

Electronic Grant Applications Frequently Asked Questions

What does ISBE mean by electronic grant application or eGrant?

An electronic grant application or eGrant is any grant application accessed through the ISBE Web Application Security (IWAS). eGrants are completed in this secure online format.

How do I gain access to the IWAS system (where all electronic grant applications are housed)?

Click on the “Log Into IWAS” at the top of any [ISBE webpage](#). Log in or sign up for a new account. Click on the [IWAS User Guide](#) or watch the short [IWAS Training Video](#) to learn how to set up a new user account. The News Items on the IWAS Homepage contains directions for changing existing “Administrator” access or adding/removing access for your organization.

Initial “Administrator” access is granted by ISBE prior to application but only after the organization has created an IWAS account. Information on creating an initial administrative IWAS account can be obtained by contacting the ISBE IT Help Desk at 217-558-3600 or go to the [Customer Service Portal](#) to submit a request for assistance electronically.

How do I sign up for electronic grants?

Log into your IWAS account. Navigate to the “System Listing.” Click on “Want to Sign up for Other Systems” at the bottom of the page. Click “Sign Up Now” to request access to the appropriate electronic grant system. Complete the profile (arrows indicate required fields). Submit to your entity’s Administrator for approval. Contact the ISBE IT Help Desk at 217-558-3600 if this electronic grant system is not listed in either your System Listing or the Other Systems page.

What is an RCDTS?

Each of the entities that work with ISBE has a unique 15-character Region-County-District-Type-School (RCDTS) code that includes numbers and letters. Each RCDTS code denotes a specific entity, program, or organization. Access [ISBE’s Keys to Coding RCDTS Codes for All Entity Categories](#) for more information.

Do I need to have an RCDT (the numeric ISBE code identifying your organization) to apply for a grant?

An RCDT must be obtained prior to starting ANY grant. For information on obtaining an RCDT, please reach out to the program area for which grant you wish to apply. For ISBE to create a new RCDT code, entities will be asked to complete the W-9 and Entity Add forms for their organization. This process could take up to four weeks.

How do I create a new electronic grant application?

Log into your IWAS account. Access the electronic grant in your System Listing. Select the Year and choose “Create Application” on the Application Select page. Some grants display a “Yes” checkbox that must be selected before the “Create Application” button appears.

How do I view a submitted application or review checklist?

Log into your IWAS account. Access the electronic grant in your System Listing. Select the application or amendment you are wanting to view. Click either “Open Application” to view the application only or “Review Checklist” to view the application and the review checklist in separate tabs.

What is a review checklist?

A review checklist is a separate page of the electronic grant application where ISBE grant reviewers note necessary changes required before grant approval.

How do I create an amendment?

Log into your IWAS account. Access the electronic grant in your System Listing. Select the most current Final Approved application or amendment. Click “Create Amendment.”

Will the lack of an approved Organizational Risk Assessment prevent application submission?

The grantee will be unable to submit most applications unless the Organizational Risk Assessment (ORA) application is approved by ISBE. The ORA application is found within IWAS, which is accessed on the ISBE Homepage.

Will the lack of a Program Risk Assessment prevent application submission?

The grantee will be unable to submit most applications unless the Program Risk Assessment is completed and saved without error. The Program Risk Assessment is incorporated into the grant application.

Will the lack of an Internal Control Questionnaire (ICQ, labeled as Fiscal and Administrative Risk Assessment) prevent application submission?

The grantee will be unable to submit most applications unless the ICQ is completed in the [GATA Grantee Portal](#).

Will the lack of an up-to-date SAM prevent application submission?

The grantee will be unable to submit most applications unless their SAM (System for Award Management) data is current. Go to sam.gov to begin the process. This process can take several weeks to complete.

Who must sign assurances?

Only the designated Agency Administrator can sign/authorize the Assurance pages in the application. Without the signature/authorization of the designated Administrator, the grant cannot be submitted.

Can the signature on the assurances be changed mid-year?

A signed assurance is a legally binding document and remains in effect for the entity’s grant agreement period of performance.

Who can submit the completed electronic grant application to ISBE?

Only the designated Agency Administrator can submit the completed application to ISBE.

How do I submit a completed electronic grant application?

Assurances must be agreed to by the Agency Administrator prior to the first submission to ISBE each year. Navigate to the Submit tab. Click “Consistency Check.” Click “Submit to Administrator”/“Submit to ISBE” if no errors appear, or resolve errors by navigating to the referenced page and returning to run a clean consistency check.

How should I submit a grant if my Indirect Cost Rate is not loaded?

Reach out to the program contact for the grant when you have an approved Indirect Cost Rate in the GATA Grantee Portal. The program will contact the appropriate Grant Administration staff who will load the rate. You will need to do an amendment to your application to include indirect costs once the rate is in place.

Who do I contact if I have any questions or problems with my application?

Many grant questions are answered in Instructions hyperlinks contained on application pages. Additional questions should be directed to the program contact as indicated in the initial grant award notification. Program contacts are also listed in the grant application on the Overview, NOSA Grant Information, and Exhibits pages.

Date	Updates
11/14/2025	Original