

Minority Health Grants Management (MHGM) System

Demonstration Grant - Frequently Asked Questions

For MHGM technical assistance (page loading errors, system generated error messages, etc.) please contact Reina Sims at minhealth@mih.ohio.gov. Then enter, "MHGM System Technical Assistance Question" in the subject line in the subject line, type your question and include a screenshot of the issue to include the URL, in the body of your email.

For MIH Demonstration grant RFP questions, please email your questions to the aforementioned email address. All questions will be answered within 1 – 2 business days.

Please note submission of the TA questions and the time allotted to their response, does not change or extend grant due dates. For all grant due dates, please visit our website at www.mih.ohio.org, and go to the Grant Opportunities page. From there, scroll down to the specific grant to which you are applying.

Thank you! Commission Staff

- 1. Our organization is attempting to complete its application submission through the MIH Portal as instructed. On the first screen, all information has been completed that is allowable.**

We are unable to progress to the next screen (page2) because of the requirement that a 'project area' be identified. This is to be done through a drop box selection, however there is NO option for us to elect from.

 - It appears that you may have selected the wrong application fiscal year. Please select fiscal year 2020 and the project area drop down will populate.
- 2. I cannot find or see in the on-line application form, an Administrative Compliance form to fill in or type into. The instructions on page 45 (2.d) of the User Guide states that it needs to be uploaded. The instructions on-line in the Documents Section next to the Administrative Compliance line states to, "Please complete the form as referenced in the directions at the top of the Administrative Compliance form"...however, I do not see a form.**

 - Please find the administrative compliance form on our Commission website at www.mih.ohio.gov. Once there, please go to the Grantee Forms page. Once there, scroll down to the General Documents section where you will find the administrative compliance form.
- 3. I am unable to get into the system. Once I log in, it indicates my session will expire, when I hit close, it take me back to the log in page again. I log back in and it repeat the same thing. I have tried several times, please advise.**

 - It sounds as if you may be using an Apple product. Unfortunately, The MHGM System is not presently compatible with Apple products using the Safari browser. Incompatibility issues are currently in the process of being rectified. In the interest of time, as the grant deadlines will not be altered, please use a PC to register for and navigate in the MHGM system.

4. **I am wondering what the due date is for the Demonstration grant submissions. The RFP says it is due on Friday, June 3, 2019, but June 3 is not a Friday. I am wondering what the correct date is.**
- Please be advised that as per the RFP cover letter, and page 5 of the RFP, the due date for submission of the FY 2020 Demonstration Grant is 11:59pm on June 3, 2019. The day of the week should read MONDAY not Friday.
5. **After watching the video I have another question. The video clearly states that you must complete one section (the Project Abstract) before you can proceed to the next section (Project Narrative). My question is: can you go back, like from the Project Narrative back to the Project Abstract? What if I need to change the face sheet?**
- While it is physically possible to toggle between sections, it is best to save your work by completing a section and clicking on next. If you are timed out due to inactivity on your page, follow the screen prompts to save your work and return to it later.