

Arizona Commission on the Arts

Managing Your Grant Award Online:
Tips on Using Electronic Grants Online Resource (EGOR)

Fiscal Year 2012

EGOR allows you to access information about your Grant anytime, immediately and confidentially. Use your EGOR account to check the status of your Grant Award or payment, view panel comments, follow up on submitted paperwork, update your profile and complete your Final Report.

LOGGING IN TO YOUR ACCOUNT:

- 1. Click on the EGOR Logo on the Arts Commission's website at http://www.azarts.gov
-OR- Go directly to the EGOR website at http://www.culturegrants-az.org
2. Enter the username and password used when you created your application.
3. Login
4. Select "Manage Your Current Application" in the navigation bar on the left hand side

CHECKING YOUR GRANT STATUS:

- 1. Follow steps 1-4 under LOGGING IN TO YOUR ACCOUNT.
2. Grant status will be shown in the second column. Extensions and cancellations will also be reflected here.

Table with 4 columns: Project Info, Funding, Paperwork Status, and Action Links. Includes 'View My Panel Comments' and 'Complete Final Report' links.

VIEWING YOUR PANEL COMMENTS:

- 1. Follow steps 1-4 under LOGGING IN TO YOUR ACCOUNT.
2. Click on "View My Panel Comments" located in the third column.

Table with 4 columns: Project Info, Funding, Paperwork Status, and Action Links. Includes 'View My Panel Comments' link highlighted with an arrow.

CHECKING THE STATUS OF YOUR PAPERWORK:

- 1. Follow steps 1-4 under LOGGING IN TO YOUR ACCOUNT.
2. Paperwork Status is shown in the left column. A checked box indicates that the Arts Commission has received that document.

Table with 4 columns: Project Info, Funding, Paperwork Status, and Action Links. Includes 'View My Panel Comments' and 'Complete Final Report' links. 'Grant Award Agreement' checkbox is checked.

### CHECKING YOUR PAYMENT STATUS:

1. Follow steps 1-4 under LOGGING IN TO YOUR ACCOUNT.
2. Payment Status is shown in the second column. When all paperwork has been submitted and the grant funds have been released, "**Full Grant Paid**" and the date the check was mailed will appear.

<b>Arts Learning Projects</b> Application Number: 12XXXX <b>Paperwork Status:</b> <input checked="" type="checkbox"/> Grant Award Agreement – 9-1-2011 <input checked="" type="checkbox"/> Current W-9 – 9-1-2011 <input checked="" type="checkbox"/> Artist/Consultant Contract(s) – 10-1-2011	Funding Awarded \$1,000 Actual Grant Amount Paid \$1,000 <b>Full Grant Paid Nov 1, 2011</b>	<a href="#">View My Panel</a> <a href="#">Comments</a> <a href="#">Complete Final Report</a>	<a href="#">View PDF</a>
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### COMPLETING YOUR FINAL REPORT:

1. Follow steps 1-4 under LOGGING IN TO YOUR ACCOUNT.
2. Click on "Complete Final Report" located in the third column.

<b>Arts Learning Projects</b> Application Number: 11XXXX <b>Paperwork Status:</b> <input checked="" type="checkbox"/> Grant Award Agreement – 9-1-2011 <input checked="" type="checkbox"/> Current W-9 – 9-1-2011 <input checked="" type="checkbox"/> Artist/Consultant Contract(s) – 10-1-2011	Funding Awarded \$1,000 Actual Grant Amount Paid \$1,000 <b>Full Grant Paid Nov 1, 2011</b>	<a href="#">View My Panel</a> <a href="#">Comments</a> <a href="#">Complete Final Report</a>	<a href="#">View PDF</a>
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### Things to remember when completing your Final Report:

- You can complete your report in stages. Enter the participation and narrative information shortly after the project is over, when the information is fresh in your mind. Final figures and budget information can be entered at a later time.
- **Be sure to save frequently and click the submit button once you are finished.** You will receive a confirmation email once the Arts Commission has received your Final Report. Please keep a copy of this email for your records.
- Once you have submitted your Final Report you will not have access to make any changes to it. Your Final Report will only be available to you to print out in PDF form.
- **Arts Commission staff will contact you if there are any questions about your Final Report.**

### UPDATING YOUR PROFILE:

1. Follow steps 1-4 under LOGGING IN TO YOUR ACCOUNT.
2. Click on "Update Profile" located in the left navigation bar.
3. Click "Continue" at the bottom of the page to move through your profile pages.
4. Make sure you click "Finish" on the last page to ensure your updated information is saved.

**If there is any change to your staff, address, phone, email or website, IMMEDIATELY login to EGOR and update this information.** The contact information you enter into EGOR is the primary way the Arts Commission corresponds with you. We use the email and mailing addresses you provide to send you important and time sensitive information about your grant.

### QUESTIONS?

For questions about managing your grant award online or using EGOR, contact the EGOR Help Desk at 602-771-6528 or [egorhelpdesk@azarts.gov](mailto:egorhelpdesk@azarts.gov)

For questions about paperwork status, contact 602-771-6532 or [jrao@azarts.gov](mailto:jrao@azarts.gov)

For questions about your grant award, panel comments, or final report, contact the Arts Commission Staff Contact listed on your *Grant Award Agreement*.