2016- 2017
South Dakota Tobacco Control Program [SD TCP]
Community/School Partnership Grant

Catalyst Walkthrough
September 19, 2016

APPLICATION DEADLINE: October 7, 2016 @ 5 pm Central Time

Catalyst is hosted by the SHPR Group. Technical Assistance for Catalyst is provided through the Catalyst Help Center (https://help.catalystserver.com), email (support@shpr.com), or by phone (770.935.0958).

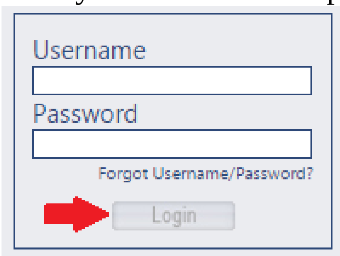
SD TCP Community/School Partnership Grant Application Timeline

2016-2017

September 19, 2016	**Grant Application Release**
September 23, 2016	**Submission Deadline for Questions** Questions for the Technical Assistance conference calls must be received by 5:00 p.m. Central Time
	Technical Assistance Conference Calls
September 27, 2016	9/227 @ 9:30 am Central Time
September 28, 2016	9/28 @ 1:30 pm Central Time
October 7, 2016	**Submission Deadline for Application** Grant applications must be submitted and finalized within Catalyst by 5:00 p.m. Central Time
November 1, 2016	**Tentative Award Notification** Applicants will be notified of funding decisions by email
November 1, 2016	Grant awards must be accepted by the grantee within Catalyst
November 1 2016 – May 31, 2017	**Grant cycle**
May 31, 2017	**Final reports due** All grant funds must also be expended

How to access Catalyst

1. Open web browser. Make sure your browser is the most recent version. Mozilla Firefox, Google Chrome, and Internet Explorer are all compatible with Catalyst.
2. Go to www.catalystserver.com
3. Enter your username and password. Click "Login" to log into Catalyst, as shown below.



If you are a new applicant and/or do not have a Username and Password for Catalyst, email DOH.info@state.sd.us with the subject line "Tobacco Grant Log-In" and include the following information in the body of your email:

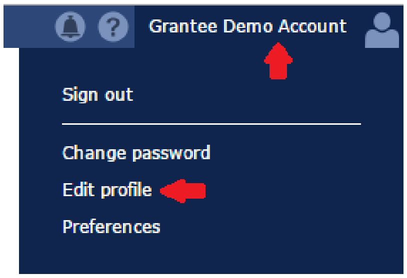
- First and last name
- Position/Title
- Email address
- Organization name
- Organization address
- Phone number

A representative from Catalyst will then email you a Catalyst username and temporary password with instructions on how to change your temporary password.

Edit Profile/Organization Information

Once you have logged into Catalyst, you will need to update your organization information and contact information.

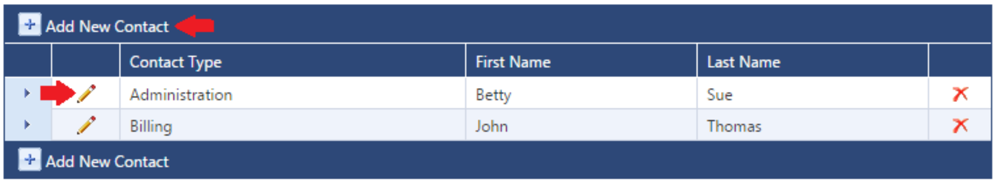
1. Click on your name next to the symbol of a person in the upper right corner of the page and click "Edit Profile."



2. Organization Information: Update all your organization fields and click the "Save" button. ***Note: This will update the information across all of Catalyst for your organization, NOT your personal information.***
3. Contacts: Update or add a new contact to include your personal information.

a. Add Contact: Click “Add New Contact,” complete the information, and click the blue checkmark to save.

b. Update Contact: Click pencil to edit your contact information, and click the blue checkmark to save.

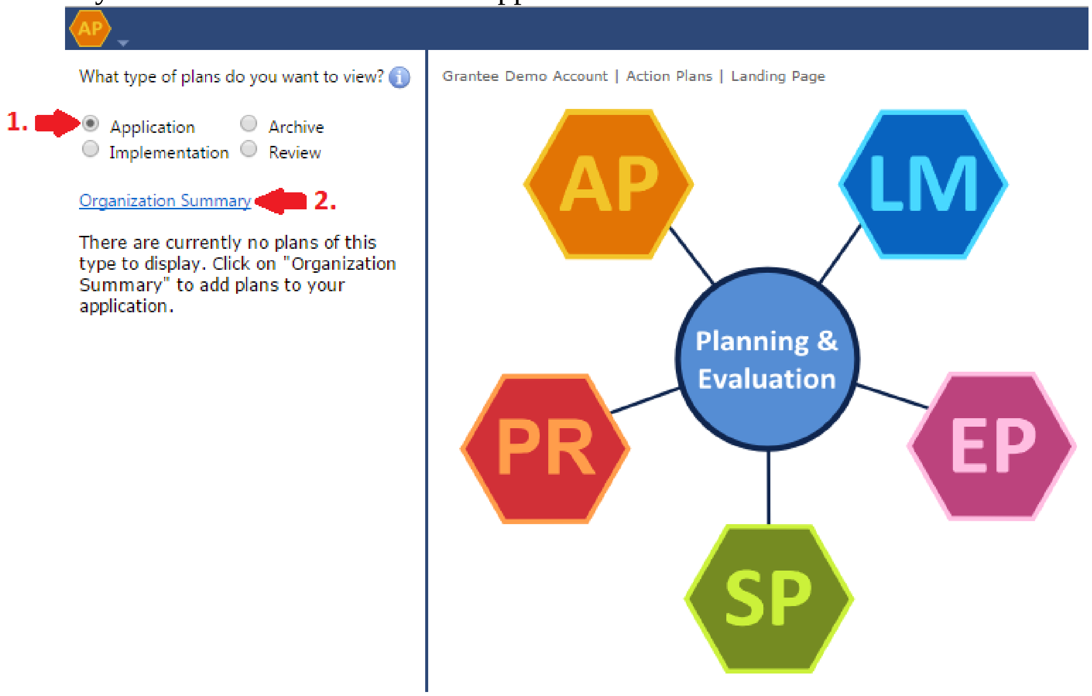


Adding the Grant Application

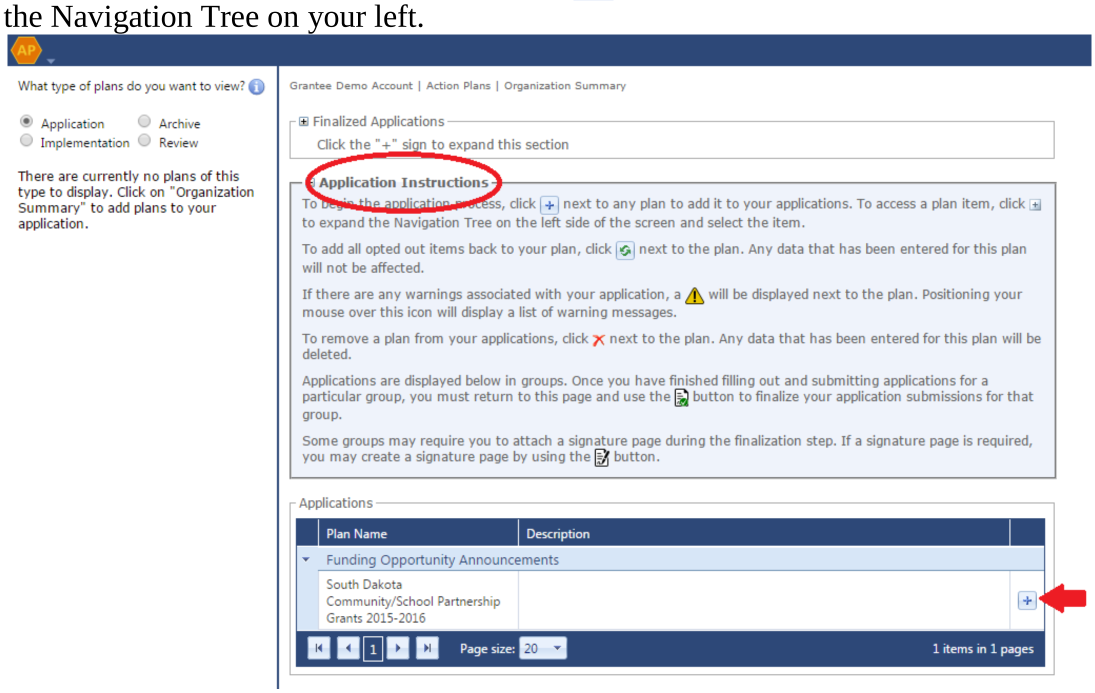
1. Click on the Home Menu icon in the upper left corner of the header.
2. Select the components under Planning & Evaluation Module, as shown below.

3. You are automatically directed to your Organization Landing Page. By default, plans in the Implementation phase are shown in your Navigation Tree on the left. If there are not any plans shown, then you do not have any plans currently in the Implementation Phase.

4. Select the "Application Phase" radio button and then click on the "Organization Summary" link to access the available applications.



5. On the Organization Summary Page you can add applications to your organization. Please make sure you read the Application Instructions, as they provide guidance for the Application Section.
6. The Application Section is where all the available applications are listed. To add a new application, click the "Add To Application" button. The application will appear in the Navigation Tree on your left.



7. The newly added application will appear in the navigation tree to the left. Plans you have selected to apply for have the "Reset Application" button, "Abandon Application" button and the "Print" button.

Steps to Completing your Application

Once you have selected a plan to apply for, you will need to take the following four steps before submitting and finalizing the application.

Step 1 - Build your application

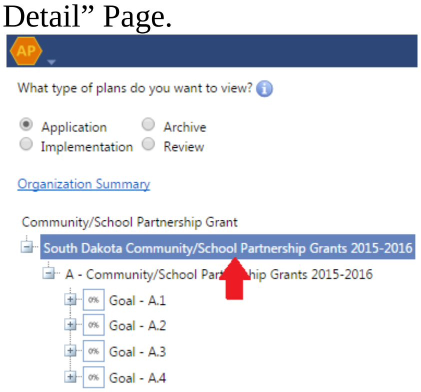
Step 2 - Provide responses to all items in the Catalyst Online Application Form

Step 3 - Attach a budget

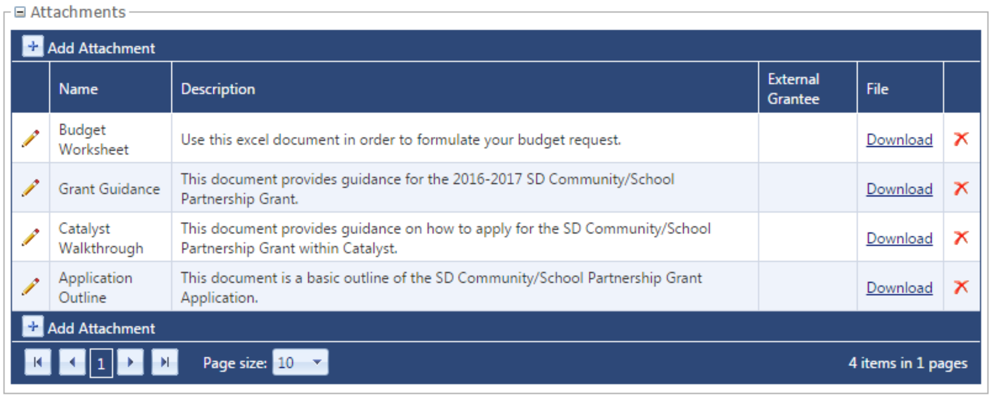
Step 4 - Attach all Required Supporting Information, as described in the Grant Guidance

Guidance for your application can be found on the "Plans Detail Page" under the Attachment Section.

1. Click on the name of the application in the Navigation Tree to be directed to the "Plan Detail" Page.



2. Scroll down to the “Attachment Section” and click the “Download” to view the guidance.



Attachments

Add Attachment

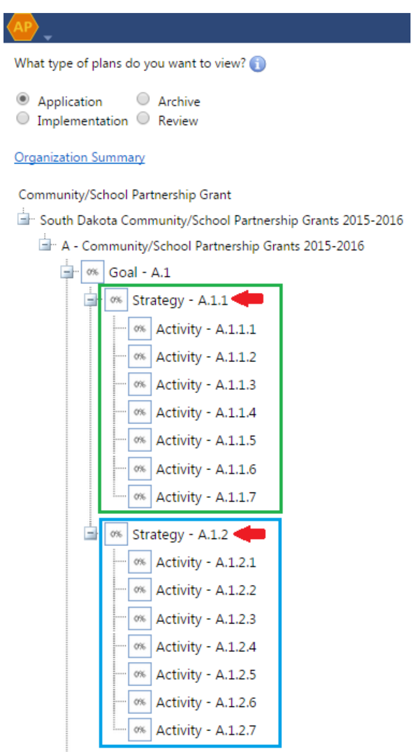
	Name	Description	External Grantee	File	
	Budget Worksheet	Use this excel document in order to formulate your budget request.		Download	
	Grant Guidance	This document provides guidance for the 2016-2017 SD Community/School Partnership Grant.		Download	
	Catalyst Walkthrough	This document provides guidance on how to apply for the SD Community/School Partnership Grant within Catalyst.		Download	
	Application Outline	This document is a basic outline of the SD Community/School Partnership Grant Application.		Download	

Add Attachment

1 Page size: 10 4 items in 1 pages

Step 1 - Build your Application

The application contains four Goal Areas. You need to select at least one Strategy under each Goal Area for your application. For more clarification, see the “Grant Guidance” in the Application Guidelines section on page 3. When you a select a Strategy, you will be required to work on the Activities listed under that Strategy, unless otherwise noted. For example, under Goal A.1 you need to select at least one of the two strategies indicated by the red arrow below. When you select a Strategy, the activities are tied to that Strategy, as shown below in the green and blue boxes. (**Note: Under Goal Area 4, applicants must select at least one activity that is specific to a priority population. The activity must focus on a priority population beyond youth/young adults. For example, you could work with youth/young adults who use spit tobacco.)**



There are a few Strategies where there is an Optional Activity; however, the other activities listed in that Strategy are required. If the Activity description within Catalyst states that it is optional, you may choose to either "Opt Out" of the Activity or keep it in your application.

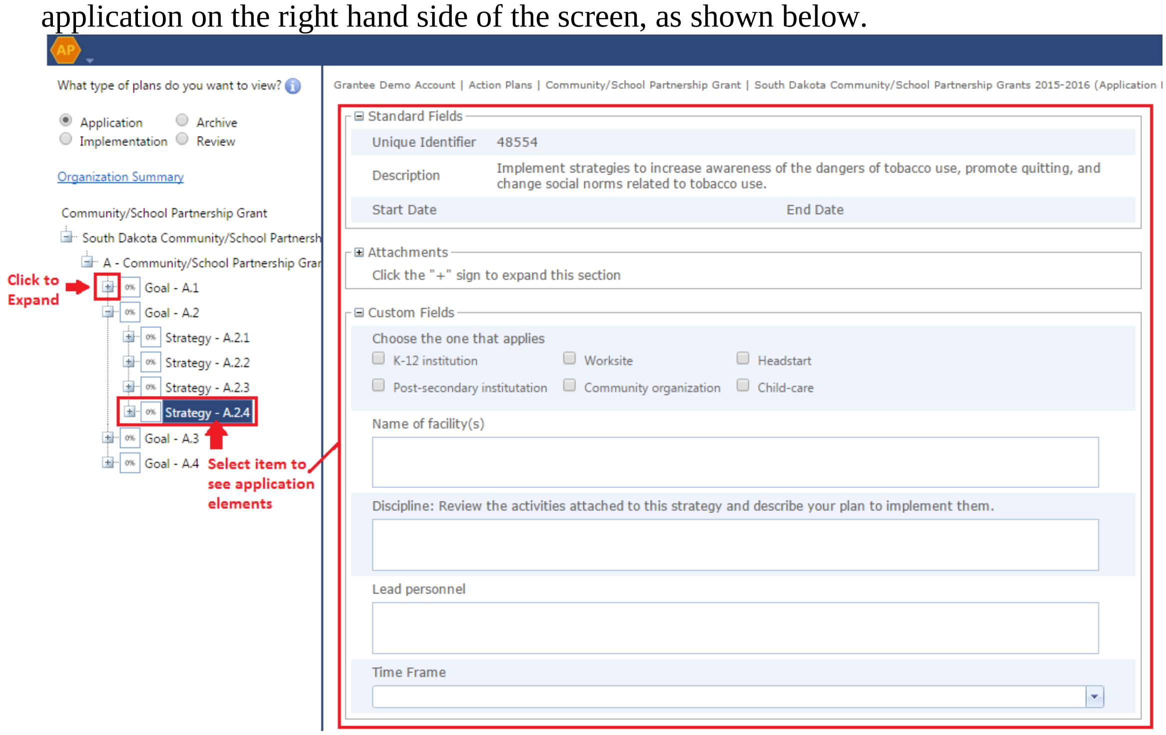
ID	Description
A.2.2.1	Provide South Dakota QuitLine educational resources
A.2.2.2	Educate staff on the South Dakota QuitLine and how to refer their patients.
A.2.2.3	Optional: Provide Quit Kits

The Activities that are optional are listed below:

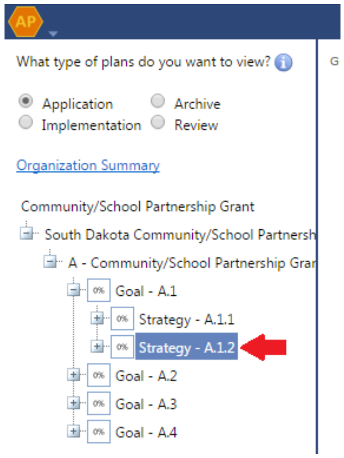
- A.2.2.3
- A.2.3.3
- A.2.4.3
- A.2.4.4
- A.3.1.3
- A.4.1.3
- A.4.1.4
- A.4.2.3

To beginning building your application follow the process below.

1. You can expand the items in your navigation tree by clicking ⊞. By expanding the items, you will be able to see all items of the application/plan. Items in a plan have a status box 0% next to them. Clicking on the item will allow you to see elements of that item for the application on the right hand side of the screen, as shown below.



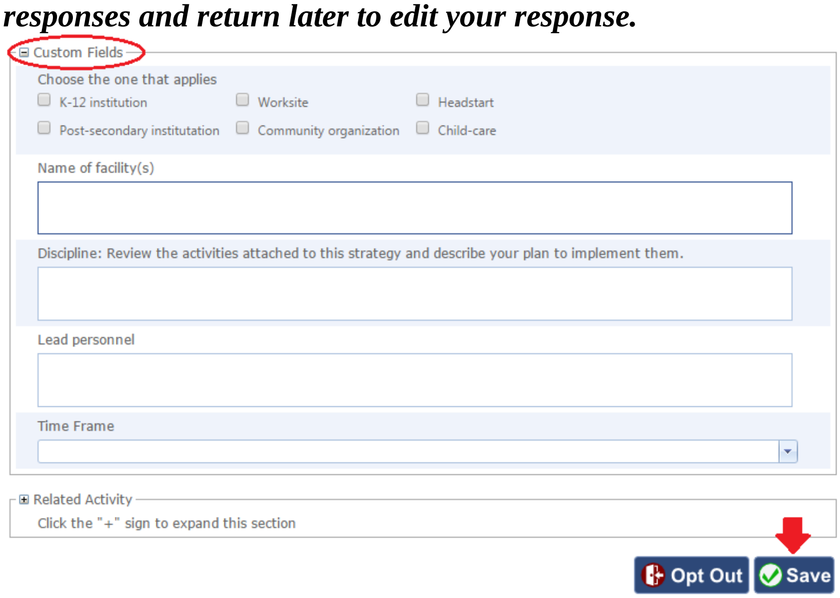
After you have reviewed the application, click on the Strategy in the Navigation Tree you **DO NOT** want to include in your application.



2. To remove a Strategy from your application, click on the  button on the bottom right hand side of screen. ***Note: Make sure you have selected the correct Strategy you wish to remove from your application.*** If you need to restore items that you "Opt Out" of, click the refresh button on the Organization Summary Page.
3. Once you have opted out of the Strategies you **DO NOT** wish to include in your application you are ready to move to the next step.

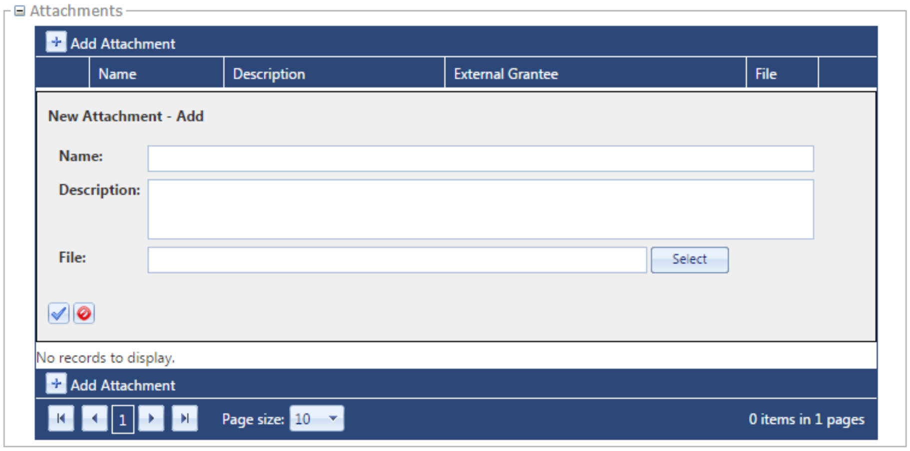
Step 2 - Providing responses to items

1. Elements that the applicant/grantee will need to fill out will be provided in the Grant Guidance supplied by the Tobacco Control Program. Type in any information that is requested in the Custom Fields section. Make sure you complete all the fields for your application. Click "Save" at the bottom of the item. ***Note: You are able to save your responses and return later to edit your response.***



Step 3 - Attach a Budget

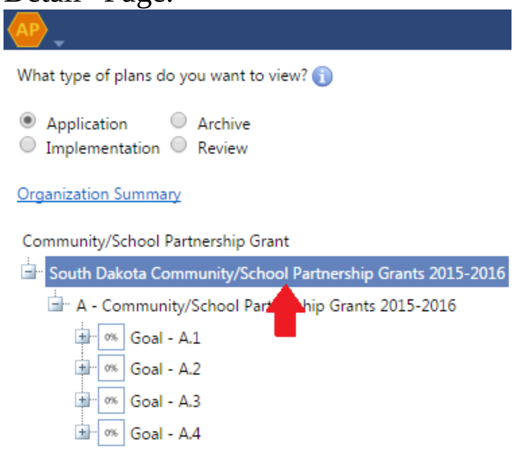
1. Using the excel template provided, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve strategies selected. Partnerships may request to use up to 10% of their grant award to cover ancillary costs such as meeting expenses and educational incentive items. **Provide detailed justification for the amount of stipend requested.** Travel expenses related to TCP sponsored trainings such as the Spring Tobacco Control Institute will be reimbursed directly by the Tobacco Control Program and do not need to be included in your budget request.
2. **The Budget Worksheet must be uploaded to the "Attachment" section of the Catalyst "Application Submission" page.**



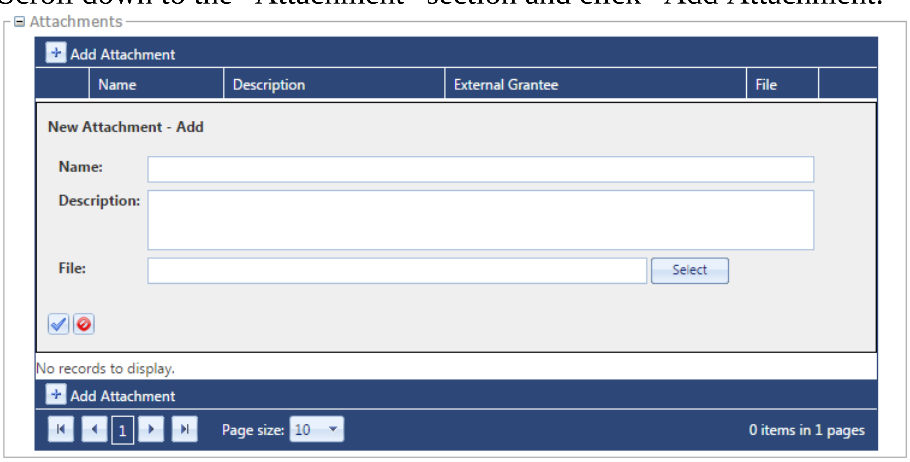
Step 4 - Attachments: Required Supporting Information

As highlighted in the Grant Guidance, you will need to include all Required Supporting Information and upload it as **one** PDF Attachment in order for the application to be considered acceptable. For more clarification, see page 6 of the Grant Guidance document.

1. Click on the name of the application in the Navigation Tree to be directed to the "Plan Detail" Page.



2. Scroll down to the "Attachment" section and click "Add Attachment."



3. Type in the Name and Description of the item to be attached. Click Select to select the document to upload and attach. When the document has been uploaded, click ☑ to save the attachment.

Review your application

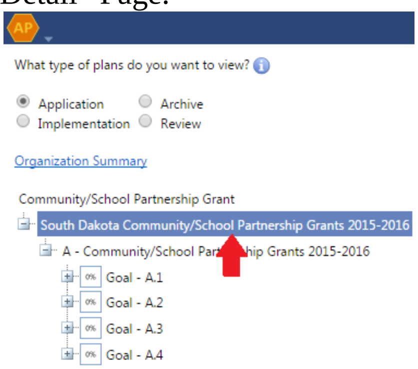
Once you completed all steps, you should to review your entire application and each step to make sure your application is complete before you submit. The steps are listed again below.

Step 1 - Build your application
Step 2 - Provide responses to all items in the Catalyst Online Application Form
Step 3 – Attach a budget
Step 4 - Attach all Required Supporting Information, as described in the Grant Guidance

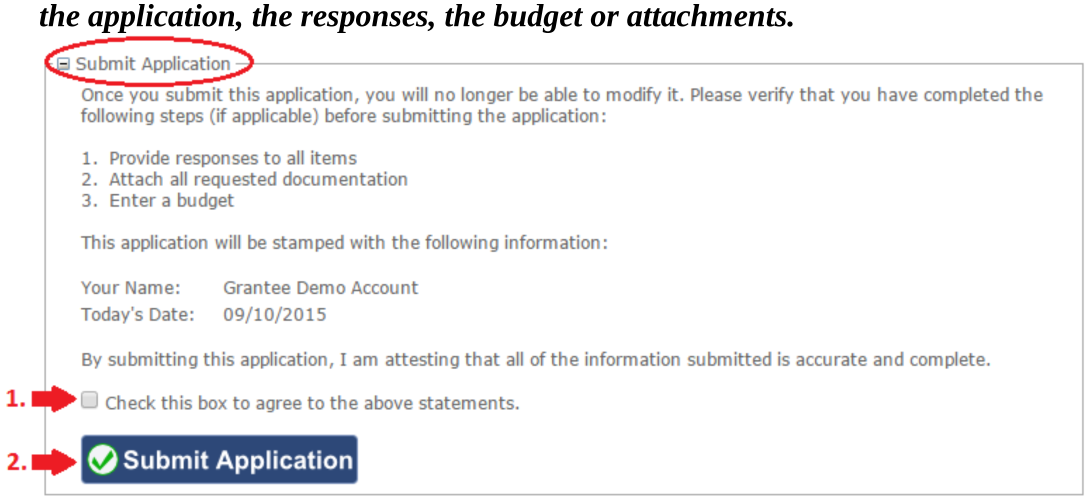
Submit your application

After verifying that your application is complete according to Grant Guidance, you can submit your application.

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.



2. Under the Submit Application section on the left side of your screen, carefully read the instructions. ***Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget or attachments.***

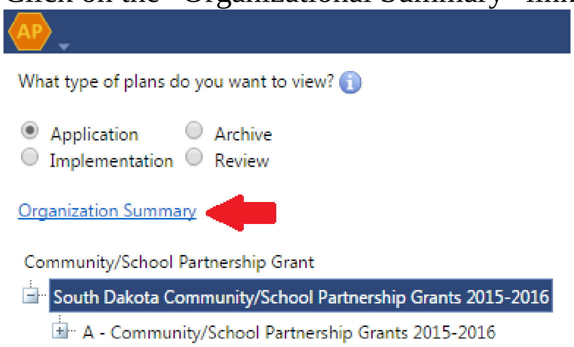


3. If you can attest that all the information in the application to be submitted is accurate and complete, check the box and click **Submit Application**. ***Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget, or attachments.***

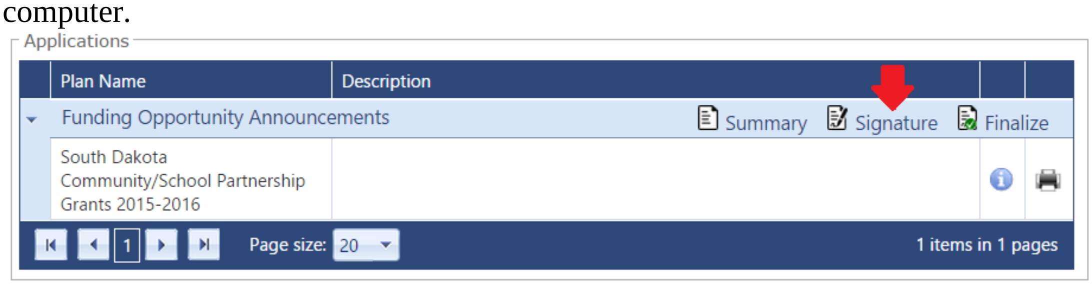
Finalize your application

Once you have submitted, you are ready to finalize your application. This is the final step in applying for the grant.

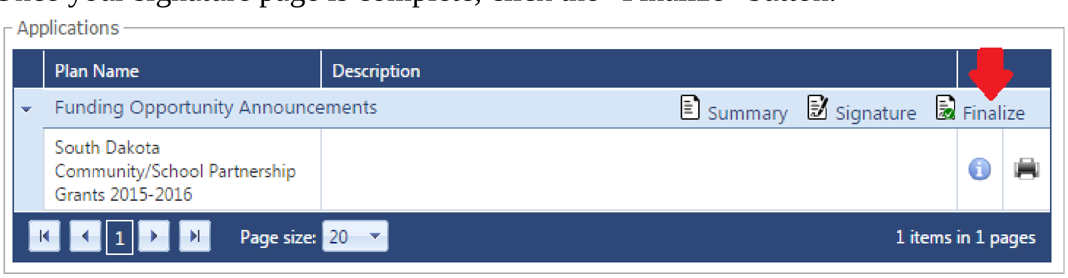
1. **Sign the Signature Page:** The grant application must be signed by the Partnership's fiscal agent and the grant facilitator.
2. Click on the "Organizational Summary" link



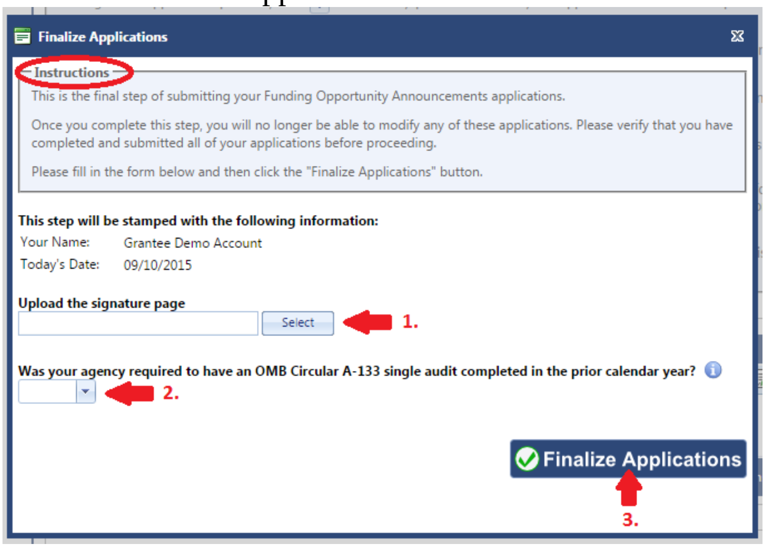
3. In the Application Section, click the "Signature" button to download your signature page. Print out the page and get the required signatures. Scan the document and save to your computer.



4. Once your signature page is complete, click the "Finalize" button.



5. The “Finalize Application” pop-up window will appear, as shown before. Carefully read the instructions.
6. Upload your signature page by clicking “Select” and attaching the signature page.
7. Answer the OMB Circular A-133 question.
8. Click the “Finalize application” button.



A message will appear confirming that your application was finalized and will be processed by SD TCP. You will still be able to view or print your application, budget and any attachments after the application is finalized, but will no longer be able to edit content or add attachments.