eGrants and e-Signature Sign-Up

eGrants Online Grant Application System

The Office of Commonwealth Libraries (OCL) uses the Pennsylvania Department of Education's (PDE) eGrants system for the submission and management of Library Services and Technology Act (LSTA) grant applications and contracts.

eGrants is available to all participating agencies eligible to apply for and receive educational grants including libraries, school districts, intermediate units, etc.

The eGrants system can be accessed at http://www.egrants.pa.gov.

Request an eGrants Agency User Administrator

Each participating agency or organization must designate an Agency User Administrator. The Administrator is responsible for creating and managing eGrants user accounts for others who should have access to its organization's grant applications and contracts. The authorized Agency User Administrator must be verified by OCL to receive a valid account login ID, password, and instructions.

If your organization does not already have a login for the eGrants system, OCL must create an Agency User Administrator for your organization. To request that an Agency User Administrator login be created, email ra-lsta@pa.gov with the subject line: "**Need eGrants User Administrator Login**" and provide your contact information.

Once the Agency User Administrator account is established, the administrator will receive an email with the subject "**eGrants Alert Message**" from ra-egrantshelp@pa.gov. It will tell you that an account has been established and provide the administrator with a temporary password. Then, the administrator must visit the eGrants site to set-up his/her own password and complete their profile.

An email confirmation will be sent from ra-egrantshelp@pa.gov. As a precaution, eGrants users should add ra-egrantshelp@pa.gov to their email's safe senders list as eGrants sends notifications out via a technique similar to SPAM.

Create Additional User Accounts

Agency User Administrators are responsible for creating new accounts for their organization's personnel.

To create a user account, the administrator assigns a unique login ID, enters basic information, and selects roles or privileges for each user.

When the new user account is created, eGrants automatically assigns a temporary password and sends an email message to the new user. (Be sure new users know to watch for an email confirmation from ra-egrantshelp@pa.gov. As a precaution, the new user should add ra-egrantshelp@pa.gov to his/her email's safe senders list as the system sends notifications out via a technique similar to SPAM.) When the user logs into the system for the first time, he/she must change the password.

After the account is created, the new user can login to eGrants immediately. The user can view information only for its organization and its OCL's Bureau of Library Development.

For more information on how to manage agency user accounts, log into eGrants and review its "Agency User Management" guide. The guide is located on the right side of the eGrants home page. It provides information on creating new user accounts, managing user account information, privileges and roles, and removing users.

Forgotten Logins or Passwords
If your Agency User Administrator has forgotten his/her login, email ra-lsta@pa.gov with the subject line: "**Need eGrants User Administrator Login**" and provide your contact information.

If you are not the Agency User Administrator and you have forgotten your login, contact your organization's Agency User Administrator (usually the library director) to request assistance.

If you have forgotten your password, go to http://www.egrants.pa.gov and click the "Forgot Password" link.

How to Use eGrants
Once logged into eGrants, a "Getting Started Guide" is located on the right side of the eGrants home page. It reviews the basic functions of eGrants.

If you have any questions or problems with the process, you can send them to ra-egrantshelp@pa.gov.

e-Signatures

eGrants has an online method, e-Signatures, for LSTA grant recipients to electronically "sign" reports and contracts.

Organizations that use e-Signatures will not need to sign LSTA grant agreements and contracts manually or mail them to OCL. Instead, authorized individuals in the eGrants system will sign grant documents electronically.   This will make the state's application and contracts process much faster, and reduce copying and postage costs.

Regardless of whether you do or do not plan to submit an LSTA application, OCL encourages every organization that plans to apply for an LSTA grant to sign-up for electronic signatures. (Please note that the use of e-signatures is completely voluntary under the law. If your organization decides not to participate, you will still be able to print and sign grant agreements manually.)

Sign-Up Before Submitting an LSTA Application
Before using e-Signatures, your organization must:

- Have an eGrants Agency User Administrator account; and
- Register for e-Signatures **before** submitting an LSTA grant application.

Steps to Sign-Up for e-Signatures
If you want to use e-Signatures:

1. The organization's board of directors must adopt the required eGrants Signature Resolution ([resolution text in Word](#) or [resolution text as PDF](#)) which identifies and authorizes the library director to sign electronic documents on eGrants. Remember: the Resolution must be processed prior to applying for a grant on the eGrants system. A fillable eGrants Signature Resolution ([resolution text in Word](#) or [resolution text as PDF](#)) is available at http://statelibrary.pa.gov/LSTA. It must be:
     - Completed and adopted as it is written;
     - Signed by the appropriate board officers in **blue ink**;
     - Attested to by the governing body's secretary; and
     - Signed by the authorized signer in **blue ink**.
2. Update or create a user profile for the authorized signer in eGrants. The authorized signer's user profile must already exist for PDE to complete the e-Signature process. For instructions on how to create and edit user accounts, log into eGrants and review its "Creating Agency Users" guide. It is located on the right side of the eGrants home page.

3. **After** the user profile for the authorized signer has been created, mail the original resolution document (signed in **blue ink**) to:

> Pennsylvania Department of Education
> Bureau of Management Services
> Attn: Terri Porter
> 333 Market Street, 15th Floor
> Harrisburg, PA 17126

PDE will not accept photocopies or scanned/emailed Resolutions.

e-Signature Questions?
If you have any questions about e-Signatures, contact Terri Porter at teporter@pa.gov or 717 346-9725.