

School level Grant Pre-Application Process

The screenshot shows the Skyward Financial Management interface. At the top, there is a navigation bar with the following tabs: Home, Account Management, Vendors, Purchasing, Accounts Payable, Fixed Assets, Custom Reports, and Federal/Stat Reporting. Below this is a sub-header for "Financial Management".

On the left side, there is a "Jump to Other Dashboards" section with a search box containing "Skyward User", "Employee", and "Task Manager". Below this is a "Task Processes" list with a search icon. The list contains the following items:

- Critical Family Leave Request
- Education Support Professional Change Form
- Education Support Professional Evaluation
- Education Support Professional New Hire Form
- Extra Period Authorization
- FMLA Leave Notice
- Grant Pre-Application Schools and Teachers
- Grant Pre-Application Teaching & Learning/District
- Intent to Return From Leave of Absence (1 Year)
- Intern/DLI Guest Teacher New Hire
- Leave of Absence Classified
- Licensed Change Form
- Licensed Hourly Change Form
- Licensed Hourly New Hire Form
- Licensed New Hire Form
- Maternity/Parent Leave Request
- Military Leave Request
- Miscellaneous Change Form
- Miscellaneous New Hire Form
- Notice of Resignation
- Payroll Move Money to Another Account
- Payroll Roster Submission
- Sick Bank Opt Out
- Sick Bank Request
- Travel Request

On the right side, there is a "My Time Off" section with a dropdown menu showing "Annual", "Other", "Sick", and "Vacation".

Step 1: School Financial Secretaries select this process to begin.

TM Process: Grant Pre-Application Schools and Teachers

1. Select Employee

On step 1, select the employee in the "Employee" field. On step 2, click the Open button and complete the Grant Pre-Application and "Save." On step 3, add any notes you want the approvers to see. On step 4, click the "Grant Pre-Application Approval" button.

Employee:

- GRANGHAT000** [GRANGE, NATALIE]
Employee Type: Admin Education Support Prof
Building: ACCOUNTING/BUDGETS/AUDITS
Check Location: ACCOUNTING, BUDGETS AND AUDITS
- GRANGSTE000** [GRANGE, STEPHANIE LYNN]
Employee Type: Substitute
Building: SUBSTITUTES
Check Location: SUBSTITUTES
- GRANGTEA000** [GRANGE, TEAIRA K]
Employee Type: Miscellaneous Student
Building: CSD-MIDVALLEY ELEMENTARY
Check Location: CSD-MIDVALLEY ELEMENTARY
- GRANGCRA000** [GRANGER, CRAIG DANIEL]
Employee Type: Ed Support Prof Contracted
Building: INFORMATION SYSTEMS

Grant Pre-Application Entry

1. Select Employee
2. General
3. Notes
4. Attachments
5. Choose Next Task

Enter the name of person filling out the form. Presently the only staff with access to enter at each school are the financial secretaries.

Go to step 2...

Step 1 of 5

[Next](#)

Process History

[Save and Finish Later](#)

[Reassign Task](#)

skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qwkfwsgntabs000.w

View site information **Grant Pre-Application Schools and Teachers**


Employee: GRANGNAT000 | GRANGE, NATALIE

2. General

On step 1, select the employee in the "Employee" field. On step 2, click the Open button and complete the Grant Pre-Application and "Save." On step 3, add any notes you want the approvers to see. On Step 4, attach any optional documents. On step 5, click the "Grant Pre-Application Approval" button.

Custom Forms

Custom Profile	Grant Pre-Application Form	Grant Pre-Application Form	Open
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Step 2: Complete the required information. Save form.

skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qqudfedit007.w?isPopup=true

Grant Pre-Application Form

Name Key: GRANGNAT000 Name: GRANGE, NATALIE

Grants through DonorsChoose require principal approval and do not go through this process.

Employee Applying for Grant: * Name: Select applicant level:

What is the name of the entity offering this grant? (i.e. STEM Action Center, Utah Department of Workforce Services, Boeing Foundation)
 * Name of Entity:

What is the full title of the grant opportunity?
 * Grant Title:
Maximum characters: 150, Remaining characters: 150

What will the grant money be used for?
 * Purpose of Funds:
Maximum characters: 150, Remaining characters: 150

When is the grant application due? Due date:

What is the estimated dollar amount of the grant? * Amount:

Grant start date: Grant end date:

Please identify any of the below special requirements for the grant and use the accompanying text box to provide additional information.

Matching funds:

What is the source of the matching funds? Source:

New personnel:

What positions will this grant be creating? Positions created:

Purchases of goods or services * over \$5000:

What will you be purchasing? Purchases:

Does the grantor require any student data? * Student data required:

* Is this a Federal Grant?: Federal grants require additional processes. Please plan for the extra time it will take for approval and submission (usually at least two months).

* Purchase of technology:


What will you be purchasing? Technology Purchases:

Additional grant requirements or assurances? Please Explain:

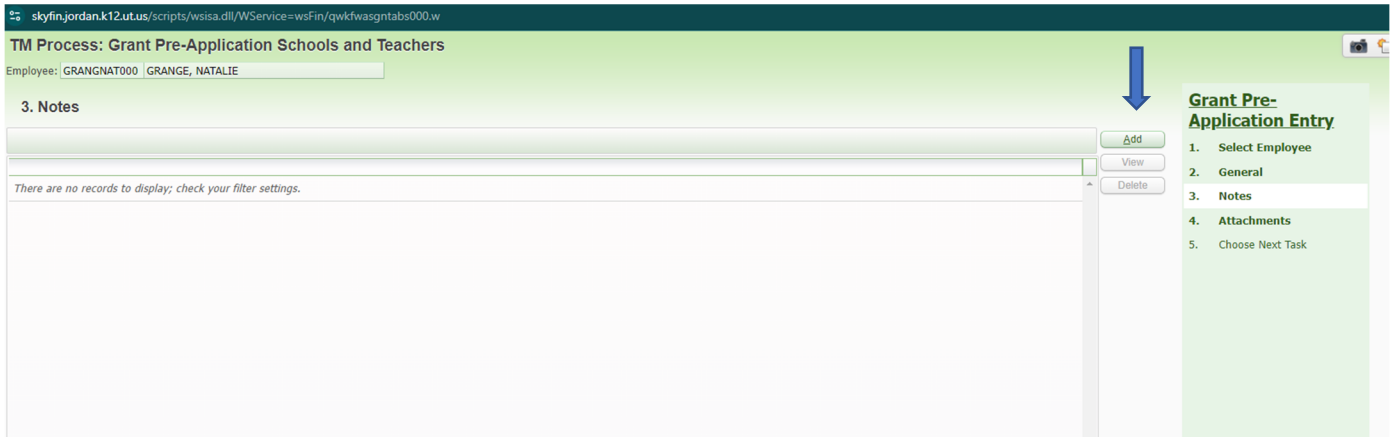
The applicant agrees to the district grant requirements and responsibilities as stated in the Jordan School District Accounting Manual.

Asterisk (*) denotes a required field

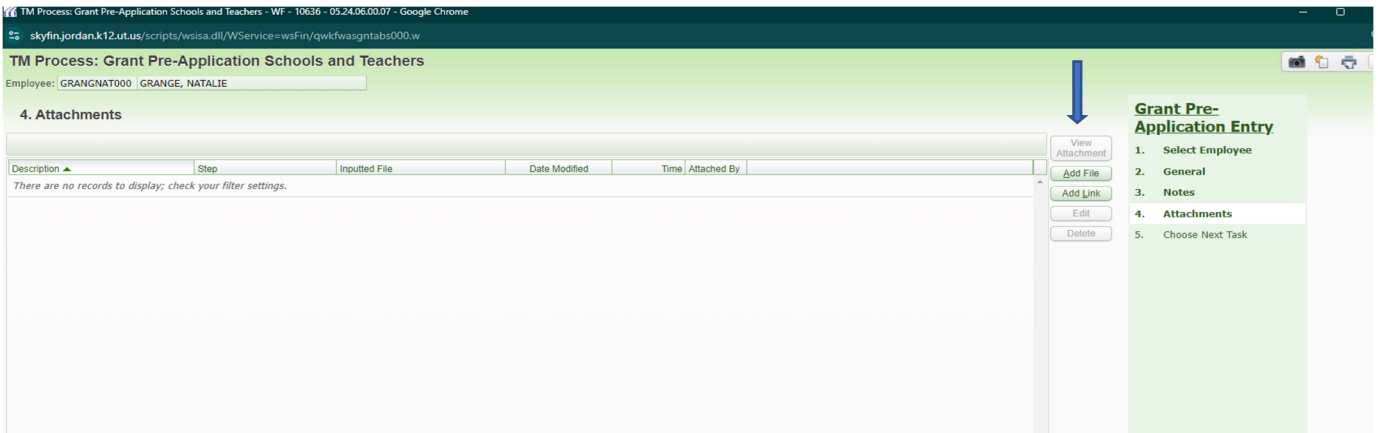
Save **Print** **Back**



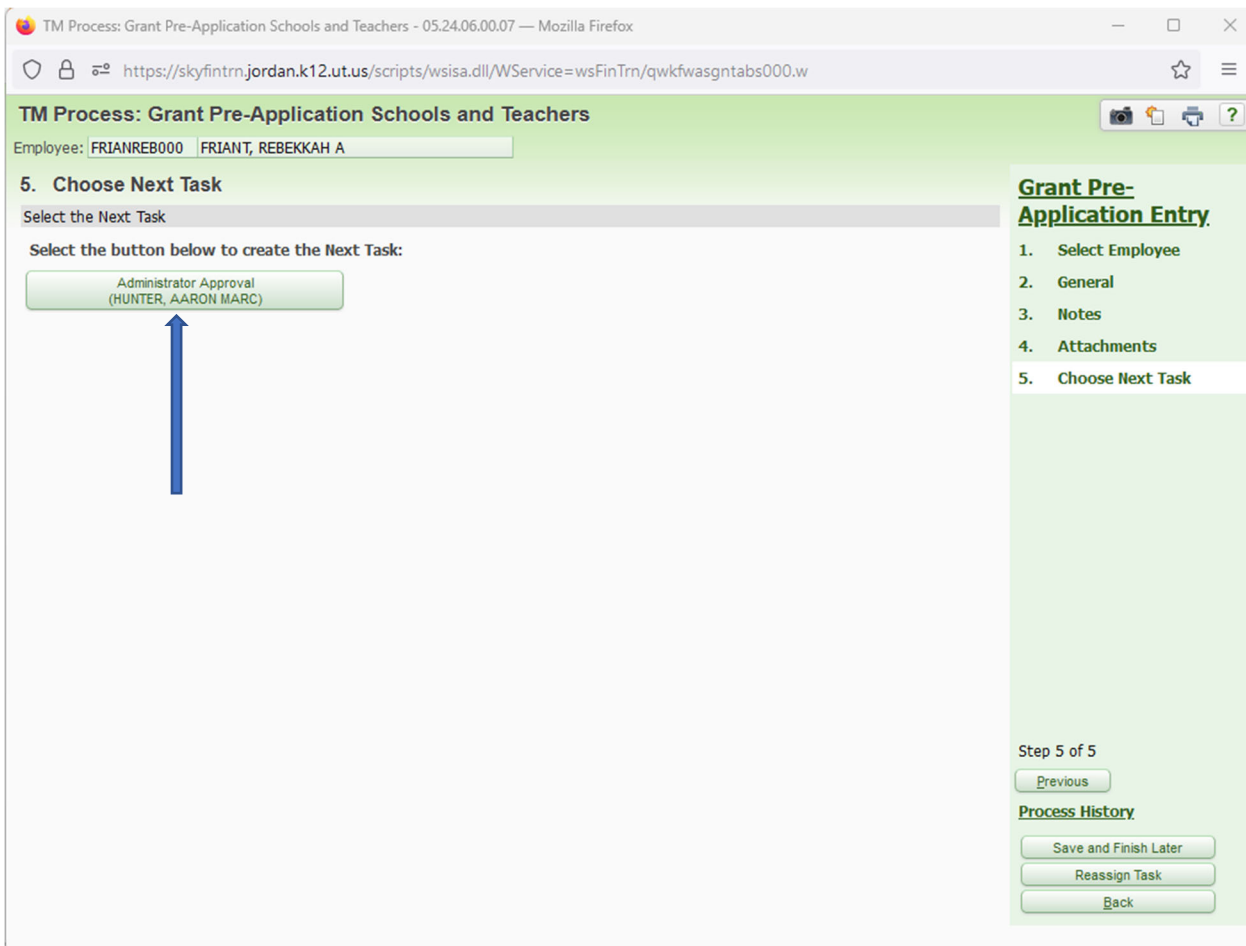
Step 3: If needed your school can add notes to this document that will be available to all readers.



Step 4: If needed your school can add attachments to this document that will be available to all readers. We suggest you attach the actual grant application and any guidelines provided by the granting organization.



Step 5: Send to your Principal for approval.



Approval Process:

School Financial Secretary enters grant in Skyward "Grant Pre-Application Schools and Teachers"

- Principal approves and sends to AOS Admin
- AOS Admin reviews and sends to AOS
- AOS approves and sends to Accounting