

**UNITED WAY OF BERKS COUNTY**  
**READY.SET.READ! GRANT APPLICATION**  
**E-CIMPACT SOFTWARE INSTRUCTIONS**

The following instructions will help guide you through the e-CImpact software.

If additional assistance is required, please contact:

Jen Tinsman at 610-685-4576 or [jennifert@uwberks.org](mailto:jennifert@uwberks.org)

Ethel Kramer at 610-685-4555 or [ethelk@uwberks.org](mailto:ethelk@uwberks.org)

**GETTING STARTED**

Click or paste this link to access e-CIMPACT <https://agency.e-cimpact.com/login.aspx?org=40490U>

If you have an e-CImpact account please Sign In. If you cannot remember your password, use the “forgot password” link. Make sure you check your SPAM mail in case the email with your password goes there. For any problems, please call Jen Tinsman at 610-685-4576 for assistance.

If you are new to e-CImpact, please click the Agency Registration Link.

When you access your home page, you will see RSR Grants - RSR Summer Learning Grant, 2018 under the Application/Grant List. Click on the “Click here to get started” link to begin completing the application.

**Application**

There are four sections.

1. Ready.Set.READ! Summer Learning Grant Application Overview, 2018 - This form section provides an overview. Signoff is required.
2. Ready.Set.READ! Summer Learning Grant Application, 2018 – This form section contains basic information, program/project description and a financial question.
3. Ready.Set.READ! Grant - Demographics Form\*- This form section collect data relating to the program participants your program/project will reach. Remember that ALL columns and sections must total up to the same number.
4. Grant Attachments – This form section requires you to upload the completed Patriot Act Certification and an excel expense budget. You may also provide any documentation (news or magazine articles, research statistics, etc.) in support of your request.

**REMINDER:** Note Links/Actions at bottom of screen to save your responses on the application.

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## **OVERVIEW TOPICS/REFERENCE ITEMS** **FOR E-CIMPACT FUNCTIONALITY**

These instructions provide important information on how e-CIMPACT functions so you can successfully navigate through and use the software. Please look over these instructions prior to entering your data.

**Character/Space Limitations:** As you respond to specific questions in the application, there will be a box in which to type a narrative. It is important to note the number of allowable characters in the box which varies depending on the complexity of the questions. It is not necessary to use all of the characters; instead, focus on presenting a precise, well-articulated response to the particular question.

**Status of Application** As you begin to work on the application, you will notice that the Packet Summary page includes the names of the various “forms” or sections along with a description of the document’s current status and type of action to take. The “status” shows where you are in the process of completing the application.

**Not Started:** This status indicates that the form has not been saved yet. An applicant may have opened it, looked at it and cancelled out of it, but they haven't entered and saved any data.

**In Progress:** As soon as an applicant hits save my work the form status changes to In Progress.

**Ready to Submit:** Do not attempt to “mark as complete” until ALL data has been accurately entered and reviewed. It is very important to remember to **“save my work” whenever you enter information**, but especially critical to do so BEFORE you “mark as complete”.

If you attempt to “mark as complete”, and some of your information is incorrect, you will get an error message (that will show up in red at the top of the form) – that could be caused by something not filled in that is required or section totals that don't match on the Demographics form, etc.

**Once you get an error message, the form cannot be saved again before exiting, without correcting ALL the errors.** But if you find that you do not have the time to fix it then, or you need to get additional information to do so, or you just want to get out for now, the only ways to exit from the form are to “cancel and return”, “go back” in the browser, or close out of the Internet altogether. None of those options are good ones if you just put in a lot of information and didn't get to **“save my work”** first!

If you did not “save my work” before “mark as complete”, you will lose all the information most recently entered. However, if you did “save my work” before you “mark as complete”, everything that was entered at that point will still be there next time you go in!

**Submitted:** Once all of the forms are "Marked as Completed" the "Submit" link for the whole application becomes active and you can click it. Once the application is "Submitted" a confirmation email is sent to the United Way, Ready.Set.READ! and you can no longer make any changes. Your application has now been submitted. You will be able to review the application, make copies, but no changes will be allowed as the document becomes Read-Only. If you need to make a change, for whatever reason, you must contact the United Way and we will change the status. After changes are made to any form you will have to re-submit the application.

**Links/Actions:** As you enter information on each for/section, you will notice at the bottom of the screen that there are various options or actions that you can take. These actions are:

**Save My Work:** Can be done while working on form or at completion. You will remain in the document and can continue to enter information

**Save My Work and Return to Previous Page:** Saves document, and returns to Packet Previous Page

**Save and Mark as Completed:** Saves document and verifies all required information is completed. Every section must be marked as “complete” before the FULL application will be able to be submitted.

**Cancel and Return to the Previous Page:** NOTE: If you select this option, you will lose any data/information you have entered:

You may also **Export this Form to Adobe PDF or HTML** and then print a copy of the report.

**Uploading a Document:** In order to upload any required documents click on the BROWSER option and then select the appropriate document from your files. Click to select the document and the document address will appear in the box. Go to the bottom of the screen and “Save/Upload Attachments.” Document will be uploaded and available for review. If you decide to change an uploaded file for any reason, click delete and upload another document.