



# eLINK Guidance Document

## Accessing and Completing a Grant Agreement

August 2013

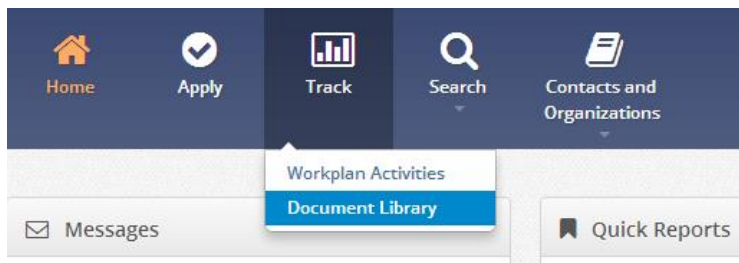
**Purpose:** This document provides guidance on how to access and complete a grant agreement from BWSR. If you have any questions on how to complete a specific grant agreement, please contact your board conservationist.

### Accessing Your Unexecuted Grant Agreement

An email notification will automatically be sent to your organization's designated Day-to-Day contact when BWSR issues a grant agreement to your organization. Anyone assigned to your organization can access the grant agreement after it is issued, but the notification will only go to the eLINK user who has been designated as the Day-to-Day contact.

To access your grant agreement, [sign in to eLINK](#), and follow these steps:

1. Click on the **Track** button at the top of the screen, then click on **Document Library**.



2. From the **Document Library** screen, scroll down to **Attachments** to find the Unexecuted Grant Agreement(s).
3. Click on the view/download icon to download the agreement (Microsoft Word .doc file).

DOCUMENT NAME	GRANT ID	GRANT TITLE	ALLOCATION	ORGANIZATION	DATE ADDED	DOCUMENT TYPE	RECORD DESCRIPTION	ACTION
2014 Cost Share	P14-8622	2014 Spring Training Grant - Stormy County	Spring Training Grant	Stormy County	7/25/2013	Unexecuted Grant Agreement (USER_GEN)	2014 SWCD Program and Operations - Stormy County	

## Completing Your Grant Agreement

1. Begin by reading your grant agreement thoroughly. Questions regarding the agreement or processing of grant agreements should be directed to your Board Conservationist.
2. The following items must be completed in order for BWSR to process and execute the agreement:
  - Authorized representative's title, address, city, and telephone number
  - Approver's signature, title, and date
3. After you have completed this information, you will need to print, sign, and date the application.
4. Mail your completed application to:


**BWSR**

**ATTN: Kari Keating  
520 Lafayette Road N  
St. Paul, MN 55155**

5. Do not begin work on the grant activities until you have received an email notification of an executed grant agreement from eLINK. Grant agreements cannot be executed and funds cannot be released by BWSR until all grant-specific requirements have been completed. Grant agreements are considered to be executed when they have been signed by the grantee and BWSR. BWSR policy allows grants to be withheld if the grantee is past due on progress reports for other State grants or non-compliant with other BWSR policies and requirements.

## Accessing Your Executed Grant Agreement

When the grant agreement is executed, your organization's Day-to-Day Contact will automatically receive a notification email from eLINK. To access your executed grant agreement, [sign in to eLINK](#), and follow these steps:

1. Click on the **Track** button at the top of the screen, then click on **Document Library**.
2. From the **Document Library** screen, scroll down to **Attachments** to find the Executed Grant Agreement(s).
3. Click on the view/download icon  to download the agreement (Adobe Acrobat .pdf file).