

## 2020-21 99h: Robotics Competition Grant Michigan Electronic Grants System *Plus* (MEGS+)

### Step 1: Log-in to MEGS+

Michigan.gov  
IntelliGrants Home Grant Portal Home

**Login**  
Username   
Password

Welcome to the **Michigan Electronic Grants System, MEGS+**.

This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your **Username** and **Password** in the text boxes and click the **"Login"** button to begin using MEGS+.

If you forgot your **password** or **username**, please visit:  
[cepi.state.mi.us/MEIS/Login.aspx](http://cepi.state.mi.us/MEIS/Login.aspx)

Note: If you do not have a MEIS ID, log-in, or password visit:  
[https://www.michigan.gov/mde/0,1607,7-140-5236\\_29341---,00.html](https://www.michigan.gov/mde/0,1607,7-140-5236_29341---,00.html)

### Step 2: Click view available Applications/Tasks



#### Instructions:

- Select the **SHOW HELP** button above for detailed instructions on the following.
- > Initiating an Application/Task
  - > Using System Messages
  - > Understanding your Tasks
  - > Managing your awarded grant

Hello OEII51 , please choose an option below.

### View Available Applications/Tasks

You have **5** Available Applications/Tasks available.  
Select the **View Available Applications/Tasks** button below to see what is available to your agency.



### Step 3: Initiate the Application and Agree

#### Main Menu

### Available Applications/Tasks

To initiate an item listed below, select the **Initiate** button below each description.

#### 99h: Robotics Competition Program Grant (FR-2021) for Ann Arbor Public Schools

**Offered By:**

Office of Systems, Evaluation & Technology

**Description:**



### Application Agreement

Please make a selection below to continue.

Confirm that this application/task should be initiated.



## Step 4: View and Edit Application

### a. Click View and Edit

### Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2021 - 99h: Robotics Competition Program Grant | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5  
Authorized Official

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

 **View / Edit**

Select the **View / Edit** button below to view, edit, and complete the application/task.

 **Change Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

 **View Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

### b. Review the following pages: Cover Page, Assurances and Certifications, and Important Information.

### Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2021 - 99h: Robotics Competition Program Grant | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5  
Authorized Official

 [Details](#)

Please complete all required forms below.

**Forms**

Status	Page Name	Comments	Created By	Last Modified By
	<a href="#">Cover Page</a>			
	<a href="#">Assurances and Certifications</a>			
	<a href="#">Important Information</a>			
<b>Team Information</b>				
	<a href="#">Team Information</a>			
	<a href="#">Partnership Information</a>			
<b>Attachments</b>				
	<a href="#">Attachments</a>			
<b>State of Michigan Attachments</b>				
	<a href="#">State of Michigan Attachments</a>			

**Nonpublic Schools Only: complete the competition selection page prior to completing step 4.c (Team Page).** Public School Applicants will not see this link on the view/edit page.

[▶ Details](#)

Please complete all required forms below.

**Forms**

Status	Page Name	Comments	Created By	Last Modified By
	<a href="#">Cover Page</a>			
	<a href="#">Assurances and Certifications</a>			
	<a href="#">Important Information</a>			
<b>Team Information</b>				
	<a href="#">Competition Selection</a>			
	<a href="#">Team Information</a>			
	<a href="#">Partnership Information</a>			
<b>Attachments</b>				
	<a href="#">Attachments</a>			
<b>State of Michigan Attachments</b>				
	<a href="#">State of Michigan Attachments</a>			

### c. Complete Team Information Page

**Michigan Electronic Grant System Plus – MEGS+ QA - UAT**  
Michigan Department of Education

Michigan.gov Agencies

Home Welcome, OSS51 OSS51 | Logout

**Main Menu > Application Menu > View/Edit > TEAM INFORMATION**

## Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

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### TEAM INFORMATION

**Instructions:** Please complete one team page per team in your district. Click Save after each team's information is added to the page. To add a new team page, click Add to create a new blank team page for completion. Do NOT type over a team's information.

**Team Information**

Robotics Program Type:

Other:

\* Team Name:

\* Team Number:

\* Building Team is Associated With:

**Team Coach Information**

\* First Name:

\* Last Name:

\* Telephone Number:

\* Email address:

Team is applying for:

\* A coach stipend  Yes  No

\*  District agrees to provide at least 25% of the total robotics competition program grant award with local in-kind or cash match.

\*  If program team advances and competes, district agrees to provide local match of at least 25% of total advancement award.

Note: To add a new team page, click Save, then click Add to create a new blank team page for completion. Do NOT type over a team's information.

#### Related Pages

Status	Page Name	Comments	Created By	Last Modified By
	<a href="#">Team Information</a>			
	<a href="#">Partnership Information</a>			

## d. Complete Partnership Information

**Michigan Electronic Grant System Plus – MEGS+ QA - UAT**  
Michigan Department of Education

Michigan.gov Agencies

Home Welcome, OSS51 OSS51 | Logout

**Main Menu > Application Menu > View/Edit > PARTNERSHIP INFORMATION**

### Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2021 - 99h: Robotics Competition Program Grant | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5  
Authorized Official

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### PARTNERSHIP INFORMATION

**Instructions:** Please complete one partnership page for each team in your district. Click save after the partnership page is complete, then click add for a new blank page. Complete the blank page with a new sponsor in correlation with the team indicated in the team field. Do this for each team. If you have five teams, you will also have five partnership pages.

Team Partnerships must include at least one sponsor. If you have more than one sponsor, list the sponsor that provides the most support. Sponsors can include:

- Business/Non-Profit
- Higher Education Institute
- Technical School
- Individual

\* Team:

**Sponsor Information**

\* Name:

\* Telephone Number:

\* Email address:

\* Sponsor Type:

Complete the Team Page first in order to generate the dropdown options.

e. Download the Student Roster and Spending Plan. Once completed save on your local drive and upload under the Attachments section.

AAA - TEST Schools -

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2021 - 99h: Robotics Competition Program Grant | Status: Application In Progress | Security Level: MEGS+: Level 5 Authorized Official

[Details](#)

Please complete all required forms below.

**Forms**

Status	Page Name	Comments	Created By	Last Modified By
	<a href="#">Cover Page</a>		Dr. MEGS TestUser 11/18/2020 3:48:28 PM	
	<a href="#">Assurances and Certifications</a>		Dr. MEGS TestUser 11/18/2020 3:50:03 PM	
	<a href="#">Important Information</a>		Dr. MEGS TestUser 11/18/2020 3:50:29 PM	
	<a href="#">99h: Robotics Competition Grant RFP Instructions</a>			
	<a href="#">Student Roster</a>			
	<a href="#">Spending Plan</a>			
<b>Team Information</b>				
	<a href="#">Team Information (3)</a>		Dr. MEGS TestUser 11/18/2020 3:52:45 PM	
	<a href="#">Partnership Information (3)</a>		Dr. MEGS TestUser 11/18/2020 3:55:48 PM	Dr. MEGS TestUser 11/18/2020 3:57:46 PM
<b>Attachments</b>				
	<a href="#">Attachments</a>		Dr. MEGS TestUser 11/18/2020 3:47:39 PM	
<b>State of Michigan Attachments</b>				
	<a href="#">State of Michigan Attachments</a>			

## ATTACHMENTS

### Instructions:

1. Type in a descriptive title for the document that will be uploaded.
2. Click the **Browse** button and search for your document on your computer.
3. Once selected, the path to your file will appear in the Document Source field.
4. Click the **Save** button.

**NOTE:** When you name your file to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the document name. Attachments may be in **Word, PDF, JPG, XLS or GIF** format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

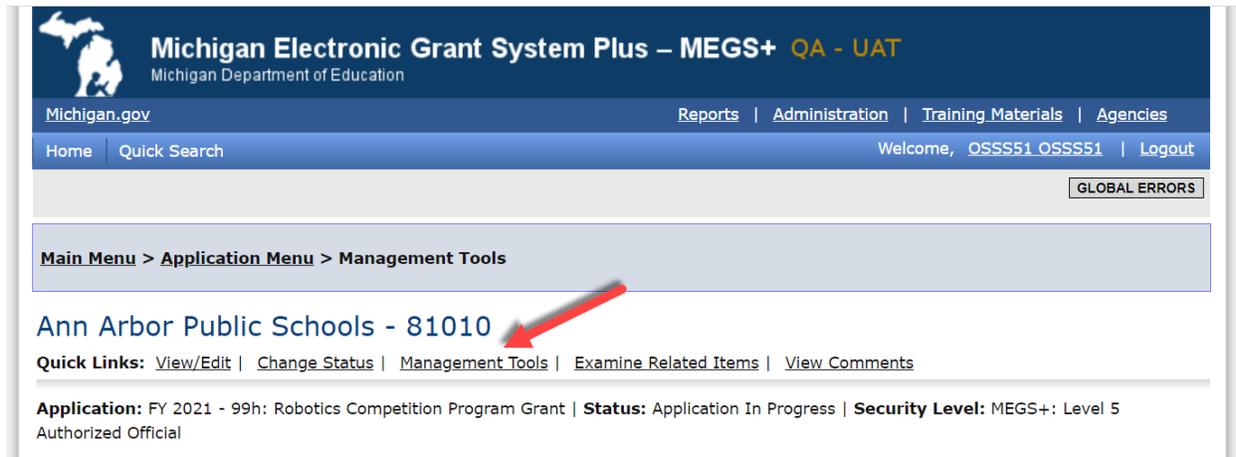
\*Spending Plan Title:

\*Spending Plan Document Source:    DELETE

\*Team Roster Title:

\*Team Roster Document Source:    DELETE

## Step 5: Add Main Contact



Michigan Electronic Grant System Plus – MEGS+ QA - UAT  
Michigan Department of Education

Michigan.gov Reports | Administration | Training Materials | Agencies

Home Quick Search Welcome, OSS51 OSS51 | Logout

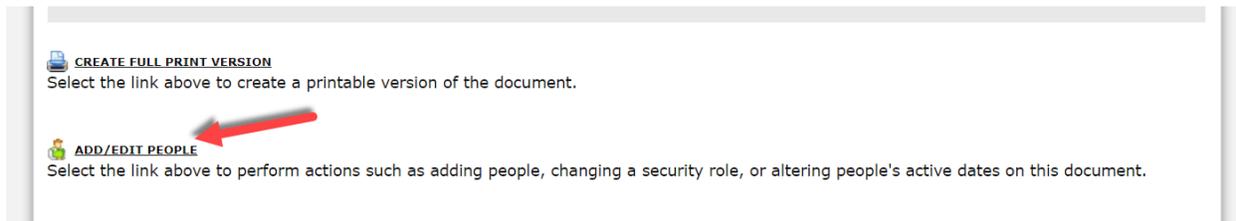
GLOBAL ERRORS

Main Menu > Application Menu > Management Tools

### Ann Arbor Public Schools - 81010

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

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 **CREATE FULL PRINT VERSION**  
Select the link above to create a printable version of the document.

 **ADD/EDIT PEOPLE**  
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.



[Main Menu](#) > [Application Menu](#) > [Management Tools](#) > [Add/Edit People](#)

## Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2021 - 99h: Robotics Competition Program Grant | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5 Authorized Official

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

### Person Search

Enter a name or partial name:

### Current People Assigned

#### Search

**Active Status:**

**Partial Name:**

**Agency:**

**Sort By:**

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/>	<a href="#">Ms. OSS51 OSS51</a>	Most Holy Trinity School, Bay-Arenac ISD, Sparta Area Schools, Holy Name School, Ann Arbor Public Schools, All Saints Catholic School	MEGS+: Level 5 Authorized Official	<input type="text" value=""/>	<input type="text" value="11/17/2020"/> - <input type="text" value=""/>	Grant System	11/17/2020 1:26:01 PM
<input checked="" type="checkbox"/>	<a href="#">Ms. Dawn Linden</a>	Ann Arbor Public Schools	MEGS+: Level 5 Authorized Official	<input type="text" value=""/>	<input type="text" value="11/17/2020"/> - <input type="text" value=""/>	Grant System	11/17/2020 1:26:01 PM
			MEGS+		<input type="text" value="11/17/2020"/>		

## Step 6: Check for global errors

Michigan Electronic Grant System Plus – MEGS+ QA - UAT  
Michigan Department of Education

Michigan.gov Reports | Administration | Training Materials | Agencies

Home Quick Search Welcome, OSS51 OSS51 | Logout

SAVE SEARCH GLOBAL ERRORS

Main Menu > Application Menu > Management Tools > Add/Edit People

Page Information  
Your data has been saved.

Ann Arbor Public Schools - 81010

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)



[Main Menu](#) > [Application Menu](#) > [Management Tools](#) > [Global Errors](#)



## Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2021 - 99h: Robotics Competition Program Grant | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5 Authorized Official

The following errors have been identified.  
Please select each link below to navigate to the appropriate page to correct the errors.



No General errors have been found.



- Please review Cover Page.

[Cover Page](#)



- Please review Assurances and Certifications.

[Assurances and Certifications](#)



- Please review Important Information.

[Important Information](#)



- Please complete this page.

[Attachments](#)

[Return to the View/Edit Menu by clicking here.](#)

### Step 7: Submit the Application



[Main Menu](#) > [Application Menu](#) > [Management Tools](#) > [Global Errors](#)



## Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

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[Main Menu](#) > [Application Menu](#) > [Change The Status](#)

## Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

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Select a button below to execute the appropriate status push.

### Possible Statuses

[Submit Application](#)



[Cancel Application](#)

## Application Agreement

Please make a selection below to continue.

In order to submit your application you must first agree to the following conditions.

I, OEII51 OEII51 , certify that..

- \* The information submitted in this application is true and correct to the best of my knowledge; and
- \* Ingham ISD will comply with the Assurances and Certifications (available on the View/Edit Forms menu) of this application; and
- \* The budget was prepared cooperatively by individuals from both the Program and Business Office.

If you are not OEII51 OEII51 you should return to the Main Menu.

If you would like to include notes about this status change, please supply them below.

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## Ann Arbor Public Schools - 81010

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2021 - 99h: Robotics | **Status:** Application Submitted | **Security Level:** MEGS+: Level 5 Authorized Official

**Description:**