Applicant User Guide

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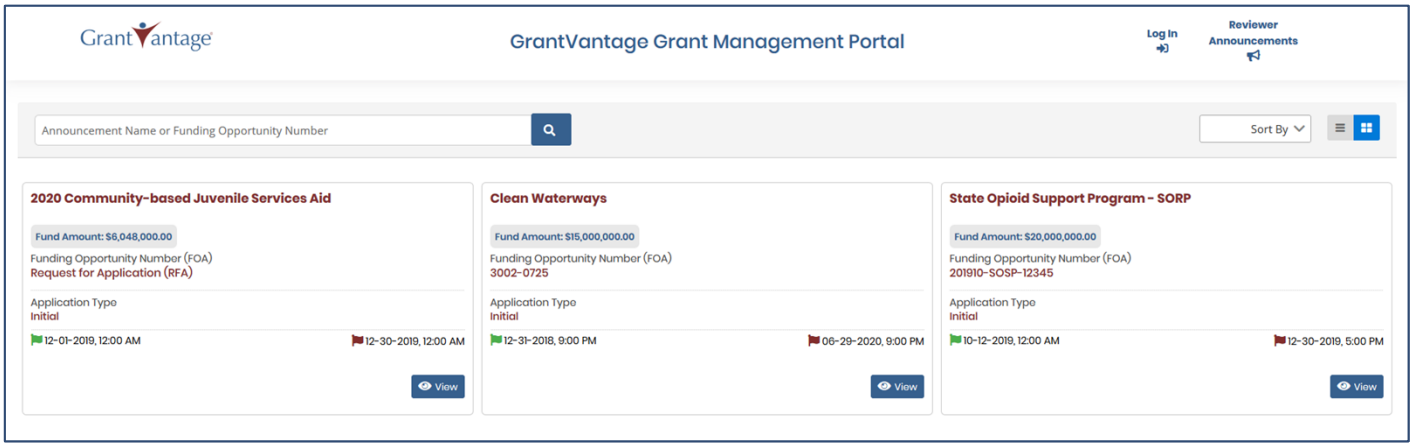
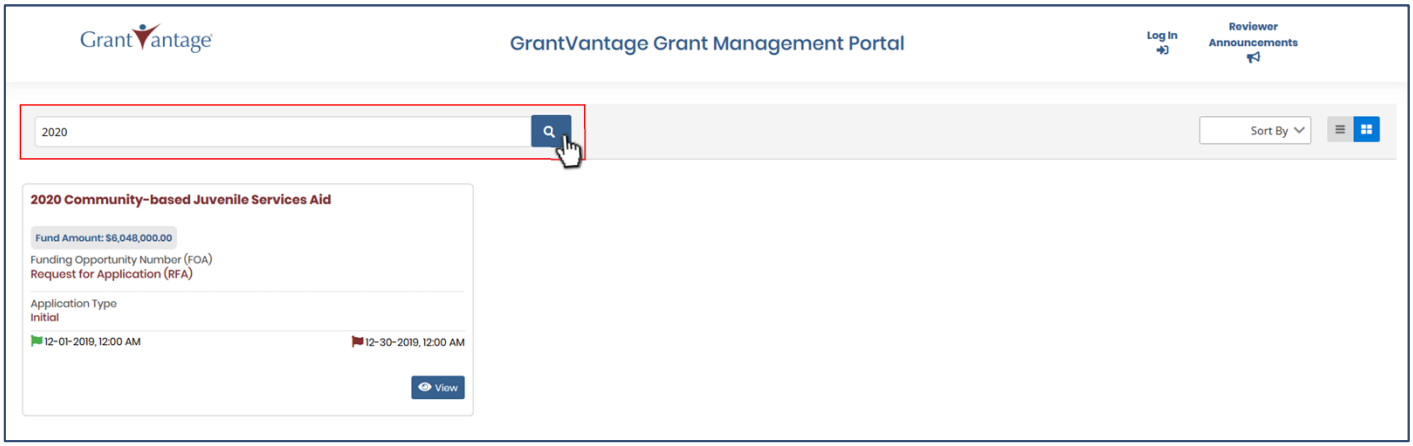
View Funding Announcements

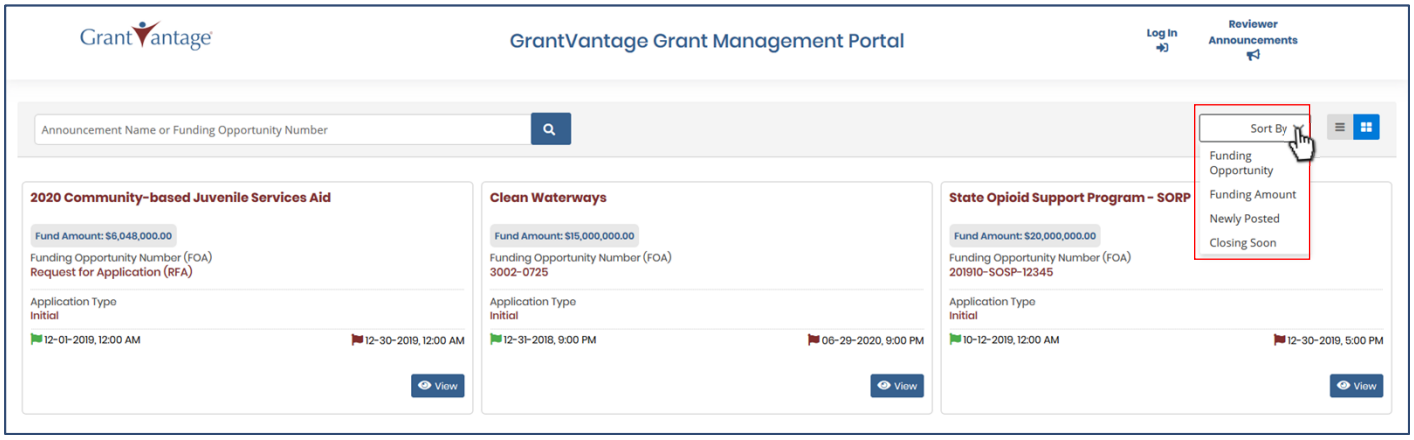
Active **Funding Opportunity Announcements** will always display on the landing page. Users do not require an account to view funding announcements.



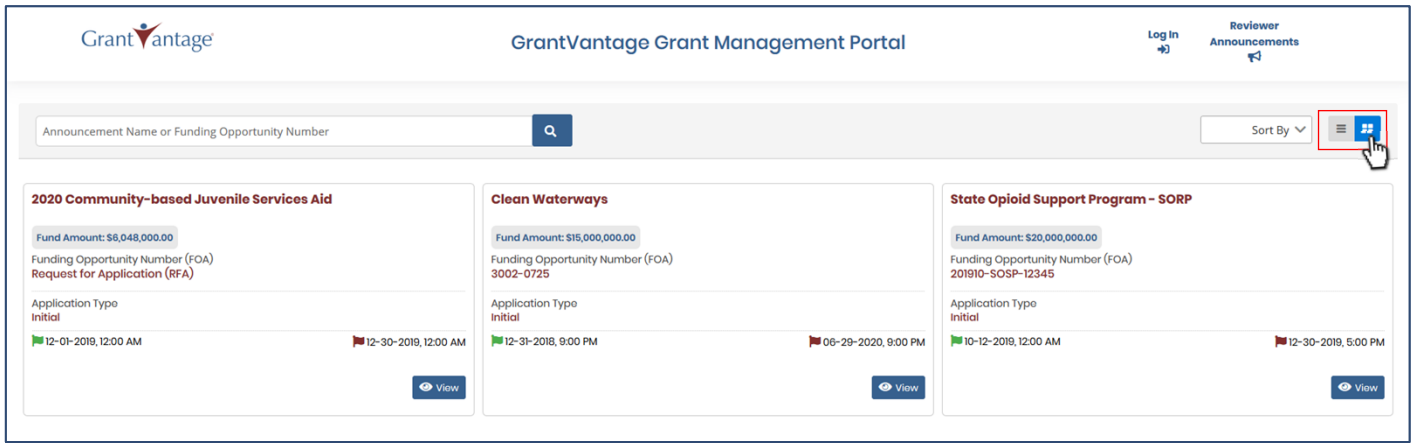
Use the **Search** feature to find a specific announcement

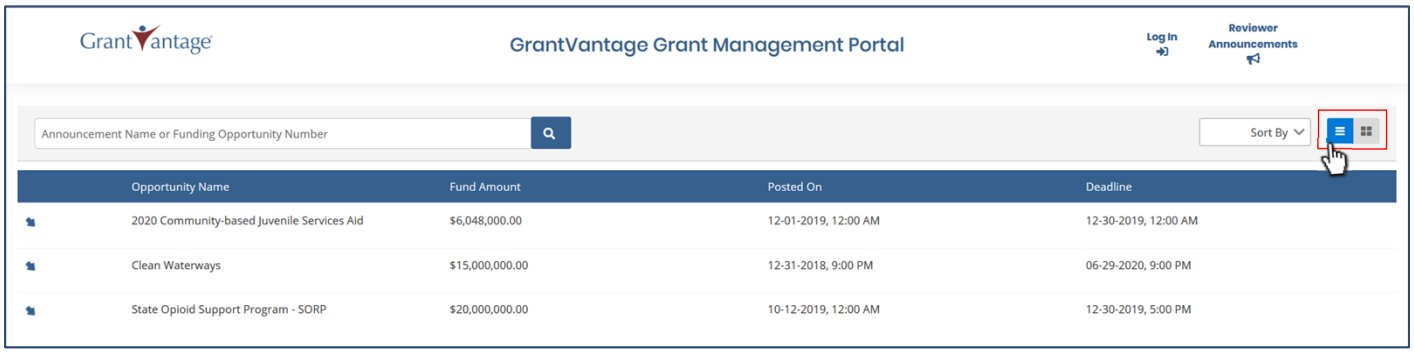


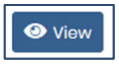
Or **Sort** announcements by Funding Opportunity, Funding Amount, Newly Posted, or Closing Soon



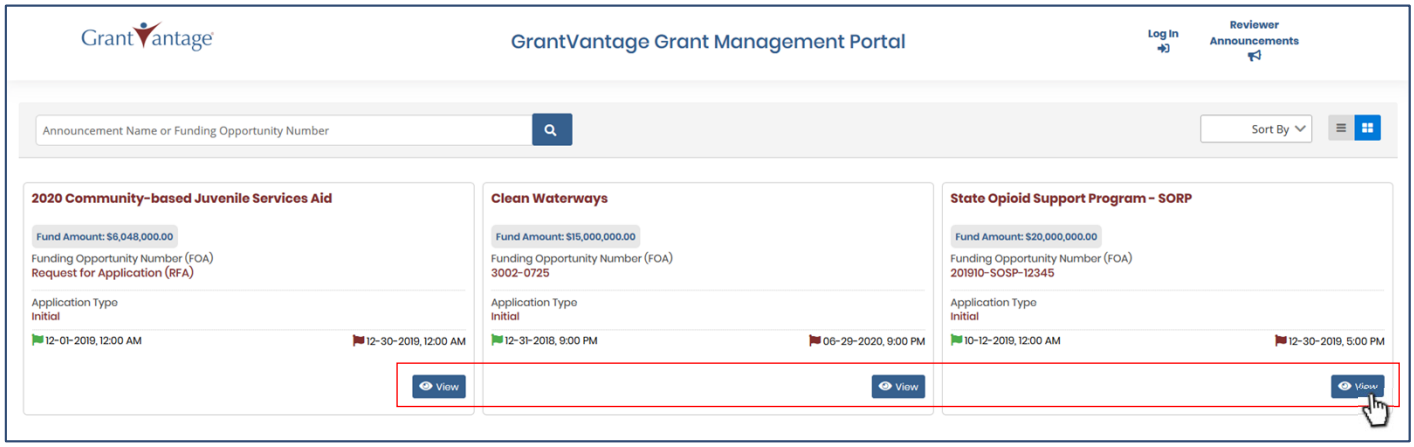
Or opt to view announcements in **Grid** or **List** view



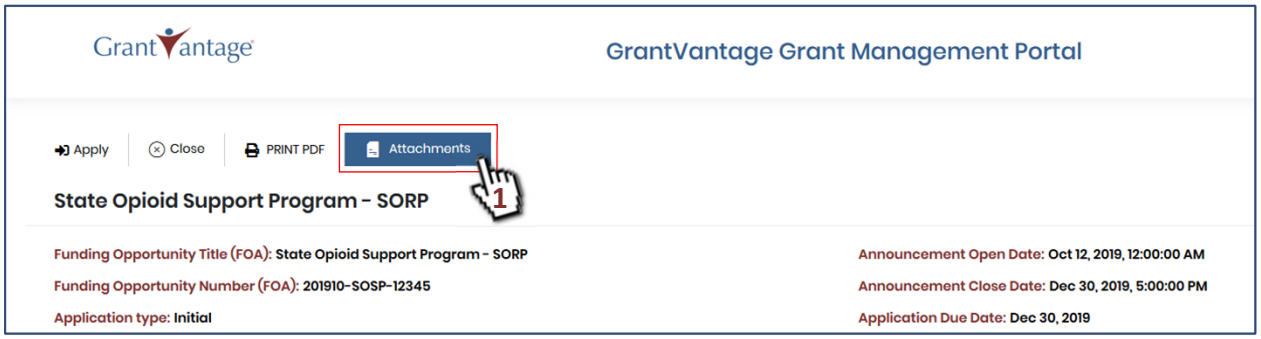


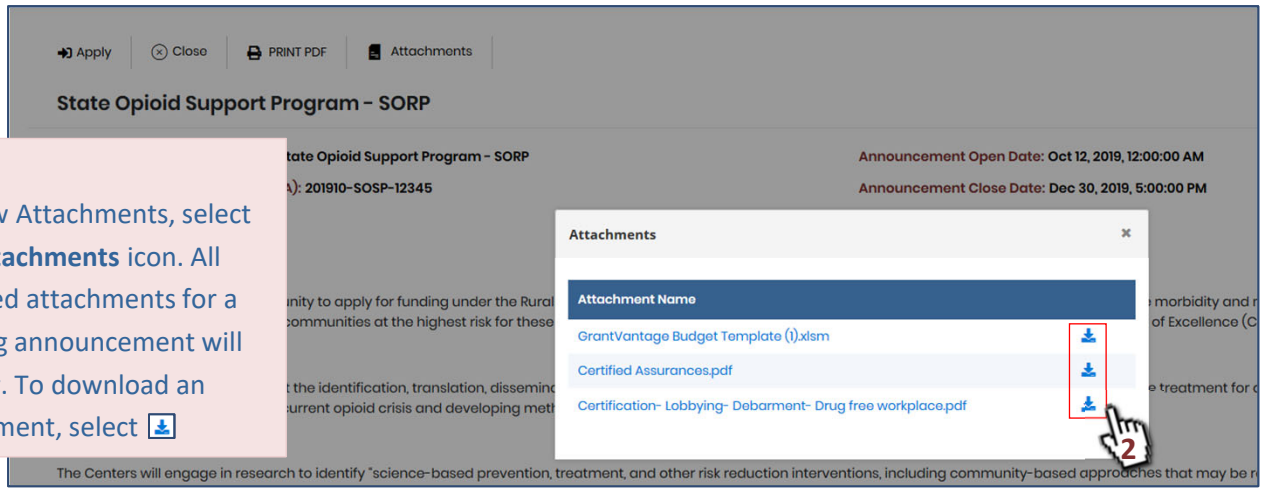
To **view** a published funding opportunity announcement, select 

at the bottom right corner of the announcement.



When viewing a funding opportunity announcement, users may choose to **Apply, Close, Print,** or download **Attachment** associated with the funding announcement such as templates or required forms.



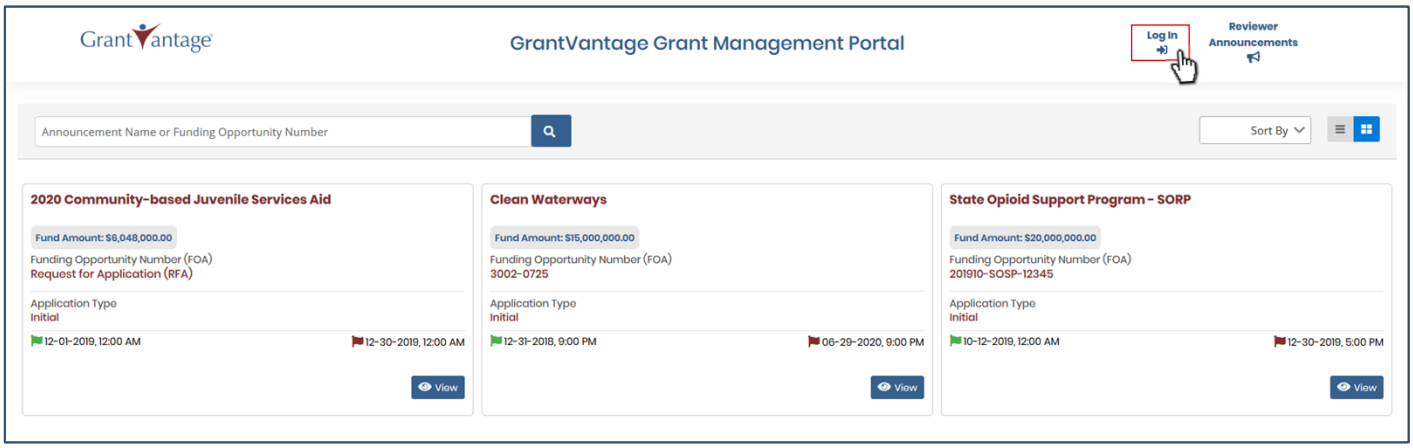


Note:
To view Attachments, select the **Attachments** icon. All required attachments for a funding announcement will appear. To download an attachment, select

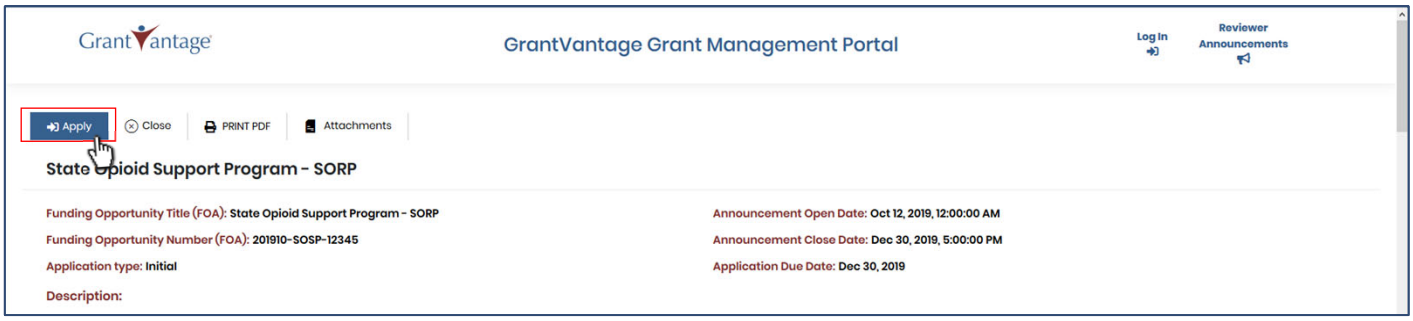
Applicant Registration

Users must register as an applicant to apply for a funding opportunity announcement. To register, access the **Log In** page by selecting **Log In** at the top right of the screen or by selecting **Apply** from within a funding opportunity announcement

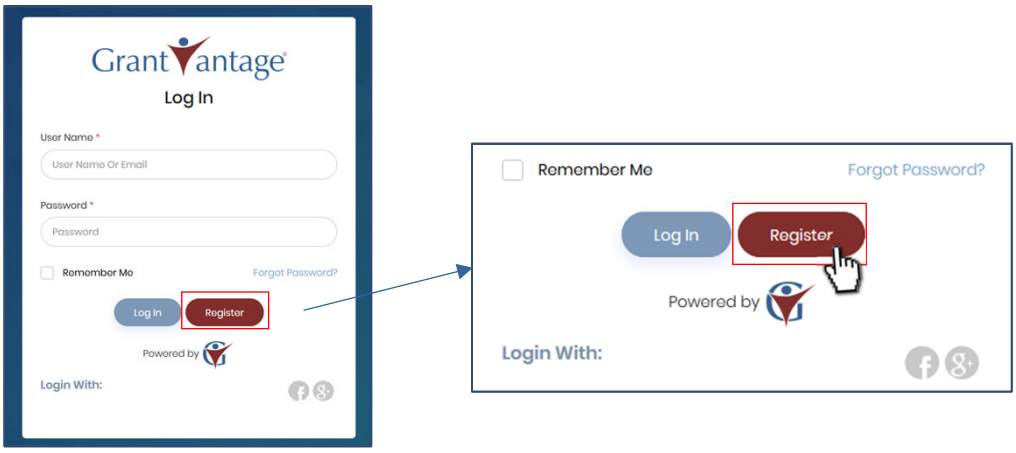
1 Select **Log In**



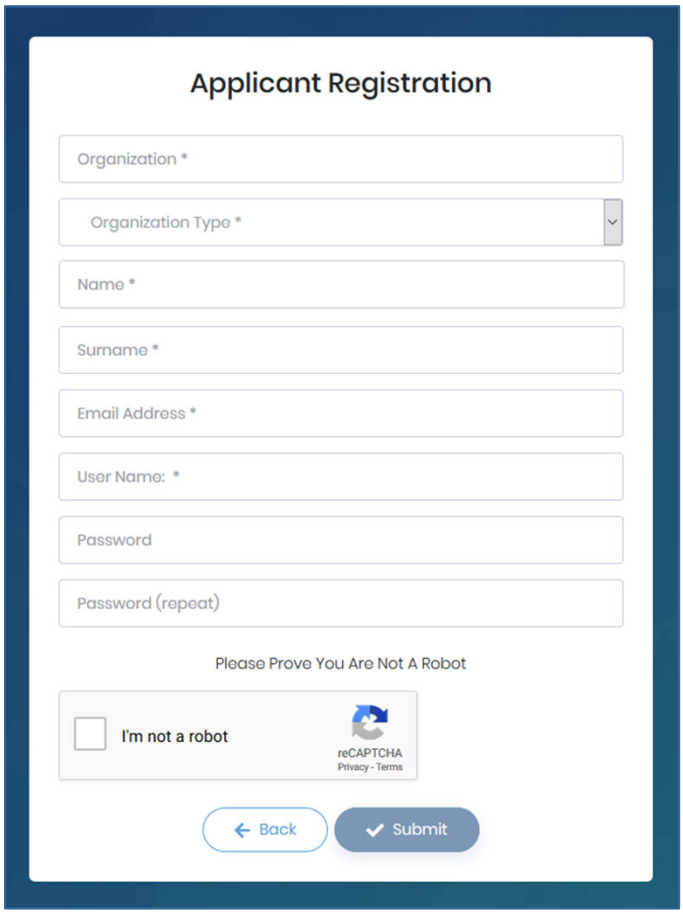
Select **Apply**

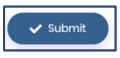


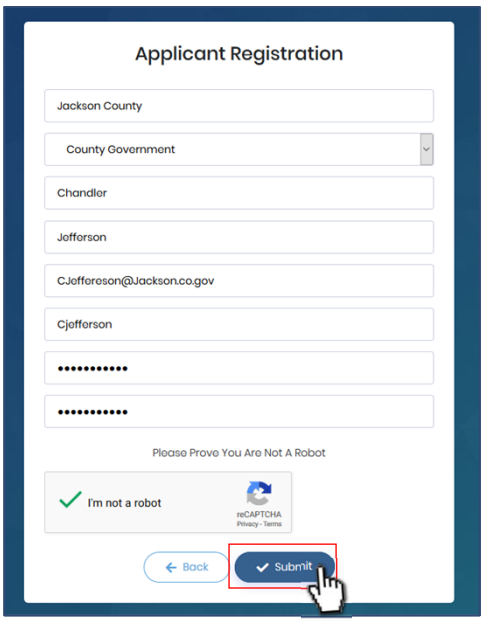
2 On the **Log In** page, select **Register**



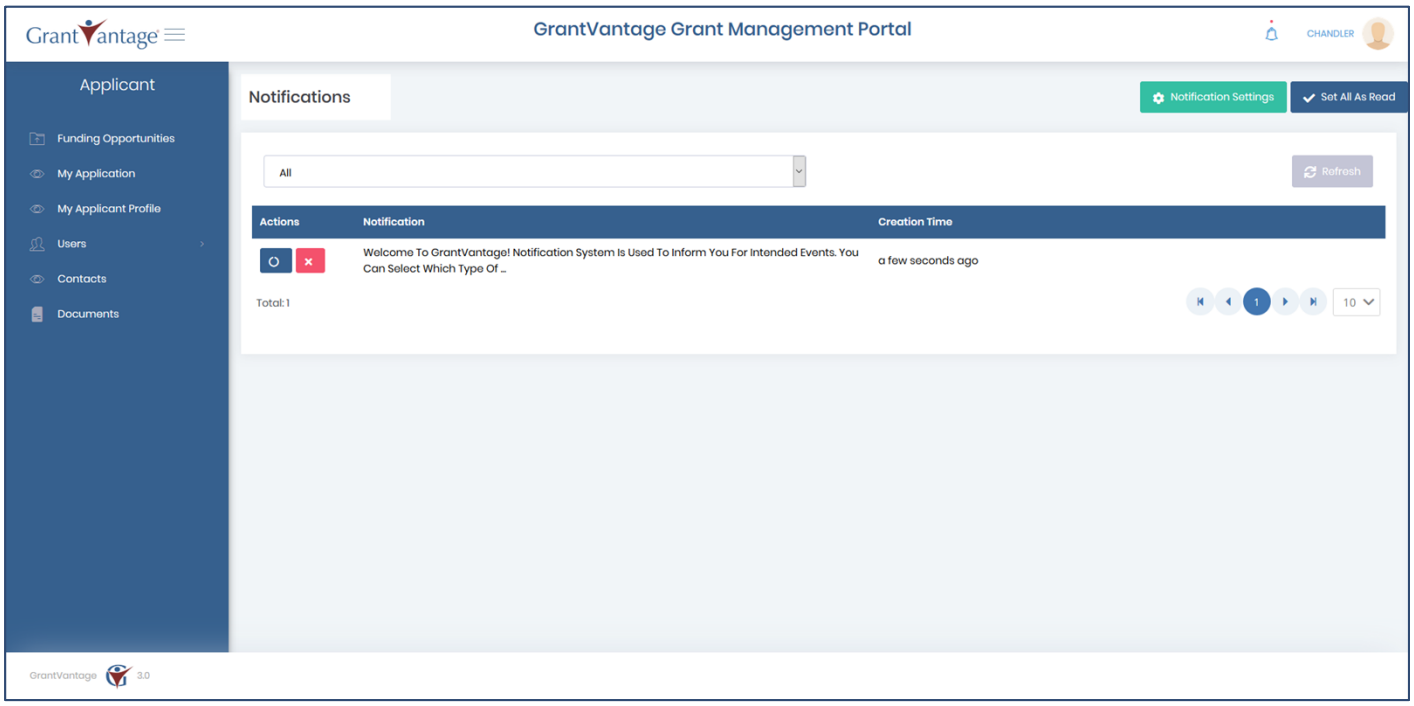
3 Fill in all fields to Register as an Applicant



4 Once all fields are filled in and the user can prove they are not a robot, select 



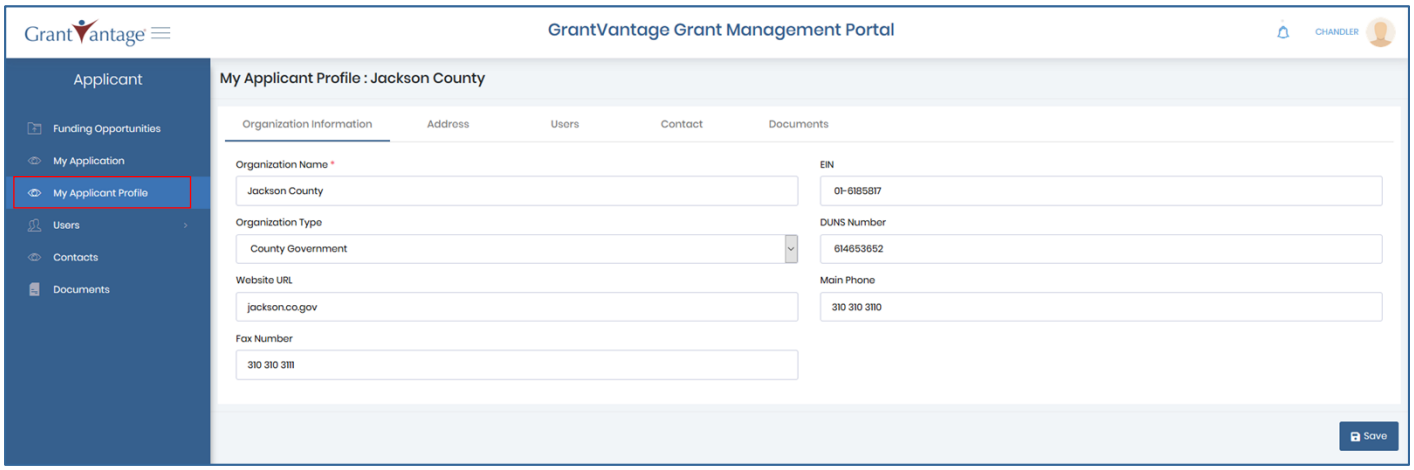
5 Once registration is complete, the system will automatically take users to their new account home page.



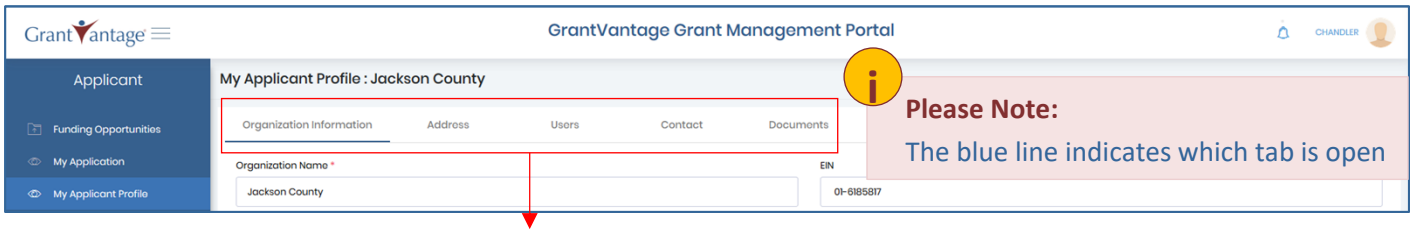
Applicant Profile

Users must set up their Applicant Profile before submitting applications. This ensures there are few follow-up questions from the funder and that your application will be considered complete and on time!

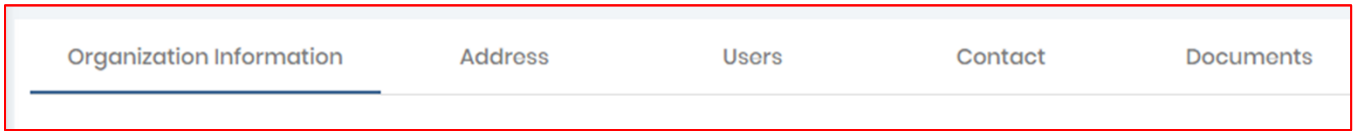
1 Select **My Applicant Profile**



2 Move between sections when setting up the Profile by using the title tabs. Profile section tabs are broken up by **Organization Information**, **Address**, **Users**, **Contacts**, and **Documents**.



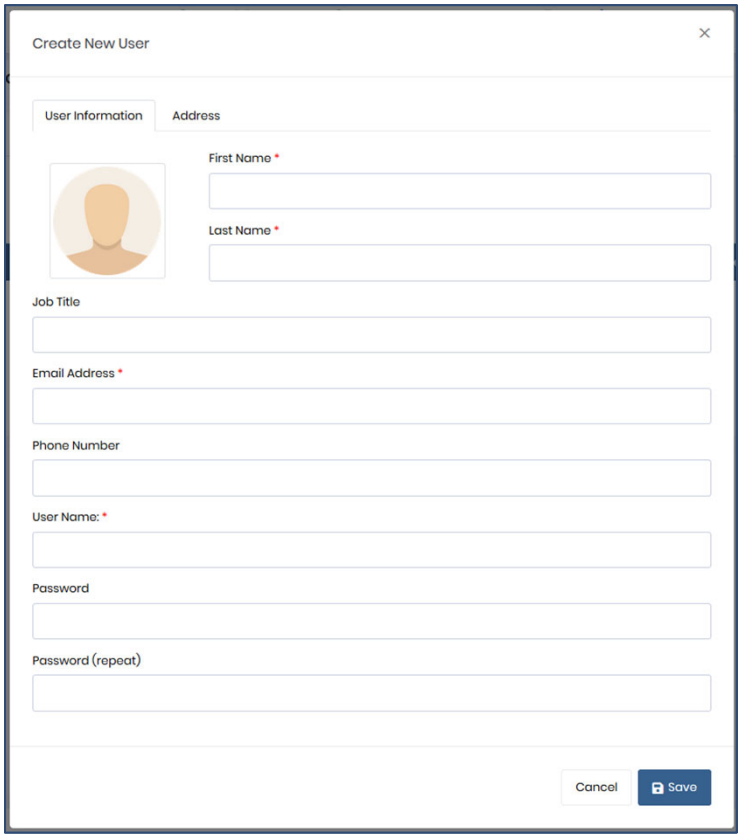
Please Note:
The blue line indicates which tab is open



Add new **Users** and **Contacts** by selecting **+New**

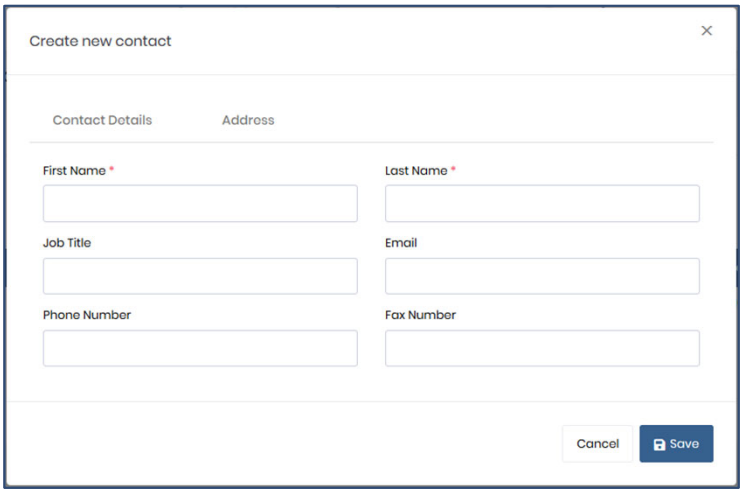
Please Note:
Users have access to the system and can create, amend, and submit applications. **Contacts** do not have access to the system but can be identified as key personnel in Applications

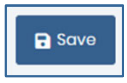
Complete all relevant data for the new **User** or new **Contact**



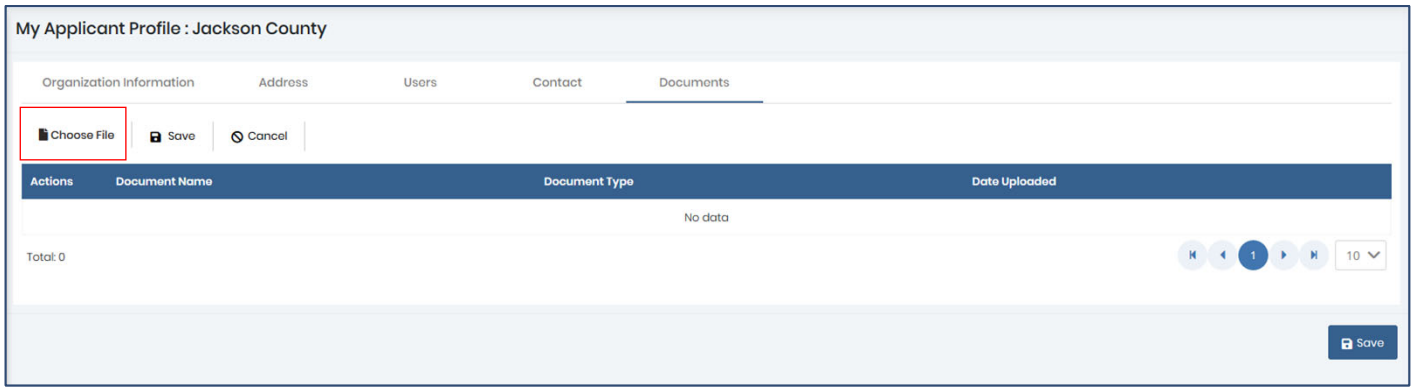
Create New User
Set a **Password** for the new users and don't forget to fill out the **Address** information!

Create New Contact
Don't forget to fill out the **Address** information!

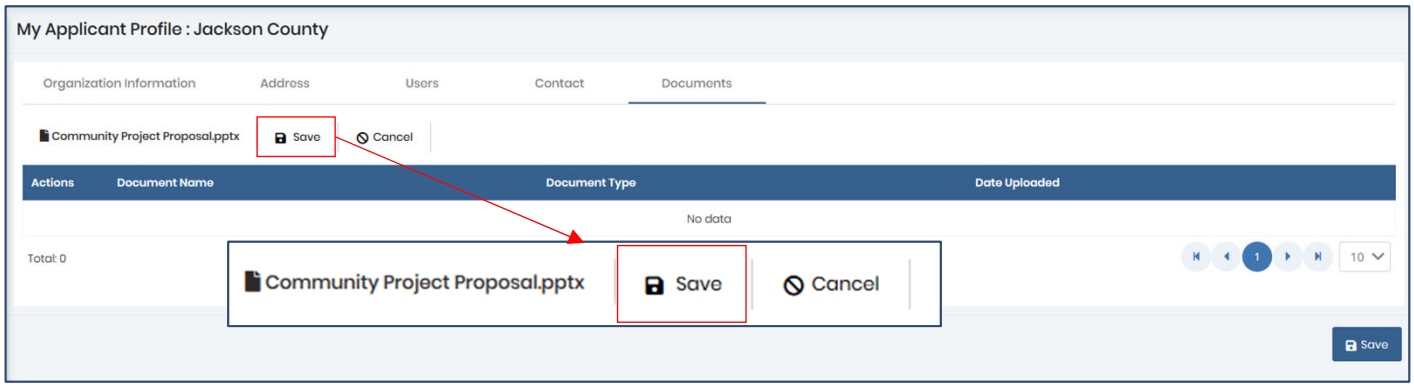


Once all information is entered, select 

Attach **Documents** relevant to existing and future applications by selecting Choose File



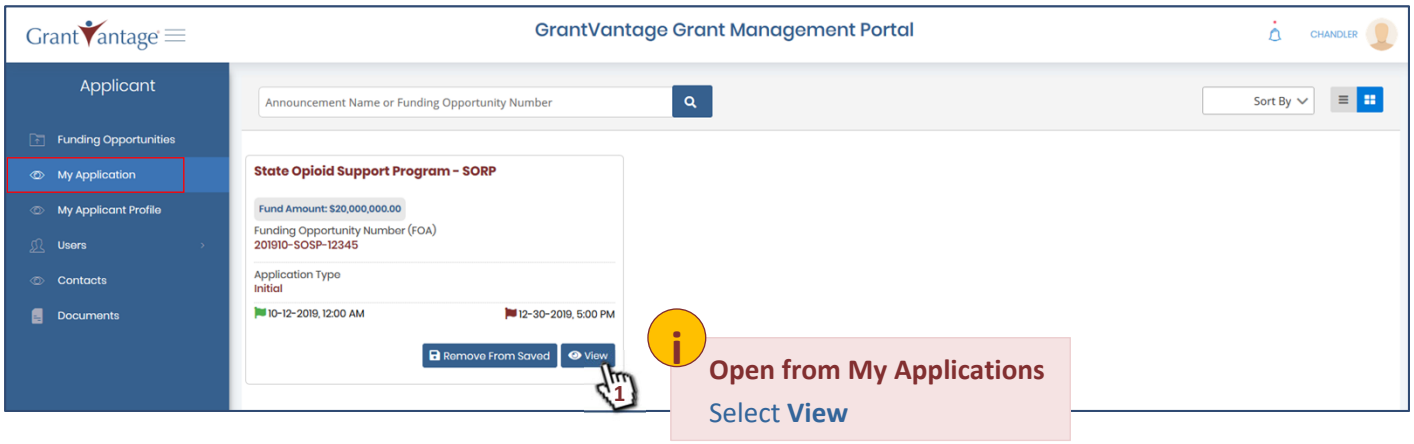
Attach **Documents** relevant to existing and future applications by selecting Save



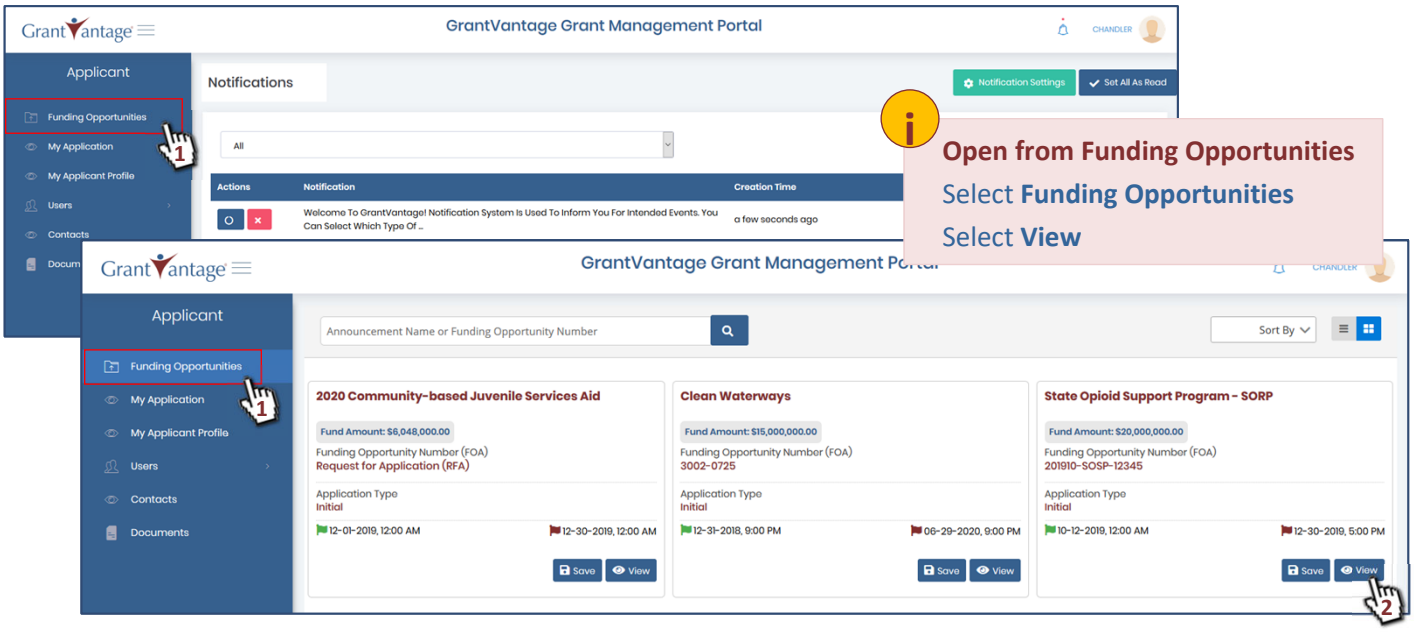
3 Once all information is entered in all tabs, select Save

Prepare a New Application for a Funding Opportunity Announcement

1 To begin an application for a Funding Opportunity Announcement, open an announcement by selecting View

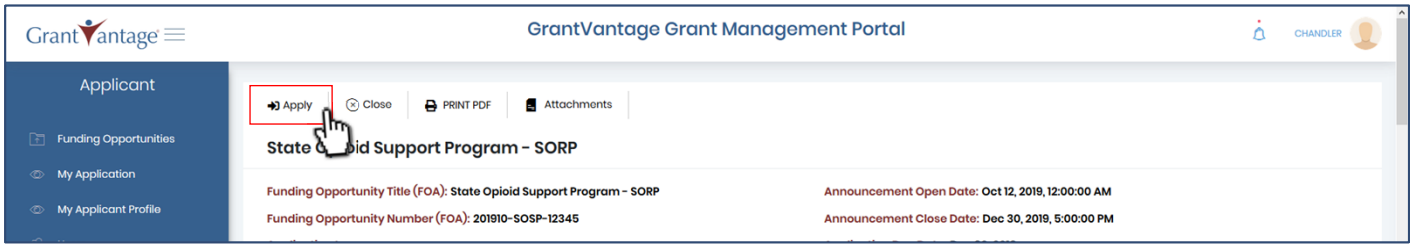


Open from My Applications
Select **View**

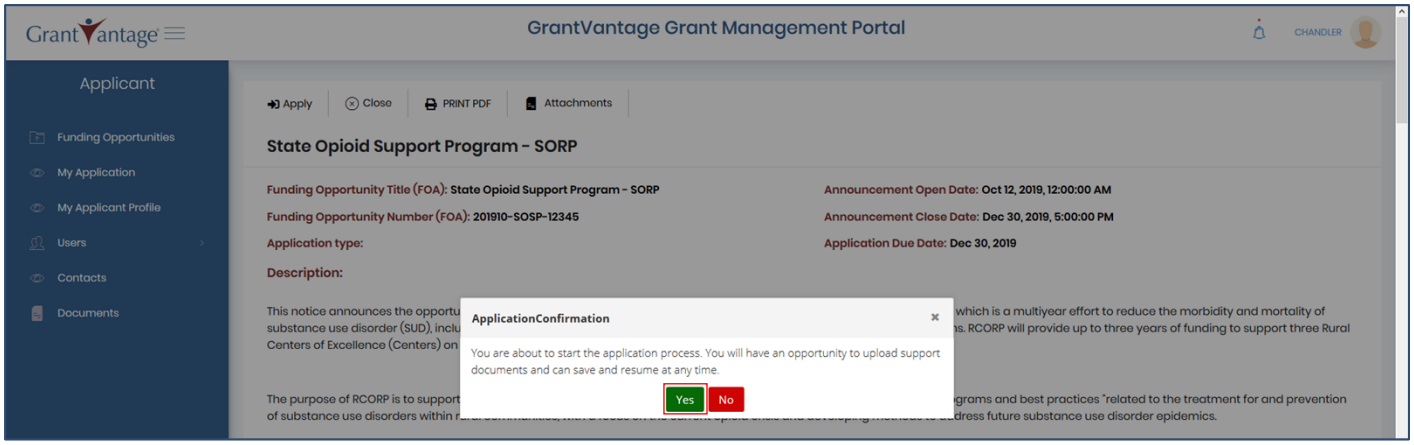


Open from Funding Opportunities
Select **Funding Opportunities**
Select **View**

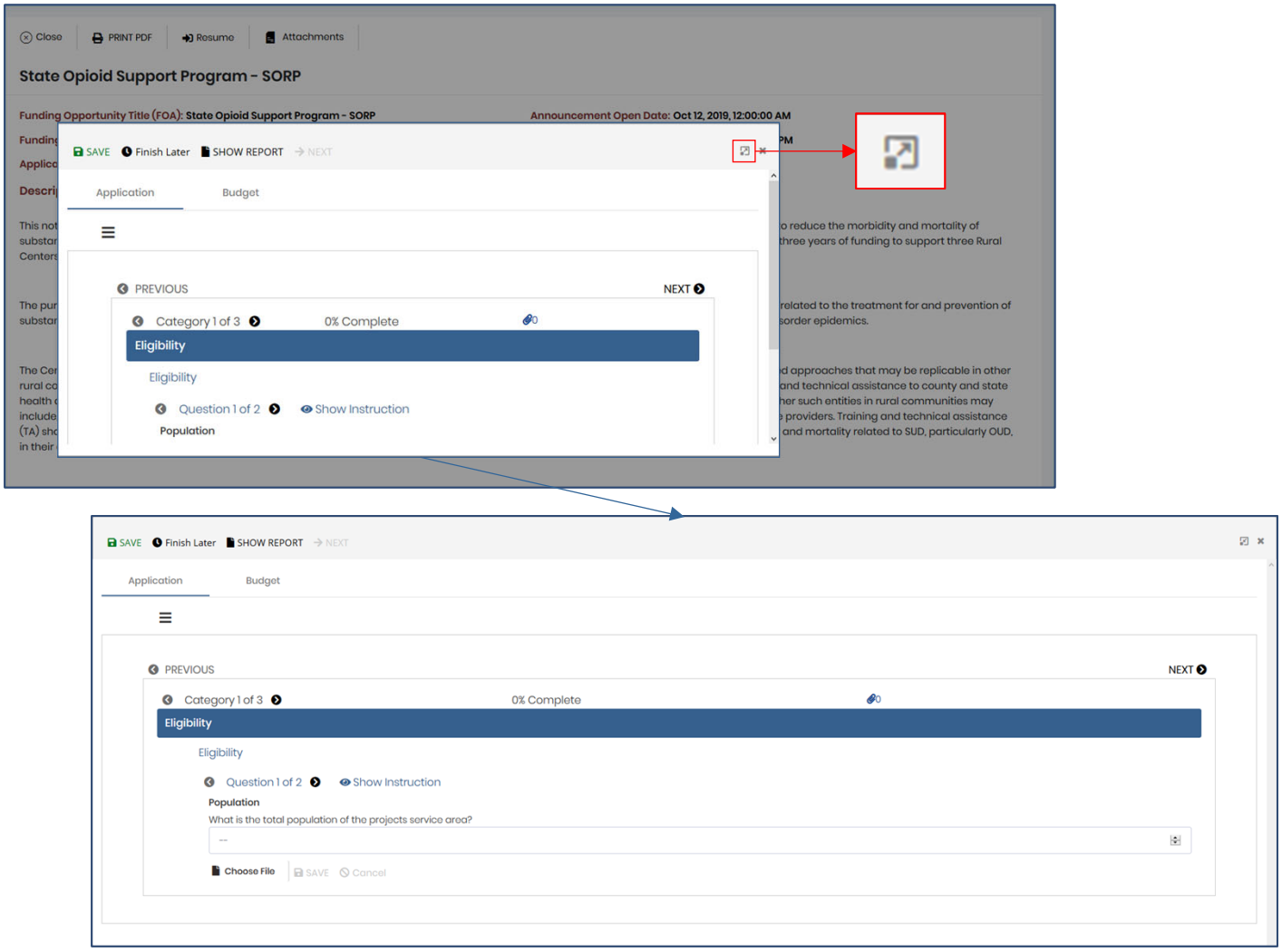
2 Select Apply



3 The system will ask for confirmation to begin an application. Select Yes to confirm.

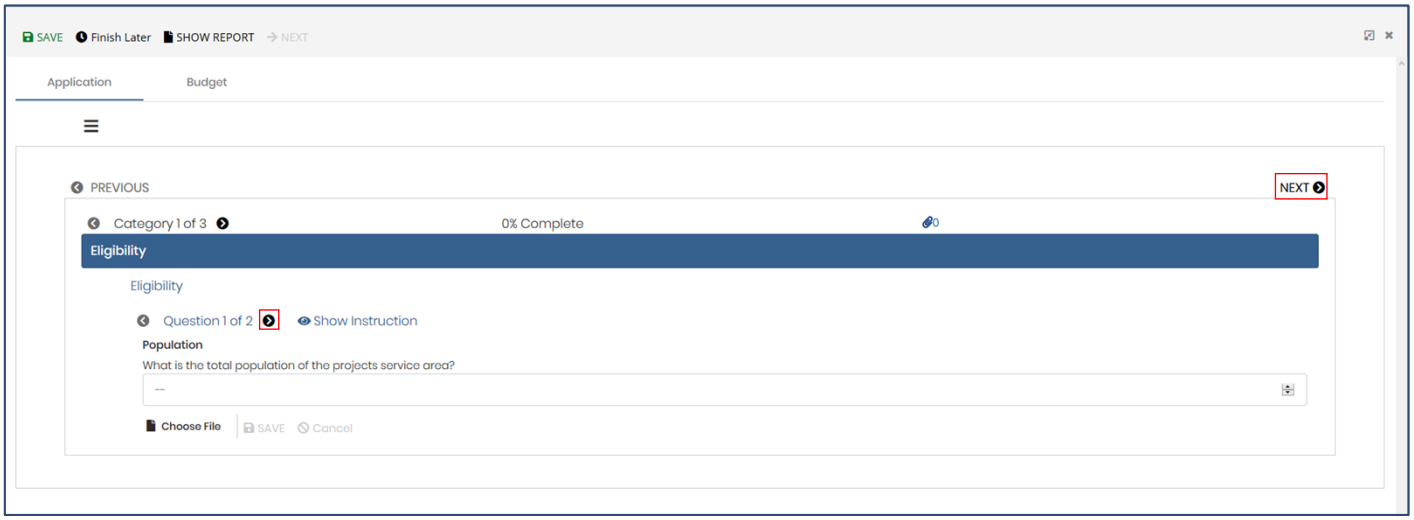


4 The application will appear as a popup. To expand the page select

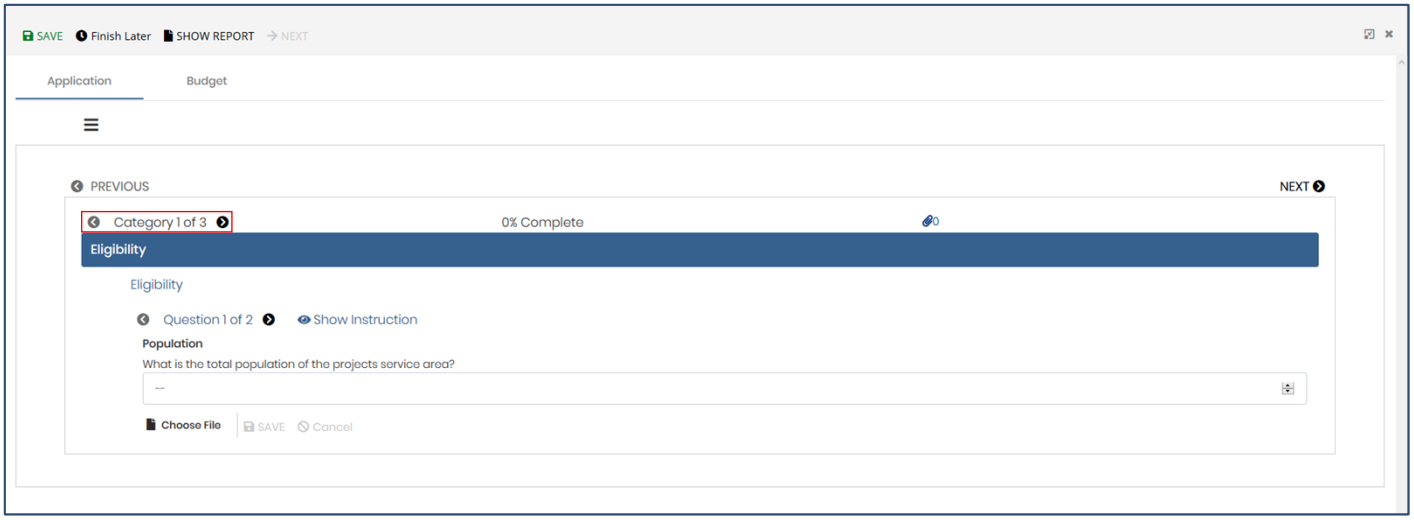


The Application Process

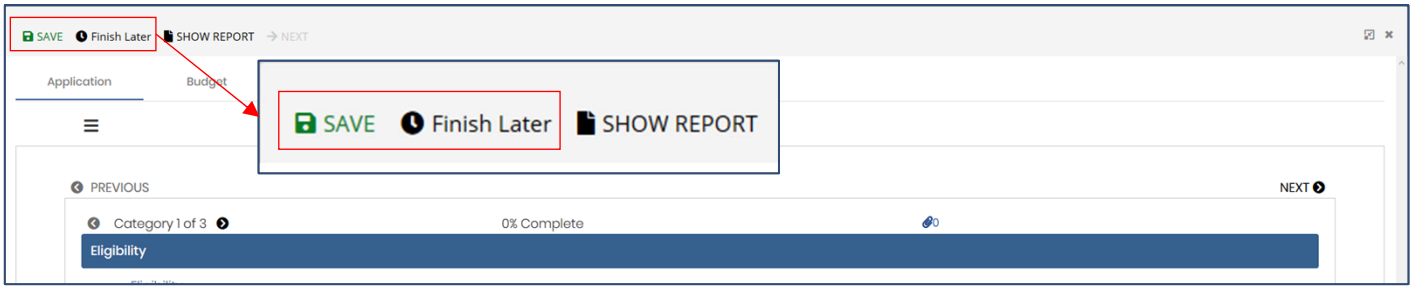
When building an application, follow the step-by-step questionnaire. Users may navigate to the next question by selecting NEXT or the arrow by the question title Question 1 of 2



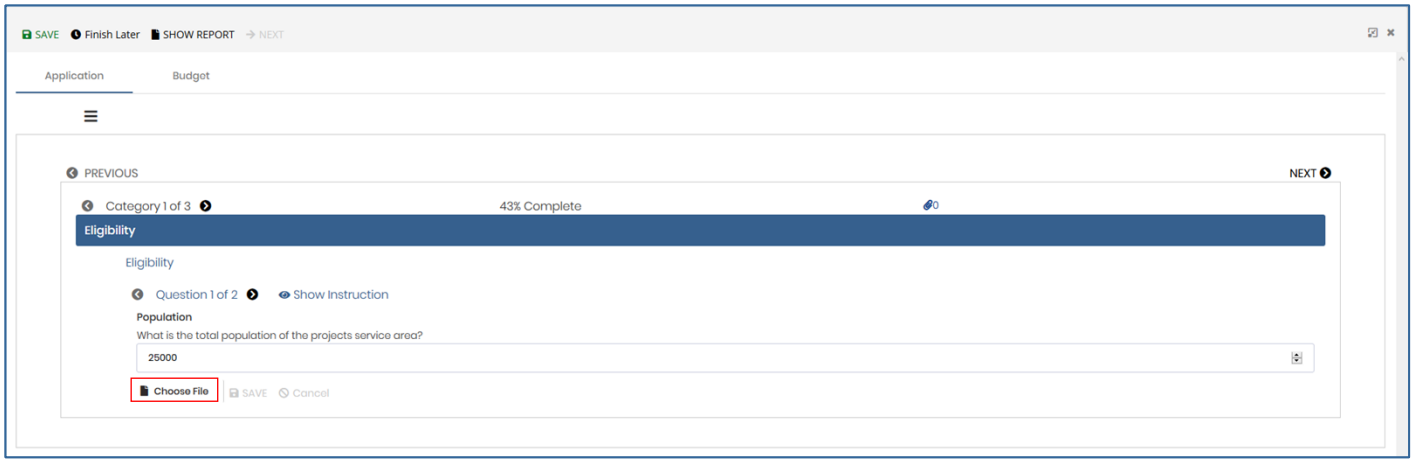
Move between Categories within the application by selecting the arrows here Category 1 of 3



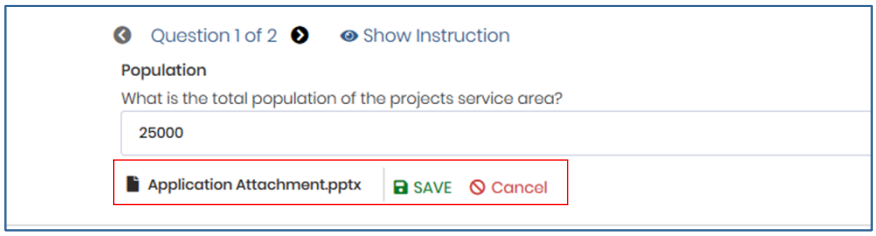
SAVE progress or opt to Finish Later in order to save any progress before completing the application another day

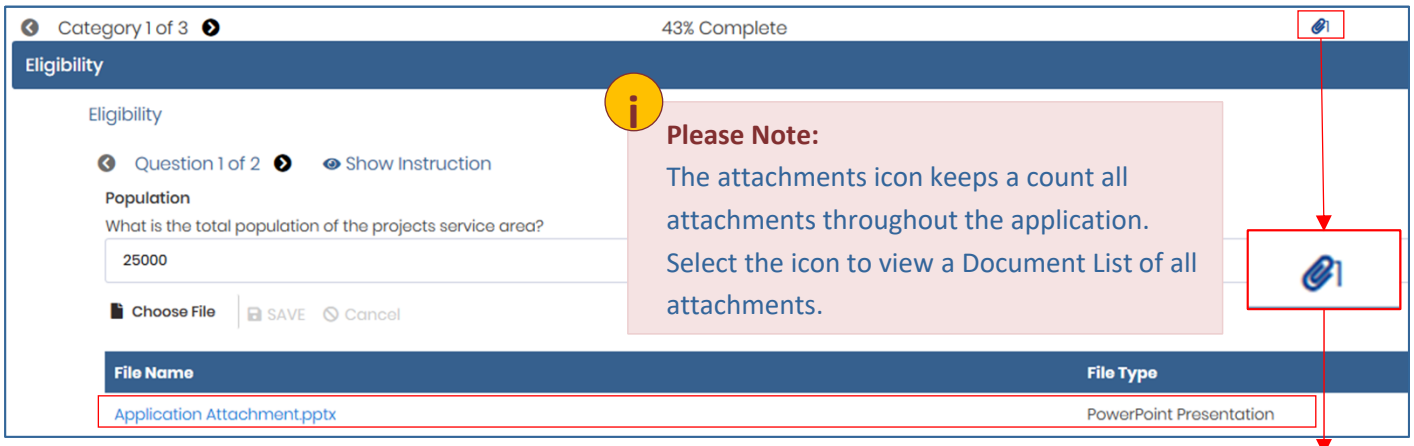


To add an attachment, select Choose File

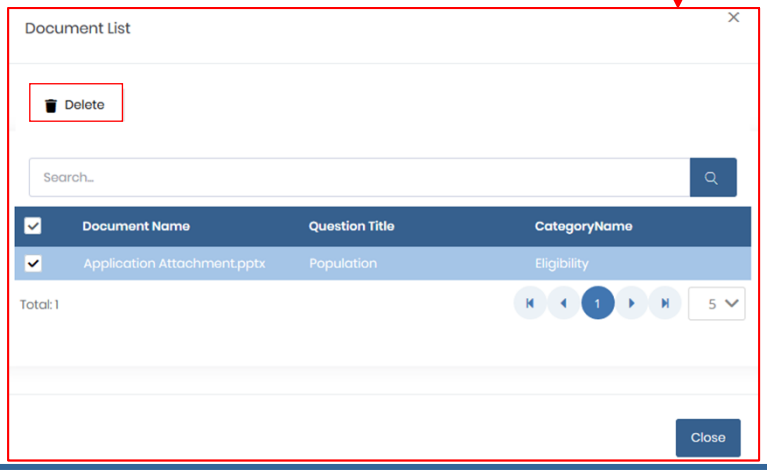


Select SAVE to Save the Attachment to an application. Once saved, it will appear beneath the question

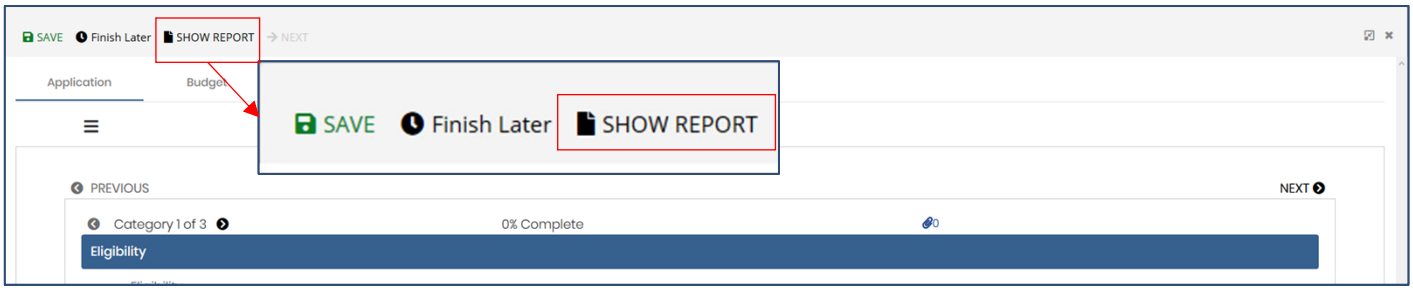


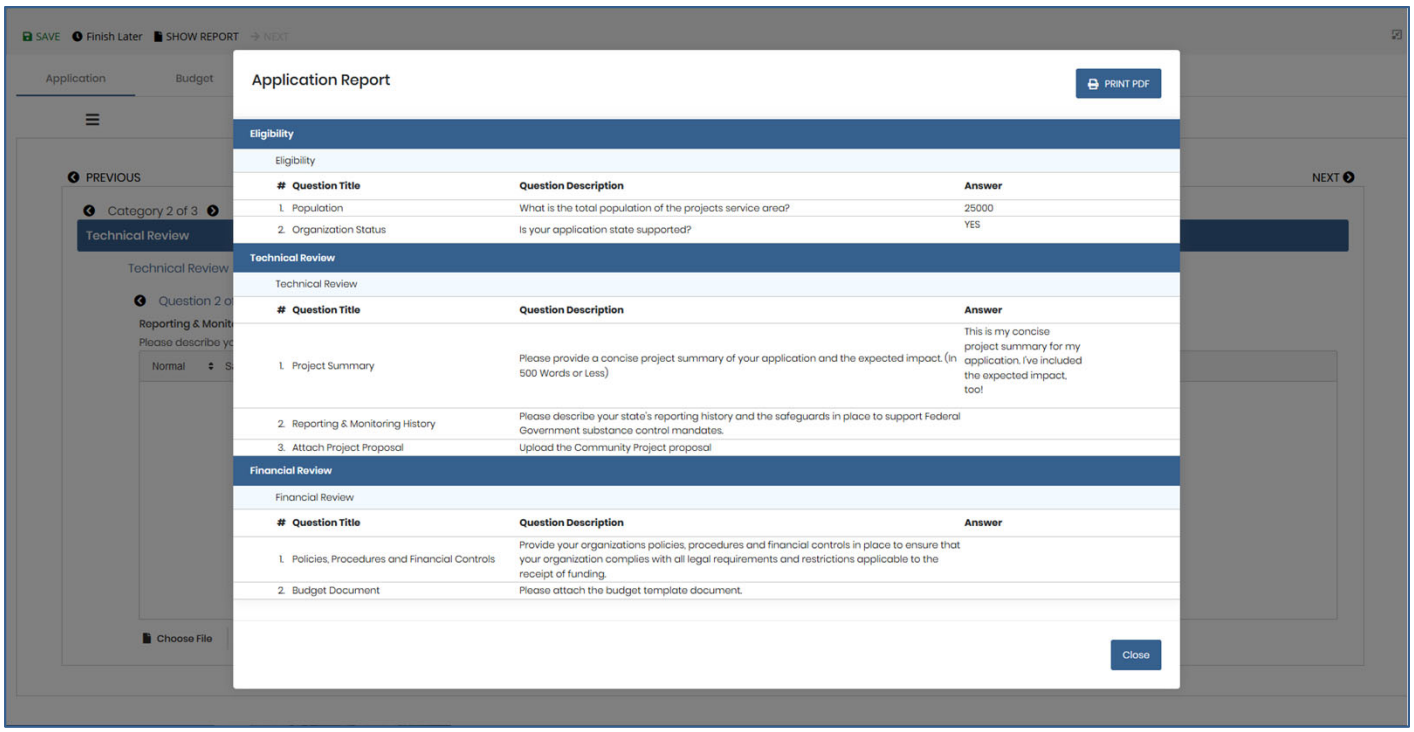


Please Note:
Unwanted documents can be deleted by selecting the document row and selecting **Delete**

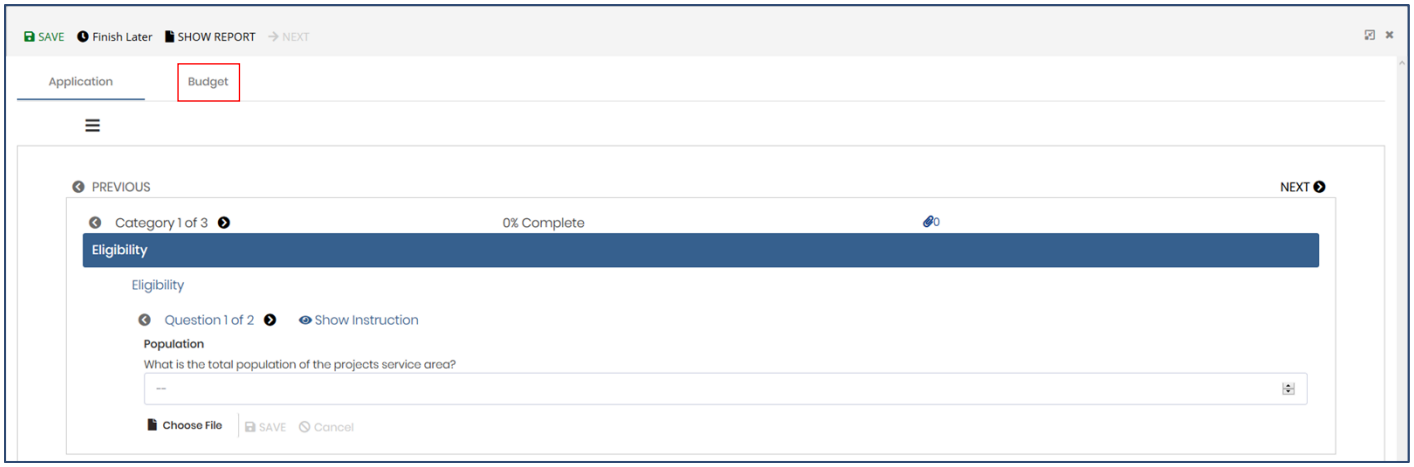


To view all questions or see the full application progress, select SHOW REPORT

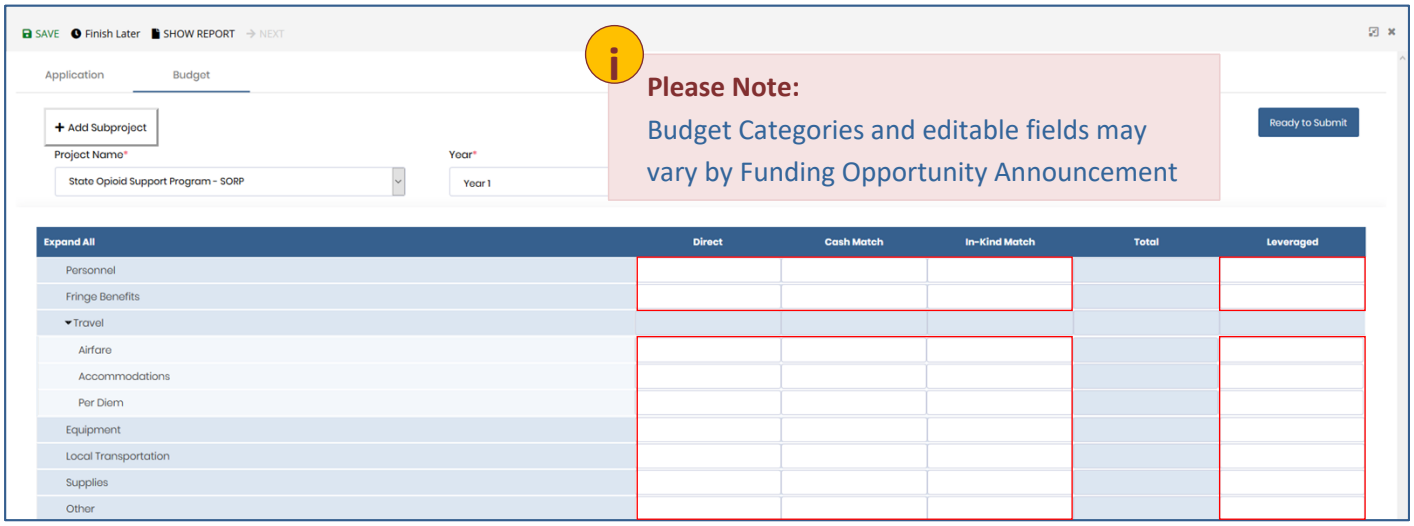




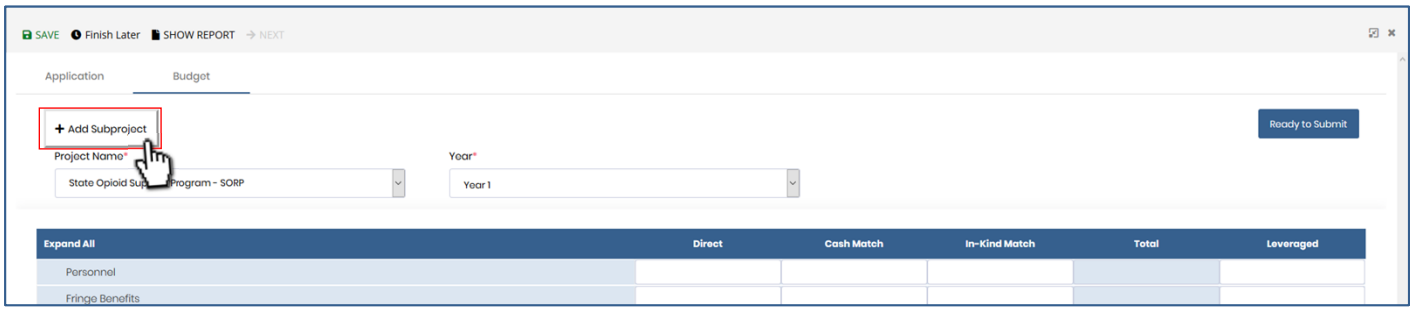
Select the **Budget** tab to enter the proposed budget associated with the application



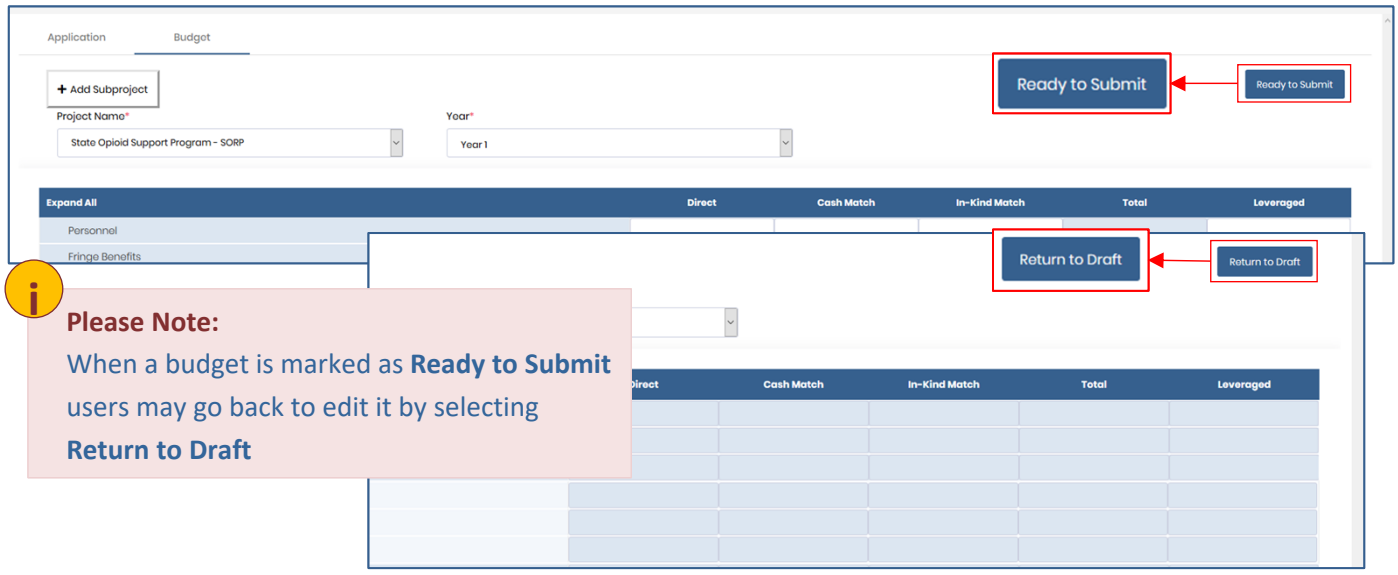
Users may enter their proposed budgets in the white fields.



If the opportunity announcement allows users to include sub-project budgets, select + Add Subproject to create subrecipient budgets.

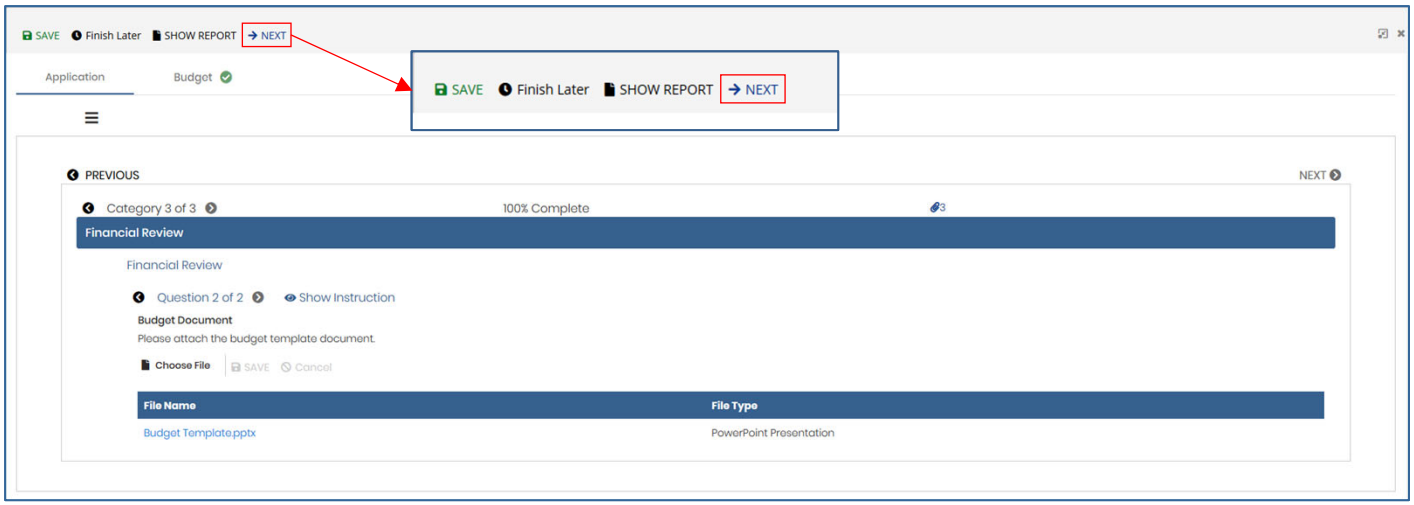


To lock the budget or mark it as **Ready**, select Ready to Submit

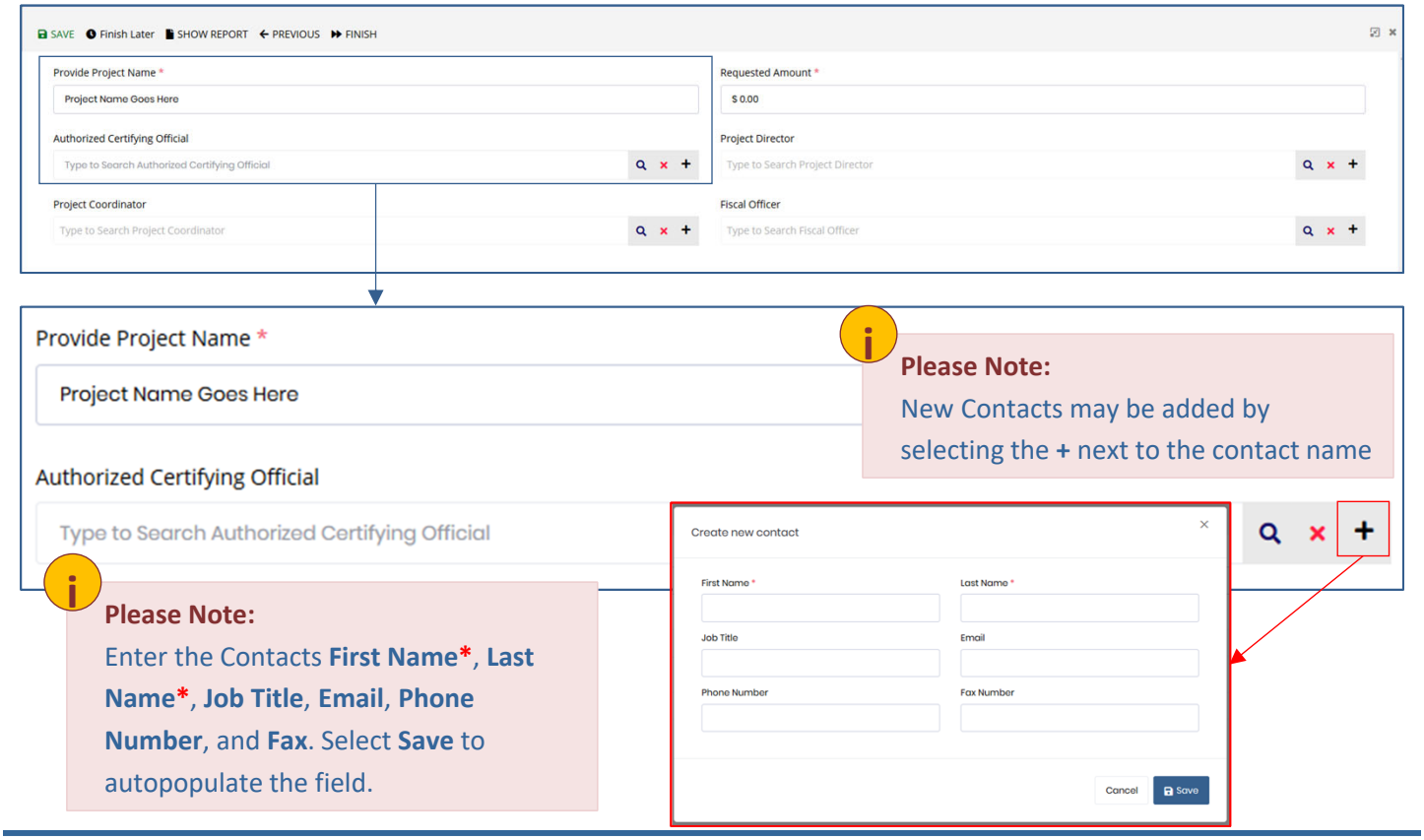


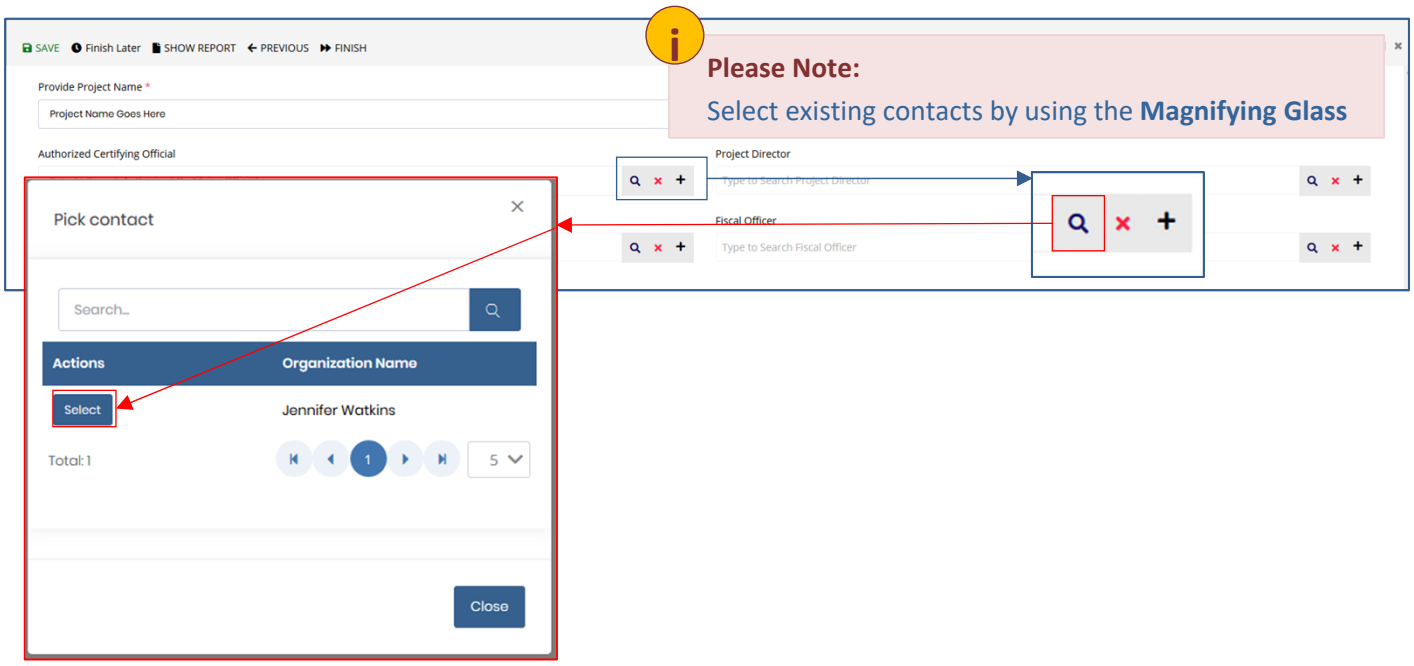
Submit an Application

1. Once the application is **100% Complete** and the Budget is **Ready to Submit**, a new option will display in the top left menu called → NEXT

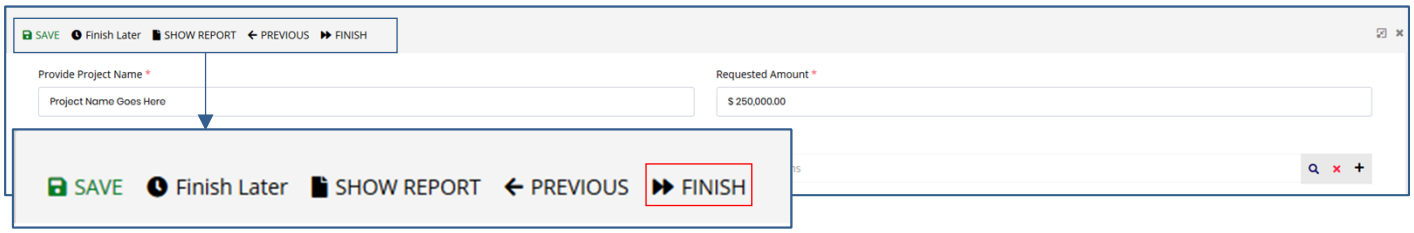


2. Users will be able to **Provide Project Name**, enter the full **Requested Amount**, and identify key personnel within the project such as the **Authorized Certifying Official, Project Coordinator, Project Director,** and **Fiscal Officer**

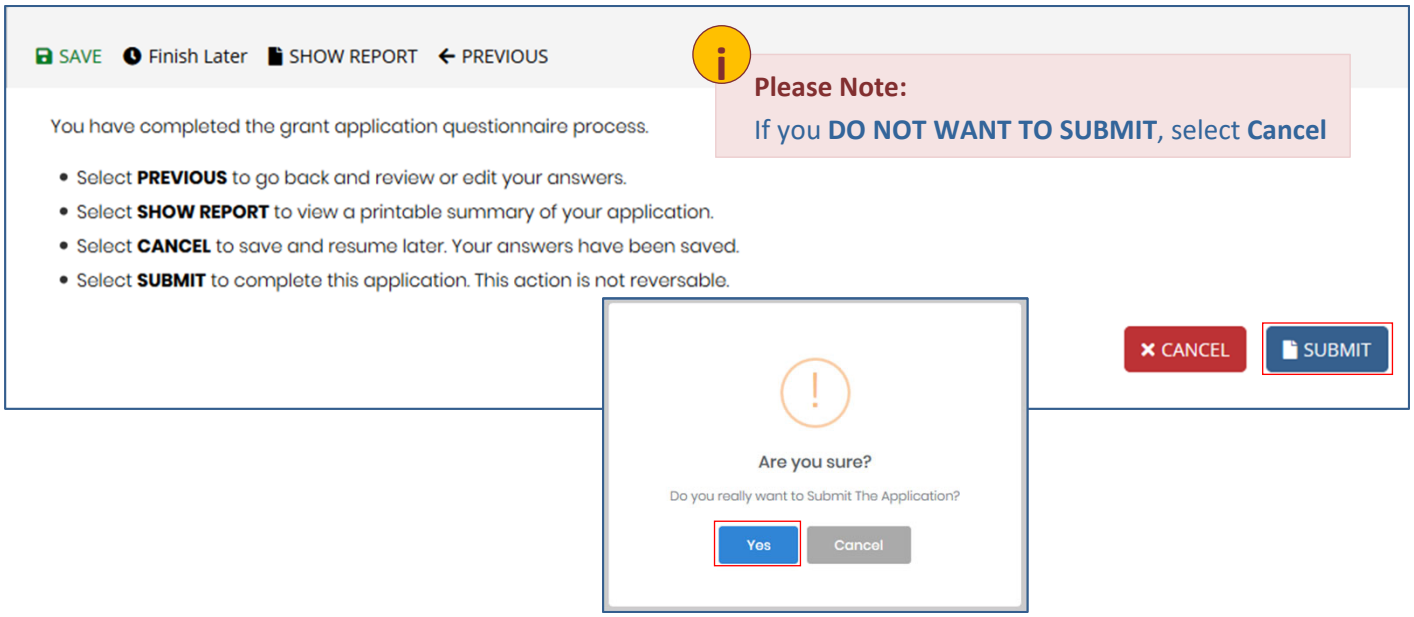




3 Once the Project Name, Requested Amount, and Key Personnel are added, select FINISH

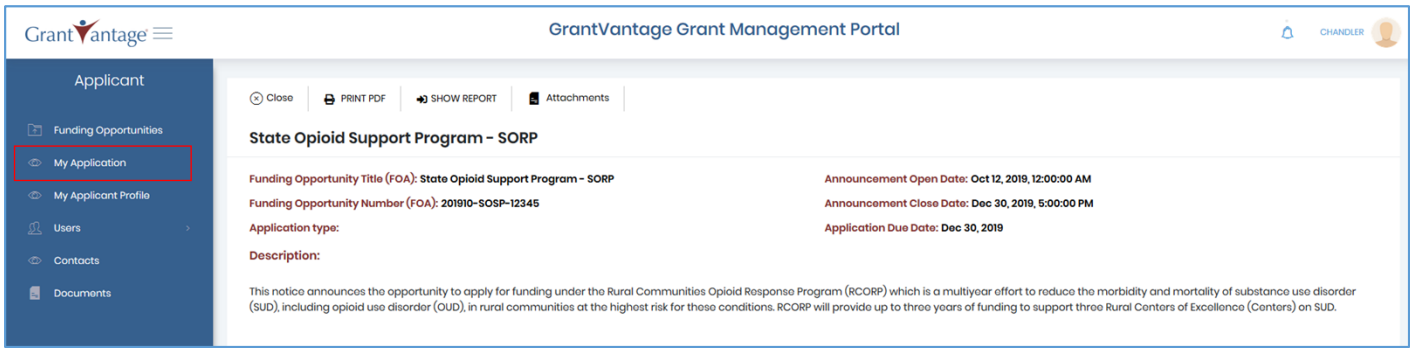


4 Confirm the Application Submission by selecting SUBMIT and then selecting Yes

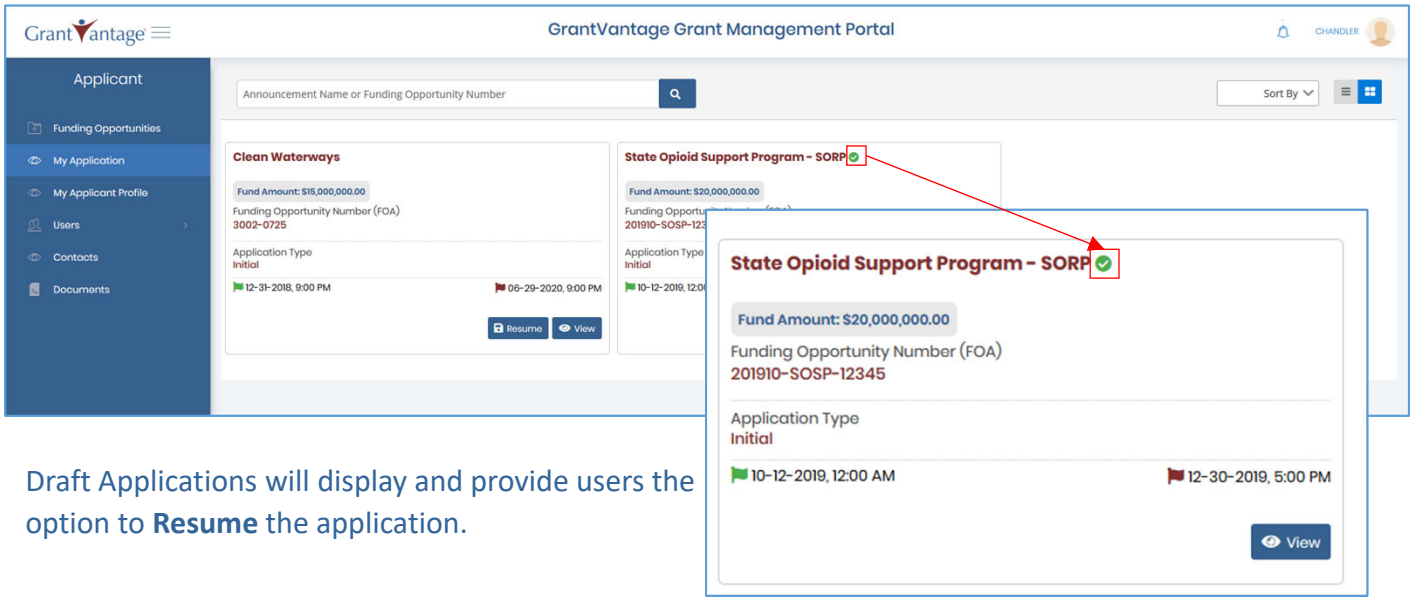
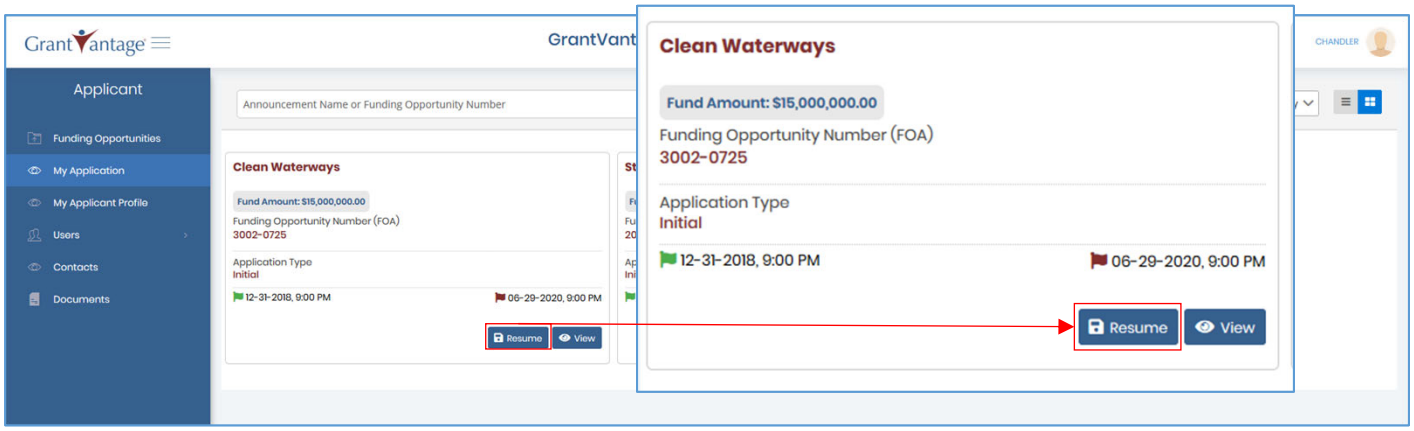


View Submitted or Draft Applications

When an application is submitted, users will immediately return to the Funding Opportunity Announcement page. Select **My Applications** to view submitted and draft applications



Submitted Applications will display a small green circle with a white checkmark inside next to the Funding Opportunity Announcement title.



Draft Applications will display and provide users the option to **Resume** the application.