

APPENDIX 19

Appendix 19

eGrants System

General Information

All applicants applying for federal funds through NCLB need to complete the Consolidated Application for Federal Funding in the eGrants system. In addition, applicants who received funding for these programs need to complete and submit program compliance reports through the Compliance/Progress/Evaluation Reports component of the eGrants system.

TEA Secure Environment (TEASE) Access

To have access to complete and submit reports, you must receive security permissions to eGrants by completing and submitting the TEASE Request for Access form which is available on the eGrants homepage.

A user name and password is ultimately required for each user of eGrants, including authorized officials such as superintendents and executive directors, employees or contractors who will assist in entering/completing the eGrants, grant personnel who will be reporting progress on the eGrants projects, individuals who are requested by TEA to review/score competitive grants, and business office personnel who will be filing expenditure reports and requesting payment for various eGrants.

You will receive a user name and password via e-mail, usually within two weeks. Even if you already have a TEASE username for other applications, you must request access specifically for eGrants.

To apply for security access to eGrants, open your web browser and follow the instructions below.

- A. Type <http://www.tea.state.tx.us/opge/egrant/index.html> (or click on the underlined link) into the web browser address bar to access the eGrants homepage.
- B. Select "Apply for eGrants logon". Complete the TEASE Request for Access form, print the form, sign it, and have your superintendent or chief executive director/officer validate it with a signature.
- D. Fax or mail the form to the contact listed on the form.

TEASE Assistance

For assistance in completing the TEASE form, please submit questions electronically to GrantsTEA-SE@tea.state.tx.us. Please be sure to include your name and a contact phone number (including area code), and be as specific as possible about the problem you are encountering. Someone will respond to your request within one business day.