The State Grant Information Technology Application makes grant information accessible to EPA Personnel, OMB, and State agencies. Grant pages contain general information as well as electronic copies of workplans and progress reports. The information is searchable and editable (based on user role). The following document serves as a guide to basic functionality.

Registering

All users must register in order to use SGITA.

1) Go to: https://ofmext.epa.gov/apex/sgita/f?p=SGITA
2) Then click on the "New User Registration" link (see Figure 1)
3) Project Officers will already have an EPA LAN ID and password and will only need to register with SGITA.

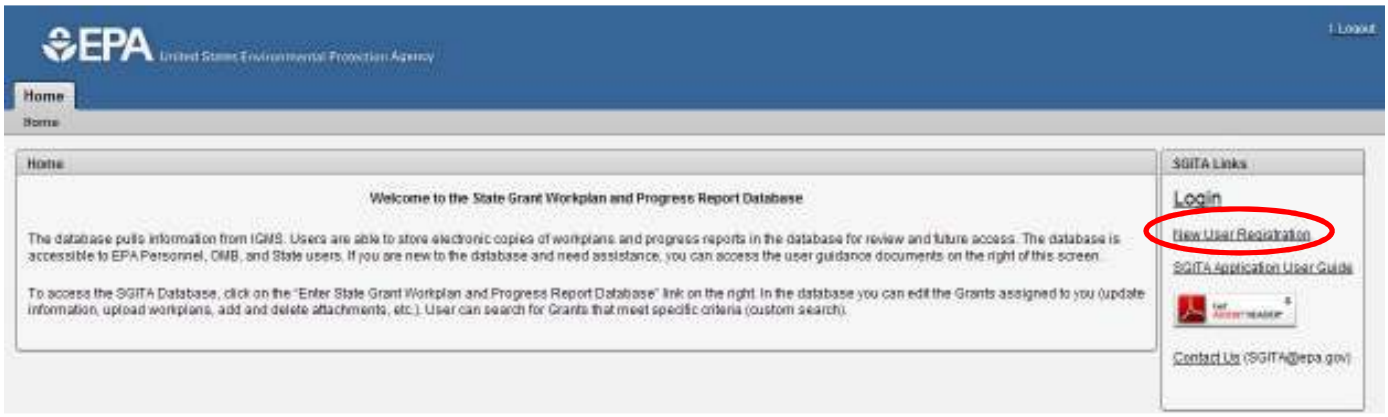

Figure 1 – New User Registration Link

4) Complete the New User Registration form (Registration – Step 2). Then click “Register”.

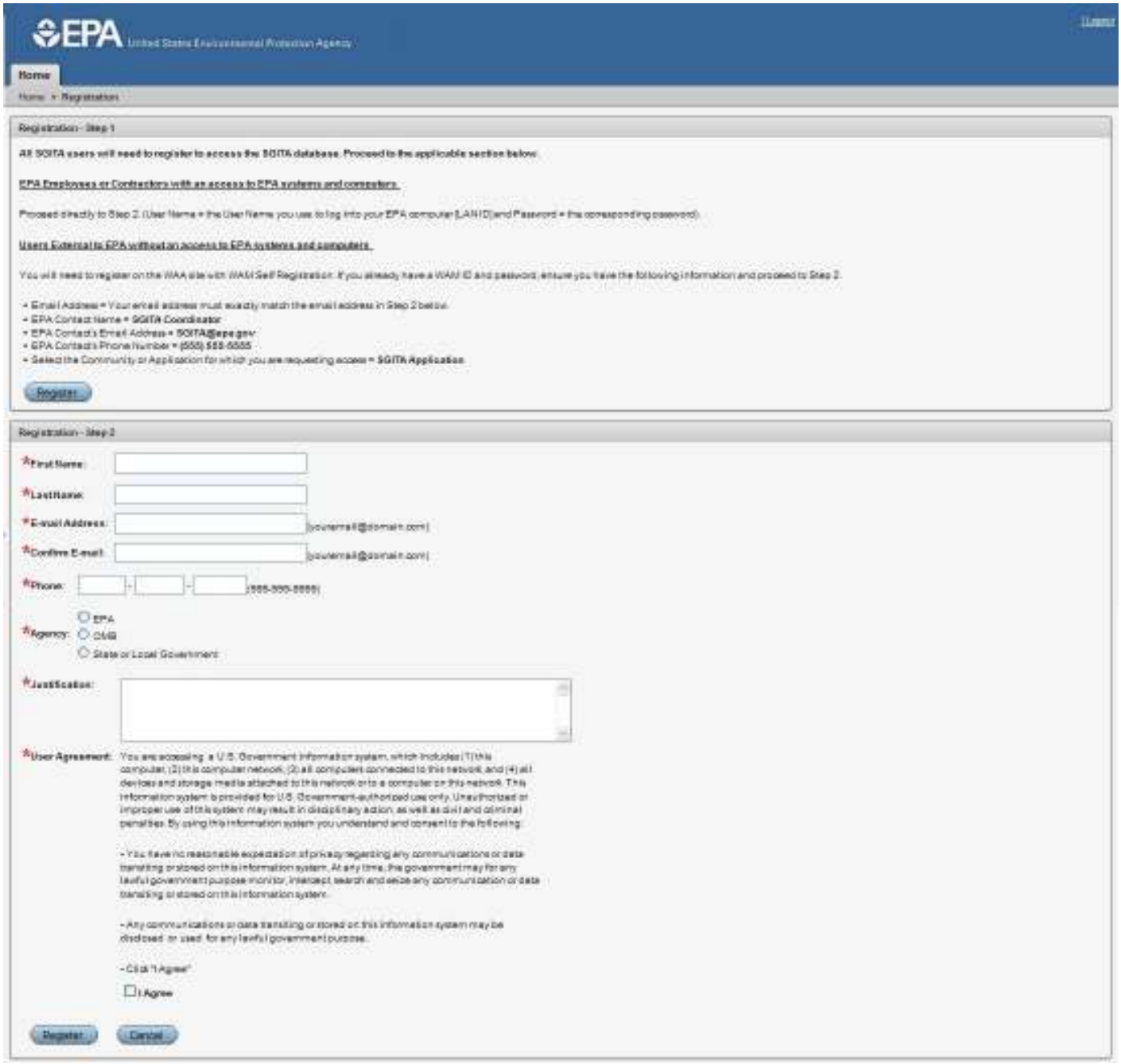

Figure 2 – SGITA Registration Page

NOTE: “Justification” should be the reason you need access to the SGITA db.

5) Once your registration is approved, you will receive a confirmation email and you will have access to SGITA based on your role.

Managing Grants

To access the SGITA database click "Login". The WAA Login page will open. Enter your LAN ID and Password.

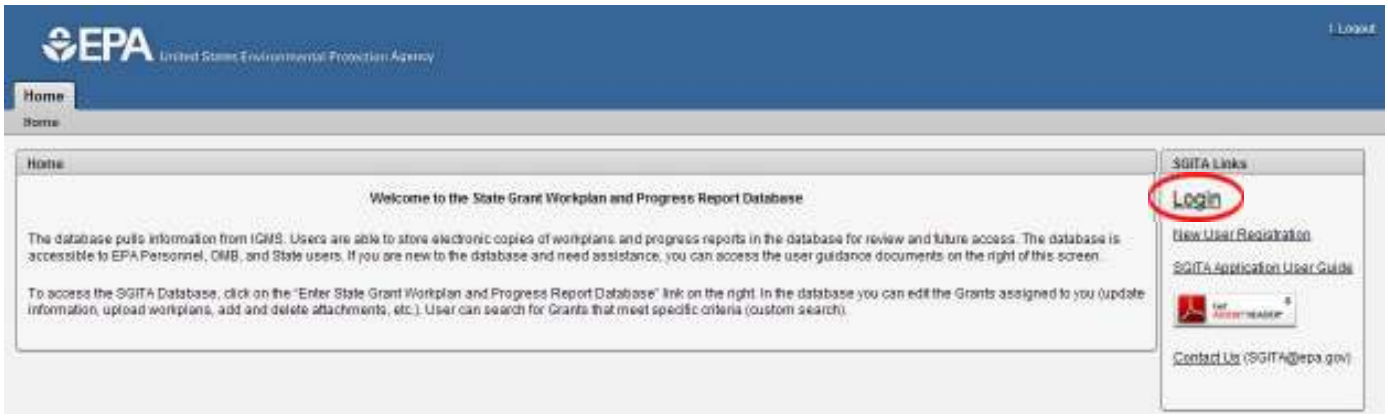

Figure 3 – Login Link

Once you have logged in you will be able to view the SGITA database. SGITA contains grant information. Users can search for and view grant information. Editing information is limited to the Project Officers that is assigned to the grant.

When you log into SGITA you will be taken to the view showing only the grants you manage.

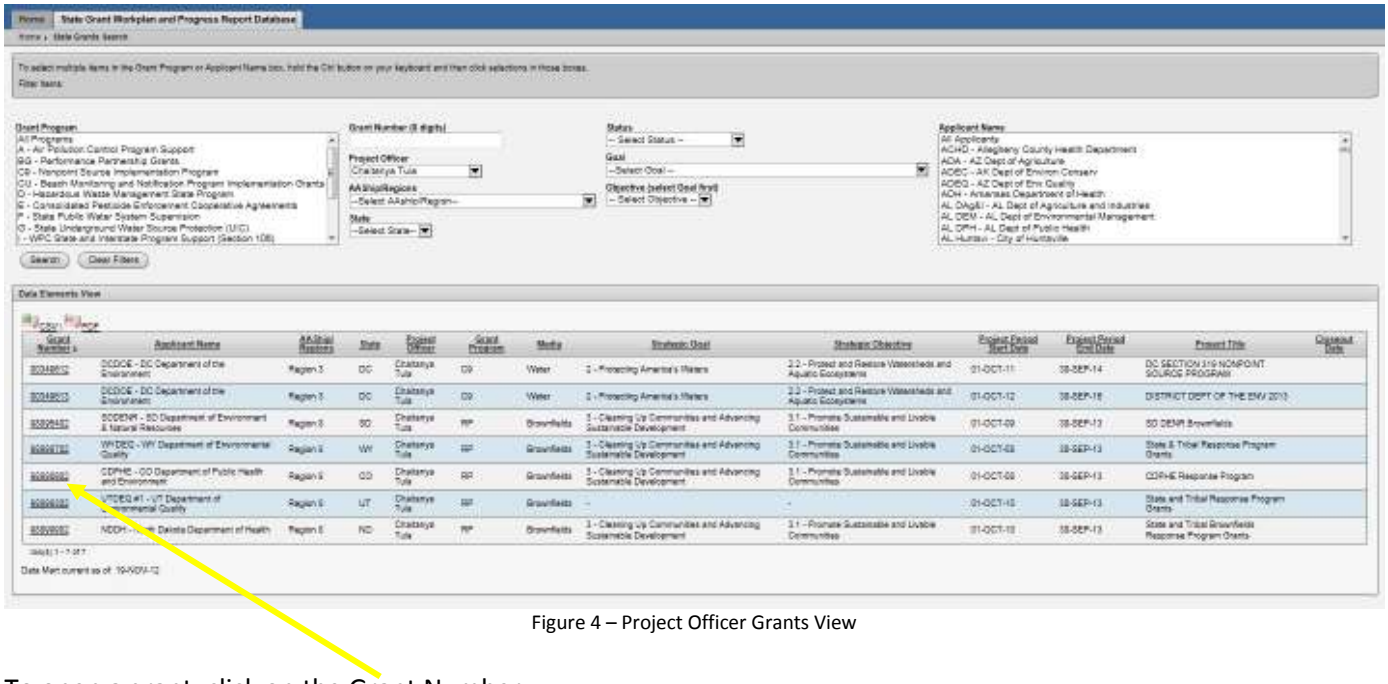

Figure 4 – Project Officer Grants View

To open a grant, click on the Grant Number.

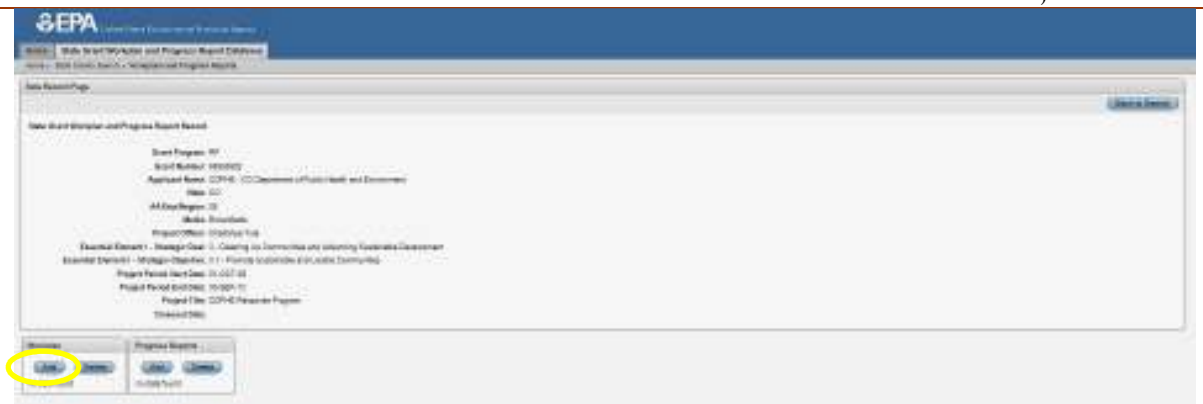

Figure 5 – Data Record Page (Grant Information)

SGITA pulls grant information directly from IGMS. Project Officers can upload workplans and progress reports to their related grants. Additional grant information must be updated in IGMS. SGITA refreshes changes from IGMS once per twenty-four hour period, overnight. Changes made in IGMS are not reflected immediately.

Click the Add button and a pop-up window will open. Click the Browse button to select the document to upload.

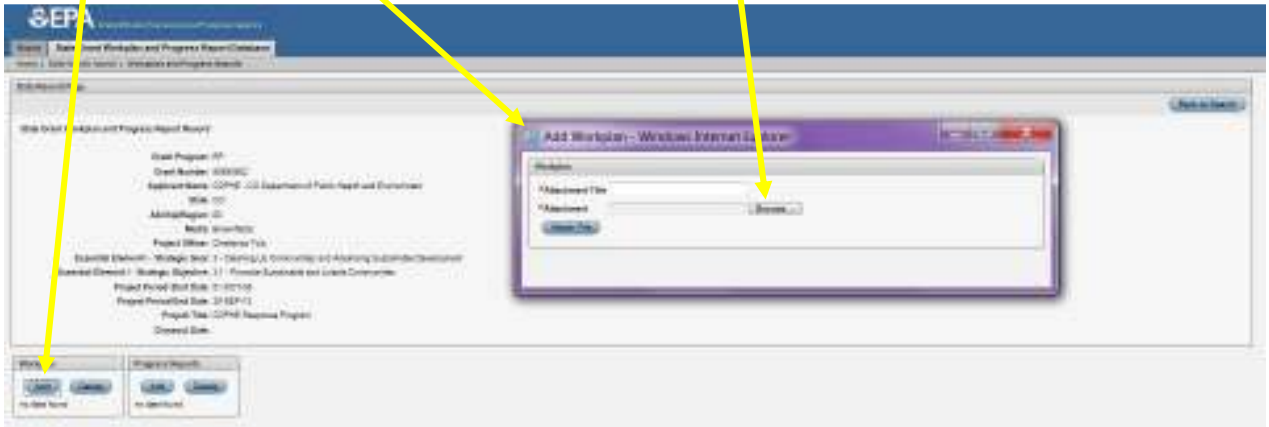

Figure 6 – Add Workplan Pop-Up

The document window will open. Select the document to upload and click the Open button.

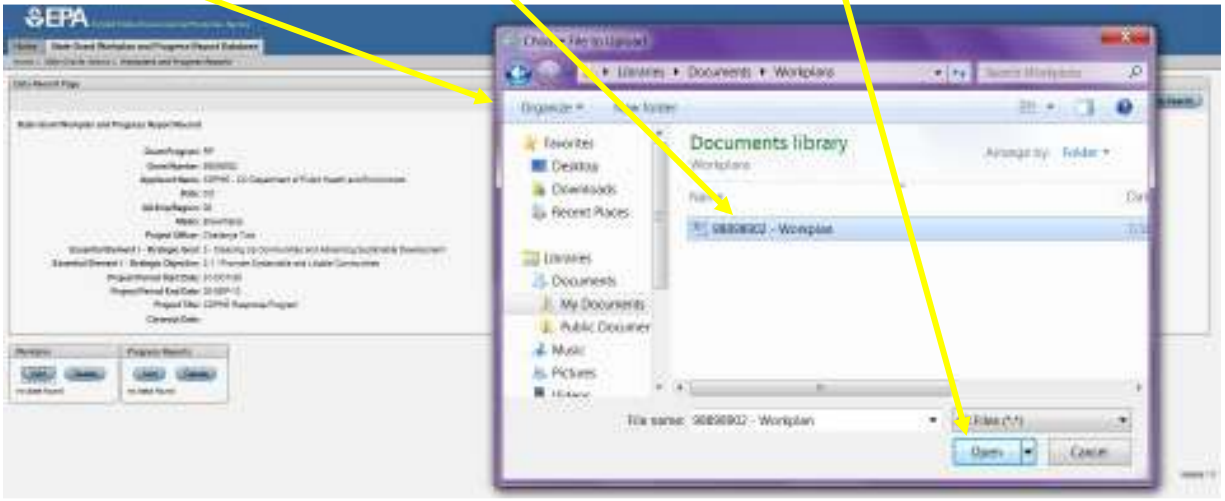

Figure 7 – File to Upload Pop-Up

The document path will show in the Attachment field. Enter the title of the document in the Attachment Title field and click the Attach File button.

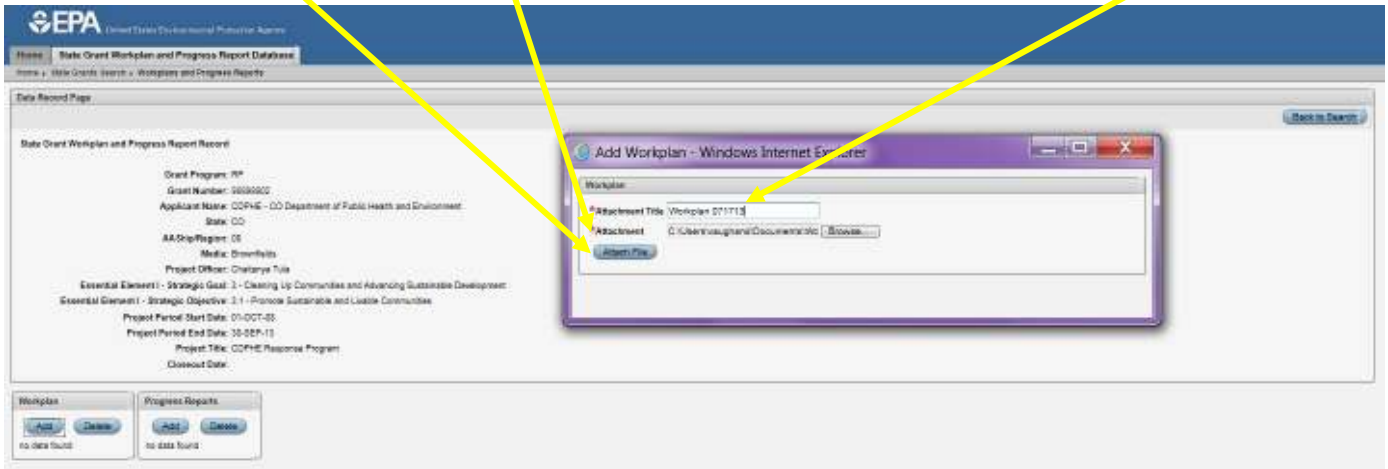

Figure 8 – Attach File

Once the file is attached, a confirmation message will appear in the pop-up window and the file will be visible in the corresponding section.

A file can be deleted by selecting the file and clicking the Delete button.

Search for Grant Information

Using the search filters, select the parameters of your search. Then click the Search button.

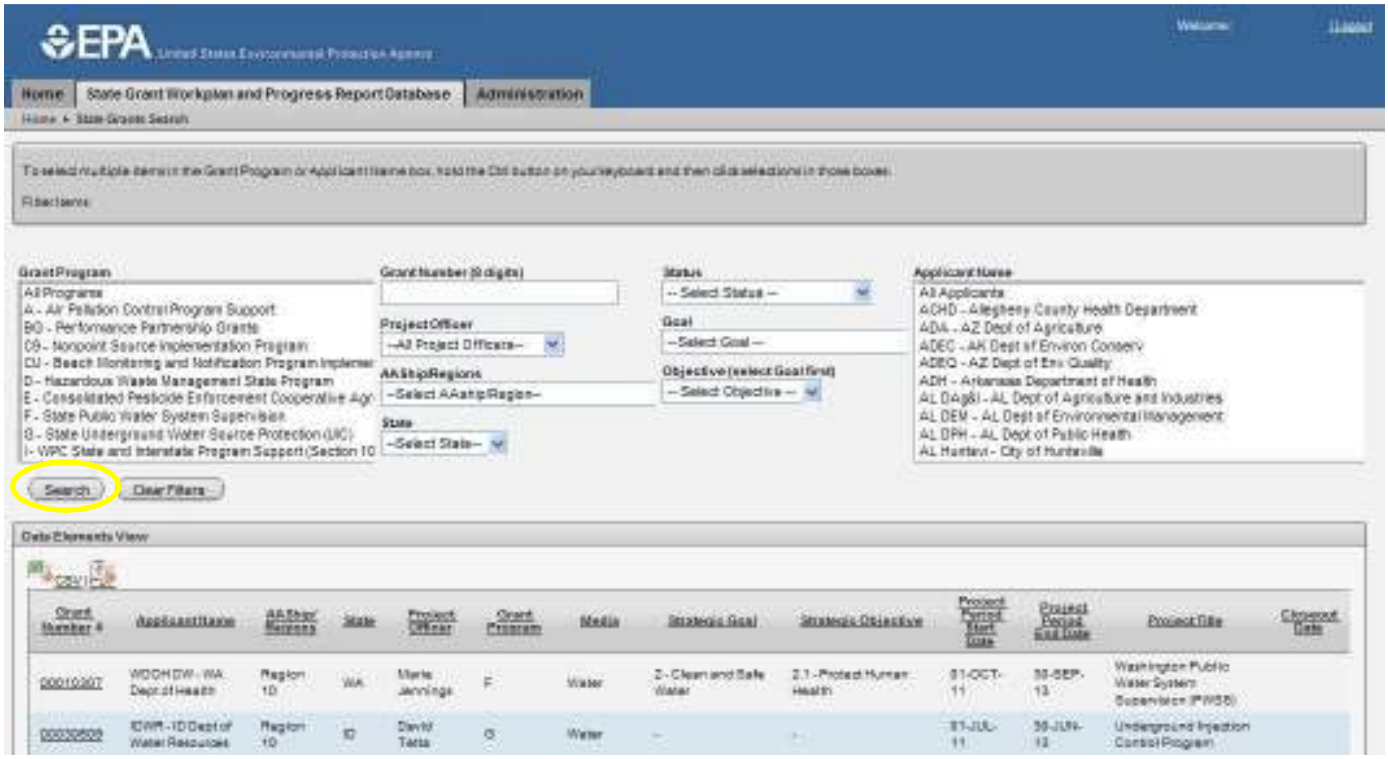

Figure 9 – SGITA Search Page

SGITA will display the results below the filters.

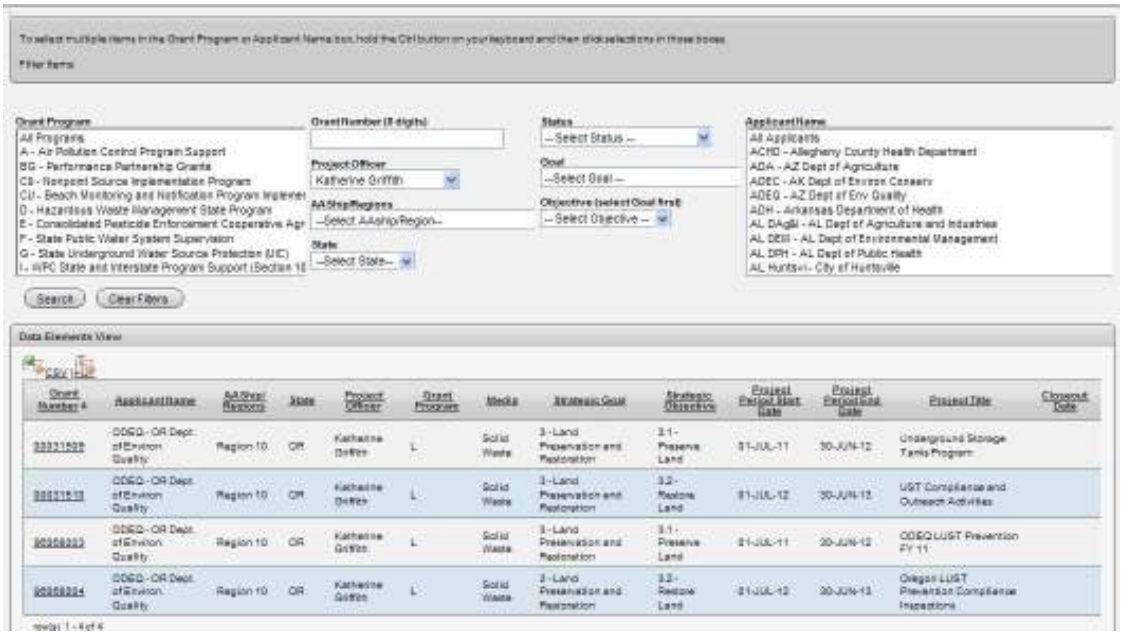

Figure 10 – Search Results

View Grant Information

Click on the Grant Number to view the information for the specific grant on the Data Record page for that grant.

Figure 11 – Data Record Page

If you have access rights for the grant, you will be able to add or delete Workplans or Progress Reports for the grant (see Managing Grants page 3).

Export Search Results

The results of any search can be exported to Excel or PDF format.

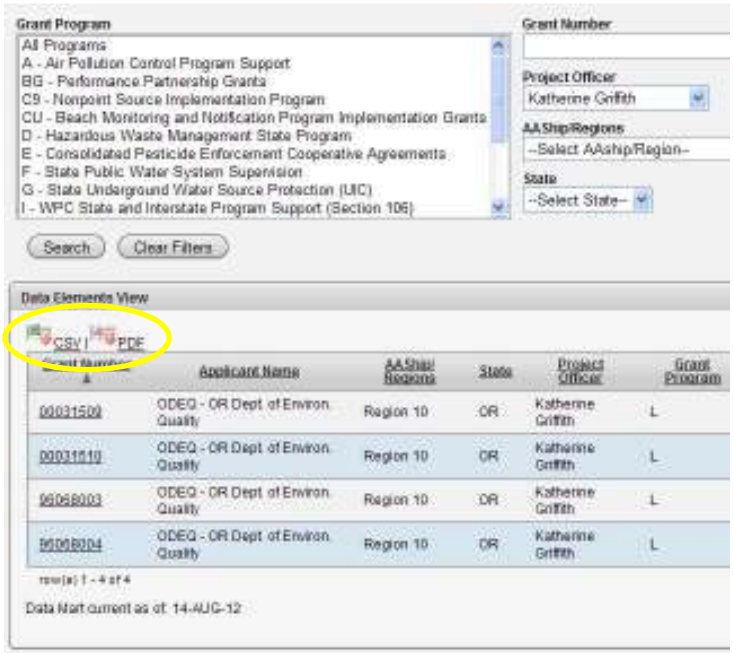

Figure 12 – Export Search Results Icons

To export the results to Excel:

1) Click on the CSV icon.
2) Click the Open button to open the spreadsheet OR Click on the Save button to save the spreadsheet.

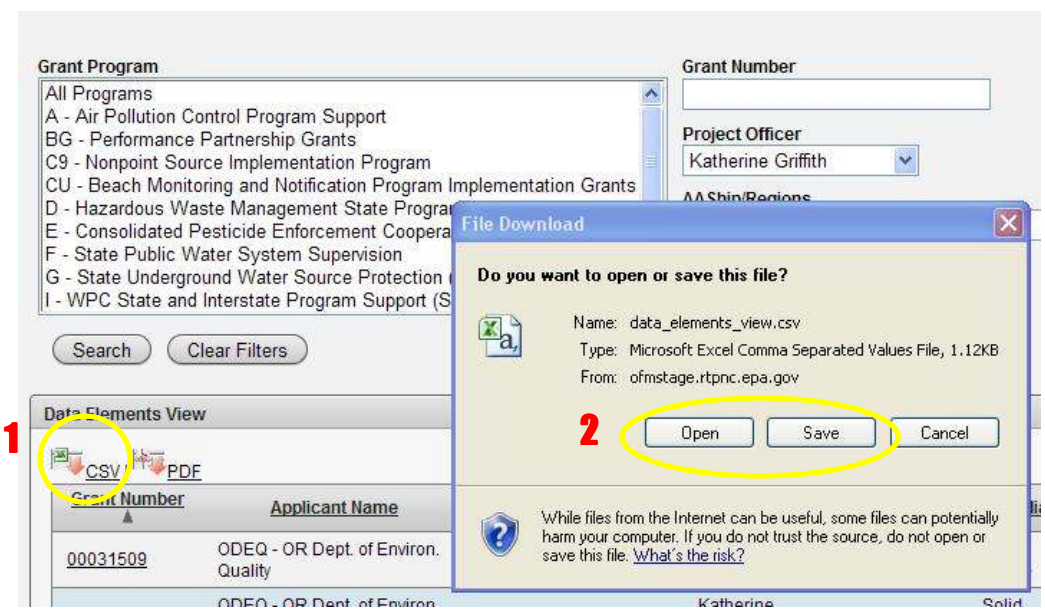

Figure 13 – Export an Excel Spreadsheet of Search Results

To export the results to PDF:

1) Click on the PDF icon.
2) Click the Open button to open the PDF document OR Click on the Save button to save the PDF document.

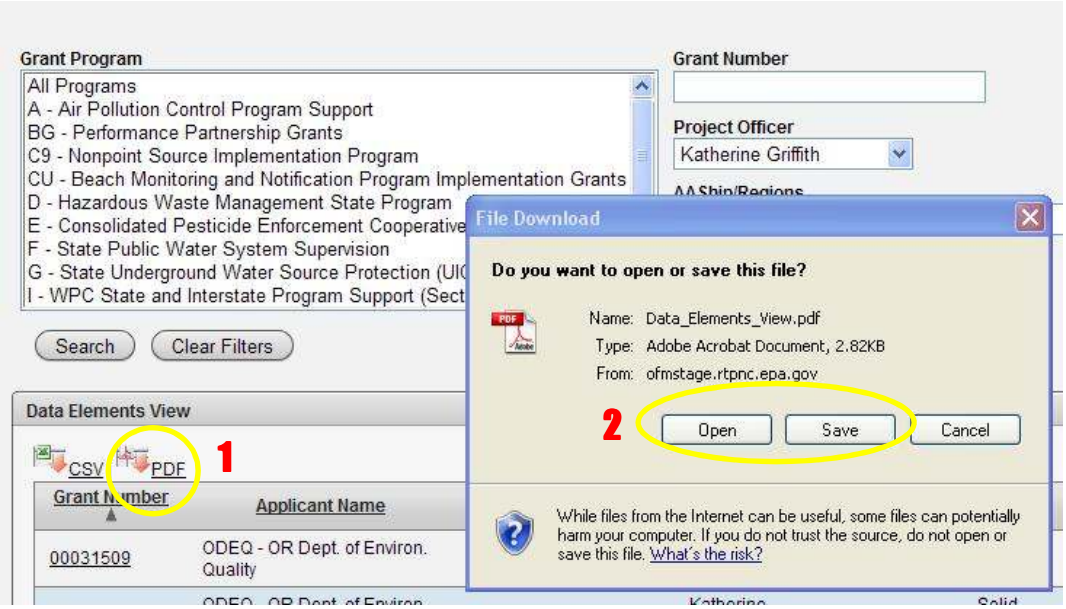

Figure 14 – Export a PDF of Search Results

Questions?

If you have questions or need assistance with SGITA, send an email with the details to: SGITA@epa.gov