# New York State Grants Gateway

Vendor's Quick Start Guide

How to apply for an Online Opportunity

PLEASE NOTE: Waiting until the last several days to complete your application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

This document is provided as a "quick start" guide for grantees who want to apply for a grant opportunity online via the Grants Gateway. A comprehensive vendor system user manual (Grantee User Guide) can be found at www.grantsreform.ny.gov/Grantees.

1. NYS Grant Opportunities can be found in the Grant Opportunity Portal, located at www.grantsgateway.ny.gov.
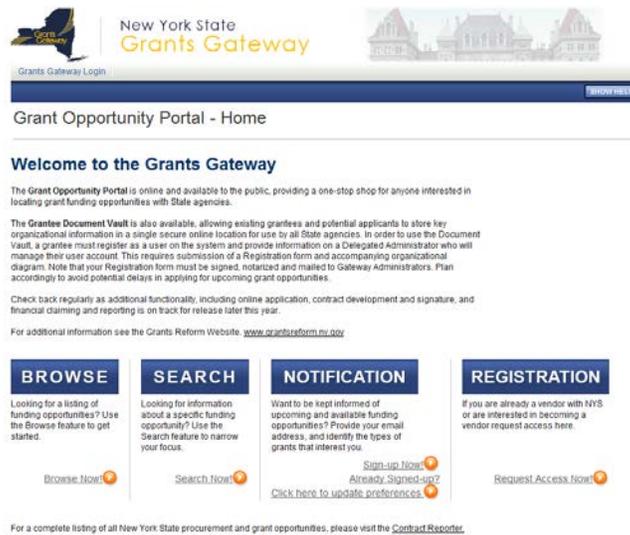
2. Browse/search for the available Grant Opportunity in the Portal :
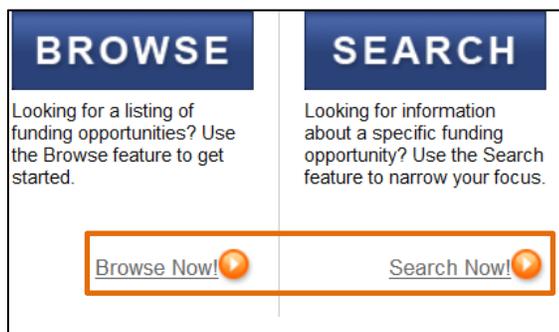
3. To apply for the opportunity, you must be registered with the Grants Gateway. If your organization is not registered in the Grants Gateway, click on the Request Access Now link for instructions and form:

REGISTRATION

If you are already a vendor with NYS or are interested in becoming a vendor request access here.

Request Access Now!

4. If your organization is a Not-for-Profit, you must be prequalified prior to the due date of the opportunity for your application to be reviewed. To read about the prequalification process, please visit www.grantsreform.ny.gov/grantees.

5. Once your Organization is registered and prequalified (if applicable) in the Grants Gateway, the User with the **Delegated Administrator** Role will have to create additional roles to initiate, complete, and submit the application in Grants Gateway. Please refer to "Section 4.2" of the "Grantee User Guide" located at www.grantsreform.ny.gov/grantees to learn how to create a user role in Grants Gateway system.

6. The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

Role	Create and Maintain user Roles	Initiate Application	Complete Application	Submit Application	Only view the Application
Delegated Admin	✔				
Grantee		✔	✔		
Grantee Contract Signatory		✔	✔	✔	
Grantee Payment Signatory		✔	✔		
Grantee System Administrator		✔	✔	✔	
Grantee View Only					✔

7. Apply for an opportunity

7.1 Log in to Grants Gateway using your Credentials.
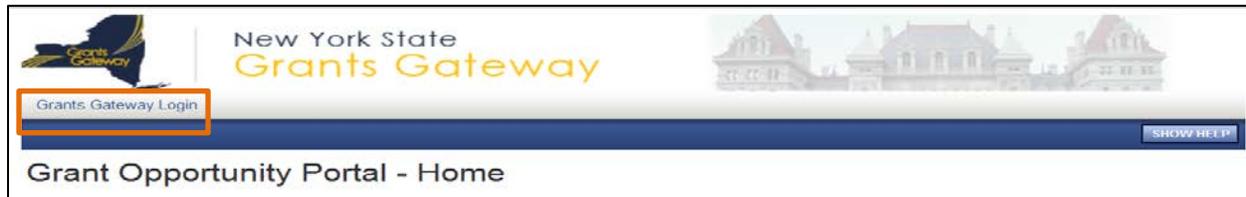
7.2   Click on the View Opportunities button under View Available Opportunities

Welcome A
Grantee
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Using System Messages
> Understanding your Tasks

Hello A, please choose an option below.

View Available Opportunities

You have Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

7.3   In the Search Criteria enter the Grant Opportunity name and select the Funding Agency and hit the Search button.

Back
Opportunities

Search by Grant Opportunity	Victims of Crime Act (VOCA) Victim and Witness Assistance
Search by Due Date	From: To:
Search by Eligibility	- All -
Search by Funding Agency	Office of Victim Services

SEARCH   CLEAR

7.4   Click on the name of the Grant Opportunity from the search results grid.

Search Results
Click the **Grant Opportunity Name** to view more detail on Available Opportunities.
Sort the results by clicking on a column heading (sorting by Eligibility is not an option).

Funding Agency	Grant Opportunity	Status	Eligibility	Due Date
Office of Victim Services	Victims of Crime Act (VOCA) Victim and Witness Assistance Grant Program	Available	Governmental Entity, Not-For-Profit, Tribal Organization	May 12, 2014

1

7.5   Click on the APPLY FOR GRANT OPPORTUNITY button located bottom left of the Main page of the Grant Opportunity.

APPLY FOR GRANT OPPORTUNITY

7.6 Start creating your application by going to *Forms Menu* and filling in all the required forms.

8. Retrieve the Application you already started

8.1. If you need to save your work and come back at a later time, you can do so. To retrieve the application you already started, click on the Applications link located at the top of your home screen and enter search criteria to locate the application.

8.2. The system will display the application you have already started.

8.3. Click on the application number to restart the application where you left it earlier.

8.4. It is very important you do not click "Apply for Grant Opportunity" again in the system, as it will create duplicate applications (if the RFP allows more than one application per grantee). Once an application has been initiated, you should continue using that one by utilizing the application search function.
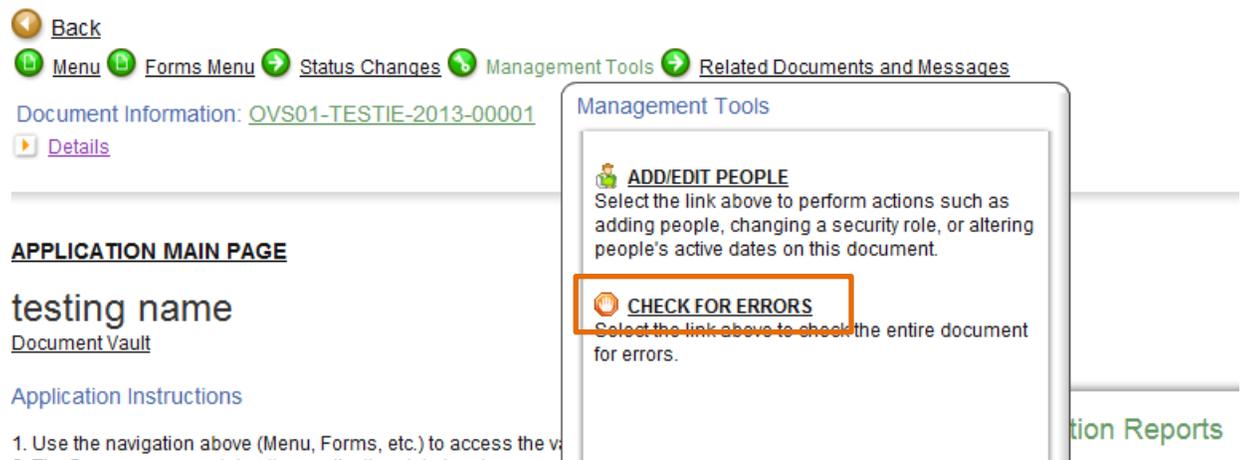
9. Submit the Application

9.1. Log in to the Grants Gateway with one of the following Grants Gateway roles.

- Grantee Contract Signatory
- Grantee System Admin

9.2. Retrieve the completed application by searching for it under the Applications link on top of the screen
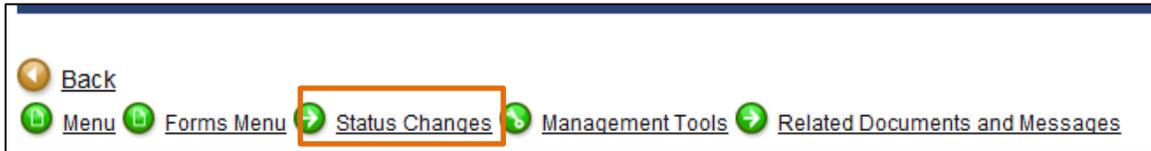

9.3. To check your application for errors, click on the "Check for Errors" link under the management tools link:

This will provide you with a list of errors that need to be corrected before submission.

9.4. In order to submit your online application, click on the <u>Status Changes</u> link located top of your application main page.

9.5. Click on the <u>APPLY STATUS</u> button located under <u>APPLICATION SUBMITTED</u>

9.6. Prior to final submission, you will need to certify the agreement as stated. Please read the paragraph closely and click on I agree. If you select I DO NOT AGREE, your application will not be submitted. Click I AGREE to submit the application.

9.7.   Once your application is submitted you are returned to the Application main page. If you hover over the status changes link you will see that there are no available status options at this time.

9.8.   To check the current status of your Application click on the Details link. When you are working on your Application, the application status would say "Application in Process".
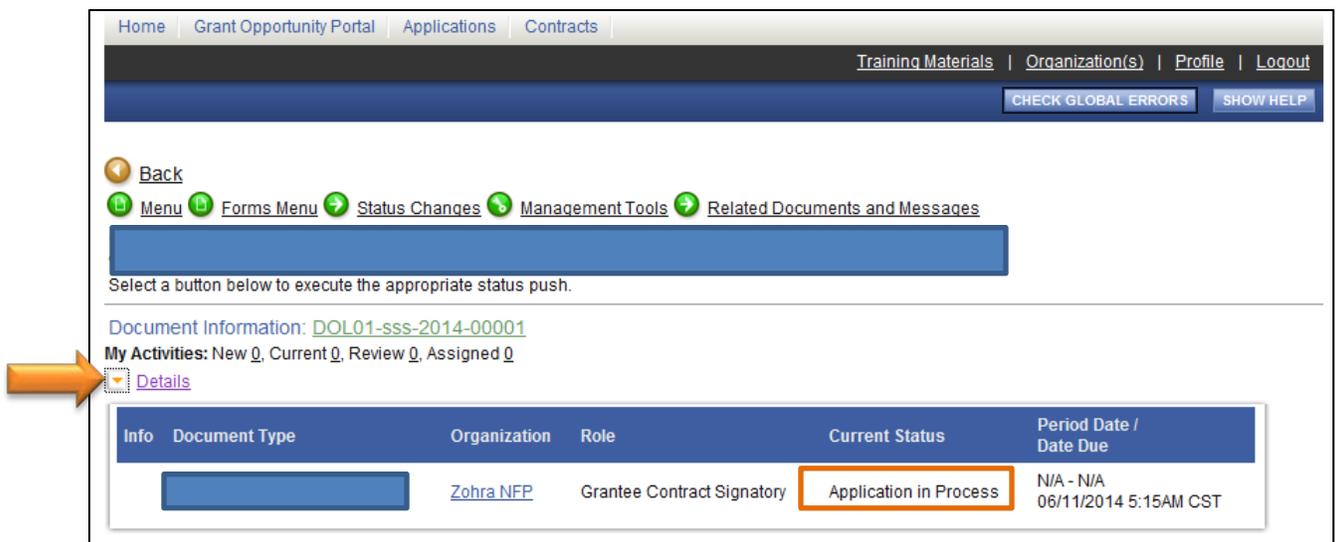
9.9.   After you submit your application, the application status in the Details grid would say "Assignment of Reviewers" Congratulations! This status means you have successfully submitted an application.

Helpful Information/Links

➢ www.grantsreform.ny.gov/grantees

➢ Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube: http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA

➢ Agate Help Desk
   - Phone: 1-800-820-1890
   - Email: helpdesk@agatesoftware.com
     (Technical questions)

➢ Grants Team Email: Grantsreform@budget.ny.gov
   (Application, Policy, and Registration questions)

➢ www.grantsgateway.ny.gov
   Within the Grants Gateway
   - Training materials link will contain training documents and videos
   - Show help

➢ For technical assistance, you can contact our Grants Gateway's Help Desk at 1-800-820-1890, or via Email at helpdesk@agatesoftware.com, Monday thru Friday 8am to 8pm.

➢ Questions about completing applications can be emailed to grantsreform@budget.ny.gov

➢ Questions regarding specific opportunities or applications should be directed to your funding agency.