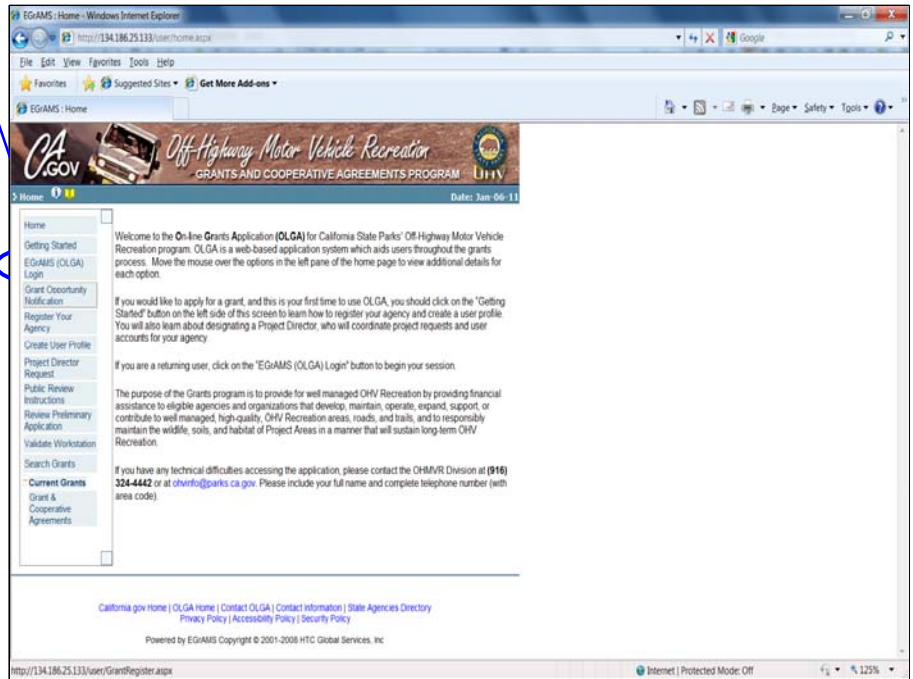


STEP 4: CREATE APPLICATION

Only the Project Director assigned to your agency will be able to create an application.

Step 1 – In the OLGA “Home” page, click “EGRAMS (OLGA) Login”.

This action will display the screen in Step 2.



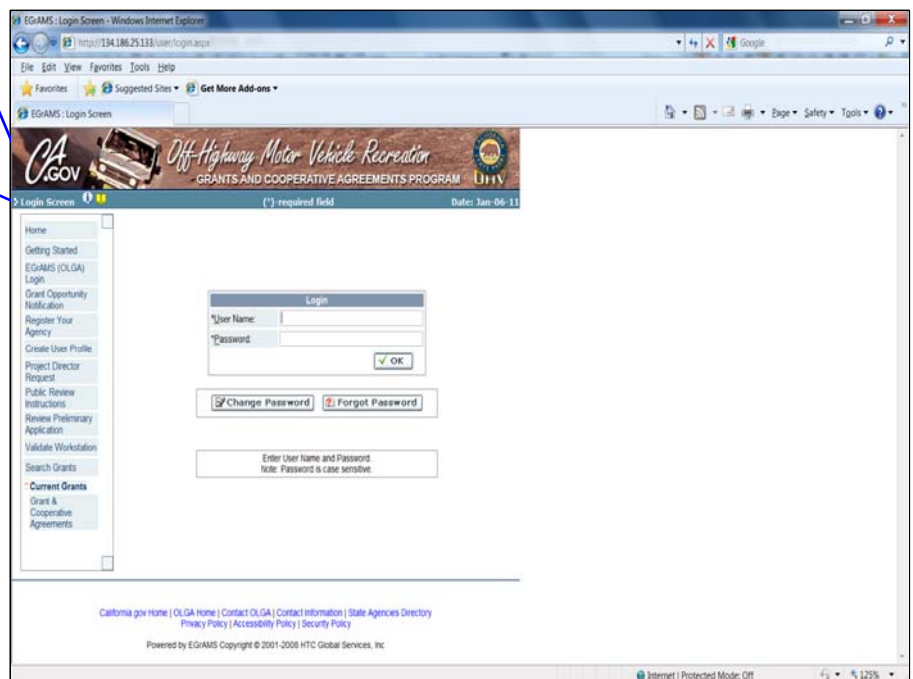
Step 2 – In the “Login Screen” enter your User Name and Password.

Then, click the “OK” button.

This action will display the screen in Step 3.

Note:

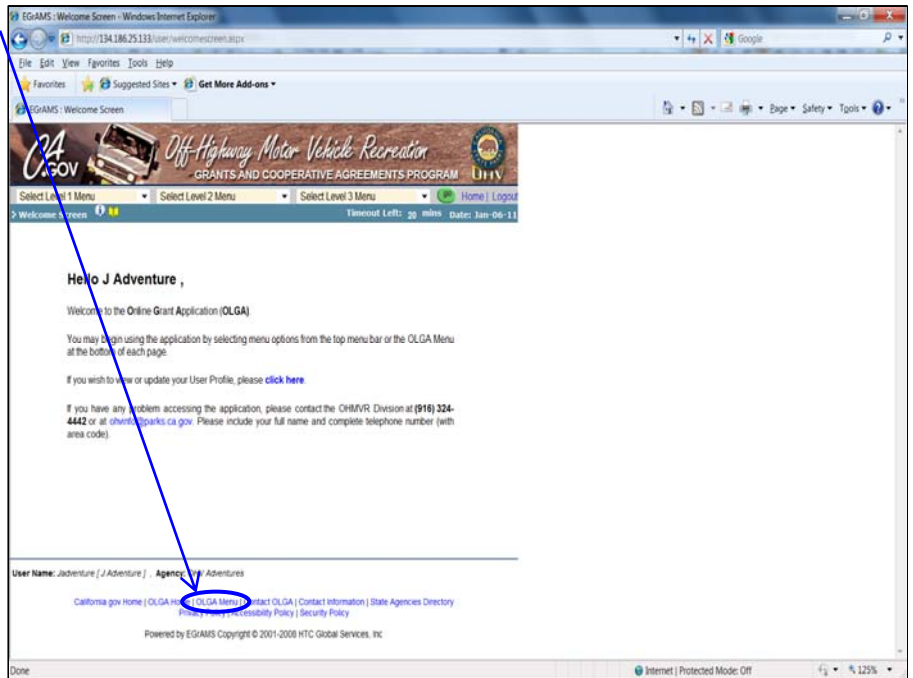
- Your Password is case sensitive
- If you want to change your Password or have forgotten your Password, click the appropriate button to access that function.



Step 3 – In the “Welcome Screen”:

Click “OLGA Menu” in the footer of the “Welcome” screen.

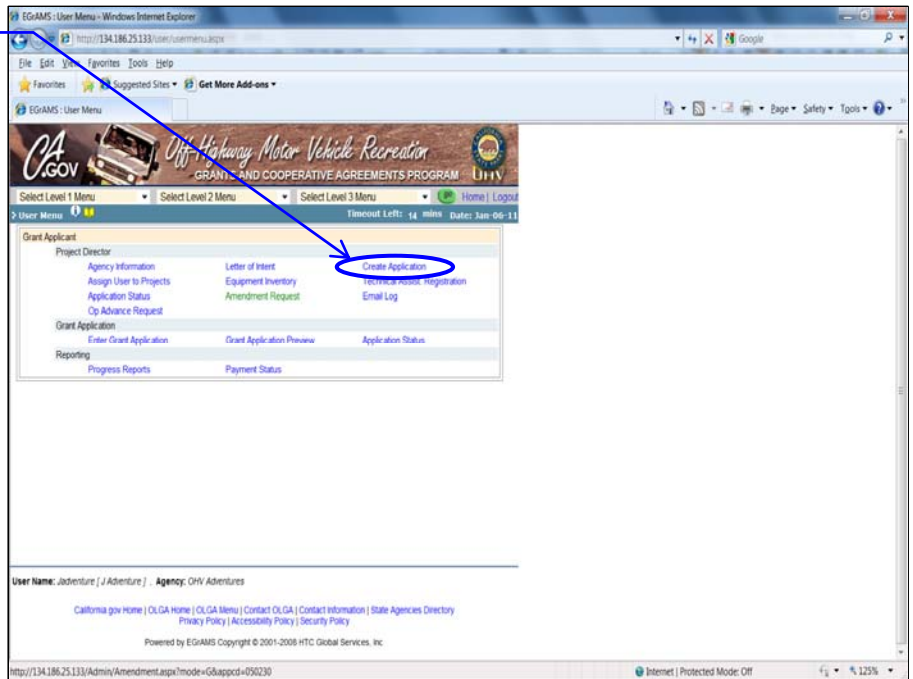
This action will display the screen in Step 4.




Step 4 – In the “User Menu” screen:

Click “Create Application”

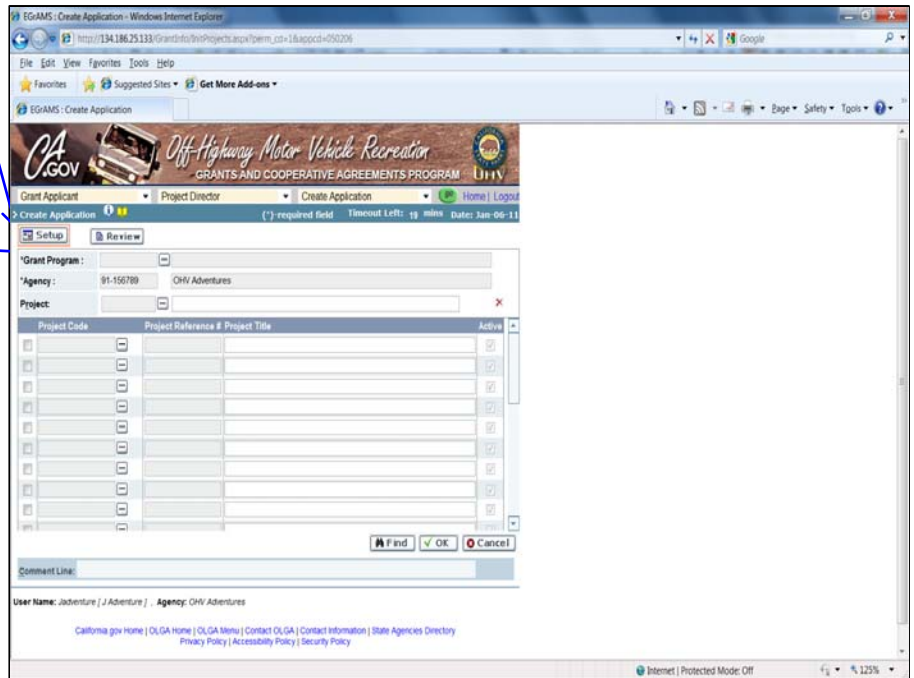
This action will display the screen in Step 5.



Step 5 – From the “Create Application” screen, click the “Set-up” button.

Then, click the  'Show Lookup' button for "Grant Program".

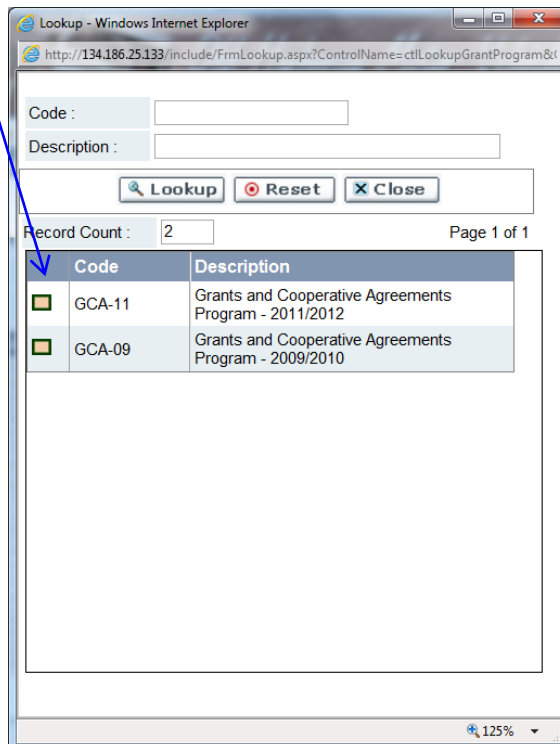
This action will display the screen in Step 6.



Step 6 – 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 5.

This action will display the screen in Step 7.

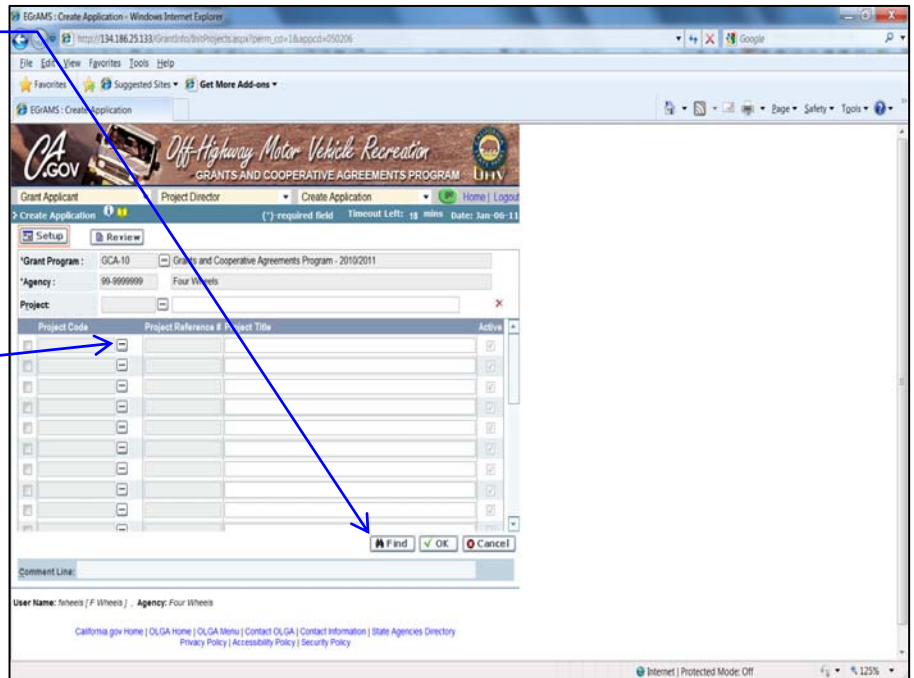


Step 7 – In the “Create Application” screen, click the **Find** button to verify and display project(s) created.

Note: If no project(s) display, no project(s) have been created (added).

To create (add) projects, click the **Show Lookup** button for the “Project Code” field.

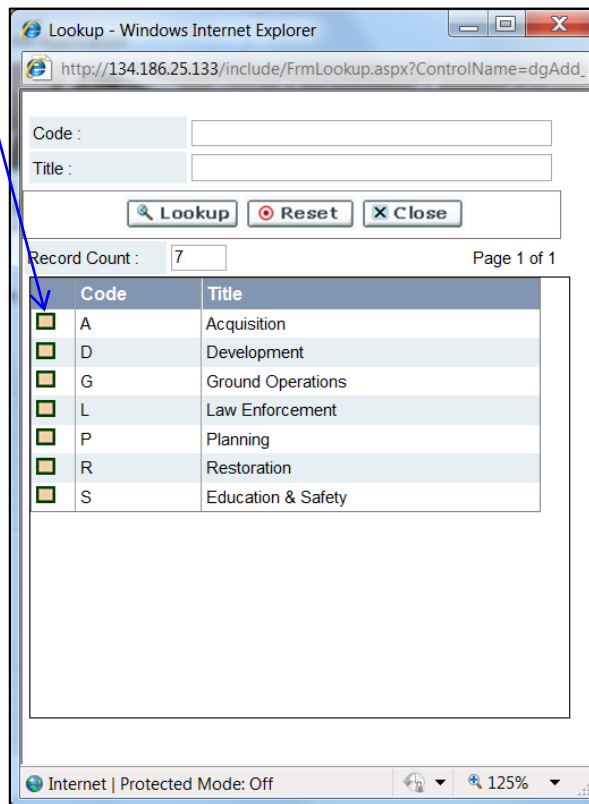
This action will display the screen in Step 8.




Step 8 – Click the appropriate box to select the project for which you will be applying.

Your selection will automatically populate the “Project Title” field and assign a “Project Reference #”.

This action will display the screen in Step 9.



Step 9 – To add additional projects, click the  'Show Lookup' button for the “Project Code” field and repeat Step 8.

Note:

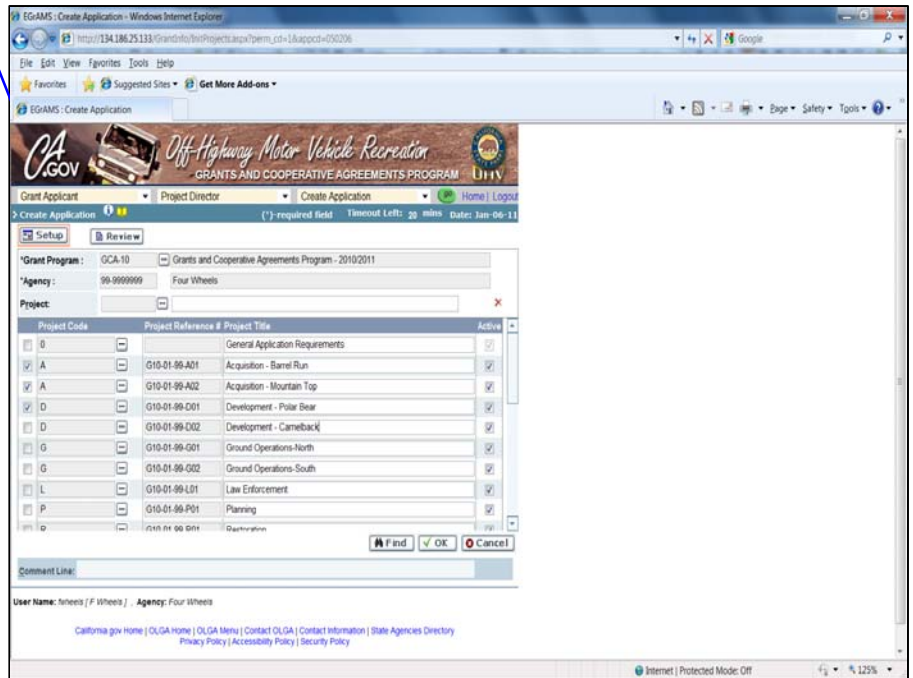
- You may apply for several projects of the same project type in one application (e.g., two restoration projects, two development projects, etc.).
- If you are applying for more than one project of the same type you may add an additional description to the “Project Title” field.
- You are not able to delete/remove projects from your application once saved*

Once you have created (added) all projects for which you will be applying click the “OK” button to Save the entries.

After clicking the “OK” button, You should receive the following message:



The Project Director may now assign Users to projects (See ‘STEP 5: ASSIGN USERS TO PROJECTS’ instructions).



***Note:** You may not delete a project from your application once saved, but you may inactivate project(s). That is, if after creating your application, it is later determined a project(s) was created for which you no longer wish to include in your application, you may inactivate the project(s). See instructions below to inactivate project(s).

To Inactivate Project(s)

Follow Steps 1 – Step 7 of the ‘Create Application’ instructions to display the projects created for your agency.

In the ‘Active’ column, click to un-check the box for the project(s) you want to inactivate.

Once you have un-checked all the project(s) you want to inactivate, click the “OK” button to Save.

Note:

- If the ‘Active’ box is grayed-out this indicates the project is inactive.
- Inactive project(s) will still display in the ‘Application Entry’ screen (See ‘STEP 6: ENTER GRANT APPLICATION’ instructions).

