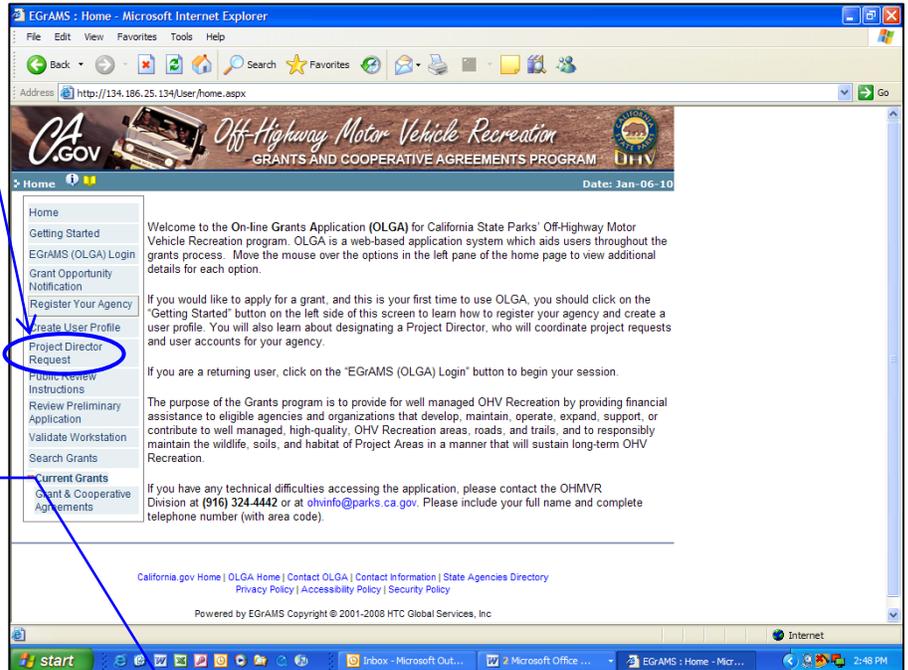


STEP 3: PROJECT DIRECTOR REQUEST

The Project Director for your agency must complete a 'Project Director Request' in the On-Line Grants Application (OLGA) for each Grant cycle for which the agency is applying.

Step 1 – In the “Home” page, click the “Project Director Request”.

This action will display the screen in Step 2.

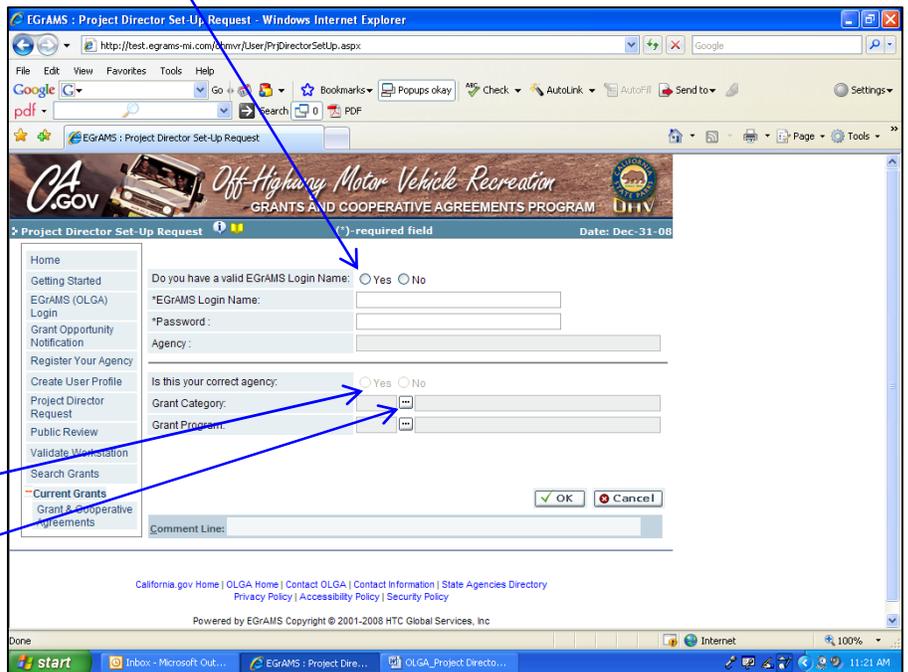


Step 2 – Complete the required fields in the "Project Director Set-up Request" screen to establish a Project Director.

Note:

- You must create a user profile before you are able to set-up a 'Project Director Request'
- " * " denotes a required field
- Once you enter your "EGrAMS (OLGA) Login Name" and "Password", press 'Tab' on your keyboard and the "Agency" field will automatically populate.
- Confirm your agency by selecting the "Yes" button.
- For the "Grant Category" field, click the 'Show Lookup' button.

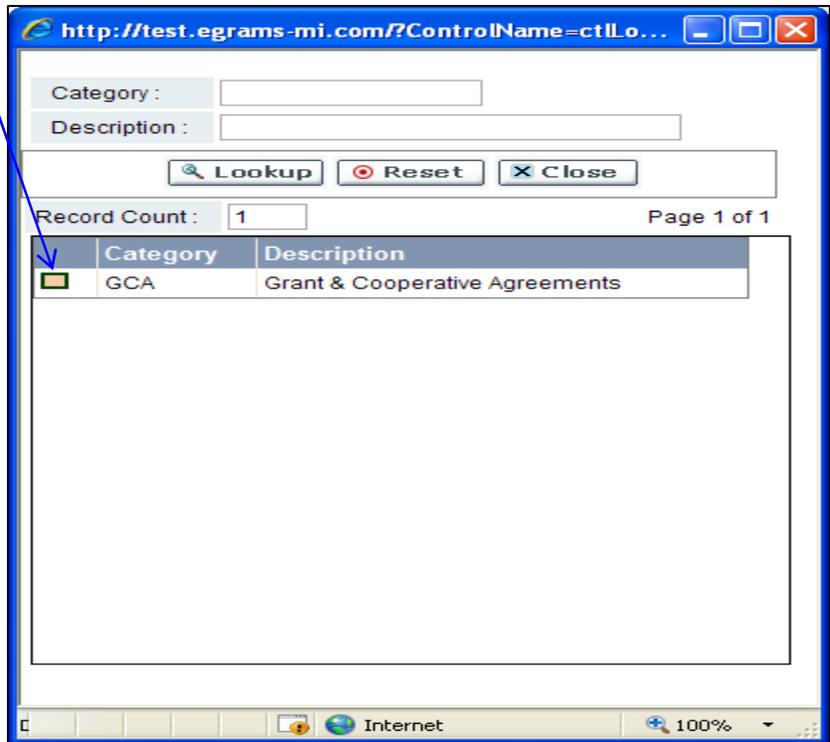
This action will display the screen in Step 3.



Step 3 – Click the “Grant & Cooperative Agreements” box to select.

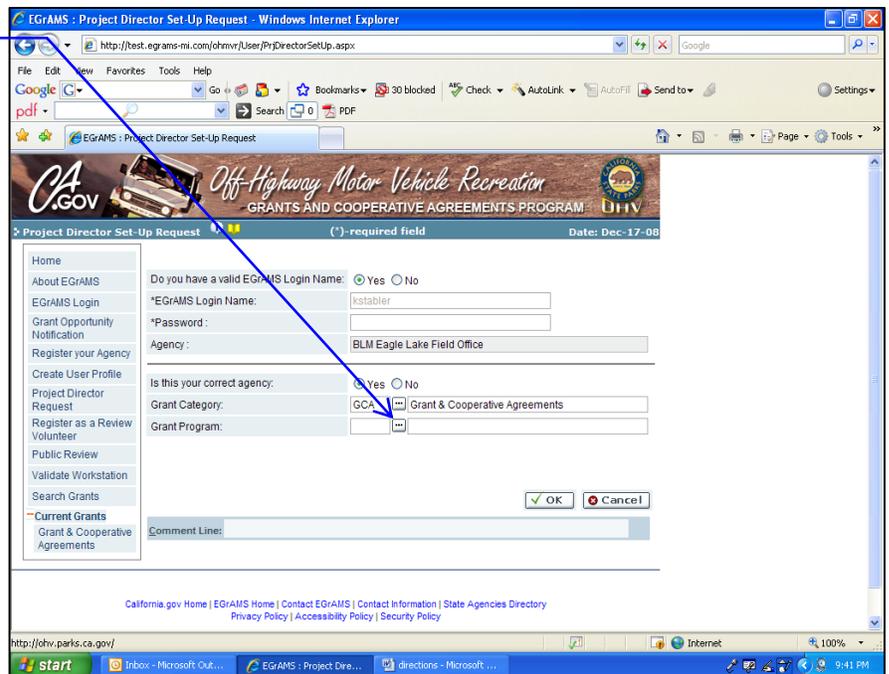
Your selection will automatically populate the “Grant Category” field in Step 2.

This action will display the screen in Step 4.



Step 4 – For the “Grant Program” field, click the 'Show Lookup' button.

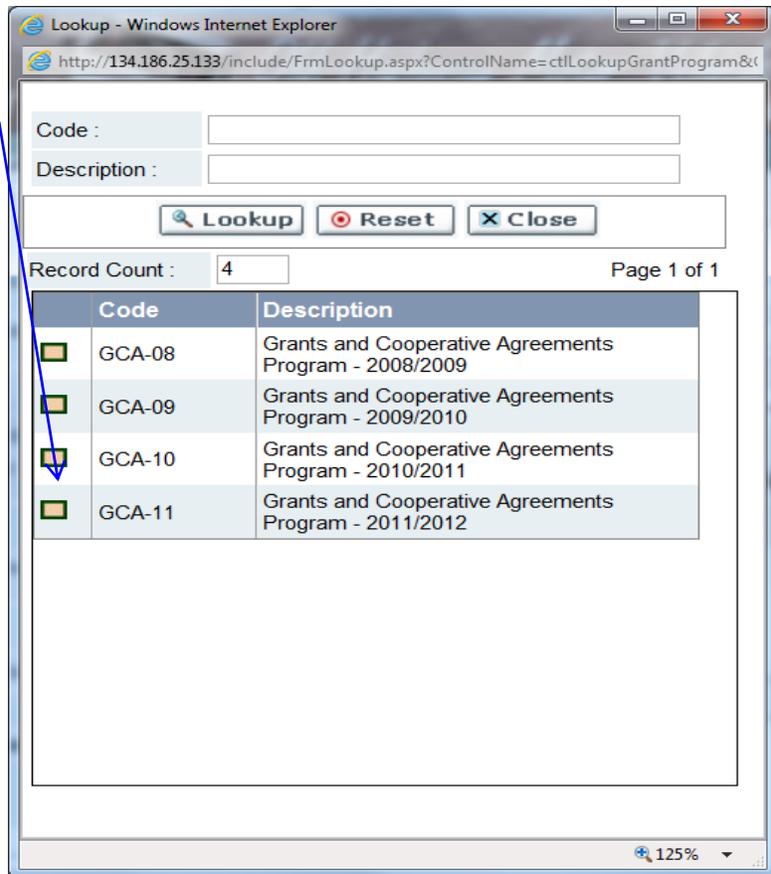
This action will display the screen in Step 5.



Step 5 – Click the “GCA-11” box to select “Grants and Cooperative Agreements Program - 2011/2012”.

Your selection will automatically populate the “Grant Program” field in Step 4.

This action will display the screen in Step 6.



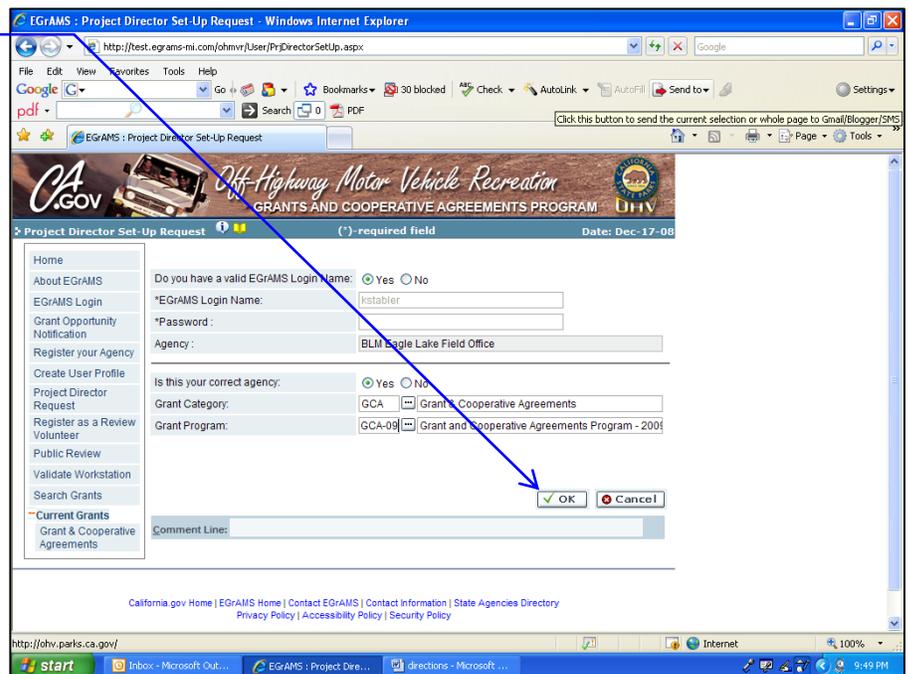
Step 6 – Once all required fields are completed, click the “OK” button.

If done correctly, you will see the following message:



If not, you must correct the errors.

Note: An OHMVR Division Grant Administrator must activate the Project Director Request before you are able to proceed.



Once you submit the Project Director Request, OLGA will generate an e-mail to notify you that your request has been activated. Once this occurs, as a Project Director, you may proceed with completing the following:

1. Create an Application. Refer to 'STEP 4: CREATE APPLICATION' instructions.
2. Assign Users to Projects. Refer to 'STEP 5: ASSIGN USERS TO PROJECTS' instructions.