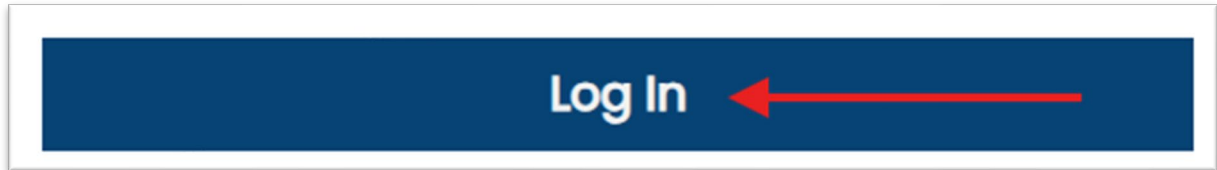


How to Initiate a Training Request

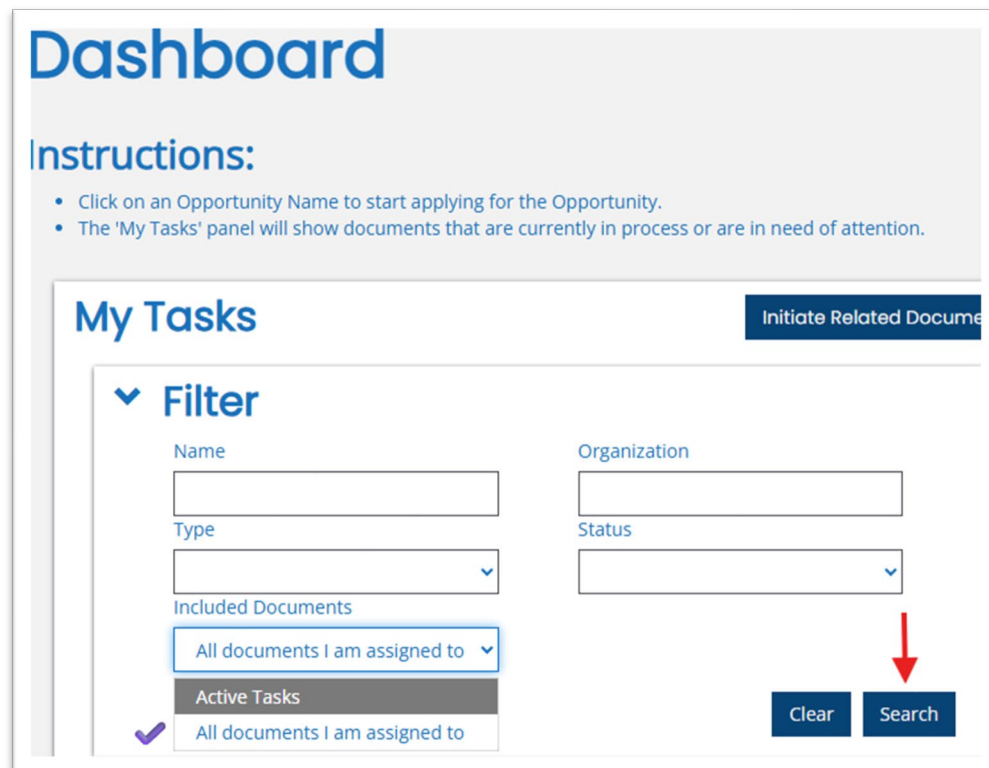
Step 1:

As the **Agency Administrator**, **Agency Certifying Official**, or **Project Director**, log into IntelliGrants at <https://scdps.intelligrants.com/>



Step 2:

You will arrive at the **Dashboard** page. From the **My Tasks** panel on the **Dashboard** page, select **Filter** and change **Included Documents** from **Active Tasks** to **All Documents I Am Assigned To**. Click **Search**.



Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks Initiate Related Document

Filter

Name

Organization

Type

Status

Included Documents

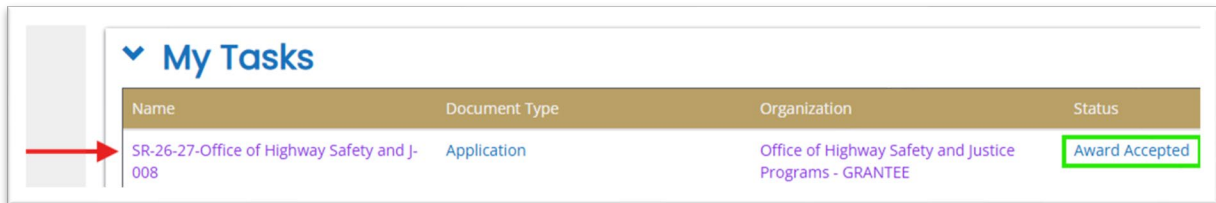
☒ All documents I am assigned to

☐ Active Tasks

☐ All documents I am assigned to

Step 3:

Collapse the **Filter** panel and find your **Award** under **My Tasks** in the **Award Accepted** Status. Click on your **Award** under **Name**.

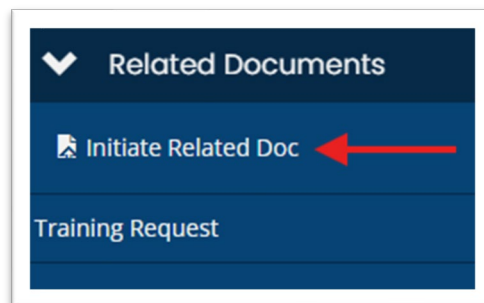


The screenshot shows a table titled "My Tasks" with four columns: Name, Document Type, Organization, and Status. A red arrow points to the first row. The first row contains the text "SR-26-27-Office of Highway Safety and J-008" under Name, "Application" under Document Type, "Office of Highway Safety and Justice Programs - GRANTEE" under Organization, and "Award Accepted" under Status. The "Award Accepted" status is highlighted with a green border.

Name	Document Type	Organization	Status
SR-26-27-Office of Highway Safety and J-008	Application	Office of Highway Safety and Justice Programs - GRANTEE	Award Accepted

Step 4:

While still logged in as the **Agency Administrator**, **Agency Certifying Official**, or **Project Director**, scroll to the very bottom of the **Document Landing Page** on the left-hand panel, expand **Related Documents** and click on **Initiate Related Doc**.



IMPORTANT NOTES

After successfully initiating the training request, you will be directed to the landing page. The **Training Request** is a “sub document” or “child” of the application. So, while it is its own document with its own workflow, it is still tied directly to the application itself.

You may navigate between the documents under the **Related Documents** tab on the left-hand panel. There, you should now see **Application** as an option. Selecting **Application** will trigger a slide out from the menu, revealing the parent application. Selecting the application will redirect you to the landing page of the application.

From the application, you may get back to the sub document in the same way. Under the **Related Documents** tab, you will see a **Training Request** option. Selecting this option will trigger a slide out from the menu, revealing the Training Request sub document(s).

Step 5:

The below modal will appear. For **Document Identifier**, leave this blank. **Parent Document** is your current **Award**. Under **Available Documents**, select **Training Request**. Click **Create**.

Initiate Related Document

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier

Search parent documents by identifier...

Parent Document

✓ SR-26-27-Office of Highway Safety and J-008

Available Documents

✓ Training Request - SRO

Create

Step 6:

The dialogue box below will appear. Click **Proceed**.

Training Request – SRO

Provided By: Office of Highway Safety and Justice Programs

Provided To: Office of Highway Safety and Justice Programs - GRANTEE

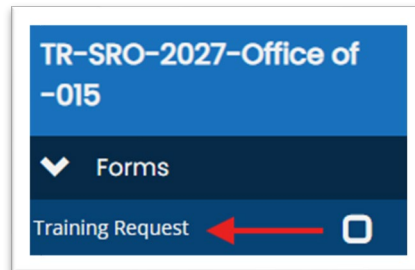
Training Request Availability Dates: 6/1/2026 12:00:00 AM -

Due Date: N/A

Proceed Cancel

Step 7:

While still logged in as the **Agency Administrator** or the **Project Director**, select the **Training Request** form from the panel on the left-hand side.



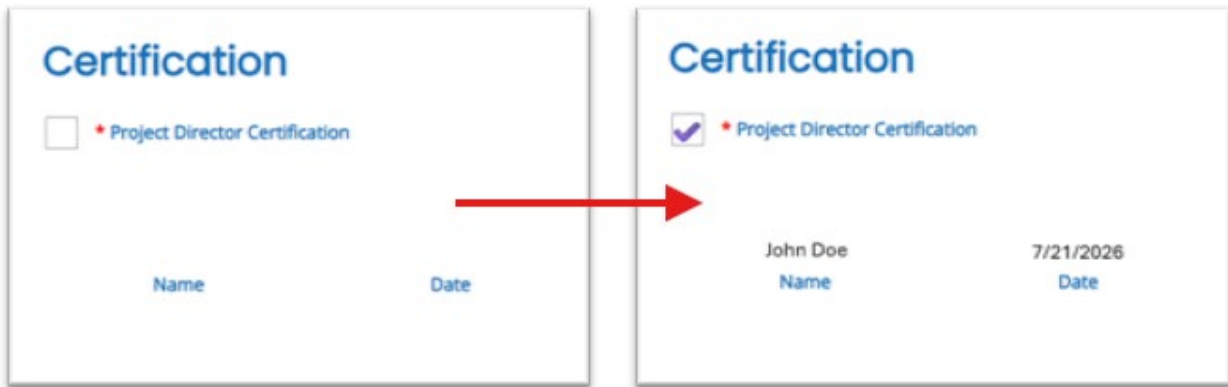
Step 8:

You will arrive at the **Training Request** page. Fill out all relevant information for the training request on this page and upload the required documentation. Once completed, click **Save** at the top right of the webpage.

A screenshot of the 'Training Request' form page. The page has a light gray header with the title 'Training Request' in large blue font. In the top right corner of the header, there are two buttons: 'Print' and 'Save'. Below the header, there is a list of instructions: 'All required fields are marked with an *.', 'Use the SAVE button to save information and calculate data on each page.', and 'Save at least every 30 minutes to avoid losing data.' Below the instructions, there is a white box containing a reminder: 'As a reminder, requests for training not involving grant funds do not need prior approval. When training credit transcripts or certificates received from training classes will be required. It is the follow program requirements and to ensure that there are adequate funds in the grant to atte'. Below the reminder, there are three form fields: 'Agency Name:' with the value 'Office of Highway Safety and Justice Programs - GRANTEE', 'Grant Number:', and 'Project Title:' with the value 'Test PD SRO'.

Step 9:

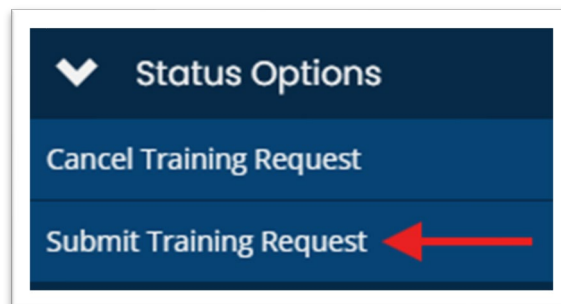
The **Project Director** will now login and navigate back to the **Training Request** page. Click the checkbox next to the **Project Director Certification**. Click **Save**. The **Certification** will now auto populate the **Project Director's** name and current date.



The image shows two side-by-side screenshots of a 'Certification' form. The left screenshot shows an unchecked checkbox next to the text '* Project Director Certification'. Below the checkbox are two empty input fields labeled 'Name' and 'Date'. The right screenshot shows the same form, but the checkbox is now checked (indicated by a purple checkmark). The 'Name' field is populated with 'John Doe' and the 'Date' field is populated with '7/21/2026'. A red arrow points from the unchecked checkbox in the left screenshot to the checked checkbox in the right screenshot.

Step 9:

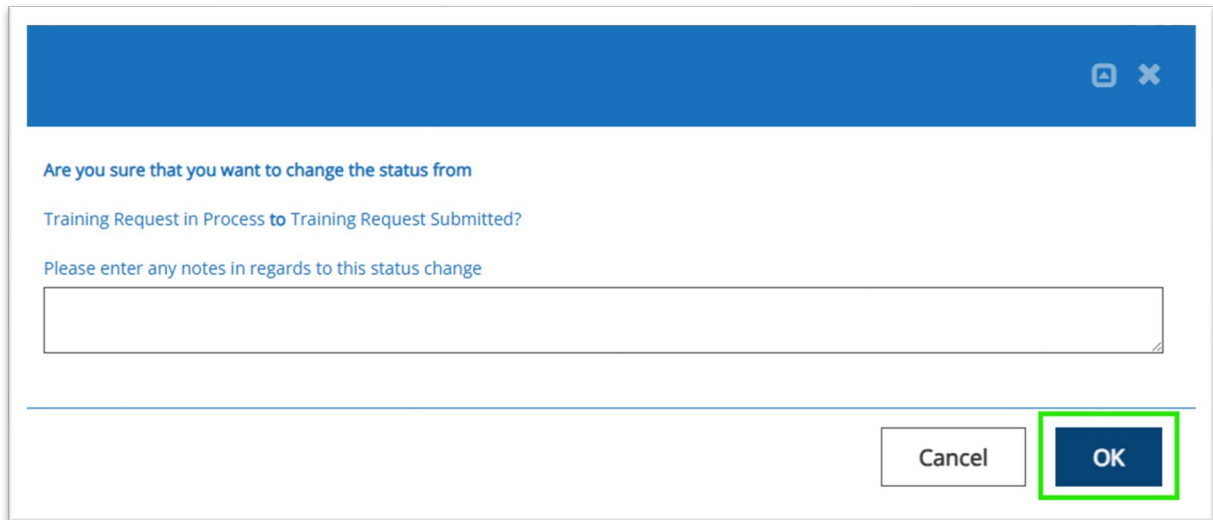
Continuing as the **Project Director** or logging in as the **Agency Administrator or Agency Certifying Official**, navigate back to the **Training Request** Landing Page. Under **Status Options** on the left-hand panel, click **Submit Training Request**.



The image shows a 'Status Options' menu. The menu is dark blue with white text. It has a dropdown arrow icon and the title 'Status Options'. Below the title are two options: 'Cancel Training Request' and 'Submit Training Request'. A red arrow points to the 'Submit Training Request' option.

Step 10:

The dialogue box below will appear. Enter any relevant notes regarding the **Training Request**. Click **OK**.



Are you sure that you want to change the status from

Training Request in Process to Training Request Submitted?

Please enter any notes in regards to this status change

Cancel OK

Step 11:

On the **Document Landing Page**, the **Document Status** should now be **Training Request Submitted**. Your **Training Request** is now under review. Once the **Training Request** has been approved, your document status will change from **Training Request Submitted** to **Training Request Approved**.

