

APPENDIX D: IowaGrants.gov New User Registration Instructions

Are you new to IowaGrants.gov? Follow these basic instructions to create an account:

1. Go to <http://www.IowaGrants.gov>



2. Click "New Users Register".
3. Enter your first and last name.

Important!

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

4. Choose an Account ID name. Please note this will be your user ID in the system.

Create Account



DOM Electronic Grant Management System

Account Id:
MickeyMantle@IOWAID

First Name:
Mickey

Last Name:
Mantle

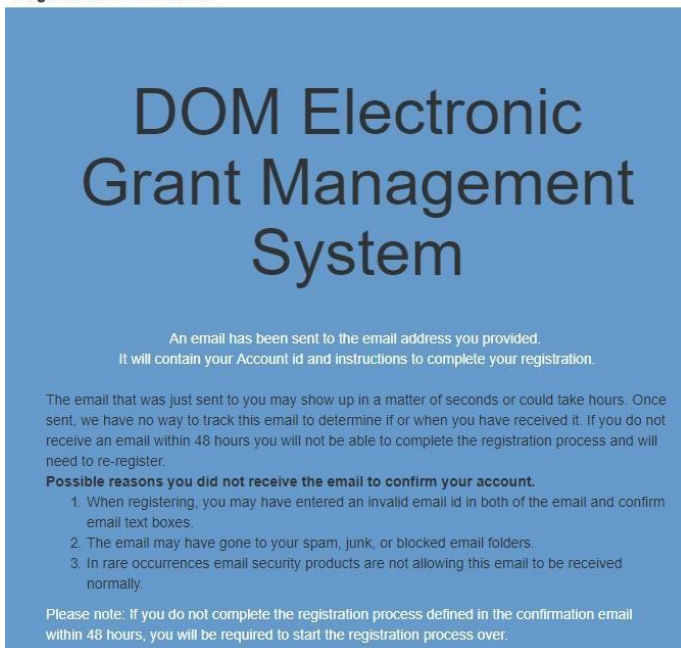
Email:
mmantle@test.com

Confirm Email:
mmantle@test.com

Save Account Details Cancel Help

5. Click “Save Account Details.” You may receive a pop-up message that asks if you want to continue with your registration. Click “OK.”
6. Next, you will receive a confirmation email.

Registration Confirmation



DOM Electronic Grant Management System

An email has been sent to the email address you provided.
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

7. Open the confirmation email and follow the instructions. You'll:
 - a. Click a confirmation link

- b. Choose security questions
 - c. Confirm a password
8. Go to IowaGrants.gov and into your account with your new username and password to finish activation.
 9. Enter your basic information and select your Program Area of Interest.

Personal Information

Your Name*
First Name Middle Name Last Name

Title:

Email*

Confirm Email*

Address*

City Iowa
State/Province Postal Code/Zip

Phone*
Phone Ext.

Fax

Please choose the Program Area you are most likely to apply for or the one you are currently associated with. Your selection helps us in approving your registration. It will not limit your ability to respond to opportunities in other Program Areas. There is no need to register more than once.

Program Area of Interest*

Agency Administrative Services, Iowa Department of

Register

10. Click Register.
11. Your registration is now pending final system approval. You will receive a confirmation email once approval is complete.

If you have any questions regarding these instructions or want additional assistance, please contact Kathy Leggett, Future Ready Iowa Policy Advisor, at kathy.leggett@iwd.iowa.gov or (515) 204-1378.

APPENDIX E: Employer Innovation Fund Budget Narrative

Please refer to the template excel spreadsheet provided in the attachment section of the IowaGrants.gov Funding Opportunity announcement.

Complete the budget narrative form to provide additional information and justification for the proposed budget. Attach your final budget narrative to your application submission in IowaGrants.gov.