

TIPS FOR USING THE NJDOE EWEG SYSTEM

EWEG ACCESS

All EWEG users must have a user ID and password in order to access the system. The URL for the homeroom page to access EWEG is: <http://homeroom.state.nj.us/> (select the EWEG link on the left side of page).

LEA applicants (including charter and Renaissance schools) should contact their district's Homeroom Administrator who will contact the NJDOE to have the user account set up with appropriate access.

Non-LEA applicants should send an email to eweghelp@doe.state.nj.us for assistance in setting up a user account. The email should identify the name of the grant program being applied for as well as the name of the applicant organization.

Applicants are advised to set up a user account as soon as possible. All applicants should allow 24-48 hours for the account to be completed. Applicants will not be able to work in the EWEG system until the account is set up. Questions regarding access to EWEG may be directed to eweghelp@doe.state.nj.us.

REQUIRED SYSTEM SPECIFICATIONS:


EWEG must be accessed using a PC with Internet Explorer. Some examples of systems and Internet browsers that do not have full compatibility with EWEG are: MAC, Hand-held devices (such as smart phones), Notebooks (including Chromebooks, Playbooks, and Ipads), Safari, Google Chrome and Firefox. If these systems/browsers are used, some things in EWEG will work, but not all, and error messages will eventually appear.

NOTE: EWEG supports only the Internet Explorer (IE) browser by Microsoft. Version 5.01 is the minimum and 7.0 is the maximum. Users using versions higher than 7.0 should access the EWEG system in the Internet Explorer compatibility mode or unexpected errors will occur and/or some application pages will not display.

INSTRUCTIONS FOR USING COMPATIBILITY MODE:

Internet Explorer 11


To add a site to the Compatibility View list:

1. Open the desktop, and then tap or click the Internet Explorer icon on the taskbar.
2. Tap or click the **Tools** button , and then tap or click **Compatibility View settings**.
3. Under **Add this website**, enter the URL of the site you want to add to the list, and then tap or click **Add**.

Once Compatibility View is turned on, Internet Explorer will automatically show that site in Compatibility View each time the site is visited. Compatibility View can be turned off by removing the site from the compatibility list.

Internet Explorer 8, 9, and 10

To turn on Compatibility View

Tap or click the **Compatibility View** button  to display the site in Compatibility View. Once Compatibility View is turned on, Internet Explorer will automatically show that site in Compatibility View each time the site is visited.

To Disable the Pop-up Blocker in IE:

1. Open Internet Explorer.
2. Select "Tools" from the main menu.
3. Select "Pop-up Blocker" from the Tools menu.
4. Select "Turn Off Pop-up Blocker"

Alternatively:

1. Go to the Tools menu in Internet Explorer
2. Select the Pop-up Blocker
3. Select Pop-up Blocker Settings
4. On the line provided, enter the following EWEG address as an allowed site:
<https://njdoe.mtwgms.org/NJDOEGmsWeb/logon.aspx>.
5. Click the 'Add' button

Steps and Notes for Navigating and Using the eGMS (EWEG) Menu:

1. Upon logging on to the eGMS, the user will see a Menu (see screen capture below). The “**GMS Access / Select**” link is used to navigate to:
 - a. Funded applications - programs for which the LEA is eligible for funding
New applications - can create/manage applications such as ESEA/NCLB Consolidated, IDEA Consolidated, Perkins Secondary, Perkins Post Secondary, Discretionary programs, etc.
 - b. Non-Funded Data Collections – programs such as Title I Waiver Requests, Title I Comparability Report, Title I Performance Report, etc.



2. Upon entry to **GMS Access Select** page, the *default* Fiscal Year (FY) displayed will be the **CURRENT** Fiscal Year.




NOTE: To access eGMS Applications or Data Collections from other/prior fiscal years, use the drop down selection list and select the appropriate FY.

NOTE: For IDEA, NCLB, and Perkins grant programs, the LEA **MUST** complete all three steps noted below **before** these programs/applications will display as “Available” on the GMS Access Select page:

- a. **Complete central contacts:**
Copy from prior year. Make revisions as needed.
- b. **Complete General Assurances within Central Contacts:**
General Assurances must be agreed to by the LEA Authorized Representative User.
- c. **Consortium Administration:** Complete this step if LEA plans on becoming part of a Consortium, either as the lead agency or as a participant.

Create and edit grant applications via this page (GMS Access Select page).

**EWEG**
Electronic Web-Enabled Grant System

[Click to Return to Menu List / Sign Out](#)

GMS Access Select

01-0110 ATLANTIC CITY [Click for Instructions](#)

Select Fiscal Year: 2016 ▼

Created

Formula Grant
There currently aren't any Formula Grant applications created.

Discretionary Grant
There currently aren't any Discretionary Grant applications created.

Competitive Grant
There currently aren't any Competitive Grant applications created.

Non Funded
There currently aren't any Non Funded applications created.

Available

Formula Grant

| | | |
|--------|-------------------------------|------------------------|
| ▶ IDEA | Submissions due by 12/31/2009 | Create |
| ▶ NCLB | Submissions due by 8/31/2015 | Create |

Discretionary Grant
There currently aren't any Discretionary Grant applications available.

Competitive Grant
There currently aren't any Competitive Grant applications available.

Non Funded
There currently aren't any Non Funded applications available.

Tips for Using the EWEG System:

1. Do not use the “Back” button. This will eventually cause a system error.
2. It is always recommended that long narrative sections be typed in either Word or Note Pad, and copied and pasted into EWEG. This will prevent the user from losing the text that the user created should a problem occur when the page is saved.
3. When copying and pasting from Word or Note Pad, be sure to check for special characters most notably, quotation marks, the apostrophe, and hyphen. Avoid using all of the other special characters (such as: !@#\$%^&*()~/<>{} and bullets). Note that these characters can be typed right in the EWEG page’s textbox once the text is pasted in. Do not use fancy formatting. It will only create problems. The content should be clear and concise.

The EWEG system is not compatible with the way Microsoft Word formats apostrophes, quotation marks and bullets. Use the following procedure to resolve this problem. Remove the apostrophes and quotation marks in the text that you want to copy and paste. Paste the text into EWEG. Working in EWEG, **BEFORE TRYING TO SAVE THE PAGE**, put the apostrophes and quotation marks back in. The apostrophes and quotation marks will now look different indicating that the problematic formatting has been removed. It should now be possible to save the page without getting an error message. Do not use bullets in the text being pasted into EWEG.

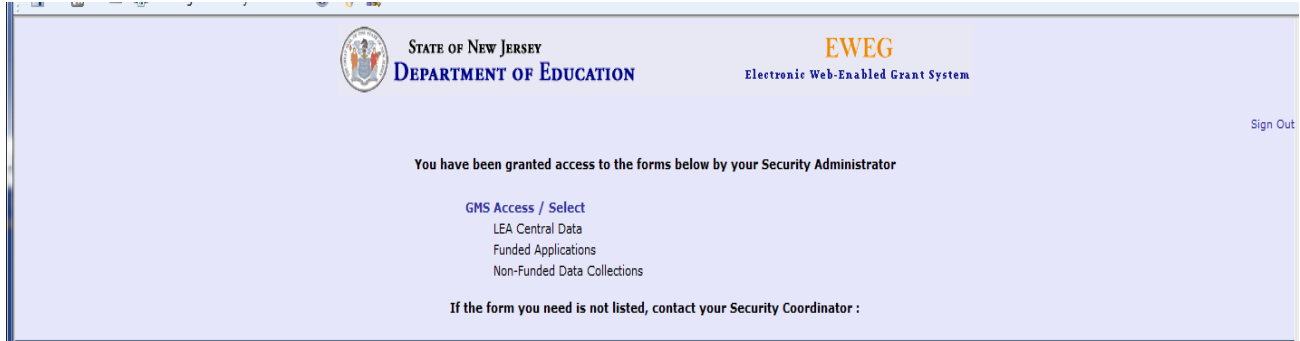
4. When clicking on a Tab to open a page, do not click on it more than once. Some of the pages take a while to open (e.g. the Needs Data page). Clicking on the tab more than once, will result in a system error.
5. Certain systems are just not compatible with EWEG. Most notably: MAC, Hand-held devices, Notebooks (including Chromebooks, Playbooks, and Ipads), Safari, Google Chrome and Firefox. Users that have these systems should try to locate a different PC to use to enter the data.

Also note that Internet Explorer versions higher than 7.0 should access the EWEG site in “Compatibility Mode” (See instructions in the beginning of this document.) or the user may experience unexpected errors and not be able to view all application pages.

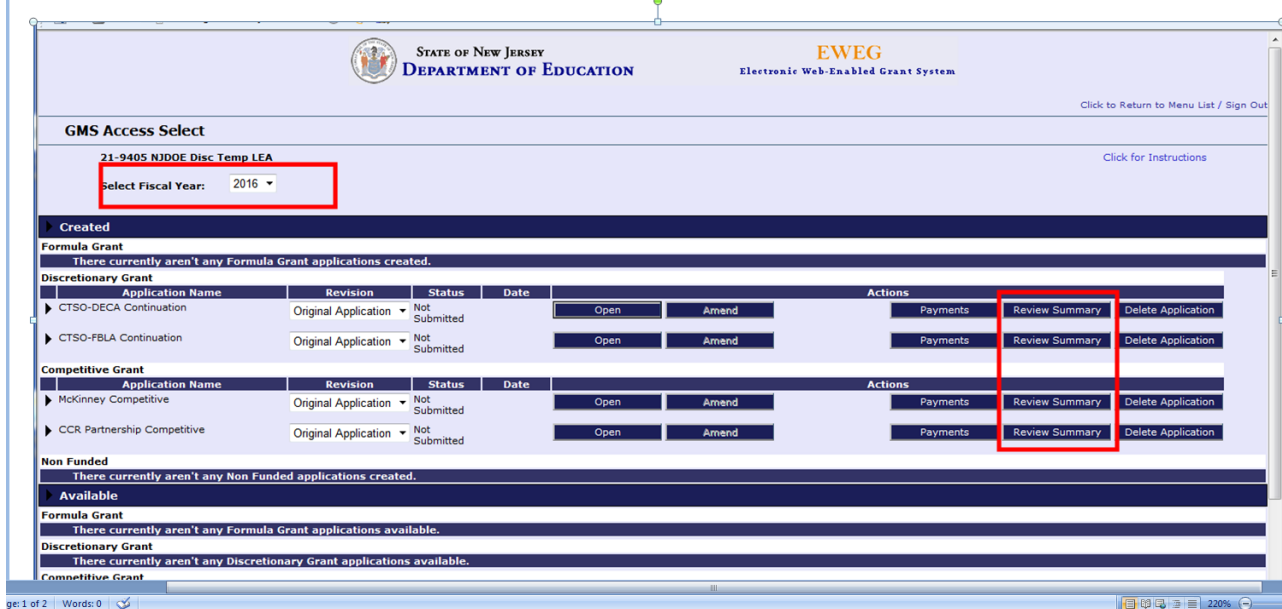
Instructions for District Access to the On-line Application Checklists

Steps to reopen, revise, and resubmit an application/amendment:

1. Select **GMS Access/Select** from the Main Menu



2. On the **GMS Access Select** Page, select the Fiscal Year of the desired grant program application and click on the **Review Summary** button for that application.



3. The Review Summary screen will open – it is from this screen that the district contact person can access the appropriate checklist to view the required area(s) of change.
4. Click the radio button next to the name of the staff person that rejected the application, and then click on Review Checklist.
5. The checklist and the application will be displayed. The checklist is displayed in the foreground, while the application is displayed in the background. They may open in full

screen view, one on top of the other. There will be two Internet windows open and the user can toggle back and forth between them. The screens may be resized in the same manner as any screen.

NOTE: If Pop-ups are blocked on the district's Internet access, the checklist will not open. If this occurs, use the instructions at the beginning of this document to disable the Pop-up Blocker.

6. Once the appropriate checklist is accessed, review each tab on the checklist to determine the area(s) in which change(s) have been requested (be sure to note which level of review returned the checklist such as Program Office, OGM, etc.), and access that section for comments.
7. Upon completion of all required changes, re-run the Consistency Check. Look for any red messages on the screen to indicate that there is something that needs to be revised before submitting. Once the Consistency Check is complete, a Submit button will appear. Click the 'Submit to NJDOE' button. In order for the application to be resubmitted, the 'Submit to NJDOE' button must be selected. Unless the application is resubmitted, the review process cannot be finalized and the application cannot be approved.

NOTE: When revisions are requested through the application review process, it may be necessary to '**unlock**' a section(s) of the application. The **Page Review Status** tab is utilized to '**unlock**' any section of the application.

Unless the 'Locked' status is changed to 'Open,' the user cannot revise that particular 'Locked' application screen.

For Competitive Applications: The pages are unlocked by the reviewer who returned the application for changes.

For Entitlement and Continuation Applications: The applicant can unlock the pages using the PAGE REVIEW STATUS tab in the application. See the instructions in the next section of this document.

Instructions for Unlocking Pages

The **Page Review Status** tab is utilized to 'unlock' any section of the application.

Unless the 'Locked' status is changed to 'Open,' the user cannot make revisions to access that particular application screen and revisions cannot be made on that 'Locked' application screen.

| Overview | Contacts | Allocations | Narrative | Nonpublic | Budget | Upload | Assurances | Board Approval | Submit | Application History | Page Review Status | Comments |
|--|----------|-------------|-----------|-----------|--------|--------|------------|----------------|--------|---------------------|--------------------|--------------------------|
| Page Review Status | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Expand All | | | | | | | | | | | Instructio | |
| EvenStart | | | | | | | | | | | Page Status | Open Page for editing |
| EvenStart | | | | | | | | | | | | |
| Overview | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Contacts | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Allocations | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Nonpublic | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Budget | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Salaries | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Salaries-Instructional | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Salaries-Non Instructional | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Supplies | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Supplies-Instructional | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Supplies-Non Instructional | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Equipment | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Equipment-Instructional | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Equipment-Non Instructional | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Other | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Budget Summary | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Upload | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Assurances | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Board Approval | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Submit | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Application History | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Page Review Status | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Comments | | | | | | | | | | | LOCKED | <input type="checkbox"/> |
| Save | | | | | | | | | | | | |

In order to 'unlock' a section, proceed as follows:

1. Click the **Expand All** box, located in the upper left-side of the application screen.
2. If the word '**LOCKED**' appears as the **Page Status** (first column on right side of the screen), follow the steps below:
 - a. Click in the box under the column entitled **Open Page for Editing** for each application screen that needs to be unlocked.
 - b. Click the **Save** button at bottom of screen.
 - c. For each selected, application screen, the Page Status will change and now show '**Unlock**' for that particular application screen.
 - d. Revisions can now be made to the '**unlocked**' application screen.

Instructions for Accepting Awards - required for discretionary grants only(Completing the Grant Acceptance Certificate (GAC))

1. Access the EWEG system.
2. Click the *Program Name* link to open the Application Select screen.
3. Click the radio box for the applicable application. **If this is for a competitive grant award, the final approved Amendment 1 must be selected.** Once the screen refreshes, a 'View Award' link (in the Status box) and an 'Accept Award' button appear.
4. Click the 'View Award' link and the Notification of Grant Award screen opens. This screen is a 'Read-Only' screen that lists the approved grant amount. Print this screen if documentation is required for the grantee's Board meeting.
5. Upon Board approval, repeat steps 1 – 3 and click the 'Accept Award' button. The 'Grant Acceptance of Funds' screen opens. It is on this screen that all necessary information is completed. Once all information is entered, scroll to the bottom of the screen and click the 'District Accepts' button. This completes the electronic submission of the GAC through the EWEG system.

NOTE: Beginning with 2012 awards: If there are special conditions associated with the award, they will be listed on the "Special Conditions" tab within the application. View this tab BEFORE accepting the award.

Instructions for Submitting Interim and Final Reports (PERs)

1. Log into the EWEG system and select 'GMS Access/Select' from the Menu list. The GMS Access Select page will appear. Select the Fiscal Year of the award from the drop down list at the top left of the page. On the line of the program for which the report (PER) will be submitted, click on the 'Payments' button.

Click to Return to Menu List / Sign Out

GMS Access Select

21-9405 NJDOE Disc Temp LEA [Click for Instructions](#)

Select Fiscal Year: 2016

Created

Formula Grant
There currently aren't any Formula Grant applications created.

Discretionary Grant

| Application Name | Revision | Status | Date | Actions |
|--------------------------|----------------------|---------------|------|--|
| ▶ CTSO-DECA Continuation | Original Application | Not Submitted | | Open Amend Payments Review Summary Delete Application |
| ▶ CTSO-FBLA Continuation | Original Application | Not Submitted | | Open Amend Payments Review Summary Delete Application |

Competitive Grant

| Application Name | Revision | Status | Date | Actions |
|------------------------|----------------------|---------------|------|---|
| ▶ McKinney Competitive | Original Application | Not Submitted | | Open Amend Payments Review Summary Delete Application |

Non Funded
There currently aren't any Non Funded applications created.

Available

2. The next screen to appear is the Payment Summary screen. Click on the 'View Reimbursement Requests/Expenditure Reports' button.

Instructions

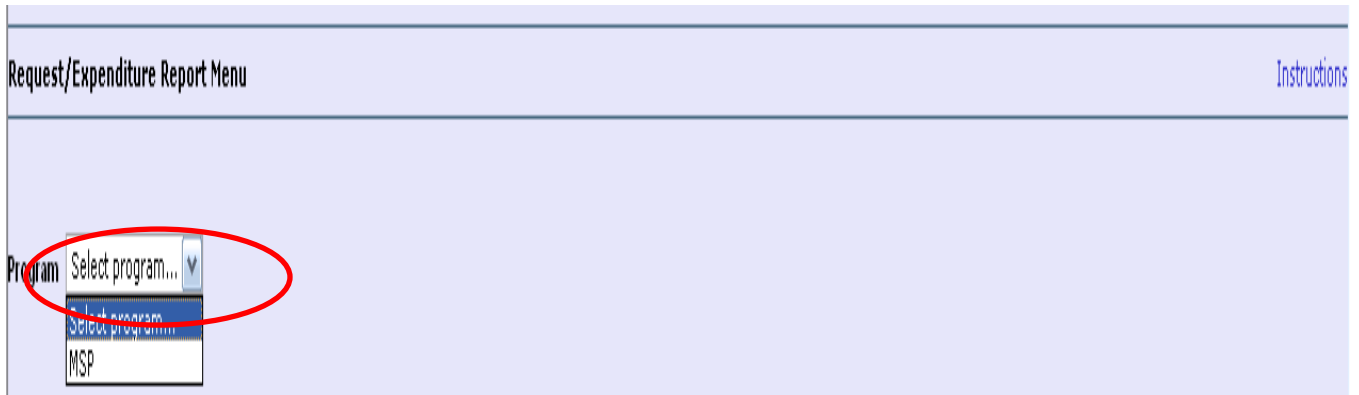
Vendor

View Reimbursement Requests/Expenditure Reports

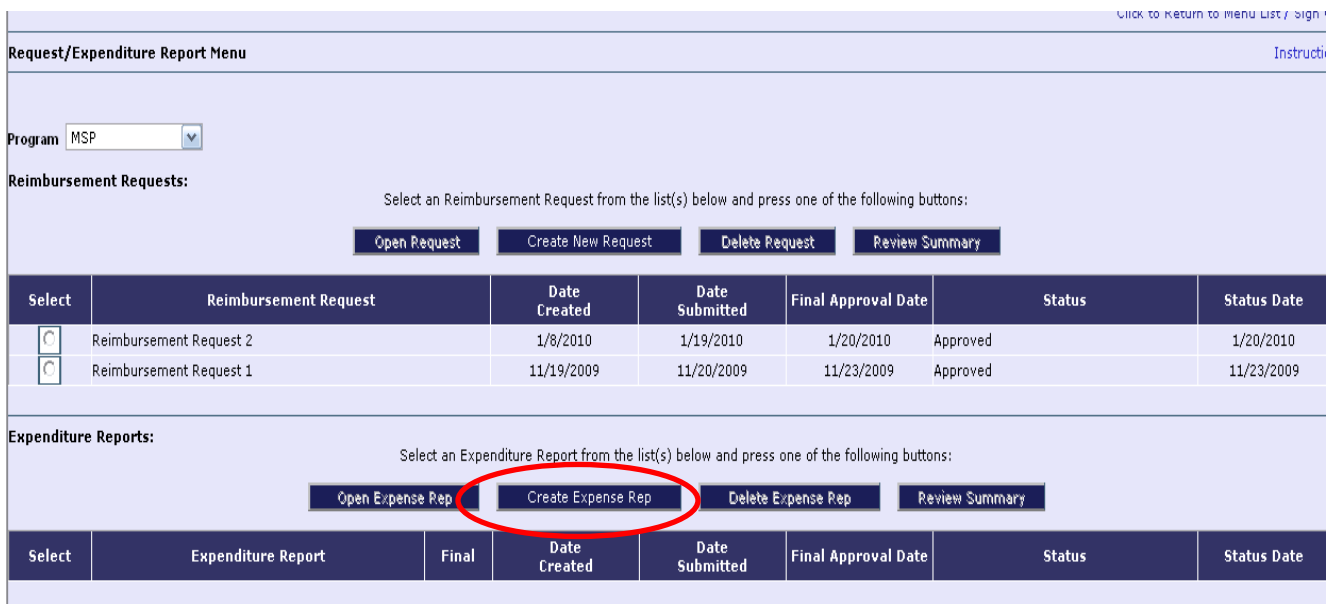
Payment Summary as of 2/11/2018

| | MSP | |
|--------------------------------------|-----|-----------|
| Current Grant Year Allocation | | \$525,000 |
| (+/-) Adjustments | | \$0 |
| (+/-) Consortiums | | \$0 |
| (+/-) Transfers | | \$0 |
| Total Funds Available | | \$525,000 |

- The Reimbursement Request/Expenditure Report Menu will open. If not already visible, select the funding source (if funded from multiple sources (such as Federal and State)) or program for which you are submitting a report from the drop down list.



- When the screen refreshes, select "Create Expense Rep" located in the lower section of the page.



6. The newly created Expenditure/Program Report will open.

The Applicant has been submitted to this system. It will be added to the Applicant.

| | | | | | | | | | |
|---------------------|----------|----------------|---------------------|-------------|---------------|--------|--------|---------------------|----------|
| General Information | Contacts | Nonpublic Info | Equipment Inventory | Expenditure | Activity Plan | Upload | Submit | Application History | Comments |
|---------------------|----------|----------------|---------------------|-------------|---------------|--------|--------|---------------------|----------|

GENERAL REPORT INFORMATION

Even Start Family Literacy Program - Continuation (#09-B525-L01)

Reporting Requirements: Fiscal and Program Reports for this program are due as follows:

| Report Number and Reporting Period | Due Date |
|--|---|
| 1st Interim: October 1, 2009 - December 31, 2009 | January 15, 2010 |
| 2nd Interim: October 1, 2009 - March 31, 2010 | April 15, 2010 |
| 3rd Interim: October 1, 2009 - June 30, 2010 | July 15, 2010 |
| Final: October 1, 2009 - September 30, 2010 | December 31, 2010 (Please note that this date has been revised with no penalty to the grantee.) |

CONTRACT #

REPORT NUMBER:

BASIS OF REPORT:

Cash:

Accrued Expenditures:

Other (Explain in space provided immediately below - 250 Characters Max):

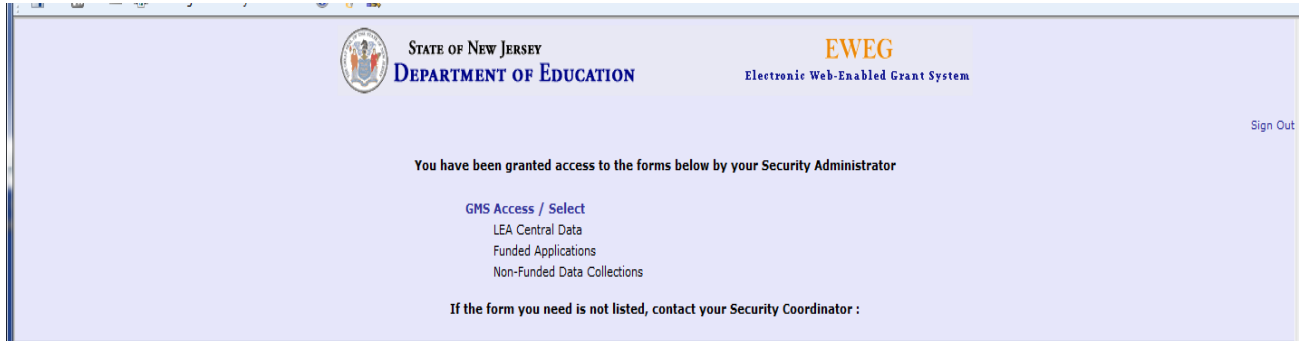
NOTES AND TIPS:

- If this is a final report, it is very important to check the box indicating that on the “Expenditures” tab. Also identify the end date for the reporting period by selecting it from the drop down list at the top of the page.
NOTE: If the report is marked as a final report, the EWEG system will enter the award into the closeout payment process upon submission. Once a FINAL REPORT has been created or submitted, no additional Reimbursement Requests will be permitted for this award as the system will automatically generate a final payment (if one is due the grantee) upon approval of the Final Report.
- As with the application, the report may be saved and closed to be opened and revised at a later time.
- When ready to submit, the Consistency Check on the ‘Submit’ tab must be run. Once the Consistency Check has run successfully, the ‘Submit’ button will appear.
- Each subsequent report is comprehensive and will be automatically populated with the data contained in the previous report. The data can be edited to add in the new information for the new reporting period.

Instructions for District Access to the Report On-line Checklists

In order to reopen, revise, and resubmit the report:

1. Select GMS Access/Select from the Main Menu

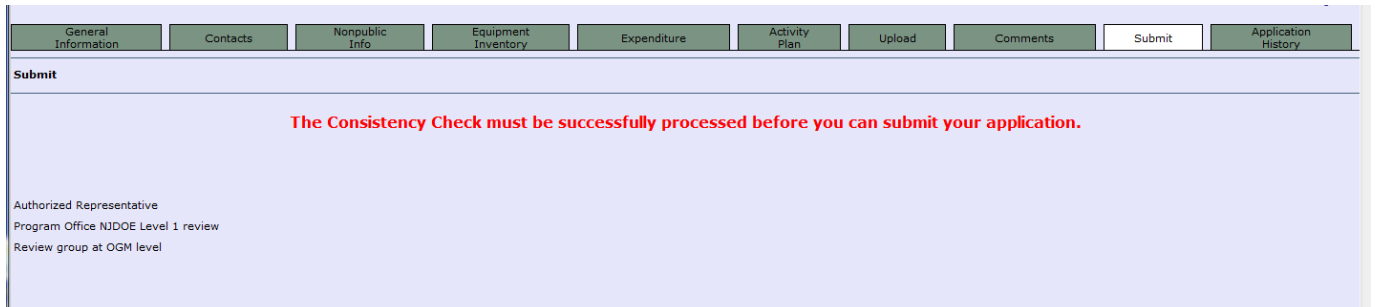


2. On the GMS Access Select Page, select the Fiscal Year of the grant program whose report is to be accessed, and click on the “Payments” button on the line of the grant program award.



3. Click on the “View Reimbursement Requests/Expenditure Reports” button at the top center of the next page (Payment Summary page).
4. On the next screen (Reimbursement Request/Expenditure Report Menu), all reports that have been submitted for the selected grant program will be displayed in a list in the bottom half of the screen (reimbursement requests for payments are in the top half). Click the radio button next to the report that has been returned for changes.

11. Once the area(s) of required change(s) have been identified, the district contact person should make the required change(s) on each corresponding EWEG report screen. **Changes can be made only on the actual report pages themselves, and not on the checklist.**
12. Upon completion of all required changes, re-run the Consistency Check. (Note that the red message on the Submit tab says “application”, that is a generic term for all modules in the system. In this case the application is the report.)



Once the Consistency Check is complete, a Submit button will appear. Click the ‘Submit to NJDOE’ button. In order for the report to be resubmitted, the ‘Submit to NJDOE’ button must be selected. Unless the report is resubmitted, the review process cannot be finalized and the report cannot be approved.

INSTRUCTIONS FOR SUBMITTING REIMBURSEMENT REQUESTS (RR's)

1. Log into the EWEG system and select GMS Access/Select from the Menu list. The GMS Access Select page will appear. Click on the 'Payments' button on the line of the program for which a Reimbursement Request (RR) will be submitted.

Click to Return to Menu List / Sign Out

GMS Access Select

21-9405 NJDOE Disc Temp LEA Click for Instructions

Select Fiscal Year: 2016

Created

Formula Grant
There currently aren't any Formula Grant applications created.

Discretionary Grant

| Application Name | Revision | Status | Date | Actions |
|------------------------|----------------------|---------------|------|---|
| CTSO-DECA Continuation | Original Application | Not Submitted | | Open Amend Payments Review Summary Delete Application |
| CTSO-FBLA Continuation | Original Application | Not Submitted | | Open Amend Payments Review Summary Delete Application |

Competitive Grant

| Application Name | Revision | Status | Date | Actions |
|----------------------|----------------------|---------------|------|---|
| McKinney Competitive | Original Application | Not Submitted | | Open Amend Payments Review Summary Delete Application |

Non Funded
There currently aren't any Non Funded applications created.

Available

Formula Grant
There currently aren't any Formula Grant applications available.

Discretionary Grant
There currently aren't any Discretionary Grant applications available.

Competitive Grant

| | | |
|----------------------------|------------------------------|--------|
| NJ Afterschool-Summer Comp | Submissions due by 8/31/2016 | Create |
|----------------------------|------------------------------|--------|

2. The next screen is the Payment Summary screen. Click on the "View Reimbursement Requests/Expenditure Reports" button.

Payment Summary Instruct

Vendor

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 1/3/2013

| | CCLCTrainTAFed | CCLCTrainTAOther |
|--------------------------------------|----------------|------------------|
| Current Grant Year Allocation | | |
| (+/-) Adjustments | \$159,987 | \$0 |
| (+/-) Consortiums | \$0 | \$0 |
| (+/-) Transfers | \$0 | \$0 |
| Total Funds Available | \$159,987 | \$0 |
| Anticipated Payments | | |
| Auto-Scheduled | \$0 | \$0 |
| Reimbursements | \$159,987 | \$0 |
| Total | \$159,987 | \$0 |

3. The next screen is the Reimbursement Request/Expenditure Report Menu. Select the funding source for which reimbursement is being requested from the drop down list.

Applicant: 39 9252 IU School-Age Care Coalition (IUS Union County)
 Application: 2012-2013 CCLC Train TA - 00
 Project Period: 9/1/2012 - 8/31/2013

Printer-Friendly
 Click to Return to Application Select
 Click to Return to Payment Summary
 Click to Return to Menu List / Sign Out

Reimbursement Request/Expenditure Report Menu [Instructions](#)

Program: **Select program...**
 Select program...
 CCLCTrainTAFed
 CCLCTrainTAOther

4. When the screen refreshes, click on the "Create New Request" button in the Reimbursement Requests section of the page (the top half).

Click to Return to Payment Summary
 Click to Return to Menu List / Sign Out

Reimbursement Request/Expenditure Report Menu [Instructions](#)

Program: CCLCTrainTAFed

Reimbursement Requests:
 Select an Reimbursement Request from the list(s) below and press one of the following buttons:
 Open Request **Create New Request** Delete Request Review Summary

| Select | Reimbursement Request | Date Created | Date Submitted | Final Approval Date | Status | Status Date |
|--------|-----------------------|--------------|----------------|---------------------|--------|-------------|
|--------|-----------------------|--------------|----------------|---------------------|--------|-------------|

Expenditure Reports:
 Select an Expenditure Report from the list(s) below and press one of the following buttons:
 Open Expense Rep Create Expense Rep Delete Expense Rep Review Summary

| Select | Expenditure Report | Final | Date Created | Date Submitted | Final Approval Date | Status | Status Date |
|--------|--------------------|-------|--------------|----------------|---------------------|--------|-------------|
|--------|--------------------|-------|--------------|----------------|---------------------|--------|-------------|

5. A blank RR screen will open. Select the Function Code from the drop down box, enter a brief description of the expenditure for which reimbursement is being sought, and enter the amount in the Reimbursement Request column on that line.

Click to Return to Menu List / Sign Out

Reimbursement Request 4 [Instructions](#)

Program: CCLC

Itemize and explain each expenditure amount. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places. e.g. 2536)

| Function Code | Expenditure Description and Itemization (1,000 Character Maximum) | Final Approved Budget | Previously Requested | Reimbursement Request | Delete Row |
|----------------------------------|--|-----------------------|----------------------|-----------------------|--------------------------|
| | | | | \$0 | <input type="checkbox"/> |
| | | | | \$0 | <input type="checkbox"/> |
| | | | | \$0 | <input type="checkbox"/> |
| Indirect Cost: Approved Rate 0 % | | | \$0 | Total \$0 | \$0 |
| | | | | Total \$0 | \$0 |

[Create Additional Entries](#) [Calculate Totals](#)

Vendor Invoice Number: 113001602009
 End Period Expense: Enter as MM/DD/YYYY
 CCR Expiration Date (SAM Expiration): 7/12/2016 Enter as MM/DD/YYYY

| RECAP | Amount | Amount Paid to Date by Fund Source |
|--------------------------|-----------|------------------------------------|
| Grant Award (Allocation) | \$395,000 | |
| Approved Budget | \$395,000 | CCLC \$102,690 |
| Amount Paid To Date | \$102,690 | Total \$102,690 |
| Excesses To Date | \$0 | |
| Balance Due LEA | \$0 | |
| Funds on Hand | \$102,690 | |

CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

NOTE: ONLY 1 LINE SHOULD BE ENTERED ON THE RR FOR EACH FUNCTION CODE. DO NOT USE MULTIPLE LINES FOR MULTIPLE EXPENSES IN THE SAME FUNCTION CODE. (e.g., For expenditures from budget lines 200-200, 200-300, and 200-400, total them together and enter one total amount for reimbursement for Function Code 200. The line expenditures may be itemized in the description box if desired.) The use of multiple lines for the same function code may generate an error message and prevent submission of the request.

6. After completing the form, click on "Calculate Totals". Be sure to enter the end date of the expense period. Click on "Save Page" and look at the top left of the screen for any error messages that may be displayed in red text. Data will not be saved if there is an error when the Save button is clicked. Once the page saves with no errors, click on "Submit." A message will appear stating that the RR has been submitted.

USEFUL LINKS

| | |
|--------------------------------|---|
| NJDOE Homeroom: | http://homeroom.state.nj.us/ |
| EWEG System: | https://njdoe.mtwgms.org/NJDOEGMSWeb/logon.aspx |
| Entitlement Programs: | http://www.nj.gov/education/grants/entitlement/ |
| NCLB: | http://www.nj.gov/education/grants/entitlement/nclb/ |
| IDEA: | http://www.nj.gov/education/grants/entitlement/idea/ |
| Perkins: | http://www.nj.gov/education/grants/entitlement/perkins/ |
| Discretionary Programs: | http://www.nj.gov/education/grants/discretionary/ |
| Grant Opportunities: | http://www.nj.gov/education/grants/gropgs.shtml |
| Uniform Grant Guidance: | http://www.nj.gov/education/grants/ugg/ |