Form Package 853 – ESD Grantee Instructions
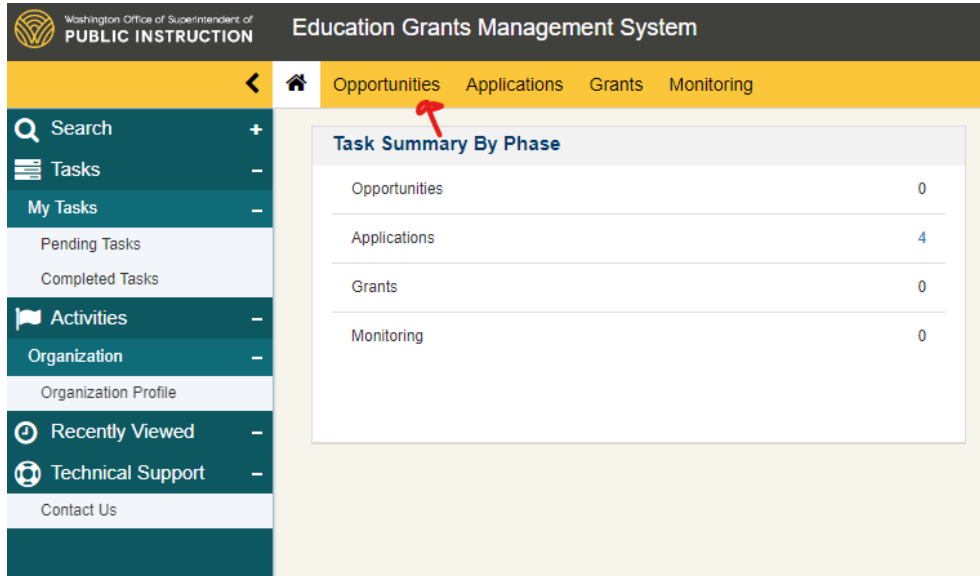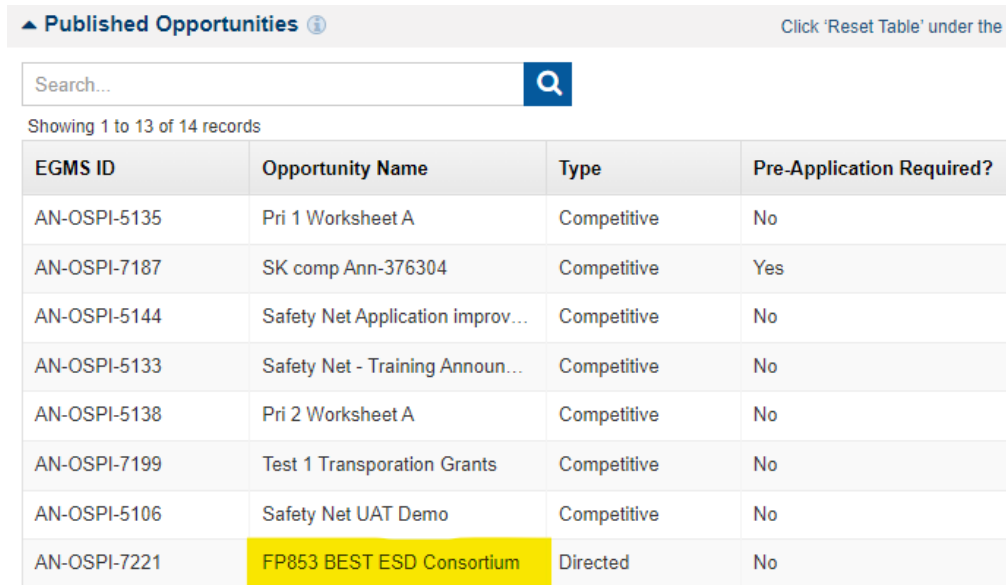
When you log into the EGMS platform, you will find the BEST FP853 grant opportunity under the "Opportunities" tab.

Once you are in the "Opportunities" section, please "Search" or sort by name to find: FP853 BEST ESD Consortium. You will click the green eyeball under the "Actions" tab to gain access to the opportunity.

Once you gain access to the opportunity, you will need to select the "Qualify" button in the upper right corner of the page to create the application.

After you hit the "qualify" button, you should see a banner pop up that says, "This funding opportunity has been qualified by your organization. If the opportunity is still open, then the application process can begin by selecting "Create Application".

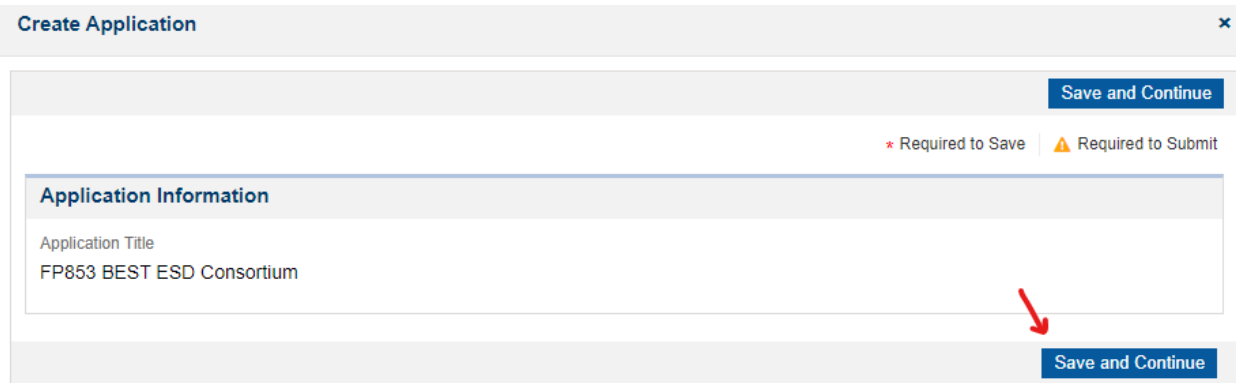This funding opportunity has been qualified by your organization. If the opportunity is still open, then the application process can begin by selecting "Create Pre-Application" or "Create Application".view less

After you see this banner, you will be able to click the "Create Application" button in the upper right corner to start the process.

Opportunity
FP853 BEST ESD Consortium   Create Application
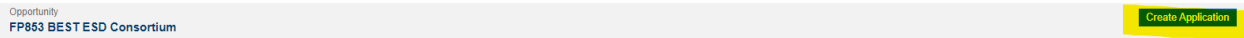
You should see a pop-up to "Save and Continue" creating the application.

Create Application   ✕

                                                                                          Save and Continue

                                                                            * Required to Save   ⚠ Required to Submit

Application Information

Application Title
FP853 BEST ESD Consortium

                                                                                          Save and Continue
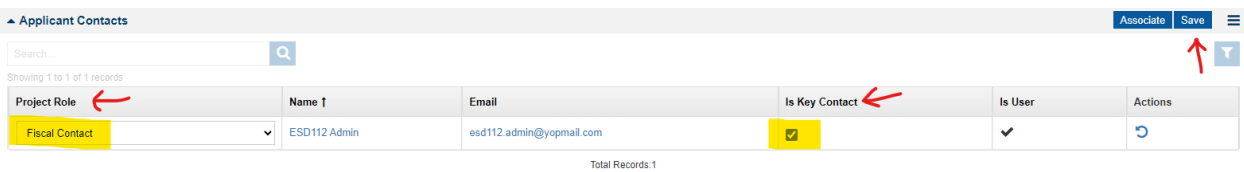
If you've made it this far, you can formally apply for FP853 BEST ESD Consortium. Yay!

On the "Overview" tab, the "Total Budget Requested" box in the "Application Overview" section will need to be completed before the application can be saved or submitted.

▲ **Application Overview**

Application Title   *Total Budget Requested
FP853 BEST ESD Consortium   0.00

Staying on the "Overview" tab, in the "Applicant Contacts" section you will need to do two (2) things. After the following two (2) items are completed, do not forget to hit the "save" button in the upper right corner of the "Applicant Contacts" section.

1. You will need to make one (1) contact the "key contact" by checking the box under "Is Key Contact".
2. You will need to make one (1) contact the "fiscal contact" by using the drop-down menu under "Project Role". **You will not be able to make claims against the grant without a "fiscal contact".**

▲ Applicant Contacts   Associate Save ≡

Search					
Showing 1 to 1 of 1 records					
Project Role	**Name ↑**	**Email**	**Is Key Contact**	**Is User**	**Actions**
Fiscal Contact	ESD112 Admin	esd112.admin@yopmail.com	☑	✔	↺
		Total Records:1			

On the "Forms and Files" tab, you will find the "FP 853 – BEST – Application for ESDs" under the "Forms" section. Click the blue pencil icon to begin filling out the forms.

The first tab of the application that needs completing is the "Information & Assurances" tab. *Note, if you see an orange dot next to any section, that means there is something in that tab or section that still needs to be completed to save and submit.*
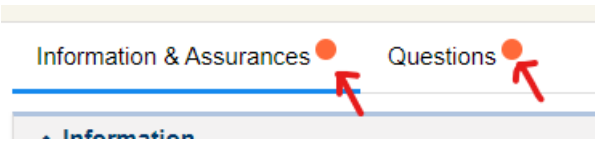
In the "Information & Assurances" tab, please read and acknowledge the assurances put forth by the BEST program. Complete the "Acknowledgement of Program Assurances" section.

In the second tab of the application, "Questions", you will complete each section keeping in mind the items that are tagged "Required to Save" and "Required to Submit".
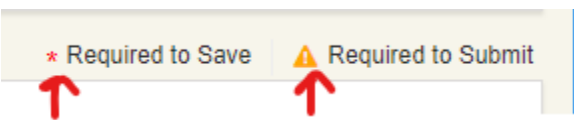
The first section asks for the contact information for the "BEST Lead Contact" – Name, Email, and Phone.

The second section encompasses two (2) questions that ask for information about the "Induction Program Components".

1. Drop-down, single answer question.
2. Long text answer – 1,000-character limit.

▲ Induction Program Components

Answer the Induction Program Components questions based on the current state of your Beginning Educator Induction program.

⚠ 1. Read and reflect on the "Stages of Induction Growth" outlined in the Standards for Beginning Educator Induction. In which stage do you consider your program to be? ⓘ

| --None-- | ▾ |

⚠ 2. What are some action steps the team is taking to continue to grow and improve the program? ⓘ

The third section asks you to complete the "BEST Consortium Data". To do this you will select the "new" button in the upper right corner of the "BEST Consortium Data" section.

▲ BEST Consortium Data

Complete the table with current consortium member data. Add additional rows as needed.

Records are sorted by Last Modified Date ascending or

District Name ⓘ	Is this district a new, continuing, or returning member? ⓘ	Actions
	No Records Found	

This will allow you to add a district name and whether the district is a new, continuing, or returning member. If you need to remove a district from the table, please use the red x button under the "Actions" header. Once all districts in the consortium are added, hit the "save" button in the upper right corner of the "BEST Consortium Data" section. *Note, hover over the "i" bubble to learn more about the definition of new, continuing, or returning member.*

▲ BEST Consortium Data   New Save

Complete the table with current consortium member data. Add additional rows as needed.

Records are sorted by Last Modified Date ascending o

District Name ⓘ	Is this district a new, continuing, or returning member? ⓘ	Actions
	▾	✖

▲ BEST Consortium Data   New Save ☰

Complete the table with current consortium member data. Add additional rows as needed.

Records are sorted by Last Modified Date ascending order

District Name ⓘ	Is this district a new, continuing, or returning member? ⓘ	Actions
district 3	Returning ▾	✖
district 2	New ▾	✖
district 1	Continuing ▾	✖
	No Records Found	

Once both tabs of the application are complete, hit the "save" button in the upper right corner of the page. This will bring you to the next step.

Cancel **Save**

FP 853 - BEST - Application for ESDs ▾

After the application is saved, you will need to hit the newly available "Validate" button in the upper right corner of the page.
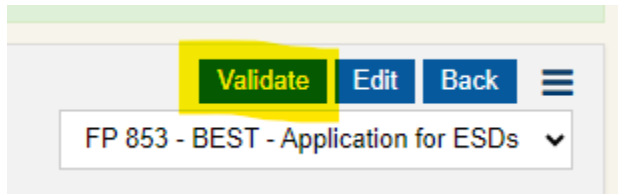

Once the form validation is completed, you will see a new "yes" in the "Forms" section of the "Forms and Files" tab. *Note, if you need to revise your application before submitting it, please follow the steps above after hitting the blue pencil icon.*


Now that you have completed your application and validated everything, you will select the "Submit Application" button in the upper right corner of the page. *Note, after submitting the application, you will not be able to edit it.*
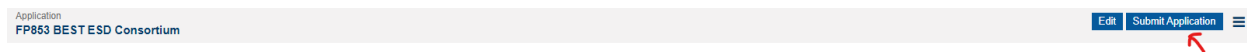
Once you select the "Submit Application" button, you will see a modal window pop up. Please select "Yes" on the Confirm pop-up if you are ready to submit your application for review.
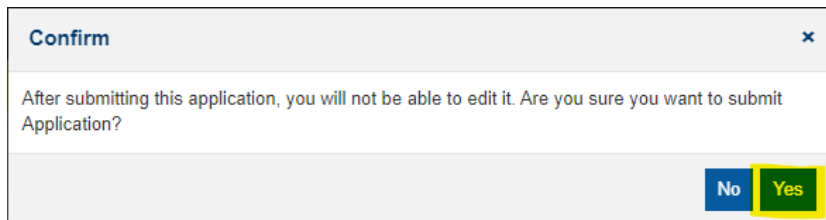
After submitting your application, you will see a new green checkmark in the status bar above "Submitted", and that the status has changed to "Submitted to Grantor".