

In order to upload the grant review documentation, you will need to go to your specific grant in DOS Grants.

Log in to DOS Grants at <https://dosgrants.com/>

From the homepage, select the tab 'Grants' at the top of the page, then select *My Grants*.

The screenshot shows the DOS Grants website dashboard. At the top, there is a navigation bar with the Florida Department of State logo and the DOS GRANTS logo. The navigation menu includes Home, Account, Organization, Grants, Administration, Search, and Help. The Grants menu is expanded, showing options like Apply for Grant, Assign Content Reviews, Assign Eligibility Reviews, Division Application Queue, Division Review Queue, My Organization Applications, My Assigned Applications, My Grants, My Reviews, Payment, Contracts, and My Progress Report Reviews. A yellow arrow points to the Grants menu, and another yellow arrow points to the My Grants option in the dropdown.

The main content area is titled "My Dashboard" and contains a "Notifications" section. The notifications are listed in a table with columns for Select, Grant Number, Title, Description, and Date. There are four notifications listed, all dated 04/07/2020. A "Remove" button is located at the bottom left of the notifications table.

On the right side of the dashboard, there are three sections: "Associated Organizations" (Division of Library and Information Services with a warning to update the DUNS number), "Upcoming Events", and "Messages".

Below the notifications, there is a "My Assignments" section. It shows a dropdown menu for the user "Nicholson, Jennifer" and a table with columns for Assignments and #. The table lists five categories: Applications, Reviews, Grants, Progress Reports, and Change Requests, all with a count of 0.

Select	Grant Number	Title	Description	Date
<input type="checkbox"/>	21.I.si.000.072	Florida Memory Program	Application Number 21.I.si.000.072 has a Request for Information	04/07/2020
<input type="checkbox"/>	21.I.si.000.073	State Library Services	Application Number 21.I.si.000.073 has a Request for Information	04/07/2020
<input type="checkbox"/>	21.I.si.000.070	Library Data and Statistics	Application Number 21.I.si.000.070 has a Request for Information	04/07/2020
<input type="checkbox"/>	21.I.si.000.069	Leadership Development and Recruitment	Application Number 21.I.si.000.069 has a Request for	04/07/2020

Assignments	#
Applications	0
Reviews	0
Grants	0
Progress Reports	0
Change Requests	0

Find the applicable grant and click on the *Details* button.

The screenshot shows the top portion of a web browser window. The address bar displays 'https://dosgrants.com/GrantRecord'. The header includes the Florida Department of State logo and navigation links for Cultural Affairs, Elections, Historical Resources, and Library and Information Services. A dark blue navigation bar contains the 'DOS GRANTS' logo and a menu with items: Home, Account, Organization, Grants, Panels, Reports, Administration, Search, and Help. On the right side of this bar, there is a user profile section with the text 'Welcome jennifer.nicholson@dos.myflorida.com Role: DOS Division Admin' and a 'Log Out' button.

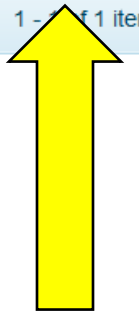
## My Grants

Enter Grant Number, Organization Name, Project Name, Program or Program Assigned Number:

Drag a column header and drop it here to group by that column

Grant Number	Project Number	Grant Name	Program	Organization	Award Amount	Status	Actions
21.1s.000.061	20-LSTA-C-05	TBLC Regional Continuing Education	Library Services and Technology Act	Tampa Bay Library Consortium	\$220,000	Funded	<a href="#">i Details</a>

50 items per page 1 - 1 of 1 items



Ron DeSantis, Governor  
Laurel M. Lee, Secretary of State

### Florida Department of State

Phone: (850) 245-6500

Questions or comments? [Contact Us](#) | [SiteMap](#)

DOS Grants is supported by funds from the State of Florida and federal funds provided by a Library Services and Technology Act grant from the Institute of Museum and Library Services.

R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

The *Grant Records Detail* page will appear. On the top right of the page, click *Activity Log*.

**FLORIDA DEPARTMENT OF STATE** | Cultural Affairs | Elections | Historical Resources | Library and Information Services

Home Account Organization Grants Panels Reports Administration Search Help

Welcome  
jennifer.nicholson@dos.myflorida.com  
Role: DOS Division Admin  
Log Out

## Grant Record Details - 21.I.Is.000.061

View Application Grant Status **Activity Log** Return to My Grants

### Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Payment Address	Amount Paid	Grant Period	Award Amount
21.I.Is.000.061	59-2410156	TBLC Regional Continuing Education	20-LSTA-C-05	Tampa Bay Library Consortium		\$55,000.00	07/01/2020 - 09/30/2021	\$220,000.00

### Payments

[Request Payment](#)

Type of Payment	Payment	Invoice	ATTN	Payment Status	Date of Request	Invoice Period Begin Date	Invoice Period End Date	Date Request Approved	Date Paid	Payment Amount	Actions
Fixed Price	1	1211061		Paid	11/18/2020	10/01/2020	11/18/2020	11/19/2020	12/08/2020	\$55,000.00	<a href="#">View</a>
Fixed Price	2	2211061		Approved	01/08/2021	11/19/2020	01/08/2021	01/15/2021		\$55,000.00	<a href="#">Manage Request</a>

### Change Requests

[Add Change Request](#)

Change Request #	Submitted Date	Last Modified By	Modified Date	Status	Actions
------------------	----------------	------------------	---------------	--------	---------

### Agreements and Amendments

Amendment #	Submitted Date	Last Modified By	Modified Date	Status	Actions
-------------	----------------	------------------	---------------	--------	---------

### Progress Reports

Progress Report Type	Due Date	Submitted Date	Last Modified By	Modified Date	Status	Actions
----------------------	----------	----------------	------------------	---------------	--------	---------

In *Activity Log* you will see documents and notes regarding your grant.

Activity Log

https://dosgrants.com/Project/ActivityLog?gid=7262

FLORIDA DEPARTMENT OF STATE

Cultural Affairs | Elections | Historical Resources | Library and Information Services

DOS GRANTS

Home Account Organization Grants Panels Reports Administration Search Help

Welcome  
jennifer.nicholson@dos.myflorida.com  
Role: DOS Division Admin

Log Out

## Activity Log

Application Number: 21.I.Is.000.061

Project Name: TBLC Regional Continuing Education

Organization Name: Tampa Bay Library Consortium

[View Application](#)

Activity Type	Title/Subject	Created By	Date and Time
Payment Request Approved	Payment is Approved for 21.I.Is.000.061	David Beach	Friday, January 15, 2021 5:21 PM
Upload	Executed Agreement	Jennifer Nicholson	Wednesday, January 13, 2021 11:01 AM
Payment Request Email	Payment Request Submitted	Kelly McDonald	Friday, January 8, 2021 12:29 PM
Upload	NOGA	Jennifer Nicholson	Monday, December 21, 2020 5:40 PM
Upload	Email Notice of Grant Payment Via EFT 20-LSTA-C-05	Jennifer Nicholson	Tuesday, December 8, 2020 6:03 PM
Payment Request paid	Payment is Paid for 21.I.Is.000.061	Thomas Atkinson	Tuesday, December 8, 2020 8:36 AM
Upload	Funded Letter	Jennifer Nicholson	Thursday, December 3, 2020 12:39 PM
Payment Request Approved	Payment is Approved for 21.I.Is.000.061	David Beach	Thursday, November 19, 2020 1:10 PM
Payment Request Email	Payment Request Submitted	Kelly McDonald	Wednesday, November 18, 2020 10:31 AM
Application status changed to Eligible	Application status changed to Eligible	David Beach	Monday, March 23, 2020 3:03 PM
Application Assigned For Review	Application Assigned	David Beach	Monday, March 23, 2020 12:45 PM
Application Submitted	Application Submission	Jim Walther	Monday, March 16, 2020 3:57 PM
Application Started	Application Created	Kelly McDonald	Friday, February 14, 2020 10:21 AM



1 - 13 of 13 items

Activity Type

Scroll down to the very bottom of the *Activity Log* page in the section underneath the entries.  
You will be able to upload your grant review information in this section.

The screenshot shows a web browser window with the URL <https://dosgrants.com/Project/ActivityLog?gid=7262>. The main content is a table with three rows of activity log entries. A yellow arrow points to the bottom of the table, specifically to the pagination controls showing '1 - 13 of 13 items'. Below the table is a form for creating a new activity entry. The form includes a dropdown for 'Activity Type' set to 'Message', a text input for 'Title/Subject', and a rich text editor for 'Notes'. Below the notes field is a 'Select files...' button. At the bottom of the form are 'Create' and 'Go Back' buttons.

Application Assigned For Review	Application Assigned	David Beach	Monday, March 23, 2020 12:45 PM
Application Submitted	Application Submission	Jim Walther	Monday, March 16, 2020 3:57 PM
Application Started	Application Created	Kelly McDonald	Friday, February 14, 2020 10:21 AM

Activity Type: Message

Title/Subject:

Notes: 

Format **B** *I* U [List Icons] [Link Icon] [Image Icon] [Grid Icon]

Select files...

Create Go Back

Ron DeSantis, Governor  
Laurel M. Lee, Secretary of State

**Florida Department of State**  
Phone: (850) 245-6500  
Questions or comments? [Contact Us](#) | [SiteMap](#)

DOS Grants is supported by funds from the State of Florida and federal funds provided by a Library Services and Technology Act grant from the Institute of Museum and Library Services.

R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

Under Activity Type, select 'Upload' and under Title/Subject write "Grant Review."  
Upload all required grant review files by clicking on the *Select files...* button.

The screenshot displays the 'Activity Log' interface in a web browser. At the top, a table lists activity entries. Below the table, the 'Activity Type' dropdown is set to 'Upload', and the 'Title/Subject' field contains 'Desk Audit'. A yellow arrow points to the 'Upload' selection. Below these fields is a rich text editor for 'Notes'. At the bottom, a file upload area shows a 'Select files...' button with a yellow arrow pointing to it, and a file named 'Desk Audit Example Document.docx' (11.20 KB) is listed. 'Create' and 'Go Back' buttons are at the bottom left.

Activity Type	Title/Subject	User	Date
Application Submitted	Application Submission	Jim Wainner	Monday, March 16, 2020 3:37 PM
Application Started	Application Created	Kelly McDonald	Friday, February 14, 2020 10:21 AM

Activity Type: Upload

Title/Subject: Desk Audit

Notes: [Rich text editor]

Select files... [Yellow arrow pointing to button]

Desk Audit Example Document.docx (11.20 KB)

Create Go Back



Ron DeSantis, Governor  
Laurel M. Lee, Secretary of State

Florida Department of State

Phone: (850) 245-6500

Questions or comments? [Contact Us](#) | [SiteMap](#)

DOS Grants is supported by funds from the State of Florida and federal funds provided by a Library Services and Technology Act grant from the Institute of Museum and Library Services.

R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

Click the *Create* Button at the bottom of the page to submit the documentation into the *Activity Log*. You will see the new entry appear at the top of the page. Click the arrow next to Activity Type at the top of the page to view the files.

Activity Type	Title/Subject	User	Date
Application Submitted	Application Submission	Jim Wainner	Monday, March 16, 2020 3:37 PM
Application Started	Application Created	Kelly McDonald	Friday, February 14, 2020 10:21 AM

1 - 13 of 13 items

Activity Type

Title/Subject

Notes

Format  **B** *I* U

Select files...

Desk Audit Example Document.docx 11.20 KB x