



**AmeriCorps**

**My AmeriCorps /  
eGrants**

**User Guide**

*VISTA Sponsors*

**Updated May 2021**

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# 1. Overview

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## Audience

The audiences for this User Guide are VISTA sponsors.

## Purpose

The purpose of this User Guide is to provide you with a necessary tool to help you understand how to use My AmeriCorps (“the Portal”) through the eGrants interface. It will also help you to understand the processes, benefits and functionality that are related to Recruitment, Member Management, and Close-of-Service.

## Contents

In this User Guide, you will find an overview of the Portal with step-by-step instructions and screen shots. The focus for the VISTA Sponsor is on the following components and the User Guide will emphasize these processes:

- **Recruitment & Application Process**
- **V-81 Transportation Forms**
- **In-Service Training Requests**
- **CNCS Events**
- **Sponsor Verification Reports**
- **Future Plans Forms**

## 2. New Users

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### 2.1. System Overview: Using eGrants/My AmeriCorps

If you are new to AmeriCorps VISTA, this section will provide you with a brief introduction to the system.

#### 2.1.1 Hardware and Software Requirements

The following hardware, software, and settings are recommended to take advantage of all of eGrants' features:

##### **Computer**

eGrants works best on later model PCs or Macintosh computers of the Power Macintosh generation or later. Earlier or less powerful machines, such as 486 PCs or Mac Classics, may run acceptably when paired with a fast internet connection, assuming the computer contains sufficient memory to run one of the browsers specified below.

##### **Internet Connection**

eGrants can be accessed by machines using DSL, T1, cable modems, or dial-up connections using a modem rate of 28.8 K Baud or higher. It is not recommended that an "online service provider," such as AOL or Compuserve, be used to connect to eGrants, because they present special training issues for novice users.

##### **Browser**

eGrants works best with Microsoft Internet Explorer 4.0, Firefox 1.5, Netscape 3.0, or higher.

##### **Browser Settings**

Your web browser's popup blocker must be turned off in order for you to *edit* or *view* some eGrants pages.

It is not necessary to accept cookies or to have a Flash player loaded to view eGrants.

#### 2.1.2 eGrants: Grants Management

eGrants is the AmeriCorps web-based system for:

- Submitting and tracking grant applications and concept papers;
- Peer-reviewing on-line grant applications;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, continuations; and
- Financial Status and Progress Reporting.

In short, eGrants is an online system designed to automate the entire grants and project management process from application to closeout. It allows applicants to find funding opportunities, apply for grants or projects, and manage grant reporting online. The system also allows AmeriCorps staff to review applications, award grants, and manage those grants and projects efficiently and effectively.

### **2.1.3 eGrants: Recruitment and Member Management**

eGrants now also serves as the gateway to using (the My AmeriCorps) functions for recruitment and member management. These functions will be used within eGrants, but also connect to the My AmeriCorps member portal. Using this functionality, you can:

- Create and update VISTA project descriptions
- View member applications and references for your VISTA project
- Submit the Sponsor Evaluation and select applicants
- Approve assignment-related transportation forms (V-81), if needed
- View and sign member Future Plans Forms
- Generate sponsor verification reports
- Search for members serving on your project(s) and access their contact information

### **2.1.4 My AmeriCorps: Connecting Applicants & Members to Sponsors**

As a VISTA sponsor, the data you enter and manipulate in eGrants with respect to Recruitment and Member Management is also part of the My AmeriCorps portal. For those of you who are new to My AmeriCorps, it is an online space designed to manage the AmeriCorps experience for our volunteers.

The application data you see when an individual applies is actually directly entered by the applicant using My AmeriCorps. When you select the individual for your project, their selection is immediately reflected in the customized home page for the applicant. My AmeriCorps links you to your applicants and members and vice versa.

The site is built to be interactive so that when a member applies to your program, you will receive an initial email notification. This also occurs when you receive a Future Plans form from a member. As you change the status of an application or request form, the applicant or member also receives an alert to check the status. This keeps the process as transparent and progressive as possible.

### 3. Create an eGrants Account

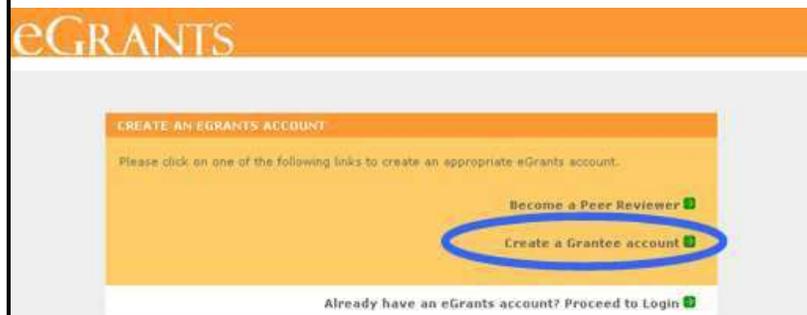
To use the functionality of the Portal, users must have an eGrants account. If you do not have eGrants accounts, you can create one from the eGrants login page (<https://egrants.cns.gov>).

#### Process

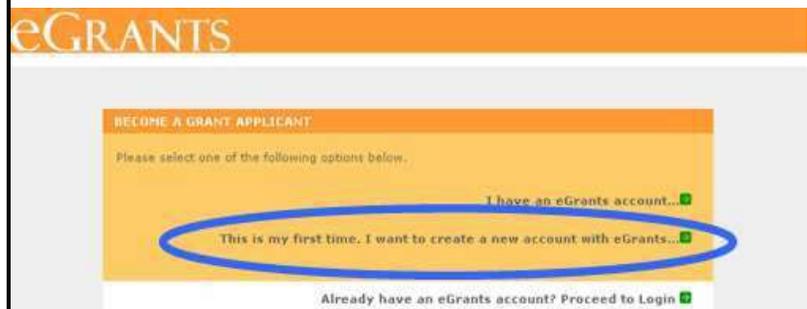
1. Click on the “Don’t have an eGrants account? Create an account” link to create a new account.



2. Click on the link to “create a grantee account.”



3. Click on the link that indicates that it is your first time using eGrants.



4. Complete all of the required fields. Be sure that your contact information is correct. The password requirements are:
  - a. Must contain at least 8 characters
  - b. Must contain at least 1 number, but cannot begin with a number
  - c. Cannot contain a word found in the dictionary
  - d. Cannot contain special characters such as !@#\$%^&\*()\_?><
  - e. Cannot contain your username
5. Click on “next” to advance to the next screen.
6. Enter your EIN (Employer Identification Number) and click on “next” to advance to the next screen.

7. Select an option to either create a new profile or to select an existing organization.

8. Click on “next” to advance to the next screen.

9. Review your information and click on “next” to advance to the next screen.

10. Enter your phone number(s) and click on “next” to advance to the next screen.

This screenshot shows the first step of the application process. The left sidebar contains a navigation menu with options: 'Create New Profile Here!', 'Login Information', 'Enter EIN#', 'Select an Organization' (highlighted), 'Organization Information', 'Grantee Phone Numbers', and 'Review and Submit'. The main content area is titled 'Select an Organization' and includes instructions: 'Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN#.' Below this is a section 'List of Organizations with EIN#:' with two radio button options: 'Create a new organizational profile for EIN# 21' and 'OR select an existing org below'. A single organization is listed: 'Commission of Citizen Service'.

This screenshot shows the second step, 'Organization Information'. The left sidebar is identical to the previous step, with 'Organization Information' highlighted. The main content area displays the details of the selected organization: 'PENNSTATE: the Governor's Commission of Citizen Service: EIN# 236003107'. Below this, the following information is listed: 'Organization Type: State Government', 'Organizational Characteristics: State Commission', 'Address: 1306 Harrisburg, PA 17120', 'Phone: 717-', 'Fax: 717-70', and 'Email: test@ons.gov'.

This screenshot shows the third step, 'Grantee Phone Numbers'. The left sidebar is identical to the previous steps, with 'Grantee Phone Numbers' highlighted. The main content area contains the instruction: 'Please enter your phone/fax information below. All questions marked with an asterisk (\*) are required.' Below this are four input fields: '\* Daytime Phone', 'Evening Phone', 'Fax', and 'Cell'. Each field is represented by a series of boxes for digits and a separate box for an extension.

Conduct a final review of your information:

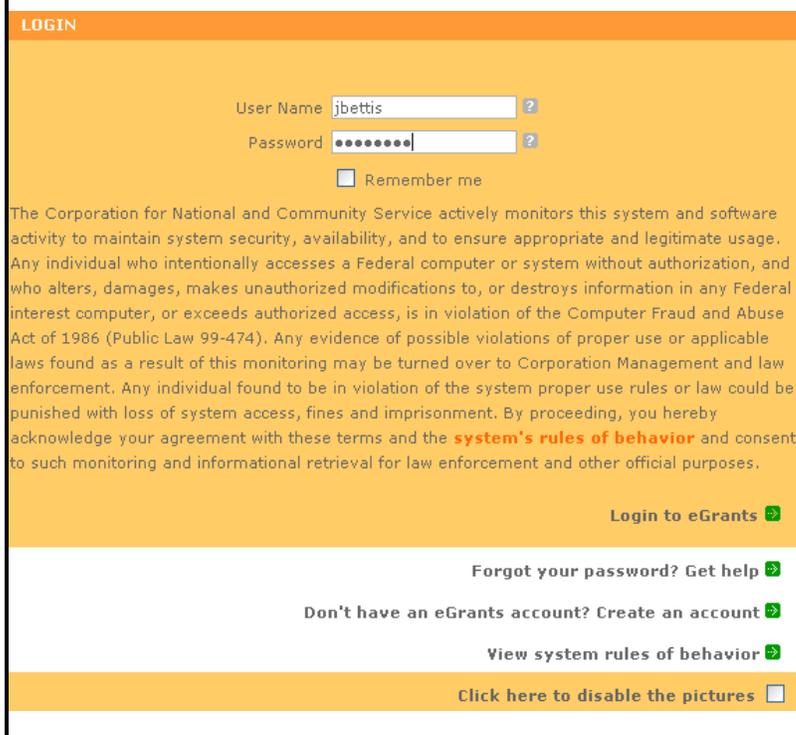
11. Click on “change” to select a different organization or to create a new one.
12. Click on “edit” to change your login credentials.
13. Click on “edit” to change your daytime phone.
14. Click on “submit” if your information is correct.

The screenshot shows a web interface for becoming a grant applicant. On the left is a navigation menu with options: 'Wholesale Inquiries', 'Create New Profile Please', 'Login Information', 'Enter EIN#', 'Select an Organization', 'Organization Information', 'Grantee Profile Summary', and 'Review and Submit'. The main content area is titled 'Become a Grant Applicant' and contains a 'submit' button in the top right. Below the title is a section titled 'Please review and submit your information'. It includes a message: 'Please review your information and click on the "edit" to make any changes.' The form displays the following information: Organization: Governor's Commission of Citizen Service; EIN #: 236; Organization Type: State Government; Organizational Characteristics: State Commission/Alternative Administrative Entity; Username: jhelms; Password Question: Favorite color; Answer: Gold; Email: nichol@cms.gov; and Daytime Phone: (202) 695-7534. Each field has an 'edit' link below it. At the bottom left of the form area, there is a '100% Approved' status and a 'Report a Bug' link. A 'submit' button is located at the bottom right of the form area.

15. View confirmation, as well as helpful numbers and contact information for further assistance. The Grantee Administrator will receive email alerts when new users can be assigned the appropriate roles in eGrants.



16. Proceed to login.



17. If a new user has not been assigned a role by the Grantee Administrator, the user will be directed to this screen upon logging in.

Welcome Jerome

Become a Grant Applicant [submit](#)

[Create New Profile From](#)

[Login Information](#)

[Organization Information](#)

[Grantee Phone Numbers](#)

[Resets and Submit](#)

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

Organization: Governor's Commission of Prison Service

EIN #: 234

Organization Type: State Government

Organizational Characteristics: Alternative Administrative Entity [change](#)

Username: jbetts

Password Question: Favorite color

Answer: 504

Email: richie@cps.gov [edit](#)

Daytime Phone: (202) 636-7534 [edit](#)

Not Approved | [Report a Bug](#) | [disable the pictures](#) [submit](#)

## 4. Basic Navigation

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### 4.1 Accessing the My AmeriCorps Portal Functions

#### 4.1.1 eGrants Interface

Sponsors access the My AmeriCorps Portal functions through the eGrants interface at <https://egrants.cns.gov/> using their eGrants login/password. If you do not have an eGrants account and will need to access the Portal functions within eGrants, you'll need to contact your Grantee Administrator to be granted access or use the login page to create an eGrants account.



The Corporation for National & Community Service

# eGRANTS

**LOGIN**

User Name:

Password:

Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the system's rules of behavior and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

If you forget your password, the eGrants Help Desk can send you information for resetting the password to the email address you provided when you created your account. After resetting your password you will be able to log back into eGrants. If you attempt to log into the system three times in a single session without providing the correct password, your account will be locked and you must contact the eGrants Help Desk to have it reset.

## 4.1.2 User Roles

**Existing eGrants users** who need to use the recruitment and/or member management features of the My AmeriCorps Portal will need to get new roles assigned to them by their Grantee Administrator.

**New users** will need to first have their eGrants account set up with specific roles to use the Portal features within eGrants.

You will need **one or both** of the following roles to use the various portal features within eGrants. The activities you can complete with each role are listed below:

### ***Grantee with Recruitment:***

- Create and update service opportunity descriptions
- Search for applicants, by individuals, skill sets, language, education level and availability
- Access applicants' contact information, profile, and personal information
- View applications
- Reach out to applicants to alert them to service opportunities
- Review references submitted with applications
- Select or reject applicants

### ***Grantee with Member Management:***

- View and approve V-81 (Use of Vehicles) forms, as needed
- View and sign Future Plans forms
- Search for, view and enroll members/supervisors in CNCS events
- Review and submit biweekly Sponsor Verification reports

# 5. Using the My AmeriCorps Portal: Access and Navigation

## 4.2 My Home Page

After you log into eGrants, you can access the Portal from links listed under the “View My AmeriCorps Portal” box.

Once you click this link, you can access all areas of the Portal using the four top navigation tabs (or Workbaskets): Recruitment, V-81 Forms, Future Plans Forms, and Training. Since your primary portal responsibilities fall under the Recruitment category, this page will be your default Home Page view.

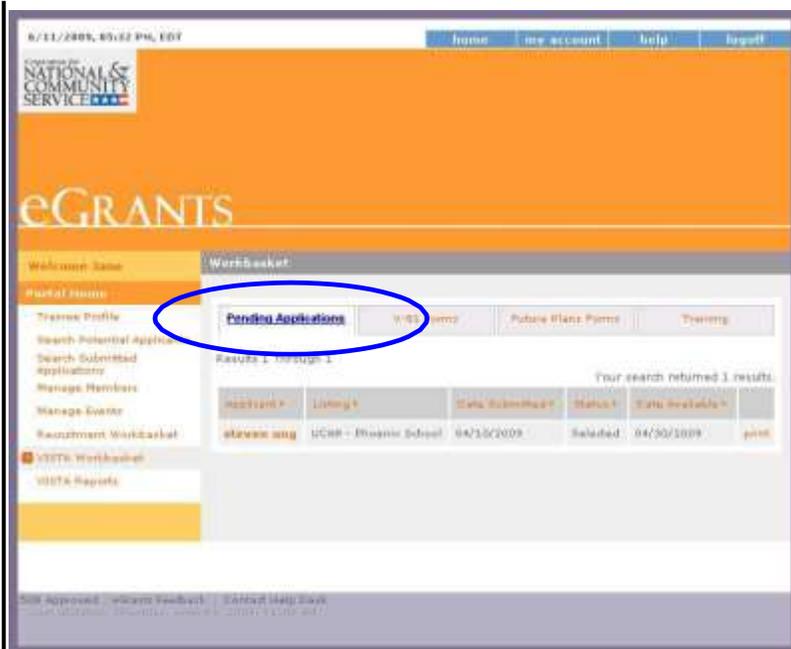


## 4.3 My Workbaskets

The Portal is designed to group pending tasks by type and display them in separate areas for ease of access. These areas are called Workbaskets and are specific to each user. This means a user can only view data and perform tasks in the Portal that they have access to.

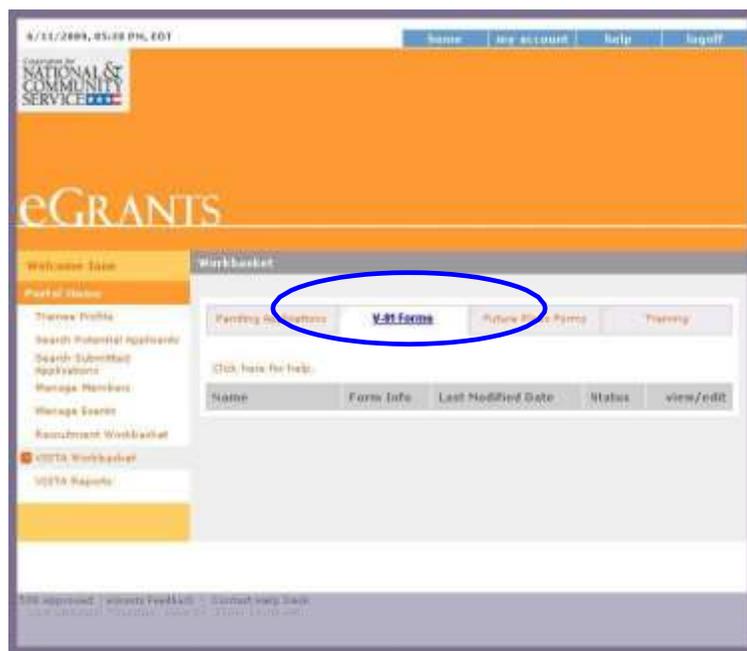
### 4.3.1 Recruitment/Pending Applications

The Recruitment Workbasket is your Home Page. This Workbasket will display all pending application submissions for your project(s). Also, you may use the Recruitment links in the left navigation on this tab to create and edit service opportunities, search for potential applicants, and search for application submissions.



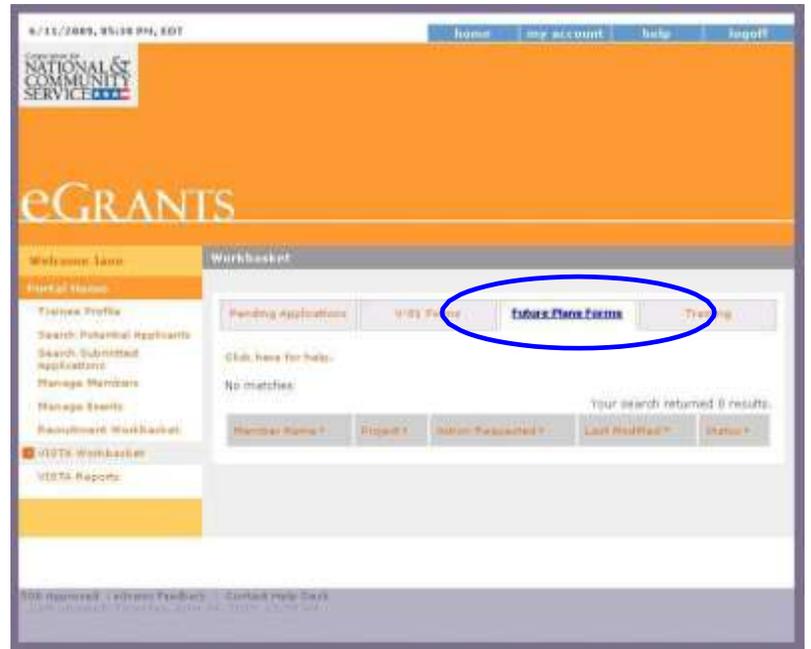
### 4.3.2 V-81 Transportation Forms

This tab will display V-81 transportation forms submitted by members serving on your project(s) that are pending your approval. Please note that this form is only collected for members engaged in a transportation accident during service related travel.



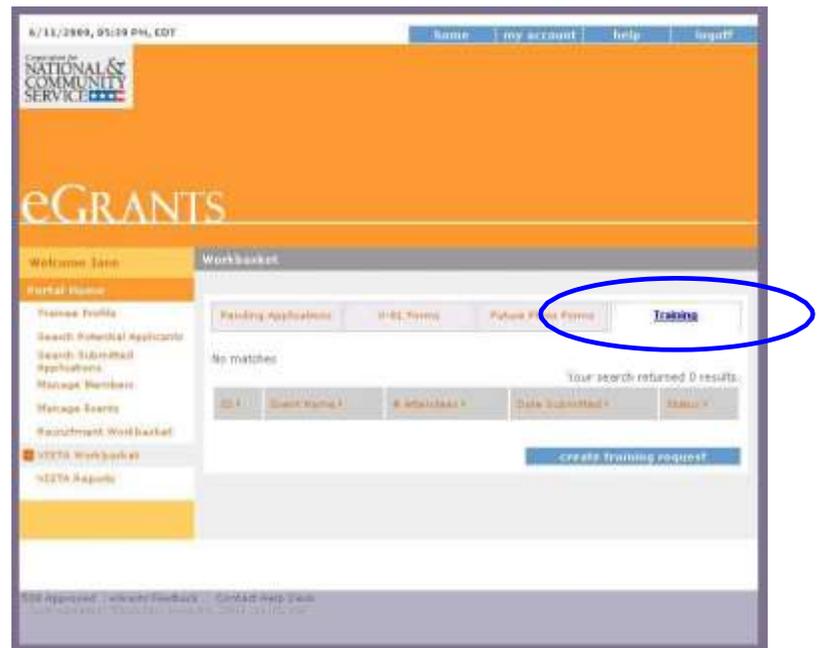
### 4.3.3 Future Plans Forms

This tab will display all Future Plans Forms submitted by members serving on your project(s) who are reaching the end of their service term.



### 4.3.4 Training

This tab will display AmeriCorps events in which you have enrolled members and/or supervisors.



# 1. CNCS Events

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## 6.1 Overview

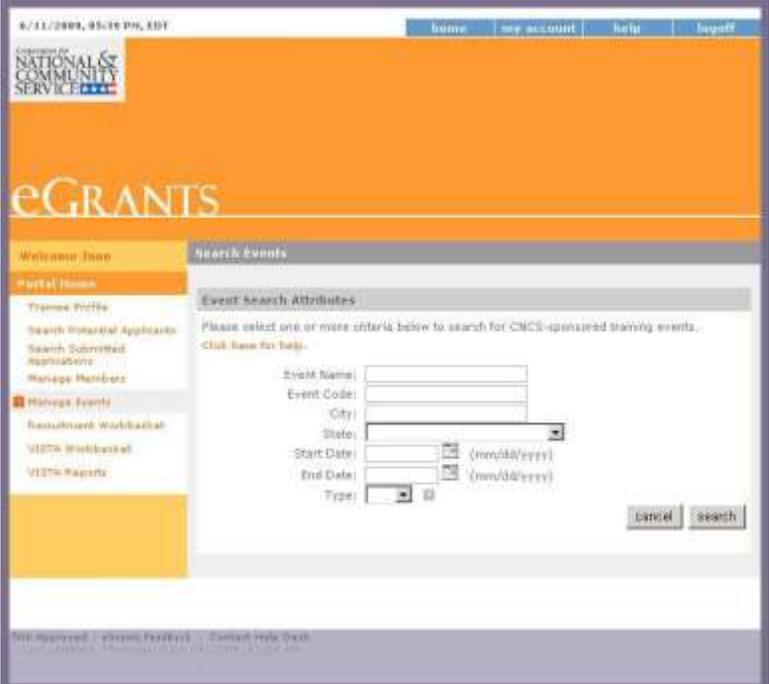
As a VISTA sponsor, you will be able to search for, view and enroll your members and/or supervisors in AmeriCorps training events created in the Portal.

## 6.2 Search Events

In order to view and enroll members in an event, you will first need to use the Search Events tool. You can use this functionality to browse through events or find a specific event that you want to create an enrollment for. You may narrow your search by any of the following criteria: Event Name, Event Code, City, State, Start Date, End Date, Event Type, or Related Project.

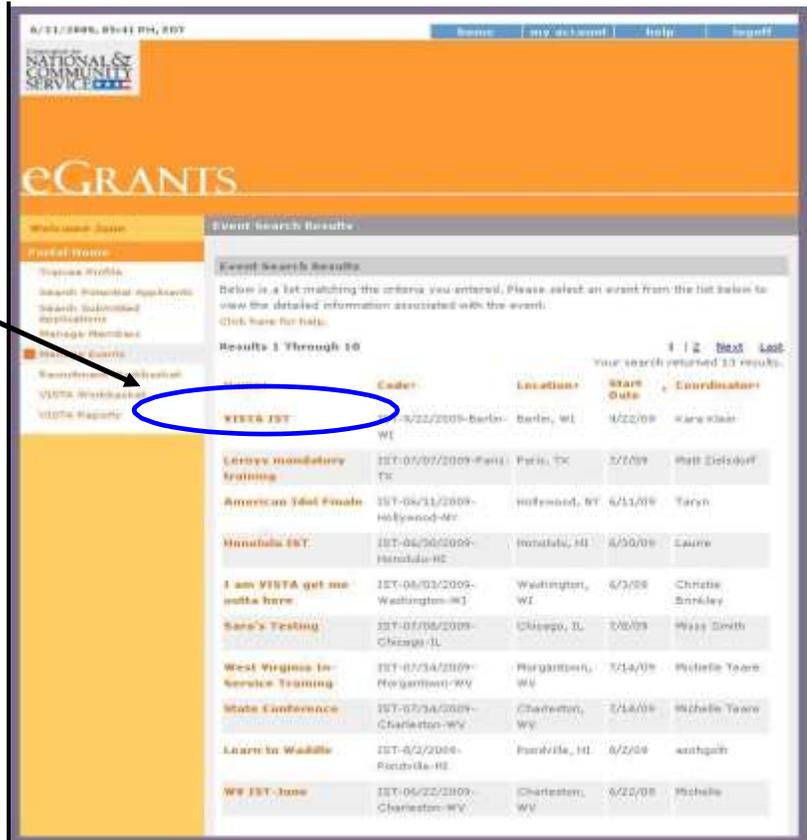
### Process

- 6.2.1 Click on “Manage Events” in the left navigation menu.
- 6.2.2 Enter one or more search criteria to filter your event results.
- 6.2.3 Click on “search.”



The screenshot displays the eGRANTS portal interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logout'. Below this, the 'eGRANTS' logo is prominently displayed. The main content area is titled 'Search Events' and contains a section for 'Event Search Attributes'. This section includes a prompt: 'Please select one or more criteria below to search for CNCS-sponsored training events. Click here for help.' The search criteria are as follows: 'Event Name' (text input), 'Event Code' (text input), 'City' (text input), 'State' (dropdown menu), 'Start Date' (calendar icon and text input with format '(mm/dd/yyyy)'), 'End Date' (calendar icon and text input with format '(mm/dd/yyyy)'), and 'Type' (dropdown menu). At the bottom right of the search form are 'Cancel' and 'Search' buttons. On the left side of the portal, a navigation menu is visible with options like 'Home', 'My Profile', 'Search Potential Applicants', 'Search Submitted Applicants', 'Manage Members', 'Manage Events', 'Recruitment Workbench', 'VISTA Workbooks', and 'VISTA Reports'. The 'Manage Events' option is highlighted with a red square. The footer of the page contains the text 'Not Approved | System Feedback | Contact Help Desk'.

- 6.2.4 To navigate between search result pages (if more than 10 results are generated), use the upper-right navigation.
- 6.2.5 To view an event in the Search Results, click the “Event Name.”
- 6.2.6 To modify or narrow your search criteria, click on “search again.”



## 6.3 View Event

All information entered by AmeriCorps staff pertaining to the event will be displayed on the View Event page, including basic event information (e.g., Name, Code, Location, Dates), as well as Event Logistics, Travel Information, Event Financials, and additional Comments and Instructions. This will also create an enrollment from this page.

### Process

- 6.3.1 Continue from Step 5 in Section 6.2 Search Events (click the **Event Name**).
- 6.3.2 Review AmeriCorps event information entered.
- 6.3.3 Click on “back” to return to search results.
- 6.3.4 Click on “enroll” to enroll VISTA members and/or supervisors serving on your project(s) in the event. Continue to Section 8.4: Enroll in Event.

Training Events			
Enroll in Event			
Name	Training Event	Location	1201 New York Avenue
Code	IST_03/10/2008_Atlanta		Washington, DC 20005
Type	IST	Phone Number	202-606-7533
Start Date	6/10/2008		
End Date	10/10/2008		
Event Logistics			
Event Coordinator	John Doe		
Current Participants	34		
Max Participants	40		
Deadline for Names	05/01/2008		
Deadline for Itinerary	02/20/2008		
Deadline for Fiscal Info	03/01/2008		
Travel Information			
Arrive By	03/02/2008 10:00 AM	Preferred Airport	Atlanta
Depart After	03/09/2008 10:00 AM	Preferred Rail Station	Atlanta
Voucher Expiration	04/10/2008	Travel Subsistence	50
Event Financials			
Travel Order Number	07-peo-1436		
View MDD	Instructions OR Help Text		
Comments and Instructions			
Comments and Instructions here.			
If you wish to enroll member(s) and/or project supervisors in this training event, please click "enroll" below.			

2

3 → back enroll ← 4

## 6.4 Enroll in Event

You may enroll any members or supervisors serving on a VISTA project team in an AmeriCorps event. You can create an enrollment based on project team or select members and/or supervisors on an individual basis.

### Process

- 6.4.1 Continue from Step 4 Section 8.3: View Event (Click on “enroll”).
- 6.4.2 Review basic information on the event.
- 6.4.3 Select those members and/or supervisors whom you wish to enroll in the event. You may enroll by project team or individually.
- 6.4.4 Click on “cancel” to return to the View Event page.
- 6.4.5 Click on “enroll” to submit the enrollment.
- 6.4.6 You will be directed to the Training tab, and the new enrollment will appear under “CNCS Events.”

**Training Events**

**Enroll in Event**

Name	Training Event	Location	1201 New York Avenue
Code	IST_03/10/2008_Atlanta		Washington, DC 20005
Type	IST	Phone Number	202-606-7533
Start Date	6/10/2008		
End Date	10/10/2008		

Who would you like to enroll in the event?

Project Team   Members  Supervisors

Supervisor

Members

---

**Recruitment** **V-81 Forms** **Future Plans Forms** **Training**

Search for Members Search Events

**Project Info**

Sahai's Soup Kitchen  
 1201 New York Avenue  
 Washington, DC

**Event Info**

Event Name	Event Code	# Enrolled	Start Date	End Date	Location
Training Event	IST_03/10/2008_Atlanta	34	6/10/2008	10/10/2008	Washington, DC

**Training Requests (show requests up to one year old)**

Results 1 Through 2 1 | 2 Next Last

ID	Event Name	# Attendees	Date Submitted	Status
1	Leadership Boot Camp	5	01/01/2008	pending
11	PeopleCafe On-site Training	10	02/02/2008	approved
17	Event 3	6	03/01/2008	denied

## 6.5 Edit or Cancel Event Enrollment

If you need to update or cancel an enrollment in an AmeriCorps event, you may do so from the CNCS Events section on the Training tab. You can only edit an enrollment in an event with a future Start Date.

### Process

- 6.5.1 Continue from Step 6 in Section 8.4: Enroll in Event.
- 6.5.2 Click on the “Event Name” under CNCS Events.
- 6.5.3 Click on “enroll” to edit or cancel the current enrollment.

The screenshot displays a web interface for managing training events. It features several sections with key-value pairs:

- Enroll in Event:** Name: Training Event; Location: 1201 New York Avenue; Code: IST\_03/10/2008\_Atlanta; Washington, DC 20005; Type: IST; Phone Number: 202-606-7633; Start Date: 6/10/2008; End Date: 10/10/2008.
- Event Logistics:** Event Coordinator: John Doe; Current Participants: 34; Max Participants: 48; Deadline for Names: 03/01/2008; Deadline for Itinerary: 02/20/2008; Deadline for Fiscal Info: 03/01/2008.
- Travel Information:** Arrive By: 03/02/2008 10:00 AM; Preferred Airport: Atlanta; Depart After: 03/05/2008 10:00 AM; Preferred Rail Station: Atlanta; Voucher Expiration: 04/10/2008; Travel Subsistence: \$0.
- Event Financials:** Travel Order Number: 07-pse-1436; View MOD: Instructions OR Help Text.

At the bottom, there is a section for "Comments and Instructions" and a note: "If you wish to enroll member(s) and/or project supervisors in this training event, please click 'enroll' below." Navigation buttons for "back" and "enroll" are visible, with a circled number "3" and an arrow pointing to the "enroll" button.

6.5.4 Modify selection of enrolled members and/or supervisors as necessary. To cancel enrollment, deselect all project teams, members and/or supervisors.

6.5.5 Click on “enroll” to save and submit changes to the enrollment. You will be redirected to the Training tab.

Training Events			
Enroll in Event			
Name	Training Event	Location	1201 New York Avenue
Code	IST_03/10/2008_Atlanta		Washington, DC 20005
Type	IST	Phone Number	202-606-7533
Start Date	6/10/2008		
End Date	10/10/2008		

Who would you like to enroll in the event?

Project Team   Members  Supervisors

Supervisor

Members

The diagram shows a large right-facing curly bracket spanning the three enrollment options: Project Team, Supervisor, and Members. A box labeled '4' has an arrow pointing to the Supervisor selection area. A box labeled '5' has an arrow pointing to the 'enroll' button.

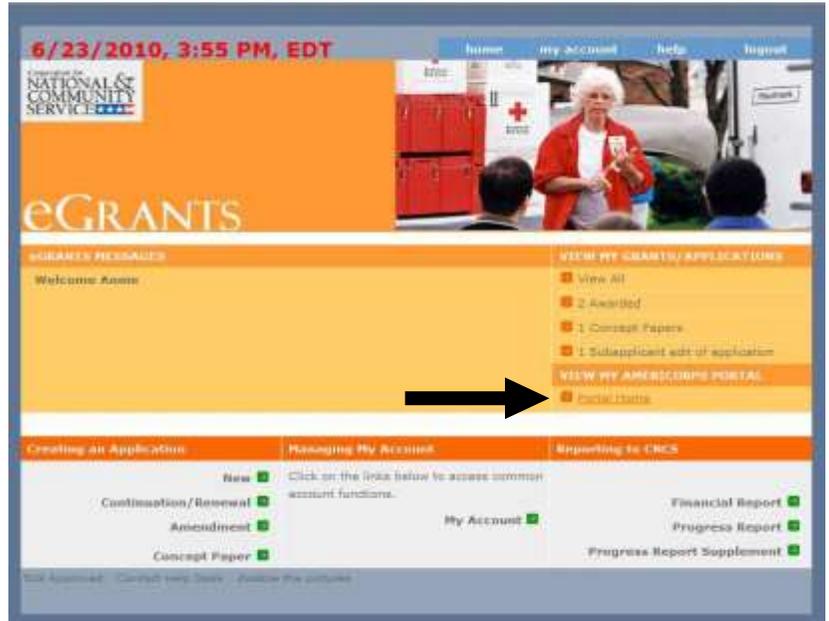
# 7 Sponsor Verification Report

## 7.1 Overview

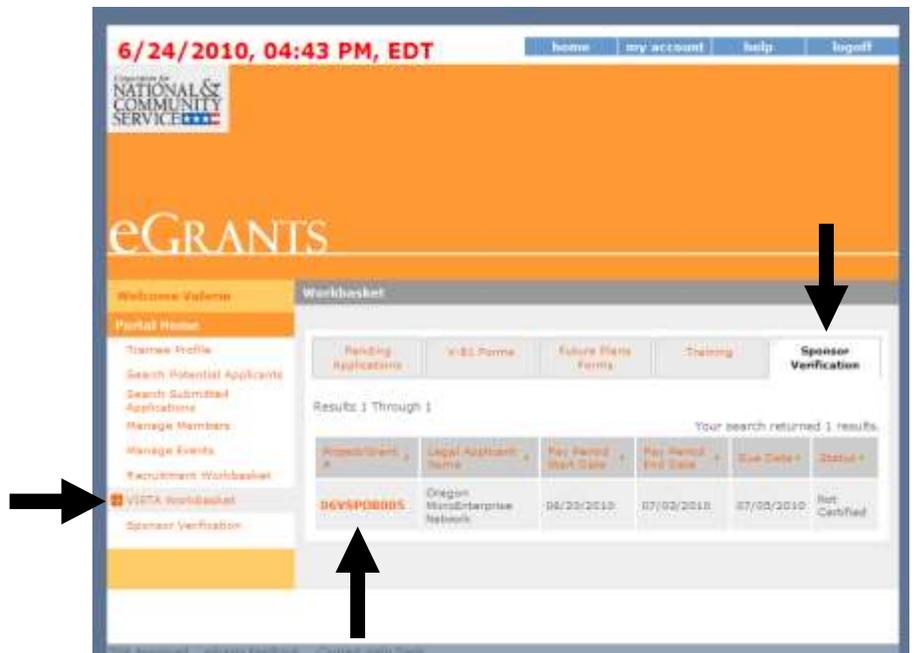
In order to verify that VISTAs are enrolled and continuing to serve, VISTA sponsors are required to complete a “sponsor verification report” every two weeks. Sponsors will receive an email reminder asking them to visit the portal to complete the report.

## 7.2 Process

- 7.2.1 Log into eGrants
- 7.2.2 Navigate to the My AmeriCorps Portal home

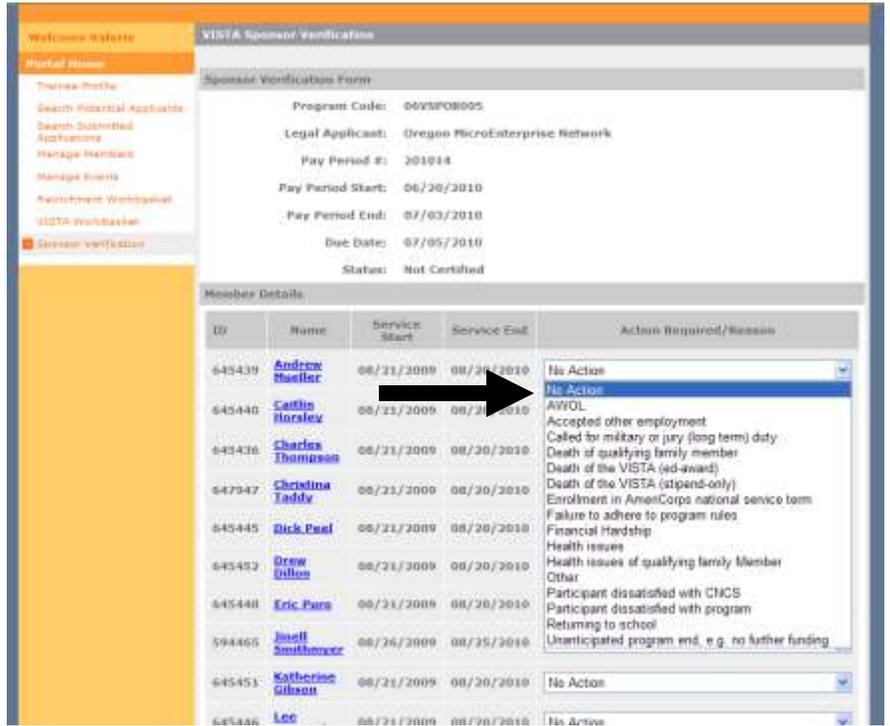


- 7.2.3 Navigate to the VISTA Workbasket and click on the “Sponsor Verification” tab.
- 7.2.4 Click on the project number to pull up that pay period’s verification roster.



7.2.5 Review the list of VISTAs. The drop-down menu defaults to “no action,” which indicates the VISTA member is still serving.

7.2.6 If a VISTA has left the project since the last report, select the reason by using the drop-down menu.

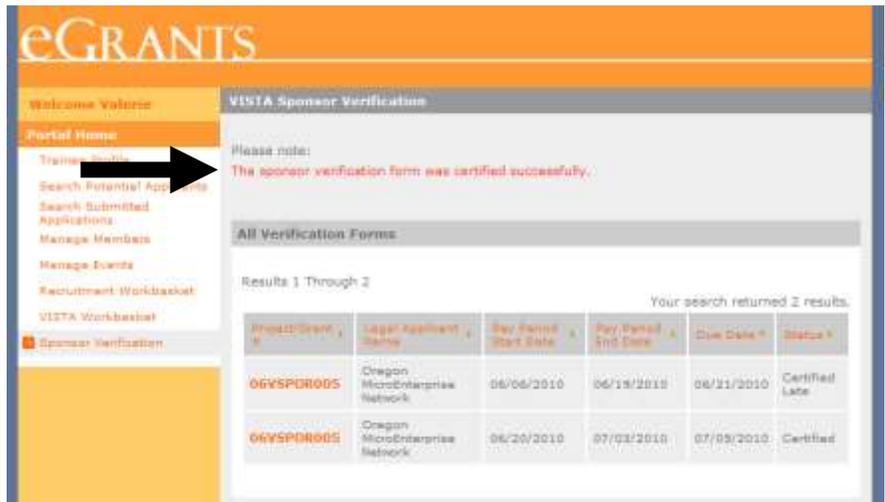


7.2.7 When all VISTAs are accounted for, click on the Certify button.



7.2.8 A message indicating successful submission will appear and the current pay period’s verification will appear in the list.

7.2.9 If a report is delinquent, it must be completed before a new report can be certified.



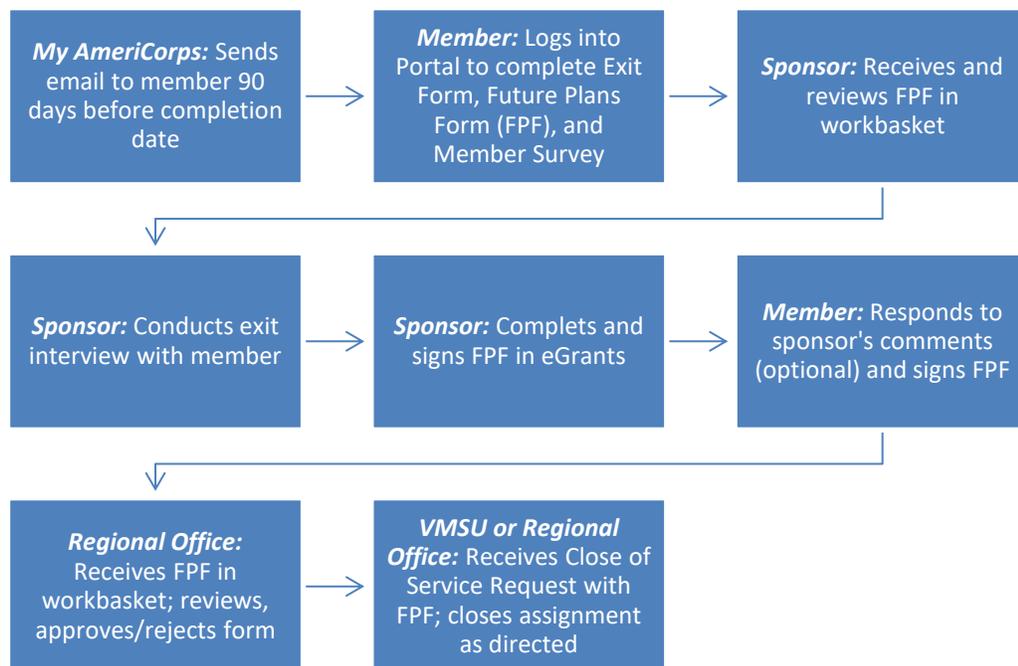
## 8 Close-of-Service Process

### 8.1 Overview and Workflow

The VISTA close-of-service process begins 90 days prior to the member's expected completion date. At that time, the member receives an e-mail notification that Close-of-Service forms are ready to be completed. While the member will typically complete these forms, the VMSU and Region Office have the ability to complete them on behalf of a member as well. The VMSU or Region Office may select to make these forms available to a member earlier than this 90-day trigger date on a case-by-case basis.

Part A of the Future Plans Form, once completed by the member, is forwarded to you, the member's supervisor, for review and signature. After conducting the exit interview with the member, the supervisor completes Part B and electronically signs the form. It is then sent back to the member for review and signature. Once the member signs the form, it is sent to the AmeriCorps Regional Office for final approval.

Below is a summary workflow which highlights the sponsor's role in the close-of-service process.



## 8.2 Sign Future Plans Form

Once the member has completed Part A of the Future Plans Form, it will appear in your Future Plans Forms workbasket for review. Upon conducting the exit interview with the member, you, as the member's supervisor, complete and certify the form. It is then forwarded to the member to review your evaluation and recommendation and sign the form. The member will have the ability to respond to your evaluation in a comments box.

### Process

- 8.2.1 From the **Future Plans Forms** tab, click on a member's name that has a status of "Pending Sponsor Signature." This will bring you to the Future Plans Form for that member.

Project Info	Member Name*	Project*	Action Requested*	Last Modified*	Status*
Sohail's Soup Kitchen 1200 New York Avenue Washington, DC	<b>Eddie Van Halen</b>	Project 1	Exit	07/21/2007	Pending Sponsor Signature
	<b>Kara Peters</b>	Project 2	Extension	03/15/2007	Pending Sponsor Signature
	<b>Lisa Williams</b>	Project 3	Exit	03/14/2007	Pending Member Signature

8.2.2 Review Part A of Future Plans Form for information entered by the member.

8.2.3 Complete description of member's duties and accomplishments while serving with your organization.

8.2.4 Select a rating for the member for each quality listed to the left.

8.2.5 Select your recommendation for the member upon close-of-service. For exits, whether the member is terminating early or on time, select "Termination" as your recommendation.

8.2.6 Click "certify."

You will be directed to your Future Plans Form workbasket. The status of the form you certified should now be "Pending Member Signature."

The screenshot shows the 'Future Plans Form' with the following sections and callouts:

- Part A - To be completed by VISTA**
  - Member information: Name (Eddie Van Halen), NSP ID (476058), Program Name (AmeriCorps™VISTA), Site Address (Baltimore, MD), Expected Completion Date (07/28/2007).
  - Service options: Radio buttons for 'Extend my service for less than one year', 'Reenroll for an additional year', 'Complete my service as scheduled on 07/28/2007', and 'Terminate my service early'. Callout 2 points to this section.
  - Travel profile: 'Preferred Mode of Travel' (Air), 'Desired Return Location' (Washington, DC), 'Special Needs', 'Comments', 'Vegetarian?' (checkbox), and 'Smoking Room?' (checkbox).
  - Permanent address: 'Street Address' (1200 New York Avenue), 'City' (Washington), 'State' (District of Columbia), and 'Phone' (210-123-4567).
- Part B - VISTA Performance Evaluation**
  - Text area for 'Describe VISTA's major duties and accomplishments (200 words maximum)'. Callout 3 points to this area.
  - Rating scale: 'Please rate the following' with columns for 'Poor', 'Adequate', 'Above Average', and 'Excellent'. Callout 4 points to the rating options.
  - Recommendation: Radio buttons for 'Reenrollment', 'Extension', and 'Termination'. Callout 5 points to this section.
  - Buttons: 'cancel' and 'sign'. Callout 6 points to the 'sign' button.

## Additional Resources

The following resources are also available:

- Creating a New eGrants User Account
- My AmeriCorps and eGrants User Roles
- My AmeriCorps/eGrants User Guide for Grantee Administrators

For additional assistance, you may contact the eGrants Help Desk at:

**Phone:** 888-942-2677

**Web Form:** [questions.nationalservice.gov](http://questions.nationalservice.gov)