IGX Grants Management System
Applying for Grants

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Thank you for joining us for this IGX Grants Management System training with the Department of Public Safety, or DPS. This training will provide instructions on how to apply to DPS for grants using the IGX Grants Management System.

Topics in Today's Presentation

- Program Documentation
- Applicant Information
- Subaward Information
- Investment Areas of Funding
- Budget
- Attachments
- Expenditures
- Submitting Your Application
- Notes & Tips
- Resources

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Today's presentation will cover the 10 topics you see here. It includes the seven sections of the application that you will need to complete: Program Documentation, Applicant Information, Subaward Information, Investment Areas of Funding, Budget, Attachments, and Expenditures. It also goes over the process for submitting your application, as well as notes and tips plus resources if you have any questions. You can also click on the links in this slide to jump to each section of the presentation.

Grantmaking at DPS

DPS Grantmaking Divisions

- The Bureau of Criminal Apprehension
- Emergency Communication Networks
- Homeland Security and Emergency Management
- Office of Justice Programs
- Office of Traffic Safety
- State Fire Marshal

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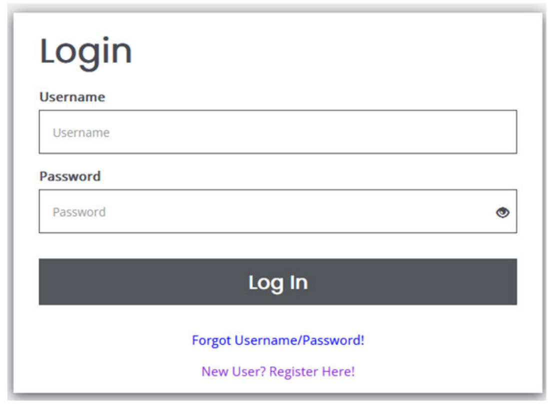
Of the ten divisions at DPS, six offer grants: The Bureau of Criminal Apprehension, Emergency Communication Networks, Homeland Security and Emergency Management, Office of Justice Programs, Office of Traffic Safety, and the State Fire Marshal. Prospective grantees may apply for grant funding from these divisions using the IGX Grants Management System.

Getting Started

Website:

https://mndps.intelligrants.com/



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To get started, you'll need to log into the IGX grants management system by going to mndps.intelligrants.com. If you have already registered, you may log into the system. If you have not yet registered, you will need to select the "New User? Register Here!" option. You can visit our IGX grants management system support webpage to view the training on IGX Grantee Registration. We'll share information about the support page at the end of this presentation.

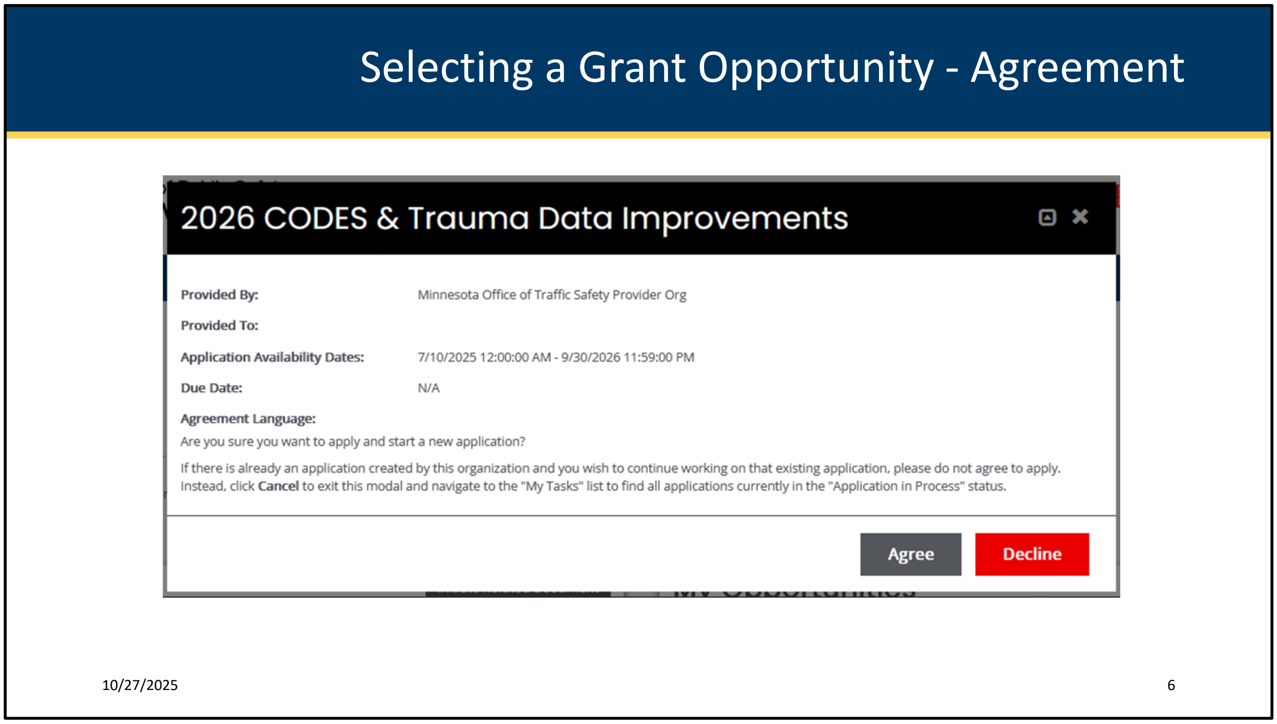
Selecting a Grant Opportunity - Dashboard

IGX Dashboard

My Opportunities

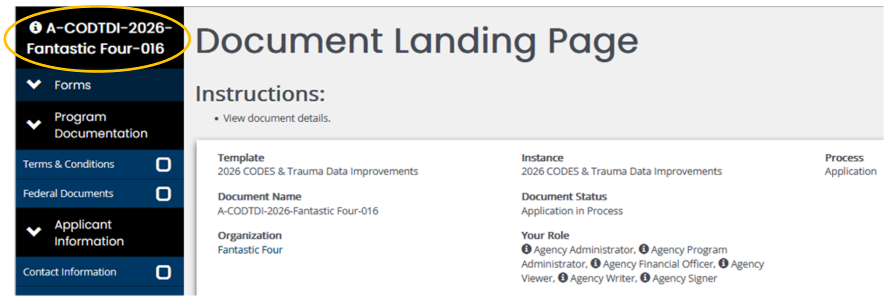
01 Multi Program Component - Award	Minnesota Department of Public Safety Provider Org	5/1/2025 12:00:00 AM - 5/1/2027 11:59:00 PM	01 Multi Program Component - Award
02 APP No Component - Award & Match	Minnesota Department of Public Safety Provider Org	5/1/2025 12:00:00 AM - 5/1/2027 11:59:00 PM	
02 APP No Component Allocation - Award & Match	Minnesota Department of Public Safety Provider Org	5/1/2025 12:00:00 AM - 5/1/2027 11:59:00 PM	
02 Multi Program Component - Award & Match	Minnesota Department of Public Safety Provider Org	5/1/2025 12:00:00 AM - 5/1/2027 11:59:00 PM	02 Multi Program Component Budget Pages - Award & Match
03 APP No Component - Award, Extra Award & Match	Minnesota Department of Public Safety Provider Org	5/1/2025 12:00:00 AM - 5/1/2027 11:59:00 PM	
2026 CODES & Trauma Data Improvements	Minnesota Office of Traffic Safety Provider Org	7/10/2025 12:00:00 AM - 9/30/2026 11:59:00 PM	

In your dashboard, you'll see a section titled "My Opportunities." These are the grants that are available for you to apply for. Click on the link to the funding opportunity you want to apply for. In this case, we'll click on the "2026 CODES & Trauma Data Improvements" funding opportunity.



You will then see a pop up prompting you to agree to apply for the selected funding opportunity. The pop up will include information about the funding opportunity. The “Provided By” entity represents the DPS division from which you are requesting funding through this application. In this case, the DPS division is the Office of Traffic Safety. The “Provided To” is the applicant entity and will automatically generate based on the organization your login is associated with. Click “Agree” to start the application process.

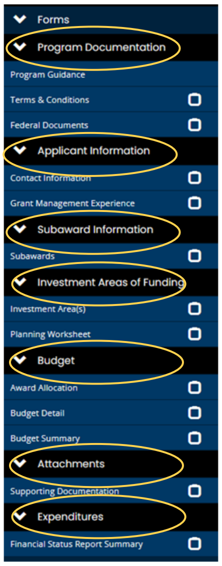
Application Landing Page



You will be taken to the Document Landing Page. In this context, "Document" refers to the application.

The code circled in yellow on this slide is your application ID, which includes an abbreviation of the program you are applying for, the year, and your organization's name.

Application Sections To Be Completed



Seven Primary Sections to Review and/or Complete

- Program Documentation
- Applicant Information
- Subaward Information
- Investment Areas of Funding
- Budget
- Attachments
- Expenditures

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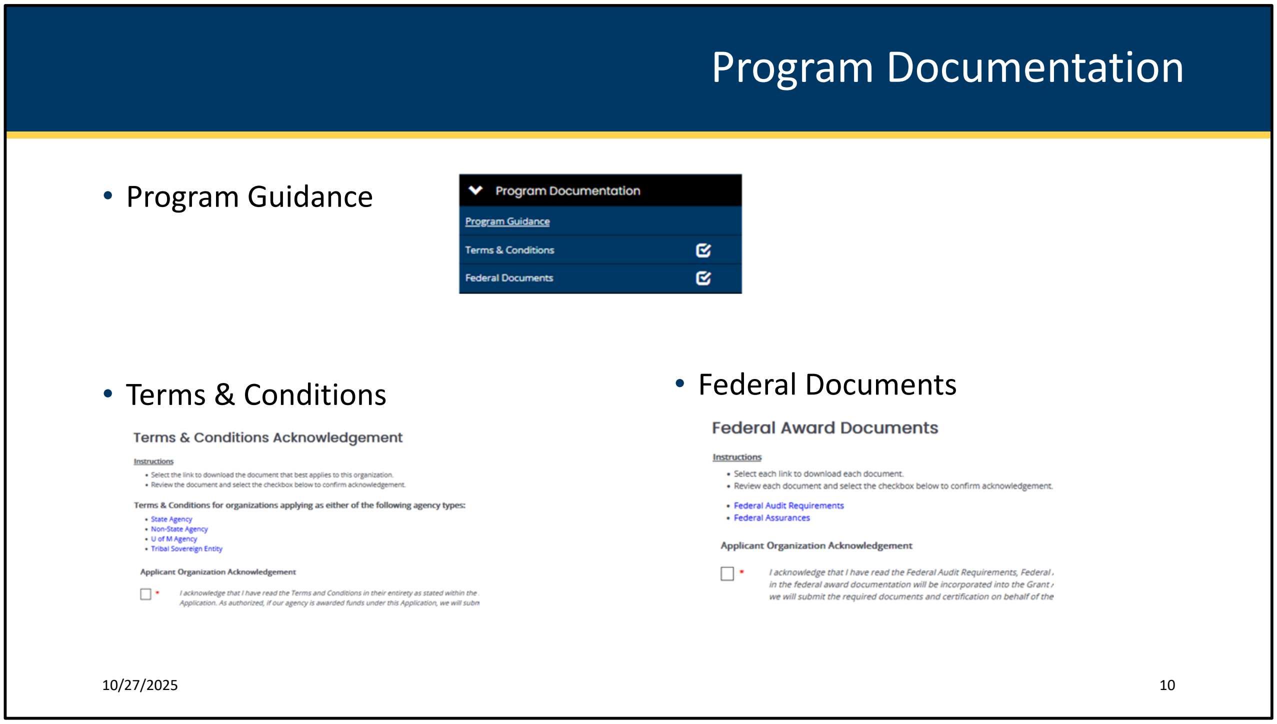
In the left panel, you will see seven sections: Program Documentation, Applicant Information, Subaward Information, Investment Areas of Funding, Budget, Attachments, and Expenditures. Within each of these sections are separate forms that you will need to view and complete.

Some grants may not have the investment areas of funding section.

Other grants may have additional sections. If the grant you are applying for has additional sections that are not covered in this training, please reach out to the respective DPS division for more guidance on the specific sections and/or forms.

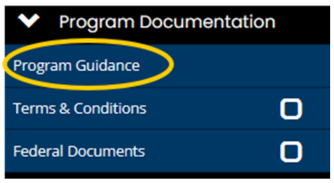
Program Documentation

Now, we’re going to review the Program Documentation section.



Within Program documentation, there are three links: Program Guidance, Terms & Conditions, and Federal Documents. In the following slides, we'll go through each form.

Program Guidance Form



- **Option 1**: New form that includes
  - Link to the program guidance
  - Checkbox to attest to review of program guidance
- **Option 2**: New tab with a PDF of the program guidance
  - No checkbox

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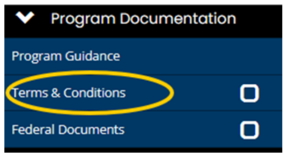
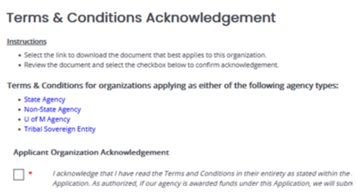
In the Program Guidance section, depending on the grant you are applying for, you might see a new form open. Within the Program Guidance form, in some cases, you will need to check the box attesting to having read the program guidance.

In other cases, clicking on Program guidance will open a PDF in a new tab with information about the program you are applying for. Review the program guidance to ensure you understand program requirements and what you are applying for. In these cases, you will not be required to click on a box to attest to reviewing the program guidance.

After you complete this, click save in the upper right-hand corner of the form.

Terms & Conditions Form





- State Agency
- Non-State Agency
  - Includes but not limited to nonprofit, for-profit, local-units of government, joint powers entities.
- U of M Agency
- Tribal Sovereign Entity
  - Includes tribal governments
  - Certain tribal-affiliated entities may be considered non-state agencies

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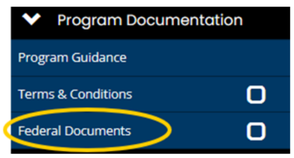
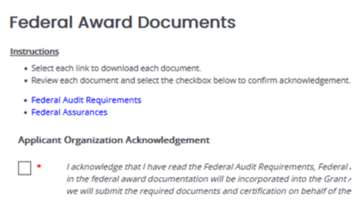
The Terms & Conditions form includes requirements that you must agree to and comply with if you are awarded funding. The terms and conditions differ slightly depending on your type of agency. Click on the link for your type of agency. A non-state agency includes nonprofit organizations and for-profit entities. Tribal Sovereign entities represent tribal governments. If you are a tribal-affiliated nonprofit that is not a part of tribal government, select the non-state agency option.

You will need to check this box to acknowledge that you've read the terms and conditions and that you agree to abide by these terms and conditions.

After you complete this, click save in the upper right-hand corner of the form.

Federal Documents Form





- **Option 1**: Form includes links with one attestation checkbox
  - Link to the program guidance
  - Checkbox to attest to review of program guidance
- **Option 2**: Form includes multiple sections with multiple attestation checkboxes for each section
  - Separate sections with links to the federal requirement
  - Checkbox within each section to attest to review of specific federal requirement within that section

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In the Federal Documents section, depending on the grant you are applying for, you might see one section with links to multiple federal requirements and one attestation form regarding the noted federal requirements.

You may also see a form that includes multiple sections with information about federal documents. Each of these sections will have a separate checkbox to select to affirm that you've read and will comply with the federal requirements.

After you complete this, click save in the upper right-hand corner of the form.

Applicant Information

Within Applicant Information, there are two forms to complete:

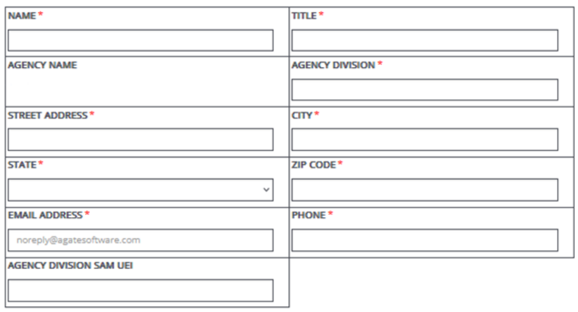
- Contact Information and
- Grant Management Experience

Contact Information Form

Address Information

Grantee Authorized Representative and Location Address

The Grantee Authorized Representative is legally responsible for managing the grant. For example, responsibilities may include being the primary point of contact and monitoring grant performance. This information will display on the Grant Agreement. The Grantee Authorized Representative mailing address and SAM UEI may be different than the primary organization address.



Payment Remittance Address

☐ Select this checkbox if a physical check needs to be sent to an address other than the SWIFT default payment remittance address.

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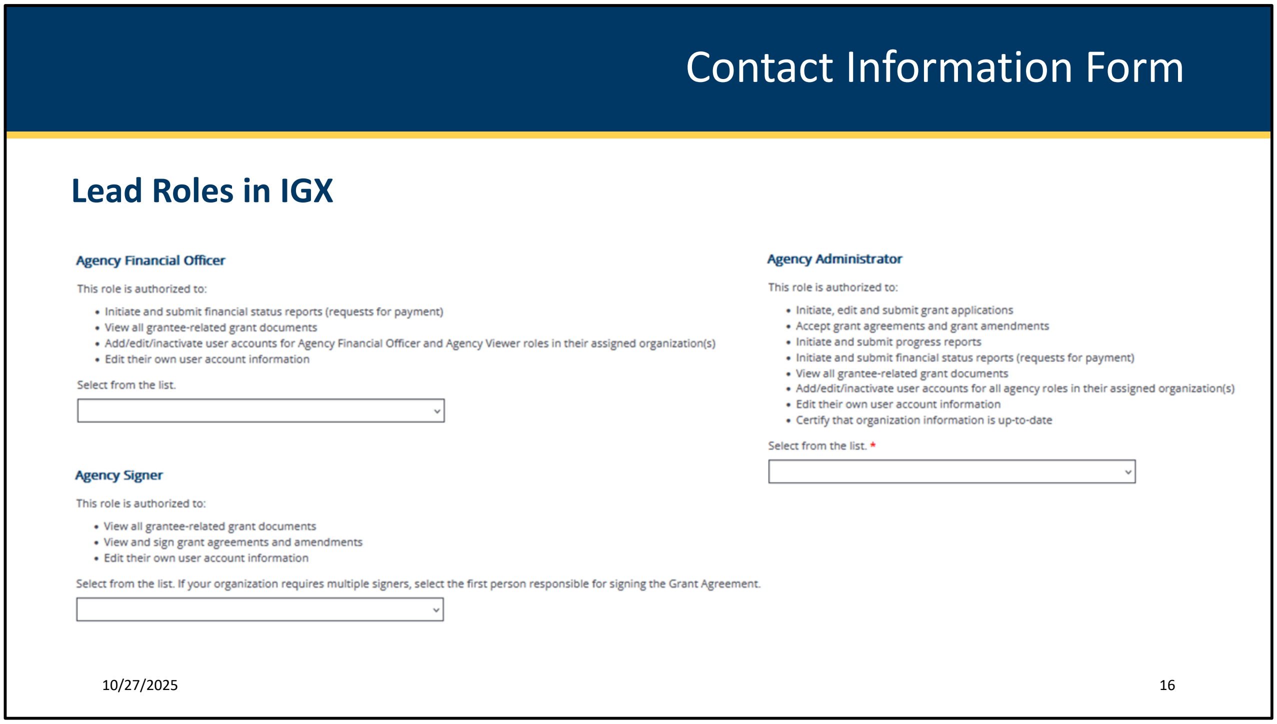
The first section of the contact information form is the address information. Within the address information section, there are two subsections. The first one, organization address, will automatically fill based on the information provided in the Organization Information form.

The portion you will need to complete is the “Grantee Authorized Representative and Location Address” section shown here. The Agency Name in this section will automatically fill with your organization name. You will need to complete the rest of this section with information about your Authorized Representative, who will manage your grant.

If selected for funding and you required that a physical check be sent to another address when receiving funds, please check the payment remittance address box. A new section will open within the form to allow you to enter the address where physical checks should be sent.



The second section of Contact information form is Lead Roles in IGX. You will click the dropdown list and select the appropriate individual from your entity for each role. The individuals in the dropdown list are individuals that have registered and been associated with your organization. You may select the same individual for more than one role.

If you need to add new individuals, you may do so by going to the Organization Information page to add individuals and update roles.

The third and final section of the contact information form is the signature option.

You will have the options to sign the grant agreement and amendments electronically via IGX or you may choose to download, sign, scan, and upload a copy to IGX. You can only select one option.

After you complete this, click save in the upper right-hand corner of the form.

Grant Management Experience Form

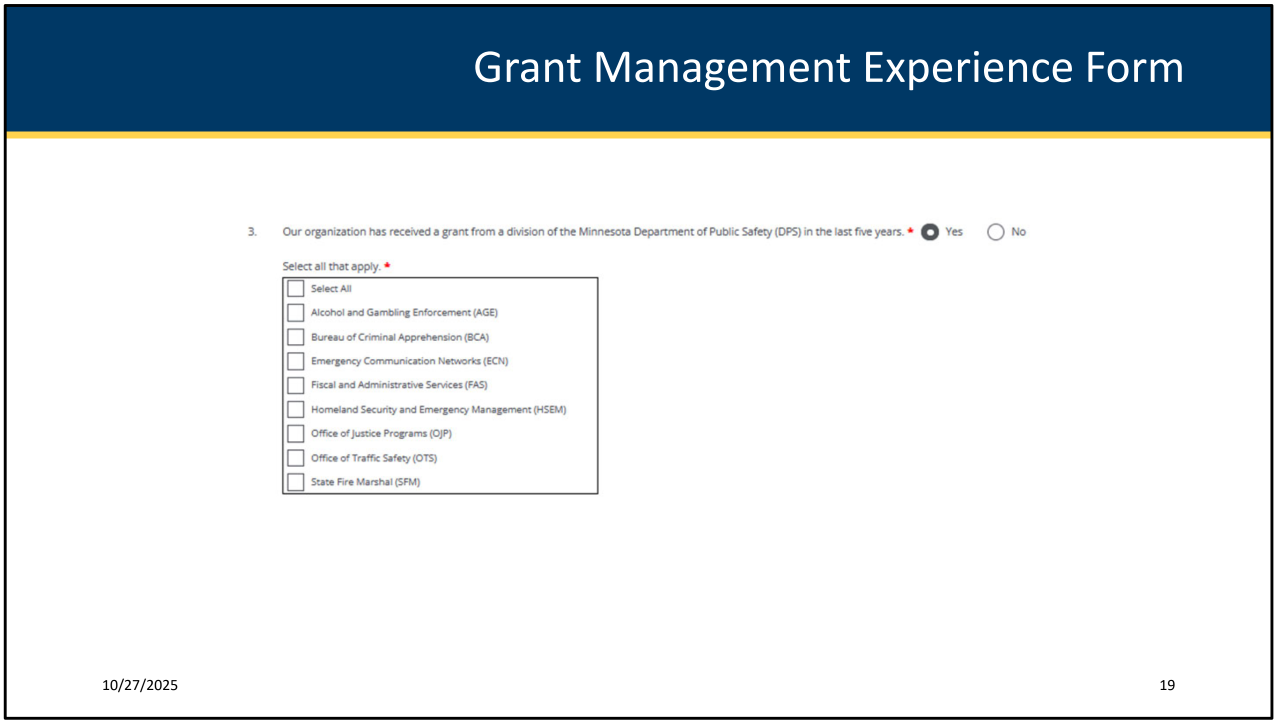
1. Our organization has had more than one administrative turnover of grants and contract management staff in the past twelve months. * ◯ Yes ◯ No
2. Select the option that best applies to your organization. *
   - ◯ Monitored funding and completed reporting for non-federal and/or federal grants.
   - ◯ Monitored funding and completed reporting for only non-federal grants.
   - ◯ Monitored funding and completed reporting for contracts but not grants.
   - ◯ No prior experience monitoring funding and reporting expenditures for contracts and/or grants.
3. Our organization has received a grant from a division of the Minnesota Department of Public Safety (DPS) in the last five years. * ◯ Yes ◯ No
4. The work of our organization aligns with the requirements of this grant based on the description of services and/or products provided by this funding opportunity. * ◯ Yes ◯ No
5. Our organization has a history of successfully providing proposed services and/or products for this grant funding opportunity. * ◯ Yes ◯ No
6. Upload the current operating or program budget. *

   Browse *Drag Files Here*
7. Specify whether providing the proposed services and/or products will require additional staff or resources. * ◯ Yes ◯ No
8. Select the primary legislative district where the proposed services and/or products will be located. *

   To identify the legislative district where your grant is located, visit [Minnesota Secretary of State - Minnesota Legislative Maps].

   - ☐ Select All
   - ☐ 1A
   - ☐ 1B
   - ☐ 2A
   - ☐ 2B

The next form is the grant management experience. You'll need to complete all eight questions, including uploading your operating or program budget under question 6.



If you select “Yes” for question 3, a box will pop up. Select all the DPS divisions you’ve received funding from within the last five years.

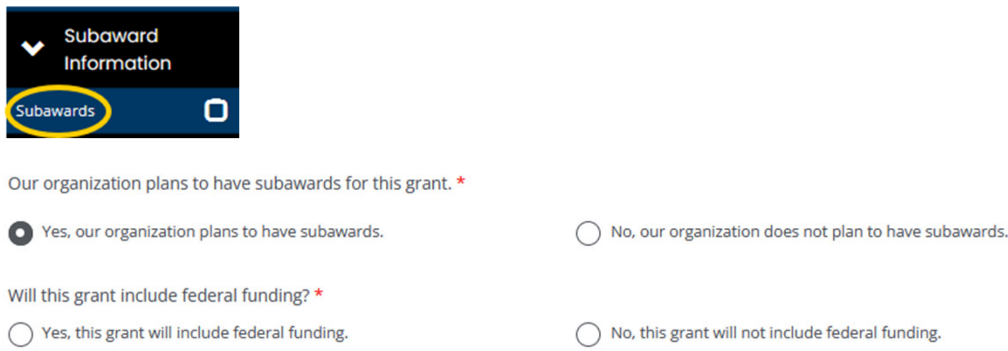
After you complete all eight questions, click save in the upper right-hand corner of the form.

Subaward Information

Subaward Information has only one form to complete.

Subawards Form

Organization Subaward Information



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If you do not have subawards, select “No, our organization does not plan to have subawards.” If you intend to subaward any portion of the grant to another entity to carry out a portion of the award, select “Yes, our organization plans to have subawards.” If you select Yes, additional information will show, including whether the grant includes federal funding. It then includes two additional sections: subaward entity documentation and subaward entity information.

Subawards Form

Subaward Entity Documentation

Subaward Entity Documentation

Instructions

- All subaward entities are required to do the following:
  - Acknowledge and certify to the grant Terms & Conditions.
  - Be in good standing with the Minnesota Secretary of State.
  - Not be a listed entity on the State of Minnesota debarment list.
- Select the links below to download the required forms to be completed by or on behalf of the subaward entity.
- Upload the completed forms in the space provided below.

Certifications Acknowledgement

Program guidelines, terms and conditions, federal audit requirements, and risk assessment forms must be distributed and acknowledged by sub-grantees.
NOTE: All grantees and sub-grantees must sign the documents before receiving funds.

Click here to access the Certifications Acknowledgement form to be completed by the subaward entity.

Subawardee Risk Assessment

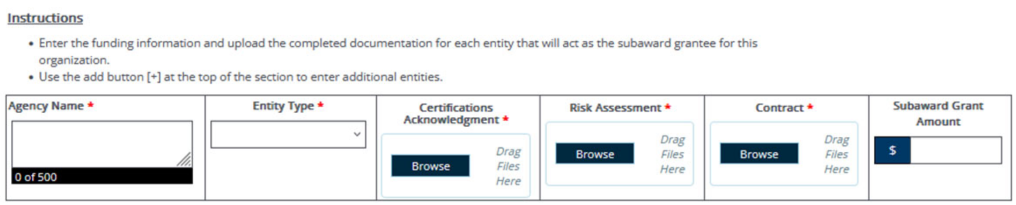
A pre-award risk assessment is required for all sub-grantees receiving funds as part of the grant. The grantee completes the assessment for all sub-grantees.
NOTE: The completed risk assessment must be uploaded before the grant agreement may be executed.

Click here to access the Risk Assessment form to be completed by the subaward entity.

Any subaward entities will need to download the certifications acknowledgement and subawardee risk assessment by clicking on the links within this section.

Subawards Form

Subaward Entity Information


Instructions

- Enter the funding information and upload the completed documentation for each entity that will act as the subaward grantee for this organization.
- Use the add button [+] at the top of the section to enter additional entities.

Agency Name *	Entity Type *	Certifications Acknowledgment *	Risk Assessment *	Contract *	Subaward Grant Amount
0 of 500		Browse Drag Files Here	Browse Drag Files Here	Browse Drag Files Here	$

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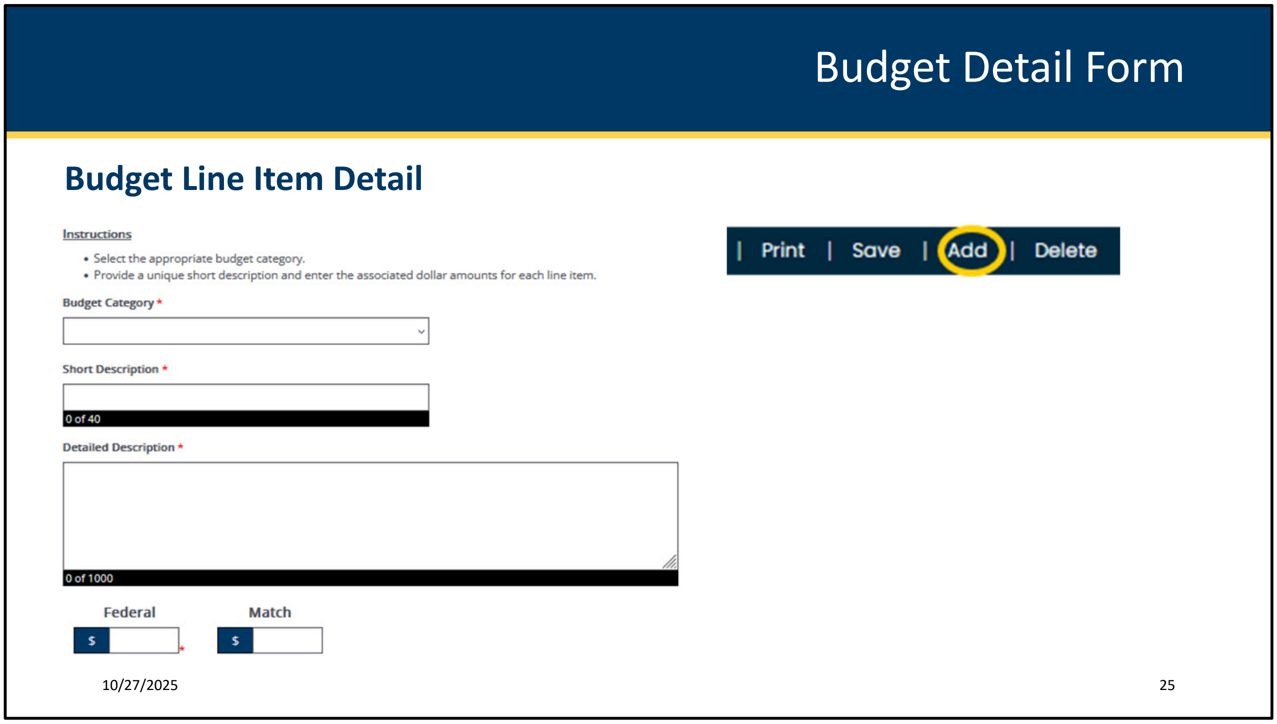
You will then need to enter the information for each subawardee. Enter the subawardee’s agency name, entity type and subaward grant amount, if known. Upload the certification acknowledgement, risk assessment, and contract you have with the subawardee in the appropriate sections.

After you complete this, click save in the upper right-hand corner of the form.

Budget

Depending upon the grant program you are applying for, the Budget section will have varying forms.



All grant applications will have a budget detail form.

Complete the Budget line item detail for each budget category. Select the category, provide a short description, and include a detailed description. For example, you may select salaries as the budget category. A short description my be "program staff salaries." The detailed description may be "salaries for two program managers, one assistant, and one director involved in carrying out the program."

Enter the amount for the budget line item including how much will come from DPS funds and how much will come from match funds, if any. DPS funds may be noted as "Federal" or "State."

After you complete this, click save in the upper right-hand corner of the form.

If you have additional budget categories, click "Add" in the upper right-hand corner to add another budget line item detail form. Add as many of these forms as needed to include all your budget categories.

Click "Delete" if you need to delete any budget line item details that you no longer need.

Budget Summary Form

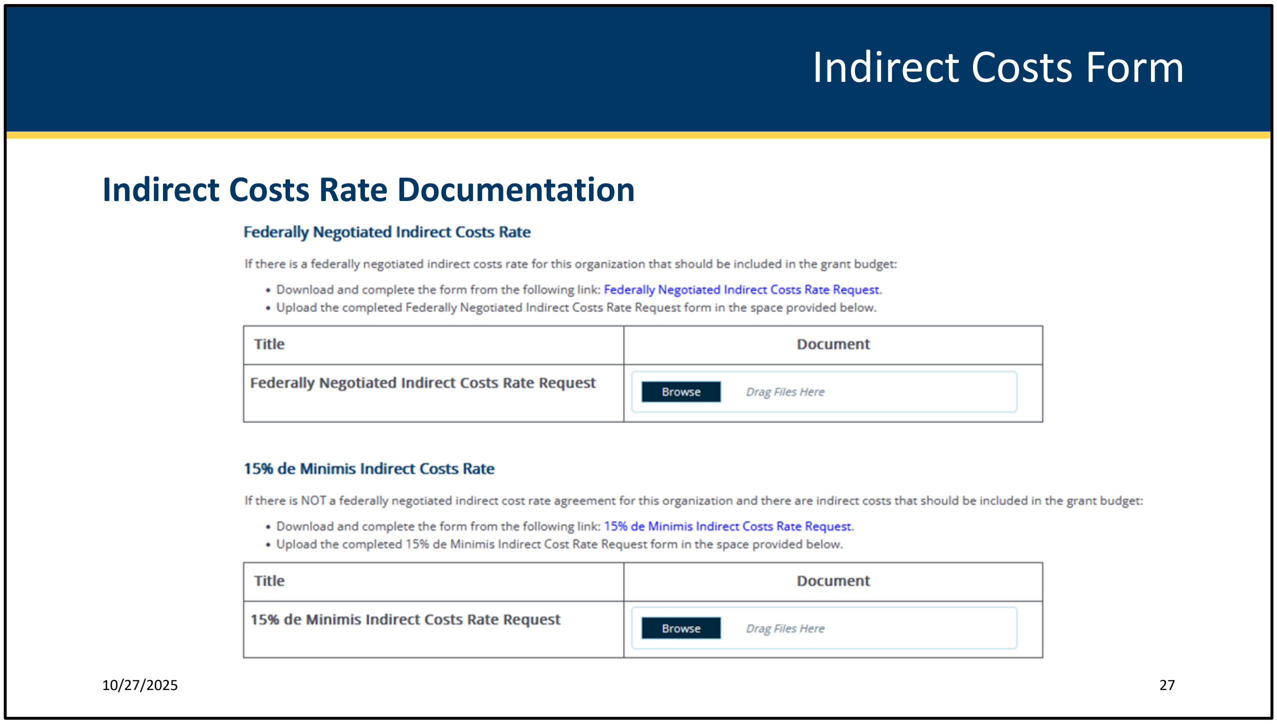
Budget Summary

Instructions

- Review all of the information in the summary table below.
- If data looks incorrect, return to the necessary Budget Detail page(s) and adjust values as needed.

Budget Category:		
Line Item Description	**Federal**	**Match**
	$0.00	$0.00
Category Total	**$0.00**	**$0.00**
Budget Total	**$0.00**	**$0.00**

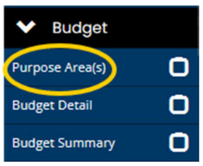
All grant applications will have the budget summary form. The budget summary form will show all the budget categories completed in the budget details form. Review to ensure that the information is accurate. If there needs to be any corrections, go to the appropriate budget line item detail form to correct the information. This form automatically updates so there is no need to save or do anything with this form.

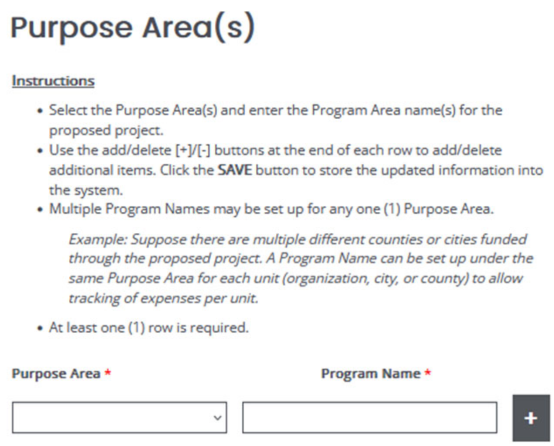


If you have indirect costs, use this form to download the indirect costs rate requests. Complete the requests and upload it to this form. If you do not have indirect costs, you do not need to do anything with this form.

After you complete this, click save in the upper right-hand corner of the form.

Purpose Area(s) Form





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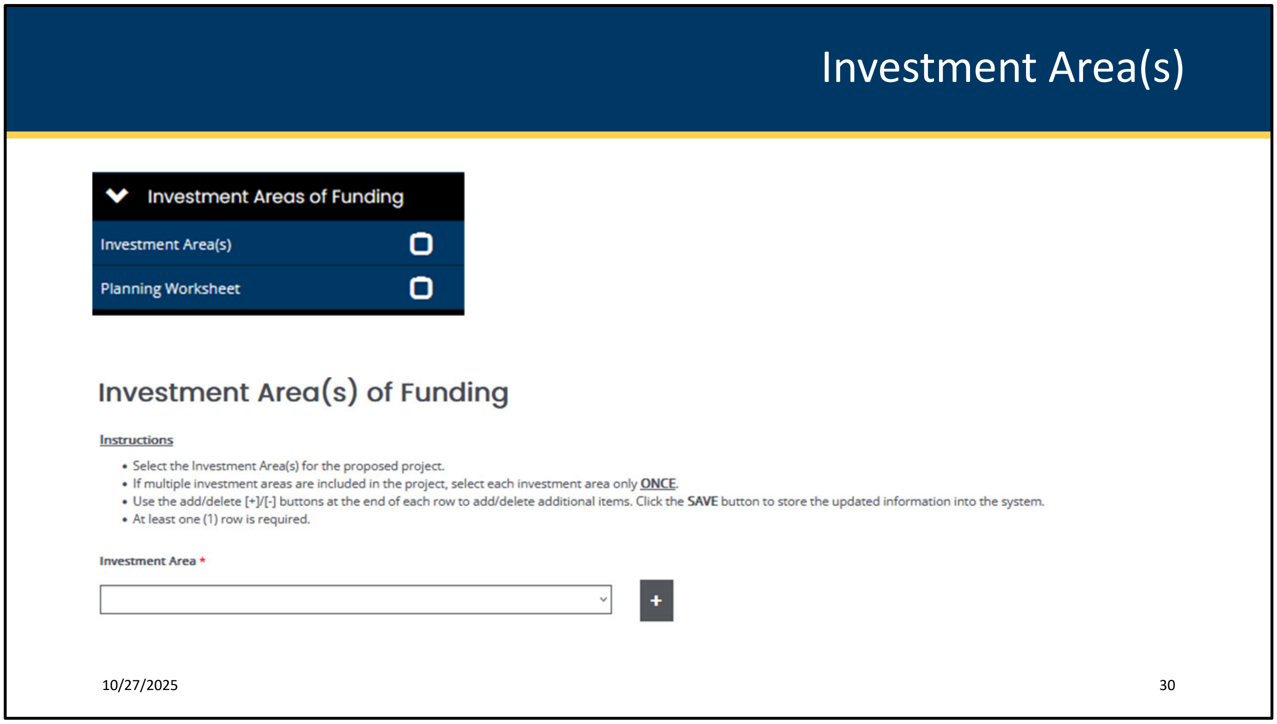
If your grant application has purpose areas, complete this form. Select the purpose area from the dropdown and enter the program name. Click the plus sign to include additional purpose areas.

After you complete this, click save in the upper right-hand corner of the form.

Investment Areas of Funding

Within the Investment Areas of Funding, there are two forms:

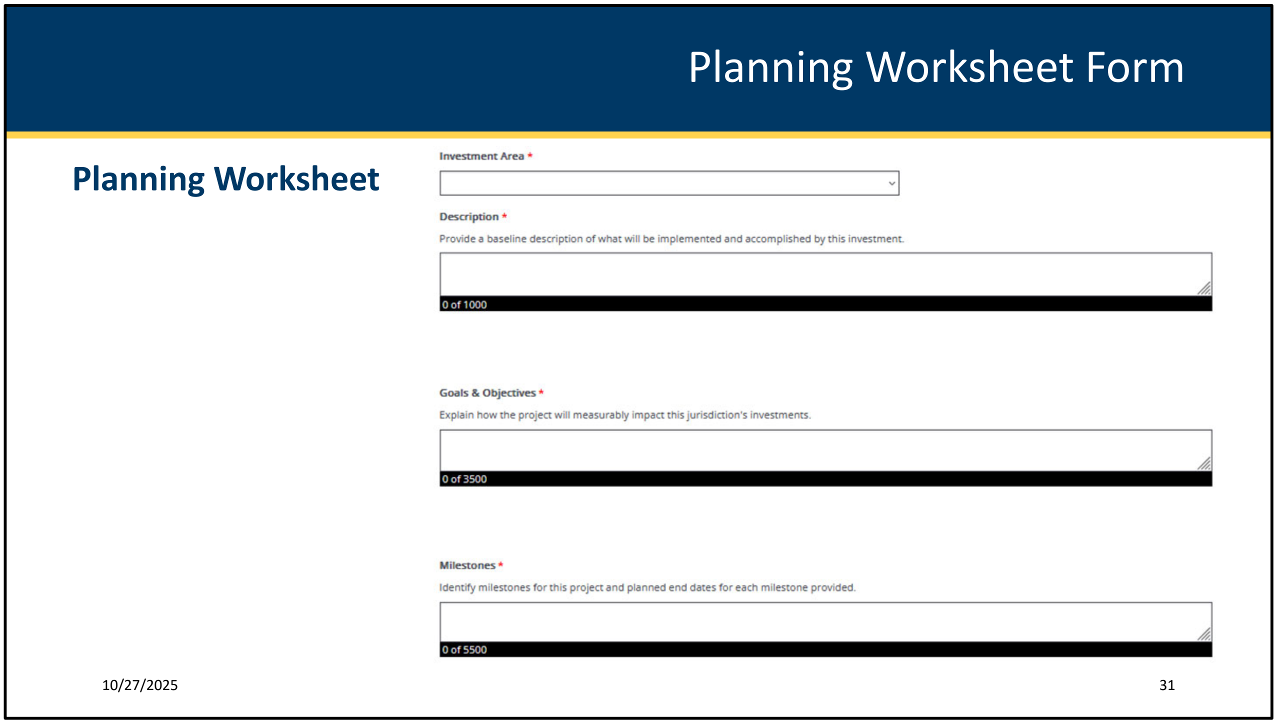
- Investment Area(s) and
- Planning Worksheet



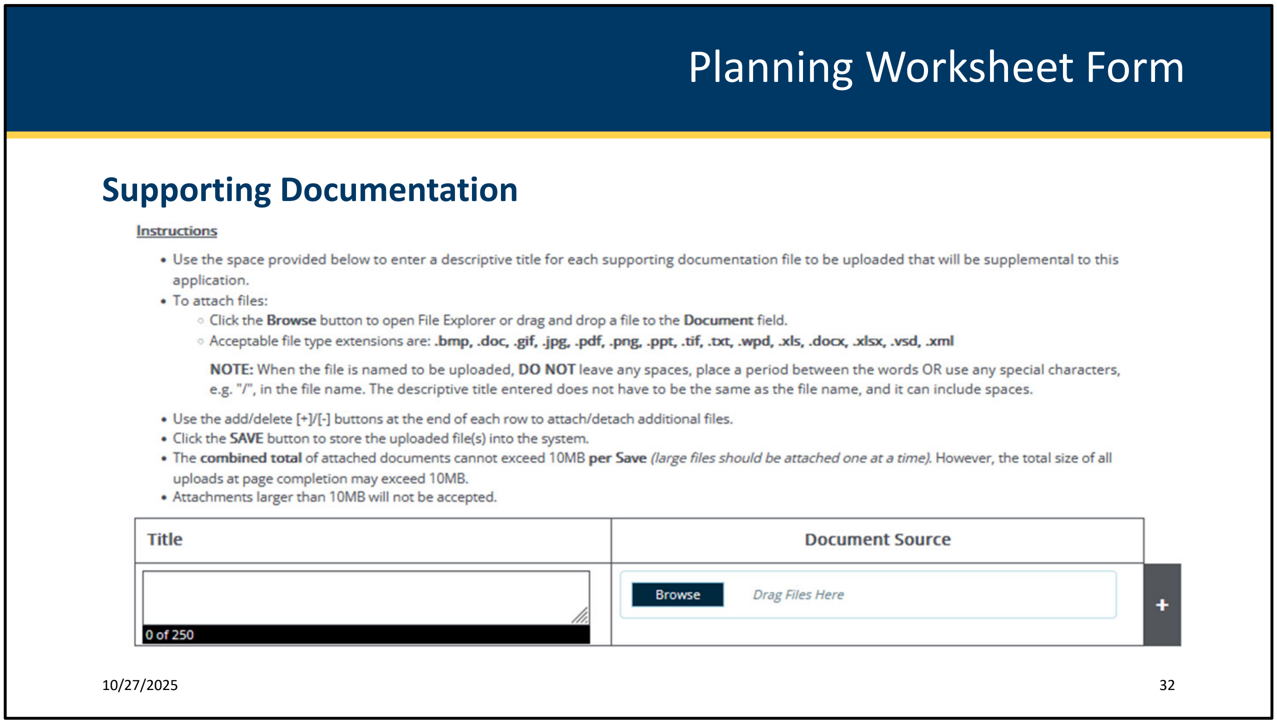
Not all grants allow for investment areas. If your grant does not have investment areas, you will not see this option in your left-hand panel. Grants may have investment areas when you want to break up your budget into multiple areas. For example, you may have a budget for Fiscal Year 2026 and another budget for Fiscal Year 2027. These would be two separate investment areas. Within these, you will identify each budget category, such as salaries, and the corresponding amount for each investment area. Other examples of investment areas include locations such as different counties, or program services.

If you do have investment areas, select an option from the dropdown. Click the plus sign to add more investment areas.

After you complete this, click save in the upper right-hand corner of the form.



Complete the planning worksheet with information for each investment area. Select the investment area from the dropdown. This will be information by the investment areas you select in the previous "Investment areas" form. Complete the description, goals and objectives, and milestones.

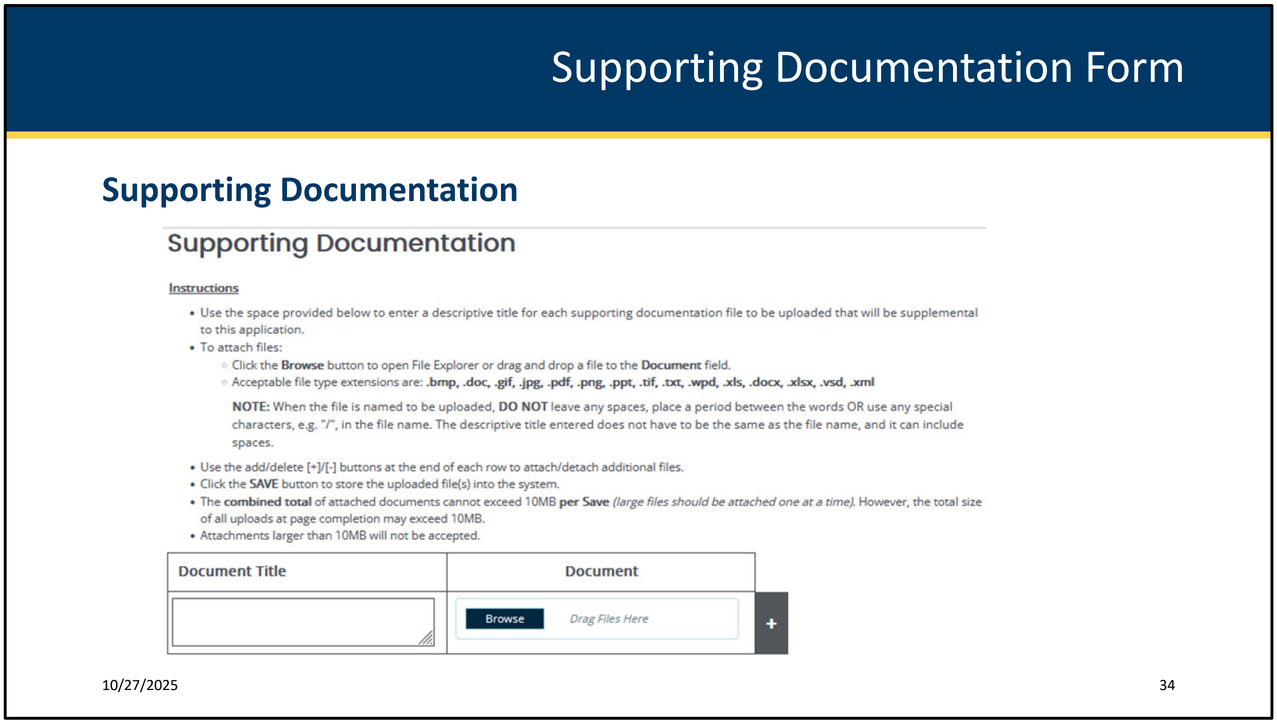


Use this section to upload additional information to support your investment areas. Use the Title textbox to describe the document you are uploading, then use the browse button to upload the document. Click on the plus sign to add more documents to upload.

After you complete this, click save in the upper right-hand corner of the form.

Attachments

Depending upon the grant program for which you are applying, the Budget section will have varying forms.



If you have attachments that you need to include with your application, such as narratives, use this form to upload those documents. Describe the document in the “document title” section and use the browse button to upload the document. Click the plus sign to add new rows to upload additional documents. If you do not have attachments, you do not need to do anything with this form.

After you complete this, click save in the upper right-hand corner of the form.

Expenditures

Next, we'll review the expenditures section. You will not need to do anything with this form as a part of the application process.

Financial Status Report Summary Form

Financial Status Report

Expended Thru:

Investment Area:

Budget Category:	Total	Expended	Remaining
	$0.00	$0.00	$0.00
Category Totals	$0.00	$0.00	$0.00
Component Totals	$0.00	$0.00	$0.00
Budget Totals	$	$	$

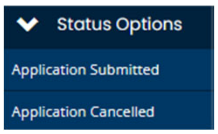
If selected for funding, this form will summarize expenditures for each budget line item. Currently, it’s here for your information, but you do not need to anything with this form as part of the application process

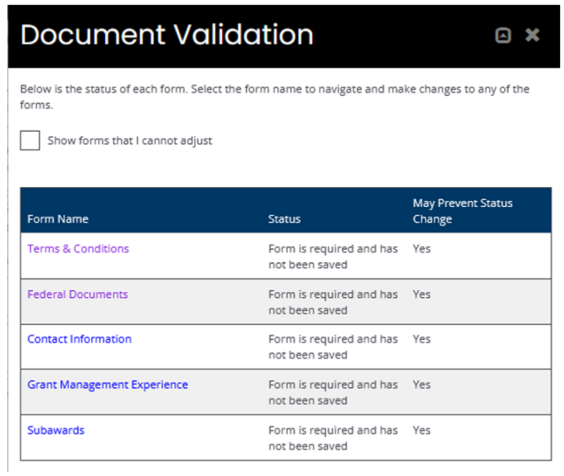
Submitting Application

Depending upon the grant program for which you are applying, the Budget section will have varying forms.

Submitting Your Application

Status Options





Form Name	Status	May Prevent Status Change
Terms & Conditions	Form is required and has not been saved	Yes
Federal Documents	Form is required and has not been saved	Yes
Contact Information	Form is required and has not been saved	Yes
Grant Management Experience	Form is required and has not been saved	Yes
Subawards	Form is required and has not been saved	Yes

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Once you have completed your application, you can submit the application. In the left-hand menu, scroll down to the 'Status Options' section. This will give you the option to submit your application by clicking on "Application Submitted" or to cancel your application by clicking on "Application Cancelled."

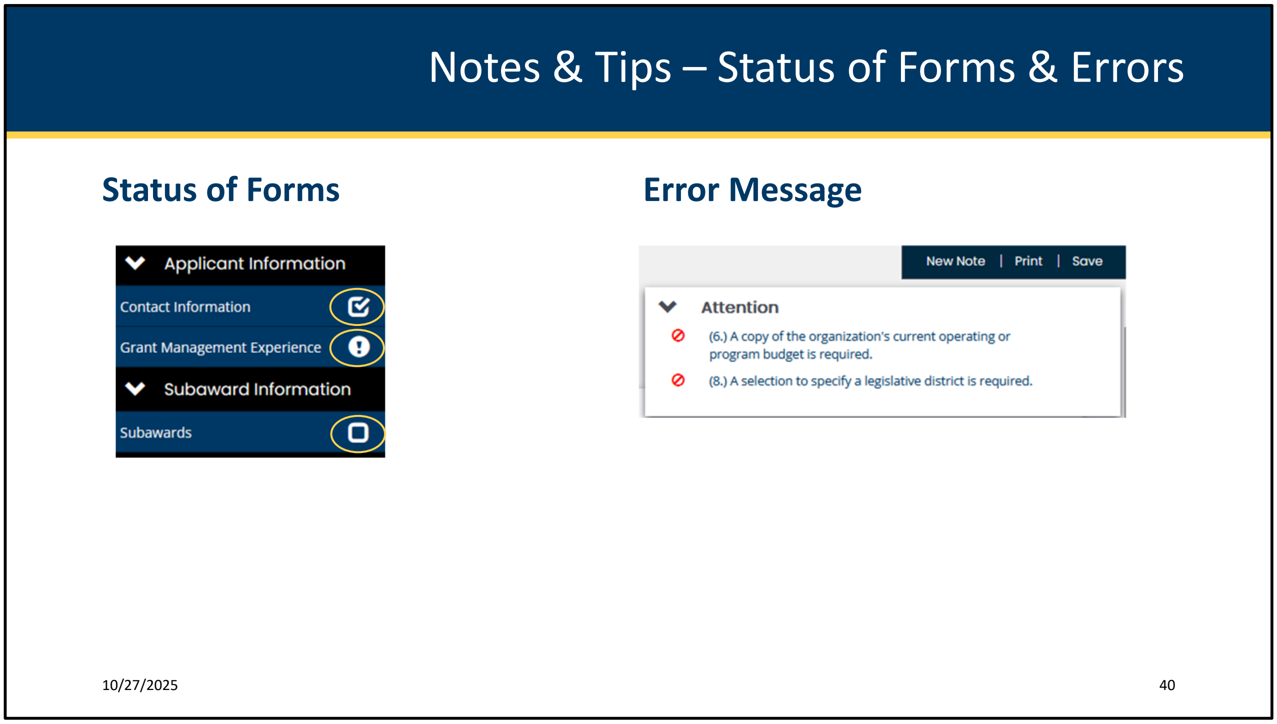
When you click submit you will see a document validation pop up. The pop up will show you all the forms that need correction or completion. You can click on the link to go to each form to complete it.

If there are no errors, your application will be moved into the "Application Submitted" status.

After you complete this, click save in the upper right-hand corner of the form.

Notes & Tips

Finally, here are some notes and tips for you as you complete your application.



In the left menu panel, you'll see an icon next to each form

- The icon with a checkmark means that this form has been fully completed.
- The icon with an exclamation point means that this form is incomplete. This could be a form you began and saved before completing, or a form with one or more questions unanswered. It will save the data you've entered but will show this icon to let you know the form still needs to be completed. If you did not answer a question or did not respond to a question in the way required, you will receive an error message in the upper right-hand corner, like the one here. The error message will include an explanation of what needs to be completed or corrected within the form. You will need to go into the form to review and complete it.
- Finally, the icon that is a square means that this form has not been started yet.

You want to ensure that you save the data you entered. You can save data even if the form isn't complete.

You will need to save by doing one of two things.

- First, you can click "Save" in the upper right-hand corner. The page will darken and show "SAVING," like you see here. This let's you know the form is saved. In this case, when the saving is complete, you will be taken back to the form you just saved. This is a good option when you want to ensure that the data you've entered is saved but you still want to work on the same form.
- The other option is to click on next form towards the bottom of the page. Like above, the page will darken and show "SAVING." When the saving is complete, you will be taken to the next form. This is a good option when you've fully completed the form and are ready to move on to the next form.
- Note that the system times out after a few minutes of inactivity. It will automatically log you out and you will need to log in again. This is why you want to ensure you are saving the form regularly so that you don't lose data entered if it times out.

Questions?

IGX Grants Management System Support Page:
Access recorded trainings and user guides.

https://dps.mn.gov/divisions/fas/grants/igx-grants-management-system-support

Questions & Feedback:
Use this form to submit questions or feedback directly to DPS.

https://dps.mn.gov/igx-grants-management-system-questions-and-feedback

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Finally, visit our IGX grants management system support page for additional resources. This training will also be posted on that webpage.

You can also submit any questions or feedback you have directly to DPS using the form link here. We're happy to help troubleshoot any issues you may have and appreciate hearing about what's working well or what's not working well. A DPS staff member will respond to your question or feedback.

Thank You!

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