

**GRANT MANAGERS
BROWN BAG**

DIVING DEEPER INTO GRANT NAVIGATOR

HOW TO USE GRANT NAVIGATOR TO FACILITATE GRANT MANAGEMENT

MAY 2024



GRANT NAVIGATOR – AN OVERVIEW

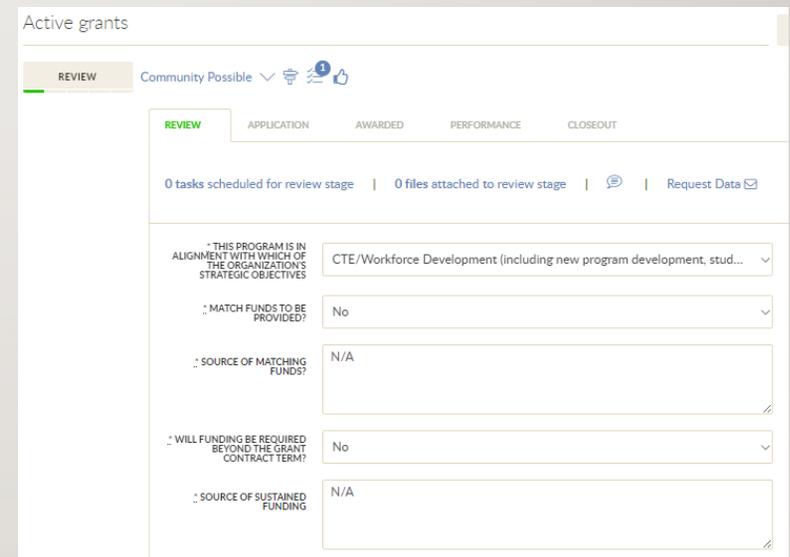
“Feeling Lost in a Wilderness of Grant Management Challenges”

- 1) Review
- 2) Application
- 3) Awarded
- 4) Performance
- 5) Closeout



TAB I - REVIEW

- **Step I: Review the Grant Opportunity**
 - Assess Feasibility of the Opportunity and Alignment with Strategic Priorities
- **Key Information**
 - Are Match funds required?
 - If so, from where?
 - Is Sustainability required?
 - If so, how?
 - Other



Active grants

REVIEW Community Possible

REVIEW APPLICATION AWARDED PERFORMANCE CLOSEOUT

0 tasks scheduled for review stage | 0 files attached to review stage | Request Data

THIS PROGRAM IS IN ALIGNMENT WITH WHICH OF THE ORGANIZATION'S STRATEGIC OBJECTIVES? CTE/Workforce Development (including new program development, stud... ▾

MATCH FUNDS TO BE PROVIDED? No ▾

SOURCE OF MATCHING FUNDS? N/A

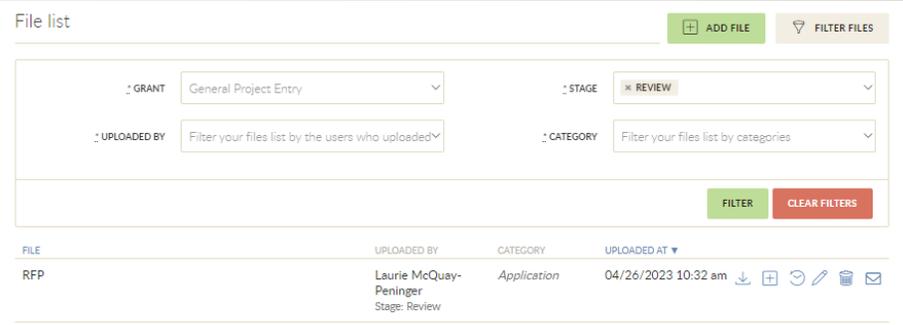
WILL FUNDING BE REQUIRED BEYOND THE GRANT CONTRACT TERM? No ▾

SOURCE OF SUSTAINED FUNDING N/A

TAB I – REVIEW (CONT.)

- **Who is responsible for this Tab?**
 - Grant Writer
 - College Grant Lead
- **What documents are included?**
 - Request for Applications/ Notice of Funding Opportunity/Other Application Guide

Reminder: The original RFP is a useful resource as you implement your grant award and often outlines key requirements



The screenshot shows a 'File list' interface with the following components:

- Buttons:** 'ADD FILE' (green) and 'FILTER FILES' (grey).
- Filters:**
 - GRANT:** General Project Entry
 - STAGE:** REVIEW
 - UPLOADED BY:** Filter your files list by the users who uploaded
 - CATEGORY:** Filter your files list by categories
- Actions:** 'FILTER' (green) and 'CLEAR FILTERS' (red).
- Table:**

FILE	UPLOADED BY	CATEGORY	UPLOADED AT	
RFP	Laurie McQuay-Peninger Stage: Review	Application	04/26/2023 10:32 am	Download, Add, Refresh, Edit, Delete, Email icons

TAB 2 - APPLICATION

- **Step 2: Apply for the Grant**
 - Identify Application Requirements
 - Prepare Grant Application Package
 - Submit
- **Key Information**
 - Due Date
 - Amounted Requested
 - Submission Date
 - Other
 - Expected Decision Date

The screenshot shows a web interface for managing grant applications. The title is 'Active grants' and the specific grant is 'Racial Equity in STEM Education'. The 'APPLICATION' tab is selected, showing a progress bar with stages: REVIEW, APPLICATION (current), AWARDED, PERFORMANCE, and CLOSEOUT. Below the progress bar, it indicates '1 tasks scheduled for application stage' and '1 files attached to application stage'. The main content area contains several fields for application details:

APPLICATION/SUBMISSION REQUEST REQUIRED?	Yes
TARGET DATE FOR SUBMISSION	12/05/2023
AMOUNT REQUESTED	\$ 834,866.00
EXPECTED CASH MATCH	\$ 0.00
EXPECTED IN-KIND MATCH	\$ 0.00
ACTUAL SUBMISSION DATE	12/04/2023

TAB 2 – APPLICATION (CONT.)

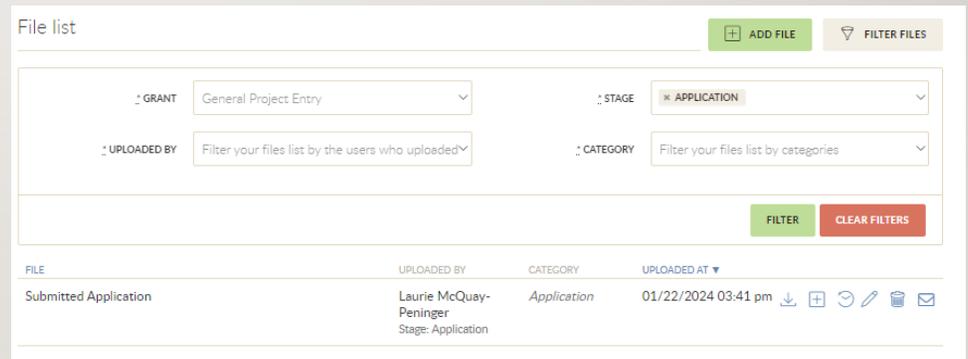
- **Who is responsible for this Tab?**

- Submissions Person
- College Grant Lead

- **What documents are included?**

- Submitted Application
- Submitted Budget

Reminder: Documents can be shared with others from inside Grant Navigator; recipients do not need to have a Grant Navigator account



The screenshot shows the 'File list' interface in Grant Navigator. At the top right, there are buttons for 'ADD FILE' and 'FILTER FILES'. Below these are filter dropdowns for 'GRANT' (set to 'General Project Entry'), 'STAGE' (set to 'APPLICATION'), 'UPLOADED BY' (set to 'Filter your files list by the users who uploaded'), and 'CATEGORY' (set to 'Filter your files list by categories'). At the bottom right of the filter section are 'FILTER' and 'CLEAR FILTERS' buttons. Below the filters is a table with the following data:

FILE	UPLOADED BY	CATEGORY	UPLOADED AT
Submitted Application	Laurie McQuay-Peninger Stage: Application	Application	01/22/2024 03:41 pm

TAB 3 - AWARDED

- **Step 3 – Grant is Awarded**
 - Accept Grant Award
 - Set Up Grant Budget
 - Assign Project Director
- **Key Information**
 - Grant vs. Subaward
 - Award Start/End Date
 - Award Number
 - SPP
 - Award Amount
 - Indirect Allowability & IDC Rate
 - Project Director

Active grants

AWARDED Learning Lab's Grand Challenge: Building Critical Mass for Data Science

REVIEW APPLICATION AWARDED PERFORMANCE CLOSEOUT

1 tasks scheduled for awarded stage | 2 files attached to awarded stage | Request Data

: TYPE OF AWARD	Grant
: IS THIS A SUBAWARD	Yes
: IF SUBAWARD, WHO IS THE PROJECT	California State University, Fullerton
: DATE NOTIFIED	05/11/2023
: DATE CONTRACT EXECUTED	01/16/2024
: CONTRACT TERM START	07/01/2023
: CONTRACT TERM END	06/30/2027
: FUNDING AGENCY CONTRACT REFERENCE	S-8111-RCC
: INTERNAL CONTRACT REFERENCE	299
: PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR	Marc Sanchez
: AWARD AMOUNT	\$ 310,500.00
: CASH MATCH	\$ 0.00
: IN-KIND MATCH	\$ 0.00
: PROGRAM INCOME	\$ 0.00
: INDIRECT COSTS ALLOWED	Yes
: IDC RATE PERCENTAGE	8
: PROJECTED INDIRECT COST REIMBURSEMENT	\$ 23,000.00
: FUNDING METHOD	Reimbursement
: WILL ANY PORTION OF THIS AWARD BE SET ASIDE FOR ALLOCATION TO INTERNAL PROJECTS OR SUB GRANTING?	No

TAB 3 – AWARDED (CONT.)

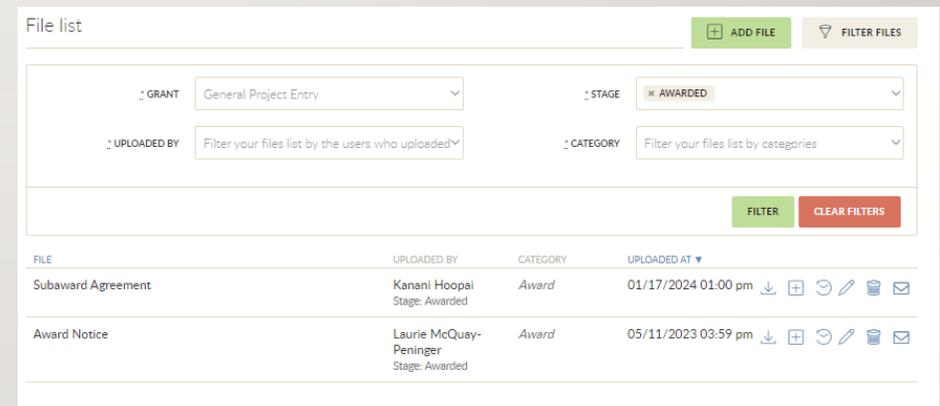
- **Who is responsible for this Tab?**

- Project Director
- College Grant Lead
- GSP Staff

- **What documents are included?**

- Award Notice
- Grant Award Agreement/Subaward Agreement
- Terms and Conditions

Reminder: Terms and Conditions may be included in Award Agreement or in the RFP. Project Director must understand and follow Terms and Conditions



The screenshot shows a 'File list' interface with the following components:

- Buttons: '+ ADD FILE' (green) and 'FILTER FILES' (grey).
- Filters:
 - GRANT: General Project Entry
 - STAGE: AWARDED
 - UPLOADED BY: Filter your files list by the users who uploaded
 - CATEGORY: Filter your files list by categories
- Buttons: 'FILTER' (green) and 'CLEAR FILTERS' (red).
- Table with columns: FILE, UPLOADED BY, CATEGORY, UPLOADED AT. Each row includes icons for download, share, refresh, delete, and email.

FILE	UPLOADED BY	CATEGORY	UPLOADED AT
Subaward Agreement	Kanani Hoopal Stage: Awarded	Award	01/17/2024 01:00 pm
Award Notice	Laurie McQuay-Peninger Stage: Awarded	Award	05/11/2023 03:59 pm

TAB 4 - PERFORMANCE

Step 4 - Implement the Grant

- Utilize Work Plan to implement grant
- Spend grant funds as outlined
- Comply with Funder requirements
- **Key Information**
 - Reporting Requirements & Timelines
 - Prior Approval Requirements
 - Other

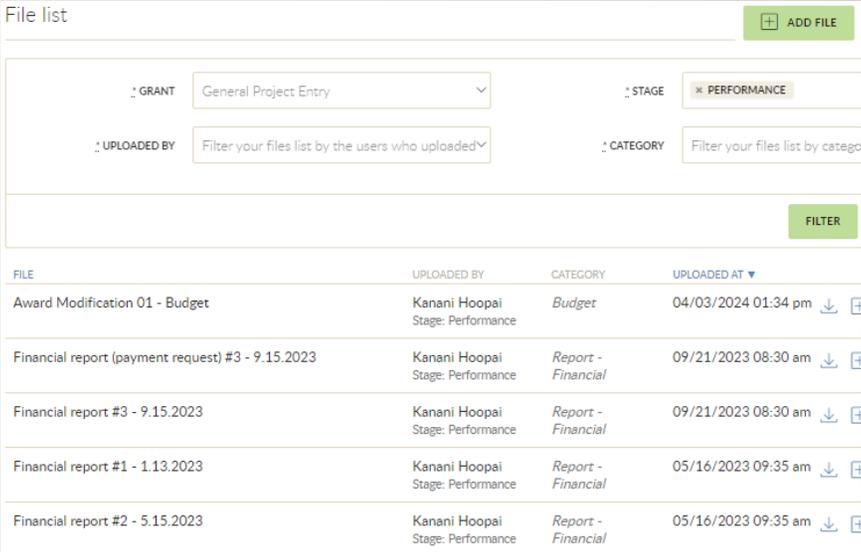
The screenshot displays a web interface for grant management. At the top, the title is 'PERFORMANCE' followed by 'FY2021 Increase and Diversify Education Abroad for U.S. Students (IDEAS) Program'. Below the title are navigation tabs: REVIEW, APPLICATION, AWARDED, PERFORMANCE (selected), and CLOSEOUT. A status bar indicates '0 tasks scheduled for performance stage' and '5 files attached to performance stage'. The main form contains several fields:

GRANT UNIQUE IDENTIFIER	A257
ARE PERFORMANCE REPORTS REQUIRED (CHECK ALL THAT APPLY)?	<input checked="" type="checkbox"/> PROGRAMMATIC REPORT <input checked="" type="checkbox"/> FINANCIAL REPORT
WHAT IS THE TIMELINE FOR SUBMITTING REPORTS (CHECK ALL THAT APPLY)?	<input checked="" type="checkbox"/> SEMI-ANNUAL
* IS PRIOR APPROVAL REQUIRED FOR BUDGET CHANGES?	Yes
WHEN IS PRIOR APPROVAL REQUIRED FOR BUDGET CHANGES?	More than 10% of a budget

TAB 4 – PERFORMANCE (CONT.)

- **Who is responsible for this Tab?**
 - Project Director
 - Grant Support Team
- **What documents are included?**
 - Modifications/Amendments
 - Performance & Financial Reports
 - Invoices
 - Other Expenditure Documentation, such as Time & Effort

Reminder: Other documentation may be included based on the needs of the project director, the project team, college preferences, and funding requirements



The screenshot shows a 'File list' interface with the following filters and table:

Filters:

- GRANT: General Project Entry
- STAGE: PERFORMANCE
- UPLOADED BY: Filter your files list by the users who uploaded
- CATEGORY: Filter your files list by category

Table:

FILE	UPLOADED BY	CATEGORY	UPLOADED AT
Award Modification 01 - Budget	Kanani Hoopai Stage: Performance	Budget	04/03/2024 01:34 pm
Financial report (payment request) #3 - 9.15.2023	Kanani Hoopai Stage: Performance	Report - Financial	09/21/2023 08:30 am
Financial report #3 - 9.15.2023	Kanani Hoopai Stage: Performance	Report - Financial	09/21/2023 08:30 am
Financial report #1 - 1.13.2023	Kanani Hoopai Stage: Performance	Report - Financial	05/16/2023 09:35 am
Financial report #2 - 5.15.2023	Kanani Hoopai Stage: Performance	Report - Financial	05/16/2023 09:35 am

TAB 5 - CLOSEOUT

- **Step 5: Closing Out the Grant Award**
 - Complete Closeout requirements
 - Store grant documents
 - Ensure audit trail
- **Key Information**
 - Location of Physical Files
 - Point of Contact for Future Questions/Concerns
 - Other
 - Record Retention Requirements

The screenshot shows a web-based form for the 'CLOSEOUT' stage of a grant. The form is titled 'Nursing Education Investment Fund (NEIF) Program' and includes navigation tabs for REVIEW, APPLICATION, AWARDED, PERFORMANCE, and CLOSEOUT. The CLOSEOUT tab is active. Below the tabs, there are statistics: '0 tasks scheduled for closeout stage', '0 files attached to closeout stage', and a 'Request Data' link. The form contains several input fields:

FINAL REPORT SUBMITTED	Yes
ALL OBLIGATIONS COMPLETED?	Yes
LOCATION OF ANY PHYSICAL FILES	Nursing department
PRIMARY POINT OF CONTACT - FIRST	Tammy
PRIMARY POINT OF CONTACT - LAST	Vant Hul
PRIMARY POINT OF CONTACT - TITLE	Dean, School of Nursing
PRIMARY POINT OF CONTACT - PHONE	9512228408
PRIMARY POINT OF CONTACT - EMAIL	tammy.vanthul@rcc.edu

TAB 5 – CLOSEOUT (CONT.)

- **Who is responsible for this Tab?**

- Project Director
- Grant Support Team
- Project Supervisor

- **What documents are included?**

- Final Report
- Equipment Inventory
- Other Information

Reminder: Most grants may be audited up to three years after they close; often grant staff are no longer employed. This tab allows the institution to find critical information.

The screenshot shows a 'File list' interface with the following elements:

- ADD FILE** (green button with a plus icon)
- FILTER FILES** (grey button with a funnel icon)
- GRANT**: General Project Entry (dropdown menu)
- STAGE**: CLOSEOUT (dropdown menu)
- UPLOADED BY**: Filter your files list by the users who uploaded (dropdown menu)
- CATEGORY**: Filter your files list by categories (dropdown menu)
- FILTER** (green button)
- CLEAR FILTERS** (red button)
- FILE**, **UPLOADED BY**, **CATEGORY**, **UPLOADED AT** (column headers)
- No entries found** (message in a light blue box)

WHAT IF A GRANT IS NOT FUNDED?

- Grant Navigator allows us to track all grants, not just Awarded Grants
- Options include:
 - Not Pursued
 - Not Funded
- Why is this important?
 - Tracking & reporting total grant activity
 - Resubmitting a previously submitted grant

The screenshot displays the 'Archived grants' section of a web application. The main heading is 'NOT FUNDED' for the grant 'Strengthening Community Colleges Training Grants', which was updated 'almost 2 years ago'. The interface includes a navigation bar with tabs for REVIEW, APPLICATION, AWARDED, PERFORMANCE, and CLOSEDOUT. Below the navigation, there are statistics: '1 tasks scheduled for review stage', '1 files attached to review stage', and a 'Request Data' button. The main content area contains a form with several fields, each with a 'VIEW HISTORY' link:

- Field: 'THIS PROGRAM IS IN ALIGNMENT WITH WHICH OF THE ORGANIZATION'S STRATEGIC OBJECTIVES?' with a dropdown menu showing 'CTE/Workforce Development (including new program development, stud...'
- Field: 'MATCH FUNDS TO BE PROVIDED?' with a dropdown menu showing 'No'
- Field: 'SOURCE OF MATCHING FUNDS?' with a text input field containing 'Leveraged funds encouraged'
- Field: 'WILL FUNDING BE REQUIRED BEYOND THE GRANT CONTRACT TERM?' with a dropdown menu showing 'Yes'
- Field: 'SOURCE OF SUSTAINED FUNDING' with a text input field containing 'FTES'

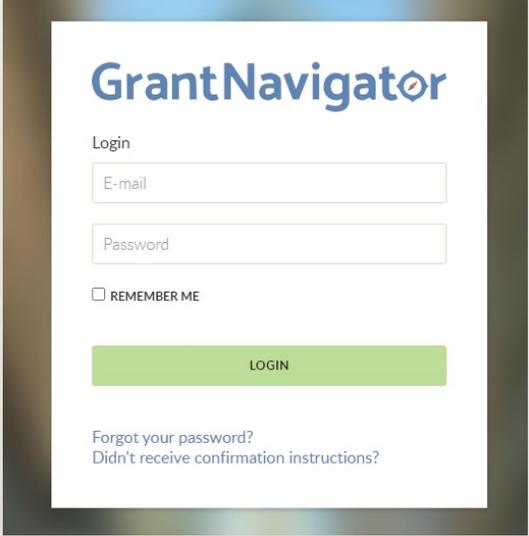
At the bottom right of the form are 'SAVE' and 'CANCEL' buttons.

GRANT NAVIGATOR - DEMO

- 1) Login
- 2) Uploading documents
- 3) Adding team members
- 4) Setting up tasks
- 5) Using comments
- 6) Requesting data

DEMO - LOGIN

- www.grantnavigator.com/users/sign_in
- Contact the District Grants office to request Grant Navigator welcome email, to add a user, or for access issues
 - Kanani.Hoopai@rccd.edu or 951.222.8966



The image shows a screenshot of the GrantNavigator login interface. At the top, the logo "GrantNavigator" is displayed in blue. Below the logo, the word "Login" is centered. There are two input fields: "E-mail" and "Password". Below these fields is a checkbox labeled "REMEMBER ME". A green button labeled "LOGIN" is positioned below the checkbox. At the bottom of the form, there are two links: "Forgot your password?" and "Didn't receive confirmation instructions?".

DEMO – UPLOADING DOCUMENTS

- Steps:
 - Open Grant Project
 - Click file icon
 - Click green “Add file” button

The screenshot shows a web interface for a grant project. The top section displays the project title: "DOL - Apprenticeship Building America - Building Access and Opportunity in Southern California's Apprenticeship System". Below the title, there is a description: "To support the development of a regional apprenticeship hub in the Inland Empire". On the right side, the department and project manager are listed: "DEPARTMENT Riverside Community College District" and "PROJECT MANAGER Laurie McQuay-Peninger".

The second section is titled "File management for DOL - Apprenticeship Building America - Building Access and Opportunity in Southern California's Apprenticeship System". It features a "FILE" icon in the top right corner. Below this, there is a "File list" section with two buttons: "ADD FILE" (highlighted in green) and "FILTER FILES".

FILE	UPLOADED BY	CATEGORY	UPLOADED AT
Financial Report 9.30.2023	Kanani Hoopai	Report - Financial	11/21/2023 02:53 pm

DEMO – UPLOADING DOCUMENTS (CONT.)

- Steps (cont.):
 - Fill in file fields
 - Grant – select grant project
 - Name, Stage, Category – use naming conventions (on next slide)
 - Attach file (PDF, Word, Excel, etc.) or include File URL
 - Send alert to project team
 - Click on green “Create Project Attachment” button
 - Click on green “Create Project Attachment” button

You may create a new entry either by uploading one or more files, or entering an external URL to a single file. When an external URL is provided, the file itself is not stored on our server.

GRANT	Apprenticeship Building America (ABA) Grant Program	STAGE	Select a Stage
NAME	Name Your File(s)	CATEGORY	Select a Category
FILE URL	Link to sensitive file on your internal network or cloud	FILE	<input type="button" value="CHOOSE FILE"/> or  Drag&Drop files here
SEND ALERT	Select User(s)		

DEMO – UPLOADING DOCUMENTS (CONT.)

- Naming conventions for documents

Type of Document	Document name:	Stage	Category
RFA (Request for application, Notice of funding opportunity, etc.)	RFA	Review	Application
Submitted grant application	Application	Application	Application
Submitted budget (if not included in application)	Application - budget	Application	Budget
Grant Award (GAN, MOU, subaward agreement, etc.) - with approved budget	Grant Award [DATE] -or- Subaward Agreement [DATE]	Awarded	Award/Contract
Terms & Conditions (if not included in grant award/agreement)	Terms & Conditions	Awarded	Contract
Agency/funder's grant handbook (if available)	[FUNDER] Grant Handbook	Performance	Performance Monitoring
Grant Modifications (re changes to SOW, budget, named project director, NCE, etc.)	Modification # [DATE]	Performance	Amendment
Reimbursement requests, and/or financial reports	Reimbursement Request [Date] -or- Financial Report [DATE]	Performance	Report - Financial
Drawdown reports	Drawdown Report [DATE]	Performance	Report - Financial
Program and/or performance reports	Program/Performance Report [DATE]	Performance	Report - Progress
Final financial report	Final Reimbursement Request [DATE] -or- Final Financial Report [DATE]	Closeout	Report - Financial
Final program/performance report	Final Program/Performance Report [DATE]	Closeout	Report - Progress
Closeout letter	Closeout Letter [DATE]	Closeout	Award/Contract



DEMO – SEARCHING FOR DOCUMENTS

- Filter system (not a folder system)
 - All documents will be listed by upload date
 - Documents can be filtered by:
 - Grant
 - Stage/Category
 - Uploaded by
 - Use naming convention

The screenshot shows a 'File list' interface with the following elements:

- Top right: 'ADD FILE' button (green) and 'FILTER FILES' button (orange).
- Filter section: Four dropdown menus arranged in a 2x2 grid.
 - GRANT: 'General Project Entry' (with a dropdown arrow)
 - STAGE: 'Filter your files list by stages in the grant life cycle' (with a dropdown arrow)
 - UPLOADED BY: 'Filter your files list by the users who uploaded' (with a dropdown arrow)
 - CATEGORY: (empty dropdown menu)
- Bottom right: 'FILTER' button (green).

DEMO – ADDING TEAM MEMBERS

- Steps:

- Open Grant Project
- Click team/people icon
- To add a team member
 - Select a user from the drop down menu*
 - Click “Send email alert” box
 - Click green “Add user” button
- Adjust permissions as needed

*To add a team member they must have an account - contact Kanani to request a new user.

The screenshot displays the 'Apprenticeship System' interface. At the top, it shows the project title 'DOL - Apprenticeship Building America - Building Access and Opportunity in Southern California's Apprenticeship System' and the project manager 'Laurie McQuay-Peninger'. Below this, there is a 'TEAM MANAGEMENT' section with a 'PROJECT MEMBER' dropdown menu set to 'Select a user', a 'SEND EMAIL ALERT' button, and an 'ADD USER' button. At the bottom, there is a 'Permissions' table.

USER	PROJECT	TEAM	GRANTS	TASKS	FILES	BUDGETS	METRICS
Laurie McQuay-Peninger Account admin Project manager	All	All	All	All	All	All	All
Jason Kennedy		Edit	Edit	Edit	Edit	Edit	Edit

DEMO – SETTING UP TASKS

- **Steps:**

- Open Grant Project
- Click tasks icon
- Click green “Add” button

DOL - Apprenticeship Building America - Building Access and Opportunity in Southern California's Apprenticeship System  

To support the development of a regional apprenticeship hub in the Inland Empire

DEPARTMENT Riverside Community College District
PROJECT MANAGER Laurie McQuay-Peninger



Task management for DOL - Apprenticeship Building America - Building Access and Opportunity in Southern California's Apprenticeship System 

Pending tasks

 SHOW COMPLETED  FILTERS  ADD

DEMO – SETTING UP TASKS (CONT.)

- Steps (cont.)
 - Fill in task information:
 - Select grant
 - Name of task
 - Description
 - Due date
 - Reminders
 - Category/stage
 - Assignee
 - Notifications
 - Set recurring tasks
 - Click green “Create Task” button

The screenshot shows a task creation form with the following fields and options:

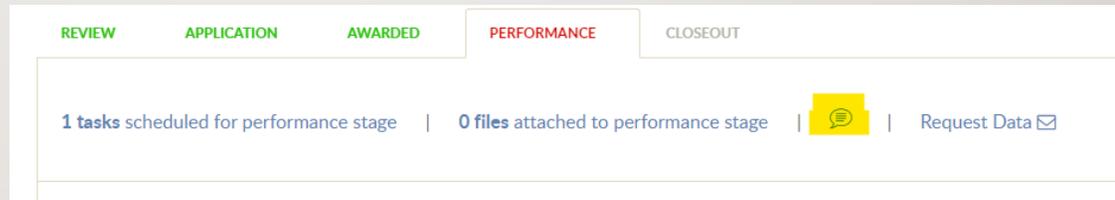
- GRANT:** Apprenticeship Building America (ABA) Grant Program (dropdown)
- STAGE:** Performance (dropdown)
- TASK NAME:** Financial Report Due test (text input)
- CATEGORY:** Report - Financial (dropdown)
- DESCRIPTION:** (empty text area)
- ASSIGNEE:** Kanani Hoopai (dropdown)
- DUE DATE:** 06/19/2024 (date input)
- REMINDER DAYS:** 30 (input, labeled DAY(S) BEFORE DUE DATE)
- REMINDER INTERVAL:** 7 (input, labeled EVERY # DAY(S))
- REMINDER RECIPIENT(S):** x LAURIE MCQUA... (dropdown)
- NOTIFY ASSIGNEE
- REQUIRED
- UPLOAD FILES
- SCHEDULE RECURRING TASKS
- OUTCOME / METRIC UPDATE

At the bottom right, there are two buttons: **CREATE TASK** (green) and **CANCEL** (blue).

DEMO – COMMENTS

- Steps

- Go to a Tab within the grant and find the comment icon
- Click on comment icon, then click green “New Comment” button



DEMO – COMMENTS (CONT.)

- Steps (cont.)

- Select category (for document uploads)
- Select activity date
- Type comment
 - Use “@” to tag and alert other users
- Click subscribe option for email alerts
- Click green “Post Comment” button
- Tagged user will receive an email – documents can be attached and filed automatically when the user responds to the email with the attachment

The screenshot shows a web interface for adding a comment. At the top, there is a navigation bar with 'COLLEGE DISTRICT' and 'Funding' tabs. The main heading is 'Comments' for 'Inland Empire K-16 Education Collaborative RCCD'. A 'SUBSCRIBE' button is in the top right. The form includes a dropdown menu for 'CATEGORIZE EMAIL ATTACHMENTS AS:' with 'Report - Progress' selected. Below it is a text input for 'ACTIVITY/SERVICE DATE:' with '05/20/2024' entered. The comment text area contains 'Michael Peterson' and 'Please upload Progress Report through March 31, 2024. Thank you'. A hint below the text area reads: 'HINT: mention somebody by typing '@' and the person's name or email. No users have subscribed to this discussion.' At the bottom, there are 'POST COMMENT' and 'CANCEL' buttons.

DEMO – COMMENTS (CONT.)

- Steps (cont.)
 - To view all comments/Comment Log, click on comment icon in the grant heading

NSF - Harnessing the Data Revolution: Data Science Corps (DSC)

To provide financial assistance and academic support to students interested in careers in data science

DEPARTMENT PROJECT MANAGER Riverside Community College District Laurie McQuay-Peninger

Active grants [SHOW ARCHIVED](#)

PERFORMANCE Harnessing the Data Revolution (HDR): Data Science Corps over 3 years ago

REVIEW APPLICATION AWARDED **PERFORMANCE** CLOSEOUT

0 tasks scheduled for performance stage | 0 files attached to performance stage |  | [Request Data](#)

DEMO – REQUESTING DATA

- Steps

- Go to a Tab within the grant to find and click the “Request Data” icon
- Select what data to request by clicking the box to the right of each field

The screenshot shows a web interface with a navigation bar at the top containing tabs: REVIEW (green), APPLICATION (green), AWARDED (red), PERFORMANCE (white), and CLOSEOUT (white). Below the tabs, a status bar indicates: 0 tasks scheduled for performance stage | 0 files attached to performance stage | a chat icon | and a 'Request Data' button with an envelope icon. The main content area is a form with several fields, each with a checkbox on the right:

- GRANT UNIQUE IDENTIFIER: A text input field with an empty checkbox.
- ARE PERFORMANCE REPORTS REQUIRED (CHECK ALL THAT APPLY?): A dropdown menu with a checked checkbox.
- WHAT IS THE TIMELINE FOR SUBMITTING REPORTS (CHECK ALL THAT APPLY?): A dropdown menu with options: Annual, Monthly, Semi-Annual, Final. The 'Annual' option is selected, and the checkbox is checked.
- * IS PRIOR APPROVAL REQUIRED FOR BUDGET CHANGES?: A dropdown menu with a checked checkbox.
- WHEN IS PRIOR APPROVAL REQUIRED FOR BUDGET CHANGES?: A dropdown menu with options: Always, Not Applicable, More than 10% of a line item, More than 10% of a budget. The 'Always' option is selected, and the checkbox is checked.
- OTHER: A text input field with an empty checkbox.

DEMO – REQUESTING DATA (CONT.)

- Steps (cont.)
 - Complete the information at the bottom of the screen
 - User to complete request
 - Due date
 - Instructions/comments
 - Click green “Submit request” button

Complete the following information

USER TO COMPLETE REQUEST	<input type="text" value="Michael Peterson"/>
DUE DATE	<input type="text" value="05/28/2024"/>
INSTRUCTIONS	<input type="text" value="Hi Michael, please share these grant details. Thank you"/>