

IowaGrants Tutorial

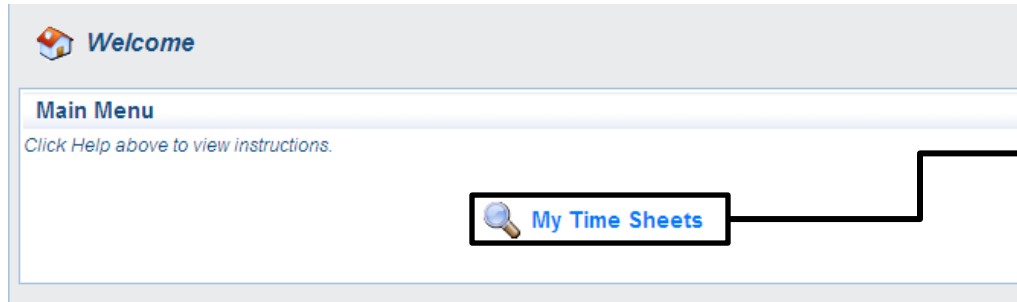
Requirements
Timesheet Access
Entering Hours
Direct Service Hours
Fundraising Hours
Training Hours
Submitting Hours
Great Stories
Quiz

Tracking your time
in IowaGrants

Requirements

- ❑ You must serve at least one (1) hour per month of service
- ❑ You must complete at least one (1) training hour per term
- ❑ Timesheets are due on the 5th of the following month.
 - EXAMPLE: April timesheets must be entered and submitted by May 5th.
- ❑ Training hours cannot exceed 20% of your total maximum service hours
 - EXAMPLE: A 300 hour term can serve no more than 60 hours on training.
- ❑ Fundraising hours cannot exceed 10% of your total maximum service hours
 - EXAMPLE: A 300 hour term can serve no more than 30 hours fundraising.
- ❑ Your service hours can only be associated with organizations listed on your position description
- ❑ You cannot serve more than any of the following:
 - 14 hours in one day
 - 60 hours in a week
 - 200 hours in a month
- ❑ You must submit your hours to the nearest 15 minutes where 15 minutes = 0.25 hours.
 - One (1) hour = 1.0
 - 45 Minutes = 0.75
 - 30 Minutes = 0.5
 - 15 Minutes = 0.25
 - EXAMPLE: 4 Hours and 15 Minutes = 4.25 hours

Timesheet Access



- 1 Login to IowaGrants
- 2 Click on My TimeSheets
- 3 Click on "View" for the month you wish to enter your service hours

11/04/2011	11/17/2011	Editing	View
11/18/2011	12/01/2011	Editing	View

TIMESHEET STATUSES

Editing or Correcting

You can edit your timesheet

Approved or Submitted

You cannot edit your timesheet

If you **need to edit your submitted timesheet** and you have a timesheet status of approved or submitted, please contact [the ICAP Program Director](#) or your supervisor.

Include the month you wish to edit in your email.

Entering Hours

lowaGrants.gov



Edit

4

Click on Edit

5

Enter Hours

Time Sheet

Day	Fund Raising	Training	Direct Service
08/26/2011	0	0	0
08/27/2011	0	0	0
08/28/2011	0	0	0
08/29/2011	0	0	0
08/30/2011	0	0	0
08/31/2011	0	0	0
09/01/2011	0	0	0
09/02/2011	0	0	0
09/03/2011	0	0	0
09/04/2011	0	0	0
09/05/2011	0	0	0
09/06/2011	0	0	0
09/07/2011	0	0	0
09/08/2011	0	0	0

You must submit your hours to the nearest 15 minutes where 15 minutes = 0.25 hours.

- One (1) hour = 1.0
- 45 Minutes = 0.75
- 30 Minutes = 0.5
- 15 Minutes = 0.25

EXAMPLE: 4 Hours and 15 Minutes = 4.25 hours

Direct Service Hours

Direct Service
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0

DIRECT SERVICE

Enter your service hours into direct service. This includes all capacity building activities.

You must submit your hours to the nearest 15 minutes where 15 minutes = 0.25 hours.

- One (1) hour = 1.0
- 45 Minutes = 0.75
- 30 Minutes = 0.5
- 15 Minutes = 0.25

EXAMPLE: 4 Hours and 15 Minutes = 4.25 hours

Fundraising Hours **MAX 10%**

Fund Raising
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0

FUNDRAISING

Enter your fundraising hours into fundraising. Your fundraising hours must not exceed 10% of your total hours.

Fundraising hours cannot exceed 10% of your total maximum service hours

EXAMPLE: A 300 hour term can serve no more than 30 hours fundraising.

Need more guidance?
Check out the [ICAP Fundraising Policy & Guidelines](#)

Training Hours **MAX 20%**

Training
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0

TRAINING

Enter your trainings hours into the training column. Your training hours must not exceed 20% of your total hours.

Training hours cannot exceed 20% of your total maximum service hours

EXAMPLE: A 300 hour term can serve no more than 60 hours on training.

Comments

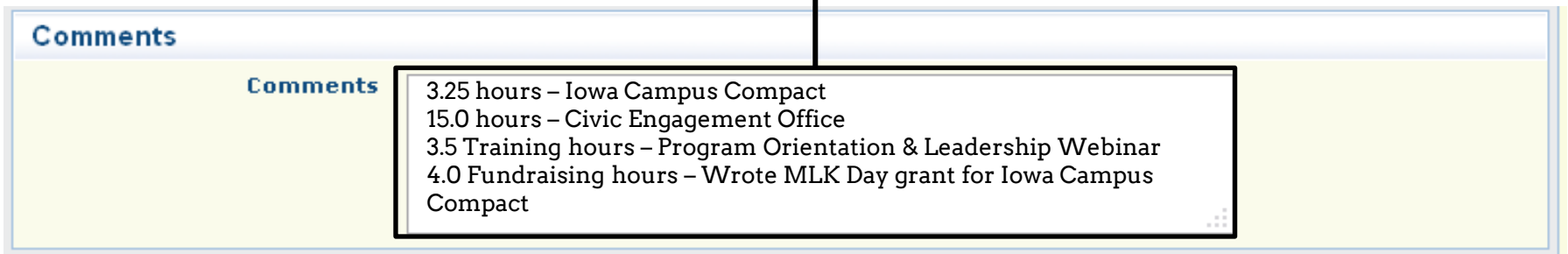
COMMENTS

Please complete the comments section using the following guidelines.

GUIDELINES

- List the total hours by **service site** as listed on their position description in the bottom most comment section.
- List the total hours and type of **training** they completed in this field.
- Briefly describe any **fundraising** activities and the corresponding service site if they performed if listing fundraising hours.

EXAMPLE



The image shows a screenshot of a 'Comments' form. The form has a light blue header with the word 'Comments' in a darker blue font. Below the header is a large yellow text area. A black-bordered box is overlaid on the text area, containing the following text: '3.25 hours – Iowa Campus Compact', '15.0 hours – Civic Engagement Office', '3.5 Training hours – Program Orientation & Leadership Webinar', and '4.0 Fundraising hours – Wrote MLK Day grant for Iowa Campus Compact'. A black line connects the 'EXAMPLE' text above to the top-left corner of the text box.

Comments

Comments

3.25 hours – Iowa Campus Compact
15.0 hours – Civic Engagement Office
3.5 Training hours – Program Orientation & Leadership Webinar
4.0 Fundraising hours – Wrote MLK Day grant for Iowa Campus Compact

Submitting Hours

lowaGrants.gov

Back | Print | Add | Delete | Edit | Save

6 Click on Save

7 Click Submit

page. Great Scores are typically (but not limited to) rating on them. Click "Add" and then copy/paste or file, and date. Program Directors will provide members with

100%

Submit

Your done!

Supervision	Other	Total	Comments
0	0	0.0	
0	0	0.0	

Submitting Hours

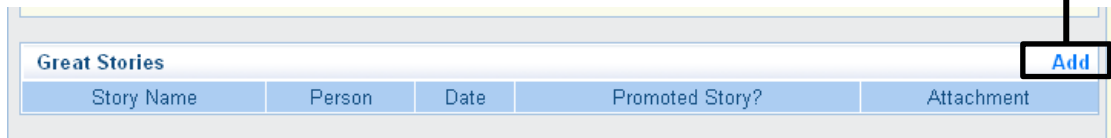
You agree to the following by clicking submit

By clicking submit, the member certifies that the time reported as program service, training and fundraising hours are true and correct and did not include any service activities prohibited by law, regulation or grant provisions. Further the member understands that a knowing and willful false statement on this form can be punished under federal law (Section 1001 of Title 18, USC).

Great Stories Optional

You have the option to submit a great story through IowaGrants system.

A great story is a reflection or short story about your service term.



The screenshot shows a table titled "Great Stories" with five columns: "Story Name", "Person", "Date", "Promoted Story?", and "Attachment". A blue "Add" button is located at the bottom right of the table, highlighted with a black box. A line connects this button to the instruction "1 Click Add to create a great story".

Story Name	Person	Date	Promoted Story?	Attachment
Add				

1 Click Add to create a great story

Great Stories Optional

The screenshot shows the Iowa Grants website interface. At the top, there is a navigation bar with the Iowa logo and the URL 'iowaGrants.gov'. Below this is a menu bar with options: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a black box. The main content area is titled 'Grant Tracking' and contains a 'Time Sheet' form. The form has three input fields: 'Story Name', 'Date', and 'Story'. The 'Story' field is a large text area. A 'Return to Top' link is located at the bottom right of the form area.

2 Enter all Information

3 Click Save

GREAT STORIES

Great Stories are meant to capture a great moment in your ICAP experience. We ask that you please include a description of how your service helped grow or sustain a program or event you were involved with.

IowaGrants Tutorial

Click here to take the ICAP
[Member Tutorial Quiz!](http://iowacollegeamericorps.weebly.com/member-quiz.html)

Or you can copy and paste the following link in your browser:
<http://iowacollegeamericorps.weebly.com/member-quiz.html>

- ✓ Requirements
- ✓ Timesheet Access
- ✓ Entering Hours
- ✓ Direct Service Hours
- ✓ Fundraising Hours
- ✓ Training Hours
- ✓ Submitting Hours
- ✓ Great Stories

Quiz