

Navigating the WebGrants Grant Management System



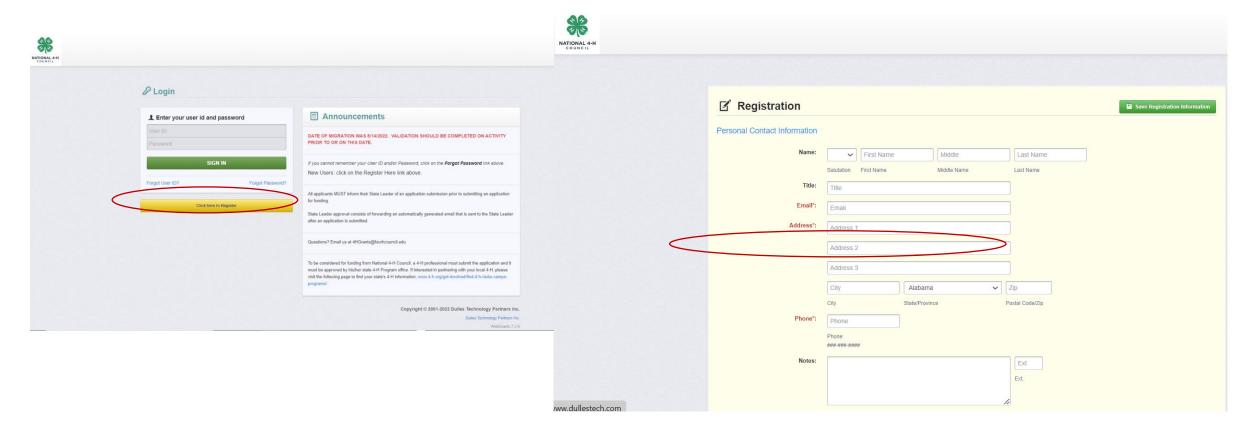


4-H IS THE YOUTH DEVELOPMENT ORGANIZATION OF OUR NATION'S COOPERATIVE EXTENSION SYSTEM AND USDA.



New & Returning Users





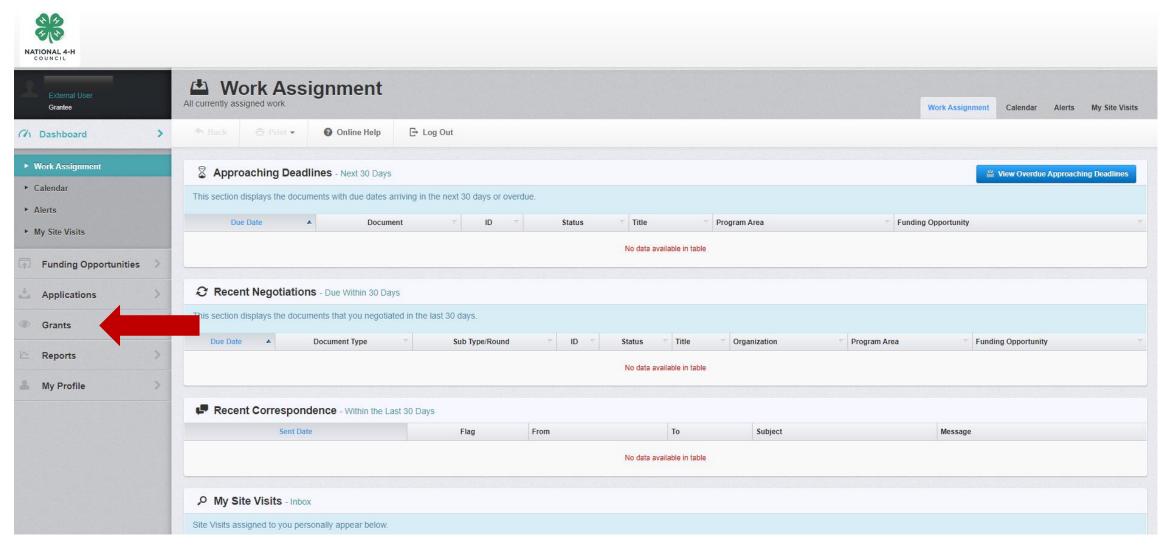
New Users: Go to https://grants.4-h.org/index.do to register new users. When registering, enter Financial Coordinator for the grant you will be managing and your LGU where it requests your title. You will be added to the grant once your request is approved.

Returning Users: log in with your user id and password.

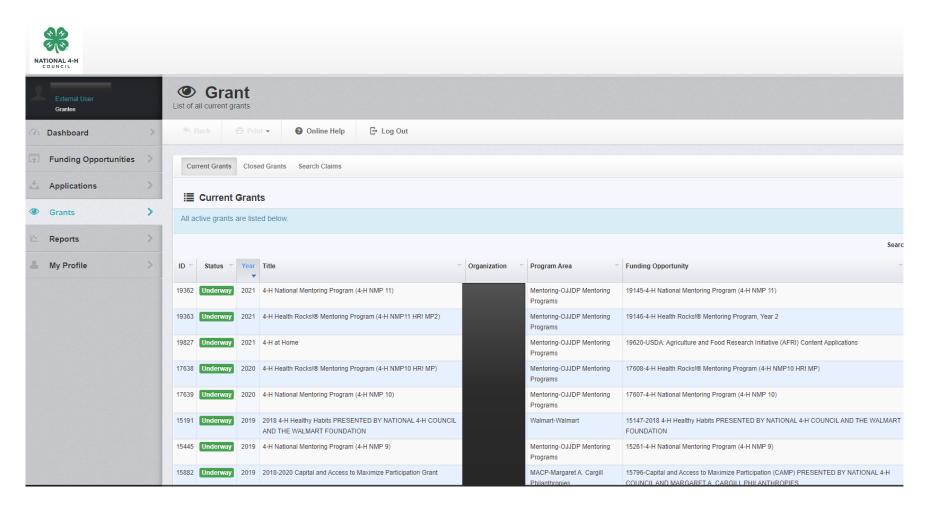


Submitting Claims for Reimbursement

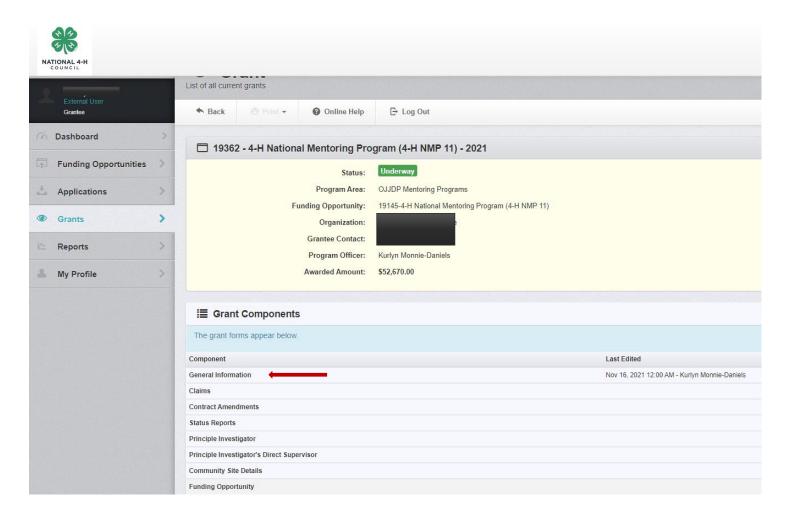




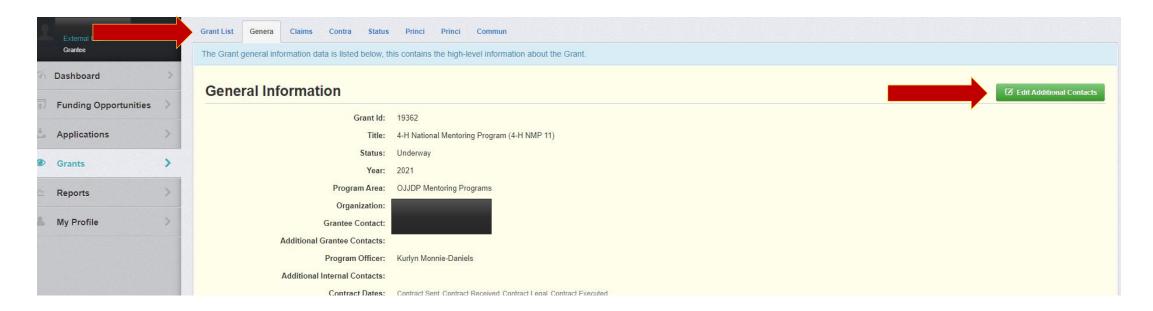
This is the first screen you will see when you log into WebGrants. Your grant will be found under "Grants."



On this screen you will see grants you are linked to. Select the title of the grant to access financial reporting.

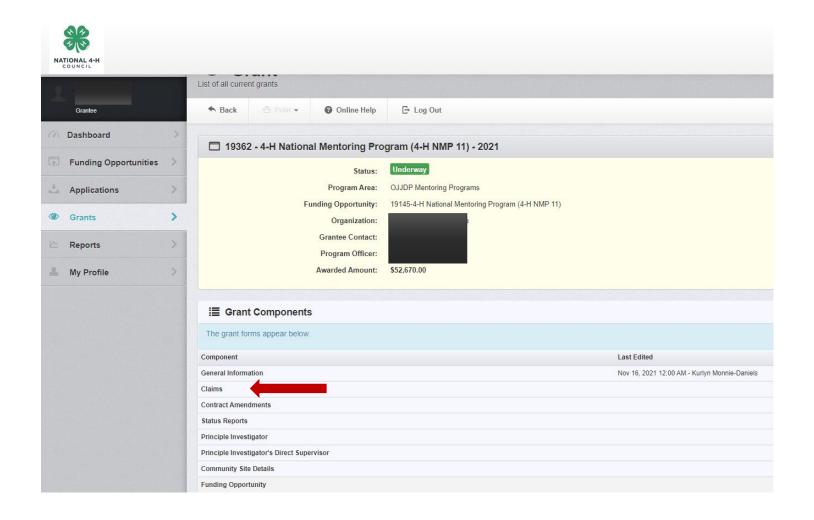


From this screen select "General Information"

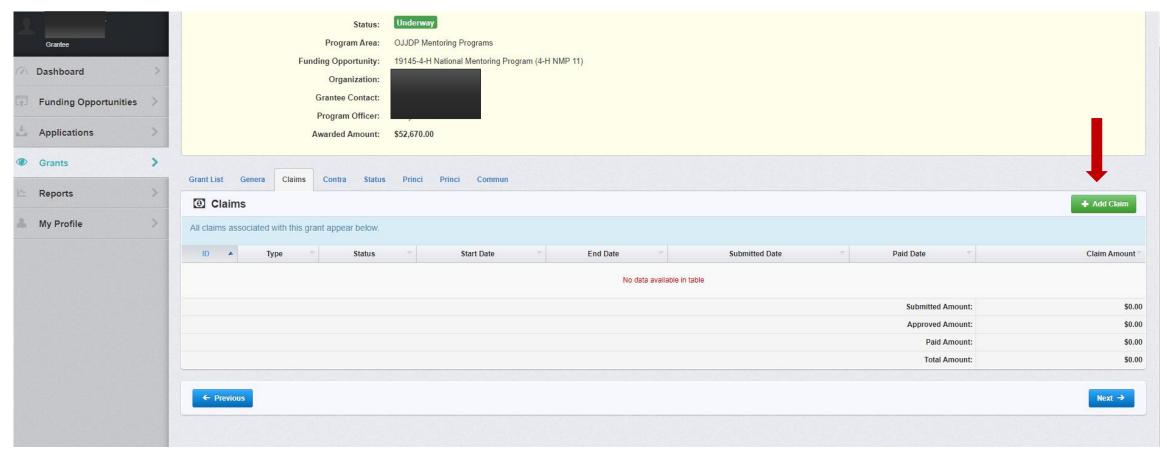


Under "General Information," as Principal Investigator you will see everyone who is associated with the grant. You can edit and add the names of the users you would like give the ability to view/edit claims.

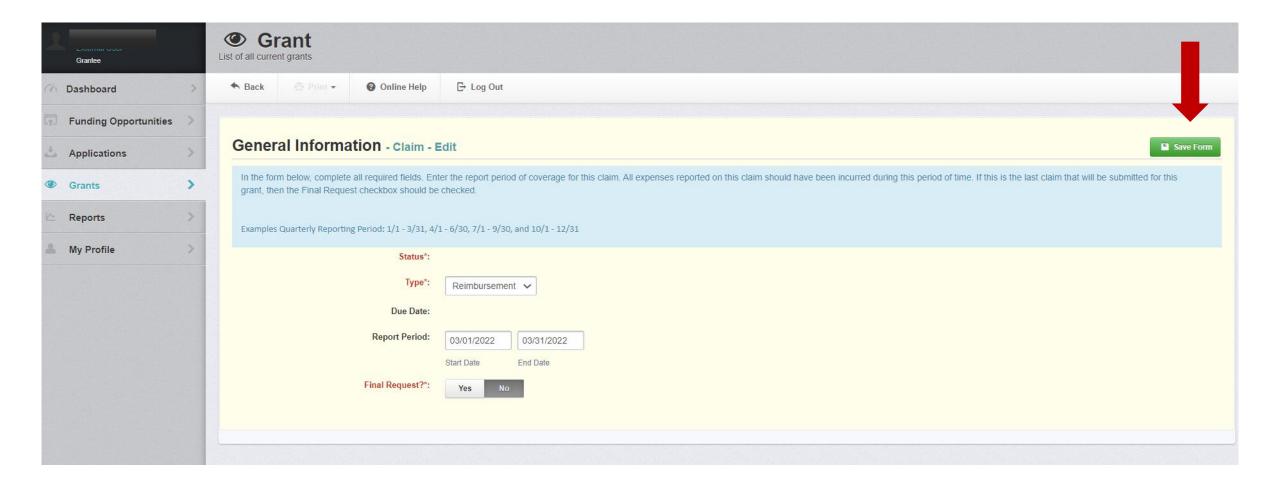
Clicking "Grant List" will take you back to the previous menu screen.



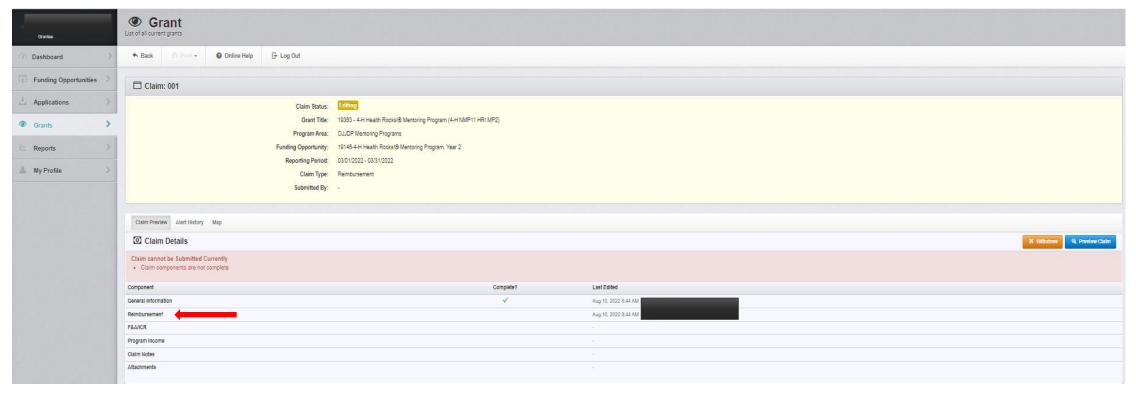
When back at the Grant Component screen, you can select "Claim"



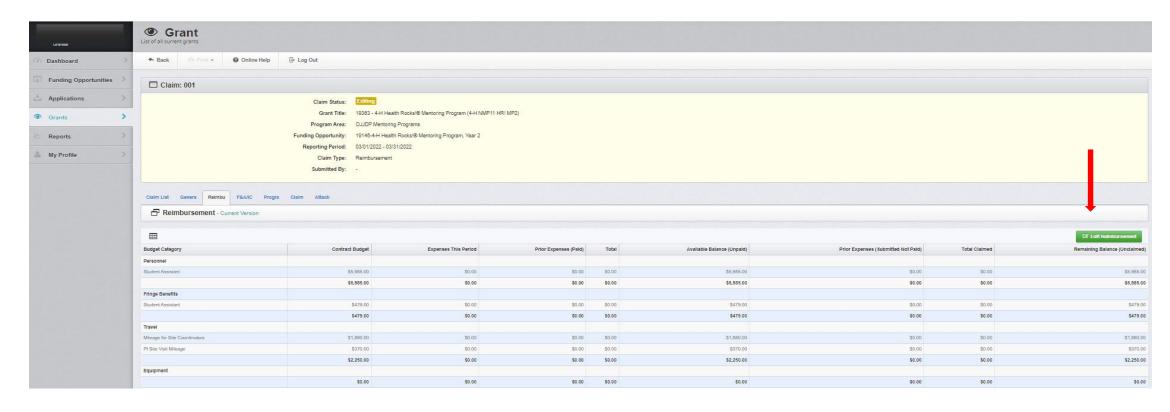
The reimbursement form is in the "Claims" section. Click "Add Claim" to begin submitting your reimbursement request.



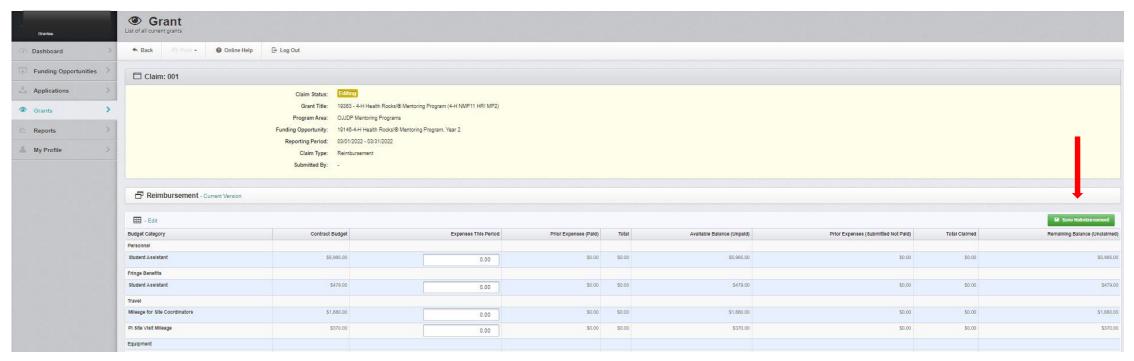
Enter the reporting period you are requesting reimbursement for and click "Save."



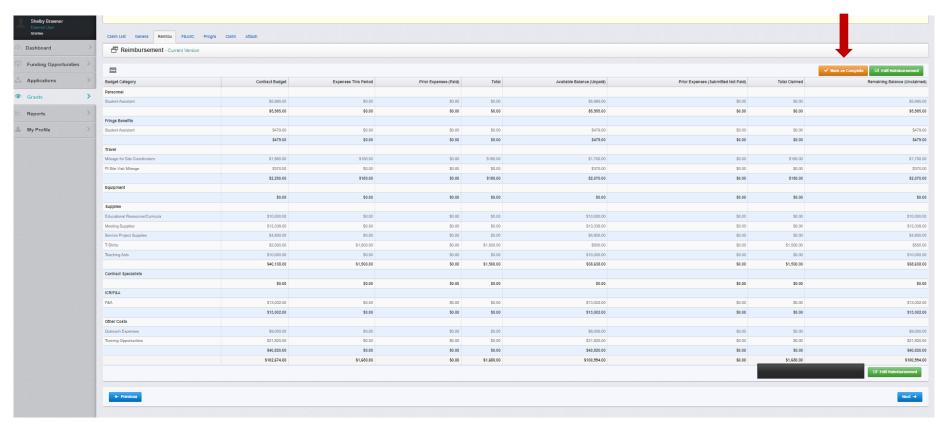
When on claim screen, select "Reimbursement."



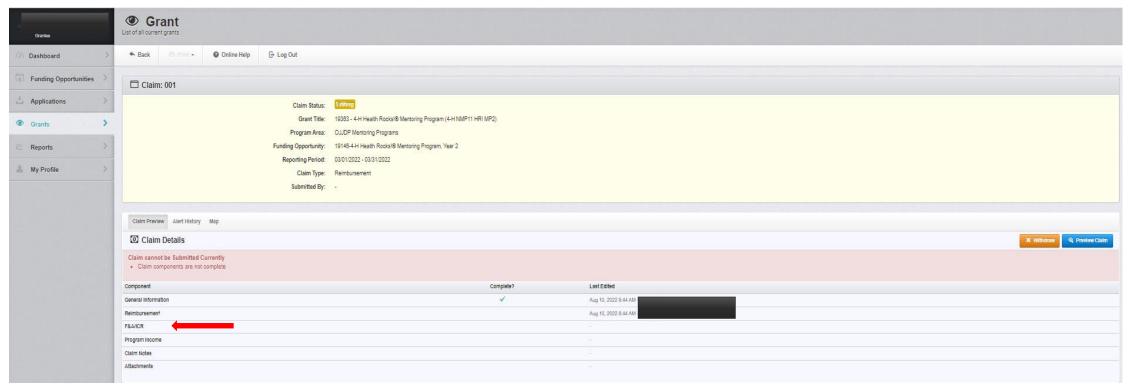
Select "Edit Reimbursement" to add detail.



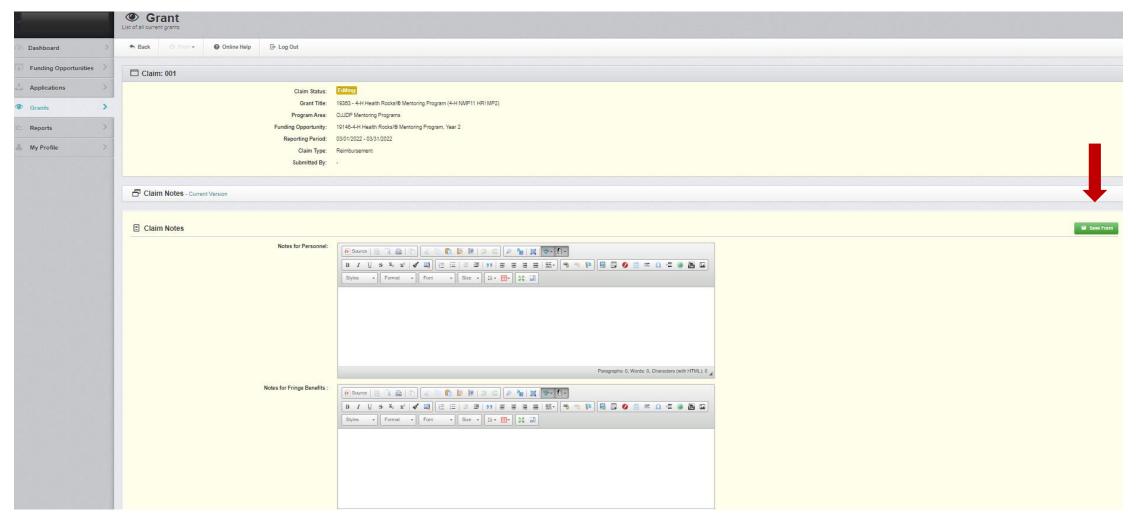
Once expenses have been added, Select "Save Reimbursement" to move to next section.



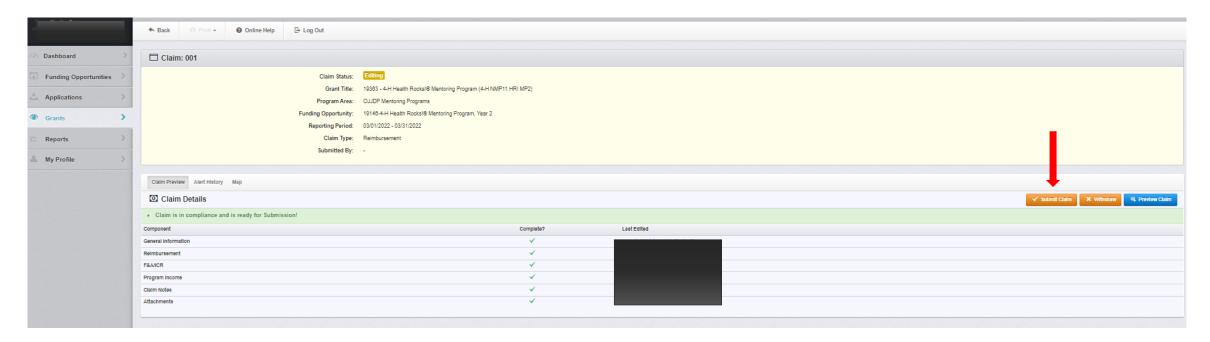
Select "mark as complete".



When back on claim screen, select the next section you wish to work on. All sections must be marked complete before submitting.



Include narrative statements detailing expenses in the claim notes section. Once done, select "save form." And on the next screen, "mark as complete".



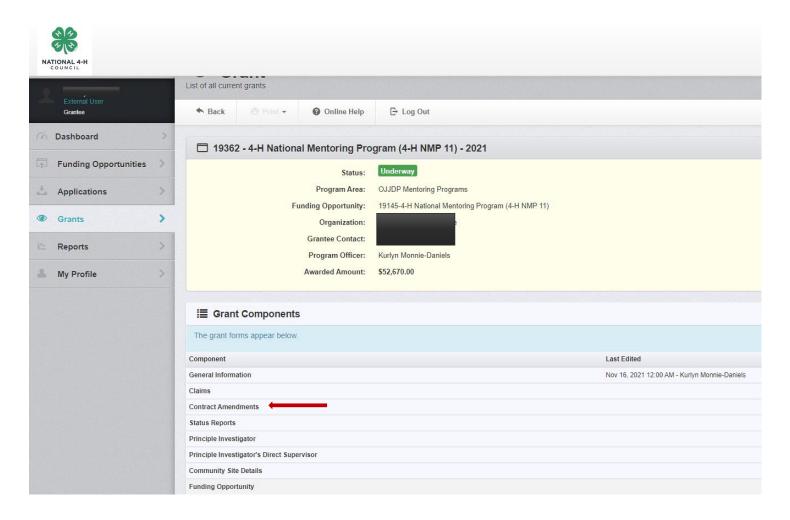
Once all areas are complete, click "Submit Claim". A confirmation box will pop-up to verify you are ready to submit claim.

After your claim has been submitted, you can return to the grants tab to see the status of your claim.

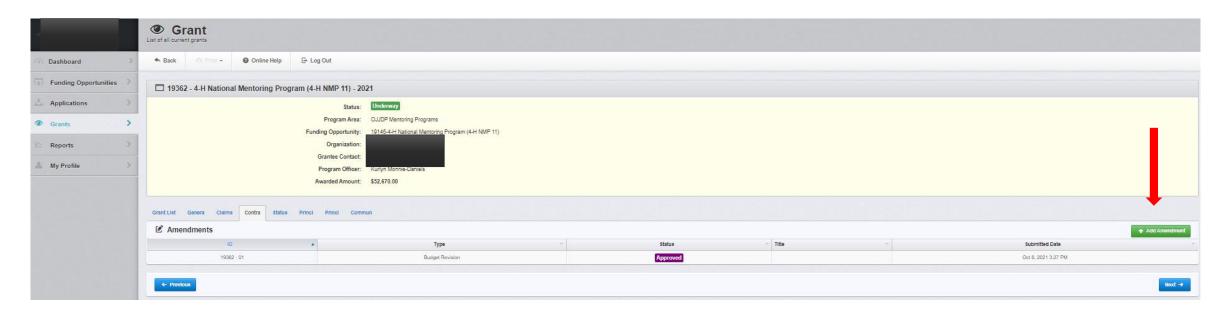


Submitting Budget Modifications





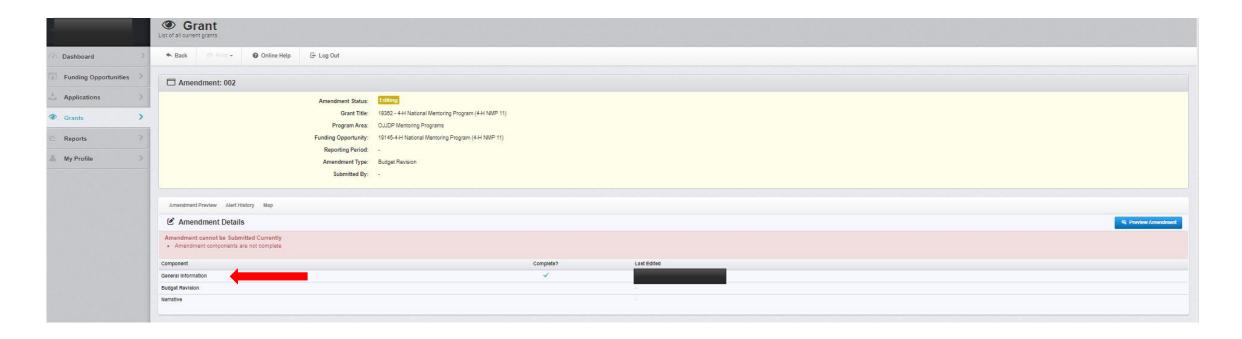
To request a budget modification, select contract amendments from the main menu of the grant.



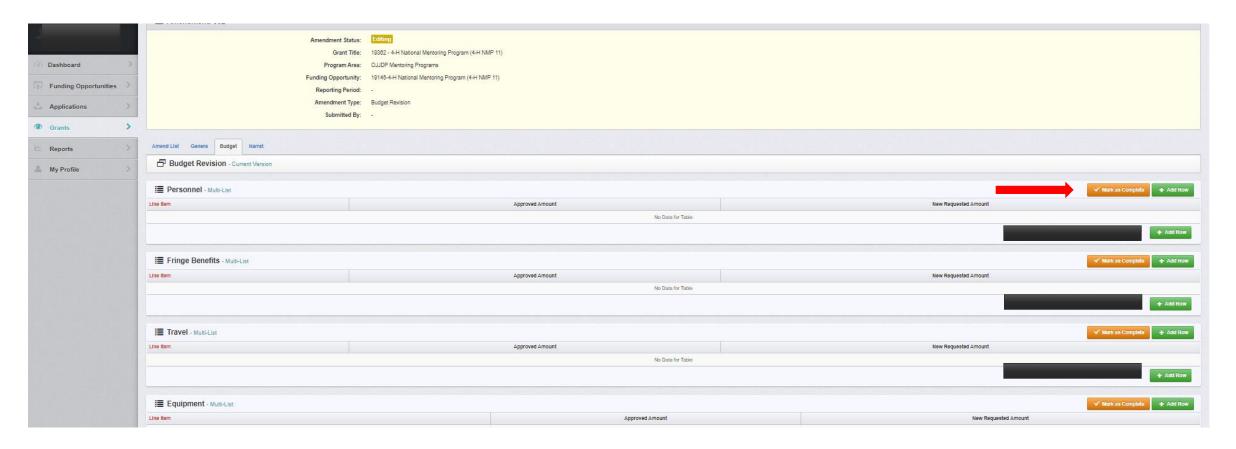
Click "Add Amendment"



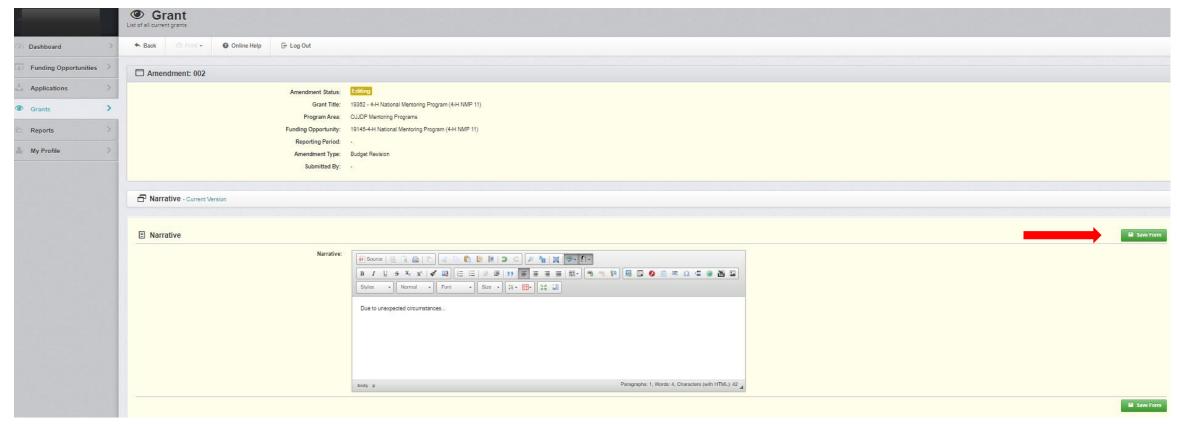
Use the dropdown box to choose type of amendment. Budget revisions will be used to adjust funds. Project revisions will be used to adjust site information. Give your amendment a title and then click "Save Form"



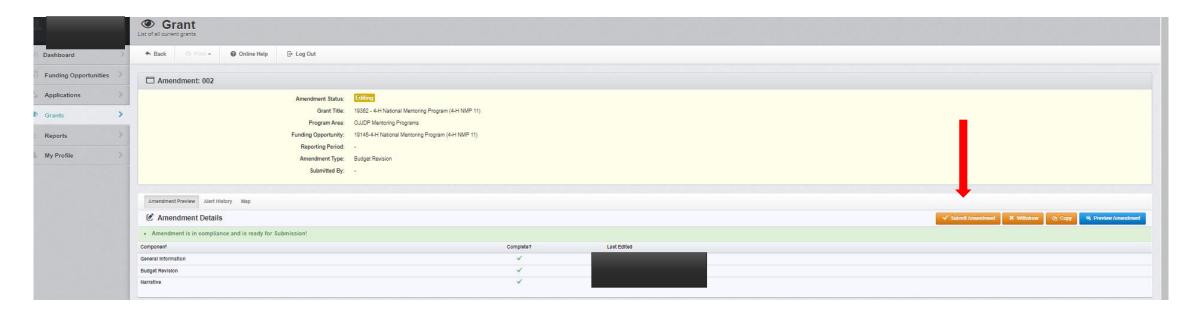
Click through and complete each section. The amendment cannot be submitted until all sections are complete.



Click through and complete each section, be sure to "Mark as Complete". The amendment cannot be submitted until all sections are complete.



When completing the narrative, please include as much detail as possible to explain the reasoning. Save form once finished.



Once all sections indicate complete with a green check mark, click "Submit Amendment"

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