

# Online Concept Papers

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## PCCD Egrants Concept Papers Quick Start Guide

A concept paper is created in response to an open, competitive Funding Announcement and is a way an agency can propose a project for consideration.

You will need to register as a user prior to entering a concept paper for the first time. A separate Quick Start Guide entitled “[PCCD Egrants Online Registration Quick Start Guide](#)” is available to assist you with the registration process. Note: The procedure below assumes you are already registered.

### Where to start:

If you have not yet begun to create a concept paper for the Funding Announcement that you are responding to, follow steps #1 through #4 on pages 3 through 5 of this Quick Start Guide, skip step #5 on pages 5 and 6 and then continue, beginning with step #6 on page 6.

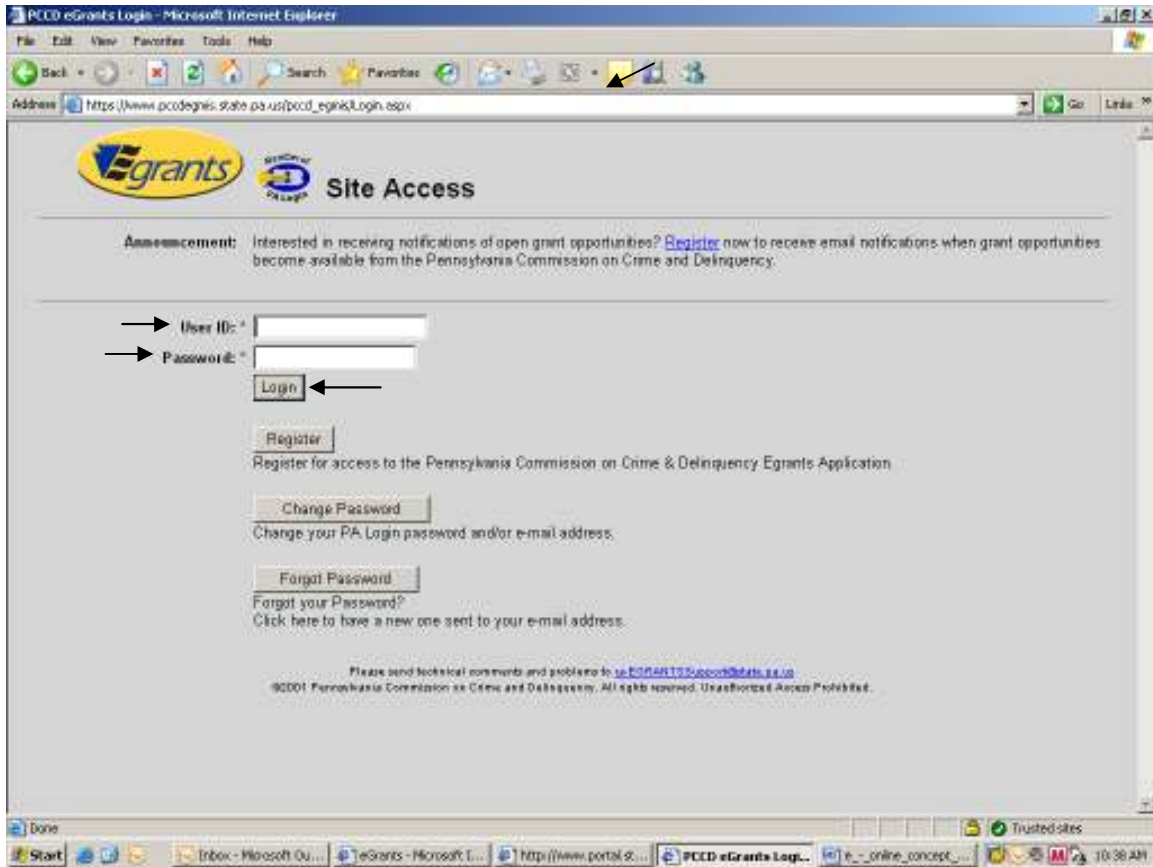
If you previously began a concept paper for this Funding Announcement, logged out and are now returning to work on the concept paper again and you have your Grant ID number, follow steps #1 through #5 on pages 3 through 6, skip steps #6 through #9 on pages 6 and 7 and begin again at step #10 or greater on page 8 or greater, depending on where you were when you previously logged out of Egrants.

1. Go to the Egrants website at [www.pccdegrants.state.pa.us](http://www.pccdegrants.state.pa.us). A screen entitled “Welcome to PCCD Egrants” appears.



2. Click on “Egrants Production Log In” link in the middle of your screen.

3. A screen entitled “Site Access” appears. Enter your “User ID” and “Password” that you selected when you “registered” and click on the “Login” button.



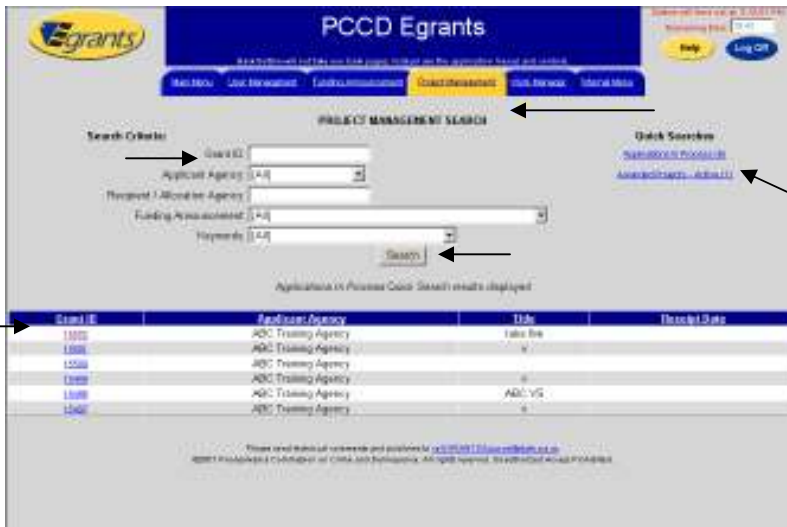
4. A “Welcome” screen appears.



4. a. If you are accessing an existing grant project (application, continuation, concept paper or modification) or creating or updating reports such as a periodic program report or a quarterly financial report, select and click on the first hyperlink (or Project Management tab), as instructed and go on to step # 5.

4. b. If you are creating a new concept paper, in response to a funding announcement, select and click on the second hyperlink (or Funding Announcement tab), skip step #5 and begin again at step #6.

5. You will be transferred to the “Project Management Search” screen.



6.a. The “Project Management Search” screen appears.  
 6.b. Enter the “Grant ID” number and click on “Search.”  
 6.c. Select your “Grant ID” hyperlink at the bottom of the screen to take you to the “Project Summary” screen.

Note “Quick Searches” links are available in top right corner and can be clicked on to access applications/concept papers in process as well as awarded projects.



5.d. In order to better identify which phase and/or project are current, symbols are used. An “\*” appears next to the current phase and a “P” appears next to the current project.

5.e. Click on the “[Concept Paper](#)” hyperlink. You will be redirected to the “[Concept Paper Summary](#)” screen. (See step #9 and beyond.)

6. The “[Funding Announcement Search](#)” screen appears.
7. Select from one of the categories provided under “[Search Criteria](#)” by entering a small amount of data in a field and click on the “[Search](#)” button.



- Select the “Funding Announcement Title” hyperlink that appears at the bottom of the screen.



- A “Funding Announcement Summary” screen appears. Click on the “Create New Concept Paper” button.



If you have security access to create grants for more than one agency, select an “Applicant Agency” from the dropdown menu.

10. The “Concept Paper Summary” screen appears.

**PCCD Egrants**

System will time out at: 2:00:03 PM  
Remaining time: 19:34  
Help Log Off

Back Button will not take you back pages, instead use the application menu and controls.

Main Menu User Management Funding Announcement Project Management Work Manager Internal Menu

Project Concept Paper Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 15597 Project Title: Fund Announcement: 2007 Victims Compensation Assistance Initiative

Status: Open - Draft

CONCEPT PAPER SUMMARY

Section Name	Status	Last Update
Budget Detail	In Process	8/14/2006 2:33:04 PM
Goals and Objectives	In Process	8/14/2006 2:33:02 PM
Project Description	In Process	8/14/2006 2:33:02 PM
Payment Terms	In Process	8/14/2006 2:33:02 PM
Exhibition	In Process	8/14/2006 2:33:02 PM
<u>Main Summary Information</u>	In Process	8/14/2006 2:33:04 PM
Continuation Support	In Process	8/14/2006 2:33:02 PM
Performance Measures	In Process	8/14/2006 2:33:02 PM

View Contract Preview Signature Page Submit Concept Paper Withdraw Concept Paper

Create Application View Issues/Comments

Please send technical comments and problems to [egreportsupport@pccd.pa.us](mailto:egreportsupport@pccd.pa.us)  
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Note: This screen provides all the sections required for the completion of the concept paper. Only the “Main Summary Information” section is available at this point. When the key information is entered and saved for this section, the other sections will become enabled.

11. Select the “Main Summary Information” section link.

## Main Summary Information:

### 1. The “Main Summary” screen appears.

This is similar to page one of the current paper applications.

Note the system has assigned a Grant ID number to your concept paper. It is important that you record this number so that if you log out of the system and return later to add more to the concept paper you will pull up the concept paper you previously began. Failure to enter the Grant ID number will result in another concept paper being started for you with a new Grant ID number.

Note that the “Applicant Agency” is automatically added when you clicked on the “Submit Response” button.

Review, edit or add the “Short Project Title” and the “Brief Project Description” found toward the bottom of the screen. NOTE: There is a 320-character limit.

The screenshot shows the 'Main Summary' screen for a concept paper application. At the top, there is a navigation bar with 'Home', 'Applicant', 'Admin/Management', 'Concept Papers', 'Add Agency', and 'Help'. Below this, there is a 'Concept Paper Summary' section with 'Grant ID: 1000' and 'Status: Open - Draft'. To the right, there is a 'Project Title' section with 'Project Title: [blank]' and 'Final/Amendment: [blank]'. The main section is titled 'MAIN SUMMARY' and contains several fields: 'Application Agency: [blank]', 'Recipient Agency: [blank]', 'Project Title: [blank]', and 'Brief Project Description: [blank]'. There are also buttons for 'Add Recipient', 'Add Applicant to Recipient Agency', and 'Save'. At the bottom, there are 'Save', 'Cancel', and 'Cancel' buttons.

If you only have access to one agency, the “Change Applicant” button will not be enabled. If you have access to more than one agency, if necessary, click onto the enabled “Change Applicant” button. The “Agency Search” page appears.

Follow the instructions below for adding a Recipient Agency. Unlike an Application, you can only identify one Recipient Agency with a Concept Paper. Note: Screen shots are not given for adding a recipient agency.

Note: If you as Applicant are the Recipient Agency, click on the Add Applicant as Recipient Agency button and the system will automatically add your information as Recipient Agency.

Otherwise:

1. Click on the “Add Recipient” button. The “Recipient Search” screen appears.

2. Enter a portion of the recipient’s name in the box marked “Recipient Agency Name.”

3. Click on the “Search” button. A list of previously entered recipients’ names will appear. Carefully read the entire name to be certain the correct name is selected.

4. If the recipient was previously entered, select the recipient by clicking on the hyperlink. “Recipient Agency Details” are displayed.

5. Scroll to the bottom of the screen and click on the “Save” button.

6. If the appropriate recipient is not found, click on the “Add New Recipient Agency” button at the bottom of the screen. The “Agencies Details” screen appears. Be certain to follow the “Standards for Data Entry.”

7. Enter “Agency Details.” At a minimum, fields with asterisks must be completed.

8. Click on “Add New Address,” complete information, and select “Update” button.

9. Click on “Add Phone Number,” complete information, and select a “Location” that *matches* the “Location” selected in the “Preferred Contact Method” in “Agency Details” and select “Update” button.

**Note: It is necessary to match the location of the phone number with the preferred contact method if the preferred contact method is set to one of the telephone contacts.**

10. Scroll to the bottom of the page and click on the “Save” button. You will be directed back to the “Main Summary” screen.

Main Summary Screen continued:

Enter the "Start Date." This is the beginning of the project period.

Enter the "End Date." This is project completion date.

Scroll to the top of the screen and change the "Completion Status" of this section from "In Process" to "Complete."

Click on the "Save" button. You will return to the "Concept Paper Summary Screen."

Concept Paper Summary Screen:

Section Name	Status	Last Update
<a href="#">Budget Detail</a>	In Process	8/14/2006 2:49:52 PM
<a href="#">Goals and Objectives</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Problem Description</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Budget Terms</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Evaluation</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Main Summary Information</a>	Complete	8/14/2006 2:50:01 PM
<a href="#">Continuation Support</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Performance Measures</a>	In Process	8/14/2006 2:20:02 PM

Note: Additional sections are enabled based on the Funding Announcement attached to your concept paper. Select each hyperlink, complete the requested information, and change the status to “Complete” and click on the “Save” button, which takes you back to the “Concept Paper Summary” screen. Examples are noted below:

1. Payment Terms – click on the hyperlink and read the information. Respond appropriately by entering either “Applicant accepts these terms” or “Applicant does not accept these terms” in the response block.

2. Proposed Approach (example section; this section may or may not appear on your Concept Paper) – click on the hyperlink and your will be transferred to a screen where you will be asked to respond by providing text to specified requests.
3. EEOP Certification – click on the hyperlink and complete the requested information (This section will only appear on your Concept Paper if Federal Funds are available for this grant request.)
4. Problem Description (example section to demonstrate attachments; this section may or may not appear on your Concept Paper) – click on the hyperlink and respond with the requested information.



### Section Attachments:

In general, attachments are not to be inserted as a response to a section in Egrants. Instead, the response to sections such as Problem Statement, Project Narrative and Evaluation should be created in WORD and copied and pasted into Egrants.

**Attachments may only be used if specified as allowable in the Funding Announcement. If allowable, attachments should be used only if there is no other way to submit the information. Examples may include job descriptions and copies of newspaper articles. When absolutely necessary use the following instructions:**

1. Select the “Section” that you wish to add an attachment by clicking on the hyperlink.
2. Click on the “Add Attachment” button, you will be transferred to the “<Section Name> Attachment” page.





Please note the Fund Announcement guidelines may specify that you use a template for attachments that are required to accompany your Concept Paper.

If the Fund Announcement you are responding to specifies this, you can find the attachment templates at the following location  
<http://www.pccdegrants.state.pa.us/pccdegmis/cwp/view.asp?a=3&Q=150293&pccdegmisNav=|>.

If you cannot find the appropriate attachment templates at this location, please contact the Program representative specified on the Fund Announcement.

7. Performance Measures – click on the hyperlink and you will be transferred to a screen where all the performance measures assigned to this funding announcement are displayed. You can add additional performance measures by clicking on the “Add New” button, which takes you to a “Performance Measure Library” where you can select additional performance measures.

The screenshot shows the PCCD Egrants web application interface. At the top, there is a blue header with the PCCD Egrants logo and a navigation menu with links for Main Menu, User Management, Fundings Announcement, Project Management, Work Manager, and Internal Menu. Below the navigation menu, there is a breadcrumb trail: Project > Concept Paper > Monitoring > Add > Fiscal Details > Reporting Requirements. The main content area displays information for Grant ID: 15597, Project Title: test, and Fund Announcement: 2007 Victims Compensation Assistance Initiative. The section is titled "PERFORMANCE MEASURES" and shows a Section Point Value of 0.00 and a Completion Status of "In Process". It also lists the user who created and last updated the measure (Ms. Yvonne Garner) and the dates (8/14/2006 2:20:02 PM). An "Add New" button is highlighted with an arrow. Below this, there is a table with the following data:

Performance Measure	Measure Type	Established By	Target
% increase in the number of Crime Victim's Consents	Process	PCCD	

At the bottom of the table, there are "Save" and "Cancel" buttons. The footer contains a disclaimer: "Please send technical comments and problems to [ic@pccdtis.support@state.pa.us](mailto:ic@pccdtis.support@state.pa.us) ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited."

- a. Select from the “Program Area” and “Measure Type” dropdown menus and then click on “Search.”



- b. Select from available performance measures by clicking on the boxes in front of preferred measurements. When finished, click on the “Assign Selected Measures” located above the list of approved measures.



- c. If there is no performance measure that meets your need, click on the “Create Performance Measure” button. You will be taken to the “Performance Measure Details” screen where you can create a performance measure.
- d. When you are finish creating performance measures, click on the “Save” button.



Budget Setup:

1. Select “Budget Detail” hyperlink.



2. You will be transferred to the “Budget Summary” screen. The screen is divided into two sections (Budget Category details and Budget Source information).

Note: Cents can be entered into the Egrants system; however, budget entries are rounded at the Line Item level to the next whole dollar amount. Only whole dollars are displayed.

- a. For each category, click on the hyperlink and you will be transferred to a screen to begin entering details for that category. Enter text for the justification.

- b. Click on the “Add New line” button.

- c. You will be transferred to a screen where you will enter the “Computation” for the line item, as well as the total “Cost” of the computation. Example of a computation would be: 40 hours x \$10. Example of total cost would be: \$400.

Note: in most instances you will need to compute the total cost and insert it.

The screenshot shows the 'PERSONNEL BUDGET LINE ITEMS' screen in the PCCD Egrants system. The form includes fields for 'Position', 'Name', 'Computation', and 'Cost'. A 'Save' button is highlighted with an arrow. The 'Total Cost' is shown as 0.00.

Note: a minimum of \$5000 of equipment can be entered; otherwise, it should be recorded as supplies.

- d. Click on the “Save” button or the “Save and Add Another.”

The screenshot shows the 'BUDGET SUMMARY' screen. It includes a table with columns for 'BY CATEGORY', 'YEAR', and 'TOTAL'. The 'Completion Status' is set to 'Complete'. A note indicates that both the Category and Source sections must total to the same amount.

BY CATEGORY	YEAR	TOTAL
Personnel	0.00	0.00
Equipment/Supplies	0.00	0.00
Travel/Travel/In-Kind	0.00	0.00
Research	0.00	0.00
Salaries & Consultant Expenses	0.00	0.00
Contract	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total	0.00	0.00

BY SOURCE	YEAR	TOTAL
Federal	0.00	0.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (Peer Agree)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total	0.00	0.00

Note: Both the Category and Source section must total to the same amount.

- e. In the second section called “By Source,” enter the various sources that you will utilize to support the project identified in the grant application.  
 f. Change the “Completion Status” of this section to “Complete.”  
 g. Click on “Save” button at bottom of the screen to go back to the “Concept Paper” screen to select additional sections to complete.

Note: When you have completed all the sections and have marked the status of each complete, you can select the “Submit Concept Paper” button at the bottom of the “Concept Paper Summary” screen. (See Note below before submitting your Concept Paper.)

**PCCD Egrants**

System will time out at: 4:07:24 PM  
Remaining time: 15:43  
Help Log Off

Blank Buttons will not take you back pages. Instead use the application menu and controls.

View Menu User Management Controls/Announcement **Project Management** Work Manager Internal Menu

Project Concept Paper Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 15597 Project Title: test  
Status: Open - Draft Fund Announcement: 2007 Victims Compensation Assistance Initiative

**CONCEPT PAPER SUMMARY**

Section Name	Status	Last Update
<a href="#">Budget Detail</a>	In Process	8/14/2006 3:37:35 PM
<a href="#">Goals and Objectives</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Problem Description</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Payment Terms</a>	In Process	8/14/2006 3:15:49 PM
<a href="#">Evaluation</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Main Summary Information</a>	Complete	8/14/2006 3:37:35 PM
<a href="#">Contribution Support</a>	In Process	8/14/2006 2:20:02 PM
<a href="#">Performance Measures</a>	In Process	8/14/2006 2:20:02 PM

View Contract Preview Signature Page **Submit Concept Paper** Withdraw Concept Paper

Create Application View Issues/Comments

Please send technical comments and problems to [ra-EGRANTS@pccd@state.pa.us](mailto:ra-EGRANTS@pccd@state.pa.us)  
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Once you have submitted the concept paper you cannot make any further changes.

### Faith Based Organization Question

Note: PCCD now asks every Applicant, Recipient and Allocation Agency to provide information for reporting purposes only regarding Faith Based Agencies. If you as an Applicant Agency have not previously supplied responded either “Yes” or “No” to the question displayed on the Confirmation Screen below, you will be required to select one of the three values before submitting your Concept Paper.

### Confirmation Screen

**Is {Agency Name} a Faith Based Agency?**

We are asking that you provide this information for reporting purposes only.  
Your answer will not influence the grant review or approval process.

Please send technical comments and problems to [ra-EGRANTS@pccd@state.pa.us](mailto:ra-EGRANTS@pccd@state.pa.us).  
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The screenshot displays a web application interface for managing applicant agency details. At the top, there are navigation tabs: 'Use Management', 'Agency Search', 'Project List', 'View My Agency', 'Reporting', and 'Subventor List'. Below these, the 'Agency Search' tab is active, showing a search bar with 'Agency Name' and a 'Search' button. The main content area is titled 'APPLICANT AGENCY DETAILS' and includes buttons for 'View History', 'Save', 'Delete', and 'Cancel'. The form contains the following fields:

- Agency Name: [Text Input]
- Federal ID Number: [Text Input: 00-3266980]
- Preferred Contact Method: [Dropdown: Mail]
- Agency Type: [Dropdown]
- Federated Agency: [Dropdown: (used for reporting purposes only)]
- OP Number: [Text Input: J0000000]
- Email Address: [Text Input: Yes]
- Fiscal Year Ending (in day 0): [Text Input: No]

On the right side, there is a summary box with the following information:

- Last Updated By: Jov User
- Last Updated Date: 01/01/2001
- Status: Active

Below the main form is an 'Add New Address' button. The 'Address List' section shows a table with one entry:

Select	Delete	Envelope Label	123 Street Address, Harrisburg, Dauphin, Pennsylvania
Update	Cancel	Address Type	Correspondence/Letter

Below the table, there are fields for 'Internal Mail Delivery' (set to 'IP'), 'Agency Name', 'Floor/Suite/Building', 'Street Address' (123 Agency Avenue), 'P.O. Box', 'City' (Harrisburg), 'State' (Pennsylvania), 'Zip Code' (17113-5542), 'County' (Dauphin), and 'Country' (US). At the bottom, there is a 'Telephone Number List' section with an 'Add Phone Number' button and a table with columns: 'Active', 'Location', 'Phone Number', and 'Extension'.

A complete copy of your concept paper can be viewed or printed by clicking on the “View Contract” button at the bottom of the “Concept Paper Summary” screen.

Note: This screenshot will eventually change to replace the “View Contract” button with a “View Concept Paper” button. In the meantime, you can preview your concept paper by clicking on the “View Contract” button.

**Sample Concept Paper:**

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY		PCCD USE ONLY		
Applicant Hereby Applies to the PCCD for Financial Support for the Within-Described Project:		Receipt Date	Award Date	Subgrant Number(s)
		02/15/2005		-- 15481
1. Type of Funds for which you are applying:				
2. Applicant	Name Of Applicant: Allentown City	Federal ID.: 23-6003116		County: Lehigh
	Street Address Line 1: 435 Hamilton Street	Address Line 3:		
	Address Line 2:	City: Allentown State: PA Zip: 18101		
3. Recipient Agencies	Allentown City			
4. Project Director	Name: Ms. Linda A. Hodnik	Title: Dir of Finance-Human Resources		Agency: Allentown City
	Street Address Line 1: 435 Hamilton Street	Address Line 3:		
	Address Line 2:	City: Allentown State: PA Zip: 18101		
	Phone: 610-437-7521 Fax:	Email:		
5. Financial Officer	Name: Jon Hamner	Title: Assistant to the Mayor		Agency: City of Allentown
	Street Address Line 1: 425 Hamilton St	Address Line 3:		
	Address Line 2:	City: Allentown State: PA Zip: 18101		
	Phone: 610-437-7521 Fax:	Email:		
6. Contact	Name: ExtUser1@aud01	Title:		Agency:
	Street Address Line 1: 3101 North Front Street	Address Line 3:		
	Address Line 2:	City: Harrisburg State: PA Zip: 17110		
	Phone: Fax:	Email: extusertraining1@extsample.com		
7. Brief Summary of Project	Short Title (May not exceed 50 characters)			

**Applications**

1. If you are invited to submit a formal application by PCCD, in response to your concept paper submission, the Project Contact will be notified in “Work Manager” under “alerts” with a description of “Invited to apply.”

System will time out at: 10:55:44 AM  
Remaining time: 19:45  
Log Off

Back Buttons will not take you back pages, instead use the application menus and controls

Main Menu User Management Quoting Announcement Project Management **Work Manager**

Tasks/Alerts For: Ms. TrainJoC  
TrainJoCreator

Program Area: Date: 08/18/2006

**ACTION ITEMS**

- 0 Concept Papers
- 5 Applications
- 1 Confirmations
- 0 Modifications
- 3 Fiscal Reports
- 4 Program Reports
- 2 Inventory Reports
- 0 Access Requests

**TASKS** Task Filter: All Open Tasks

Item	Title	Action	Date Posted	Status
Concept Papers	15586 - RHM Training CP Processing (Training - Awards Action)	Invited to Apply	2516.1-0030	8/17/2006

**ALERTS**

Item	Title	Description	Reference Number	Date Posted	Clear Alert
Concept Papers	15586 - RHM Training CP Processing (Training - Awards Action)	Invited to Apply	2516.1-0030	8/17/2006	Clear

- In order to apply, once invited, follow the directions beginning on page five of the Application Processing Quick Start Guide, entering only the information necessary to update your proposal.