



Overview of Plan Phases

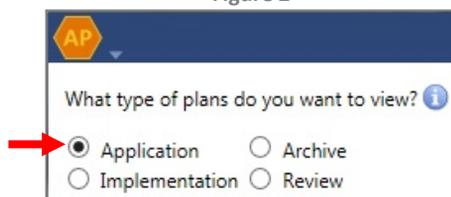
This help guide provides an overview of Plan Phases.

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.
- Select the Plan Phase you want to view as shown in *Figure 2*. All of your Plans in the selected Phase are listed in the Navigation Tree on the left of the page.

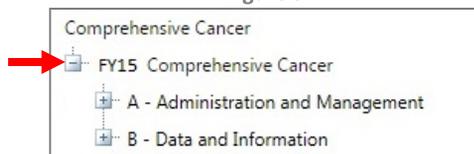


Figure 2



- Click  next to a Plan name to expand the Navigation Tree and view the items in this Plan as shown in the expanded view in *Figure 3*.

Figure 3



Overview of Plan Phases

- Below is a description of each Plan Phase.

Application Phase

- Plans in the Application Phase are designated for External Grantees to select and apply for funding announcements.
- External Grantees can continue to edit their application up until the deadline date.

Review Phase

- Plans in the Review Phase are submitted applications that are under review by a funding entity.
- The funding entity can negotiate budgets and scope of work with the External Grantees during this Phase.
- External Grantees can no longer edit these Plans unless the funding entity request them to make corrections to their submitted applications.
- External Grantees can view their submitted applications, their statuses, and the award amounts during this Phase.

Implementation Phase

- Plans in the Implementation Phase have received funding and are now considered work plans. These Plans would be considered “active” Plans.
- External Grantees implement, manage, and report on their Plans during this Phase.

Archive Phase

- Plans in the Archive Phase have been archived for storage and reference.
- External Grantees cannot edit these Plans in any way.