Oklahoma
OFFICE OF STATE FINANCE

OK.GOV OKGRANTS

OCAST User Manual

OKGrants

May 2015

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1. System Requirements

OKGrants was designed so that the vast majority of computer users will be able to use the system with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should already be present on most machines.

1.a. Operating System

OKGrants was designed for both of the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

1.b. World Wide Web Connection

OKGrants is a web site designed for and accessed via the Internet. The Internet is the more general term that is typically used to refer to the World Wide Web. The World Wide Web consists of a vast array of content that is accessible via a web browser. For the purpose of accessing OKGrants, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

1.c. Web Browser

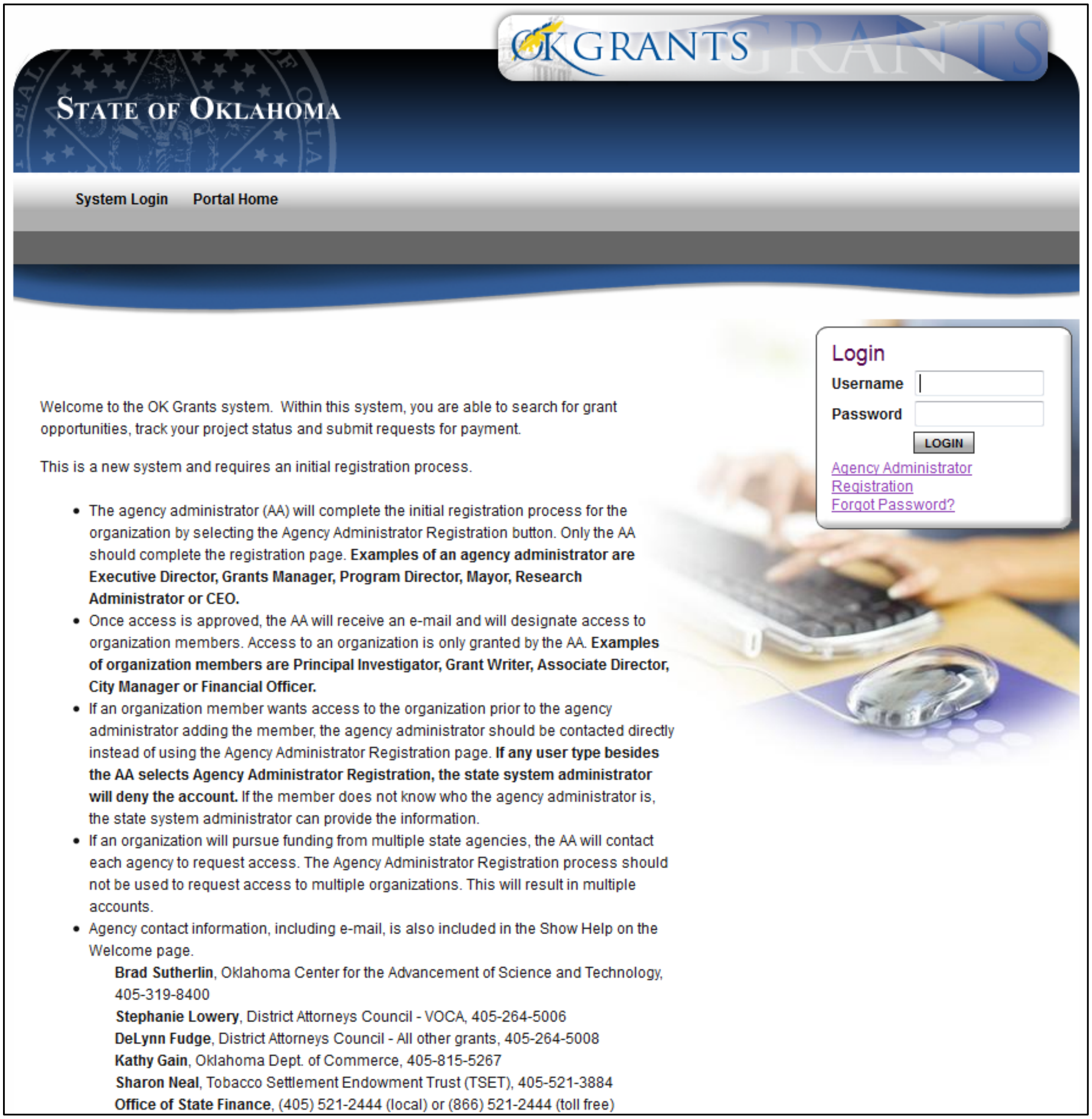
This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

1.d. Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have Adobe Acrobat Reader you can go to www.Adobe.com and download it for free.

2. OKGrants Homepage

To access OKGrants, type https://grants.ok.gov into the address bar of your web browser and hit “Enter”. The page you see should look like the image shown below.



2.a. Browser Configuration

In order to avoid various browser-related restrictions unnecessarily placed on OKGrants, please make the following configuration changes for the web-browser that you are using.

Internet Explorer

If you are using Internet Explorer, it is recommended that you add the OKGrants homepage to your list of trusted sites. To do this, please complete the following steps:

1. Click "Tools"
2. Click "Internet Options"
3. Click the "Security" tab
4. Click "Trusted Sites"
5. Click the "Sites" button
6. In the "Add this Web site to the zone:" textbox type “grants.ok.gov” and then click the "Add" button
7. Click the "OK" button, and then click the "OK" button again

3. Applicant User Types

There are four security roles defined for OKGrants users: Agency Administrators, Authorized Officials, Financial Officers, and Writers. These roles have different security access to work on the applications. Once the Agency Administrators are identified and their new user accounts created, the Agency Administrators will select and enter their own organization's staff names to access OKGrants. Each security role is summarized below, the first name is the name used in the statewide OKGrants system, and the name in parentheses is the OCAST role it corresponds to:

- **Agency Administrator (Contract Official)**
  - Must approve the application before it can be submitted.
  - Is the only role with access to My Organization links.
  - Has access to view, edit, and submit all applications for the organization.
  - Has access to view, edit, and submit a Request for Payment.
  - Has access to view, edit, and submit a Contract Modification Request.
  - Is linked to all project numbers associated with the organization.
- **Authorized Official (Principal Investigator)**
  - Is the only role that may initiate an application.
  - Is the only role that may submit a progress report.
  - Is linked to the specific project number (cannot see other applications associated with the organization).
  - Has access to view and edit a Contract Modification Request.
- **Financial Officer (Fiscal Agent)**
  - Has access to view the application.
  - Is linked to the specific project number (cannot see other applications associated with the organization).
  - Has access to view, edit, and submit a Request for Payment.
- **Writer (Co-Principal Investigator, Signor for Additional Applicant Organizations)**
  - Has access to view the application.
  - Is linked only to the specific project number (cannot see other applications associated with the organization).

4. User Access in OKGrants (Agency Administrators Only)

In order to use the system you must create a user account. There are two ways to get access to OKGrants.

If you are an:

Agency Administrator: Request access to the system and get approved by an OKGrants System Administrator.

All other roles: Request access from/be added by the organization's Agency Administrator.

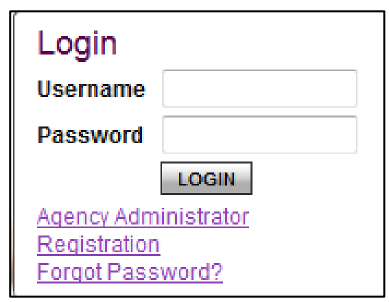
As Agency Administrator for the organization you must first obtain access by following the procedure under section 4.a. Once you have obtained access to OKGrants, you can manually add additional organization members as described in section 4.b. Both processes for gaining access are described below.

4.a. Gaining access as an Agency Administrator

If your organization doesn't already exist in OKGrants, you must create a new user account. If the organization is already in OKGrants, then request access through your Agency Administrator.

To create a new user account:

1. From the OKGrants homepage click the "Agency Administrator Registration" link located in the "Login" section.



2. Complete the user form in its entirety.
   a. Fill in all information as required. All items marked with '*' are required to create your account.
   b. The "Username" field must consist of all letters and numbers.
   c. The "Password" field must consist of all letters and numbers and must be at least 7 characters long.
   d. The fields "Password" and "Confirm Password" must be the same.
3. Click "Save" to save the data.

NOTE: Once you have created a user account and gained access to the system, you will never have to request access again. There is no need to create a separate user account for each organization you manage within OKGrants.

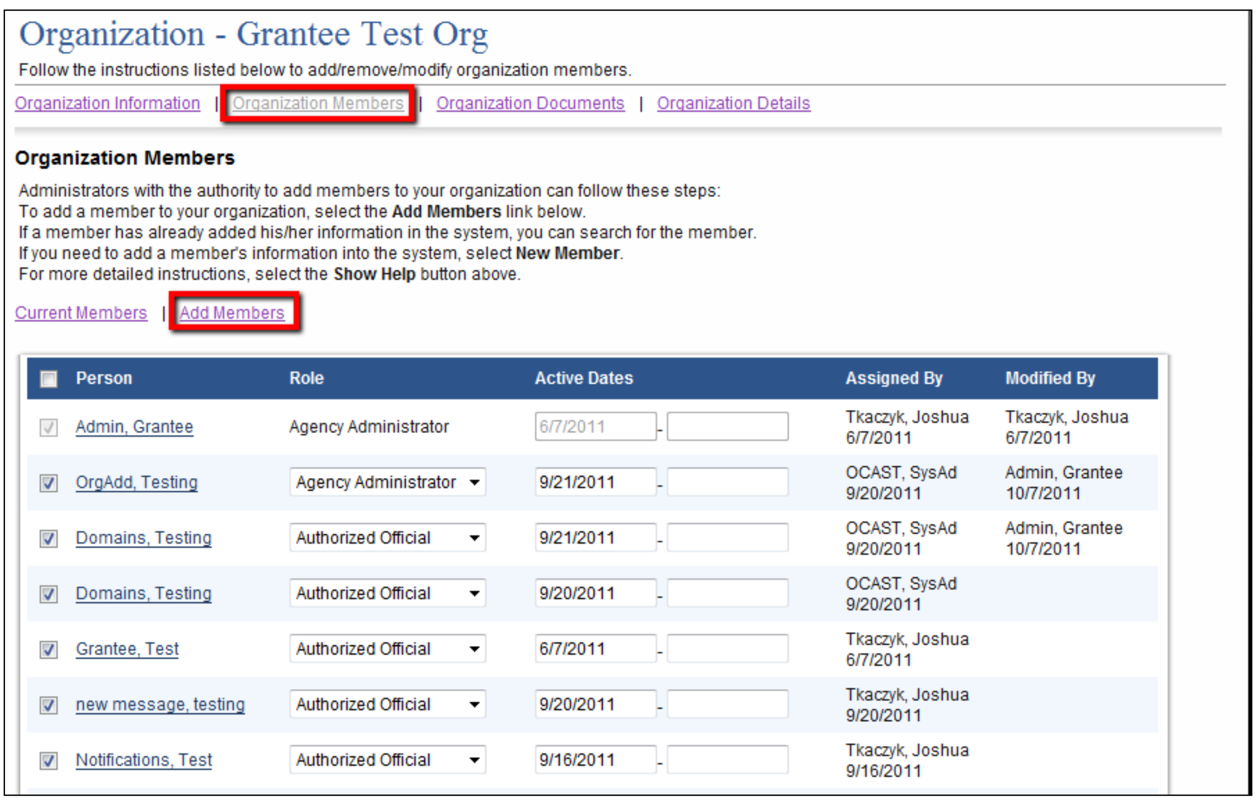
After creating your user account you must then be approved by an OKGrants System Administrator before you can access the system. If you attempt to access the system prior to getting approved/validated by a system administrator you will receive the following message:

When access has been granted to you by a system administrator you will receive an email message confirming that your account has been validated.

4.b. Granting access to all other users

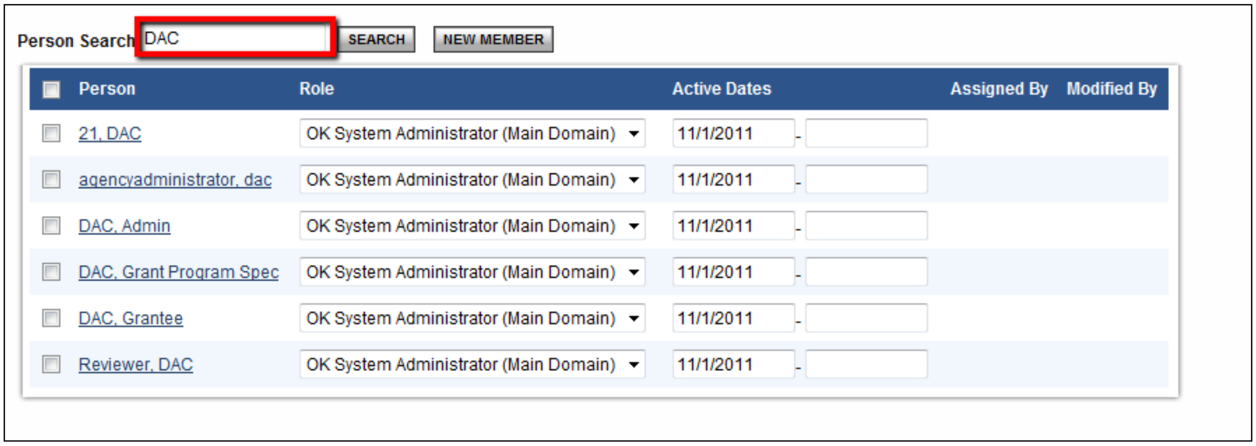
To add a new member to an organization, follow the steps indicated.

1. Click "My Organization", and then click "Organization Members.

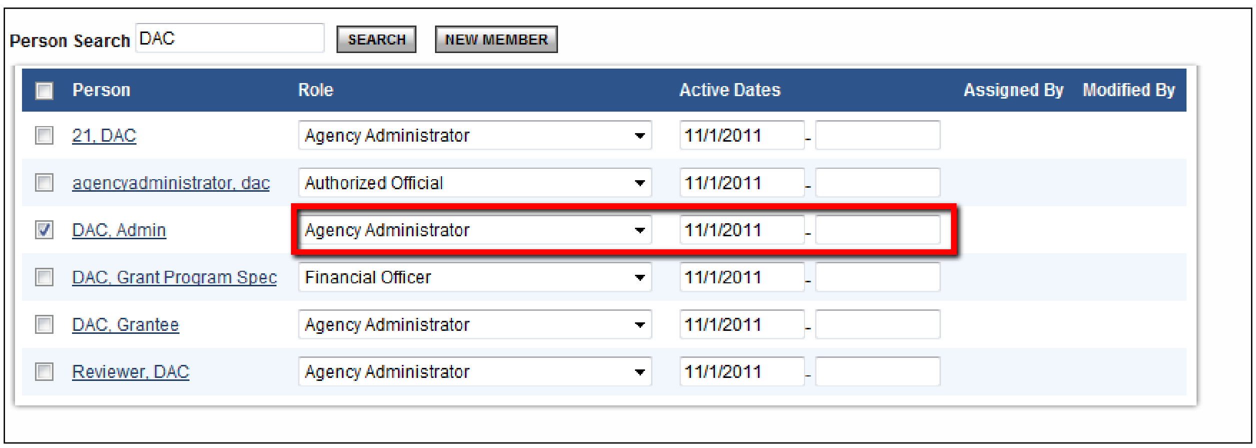


2. Click "Add Members", and a person search field appears. Type the first or last name of

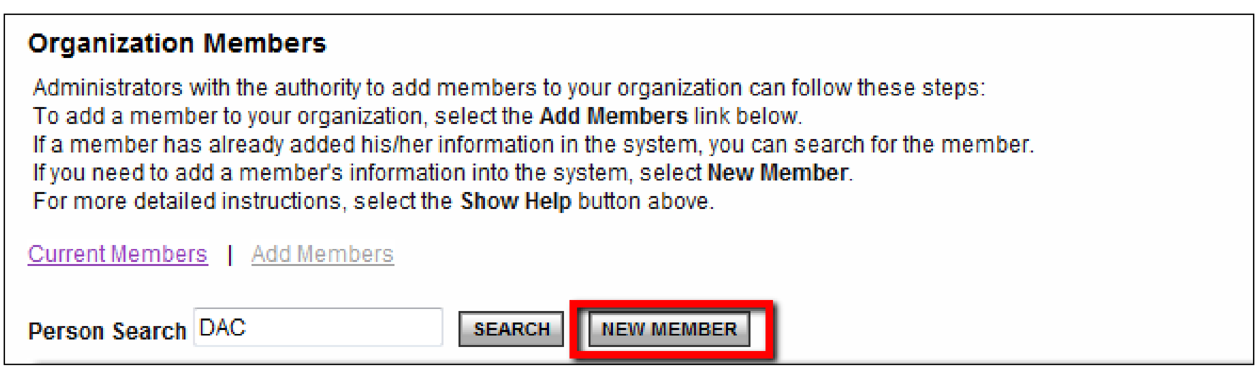
the person to add and select “Search.” The results appear below.



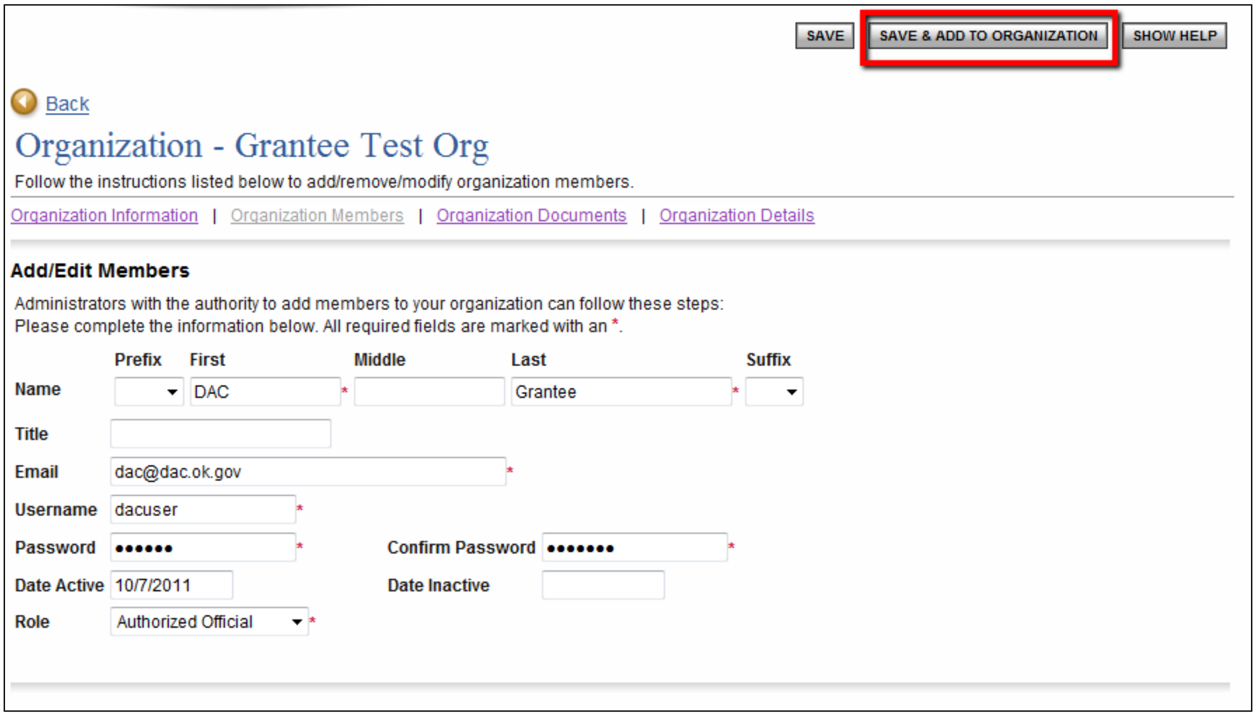
3. Place a check in the box next to the person to add. Select a role, enter an active date (beginning), and “Save.” Then select “Current Members” and the person added should show with the rest of the organization’s member names.



4. If the person’s name does not come up in the search results, then select “New Member.”



5. Enter information for the new user and “Save & Add To Organization.”

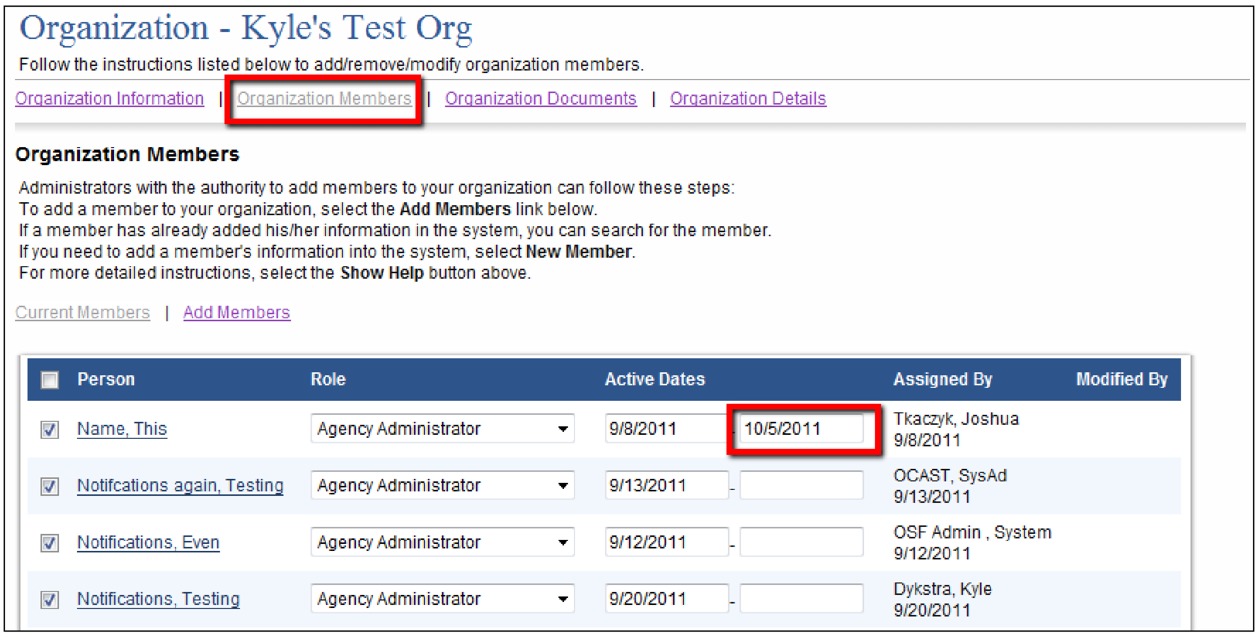


Note: “Save and Add to Organization” MUST be selected to add the new user to the organization.

4.c. **Deactivating a user in the Organization**

Agency administrators can deactivate a member of an organization. A deactivated user cannot access, view, or edit OKGrants information. To deactivate a user:

1. Select “Administration”
2. Select “Organization Administration”
3. Search for the organization to access and select that organization’s name
4. Select “Organization Members”
5. Using the drop-down calendar, set the second “Active Dates” field to the date on which the user will no longer have access
6. Select "Save”

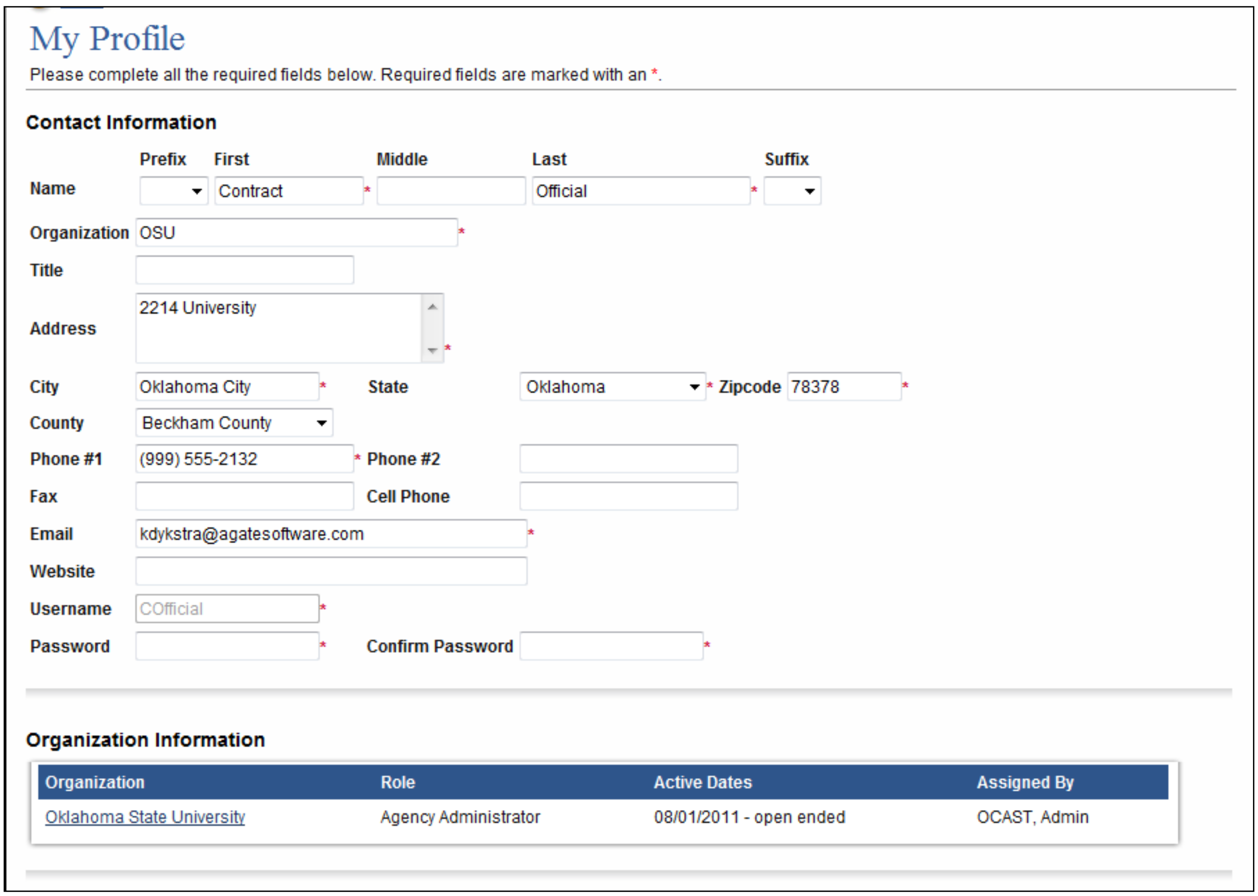


5. Keeping Contact Information Current

In order to receive continued funding or to enter into new grant agreements, it is important that the contact information in OKGrants be as up-to-date as possible. This is done very quickly and easily in OKGrants. By keeping user records and organization records current with all of the latest changes, OCAST staff will be able to contact users appropriately when the need arises. This is especially important for Principal Investigators, as their contact information automatically populates from their profile.

5.a. Updating "My Profile"

A user may update his or her user record at any time by following these steps:


My Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name: Prefix | First: Contact * | Middle | Last: Official * | Suffix

Organization: OSU *

Title

Address: 2214 University *

City: Oklahoma City * State: Oklahoma * Zipcode: 78378 *

County: Beckham County

Phone #1: (999) 555-2132 * Phone #2

Fax Cell Phone

Email: kdykstra@agatesoftware.com *

Website

Username: COfficial *

Password * Confirm Password *

Organization Information

Organization	Role	Active Dates	Assigned By
Oklahoma State University	Agency Administrator	08/01/2011 - open ended	OCAST, Admin

1. Click the "My Profile" link on the menu bar on the Main Menu.
2. Update the form accordingly and click the "Save" button.

5.b. Updating “My Organization(s)” (Agency Administrators Only)

When an organization’s contact information changes it is important to update that information in the system by following these steps:

1. Click the “My Organization(s)” link on the menu bar.
2. Click on the Organization that you would like to edit if more than one appears.
3. Update the form accordingly and click the “Save” button.
4. Select the Organization Details link and be sure the information on the OSF Organization Details page and any state agency pages is also current.

6. The Document Menu

The Document Menu is arranged into various sections that help to organize the document's tasks and information. This menu isn't available until you initiate an application, then this will be used to navigate through the application and all other documents completed within OKGrants. This manual demonstrates the Document Menu for an application.

6.a. View, Edit and Complete Forms

The "View, Edit and Complete Forms" section is where the vast majority of the work in an application is completed. This section contains all of the forms that are necessary to complete prior to the application being submitted. To edit application forms click the "View Forms" button and then click on the name of the form to complete or edit.

OCAST Application Menu - Forms

Please complete all required forms below.

Document Information: PS11-092

Details

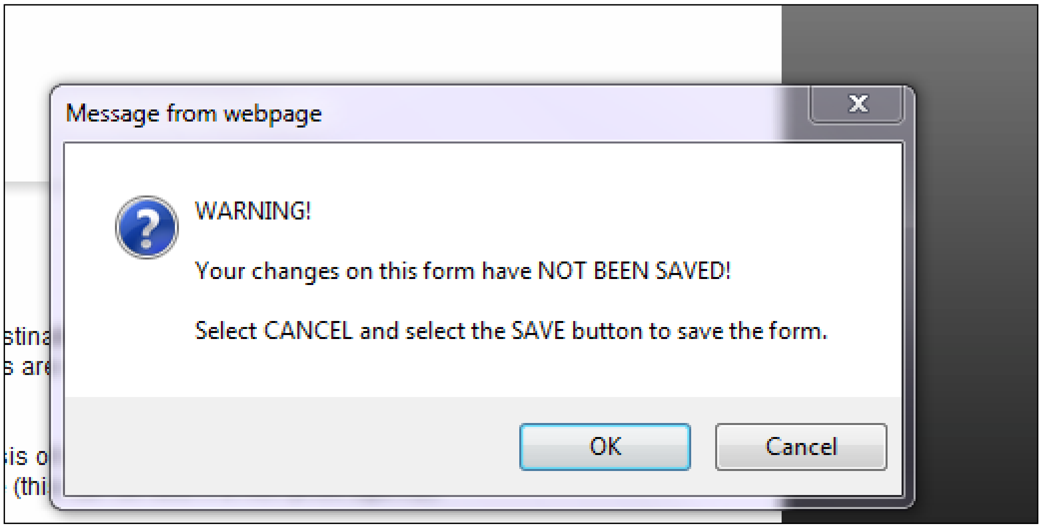
Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	Principal Investigator		Brad Sutherlin 8/19/2011 8:08:01 AM	Brad Sutherlin 8/19/2011 11:08:54 AM
	Project		Brad Sutherlin 8/19/2011 8:09:55 AM	
	Performance Sites, Compliance		Brad Sutherlin 8/19/2011 8:10:09 AM	Brad Sutherlin 8/19/2011 11:11:01 AM
	Contract Official		Brad Sutherlin 8/19/2011 8:11:31 AM	
	Abstract		Brad Sutherlin 8/19/2011 8:11:49 AM	
	Required Attachments		Brad Sutherlin 8/19/2011 8:12:31 AM	Brad Sutherlin 8/25/2011 1:44:36 PM
	Project Assurances - Principal Investigator			
	Project Assurances - Contract Official			
Budget - Year 1				
	Budget - Personnel			
	Budget - Travel			
	Budget - Supplies			

Follow the instructions on each form page to complete it. Click “Save” periodically to save any information entered. Many pages have a “Show Help” button; select it for more information about the page.

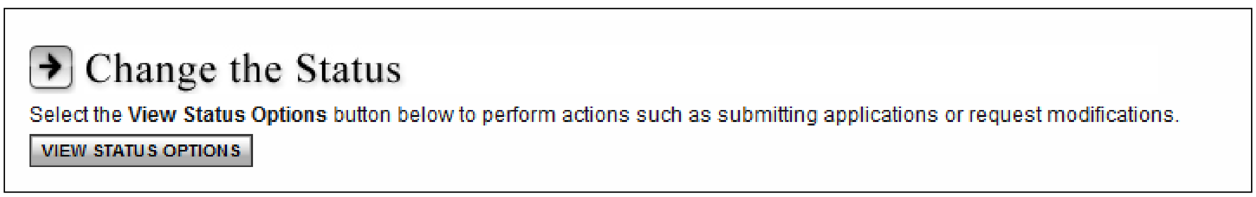
SAVE | DELETE | PRINT VERSION | CHECK GLOBAL ERRORS | SHOW HELP

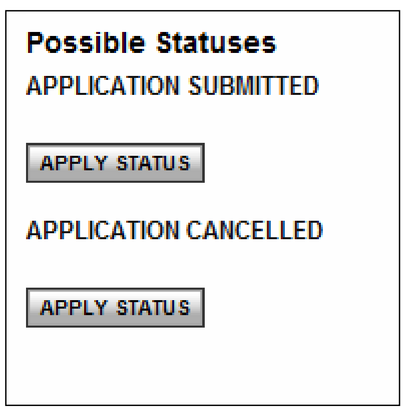
OKGrants also has a “Page Save Warning” feature. If any field in a form is changed, a pop-up box will appear if you attempt to leave the page without saving. Click “OK” to leave the page without saving, click “Cancel” to return to the form and save changes.



6.b. Change the Status

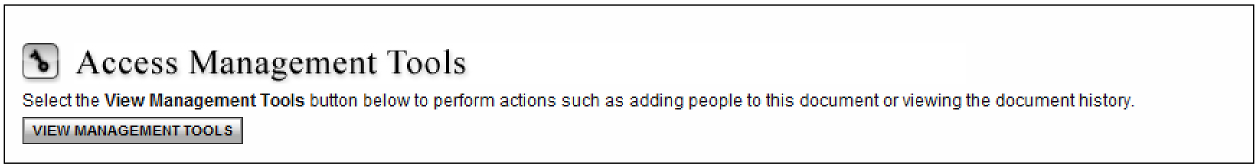
The "Change the Status" section allows an Authorized Official the ability to submit applications (or push the application to the next status level). Click the "View Status Options" button to see what status push options are currently available. If this menu is blank, then the current role doesn't have permission to move the application out of its current status.

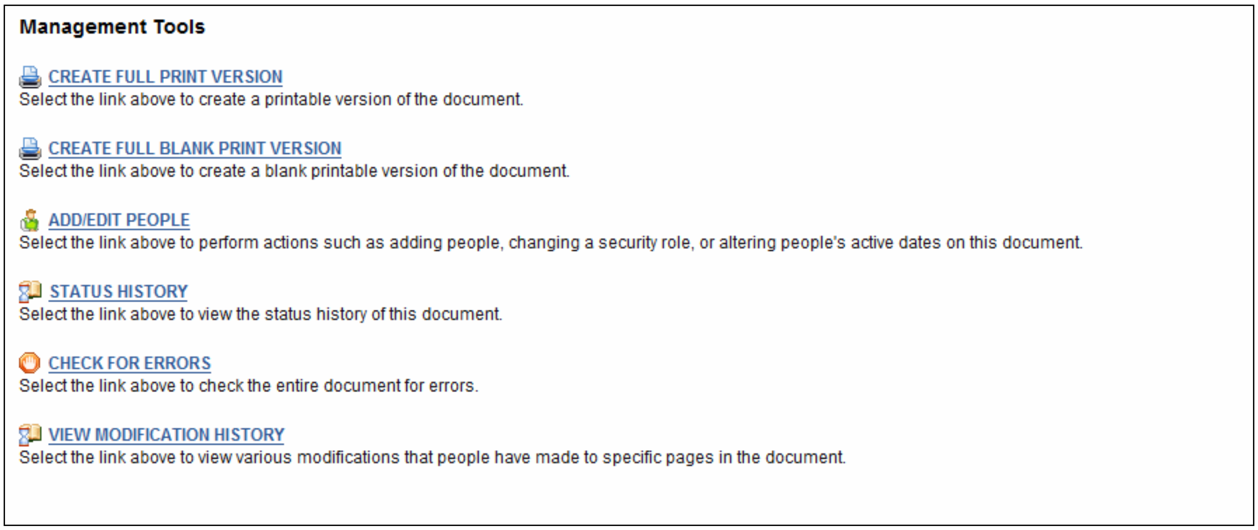




6.c. **Access Management Tools**

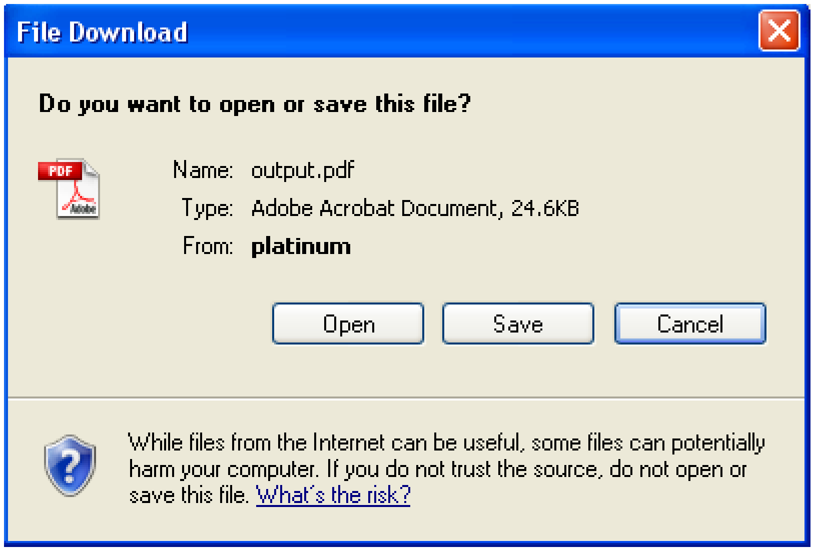
The Management Tools section allows an Agency Administrator, Authorized Official or other authorized staff certain administrative responsibilities such as the ability to add/edit people from the application and view the status history of the application.





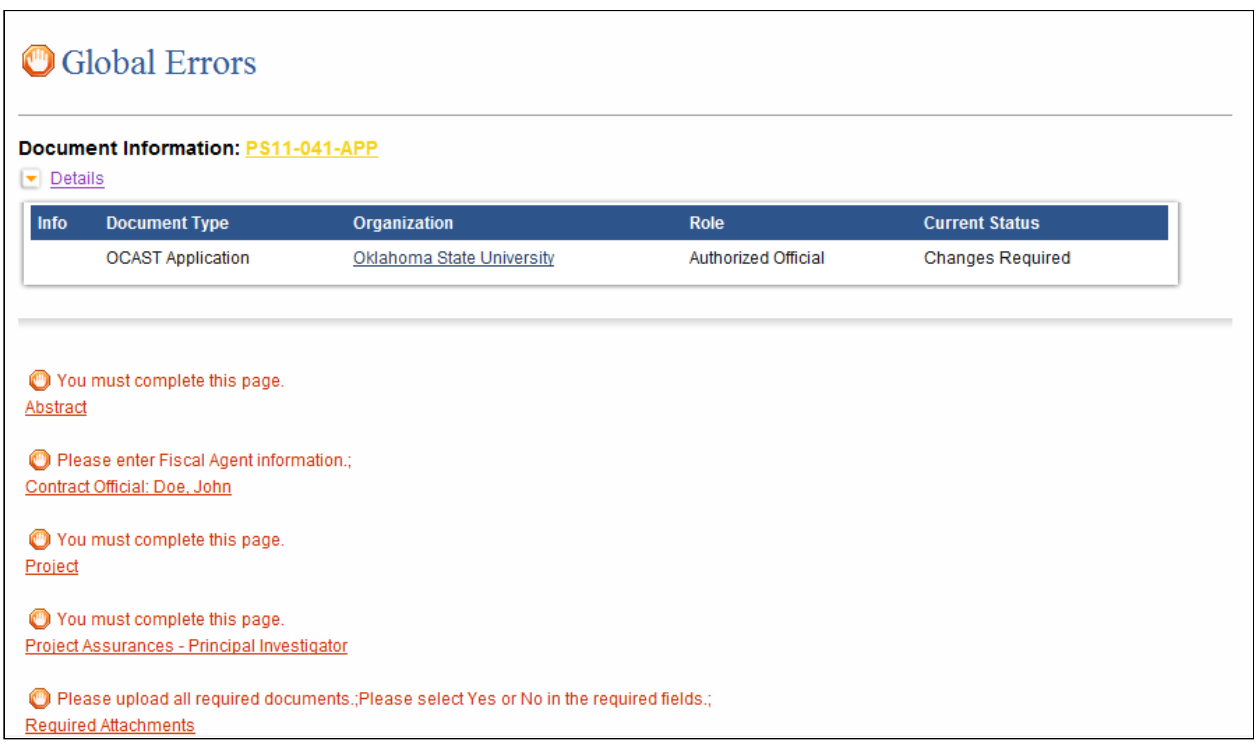
CREATE FULL PRINT VERSION will display the entire document, with the fields filled in from the Form pages that are completed.

CREATE FULL BLANK PRINT VERSION will display the entire document, with blanks where data is filled in on Form pages.



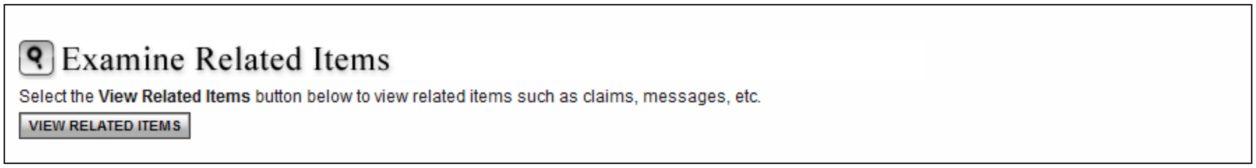
See Section 7 below for a detailed description of the ADD/EDIT PEOPLE option.

CHECK FOR ERRORS provides a list of the fields and pages that need to be completed before the document can be moved to the next status. This can also be accessed from any form by clicking the “Global Errors” button.



6.d. **Examine Related Items**

The Examine Related Items section is where you will find items that are related to an application or grant, such as a Progress Report or a Request for Payment.



7. Assigning Users to an Application

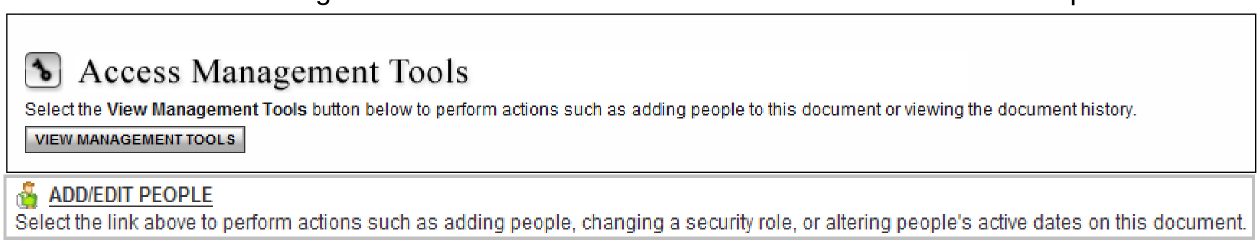
The Agency Administrator has administrative rights to add or remove an Authorized Official, Financial Officer, or Writer to and from applications. Users with the Authorized Official, Financial Officer and Writer roles can be given access to the forms in the application.

Any Agency Administrator who is a member of the organization applying for a grant will automatically be added to that application when the application is first created by the Authorized Official.

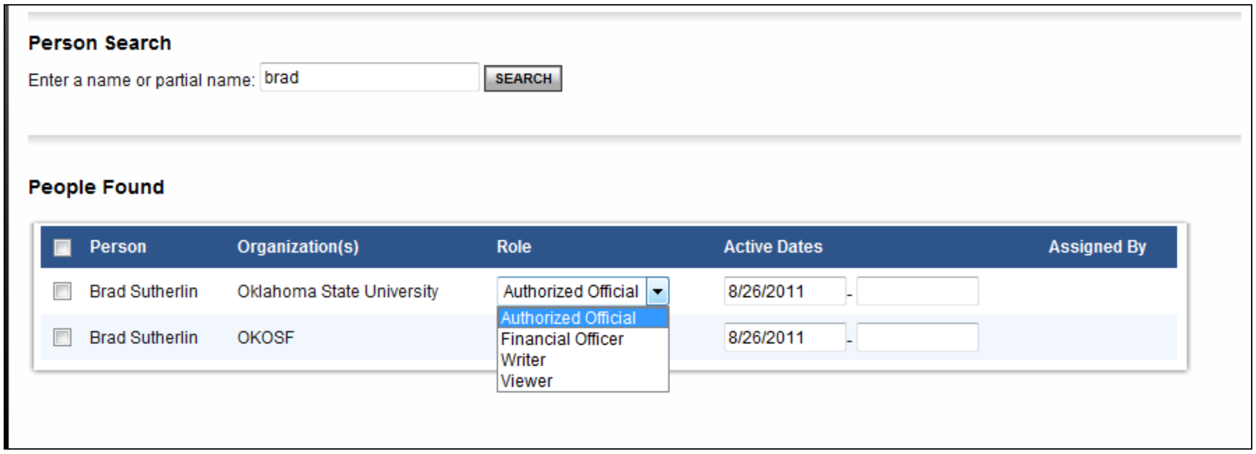
New users to OKGrants will not be automatically added to existing applications. However, any user may be manually added to the application throughout the entire application completion process.

7.a. Assign User Access to an Application

1. To add an Authorized Official, Financial Officer or Writer to an application, the Agency Administrator should navigate to the appropriate application, either through "My Tasks" on the home page or by using the "My Applications" tab at the top of the page.
2. Click the "View Management Tools" button and choose the "Add/Edit People" link.



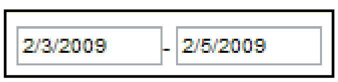
3. Type in the name of the individual in the search criteria box and click the "Search" button.
4. From the search results, select the person, give him/her a security role and fill in the Active Dates for the dates you would like them to be able to access the application. Leave the second box blank for open-ended access.
5. Click the "Save" button to add the selected person to the application.



7.b. Remove User Access to an Application

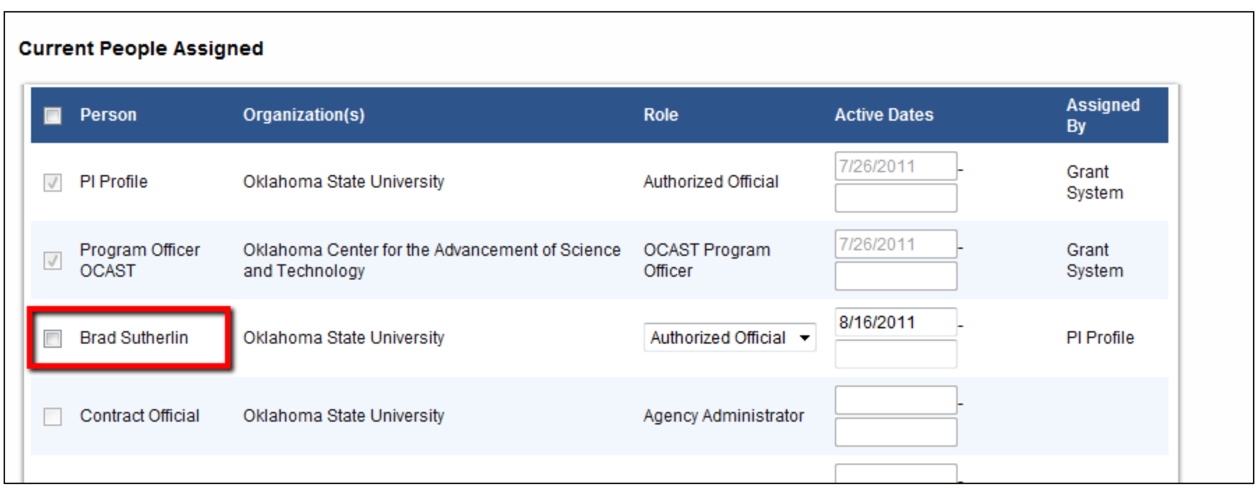
There are two ways to remove a user's access to an application. To begin, on the application menu click the "View Management Tools" button and then choose the "Add/Edit People" link.

1. Edit the active start and/or end date for the user. That user will not be able to access the system before the specified start date or after the specified end date.



Or

2. To remove a user, disable (uncheck) that user and click "Save".



8. Application

An application is automatically created when the **APPLY NOW** button is clicked from "View Available Opportunities". The application can either be accessed by going to the "My Home" tab and clicking "Open My Tasks" or by going to the "My Applications" tab and clicking the "Search" button. Click the Project Number to navigate to the application menu.

1. Go to the project's Application Menu, either from "My Applications" or "Open My Tasks".
2. Select the "View Forms" button. Notice there are 3 sections: Application, Year 1 Budget, and Project Assurances. Throughout the application process, more sections will appear as needed.
3. Fill out all required forms and click Save upon completion of each page. You can check if the application is ready to submit from any form by selecting the **Check Global Errors** button.
4. Upon completion of all forms, the Authorized Official must open the Project Assurances – Principal Investigator page, click the Yes button and save the page. **This page should be the last page the Authorized Official accesses before submission.**
5. After the Authorized Official has agreed to his or her Project Assurances page, the Agency Administrator for the organization will need to log in and go to the Project Assurances – Contract Official page and click Yes to show that he or she agrees. This radio button can only be selected by an Agency Administrator; it is disabled for all other roles. **This must be the last page that is accessed in the application before submission.** Users are strongly encouraged to change the status of the application immediately upon the Agency Administrator's agreement on this page.
6. To submit the Application, select "View Status Options" under "Change The Status", and select "Apply Status" under Application Submitted to submit the application.

NOTE: See appendices at the end of this manual to see specific forms to be completed as part of the application for each funding program.

8.a. Application Statuses

The table below shows the statuses you may encounter while in the Application Menu:

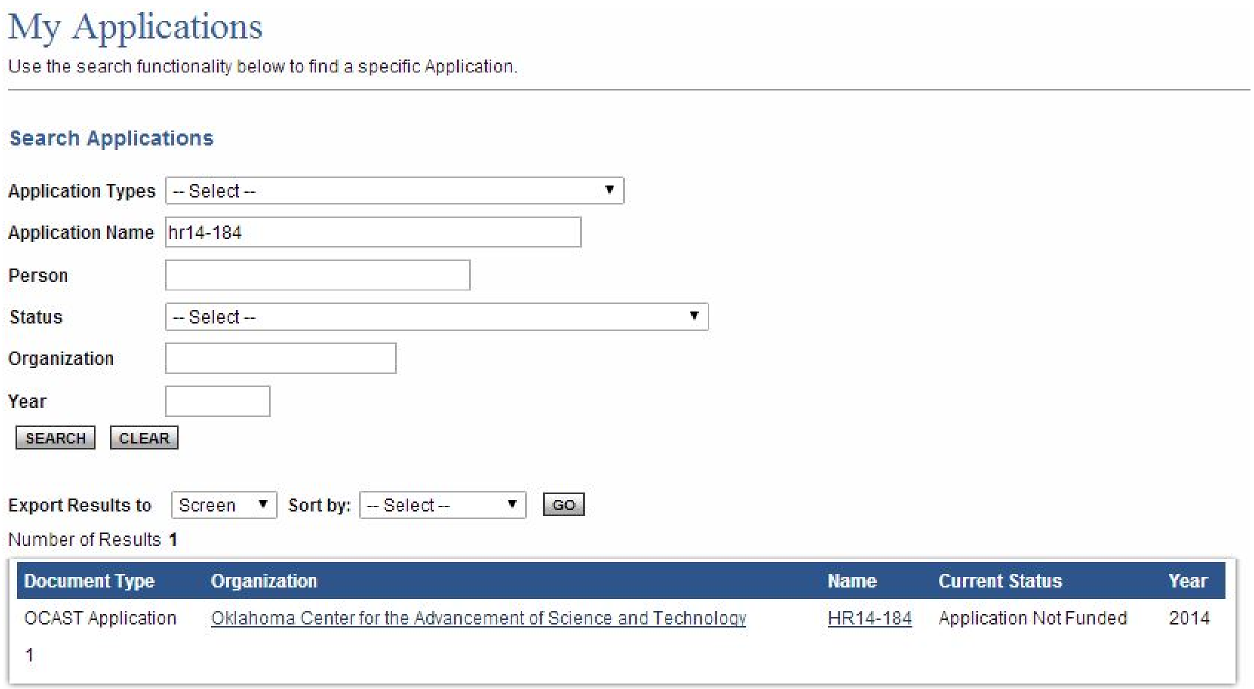
Status	Description
Application in Process	The applicant has initiated the application but has not yet submitted it to OCAST. The status must be changed to 'Application Submitted' before the application deadline in order for the application to be considered for funding.
Application Submitted	The application was successfully submitted before the deadline. The project will be considered for funding during the respective funding competition.
Application Not Submitted	The application was not submitted prior to the application deadline.
Application Cancelled	Either the Authorized Official or Agency Administrator cancelled the application to indicate his/her decision to not continue with the proposal.
Application Not Approved	The proposal was not approved for funding by the OSTRaD Board.
Application Not Funded	The proposal was approved for funding by the OSTRaD Board, but funds were not immediately available to OCAST to allow the project to be funded.
Application Awarded	The proposal was approved for funding by the OSTRaD Board and will go to contract.
Award Documents Received	All required documentation and/or information requested by OCAST has been provided to OCAST. The contract for the first year of the award has yet to be created.
Award Documents Required	The award letter has been sent to the Authorized Official and Agency Administrator. With the award letter are specific documents that must be signed and returned to OCAST before the first year contract can be executed.
Award Terminated	The awarded proposal has been declined by the applicant and will not go to contract.
Contract Executed	The contract has been signed by all parties and is now in effect. A copy of the executed contract has or will be mailed to the Contract Official for the project.
Contract Initiated	The contract for the current year of funding has been created, but has not yet been signed by all parties. The contract is not yet in effect.
Project Completed	Each contract year of the project has ended and each progress report was given a satisfactory evaluation by the reviewer. The project has successfully ended.
Project Terminated	The project was terminated by OCAST as a result of an unsatisfactory evaluation or at the request of the Contract Official for the project.
Signatures Required	The contract has been mailed to the applicant to be signed and returned to OCAST. Or, if already signed by the applicant, the contract has been provided to the OCAST Executive Director to be signed.

8.b. **Searching for Applications**

In order to locate an application that already exists in OKGrants, perform the following steps:

1. From any page within the system, click the My Applications link at the top of the screen.

2. Clear out all search criteria and enter all or part of the project number in the Application Name field. Click Search.

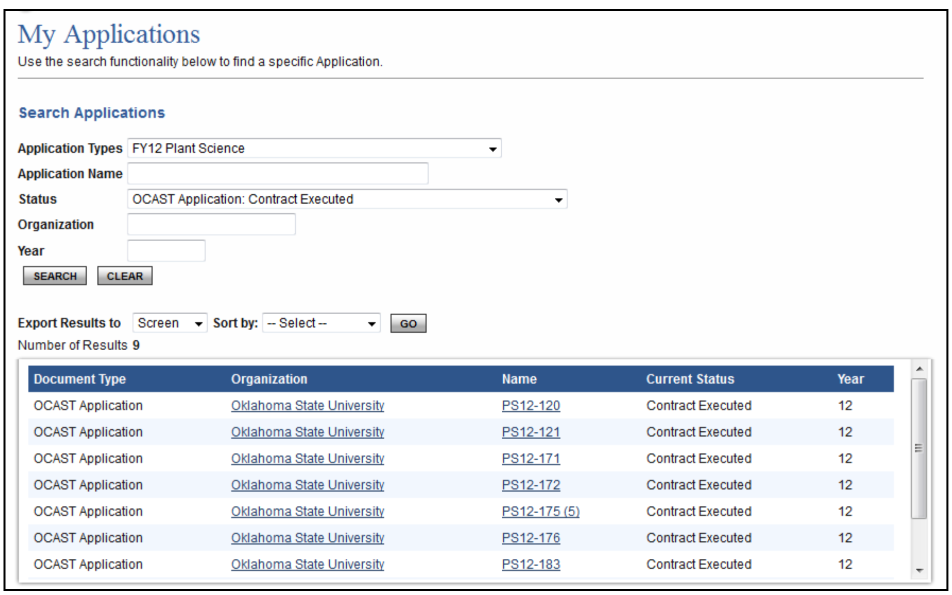


3. Click on the project number hyperlink under the Name header in the results box.

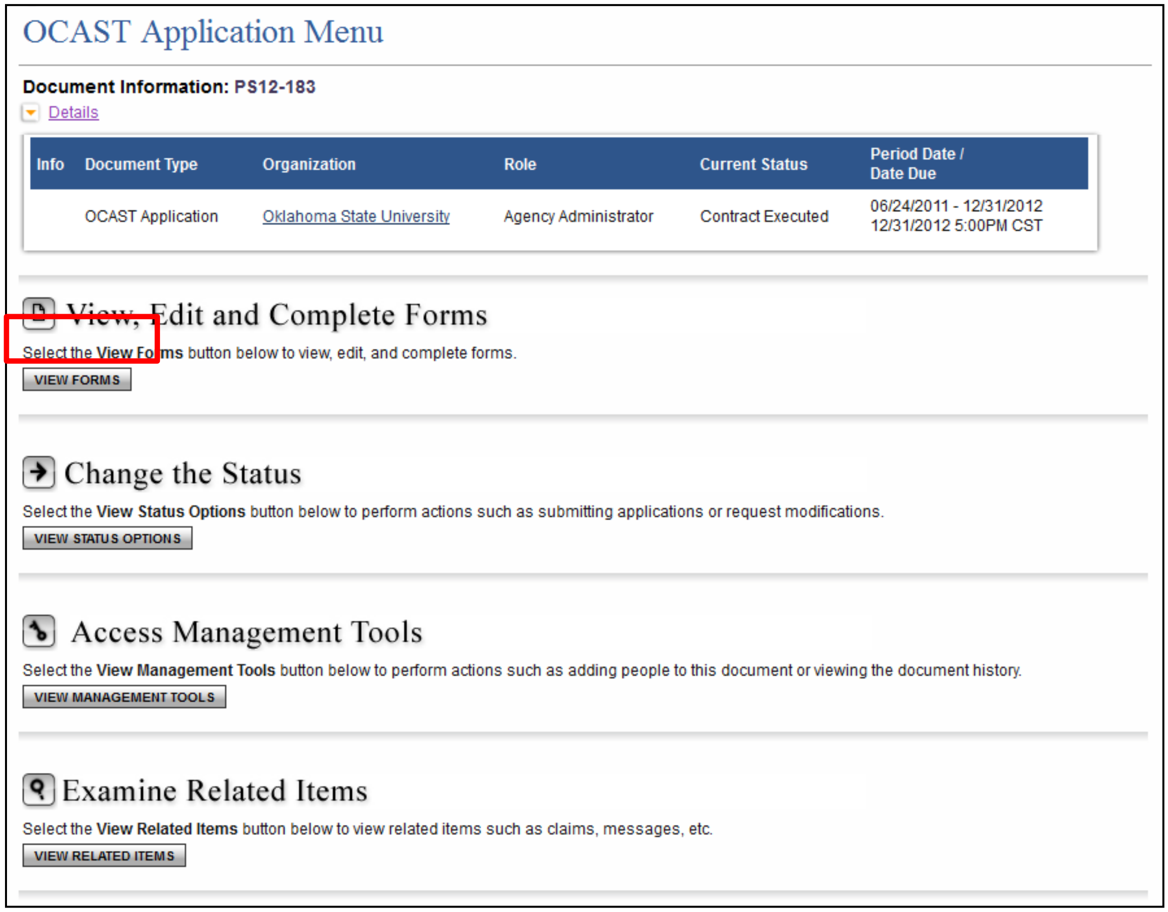
   NOTE: Less is more when utilizing the search function in OKGrants. Searching by project number—typed into the Application Name field—yields the best results. If the project number is unknown, users can search by any other criteria such as the PI name (in the Person field), the applicant organization (Organization), etc., but are encouraged to enter as few criteria as possible.

9. Request for Payment

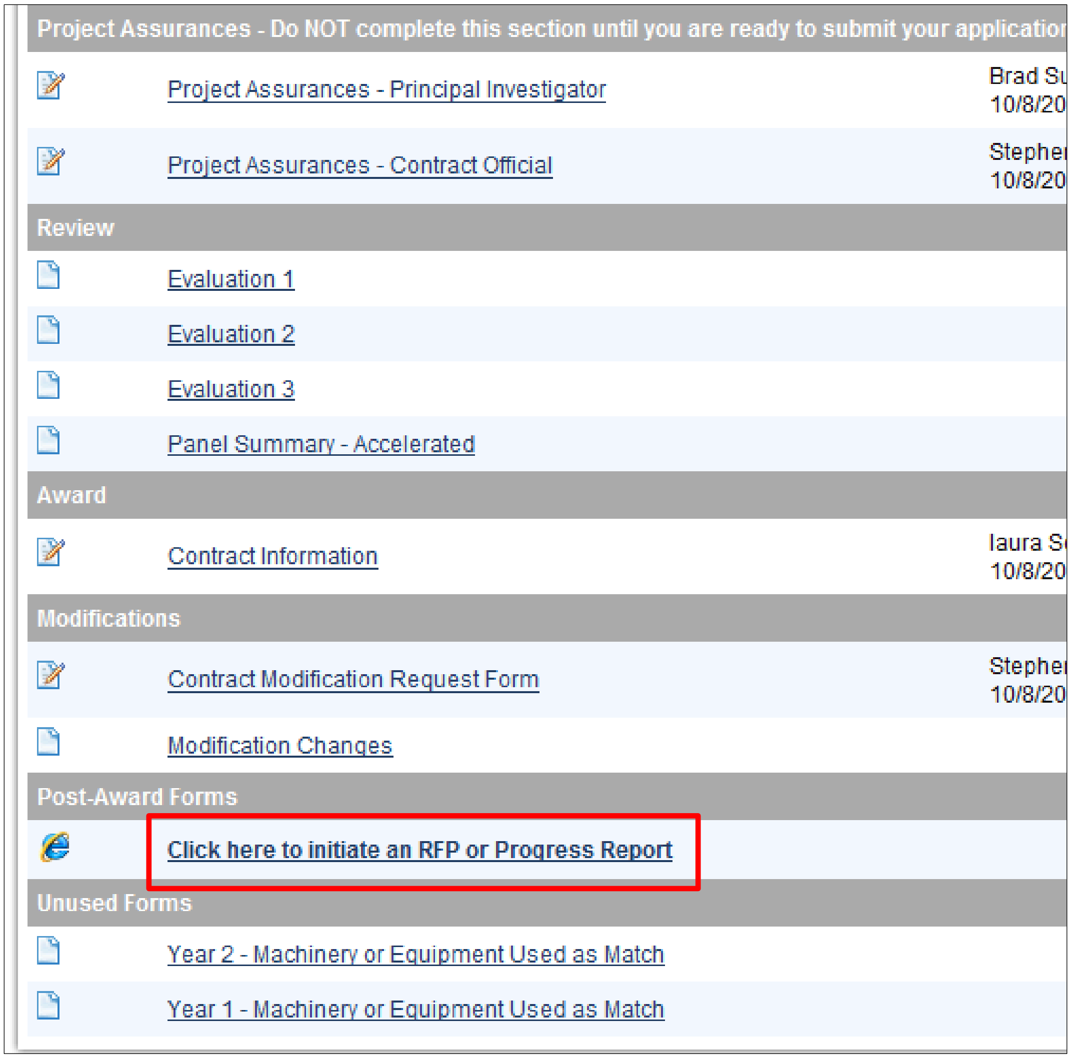
1. Go to the project's Application Menu via "My Applications". Select the appropriate application from which to submit the request for payment. The application status should be in "Contract Executed".



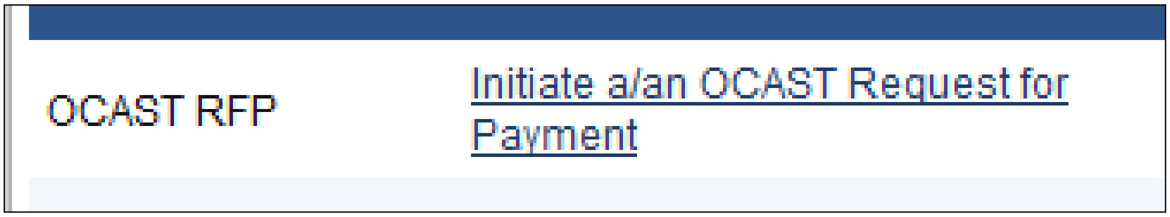
2. From the Application Menu select the "View Forms" button under View, Edit and Complete Forms.



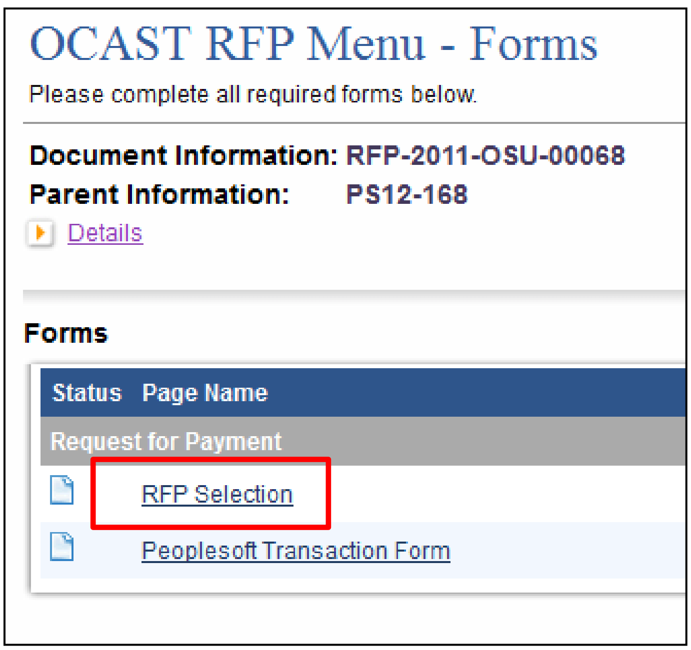
3. Scroll down to the bottom of the page. You will see a grey box that says "Post-Award Forms", and underneath it will be a link that says "Click here to initiate an RFP or Progress Report". Click this link.


Project Assurances - Do NOT complete this section until you are ready to submit your applicatio
Project Assurances - Principal Investigator
Brad Su
10/8/20
Project Assurances - Contract Official
Stephe
10/8/20
Review
Evaluation 1
Evaluation 2
Evaluation 3
Panel Summary - Accelerated
Award
Contract Information
laura S
10/8/20
Modifications
Contract Modification Request Form
Stephe
10/8/20
Modification Changes
Post-Award Forms
Click here to initiate an RFP or Progress Report
Unused Forms
Year 2 - Machinery or Equipment Used as Match
Year 1 - Machinery or Equipment Used as Match

4. This will take you to the Related Items menu. If a Request for Payment is available, click "Initiate a/an OCAST Request for Payment". You will be directed to an agreement page that reiterates the contract language restricting expenses to direct costs only. Click "I Agree". **NOTE:** The 'Initiate a Request for Payment' link will not be available if the contract has not yet been executed.

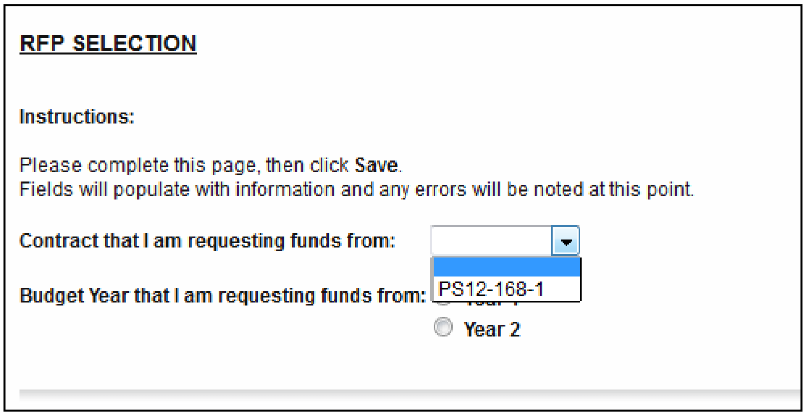


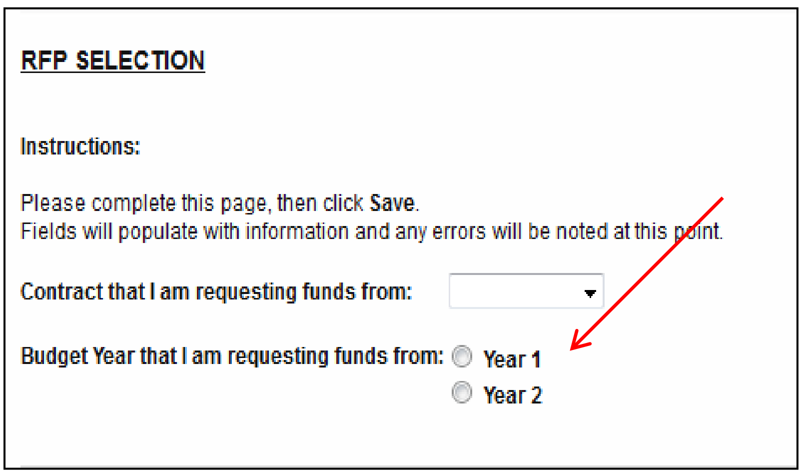
5. In the OCAST RFP forms menu will be a link labeled 'RFP Selection'. Click this link to begin a new request for payment.



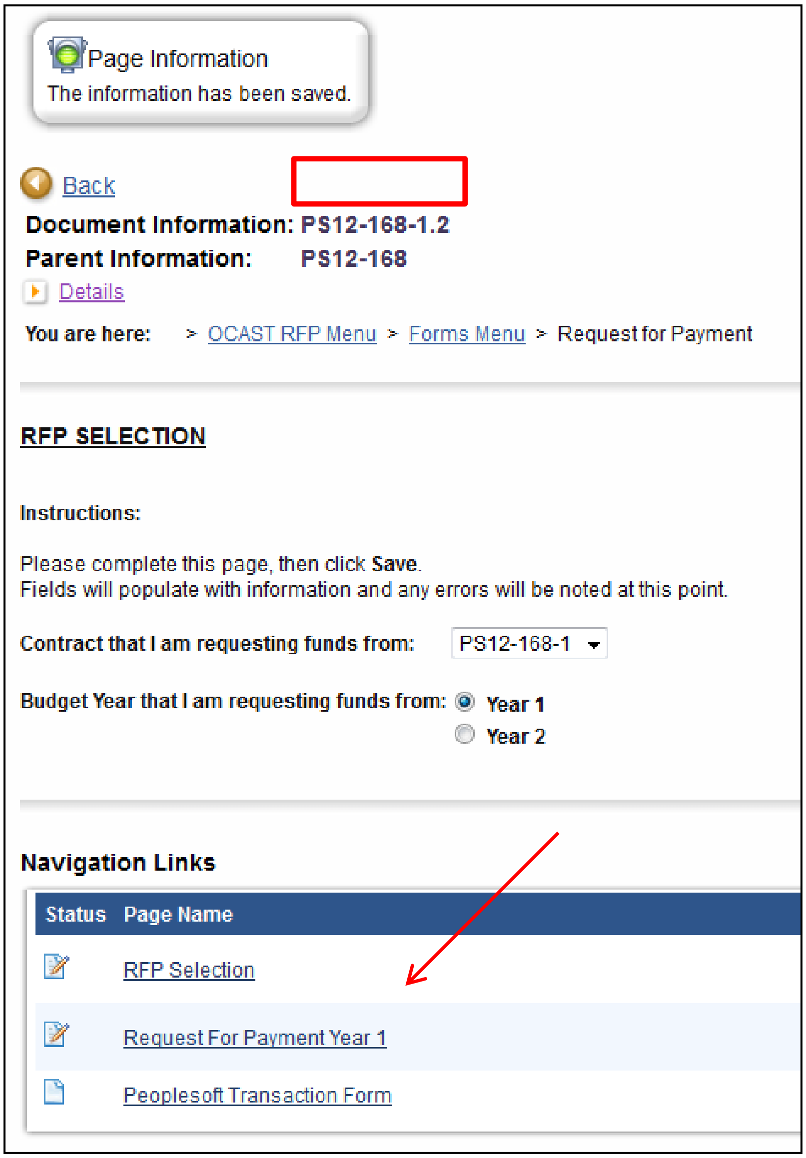
6. In the RFP Selection screen select from the dropdown menu the contract number for which reimbursement will be selected. Additionally, click the button next to the budget year in which expenses are to be reimbursed. Click the SAVE button to create an RFP. **NOTE:** The budget for Year 1 corresponds with the first contract of the award. However, there may be a situation in which a contract is transferred from one institution to another during a contract year. A new contract number will

be created but the same budget as the previous contract will still be used to finish out the year.





7. After the page is saved the RFP number will be auto-generated and displayed next to Document Information. Additionally, a link to the request for payment will appear in the Navigation Links box at the bottom of the screen. Click this link to open the specific Request for Payment.



8. Below is the Request for Payment form. In this example **<u>REQUEST FOR PAYMENT YEAR 1</u>** means this RFP will be paid from the first year budget.

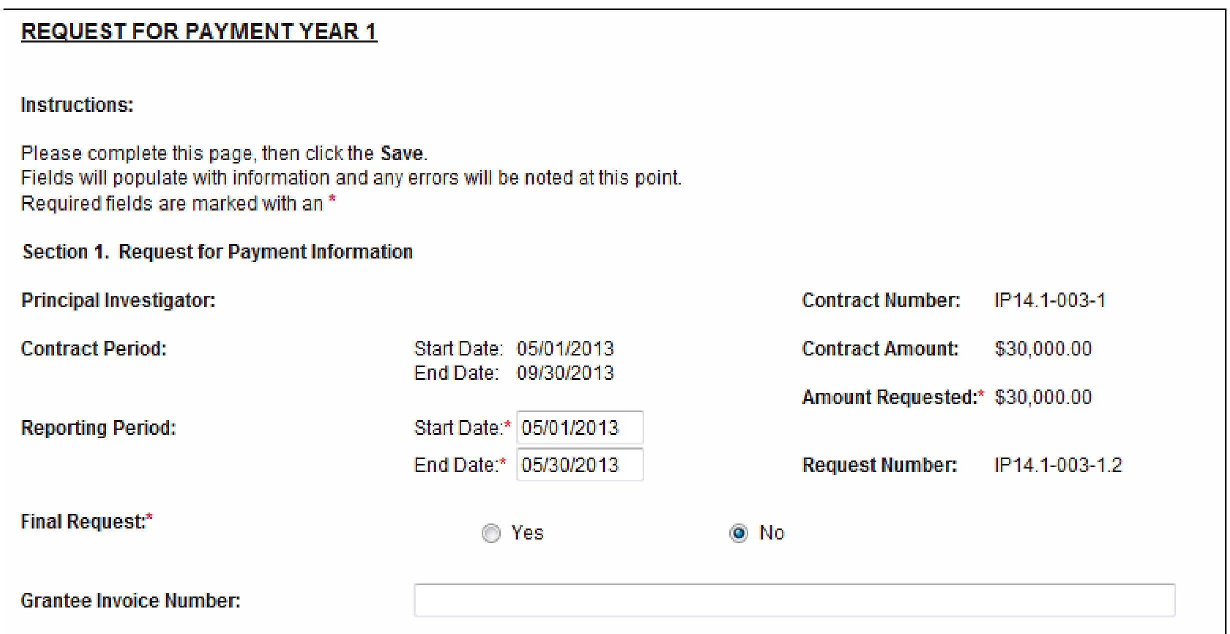
   In Section 1 type in the amount to be reimbursed in the 'Amount Requested' box. Type in the start and end date for the period in which the expenses were incurred. Indicate whether or not this specific RFP is the final RFP to be submitted for the contract by clicking either the Yes or No button.

   In column A of Section 2 type in the expenses incurred in each budget category. For applied projects indicate the amount of matching funds expended in the Total Matching Expenditures cell. All figures in columns B, C, and D are automatically calculated when the **SAVE** button is clicked. There are also two boxes for notes: one for OCAST, and one for the grantee. Please add any notes that you feel are necessary in the "grantee" box.

   Section 3 is a section that is automatically populated. You do not need to add any information to these fields.

   Click the save button at the top of the page.

9.



<u>REQUEST FOR PAYMENT YEAR 1</u>

Instructions:

Please complete this page, then click the **Save**.
Fields will populate with information and any errors will be noted at this point.
Required fields are marked with an *

Section 1. Request for Payment Information

Principal Investigator:		**Contract Number:**	IP14.1-003-1
Contract Period:	Start Date: 05/01/2013 End Date: 09/30/2013	**Contract Amount:**	$30,000.00
		Amount Requested:*	$30,000.00
Reporting Period:	Start Date:* 05/01/2013 End Date:* 05/30/2013	**Request Number:**	IP14.1-003-1.2
Final Request:*	Yes	No	
Grantee Invoice Number:			

Section 2. Accounting of Expenditures

Budget Category	OCAST Funds: A. Current Expenditures	B. Expenditures to Date	C. Remaining Balance	D. Budget
Personnel*	$30,000.00	$30,000.00	($30,000.00)	$0
Travel*	$0	$0	$0	$0
Supplies*	$0	$0	$0	$0
Equipment*	$0	$0	$0	$0
Contractual Services*	$0	$0	$0	$0
Patient Care Costs*	$0	$0	$0	$0
Alterations/Renovations*	$0	$0	$0	$0
Other Direct Costs*	$0	$0	$0	$0
Total State Expenditures	$30,000.00	$30,000.00	($30,000.00)	$0
Total Matching Expenditures	$0	$0	$36,000.00	$36,000.00
Total	$30,000.00	$30,000.00	$6,000.00	$36,000.00

By submitting this request for payment I certify and proclaim that the work, services, or material, as indicated above, has been completed or supplied in accordance with the terms of the contract. I further certify and state that, if required by contract, matching funds have been expended and have been completed or supplied in accordance with the terms of this contract. I further certify and state that any funds previously paid by OCAST to Contractor under this contract to reimburse Contractor for incurred contract costs have been used by Contractor to make payment for the previously invoiced incurred costs, and that any funds later found to be not allowable costs will be reimbursed to OCAST in compliance with the contract.

OCAST Notes:

0 of 250

Grantee Notes:

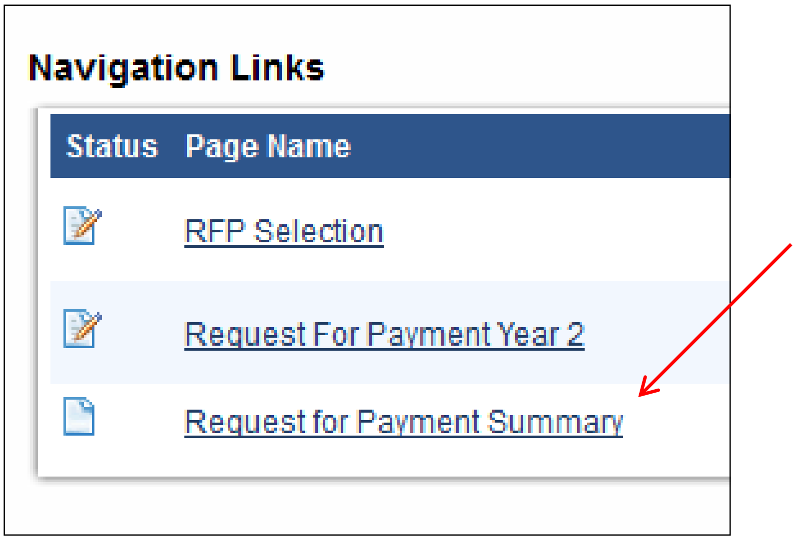
0 of 250

Section 3. Payment Information

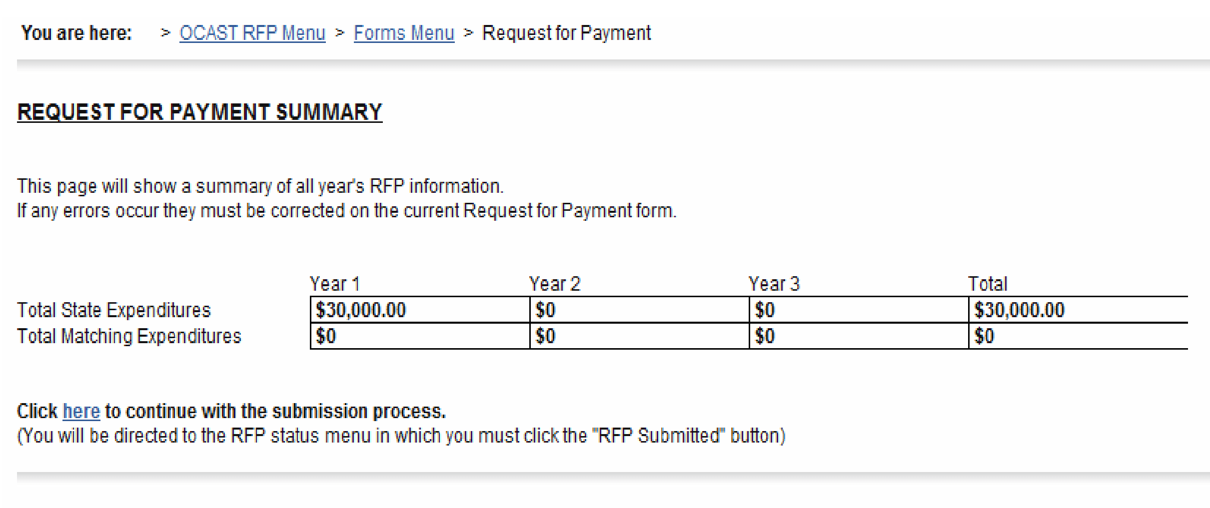
The information in this section will be automatically populated once the payment has been made.

Date Paid:		Warrant Number:	
Payment Method:		Voucher Number:	

Upon successfully saving the RFP form, scroll down to the Navigation Links table and click the ‘Request for Payment Summary’ link to verify that sufficient matching funds were reported to meet the 1:1 match ratio requirement. **NOTE:** You must open this link even if matching funds are not required for the specific project.



Click the SAVE button. If there are errors on the page, navigate back to the RFP to make the appropriate corrections. If there are no errors, the RFP is ready to be submitted to OCAST.



You are here: > OCAST RFP Menu > Forms Menu > Request for Payment

REQUEST FOR PAYMENT SUMMARY

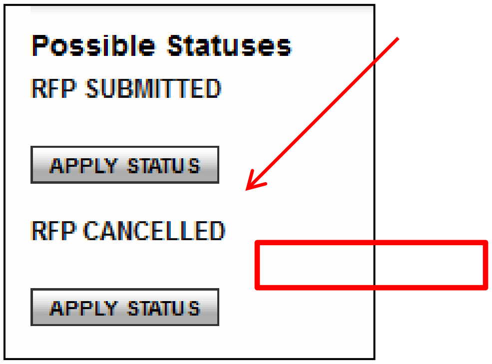
This page will show a summary of all year's RFP information.
If any errors occur they must be corrected on the current Request for Payment form.

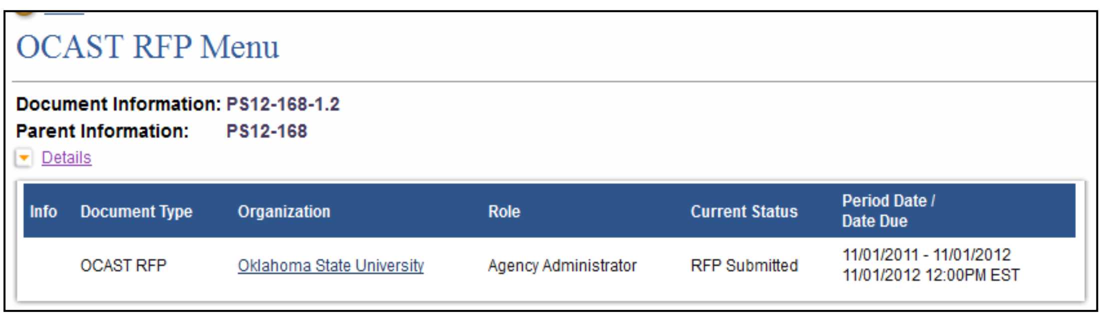
	Year 1	Year 2	Year 3	Total
Total State Expenditures	$30,000.00	$0	$0	$30,000.00
Total Matching Expenditures	$0	$0	$0	$0

Click here to continue with the submission process.
(You will be directed to the RFP status menu in which you must click the "RFP Submitted" button)

IMPORTANT: Notice the link to click to continue with the submission process. Clicking this link does not submit your RFP – it instead brings you to the Change Status Page. Click “Apply Status” under RFP SUBMITTED to submit the RFP to OCAST. The status will change from ‘RFP in Process’ to ‘RFP Submitted’.

From the OCAST RFP Menu click “View Status Options” under Change the Status.





10. OCAST will process the request for payment and, after it has been approved and entered into the State accounting system, change the status to ‘RFP Paid’. This status indicates that a payment will be forthcoming. At this point you may reopen and look at the bottom of the RFP to see specific payment information, including the date the RFP was paid, the payment method, the warrant number, and the voucher number. You may use this information to help track paid RFPs.

    NOTE: If you need to cancel an RFP and start another, be sure to cancel the RFP before beginning a new one.

9.a. Request for Payment Statuses

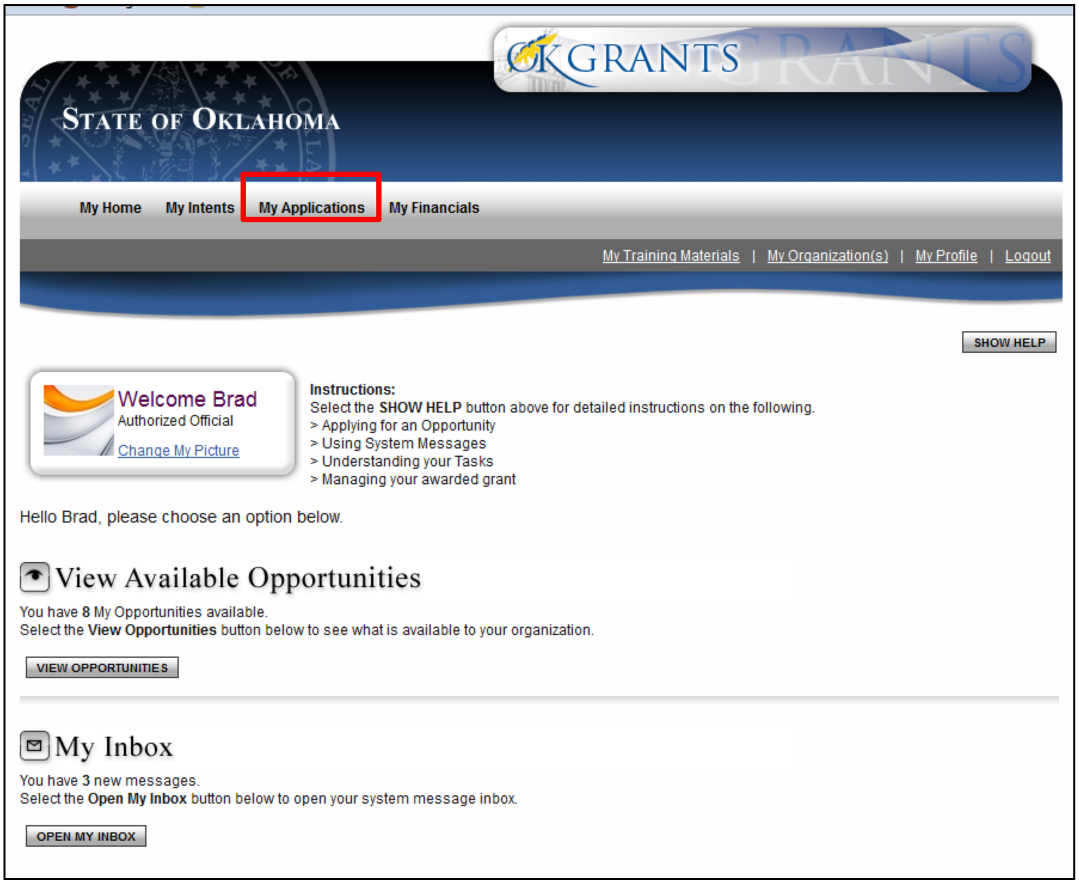
The table below shows the statuses you may encounter while in the Request for Payment Menu:

Status	Description
RFP Accountant Review	The request for payment has been approved by the OCAST Program Officer and is being processed by the OCAST Accountant. It has not yet been paid.
RFP Cancelled	The Agency Administrator or Financial Officer has cancelled this request for payment. This RFP cannot be reopened. Rather, a new RFP must be initiated and submitted.
RFP Changes Required	This request for payment requires some adjustments before it can be processed by OCAST. The Agency Administrator and/or Financial Officer must make the necessary changes to the RFP form and resubmit it so that it may be processed for payment.
RFP Denied	The request for payment has been denied by OCAST and will not be processed for payment.
RFP in Process	The Agency Administrator or Financial Officer has initiated a request for payment. The status must be changed to 'RFP Submitted' in order for the RFP to be processed by OCAST for payment.
RFP Paid	A check has been cut to be mailed. Or, an EFT payment has or soon will be made.
RFP Payment in Process	The request for payment has been approved by OCAST and has been or will soon be uploaded into the state's accounting system for payment. It has not yet been paid.
RFP on Hold	The final request for payment has been successfully submitted for payment; however, it will not be processed until after the Authorized Official submits the required progress report.
RFP Submitted	The Request for Payment has been successfully submitted to OCAST for processing.

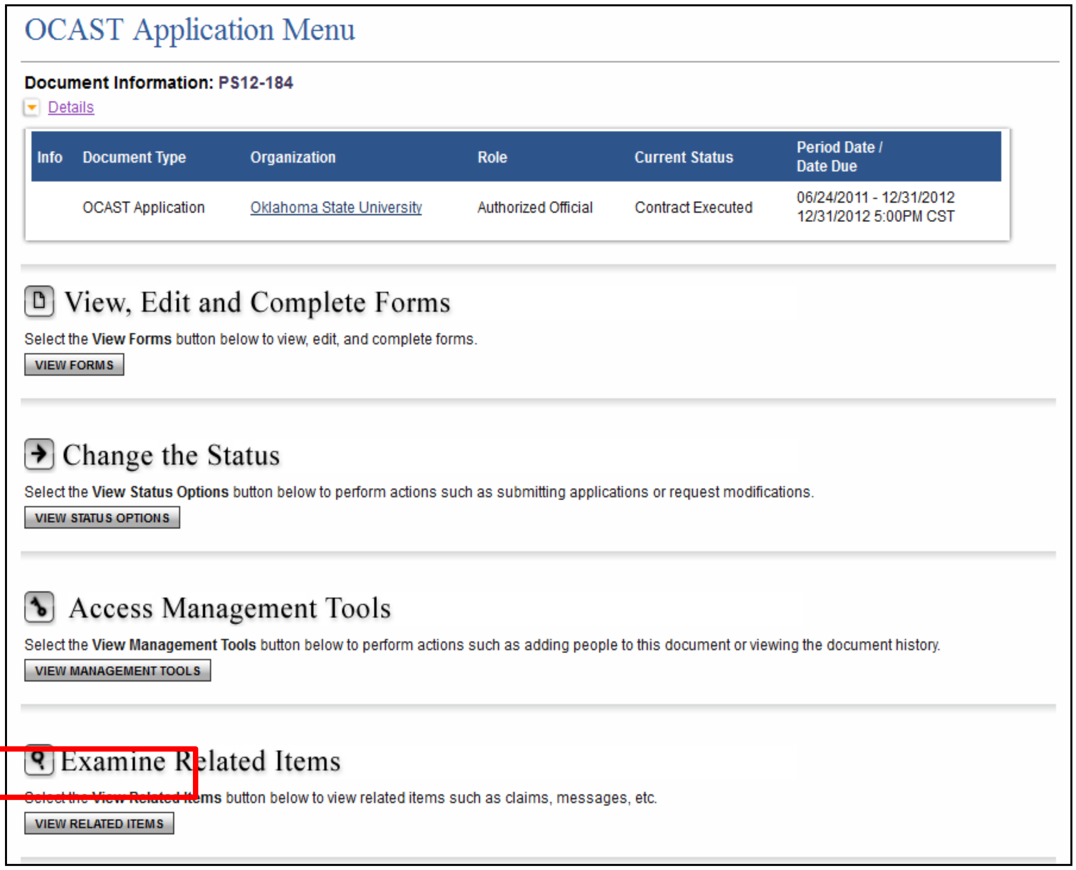
10. Progress Report Submission

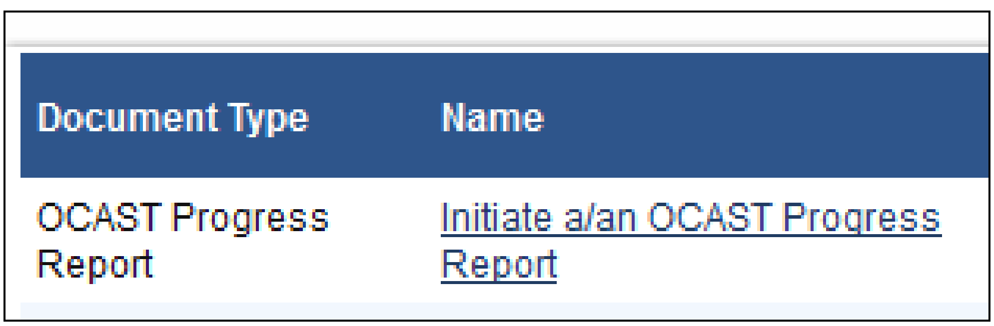
A Progress Report is started from inside the application. **NOTE:** Only the Principal Investigator (Authorized Official role) may initiate and submit a progress report.

1. Go to the project's Application Menu from "My Applications". Search for and select the appropriate application you wish to report on.

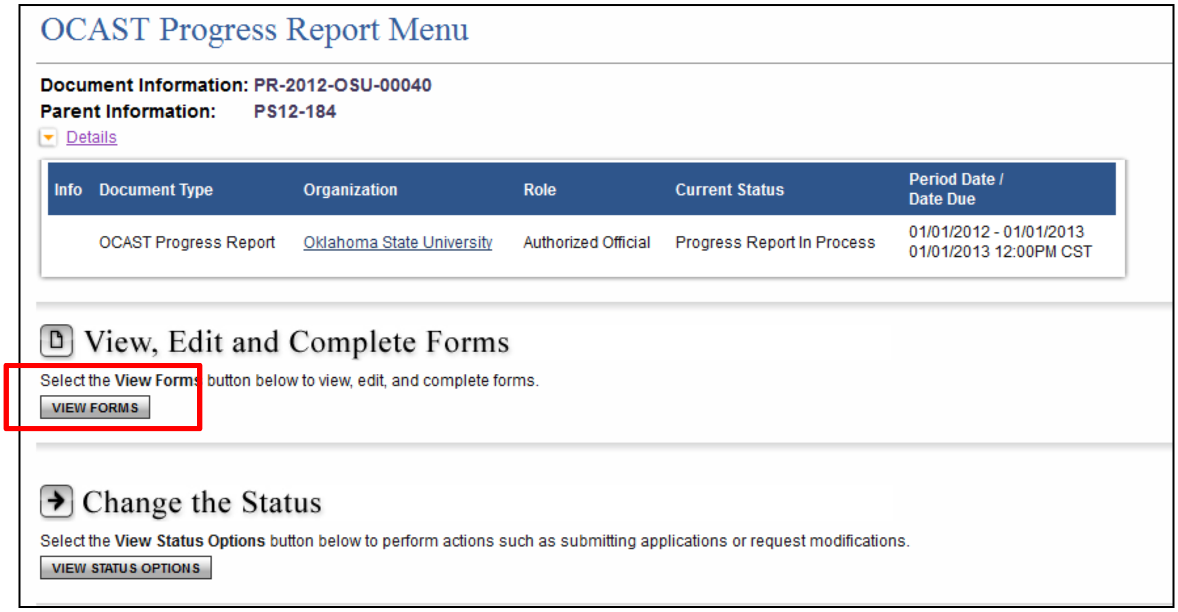


2. Select the "View Related Items" button. If Progress Reports are available, click the "Initiate a Progress Report" link. You will be directed to an agreement page that includes language regarding the requirements for submitting a progress report. Click "I Agree".





3. In the OCAST Progress Report Menu click the “View Forms”. You will then enter the “Progress Report” form. Enter all required information and Save.



OCAST Progress Report Menu

Document Information: PR-2012-OSU-00040
Parent Information: PS12-184
Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST Progress Report	Oklahoma State University	Authorized Official	Progress Report In Process	01/01/2012 - 01/01/2013 01/01/2013 12:00PM CST

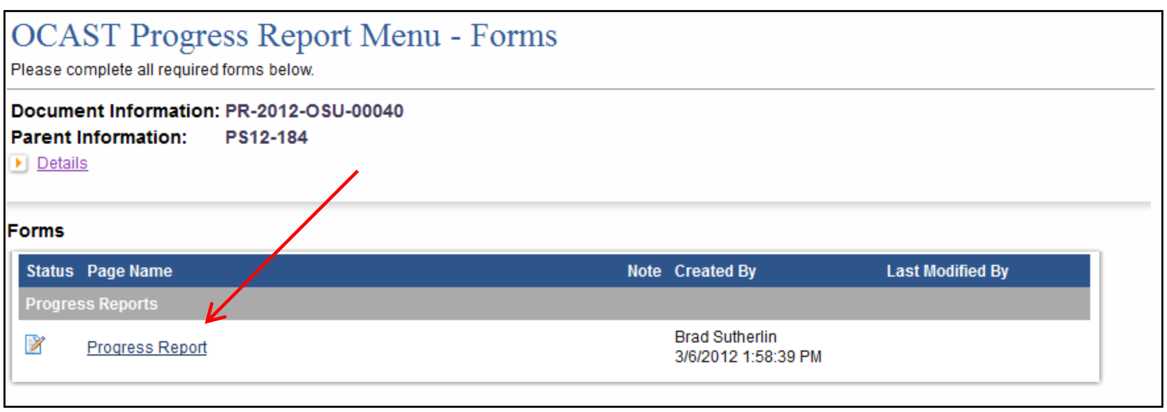
View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.
VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
VIEW STATUS OPTIONS

4. In the OCAST Progress Report forms menu click the ‘Progress Report’ link to open up the Progress Report screen.



OCAST Progress Report Menu - Forms

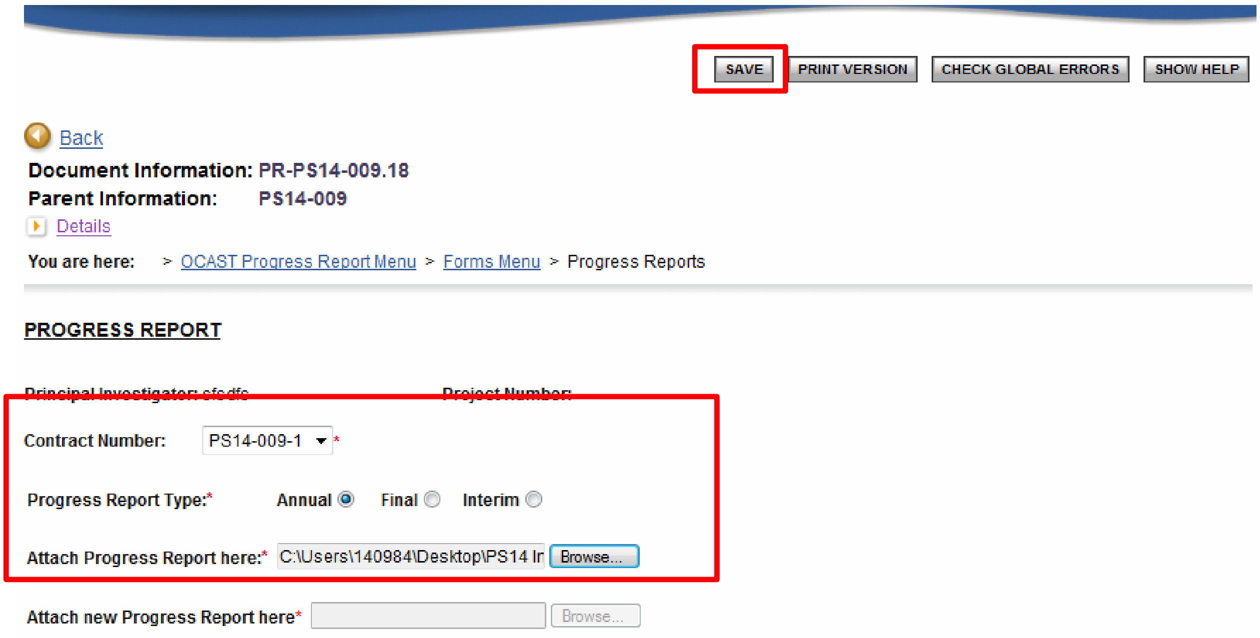
Please complete all required forms below.

Document Information: PR-2012-OSU-00040
Parent Information: PS12-184
Details

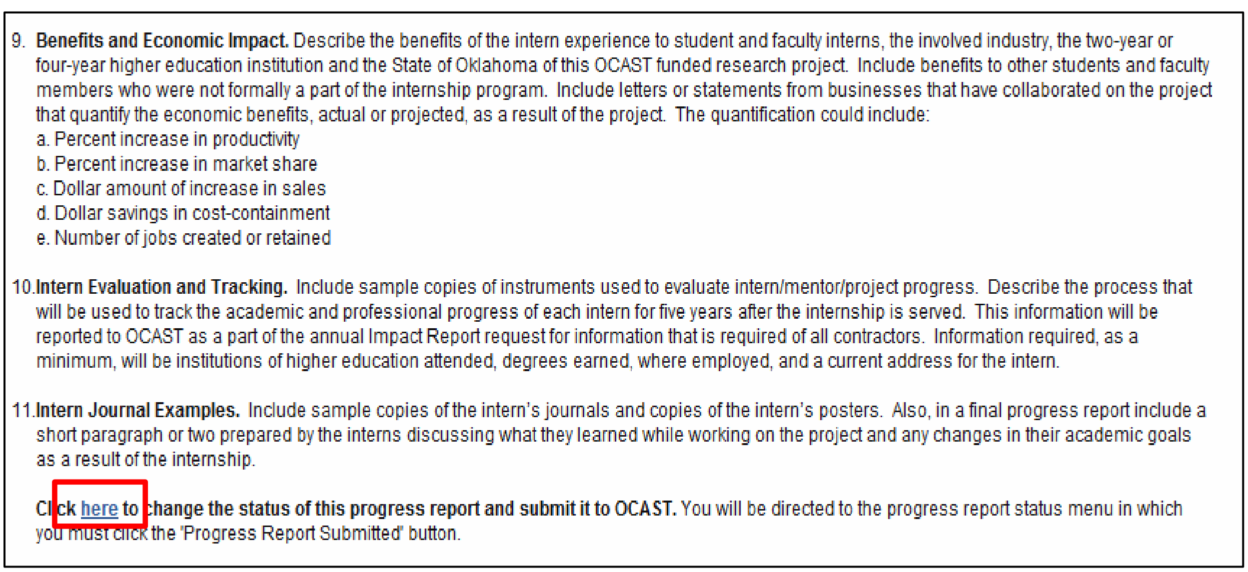
Forms

Status	Page Name	Note	Created By	Last Modified By
Progress Reports				
	Progress Report		Brad Sutherlin 3/6/2012 1:58:39 PM	

In the Progress Report screen, select the contract number from the dropdown list, select the Progress Report Type (Annual, Final, or Interim) and attach the progress report file. Click the SAVE button. Instructions for creating a progress report are provided on this screen below the attached progress report file.



5. Click the “here” link at the bottom of the instructions to continue with the submission process. Note that clicking this link does not submit your Progress Report – it instead brings you to the Change Status Page.



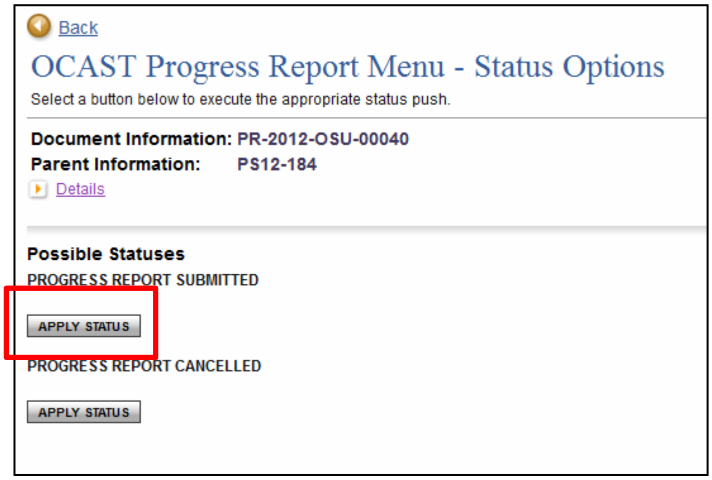
9. **Benefits and Economic Impact.** Describe the benefits of the intern experience to student and faculty interns, the involved industry, the two-year or four-year higher education institution and the State of Oklahoma of this OCAST funded research project. Include benefits to other students and faculty members who were not formally a part of the internship program. Include letters or statements from businesses that have collaborated on the project that quantify the economic benefits, actual or projected, as a result of the project. The quantification could include:
   a. Percent increase in productivity
   b. Percent increase in market share
   c. Dollar amount of increase in sales
   d. Dollar savings in cost-containment
   e. Number of jobs created or retained

10. **Intern Evaluation and Tracking.** Include sample copies of instruments used to evaluate intern/mentor/project progress. Describe the process that will be used to track the academic and professional progress of each intern for five years after the internship is served. This information will be reported to OCAST as a part of the annual Impact Report request for information that is required of all contractors. Information required, as a minimum, will be institutions of higher education attended, degrees earned, where employed, and a current address for the intern.

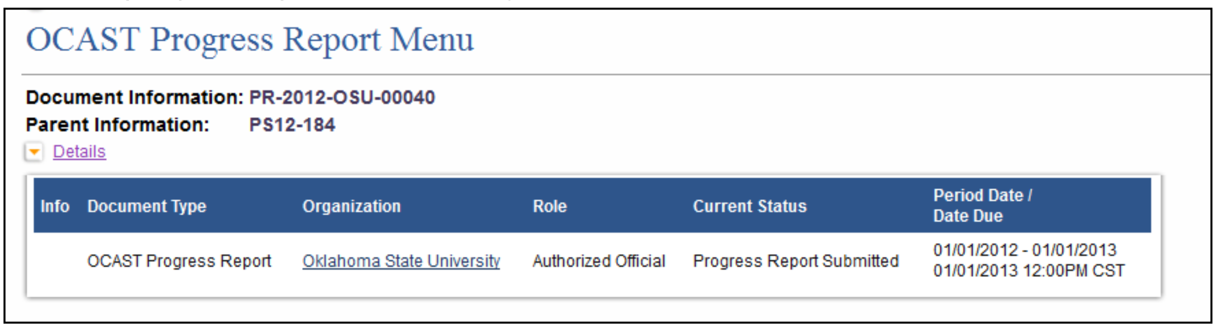
11. **Intern Journal Examples.** Include sample copies of the intern’s journals and copies of the intern’s posters. Also, in a final progress report include a short paragraph or two prepared by the interns discussing what they learned while working on the project and any changes in their academic goals as a result of the internship.

Click here to **change the status of this progress report and submit it to OCAST.** You will be directed to the progress report status menu in which you must click the 'Progress Report Submitted' button.

6. Click the ‘APPLY STATUS’ button under PROGRESS REPORT SUBMITTED to submit the progress report to OCAST.



7. The status of the project will change to ‘Progress Report Submitted,’ which indicates that the progress report is now ready for OCAST to send to a reviewer for evaluation.



Note: For progress reports that require additional information or updates after the initial submission as requested by OCAST or the reviewer, PIs will follow the same steps as above, but will upload the additional information into the second upload box on the Progress Report page. The second upload field will not become available until a progress report’s status is changed by OCAST to Progress Report Additional Information Required.

10.a. Progress Report Statuses

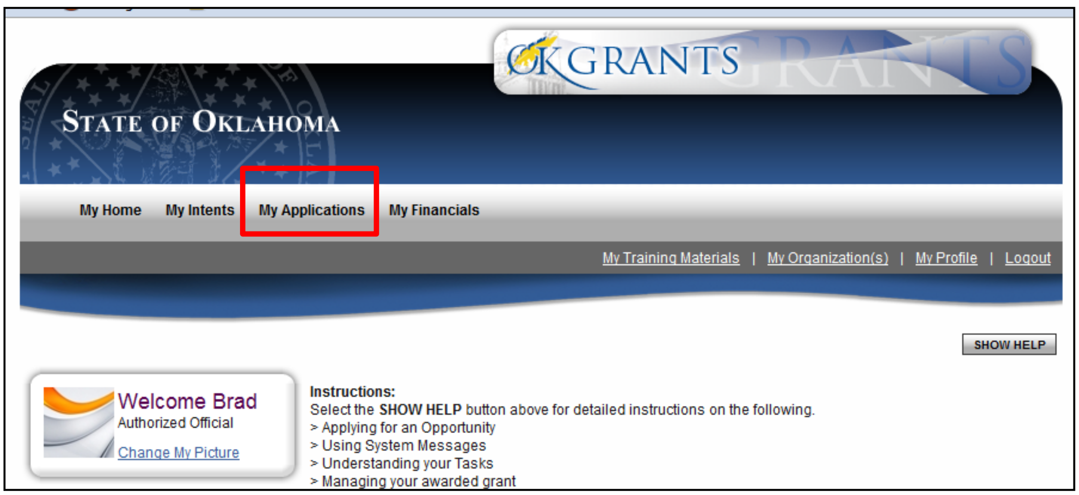
The table below shows the statuses you may encounter while in the Progress Report Menu:

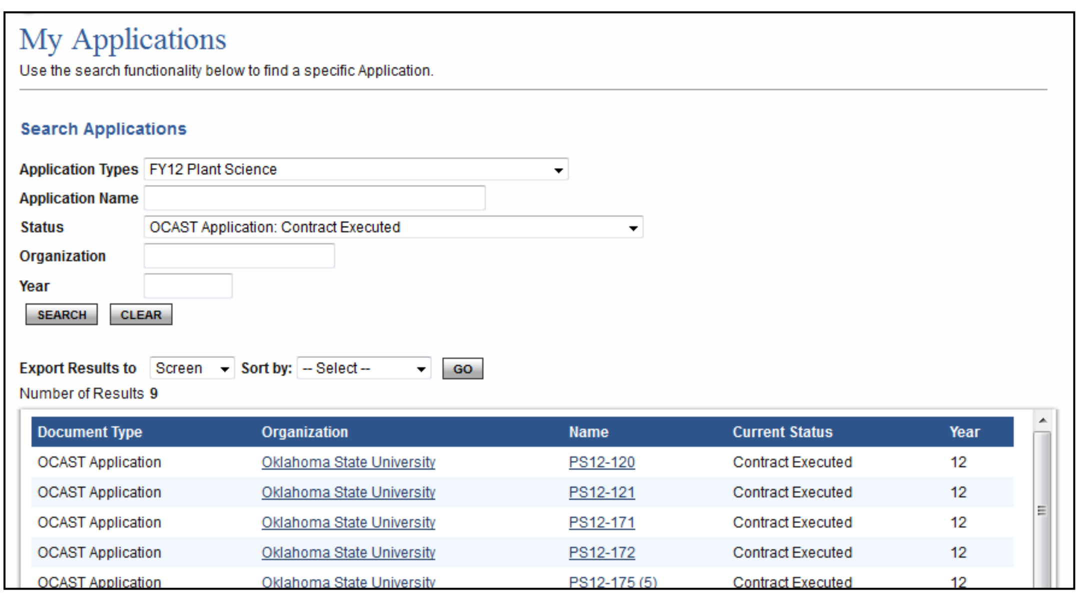
Status	Description
Progress Report in Process	The Authorized Official has initiated the progress report but has not yet submitted it to OCAST. The status must be changed to 'Progress Report Submitted' before the progress report can be evaluated by an external reviewer.
Progress Report Submitted	The progress report has been created and submitted to OCAST for evaluation.
Progress Report Cancelled	The progress report has been cancelled by the Authorized Official.
Progress Report Changes Required	OCAST needs additional information to be provided the progress report. The progress report may be opened within the Progress Report form to be revised and resubmitted to OCAST for further review.
Satisfactory Evaluation	The progress report has been reviewed by an external reviewer and was given a satisfactory evaluation.
Unsatisfactory Evaluation	The progress report has been reviewed by external reviewers and was given an unsatisfactory evaluation.

11. Contract Modification Request

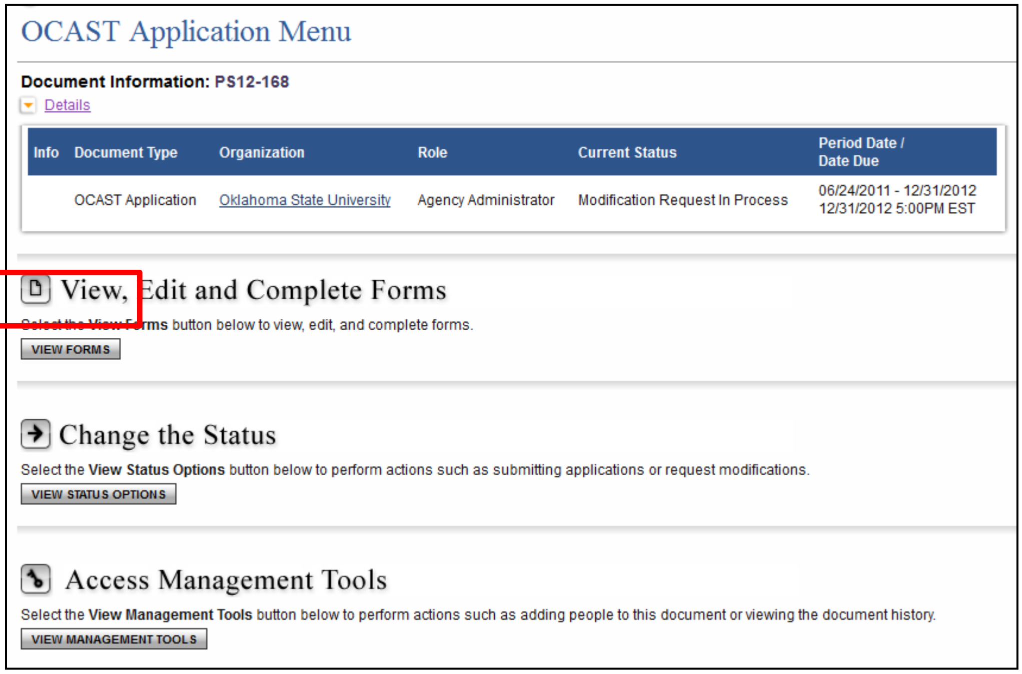
A Contract Modification Request is started from inside the application. **NOTE:** Either the Principal Investigator (Authorized Official role) or Contract Official (Agency Administrator role) may initiate, edit, and save a contract modification request. However, only the Contract Official may submit the request to OCAST.

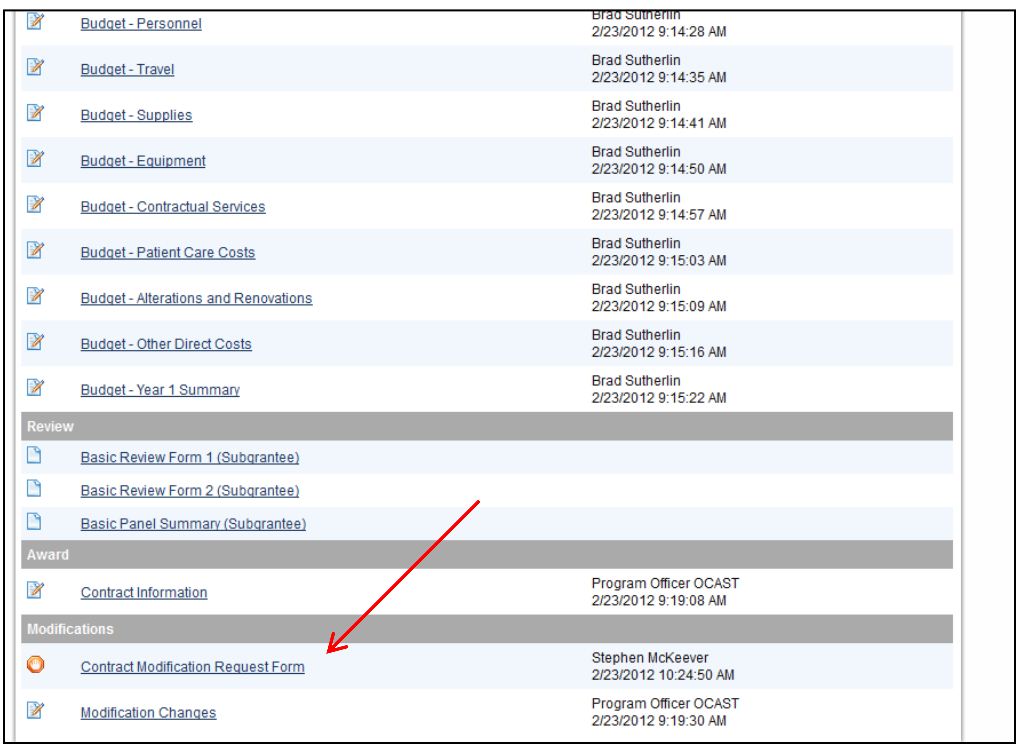
1. Go to the project's Application Menu from "My Applications". Select the appropriate application for which you wish to request a modification. **NOTE:** To request a modification, the application must be in Contract Executed status.





2. In the OCAST Application Menu click the "View Forms". Open the Contract Modification Request form by clicking the link located in the Modifications sub-section.





3. Complete the form and click the SAVE button. **NOTE:** The Contract Official must click the 'I Agree' button at the bottom of the form before the modification request can be submitted.

CONTRACT MODIFICATION REQUEST FORM

Instructions:

Please complete this page and click the **SAVE**.
Required fields are marked with a *
This form must be submitted if a modification to the contract, including the budgets, is to be requested.
The contractor must receive approval from OCAST prior to incurring any costs associated with the modification.
Click the **SHOW HELP** button for specific instructions to complete this form.

Principal Investigator: Brad Sutherlin **Contract Number:** 1

A. **Requested Contract Modification(s)** Check each applicable box and provide additional information where indicated.

☐ **No-Cost Extension-** requested. A progress report must be submitted if an extension of more than one month is

Proposed Contract End Date

☐ **Change in PI-** Attach a current vita for the proposed PI. Browse...

Name of Proposed PI

☐ **Change in Matching Funds-** Attach required documentation of the proposed match. Browse...

☐ **Other-** 0 of 200

Change in contractor, contract termination, project termination, or other modifications as needed.

B. **Requested Budget Modification(s)** Complete the columns below as follows:

Column A) Indicate the originally approved OCAST portion of the contract budget.
Column B) Show the proposed modifications; for each budget line item indicate amount to be increased or decreased.
Column C) This column is automatically updated when the page is saved. It represents the revised budget.

Year 1

	A	B	C
CATEGORY	ORIGINAL OCAST BUDGET	+ or - AMOUNT MODIFIED	REVISED OCAST BUDGET
Personnel	$10,000		$10,000.00
Travel	$0		$0
Supplies	$0		$0
Equipment	$0		$0
Contractual Services	$0		$0
Patient Care Costs	$0		$0
Alterations and Renovations	$0		$0
Other Direct Costs	$0		$0
Total Direct Costs	$0	$0	$0

C. **Modification Justification** For each modification requested provide justification in the space below.*

0 of 5000

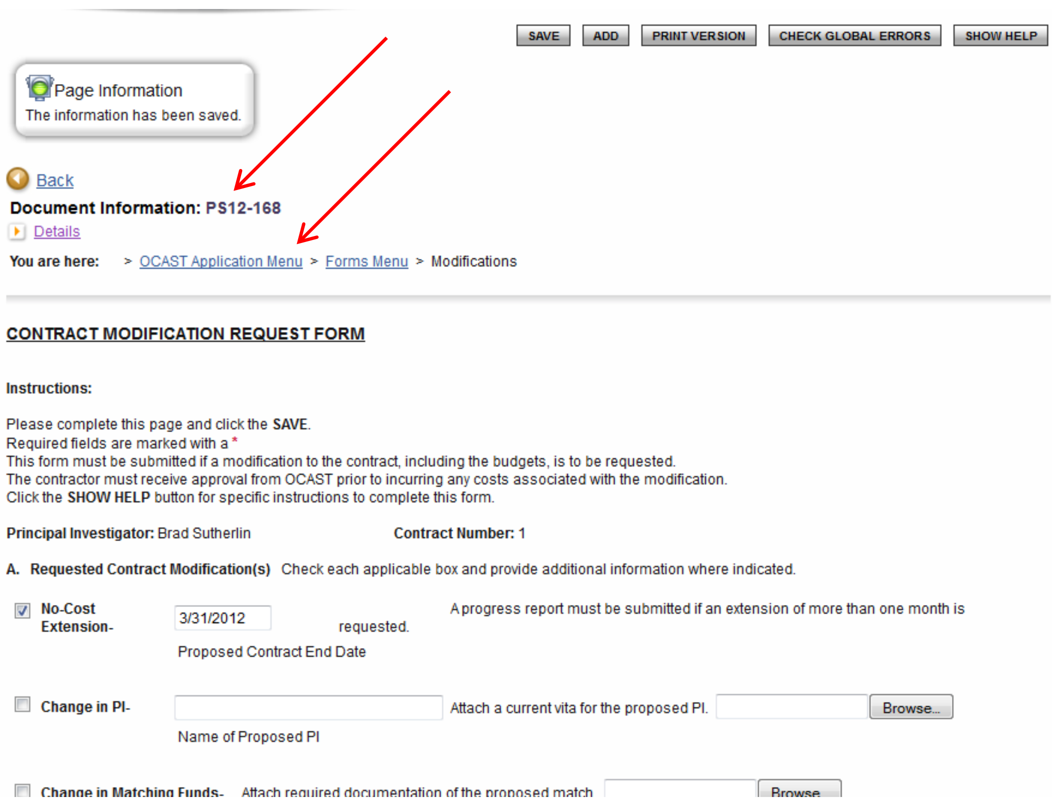
Contract Official: Stephen McKeever ○ I Agree ○ I do not agree

OCAST Approval: ○ Approved ○ Not Approved

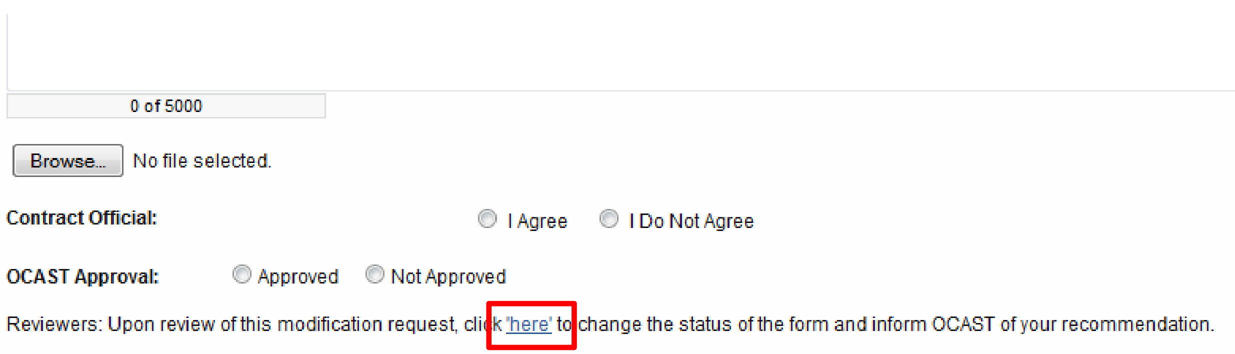
Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Contract Modification Request Form		McKeever, Stephen 2/23/2012 10:24:50 AM	
	Modification Changes		OCAST, Program Officer 2/23/2012 9:19:30 AM	

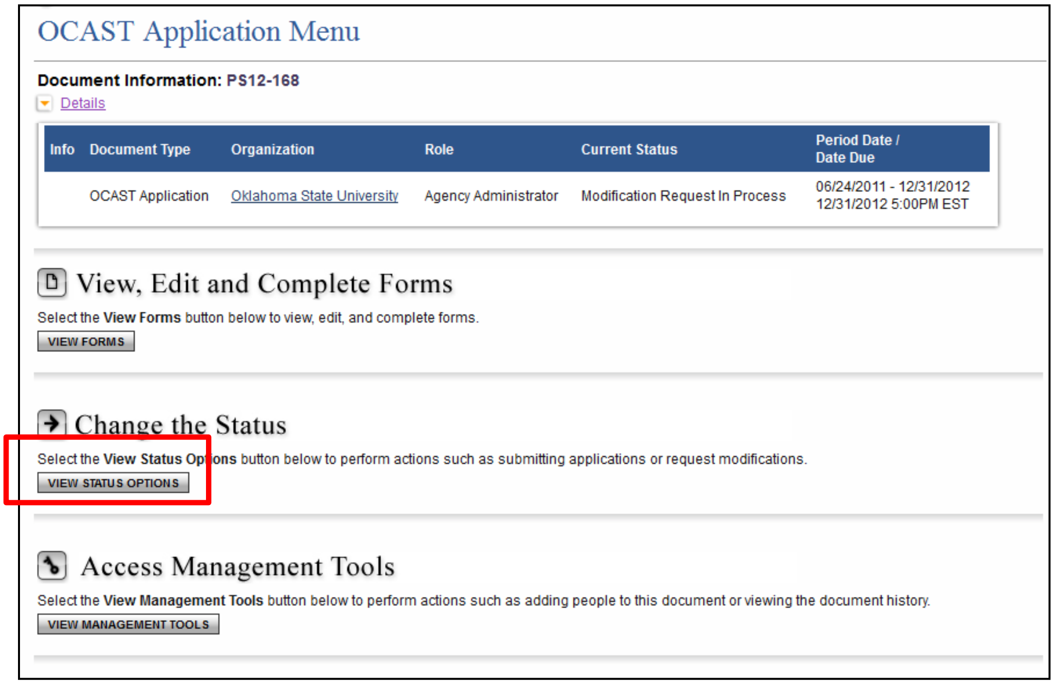
4. After the information has been saved, return to the OCAST Application Menu by either clicking the “Document Information:” link or “OCAST Application Menu” link. Both are located at the top of the form.



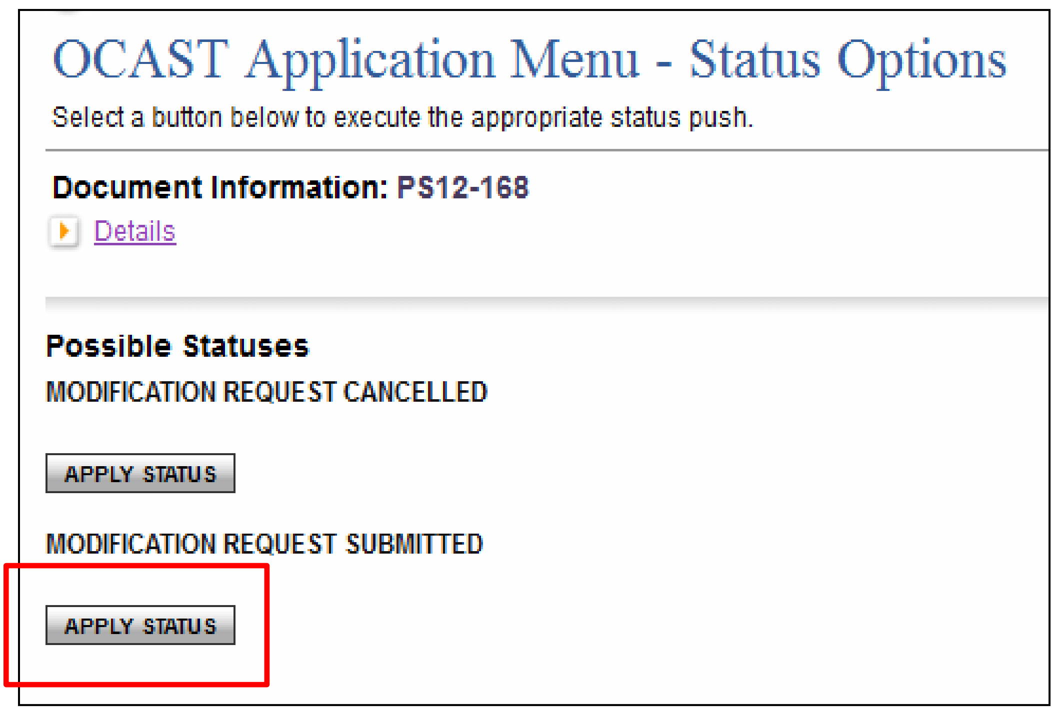
*Note: Non-reviewers may also click the “here” hyperlink at the bottom of the page to navigate easily to the status change page. If you select this link, skip to instruction number 6 below.



5. In the Application Menu click VIEW STATUS OPTIONS under Change the Status.



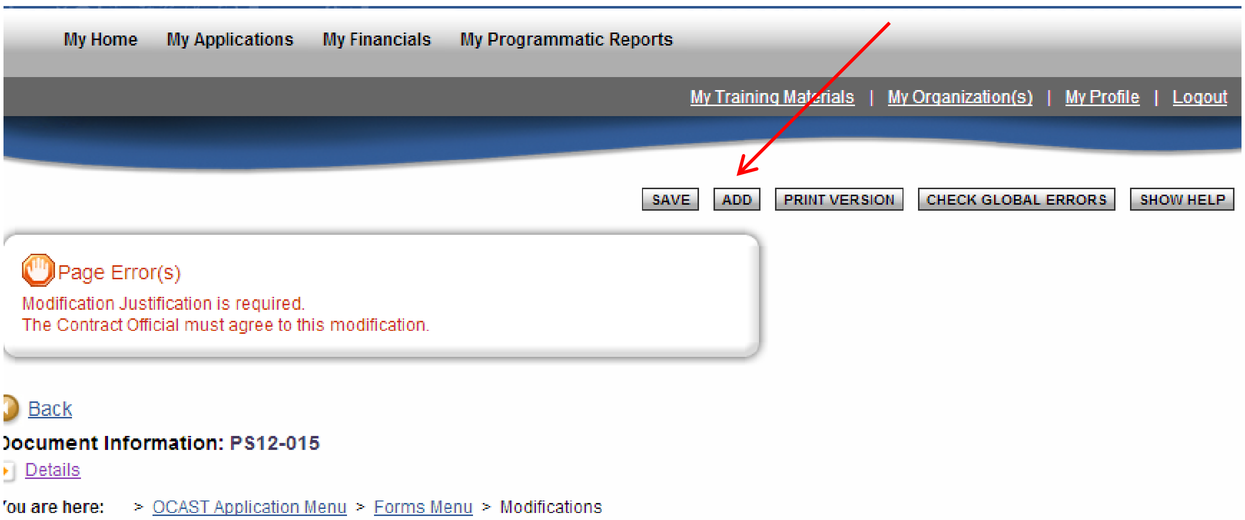
6. To submit the modification request, click the APPLY STATUS button under MODIFICATION REQUEST SUBMITTED.



The current status will be 'Modification Request Submitted' to indicate that OCAST has received it and will process it.

11.a. Subsequent Modification Requests

To submit a modification request for a contract for which a previous request has already been submitted, users will follow steps 1 and 2 above. Upon opening the previously filled form, users should click the ADD button at the top of the screen to initiate a new, blank modification request form, and begin following the same steps as above, starting at step 3.



Please note that users can see a previous modification request form, but they do not have access to a Save button to make changes to it.

11.b. Contract Modification Statuses

The table below shows the contract modification-related statuses you may encounter while in the Application Menu:

Status	Description
Modification Changes Requested	OCAST needs additional information from the Authorized Official and/or Agency Administrator regarding the recently submitted modification request. Adjustments must be made to the form for it to be resubmitted to OCAST for further consideration. OCAST cannot make a final decision on a requested modification if it is still in this status.
Modification Request Approved	The requested modification has been approved by OCAST. The approved modifications will be indicated in either the Modification Changes form (PI change, budget changes) or the Contract Information form (no cost extensions).
Modification Request Denied	The requested modification has been denied by OCAST.
Modification Request Submitted	The Contract Modification Request form has been created and submitted to OCAST for consideration.

12. Appendices

12.a. Plant Science

The Plant Science application can be accessed from the View Available Opportunities on the Home Page. Search for the current Plant Science funding opportunity and click the ‘APPLY NOW’ button to initiate the application.

Many pages in the Plant Science application are dependent on data from each other, and may need to be re-saved ensure all data is following business rules and all calculations are correct, even if nothing was changed on the page itself.

Below is a table of all forms required to be completed before the application can be submitted:

Page Name
Principal Investigator Information
Project Information
Performance Sites, Compliance
Contract Official
Abstract
Required Attachments
Year 1 Budget
Project Assurances – Principal Investigator (Authorized Official)
Project Assurances – Contract Official (Agency Administrator)
Year 1 Budget
Year 1 Contractual Services (Only if more than $2000 is entered into the Contractual Services field in the Year 1 Budget page)
Year 1 – Source of Matching Funds (Applied Projects only)
Year 1 – Machinery or Equipment Used as Match (Applied Projects only)
Year 1 – Matching Funds Certification (Applied Projects only)

For each year in which OCAST funds are requested on the Project Information page, you must complete corresponding budget pages. Budget pages for the second year of funding will only become visible if an amount is entered into the OCAST Funds Requested field for that year in the Project page.

In order to minimize the number of global errors, please complete the application in the following manner:

Principal Investigator-

1. Complete the Application section.
2. Complete the Year 1 Budget section.
    a. Complete the Year 1 Contractual Services page.
    b. Complete the Match Documents, if any.
        i. Make certain the Year 1 – Matching Funds Certification page has the correct total match (there should still be an error message indicating the need for the contract official to edit and save the page).
3. Complete the Year 2 Budget section.
    a. Complete the Year 2 Contractual Services page.
    b. Complete the Match Documents.
        i. Make certain the Year 2 – Matching Funds Certification page has the correct total match (there should still be an error message indicating the need for the contract official to edit and save the page).
4. Complete the Project Assurances – Principal Investigator page

Contract Official-

1. Edit and save the Year 1 – Matching Funds Certification page.
2. Edit and save the Year 2 – Matching Funds Certification page.
3. Edit and save the Project Assurances – Contract Official page.
    a. Click the CHECK GLOBAL ERRORS button to ensure no errors.

Principal Investigator or Contract Official-

1. Click the VIEW STATUS OPTIONS button in the Application Menu.

Click the APPLY STATUS button under APPLICATION SUBMITTED to submit the application. Upon successful submission, the current status of the project should now indicate 'Application Submitted'.

IMPORTANT: If any page in the application is modified and/or saved, the contract official must go back to the Project Assurances – Contract Official page and save it again before the investigator can submit the application.

12.b. OARS

The OARS application can be accessed from the View Available Opportunities on the Home Page. Search for the current OARS funding opportunity and click the 'APPLY NOW' button to initiate the application.

Many pages in the OARS Application are dependent on data from each other, and may need to be re-saved ensure all data is following business rules and all calculations are correct, even if nothing was changed on the page itself.

Below is a table of all forms required to be completed before the application can be submitted:

Page Name
Principal Investigator Information
Project Information
Performance Sites, Compliance
Contract Official
Additional Applicant Organizations & Key Contacts
Abstract
Required Attachments
Year 1 Budget
Year 1 Contractual Services (Only if more than $2000 is entered into the Contractual Services field in the Year 1 Budget page)
Year 1 – Source of Matching Funds
Year 1 – Machinery or Equipment Used as Match
Year 1 – Matching Funds Certification
Project Assurances – Principal Investigator (Authorized Official)
Project Assurances – Contract Official (Agency Administrator)

For each year in which OCAST funds are requested on the Project page, you must complete corresponding budget pages. Budget pages for the second and third year of funding will only become visible if an amount is entered into the OCAST Funds Requested field in the Project page.

In order to minimize the number of global errors, please complete the application in the following manner:

Principal Investigator-

5. Complete the Application section.
6. Complete the Year 1 Budget section.
    a. Complete the Year 1 Contractual Services page.
    b. Complete the Match Documents.
        i. Make certain the Budget – Match Certification page has the correct total match (there should still be an error message indicating the need for the contract official to edit and save the page).
7. Complete the Year 2 Budget section.
    a. Complete the Year 2 Contractual Services page.
    b. Complete the Match Documents.
        i. Make certain the Budget – Match Certification page has the correct total match (there should still be an error message indicating the need for the contract official to edit and save the page).
8. Complete the Year 3 Budget section.
    a. Complete the Year 3 Contractual Services page.
    b. Complete the Match Documents.
        i. Make certain the Budget – Match Certification page has the correct total match (there should still be an error message indicating the need for the contract official to edit and save the page).
9. Complete the Project Assurances – Principal Investigator page

Contract Official-

4. Edit and save the Year 1 – Match Certification page.
5. Edit and save the Year 2 – Match Certification page.
6. Edit and save the Year 3 – Match Certification page.
7. Edit and save the Project Assurances – Contract Official page.
    a. Click the CHECK GLOBAL ERRORS button to ensure no errors.

Principal Investigator or Contract Official-

2. Click the VIEW STATUS OPTIONS button in the Application Menu.
    a. Click the APPLY STATUS button under APPLICATION SUBMITTED to submit the application (the current status of the project should now indicate 'Application Submitted'.

IMPORTANT: If any page in the application is modified and/or saved, the contract official must go back to the Project Assurances – Contract Official page and save it again before the investigator can submit the application. This page must be the very last page to be edited and saved before the application can be submitted for funding consideration.