





Creating a Service Opportunity Listing in eGrants



Login to eGrants

6/1/2018, 9:38 AM, EDT [help](#)

Corporation for NATIONAL & COMMUNITY SERVICE



LOGIN

User Name ?

Password ?

Remember me

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Click here to disable the pictures](#)

Enter in **User Name** and **Password**

Then click **Login to eGrants**

Login to Portal Home

6/1/2018, 9:35 AM, EDT

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

eGRANTS MESSAGES

Welcome

VIEW MY GRANTS/APPLICATIONS

- View All
- 4 Awarded
- 20 Closed
- 2 Subapplication rejected by prime
- 2 Under CNCS review

VIEW MY ACCOUNT STATEMENTS

- Current Statement

VIEW MY AMERICORPS PORTAL

- Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
<p>New →</p> <p>Continuation/Renewal →</p> <p>Amendment →</p> <p>Concept Paper →</p>	<p>Click on the links below to access common account functions.</p> <p>My Account →</p>	<p>Financial Report →</p> <p>Progress Report →</p> <p>Progress Report Supplement →</p>

508 Approved | Contact Help Desk | disable the pictures

Click on the **Portal Home** link under View My AmeriCorps Portal

Navigate to Recruitment Workbasket

The screenshot shows the eGRANTS portal interface. On the left is a 'Portal Home' sidebar menu with various options. A blue arrow points to the 'Recruitment Workbasket' option. The main content area is titled 'Workbasket' and contains a table of recruitment results. The table has columns for Applicant, Listing, Date Submitted, Status, Date Available, and a print icon. The results list several applicants, including Damaris Jara, Kathryn Norregaard, Nancy Ochoa, Shanicka Burdine, Delvin Mason, Will Hagle, and Paul Ritt.

eGRANTS

Welcome Dorothy

Workbasket

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket**
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Pending Applications | Pending Invitations | Pending Enrollments | Status Change Requests | Pending Exits

Results 1 Through 10 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Last +10

Your search returned 126 results.

Applicant ▶	Listing ▶	Date Submitted ▶	Status ▶	Date Available ▶	
Damaris Jara	Literacy Volunteers of IL - VOCAL AmeriCorps	08/07/2013	Selected	09/10/2012	print
Kathryn Norregaard	Literacy Volunteers of IL - VOCAL AmeriCorps	08/01/2013	Selected	09/02/2013	print
Nancy Ochoa	Literacy Volunteers of IL - VOCAL AmeriCorps	07/24/2013	Selected	07/24/2013	print
Shanicka Burdine	Literacy Volunteers of IL - VOCAL AmeriCorps	10/24/2013	Selected	08/02/2010	print
Delvin Mason	Literacy Volunteers of IL - VOCAL AmeriCorps	09/26/2013	Selected	09/25/2013	print
Will Hagle	Literacy Volunteers of IL - VOCAL AmeriCorps	01/07/2014	Submitted	09/16/2013	print
Paul Ritt	Literacy Volunteers of IL - VOCAL AmeriCorps	01/03/2014	Under Review	05/15/2014	print

Click on the **Recruitment Workbasket** from **Portal Home** menu

Navigate to Service Opportunities

eGRANTS

Welcome Dorothy

Recruitment Workbasket

Portal Home

- Trainee Profile
- Search Potential Applicants
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- VISTA Reports

Pending Applications

Service Opportunities

Results 1 Through 10

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next | Last | +10

Your search returned 126 results.

Applicant	Listing	Date Submitted	Status	Date Available	
Damaris Jara	Literacy Volunteers of IL - VOCAL AmeriCorps	08/07/2013	Selected	09/10/2012	print
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Nancy Ochoa	Literacy Volunteers of IL - VOCAL AmeriCorps	07/24/2013	Selected	07/24/2013	print
Shanicka Burdine	Literacy Volunteers of IL - VOCAL AmeriCorps	10/24/2013	Selected	08/02/2010	print
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Will Hagle	Literacy Volunteers of IL - VOCAL AmeriCorps	01/07/2014	Submitted	09/16/2013	print
Paul Ritt	Literacy Volunteers of IL - VOCAL AmeriCorps	01/03/2014	Under Review	05/15/2014	print

Click on **Service Opportunities** from the top tab selection

Navigate to Create Opportunity Listing

Welcome Dorothy

Portal Home

- Trainee Profile
- Search Potential Applicants
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- Invite Members
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- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
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- S&N Workbasket
- S&N Reports
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- Sponsor Verification
- VISTA Reports

Recruitment Workbasket

Pending Applications **Service Opportunities** VADs

[Create Opportunity Listing](#)

Show Hidden Listings

ID	Name	Type	Start Date	Location	Status	
46033	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
3097	Literacy Volunteers of Illinois, Inc	SN	06/29/2009	Chicago	Approved	view/edit
75495	Literacy Volunteers of Illinois - VOCAL Americorps	SN	09/01/2017	Chicago	Approved	view/edit
129948	Super Awesome 'Corp	SN	06/05/2018	Washington	Pending	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Approved	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL*AmeriCorps	SN	02/10/2016	Chicago	Approved	view/edit

To create a new Service Opportunity Listing, click on **Create Opportunity Listings** at the top of the page

To modify an existing Service Opportunity Listing, click **Edit** on the desired listing

Input Information – Page 1

eGRANTS

Welcome Dorothy

Portal Home

- Trainee Profile
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Create Listing

Enter Listing Details

Do you want to make this Listing to be available now? Yes No

*Project Name:

*Project Type:

*Program Code:

*Start Date:

*End Date:

*Term of Service: Full-Time Part-Time Summer

Contact Information

*First Name *Last Name:

*Street Address1:

Street Address2:

*City:

*State:

*Zip:

*Contact Phone:

E-mail:

Fax Number:

Website:

In what states will you have members?*

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- ALABAMA
- ALASKA
- AMERICAN SAMOA
- ARIZONA
- ARKANSAS

In what metropolitan area will you have members?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Atlanta
- Boston
- Chicago
- Cleveland/ Akron
- Dallas/Ft. Worth

Input the following **required information**, as indicated by a **red asterisk*** or by CNCS policy:

- Project Name
- Project Type
- Program Code
- Start and End Dates
- Term of Service
- Contact Information
- State(s) or Territories of service

Optional information:

- Listing availability (default “Yes”)
- Metropolitan areas

Click **Next**

Note: Information **cannot** be saved until final submission

Input Information – Page 2

eGRANTS

Welcome Dorothy

Portal Home

- Trainee Profile
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- VISTA Reports

Create Listing

Enter Listing Information

Give a brief two(2) line description of the program (200 characters or less) *:

101 characters left

Enter your program description (2000 characters or less) *:

1553 characters left

Are you accepting applications now? Yes No

Accepting applications from: (mm/dd/yyyy)

Application deadline: (mm/dd/yyyy)

Do you accept AmeriCorps application? Yes No

If you require your own application, how do applicants get it?

Phone:

E-mail:

Website: http://

What benefits does your program offer?

Please include all benefits offered by your program, as well as those provided by the Corporation for National and Community Service. To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac). To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Childcare assistance if eligible
- Choice of Education Award or End of Service Stipend
- Education award upon successful completion of service
- Housing
- Health Coverage
- Other:

Select the terms and conditions of member service that apply to your program?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac). To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Car recommended
- Permits attendance at school during off hours
- Permits working at another job during off hours
- Prohibits paid work outside of the sponsoring agency at any time
- Uniforms provided and required

previous cancel next

Input the following **required information**, as indicated by a **red asterisk*** or by CNCS policy:

- Two line description headline
- Program description
- Accepting applications (Yes/No)
- Application deadlines
- Alternate applications (Yes/No)
- Member benefits

Optional information:

- Alternate application information
- Terms and conditions

Click **Next**

Input Information – Page 3

eGRANTS

Welcome Dorothy | Create Listing

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

Enter Listing Information

Minimum Age:

Maximum Age:

Desired Education Level:

What skills would you like potential members to possess?
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Counseling
Architectural Planning
Business/Entrepreneur
Communications
Community Organization
Other:

Do you have a language requirement?
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Arabic
American Sign Language
Chinese
Creole
English
Other:

What will your AmeriCorps member(s) do? (1000 characters or less) *:

837 characters left

Define the field of service areas in which your members are serving?
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Community and Economic Development
Community Outreach
Children/Youth
Disaster Relief
Education

*** Explain the purpose of modification**

Submitted by :

*First Name *Last Name:

Your phone number:

Your E-mail address:

previous cancel save

Input the following **required information**, as indicated by a **red asterisk*** or by CNCS policy:

- Minimum Age
- Maximum Age
- Member activities
- Modification comment – if editing a listing
- Submitter name

Optional information:

- Desired education level
- Member skills
- Language requirement
- Service areas
- Submitter contact information

Click **Save** to submit to CNCS

View Service Opportunity Listing

The screenshot displays the eGRANTS interface. At the top, the 'eGRANTS' logo is visible. Below it, a navigation bar shows 'Welcome Dorothy' and 'View Listing'. A sidebar on the left contains a 'Portal Home' section with links like 'Trainee Profile', 'Search Potential Applicants', and 'Manage Members', followed by a 'Recruitment Workbasket' section with links like 'S&N Workbasket' and 'S&N Reports'. The main content area shows details for a service opportunity titled 'Super Awesome 'Corp'. It includes sections for 'Member Duties', 'Program Benefits', 'Terms', 'Service Areas', 'Skills', and 'Service Description'. A 'SUMMARY' sidebar on the right provides key information: Program Type (AmeriCorps State / National), Program (Super Awesome 'Corp'), Program Start/End Date (06/05/2018 - 06/05/2019), Work Schedule (Full Time), Education level (Some college), Age Requirement (Minimum: 18 Maximum: 99), Program Locations (DISTRICT OF COLUMBIA, Washington/Baltimore), Languages (English), Accepting Applications (From 06/05/2018 To 09/05/2018), and Contact (Dorothy McSmileson, 250 E St SW, Washington DC 20024, 555-555-5555).

After clicking **Save**, the screen will display your newly submitted Service Opportunity Listing

Review the Service Opportunity Listing and if changes are required, navigate back to the **Service Opportunities** in the **Recruitment Workbasket** to edit

View Submission Status

eGRANTS

Welcome Dorothy

Recruitment Workbasket

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Pending Applications | **Service Opportunities** | VADs

Create Opportunity Listing

Show Hidden Listings

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75495	Literacy Volunteers of Illinois - VOCAL Americorps	SN	09/01/2017	Chicago	Approved	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Denied	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL*Americorps	SN	02/10/2016	Chicago	Approved	view/edit
129948	Super Awesome 'Corp	SN	06/05/2018	Washington	Pending	view/edit

Service Opportunity Listings Status:

- **Pending** – awaiting to be viewed by CNCS
- **Approved** – viewed by CNCS and approved submission. Listing is now viewable, if indicated by submitter
- **Denied** – viewed by CNCS and disapproved submission. Listing needs to be edited and resubmitted

Note: Every time a listing is **edited**, it is resubmitted with a new timestamp and listings are reviewed chronologically by CNCS. If you do not wish to edit and adjust the timestamp, select **view**.



Resources



Resources for drafting compliant Service Opportunity Listings are available at:

<https://www.nationalservice.gov/resources/americorps/member-assignment-listings>