

Consolidated Application BOOST Grantee Training

To access the MyGaDOE Portal, you will need to complete the following:

1



DEPARTMENT OF EDUCATION GRANTS ACCOUNTING SYSTEM ACCESS FORM

SYSTEM NAME: _____

ADD: CONSOLIDATED APPLICATION COORDINATOR (S): EMAIL ADDRESS: _____
CONSOLIDATED APPLICATION SUPERINTENDENT (S): EMAIL ADDRESS: _____
NEW GAORS PREPARER (S): EMAIL ADDRESS: _____
NEW GAORS SUBMITTER (S): EMAIL ADDRESS: _____
INVOICE APPLICATION PREPARER (S): EMAIL ADDRESS: _____
INVOICE APPLICATION SUBMITTER (S): EMAIL ADDRESS: _____

CHANGE AND/OR DELETE: (Circle one)
PREPARER (S): _____
SUBMITTER (S): _____

NOTE: This access will allow budgets, invoices, requisitions and reports to be filed electronically via the Internet. Please provide up to two preparers and two submitters. Submitters can also prepare and submit forms. We recommend the assigned personnel be in your accounting management area.

If you have questions concerning this matter, please contact Grants Accounting at arczo.oujan@doe.k12.ga.us.

SUPERVISOR SIGNATURE: _____

TELEPHONE NUMBER: _____

DATE: _____

2



Upload the completed Grants Accounting
Systems Access Form to the
[BOOST Grants Portal](#)

3

Notification e-Mail to User

User receives an e-mail notifying them their account has been created with temporary login information.

Joe Doe,
This message has been sent to inform you of the status of your request. Please see the details below to review the status of each request item. If you have questions about the contents of this message, please contact your Security Officer.
Request Details:
Requester Name: Joe Doe
Organization: Bryan County High School
Org Role: Teacher Add Status=Approved

Application: GSO Unit Builder Role: Unit Builder Add Status=Approved
Application: Student Profile Role: Teacher Add Status=Approved
Application: Professional Development Role: Student Add Status=Approved
Application: Professional Development Role: PD Users Add Status=Approved

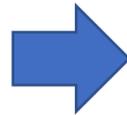
To login, use your email address and your password.
Username: jdoe@doe.k12.ga.us
Temporary Password: [OSWordRedressDone](#)
After you have logged in for the first time, you will be prompted to fill out your user profile and to change your password.
If you do not see an Approved or Denied status for a requested App Role, you will be receiving another message when the status is updated by the Application Owner.
You may click the following link to access the portal login screen: [GADOE Login](#)
Sincerely,
DOE Portal Support

Step 1: BOOST Plan

BOOST Grantee Training

Approved BOOST Application

- The subgrantee submits the preliminary budget template to the GSAN team for review and submission to GaDOE.
- The GSAN team will inform the subgrantee if they can move forward with submission into the Consolidated Application.
- Subgrantee should submit the approved pre-approved budget into the Consolidated Application for final approval.
- ★ The subgrantee's organization must be on the approval list submitted to GaDOE before the budget in the Con App will be approved.



Pre-Approved Budget Template

GRANTEE NAME: 21st Century Leaders								GaDOE Notes	
Type	Fiscal Year	Grant Program	Function	Object	Units	Price	Amount	Description	Column 1
Summer	2022	ESSER III-BOOST	1000	441	1	\$25,000.00	\$25,000.00	Student & staff housing at Emory University for 75 students and 8 staff members (around \$40 per person/per day) for 6 days, 5 nights. This also includes rental costs for 3-5 classrooms/campus spaces during the 6 day. Student and Housing at Kennesaw State University and 75 students and 8 staff members (\$27-30 per person/per day) for 6 days, 5 nights, including 3-5 classroom and campus space rentals during the 6 day stay. This includes Administrative fees and new cleaning fees.	Approved
Summer	2022	ESSER III-BOOST	2700	519	1	\$3,000.00	\$3,000.00	Busing students from campus to off-site experiences at corporate headquarters/businesses at Emory University and at Kennesaw State University.	Approved
Summer	2022	ESSER III-BOOST	3100	630	1	\$9,200.00	\$9,200.00	University dining hall and catering costs for on-campus meals for breakfast, lunch, dinner, and snacks at Emory University and Kennesaw State University for 75 students, 8-10 staff members for 6 days, 5 nights. Dining Hall costs at Kennesaw State University for 3 meals a day is \$28-\$30 per student/staff, while Emory University dining hall costs for 3 meals a day is \$33.50 (\$8.91 for breakfast, \$11.75 for lunch, \$12.84 for dinner) per student. This also includes catering meals for 10-50 volunteers varying on individual program days like an on or off-site lunch and learn or breakfast roundtable. This also includes our formal leadership dinners on Wednesday evenings which is a catered event on the each Emory and KSU campuses for a minimum of 100 people (including students, staff, and volunteers) with pricing estimated at \$30 per person plus staffing and table/linen fees, etc.	Approved

Step 1: BOOST Plan

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Preliminary Budgeting Process:

