



## **TBR Webgrants Guide**

This (not so) brief guide aims to navigate users to register for grants using the TBR webgrants system. The site can be located at [tbrgrants.webgrantscloud.com](http://tbrgrants.webgrantscloud.com).

In order to apply for grants, you will first need to register. Click where it says register here. If you have registered, you may skip ahead in this document.

 **Log In**

<p><b>Log In</b></p> <p>User ID:* <input type="text"/></p> <p>Password:* <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p><a href="#">Forgot User Id?</a></p> <p><a href="#">Forgot Password?</a></p>	<p> THE COLLEGE SYSTEM of TENNESSEE</p> <p>New to WebGrants - Tennessee Board of Regents? <a href="#">Register Here</a></p>
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**Announcements**

Welcome to TBR Grants Online Portal!

If you are applying for a grant, please be sure to [register above](#).

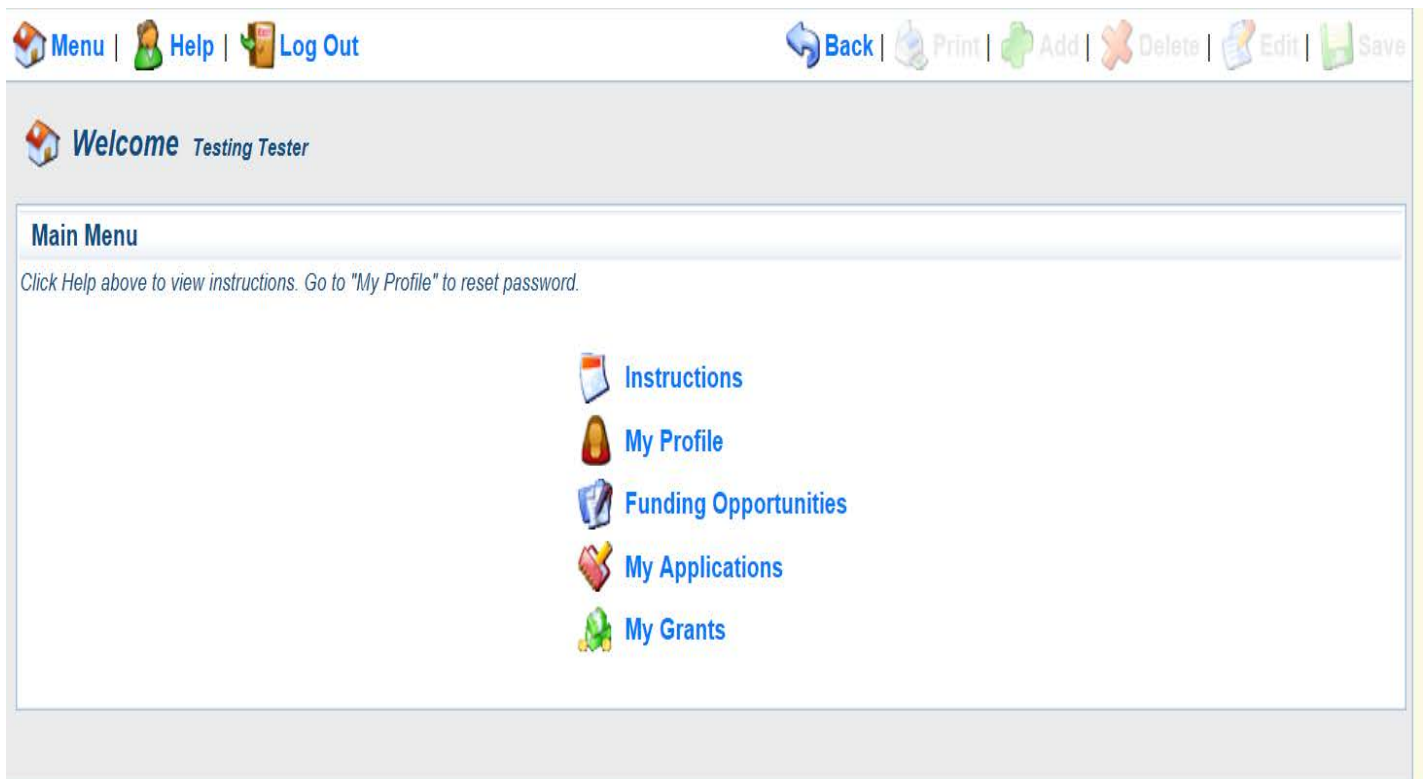
Contact [completionsupport@tbr.edu](mailto:completionsupport@tbr.edu) with any questions.

Be sure to complete all the information as best as possible. Once users submit the registration, there will be some time to get approved. Please allow two business days to become approved.

Once you receive an approval confirmation email, you can login using the user ID and Password provided.



When you log in, you should see a screen that looks like the following with a TBR logo above it:



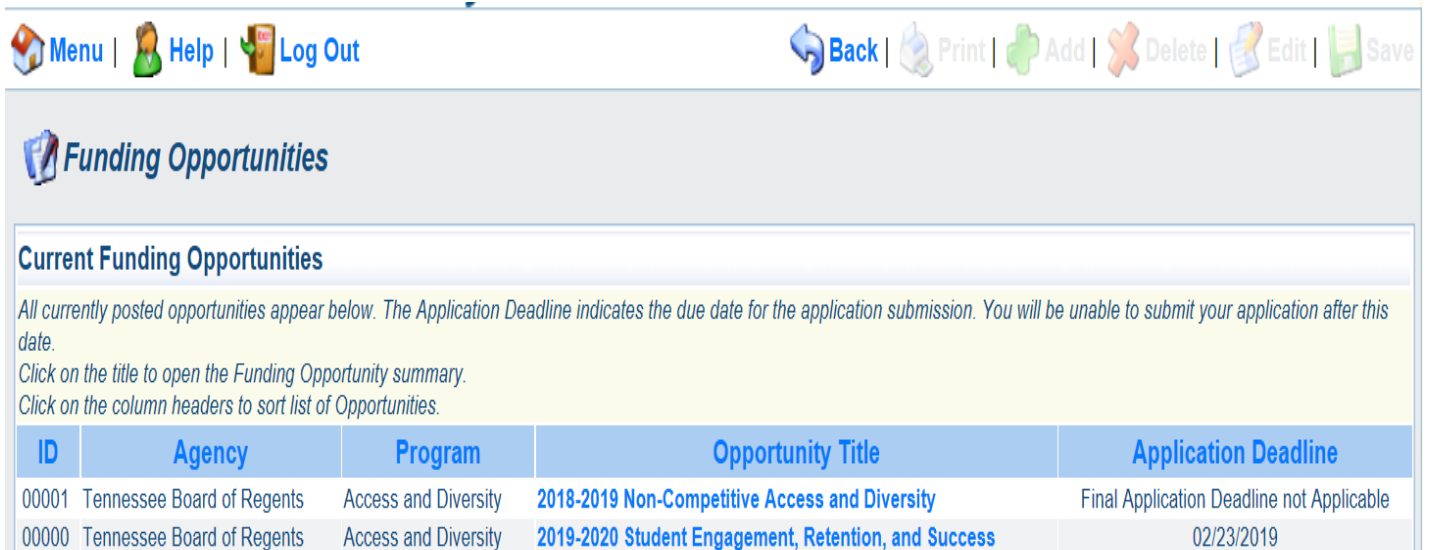
The “instructions” link has further details about navigation. The “My Profile” link has details about you as the user including contact info and associated organizations. This is where you can reset or change your password. The “My Applications” link is where you will find submitted or in-progress applications. If you have not yet submitted an application, you can edit the application here. “My Grants” is where awarded (accepted/approved) grants are located. This is where grantees can submit items such as mid-year reports and budget revisions. If you have not yet logged in, there will not be anything in “My Grants” or “My Applications.”

Additionally, clicking “Menu” in the upper left will take you back to this screen (pictured above).

“Funding Opportunities” is where you can start a new application. Clicking on funding opportunities will look something like the following image on the next page:



This is what selecting “Funding Opportunities” should look like:



The screenshot shows a web application interface for "Funding Opportunities". At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, the page title "Funding Opportunities" is displayed. The main content area is titled "Current Funding Opportunities" and contains a yellow box with instructions: "All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities." Below the instructions is a table with five columns: ID, Agency, Program, Opportunity Title, and Application Deadline. The table contains two rows of data.

ID	Agency	Program	Opportunity Title	Application Deadline
00001	Tennessee Board of Regents	Access and Diversity	<a href="#">2018-2019 Non-Competitive Access and Diversity</a>	Final Application Deadline not Applicable
00000	Tennessee Board of Regents	Access and Diversity	<a href="#">2019-2020 Student Engagement, Retention, and Success</a>	02/23/2019

To start an application, click on the opportunity title of the grant for which you would like to apply. **In this example, we'll be using the 2019-2020 SERS Grant.**

To continue an application, you can also select the “My Applications” link from the menu screen.

The image on the next page has the view of selecting a funding opportunity, in this case the 2019-2020 SERS Grant.



## Funding Opportunities

### Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
00026	123	Editing
00028	test	Editing

### Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

### 00000-2019-2020 Student Engagement, Retention, and Success

#### Access and Diversity

Application Deadline: 02/23/2019 12:01 AM

Award Amount Range: \$0.00 - \$35,000.00

Program Officer: Josh Koller

Project Start Date: 07/01/2019

Phone: [615-366-3920](tel:615-366-3920) x

Project End Date: 06/30/2020

Email: [Josh.Koller@tbr.edu](mailto:Josh.Koller@tbr.edu)

Award Announcement Date: 04/26/2019

### Description

Description

#### Summary:

This page will have lots of the information about the grant. Note the application deadline, contact information for the program officer, and start/end dates for the grant period. There is also the funding range for the award. The Description section will house basic/necessary information about the grant. If you scroll to bottom of the page, there will be helpful links and documents associate with the grant as well.

On this screen, you can navigate to continue an application that has not yet been submitted by clicking on the application title. This use has two grant applications for this funding opportunity – test and 123.

Editing applications associated with other funding opportunities should be done through the existing application's funding opportunity OR through "My Applications."



The next images will go through the actions on the above screen. These are located at the upper right by opportunity details. These actions are “Copy Existing Application,” “Start New Application,” and “Ask A Question.”

### Copy Existing Application

**Copy Application**

Select an application below to copy and click save. The data in this prior application will be copied into a new application. You may then edit this data and then submit the completed application.

Copy	Program Area	Funding Opportunity	ID	Title	Stage	Status
<input type="radio"/>	Access and Diversity	2019-2020 Student Engagement, Retention, and Success	00015	SERS 19-20 test	Final App	Submitted

This feature allows users to copy previously submitted applications from any funding opportunity and any year. This can be helpful when re-submitting an application or tweaking an application from year to year. To copy an existing application there will need to be an existing application to copy. If one exists, select the check/circle button under copy and then select save in the upper right of the screen.

### Submit a Question

This screen allows applicants to ask questions before the application process. All questions asked will be public and available to everyone. Type the question in the box and click save in the upper right. Users can contact the program officer or email [completionsupport@tbr.edu](mailto:completionsupport@tbr.edu) for private correspondence.

**Funding Opportunities**

**00000 - 2019-2020 Student Engagement, Retention, and Success**

Status: Test

Program Area: Access and Diversity

Final Application Deadline: 02/23/2019 12:01 AM

**Post Question**

Questions that you post will appear at the bottom of the Funding Opportunity details page. Answers will be posted along side your questions. Anyone applying to this Funding Opportunity can see your question and the answer. BE CAREFUL WHAT YOU POST!

Question:



## Start a New Application

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Instructions**

*This page must be completed and saved before proceeding with the rest of the application process.*

**General Information**

Primary Contact:\* Testing Tester }-1

Project Title:  
(limited to 250 characters)\*

Authorized Official:\* Testing Tester

Organization:\* }-2

[Return to Top](#)

Selecting “Start New Application” will take you to the above view. The primary contact (1) will be the PI or project coordinator for the grant. An authorized official can be the PI/project coordinator or anyone else associated with the organization who is a registered user. The primary contact is the individual who can edit and update the grant proposal. It is possible to associate multiple users with one grant proposal in a later step after the grant application has been created.

The title of the project will be what you’d like to name your grant proposal. Each grant must be associated with an organization (2). It is possible for users to be associated with multiple organizations.

Once this information is entered, select save in the upper right corner. The following similar screen, as on the next page, will appear with the information that you have entered.



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

### Application

**Application: 00037 - Demonstration Grant**

**Program Area:** Access and Diversity

**Funding Opportunities:** 00000 - 2019-2020 Student Engagement, Retention, and Success

**Application Deadline:** 02/23/2019

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**Instructions**

*This page must be completed and saved before proceeding with the rest of the application process.*

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

**System ID:** 00037

**Project Title:** Demonstration Grant

**Primary Contact:** Testing Tester

**Additional Contacts:** Testing Tester  
Select any additional contacts within your organization that will also manage this grant

**Organization:** TEST ORGANIZATION - Tennessee Board of Regents

There should be two main options on this screen: Edit and Go to Application Forms. With "Edit," you can change any of the information entered on the previous screen (contact, title, organization). On the "Edit" screen is where additional contact may be added. Additional contacts will be notified of grant updates and be able to manage parts of the grant and application. These individuals must be registered users within TBR Webgrants.

The following screen should appear when selecting "Go to Application Forms."

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

### Application

**Application: 00037 - Demonstration Grant**

**Program Area:** Access and Diversity

**Funding Opportunities:** 00000 - 2019-2020 Student Engagement, Retention, and Success

**Application Deadline:** 02/23/2019

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**Instructions**

*The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.*

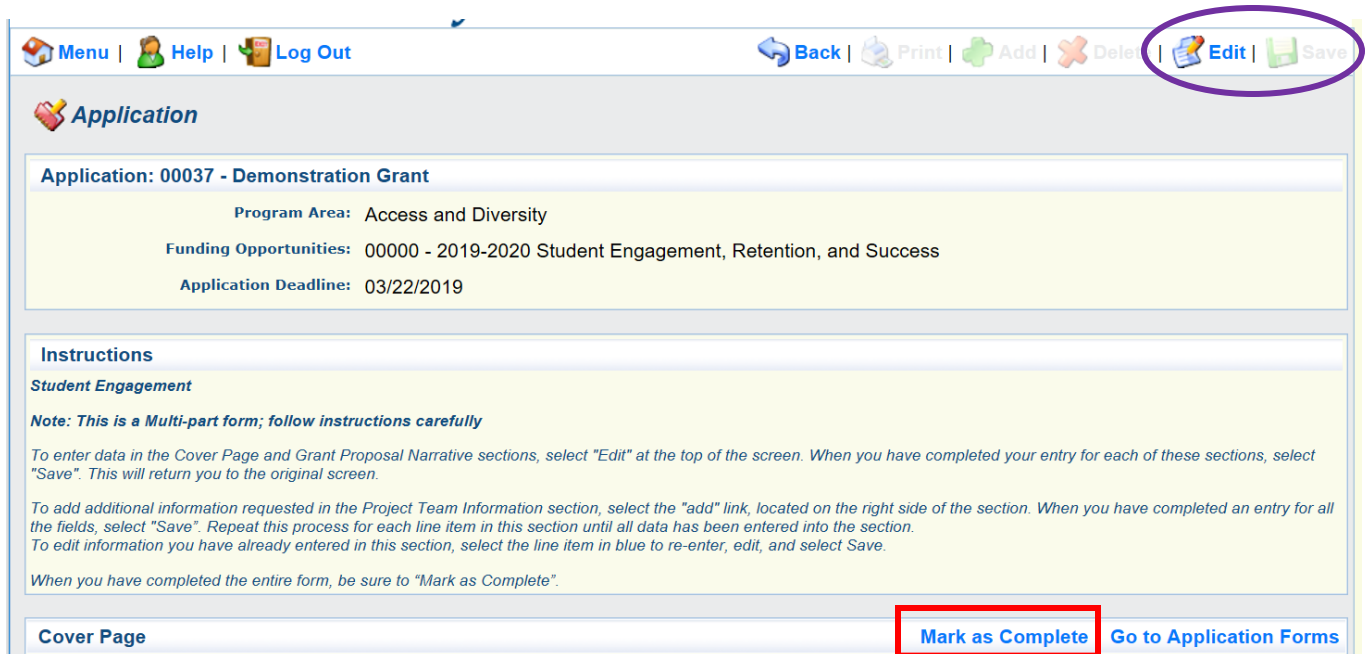
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**Application Forms** [Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	01/14/2019
<a href="#">Student Engagement</a>		
<a href="#">SERS Budget</a>		
<a href="#">Signature Upload</a>		



To edit or begin the completion of a form, click on the name of the form. This will take you to the form itself. In the upper right hand corner of the window, there will be an option for “Edit,” which allows for updating or entering information into the application. Be sure to select “Save” often to save all work. Edit and save are circled in the image below.



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

**Application**

**Application: 00037 - Demonstration Grant**

Program Area: Access and Diversity

Funding Opportunities: 00000 - 2019-2020 Student Engagement, Retention, and Success

Application Deadline: 03/22/2019

**Instructions**

**Student Engagement**

**Note: This is a Multi-part form; follow instructions carefully**

To enter data in the Cover Page and Grant Proposal Narrative sections, select "Edit" at the top of the screen. When you have completed your entry for each of these sections, select "Save". This will return you to the original screen.

To add additional information requested in the Project Team Information section, select the "add" link, located on the right side of the section. When you have completed an entry for all the fields, select "Save". Repeat this process for each line item in this section until all data has been entered into the section.

To edit information you have already entered in this section, select the line item in blue to re-enter, edit, and select Save.

When you have completed the entire form, be sure to "Mark as Complete".

**Cover Page** **Mark as Complete** Go to Application Forms

Once all the information is complete, the form may be marked as completed. Do this in the heading below the instructions section for each form (in the above screen, it is in the red square). The “Mark as Complete” link might be further down on the screen depending on the length of the instructions. On the application forms screen (see page 7 above), there will be check in the “Complete?” column after the form has been marked as complete.

Once a form is marked as complete, it may still be edited. However, the application cannot be completed until all the forms have been marked as complete. Again, do this by clicking on the application form name in your grant name.

Once all forms have been edited, filled, and officially marked as complete, you can click “submit!” Submitting the grant will not allow the grant to be edited. The application will now be reviewed. If you have questions in the meantime, you can contact the grant’s program officer. You can also check back into TBR Webgrants for updates. Best of luck with your proposal!