

Step-by-Step Quick Guide

GHSP Web-based Grant Application Process

- Log-in to the system
- Click GRANTS Icon
- Click SUBMIT APPLICATION
- Under Search Criteria Click SEARCH
- Select PERSONNEL/EQUIPMENT APPLICATION
- Only blue shaded areas can be edited.
- Complete all blue shaded areas on application.
- Red * fields are required.
- Complete Section A: General Information
- Complete Section B: Statement of Problem, Goals and Objectives. It is best to cut and paste this information in from a word document.
 - GHSP Goals: Click all goals that relate to your traffic safety project.
- Complete Section C: Budget Detail.
 - Under Direct Costs Section, if your desired equipment is not listed in the drop down menu, click OTHER and type it in. Make sure you enter the quantity.
- Complete Section D: Schedule of Tasks
- Click CHECK. If “all mandatory fields are filled” appears, then you are ready to save or submit.
 - Either submit the application, which means it goes directly to GHSP and no changes can be made. A 10 digit number will appear, WRITE IT DOWN. This number is the best way to retrieve your saved application.
 - OR
 - Save application, which means it will be saved in the system. A 10 digit number will appear, WRITE IT DOWN. This number is the best way to retrieve your saved application.
 - To open your saved application, log back into the system and under Grants Processes, Click CHANGE APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
 - Make any changes and SUBMIT.
 - To double check and make sure your application was submitted, log off the system and log back in. Under Grants Processes, Click REVIEW APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
 - Scroll down to Application Details and under Status it will indicate SUBMITTED.

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- After you submit an application, one of the following will occur:
 - You will receive an Application Accepted letter via email. Although your application has been approved, this does not assure funding. Final approval of funds will not be made until late September when your Agreement is finalized. SKIP DOWN TO PIN PROCESS.
OR
 - You will receive a rejection letter via email, stating that your project was not approved for funding.
OR
 - You will receive an Application Returned letter via email defining changes you need to make to your application. Address each change and return the application as quickly as possible. Contact your GHSP Grant Specialist if you are unclear regarding required changes or have any questions.
 - Open your saved application to make the necessary changes.
 - When complete, click CHECK. If “all mandatory fields are filled” appears in a box, you are ready to save or submit.
 - Once you click SUBMIT, it will be send to a GHSP Grant Specialist.
 - You will receive an e-mail once the changes have been approved.
- Final Application PIN Process
 - You will not be able to proceed with the final pin process until you receive an Application Accepted letter from GHSP.
 - Log into the system and open your saved application.
 - Under Grants Processes, Click CHANGE APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
 - Scroll all the way down and check the READ and ACCEPT TERMS of CONDITIONS box.
 - Enter the designated agency representative with application approval pin. The only person who can PIN the application must have logged into the system.
 - Click VALIDATE
 - Scroll down and click SUBMIT
 - Scroll up to find “request was saved with number”
 - Attach agreement of conditions and resolution if necessary. If a conditions of agreement and resolution are not attached, your application will not proceed to the next step.
 - Perform steps that appear once you CLICK HERE TO ATTACH DOCUMENTS. “Documents successfully uploaded will appear to confirm uploaded documents.
 - To double check and make sure your application was submitted, log off the system and log back in. Under Grants Processes, Click REVIEW APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
 - Scroll down to Application Details and under Status it will indicate ACCECPTED AND PINNED.
- NOTE: The system will time out in 25 minutes. Click the CONTINUE YOUR SAP SESSION button to continue.