

CPJAD eGrants System

Steps to Get Started on an Application:

- The Agency Administrator (AA) will log into the system
- After logging into the system, the AA will be taken to the “Dashboard” screen. There are three panels/sections labeled: “My Tasks,” “My Opportunities,” and “Announcements.”
- On the Dashboard Screen, the available Opportunities will be listed under “My Opportunities.”
- Select the Opportunity that you wish to apply for (click on the Name of the RFP/Solicitation).
- A pop-up notification will appear for the opportunity that you selected. After clicking the “Proceed” button, you will be directed to the Document Landing Page, which provides basic information about the Opportunity, your organization, and your role.
- The Document Landing Page includes a menu/navigation bar on the left side of the screen. The menu is divided into the following sections:
 - The Name of the Opportunity and the system-assigned application number.
 - Forms (drop down menu) – these are the forms that must be completed.
 - Tools (drop down menu) – various tools to assist in managing the application.
 - Status Options (drop down menu) – allows the user to cancel the application or submit the application (once it has been completed).
 - Related Documents – not applicable at this time.

Completing the Application:

- Remember: only the AA may initiate an application.
- Click on the link for the Title Page and complete the information required.
- Select (assign) a Project Director (PD) and a Financial Officer (FO) from the pull-down menu.
- Click SAVE. The SAVE button is in the upper right corner of the screen.
- Once the AA assigns the PD and FO, the AA, PD, or FO can complete the remaining forms.
 - If there is an issue with a form (e.g., the form is incomplete), an icon showing an exclamation point within a circle will be beside the name of the form on the navigation bar. In addition, the items in need of attention will appear in a floating drop-down box labeled “Attention” on the right hand side of the screen.
 - After all required fields on a form have been completed, a check mark will be displayed to the right of the form name on the navigation bar.
- When the application is ready to be submitted (i.e., all forms have been successfully completed), click Status Options on the menu/navigation bar and then click on the Application Submitted button. **Once an Application is submitted, changes cannot be made.**

For technical questions related to CPJAD eGrants, contact Amy Tatsuno at amy.k.tatsuno@hawaii.gov