

## Supplemental Instructions

### Step 1. Subgrantee Administrator: Creating and submitting the Supplemental

- a. Login to eGrants <https://www.txdot.gov/apps/egrants>
- b. Click the **Proposal/Grant** Tab on the Search Bar.
- c. In the Search Proposal/Grant, click **CLEAR**; click **SEARCH**. This displays all your grants, you can also add criteria.
- d. Click on the Grant ID (Name Column) of the grant you wish to create a supplemental in the Search results.
- e. On the **Grant Menu**, under **Examine Related Items**; click **VIEW RELATED ITEMS**.
- f. Under the Related Documents; click the [Initiate a Supplemental](#) link.
- g. Select **I AGREE** to create Supplemental (SUP); select **I DO NOT AGREE** to cancel.
- h. On the **Supplemental Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**.
- i. Complete and **SAVE** the applicable pages for the Supplemental.
- j. On the **Supplemental Menu**, under **Change the Status**; click **VIEW STATUS OPTIONS**.
- k. Submit **Supplemental** for review by clicking **APPLY STATUS** under Possible Statuses; **SR SUBMITTED**.

### Step 2. TxDOT Project Manager: Review and Approve Supplemental

- a. Login to eGrants <https://www.txdot.gov/apps/egrants>
- b. **Supplemental** submitted will appear in **My Tasks**. Under **My Tasks**; click **OPEN TASKS**.
- c. Click on the **Supplemental ID** (Name Column) in your task list. The current status will be **SR SUBMITTED**.
- d. On the **Supplemental Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**. Review **Supplemental** pages.
- e. On the **Supplemental Menu**, under **Change the Status**; click **VIEW STATUS OPTIONS**.
  - If it passed your review & doesn't need modifications: **APPLY STATUS** to **SR APPROVED**.
  - If it needs modifications: **APPLY STATUS** to **SR MODIFICATIONS IN PROGRESS**.
  - If it does not pass your review : **APPLY STATUS** to **SR DENIED**.
  - If it passes review, & needs Program Area Manager review: **APPLY STATUS** to **SR TSS PROJECT MANAGER REVIEW COMPLETE**.
    - ✓ If you are the **Program Area Manager**:
      - ❖ Proceed to Step 3. **TxDOT Program Area Manager**: Review and Supplemental Approval
    - ✓ If you are not **Program Area Manager**:
      - ❖ On the **Supplemental Menu**, under **Access Management Tools**; click **VIEW MANAGEMENT TOOLS**.
      - ❖ Click the **ADD/EDIT PEOPLE** link. Add **Program Area Manager** as Project Manager to **Supplemental**.
      - ❖ You will still see status changes available. Do **NOT** change status.
      - ❖ Contact the **Program Area Manager** for review. Give **Program Area Manager Supplemental ID** that you wish them to review.

### Step 3. TxDOT Program Area Manager: Review and Supplemental Approval (if needed)

- a. **Supplemental** submitted will appear in **My Tasks**. Under **My Tasks**; click **OPEN TASKS**.
- b. Click on the **Supplemental ID** (Name Column) in your task list. Current status: **SR TSS PROJECT MANAGER REVIEW COMPLETE**.
- c. On the **Supplemental Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**. Review **Supplemental** pages.
- d. On the **Supplemental Menu**, under **Change the Status**; click **VIEW STATUS OPTIONS**.
  - If it passed your review & doesn't need modifications: **APPLY STATUS** to **SR APPROVED**.
  - If it needs modifications: **APPLY STATUS** to **SR PROGRAM MANAGER RETURNED**.
  - If it passes review, & needs **Program Director** review : **APPLY STATUS** to **SR PROGRAM MANAGER REVIEW COMPLETE**

### Step 4. TxDOT Program Director : Review and Supplemental Approval (if needed)

- a. **Supplemental** submitted will appear in **My Tasks**. Under **My Tasks**; click **OPEN TASKS**.
- b. Click on the **Supplemental ID** (Name Column) in your task list. Current status: **SR PROGRAM MANAGER REVIEW COMPLETE**.
- c. On the **Supplemental Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**. Review **Supplemental** pages.
- d. On the **Supplemental Menu**, under **Change the Status**; click **VIEW STATUS OPTIONS**.
  - If it passed your review & doesn't need modifications: **APPLY STATUS** to **SR APPROVED**.
  - If it needs modifications: **APPLY STATUS** to **SR TRF PROGRAMS DIRECTOR RETURNED**.
  - If it passes review, & needs **Section Director** review : **APPLY STATUS** to **SR TRF PROGRAMS DIRECTOR REVIEW COMPLETE**

### Step 5. TxDOT Section Director : Review and Supplemental Approval (if needed)

- a. **Supplemental** submitted will appear in **My Tasks**. Under **My Tasks**; click **OPEN TASKS**.
- b. Click on the **Supplemental ID** (Name Column) in your task list. Current status: **SR TRF PROGRAMS DIRECTOR REVIEW**.
- c. On the **Supplemental Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**. Review **Supplemental** pages.
- d. On the **Supplemental Menu**, under **Change the Status**; click **VIEW STATUS OPTIONS**.
  - If it passed your review & doesn't need modifications: **APPLY STATUS** to **SR APPROVED**.

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- If it needs modifications:  to SR SECTION DIRECTOR RETURNED.
- If passes review, & needs **NHTSA** review :  to SR SECTION DIRECTOR REVIEW COMPLETE

### Step 6. NHTSA : Review and Supplemental Approval (if needed)

- a. Supplemental submitted will appear in  My Tasks. Under  My Tasks; click .
- b. Click on the Supplemental ID (Name Column) in your task list. Current status: SR SECTION DIRECTOR REVIEW COMPLETE.
- c. On the Supplemental Menu, under  View, Edit and Complete Forms; click . Review Supplemental pages.
- d. On the Supplemental Menu, under  Change the Status; click .
  - If it passed your review & doesn't need modifications:  to SR APPROVED.
  - If it needs modifications:  to NHTSA RETURNED.