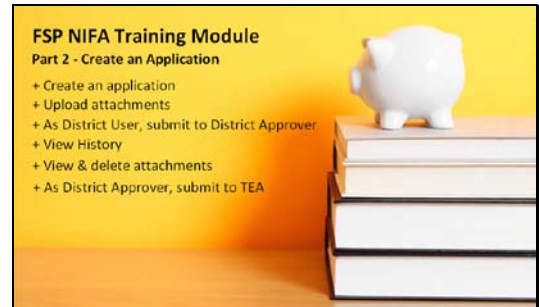Slide 1
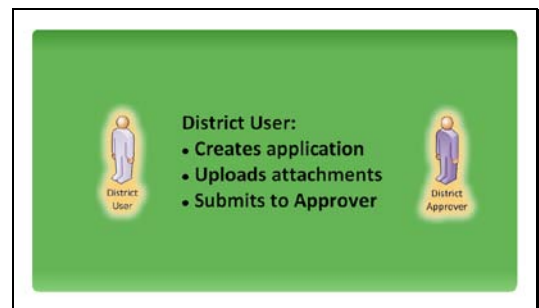

Slide 2

Slide notes: Welcome to the Create an Application part of the FSP NIFA training module. In this part, you will learn how to…

Create an application,

Upload attachments,

As a district user, submit to the district approver,

View History,

View and delete attachments, and

As a district approver, submit to TEA.

Slide 3

Slide 4

Slide notes: Users in one of two roles can create a new NIFA application: district users, and district approvers; (usually the superintendent). Both kinds of users can view and edit the NIFA application, but only the district approver has a certification field and the ability to submit to TEA.

For this training, a district user will create the application and submit it to the approver for final submission. Although this is probably the more common approach, it is also possible for an approver to create a brand-new application and submit it to TEA themselves.
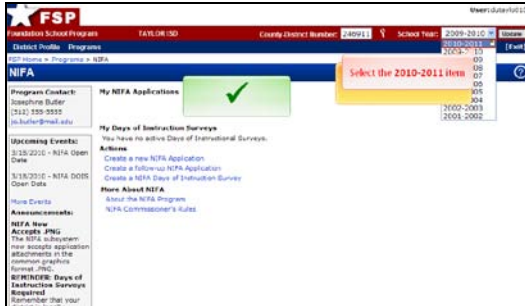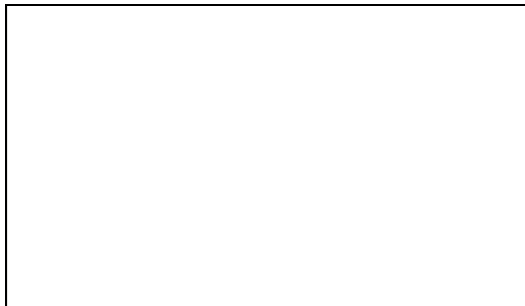
Slide 5

Slide notes: When you open NIFA, always make sure that the subsystem is in the correct school year; NIFA applications are for the upcoming school year.

To change the year, go to the School Year field in the top right, select the upcoming year, (for this training, 2010-2011),...
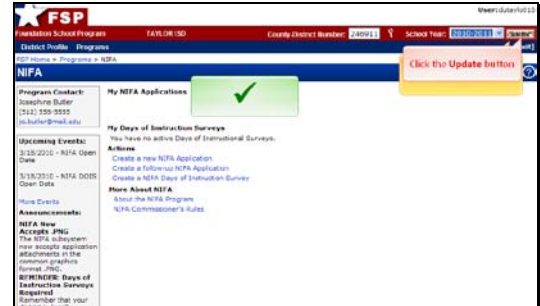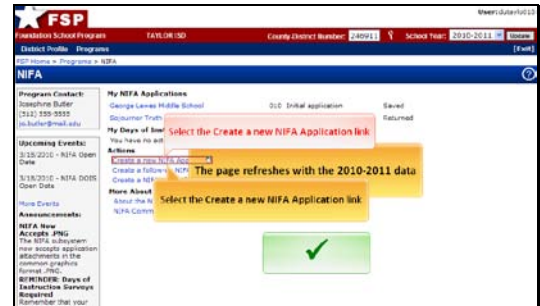

Slide 6

Slide notes: ...and click Update.

Slide 7

Slide 8

Slide notes: To create a new NIFA application for a school that will open in the upcoming school year, click, "Create a new NIFA Application," under the "Actions" heading.

Note that if you wanted to create an application for a school in its second year that received funds last year, you would select, "Create a Follow-up Application," instead.

Slide 9

Slide notes: The NIFA application form opens.

Enter the contact information for the Superintendent who will approve the form and submit it to TEA.

Note that these fields are required.

Slide 10

Slide 11

Slide notes: The email address entered here will be used to send approval, return, and rejection notifications to the approver; so check your entry carefully.

Slide 12

Slide 13

Slide notes: A secondary contact is optional, but recommended.

Note that you cannot submit partial information for the secondary contact--you must either complete all contact fields or none.

Slide 14

Slide 15

Slide 16

Slide 17

Slide notes: You must indicate what kind of application this is. If the school opened for the first time last year and you did *not* apply for NIFA funds, then you can only request funds for the upcoming year. For this kind of application, select "one-year."

If the new school will open for the *first time* in the upcoming school year, you can apply for NIFA funds the upcoming year and the following year. In that case, select "Initial" this year.

Note that if you received NIFA funds last year, you should complete a *Follow-up Application* this year, not a new application. In that case, use the breadcrumb trail to return to the main page and select, "create a follow-up application."

Slide 18

Slide 19

Slide notes: Complete the fields in the District and Campus Information section.

Slide 20

Slide 21

Slide notes: Enter the projected campus enrollment here. Final settle-up for NIFA funds will be completed next year using the Days of Instruction Survey and the Peems record of actual ADA (average daily attendance).

Slide 22

Slide 23

Slide notes: Enter the total number of Instructional Days for your district in the upcoming year.

Slide 24

Slide notes: Enter the first day school will be held in the new facility. Note that you can scroll to the right to click the calendar icon and select the correct date.

Slide 25

Slide notes: Enter or select the last instructional day in the new campus for the upcoming school year.

Slide 26

Slide notes: Enter the total expected instructional days in the new facility.

Note that after the school year is completed, you will be required to complete a Days of Instruction Survey, showing how many actual instructional days were held in the new campus for that school year.

Slide 27

Slide notes: Once you have completed this section, the NIFA subsystem automatically tallies your projected allotment. Note that this number is subject to change depending on the number of districts who qualify for funds this year.

If the applicants' allotments exceed the total available funds, the allotments will have to be reduced by means of a set of calculations called proration. Click the estimated campus allotment to view how the unprorated allotment was derived.

Slide 28

Slide notes: The Application Detail page appears, showing how your district's unprorated allotment was calculated. When you have finished reviewing the figures, click Done to return to the NIFA application.

Slide 29

Slide 30

Slide 31

Slide 32

Slide notes: The final section of the application is the Attachments section. You must save your application before uploading attachments.
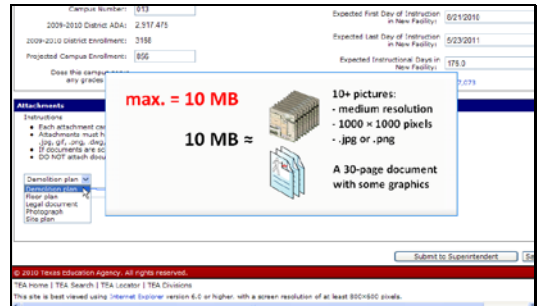
Slide 33
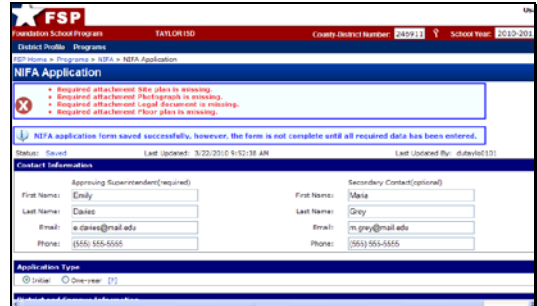
Slide 34

Slide notes: NIFA will save the application, and it will remind you that you must upload the required attachments before you'll be able to submit the application to the District Approver or, (if you are the district approver), to TEA.
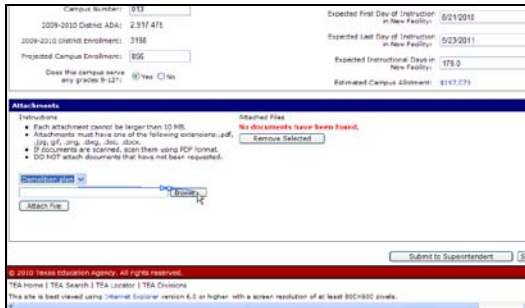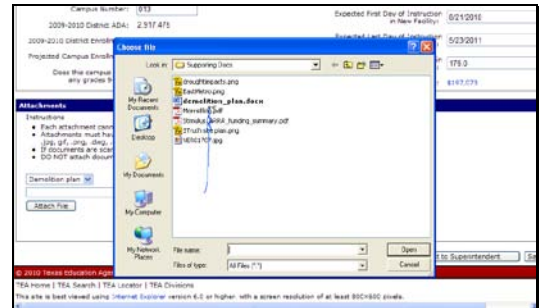

Slide 35

Slide 36

Slide notes: Select the correct file type for the first file you plan to upload. Note that each file must not be larger than 10 megabytes. 10 megabytes is very roughly equal to 10 medium-resolution JPGs or PNGs or one 30-page document with graphics.

If you attempt to upload a file that is larger than 10 megabytes, you may receive a system error and lose any unsaved changes.

Slide 37

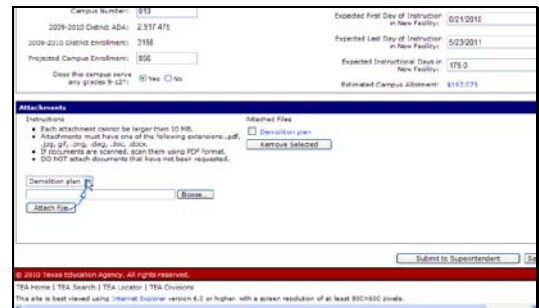Slide notes: Click Browse to navigate to the Demolition Plan on your local drive.

Slide 38

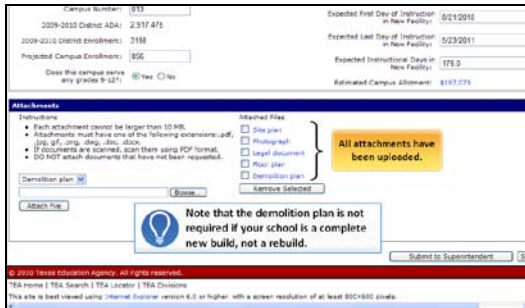Slide notes: Double-click the demolition plan.

Slide 39

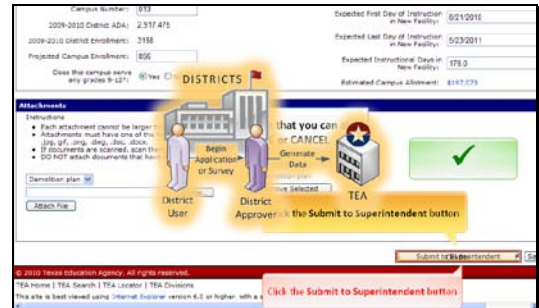Slide notes: When you have selected the correct file, click Attach File.

Slide 40

Slide notes: In real life, you would repeat for remaining file types.
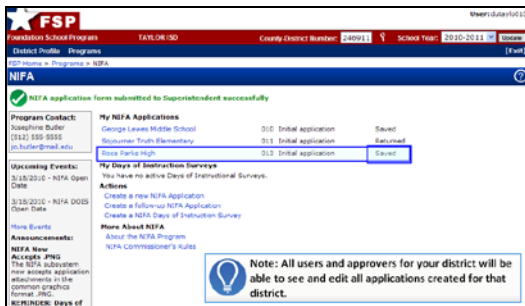
Slide 41

Slide notes: Note that the demolition plan is not required if your school is a complete new build, not a rebuild.
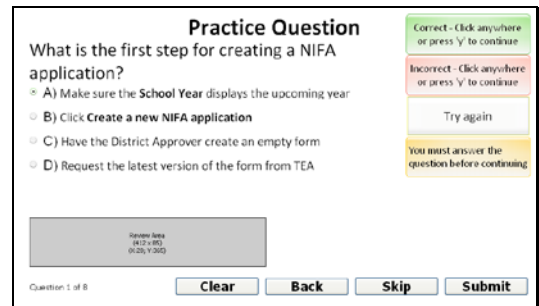

Slide 42

Slide notes: Once you have completed the form, you can submit the application to the district approver. If you are the district approver, you can submit the application directly to TEA at this point.

Note that you could also click *Save* to save your application without submitting it, or *Cancel* to discard all changes since your last save and return to the NIFA main page.
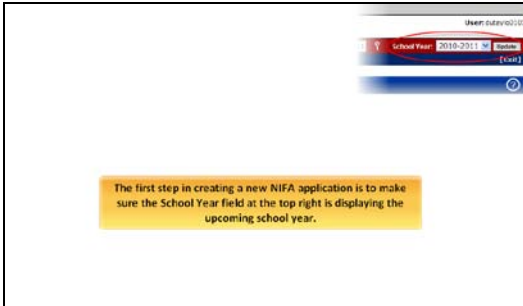

Slide 43

Slide notes: Your saved or submitted application now appears on the NIFA main page. Its status will only change to "Submitted" when the district approver submits it to TEA. Note that all district users and approvers for your district will be able to see and edit all applications created for that district.
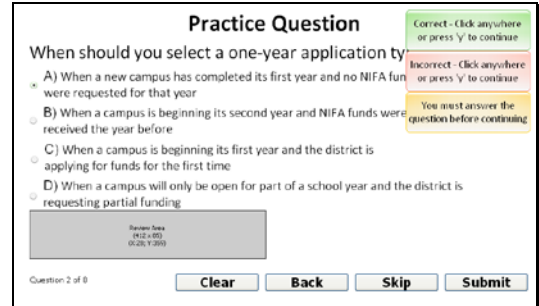

Slide 44

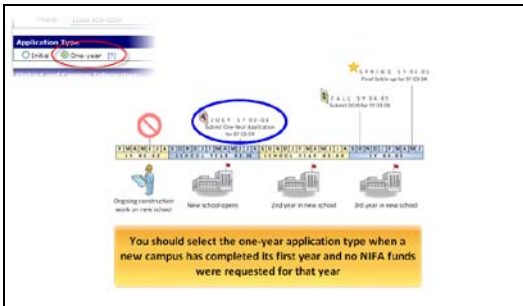Slide notes: What is the first step for creating a NIFA application?

Slide 45

Slide notes: The first step in creating a new NIFA application is to make sure the School Year field at the top right is displaying the upcoming school year.
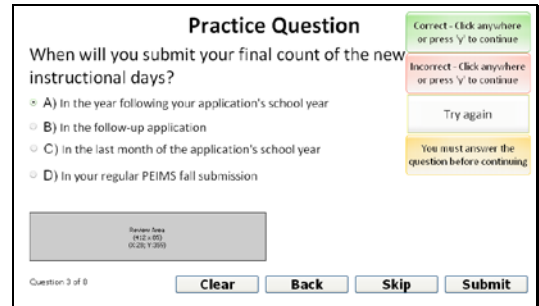

Slide 46

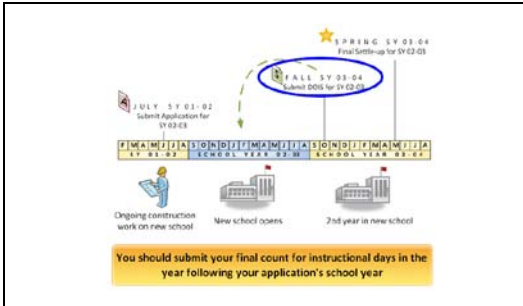Slide notes: When should you select a one-year application type?

Slide 47

Slide notes: You should select the one-year application type when a new campus has completed its first year and no NIFA funds were requested for that year

Slide 48

Slide notes: When will you submit your final count of the new campus's instructional days?

Slide 49

Slide notes: You should submit your final count for instructional days in the year following your application's school year

Slide 50

Slide notes: What is proration?

Slide 51

Slide notes: Proration is the reduction of district allotments so that their total equals the available NIFA funds

Slide 52

Slide notes: Individual files to be attached can be no larger than...
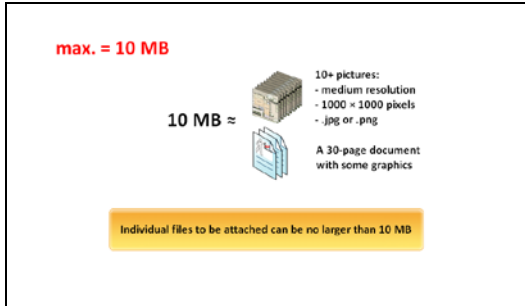
Slide 53

Slide notes: Individual files to be attached can be no larger than 10 MB

Slide 54

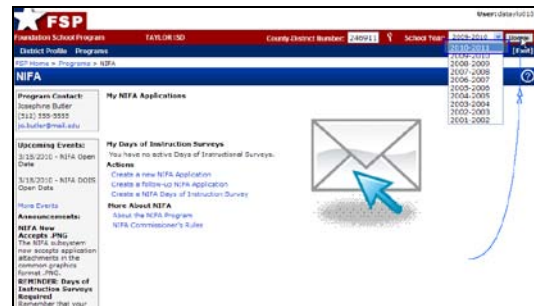Slide notes: District Approver:

Views History

Makes Edits

Views & Deletes attachments
Submits Application

Slide 55

Slide notes: Generally, the district approver reviews and submits the application after it has been completed by the district user. However, the approver is able to initiate, complete, and submit an application without any help from the district user; *and* a user can perform all of the review and edit functions we are about to discuss *except* for final submission to TEA.

Slide 56

Slide notes: The district approver receives an email notification when an application is submitted.

Once the district approver opens NIFA, the first task is to make sure that the subsystem is in the right year. Remember that applications are for the upcoming year.
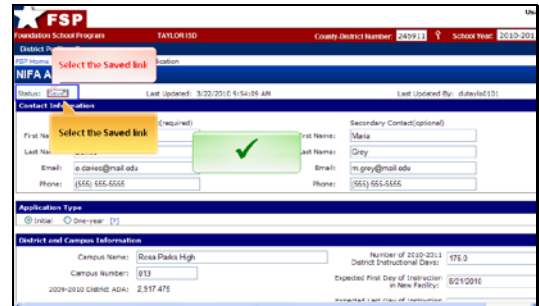
Slide 57

Slide 58

Slide notes: The page refreshes with the 2010-2011 data. Select the application that was submitted to you: in this case, Rosa Parks High.
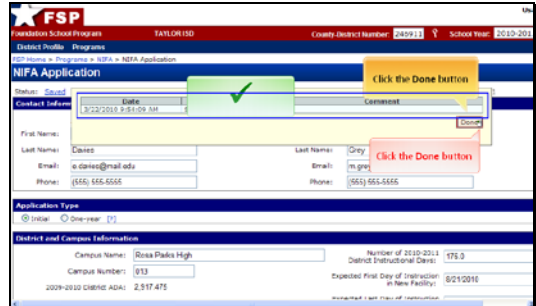

Slide 59

Slide 60

Slide notes: You may wish to check the application's History before you review it. The Status field at the top of the page tells you the application's current status, (Saved). Click saved for more details.
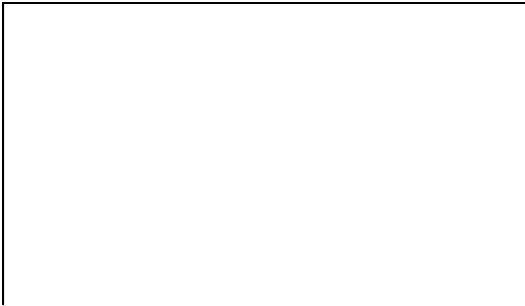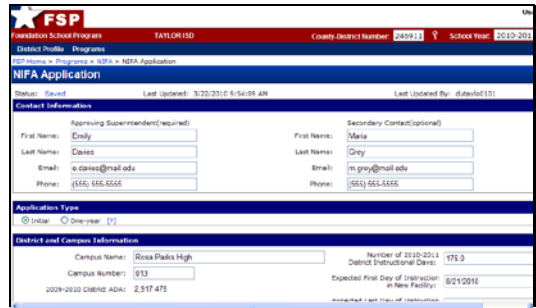
Slide 61

Slide 62

Slide notes: The History window appears.

Since this is a new application, it only shows that it was saved by its original author. If it had been submitted and returned for edits, that information would appear here as well. When you have finished reviewing the history, click Done.

Slide 63

Slide 64

Slide 65

Slide 66

Slide notes: Review the information that the district user entered. You can make any desired corrections, like updating the secondary contact person.

Slide 67

Slide 68

Slide 69

Slide 70

Slide 71

Slide 72

Slide notes: You should review all of the attachments. Click each link in the "Attached Files" list to open it in the appropriate application on your local drive.
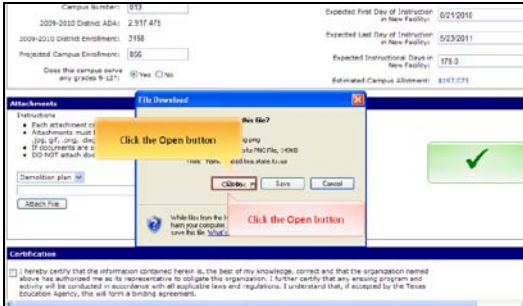
Slide 73

Slide 74

Slide notes: The appropriate application opens.
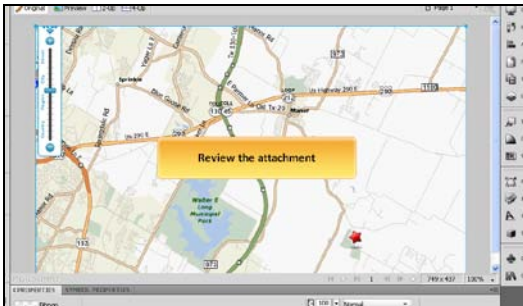
Slide 75

Slide notes: Review the attachment.
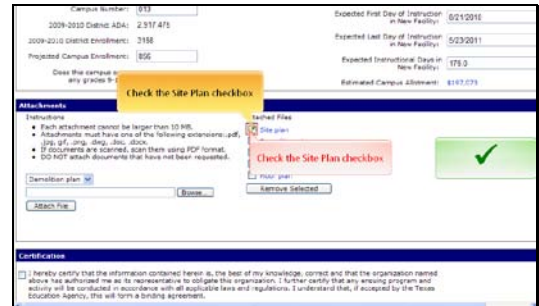
Slide 76

Slide notes: If an attachment needs editing or needs to be replaced, you must first remove it. Put a check in that file's checkbox,...

Slide 77

Slide notes: ...and click Remove Selected.

Slide 78

Slide notes: Be sure to upload another file to replace the removed file. All attachment types are required except for the demolition plan: complete new builds do not require a demolition plan.

Slide 79

Slide 80

Slide 81

Slide 82

Slide 83

Slide 84

Slide notes: Once you have finished reviewing the entire application, you can certify it and submit it to TEA.

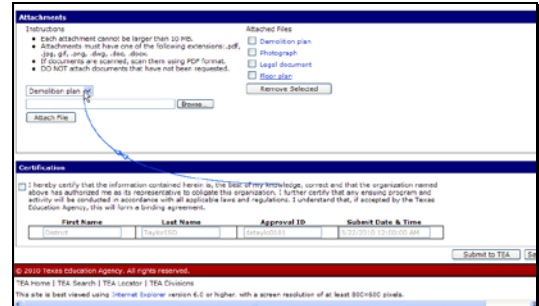Certifying the application means, verifying on your own responsibility that the information is correct; agreeing to abide by relevant regulations; and recognizing that the application constitutes a binding agreement.
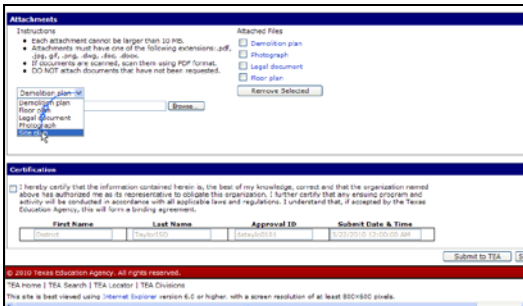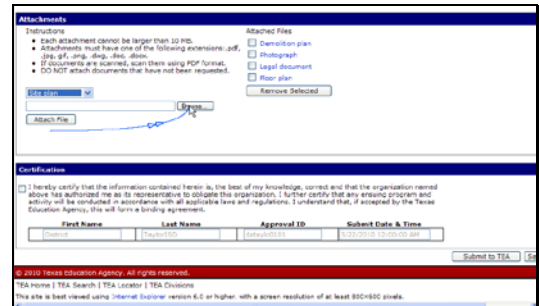
Slide 85

Slide 86

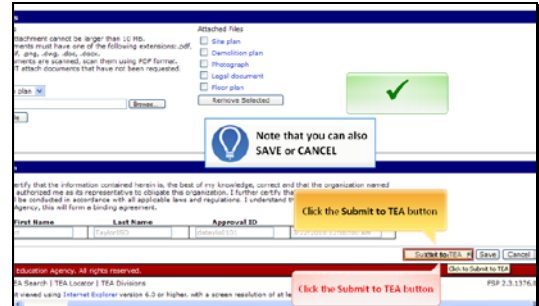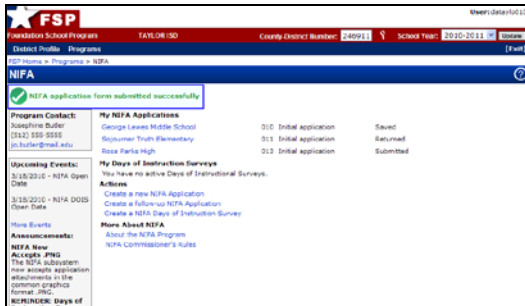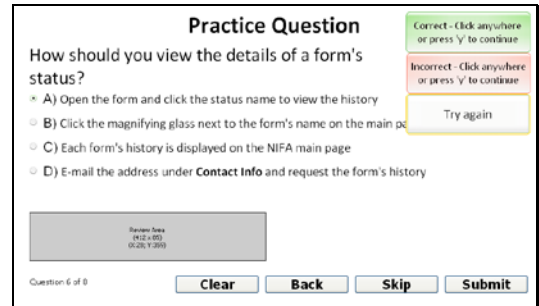Slide notes: Finally, to submit the verified application, click Submit to TEA. Note that you can always save your work and return to it later without submitting, or you can cancel to clear out all changes made since the last save.
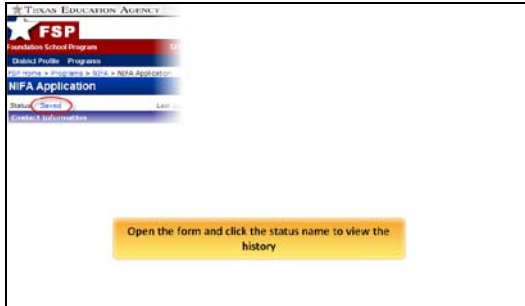

Slide 87

Slide notes: When you submit to TEA, you will be returned to the main NIFA page, where you will receive a confirmation message.
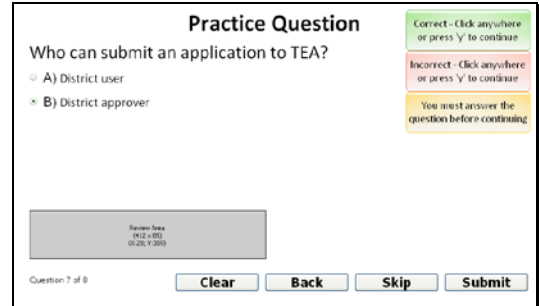

Slide 88

Slide notes: How should you view the details of a form's status?

Slide 89
Slide notes: Open the form and click the status name to view the history
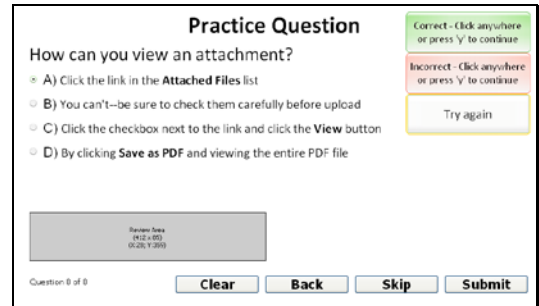

Slide 90
Slide notes: Who can submit an application to TEA?

Slide 91
Slide notes: Only the District Approver can submit forms to TEA

Slide 92
Slide notes: How can you view an attachment?

Slide 93

Slide notes: You can view an attachment by clicking its name under Attached Files.

Slide 94

Slide notes: Congratulations! You have completed the Create an Application part of the FSP NIFA training module. You learned how to…

Create an application,

Upload attachments,

As a district user, submit to the district approver,

View History,

View and delete attachments, and

As a district approver, submit to TEA.

To continue this module, return to the training home page and select the next part.