

CPJAD eGrants System

To submit a proposal on CPJAD's new online grants management system, an organization must register with the CPJAD eGrants system.

Steps to Get Started:

- An organization's initial registration must be completed by the organization's Agency Administrator (AA), who must also register as a user on CPJAD eGrants.
- The AA will receive a Notification of Access Approval email from the online systems administrator after the organization's registration is approved.
- Once the organization's registration has been approved, the AA should log into the CPJAD eGrants system and complete the organization's profile (accessed by clicking on the user name in the upper right corner, and selecting Profile). Complete the following sections:
 - Organization Information Section
 - If the organization is a 501(c)(3) organization, please upload a copy of the organization's IRS determination letter.
 - Organization Members Section – AA will be able to add New Members (users) to the organization and assign roles (see description of user roles below). An organization may have a total of five users, including the AA (i.e., AA plus four additional users).
 - Organization Categories Section

User Roles:

- Agency Administrator (AA) – will be able to initiate an application and will be able to select (assign) a Project Director (PD) and Financial Officer (FO) on the application Title Page.
- Project Director (PD) – will be able to work on an application after being assigned by the AA.
- Financial Officer (FO) – will be able to work on an application after being assigned by the AA.
- Notes/Considerations:
 - There can only be one AA for an organization.
 - A user, including the AA, may be assigned multiple roles.
 - Users may have roles in multiple organizations or multiple projects/applications/proposals submitted by the same organization.