

Department of Education & Workforce

GRANT LIFECYCLE

March 2025

Department of Education & Workforce

AGENDA

- What is the Grant Lifecycle
- Roles
- Basic Navigation
  - Search
- Award Applications
  - Apply for A New Award
  - Set Up Existing Award
- Award Control Sheet
- Workflows
- Change Log
- Common Components
  - Document Upload
  - History Log
  - Comments
- Questions

WHAT IS THE GRANT LIFECYCLE?

High-level tracking of Department grant funding (process)

- Department applies for a grant
- Department receives or does not receive an award
- Department utilizes received grant funding
  - Admin
  - Subgrants
  - Contracts

WHAT IS THE GRANT LIFECYCLE?

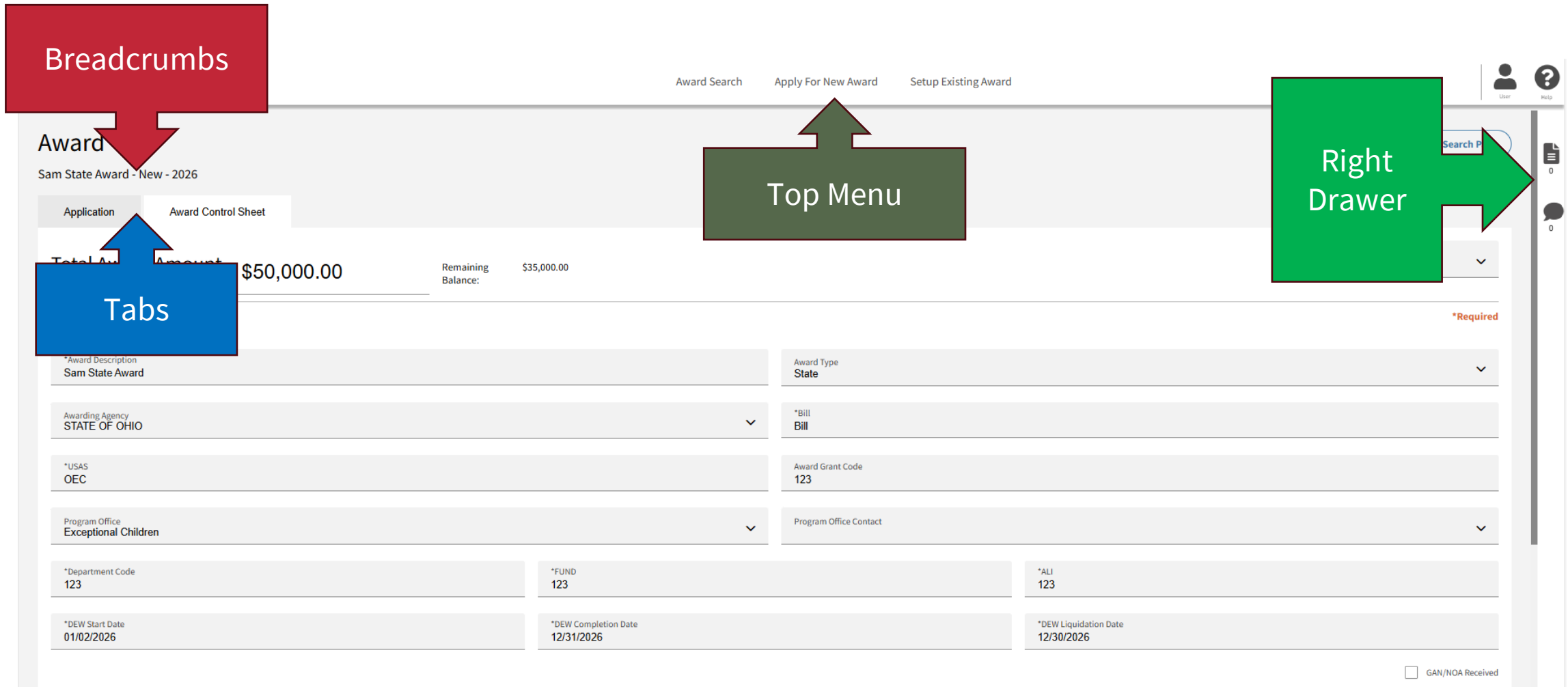
Backbone of grant funding awarded by the Department to outside entities

- Manages basic grant details required for grant setup in One Funding Application (OFA)
- Ties ED STEPS to the Central Payment System (CPS)
    - Funding Codes
    - Award Control Sheets (formerly Grant Control Sheets)
- Provides validation for Cash Requests (CRs) and Final Expenditure Reports (FERs)
    - Allocation
    - Project Timeframe

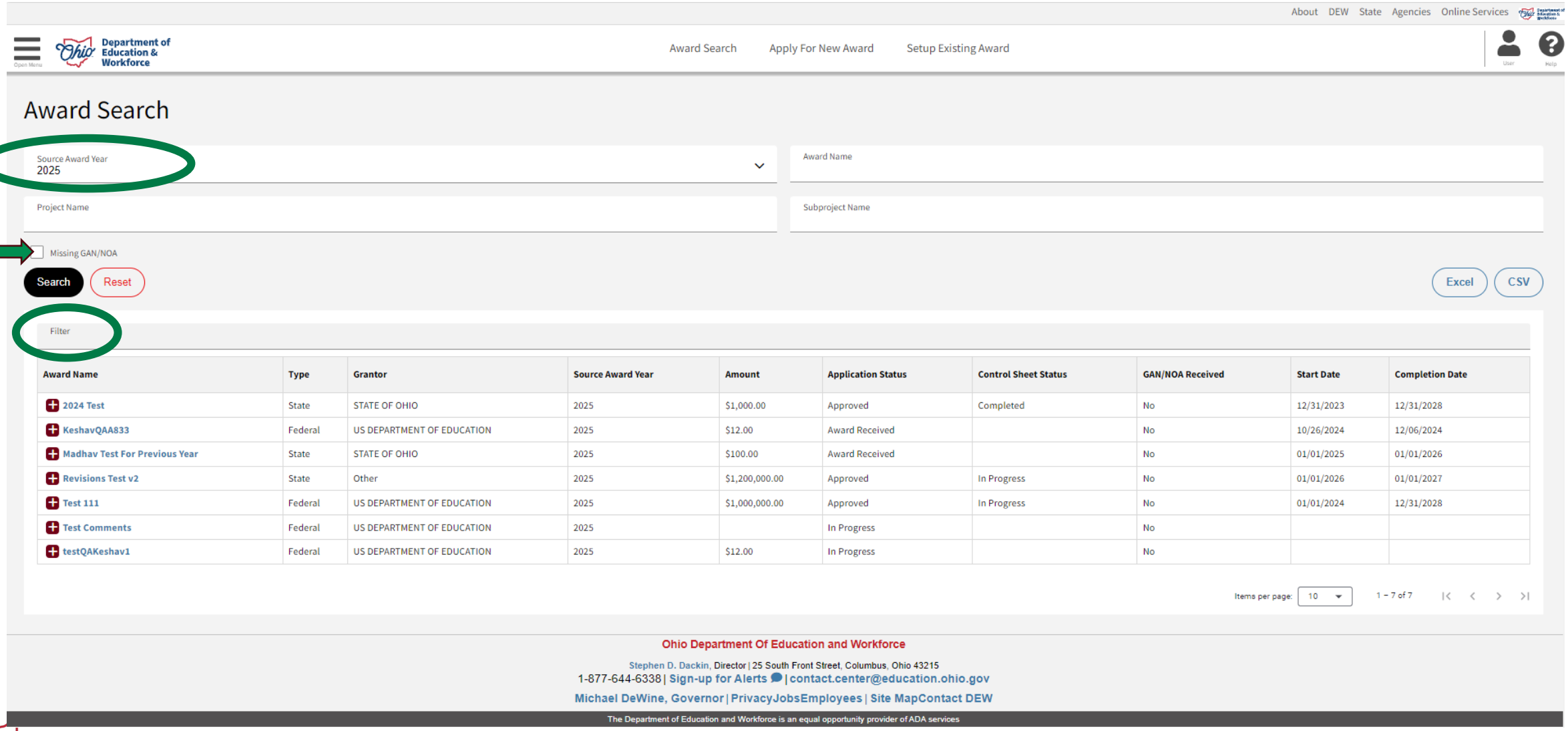
SYSTEM ROLES

- Grant Control Program Editor (Program Office Staff)
    - Search, **CREATE, EDIT, REVISE, AND SUBMIT** award applications and Award Control Sheets
- Grant Control Administrator (Grants Management Staff)
    - Search, **CREATE, EDIT, REVISE, AND APPROVE** award applications and Award Control Sheets
- Grant Control Fiscal Approver (Fiscal Office Staff)
    - Search, **VIEW, AND APPROVE** award applications and Award Control Sheets
- Grant Control Viewer (Other appropriate Department Staff)
    - Search and **VIEW** award applications and Award Control Sheets

BASIC SYSTEM NAVIGATION

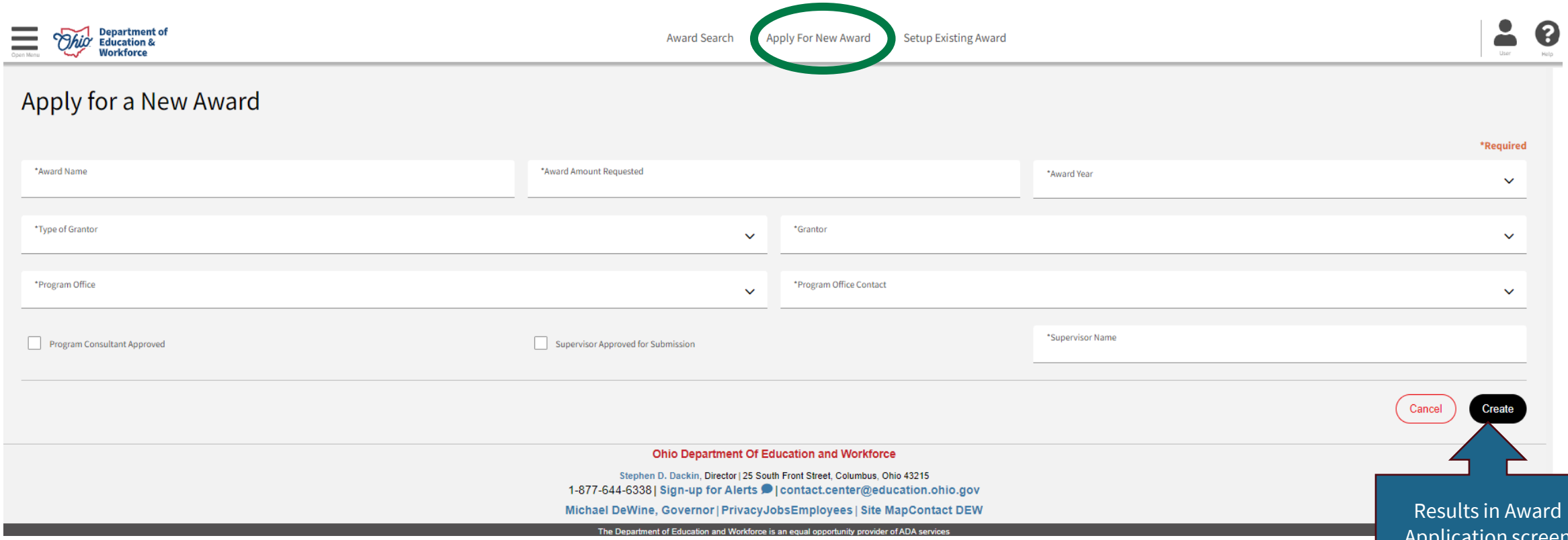


SEARCH


About DEW State Agencies Online Services
Department of Education & Workforce
Award Search
Apply For New Award
Setup Existing Award
Award Search
Source Award Year
2025
Award Name
Project Name
Subproject Name
Missing GAN/NOA
Search
Reset
Excel
CSV
Filter
Award Name | Type | Grantor | Source Award Year | Amount | Application Status | Control Sheet Status | GAN/NOA Received | Start Date | Completion Date
2024 Test | State | STATE OF OHIO | 2025 | $1,000.00 | Approved | Completed | No | 12/31/2023 | 12/31/2028
KeshavQAA833 | Federal | US DEPARTMENT OF EDUCATION | 2025 | $12.00 | Award Received | | No | 10/26/2024 | 12/06/2024
Madhav Test For Previous Year | State | STATE OF OHIO | 2025 | $100.00 | Award Received | | No | 01/01/2025 | 01/01/2026
Revisions Test v2 | State | Other | 2025 | $1,200,000.00 | Approved | In Progress | No | 01/01/2026 | 01/01/2027
Test 111 | Federal | US DEPARTMENT OF EDUCATION | 2025 | $1,000,000.00 | Approved | In Progress | No | 01/01/2024 | 12/31/2028
Test Comments | Federal | US DEPARTMENT OF EDUCATION | 2025 | | In Progress | | No | |
testQAKeshav1 | Federal | US DEPARTMENT OF EDUCATION | 2025 | $12.00 | In Progress | | No | |
Items per page: 10
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Ohio Department Of Education and Workforce
Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215
1-877-644-6338 | Sign-up for Alerts | contact.center@education.ohio.gov
Michael DeWine, Governor | PrivacyJobsEmployees | Site MapContact DEW
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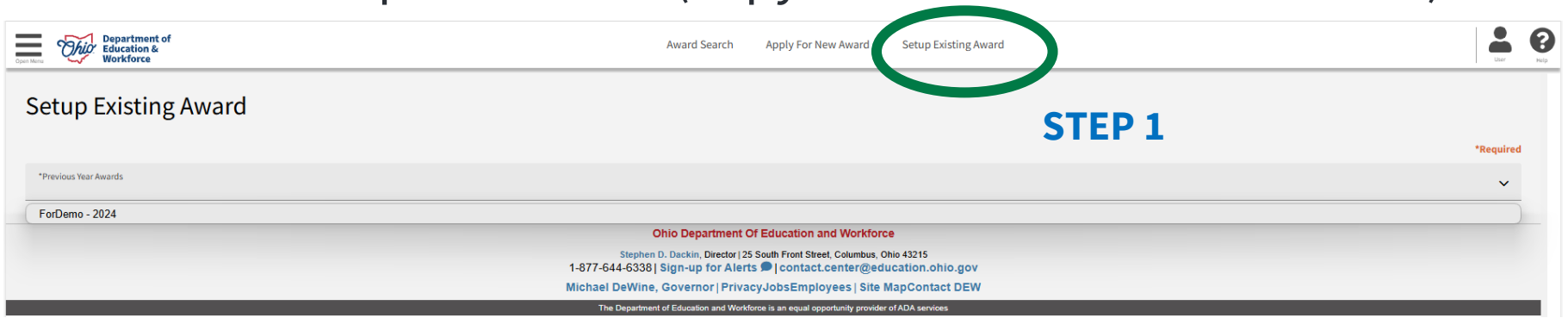
APPLY FOR A NEW AWARD

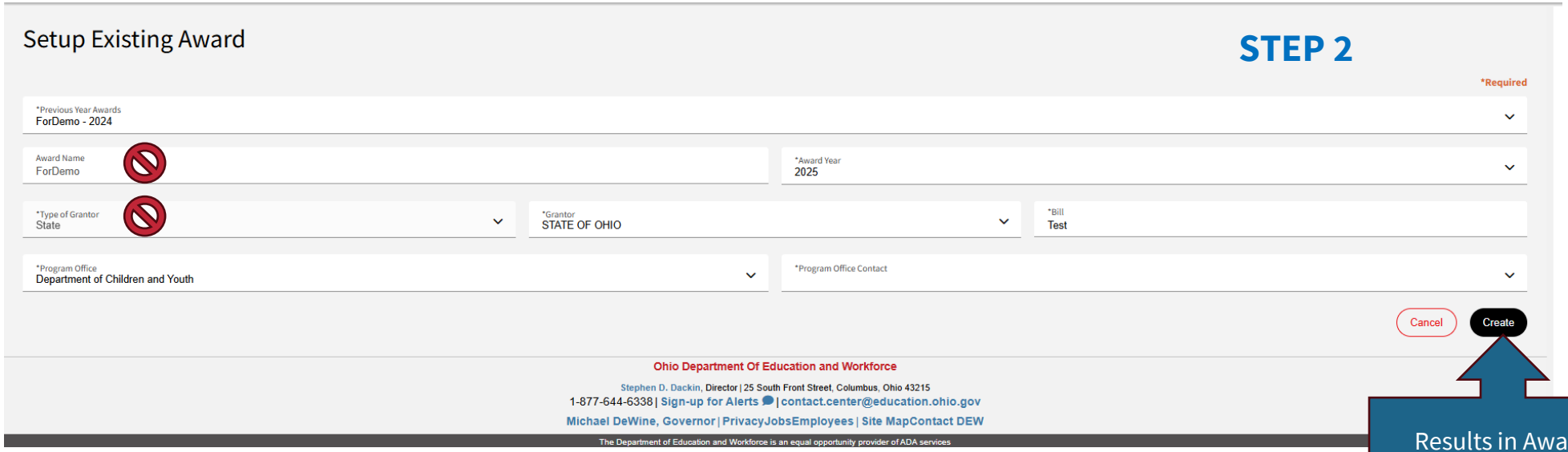
- Applying for a new grant
- Received an award without an application process (legislation, other)



SETUP EXISTING AWARD

- Received a “repeat” award (copy base details for new award)

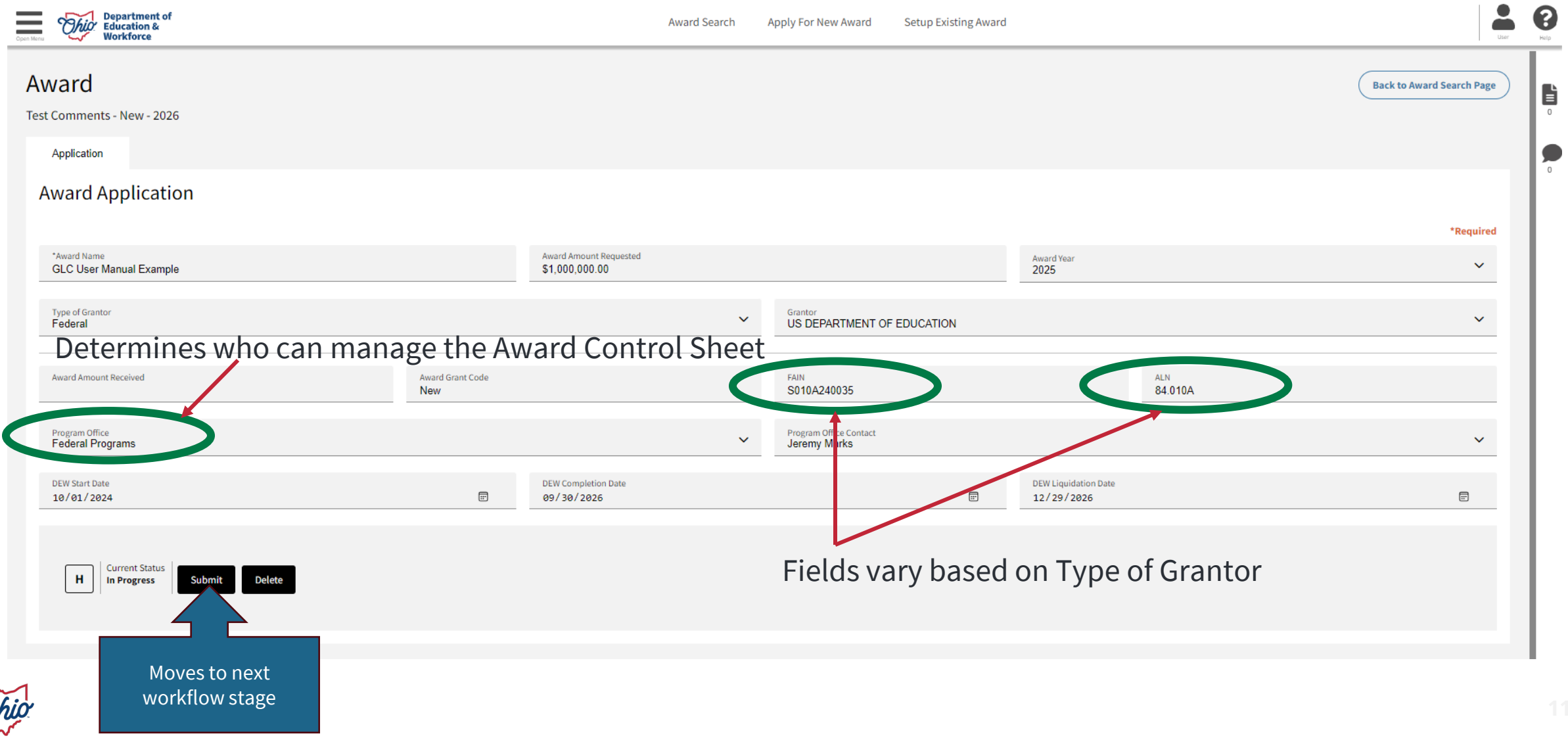




Results in Award Application screen

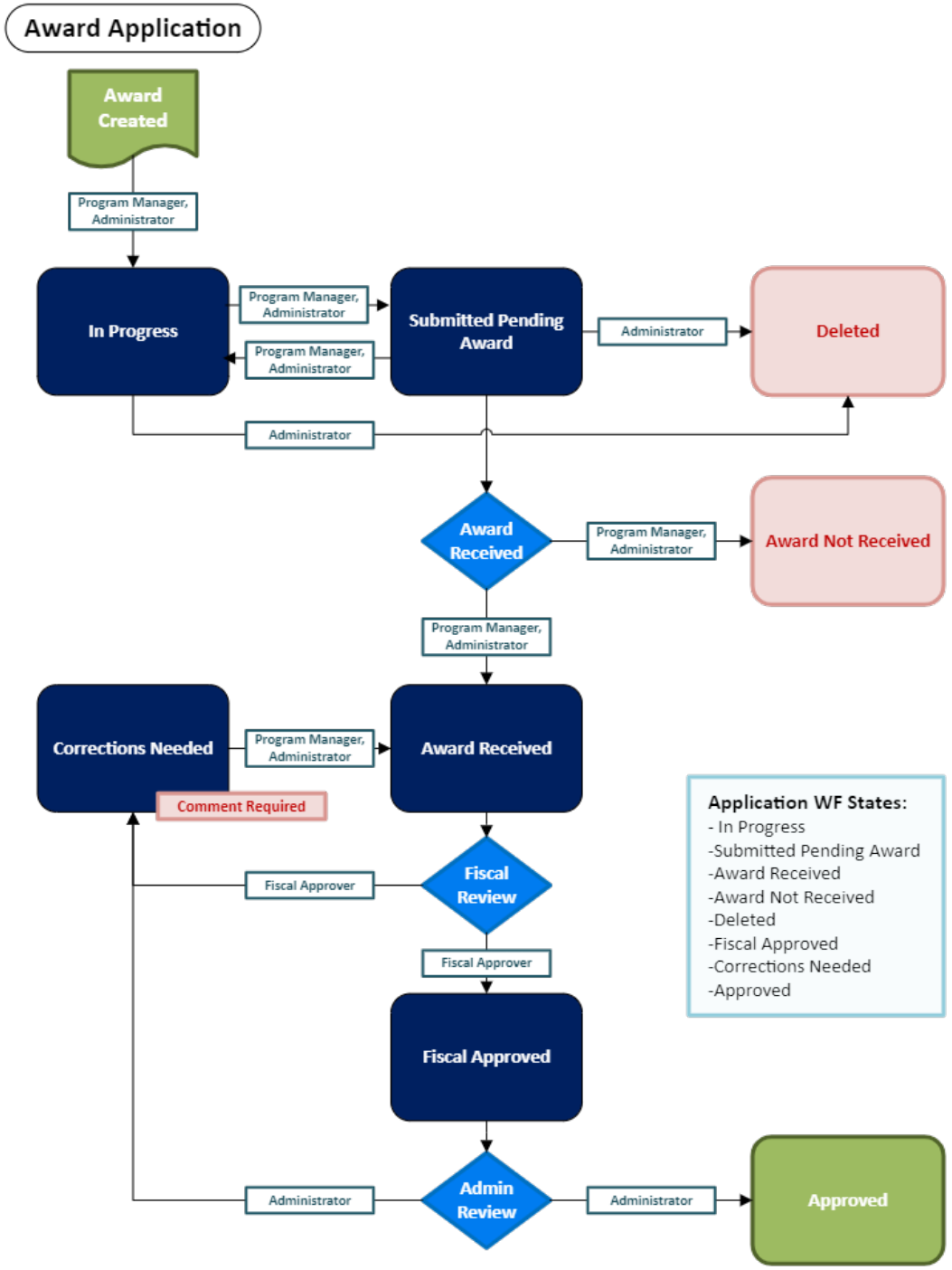
AWARD APPLICATION

- Award details that control OFA



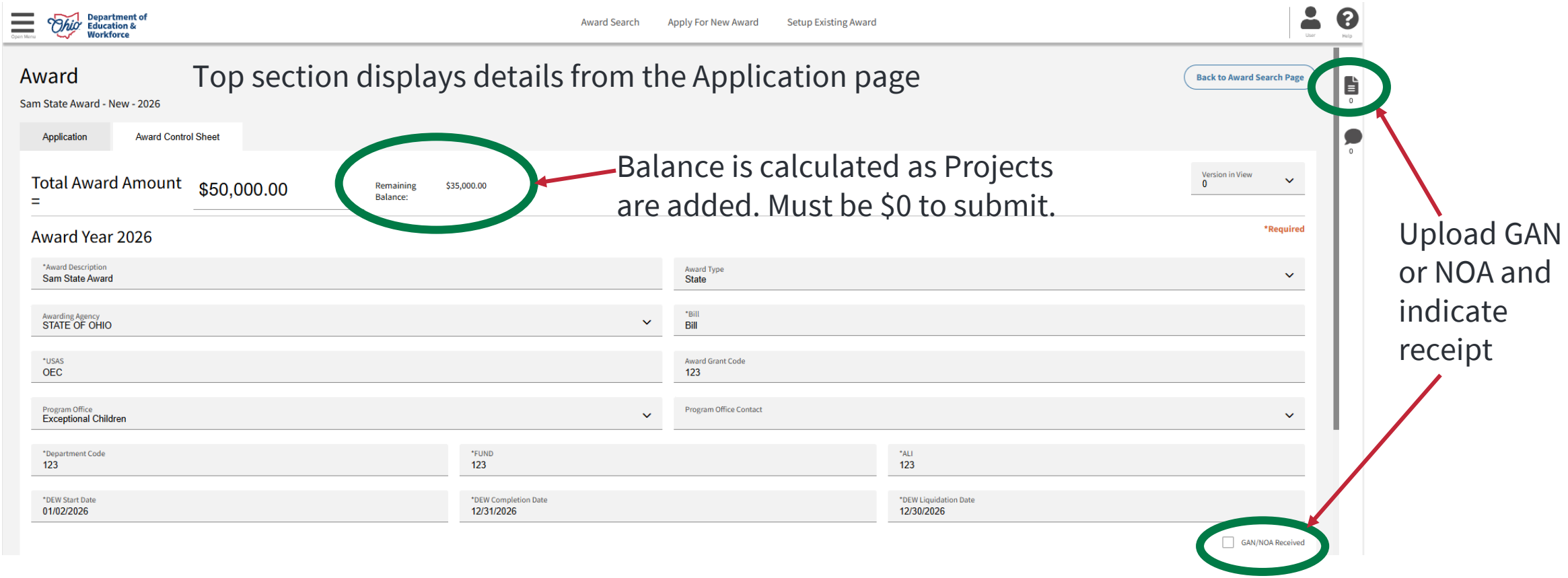
AWARD APPLICATION WORKFLOW

Final Approved state results in creation of the Award Control Sheet

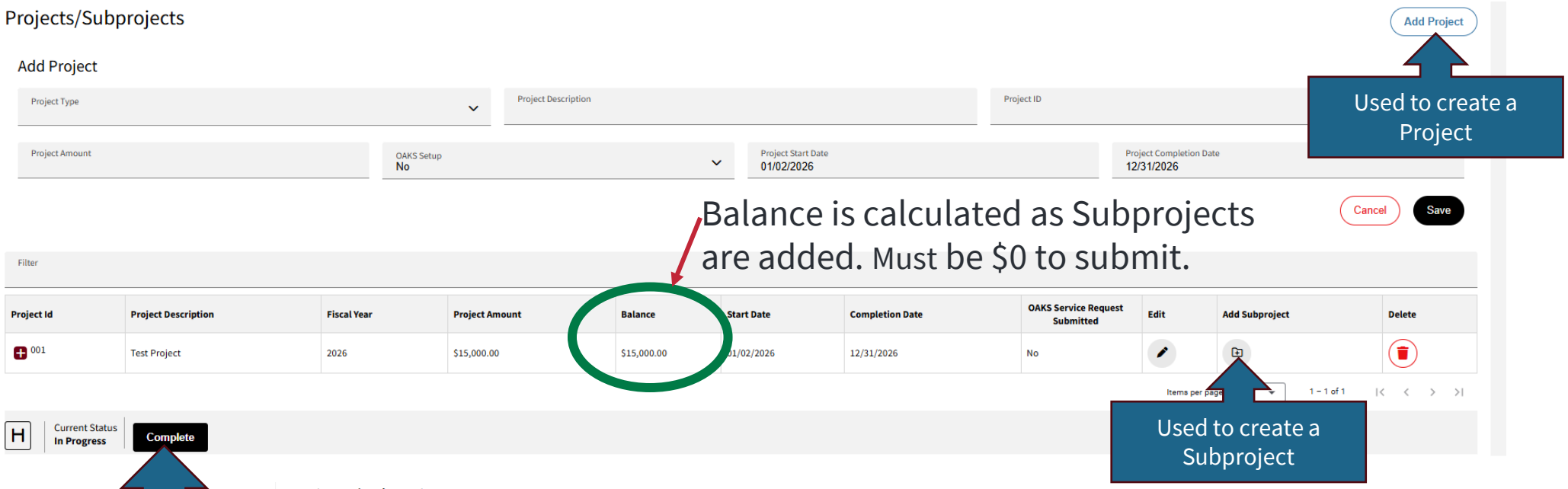


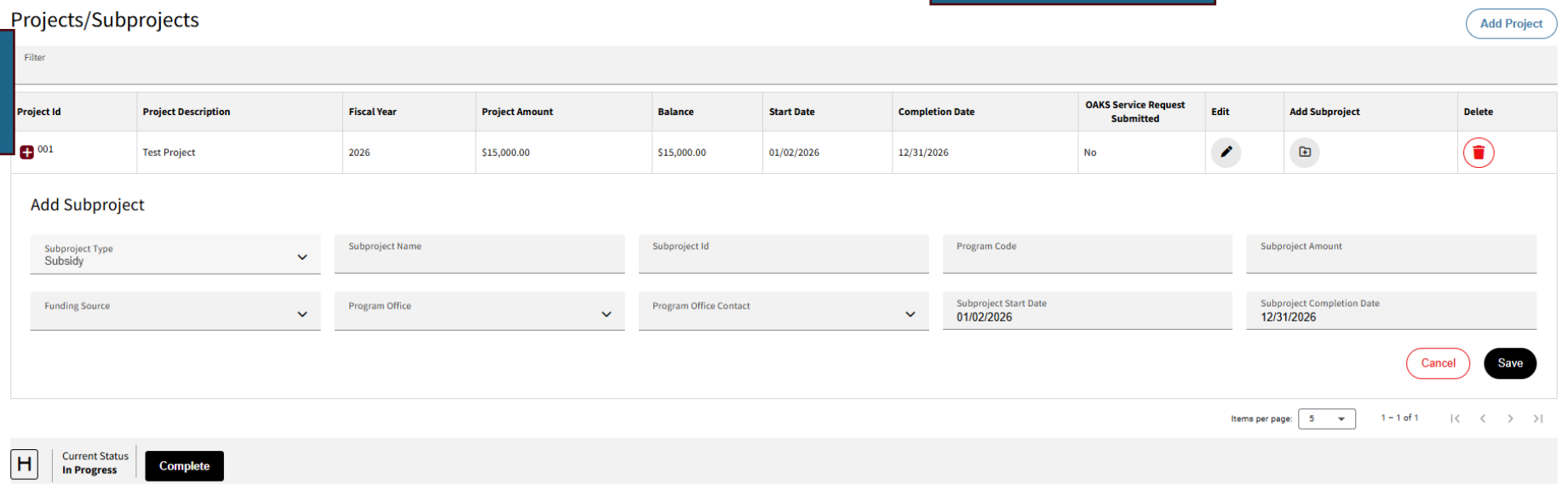
AWARD CONTROL SHEET

- Record Project and Subproject details



AWARD CONTROL SHEET

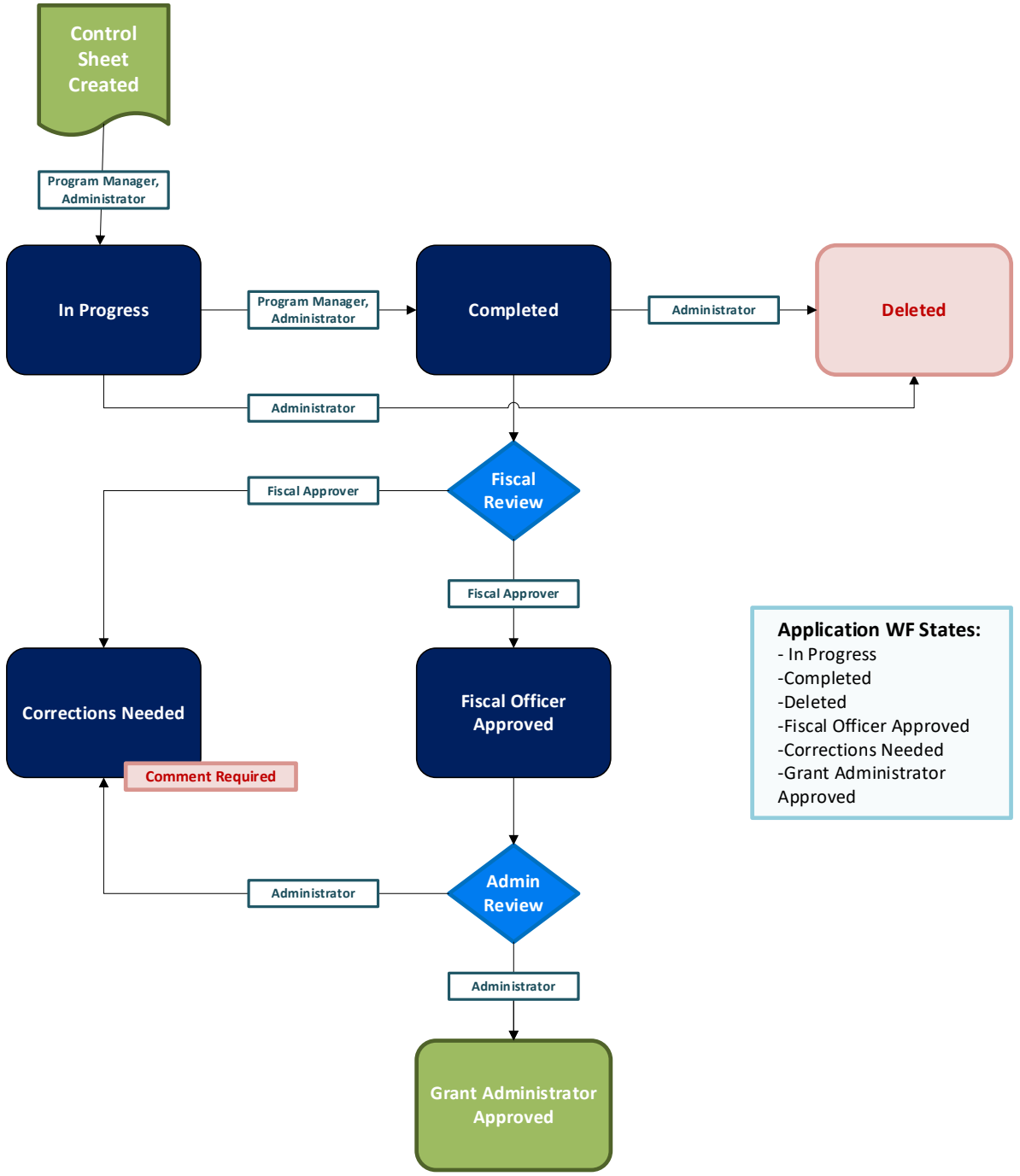




AWARD CONTROL SHEET WORKFLOW

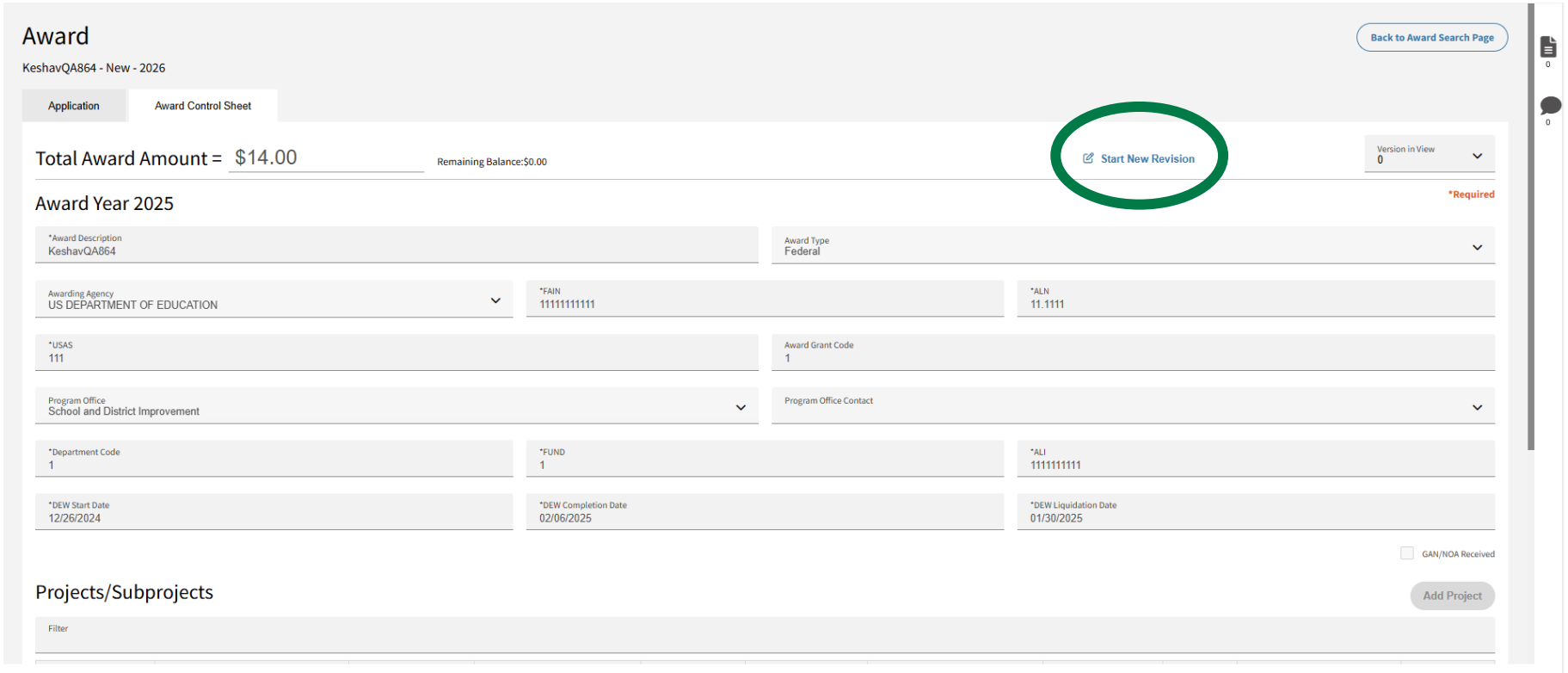
Grant Administrator Approved state results in the ability to load allocations

Changes to an approved Award Control Sheet must be done through the Revision process



AWARD CONTROL SHEET REVISION

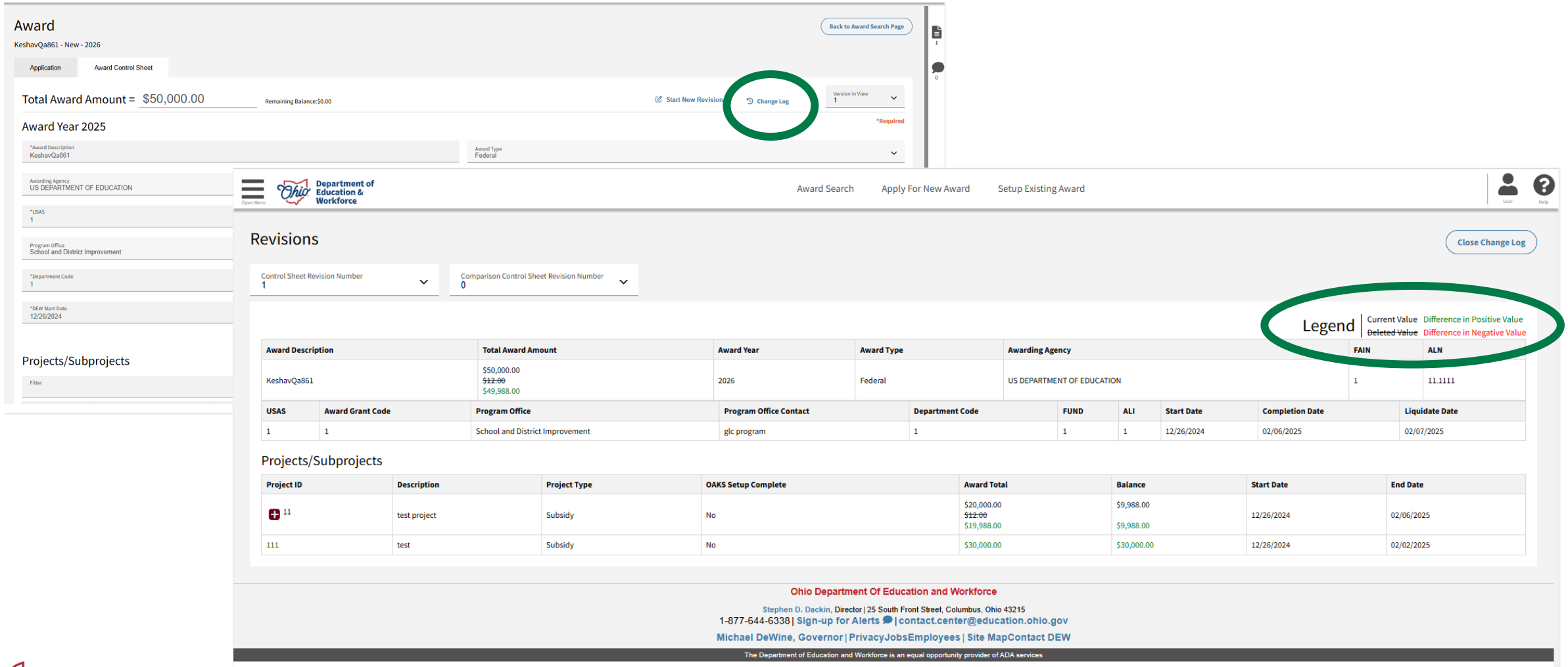
STEP 1: Locate and access Award on Search screen
STEP 2: Select Start New Revision
STEP 3: Make desired edits, verify Remaining Balance for Projects/Subprojects is $0
STEP 4: Change Workflow State to Complete



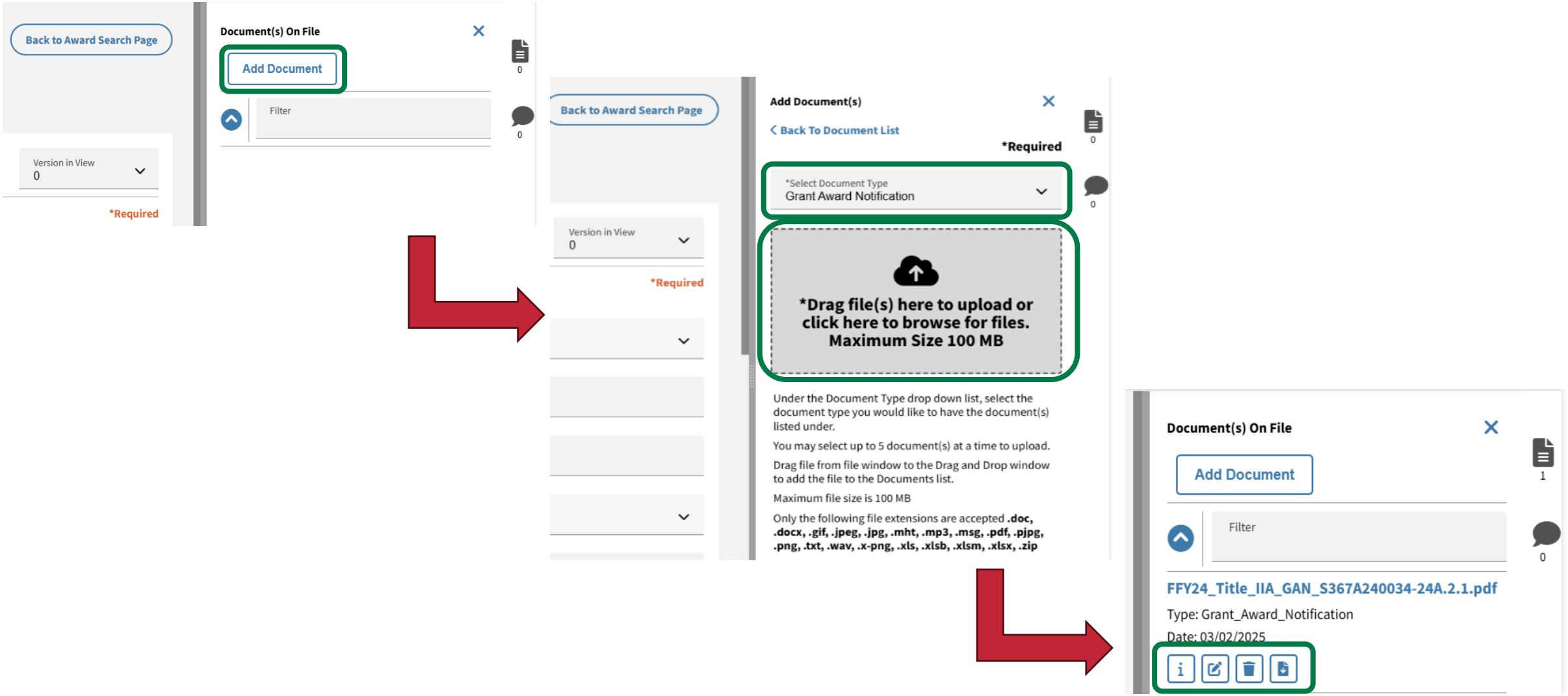
STEP 5: Revised Award Control Sheet will follow the Award Control Sheet workflow through approval

CHANGE LOG

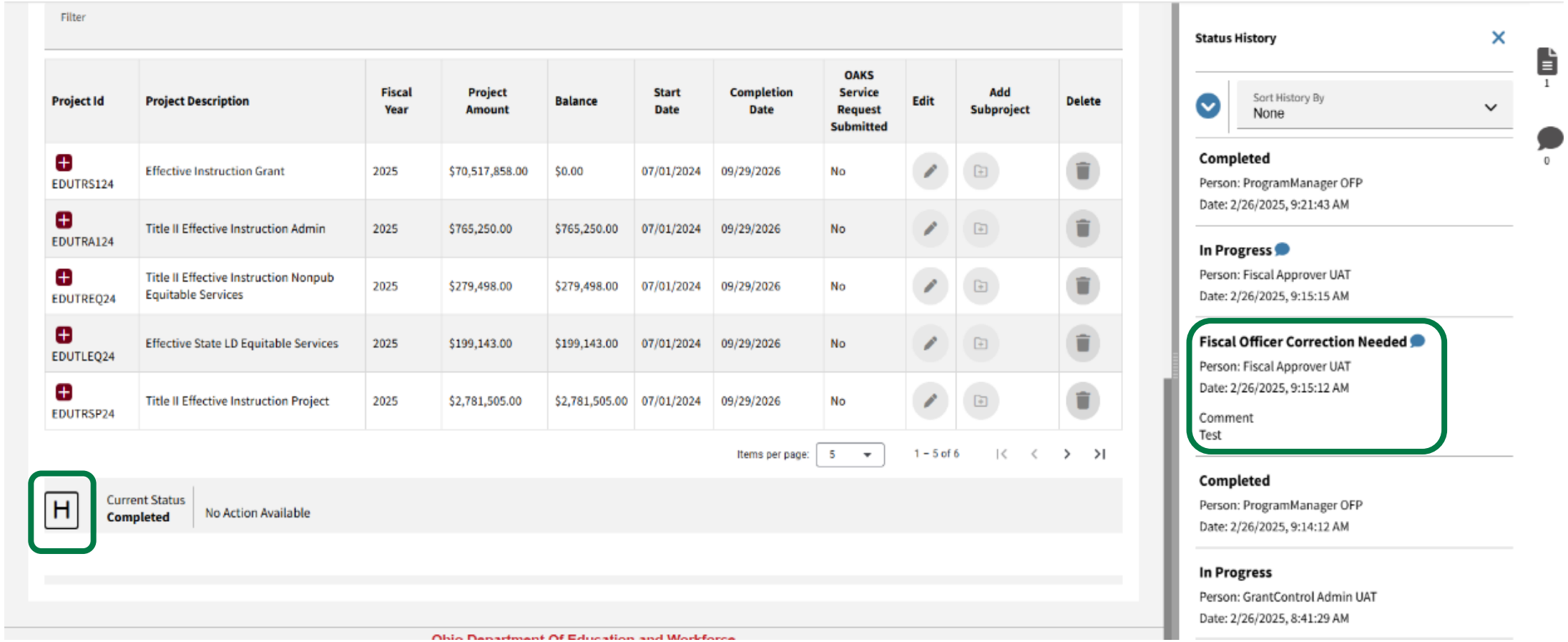
Displays changes to the award, project(s), and/or subproject(s) made to an approved Award Control Sheet



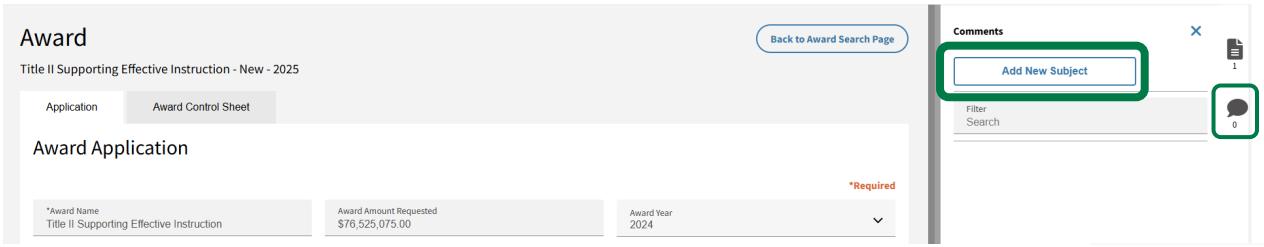
DOCUMENT UPLOAD

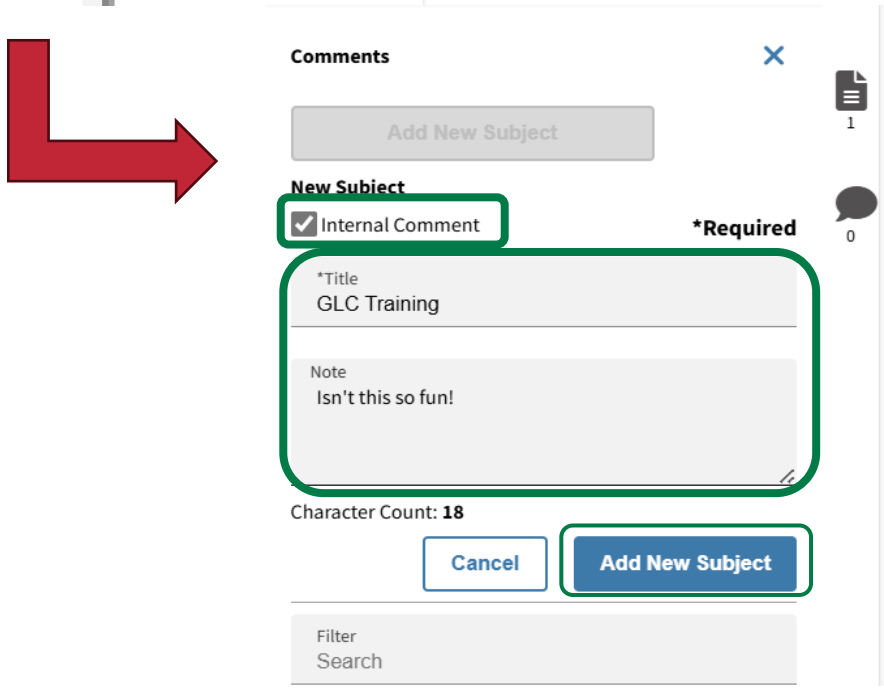


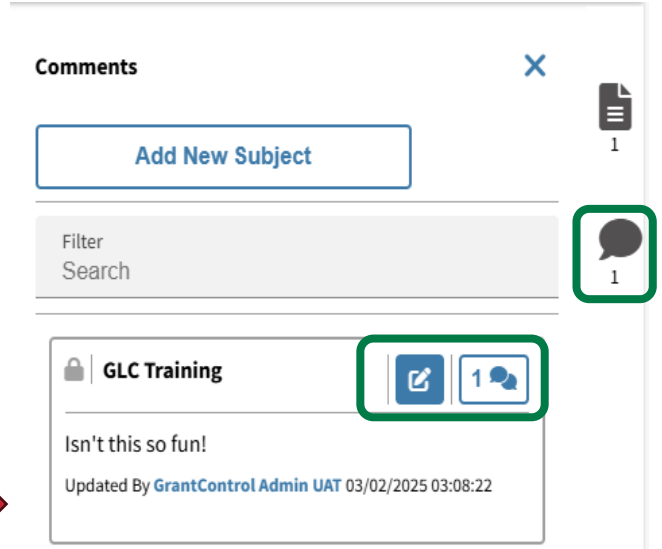
HISTORY LOG


Filter
Project Id
Project Description
Fiscal Year
Project Amount
Balance
Start Date
Completion Date
OAKS Service Request Submitted
Edit
Add Subproject
Delete
EDUTRS124
Effective Instruction Grant
2025
$70,517,858.00
$0.00
07/01/2024
09/29/2026
No
EDUTRA124
Title II Effective Instruction Admin
2025
$765,250.00
$765,250.00
07/01/2024
09/29/2026
No
EDUTREQ24
Title II Effective Instruction Nonpub Equitable Services
2025
$279,498.00
$279,498.00
07/01/2024
09/29/2026
No
EDUTLEQ24
Effective State LD Equitable Services
2025
$199,143.00
$199,143.00
07/01/2024
09/29/2026
No
EDUTRSP24
Title II Effective Instruction Project
2025
$2,781,505.00
$2,781,505.00
07/01/2024
09/29/2026
No
Items per page: 5
1 – 5 of 6
H
Current Status
Completed
No Action Available
Status History
Sort History By
None
Completed
Person: ProgramManager OFP
Date: 2/26/2025, 9:21:43 AM
In Progress
Person: Fiscal Approver UAT
Date: 2/26/2025, 9:15:15 AM
Fiscal Officer Correction Needed
Person: Fiscal Approver UAT
Date: 2/26/2025, 9:15:12 AM
Comment
Test
Completed
Person: ProgramManager OFP
Date: 2/26/2025, 9:14:12 AM
In Progress
Person: GrantControl Admin UAT
Date: 2/26/2025, 8:41:29 AM

COMMENTS


Award
Back to Award Search Page
Title II Supporting Effective Instruction - New - 2025
Application
Award Control Sheet
Award Application
*Required
*Award Name
Title II Supporting Effective Instruction
Award Amount Requested
$76,525,075.00
Award Year
2024
Comments
Add New Subject
Filter
Search
1
0


Comments
Add New Subject
New Subject
Internal Comment
*Required
*Title
GLC Training
Note
Isn't this so fun!
Character Count: 18
Cancel
Add New Subject
Filter
Search
1
0


Comments
Add New Subject
Filter
Search
GLC Training
1
Isn't this so fun!
Updated By GrantControl Admin UAT 03/02/2025 03:08:22
1
1

RESOURCES

- Grant Lifecycle User Manual
- More to come!

QUESTIONS?

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