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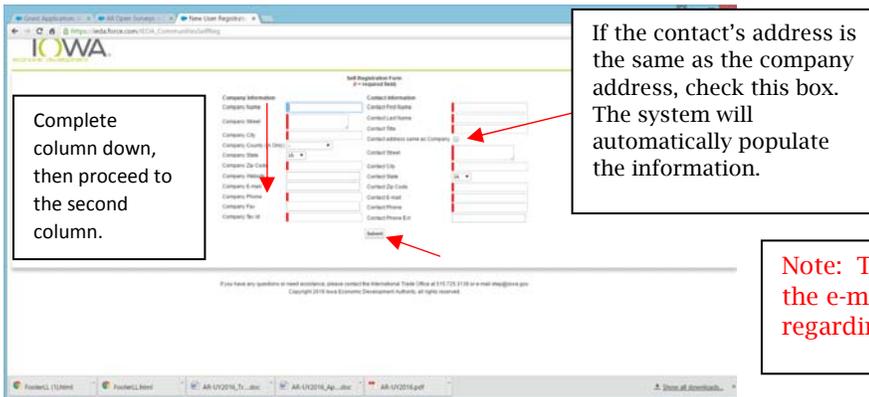
Registration

<https://ieda.force.com>

First-time users (to ieda.force.com) must register as a user of the International Grant Application System. Click on “Sign Up” in the lower right corner under the Log In button.

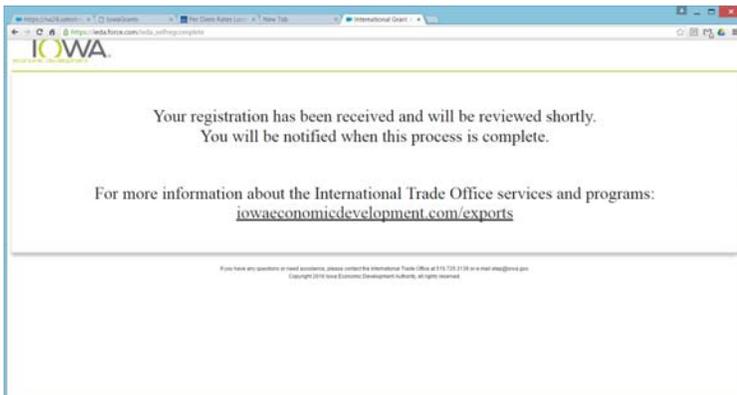


Next, applicants are encouraged to complete ALL fields of the registration form. Applicants need the COMPANY'S TAX ID NUMBER to register. Required fields are noted in red and MUST be completed in order to “Submit” the registration.



Note: The Contact E-mail provided will be the e-mail where all correspondence regarding this application/grant, will be sent.

Once submitted, applicant will receive this message:



Applicants will receive an e-mail (to the e-mail provided on the registration form), indicating the registration was received and will be processed within two business days.

If an e-mail similar to the one below is not received, applicants should check the spam/junk folder. Otherwise, contact etap@iowa.gov or phone 515.725.3139.



L,

We have successfully received your request for access to the International Trade Grant Application System. Please allow up to two (2) business days to process your request. An email will be sent to lisa.longman9@gmail.com notifying you of the approval/denial of your registration.

If you do not receive your email within two business days, please contact us at etap@iowa.gov or call 515.725.3139.

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309
PH: 515.725.3139
iowaeconomicdevelopment.com/exports

Approved applicants will receive a welcome e-mail providing a link to create a password. If you do not receive this email within two business days, please notify us at etap@iowa.gov.



Hi L,

Welcome to the International Grant Application System! Start your application here: https://eda.force.com/login?c:9vqG8GKTJccowdWIA3CWhz6GeR_wODVFbkrVJmzhqtw68z2bxs8t0_A6x8f3JKyrsnpXAu_R0mC_r15qSSEDMnzWwJQXrFxCO2t96eMkkJ6

Username: lisa.longman9@gmail.com
(You will be prompted to Change Your Password)

The attached step-by-step instructions, including screenshots, will assist you throughout the application process. It includes a checklist have all the necessary information submitted to complete the application.

Three additional forms are also attached that need completed for inclusion with the application:

1. Completed Export Assessment form
2. Certification of Debarment form
3. Certification of a Small Business Concern form

Finally, please review the attached Terms and Conditions for receiving a grant through the International Trade Office.

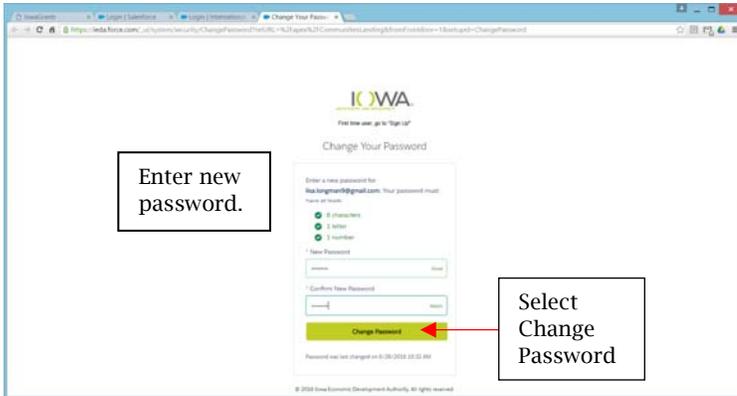
If you require further assistance, please contact the International Trade Office at [515.725.3139](tel:515.725.3139) or e-mail etap@iowa.gov.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Please review the [Information & Documentation Checklist](#) (in Appendix) before proceeding.

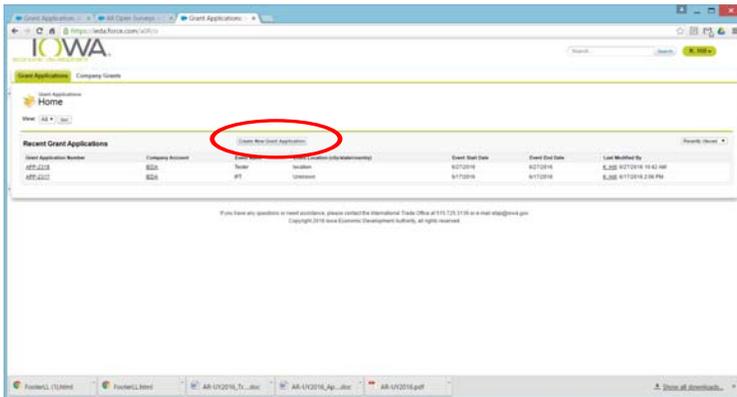
Application

(See [Information & Documentation Checklist](#) (in Appendix) before starting.)

Access the Log In from your “Welcome to the International Trade Grant Application System” e-mail. You will be prompted to create a password prior to your first Log In using the “Change Your Password” screen.



Select Create New Grant Application.



There are three steps required to submit an application:

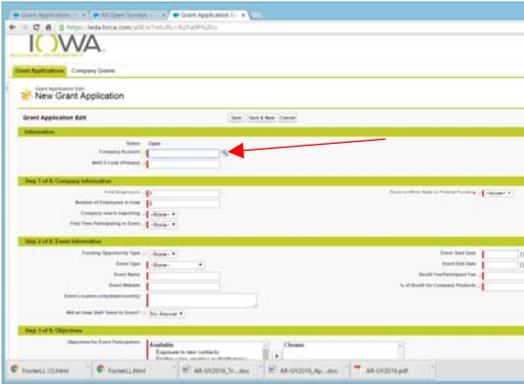
- A. Complete Application Fields
- B. Required Documentation
- C. “Submit for Approval”

Complete Applications include both:

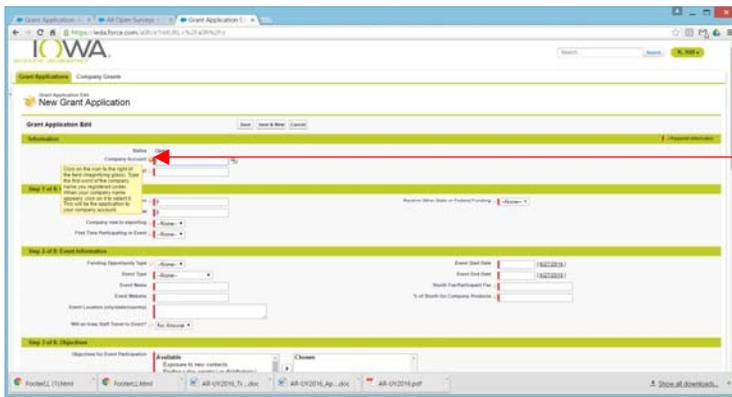
- A. Completed Application
- B. Uploading support documentation to the Notes & Attachments section

A. Complete all Fields on Application

Fields marked in red are required. You will not be able to save the application without completing these fields.



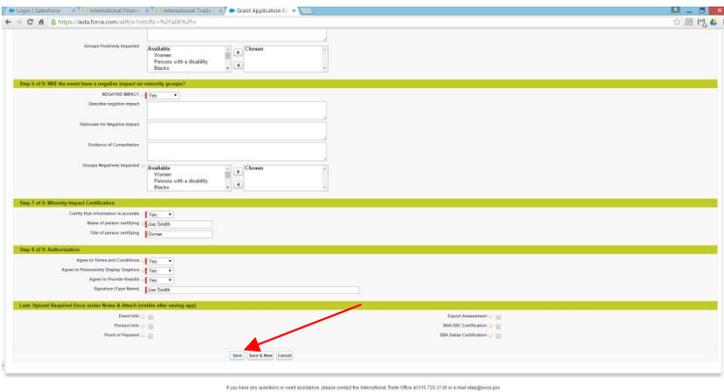
Use the lookup button to search for your Company Account. This will search for the company name used during registration.



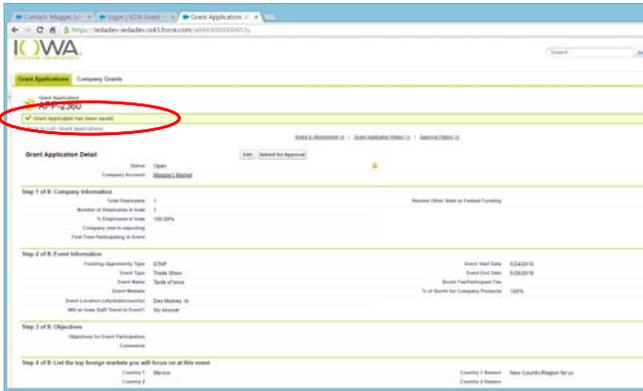
A small pop up provides detailed information on the field when hovering over the small question icon next to the field name.

Additional field definitions are available on the [Application Field Definitions](#) page (Appendix).

“After Step 8 of 9: Authorization,” **save** the application. Applicants will return to the last step after uploading the required documentation. After saving the application, scroll down under the application to the “Notes & Attachments” section (this section only appears under the Application section after saving the applicaton).

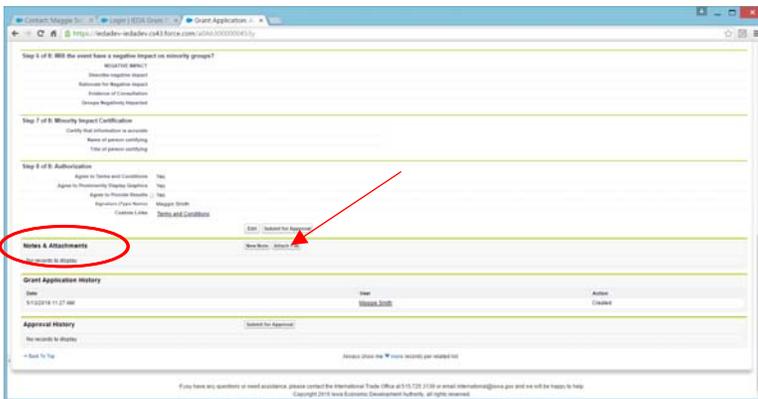


B. Required Documentation (refer to [Information & Documentation Checklist](#) (Appendix) for complete list)



Confirm that the application has been saved.

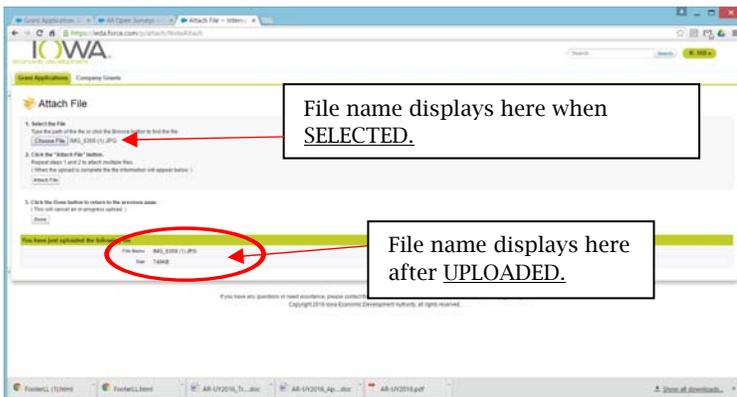
Scroll down the page to the Notes & Attachments section, select Attach File. Multiple files can be attached.



Step #1: Select Choose File and browse to select the first file to upload. The document name should appear next to Choose File to confirm the correct document has been selected.

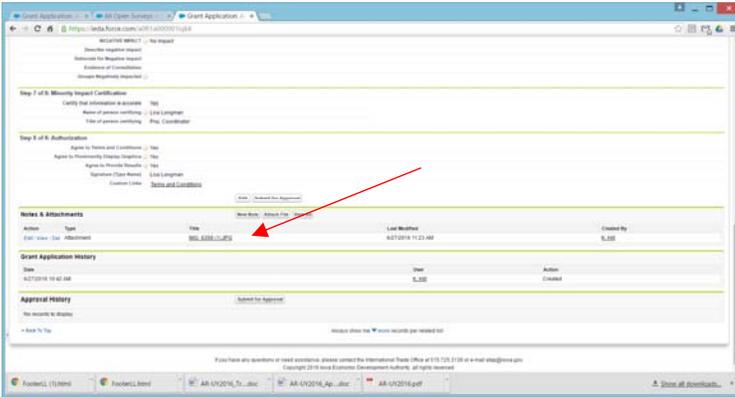
Step #2: Select Attach File, to attach the file. The name of the file uploaded is shown under the green bar entitled “You have just uploaded the following File” as noted below, to confirm the document was uploaded.

Repeat Steps 1 & 2 for all six documents. The name of each uploaded file should appear under the green bar. When finished, select Done (#3 on the screen).

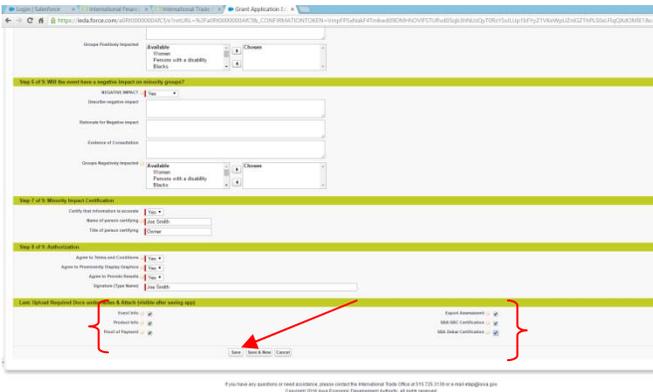
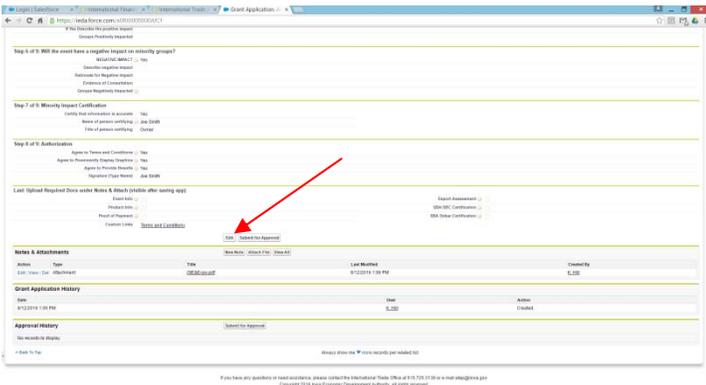


Return to the Notes & Attachments section to confirm the list of ALL documents uploaded as shown below. This is where you will see the running list of documents uploaded.

NOTE: Be sure to upload ALL required documentation and complete all fields. *INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.* Please review the [Information & Documentation Checklist \(Appendix\)](#) before proceeding.



After uploading all six of the required documents, click on Edit to finalize the application.



Mark each box in the last application section, indicating that the required documents have been uploaded.

Click **save** after checking the boxes confirming the required documents have been attached.

C. Submit for Approval: Applicant(s) must Submit for the application to be processed.

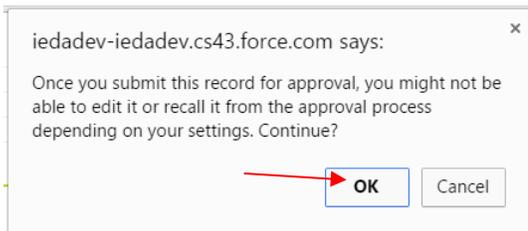
Confirm application is complete:

A. All fields in the application are completed.

B. All SIX required documents are uploaded under Notes & Attachments.

C. Select “Submit for Approval”. The following message will pop up to notify applicants that they **will not be able to edit the application or documentation once submitted. Click OK.**

The screenshot shows a multi-step application form. At the bottom, there is a table for 'Notes & Attachments' with columns for Action, Type, Title, Last Modified, and Created By. A red arrow points to a button labeled 'Submit for Approval' located below the form fields.



Log out

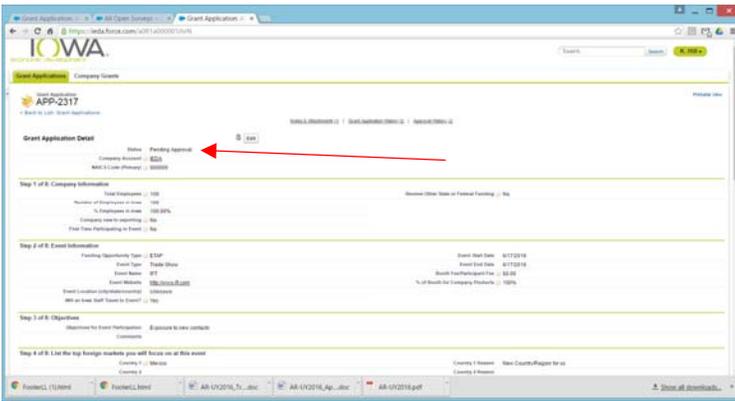
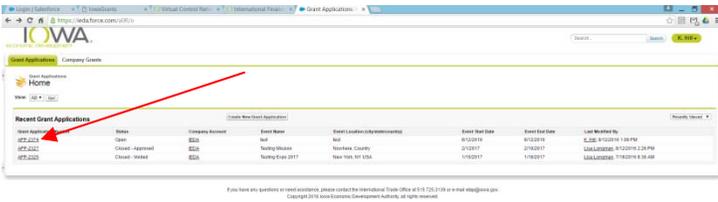
Click your name in the upper right corner; a menu should appear allowing you to Logout.

The screenshot shows a user profile page for 'Company Grant 201704616'. In the top right corner, the user's name 'Loren' is visible next to a dropdown menu icon. A red arrow points to this name.

Check the status of the Application

Log into <https://ieda.force.com>

To check the status of the application, click on the Application number.



Status:

“Pending Approval” - if application has not yet been approved.

“Closed-Approved” if the application has been approved and is now a **Grant**. **Next step is to accept the grant (see next section).**

Once approved, applicants should receive an e-mail with instructions regarding how to accept the grant. The grant must be accepted prior to the event; **if the e-mail notification is not received within two weeks of submitting an application or within a week prior to the event, e-mail etap@iowa.gov or call 515.725.3139.**

Application Approval/Denial

After submitting a completed application, applicants receive email notice once the application has been through the approval process. Typically, this process can take up to two weeks.

A. Approval

Approved applicants will receive e-mail notification indicating the application has been approved. To accept, follow the instructions in the email within 10 days of receiving the email to secure funds.



B. Denial

Denied applicants will receive an e-mail indicating the reason for denial. Some examples may include, but are not limited to:

1. Application or documentation was incomplete
2. Event takes place outside the funding period
3. Company is ineligible

Details regarding the denial may be requested by e-mail to etap@iowa.gov.

Accepting a Grant (BEFORE THE EVENT)

In order to accept a grant, follow the instructions included in the approval e-mail within 10 days of the e-mail date.

IOWA
economic development

Thank you for submitting a [Company_Grant_c Fiscal_Year_Grant_Allocation_c] application for [Company_Grant_c Event_Name_c]. Your application has been approved. To accept the grant, the next steps you will need to take now are:

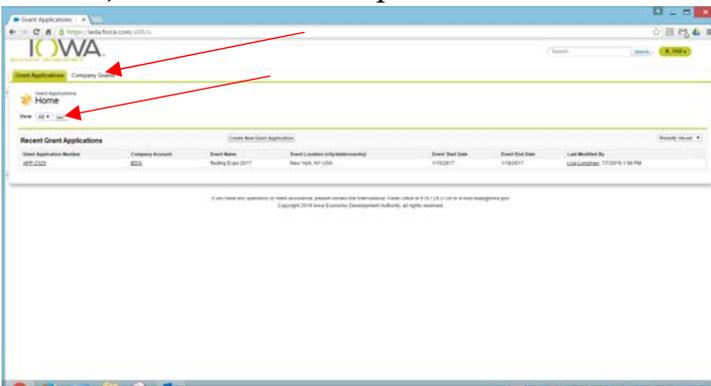
1. Log into eda.force.com. Click On Company Grant tab in left corner. Click on the Grant number. Scroll down to Notes & Attachments. There will be a GAX and Grant Agreement pdf. Print.
2. Sign both of these forms and upload them under Notes & Attachments. (Same method as when you uploaded into the application.)
3. If you are exhibiting at a trade show, be sure to display the Iowa Exporter graphic in your booth at the event and take a photo of your overall booth, with this signage visible. This photo is required when you return from the event and complete a claim for reimbursement. The graphic and the usage guidelines are available at <http://www.iowaeconomicdevelopment.com/InternationalAssistance/IFA> in the RESOURCES section toward the bottom of the page. The graphic is in a pdf format, however we can provide in a jpg or eps format by request, just email us at etap@iowa.gov.
4. When you return from the event, log in, complete and submit the claim for reimbursement.

Attached are the instructions to help guide you. If you need any assistance along the way, contact the International Trade Office at 515.725.3139 or email etap@iowa.gov.

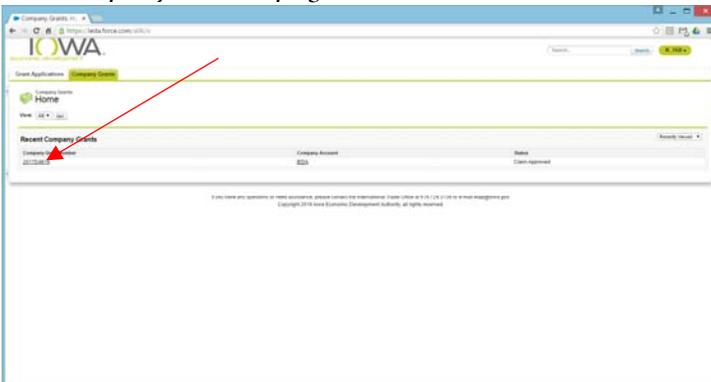
IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309
www.iowaeconomicdevelopment.com/etap

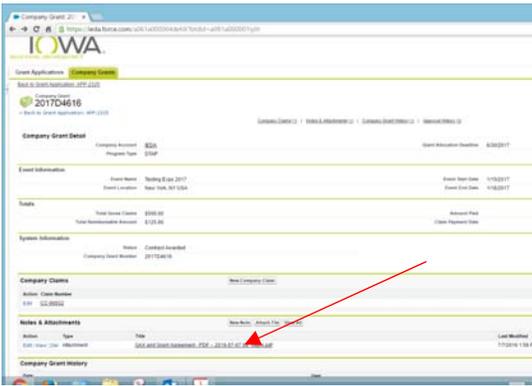
First, select the Company Grant tab.

Second, click “Go” – this updates the view to show all grants rather than just the most recent.

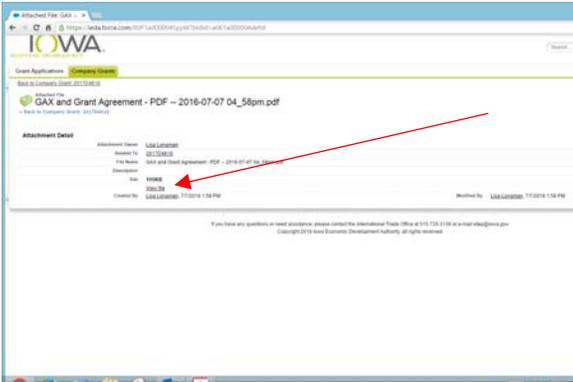


Select the Grant Number: *If your Grant is not listed, return to the Grant Applications tab and click on the Application number. When the application comes up, scroll to the bottom of the page under the Company Grants section where your Grant number should be visible. Select the Grant Number. This will then move it to the Company Grants page.*





Scroll to “Notes & Attachments” and click on the Title.



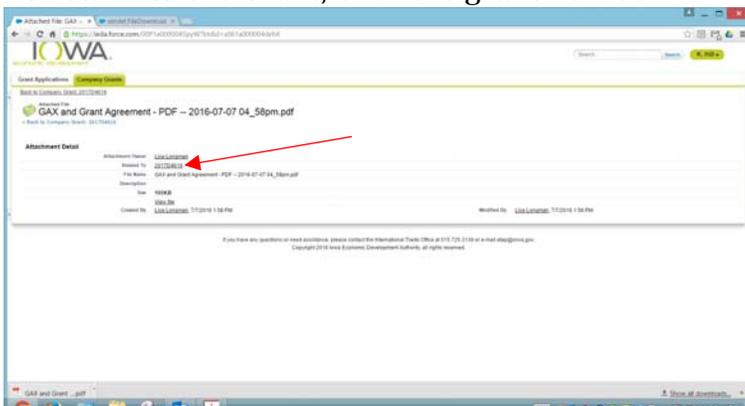
Select View file

(Note: Grant & GAX will not say “SAMPLE” on it.) Select the printer icon to print.

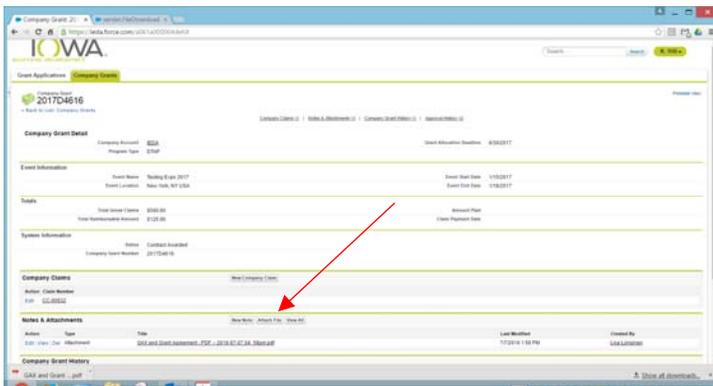


Sign the Grant Agreement and “GAX” form. Do not complete any information on the GAX form, only sign in the Claimant’s Certification box (middle of form). The GAX form serves as the required signature to the claim applicants submit online following the event.

To return to the Grant, click the grant number.

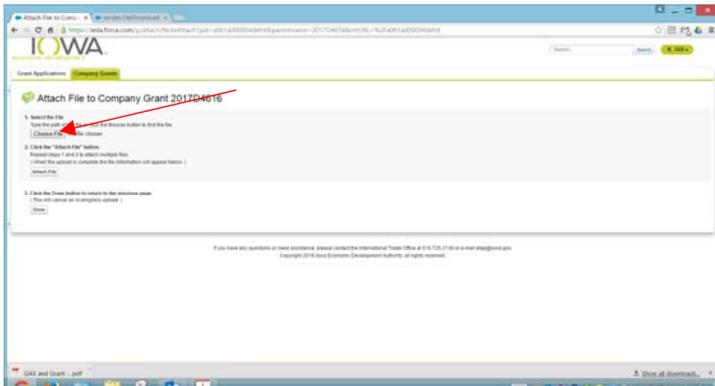


Scan the signed Grant Agreement & GAX form to upload the electronic file.

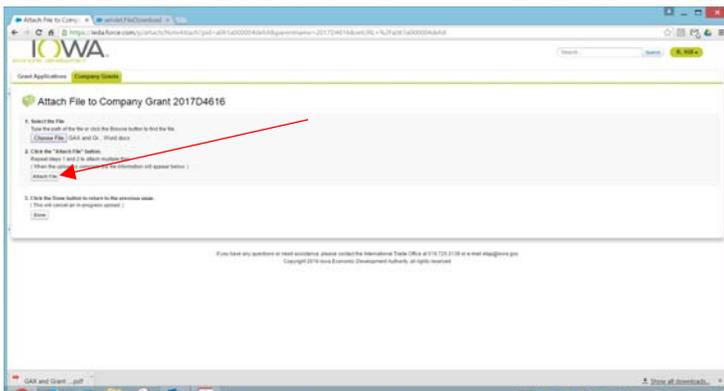


In the Company Grant, under Notes & Attachments, click the Attach File button.

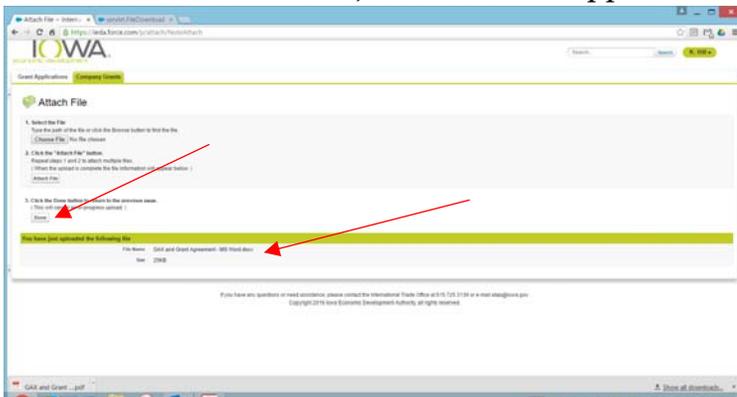
Click on the Choose File button and select the scanned file.



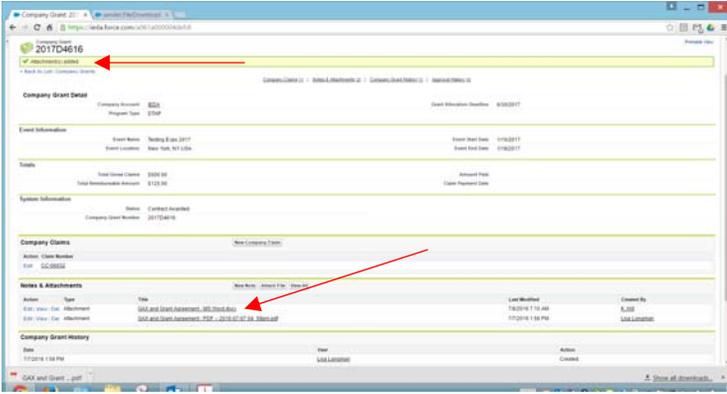
When selected, the name of the file will appear to the right of the Choose File button. Click the Attach File button to attach the file to the grant.



When the file is attached, the name will appear under the green bar. Click Done.

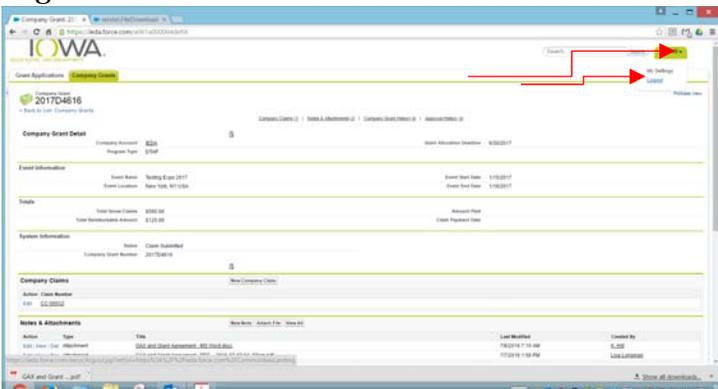


A message indicating the file was uploaded is shown in the yellow bar at the top. The attachment will be listed under Notes & Attachments.



Once the signed Grant Agreement and GAX form have been uploaded, e-mail etap@iowa.gov to notify the IEDA that the signed grant has been uploaded. This step must be completed prior to the event.

Log Out



At The Event

Grants received for exhibiting at a trade show MUST display the most current Iowa Exporter graphic in a prominent place in the booth. A photo of the overall booth, with this signage visible, must be submitted after the event as part of the claim for reimbursement. Failure to provide this could void the grant.

The current Iowa Exporter ID graphic is available in .pdf at iowaeconomicdevelopment.com/IFA in the Resources box. Additional file formats may be provided upon request. E-mail etap@iowa.gov to request the desired format.

Graphic looks like (this is a partial view of the graphic):



After the Event

If trade show: Photograph and keep the photo of the booth with the Iowa Exporter graphic visible. Collect the receipts to be considered for reimbursement.

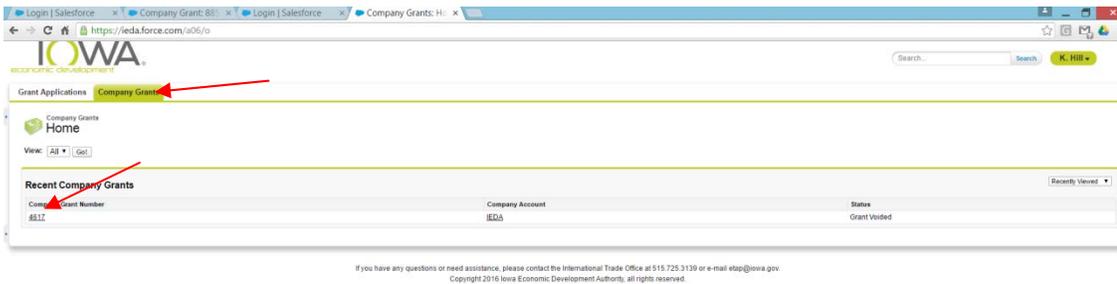
Receipts:

- Trade Show:
 - o Booth rental
Booth furnishings (carpet, chairs, tables, utilities for booth, set up of booth at show site – does not include printing of materials for show)
 - o Shipping of materials to and from show site
 - o Interpreter, if necessary
- Trade Mission:
 - o Shipping of materials to and from destination
 - o Interpreter, if not covered in the event participation fee

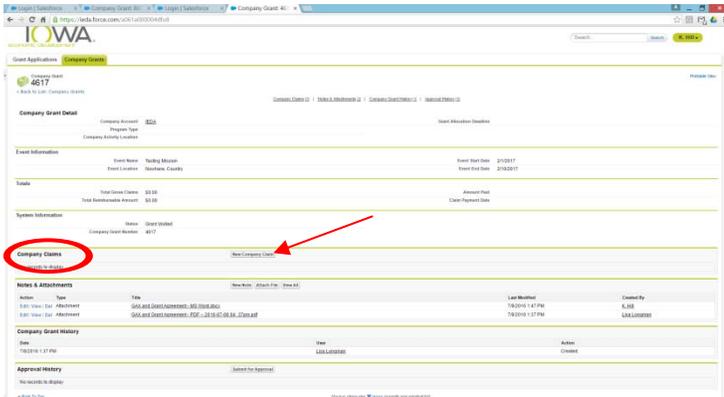
Do not submit receipts for airfare, meals and lodging. Airfare is not eligible under the programs. A per diem for one employee, for the duration of the event, will automatically be added if reimbursement has not reached the maximum amount. (U.S. Dept. of State per diem rate for the location event is held.)

Once the recipient has all of the electronic receipts and a photo of your booth (if trade show), it's time to complete a claim for reimbursement.

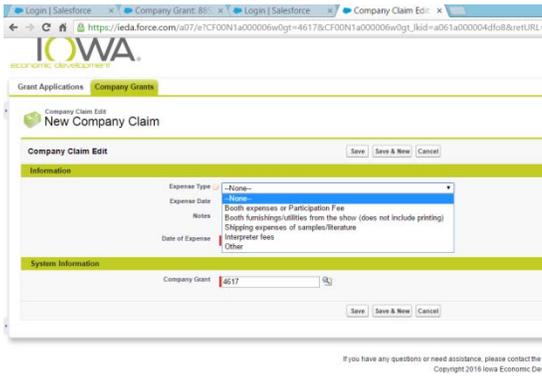
1. Log into <http://ieda.force.com>
2. Select Company Grant tab



Under Company Claims section, click “New Company Claim” button.



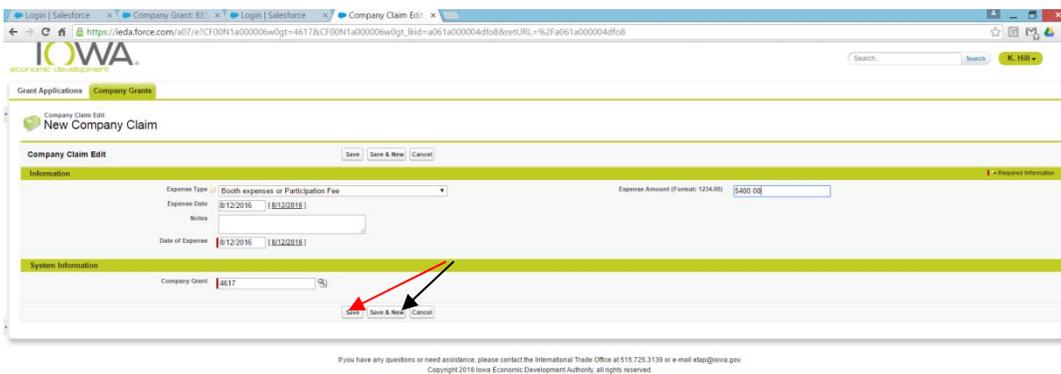
Select the first expense type:



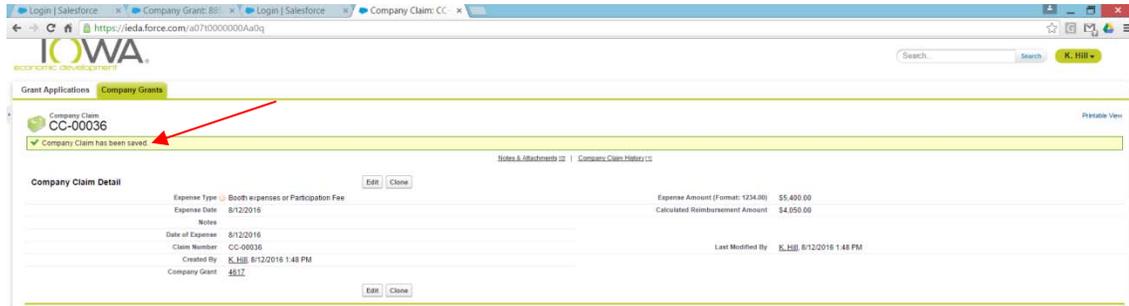
If there is more than one receipt in a category, enter the total of all receipts for that category in the Expense Amount. Confirm all receipts have been uploaded in the Notes & Attachments section supporting the total entered.

Fill in the Expense Date (receipt date – or first receipt date if multiple receipts) and amount. Some trade show booths are quite costly so if the booth expense category is \$5,400 or higher, enter only one claim for booth expense. (The maximum reimbursement will be reached with this one expense.)

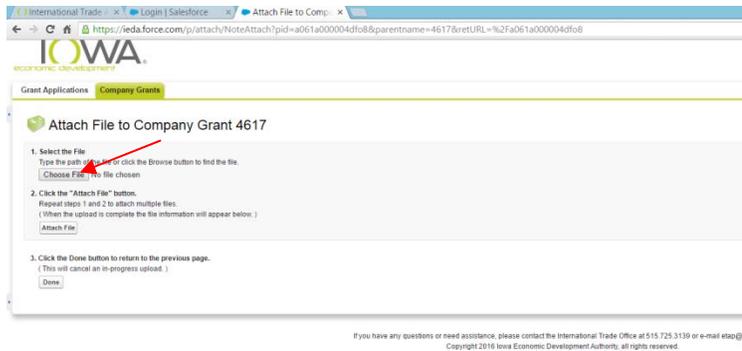
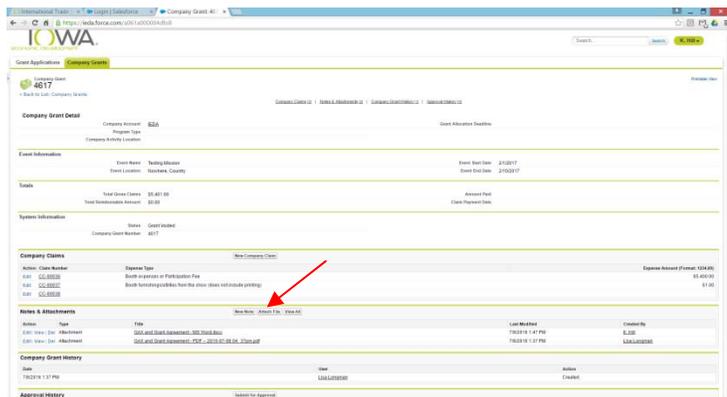
If the first expense is less than \$5,400 and additional expenses were incurred, click Save & New to enter the additional items.



Verify the claim is saved in the yellow bar.



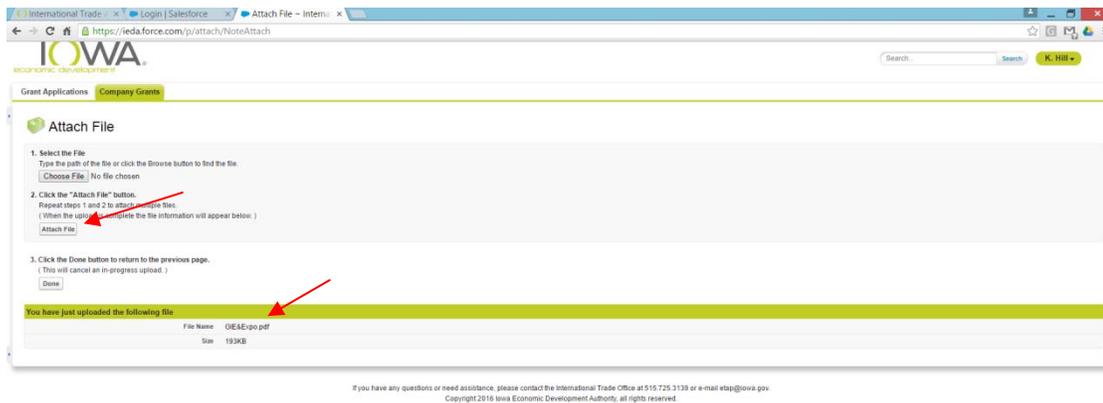
Next, upload the receipts for the expenses entered under Notes & Attachments (steps are the same as the Application documents). Expenses without a receipt cannot be reimbursed. Also, if the receipt is in another currency, please note the exchange rate and the total in \$USD on each receipt.



The selected file will be displayed to the right of the Choose File button.

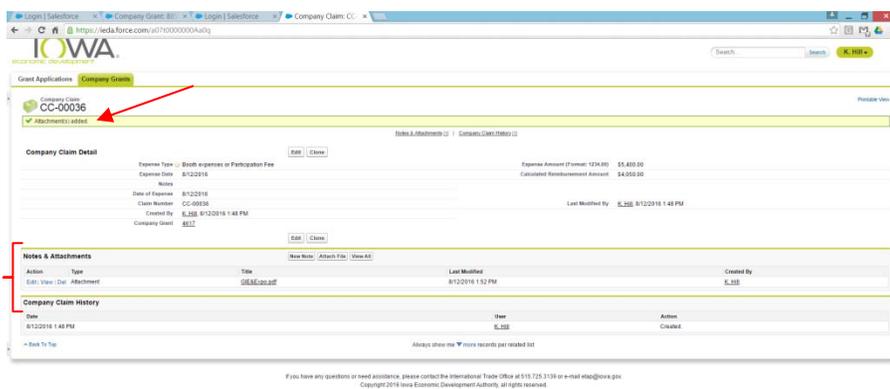
Click Attach File.

File will then show under the green bar “You have just uploaded the following file.” This will only show the last document uploaded.



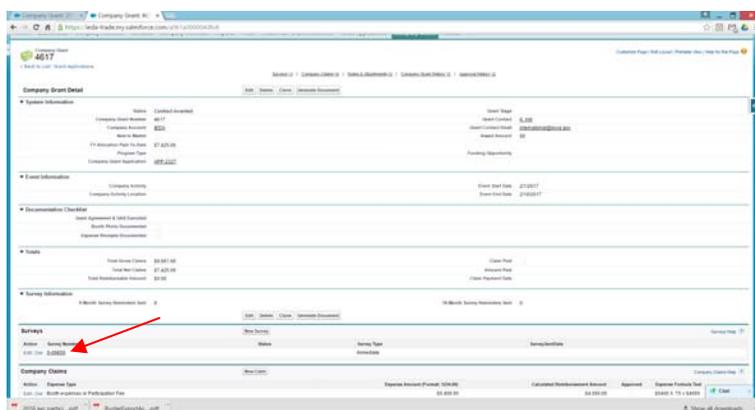
Repeat Choose File and Attach File until each file has been uploaded. When finished, click Done.

Confirmation that the documents were uploaded will appear in the top yellow bar. Verify under Notes & Attachments that all of the uploaded documents appear.



Lastly, complete the “Immediate Survey.” This provides the results from the event, which are used to report on the impact of utilizing state/federal funds.

Under the Surveys component, click the Survey Number (Survey Type will be “Immediate”).



Complete the applicable fields. Click on the edit button at the top if the fields aren't available for editing. Click Save when finished.

Survey Edit [Save] [Save & New] [Cancel]

Information

Survey Number: S-09859

Comments: [Text Box]

Sales Agents or Distributors Signed: [Text Box]

Joint Venture Partners Signed: [Text Box]

Licenses Signed: [Text Box]

Sales Leads: [Text Box]

Event Sales (AI & Since): [Text Box]

Target Market Sales (Next 12 Mo): [Text Box]

Anticipated Future Sales (\$M): [Text Box]

New Markets as a Result of Event: [Text Box]

SurveyReceivedDate: (9/7/2016)

Total Cost to Participate: [Text Box]

Email Address: lisa.longmarch@gmail.com

Next Survey Reminder Date: 9/10/2016 (9/7/2016)

SurveySentDate: (9/7/2016)

Please list any countries to which you would like us to organize a trade mission

Countries: [Text Box]

Please list any educational topics you would like to see addressed in the future

Educational topics: [Text Box]

When finished entering each claim and uploading the receipts, **Submit** the claim for approval in order for the claim to be processed.

Company Grant Detail

Company Account: 5523

Program Type: [Text Box]

Company Grant Number: 4617

Event Name: Spring Mission

Event Location: Northeast, Country

Event Start Date: 2/1/2017

Event End Date: 2/1/2017

Totals

Total Grant Value: \$3,481.00

Total Anticipated Amount: \$0.00

System Information

Status: Open/Waiting

Company Grant Number: 4617

Company Claims

Invoice Description	Expense Type	Expense Account (Parent)
EXP: CC-00000	Book or Service or Participation Fee	\$1,400.00
EXP: CC-00000	Book or Service or Participation Fee	\$1.00

Notes & Attachments

Notes	Type	File	Last Modified	Created By
EXP: View Doc: Attachment	Attachment	USA-2016-07-08-10-33-00-000	8/12/2016 2:19 PM	LISA LONGMARCH
EXP: View Doc: Attachment	Attachment	USA-2016-07-08-10-33-00-000	7/8/2016 11:17 PM	LISA LONGMARCH
EXP: View Doc: Attachment	Attachment	USA-2016-07-08-10-33-00-000	7/8/2016 11:17 PM	LISA LONGMARCH

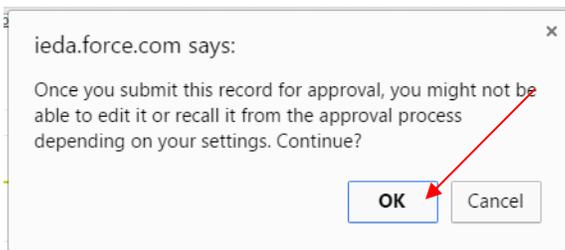
Company Grant History

Date	User	Action
7/8/2016 1:17 PM	LISA LONGMARCH	Added
		Created

Approval History

No records to display

[Submit for Approval]



Once the claim has been submitted, it will be locked from editing.

In the Status field, confirm the claim submitted.

Company Grant Detail

Company Account: 5523

Company Grant Number: 4617

Status: Claim Submitted

Event Name: Spring Mission

Event Location: Northeast, Country

Event Start Date: 2/1/2017

Event End Date: 2/1/2017

Totals

Total Grant Value: \$3,481.00

Total Anticipated Amount: \$0.00

Company Claims

Invoice Description	Expense Type	Expense Account (Parent)
EXP: CC-00000	Book or Service or Participation Fee	\$1,400.00
EXP: CC-00000	Book or Service or Participation Fee	\$1.00

Notes & Attachments

Notes	Type	File	Last Modified	Created By
EXP: View Doc: Attachment	Attachment	USA-2016-07-08-10-33-00-000	8/12/2016 2:19 PM	LISA LONGMARCH
EXP: View Doc: Attachment	Attachment	USA-2016-07-08-10-33-00-000	7/8/2016 11:17 PM	LISA LONGMARCH
EXP: View Doc: Attachment	Attachment	USA-2016-07-08-10-33-00-000	7/8/2016 11:17 PM	LISA LONGMARCH

Company Grant History

Date	User	Action
8/12/2016 2:17 PM	LISA LONGMARCH	Revised/Submitted
7/8/2016 1:17 PM	LISA LONGMARCH	Created

This claim is finished and ready to Logout.



INFORMATION & DOCUMENTATION CHECKLIST

REQUIRED DOCUMENTATION

All six documents are required. Forms 1-3 are available at iowaeconomicdevelopment.com/IFA in the Resources box.

1. Export Assessment form (*dated within past 12 months*)
2. Certification of Small Business Concern (*signed and dated within past six months*)
3. Certification of Debarment (*signed and dated within past six months*)
4. Proof of actual payment (*i.e. copy of the check, invoice showing a payment, receipt from organizer, etc.*)
5. Product Brochure
6. Event General Information (*if DTAP, proof of international focus such as number of international attendees/number of countries represented, etc.*)

APPLICATION INFORMATION

Company Name

Grant Contact Name

Funding Opportunity Type: (ETAP, DTAP - program applying for)

Total Number of Employees (including parent/subsidiary)

Total Number of Employees employed in Iowa

Is your company new to exporting (began within last 12 months or rarely exported)

If trade show:

Is this your company's first time exhibiting at this trade show?

What percentage of the booth is dedicated to your company's products?

Cost: If a trade show, booth space cost

If trade mission, participation fee

If PTAP, cost of contractor

Event Name and Location (city/state/country)

Event Start Date and End Date (actual show dates, excluding travel or set up)

Event Website

Name of traveler to the event

What are the objectives for exhibiting (multiple choice, can choose more than one):

Market Research

Immediate sales

Exposure to new business contacts

Finding sales agent(s) or distributor

Finding joint venture partners

Finding licensee(s)

What country(ies) outside the U.S. will be targeted at this event?

Which of these markets will be:

New market for our company

New products to this market

Neither

Will exhibiting have a positive or negative minority impact? (Typically, this does not apply.)

Application Field Definitions

Company Account – Type in your company name as used in your registration. When your company appears, select it. Or, use the lookup button to search for your Company Account.

Total Employees – This should include parent company and any other relationships which have a direct impact on your company’s operation decisions.

Number of Employees in Iowa – This should be the number of company employees employed in Iowa.

Company New to Exporting – Select “yes” if your company has only exported within the last year or has rarely exported as a result of an order.

First Time Participating in Event – Select “yes” or “no”.

Receive Other State of Federal Funding – Select “yes” or “no” if you are receiving any other funds to help you participate in this event. (examples include Food Export Association of the Midwest, U.S. Department of Commerce, etc.)

Funding Opportunity type – Select program. (ETAP, DTAP, etc.)

Event Type – Select Event Type. (trade show, trade mission, etc.)

Event Name – Enter the official name of the event.

Event Website – Enter the full url for the event’s official website.

Event Location – Include city, state/province, zip/postal code, country.

Will Iowa Staff Travel – Select “yes” or “no”. (An Iowa-based employee isn’t required to staff the event/travel.)

Event Start Date & End Date – These must be the **official** start and end dates of the event. Do not include additional travel or set up days.

Booth/Participation Fee – Include estimated **booth space rental** cost for a trade show or **participation fee** for a trade mission.

% of Booth – Applicable for trade shows only, enter 100 percent if booth is not shared with any other company. If booth will be shared, indicate your company’s percentage of the booth. This is required field, so if you are applying for assistance outside of a trade show, please enter 0.

Objectives – Select your objectives for participating and click on the right arrow to add them to the list. Select as many as you wish.

Complete remaining steps. When all fields are complete, SAVE at the bottom or top of the form.
*** Do NOT use save & new. ***

If you have questions regarding the application process, e-mail etap@iowa.gov.