

# WebGrants Frequently Asked Questions

## Registration Questions

### **Can you register for multiple courts, but with separate accounts?**

Yes, if you work for more than one court, you need to register for more than one account. You will be assigned separate user IDs and passwords for each court.

### **Should the whole program team have access to WebGrants?**

This is a decision that needs to be made locally at each court. The same people who work with your grants now may need access to WebGrants or you may decide that only one person from your court will have access and all others will feed information to that individual. If individuals on your team do not fill out grant applications or submit reports, you may decide that they do not need an account.

### **Do notifications go to everyone registered under my court? Can we turn them off?**

Yes, registrations go to every user registered in your court. No, you cannot turn them off.

### **How would we register if we are a unified trial court?**

WebGrants is set up to accept Unified Trial Court as a court type. If you work with the Berrien County Unified Trial Court, for example, please name the court in that manner on the registration form.

## General Account Questions

### **What is the Alerts button in My Profile for?**

If you want to create your own alerts as reminders, such as an alert to check your grant balance each quarter, you can create an alert using the Alerts function.

### **What if someone with an account leaves the court or changes employment? Can you deactivate an account?**

If someone leaves your court, contact Carol Knudsen at 517-373-7351 or [KnudsenC@courts.mi.gov](mailto:KnudsenC@courts.mi.gov) and Carol can deactivate the employee's account.

### **Can we assign our staff different levels of security so that some can edit documents but others cannot or some can submit documents but others cannot?**

Unfortunately, you cannot.

## Applications

### **Can we practice on the system before submitting?**

Yes, you can. You can enter data into forms, delete, edit, save, cut and paste text, etc. The only thing that you cannot practice is actually clicking the Submit button to submit the practice application.

**If I use the “Ask a Question” link on the application description page, where do I see the answer that you post?**

The answer will appear at the bottom of the Funding Opportunity application description page (the same page where you clicked the Ask a Question link).

**Is our name linked to the question we ask with Ask a Question?**

No.

**Can a Veterans Treatment Court apply for Michigan Drug Court Grant Program funding?**

No.

**Does the system save automatically at specified times?**

No. The system only saves when you click the Save button.

**Does the login time out after a certain amount of time? Will you lose what you have typed in if it is not saved?**

Yes, the system will eventually log you out if there is a period of inactivity.

**Forms that have required fields will not allow us to save until all required fields are filled in. What do we do if we need to save the form but have not completed it?**

You can type a letter or a word in all required fields as a place holder, save the form, and come back to those fields later.

**How do you edit something after the form has been marked complete?**

You can edit forms after they have been marked complete by clicking on the form title and then clicking edit on the upper right side of your screen. However, once a form has been marked as complete you cannot unmark it.

**If we mark a form as complete and our supervisor wants changes, is there a history of who has edited the form?**

On the bottom right corner of your screen, you will see who edited the form most recently. The editing tag is not versioned. In other words, you will see who most recently edited the form, but you will not see who edited it several times before.

**On the contact form of a grant application, does the chief judge get listed or should it be the judge(s) who oversee the program?**

It should be the judge(s) who oversee the program.

**Is it true that a judge cannot be an authorizing official?**

This is true for all federally funded programs.

**If we do not have a Memorandum of Understanding yet, can we check no on the application and still be able to submit?**

Yes, but a MOU must be on file at SCAO before you can accept participants into your program.

**Are the text boxes in the applications unlimited?**

No. Most are set to accept roughly one page of text.

**In the grant applications for Michigan Drug Court Grant Program, OHSP, and Byrne JAG, there is an application form for incentives and sanctions. If the same incentive can be awarded for many different reasons, do you want the incentive list separately several times or reasons that it can be awarded listed with the incentive one time?**

This is a matter of preference. Please choose the way you prefer.

**Do we list all team members on the budget even if they are not charged to the grant but are an in-kind contribution to the program?**

The more information that you give, the better. This assists those reviewing the grant in determining if your program is sustainable and provides information for the Legislative and Executive Branches regarding the expense of the programs, how much grant funding covers, and the need to increase grant funds.

**Should we include office space, phone, computers, and supplies in the budget to indicate overall cost of program?**

No, that is not necessary. Those are expenses of operating a court; not necessarily expenses of operating a problem-solving court program.

**Can we get a pdf file of our grant application once it is completed?**

Yes. Once you have completed your application, you can click on Application Detail (the button to the left of the Submit button). Then, at the top of the page on the right side, you can choose to print to pdf or, above that, to print a paper copy of your grant application. Once you have submitted your application, you can view it in My Applications. Once you have been awarded funds, you will be able to see your grant application in My Grants.

**In the budget, can all treatment components (residential, group, individual, etc.) be under one line item for one provider if that provider provides all of those services?**

Yes.

**Who can submit an application?**

Anyone who has an account with your court may click on the Submit button to submit an application.

**Can more than one person be in the system at the same time?**

Yes. Someone can work on the budget, for example, at the same time as another person works on the goals of an application. If two people are working on the same form at the same time, the last person to click save (the most recent save) is the version that is saved.

**Can we change the budget after it has been submitted?**

When you receive an award amount, you will be asked to revise your budget. SCAO will send the budget portion of your grant application back to you and it will appear in Submitted Applications with a status of correcting. You may change/edit it then. After you have revised your budget and your grant status is underway, you can change your budget by submitting a Contract Amendment.

**When you withdraw an application, can you still see it?**

Yes. Click on My Applications and then click on Archived Applications.

**Does the budget revision notification go to everyone that has an account?**

Yes.

**Can you see the original budget after submitting revisions?**

Yes and no. Once you receive an award letter and are asked by SCAO to revise your budget, the revised budget overwrites the budget you initially submitted with your grant application and unless you saved the original submitted application, you will not be able to retrieve that budget. Once your grant is in status “underway”, you can see the budget that you revised in the Application section of My Grants. If you submit Contract Amendments, your application budget will not change in My Grants, but your Budget in My Grants will be updated with your current budget as a result of the Contract Amendment.

**Will we get notification that the revised budget has been approved?**

Yes.

**Can we copy an application?**

Yes. To copy an existing application in the system, click on Funding Opportunities, select the funding opportunity, and click on Copy Existing Application. Then select the application that you wish to copy and click Save.

**Can we cut and paste from last year’s application?**

Yes.

**How long is each application retained in the system? Auditors need to look at them.**

Applications are archived indefinitely.

**What if someone else prepared the application last year? Will I be able to see last year’s application?**

Yes.

**Will 2013 applications be on the system?**

No, fiscal year 2013 applications will not be in the system. The system will start fresh with the first application that you submit for fiscal year 2014 funding.

**Post-Award**

**Will we see the award letter on the system? How will we get the contract?**

Right now, we anticipate that those will be paper documents.

**Will we see grant review scoring sheets automatically?**

No, but we are happy to send them to you on request.

**How often should we get on the system to check it?**

You will get a notice when there has been activity in the system. If you want to check the system at other times, you are free to do so.

**Will we get notice about a site visit by phone or e-mail or are we supposed to notice a new part of the WebGrants system is active and that means you are coming?**

You will get a notice and we will work with you to select a date for the visit before the site visit portion of WebGrants becomes active. We will not surprise you with an unannounced visit.

**When we submit a claim, we have to attach supporting documentation. Do you want one attachment or several?**

One attachment.

**Is there a print button on the claims form?**

Once a claim has been submitted, you can view the claim by clicking on the Claim ID. A new window will open with the claim. You can print it by clicking on File and Print at the top left of your screen.

**What about DCCMIS Data Validation/Exception reports? Where are they on the system?**

DCCMIS Data Validation and Exception reports are not a part of the WebGrants system because using the system is required of courts that do not have funding through SCAO, as well. However, soon the reports will become electronic within the DCCMIS system.

**If we are not moving money, do we really have to amend the budget?**

Yes. Your budget, subcontracts, and claims must all match in order to receive payment.

**If I used the Correspondence form in My Grants, do my questions post so that everyone in the state can see them?**

No, if you use the Correspondence function in My Grants, only your court and SCAO can see the responses. However, if you use the Ask a Question function in a Funding Opportunity, the question and response can be seen statewide.

**Do subcontracts still need signatures?**

Yes, the version that you attach in My Grants must be a scanned version that has been signed by the court and the subcontractor.

**Will progress reports be on the system too? Do you score progress reports?**

Yes, progress reports will be attached in the system. No, we do not have a formal scoring process for progress reports, but we do read them. If the questions have not been answered adequately the report may be sent back to you.