Entering Your Volunteer Station Roster
egrants Step-by-Step Instructions for All Grantees

Foster Grandparent Program (FGP)
Retired and Senior Volunteer Program (RSVP)
Senior Companion Program (SCP)
BEFORE GETTING STARTED

The following eGrants screen shots and instructions will walk you through entering your volunteer station roster for each grant. Below are a few tips to remember when entering your volunteer stations.

1. All of the fields in the volunteer station information screen are required. Each field in the Station Roster section must be completed in order to submit the changes.

2. To make changes after the submission, please contact your Portfolio Manager.

3. Entering your volunteer stations is a one-time request. You will only need to update your volunteer station if there is a change in the volunteer station (i.e. address change, volunteer station becomes inactive, etc.). You will not need to submit an amendment every time you want to update your volunteer station roster.

4. You will not be able to print the volunteer station roster. You can contact your Portfolio Manager for a printable version of the volunteer station roster.

Instructions for Logging into eGrants (for Current Grantees)

To log into eGrants click on the eGrants link to start your grant application (https://egrants.cns.gov/espan/main/login.jsp).

A. Current Grantees: Type in your grantee user name and password. Click the “Login to eGrants” link.

   i. If you cannot remember your eGrants user name or password, please contact the National Service Hotline at (800) 942-2677 (M-F, 9:00A.M. – 7:00P.M. Eastern Time, Jan, May, June, July, Aug, Sept and M-Th., 9:00A.M. – 7:00P.M. Eastern Time, Feb, Mar, Apr, Oct, Nov, Dec). If you have an existing account, please do not open a new account, but work with the Hotline to gain access to your pre-existing grantee account.

*As of September 29, 2020, The Corporation of National Community Services (CNCS) and Senior Corps will shift to be called AmeriCorps and AmeriCorps Seniors. eGrants may not match the updated branding.
*Note: You may have to temporarily enable pop-ups in order to move forward with your grant application.

Instructions for Entering Your Volunteer Station Rosters

Once you have logged into eGrants with your username and password, you will be taken to the home screen.

**Step (1)** Click on the “Amendment” link under Creating an Application.

If you were recently awarded in the competitive process, you will select amendment.
Step (2) A list of all grants that can be amended are listed. Select the current grant number and program. A list of all the applications associated with that grant number and program will appear. Click on the “amend” link.

Step (3) An initial screen will appear with amendment types. Click on the Modify Station Roster checkbox to enter your station roster for this amendment. You will also need to type in a reason for the amendment (i.e. “I am entering my volunteer station roster for this grant.”). Click “next” once you have completed this section.

*Note: Ensure that you selected the correct Project name, grant number, and NOFA name for the volunteer station roster you are entering in eGrants.
On the left, you will notice different sections for entering specific data. If you selected the amendment type “Modify Station Roster, eGrants will take you to the station roster section.

*Note: You may have to temporarily enable pop-ups in order to move forward.

**Step (4):** Review the instructions for entering your volunteer station information.

Click on the “add a new” link to enter your volunteer station information.
Fields with a red asterisk (*) are required for completion of each volunteer station.

**Step (5)** Enter data for each field. For help, click on the help text (akin) to understand the description of what should be entered into that specific field. For example, the street address line should be entered as the actual physical address location where AmeriCorps Seniors volunteers will serve. Do not enter post office boxes.

For the Focus Areas and Objectives, *you will have to select one Focus Area and Objective at a time*. For example, I have selected Veterans and Military Families – Veterans & Families Served. I will need to ‘save & close’ the pop-up screen in order to add another Focus Area and Objective for this station roster.

**Active MOU**: check this box to indicate that there is a current signed MOU with this station.

**Active**: once a volunteer station is created it cannot be deleted. If an organization was entered in error or is no longer an active AmeriCorps Seniors station, uncheck this box.

**Step (6)** Click ‘save & close’ once you have completed all applicable fields for this volunteer station.
To enter more than one Focus Area and Objective for a volunteer station, you will have to enter them separately. Click on the “view/edit” link to add additional Focus Areas and Objectives.

You will be able to select another Focus Area and Objective for this volunteer station.

NOTE: Please ensure that you enter all of the Focus Areas and Objectives for that particular volunteer station.

Step (7) The recent entry(ies) will be included on the Volunteer Stations screen. Repeat step 5 and 6 until all volunteer stations have been completely entered for this grant.

Step (8) Click on the ‘next’ link once all volunteer stations have been added.
Step (9) You will notice the next screen you will see the Amendment Type to be Modify Station Roster. Click “next” to go to the next screen.

Step (10) To submit your amendment, click on the ‘Submit amendment to CNCS’.