

Agricultural Education: Growing Agriculture Science Teachers (GAST)

Specific program information and instructions

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Grant Contact Information

Questions that are not answered in this document can be directed one of two ways:

- Programmatic questions regarding activities or spending may be directed to ISBE's College and Career Readiness Division, 217-524-4832.
- Technical or computer related access questions may be directed to the Help Desk at helpdesk@isbe.net or 217-558-3600.

BACKGROUND

In 2008, the State Board of Education developed an agricultural science teacher education training continuum beginning at the secondary level by providing incentive funding grants to the agriculture science teacher education programs and to public community colleges in Illinois that provide an articulated agriculture science teacher education course of study - meaning that they offer at least: a) the introductory agricultural education course for which transfer credit is accepted by the public universities under the Illinois Articulation Initiative (see the information posted by the Illinois Board of Higher Education at www.itransfer.org); and b) a one-semester-hour internship or other, equivalent field experience.

Pursuant to Section 2-3.80a of the School Code, the Illinois State Board of Education (ISBE) is offers Growing Agriculture Science Teachers (GAST) grants up to a specified amount and dependent upon the allocation to eligible institutions for the purpose of addressing the shortage of agriculture science teachers in Illinois. The major goals of this grant program are to:

- recruit agriculture science teacher candidates into preparation programs leading to teacher licensure in agricultural education;
- ensure that candidates' preparation as teachers make good use of the knowledge of professionals in varied agricultural occupations and exposes them to practical, field-based experiences; and
- provide support for agricultural education teachers during their first five years of service that will improve retention of these individuals in the teaching force.

The statute further identifies four categories of activities related to these goals and for which funds may be expended:

- Teacher education candidate recruitment and retention incentives;
- Having master teachers and practitioners assist with various aspects of the recruitment of potential candidates and the preparation of those candidates as skilled and qualified teachers of agricultural education;
- Establishing, delivering, arranging for, or providing financial support for professional development experiences for new agriculture science teachers during their first five years of teaching; and
- Professional development for faculty in universities' agricultural education teacher preparation programs and for community college agriculture faculty responsible for instruction in agricultural education teacher preparation transfer programs.

Based on the four categories of activities allowed by the administrative rules that govern the GAST program, ISBE may identify different priorities among the four categories in different years. ISBE will give priority consideration to applications that include or emphasize the determined priority area for any given year. The priority area will receive priority consideration over other activities. Applicants may propose activities in the other categories; however, applicants are advised that ISBE intends to award the majority of available funds to those entities that propose to use grant funds primarily to recruit new students into agricultural education programs and develop opportunities for them to learn about agricultural occupations while earning money for work experience.

Contingent on the availability of funds, grants will be awarded to all eligible candidate that address the goals and priorities identified. Financial viability must be demonstrated. A sufficient number of appropriately qualified professional field staff will implement activities and initiatives to accomplish the goals stated above. Funding received under this grant must not duplicate or supplant local or other state funds for similar activities. Documentation of the use of all funds and accurate record-keeping is required.

These funds will flow from the State to the grantee through the electronic Grants Management System in IWAS according to an electronic application process. Funds may not be used for promotional materials. Indirect costs for this grant are not allowable. Any out-of-state travel must be approved by ISBE 30 days in advance.

If you need additional information regarding the Growing Agricultural Science Teachers (GAST) Grant, please contact ISBE at 217/524-4832.

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INSTRUCTIONS FOR COMPLETING GRANT APPLICATION

The Growing Agricultural Science Teachers (GAST) grant is accessed and approved through the ISBE Web Application Security ([IWAS](#)) system. If the grantee does not already have an account in IWAS, an account will need to be created. The grantee will need to request access to the 'Agricultural Education - GAST' grant in IWAS. Once the request is electronically approved and the grant is live, the grantee will be able to access the application. The first time accessing the grant in each fiscal year, the applicant will need to create an application (or project). Current grantees will have access to their own grants.

To apply for the Growing Agricultural Science Teachers (GAST) Grant, complete the application during the open RFP or continuation period. Use the '**Instructions**' link in the upper right of each grant page to access both quick steps and detailed information regarding the completion of each page. When information has been entered on a page, save each page prior to leaving it. After the save button has been selected and if there are errors on the page, they will usually appear in red text at the top of the page. Errors will need to be corrected prior to submission. All system-wide grant assurances apply to this grant as well as an additional assurance specific to this grant. All assurances are contained in the online application and must be agreed to prior to submission of the application. If more than one person will be responsible for working on all or components of the grant, then please review the approval groups located in the instructions for the Submit page. Completion of a final performance report must be submitted or certified contingent for a continuation of funding in subsequent fiscal years.

Funds will be used for coordinating programs and activities related to the goals of the grant and the approved work plan. Funds will be spent according to the last approved budget. A Performance Report must be filed reporting on the use of the funds and will be used as part of the final report. Funds will be utilized in compliance with ISBE guidelines.

Anticipated costs included within this budget must relate exclusively to the Agricultural Education GAST initiative. Identify the area(s) of greatest need for improving the agricultural education based on the three goals and taking into consideration advisory guidance. Determine the appropriate function and object code and list the service(s) and/or items(s) along with approximate number and cost of each on the budget lines provided. By clicking on the 'Description of Function Codes and Object Codes' link, a more detailed description will appear. All budget lines must be approved by ISBE prior to expenditure.

Receipts, vouchers and records of expenditures must be maintained by the grantee documenting the payment of additional salaries and/or purchase of additional services, equipment, materials and supplies, or other appropriate expenditures. These records will be reviewed at the time of the monitoring and/or fiscal audit.

All applications must be finalized online no later than August 31 each year. A printed copy of the application or electronic file and associated work product should be maintained as well as records of expenditures.

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INSTRUCTIONS FOR APPLICANT INFORMATION PAGE

Quick Steps

1. Complete the contact information on this page. The starred areas are required.
2. Click on the appropriate activity period. (June 30 for original applications)
3. Add any comments as necessary.
4. Click on the save button at the bottom of the page.

Detailed Information

Navigation

Information regarding how to navigate in this program to avoid data loss or re-entry problems.

- There is an instructions link at the top right-hand side of each page that will provide you with more information and/or with an explanation of what needs to be completed on that page.
- Use the tab key rather than the enter key to navigate through fields on this page and throughout the application.
- Use the mouse to check a check box or click in a radio button.
- Validations have been added to the phone number, fax number, and zip code to ensure they are numeric and the appropriate number of characters. You will receive an error message if your entry is not valid. Please note that, due to new postal requirements, the "+4" portion of the zip code is a required field.
- Save the data on each page before clicking the tab for another page. Be sure to save before the session timeout clock (top right and lower left of screen) reaches zero.
- Do NOT use the browser (Internet Explorer or Navigator) forward and back buttons to change pages. Use the page tabs to change pages.

Applicant Information/Contact Person

- Complete the requested information for the contact person for the Project Director, and Budget Contact Person as applicable.
- The Contact Person should be the one who oversees the GAST grant, is knowledgeable about the application and has access to the application to make any necessary corrections.
- Required fields are marked with an asterisk and must be completed in order to successfully save the page.

Program End Date

- Click the appropriate date for the activity period. The regular project period for original grants are June 30.
- If an extension is required, contact the program consultant for information and approval. Extensions are not automatically changed or approved– an amendment must be submitted by the amendment deadline. (no later than 30 days prior to the end of the grant)

Applicant Comments

Use this text area to provide any additional information that will ensure prompt approval upon review or other notes of importance for the grant administrator.

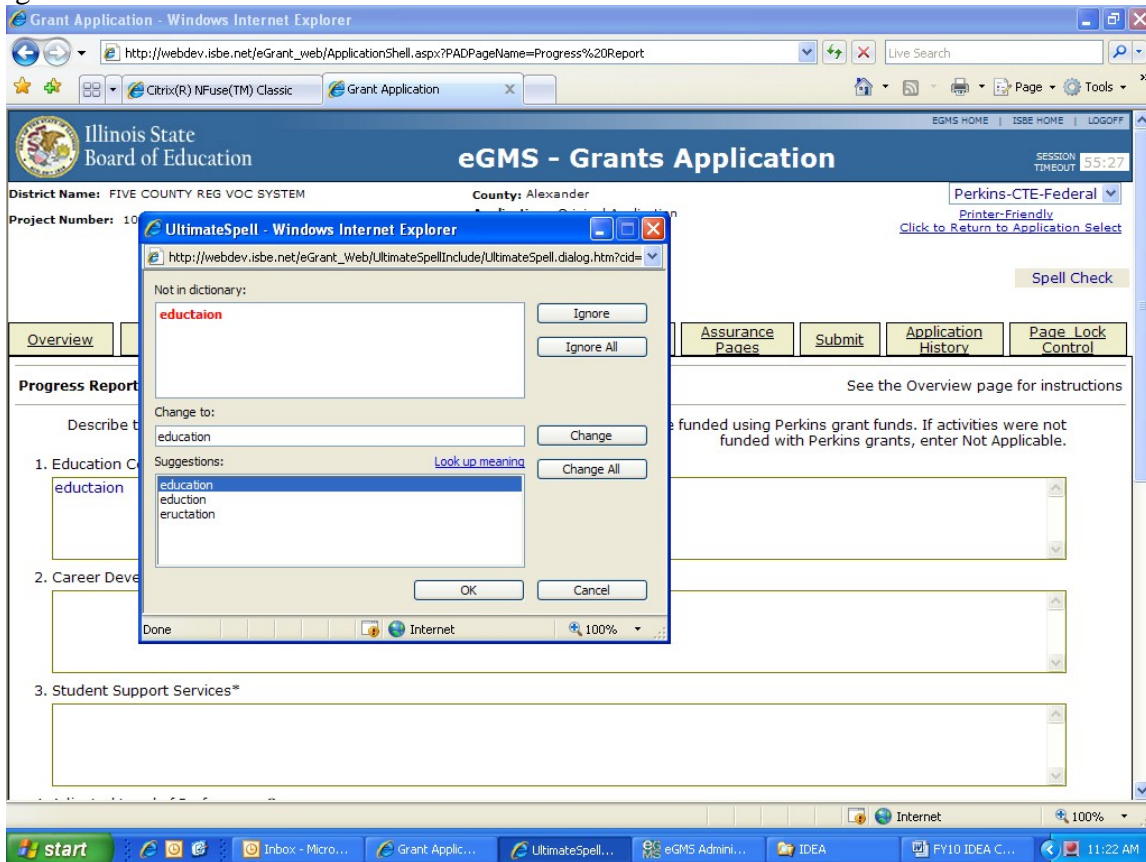
(Cont.)

*****Be sure to save this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.*****

Spell Check

Click on the Spell Check button at the upper right of each page to find suspected spelling errors in any text fields on the page. Each questioned spelling will be brought up in order of appearance on the page on a pop-up screen. Please note that any pop-up blocking programs should be set to accept these pop-ups. It is a two-step process to make changes.

Step 1: As each word is brought up, select the appropriate button to change the spelling or ignore the word.



Step 2: Once all the questioned words have been addressed and the “Spell check complete” message displays, you must click on OK to apply the changes. Failure to select OK will result in cancellation of any changes made in the first step.

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INSTRUCTIONS FOR PERFORMANCE REPORT PAGES

PERFORMANCE REPORT NARRATIVE PAGE

Quick Steps

1. Click in the appropriate box to indicate whether or not your institution received these grant funds in the previous fiscal year. If you did not receive funds in the prior year, then skip to step 4 and go to the next main tab. If you did receive funds in the prior year, then continue with the next step and complete each of the subtabs.
2. Click on the appropriate type of institution.
3. Provide the requested information for each activity approved in the previous year's grant (work plan). Add activities as applicable.
4. Save the page before moving on to the next page.

Detailed Information

Prior Year Program

The Yes/No radio buttons on this page are automatically pre-populated based on the information provided on the Performance Report Narrative page and can only be changed by returning to the Performance Report Narrative page, making the change and then saving that page. If you answered yes, then read on and complete the rest of the page. If you answered no, then you may move to the next page.

Performance Report Narrative

Only complete this page if the institution you represent received funds from this grant in the preceding fiscal year. For each approved activity in the previous year's work plan, provide the name of the activity, the number of participants, and activity description (summary of the event) as well as an evaluation of what specific measurable outcomes occurred or improvements realized, and finally describe the overall benefit of this activity. Note whether the activity was completed or not. If the activity was not completed, then provide an explanation why it was not completed and indicate how the funds budgeted for this activity were reallocated. If the activity was not completed, then it is not necessary to complete the activity description, evaluation or benefit narratives. To **add additional activities**, click the associated button at the bottom of the page. Be sure to click on **save page** before leaving the page or your work may be lost.

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INSTRUCTIONS FOR PERFORMANCE REPORT PAGES

PERFORMANCE REPORT UPLOADS PAGE

Quick Steps

1. To upload files supporting your grant activities, click the browse button.
2. Click the file(s) you wish to upload and click on Open. The file name should appear in the box left of the browse button. The file name should easily identify the contents of the document.
3. Click the Upload button to include it in the grant application.
4. Provide any optional information or explanation necessary in the comment box. If no information is necessary, move on to the next step.
5. Save the page before moving on to the next page.

Detailed Information

Performance Report Uploads

This is a place where deliverables and other products of the grant expenditures or activities can be provided from the previous fiscal year. Examples include, but are not limited to: scholarship applications, information brochures, screen captures of a website, internship experiences or log, etc. The file name should identify the fiscal year and the contents of the file (i.e. FY16 Record of Experiences). The **textbox** is available for comments to explain or clarify what has been attached. If the wrong file is accidentally upload, then it is possible to **delete a file** after uploading. Simply click in the checkbox next to the uploaded file name in the green box and then click the Delete File button below the green box. Save the page.

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INSTRUCTIONS FOR PERFORMANCE REPORT PAGES

PRIOR YEAR EXPENDITURES PAGE

Quick Steps

1. Find a record of all the items you purchased on the previous school year's budget – a copy of the last approved budget should also help.
2. List each item purchased in the appropriate budget category. Listed should be the quantity of the item(s) purchased, the name of the item, and the per unit cost of each item(s).
3. Insert the total for each budget line used in the total column. The total of items purchased at the bottom right of the page should equal the total allocation received.
4. IF the total of items purchased does NOT equal the total allocation (unspent funds > 0), then provide an explanation in the comment/justification textbox (b).
5. Click on the save button at the bottom of the page.

Detailed Information

Prior Year Program

The Yes/No radio buttons on this page are automatically pre-populated based on the information provided on the Performance Report Narrative page and can only be changed by returning to the Performance Report Narrative page, making the change and then saving that page. If you answered yes, then read on and complete the rest of the page. If you answered no, then you may move to the next page.

Allowable Costs

- This link is available if a more in depth explanation of the subcategories is needed. There is nothing to complete in this link.

Expenditure Amounts and Descriptions

- Based on the expenditures from this grant in the **prior** school year, complete each category as appropriate to reflect the actual expenditure of funds in the prior grant year. This requires you to list your purchases in the appropriate subcategory (see Allowable Costs link for category descriptions). A total amount in the far right column and description of the purchases must be provided for each category used. The description should include the name of the item, the number of items purchased (if purchasing more than 1) and per unit cost of each.
- At the bottom of the page, if there were any funds from the prior year that remained unexpended and unobligated at the end of the year (grant end date usually June 30), then provide an explanation referencing why all funds were not spent/needed. These would be funds not spent and reported as such to ISBE which require funds to be returned.
- The grand total (spent funds plus unspent funds) must total the previous year's allocation.

Your institution is required to keep documentation/proof of expenditures in this grant. All items listed in this report must have supporting documentation available if requested.

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INSTRUCTIONS FOR PERFORMANCE REPORT PAGES

RECRUITMENT/RETENTION/TRAINING DATA PAGES

Quick Steps

1. Answer each question on each page (recruitment, retention, and training) completing it with accurate data.
2. Should any explanations be necessary, provide the question number and the explanation at the bottom in the last textbox of the page the question appears.
3. Click on the 'Save Page' button at the bottom of the page.

Detailed Information

The type of institution should already be completed. If it is incorrect, the go to the Performance Report Narrative page and save the appropriate revision.

Data reporting questions, depending upon how you identify your institution, will appear. Data must be completed as it relates to the institution's agricultural education program and its agricultural education students for the data points that are applicable for the grant period. Complete each question, entering the applicable data. For those questions which do not apply, please do not leave them blank, but insert a 0 or NA (not applicable) into the appropriate field to indicate this was intentionally unanswered.

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AMENDMENTS PAGE

Quick Steps:

1. Click on the appropriate application choice. If this is the original application you can stop with this step and move on to the next page. If this is an amended application, then proceed with the next steps.
2. Insert the number of the amendment (i.e. 1 for first amendment, 2 for second amendment, etc.)
3. In the textbox below 'Grant Changes', Provide the following information
 - a. the date of the proposed changes;
 - b. a brief description and justification of the changes indicating the page(s) you wish to revise;
 - c. for those changes involving the budget, list the function/object code combinations which have been amended in this submission indicating the amount of the change.
4. Save the page by clicking the save button at the bottom of the page.

Detailed Information

Original or Amended Application

- Select the 'Original Application' for the initial grant application submission. Select the "Save" button at the bottom of the page.
- Select the 'Amended Application' for subsequent grant application submissions after the original grant application has been approved. Complete the additional information in the next section.

Grant Changes

In the textbox in this section, provide the following information: a) the date of the proposed changes; b) a brief description and justification of the changes indicating the page(s) you wish to revise; and c) for those changes involving the budget, list the function/object code combinations which have been amended in this submission indicating the amount of the change. Once completed, select the "Save" button at the bottom of the page. Remember for budget changes, the applicable changes still need to be made and saved on the budget page.

This page only shows what changes are proposed. The applicant will then need to unlock the appropriate pages to make changes on the affected pages (e.g. revise the budget detail page).

(Note: See 'Submitting an Amendment' for guidelines concerning amendments. Also see the Budget Detail Page instructions for information on how to format the revisions in the budget.)

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WORK PLAN PAGES

WORK PLAN NARRATIVE

Quick Steps:

1. In textbox 1, describe the overall plan being proposed and the expected impact.
2. While this is optional, provide any additional information that would assist the reviewer in understanding the plan proposed or the intentions of this work.
3. Save the page by clicking the save button at the bottom of the page.

Detailed Information

Plan Narrative

This is an opportunity to describe the overall plan, its major goals, and the impact that is expected as a result of the activities proposed. Be sure address the priority of the grant as well as four main types of activities.

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WORK PLAN PAGES

GOALS AND OBJECTIVES

Quick Steps:

1. Identify the goal or objective for each activity proposed in this grant.
2. Identify and describe the activity (event, program, or task) you wish to accomplish as it relates to the previously identified goal or objective. There should be an activity title and description.
3. Provide a description of what action or steps will be taken to implement or complete the activity.
4. Click on the appropriate GAST related category for the activity.
5. Enter the anticipated budget amount for the activity.
6. Enter the expected completion date of the activity.
7. Add additional entries, as applicable, by clicking the button at the bottom of the page.
8. Save the page by clicking the save button at the bottom of the page.

Detailed Information

Goal or Objective

Describe the goal or objective being addressed (i.e. Goal #1). Describe what the grantee is trying to accomplish through this activity as it relates to the grant. Briefly describe why this is important.

Activity, Event, Program or Task

Describe the activity, event, program or task you are proposing to execute in meeting the goal or objective identified. The activity must have a title and concise, but detailed description of the activity. Briefly describe why this activity (with limited funds) is the best use of these funds to meet the goals of the overall grant. It is possible to identify more than one activity for a particular goal by clicking on the additional entry button. In this case, type in the same goal number (Goal #1) with a different activity (i.e 1.1, 1.2, 1.3).

Description of Action Plan

Describe how the proposed activity (event, program or task) will be accomplished. This can be an explanation or can describe what steps or action will be taken. If there is more than one activity, then also clearly identify associated action plans (i.e 1.1, 1.2, 1.3). Another option is to create an additional entry and type in the same goal with a different activity.

GAST Related Category

Click the drop down arrow and choose the appropriate category as it relates to the activity(ies) being proposed.

Budget Amount

Indicate to the nearest whole dollar, the amount of funds you anticipate spending on the activity(ies).

(Cont.)

Expected Completion Date

Indicate the anticipated completion date of each specific activity. The date must follow this format (mm/dd/yyyy).

Add Additional Entries

Click on the Add Additional Entries button to add more goals and activities.

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WORK PLAN PAGES

WORK PLAN UPLOADS

Quick Steps

1. To upload files supporting your grant activities, click the browse button.
2. Click the file(s) you wish to upload and click on Open. The file name should appear in the box left of the browse button. The file name should easily identify the contents of the document.
3. Click the Upload button to include it in the grant application.
4. Provide any optional information or explanation necessary in the comment box. If no information is necessary, move on to the next step.
5. Save the page before moving on to the next page.

Detailed Information

Performance Report Uploads

This is a place where letters of support, course listings to demonstrate meeting eligibility requirements and other products of the grant expenditures or activities can be provided for the current fiscal year. Examples include, but are not limited to: letters of application, course listing, internship guidance, instructions and/or applications, etc. The file name should identify the fiscal year and the contents of the file (i.e. FY16 Record of Experiences). The **textbox** is available for comments to explain or clarify what has been attached. If the wrong file is accidentally uploaded, then it is possible to **delete a file** after uploading. Simply click in the checkbox next to the uploaded file name in the green box and then click the Delete File button below the green box. Save the page.

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BUDGET PAGES

Budget Detail Page Instructions

Be sure to SAVE this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.

Quick Steps:

1. Choose the appropriate function and object code from the drop down menu.
2. Type in the description of items to be purchased for each budget line (each different set of function/object codes used). The description should include the quantity of items (if more than 1), the name of the item(s), and per unit cost of each item to be purchased.
3. Fill in the total dollar amount budgeted for each line (each different set of function/object codes used).
4. Be sure the entire allocation is budgeted. You can check by clicking on calculate before you save.
5. Save the page by clicking the save button at the bottom of the page.

Detailed Information

At the bottom left of the screen is the **Total Allotment** for the grant you have chosen. This amount should be referenced when completing the budget and is a read-only cell. This is the total amount of funds that can be spent. The total allotment must be budgeted. All funds must be spent by the end of the grant in accordance with the last approved budget. Expenditures must be approved prior to purchase.

A hyperlink, “**Description of Function Codes and Object Codes;**” provides descriptions of all function and object codes recognized within the Illinois Program Accounting Manual for all grant programs in Illinois and is not specific to the Growing Agriculture Science Teachers Grant. For specific function and object codes, please refer to the link (instructions) in the upper right hand corner of each page and go to the appropriate bookmark(s).

Function Codes and Object Codes are the first two columns on the left. To access the codes, **click** on the drop down arrow and select the appropriate code for the expenditure. There may be more codes appearing than what you are eligible to use in the grant.

Tab or Click into the **Expenditure Description and Itemization** textbox. Enter the appropriate level of detailed information for each function/object code selected. This is where specific program expenditure information is recorded. Providing adequate description will facilitate the approval process. It is preferred to use several different budget lines rows categorized by project or separated within the description as opposed to having all verbiage in one row for all associated function/object expenditures.

In the case of an amendment, when revisions are made to the budget detail page, then follow the entry format for the Expenditure Description and Itemization in the example below.

(Cont.)

2210 300 *(Note: The function/object code need not be entered as it is already noted in the budget row.)*
AMEND-03/10/16 Move \$3,000 from 1000 300 for curriculum professional development workshops. ORIGINAL: Travel: IAVAT (\$300); National FFA Convention (\$1,000)

1000 300 *(Note: The function/object code need not be entered as it is already noted in the budget row.)*
AMEND-03/10/16 Move \$3,000 to 2210 300 for curriculum professional development workshops. ORIGINAL: Curriculum Improvement Services: MyCAERT subscription (\$500), CEV subscription (\$700)

Some object codes require specific information to be recorded in the description. Salary (100) requires the name, title, total salary, amount paid and percent of time from the grant. Benefits (200) must be broken down and listed with an amount for each specific benefit. Out of state travel (300) requests are submitted within 30 days of travel and include the total cost, event attending and the dates, individuals (number of people) attending, and the benefit to the grant of attending. Non-capitalized equipment (700) is only used if the applicant has a capitalization threshold different than that which the State has established (\geq \$500). The 700 code would be used for items from \$500 up to the set capitalization threshold of which beyond would use the typical 500 code. When the 700 code is used, the description box should contain the capitalization threshold set by the applicants authorized official (or controlling board) as well as the date/year when the policy was adopted.

Tab or Click into the text field for grant **Funds**. Enter the total amount requested for each function/object code. Expenditure amounts should be in whole dollar amounts only, no decimal points or commas.

At the end of each line is a **Delete Row** check box. If you have entered a line of detail and need to remove it, click on the check box in the far right column. Then **Save Page**.

If you need additional lines of budget detail, click on the **Create Additional Entries** button located at the bottom of the page. Each time you click this button it will add 5 additional rows of budget detail cells.

Once you have completed the detailed budget information, click on the **Calculate Totals** button at the bottom of the page. (Clicking on Calculate Totals does not save the information) Please verify that all data you have entered is correct and that you have utilized the appropriate funds for each line of expenditure. All funds must be accounted for and budgeted.

The next section on the right of the screen is a calculation of the **Maximum Indirect Cost**. Indirect cost can be entered in the **Indirect Cost** cell. (see Indirect Cost Rate page) The rate is a predetermined/agreed upon rate between ISBE and the type of entity.

The last section of the screen displays allotment information; **Total Allotment, Grand Total** of the budget and **Allotment Remaining**. These are calculated fields and can only be changed when detail information is changed and saved. All funds must be budgeted.

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ALLOWABLE EXPENDITURES

Grantees are advised to administer the grant funds in accordance with the State and Federal Grant Administration Policy, Fiscal Requirements and Procedures handbook, the Certifications and Assurances, and Standard Terms of the Grant, Program-Specific Terms of the Grant, and all other agreements required for this grant.

Allowable Expenditures: Funds may be used to conduct the following activities:

- Consultant and contracted services;
- Substitute teachers at the secondary level;
- Travel associated with grant activities. All out-of-state travel must be approved by ISBE at least 30 days in advance. Requests for out-of-state travel must include the following information: activity name, number of individuals traveling, dates of the activity, amount of grant funds to be used, and the benefit to the grant of attending the activity. Travel expenses must be paid in accordance with local policies and be most cost-effective;
- Communications;
- Supplies, materials, and other similar items as necessary to conduct grant activities that fall within one of the specified categories; and
- Professional development for staff of the agricultural education teacher preparation program in an amount up to 5% of the total grant award.

Numerous types of activities are allowable. The following list exemplifies the types of activities that may be proposed, but is not intended to limit what applicants may propose. Allowable activities that will be given consideration for funding are denoted below.

- Field experiences, practicum, or other similar experiences providing candidates and potential candidates with an introduction to agricultural occupations (priority).
- Scholarships or stipends providing candidates with financial resources to pursue a career in agricultural education. Applicants are strongly encouraged to require a practicum or work experience in conjunction with any scholarship offered. Increasing the available scholarship amount to students as they progress through the program, implementing a grade point average (GPA) or financial need stipulation, or working with a specific local education agency (LEA) to target teacher placement should also be considered.
- Outreach and recruitment activities aimed at particular individuals or groups.
- Recruitment activities involving collaboration between a university and one or more community colleges to identify, meet, and/or interact with potential candidates from one or more high schools.
- Mentoring or other forms of personal support to assist potential candidates in determining whether to pursue an agricultural education career.
- Observing or aiding a teacher in a classroom in any of grades 9-12.
- Development of a webpage promoting the agricultural education program at a particular institution.
- Professional development workshops and experiences for new agricultural education teachers (see Section 75.40(b) of the administrative rules).

- Professional development for staff members of agricultural education teacher preparation programs.
- EZ-Records Supervised Agricultural Experience (SAE) webpage sponsorship.
- Activities to assist students in improving preparation for testing.

Field Experiences

The field experience is a key concept of recruitment and retention incentives in this grant. The idea of rewarding students who gain experience (i.e., learning by doing) in agricultural education is important. These students can be current agriculture or non-agriculture students (i.e., perhaps from a general studies or undecided major), but all field experiences must be related to agricultural education and supervised by a professional. A good model to consider is a junior advisor program where students would be involved in various activities with a local agriculture teacher. Examples of appropriate activities for students who have entered or are thinking of entering teacher preparation in this field could include working with an advisor or other agriculture professional to train a Career Development Event (CDE) team, organizing an Agriculture Department and/or FFA event, assisting an instructor in the classroom or in preparation for class, and conducting activities to elementary or middle school students. Working with a local business professional in an agricultural career pathway is another profitable way for a student to spend part of a field experience, because of its value in helping him or her gain confidence and experience. Another useful option is supervised experience in the classroom or laboratory as a teacher's assistant. Acceptable field activities must provide valuable and relevant experiences related to teaching agriculture. Field experience programs must develop a reference of approvable and non-approvable activities. Students cannot be reimbursed for the same field experience at more than one sponsoring institution. Those involved in field experiences are required to keep a record to document hours and experiences. The grantee must also conduct a follow-up survey with those involved in the field experiences addressing the value of their experience and providing suggestions for improvement.

For consistency across the state, the following compensation guidelines or work standards must be followed when setting amounts to be paid for field experiences.

- Pay rates for students in grades 11-12 should be \$8/hr.
- Pay rates for students in grades 13-14 should be \$10/hr.
- Pay rates for students in grades 15-16 should be \$12/hr.
- Total field experience hours and student rewards can be flexible, but should follow the reward-for-time model of \$2,000 for 200 hours of field experience based on a rate of \$10/hr. The total amounts may differ somewhat depending upon the grade level and the amount of time allotted for a field experience.
- In the same spirit of consistency, student teacher scholarships should follow a similar standard. When applicable, student teacher scholarships should not exceed \$1,000 per individual.
- When applicable, scholarships should be determined by an impartial application review committee.

Scholarship or stipend awards should reward only above average effort.

NON-ALLOWABLE BUDGET EXPENDITURES

Grantees are advised to administer the grant funds in accordance with the State and Federal Grant Administration Policy, Fiscal Requirements and Procedures handbook, the Certifications and Assurances, and Standard Terms of the Grant, Program-Specific Terms of the Grant, and all other agreements required for this grant.

Non-Allowable Expenditures: Funds may not be used to conduct the following activities:

- Duplicate or supplant local site or other funds for similar activities;
- Activities to meet minimum grant eligibility requirements;
- Purchase equipment;
- Materials that are purchased for giveaways or promotional items (such as, but not limited to, key chains, mugs, writing utensils, clothing, and other trinkets) that display an entity's logo or similar identifier and that are not used for educational purposes such as in a professional workshop or training;
- General administrative or departmental expenses; and
- Indirect costs.

Non-allowable expenditures typically follow grant management practices identified by the State or are specifically identified as non-allowable. Promotional items are prohibited in grant expenditures. If there is a question regarding the allowability of an expenditure, then contact your grant administrator.

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FUNCTION CODES

The following function codes are used to classify all expenditures.

1000 "Instruction" - Instruction provided to develop the knowledge, skills, and attitudes needed for employment in an occupational area.

2120 "Guidance Services" - Counseling with pupils or parents, consultation with staff members on learning problems, evaluating abilities of pupils, assisting pupils in making educational and career plans and choices, assisting pupils in personal and social development, providing referral assistance and working with other staff members in planning and conducting guidance programs for pupils.

2210 "Improvement of Instruction Services" - Activities for assisting instructional staff in planning, developing and evaluating the instructional process.

4000 "Payments to Other Districts and Governmental Units" - Payments to other public LEAs. In-state and out-of-state public entities. (examples: payments to public university/college, payments to public community colleges, payments to Regional Offices of Education/Intermediate Service Centers, payments to Special Education Cooperatives/Education for Employment Centers)

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OBJECT AND SUB-OBJECT CODES

Object codes have been provided below and on the budget pages.

100 "Salaries" - Amounts paid to permanent, temporary or substitute employees on the payroll of the LEA.

200 "Employee Benefits" – Benefits associated with extended time, substitute pay, or applicable contractual pay. Each benefit and dollar amount should be entered separately in the budget detail textbox. Amounts paid by the LEA on behalf of employees; these amounts are not included in the gross salary, but are over and above it. Payments such as fringe benefits, while not paid directly to the employees, nevertheless are a part of the cost (to the applicable functional areas). These costs apply to the same function number as the cost of the applicable salary. Contact TRS for guidelines on these benefit payment requirements.

300 "Purchased Services" - Amounts paid for personal services rendered by personnel who generally are not on the payroll of the LEA and other services that the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided to assist in obtaining the desired results. These services include, but not limited to: professional & technical, audit/financial, property transportation, travel (examples: transportation meals, hotel, and other expenses associated with traveling or business for the LEA), employer insurance (examples: Workers Compensation/Unemployment Compensation/Liability Insurance) to protect the employer, communication, printing/binding, software (example: license fee or subscription), online, etc.

400 "Supplies and Materials" - Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated in use or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Equipment with an acquisition cost less than \$500 is recorded here.

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INSTRUCTIONS FOR INDIRECT COST RATE PAGE

Quick Steps

1. Click on the appropriate choice. (Yes or No with regard to the district taking indirect costs)
2. If the district chooses NO, then save the page and move on to the next page in the application.
3. If the district chooses YES, then the remaining steps need to be completed.
4. Break down the indirect cost to show how the funds will be expended based on the object codes on the page. A description is required in the textbox as well as a total cost in the cost cell.
5. Save the page.

Detailed Information

Indirect Cost (This page has been removed from the eGMS system for FY19)

Completion of this page is required. Each grantee will need to indicated whether or not there is a choice to request (or not request) indirect cost. If not indirect costs are requested, then simply click No, save the page and move on. If indirect costs are requested, then the grantee will need to specific list how those indirect costs will be spent. The cost must be recorded in the appropriate object code cost cell towards the bottom of the page. A specific description must also be recorded in the textbox. The indirect cost amount recorded at the bottom of the budget detail page, will transfer over to the Indirect Cost Budgeted cell toward the top of the Indirect Cost Rate page. The costs entered on the Indirect Cost Rate page must match the total cost recorded on the budget detail page. The different at the bottom of the indirect cost rate page must equal 0.

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INSTRUCTIONS FOR PAYMENT SCHEDULE PAGE

Quick Steps

1. Enter the total dollar amount of funds requested each month that match anticipated expenditures.
2. All allocated funds must be scheduled for payment. You can check this by clicking on the calculate totals button at the bottom of the page.
3. Save the page by clicking on the save button at the bottom of the page.

Detailed Information

In accordance with Federal regulations, payments should be requested to meet actual **monthly cash needs** of the project. All payment requests should be based on the projected date of expenditure. Use the month(s) in which it is anticipated the items on the budget will be expended. The payment schedule month cannot be prior to the grant start date.

For example, if the applicant was allocated \$1000 for the grant and the budget was approved, and you plan to purchase all the items on your budget in September, then you would fill the box next to September with 1000. If you plan to purchase half the items in September and half the items in January, then you would insert 500 next to September and January. If you were paid for extra hrs, then you would need to complete that amount in the month in which you were paid for the extra hours.

To enter payment requests, **“click”** into the first full month of anticipated expenditure and enter the dollar amount requested. In this grant, it is possible that the majority (if not all) expenditures will be in one initial month as the nature of the items purchased with these grants funds are for classroom instructional use. Otherwise, use the **“tab”** key to enter amounts in the remaining cells through the last full month of the project. Payments should not be requested and expenditures must not be incurred before the project begins or after the project ends. The project begins once the budget has been approved by ISBE. **Amounts should be entered in whole dollars only and should not contain decimal points or commas.** Complete the payment schedule to reflect actual cash needs in order to avoid cash on hand and frozen payments.

Note: Salaries must be budgeted in the months the funds will be expended. Equipment, supplies, contracted services and inservice activities should have the payment requested in the month for which the expenditure is anticipated.

When the payment schedule is complete, move to the bottom of the page and **“click”** on the **“Calculate Total”** button. Review the calculation and verify that payments have been calculated correctly based on the allotment available. The **Amount Remaining** field should be zero indicating that the Payment Schedule request equals the Budget.

Be sure to **SAVE** this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.

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INSTRUCTIONS FOR PROGRAM RISK ASSESSMENT PAGE

Quick Steps

1. The district should complete the information and answer the questions in each subtab/page according to each individual district's situation.
2. Save each page.

Detailed Information

See the directions contained on each page of the Program Risk Assessment within the grant application. This is an assessment of risk based on the policies and procedures in place for each grantee. The answers for each grantee may be different depending upon several factors.

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INSTRUCTIONS FOR GATA PAGES

NOTICE OF STATE AWARD (NOSA) PAGE

Quick Steps

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. Additionally, in:
 - a. Part One: 1.1 the grantee must check the type of entity the grantee is doing business as.
2. Save each page.
(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)

Detailed Information

For more information, see the directions and/or verbiage contained on each page within the grant application. It is important to read each page so as to understand the terms and conditions to which the grantee is agreeing.

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UNIFORM GRANT AGREEMENT (UGA) PAGE

Quick Steps

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. *(Note: If there is no checkbox, then read the page and move on to the next page.)*
2. Save each page.
(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)

Detailed Information

For more information, see the directions and/or verbiage contained on each page within the grant application. It is important to read each page so as to understand the terms and conditions to which the grantee is agreeing.

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INSTRUCTIONS FOR THE ASSURANCE PAGES

This is completed ONLY by the District Superintendent or authorized LEA official. Four pages are included in the Assurances tab: Program Assurances, State Assurances, GATA Assurances and Assurances.

1. Near the top of the first three assurance pages there is a check box that must be checked to agree to the assurances on that page.
2. Place your mouse over the check box and click in it to signify that you agree to the detailed assurance.
3. Once you have agreed, go to the bottom of the page and click on the “**Save Page**” button.
4. After you have agreed to the assurances on the first three assurance pages, complete the last tab, “Assurances.”
5. The three assurance checkboxes on the last page will automatically populate with a check signifying you have agreed to all assurances because you have checked and saved your agreement for each of the other assurance pages.
6. At the bottom of the Assurances page, **if you are the organization administrator (authorized LEA official)**, click on the first button to automatically insert your name for agreement. If you have board-certified delegated authority for the organization administrator, click on the second button and type your name in the text box next to the second button to agree to all assurances.

NOTE: The Assurances can **only be completed by the organization administrator (authorized LEA official) or a person with board-certified delegated authority for the administrator.** The assurances must be completed prior to submitting the application.

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INSTRUCTIONS FOR SUBMIT PAGE

Quick Steps

1. Run the consistency check by clicking on the button until no errors are detected. *(Note: If errors are identified, those must be corrected before running the consistency check again.)*
2. Finally, click the submit button and your application has been submitted to the next level of approval.

Detailed Information

Consistency Check Button

Once you have completed your entire application you must run a “Consistency Check”. **CAUTION: This check may take a few minutes to run.** Your application can not be submitted until this has been successfully run. You must “click” on the “Consistency Check” button to start the process. Once the check has been completed, a message will be displayed indicating that it completed successfully (no errors were found) or providing a list of errors encountered. After you have corrected any errors, you must run the check again until no errors are detected. If no errors are found, the appropriate button will be displayed so that you can submit the application to the next level. You may need to scroll down the page to see the button(s).

Lock Application Button/Unlock Application Button

It is not recommended to lock the application. However, anyone with data entry authority within the district has the ability to freeze the entire application so that no more changes can be made to it prior to submitting or amending an application. In order to lock the application “click” on the “Lock Application” button. This might be appropriate if, for example, there had been some concern about multiple people updating an application when in fact that was undesired at the district level. Therefore, by locking the application no one can make changes to it. Only the person who locked the application or a person with district administrative access (e.g. district superintendent) can unlock it by “clicking” the “Unlock Application” button. **If the locked application is returned for revisions, the application will need to be unlocked (typically by District Admin) in order to revise the pages and save changes.** (see also Page Lock Control)

Approval Groups

A list of approval groups appears at the bottom of the submit page.

- Assurances were agreed to on (mm/dd/yyyy) the date will be displayed after the District Superintendent or Board Authorized Representative has agreed to all assurances and saved them.
- Consistency Check was run on (mm/dd/yyyy) date will be displayed after the “Consistency Check” has been run successfully. If the “Consistency Check” DID encounter errors, the error message will prompt you as to what needs to be corrected. After you have corrected any errors, you must run the check again until no errors are detected. If the “Consistency Check” DID NOT encounter any errors, the application will then be locked until the District Entry person is ready to submit it to the Business Manager or District Superintendent (refer to Lock Application/Unlock Application buttons).

- Data Entry submitted the application on (mm/dd/yyyy). One button will appear after the “Consistency Check” has been run successfully. When the Data Entry person is ready to forward the application to the Business Manager or the District Superintendent, they will click “Submit for Review”. The application will then be forwarded to the next appropriate level of approval and the date that it is submitted will then appear.
- Business Manager approved the application on (mm/dd/yyyy). This approval level is only valid if the District Superintendent has established the level in the IWAS system for approval. Once the Data Entry person has submitted for review, it will be forwarded to the Business Manager to approve and they will need to click on “Approve” or “Disapprove”. If the application has been “Approved” it will then be forwarded to the District Administrator. If the application is “Disapproved”, it will be returned back to the Data Entry person for changes and they will then have to resubmit after changes have been completed.
- District Administrator submitted the application on (mm/dd/yyyy). The District Superintendent or Board Authorized personnel are the only two people who can submit the application to ISBE. Click on “Submit to ISBE” or “Disapprove”. Once the application has been submitted to ISBE, the application will be locked and no changes can be made. If the application is “Disapproved”, it will be returned back to the Data Entry person for changes and they will then have to resubmit after changes have been completed.
- ISBE Program Administrator approved the application on (mm/dd/yyyy). After the application has been submitted, the ISBE Program Administrator will “Approve” or “Disapprove”.

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APPLICATION HISTORY PAGE

The Application History page is a read only page that lists all of the steps that occur in the submission and approval of an application or amendment. In the initial stage of entering the application information, this page will display a statement that the application has not been submitted. This page is useful in tracking the application throughout the submission and approval process. Districts may use this page at any point in time to determine the approval status of their application.

The **Status Change** column lists the status of the application from most recent to oldest. Some typical status entries are:

- Submitted to ISBE
- Returned for Changes
- 1st Program Review Complete
- Final Approval

The **UserId** column displays the ID of the person who was responsible for the change in status, e.g., the ISBE reviewer who approved the application. The **Action Date** column displays the date of the change in status.

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INSTRUCTIONS FOR PAGE LOCKING

Quick Steps

1. Click the 'Expand All' checkbox.
2. Click the checkbox labeled 'Open Page for editing' next to the page(s) you wish to revise.
3. Click on the save button at the bottom of the page and continue to the page(s) you need to revise.

(Note: In some cases and only if you cannot unlock the application from 'Page Lock Control', you should go to the 'Submit' page and try unlocking the application by clicking on the "Unlock Application" button.)

Detailed Information

If a budget is returned for revision or if an amendment is created, the instructor will need to unlock the page(s) he/she wishes to revise otherwise the save button will not appear to save any revisions. **If the save button does not appear at the bottom of the page you wish to revise, then it is not unlocked and changes will not be saved.**

Goal of Page Locking Process

The goal of the page locking process is to expedite the review of applications and amendments by identifying which pages have been changed by a grant applicant. Reviewers will only need to review those pages that have been unlocked since the previous review.

What Happens When a Page Is Locked?

When a page is locked during the application review process, the save button is no longer available to the applicant, and a message indicates the page has been locked by the agency review. The applicant must go to the Page Lock Control tab, unlock any pages needing revision, and then save the Page Lock Control page. This will cause save buttons to appear on all of the pages the applicant has unlocked.

When Will Applicants Need to Unlock Pages?

When an applicant creates a *new application* each year, all of the pages will be unlocked because all of the pages will need to be completed. If that initial application is *returned for changes* by an ISBE reviewer, some or all of the pages may be locked. The applicant should read the comments on the review checklist and unlock only those pages that need to be changed.

When an *amendment* is created, all pages will be locked. The applicant should use the Page Lock Control tab to unlock only those pages that need to be revised.

Because pages will be locked on all amendments as well as original applications that have been returned for changes, applicants should make it a habit to make sure a save button is available before completing or revising a page. Unlocking pages that will not be modified circumvents the purpose of page locking and slows the review process.

Expand All and List of Application Pages

Click the Expand All checkbox to see the list of application pages (first column under the Expand All checkbox) that may be locked or unlocked. Any application page with data that users enter or revise will appear in the list. Some application pages will not appear on the list. The overview page and the budget summary page are read-only pages and do not contain data; they will not appear in the list. Other pages, such as the Submit page and the Page Lock Control page, will never be locked because users need access to functions on these pages throughout the application process. These pages will not appear in the list.

The list of application pages will have two or more indented levels. The first item on the list is the name of the grant program. The first indent under the grant program is the list of pages that appear on the main tab strip. The second indent contains pages that appear in a subtab strip. For example, Assurance Pages is on the main tab strip and is in the group indented at the first level. The various assurance pages (Program Assurances, State Assurances, etc.) are indented under Assurance Pages.

Page Status Column

For *applicants*, this column displays the current status of the various pages in the application/amendment. For *ISBE reviewers*, this column reflects the status of the page when the applicant submitted it.

Terms included in this column are:

Open Page is unlocked and can be modified and saved by the applicant.

Locked The page is locked and cannot be modified by the applicant until it is unlocked. There will not be a save button on the page, and a message will appear indicating the page has been locked by the agency review.

Final The page has been locked and should not be unlocked by the applicant. Only ISBE staff can unlock a page designated “final.”

Unlock Section Opens a section for modification. A section can be an entire program or all of the subtabs under a main tab. Unlocking pages that will not be changed circumvents the purpose of page locking and slows the review process.

Open Page for Editing Column (*Applicant column only*)

The applicant should check the appropriate box in this column to unlock a page that requires modification. The Page Lock Control page must be saved after check boxes have been selected.

Review Status of Page Columns (*ISBE columns only*)

ISBE reviewers will use these columns to unlock pages that require modification or to mark pages final locked. After selecting the appropriate radio buttons, the reviewer must save the page.

The three columns/radio buttons are:

OK This is the default radio button unless the page was final locked in a previous round. OK indicates that modifications are not required for this page.

Needs Updates Select this radio button to unlock a page for the applicant and to indicate that modifications are needed for this page. The reviewer will use the review checklist to explain the required modification.

Mark Final Pages marked final cannot be unlocked by the applicant. Final is only appropriate for pages like assurances that should not be changed after completion. Only ISBE staff can unlock a page marked final.

Unlocking a Page Marked Final

When an applicant determines that a page marked Final must be modified, the applicant must contact ISBE helpdesk and explain why the page requires modification. Only ISBE staff can unlock a final locked page. The applicant then places the application in “consulting” status using the appropriate button on the Submit page. ISBE staff unlocks the page by checking the “Open Page for editing” checkbox on the Page Lock Control page and saves the Page Lock Control page.

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APPLICATION PRINT PAGE

Grant applications support an application “print all” printing option through the Application Print Page. You may now selectively print pages on the Application Print tab by selecting one or more pages of the grant application to print.

To print individual pages, select the checkbox next to the page or pages that you wish to print. Next, press the “Request Print” button to generate printing of the pages. The pages will be generated in a PDF format and will be available on the Application Print page anywhere from several hours to a day after the request, depending on the current demand for PDFs. Generally if you return to this grant tab the day following you request to print, the pdf will be available for use.

(Note: While this page provides a printing option, you may find it easier to use the printer friendly link on each budget page and print using the browser print tool rather than using the print functionality on this page.)

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RESPONDING TO A RETURNED APPLICATION/AMENDMENT

Quick Steps

1. Click on radial next to the returned application/amendment listed.
2. Click on the 'Review Checklist' button across the top menu bar. *(Note: Remember to turn off the pop-up blocker.)*
3. Read the comments in the Review Checklist – especially the comments to the questions answered/labeled 'No.'
4. Unlock the appropriate pages using the 'Page Lock Control' tab. Click on Expand and then click in the checkbox next to the 'unlock section' for the page(s) you wish to revise. Save the page. *(Note: If you are having difficulty unlocking see 'detailed information' below.)*
5. Make the needed revisions remembering to save each revised page. *(Note: If there is no save button at the bottom of the page, then the page is locked and your changes will not be saved.)*
6. Complete the process on the 'Submit' page.

Detailed Information

If a budget or amendment was submitted and some type of error was identified, then the budget or amendment will be returned for correction. You will be able to access the budget or amendment in question without having to create a new one. It may be necessary to go to the Page Lock page in the grant and unlock the pages you wish to change. If you are working on a page and are unable to save the page (no save button), then it is likely the page has not been unlocked **If the Page Lock Control does not unlock the grant page you wish to revise**, then sometimes administrator access prevents you from doing so. In this case, if a grant was sent to the administrator for review or if the administrator opened the grant on their own, **it is possible to unlock the grant via the Submit tab by clicking on the "Unlock Application" button**. This must be done at the Superintendent or authorized LEA official access level. All corrections must be completed at the district level as ISBE cannot make corrections on a district budget. Once the budget or amendment is returned, then the instructor will need to access the budget and make the necessary changes and re-submit the budget or amendment for final approval.

There is a Review Checklist which will provide comments on the budget or amendment that was reviewed. These comments are the items the instructor needs to address before re-submitting especially where the question has been answered "No". The Review Checklist can be accessed on the application selection screen prior to entering into the grant itself. By clicking on the Review Checklist button, you will open both the budget and the checklist in two separate windows. If the pop-up blocker is on, it will need to be set so that pop-ups are allowed for this site.

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SUBMITTING AN AMENDMENT

Quick Steps

1. Click on the budget application listed in the menu prior to entering into the grant.
2. Click on the 'Create Amendment' button across the top menu bar.
3. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page.
4. Go to the Amendment page of the grant and click on 'Amended application'.
5. If applicable, insert the number of the amendment in the textbox. (i.e. insert '1' if it is the first amendment)
6. Go to the textbox at the bottom of the 'Amendment' page to specify the changes you would like to make in the application. Save the page.
7. Go to the other unlocked pages needing revision in the application to make the needed changes described on the amendment page remembering to save each revised page.
8. Complete the process on the 'Submit' page.

Detailed Information

Once the initial budget has final approval from ISBE, if changes are required following, an amendment must be formally submitted and approved by ISBE in IWAS. After logging in and accessing the [application selection screen](#), districts may make amendments by clicking on the [Create Amendment](#) button in the menu of buttons across the top. The instructor will need to go to the Page Lock Control and unlock the pages where revisions will occur. It is requested to indicate only the changes to the amendment on the Applicant Information page in the 'Applicant Comments' textbox. Make the necessary changes and remember to save each page as you make changes. If the save button does not appear, then the page needs to be unlocked. Finally, submit the amendment for approval.

General Information

All amendments are due at ISBE thirty days prior to the project end date. The obligation of funds included on an amendment cannot begin prior to the date of receipt at ISBE provided the scope or intent of the approved project has not changed. If the scope or intent of a project changes based on an amendment, ISBE programmatic approval should be obtained prior to the obligation of funds based on the amendment. Amendments are required when:

- there is a significant change in program scope (e.g. adding a new component); or
- the grant recipient intends to budget for more available funds (i.e. budget increase); or
- the expected expenditures exceed the ISBE expenditure variance of 10% or \$1,000 per object code total cell in the budget, whichever is greater; or
- funds need to be allocated to a new budget cell (previously approved at \$0); or
- the grant recipient adds a new expenditure item.

All activities and obligations that will be charged to the approved grant must occur within the project begin and end date. A complete copy of the approved application, approved budget, and all approved amendments must be maintained by the grant recipient. These documents and other supporting information must be maintained for a minimum of three years (see Record Retention Requirements in the Section above) and will be used by ISBE staff to determine fiscal and program compliance. Any changes/corrections must be properly documented (via electronic

review checklist, email, notes on the budget breakdown or budget summary) and changes noted at the grant recipient level.

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SUMMARY OF QUICK STEPS FOR SUBMITTING AN APPLICATION

APPLICANT INFORMATION PAGE

1. Complete the contact information on this page. The starred areas are required.
2. Click on the appropriate activity period. (June 30 for original applications)
3. Add any comments as necessary.
4. Click on the save button at the bottom of the page.

PERFORMANCE (FINAL) REPORT PAGES

Performance Report Narrative Page

1. Click on the appropriate type of institution.
2. Provide the requested information for each activity approved in the previous year's grant (work plan). Add activities as applicable.
3. Save the page before moving on to the next page.

Recruitment, Retention, and Training Data Pages

1. Answer each question on each page (recruitment, retention, and training) completing it with accurate data.
2. Should any explanations be necessary, provide the question number and the explanation at the bottom in the last textbox of the page the question appears.
3. Click on the 'Save Page' button at the bottom of the page.

AMENDMENTS PAGE

1. Click on the appropriate application choice. If this is the original application you can stop with this step and move on to the next page. If this is an amended application, then proceed with the next steps.
2. Insert the number of the amendment (i.e. 1 for first amendment, 2 for second amendment, etc.)
3. In the textbox below 'Grant Changes', Provide the following information
 - a. the date of the proposed changes;
 - b. a brief description and justification of the changes indicating the page(s) you wish to revise;
 - c. for those changes involving the budget, list the function/object code combinations which have been amended in this submission indicating the amount of the change.
4. Save the page by clicking the save button at the bottom of the page.

(Cont.)

WORK PLAN PAGE

1. Describe the expected impact of your overall plan on the major goals of the grant.
2. As applicable, provide any additional information by goal that would be helpful in the grant review.
3. Identify the goal or objective for each activity proposed in this grant.
4. Identify and describe the activity (event, program, or task) you wish to accomplish as it relates to the previously identified goal or objective.
5. Provide a description of what action or steps will be taken to implement or complete the activity.
6. Click on the appropriate GAST related category for the activity.
7. Enter the anticipated budget amount for the activity.
8. Enter the expected completion date of the activity.
9. Add additional entries, as applicable, by clicking the button at the bottom of the page.
10. Save the page by clicking the save button at the bottom of the page.

BUDGET PAGES

Budget Detail Page

1. Choose the appropriate function and object code from the drop down menu.
2. Type in the description of items to be purchased for each budget line (each different set of function/object codes used). The description should include the quantity of items (if more than 1), the name of the item(s), and per unit cost of each item to be purchased.
3. Fill in the total dollar amount budgeted for each line (each different set of function/object codes used).
4. Be sure the entire allocation is budgeted. You can check by clicking on calculate before you save.
5. Save the page by clicking the save button at the bottom of the page.

Indirect Cost Rate Page

1. Click on the appropriate choice. (Yes or No with regard to the district taking indirect costs)
2. If the district chooses NO, then save the page and move on to the next page in the application.
3. If the district chooses YES, then the remaining steps need to be completed.
4. Break down the indirect cost to show how the funds will be expended based on the object codes on the page. A description is required in the textbox as well as a total cost in the cost cell.
5. Save the page.

Payment Schedule Page

1. Enter the total dollar amount of funds requested each month that match anticipated expenditures. Use the month(s) in which it is anticipated the items on the budget will be purchased. The payment schedule month cannot be prior to the grant start date which is the month of the budget's first approval.
2. All allocated funds must be scheduled for payment. You can check this by clicking on the calculate totals button at the bottom of the page.
3. Save the page by clicking on the save button at the bottom of the page.

(cont.)

PROGRAMMATIC RISK ASSESSMENT PAGE

1. The district should complete the information and answer the questions in each subtab/page according to each individual district's situation.
2. Save each page.

INSTRUCTIONS FOR GATA PAGES

Notice of State Award Page

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. Additionally, in:
 - a. Part One: 1.1 the grantee must check the type of entity the grantee is doing business as.
2. Save each page.
(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)

Uniform Grant Agreement Page

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. *(Note: If there is no checkbox, then read the page and move on to the next page.)*
2. Save each page.
(Note: For more information, see the direction, links, and/or verbiage contained on each page within the grant application.)

INSTRUCTIONS FOR ASSURANCES PAGES

1. Near the top of the first three assurance pages there is a check box that must be checked to agree to the assurances on that page.
2. Place your mouse over the check box and click in it to signify that you agree to the detailed assurance.
3. Once you have agreed, go to the bottom of the page and click on the **“Save Page”** button.
4. After you have agreed to the assurances on the first three assurance pages, complete the last tab, “Assurances.”
5. The three assurance checkboxes on the last page will automatically populate with a check signifying you have agreed to all assurances because you have checked and saved your agreement for each of the other assurance pages.
6. At the bottom of the Assurances page, **if you are the organization administrator**, click on the first button to automatically insert your name for agreement. If you have board-certified delegated authority for the organization administrator, click on the second button and type your name in the text box next to the second button to agree to all assurances.

SUBMIT PAGE

1. Run the consistency check by clicking on the button until no errors are detected.
(Note: If errors are identified, those must be corrected before running the consistency check again.)
2. Finally, click the submit button and your application has been submitted to the next level of approval.

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SUMMARY OF QUICK STEPS FOR RETURNS & AMENDMENTS

INSTRUCTIONS FOR RESPONDING TO A RETURNED APPLICATION/AMENDMENT

1. Click the radial button next to the created or last approved budget application listed in the menu in the appropriate fiscal year. (the returned application)
2. Click on the 'Review Checklist' button across the top menu bar. *(Note: Remember to turn off the pop-up blocker.)*
3. Read the comments in the Review Checklist – especially the comments to the questions answered/labeled 'No.'
4. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page. *(Note: If you are having difficulty unlocking see 'detailed information' below.)*
5. Make the needed revisions remembering to save each revised page. *(Note: If there is no save button at the bottom of the page, then the page is locked and your changes will not be saved.)*
6. Complete the process on the 'Submit' page.

INSTRUCTIONS FOR SUBMITTING AN AMENDMENT

1. Click on the budget application listed prior to entering into the grant.
2. Click on the 'Create Amendment' button across the top menu bar.
3. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page.
4. Go to the Amendment page of the grant and click on 'Amended application'.
5. If applicable, insert the number of the amendment in the textbox. (i.e. insert '1' if it is the first amendment)
6. Go to the textbox at the bottom of the 'Amendment' page to specify the changes you would like to make in the application. Save the page.
7. Go to the other unlocked pages needing revision in the application to make the needed changes described on the amendment page remembering to save each revised page.
8. Complete the process on the 'Submit' page.

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