



WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

HEALTH SCIENCES DIVISION

GRANTS PORTAL USER GUIDE



WEST VIRGINIA
**Higher Education
Policy Commission**

TABLE OF CONTENTS

	Page Number(s)
Setting up your account	3-5
• Requirements prior to setting up your account	3
• Registering as a user in the Health Sciences Grants Portal	3-5
Applying for a grant using the Health Sciences Grants Portal	6-12
• Viewing open grant opportunities	6-7
• Applying for a grant	7-12
○ Grant Description	8
○ Contact Information	8-9
○ Activity Overview	9-10
○ Budget Overview	10
○ Review and Submit	10-11
○ Saving your application for later	11-12
• Funding request next steps	12
Grant Agreement Execution	13
Submitting an Invoice	14-16
Reporting	17-18
Change Order Requests	19-21
Contact Information	22



Setting up your account

Requirements prior to signing up for an account

Prior to registering for a user account in the portal, please make sure that your organization is registered in wvOASIS as a vendor with the state of West Virginia. If your organization is registered, you will have a vendor number and organization name. If you are unsure, check with your fiscal office to obtain this information before creating an account.

- If your organization is not registered as a vendor with the state, it must register to receive electronic payments from the state before registering. Please visit <http://www.state.wv.us/admin/purchase/vendorreg.html> to register as a vendor with the state.
- Additionally, we recommend all grant applicants, both those already registered as state vendors and those who are newly registering sign up to receive electronic fund transfers. Being signed up for electronic fund transfers will speed up the time by which you will receive your grant awards from our division and from other state agencies. The instructions for signing up for electronic fund transfers can be found here: <https://www.wvsao.gov/ElectronicPayments/Default>.

Registering as a user in the Health Sciences Grant Portal

You must register as a Health Sciences Grant Portal user to apply for grants and manage all grant functions, including applications, reports, invoices, and change orders. You must register for Sciences Grant Portal user to apply for grants and manage all grant functions, including applications, reports, invoices, and change orders. To start the process, first access the grants portal at <https://HSGrants.force.com>. You will see the screen below each time you access the portal:

A screenshot of the login page for the Health Sciences Grant Portal. At the top center is the West Virginia Higher Education Policy Commission logo. Below the logo, the word "LOGIN" is centered. There are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a blue "Log in" button. At the bottom left, there is a link for "Forgot password?". At the bottom right, there is a yellow "Sign Up" button.



To register for an account, click “Sign Up,” in the lower right corner below the login fields. When signing up, you will need the following information:

- Make sure every space with an asterisk (*) is completed.
- Organization name (please be sure this matches **EXACTLY** as it is stated with your wvOASIS vendor number; if it does not match exactly, we will encounter issues processing any grant payments for your awards)
- Organizational address (please be sure this matches **EXACTLY** as it is stated with your wvOASIS vendor number and should be where you want your check mailed if you are not set up for electronic fund transfers; if it does not match exactly, we will encounter issues processing any grant payments for your awards)
- wvOASIS vendor ID number; this number **MUST** be 12 digits in length and the first two spaces may contain VC or VS in lieu of digits.
- Your name and contact information

If your college or university will be using a Research Corporation to receive and manage your grant funding, please be sure to list the organization associated with your account as the Research Corporation (along with their address and vendor number) to ensure that funds are transmitted to the correct entity.



WEST VIRGINIA Higher Education Policy Commission



* Applicant Organization	* OASIS Vendor Id
<input type="text"/>	<input type="text"/>
	Complete this field.
* Street	* City
<input type="text"/>	<input type="text"/>
* State	* Zipcode
West Virginia	<input type="text"/>
* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email	
<input type="text"/>	
* Password	
<input type="text"/>	
Please enter password	
<ul style="list-style-type: none">• Your password must be at least 8 characters long.• Your password must include letters and numbers.	
* Confirm Password	
<input type="text"/>	

[Login with existing account](#)

You will also need to set up a password. This password, along with your email address, will be used each time you login to the account after registering. Please DO NOT share your login credentials with others. Each user in the system should register themselves and have their own login credentials.

Applying for a grant using the Health Sciences Grants Portal

Viewing open grant opportunities



Our Grant Programs

Rural Health Initiative

The WVHEPC Health Sciences Division coordinates statewide healthcare workforce development initiatives and programming, including oversight of the **Rural Health Initiative**, a statewide program directed at improving the recruitment and retention of healthcare providers to rural areas of the state. The initiative provides rural community-based training and enrichment opportunities for students in dentistry, medicine, nursing, pharmacy and allied health fields. As per legislative directive, most funds are granted to the three academic health centers in the state and are directed at four main objectives:

1. Increasing the recruitment of healthcare providers to rural areas.
2. Increasing the retention rate of healthcare providers in rural areas.
3. Developing pipeline programs to enhance student interest in rural healthcare careers.
4. Supporting the involvement of rural areas in the health education process.

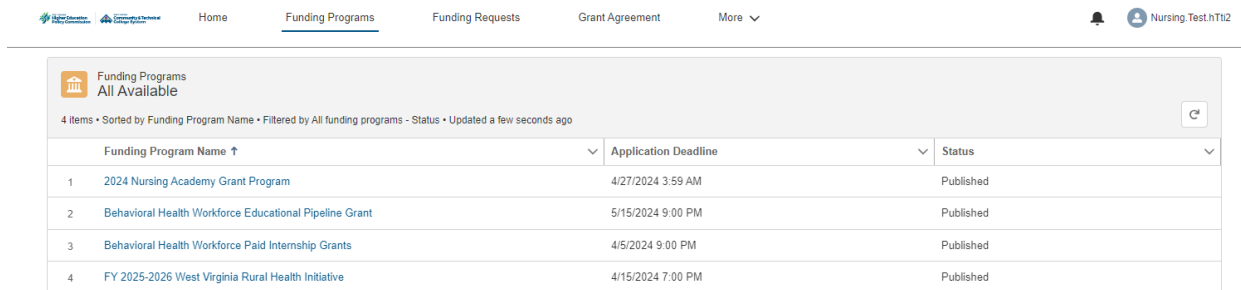
Targeted Grant Making

The WVHEPC Health Sciences Division provides grants on a limited ad hoc basis to other health programs and organizations whose work aligns with the Rural Health Initiative goals. These include the **Rural Health Residency Program**, which provides funding to medical schools and residency programs to increase the retention of the state's medical school graduates into residency programs based in West Virginia. The WVHEPC Health Sciences Division also funds special projects throughout the fiscal year based on fund availability and whether they fit the goals of the Rural Health Initiative.

How to Apply

After selecting one of the available [funding programs](#), click on the "Submit a Funding Request" button in the upper right hand corner. After completing the questions and hitting Submit, you can view the status of your [funding request](#).

After creating your account, you will see the above home page when logging in. To view open grant opportunities, select, "Funding Programs," at the top of your screen. You can also select the, "Apply for a Grant" button under the "Overview" section. See the photo below to see an example of what your available funding programs will look like.



Funding Program Name ↑	Application Deadline ↓	Status ↓
1 2024 Nursing Academy Grant Program	4/27/2024 3:59 AM	Published
2 Behavioral Health Workforce Educational Pipeline Grant	5/15/2024 9:00 PM	Published
3 Behavioral Health Workforce Paid Internship Grants	4/5/2024 9:00 PM	Published
4 FY 2025-2026 West Virginia Rural Health Initiative	4/15/2024 7:00 PM	Published

To view the contents of an open funding opportunity, click on the funding program name. On this screen, you will see basic grant opportunity information, including the state and end dates for the grant, the total program funding available for the program, report deadlines, invoice deadlines, and request for application details. Attached to



WEST VIRGINIA Higher Education Policy Commission

each funding program, there will be a Request for Applications that details specific information that should be included in the grant application.

The screenshot shows a web interface for a funding program. At the top, there is a navigation bar with links for Home, Funding Programs, Funding Requests, Grant Agreement, and More. A user profile for 'Nursing Test.H102' is visible in the top right. The main content area displays the '2024 Nursing Academy Grant Program' with a 'Create a Funding Request' button. Below this, a table shows the program's status as 'Published', start date as '5/15/2024', and end date as '9/16/2024'. A 'DETAILS' section is expanded to show an overview with fields for Funding Program Name, Start Date, Description, Total Program Amount (\$45,000.00), End Date, and Status (Published). A 'Files' section at the bottom lists three documents: 'EXHIBIT B Draft', 'RFA Nursing Academy 20...', and 'Exhibit A Form'.

Applying for a grant

One important thing to note before you apply for a funding request is that if you are the applying individual, you will also be the only user associated with this grant who can edit your grant agreement information, upload reports, and submit change orders. If you do not want to be the person responsible for this, please be sure another in your organization applies instead.

Once you have found a grant opportunity you would like to submit an application for, click on the funding program name and click on the, “Create a Funding Request” button in the top right side of your screen.



WEST VIRGINIA Higher Education Policy Commission

Home Funding Programs Funding Requests Grant Agreement More Nursing Test.hT12

Funding Program 2024 Nursing Academy Grant Program

Create a Funding Request

Status: Published
Start Date: 5/15/2024
End Date: 9/16/2024

DETAILS RELATED

Overview

Funding Program Name	Total Program Amount
2024 Nursing Academy Grant Program	\$45,000.00
Start Date	End Date
5/15/2024	9/16/2024
Description	Status
The purpose of this funding opportunity is to provide funding for organizations that will put on nursing academies in West Virginia.	Published

> Deadlines

> Application Content

Files



Grant Description

After clicking the button to create a funding program, you will be taken to the funding request application. The first screen will be pre-populated with the grant information. Please select, “Next” to proceed to the next step.

Home Funding Programs Funding Requests Grant Agreement More Nursing Test.hT12

Steps

- Grant Description
- Contact Information
- Activity Overview
- Budget Overview
- Review & Submit

Grant Description

* Purpose and Goals
The purpose of this funding opportunity is to provide funding for organizations that will put on nursing academies in West Virginia. See the attached RFA for more information.

* Eligibility
See RFA

* Payment Schedule
One payment after execution of grant agreement

* Reporting Requirements
One final report after the conclusion of the grant agreement term.

* Funding Request Deadline
04-27-2024 03:59 am

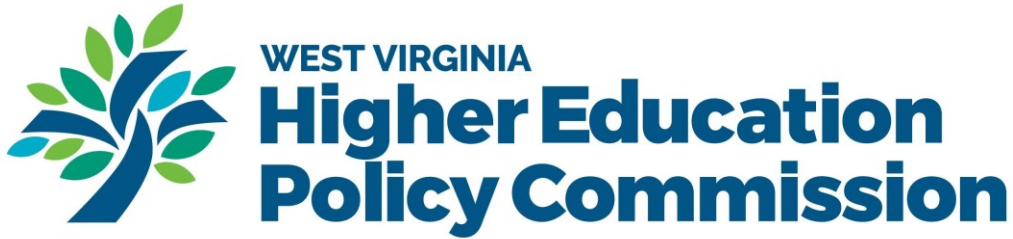
Save for later

Next

Contact Information

On the next screen for “Contact Information,” you will find some pre-populated information based on your super account along with some other fields you will need to fill out. If any of the greyed-out fields look incorrect, please contact Deloris Vance at Deloris.vance@wvhepc.edu to have your user information corrected.

- You will be asked to provide an authorized signatory for your grant. This person will be with your organization authorized to sign off on grant agreements. Once a grant agreement is generated, they will be sent a SignNow form to complete the grant agreement.



- You have the option to list other contacts for your funding request. Click on the check box for “Do you want to add other contacts to the funding request?” Be aware that other contacts must be existing users of the portal. If they have not already signed up as users, you will not be able to add them as other contacts. Please Note: If a contact(s) is not added at the initial setup of the fund request and are added later they will not be able to upload any documentation because the system doesn't re-activate back to the beginning. Other contacts can view grant applications and information but cannot edit a grant application. But they will be able to upload reports and change orders. If your organization has a pre-award or award portal, please put the contact(s) name and the email associated with the portal.
- If you are a state agency and can receive grant funds through IETs, you must supply your wvOASIS IET funding string. It is ESPECIALLY important that you allow us to provide your funds through electronic fund transfer and allow you to access your funds more quickly. If you are unsure of what this number is, check with your business office.
- Once you have filled out the required fields, click the Next button at the bottom of your screen.

Home Funding Programs Funding Requests Grant Agreement More

Nursing Test hTi2

Steps

- Grant Description
- Contact Information**
- Activity Overview
- Budget Overview
- Review & Submit

Contact Information

* Grant Manager First Name: Nursing

* Grant Manager Last Name: Test

* Grant Manager Email Address: nursingtest1018@gmail.com

Grant Manager Phone Number: [Empty]

* Authorized Signatory First Name: [Empty]

* Authorized Signatory Last Name: [Empty]

* Authorized Signatory Email Address: [Empty]

Authorized Signatory Phone Number: [Empty]

Do you want to create other contact for your Funding Request?

* Organization Name: NursingTest

* Organization Street Line: 703 Fairway Gardens

* Organization City: HURRICANE

* Organization State: West Virginia

* Organization ZIP Code: 25526

OASIS IET Funding String: [Empty]

* OASIS Vendor ID: 2654

Save for later

Previous Next

Activity Overview

Once you have hit next on the last string, you will proceed forward to the Activity Overview. On this screen, you are expected to upload documents per the instructions found on your RFA (Request for Application). If specific documents are not included in the files within the funding opportunity, visit [our website](#) to download the necessary file templates.



When you want to upload a document, either click the Upload Files button or drag files over to the field to upload them. Once you have finished uploading your required documents, click the Next button at the bottom right of the screen.

This screenshot shows the "Activity Overview" step of a multi-step application process. On the left, a "Steps" sidebar lists: Grant Description (checked), Contact Information (checked), Activity Overview (selected with a blue circle), Budget Overview (greyed out), and Review & Submit (greyed out). The main content area is titled "Activity Overview" and includes: "Activity Overview Guidelines" with a grey box containing "See RFA and utilize Exhibit A."; "Activity Overview Upload" with an "Upload Files" button and "Or drop files" text; a red error message: "Navigate to the Grants Portal Forms section of our website to download the necessary file templates."; and a "Save for later" link. At the bottom right are "Previous" and "Next" buttons.

Budget Overview

Once you have hit next on the last screen, you will proceed forward to the Budget Overview. On this screen, you are expected to upload documents per the instructions found on your RFA. If specific documents are not included in the files within the funding opportunity, visit [our website](#) to download the necessary file templates. When you want to upload a document, either click the Upload Files button or drag files over to the field to upload them. Once you have finished uploading your required documents, click the Next button at the bottom right of the screen.

This screenshot shows the "Budget Overview" step of the application process. The "Steps" sidebar on the left now shows "Activity Overview" as completed (checked) and "Budget Overview" as the current step (selected with a blue circle). The main content area is titled "Budget Overview" and includes: "Budget Overview Guidelines" with a grey box containing "See RFA and utilize Exhibit B."; "Budget Overview Upload" with an "Upload Files" button and "Or drop files" text; a red error message: "Error: Budget Overview Upload is required. Navigate to the Grants Portal Forms section of our website to download the necessary file templates."; and a "Save for later" link. At the bottom right are "Previous" and "Review & Submit" buttons.

Review and Submit

Once you have clicked Next on the last page, you will be taken to the Review and Submit section. Within this section, you will see all the information you provided for your application. Please be sure to review each section to ensure everything is correct.

Steps

- Grant Description
- Contact Information
- Activity Overview
- Budget Overview
- **Review & Submit**

Review & Submit

▼ Grant Description

Purpose and Goals

The purpose of this funding opportunity is to provide funding for organizations that will put on nursing academies in West Virginia. See the attached RFA for more information.

Eligibility

See RFA

Payment Schedule

One payment after execution of grant agreement

Reporting Requirements

One final report after the conclusion of the grant agreement term.

Funding Request Deadline

2024-04-27T03:59:00.000Z


> Contact Information
 > Activity Overview
 > Budget Overview

To edit Grant Manager name or contact information, click on your profile icon in the top right corner. Choose "My Profile" from the menu and select "edit."
 To edit Organization name or contact information, please contact the Health Sciences Division at (304)558-0530.

Save for later

Previous
Submit

Once you are sure that everything is correct, hit the submit button. After hitting submit, you can view your funding request by clicking on the "Funding Requests" tab at the top of the portal.

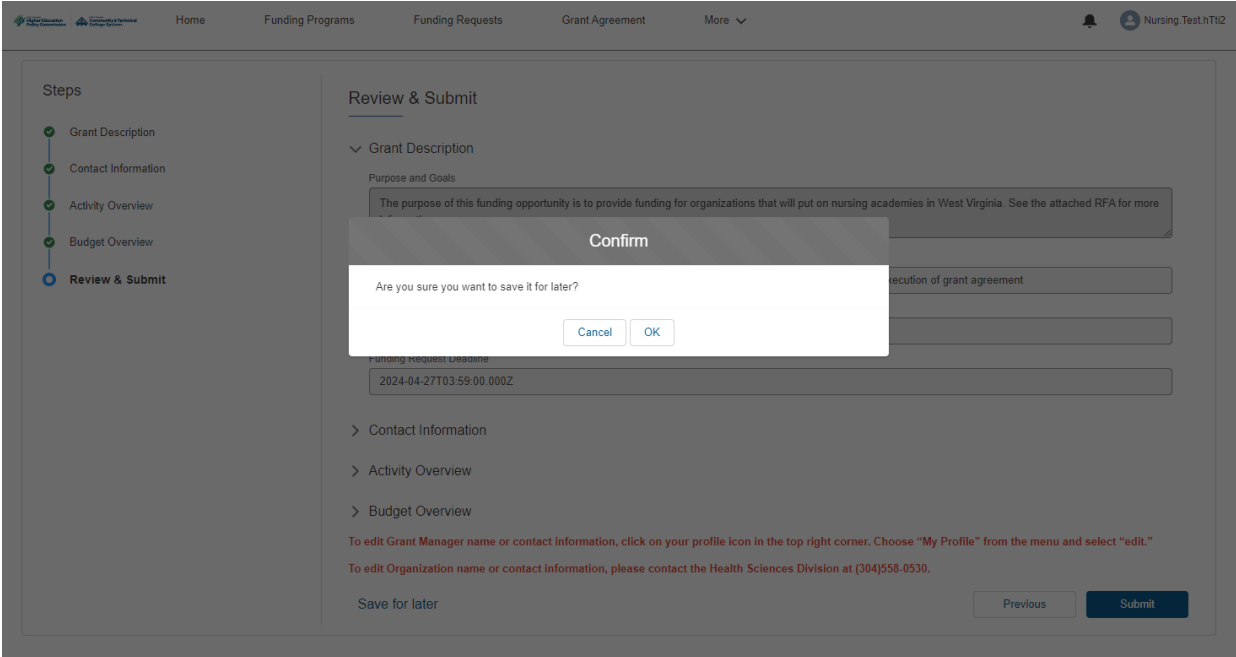
 Funding Requests
All Available

4 Items • Sorted by Funding Request Name • Filtered by All funding requests • Updated a few seconds ago ☰

	Funding Request Name ↑	Funding Program	Status	Submitted Date
1	FR-0176-20230630	Campus Mental Health Policy Special Projects Application 2023	Reviewed	6/30/2023
2	FR-0179-20230710	2024 WV Perinatal Partnership	Approved	7/11/2023
3	FR-0233-20240417	Nursing Special Project	Approved	4/22/2024
4	WVCA Higher Education Summit	CMH Special Projects	Approved	3/23/2023

Saving your application for later

At any point when submitting a funding request, you can save your application for later. When clicking the button, you will be asked if, you are sure. If you click Ok, you will proceed to another webpage. If you select cancel, your application will not be saved for later and you will return to the existing webpage.



If you clicked okay, your page would look like the photo below. You will be given a link to your saved funding request to edit later and have the option of having the link emailed to you so that you are able to access it later.



Funding request next steps

Once submitted, your funding request will be reviewed by staff within the Health Sciences Division. Under funding requests, you will be able to see the funding request status. The possible statuses are:

- Submitted – you have submitted your application, and it is pending moving into the review status.
- In review – your application is within the review process and is pending an award decision.
- Needs revisions – staff have contacted you about a revision needed within your application before it can be approved. You must upload any requested changes to the related tab within your funding request.
- Approved – your application has been approved. Staff will be in touch with you regarding executing the Notice of Grant Agreement (NGA).



WEST VIRGINIA Higher Education Policy Commission

Grant Agreement Execution

If your funding request is approved, your authorized signatory will need to sign off on the Notice of Grant Award (NGA) before the grant can proceed forward. The NGA will be sent to your indicated authorized signatory that was provided on the grant application and will be sent via SignNow. The NGA should be reviewed and signed as soon as possible as your grant activities cannot start before the NGA is fully executed.

Once the NGA has been signed by all parties, a copy of your executed grant agreement can be found under the Grant Agreement tab. Click on the grant agreement number and click on the related tab to see your executed grant agreement. **Reminder: That invoice(s) submitted prior to full execution of the grant agreement cannot be processed for payment.**

Home Funding Programs Funding Requests Grant Agreement More ▾

Grant Agreements All Available

3 Items • Sorted by Name • Filtered by All grant agreements • Updated a few seconds ago

Name ↑	Funding Request	Grant Award Number	Term Start	Term End
1 GA-0050	WVCI Higher Education Summit	2023-HRCMH-97	2/1/2023	6/30/2023
2 GA-0092	FR-0179-20230710	24*2	7/1/2023	6/30/2024
3 GA-0145	FR-0233-20240417		8/16/2023	6/1/2024

Home Funding Programs Funding Requests Grant Agreement More ▾

Grant Agreement GA-0050

Submit Invoice Request Change Order Submit Report

Grant Award Number: 2023-HRCMH-97 | Term Start: 2/1/2023 | Term End: 6/30/2023

DETAILS RELATED

Overview

Name	GA-0050	Term Start	2/1/2023
Funding Request	WVCI Higher Education Summit	Term End	6/30/2023
Grant Award Number	2023-HRCMH-97	Execution Date	5/31/2023 8:15 PM
Award Amount	\$2,500.00		

Applicants

Grant Manager	Wes Thomas	Authorized Signatory	Elizabeth Shahan
---------------	------------	----------------------	------------------

Deadlines

Signatures

Authorized Signatory Signature	<input checked="" type="checkbox"/>	Vice Chancellor Signature	<input checked="" type="checkbox"/>
--------------------------------	-------------------------------------	---------------------------	-------------------------------------



Submitting an Invoice

Invoices should be submitted based on the schedule detailed within your NGA. Most grants require a single invoice, but others may be spread throughout the year. To view the due dates for your invoices, Check the Deadlines section of your Grant Agreement. All invoices should be submitted within 15 days (about 2 weeks) following the execution of a grant agreement. Invoices received later than 45 days (about 1 and a half months) following the end of a grant agreement may not be honored. Timely submission of invoices is essential to ensuring the availability of funds.

Grant Agreement GA-0050 Submit Invoice Request Change Order Submit

Grant Award Number	Term Start	Term End
2023-HRCMH-97	2/1/2023	6/30/2023

DETAILS RELATED

Overview

Name	GA-0050	Term Start	2/1/2023
Funding Request	WVCIA Higher Education Summit	Term End	6/30/2023
Grant Award Number	2023-HRCMH-97	Execution Date	5/31/2023 8:15 PM
Award Amount	\$2,500.00		

Applicants

Grant Manager	Wes Thomas	Authorized Signatory	Elizabeth Shahan
---------------	------------	----------------------	------------------

Deadlines

Midterm Report 1 Deadline	Midterm Report 1 Received Date
Midterm Report 2 Deadline	Midterm Report 2 Received Date
Midterm Report 3 Deadline	Midterm Report 3 Received Date
Final Report Deadline	Final Report Received Date
8/15/2023	
Invoice 1 Deadline	Invoice 1 Received Date
5/15/2023	
Invoice 2 Deadline	Invoice 2 Received Date

To submit an invoice, you should access your grant agreement under the Grant Agreements tab on your home page. Click on the grant agreement number.



WEST VIRGINIA Higher Education Policy Commission

Home Funding Programs Funding Requests Grant Agreement More ▾ Carolyn.Grantseeker...

Grant Agreements All Available					
1 item • Sorted by Name • Filtered by All grant agreements - Funding Requester Id • Updated a few seconds ago					
Name ↑	Funding Request	Grant Award Number	Term Start	Term End	
1	GA-0096	FR-0178-20230706	8/15/2023	6/30/2024	

Once you have selected your grant agreement, you want to click on the Related tab. On the related tab, you will see a disbursement listed under the Disbursements section. Click on the Disbursement number.

Home Funding Programs Funding Requests More ▾ Carolyn.Grantseeker...

Grant Agreement
GA-0126

[Submit Invoice](#) [Request Change Order](#) [Submit Report](#)

Grant Award Number: 123456
Term Start: 7/1/2023
Term End: 6/30/2024

DETAILS **RELATED**

Requirements (0)

Disbursements (1)

Disbursement

[D-00120](#)

[View All](#)

Change Orders (0)


Files (0)

[Add Files](#)

[Upload Files](#)


Or drop files


Once within the Disbursement, you will select the Related tab and upload your invoice in the files section.

 Disbursement
 D-00120

Funding Request	Amount	Status
FR-0178-20230706	\$1.00	Approved

DETAILS **RELATED**

 Files (0)
[Add Files](#)

 Upload Files

Or drop files

We have a fillable invoice PDF on [our website](#). You may use your own invoice template, but it should include all the following:

- Organization name (should match both NGA and wvOASIS vendor number)
- Vendor number
- Invoice number
- Invoice date
- Organizational address
- Organizational phone number
- Lead contact email address
- A “to” section with the following: West Virginia Higher Education Policy Commission Attn: Deloris Vance
 1018 Kanawha Blvd. East, Suite 700 Charleston, WV (West Virginia), 25301
- Payment of award number
- Amount of invoice
- Dates of service
- A brief description of the award being invoiced for
- IET funding code (if applicable)
- Signature
- Printed name


Reporting

Most grants will require both mid-term reports and final reports. See your grant agreement deadlines in the portal to see when your reports are due and ensure they are submitted by the due date. If you have a report that does not require a budget narrative, please upload the progress narrative twice, once in each required field, to satisfy requirements within the grants portal.

Templates for reports can be found on [our website](#).

Both mid-term and final reports should be detailed. Most midterm reports will only require a narrative report on how the grant is progressing based on the statement of work you provided previously. Final reports will require both a narrative and a final budget justification. For more specifics about the required reporting, consult the RFA and email programmatic staff for instructions if you are unsure what is required.

To upload a report, you will need to select your grant agreement from the Grant Agreements tab on your home page. In the upper right-hand corner, you will select, submit a report.



Grant Agreement
GA-0126

Submit Invoice
Request Change Order
Submit Report

Grant Award Number	Term Start	Term End
123456	7/1/2023	6/30/2024

DETAILS RELATED

▼ Overview

Name GA-0126	Term Start 7/1/2023
Funding Request FR-0178-20230706	Term End 6/30/2024
Grant Award Number 123456	Execution Date 11/15/2023 5:00 PM
Award Amount \$1.00	

▼ Applicants

Grant Manager Carolyn Grantseeker	Authorized Signatory Grant Director
--------------------------------------	--

▼ Deadlines

Midterm Report 1 Deadline 12/31/2023	Midterm Report 1 Received Date
Midterm Report 2 Deadline	Midterm Report 2 Received Date
Midterm Report 3 Deadline	Midterm Report 3 Received Date



On the next screen you will see a section for grant agreement information. The first step will be prepopulated with information from the grant agreement. Click Next to proceed.

Grant Agreement Info

Funding Program Suicide Prevention Campus Mental Health Special Projects	Reporting Requirements A final report will be required 45 days after the close of the
Start Date 2023-07-01	End Date 2024-06-30

[Save for later](#) **Next**

Steps

- Grant Agreement Info**
- Upload Files

On the next screen you will upload your report documents. If only a narrative report is required, please upload a narrative report in the expense report section. Once you have uploaded your documents, click the save button.

Upload Files

* Narrative Report
 Or drop files

* Expense Report
 Or drop files

Navigate to the Grants Portal Forms section of [our website](#) to download the necessary file templates.

[Save for later](#) **Save**

Steps

- Grant Agreement Info
- Upload Files**

Health Sciences Division staff will contact you if you need to submit amendments to your reports.



Change Order Requests

The following situations require change order requests to be submitted:

- No Cost Extension of End Date - The project timeline is moving slower than anticipated and the grantee needs additional time to complete the work and/or expend all the project funds (a no cost extension of the end date).
- Change of Scope - A change in the scope of the grant agreement has occurred. A change in scope is a meaningful change in activity from what was originally described in the statement of work or workplan contained in the grant agreement. An example of a change in scope may include an activity initially budgeted for that can no longer be completed due to unavoidable circumstances and a request for those funds to be redistributed to a new, entirely different activity.
- Transferring more than 10 percent of the total approved budget between expense (and where applicable functional) categories. (i.e., the categories listed within your budget table on your budget justification)
- You are requesting a new purchase of equipment that is \$1,000.00 or more and was not included in the initial grant request.
- Increase or decrease in the cost/grant award amount.
- The grantee encounters circumstances necessitating that it terminates the agreement.

To request a change order, please follow the link below to access the appropriate form. This form will allow you to provide the information required to review your request. Once you have completed the form, a copy of the form will be sent to you via email from AirSlate. You should upload the copy of this form to your change order request.

In order to upload a change order request into the grants portal, you must be listed as the applying contact for the funding request. If you are not the applying contact, please contact your applying contact to complete this process in the grants portal.

Change Order Request Form: <https://arsl.at/I91Xd64I>

After obtaining the form from AirSlate, you will need to do two things in the portal to complete your request process.

1. Upload your change order request form into the files section of your Grant Agreement:
 - a. To upload your file, first access your grant agreement by clicking the Grant Agreement tab at the top of your home page and then clicking on the grant agreement number to access your grant agreement information.


Grant Agreements
All Available


1 item • Sorted by Name • Filtered by All grant agreements • Updated a minute ago

Name ↑	Funding Request	Grant Award Number	Term Start	Term End
1 GA-0126	FR-0178-20230706	123456	7/1/2023	6/30/2024

- b. Once you have accessed your grant information, click on the related tab, and upload your change order form in the files section.


DETAILS **RELATED**

 Requirements (0)

 Disbursements (1)


Disbursement
D-00120


[View All](#)

 Change Orders (5)

Name
CO-0059
CO-0060
CO-0065
CO-0067
CO-0103

[View All](#)

 Files (0) [Add Files](#)

 Upload Files

Or drop files

2. After uploading your change order form into the files section of your grant agreement, then you must click the Request Change Order button in upper right corner of your screen.



WEST VIRGINIA Higher Education Policy Commission

Grant Agreement
GA-0126

Submit Invoice Request Change Order Submit Report

Grant Award Number	Term Start	Term End
123456	7/1/2023	6/30/2024

DETAILS RELATED

Requirements (0)

Disbursements (1)

Disbursement
D-00120

[View All](#)

Change Orders (5)

Name
CO-0059

- After clicking the button, a new tab will open in your web browser, and you will be prompted to enter a description of your change order. Please state the broad reason you are requesting a change order and state that the change order form is uploaded in the files section of your grant agreement. Click submit to finish the process.

Request Description

Please include 1-2 paragraphs explaining the request for no-cost extension of grant end date and/or changes to proposed objectives and movement between budget line items in excess of 10% of total grant amount.

* Description

We are requesting a change order because we have had a change in scope of our project. The change order form has been uploaded to the files section of the grant agreement.

[Save for later](#) [Submit](#)

After completing the change order request, your authorized signatory will be sent a form in SignNow to finalize the change order. Be sure they review and sign the form quickly so the change order can go into effect.



WEST VIRGINIA
**Higher Education
Policy Commission**

Contact Information

If you have questions about the grant's portal or the content of our grants, please feel free to reach out to us at any time.

- For technical assistance with the grants process (application, invoicing, change orders, etc.), please contact Deloris Vance at Deloris.Vance@wvhepc.edu.
- For programmatic questions about large RHI (Rural Health Initiative) grants and special projects grants, please contact Amanda McCarty at Amanada.Mccarty@wvhepc.edu.
- For programmatic questions about behavioral health grants, please contact Carolyn Canini at Carolyn.Canini@wvhepc.edu or Candace Layne at Candace.Layne@wvhepc.edu
- For programmatic questions about nursing grants, please contact Jordyn Reed at Jordyn.Reed@wvhepc.edu.