Correspondence Component Guide - External Users

NOTE: The print screens used in this document will be similar to what External users will see when they login to Iowa Grants.

When you are working on a Grant and you have a question or an issue you can contact anyone associated with the Grant by using the Correspondence feature in Iowa Grants. It works a lot like email but keeps all pertinent information with the grant for future reference. Correspondence is the preferred method of communication in the Iowa Grants system. Let’s discuss how to use the Correspondence feature.


2. Select My Grants on this main menu.
3. Select the desired Grant from the list you wish to do a correspondence.

4. Click the Grant Title to open the specific Grant for editing. (Notice that the Title is a different color blue. This indicates that the wording is a link and will open another screen for editing or viewing.) The Grant record is displayed.
5. Click Correspondence in the listed grant components.

6. Inter-System Grantee Correspondence is available for the use of the Grantees and Grantors. Instead of using regular email when there is specific information, to a specific grant this is the preferred method of communication. It keeps all communication about the Grant with the Grant.
7. To begin an Inter-System Grantee Correspondence you must Click on the blue Add button.

8. The “To” box will allow you to send your correspondence to anybody who is attached to the Grant. You may click on the individual you wish to send the communication to highlight their name. If you wish to send the correspondence to more than one person associated to the Grant you may hold down the control key on your computer keyboard and highlight anyone on the list by clicking on their name with your mouse.
9. If you wish to send the correspondence to someone who is not attached to the grant you may do so by typing their full email address in the CC: box.

NOTE: When typing in the email addresses in the CC: box separate the entries with a semi colon. DO NOT add a space.
10. A subject line for your correspondence is required.
11. The Message box is a narrative space for you to address the topic in the Subject line.
12. The Attachments section maybe used to attach any file, email, or communication that may be pertinent to the Correspondence.
13. When your correspondence is complete click on the blue Send button. The people you selected in the “To” Section and the “CC:” will receive an email with the information you have entered in the “Message” box and any “Attachments” that were sent. It will also become a permanent part of the grant history.
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14. This is an example of the email you will receive from IowaGrants.

[Image of email interface]

15. After you receive the email if you go back into the grant you will see you have received a correspondence. Click on the subject highlighted in blue to see your correspondence.
16. You will see you have the option to reply by clicking on the blue reply.
17. The correspondence screen will open up and you may respond following the previous steps 7 through 12.