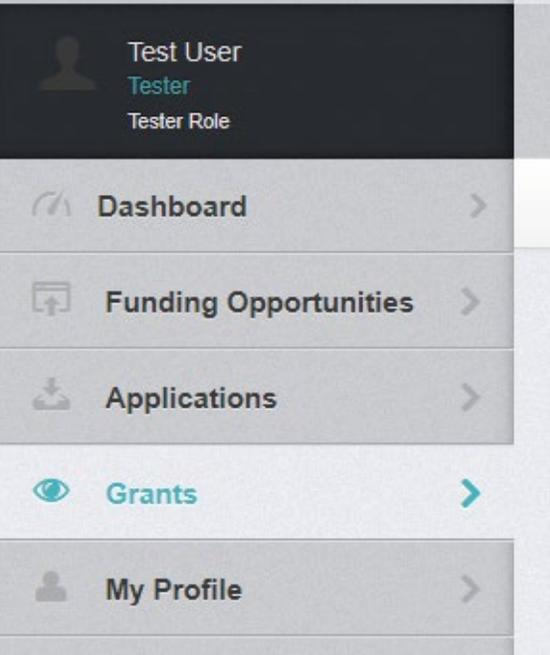
Once you have selected the Grant, you will be directed to the Grant Components.

 <b>Grant Components</b>	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Ed
General Information	Sep 30,
Status Reports	Oct 10, :
Multi and Grid Budget	Oct 10, :
Claims	Oct 1, 2
Contract Amendments	Oct 22, :
Site Visits	Oct 1, 2
Contract	Oct 22, :
Named Attachment	-
Encumbrances	-
Correspondence	-
Funding Opportunity	

# IV. IowaGrants Instructions for Submitting a Claim

From the Side Menu:

Click on 'Grants'



Select the Grant you would like to access in the 'Active Grants' listing.

A screenshot of the 'Grant' listing page. The page title is 'Grant' with a subtitle 'List of all current grants'. There are navigation buttons for 'Back', 'Print', 'Help', and 'Log Out'. Below these are two tabs: 'Active Grants' (selected) and 'Closed Grants'. A section titled 'Active Grants' contains a message: 'All active grants are listed below.' Below this is a table with columns: ID, Status, Year, Title, Organization, Program Area, and Funding Opportunity. One grant is listed with ID 6874984321, Status 'Underway', Year 2019, Title 'DTPi - 9-20-19', Organization 'Grantee Organization', Program Area 'TEST-Test Program Area', and Funding Opportunity '2-Example Funding Opportunity'.

Once you have selected the Grant, you will be directed to the Grant Components.

Select 'Claims' from the list of Grant Components.

Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

Click 'Add Claim'

Claims								+ Add Claim
ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount		
T107 - 001	Reimbursement	Editing	-				\$4,000.00	
						Submitted Amount:	\$0.00	
						Approved Amount:	\$0.00	
						Paid Amount:	\$0.00	
						Total Amount:	\$0.00	

You will then be directed to the 'Claim General Information'. Complete the fields on the form, then click 'Save Form':

General Information - Claim - Edit		Save Form
Type:	Reimbursement	
Report Period:	<input type="text"/> <input type="text"/>	
	Start Date      End Date	
Final Request?:	<input type="checkbox"/>	

**Note:** The system has created a claim # as soon as you clicked 'Save'. If you log out of the system at this point or any future point, you will click on the existing claim until it has been submitted.

Once the General Information has been completed, you will be returned to the Claim Components:

Claim Preview Attachment Alert History Map Versions

**Claim**

**Claim cannot be Submitted Currently**

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 7, 2019 1:16 PM - Test User
Reimbursement		-

This is a complete listing of all claim forms that are to be completed in order to submit the claim.

You can now begin completing the claim forms designated for your grant.

**Note:** All forms can be edited and saved as often as necessary but the system will require that ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

Application Preview Attachment Alert History Map

**Application Details**

**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

You will continue to click on and complete each form in the Claim Component listing.

**Note:** Most forms are editable by clicking 'Edit' at the top part of the section.

However, multi-list sections are editable by clicking 'Add' on the section.

All information must be saved by clicking 'Save' on the forms.

If you do not click 'save' and you back out of the form or section of the form, your information will be lost.

Once you have filled out all required fields and you have marked the form complete, you will submit your claim.

Claim Preview Attachment Alert History Map Versions

### Claim Details ✔ Submit Claim

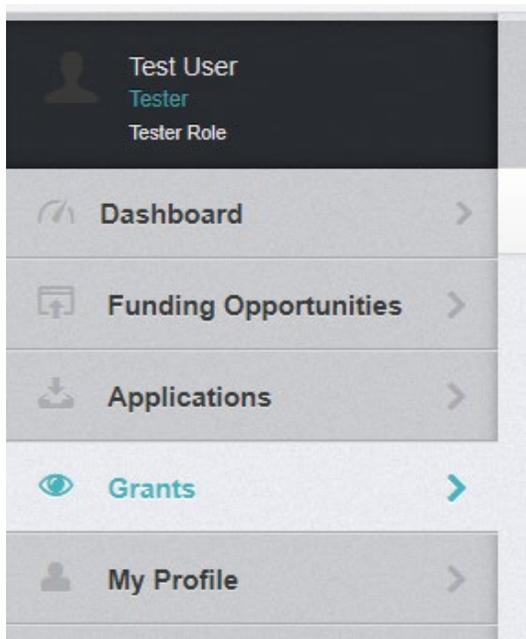
• Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✔	Nov 7, 2019 1:16 PM - Test User
Reimbursement	✔	Nov 7, 2019 1:24 PM - Test User

# V. Submitting a Status Report in IowaGrants

From the Side Menu:

Click on 'Grants':



Select the Grant you would like to access in the Active Grant listing

## Grant

List of all current grants

[Back](#) [Print](#) [Help](#) [Log Out](#)

**Active Grants** Closed Grants

### Active Grants

All active grants are listed below.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

Once you have selected the Grant, you will be directed to the Grant Components.

Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

Select **'Status Reports'** from the list of Grant Components

ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
T351FY2020 - 001	Quarterly Report	Submitted	11/01/2019 - 02/01/2020		Feb 10, 2020 11:09 AM	

Click on **'Add Status Report'**.

### General Information - Status Report - Edit

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Sub Type\*:

Report Dates:

Start Date      End Date

Choose the **'Sub Type'**.

Enter **'Report Dates'**. Start Date and End Date.

When complete, click **'Save Form'**.

Status Report Preview Attachment Alert History Map Versions

**Status Report** [Preview Status Report](#)

Component	Complete?	Last Edited
General Information	✓	Feb 13, 2020 2:32 PM - System Administrator
Status Report Test Form		-

Click on the status report form(s) listed under Components.

(Status Report Test Form in this example)

**Status Report** [Save Form](#)

Text:

[Save Form](#)

Enter the requested data and click on **'Save Form'**.

Review form and if correct, click on **'Mark as Complete'**.

Status Report Test Form - Current Version [Create New Version](#) [View Versions](#)

**Status Report** [Mark as Complete](#) [Edit Form](#)

Text: test

Last Edited By: System Administrator - Feb 13, 2020 2:40 PM [Edit Form](#)

If status report is ready for submission, click on **'Submit Status Report'**.

Status Report Preview Attachment Alert History Map

**Status Report Details** [Submit Status Report](#) [Withdraw](#) [Preview Status Report](#)

• Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 13, 2020 2:32 PM - System Administrator
Status Report Test Form	✓	Feb 13, 2020 2:40 PM - System Administrator

# VI. Submitting a Contract Amendment in IowaGrants

From the Side Menu:

Click on 'Grants':

The screenshot shows the IowaGrants application interface. On the left is a side menu with the following items: 'Test User' (Tester Role), 'Dashboard', 'Funding Opportunities', 'Applications', 'Grants' (highlighted in blue), and 'My Profile'. The main content area is titled 'Grant' and contains a list of all current grants. The 'Active Grants' tab is selected. Below the tab is a table of active grants.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

Select the Grant you would like to access in the Active Grant listing.

Once you have selected the Grant, you will be directed to the Grant Components.

☰ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:18 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

Select **Contract Amendments** from the list of Grant Components

📄 Amendments <span style="float: right;">+ Add Amendment</span>				
ID	Type	Status	Title	Submitted Date
T351FY2020 - 001	All Contract Amendments	Submitted	Pat Test Amendment	Feb 10, 2020 11:17 AM

Click on **Add Amendment**.

### General Information - Amendment - Edit Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

**Amendment Type\*:**

**Title\*:**

Choose the **Amendment Type**.

Enter **Title**.

When complete, click '**Save Form**'.

Click on the contract amendment form(s) listed under Components.

Amendment Preview Attachment Alert History Map

### Amendment Preview Amendment

**Amendment cannot be Submitted Currently**

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2020 10:41 AM - Test User
Test Amendment Form	-	-

Enter the requested information and click on **Save Form**.

Review form and if correct, click on **Mark as Complete**.

Test Amendment Form - Current Version

### Amendment Mark as Complete Edit Form

Text: Test

Test2\*: Test

Upload\*: TestAttachment1.docx

Last Edited By: Test User - Feb 14, 2020 10:45 AM Edit Form

If contract amendment is ready for submission, click on **Submit Amendment**.

Amendment Preview Attachment Alert History Map

### Amendment Details Submit Amendment Withdraw Preview Amendment

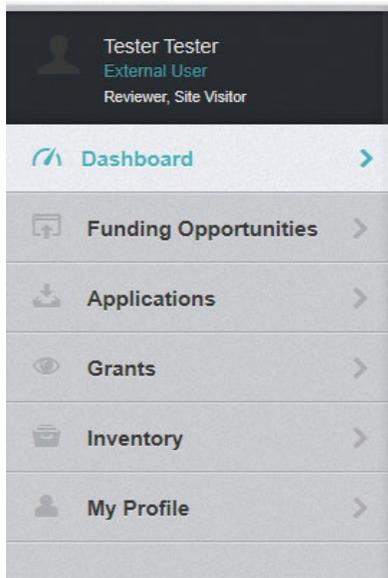
**Amendment is in compliance and is ready for Submission!**

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2020 10:41 AM - Test User
Test Amendment Form	✓	Feb 14, 2020 10:45 AM - Test User

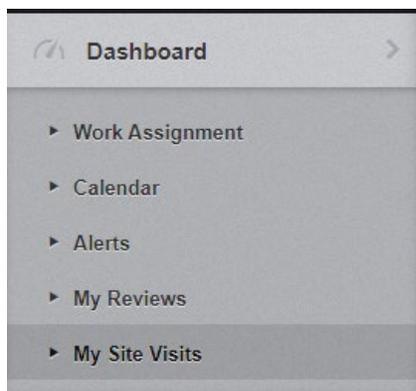
## VII. Completing a Site Visit in IowaGrants

From the Side Menu:

Click on **'Dashboard'**:

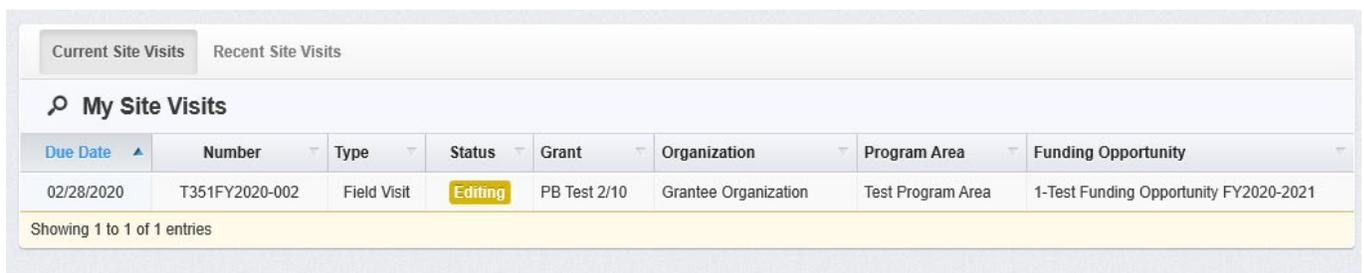


Click on **'My Site Visits'**.



Select the Site Visit you would like to access in the My Site Visits listing.

If you need to access a recent site visit, click on the Recent Site Visits tab.



The screenshot shows the 'My Site Visits' table with two tabs: 'Current Site Visits' and 'Recent Site Visits'. The table has a search icon and the title 'My Site Visits'. Below the table, it says 'Showing 1 to 1 of 1 entries'.

Due Date	Number	Type	Status	Grant	Organization	Program Area	Funding Opportunity
02/28/2020	T351FY2020-002	Field Visit	Editing	PB Test 2/10	Grantee Organization	Test Program Area	1-Test Funding Opportunity FY2020-2021

Click on **Edit Site Visit**.

The screenshot shows the top navigation bar of the 'Site Visit' application. The header includes the application name 'Site Visit' and the status 'Site Visits awaiting visit'. Navigation links include 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', and 'My Site Visits'. Below the header is a secondary navigation bar with 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area is titled 'Site Visit Details' and features a 'Notes (0)' button and an 'Edit Site Visit' button. The primary identifier is 'T351FY2020' with a link to 'Site Visit Details'. Below this, a table lists components with columns for 'Funding Opportunity' and 'Initial Submit Date'.

Funding Opportunity	Initial Submit Date
1-Test Funding Opportunity FY2020-2021	

Click on the site visit form(s) listed under Components.

This screenshot shows the 'Site Visit Details' page with a red warning banner: 'Site Visit cannot be Submitted Currently' with the sub-message 'Site Visit components are not complete'. Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists three components: 'Simple Site Visit', 'Funding Opportunity', and 'Application', all of which are marked as incomplete.

Component	Complete?	Last Edited
Simple Site Visit	-	-
Funding Opportunity	-	-
Application	-	-

Enter the requested information and click on '**Save Form**'.

The screenshot displays the 'Simple' form within the 'Site Visit' application. The form has a yellow background and includes a 'Comments\*' text area. A 'Save Form' button is located in the top right corner of the form area, and another 'Save Form' button is positioned at the bottom right of the page.

Review form and if correct, click on **'Mark as Complete'**.

The screenshot shows the 'Site Visit' form interface. At the top, there is a header with a magnifying glass icon and the text 'Site Visit' and 'Site Visits awaiting visit'. To the right of the header are navigation links: 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', and 'My Site Visits'. Below the header is a secondary navigation bar with 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area has a title 'Simple Site Visit - Current Version' and a sub-section 'Simple'. In the 'Simple' section, there are two buttons: 'Mark as Complete' (orange) and 'Edit Form' (green). Below these buttons is a 'Comments\*' field containing the text 'test'.

If site visit is ready for submission, click on **'Submit Site Visit'**.

The screenshot shows the 'Site Visit Details' page. At the top, there are tabs for 'Site Visit Preview', 'Attachment', 'Alert History', and 'Map'. Below the tabs is a header with a magnifying glass icon and the text 'Site Visit Details'. To the right of the header are three buttons: 'Submit Site Visit' (orange), 'Notes (0)' (blue), and 'Preview Site Visit' (blue). Below the header is a green banner with the text 'Site Visit is in compliance and is ready for Submission!'. Below the banner is a table with the following data:

Component	Complete?	Last Edited
Simple Site Visit	✓	Feb 14, 2020 11:41 AM - Tester Tester
Funding Opportunity	-	-
Application	-	-