



Accepting Awards in Catalyst

This help guide provides step-by-step instructions on accepting awards as an External Grantee.

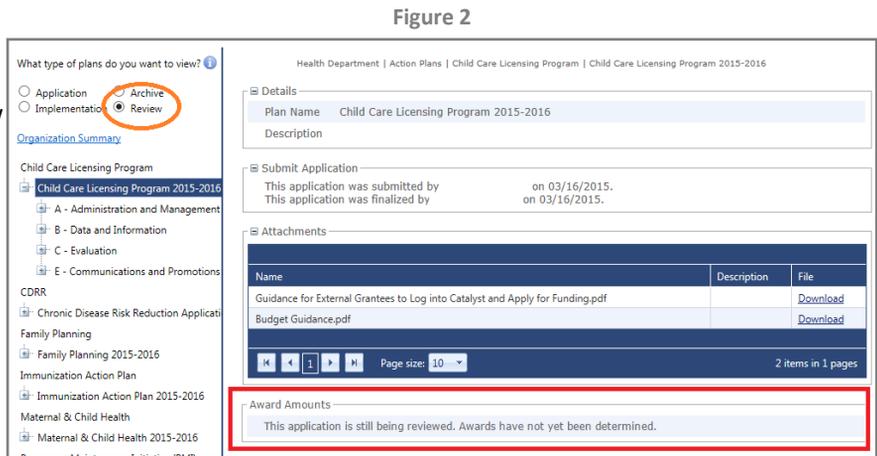
Accessing Plans

- Log into Catalyst (www.catalystserver.com) with your username and password.
- From the “Welcome to Catalyst” page, open the Home Menu by clicking  in the top left corner of the page and select the Planning & Evaluation components, as shown in *Figure 1*. You are directed to your Plan Landing Page.
- Your funded plans are listed in the Navigation Tree on the left side of the page.
- Click  next to a plan name to expand this plan and view the items assigned to you.

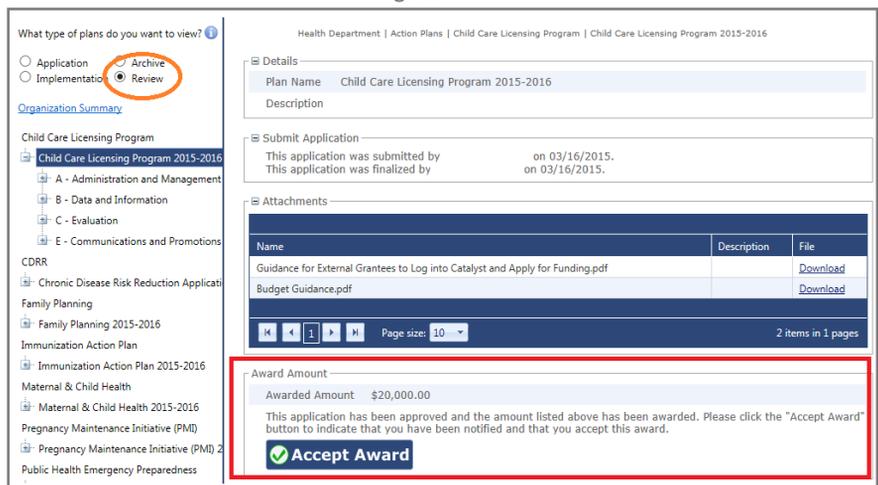
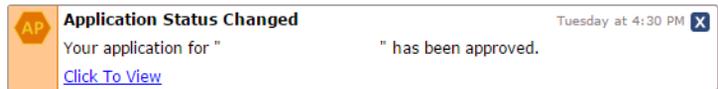


Accepting Awards

- If an award has not been made, the grantee will see a message in the Review Phase on the Plan Detail page stating that their application is being reviewed, as seen in *Figure 2*.



- Once an award has been made the grantee will also receive a notification indicating that their application has been approved, as shown in *Figure 3*. The grantee can either click the link or navigate to the Plan Details page to see their awarded amount, as shown in *Figure 4*.

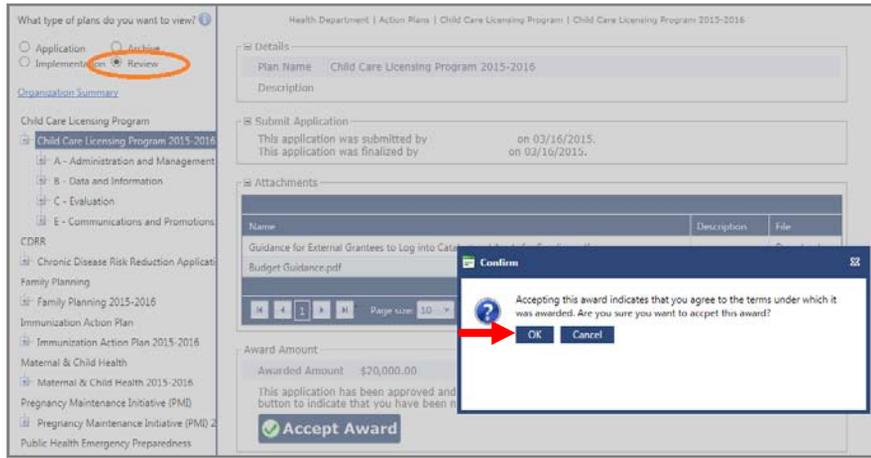




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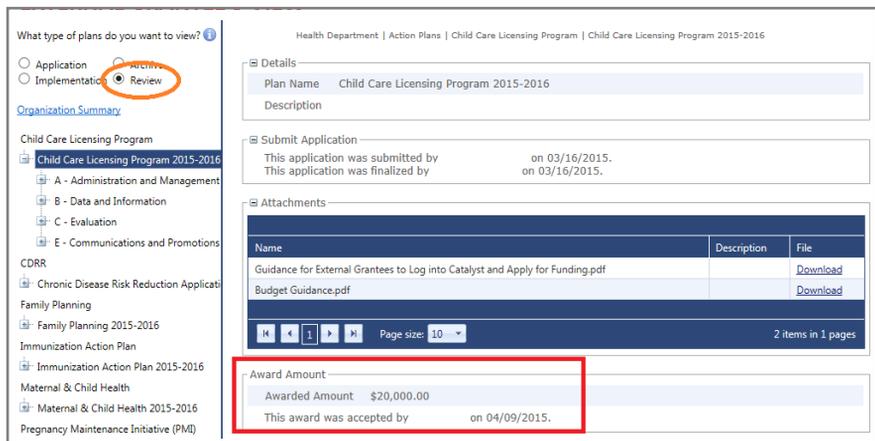
- The grantee will then have the opportunity to accept the award by clicking the **Accept Award** button. After clicking the “Accept Award” button, they will then need to confirm that they are accepting the award by clicking “OK”, as shown in *Figure 5*.

Figure 5



- Once the award is accepted, the Plan Details page will show the Awarded Amount, the user that accepted the award, and the date the award was accepted, as shown in *Figure 6*.

Figure 6



Grantees will need to accept their award amounts by the beginning of the Implementation Phase.

- If a grantee does not accept the award by the beginning of the Implementation Phase, this will inform the system that the organization does not want to accept the award and will lock the plan, as shown in *Figure 7*. At this point the grantee will be able to view the plan, but will not be able to edit or report progress.

Figure 7

