



# EGMS

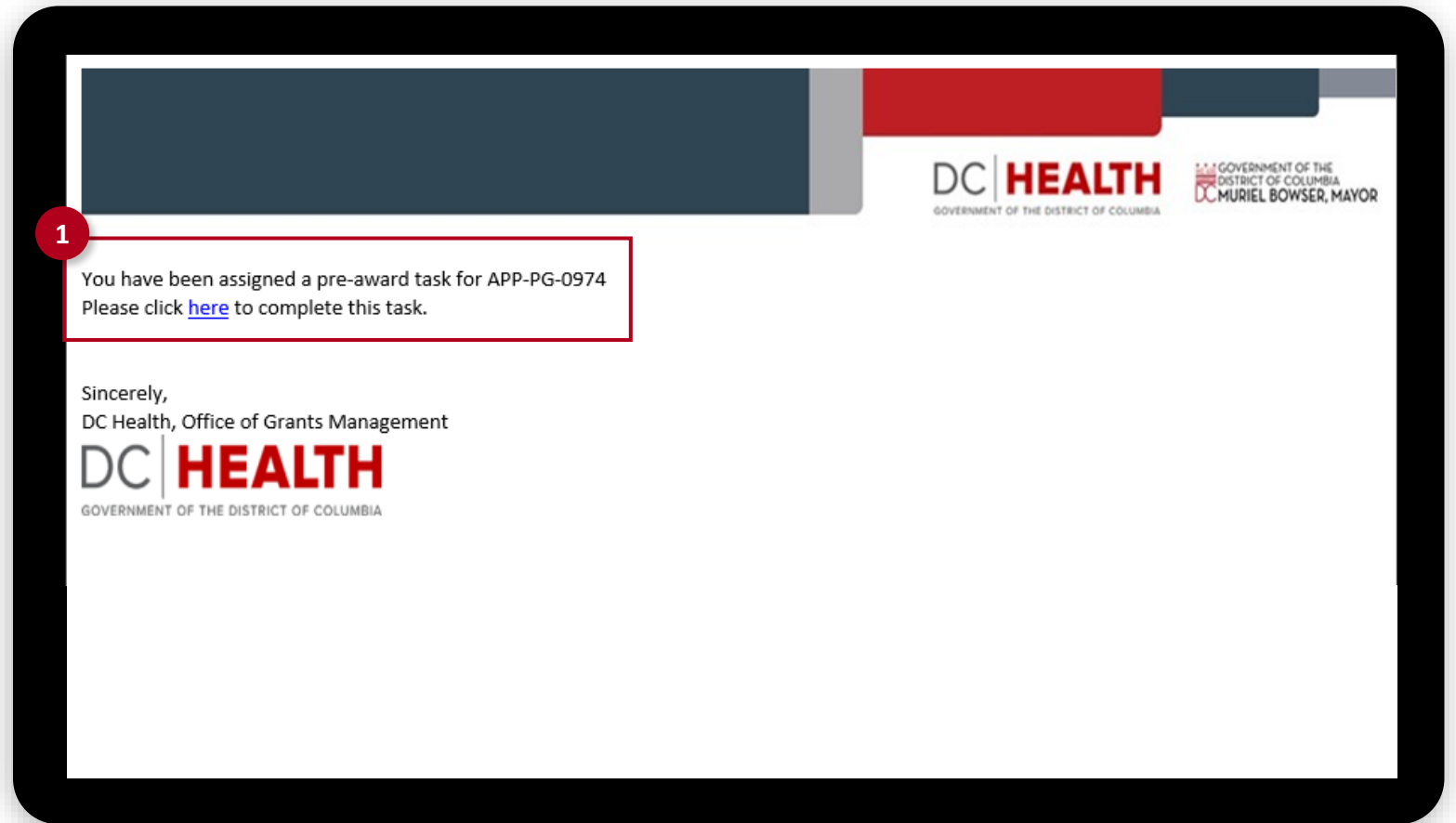
## Pre-Award Negotiation

Reference Guide for Primary Users

Let's begin!

# Notification e-mail

- 1 Click the **link** in the notification e-mail to start completing the Pre-Award task.



# Log into EGMS

- 1 Log into the Enterprise Grants Management System page by entering your username and password. Click the Log in button.

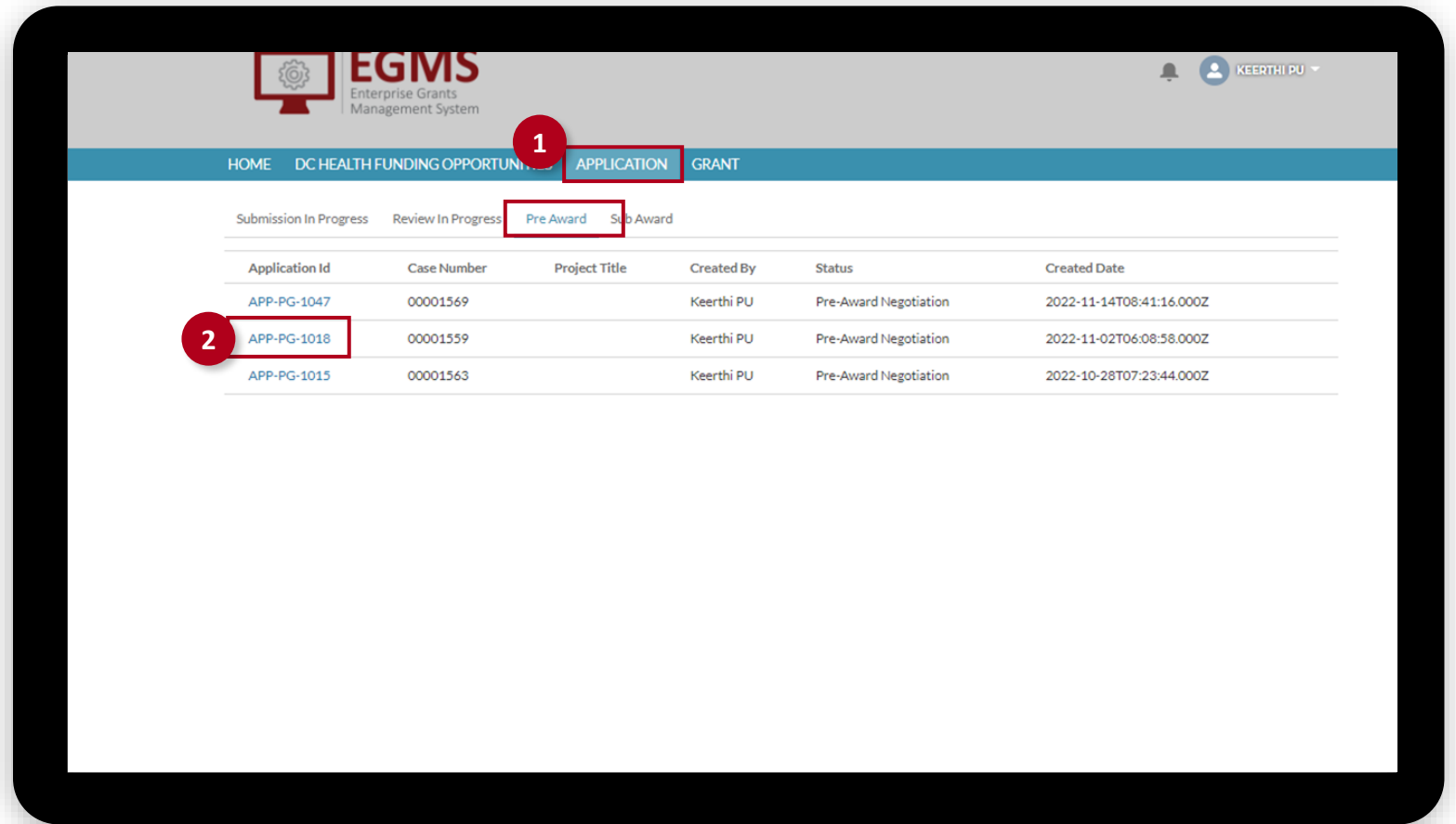


**TIP:** If you don't have a User, click the Register Here link.



# Locate the pre award task

- 1 Click on the **Application** tab, then on **Pre Award**.
- 2 Select the correct **Application ID** from the list.



# Fill out the Budget Information

- 1 Enter the Negotiated Amount and click the Enter Service Area Budget button.

DC HEALTH GRANTS PORTAL

HOME DC HEALTH FUNDING OPPORTUNITIES APPLICATION GRANT

**APPLICATION DETAILS**

Project Title  Project Description   
Submitter First Name  Submitter Last Name   
Keerthi  PU

**PRE AWARD SUBMIT REQUEST**

Description  Request Type   
Due Date  \* Request Completed by Applicant  
--Select an Item--

**APPLICATION BUDGET**

**Requested Amount For Related Service Areas**

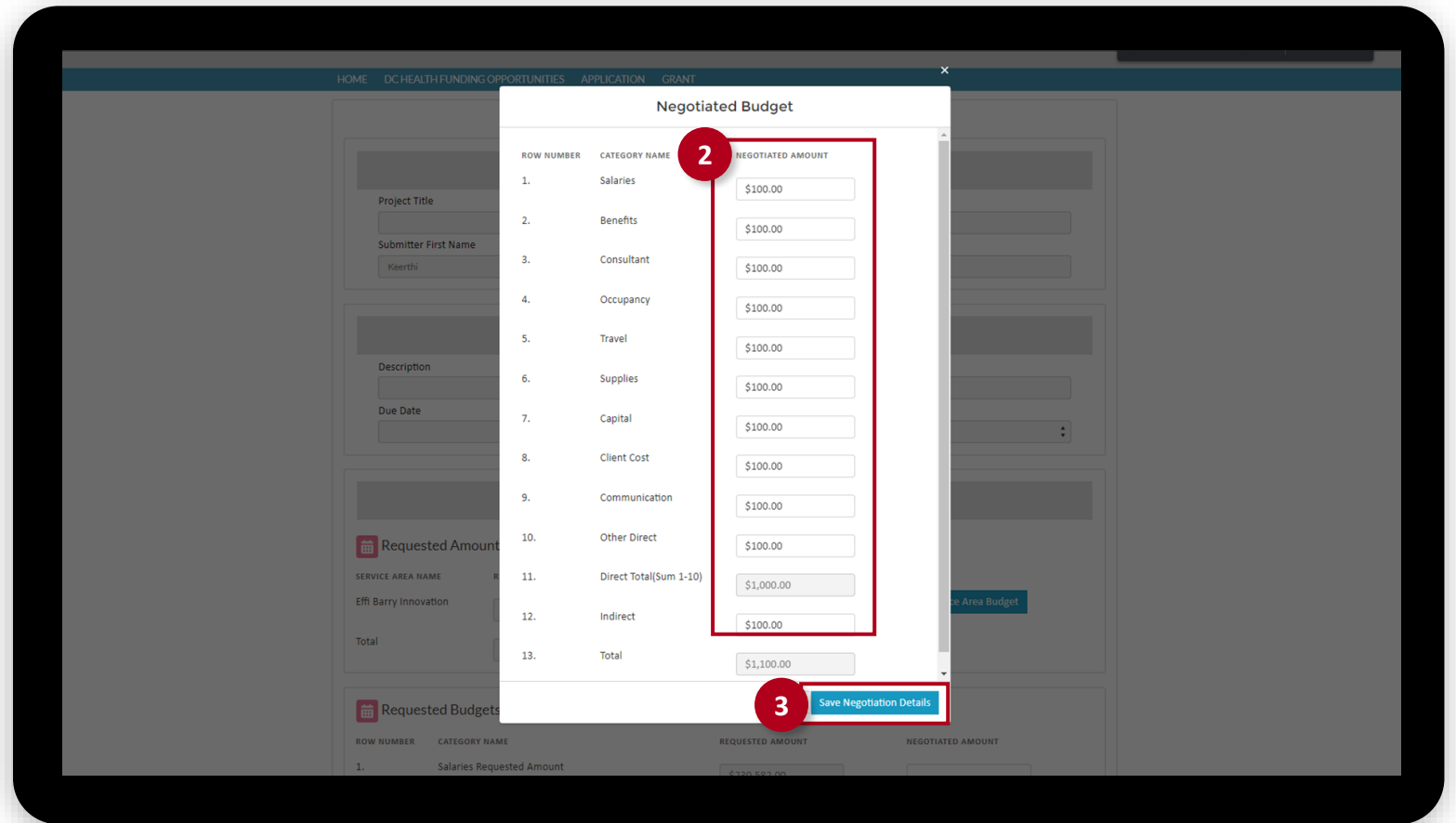
SERVICE AREA NAME	REQUESTED AMOUNT	NEGOTIATED AMOUNT	
Effi Barry Innovation	<input type="text" value="\$111.00"/>	<input type="text" value="\$23.00"/>	<input type="button" value="Enter Service Area Budget"/>
Total	<input type="text"/>	<input type="text"/>	

**Requested Budgets**

ROW NUMBER	CATEGORY NAME	REQUESTED AMOUNT	NEGOTIATED AMOUNT
1.	Salaries Requested Amount	<input type="text" value="\$230,582.00"/>	<input type="text"/>

# Fill out the Budget Information

- 2 Complete all the fields in the Request Amount column.
- 3 Click the Save Negotiation Details button.



# Fill out the Budget Information

4 Complete all the relevant fields in the Request Budget section.

Effi Barry Innovation   [Enter Service Area Budget](#)

Total

### Requested Budgets

ROW NUMBER	CATEGORY NAME	REQUESTED AMOUNT	NEGOTIATED AMOUNT
1.	Salaries Requested Amount	<input type="text" value="\$230,582.00"/>	<input type="text" value="\$100.00"/>
2.	Fringe Benefits Requested Amount	<input type="text" value="\$354,623.00"/>	<input type="text" value="\$100.00"/>
3.	Consultants/Contractual Requested Amount	<input type="text" value="\$4,324.00"/>	<input type="text" value="\$100.00"/>
4.	Occupancy Requested Amount	<input type="text" value="\$432,532.00"/>	<input type="text" value="\$100.00"/>
5.	Travel Requested Amount	<input type="text" value="\$432,321.00"/>	<input type="text" value="\$100.00"/>
6.	Supplies Requested Amount	<input type="text" value="\$54,543.00"/>	<input type="text" value="\$100.00"/>
7.	Equipment Requested Amount	<input type="text" value="\$43,264.00"/>	<input type="text" value="\$100.00"/>
8.	Client Cost Requested Amount	<input type="text" value="\$455,343.00"/>	<input type="text" value="\$100.00"/>
9.	Communication Requested Amount	<input type="text" value="\$5,432.00"/>	<input type="text" value="\$100.00"/>

# Fill out the Budget Information

5 Once all the relevant fields are completed, click the **Submit** button.

6.	Supplies Requested Amount	\$54,543.00	\$100.00
7.	Equipment Requested Amount	\$43,264.00	\$100.00
8.	Client Cost Requested Amount	\$455,343.00	\$100.00
9.	Communication Requested Amount	\$5,432.00	\$100.00
10.	Other Direct Requested Amount	\$4,342.00	\$100.00
11.	Direct Total(Sum 1 - 10)		\$100.00
12.	Indirect Requested Amount	\$432,323.00	\$100.00
13.	Total Requested Amount		\$100.00

FILE UPLOAD

Upload a File

Or drop files

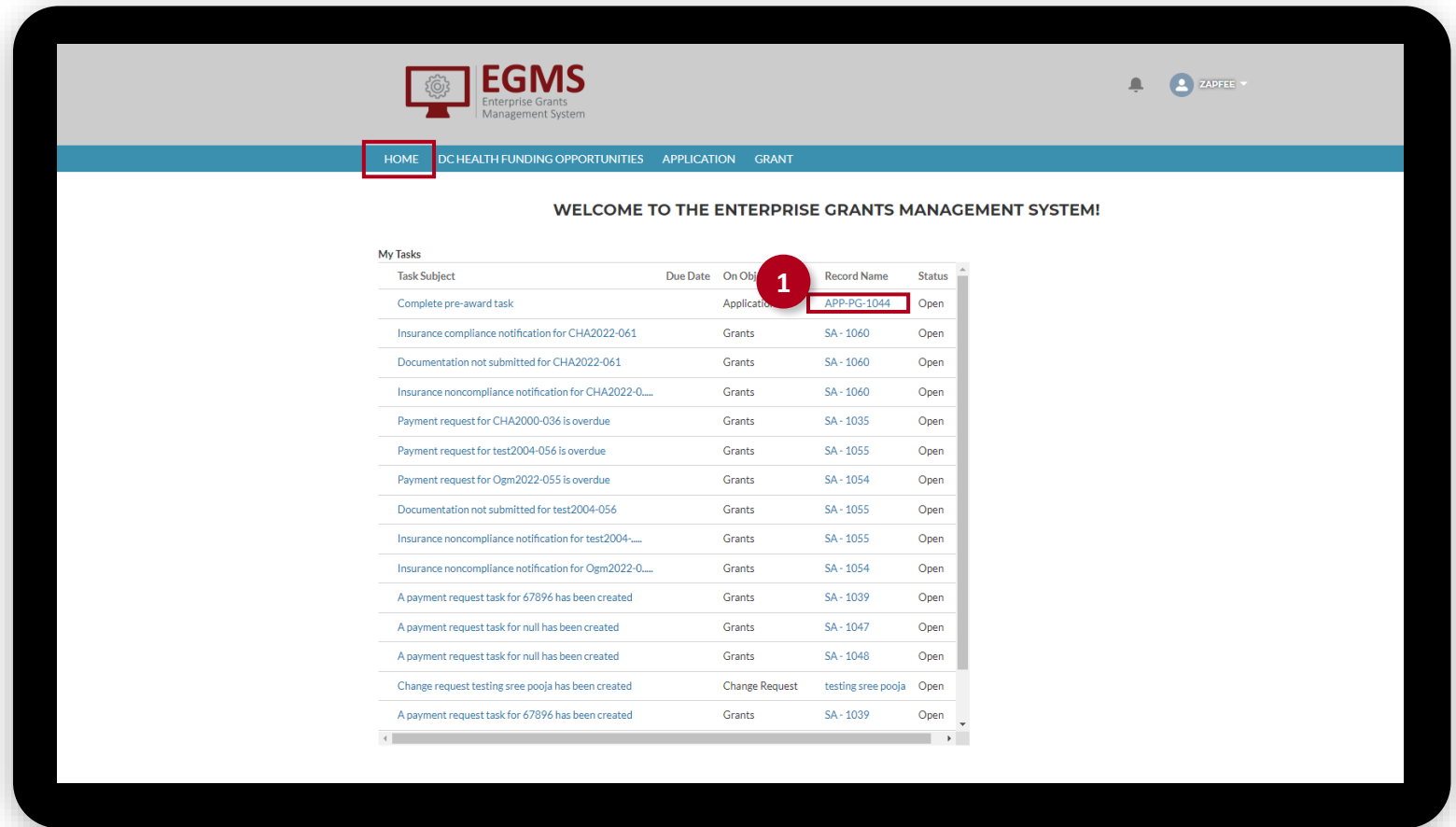
5



# Locate the pre-award task

To complete the rest of the information, you need to locate the pre-award task from the My Task section.

- 1 Click on **Home**. Locate the pre-award task in the **My Task** section. Click the **Record name** link.



# Fill out the Details Information

- 1 Fill out all the relevant information.
- 2 Once all the fields are complete, click the **Save** button.

Application APP-PG-1044

DETAILS BUDGET WORK PLANS ATTACHMENTS

EGMS\_Applications Name  
APP-PG-1044

Funding Opportunity  
00001569

Application Status  
Pre-Award Negotiation

Review Status  
--None--

Project Description

Send Success Email

External Average Total Score

Rank  
4

Submitter First Name  
Brandy

Submitter Last Name  
zapfee

Organization Legal Name

Organization Trade Name

Project Title

Notify User?

Final Recommendation  
--None--

Project Officer Decision  
--None--

Federal Acquisition Terms and Agreement

2 Save



**TIP:** To start editing, click the **pencil** icon next to the field you want to modify.

# Fill out the Workplan Information

- 1 Click the **Workplan** tab. Fill out all the relevant information.
- 2 Once all the fields are complete, click the **Add Goal** button.



**TIP:** To start editing, click the **pencil** icon next to the field you want to modify.

Application  
APP-PG-1044

DETAILS BUDGET **WORK PLANS** ATTACHMENTS

**1** WORKPLAN

Organization Name

\* Project Title  \* Project Description

\* Total Request

\* Primary Target Population  \* Estimated Reach

\* Programmatic Contact Person  \* Telephone

\* Email

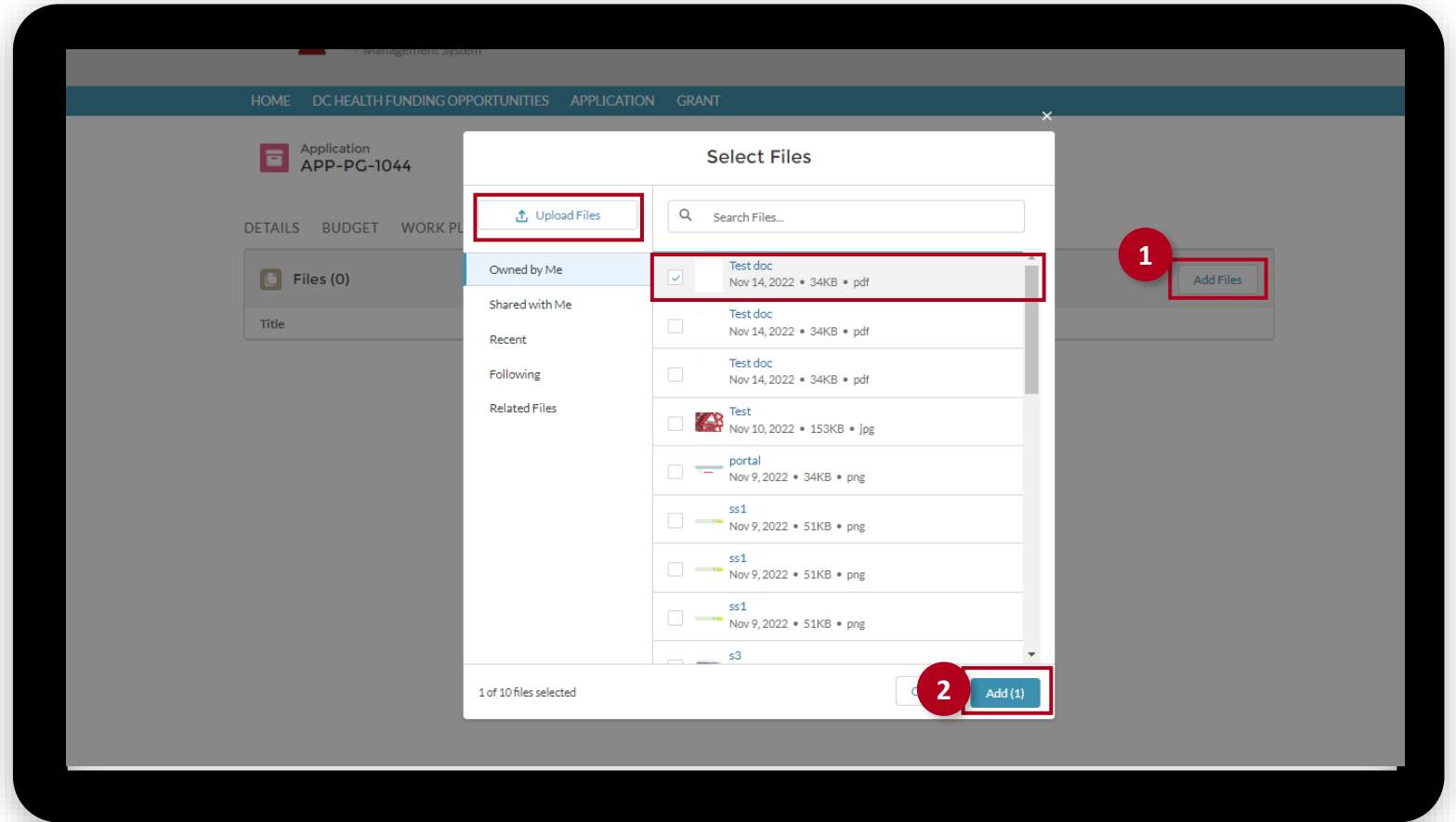
Using the following instructions please complete the chart below: Ensure your goals clear and attainable, each one should be:

- Specific (simple, sensible, significant)
- Measurable (meaningful, motivating)
- Achievable (agreed, attainable)
- Relevant (reasonable, realistic and resourced, results-based)
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)
- Key Indicator: A measurable value that effectively demonstrates how you will achieve your objective(s)
- Key External Partner: Who you work with outside of your organization to achieve the goal
- Key Activity: Actions you plan carry out in order to fulfill the associated objective
- Proposed Start Date and Proposed Completion Date: The dates you plan to complete the associated activity
- Key Personnel: Title of individuals from your organization who will work on the activity

**2** Add Goal

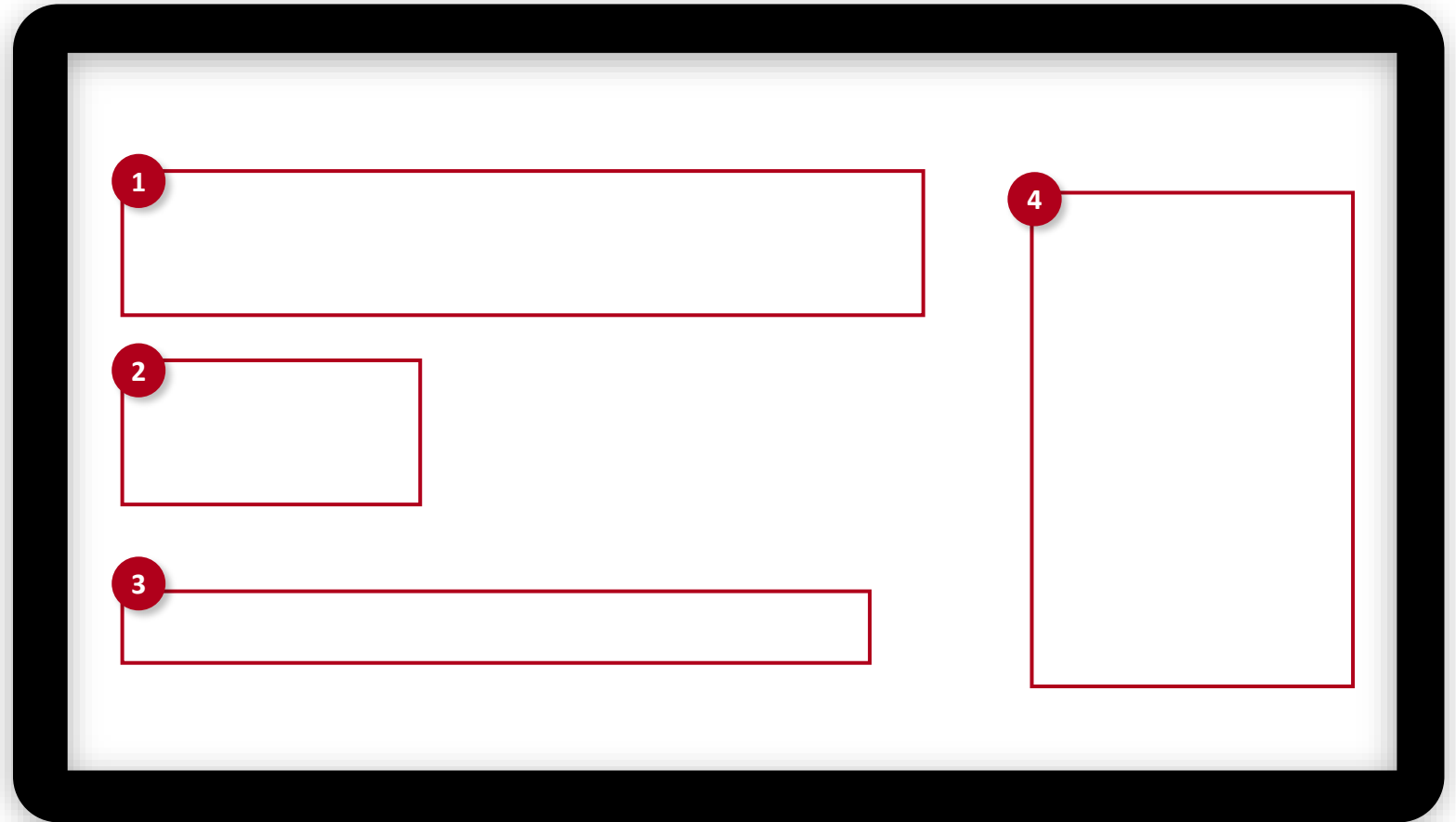
# Attach Documents

- 1 Click the **Attachments** tab. Upload needed documents by clicking the **Add Files** button.
- 2 Select the files from the list and click the **Add** button. You can also click the **Upload Files** button to select files from your computer.



# One big screenshot slide

- 1 Description of step.
- 2 Description of step.
- 3 Description of step.
- 4 Description of step.



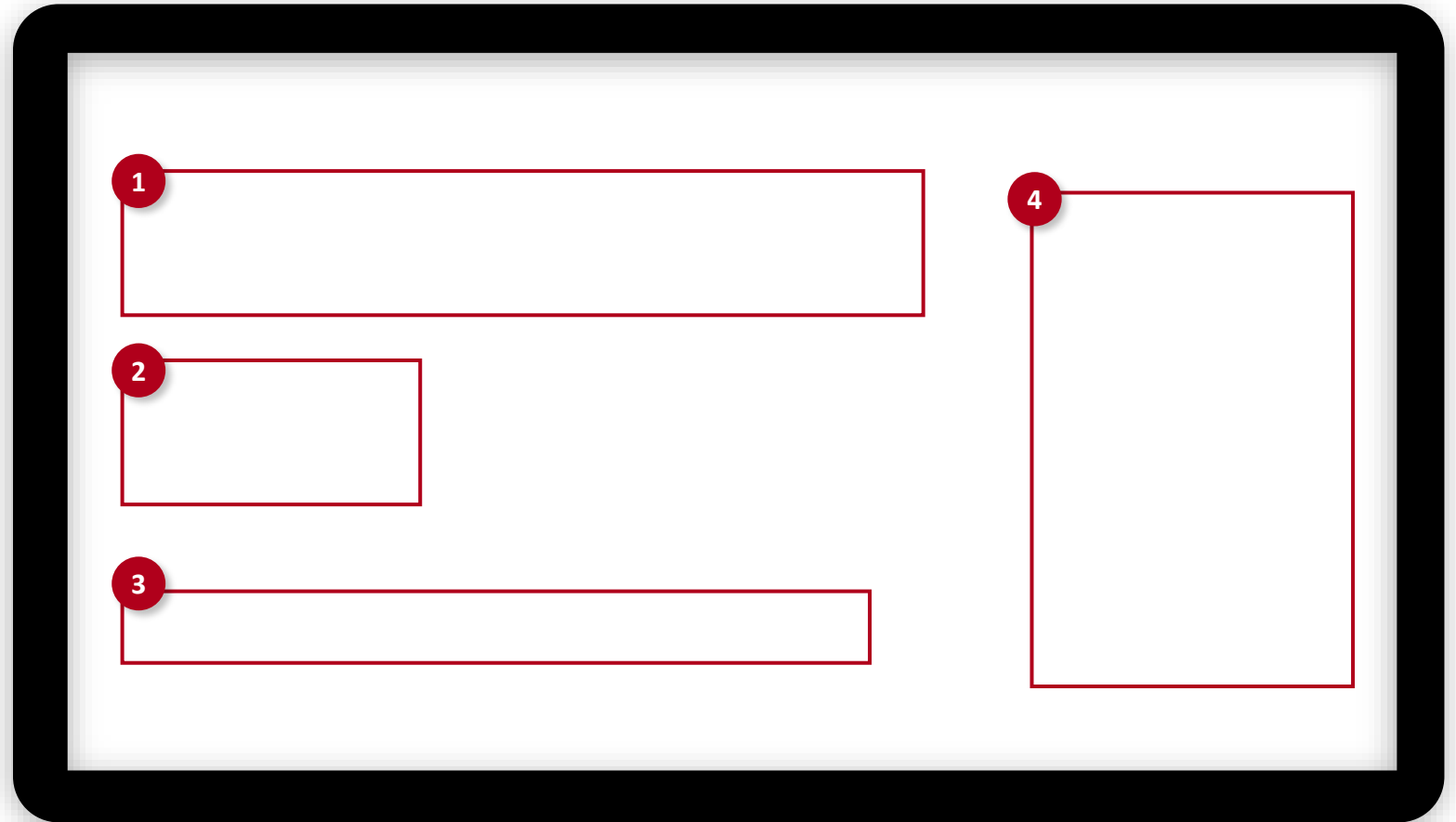
# One big screenshot slide

Small description of what this slide is about or what kind of topics are going to be presented (use if it's needed).

- 1 Description of step.
- 2 Description of step.
- 3 Description of step.
- 4 Description of step.




**TIP:** Follow the steps below to log into Salesforce and access the main dashboard to start setting up your profile.

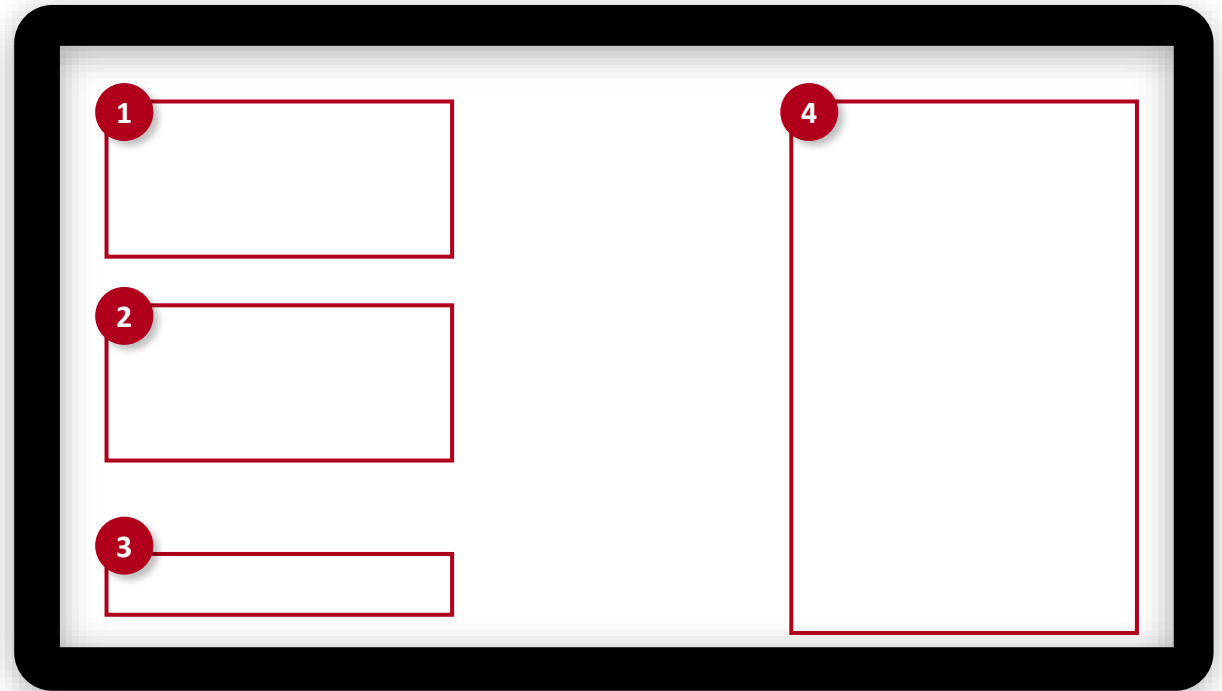


# One screenshot slide

Small description of what this slide is about or what kind of topics are going to be presented (use if it's needed).

 **TIP:** Follow the steps below to log into Salesforce and access the main dashboard to start setting up your profile.

- 1 Description of step.
- 2 Description of step.
- 3 Description of step.
- 4 Description of step.



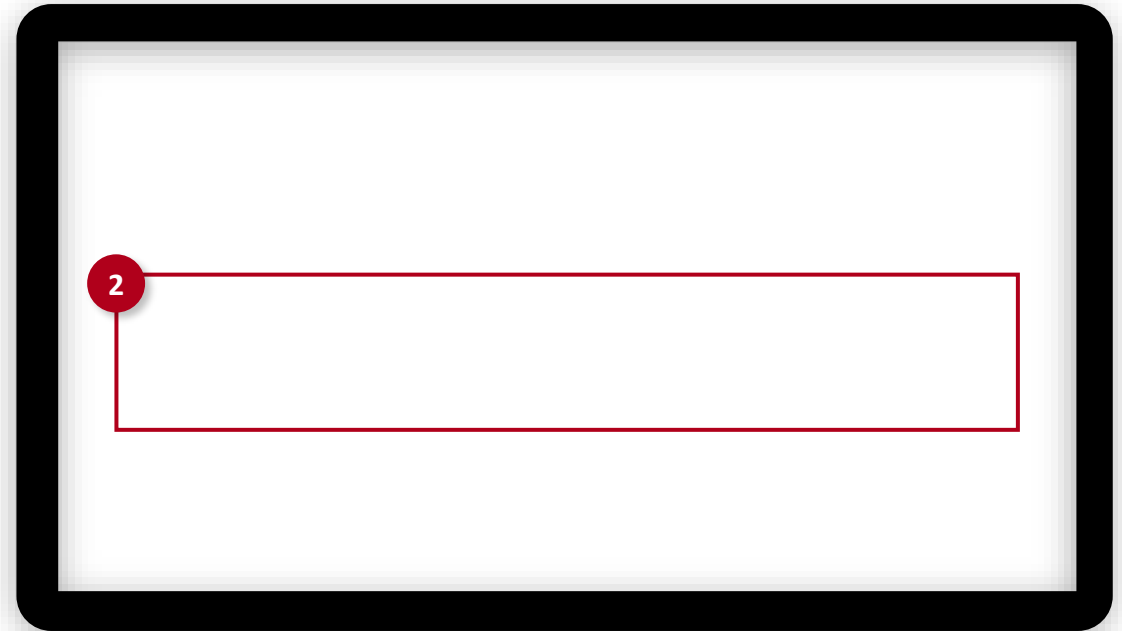
# Two screenshots slide



**TIP:** Follow the steps below to log into Salesforce and access the main dashboard to start setting up your profile.



**1** Description of step.



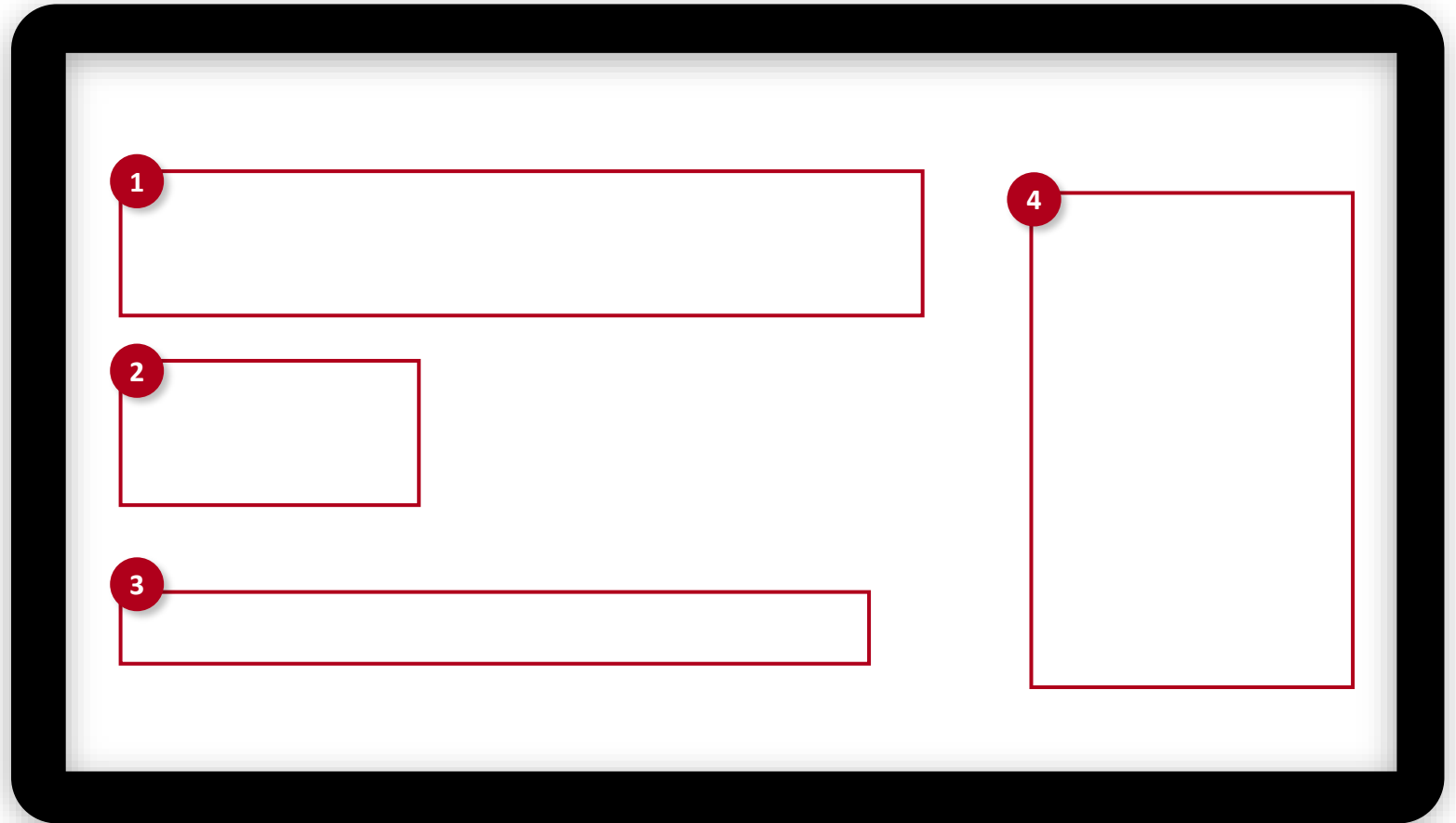
**2** Description of step.



# One big screenshot slide

Small description of what this slide is about or what kind of topics are going to be presented (use if it's needed).

- 1 Description of step.
- 2 Description of step.
- 3 Description of step.
- 4 Description of step.



**TIP:** Follow the steps below to log into Salesforce and access the main dashboard to start setting up your profile.

If you still have questions, please contact OGM at [doh.grants@dc.gov](mailto:doh.grants@dc.gov)

# Thank you!