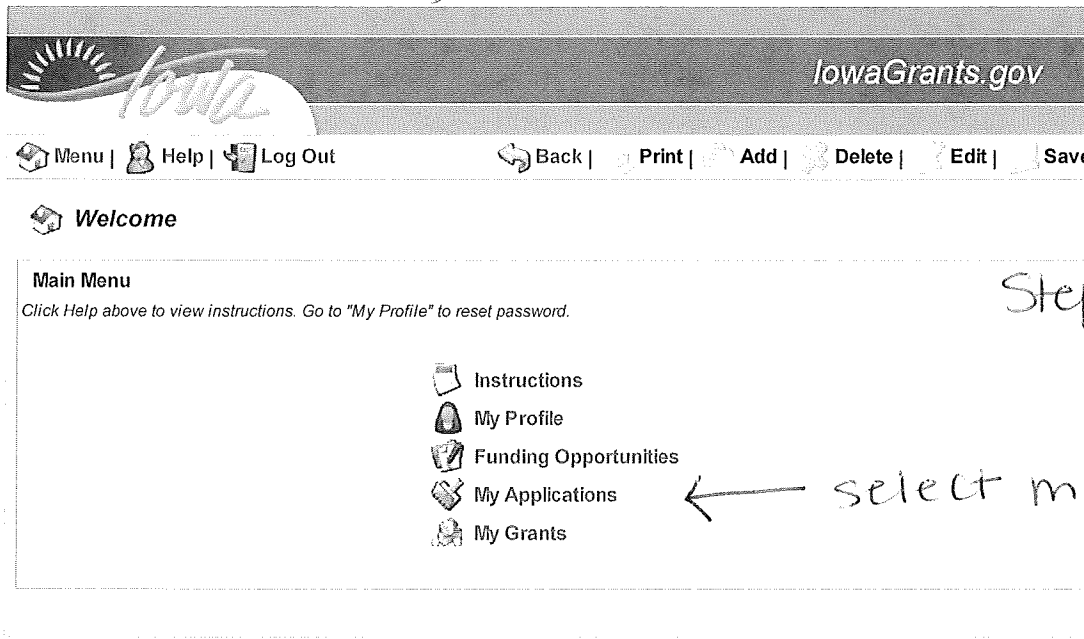


# Ar Giving Others Access to Your Grant :



Step 1

← select my applications

To give others access, they must first create an account in the system. Their account needs to be approved by ICVS staff before you will be able to "see" them in the system.

Access  
p. 1



Menu | 
 Help | 
 Log Out | 
 Back | 
 Print | 
 Add | 
 Delete | 
 Edit | 
 Save

Applications

Current Applications					Archived Applications	
Status	Stage	ID	Project Title	Funding Opportunity	Program Area	Deadline
Submitted	Final Application	3150	RECOVERY AmeriCorps Test	1555 - 09 ARRA Competitive	AmeriCorps	04/15/2009
Submitted	Final Application	16255	Iowa Green Corps	15302 - Iowa ARRA State Energy Program 2011	State Energy Program	08/30/2011
Editing	Final Application	22383	11 TEST APPLICATION IN PROCESS	22357 - 11 AmeriCorps TEST	AmeriCorps	09/01/2011
Editing	Final Application	22577	Second test submitted	22357 - 11 AmeriCorps TEST	AmeriCorps	09/01/2011
Editing	Final Application	22585	Fixed Test	22584 - 11 FIXED TEST	AmeriCorps	08/17/2011

Step 2  
 click on  
 project  
 title

Iowa.gov – The Official Website of the State of Iowa.

Dulles Technology Partners Inc.

Step 2  
 Access  
 p. 2



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

11 AmeriCorps TEST

Project Title: 11 TEST APPLICATION IN PROCESS

Program Area: AmeriCorps

Proposal Deadline: 09/01/2011

Budget Total: \$0.00

Step 3

Click on General Information


Instructions

Please complete these forms, representing the Program Start Forms for the 2011-2012 AmeriCorps grant year. Forms are due by 9/1/11.

Application Forms

Form Name	Complete?	Preview   Submit Last Edited
General Information	✓	08/10/2011
Cover Sheet		
Minority Impact Statement		
ICVS Assurances		
Financial Information		
Cover Sheet-General Information		
Budget		
Performance Measures	✓	08/03/2011
Member Recruit and Enrollment Plan		
All Program Attachments		
Tutoring Certifications		08/15/2011
Tutoring Program Attachments	✓	08/15/2011
Attachments for NEW Programs ONLY	✓	08/02/2011
Other Attachments	✓	08/03/2011

Access p. 3

 IowaGrants.gov

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

**Application**

**11 AmeriCorps TEST**

**Project Title:** 11 TEST APPLICATION IN PROCESS

**Program Area:** AmeriCorps

**Proposal Deadline:** 09/01/2011

**Budget Total:** \$0.00

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**Instructions**

To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

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**General Information** [Go to Application Forms](#)

**System ID:** 22383

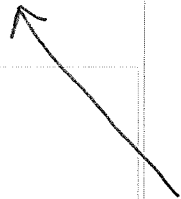
**Project Title:** 11 TEST APPLICATION IN PROCESS

**Registered Applicant:** KristinTest Honz

**Additional Contacts:**

**Organization:** Iowa Commission on Volunteer Service

Last Edited By: KristinTest Honz, 08/10/2011



Step 4  
click  
edit

Access  
p.4

The screenshot shows the 'Application' page on IowaGrants.gov. At the top, there is a navigation bar with 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' buttons. Below this is the 'Application' header. The main content area is titled 'General Information' and contains several fields:

- Registered Applicant:\*** A text box containing 'KristinTest Honz'.
- Additional Grantee Contacts:** A list box containing 'Jody Benz', 'Jeffrey Critchlow', 'Pamela Helfer', and 'Pamela Helfer'. An arrow points to this list from the handwritten text 'Step 5'.
- Project Title: (limited to 100 characters)\*** A text box containing '11 TEST APPLICATION IN PROCESS'.
- Organization:\*** A text box containing 'Iowa Commission on Volunteer Service'.

At the bottom right of the form area, there is a button labeled 'Return to top to save'. An arrow points from the handwritten text 'Step 6 click Save.' to this button.

Step 5

Select the person's name from the list by clicking on it. To select more than one name, use control (ctrl/click) button.

Note: If the person's name is not here, they are either:

- 1) not registered
- 2) not associated w/the correct organization in the system. Please contact ICVS staff for assistance if the person is registered already, but doesn't show up.

Access p.5