

Editing the Personnel form in IowaGrants

Instructions for IDPH External Partners (Contractors and Grantees)

- Go to the main page for your grant. Under the Grant/Project Components section, click on the “Personnel” form.

Instructions	
<i>The Grant/Project forms appear below.</i>	
Associated Forms	
Status Report Site Visit Contract Amendment	
Grant/Project Components	
Alerts Copy Annotations (1) Export Grant/Project Data	
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>	
Component	Last Edited
General Information	04/14/2021
Claims	
Progress Reports	
Site Visits	
Correspondence	
Appropriations	
Contract Holds	
Cover Sheet-General Information (Pending Versions)	02/16/2021
Business Organization	08/12/2020
Personnel	08/12/2020
Project Work Plan	10/20/2020
1st Five Practice Consultation Project Work Plan	
IDPH Subcontract Plan	08/12/2020

2. If this form has been negotiated to you, click on “Make Current Version” to work off of the current version of the form.
3. At the top of the page, DO NOT CLICK “EDIT”. Take the following steps instead.
 - a. To **ADD** an individual to the form:
 - i. Click on “Add” at the top of the screen:

Grant/Project Tracking

Grant/Project: 0 12345k - Test for Kristen -

Status: Underway

Program Area: Public Health Global

Grantee Organization: **Public Health, Iowa Department of**

Program Officer: Kristen Corey

Awarded Amount: \$1,350.00

Instructions

This application form requires information about personnel specific to this project. Include the staff position, staff name, their role and responsibilities for this project, as well as their experience and education related to providing these types of services. Be sure to include all personnel as required for the project and as listed in the application guidance/instructions. Be sure to outline and address specific requirements or minimum qualifications as required for the project.

Provide evidence for any necessary applicable professional licenses required by listing the license number associated with the professional personnel within the corresponding field.

Do not repeat information about the person identified as the the Executive Director or Chief Executive Officer or Chief Financial Officer if already listed in the Cover Sheet General Information Form or Business Organization Information Form for this funding opportunity.

To start this form, click the 'Add' button at the top of the page and complete all the fields for each position. Click 'Save'. Repeat as necessary to include all required personnel.

Note: all required fields must have data or information entered in order to 'Save'.

Attach a resume or curriculum vitae (CV) as applicable. This is not required (unless directed to do so in the application guidance/instructions). Attaching a resume or curriculum vitae will not substitute for completing the required fields in this form. Click on the Attachment symbol (browse button) to upload a resume or CV.

When form is complete (and attachments are uploaded as appropriate), click 'Mark as Complete'.

Personnel [Negotiate Component](#) | [Create New Version](#) | [Versions](#) | [Return to Components](#)

The first person listed should be the person with day-to-day oversight of this project. Additional positions can be added by clicking the 'Add' button. Be sure to include all required positions as indicated in the application guidance.

Title/Position Description	First Name	Last Name	Email Address	Role and Responsibilities	Experience and Education	Credentials License #	Personnel Resume
TestTitle	TestName	TestLname	test@iowa.gov	test roles	test		

- ii. Enter all of the required information for the individual. Then, click "Save".

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

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Personnel

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Title/Position Description*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Phone*	<input type="text"/>
Email*	<input type="text"/>

iii. You should now see the information that you entered in the form.

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Personnel [Negotiate Component](#) | [Create New Version](#) | [Versions](#) | [Return to Components](#)

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Title/Position Description	First Name	Last Name	Email Address	Role and Responsibilities	Experience and Education	Credentials License #	Personnel Resume
TestTitle	TestName	TestLname	test@iowa.gov	test roles	test		

Last Edited By: Kristen Corey, 08/12/2020

iv. Click on “Add” and repeat these steps each time you need to add another individual to the form.

- b. To **EDIT** an existing entry in the form:
- i. Click on the blue linked text directly under the “Title/Position Description” heading. (In the example, this is shown as “TestTitle”.)

Grant/Project: 0 12345k - Test for Kristen -							
<p>Status: Underway</p> <p>Program Area: Public Health Global</p> <p>Grantee Organization: Public Health, Iowa Department of</p> <p>Program Officer: Kristen Corey</p> <p>Awarded Amount: \$1,350.00</p>							
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Last Edited By: Kristen Corey, 08/12/2020							

ii. Make the changes to the entry that you need and then click "Save."

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

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Title/Position Description* TestTitle

First Name* TestName

Last Name* TestLname

Email Address* test@iowa.gov

Describe this person's role and responsibilities for this project.

Role and Responsibilities* test roles

Include this staff person's education, experience and expertise related to the proposed services. Be sure to address any minimum qualifications as required in Section for this project.

Experience and Education* test

iii. Repeat these steps for each individual entry that you need to edit.

- c. To **DELETE** an existing entry in the form:
- i. Click on the blue linked text directly under the “Title/Position Description” heading. (In the example, this is shown as “TestTitle”.)

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ii. Click on the “Delete” button at the top of the page.

Menu | Help | Log Out | Back | Print | Add | **Delete** | Edit | Save

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First Name* TestName

Last Name* TestLname

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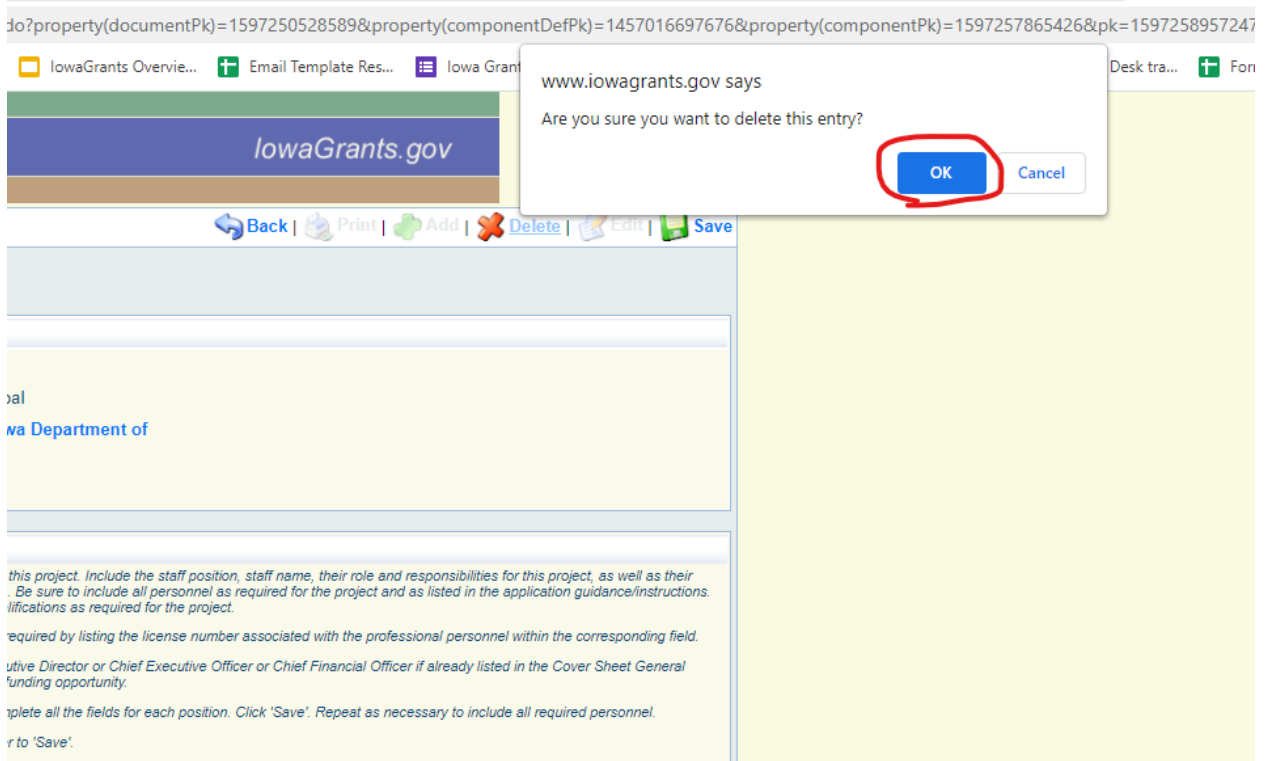
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Experience and Education* test

- iii. A box will appear that asks if you are sure you want to delete this entry. Click "OK."



- iv. This will delete this individual from the form. If you need to add or edit any other individuals, follow the steps to “Add” and “Edit” each entry on the previous pages.

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

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Last Edited By: Kristen Corey, 06/22/2021