Getting Started in the Grant Reimbursement Application (GRA) and Electronic Grant Applications (including CFSGA, IDEA Part B and Neglect Delinquent)

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What is the first step?

All new charter LEAs and nonprofit organizations eligible to receive federal funds from the Idaho State Department of Education must obtain access to all electronic grant applications and the GRA prior to applying for federal funds. For deadlines and timelines specific to your program, please contact your federal program director.

To access the GRA, visit http://apps.sde.idaho.gov/GrantReimbursement. To access all electronic grant applications visit the ISEE portal at http://www.sde.idaho.gov/site/isee/. If you have not yet registered for an ISEE Portal account, you will need to do so prior to accessing any of the applications. When prompted to select your organization, either select your agency from the provided list, or (if your agency is not listed) select "-Other." Follow the prompts to register.

In order to help increase security, multiple individuals utilizing the GRA or other SDE applications from the same district must each have their own individual user ID and password.

NOTE: If your e-mail address changes, you will need to send an email to support@sde.idaho.gov with your new information. Failure to update your email address will result in not receiving important notifications from the system.

Authorizing a User Account

The Idaho Department of Education utilizes an individualized single log in system for all web based Department applications. This decreases the number of user passwords needed as well as helps identify who to contact in case of questions.

Electronic Grant Applications
- If you are a general user, once an ISEE user account is created, a request for access must be sent to your district's Admin Tool user (usually a Technology Director, Delegate for District Superintendent, or Superintendent). Provide the Admin Tool user with the email address you used to register, and request that the user role for the application you would like to access be assigned to your account. If you require access to more than one award recipient, include all those that you will need access to.

- If you are an Administrator or Technology Director acting as a delegate for a Superintendent and are not set up in the Admin Tool, you will need to register in the ISEE Portal (found on the State Department of Education's website) and complete the Access Authorization form by clicking the link below.

  http://www.sde.idaho.gov/site/isee/docs/Access_Authorizations_Form.docx

  Once this form is complete, the Superintendent will need to email it to support@sde.idaho.gov. In order to process your request, the form MUST come from the Superintendent's email address. The Support Desk will get the information added in the Admin Tool for your district.

- If you are an Administrator or Technology Director that is already registered in the ISEE Portal with Admin rights, you can assign requested user roles to electronic grant application users.

GRA

- If you are a general GRA user, once an ISEE user account is created, a request for access must be sent to your district's Admin Tool User (usually a Technology Director, Delegate for District Superintendent or Superintendent). Provide the Admin Tool User with the email address you used to register, and request that the "GRA USER" role be assigned to your account. If you require access to more than one award recipient, include all those that you will need access to.

- If you are an Administrator or Technology Director acting as a delegate for a Superintendent and are not set up in the Admin Tool, you will need to register in the ISEE Portal (found on the State Department of Education's website) and complete the Access Authorization form by clicking the link below.

  http://www.sde.idaho.gov/site/isee/docs/Access_Authorizations_Form.docx

  Once this form is complete, the Superintendent will need to email it to support@sde.idaho.gov. In order to process your request, the form MUST come from the Superintendent's email address. The Support Desk will get the information added in the Admin Tool for your district.

- If you are an Administrator or Technology Director that is already registered in the ISEE Portal with Admin rights, you can assign the "GRA USER" role to GRA users.

Setting Up a New Organization in the GRA

To set up a new organization in the GRA, please e-mail the following information to support@sde.idaho.gov:

1. EIN – Employee Identification Number
2. Congressional District (assigned based on your 9 digit zip code).
3. Data Universal Number System (DUNS) Number
4. The Commercial and Government Entity code (CAGE code)

Technical Issues

If you experience any technical issues with the GRA, please contact the Support Desk at (208) 332-6923 or support@sde.idaho.gov.