

## **10 Steps to Submit an e-Application for Small, Rural School Achievement Program (REAP)**

**Step 1 - PRINT** this step-by-step guide to walk you through the online application process!

**Step 2 -- Register and Log in.** If you have used e-Grants in the past, use your existing username and password to log in for the Small, Rural School Achievement Program (REAP). If you have forgotten your username and password or **never** used e-Grants, you must register to create your username and be assigned a password. From the e-Grants portal page <http://e-grants.ed.gov/>, **CLICK** on the e-Application tab and **CLICK** the **Register** button on the right side of the screen. Please provide all requested information and be advised of the following registration fields:

- **SELECT Discretionary/Other Formula Grants** as the user type.
- Do **NOT** enter an **Impact Aid** number.
- Make sure your e-mail address is correct.

A system-generated password will be sent to the e-mail address you provide. Once you receive your emailed password, LOG in on the e-Application Home Page (found at <http://e-grants.ed.gov/> and then **CLICK** on the e-Application tab).

**Step 3 - Note browser compatibility/known problems.** The site is viewed best in Internet Explorer 5. We currently support Internet Explorer 5, and Netscape 6.2 (along with later versions of both Internet Explorer and Netscape). Please make sure that you have **cookies** and **JavaScript** enabled in your browser. Your Network Administrator or Tech Support person should be able to assist, should you experience browser problems.

**Step 4 - Add the REAP application to your Start Page.** After you log in, you will be on the Start Page.

- **CLICK** on the **Apply** button (found on the right side of the page) to open the **List Of Application Packages** page.
- **SCROLL** through the list of applications (they are in CFDA order) and **CLICK on Application for Small Rural School Achievement Program (REAP)**. The CFDA is 84.358A.
- A message box will appear asking if you want to apply for the competition. **CLICK OK**. The Step 4 guide you are reading will pop up. You will see the REAP Application appear on your **Start Page**
- **CLICK** on the underlined **Application for Small Rural School Achievement Program (REAP)** to begin working on the application.
- You will see the text **Application for Grants under Application for Small, Rural School Achievement Program (REAP)** near the top of the screen.

**Step 5 - READ the REAP Instructions.** **SCROLL** down the page and you will notice Two Web links under **Documents & Instructions**. **READ** the following two documents carefully.

- General Instructions (explains requirements of the program)
- Instructions for completing the Rural School Application Form

**Step 6 - FILL** out the first form, Rural School Application Form. Open it by **CLICKING** on its title under Application Forms.

- Under the section “Applicant information”, the Legal Name refers to the legal name of the school district. Enter the school district’s address in the address1 and address2 fields.
- Do **NOT** enter dashes or spaces in the D-U-N-S, T-I-N, telephone number, and FAX number fields.
- The NCES web site lists some **NCES LEA ID Numbers** beginning with a 0 (zero).

- When selecting the ID in e-Application, you may safely ignore the leading 0 (zero).
- READ the form instructions if you have a question about a specific field (see Step 5).
- Provide the name of the Local Education Agency (LEA)/school district contact person in the LEA Contact field.
- When you finish the form, make sure you 1) CHECK the **Form Completed** box at the bottom of the form; 2) **CLICK** the **Save** button at the bottom of the form.

**Step 7 - REVIEW the second and third forms.** The forms below are for review and information purposes. You do NOT have to complete these forms. You will be warned during application submission that these forms are not complete. You may safely ignore the warning.

- SF 424B - Assurances Non-Construction Programs
- ED 80-0013 Certification.

**Step 8 - SUBMIT your application.** To submit your application, you should be on the page listing the three forms. You will see the text **Application for Grants under Application for Small, Rural School Achievement Program (REAP)** near the top of the screen

- **CLICK** the **Ready to Submit** button at the bottom of this page. You will be warned the two forms you reviewed in Step 7 are not complete. You may safely ignore this warning and click **OK**.
- You will see the **Application Submission** page. FILL out the authorized representative fields. **CLICK** the **Submit** button.

· You will be asked to wait while a unique number is assigned to your application (**PR/Award number**). Once that is done, your submission confirmation will be displayed with your PR/Award number. A duplicate copy of the confirmation will be sent to your e-mail address.

**Step 9 - PRINT the confirmation message and Rural School Application Form.** PRINT the confirmation message for your records by clicking the **Print Confirmation** button. PRINT the form by clicking **Print Rural School Application Form** button. (Within your web browser, **CLICK** File and then Print to print your confirmation and form.) Have your school's Authorized Representative sign and date the hardcopy of the application.

- WRITE the **PR/Award number** at the upper right corner of the Rural School Application Form you printed. This number is found on your confirmation message.

**Step 10 - FAX the signed Rural School Application Form.** Make sure you have written the PR/Award number on your Rural School Application Form and fax it to the Department of Education Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

- **DO NOT FAX** a coversheet with the Rural School Application Form.
- **DO NOT FAX** your confirmation message.
- **DO NOT FAX** the SF 424B – Assurances Non-Construction Programs **OR** the ED 80-0013 Certification.

You have completed the application process for the Small, Rural School Achievement Program (REAP).