

# 2023-24 99h: Robotics Grant NexSys Step-by-Step Instructions

**Step 1:** Login to MiLogin for Third Party - [MiLogin - Login \(michigan.gov\)](https://milogin.michigan.gov) then click on NexSys to open the application.

*Note:* If you do not have a MEIS ID, log-in, or password visit: [https://www.michigan.gov/mde/0,1607.7-140-5236\\_29341---00.html](https://www.michigan.gov/mde/0,1607.7-140-5236_29341---00.html)

**Step 2:** Select '99h: Robotics Competition Program' listed under My Opportunities.

*Note:* You must be a level 5 to initiate the application.

The screenshot shows the NexSys dashboard interface. At the top, there is a navigation bar with 'Home', 'Administration', and 'Searches' menus, along with a 'Test CTEAO' button. The main content area is titled 'Dashboard' and contains three primary sections:

- My Tasks:** Includes a filter box and a table of tasks. The table has columns for Application, Document Number, Organization, Status, Status Date, and Due Date. One task is visible: '21st Century Community Learning Centers Cohort J' with document number 21CCLCJ-2022-82000-109, organization Wayne RESA - 82000, status 'In Progress', status date 9/2/2021, and due date 1:28:42 PM.
- My Opportunities:** A list of available opportunities. The '99h Robotics Competition Program' is highlighted with a mouse cursor. Other opportunities include '4S - Select Student Support Services', 'Annual Required Certifications', and 'ARP Special Education: Flowthrough'.
- Announcements:** A welcome message from the Michigan Department of Education regarding the new grant, application, and cash management system, with contact information for applications and cash management.

**Step 3:** Confirm the correct district is listed in the ‘*Provided To:*’ dropdown and click Proceed.

The screenshot displays the NexSys application interface. At the top, the logo for NexSys (Grant, Application and Cash Management) and Michigan Department of Education are visible. The main navigation bar includes 'Home', 'Administration', and 'Search'. The dashboard area shows 'My Tasks' with a filter and a table of tasks. A modal window titled '99h Robotics Competition Program' is open, showing the following details:

- Provided By: Office of Systems, Evaluation & Technology
- Provided To: Grand Ledge Public Schools - 23060
- NexSys Applications - State Funds Availability Dates: 10/1/2021 12:00:00 AM - 9/30/2022 12:00:00 AM
- Due Date: N/A
- Description: No Summary Provided

At the bottom of the modal, there are two buttons: 'Proceed' (highlighted with a mouse cursor) and 'Cancel'.

**Step 4:** You will be taken to the **Document Overview** page. From the left-hand side navigation pane click on **Cover Page**.

**Document Overview**

View document details.

<b>Template</b> 99h Robotics Competition Program	<b>Instance</b> 99h Robotics Competition Program	<b>Process</b> NexSys Applications - State Funds
<b>Document Name</b> RCP-2022-23060-00006	<b>Document Status</b> Application In Progress	
<b>Organization</b> Grand Ledge Public Schools - 23060	<b>Your Role</b> Authorized Official (5)	<b>Period Date</b> 10/1/2021 12:00:00 AM 9/30/2022 12:00:00 AM

Application In Progress | Application Submitted | Review In Progress | Modifications Required | Modifications In Progress | Modifications Submitted | Administrative Review Complete | Program Office Review Complete | State Funds Available | Amendment In Progress | Amendment Submitted

**Step 5:** Review the **Cover Page**. Scroll to the bottom to enter your contacts. Enter your main contact. You can select a Secondary Contact Person; however, this is not required. Click **Save**.

**Cover Page**

Michigan Department of Education  
Office of Systems, Evaluation, and Technology  
P.O. Box 30008  
Lansing, MI 48909

AUTHORITY: P.A. 48 of 2021 | Direct questions to Ashley Arras at (517) 241-6966 and/or arrasa@michigan.gov

COMPLETION: Voluntary. (Consideration for funding will not be possible if form is not filed.)

2022 Robotics Competition Program Grant

**Entity**

Application Description

Next Form >

Home Administration ▾ Searches ▾ 🔍 📄 Test CTEAO ▾

**RCP-2022-23060-00006**

Forms

Cover Page

Assurances and Certifications

Important Information

Review Grant Selection

Team Information

Non-Pub Payment Information

Team and Partnership Information Page

### Main Contact Person

[New Note](#) | [Save](#)

Contact Name

Address

City  Zip Code

Telephone  Fax

Email Address

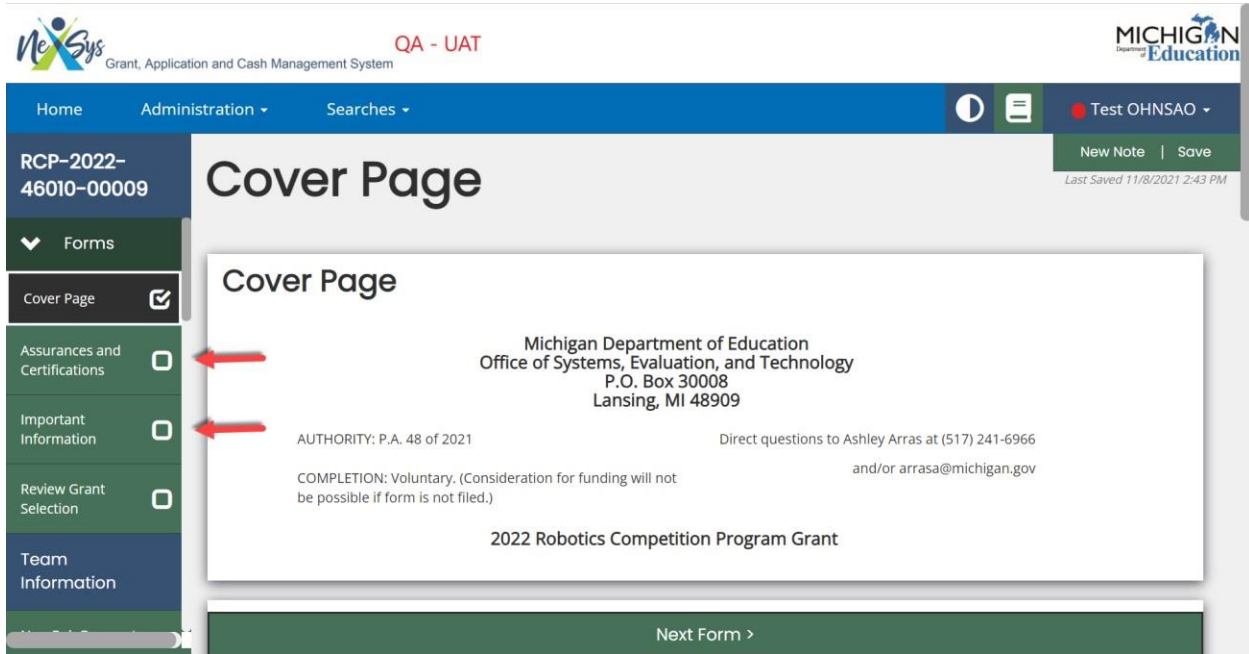
### Secondary Contact Person

Contact Name

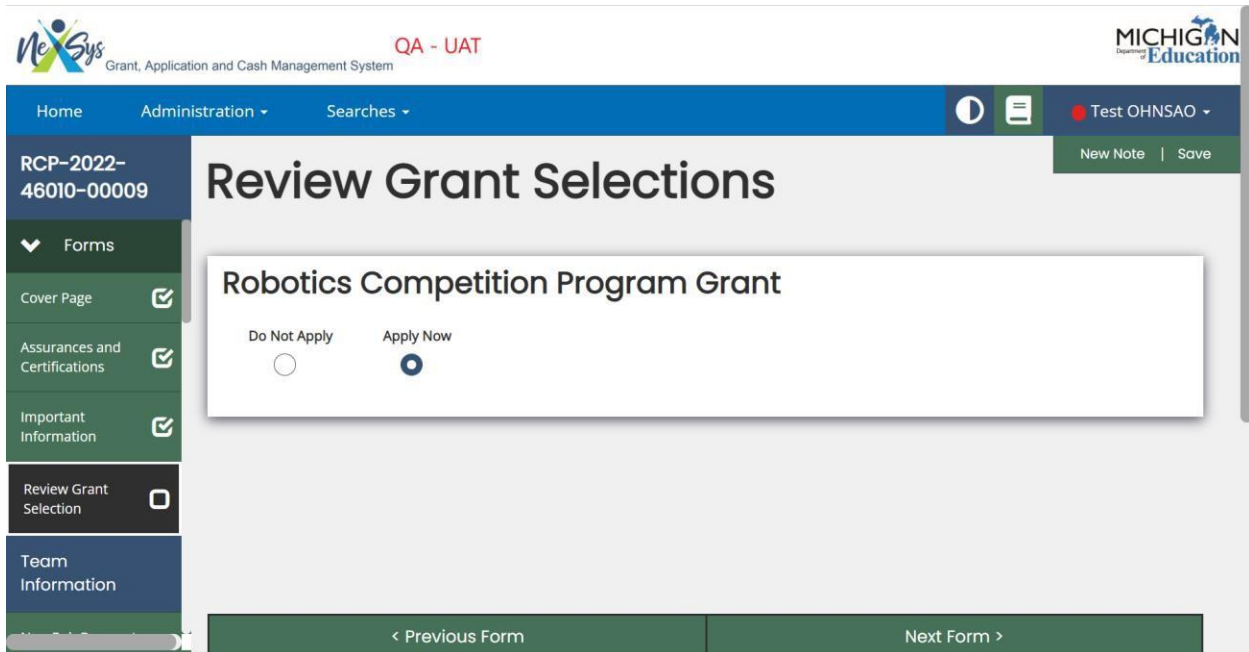
Address

[Next Form >](#)

**Step 7:** On the left-hand navigation menu click on the ‘Assurances and Certifications’ and ‘Important Information’ tabs to review the pages. After reviewing each page click **Save**.





**Step 8:** On the left-hand navigation menu click ‘Review Grant Selection’. Check **Apply Now** if you are ready to apply. Click **Save**.






**Step 9:** Use the left-hand navigation menu to navigate to the ‘*Team and Partnership Information*’ page. Fill out the required fields for your team. Upon completing the required fields for the team click **Save**. If you need to add additional teams click the **Add** button. Fill out the required fields for this team. Once completed click the **Save** button. Continue to do this until each team is added

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Grant, Application and Cash Management System


Home Administration - Searches - Reports - Accounting -




Ashley Arras -

**RCP-2024-03040-00332**  
Cover Page   
Assurances and Certifications   
Important Information   
Review Grant Selection   
Team Information  
Team and Partnership Information Page   
Team Information  
Team and Partnership Information Page   
Budget  
Budget Summary   
Budget Detail  
Add Budget Item   
Flagged Budget Item   
State of Michigan Attachments  
State of Michigan

## Team and Partnership Information Page

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Instructions:  
Please complete one Team and Partnership Information page per team in your district. Click Save after each team's information is added to the page. To add a new team page, click Add to create a new blank team page for completion. Do NOT type over a team's information. Complete the blank page with a new sponsor in correlation with the team indicated in the team field. Do this for each team. If you have five teams , you will also have five team and partnership pages.  
Team Partnerships must include at least one sponsor. If you have more than one sponsor, list the sponsor that provides the most support. Sponsors can include:

- Business/Non-Profit
- Higher Education Institute
- Technical School
- Individual

### Team Information

\*Robotics Provider:  23 of 100

\*Robotics Program Type:  5 of 10

\*Team Name:  11846

\*Team Number:  5 of 10

\*Building Team is Associated With:

\*How many students will be participating on this team?

### Team Coach Information

\*First Name:  6 of 25

\*Last Name:  4 of 50

\*Telephone Number:

\*Email Address:

RCP-2024-03040-00332

- Cover Page
- Assurances and Certifications
- Important Information
- Review Grant Selection
- Team Information
- Team and Partnership Information Page
- Budget
- Budget Summary
- Budget Detail
- Add Budget Item
- Flagged Budget Item
- State of Michigan Attachments
- State of Michigan

Team is Applying for:

\*A coach stipend

Yes No

\*District agrees to provide at least 25% of the total robotics competition program grant award with local in-kind cash match.

\*If Program team advances and competes, district agrees to provide local match of at least 25% of total advancement award.

\*Will you offer either school elective credits or digital badges to students that participate in this team?

Yes No May be

If Yes or Maybe - which (elective or digital badges)?

Elective Digital Badges Both

New Note | Print

Sponsor Information

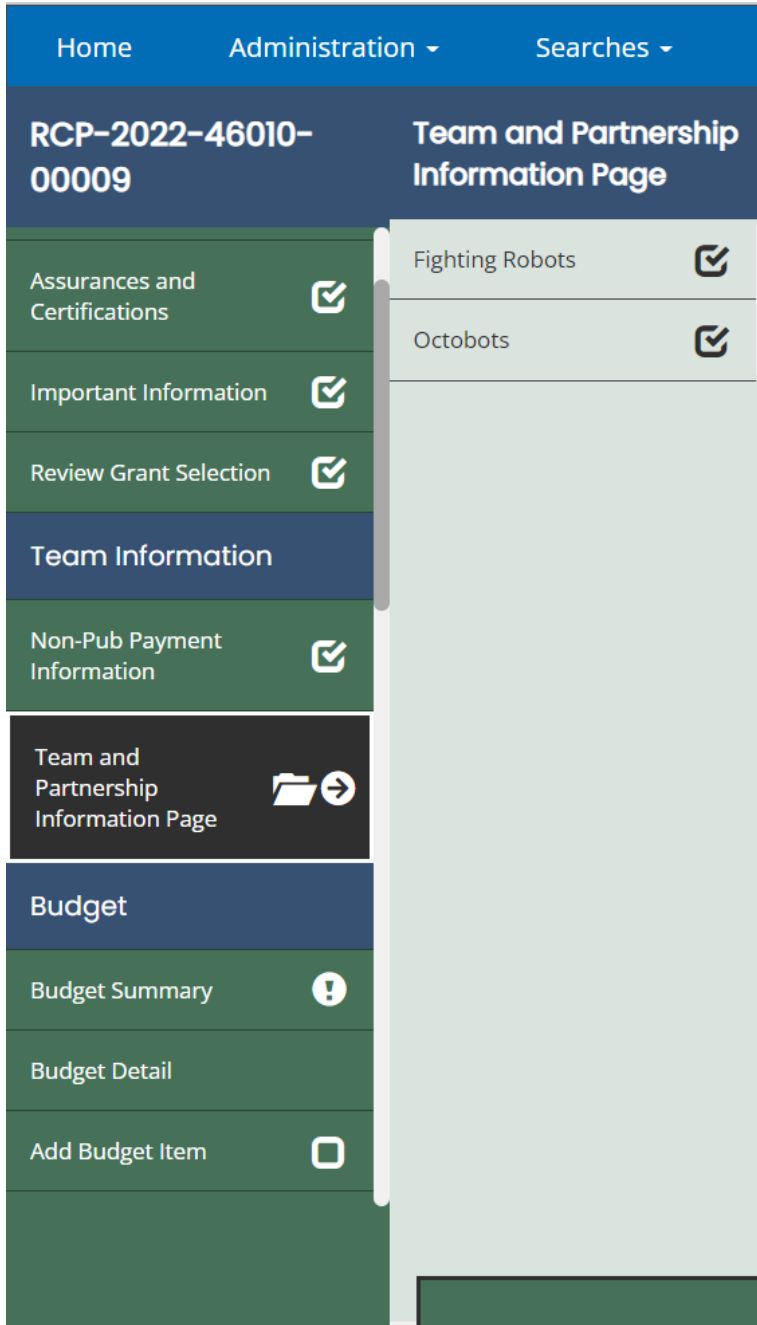
\*Name:  21 of 25

\*Telephone Number:

\*Email Address:  22 of 50

\*Sponsor Type:

**Note:** When multiple teams are added - by clicking on the left-hand side menu you can view/navigate between your team's pages.



**Step 10:** On the left-hand navigation pane click on '*Budget Summary*'. At the bottom of the screen fill out the '*Contact Information*' section of this page. Once complete, hit **Save**.



Home Administration Searches
Test OHNSAO

RCP-2022-46010-00009

Non-Pub Payment Information

Team and Partnership Information Page

Budget

Budget Summary

Budget Detail

Budget

Budget Summary

Budget Detail

Add Budget Item

Capital Outlay

Attachments

Attachments

State of Michigan

## Budget Summary

**Instructions:**

- To add a budget item, click on the **Add Budget Item**.
- To view the budget detail, click the **Budget Detail**.
- Add the name of your business and program representatives with phone numbers and emails and click **Save**.

### Funding Source

Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
46010						

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Contact Information

\* Business Office Representative      \* Phone      \* Email

\* Project Contact Person      \* Phone      \* Email

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Go to the top  
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**Step 11:** On the left-hand navigation menu click ‘Add Budget Item’. Fill out the required fields for each line item on the Budget Items page and then click **Save**. If you need to add additional budget line items click **Add**.

**REMEMBER:** You must enter a septate line item for each team’s Support Award and Stipend (if applicable)at least one line item for each individual team. A support award and coaching stipend (if applicable)

**NOTE:** Local Agency Share is no longer required and will **NOT** appear on the application. You are only required to enter the total amount you are applying for.



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Team Information

Team and Partnership Information Page

Budget

Budget Summary

Budget Detail

Add Budget Item

Flagged Budget Item

State of Michigan Attachments

State of Michigan Attachments

Approvals

Approvals

History

Tools

# Budget Items

New Note | Print  
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- To add a Budget Item complete all fields on the page (fields will vary based on Program requirements)
- Once all budget item fields have been completed, click **Save**
  - If errors exist, an error message will be displayed
- To add another Budget Item, click **Add** in the upper right-hand corner of the Budget Item screen
  - Repeat this process until all budget items are added
- To update an existing Budget Item, navigate to the budget item through the Budget Items pop-out menu (on the side navigation menu), select Budget Item, update as appropriate, and click **Save**
- To delete a Budget Item, navigate to the appropriate budget item and click **Delete** in the upper right-hand corner of the Budget Item screen

## Budget Item

Section 99h Robotics Competition Grant					
Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
24599H	24599H		10/01/2023	09/30/2024	2024

Team Name/Number:

Robotics Program Type

Select the appropriate Function Code for this budget item:

Use of Funds

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or heading(s) of the box(es) used

Home Administration - Searches - Reports - Accounting - Ashley Arras -

New Note | Print

**RCP-2024-03040-00332**

Team Information

Team and Partnership Information Page

Budget

Budget Summary

Budget Detail

Add Budget Item

Flagged Budget Item

State of Michigan Attachments

State of Michigan Attachments

Approvals

Approvals

History

Tools

Wayland Wildcats - 6090

**Robotics Program Type**  
FIRST Robotics - Veteran

Select the appropriate Function Code for this budget item:  
221: Improvement of Instruction

Use of Funds  
Support Award

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or heading(s) of the box(es) used below:  
6090- Supplies and materials for robot and game elements. Total budget is \$8,300.

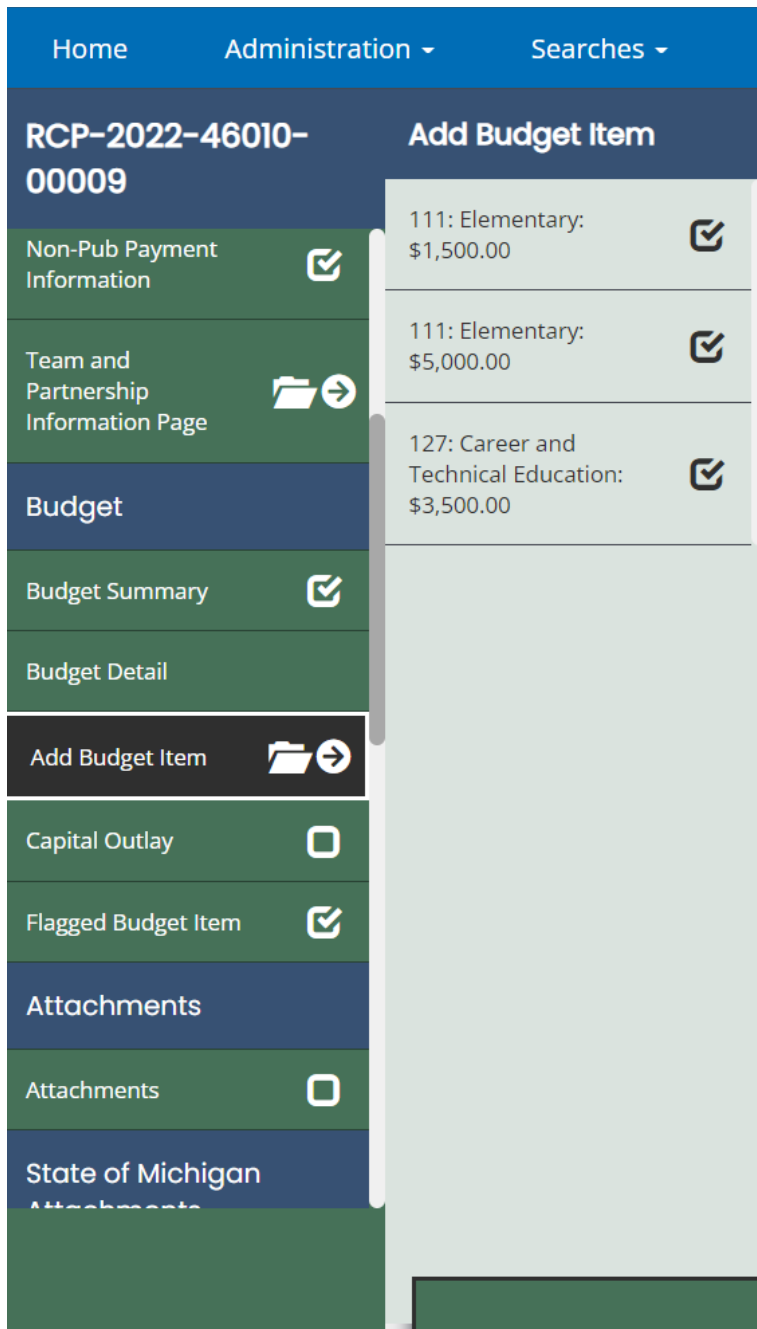
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Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries	Benefits	Purchased Services	Supplies & Materials	Other	Total
\$	\$	\$	\$ 3,000	\$	\$3,000

If Salaries, enter FTE or Hours:  
FTE:      Hours:

Flag	Comment	Previous Total	Change +/-
		\$0	\$0



**Note:** *Once you start to add Budget Items you can hover over the left-hand navigation pane to view all of your budget items.*

**Step 13:** Once you are done entering all teams, and corresponding budget line items for each team, you are ready to submit your application. On the left-hand navigation pane click on ‘Submit Application’. Add any comments and click **Save**.