TUTORIAL – USE TAB EZ TO WRITE A BROWNFIELDS GRANT PROPOSAL

Find TAB EZ at: www.ksutab.org

Register (first time users) or Sign In to use TAB EZ. If you have a current TAB EZ ID and password, they will work here.

Click on Resources, then click on TAB EZ to see TAB EZ related resources. You do not have to sign in to view Resources.

Click on Online Tools, then click on TAB EZ to use TAB EZ.
Click on the **Please Read** button for important information about TAB EZ, application due dates, etc.

Click on the link or icon to start a new grant application.

Click on **Edit** to open and existing application.

Use **Quick Links** to see helpful TAB EZ content.
Find TAB EZ resources under the Resources tab.

Search for documents using key words.

Select TAB EZ Resources and clear the search box to see all TAB EZ Resources.

You will be able to access relevant documents from the grant application templates.
Grant Applications

After starting a new grant application (proposal), and/or being invited to participate in writing others proposals, your Grant Applications page may look like this. You will see a list of all the grants that you “own” or are a “participant” on.
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Start New Grant Application

Use the drop-down menu to choose to write an assessment grant proposal or a cleanup grant proposal.

Write a simple name for your proposal.

Click on save and continue.
Select whether your approval is needed before text changes by participants you invite to the project are accepted.

Choose the type of contamination affecting the site.

For assessment grant proposals, choose “Community Wide” or “Site Specific”.
The **Application Configuration** step configures your proposal outline to specifically address only the sections that you need to address.

If you choose to write a **Community Wide** assessment grant proposal, then section III.C.3 is not available for editing because it applies only to site specific proposals.

If you choose to write a **Site Specific** assessment grant proposal or a **Cleanup** grant proposal, then certain subsections of section III.C.3 are not available for editing. Sections III.C.3.e-h apply only to hazardous substance or both hazardous substance and petroleum (mixed) contamination. Section III.C.3.i applies only to petroleum contamination.
Adding a Participant

If you wish to allow one or more people to assist with writing your grant proposal, select Add Participants.

You may remove a participant from your proposal by selecting Manage Participants.
Adding a Participant

If you know the person you are inviting to participate is already registered to use TAB EZ, simply type in the email address they used to register. Then, click on Send Request.

If the person you are inviting to participate is not a registered TAB EZ user, complete this section and click on Send Request.

The person you invite will receive an email with instructions and the name of the proposal.
This is the main page for writing a proposal and transmittal letter. Open the checklist to see what items in addition to the transmittal letter and proposal narrative are required. Click on “view” to see important information about major sections. These are not sections where you will write text. Click on “edit” for any section to start writing your proposal.
The status indicator is red (not started), yellow (in progress), or green (marked as completed by you).

Select to export all text, the proposal narrative only, or the transmittal letter only.

Export as a Word document to finish final editing and formatting.
The character count allows you to estimate the number of pages you have completed. Remember, there is a 15 page limit for the narrative proposal and a 2 page limit for the transmittal letter. There are about 49,500 to 58,500 characters in 18 pages (3300 to 3900 characters per page).
When you select to Edit any section of the assessment or cleanup grant proposal from the outline, a page like this opens.

There are instructions, helpful hints, and a place for you to write the text for that section.
You may use the green Comment button to add comments for others on your proposal team to read.

The character count for this section is here. Remember, there are about 3300-3900 characters per page.

Save your work periodically so as not to inadvertently lose it. You may also save and return to the proposal outline, or go back to the outline without saving by clicking on the appropriate green button.

This is where you will write text for this Section of your proposal.

Finished with this section? Mark it as completed.
We hope you find TAB EZ useful in preparing your brownfields assessment or cleanup grant proposal. If you find a bug, or have a question or comment about TAB EZ, please tell us.

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