

CPJAD eGrants System

Steps to Get Started on an Application:

- The Agency Administrator (AA) will log into the system and initiate the application.
- On the Dashboard Screen, the available Opportunities will be listed under the panel labeled “My Opportunities.”
- If you do not see the My Opportunities panel, pull down on the menu under your name in the upper right corner. Select Edit Dashboard to add panels. There are three available panels: My Tasks, My Opportunities, and Announcements. At minimum, your Dashboard should include the My Tasks and My Opportunities panels. After making your selection click SAVE.
- Select the Opportunity that you wish to apply for (click on the Name).
- After clicking on 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 on the left side of the screen, which is divided into the following sections:
 - Forms – these are the forms that must be completed
 - Tools – various tools to assist in managing the application
 - Status Options – allows the user to cancel the application or submit the application (once it has been completed). Only the Agency Administrator has these status options.
 - Related Documents – not applicable at this time

Completing the Application:

- The AA will click on the link for the Title Page and complete the information required.
- The AA will select (assign) a Project Director (PD) and a Financial Officer (FO). Once these assignments have been completed, the AA, PD, or FO can complete the remaining forms. There can only be one PD and one FO assigned to an application.
- The SAVE button is located in the upper right corner.
- After all required fields on a form have been completed, the status button (to the right of the form name) will display a check mark.
- To continue working on an application that has been initiated, check the “My Tasks” panel. If you have a role (AA, PD, FO), on the application, then the application should appear under “My Tasks.”
- When the application is ready to be submitted (i.e., all forms have been completed), the Agency Administrator will click on the Application Submitted button under the Status Options. Only the Agency Administrator can submit or cancel an application. **Please note that once the Application is submitted, changes cannot be made.**

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