$\mathcal{e}$GRANT TIPS

The Wisconsin Arts Board's eGrant system is of product of Bromelkamp Company LLC. Bromelkamp Company provides an FAQ page for technical questions such as system requirements. The FAQ page may be found at http://wab.egrant.net/pages/egrant_help.htm.

1. *Can more than one person work on an eGrant at a time?*
   Yes, the eGrant system allows multiple simultaneous users. All users for a given organization will use the same login and password.

   Note: If two users try to save data on the same page at the same time, it will result in a save error and lost data. It is recommended that staff work on different sections of an eGrant (instead of the same section at the same time) to avoid such collisions.

2. *Do I have to send paper copies to the Arts Board if I've submitted my eGrant electronically?*
   Yes, you must mail a hardcopy of your completed application to the Wisconsin Arts Board as instructed in the program guidelines. The eGrant submission saves the data for you to access and view at a later date. However, the Arts Board must also have a hardcopy in order to process your application and complete your file. Please do not staple the pages.

3. *How do I navigate through my eGrant?*
   Each eGrant has a series of pages for the entry of data. These sections are labeled (i.e. "Instructions," "Applicant Information", Operating Budget, etc.) and can be completed in succession by clicking on the "Save" and "Next" buttons at the bottom of each page.

   You may also navigate using the navigation bar on the left of each eGrant screen. This bar appears in blue and contains headings for each section of the eGrant. You may jump to any section of the eGrant at any time. Navigating by this method could result in lost data if you've made any changes since the last time you clicked the "Save" button.

4. *How do I print my eGrant?*
   Towards the end of every eGrant application, there is a section/page titled, "Summary." Click on the "**Print PDF**" button. A new browser window will open with the application form in PDF format. The data you have entered in eGrant will fill this form. Print the PDF.

   Note: The PDF forms are the only print-outs acceptable for submission to the Arts Board. **Do not print the eGrant web pages**, the pages where you've typed data.

5. *How can I open my eGrant after submission?*
   After you submit an eGrant electronically, you will not be able to make any more changes or corrections. A submitted eGrant can still be viewed; however, the only page made available will be the "Summary" page. You may click on the "**Print PDF**" button of the summary page to view or print the forms in PDF format.

6. *I submitted my eGrant by accident. What do I do?*
   If you've pre-maturely submitted your eGrant and still need to make corrections, contact the Wisconsin Arts Board before the application deadline. We can change the status of your eGrant and re-open it for edits.