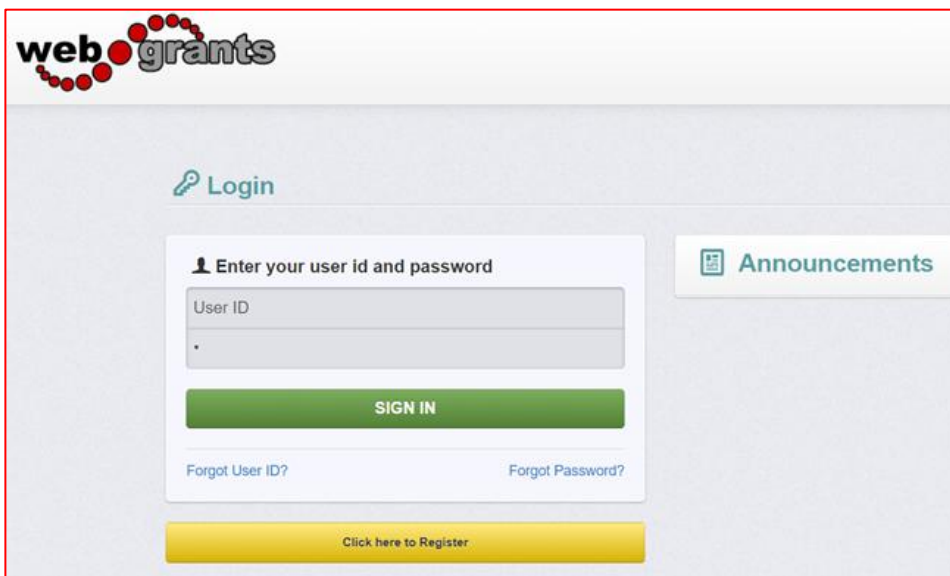


Grantee Instructions – Application Development/Education/Research

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 'webgrants' logo. Below it is a 'Login' section with a key icon. A central form titled 'Enter your user id and password' contains a 'User ID' input field, a password field with a single dot, a green 'SIGN IN' button, and links for 'Forgot User ID?' and 'Forgot Password?'. To the right is an 'Announcements' section with a document icon. At the bottom is a yellow button that says 'Click here to Register'.

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 'web grants' interface. The sidebar on the left has 'Funding Opportunities' highlighted. The main content area is titled 'Funding Opportunities' and shows a list of 'Currently Posted Funding Opportunities'. A table lists one opportunity with the following details:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Deadline
2	Posted	Dulles Technology Agency	Test Program Area	Example Funding Opportunity	Sep 20, 2019 2:35 PM	Not Applicable

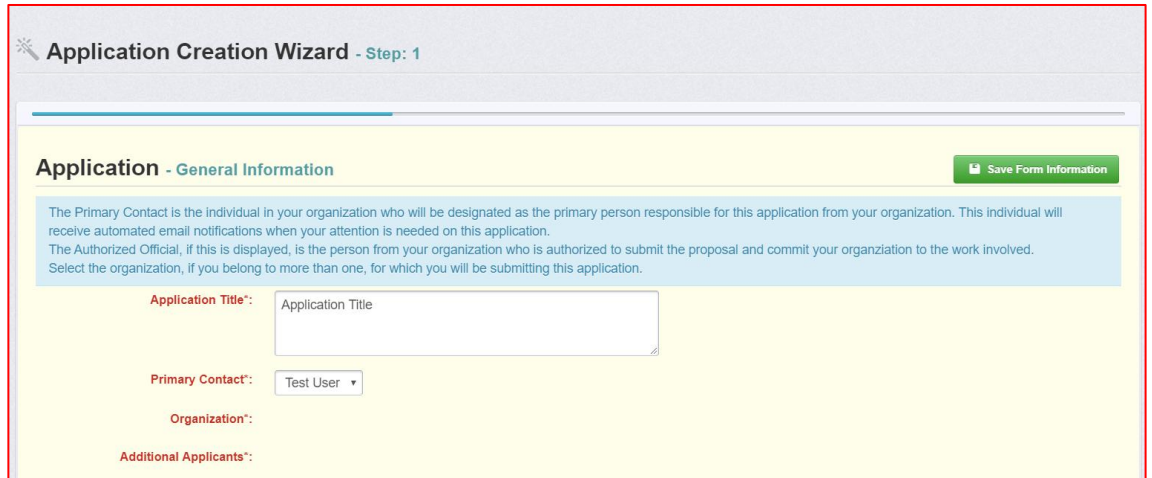
2. Select the **AGR Noxious Weed Trust Fund 20XX Education** funding opportunity.
3. Read the Funding Opportunity description to ensure eligibility requirements.
4. Click on **Start New Application**.

The screenshot shows the 'Funding Opportunity Details' page. The title is '2 - Example Funding Opportunity'. Below the title, it says 'Funding Opportunity Details'. The program area is 'Test Program Area'. The final application deadline is 'Final Application Deadline:'. At the bottom, it shows 'Status: Posted' and 'Program Officer: System Administrator'. There are three buttons: 'Ask a Question', 'Copy Existing Application', and 'Start New Application'.

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.

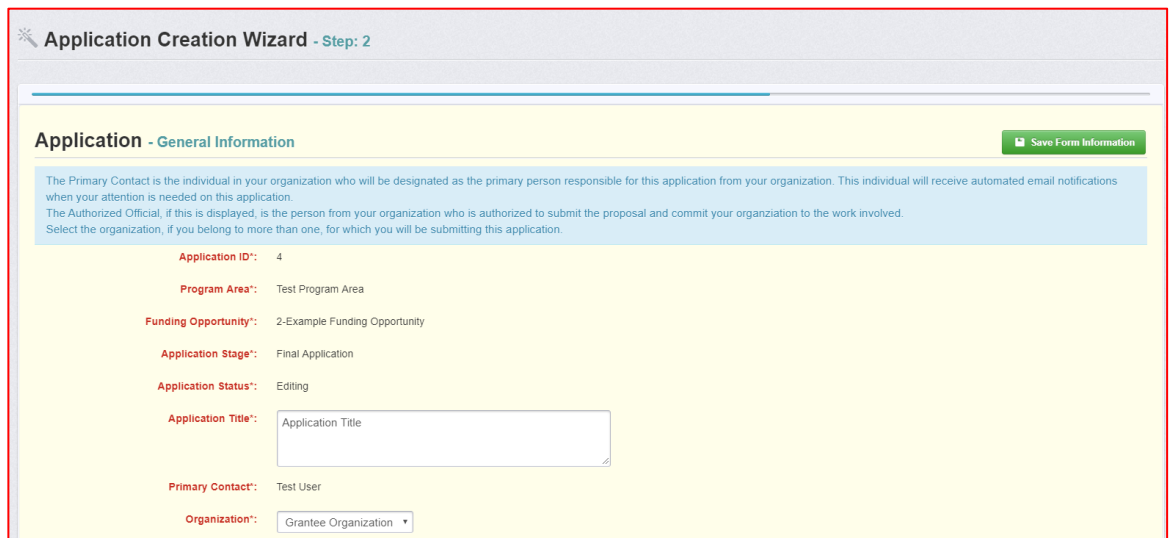
Development/Education/Research Application Instructions

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



The screenshot shows the 'Application Creation Wizard - Step: 1' interface. The title bar is grey with a green icon and the text 'Application Creation Wizard - Step: 1'. Below the title bar is a yellow section titled 'Application - General Information' with a green 'Save Form Information' button in the top right corner. A blue informational box contains text about the Primary Contact and Authorized Official. Below this, the form fields are: 'Application Title*' with a text input field containing 'Application Title'; 'Primary Contact*' with a dropdown menu showing 'Test User'; 'Organization*' with a dropdown menu; and 'Additional Applicants*' with a text input field.

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



The screenshot shows the 'Application Creation Wizard - Step: 2' interface. The title bar is grey with a green icon and the text 'Application Creation Wizard - Step: 2'. Below the title bar is a yellow section titled 'Application - General Information' with a green 'Save Form Information' button in the top right corner. A blue informational box contains text about the Primary Contact and Authorized Official. Below this, the form fields are: 'Application ID*' with a text input field containing '4'; 'Program Area*' with a text input field containing 'Test Program Area'; 'Funding Opportunity*' with a text input field containing '2-Example Funding Opportunity'; 'Application Stage*' with a text input field containing 'Final Application'; 'Application Status*' with a text input field containing 'Editing'; 'Application Title*' with a text input field containing 'Application Title'; 'Primary Contact*' with a dropdown menu showing 'Test User'; and 'Organization*' with a dropdown menu showing 'Grantee Organization'.

- 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 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

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

Additional Applicants: Additional App

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

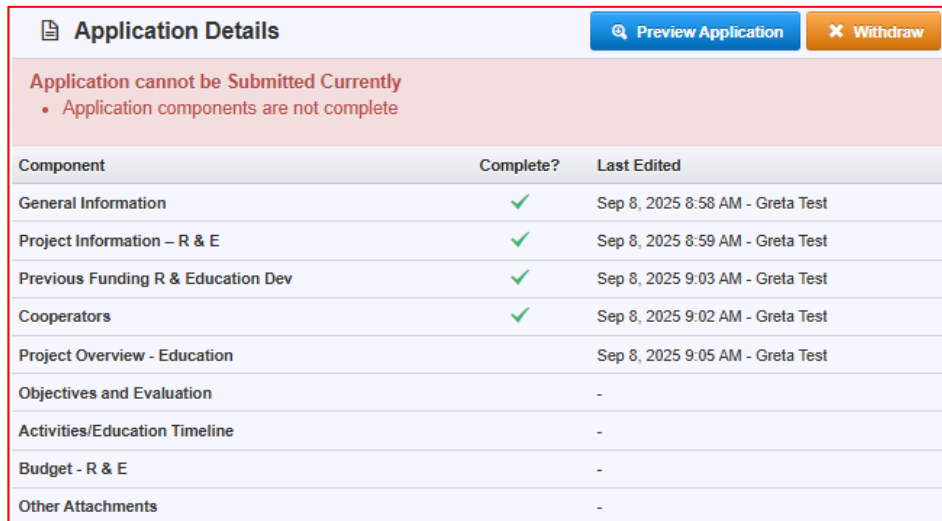
Application cannot be Submitted Currently
• Application components are not complete

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

- 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 [Preview Application](#) [Withdraw](#)

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	-	

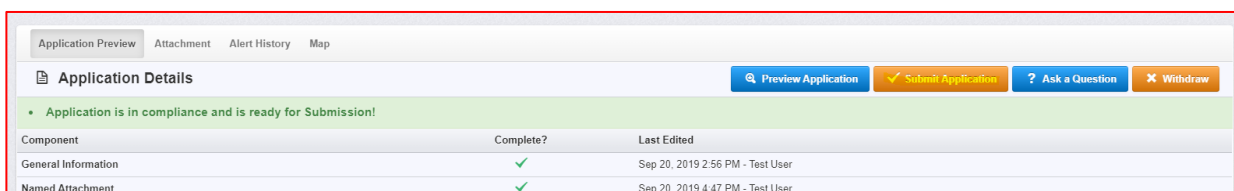
- You will continue to click on each form in the Application Details listing until all forms are marked complete with a green checkmark.

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 Details [Preview Application](#) [Submit Application](#) [Ask a Question](#) [Withdraw](#)

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

- Click the **Submit Application** button.

Development/Education/Research Application Instructions

The screenshot shows the 'Application Details' page. At the top, there are tabs for 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Below the tabs, there is a green status bar with the text 'Application is in compliance and is ready for Submission!'. To the right of the status bar are four buttons: 'Preview Application', 'Submit Application' (highlighted in orange), 'Ask a Question', and 'Withdraw'. Below the status bar is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

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

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

The screenshot shows a 'Please confirm' dialog box. The text inside the dialog box reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom of the dialog box are two buttons: 'Cancel' and 'Submit'.

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

The screenshot shows the 'Submitted Applications' page. At the top, there is a header with a download icon and the text 'Submitted Applications'. Below the header, there is a navigation bar with links for 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area is titled 'Current Applications' and contains a table with columns for ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	105-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	528-New Final App PO 3-6-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Printing the Submitted Application

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