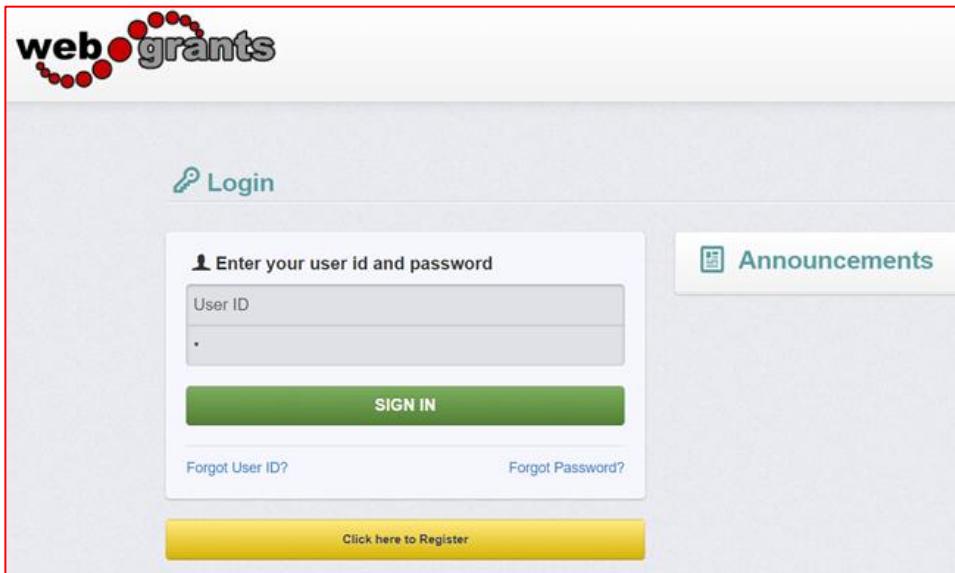


Grantee Instructions – Application Development/Education/Research

Logging into the WebGrants System <https://mtagr.webgrantscloud.com/index.do>

1. On the Login Page, click on User ID on the left side of your page under Login.
2. Enter your User ID.
3. Enter your Password.
4. Click on Sign In.



The screenshot shows the WebGrants login interface. At the top left is the 'web grants' logo. To its right is a 'Login' button with a key icon. Below these are two input fields: 'User ID' and 'Password'. A green 'SIGN IN' button is centered between them. Below the input fields are two links: 'Forgot User ID?' and 'Forgot Password?'. At the bottom of the form is a yellow button labeled 'Click here to Register'. The entire login area is enclosed in a red rectangular border.

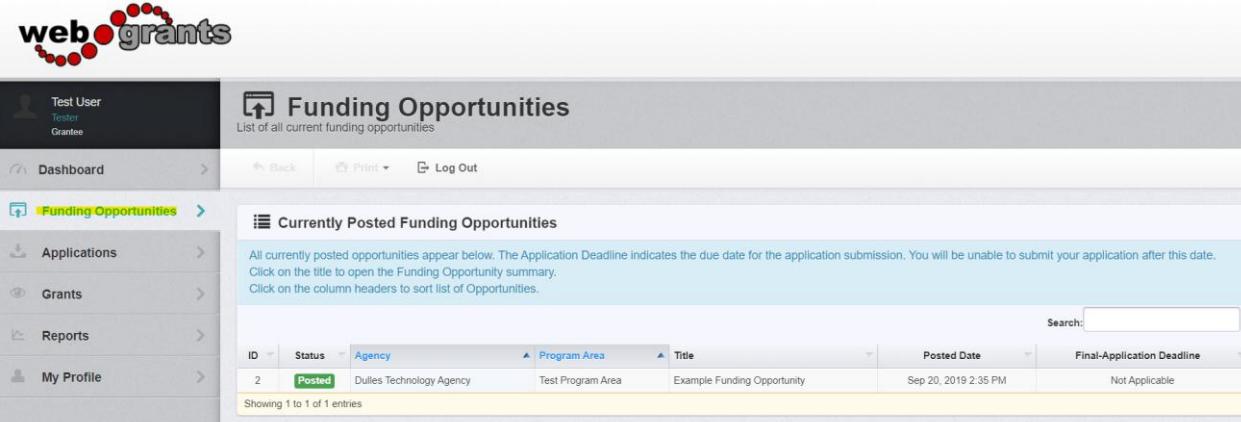
Notes before you Start your application:

- Use the WebGrants Menu, not the Browser Menu.
- WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.
- Read the instructions on the screen for navigating in the system.
- Read all the instructions on the application forms. They may contain documents and other resources and assist

Development/Education/Research Application Instructions

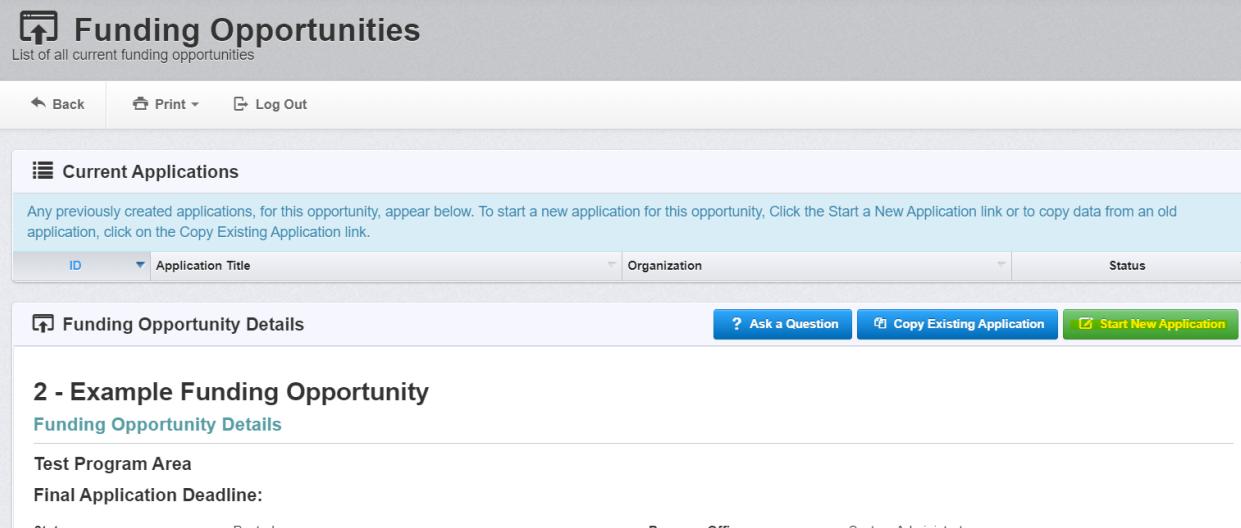
Creating an application:

1. From the Side Menu click on **Funding Opportunities**.



The screenshot shows the 'Funding Opportunities' page of the webgrants application. The page title is 'Funding Opportunities' and it shows a table of 'Currently Posted Funding Opportunities'. The table has columns for ID, Status, Agency, Program Area, Title, Posted Date, and Final-Application Deadline. One entry is shown: ID 2, Status Posted, Agency Dulles Technology Agency, Program Area Test Program Area, Title Example Funding Opportunity, Posted Date Sep 20, 2019 2:35 PM, and Final-Application Deadline Not Applicable. A search bar is at the top right of the table.

2. Select the **AGR Noxious Weed Trust Fund 20XX Education** funding opportunity.
3. Read the Funding Opportunity description to ensure eligibility requirements.
4. Click on **Start New Application**.

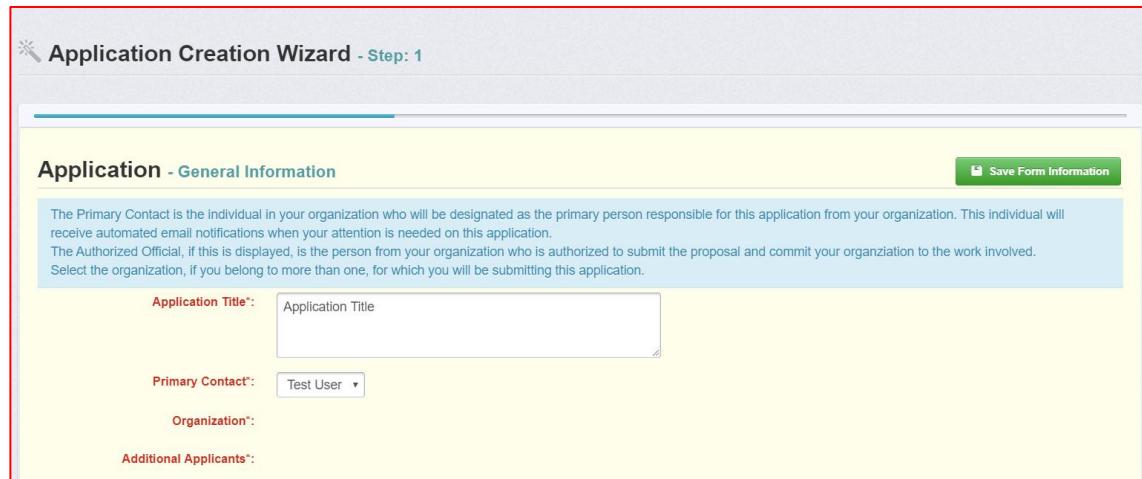


The screenshot shows the 'Funding Opportunities' page with the 'Current Applications' section selected. It displays a table of applications for the selected funding opportunity. A 'Start New Application' button is visible at the bottom right of the page.

5. **General Information Page:** This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

Development/Education/Research Application Instructions

- a. **Step 1** in the Application Creation Wizard, then click Save Form Information.



The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: Application Title

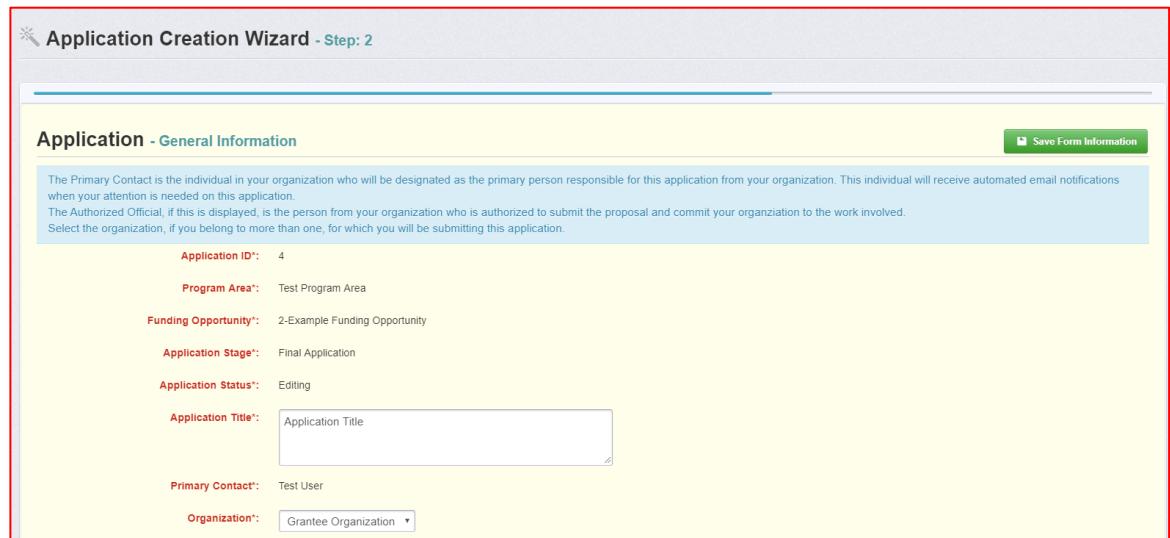
Primary Contact*: Test User

Organization*:

Additional Applicants*:

Save Form Information

- b. Choose your **Organization** from the drop-down in Step 2 of the Application Creation Wizard. Then click **Save Form Information**.



The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4

Program Area*: Test Program Area

Funding Opportunity*: 2-Example Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Application Title

Primary Contact*: Test User

Organization*: Grantee Organization

Save Form Information

- c. If you would like to add any **Additional Applicants** from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click **Save Form Information**.

Development/Education/Research Application Instructions

***NOTE:** Additional contacts must be added to your organization to add them to the drop-down list. Contact your program coordinator to add people to the organization. *

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 4

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Application Stage: Final Application

Application Status: Editing

Application Title: Application Title

Primary Contact: Test User

Organization: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants: Additional Appr

Save Form Information

Note: The system has created and assigned the application # when you clicked **Save**. If you log out of the system at this point or any future point:

- **DO NOT CLICK ON START A NEW APPLICATION.**
- You can click on Applications from the Side Menu or,
- **Click on Funding Opportunities** and you will see your application in the top section.

Completing an application

1. Once you have completed the General Information, you will be returned to the Application Details.

□ 4 - Application Title

Status: Editing
Stage: Final Application
Application Deadline:
Program Area: Test Program Area
Funding Opportunity: 2-Example Funding Opportunity
Organization: Grantee Organization
Budget Total:

Application Preview **Attachment** **Alert History** **Map**

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

Note: The Applications Details page will show a header in pink letting you know that you are required to mark all the forms as complete or the application cannot be submitted.

Development/Education/Research Application Instructions

2. The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the WebGrants System. Click on the next form listed underneath the General Information which you just completed.

Application Details		
Application cannot be Submitted Currently		
• Application components are not complete		
Component	Complete?	Last Edited
General Information	✓	Sep 8, 2025 8:58 AM - Greta Test
Project Information – R & E	✓	Sep 8, 2025 8:59 AM - Greta Test
Previous Funding R & Education Dev	✓	Sep 8, 2025 9:03 AM - Greta Test
Cooperators	✓	Sep 8, 2025 9:02 AM - Greta Test
Project Overview - Education		Sep 8, 2025 9:05 AM - Greta Test
Objectives and Evaluation		-
Activities/Education Timeline		-
Budget - R & E		-
Other Attachments		-

3. You will continue to click on each form in the Application Details listing until all forms are marked complete with a green checkmark.

Navigating in the WebGrants System

- Most forms are editable by clicking Edit at the top part of the section of the form. However, multi-list sections (tables) are editable by clicking Add on the section. If you are completing a multi-list section, you can create as many rows as possible necessary to complete the section. If you want to delete a row, you will click on the row and click **Delete**.
- All information must be saved by clicking **Save** on the forms. If you do not click save and you back out of the form or section of the form, your information will be lost.

Reminder: If you log out of the system at this point or any future point:

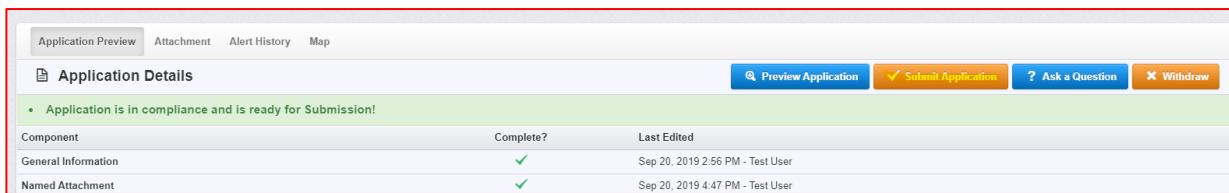
- **DO NOT CLICK ON START A NEW APPLICATION.**
- You can click on **Applications** from the Side Menu or;
- Click on **Funding Opportunities** and you will see your application in the top section.
- Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

Application Preview		
Attachment		
Alert History		
Map		
Application Details		
• Application is in compliance and is ready for Submission!		
Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

Submitting the Completed Application

1. Click the **Submit Application** button.

Development/Education/Research Application Instructions



Application Preview Attachment Alert History Map

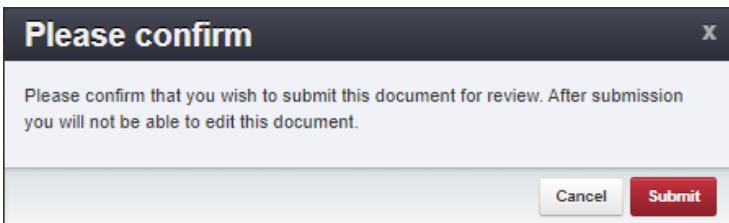
Application Details

Application is in compliance and is ready for Submission!

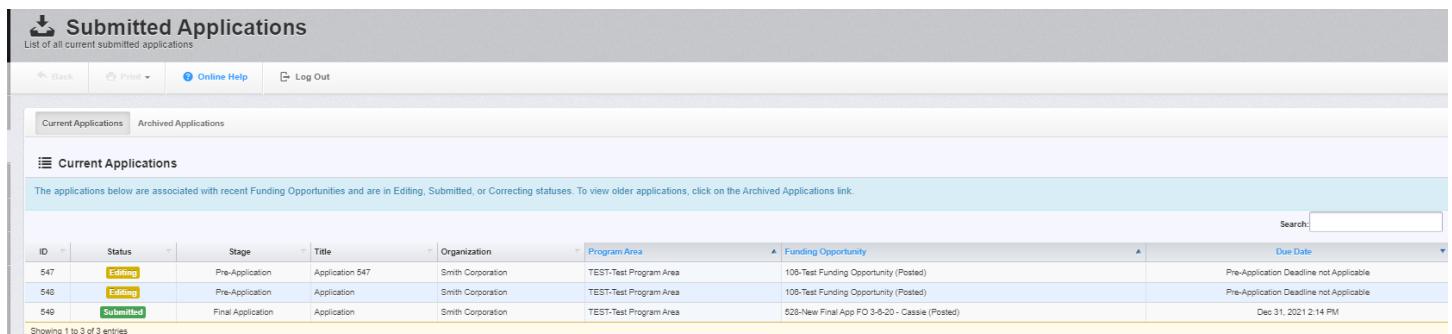
Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

Preview Application Submit Application Ask a Question Withdraw

2. You will receive a pop-up confirmation informing you that once you click Submit the system will no longer let you edit the application.



3. If ready, click **Submit**.
4. The system will take you back to your Current Applications listing and will show you your submitted application.



Submitted Applications
List of all current submitted applications

Back Print Online Help Log Out

Current Applications Archived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	108-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	108-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	528-New Final App FO 3-0-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Showing 1 to 3 of 3 entries

Printing the Submitted Application

1. Click on your application in Submitted status.
2. Click Print on your top menu and select Send to Printer.
3. When finished, click on **Log Out**.