

# FIN800 Grant Applicant Registration eLearning

## Grant Applicant Registration



## Grant Applicant Registration

FIN800

## Course Audio

### Course Audio

**This eLearning course contains audio.**

Please make sure your speakers and headset or earbuds (if applicable) are turned on and working at this time.



**Important Note:**

Many slides in this course contain additional information in the audio. Please listen to the audio narration or view the closed captioning by clicking the transcript button  located on the bottom of this screen.

## Course Navigation

### Course Navigation

The buttons you need to navigate the course are located in the top right corner and along the bottom of the screen. To proceed to the next slide, click **Next →** in the lower right corner. If you need to go back to a slide or navigate directly to a lesson, click **Menu** in the top right corner of the screen.



## Additional Information

### Additional Information

Throughout this course, you will notice that there are arrow icons like the one pictured on the right. Please place your mouse over **every arrow** in this course to read additional information about the image displayed.

**Try it now:** Please place your mouse over the arrow on the right.



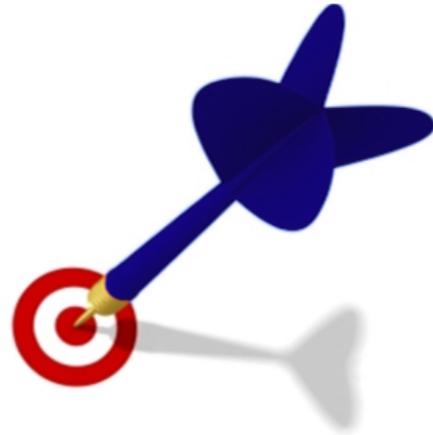
1-  
You will receive additional information in these blue boxes.

## Course Objectives

### Course Objectives

**At the end of this course, you will be able to:**

- Describe the grant applicant registration process
- Register as a grant applicant with the State of Mississippi (SoMS) and its agencies
- Access the e-Grants Help Center



## Lesson 1: Registration Overview



## Lesson 1: Registration Overview

**This lesson will explain:**

- Key terms
- Benefits of Registering
- Registration Process for a grant applicant

## Key Terms

### Key Terms

**MAGIC - Mississippi's Accountability System for Government Information and Collaboration**  
The Mississippi State Government's Enterprise Resource Planning (ERP) solution. Powered by SAP Public Sector® software, MAGIC replaces the State's legacy administrative systems with a fully-integrated information system.

## Key Terms

### Key Terms

**e-Grant**

The term e-Grant is used to refer to an electronic grant application form. e-Grants is also the name of the Access tab in the Grants Management portal using MAGIC.

**e-Grants Work Center**

e-Grants Work Center is the central place for applying, administering, and managing the Grant process.

**Grant Applicant**

The representative applying for grant funding with the State of Mississippi (also referred to as “grantee”).

## Key Terms

### Key Terms

**FEIN** – Federal Employer Identification Number (Tax ID) – Used by businesses in order to classify and identify them as a tax payer. A FEIN is unique to a business just like a person's (SSN) Social Security number. This number is also known as a Federal Tax Identification Number (Tax ID).

**D-U-N-S number** – A unique 9-digit identifier required for all businesses registering with the US Federal government for contracts or grants.

## Benefits of Registering

### Benefits of Registering

Registering as a grant applicant with the State of Mississippi provides the ability to:

- Be added to the SoMS Grant Applicant List
- Apply for State grant programs
- Receive notifications on grant status
- Review your grant records
- Manage your grants

## Register New Grant Applicant



## Register New Grant Applicant

The online registration link is located on the **Mississippi Management & Reporting System** website at <http://www.mmrs.state.ms.us>.

1 - <http://www.mmrs.state.ms.us>

<http://www.mmrs.state.ms.us> - <http://www.mmrs.state.ms.us>

## Lesson 2: Registration Details



## Lesson 2: Registration Details

**This lesson will explain:**

- Grant Applicant Information
- Register as a Grant Applicant
- Company Information
- Contact Person
- Self Certified Minority Indicators
- Terms and Conditions
- Duplicate Record Check
- Notification

## Grant Applicant Information

### Grant Applicant Information

You will need to complete the following sections during the registration process:

- General Company Information
- Additional Company Information
- Contact Person Information
- Self Certified Minority Indicators



## How to Register as a Grant Applicant

### General Company Information

On-Behalf of (Internal Only):	<input type="checkbox"/>
Supplier:	<input type="checkbox"/>
Grantee:	<input checked="" type="checkbox"/>
Type of Grantee:	CRM-IND ▼

## How to Register as a Grant Applicant

In the **General Company Information** section, begin by unchecking the **Supplier** checkbox (which is checked as a default). Check the Grantee checkbox to designate you are registering as a Grant Applicant. The Type of Grantee drop down menu displays upon checking Grantee

1-When Grantee is checked, the Type of Grantee drop down menu displays.

2-

- The Supplier checkbox is the default box—please uncheck this box
- Since you are a grant applicant, select the grant applicant checkbox
- Only State of Mississippi staff use the checkbox for On-Behalf of (Internal Only):

## Type of Grantee

### General Company Information

On-Behalf of (Internal Only):

Supplier:

Grantee:

Type of Grantee:

## Type of Grantee

Select Type of Grantees:

- CRM-IND is selected for individual grant applicants
- CRM-ORG is selected for company grant applicants

1-

Select from the drop-down box:

- CRM-IND for an individual grant applicant
- CRM-ORG for a company grant applicant

## General Company Information

### General Company Information

The fields denoted with an asterisk (\*) are required. Enter as much information in non-required fields as possible.

### General Company Information

On-Behalf of (Internal Only):	<input type="checkbox"/>
Supplier:	<input type="checkbox"/>
Grantee:	<input checked="" type="checkbox"/>
Type of Grantee:	CRM-IND ▼
Name of Company: *	<input type="text"/>
Doing Business As (DBA):	<input type="text"/>
Business Structure:	<input type="text" value="▼"/>
Grantee Agency:	<input type="text"/> 
<b>Enter either FEIN or SSN *</b> 	
Federal Employer Identification No	<input type="text"/>
Social Security No:	<input type="text"/>
D-U-N-S Number:	 <input type="text"/>
<b>Communication</b>	
Phone Number: *	 <input type="text"/> <input type="text"/>
Fax Number:	<input type="text"/> <input type="text"/>
E-Mail Address: *	<input type="text"/>

1. D-U-N-S Number will help distinguish the grant record (optional).
2. Individuals and sole proprietor grant applicants will enter SSN.
3. For Phone or Fax number, use format: xxx-xxx-xxxx (e.g., 404-555-5678).

## Additional Company Information

### Additional Company Information

The fields denoted by an asterisk (\*) are required under the Additional Company Information section.

### Additional Company Information

Vendor Headquarters:  

Permanent Staffed Office in MS

Vendor Type:  

Legislative/Congressional Dist.

CCR/ CAGE:

Credit Card Acceptance:

Send Medium: \*    

#### Company Address data

Street: \*

Street 1:

Street 2:

County:

City / Zip Code: \*

State: \*  

Country: \*  

1. Fields with a Search option allow you to search for information, but if you know the value to enter in a field, type it directly.
2. Required fields are marked with a red asterisk (\*). You should enter as much non-required information as you can.

## Contact Person Information

### Contact Person Information

 **Copy Company Data**

First Name: *	<input type="text"/>	Phone Number: *	<input type="text"/>	<input type="text"/>
Last Name: *	<input type="text"/>	Fax Number:	<input type="text"/>	<input type="text"/>
Form of Address: *	<input type="text"/>	E-Mail Address: *	<input type="text"/>	
Academic Title:	<input type="text"/>	Language: *	EN	
Department:	<input type="text"/>	Country: *	US	

### Contact Person Information

The fields denoted by an asterisk (\*) are required under the **Contact Person Information** section.

Click the **Copy Company Data** button if you want to populate Phone Number, E-Mail Address, and country with what was provided in the company information sections.

1. Use the **Copy Company Data** button to copy the company phone number and e-mail address if they are the same as the company's information.

## Product Categories Provided

### Product Categories Provided

( Required for Suppliers only )

Select the Product Categories that you want to be notified by clicking the "Add Categories Button"

This table contains list of product categories

|

Category ID	Category Description
 The table does not contain any data	

## Product Categories Provided

Grant Applicants do not need to complete Product Categories.

## Minority Certification

### Minority Certification

Minority Certification can be a valuable resource for grant applicants:

- Access public activities for educational institutions, governmental agencies and other units of government
- Reflect MDA certification in MAGIC

Grantees are certified as minorities via the Mississippi Development Authority (MDA)

<http://www.mississippi.org>

<http://www.mississippi.org> - <http://www.mississippi.org>

## Self Certified Minority Indicators



**Self Certified Minority Indicators**

Please select appropriate indicators if applicable

- Self Certified Minority: Minority Code:
- Women-Owned:
- Veteran-Owned:
- Small Business:

A blue circular icon with a white right-pointing arrow is positioned to the left of the list items.

## Self Certified Minority Indicators

If the applicant is not certified via the MDA process they can complete the Self Certified section during registration. Select a Minority Code if choosing a Self Certified Minority Indicator option.

1-As applicable, select the appropriate **Minority Indicator** checkbox(es).

## Terms and Conditions

### Important Notice Must Read

  Yes, I have read the data privacy statement and accept the terms.: \*

I understand that I am submitting a supplier registration request to obtain access to the State of Mississippi's statewide procurement system, MAGIC. Submission on this request does not automatically mean I will be granted access to the MAGIC system. I further understand that if granted access, my supplier registration may be revoked at any time. I understand that registering as a supplier in MAGIC does not mean that I am awarded business or will be an awarded business by state government entities. As a registered supplier, I understand that content provided via MAGIC is from multiple state government entities.

 **Send**

## Terms and Conditions

To complete registration:

- Click the **Acceptance** checkbox
- Click the **Send** button to submit your information to the SoMS grant applicant database

1-Select the checkbox to accept the terms.

2-

Click the Send button to submit the grant registration. After a record has been created, you will be able to manage your record.

## Duplicate Record Check

### Duplicate Record Check

Once you click Send, your information is compared to the existing grant applicant data in MAGIC to reduce the possibility of creating duplicate grant applicants.

Examples of comparison data include:

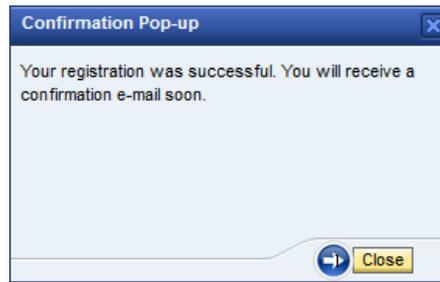
- FEIN/SSN
- D-U-N-S
- ZIP Code
- Company E-Mail Address

If you get a duplicate error message, please contact the State of Mississippi Grant Administration online.

<http://www.mmrs.state.ms.us>

<http://www.mmrs.state.ms.us> - <http://www.mmrs.state.ms.us>

## Registration Confirmation



## Registration Confirmation

If your grant applicant registration process completed successfully, you will see this Confirmation Pop-Up screen.

1. Click **Close** to end the registration process.

## Notification

### Notification

The contact person will receive two automated emails from MAGIC.

- The first email will contain your user id, and the second will provide the password.
- After registering, you will be able to maintain and edit your own company information.



## Now It's Your Turn - Exercise

### Now It's Your Turn!

Register as a Grant Applicant

In this exercise you will:

- Go to the Mississippi Management and Reporting System website
- Register as a grant applicant for the State of Mississippi

To complete this exercise, please [click this link](#).



click this link -

[http://uperform.magic.ms.gov/ucontent/80e3dc01f0b84a0faa09f9ffac82d10a\\_en-US/sim/html/sim\\_standard.htm](http://uperform.magic.ms.gov/ucontent/80e3dc01f0b84a0faa09f9ffac82d10a_en-US/sim/html/sim_standard.htm)

## Knowledge Check

### Knowledge Check

Directions: Select the best answer to the question, and click **Continue** to submit your answer.

**Why is a duplicate record check performed?**

- A To link both records together
- B To reduce the number of duplicate records for grant applicants in the system
- C To make sure duplicate records are marked as duplicate



## Knowledge Check

### Knowledge Check

*Directions: Select the best answer to the question, and click **Continue** to submit your answer.*

**True or False. After successfully completing the registration process, automatic emails will be sent to the contact person.**

A True

B False



## Lesson 3: Grant Applicant Portal



## Lesson 3: Grant Applicant Portal

**This lesson will explain:**

- Log In to the Grant Applicant Portal
- Access the e-Grants Help Center

## Log in to Grant Applicant Portal



Having password problems? Please click on this [link](#) for help...

User \*

Password \*

MAGIC is the Mississippi Accountability System for Government Information and Collaboration initiative.

If you need access or additional information, please go to the <http://ms.gov/magic> website.

## Log in to Grant Applicant Portal

<https://portal.magic.ms.gov>

1. Enter the user id and password received from the automatic email.

<https://portal.magic.ms.gov> - <https://portal.magic.ms.gov>

## Grant Applicant Portal



## Grant Applicant Portal

The e-Grants Work Center is the central place for applying, administering, and managing the Grant Process.

1. Click the e-Grants folder to view the e-Grants Work Center.

## Work Center Overview

Home e-Grants General Applications

Overview

e-Grants > Overview > Work Center Overview Full Screen

**e-Grants Work Center**  
The e-Grants Work Center is the central place for applying, administering, and managing the Grant process. Use the links on this page to perform your work in the e-Grants Application.

**e-Grants User Administration**  
Please use the e-Grant User Administration link below to add, change or delete the users in your organization.  
[e-Grant User Administration](#)

**e-Grants Registration**  
Current Suppliers will need to register to access the e-Grants Application. Use the link below to become a registered organization.  
[e-Grant Registration](#)

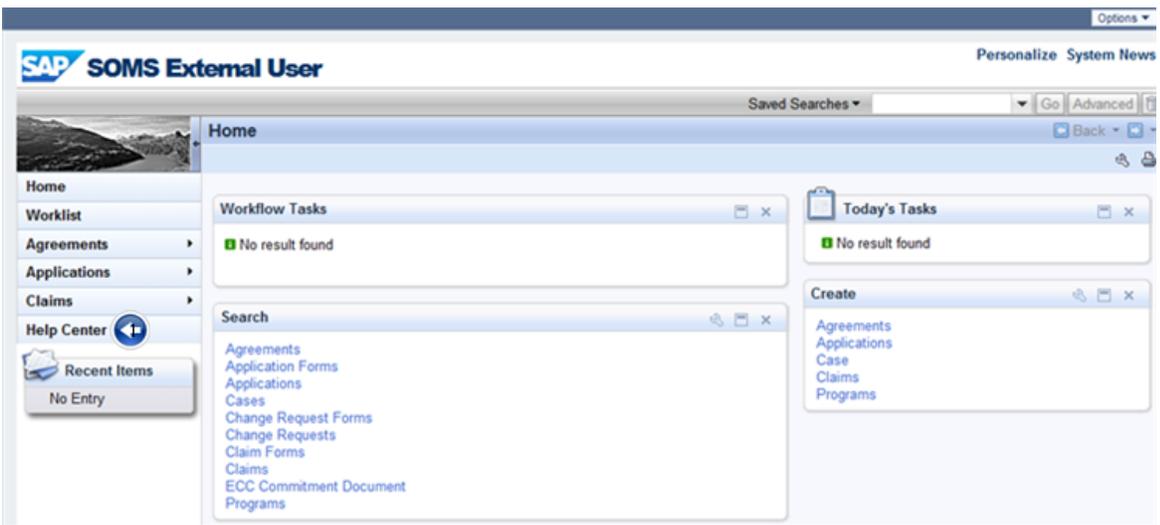
**e-Grants**  
Use the link below to access the Grants application. You can search for available Grants, apply for Grants, and manage your awarded Grants all from this link!  
[e-Grants Application](#)

## Work Center Overview

From the e-Grants Work Center Overview screen, you can add new people to a grant registration record, review what grants are available, and apply for grants.

1. Click the e-Grants Application link under section e-Grants to apply for grants.
2. Click the e-Grant User Administration link under section e-Grants User Administration to manage information such as company details or contact information.

## e-Grants Help Center



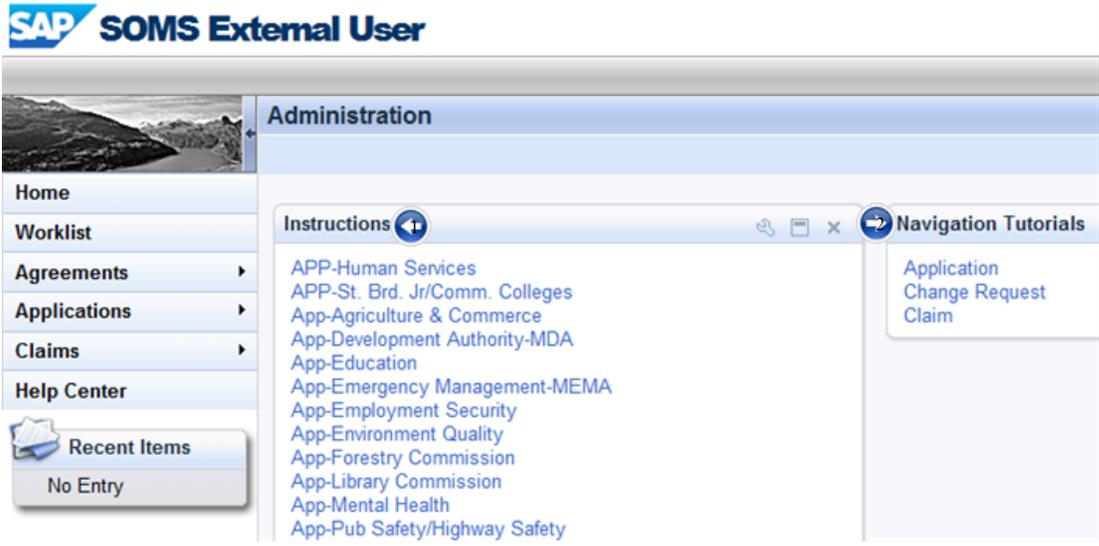
The screenshot displays the SAP SOMS External User interface. At the top, the user is identified as 'SAP SOMS External User' with options for 'Personalize' and 'System News'. A search bar is present with 'Saved Searches' and a 'Go' button. The main content area is titled 'Home' and features three panels: 'Workflow Tasks' (No result found), 'Today's Tasks' (No result found), and 'Create' (listing Agreements, Applications, Case, Claims, and Programs). A left-hand navigation menu includes 'Home', 'Worklist', 'Agreements', 'Applications', 'Claims', 'Help Center' (highlighted), and 'Recent Items' (No Entry). A search results panel is also visible, listing various document types such as Agreements, Application Forms, Applications, Cases, Change Request Forms, Change Requests, Claim Forms, Claims, ECC Commitment Document, and Programs.

## e-Grants Help Center

Grant applicants can access the e-Grants Help Center. The help center provides you with education and navigational support tools, as well as instructions for using the Grant Applicant Portal.

1. Click the Help Center menu option to access instructions, education tools and navigational support.

## e-Grants Help Center



The screenshot displays the SAP SOMS External User interface. At the top, the SAP logo and 'SOMS External User' are visible. Below this is a navigation menu on the left with options: Home, Worklist, Agreements, Applications, Claims, Help Center, and a Recent Items section showing 'No Entry'. The main content area is titled 'Administration' and contains a list of instructions under the 'Instructions' tab. The instructions list includes: APP-Human Services, APP-St. Brd. Jr/Comm. Colleges, App-Agriculture & Commerce, App-Development Authority-MDA, App-Education, App-Emergency Management-MEMA, App-Employment Security, App-Environment Quality, App-Forestry Commission, App-Library Commission, App-Mental Health, and App-Pub Safety/Highway Safety. A 'Navigation Tutorials' tab is also present, showing 'Application', 'Change Request', and 'Claim'.

### e-Grants Help Center

As you can see, a list of instructions is displayed and available for your selection.

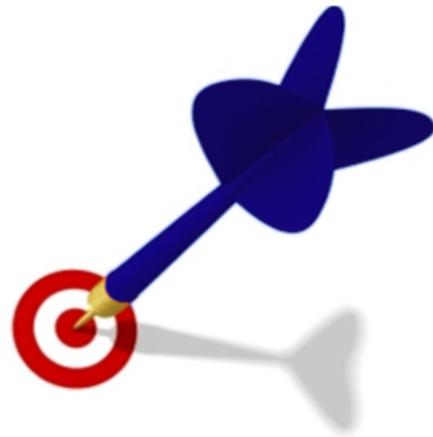
1. Grant applicants can access the links to specific agency information needed for grant applications and claims.
2. Navigation Tutorials will provide additional support.

## Course Summary

### Course Summary

**This course is complete. You should now be able to:**

- Describe the grant applicant registration process
- Register as a grant applicant with the State of Mississippi (SoMS) and its agencies
- Access the e-Grants Help Center



**Support Information**

**Support Information**

Please go to the MMRS website for the latest Customer Support information.

