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MEMORANDUM

TO: School District Superintendents
College and State University Presidents
Other Selected Agency Heads

FROM: Suzanne Pridgeon, Deputy Commissioner, Division of Finance and Operations
Dr. Andre Smith, Deputy Commissioner, Division of Technology and Innovation

DATE: April 1, 2026

SUBJECT: New Grants Workflow Management System - GrantED

This memo is to inform you of the development and implementation of our new grants workflow management system called GrantED. We are launching the use of this system for grants that will be effective beginning in the 2026-27 fiscal year.

As a result of a process improvement initiative, the Florida Department of Education (FDOE) entered into an agreement with Source Diversified, Inc., to use a platform named Submittable as the basis for development of a grants workflow management system that is customized and configured to our needs. Although the system is called GrantED, you may also hear it referred to as “Submittable” since that is the platform on which GrantED operates.

Moving forward, all Requests for Applications (RFAs) and Requests for Proposals (RFPs) will be issued through the GrantED system. Many of the current grant processes and procedures remain unchanged and are incorporated into the system. For example, the content and requirements associated with RFAs and RFPs will appear to be similar to those currently in use. What has changed are the methods of communication with the FDOE, the procedures used for submitting applications, and the process for tracking an application's progress toward approval. While the responsibilities of individuals involved in the traditional submission process remain unchanged, the updated workflow requires coordinated action among the roles, as outlined in the attached table, to ensure the application is submitted as a legally binding agreement with the FDOE.

One important feature to note is that each applicant agency maintains responsibility for organizing grants functions within their own organization. Thus, agencies with more than one project application will likely have more than one project owner, although the agency may choose to limit the number of people working with grants. For example, a school district may submit several different federal entitlement program applications that will have individual owners/contacts (submitters) for each of the programs. Or, in smaller agencies, there may be one individual who has contact/owner responsibilities for several applications. Regardless of the staff structure used by the applicant agency, each application can only have one individual designated to serve as the owner/contact (submitter) who will formally submit on GrantED the application for that program.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

To ensure that GrantED information is shared appropriately within each agency, agency heads are asked to designate one individual as the **Agency Grants Technical Assistance Contact**, in addition to themselves and the finance officer. These individuals will receive invitations to apply for RFAs and RFPs, as well as receiving general system updates, changes, FAQs, and other GrantED support materials.

The agency head should complete the **Agency Grants Technical Assistance Contact Form** using this [\[hyperlink to form\]](#) by **April 3, 2026**.

The agency staff will be able to team up to draft and prepare applications, a process that is called Collaboration in the system. However, due to the one-to-one relationship with submitting an application, only the individual who submitted the application will be able to view, manage, and amend awards and related documents.

Upon release of an RFA for agency use, application invitations will be transmitted to the agency head, finance officer, and the Agency Grants Technical Assistance Contact. When RFPs (competitive programs) are ready, announcements containing proposal requirements will also be transmitted widely to known and potentially eligible applicants and posted on FDOE webpages as applicable.

Details regarding the implementation of GrantED, including a comprehensive user's manual, will be shared in the near future. In addition, the FDOE's website will feature a dedicated GrantED support page that provides technical assistance resources and supporting documentation.

Thank you for your participation in our careful and thoughtful implementation of this new resource. We look forward to continuing the collaborative work on the evolving improvement of our grants processes and procedures.

If you have any questions regarding GrantED, please contact Janice Brown at Janice.Brown@fldoe.org or by phone at 850-245-0819.

SP/ma/jb

Attachment: Agency Roles and Responsibilities

cc: School District Finance Officers
College and State University Finance Officers
Kathy Hebda, Chancellor, Division of Florida Colleges
Matt Kirkland, Chief Comptroller, Division of Finance and Operations
Janice Brown, Assistant Deputy Commissioner, Division of Finance and Operations