

# How to Accept Award in COSMOS

Log into COSMOS. Under Applications, click on the grant “pending agreement”.

The screenshot shows the COSMOS user interface. At the top, there is a navigation bar with links for Home, Profile, Filing Cabinet, and Search Payments. On the right, it says 'Welcome Cosmos Site 3' and 'Log Out'. The main content area is divided into three sections:

- Work Queue:** Contains three messages. The first two are overdue filings for 'FY 2022 Risk Assessment' and 'Quarter 1 PMT Report', each with a 'View Filing Cabinet Request' button. The third message states that a grant application for '2022 TEST' was approved on 02/07/2022 for \$1,000.00, with a green checkmark icon.
- Awards:** A table showing grant details:

| Grant Name                     | Amount | Remaining | Health |
|--------------------------------|--------|-----------|--------|
| FY 2021 VOCA Assistance Grant  |        | \$0.00    | 100%   |
| FY 2022 VOCA Assistance Grant  |        |           | 73%    |
| FY 2022 VOCA Competitive Grant |        | \$0.00    | 129%   |
- Applications:** A table showing application details:

| Grant Name | Amount     | Status            |
|------------|------------|-------------------|
| 2022 TEST  | \$1,000.00 | Pending Agreement |

Click on “Edit Application” button to make any necessary budget changes and sign the application agreements.

## View Application

The 'View Application' page displays the following information:

- Subgrantee:** Application Status: Pending Agreement
- Grant Name:** FY 2021 VOCA Assistance Grant
- Grant Number:** 2018-V2-GX-0008 1
- Application Solicitation Period:** 07/01/2020 - 07/31/2020
- Grant Period:** 10/01/2020 - 09/30/2021

Below this information is the 'Application Review Comments' section, which contains a green message: 'Please make the changes as we discussed on the phone. Application accepted.'

At the bottom, there is an 'Edit Application' button, which is highlighted with a red box. A tooltip next to it says: 'Use this button to update the Budget and sign the Application Agreement(s)'. To the right of the button are 'Collapse All Panels' and 'Expand All Panels' buttons.

To Edit Application click on each action item located on the left hand side of the screen. An exclamation mark indicates the section is not complete. A green check mark indicates the section is complete.

[Download Application Documents](#)

|                         |
|-------------------------|
| Crime Victim Allocation |
| Budget                  |
| Agreement               |

PI

Review Application

View Saved Comments

Crime Victim Allocation: Make any necessary budget revision based on the dollar amount awarded. In the example below, \$586 will need to be subtracted from one or more categories to equal the amount awarded.

| Proposed Priority Crime Victims               |                     |
|---|---------------------|
| <b>A. Child Abuse Total</b>                   | <b>\$6,155.00</b>   |
| A1. Child physical abuse/neglect              | \$ 3,078.00         |
| A2. Child sexual abuse                        | \$ 3,077.00         |
| <b>B. Domestic and Family Violence Total</b>  | <b>\$ 67,959.00</b> |
| <b>C. Sexual Assault Total</b>                | <b>\$12,311.00</b>  |
| C1. Child sexual assault                      | \$ 2,052.00         |
| C2. Adult sexual assault                      | \$ 10,259.00        |
| <b>Total Proposed Priority Crime Victims:</b> | <b>\$86,425.00</b>  |

| Proposed Underserved Crime Victims               |  |
|--|--|
| <b>D. Proposed Underserved Crime Victims</b>     |  |
| D1. Underserved DUI/DWI crashes                  | \$ 1,025.00  |
| D2. Underserved Assault                          | \$ 4,165.00  |
| D3. Underserved Adults Molested as Children      | \$ 1,025.00  |
| D4. Underserved Elder Abuse                      | \$ 3,591.00  |
| D5. Underserved Robbery                          | \$ 3,078.00  |
| D6. Underserved Survivors of Homicide            | \$ 1,025.00  |
| D7. Other Underserved - Other Violent Crimes     | \$ 2,252.00  |
| D7 Description:                                  | violation of protection order/no contact, felonious restraint, disorde |
| <b>Total Proposed Underserved Crime Victims:</b> | <b>\$16,161.00</b>   |

**Total Proposed Allocation: \$102,586.00**  
**Amount Awarded: \$102,000.00**

Revisions will also be done to the budget if necessary:

Crime Victim Allocation ✔

**Budget** ⓘ

Agreement ⓘ

[Review Application](#)

[View Saved Comments](#)

## Budget

### Salaries and Wages

|                                 |                    |
|---------------------------------|--------------------|
| FTE Staff Professionals         | \$ 79,931.30       |
| Fringe Benefits                 | \$ 6,114.70        |
| Overtime and Shift Differential | \$ 0.00            |
| Contractor(s)                   | \$ 0.00            |
| Volunteer(s)                    | \$ 0.00            |
| <b>Total:</b>                   | <b>\$86,046.00</b> |

### Operating Expenses

|                        |             |
|------------------------|-------------|
| Advertising            | \$ 6,000.00 |
| Insurance              | \$ 0.00     |
| Lease - Buildings/land | \$ 0.00     |

Download and read agreements. Click acknowledgement and sign.

Crime Victim Allocation ✔

Budget ✔

**Agreement** ⓘ

[Review Application](#)

[View Saved Comments](#)

## Agreement

**FY 2021 VOCA Contract Agreement**

As the subgrantee agency's authorized representative, I have read, understand, acknowledge and will use COSMOS to electronically accept the contract agreement and accept the terms and condition of the VOCA Grant Contract and any applicable state or federal certifications. I further agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

**FY 2021 VOCA Subrecipient Agreement**

[Download Contract](#)  On behalf of the subgrantee agency, I have authority to accept the terms and conditions of the 'FY 2021 VOCA Subrecipient Agreement'.

\*Signature:

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**Subrecipient Agreement Exhibits A - F**

[Download Contract](#)  On behalf of the subgrantee agency, I have authority to accept the terms and conditions of the 'Subrecipient Agreement Exhibits A - F'.

\*Signature:

[Discard Changes](#) [Save](#)

After each section is completed, your application is ready to activate. Click on the "Review Application" button.

|                         |   |
|-------------------------|---|
| Crime Victim Allocation | ✔ |
| Budget                  | ✔ |
| Agreement               | ✔ |

✔ Your application is ready to activate.

Review Application

View Saved Comments

Scroll to the bottom of the page and click on the "Process Application" button.

## Agreement

Please click on the "Process Application" button to Accept or Deny the Award.

Process Application

A pop up box will appear. Select "accept" or "deny". Click on "Submit".

