## How to add reallocated dollars to your Perkins Local Application in MnSCU WebGrants

Minnesota STATE COLLEGES & UNIVERSITIES			
			System Compatibility
🍳 Log In			
	Log In	Minnesota STATE COLLEGES & UNIVERSITIES	
Password	* Log In	New to WebGrants - MN Colleges and Universities?	
	Forgot Password?		

## Step 1: Log in to your WebGrants Account

- Go to <u>www.applyheremn.org</u>
- Enter your User I.D. and Password.
- If you forgot your password call or email Florence Newton at (651) 201-1679 or <u>florence.newton@so.mnscu.edu</u>.

### Step 2: Find your application

**NOTE:** Find the application for the fiscal year you would like to make changes to.

• From the Main Menu, click on My Grants

Main Menu	
Click Help above to view instructions. Go to "My Profile" to reset password.	
My Profile	
<b>Funding Opportunities</b>	
Wy Applications	
😣 My Grants	

- You will see a section called Current Grants
- Find the column called **Title**
- Locate the name of the application you wish to make changes to
- Once you find it, click on it. This will open up your application.

Curre	ent Grants			
Grants ir	n the status U	Inderwa	y or Suspended appear on this list. To view other Grants, cli	ck the clo
ID	Status	Year	Title	
00750	Underway	2014	FY15 East Range Consortium Perkins Application	
00279	Underway	2013	East Range FY14 Perkins Application	
00042	Underway	2012	East Range FY13 Perkins Application	

## Step 3: Add your reallocated dollars to the Goals 1 – 5 Objectives section

**NOTE:** If you are not adding reallocated dollars to a Goal Objective, you still need to click on the Goal and submit it without any changes.

• Click on Goal 1



- Skip the narrative section and scroll down and find Goal 1.
- Click on the words **Goal 1**
- Scroll down past the narrative section.
- Under the first column called Uses of Funds you will see all the required and permissible uses of funds you indicated in your application. You may need to scroll down to see all of the uses of funds you indicated.
- NOTE: Each of these listed under uses of funds should be hyperlinked in blue font.

### If you need to add reallocated dollars to your Goal 1 Objectives, do the following:

 Click on the link Correcting Version. This will allow you to edit the column Uses of Funds and indicate where you will use your reallocated funds.

Goal Flexibility	4: Provide (in scheduling	a Continue g and formats	um of Servic that provide ad	cess for stude	for Enabl	ing Student (c) (9)]	Transition	S							2	orrecting Ver	rsion   Retur	n to Comp	onents
Impleme	ntation of CSI	P relative to (a	a) programs of	study; (b) early	college credi	t opportunities	[Sec. 135 (c)	(10)]											
Student	services that e	enhance stud	ent transition [S	State Plan]															
Transitio	n of adult lean	mers into the	workforce [Sec.	135 (c) (9)]															
Continuu	m of Service	Provisions/Br	okering with ot	her consortia [S	State Plan]														
Improver Goal 4	ment of enrolli Narrative:	ment, retentic	n and completi	on for military v	veterans, und	eremployed, an	nd unemploye	d adults [Sec.	135 (c) (9)]				-						
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Goal	4 Objective	es																	
Use of Funds	fStrategies	s Outcomes	Measures	Description	Post- Secondary Required	Post- Secondary Permissible	Post- Secondary Reserve	Post- Secondary Admin	Post- Secondary Reallocation	Post- Secondary Reallocation	Post- Secondary Total	Secondary Required Activities	Secondary Permissible Activities	Secondary Reserve	Secondary Admin Cost	Secondary Reallocation Basic	Secondary Reallocation Reserve	Secondary Total	Total
R2 Program of Study	Develop 2 RPOS in Health Informatics. s Meet with teachers and faculty 4 times a	Completion of two RPOS in Health Informatics.	Use Technical Skill Assessments.		\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$120.00
	year.				\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$120.00

#### • Then click on the link **Add**.

Goal 1: Designing & Implementing Programs of Study Program of Study (POS) Design and Implementation – Each consortium Regorous Program of Study. It is recommended that each consortia hav (6C)]	<b>Goals, Objective</b> has identified at least at least 1 State-Appr	s and Stra 1 Rigorous F oved POS in	tegies Program of St each career fi	udy for the Cons ield. State-Appro	ortium using th oved POS are e	e 10 compone incouraged to	ents in their d be developed	esign and imple I in high-skill, h	mentation. E. igh-wage, or i	ach consortiu high-demand	Submit Com m must have at occupations [St	Iponent   Re least 7 Program ate requirement	turn to Co as of Study an ; Sec 134 (b)	nponents d one (3) and (b)
Opportunities for early college credit [Sec. 135. (c) (10)]														
Secondary teacher and postsecondary faculty and counselor involvement	nt [State requirement;	Sec. 134 (b)	(5)]											
Improvement of academic and technical skills of CTE learners [Sec. 13	4 (b) (3)													
Professional development needs of teachers and faculty in POS as well	as other programs [Se	ec. 134 (b) (4)	1											
Assessment of core technical skills across high school and college that	use valid (measures th	ne content) ar	d reliable (co	insistent over tin	e and among	tudents) asse	essments [Sec	. 134 (b) (3 B.)	and Sec. 13	5 (c) (19)]				
Addressing the needs of adult learners through adult basic education a	nd/or non-credit trainin	g in Adult Car	eer Pathways	s (State Plan; Se	c. 135 (c)]									
If Aspects of the Industry included in all POS [Sec. 134 (b) (3 C.)] Goal 1 Narrative:														
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Lorem ipsum dolor sit amet, turpis euismod, urna mauris. placerat.	Integer sed. Vivar	nus magnis	elit, faucit	ous consectet	uer. Tempor	duis auctor	, eget soda	les felis. Alio	quam ornar	e, eleifend	velit, sagittis	est. Quisque	dignissim	duis, nunc
Odio mauris consequat, sed non, vehicula integer. Pede ia	culis. Vestibulum e	ros et, nam	risus etian	n, mattis dolo	nec. Odio li	bero, elit fau	ucibus. Aliq	uam autem.				-		
Goal 1 Objectives														Add
Use of Funds Strategies Outcomes Measures Description Reg Acti	ost- Post- ndary Secondary uired Permissible vities Activities	Post- Secondary Reserve	Post- Secondary Admin Cost	Post- Secondary Reallocation Basic	Post- Secondary Reallocation Reserve	Post- Secondary Total	Secondary Required Activities	Secondary Permissible Activities	Secondary Reserve	Secondary Admin Cost	Secondary Reallocation Basic	Secondary Reallocation Reserve	Secondary Total	Total
Post- secondary Salary for Salary for Salary for Admin Coordinator. Coordinator. Coordinator. Cost	\$0.00 \$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
	\$0.00 \$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00

A new screen will pop up.

- Select your uses of funds for required and or permissible
- Enter your strategies, outcomes, and measures in the text box provided
- You can skip the text box fordescription
- In the text box called **Reallocation Explanation**, enter your explanation here.



 Finally, enter the amount(s) you want to designate in the corresponding budget boxes below

Post-Secondary Required Activities	\$0.00
Post-Secondary Permissible Activities	\$0.00
Post-Secondary Reserve	\$0.00
Post-Secondary Admin Cost	\$0.00
Post-Secondary Reallocation Basic	\$0.00
Post-Secondary Reallocation Reserve	\$0.00
Secondary Required Activities	\$0.00
Secondary Permissible Activities	\$0.00
Secondary Reserve	\$0.00
Secondary Admin Cost	\$0.00
Secondary Reallocation Basic	\$0.00
Secondary Reallocation Reserve	\$0.00

When you are done, scroll back to the top and click **Save**.

This will automatically bring you back to your **Goal 1 Objectives** page. Review the information you just entered to make sure it is correct.

If you are done making changes to Goal 1 Objectives, click Submit Component.

Clicking on this will submit only your Goal 1 Objective you just added. Then you can move on to Goal 2 Objectives.

Goal 1: I Program of Rigorous P (8C)]	Designing & Im Study (POS) Des rogram of Study.	sign and Implement t is recommended	ograms of Study ntation – Each cons I that each consorti	: Goals, Obj sortium has ide la have at leas	ectives an entified at lea t 1 State-Ap	nd Strategies ast 1 Rigorous proved POS li	s Program of n each caree	Study for the ar field. State	e Consortium u -Approved PO	ising the 10 coi S are encourag	nponents in led to be de	their design veloped in hi	and implemer igh-skill, high-i	itation. Each vage, or high	consort and oc	Submit Con must have at le cupations [Stat	mponent   Re east 7 Program e requirement;	s of Study and Sec 134 (b)	mponents d one (3) and (b)
Opportuniti	es for early colleg	e credit [Sec. 135	. (c) (10)]																
Secondary	teacher and post	secondary faculty	and counselor invo	lvement [State	e requiremen	nt; Sec. 134 (b	) (5)]												
Improveme	nt of academic ar	nd technical skills	of CTE learners [Se	ac. 134 (b) (3)															
Profession	al development ne	eds of teachers a	nd faculty in POS a	as well as othe	r programs	[Sec. 134 (b) (	(4)]												
Assessmer	nt of core technics	al skills across higi	h school and colleg	e that use vali	d (measures	s the content)	and reliable	(consistent o	ver time and a	mong students	) assessmer	nts [Sec. 134	(b) (3 B.) and	Sec. 135 (c)	(19)]				
Addressing	the needs of adu	It learners through	adult basic educa	tion and/or no	n-credit train	ning in Adult C	areer Pathw	ays (State Pl	lan; Sec. 135 (d	z)]									
Il Aspects o Goal 1 Na	of the Industry incl rrative:	luded in all POS [S	Sec. 134 (b) (3 C.)]																
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Lorem ip:	sum dolor sit am	net, turpis euism	od, uma mauris. I	Integer sed.	Vivamus m	agnis elit, fai	ucibus cons	sectetuer. Te	empor duis a	uctor, eget so	dales felis.	Aliquam or	nare, eleifen	d velit, sagi	ttis est. Qui	sque dignissi	m duis, nunc	placerat.	
Odio mau	uris consequat, :	sed non, vehicul	a integer. Pede ia	aculis. Vestib	ulum eros e	et, nam risus	etiam, mat	ttis dolor ne	c. Odio libera	, elit faucibus	. Aliquam a	utem.							
Goal 1 C	Objectives		-					-		-		1							Add
Use of Funds	Strategies	Outcomes	Measures	Description	Post- Secondary Required Activities	Post- Secondary Permissible Activities	Post- Secondary Reserve	Post- Secondary Admin Cost	Post- Secondary Reallocation Basic	Post- Secondary Reallocation Reserve	Post- Secondary Total	Secondary Required Activities	Permissible Activities	Secondary Reserve	Secondary Admin Cost	Secondary Reallocation Basic	Secondary Reallocation Reserve	Secondary Total	Total
Post- secondary Admin Cost	Salary for Coordinator.	Salary for Coordinator.	Salary for Coordinator.		\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
R3 All Aspects o an Industry	REALLOCATION Enter text here.	N REALLOCATION Enter text here.	REALLOCATION Enter text here.		\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$1,000.00	\$2,000.00
maasauy					\$0.00	\$0.00	\$0.00	\$10,000.00	\$500.00	\$500.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$1,000.00	\$12,000.00

If you are not done making changes to Goal 1 Objectives, click Add to add another one. Then follow the same process.

**Go back to Step 3** and follow the same process to make changes to Goals 2, 3, 4 and 5 throughout your application.

# Step 4: If you do not wish to add a new row for your reallocation and you want to change your current dollars, do the following:

 Click on the link Correcting Version. This will allow you to edit the column Uses of Funds and indicate where you will use your reallocated funds.

Goal 4	4: Provide a	a Continuu	um of Servic	e Provision	for Enabli	ng Student	Transition	8							C	orrecting Ve	rsion   Retur	n to Comp	onents
Flexibility	in scheduling	and formats	that provide ad	cess for stude	nts [Sec. 135	(c) (9)]													
Implemen	ntation of CSF	relative to (a	a) programs of a	study; (b) early	college credit	t opportunities [	Sec. 135 (c) (	(10)]											
Student s	ervices that e	nhance stud	ent transition [S	tate Plan]															
Transition	n of adult learn	ners into the	workforce [Sec.	135 (c) (9)]															
Continuu	m of Service I	Provisions/Br	okering with oth	ner consortia [S	State Plan]														
Improven Goal 4 1	nent of enrolln Narrative:	nent, retentio	n and completi	on for military v	reterans, unde	aremployed, an	d unemployed	d adults [Sec.	135 (c) (9)]										
This is	sample tex	t. Ignore th	is sentence.																
Odio m	auris conse	equat, sed	non, vehicula	a integer. Pe	de iaculis. \	/estibulum e	ros et, nam	risus etiam	, mattis dolor	nec. Odio lit	oero, elit fau	icibus. Aliqu	uam autem.						
Goal 4	4 Objective	S																	
Use of Funds	Strategies	Outcomes	Measures	Description	Post- Secondary Required Activities	Post- Secondary Permissible Activities	Post- Secondary Reserve	Post- Secondary Admin Cost	Post- Secondary Reallocation Basic	Post- Secondary Reallocation Reserve	Post- Secondary Total	Secondary Required Activities	Secondary Permissible Activities	Secondary Reserve	Secondary Admin Cost	Secondary Reallocation Basic	Secondary Reallocation Reserve	Secondary Total	Total
R2 Programs of Study	Develop 2 RPOS in Health Informatics. s Meet with teachers and faculty 4 times a year.	Completion of two RPOS in Health Informatics.	Use Technical Skill Assessments.		\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$120.00
	-				\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$120.00

- Find the **Uses of Funds** column.
- Scroll through that column to find where you want to make a change.
- Once you find it, click on it.

- This will open up a new screen that contains your original data you entered for uses of funds.
- You will see that your strategies, outcomes, and measures.
  Skip those and find the text box for reallocation explanation to enter explanation.
- Enter your reallocation dollars in the following boxes.

Post-Secondary Required Activities	\$0.00
Post-Secondary Permissible Activities	\$0.00
Post-Secondary Reserve	\$0.00
Post-Secondary Admin Cost	\$0.00
Post-Secondary Reallocation Basic	\$0.00
Post-Secondary Reallocation Reserve	\$0.00
Secondary Required Activities	\$0.00
Secondary Permissible Activities	\$0.00
Secondary Reserve	\$0.00
Secondary Admin Cost	\$0.00
Secondary Reallocation Basic	\$0.00
Secondary Reallocation Reserve	\$0.00

• Click **save** when you are done

#### If you do not need to make any changes to a goal area, follow these steps:

Click on any of the goals: Goal 1, Goal 2, Goal 3, Goal 4 or Goal 5 from your application. Then, click on the link **Correcting Version**.

			10 1																
Goal	4: Provide a	a Continuu	Im of Servic	e Provision	nte (Sec. 135	ng Student	Transition	S							C	orrecting Ver	rsion   Retur	n to Comp	onents
Implomo	ntotion of CCC	and rollindis		atudus (h) aadu	na joot. 150		(Pag. 125 (a))	(10)]											
Impierne	ntation or CSP	relative to (a	i) programs or s	study; (b) eany	college creat	t opponunnies (	(Sec. 135 (C)	(10)]											
Student	services that e	nhance stud	ent transition [S	State Plan]															
Transitio	n of adult learr	ners into the	workforce [Sec.	135 (c) (9)]															
Continuu	m of Service I	Provisions/Br	okering with oth	her consortia [S	State Plan]														
Improver Goal 4	ment of enrolln Narrative:	nent, retentio	n and completi	on for military v	veterans, und	aremployed, an	d unemploye	d adults [Sec.	135 (c) (9)]										
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Goal	4 Objective	s																	_
Use of	Stratagion	Outcomer	Magauraa	Description	Post- Secondary	Post- Secondary	Post-	Post- Secondary	Post- Secondary	Post- Secondary	Post-	Secondary	Secondary	Secondary	Secondary	Secondary	Secondary	Secondary	Tatal
Funds	Strategies	Outcomes	Weasures	Description	Required Activities	Permissible Activities	Reserve	Admin Cost	Reallocation Basic	Reallocation Reserve	Total	Activities	Activities	Reserve	Cost	Basic	Reserve	Total	Iotai
	Develop 2 RPOS in																		
R2	Health Informatics.	Completion of two	Use Technical																
Program of Study	s Meet with teachers	RPOS in Health	Skill Assessments.		\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$120.00
	and faculty 4 times a	Informatics.																	
	year.				\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	\$120.00

If you do not need to make any changes, click on the link **Submit Component**.

Goal 1: Desi Program of Stud Rigorous Progra (8C)]	igning & Imp dy (POS) Desi am of Study. It	plementing Pro gn and Implement is recommended	ograms of Study station – Each cons I that each consortion	: Goals, Obj sortium has ide la have at leas	ectives an entified at lea t 1 State-Ap	d Strategies ast 1 Rigorous proved POS li	s Program of n each caree	Study for the ar field. State	e Consortium u -Approved PO	ising the 10 co S are encoura	mponents in ged to be de	their design veloped in hi	and implemen gh-skill, high-v	tation. Each vage, or high	consort and oc	Submit Con nust have at le cupations [Stat	mponent   Re east 7 Program e requirement;	eturn to Co s of Study an Sec 134 (b)	mponents d one (3) and (b)
Opportunities fo	or early college	credit [Sec. 135.	(c) (10)]																
Secondary teac	her and posts	econdary faculty	and counselor invo	lvement [State	e requiremen	it; Sec. 134 (b	) (5)]												
Improvement of	academic and	i technical skills c	of CTE learners [Se	ec. 134 (b) (3)															
Professional de	velopment nee	ds of teachers a	nd faculty in POS a	as well as othe	r programs	Sec. 134 (b) (	(4)]												
Assessment of a	core technical	skills across high	school and college	e that use vali	d (measures	the content)	and reliable	(consistent o	ver time and a	mong students	) assessmer	nts [Sec. 134	(b) (3 B.) and	Sec. 135 (c)	(19)]				
Addressing the	needs of adult	learners through	adult basic educat	tion and/or no	n-credit train	ing in Adult C	areer Pathw	ays [State Pl	lan; Sec. 135 (d	-)]									
Il Aspects of the Goal 1 Narrath This is sample Lorem ipsum	e Industry inclu ive: ie text. Ignore dolor sit ame	ded in all POS [S this sentence. at, turpis euismo	iec. 134 (b) (3 C.)] od, uma mauris. I	Integer sed. '	Vivamus m	agnis elit, fai	ucibus cons	sectetuer. Te	empor duis au	uctor, eget so	dales felis.	Aliquam on	nare, eleifen	d velit, sagit	tis est. Qui	sque dignissi	m duis, nunc	placerat.	
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Goal 1 Obje	ctives																		Add
Use of Funds	Strategies	Outcomes	Measures	Description	Post- Secondary Required Activities	Post- Secondary Permissible Activities	Post- Secondary Reserve	Post- Secondary Admin Cost	Post- Secondary Reallocation Basic	Post- Secondary Reallocation Reserve	Post- Secondary Total	Secondary Required Activities	Secondary Permissible Activities	Secondary Reserve	Secondary Admin Cost	Secondary Reallocation Basic	Secondary Reallocation Reserve	Secondary Total	Total
Post- secondary Sala Admin Coc Cost	ary for ordinator.	Salary for Coordinator.	Salary for Coordinator.		\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
R3 All Aspects of RE/ an Entr Industry	ALLOCATION ter text here.	REALLOCATION Enter text here.	REALLOCATION Enter text here.		\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$1,000.00	\$2,000.00
					\$0.00	\$0.00	\$0.00	\$10,000.00	\$500.00	\$500.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$1,000.00	\$12,000.00

Repeat these steps for all other Goal Objectives you do not need to edit or make changes to.

**NOTE:** When you click the link **Submit Component**, this will send an automated notification to a Debra Hsu, Associate Director for Career and Technical Education. This lets the state staff know they need to log in to MnSCU WebGrants and review your reallocation.

### Step 5: (For secondary only) Upload your completed Secondary Budget Reallocation Excel Sheet

NOTE: This secondary budget reallocation sheet was sent to you as an attachment when you received your letter of notification of reallocated dollars.

Under the Grants Components, click on the link Secondary Budget Reallocation.

Grant Components	
You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	01/11/2015
Correspondence	
Status Reports (APR)	
Goal 1	01/11/2015
Goal 2	01/11/2015
Goal 3	09/30/2014
Goal 4	01/11/2015
Goal 5	09/30/2014
Perkins Budget	09/30/2014
Secondary Budget Reallocation	01/11/2015
State-Approved Programs of Study and Technical Skill Assessments	09/30/2014
Perkins Grant Collaboration with WorkForce Centers	09/30/2014
Written Improvement Plans	09/30/2014
Improvement Report	09/30/2014
Perkins Funded Positions	09/30/2014
Opportunity	-
Application	-

Then click on Add.

Minnesota STATE COLLEGES & UNIVERSITIES	
🅎 Menu   🤱 Help   🍟 Log Out	🥱 Back   쵫 Print   🥐 Add   🛸 Delete   🥳 Edit   🔚 Sav
🔬 Grant Tracking	
Grant: 00709 - FY15 Yingfah's Tes	st Consortium - 2014
Status:	Underway
Program Area:	Perkins IV Consortium
Grantee Organization:	Minnesota State Colleges & Universities
Program Officer:	Debra Wilcox-Hsu
Awarded Amount:	\$10,480.00

You will see a screen that will ask you to attach/upload a file. Click on the button **Choose File**.



Go find your completed Secondary Budget Reallocation excel spreadsheet on your computer. Once you find it, double-click on it to select it.

In the box **Description**, type a very short description of your file. (i.e., Secondary Budget Reallocation for Metro Area Consortium). See my example below.

Minnesota STATE COLLEGES & UNIVERSITIES	
Menu   🧟 Help   📲 Log Out	Save 🖓 Back   🍓 Print   🧼 Add   渊 Delete   🧭 Edit   闄 Save
Scrant Tracking	Î
Attach the FY15 Secondary Budget Reallocation	on excel sheet below. This excel sheet was emailed to you when you received your Notification of Reallocation letter from JoAnn Singer,
MnSCU.	
Upload File:	Choose File 14-15 Buion UFARS
Description:*	Secondary Budget Reallocation for Metro Area Consortium.

Then click Save.

You should now see your file and description appear. If it is there, you are done with this section.

Click on Return to Components. You are done with this section.

😚 Menu   🧟 Help   📲 Log Out		Sack   쵫 Print	n Add   💥 Delete   💰	Edit   📙 Save
🐊 Grant Tracking				
Grant: 00709 - FY15 Yingfah's Tes	t Consortium - 2014			
Status:	Underway			
Program Area:	Perkins IV Consortium			
Grantee Organization:	Minnesota State Colleges & Universities			
Program Officer:	Debra Wilcox-Hsu			
Awarded Amount:	\$10,480.00			
Secondary Budget Reallocation			Return to	Components
Attach the FY15 Secondary Budget Reallocat MnSCU.	ion excel sheet below. This excel sheet was emailed t	o you when you received you	r Notification of Reallocation letter fro	m JoAnn Simser,
Di	escription	F	ile Name	File Size
Secondary Budget Reallocation for Metro	Area Consortium.	14-15 Budget Reallocation	n UFARS.xlsx	19 KB

**NOTE:** For this secondary budget reallocation section, there is not a submit link for attachments. State Staff will download this sheet when they log in to review your other Goal 1 - 5 Objectives you submitted.

# Step 6: Use the Correspondence function to send us and your consortium notification

From your Grants Components section, click on the link for **Correspondence**.

Grant Components	
You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	01/11/2015
Status Reports (APR)	
Goal 1	10/05/2014
Goal 2	10/05/2014
Goal 3	10/05/2014
Goal 4	10/05/2014
Goal 5	10/05/2014
Perkins Budget	10/05/2014
Secondary Budget Reallocation	
State-Approved Programs of Study and Technical Skill Assessments	10/05/2014
Perkins Grant Collaboration with WorkForce Centers	10/05/2014
Written Improvement Plans	10/05/2014
Improvement Report	10/05/2014
Perkins Funded Positions	10/05/2014
Opportunity	-
Application	-

### Click Add.

This will open up a correspondence screen (looks just like email) that will allow you to send state staff, and copy others, a notification.

Your screen should look like this. Decide who from your consortium will send this final correspondence.

Correspondence	Send
To:*	Michelle Kamenov A Patrick Lair Stephanie Meinke -
CC:	fiscal.agent@nameofcollege.edu; fiscal.agent@highschool.k12.mn.us
	CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses; insert a space after each semicolon to separate each address.
Subject:*	Reallocation Submitted
Message:	Johnn and Michelle,
	This is official notification that the Dakota County Consortium have submitted our reallocation for secondary and <u>postsecondary</u> in the <u>MASCU WebGrants</u> System.
	Stephanie and Patrick
Attachments:	Browse_ No file selected.
	Return to Top

- TO this will automatically list everyone attached to your FY15 application. These people are typically the primary secondary and postsecondary coordinator and key MnSCU/MDE state staff. Select JoAnn, Michelle and Debra Hsu and your other consortium counterpart. (Do this by holding down the Control key on your keyboard and clicking on each name).
- **CC** type in anyone else you feel needs to know that you are now completed with your reallocation in WebGrants.
- **SUBJECT** Type in "Reallocation Submitted."
- **MESSAGE** Please address your message to JoAnn and Michelle or state staff. Include a short message telling us you have completed and submitted your reallocation online in MnSCU WebGrants.
- **ATTACHMENTS** We are not requiring any attachments.

Finally, click **SEND**.

This will immediately send out the email notification out.

This will take you back to the **Correspondence** section where you will see official record of your notification.

Inter-System Grantee Correspondence Ad				
Subject	From	То	Sent/Received	Attachments
Grant 00709 - FY15 Yingfah's Test Consortium: Fest - Completed Reallocation	Billy Test-Account Idol	Billy Test-Account Idol, Jared Reise	01/12/2015	REVISEDAwardDescriptions_CTE Conference_ACTEProgram_11-13-14.docx
				Last Edited By: Billy Idol, 01/12/2015

Click on the link Log Out to log out of MnSCU WebGrants.

Minnesota state colleges & universities				
🕅 Menu   🧟 Help   📲 Log Out 🔤			Sack   (	搇 Print   👘 Add   渊 Delete   🥳 Edit   🔚 Sa
À Grant Tracking				
Grant: 00709 - FY15 Yingfah's Test Co	nsortium - 2014			
Status: Uno	derway			
Program Area: Perkins IV Consortium				
Grantee Organization: Min	nesota State Coll	eges & Universities		
Program Officer: De	bra Wilcox-Hsu			
Awarded Amount: \$12	2,480.00			
Inter-System Grantee Correspondence	e			Ac
Subject	From	То	Sent/Received	Attachments
rant 00709 - FY15 Yingfah's Test Consortium: est - Completed Reallocation	Billy Test-Account Idol	Billy Test-Account Idol, Jared Reise	01/12/2015	REVISEDAwardDescriptions_CTE Conference_ACTEProgram_11-13-14.docx
				Last Edited By: Billy Idel, 01/12/2

**For online assistance or clarification on these instructions contact:** Yingfah Thao (651) 201-1681 or <u>yingfah.thao@so.mnscu.edu</u>.

A video on this process is also available on our CTE website at: <u>http://cte.mnscu.edu/forms/index.html</u>