

Submitting FY2010 Planning Materials to the Department

Budget Applications for TIIA, TIID, TIII and TIV

1. **MAIL** two (2) copies of the 'Cover' page (located in the Coordinated NCLB Summary/Forms 4-5) with an original signature of the Superintendent/Executive Director or other authorized signatory to: **Charlotte Fitzgerald, Grants Management-Cover Page, MA Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906.**
2. **UPLOAD** all of the required components electronically to the Department Security Portal (**Drop Box Central - NCLB Grant Application and Amendments** folder) by the suggested due date of **Friday, June 26, 2009**. If you have not already done so, you will need to ask your district "Directory Administrator" to assign the NCLB drop-box to the person or persons in your district who will be responsible for submitting materials:

First Step: [Login to the Security Portal.](https://www4.doemass.org) - <https://www4.doemass.org>

Next Steps:

- Click "continue" at the Welcome screen.
- Click "Drop Box Central" from the list of Applications.
- Select your organization and click "Next".
- Select the appropriate Drop Box (NCLB Grant Application and Amendments) and click "Next".

Notes: You should now be in the NCLB Drop Box, where you can upload the components of your submission package **one file at a time**.

Be sure to keep the same file name as designated by the Department (with an addition of your LEA Code at the end of the file name for the budget workbooks.)
Files cannot be edited directly from the portal.

The Drop Box will only accept filenames with the extensions ". doc" and ".xls" (Microsoft Word and Excel, respectively). *Note: For Microsoft Office 2007 you must save the workbook as an earlier version of Excel (.xls not .xlsx).*

Select "Browse" and locate the file from your computer to be submitted, click on the "upload" button.

When each file is uploaded, a 'Success!' window informs you that your upload was successful. You will also see the file appear under "DOE Inbox" along with the date and time of transmittal. The Department will be notified via email that a file has been uploaded and is ready for review.

Final Steps:

- View all of the files in your Inbox or Outbox by clicking "Expand All".
- Click "Logout" to exit the Security Portal.

For technical assistance in completing and submitting the FY10 NCLB Grant Applications, contact the Department via email (nclbplan@doe.mass.edu) or phone (781-338-3520).