



**2021-2022
South Dakota Tobacco Control Program
Disparities Grant**

Catalyst120 Walkthrough

APPLICATION DEADLINE: March 26, 2021 @ 5 pm Central Time

Catalyst120 is hosted by the SHPR Group. Technical Assistance for Catalyst120 is provided through the Catalyst120 Help Center (<https://secure.catalyst120.com/UIPages/Public/HelpCenter.aspx>), email (support@catalyst120.com), or by phone (770.935.0958).



For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

SD TCP Disparities Grant Application Timeline

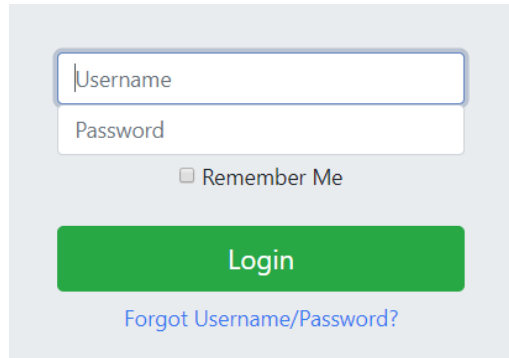
2021-2022

January 29, 2021	Grant Application Release
March 26, 2021	<u>Submission Deadline for Application</u> Grant applications must be submitted and finalized within Catalyst120 by 5:00 p.m. Central Time.
April 23, 2021	<u>Tentative Award Notification</u> Applicants will be notified of funding decisions by email.
May 21, 2021	Grant awards must be accepted by the grantee within Catalyst120 by 5:00 p.m. Central Time.
June 1, 2021 - May 31, 2022	<u>Grant Funding Cycle</u> All grant funds must be expended during this time.
May 31, 2022	<u>Final Reports Due</u>

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How to Access Catalyst120

1. Open web browser. Make sure your browser is the most recent version. Mozilla Firefox, Google Chrome, and Internet Explorer are all compatible with Catalyst120.
2. Go to <https://secure.catalyst120.com/>
3. Enter your username and password. Click “Login” to log into Catalyst120, as shown below.



If you are a new applicant and/or do not have a Username and Password for Catalyst120, 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:

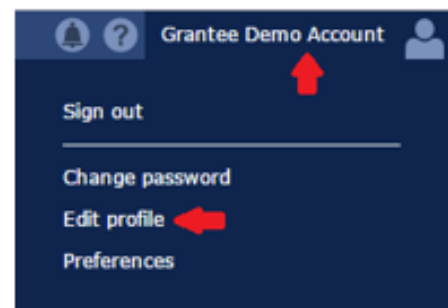
- First and last name
- Position/Title
- Email address
- Organization name
- Organization address
- Phone number

After the information is received, DOH Info will send you an email with your Catalyst120 username and temporary password with instructions on how to change your temporary password. If you do not receive this information within one business day, please contact DOH.info@state.sd.us.

Edit Profile/Organization Information

Once you have logged into Catalyst120, 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 on the Function Bar and click “Edit Profile.”

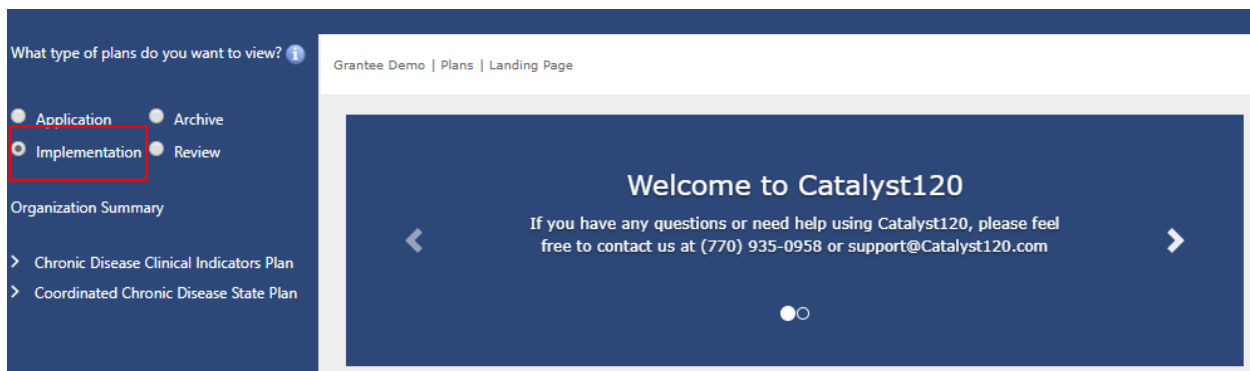


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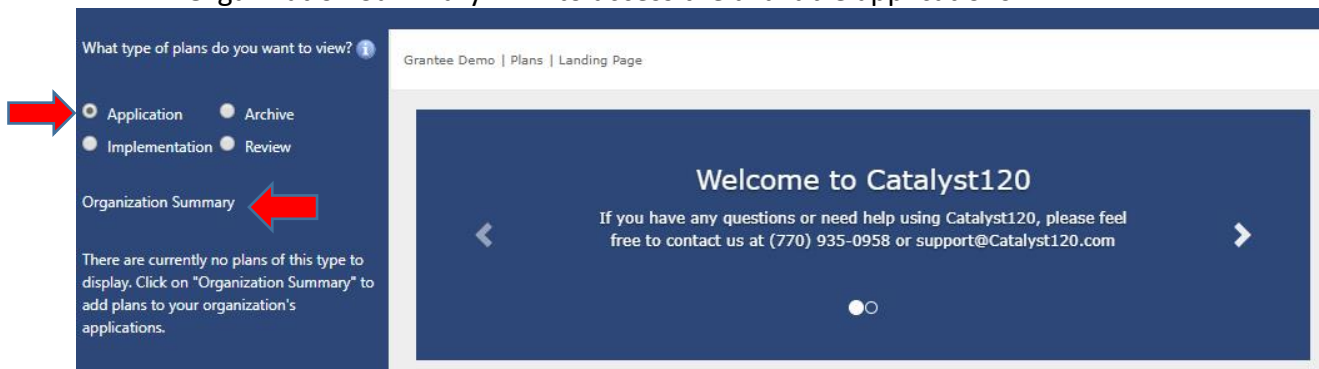
2. Organization Information: Update all your organization fields and click the “Save” button. Please complete as much as possible. **Note: This will update the information across all of Catalyst120 for your organization, NOT your personal information.**


Adding the Grant Application

1. 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.



2. Select the “Application Phase” radio button. All applications that are currently being applied for will appear in the Navigation Tree. To add a new application, click on the “Organization Summary” link to access the available applications.



3. 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.
4. 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 the left side of the page.

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What type of plans do you want to view? ⓘ

- Application
- Archive
- Implementation
- Review



There are currently no plans of this type to display. Click on "Organization Summary" to add plans to your organization's applications.


Demo External Grantee | Plans | Organization Summary


Finalized Applications


Click the arrow to expand this section


Application Instructions


To begin the application process, click  next to any plan to add it to your applications. To access a plan item, click  to expand the Navigation Tree on the left side of the screen and select the item.

To add all opted out items back to your plan, click  next to the plan. Any data that has been entered for this plan will not be affected.

If there are any warnings associated with your application, a  will be displayed next to the plan. Positioning your mouse over this icon will display a list of warning messages.

To remove a plan from your applications, click  next to the plan. Any data that has been entered for this plan will be deleted.

Applications are displayed below in groups. Once your organization has finished filling out and submitting applications for a particular group, **your organization's administrator** must return to this page and use the  button to finalize your application submissions for that group. This action can only be performed by your organization's administrator.

Some groups may require you to attach a signature page during the finalization step. If a signature page is required, you may create a signature page by using the  button.




Applications

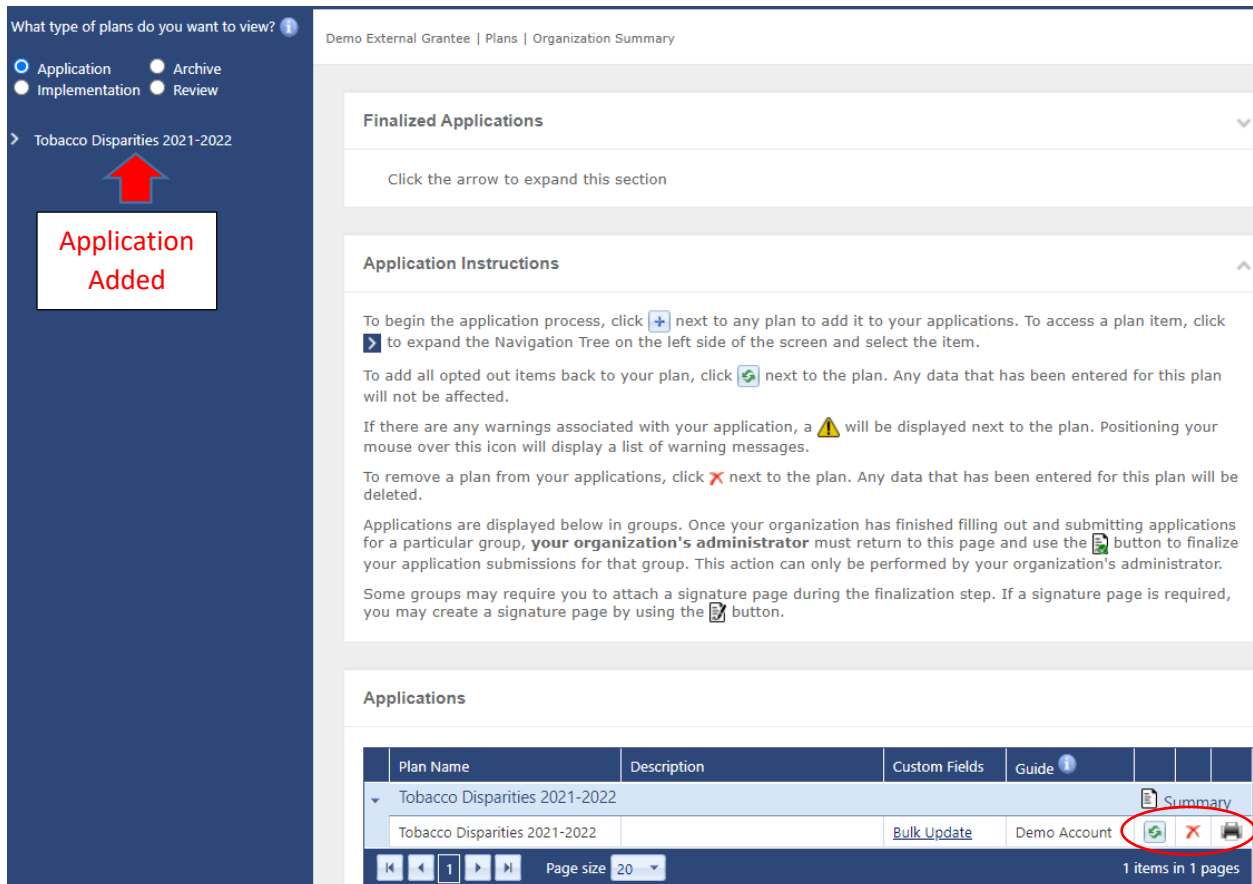
Plan Name	Description	Custom Fields	Guide ⓘ	
▼ Tobacco Disparities 2021-2022				
Tobacco Disparities 2021-2022				


Page size 20 1 items in 1 pages



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5. Plans you have selected to apply for have the “Reset Application” button , “Abandon Application” button  and the “Print” button .



What type of plans do you want to view? 

Demo External Grantee | Plans | Organization Summary

Application Archive
 Implementation Review



> Tobacco Disparities 2021-2022


Application Added


Finalized Applications


Click the arrow to expand this section


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Applications

Plan Name	Description	Custom Fields	Guide 				
Tobacco Disparities 2021-2022				 Summary			
Tobacco Disparities 2021-2022		Bulk Update	Demo Account				

Page size 20 1 items in 1 pages

Steps to Completing your Application

Once you have selected the Tobacco Disparities 2021-2022 plan to apply for, you will need to take the following three steps before submitting and finalizing the application.

- Step 1 - Build your application
- Step 2 - Provide responses to all items in the Catalyst120 Online Application Form
- Step 3 - Download and complete Budget Worksheet
- Step 4 - Attach all Required Supporting Information and Budget Worksheet

Guidance for your application can be found on the “South Dakota Tobacco Disparities Grant Application” page under the Attachment Section and at <https://doh.sd.gov/prevention/tobacco/>.

1. Click on the name of the application in the Navigation Tree to be directed to the “South Dakota Tobacco Disparities Grant Application” page.

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What type of plans do you want to view? ⓘ

Application Archive
 Implementation Review

▼ Tobacco Disparities 2021-2022
 ▼ 1 - South Dakota Tobacco Disparities Grant Application

- 0% Part One: Coalition Information
- > 0% Part Two: Work Plan/Budget
- > 0% Part Three: Quit Kits




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

Attachments

+ Add Attachment				
	Name	Description	File	
	2021-2022 Budget Worksheet		Download	✗
	2021-2022 Grant Guidance		Download	✗
	2021-2022 Tobacco Disparities Grant Catalyst Walkthrough		Download	✗

+ Add Attachment

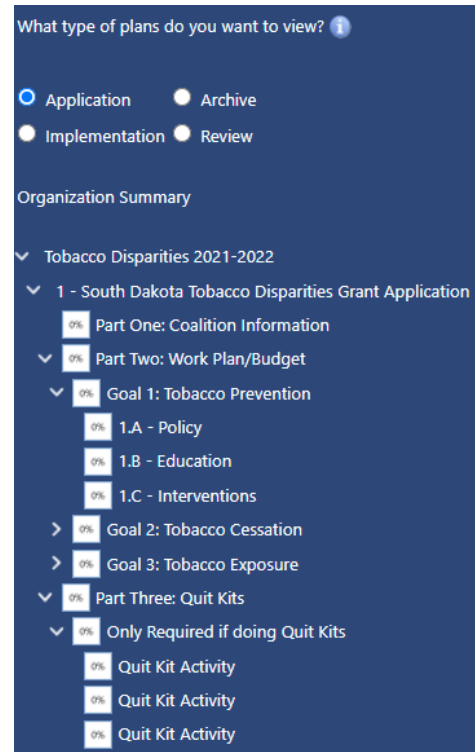
Page size 10 3 items in 1 pages




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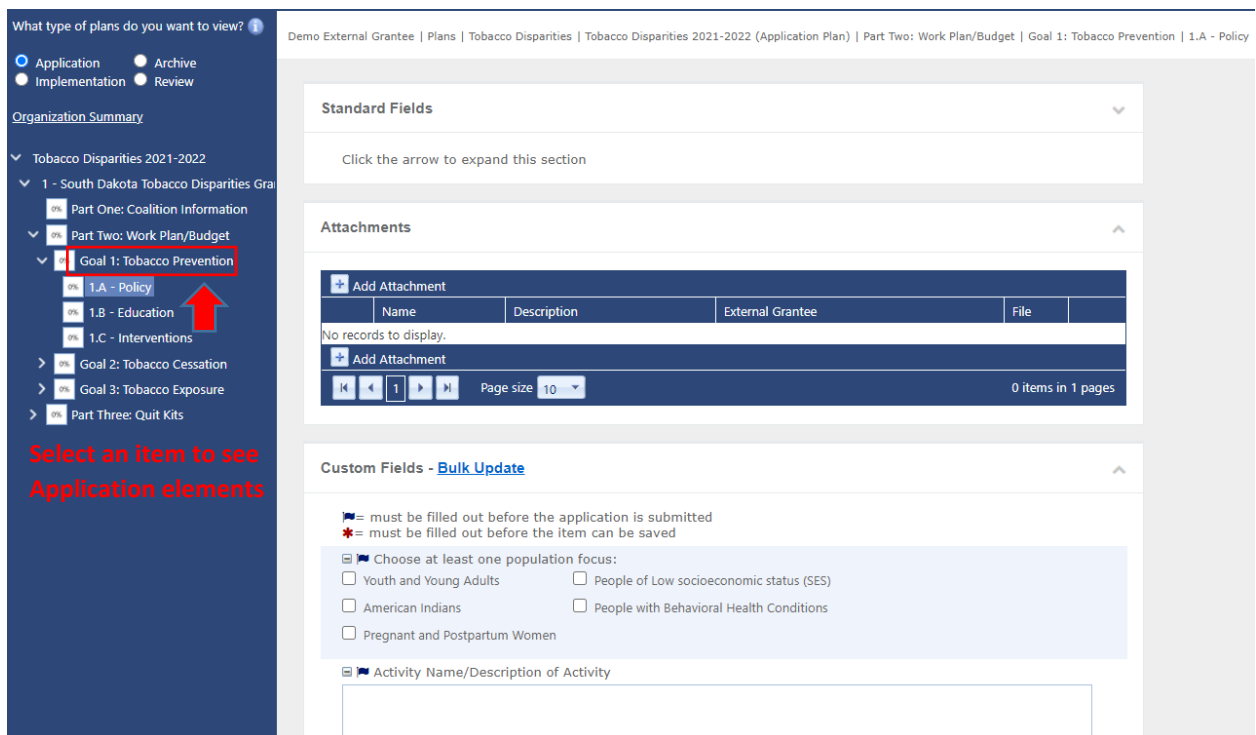
Step 1 - Build your Application

The application contains three Goal Areas: Tobacco Prevention, Tobacco Cessation, and Tobacco Exposure. Within each Goal Area, there are three Categories under which you can plan activities: Policy, Education, and Interventions. You must select at least one Category, within at least one Goal Area. For more clarification, see the Application Guidelines in the “Tobacco Disparities Grant Guidance 2021-2022”. When you select a Goal Area, you must then select at least one of the Categories to work on.



To begin 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. 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.

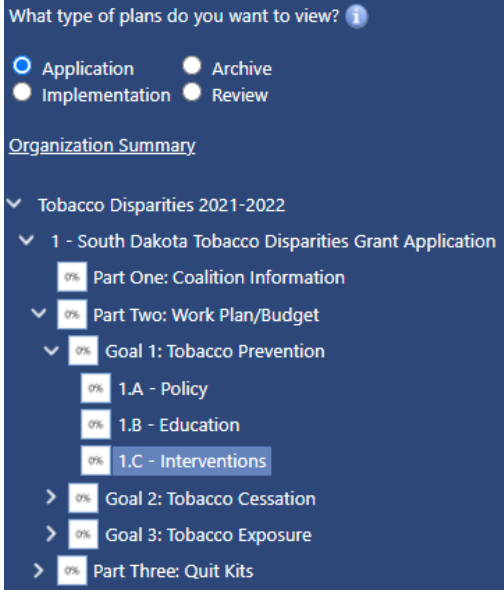


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Opting Out

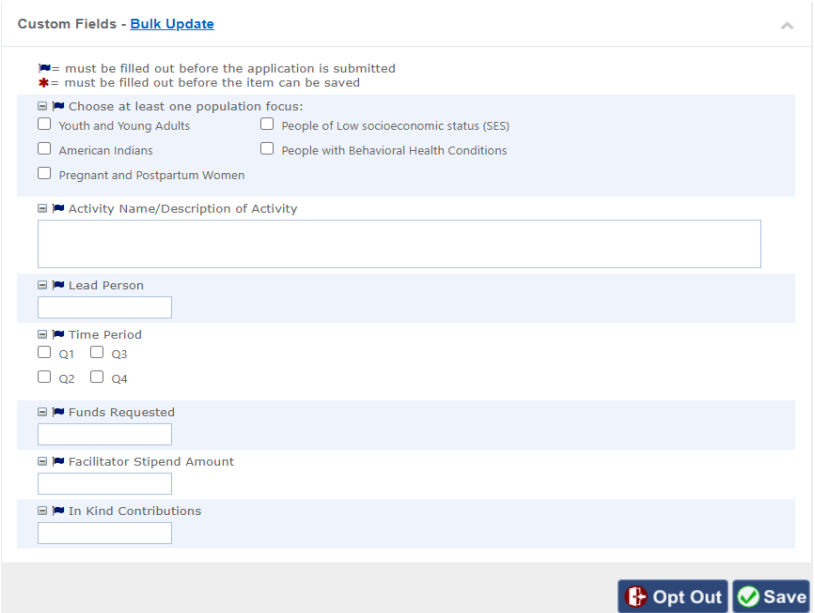
For those Goal Areas and/or Categories that you do NOT wish to work on, you may choose to “Opt Out” to remove the Goal Area/Category from your application.

1. After you have reviewed the application, click on the Goal Area or Category in the Navigation Tree you **DO NOT** want to include in your application.
2. To remove a Goal Area or Category from your application, click on the  button on the bottom right hand side of screen. **Note: Make sure you have selected the correct Goal Area or Category 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 Goal Areas or Categories 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 complete 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 every time a change is made. **Note: You are able to save your responses and return later to edit your response.**



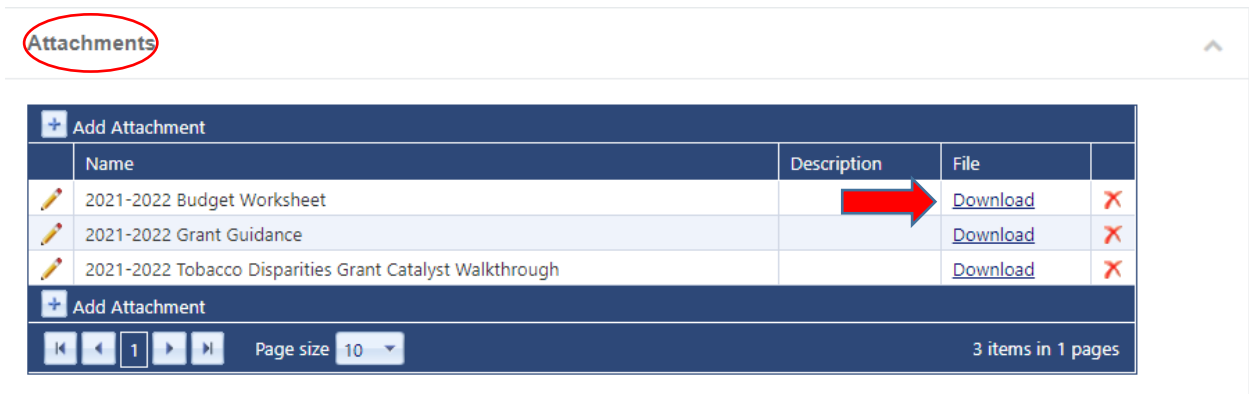
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Step 3 - Complete a Budget

1. Click on the name of the application in the Navigation Tree to be directed to the “South Dakota Tobacco Disparities Grant Application” Page.



2. Scroll down to the “Attachment” section and click the “Download” to access the excel Budget Worksheet. **YOU WILL NOT BE USING THE BUDGET SECTION BUILT INTO CATALYST120. PLEASE DOWNLOAD THE EXCEL TEMPLATE FROM THE ATTACHMENTS SECTION.**



3. Complete the Budget Worksheet in excel using the guidelines found below and in the Disparities Grant Guidance.
 - a. Funding Type: Please organize your budget line items by **salary, supplies, travel** or **other**. Each category may be used multiple times.
 - Include stipend under the **Salary** category. Provide a detailed justification for the stipend requested. **If the salary exceeds 50% of the requested funds, please provide additional detailed justification.**

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- All costs related to proposed activities, such as supplies, promotion, media, etc. should be requested using the **Supplies** category.
 - Travel expenses related to the Spring Tobacco Control Institute will be reimbursed directly by the Tobacco Control Program and should **not** be included in your budget request.
 - Travel expenses related to Teens Against Tobacco Use (TATU) can be included in your budget request, but you may not request funds at the TATU training for reimbursement if it is included.
- b. **Category Number**: This number should relate directly to the Activity Narrative and detail the Goal and Category where expenses are taking place.
 - c. **Activity Name/Description of Cost**: Applicants must provide sufficient budget narrative to justify costs to achieve proposed activities. **This is your funding justification, so please provide detail.**
 - d. **Funds Requested** may not exceed a total of \$25,000.
 - e. **In-kind contributions** are not required for this grant but may be included if they clarify budget requests.
 - f. **Ancillary Costs** may not take up more than 10% of the proposed budget. The use of ancillary funds can include meeting expenses and educational incentive items.

NOTE: Please create a separate budget line for each expense (i.e. Salary, Supplies) within each proposed activity.

4. Save your budget worksheet using the title "<Organization Name> Budget Worksheet"
5. Follow Step 4 to re-upload your completed Budget Worksheet in the "Attachment" section.

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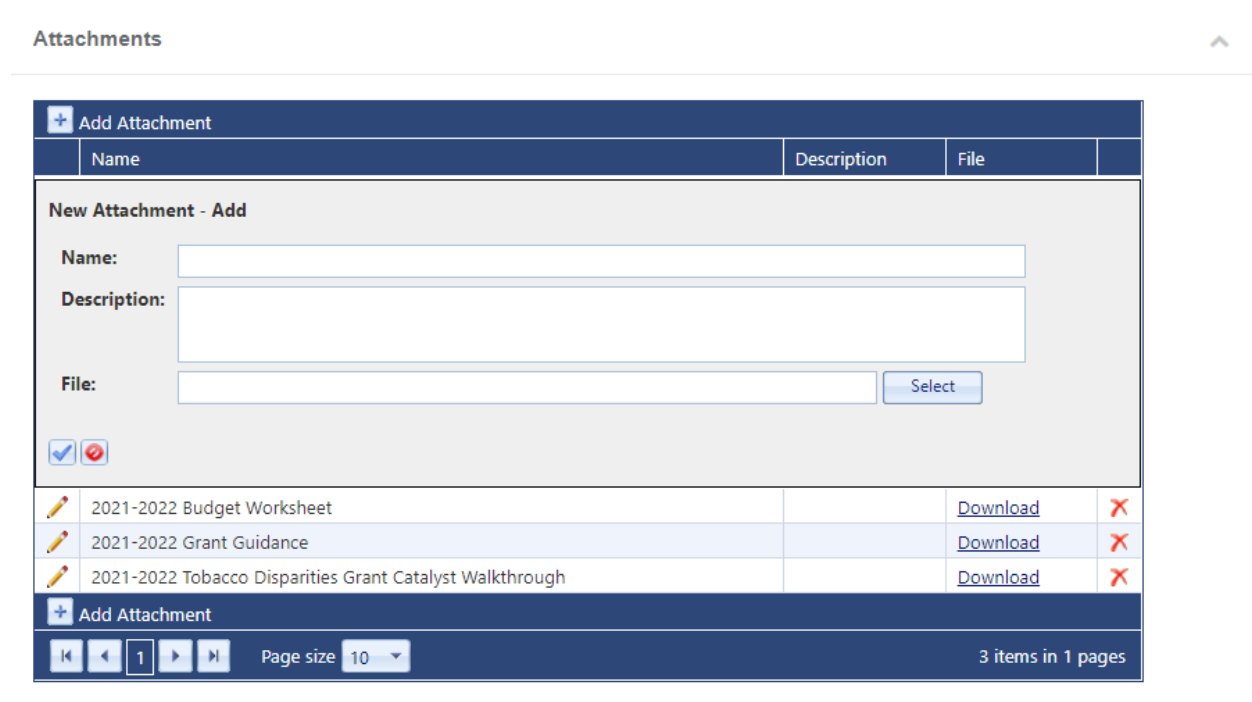
Step 4 - Attachments: Required Supporting Information

All documents outlined in the “Required Supporting Information” section of the Disparities Grant Guidance, along with the completed budget worksheet, must be uploaded as PDFs into the “Attachments” section of the Catalyst120 Online Application.

1. Click on the name of the application in the Navigation Tree to be directed to the “South Dakota Tobacco Disparities Grant Application” 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 to select the document to upload and attach. When the document has been uploaded, click to save the attachment.



***If possible, please combine all documents into a single pdf before uploading.**



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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 Catalyst120 Online Application Form

Step 3 - Download and complete excel Budget Worksheet

Step 4 - Attach all Required Supporting Information and Budget Worksheet

***Appendix A of the Grant Guidance also includes a comprehensive checklist of all required application components.**

Submit your application

After verifying that the application is complete according to Grant Guidance, the Vendor Administrator or the Application Guide for your organization can submit the application.

1. Click on the name of the application in the Navigation Tree to be directed to the “South Dakota Tobacco Disparities Grant Application” 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.**

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Submit Application

Once you submit this application to your organization's administrator, you will no longer be able to modify it. Please verify that you have completed the following steps (if applicable) before submitting the application:

1. Provide responses to all items
2. Attach all requested documentation
3. Enter a budget

This application will be stamped with the following information:

Your Name: Demo Account
 Today's Date: 01/22/2021

By submitting this application, I am attesting that all of the information submitted is accurate and complete.

1. Check this box to agree to the above statements.

2. **Submit Application**

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.*
4. In the event that not all mandatory fields for the application have been completed, the system will provide a warning screen and will not allow the application to be submitted.

What type of plans do you want to view?

Application | Archive
 Implementation | Review

Organization Summary

Tobacco Disparities 2021-2022
 > 1 - South Dakota Tobacco Disparities Gra

Warning: Your application was not submitted because it did not pass the validation process. Please address the following issues and then try submitting your application again.

The following required fields have not been completed:

Item	Field
1.1	Name of Coalition
1.1	Primary Contact
1.1	Mailing address
1.1	City, State, Zip
1.1	Phone Number
1.1	Contact email
1.1	Physical Address
1.1	City, State, Zip
1.1	Fiscal Agent: (if you are your own fiscal agent check the box and skip to the next section)
1.1	Fiscal Agent Name

Page size: 10 | 20 items in 2 pages

5. Click on the field name and you will return to the application where you can fill out the required information.
6. Return to the “South Dakota Tobacco Disparities Grant Application” Page and successfully submit the application.

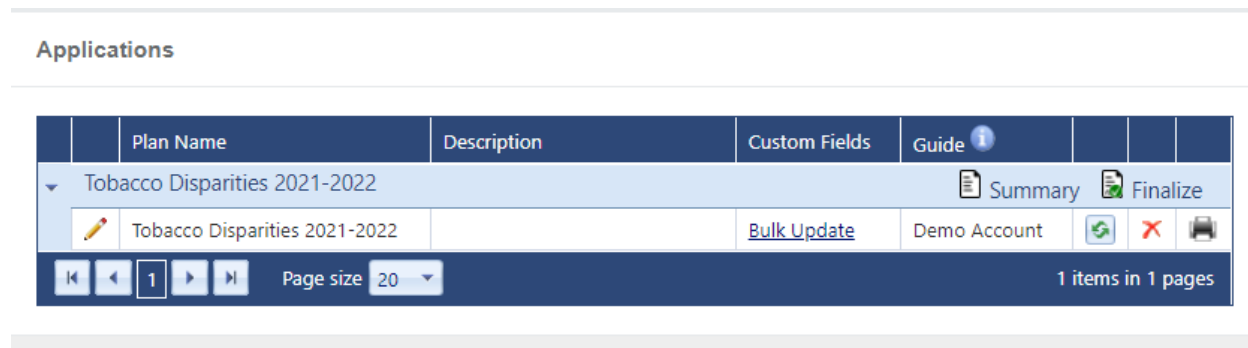
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Finalize your application

Once you have submitted all the applications your program plans to apply for, the Vendor Administrator can finalize your applications. This is the final step in applying for the grant.

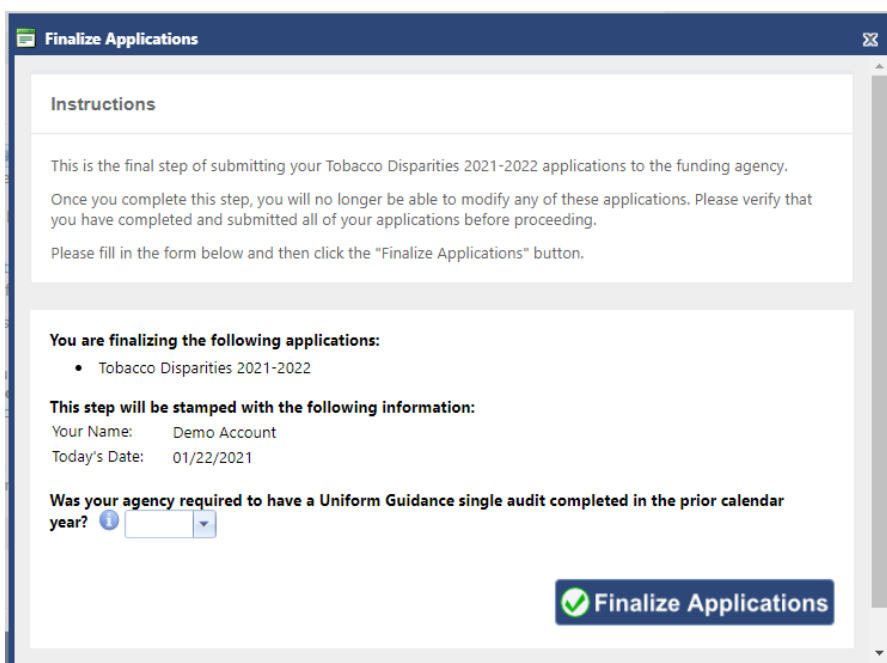
Note: Applications should not be finalized until ALL applications have been submitted. Finalizing is only done once and applies to all applications as a group and is not done individually.

1. Once you are ready to finalize your application, click the “Finalize” button.



2. The “Finalize Application” pop-up window will appear, as shown before. Carefully read the instructions.
3. Answer the Uniform Guidance single audit question.
4. Click the “Finalize application” button.

A message will appear confirming that your application was finalized and will be processed by SD Tobacco Control Program. 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.



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