

## 4.6 Correspondence

### WebGrants Handbook (External Staff)

#### 4.6 Externals - Correspondence

**Correspondence** is a feature located within each Grant intended to document or communicate information related to the Grant. Correspondence can be initiated by both external and internal Users. Correspondence should not be utilized to record corrections or negotiations of Claims or Status Reports but may be used to communicate about these components. For instructions on how to navigate to a Grant, please refer to the 4.3 *Locating a Grant*.

1. From the Grant page, select “Correspondence” from the Grant Components section.



#### Inter-System Grantee Correspondence

This section is intended to send and receive communications to internal NCFE staff and external Grantee staff regarding the Grant. When possible, NCFE encourages the use of the Correspondence feature when communicating about Grants to record relevant discussion and information. Communications about budget modifications or contract amendments are examples of what this feature may be used for.

7. To add Correspondence to this section, click “Add Grantee Correspondence.”
8. Complete the form using the data fields provided:
  - a. Flag – this field can denote the severity or importance of the Correspondence. The User should use their discretion when selecting Red, Blue, or Green. The Flag field is optional.
  - b. To & CC – Select all intended recipients.
  - c. Subject – this field should provide a description of what the Correspondence is about.
  - d. Message – this is the message that will be delivered to intended recipients (NCFE and Grantee Organization staff).
  - e. Attachments – up to five attachments can be added.

## 4.6 Correspondence

Webgrants Handbook: Internal Staff  
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**Inter-System Grantee Correspondence**

Flag: green

To: Max Jones, Olivia Benson

CC: [Empty]

Subject: Budget Modification

Message: Hi Max - I received your budget modification request and had a question about the wages. Can you clarify those calculations? Thanks!

Attachment 1: Org budget modification request.pdf

9.

10. Once these fields have been completed, click “Send Correspondence.”

[Send Correspondence](#)

11. The User will be returned to the Correspondence page with the entry logged under Inter-System Grantee Correspondence.

Flag	Sent/Received	From	To	Subject	Message	Attachment 1
green	08/22/2023	Emily Arent	Max Jones, Olivia Benson	Budget Modification	Hi Max - I received your budget modification request and had a question about the wage...	Org budget modification request.pdf

Showing 1 to 1 of 1 entries

12. Intended recipients will receive email notifications and will be able to respond through WebGrants.