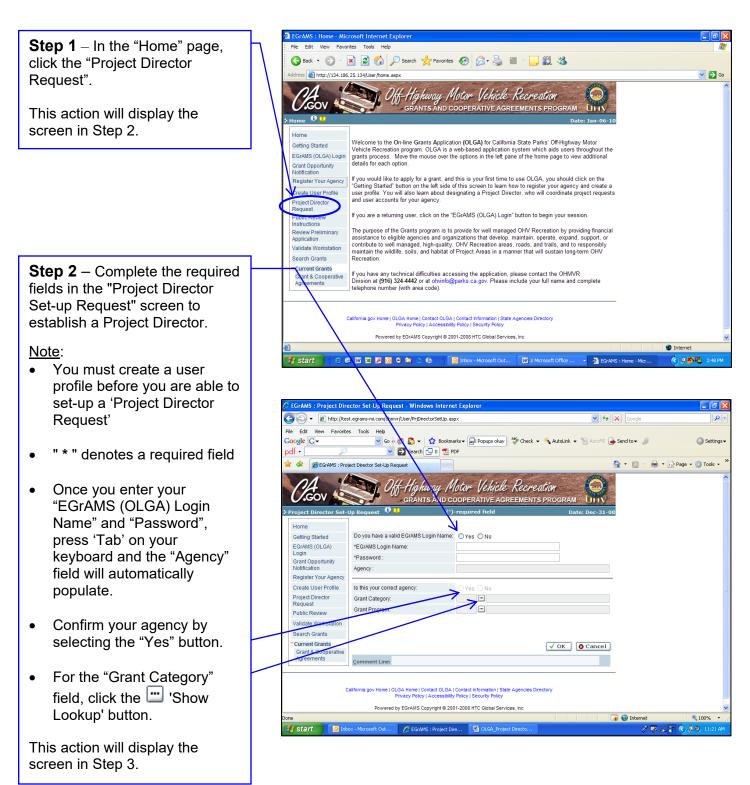
STEP 3: PROJECT DIRECTOR REQUEST

The Project Director for your agency must complete a 'Project Director Request' in the On-Line Grants Application (OLGA) for each Grant cycle for which the agency is applying.



Step 3 – Click the "Grant & Cooperative Agreements" box to select.

Your selection will automatically populate the "Grant Category" field in Step 2.

This action will display the screen in Step 4.

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Step 4 – For the "Grant Program" field, click the 'Show Lookup' button.

This action will display the screen in Step 5.

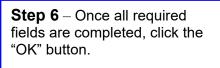
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Step 5 – Click the "GCA-11" box to select "Grants and Cooperative Agreements Program - 2011/2012".

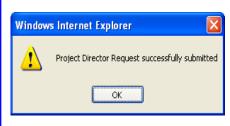
Your selection will automatically populate the "Grant Program" field in Step 4.

This action will display the screen in Step 6.

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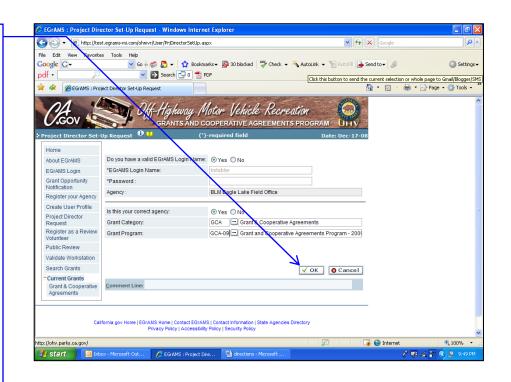


If done correctly, you will see the following message:



If not, you must correct the errors.

<u>Note</u>: An OHMVR Division Grant Administrator must activate the Project Director Request before you are able to proceed.



Once you submit the Project Director Request, OLGA will generate an e-mail to notify you that your request has been activated. Once this occurs, as a Project Director, you may proceed with completing the following:

- 1. <u>Create an Application</u>. Refer to 'STEP 4: CREATE APPLICATION' instructions.
- 2. <u>Assign Users to Projects</u>. Refer to 'STEP 5: ASSIGN USERS TO PROJECTS' instructions.