WebGrants User Guide

Table of Contents
Introduction .................................................................................................................. 1
Registration Instructions .......................................................................................... 2
  Confirmation Emails ......................................................................................... 4
Getting Started in WebGrants ............................................................................... 5
  Navigation ....................................................................................................... 5
  Additional WebGrants Information ............................................................. 6
Completing an Application ................................................................................... 6
Starting a New Application .................................................................................. 6
  Funding Opportunities Page ........................................................................ 7
  Application – General Information Page .................................................... 8
Continue an Existing Application .................................................................... 10
  My Applications ............................................................................................... 10
  Funding Opportunities .................................................................................. 10
  Application Main Menu ............................................................................... 11
  Additional Grantee Contacts ...................................................................... 11
Submitting an Application ................................................................................. 13
Save/Print an Application .................................................................................. 13
  Before Submission ....................................................................................... 13
  After Submission .......................................................................................... 15
Need Help? ......................................................................................................... 15

Introduction

This document will guide you through the California Department of Fish and Wildlife’s (CDFW) Online Application in WebGrants. The forms in the online application itself have in-depth help text associated with them to provide further guidance. Please note that if there is any discrepancy between this document and WebGrants, follow the instructions in WebGrants.

For assistance with the application, please send an email to: CDFWWWebGrants@wildlife.ca.gov. You will receive a response to your request within one business day.

Note: WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

This application will not function using dial-up internet services. You need to have a high-speed connection.
Registration Instructions

All external users must register to use WebGrants by going to the home page.

To create a new account, click on ‘Register Here’.

The following screen is used for registering you and your organization as a WebGrants user.

Be sure to fill all required fields before you complete registration. Under the Organization ‘Tax ID’ field, enter “N/A.” Your organization’s Tax ID will be requested later if you receive a grant award.

Once all fields are complete, check ‘Verify Submission’ and respond to the reCAPTCHA prompts before selecting the ‘Register’ button at either the bottom or top right of the screen.
After submitting your registration, you will see the following screen thanking you for registering.
Confirmation Emails

After you register, you will receive two emails regarding the registration process.

The first will confirm that your registration request has been received. An example of this email appears below:

<table>
<thead>
<tr>
<th>Subject: WebGrants New User Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message:</td>
</tr>
<tr>
<td>**** Do Not Respond to This Email ****</td>
</tr>
<tr>
<td>Dear [Jane Doe],</td>
</tr>
<tr>
<td>Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password</td>
</tr>
<tr>
<td>Thank you for your patience.</td>
</tr>
</tbody>
</table>

Once you have been approved to use the system, you will receive a second email containing your credentials. An example of this email appears below:

<table>
<thead>
<tr>
<th>Subject: WebGrants Approved Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message:</td>
</tr>
<tr>
<td>**** Do Not Respond to This Email ****</td>
</tr>
<tr>
<td>Dear [Jane Doe],</td>
</tr>
<tr>
<td>Your new registration with the WebGrants grants management system has been Approved. Your user id and password are below:</td>
</tr>
<tr>
<td>User id: [User Id]</td>
</tr>
<tr>
<td>Password: [Password]</td>
</tr>
<tr>
<td>You may now log into the WebGrants system at the following location:</td>
</tr>
<tr>
<td><a href="http://www.watershedgrants.wildlife.ca.gov">http://www.watershedgrants.wildlife.ca.gov</a></td>
</tr>
<tr>
<td>If you have any questions, please contact CDFW staff at <a href="mailto:CDFWWebGrants@wildlife.ca.gov">CDFWWebGrants@wildlife.ca.gov</a>.</td>
</tr>
</tbody>
</table>
Getting Started in WebGrants

Once you have received the second email, you may return to the website and login with the User ID and Password provided in the email.

**Note:** After creating your WebGrants account, you will not need to register again. Your login will work for all CDFW Watershed Restoration Grant solicitations.

If you forget your password, click on ‘Forgot Password’ and the system will automatically generate an email, to the email address you provided when you registered, with your forgotten password.

**Navigation**

*Blue text* almost always indicates a clickable link, either within the system or, on occasion, to an external source.

Most sections of the application may be completed by clicking the ‘Edit’ button in the navigation ribbon that appears at the top of every page.

There are some sections that allow for more than one piece of information to be added to a list, in which case an ‘Add’ button must be used that appears either in the navigation ribbon:

Or at the top of the specific section, when on a page that also contains “editable” fields. For example:
All entered information must be saved by clicking the ‘Save’ button in the navigation ribbon. If you do not click ‘Save’ and you leave the form or section of the form, your information will be lost. Only use the ‘Back’ button in the browser or the navigation ribbon after clicking ‘Save’ or if you do not wish to save any changes.

**Additional WebGrants Information**

There are instructions at the top of each page within the application. It is extremely important to read all instructions in the application system before entering information. Additional instructions may be available by clicking on the ‘Help’ button in the navigation ribbon.

Required fields are indicated by a red asterisk (*).

To complete any fields with lengthy text in the application, we recommend that you compose your text using word processing software and then copy-and-paste the text into the application form. You may need to format the text needed once it is pasted into the online application. Please carefully review all pasted text, particularly when using any special characters, bullets, etc. Using the Word version of the application will not automatically load anything into the online application system.

Some fields are limited in the number of characters that can be entered. This includes spaces and punctuation. Character limits are noted in the application.

If you need to provide further explanation for a field that does not allow for additional text, you can submit the additional text as a supplementary document.

Do not try to copy and paste charts or tables into the text boxes within the application; upload these charts or tables as an attachment. The application will instruct you where to upload these attachments.

**Completing an Application**

**Starting a New Application**

To begin an application, click on ‘Funding Opportunities’ from the Main Menu. This will take you to the Current Funding Opportunities page where you can select the opportunity to which you would like to apply.
Funding Opportunities Page

Click the blue link under ‘Opportunity Title’ for the solicitation that you are interested in. This will take you to the ‘Opportunity Details’ page where you can start a new application.

Opportunity Details

Select ‘Start a New Application’ under the ‘Opportunity Details’ section to start a new application. If you have applied to this grant program in the past and would like to copy it to the current funding opportunity, select ‘Copy Existing Application.’ Please note that we may have made changes to the application forms since you last applied. Every form must be reviewed, and new/additional information will need to be added. It is the applicant’s responsibility to ensure that the application is complete and accurate.
After ‘Start a New Application’ is selected the General Information page will appear. This is a system page that pulls from the People and Organization database. The system identifies the user and their association with an Organization, which is specified when a user registers for access to WebGrants. Fill out each field and click ‘Save’ at the top right of the screen to continue.
**Primary Contact:** This is the lead person to be contacted regarding the project. This person will receive any communications regarding the proposal and grant process.

**Project Title:** *Brief* descriptive title for the project. This should not be a narrative. Limited to 250 characters.

**Authorized Official:** Name of the person authorized to legally sign a grant agreement. This will be a member of the applicant’s organization.

**Organization:** This is the organization that the Primary Contact and Authorized Official work for. They must have a WebGrants account to appear in the dropdown menu.

After you save the page, WebGrants will assign the application an application number (ID) and bring you to the Application Main Menu.
Continue an Existing Application
After an application has been started, you can find it two different ways: through ‘My Applications’ or ‘Funding Opportunities.’

My Applications
From the Main Menu, select ‘My Applications’. The Applications page will contain both in-progress (“Editing” status) and submitted applications.

Clicking on the Project Title will open an in-progress application to the Application Main Menu.

Funding Opportunities
From the Main Menu, select ‘Funding Opportunities’ and then the ‘Opportunity Title’ of the solicitation you are applying to, as instructed in Starting a New Application above. Your existing applications under this Opportunity will be shown under ‘Current Applications.’ Click on the ‘Application Title’ to continue the selected application. This will bring you to the Application Main Menu.
Application Main Menu

The Application Main Menu contains a link to each application form for this proposal solicitation. All application forms must be complete to submit the application. Note that the General Information form already shows as “complete”, as it was filled out when you started the application. It may still be edited by the Primary Contact.

Click on each blue ‘Form Name’ link to view and enter data. Forms do not need to be completed in order. All forms can be edited and saved as often as necessary, but the system will require that all fields marked as required by a red asterisk (*) have an entry before being saved. Applicants will receive a pop-up error message if they try to save without completing these fields.

Additional Grantee Contacts

Additional Grantee Contacts are people from your organization that may access and edit the application. You can add anyone registered as a WebGrants user and associated with your organization as an Additional Grantee Contact. To add contacts, reopen the General Information form, then click ‘Edit’ on the top right of the page. Please note: only the user listed as the Primary Contact is able to edit the General Information page.
Select one or more people from the Additional Grantee Contacts list. You may select multiple people by holding Ctrl and clicking on each name. Click ‘Save’ at the top right when complete.

**Collaborating with Other Users**

Once Additional Grantee Contacts are added to an application, they can help you complete the application. Please coordinate with these users to ensure that no data is lost from saving over a collaborator’s progress. We recommend working on separate forms when online at the same time and preparing answers offline on the Word or Rich Text versions of the application as a backup.
Submitting an Application

Please note that once an application has been submitted it will not be editable by the applicant. Before submitting your application, please do the following:

1. Review each application form and ensure that all required and necessary information was provided
2. Mark each application form as “complete.” You can see which forms are complete in the Application Main Menu. If there is a checkmark in the ‘Complete?’ column, then the form is “marked as complete.” If there is no checkmark, open the form by clicking its Form Name, then click ‘Mark as Complete.’

When you are satisfied that the application is finished, click on the ‘Submit’ button at the top right of the Application Forms section of the Application Main Menu. You will receive the following popup message to verify your submission. Click ‘OK’ to proceed.

Upon submission, you will receive a confirmation page verifying that your application has been submitted. It will also confirm the application number.

Save/Print an Application

Before Submission
There are two ways to save or print an application before submitting it, both starting from the Application Main Menu.

Option 1: Click on the ‘Print’ button in the navigation ribbon.
A read-only version will open in a new tab. Use Ctrl-P or right-click and select 'Print' and choose 'Save as PDF' or the printer of choice.

Option 2: Click on the ‘Application Details’ button at the top right of the Application Forms section.

A printable version will open in the same window. Click on ‘Print to PDF’ at the top right of the Application Details section.
After Submission
To save or print an application after having submitted it, first navigate to ‘My Applications’ from the system Main Menu. Click on the Project Title of the application to be saved/printed. A read-only version will open in a new tab, as in Option 1 above. Use Ctrl-P or right-click and select print.

Need Help?
If you have WebGrants questions or need technical assistance beyond what is provided in this guidance, please contact the WebGrants Help Desk at CDFWWWebgrants@wildlife.ca.gov.