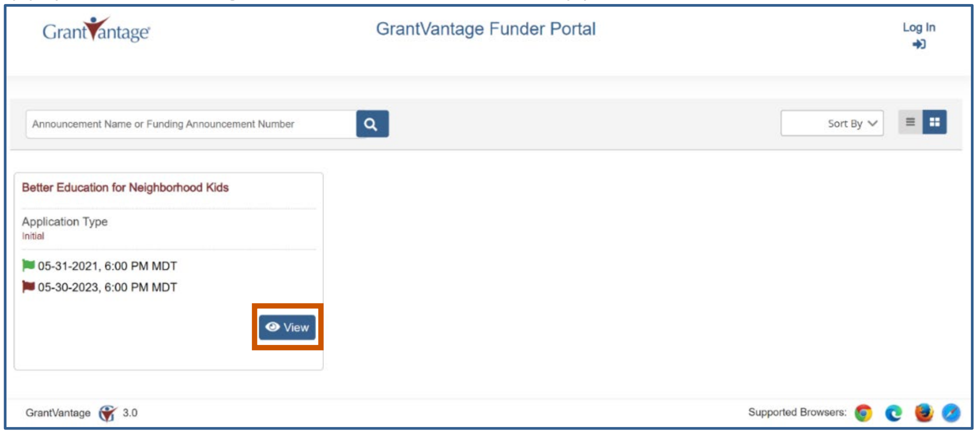
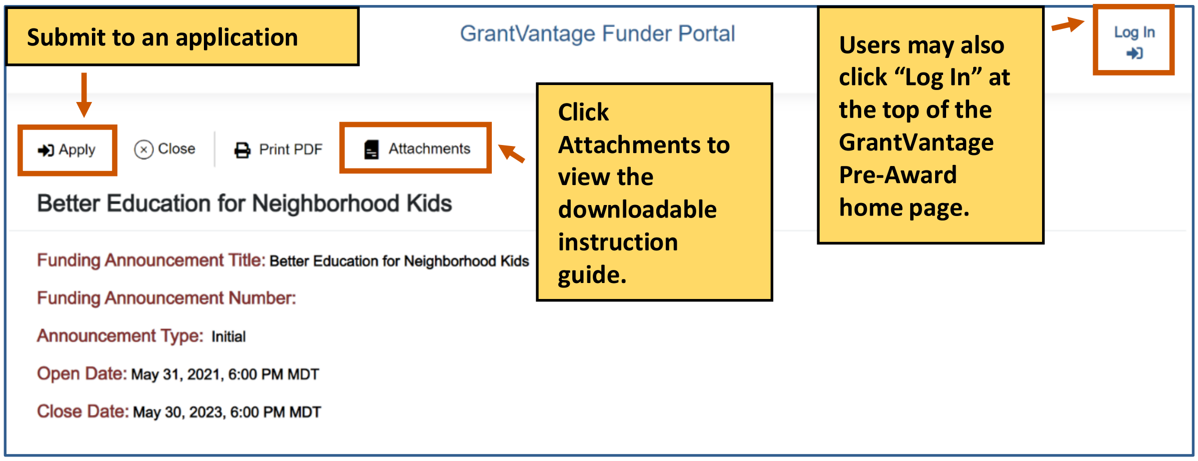
Submit an Application

Note: To submit a project application, the user must create a User Profile.

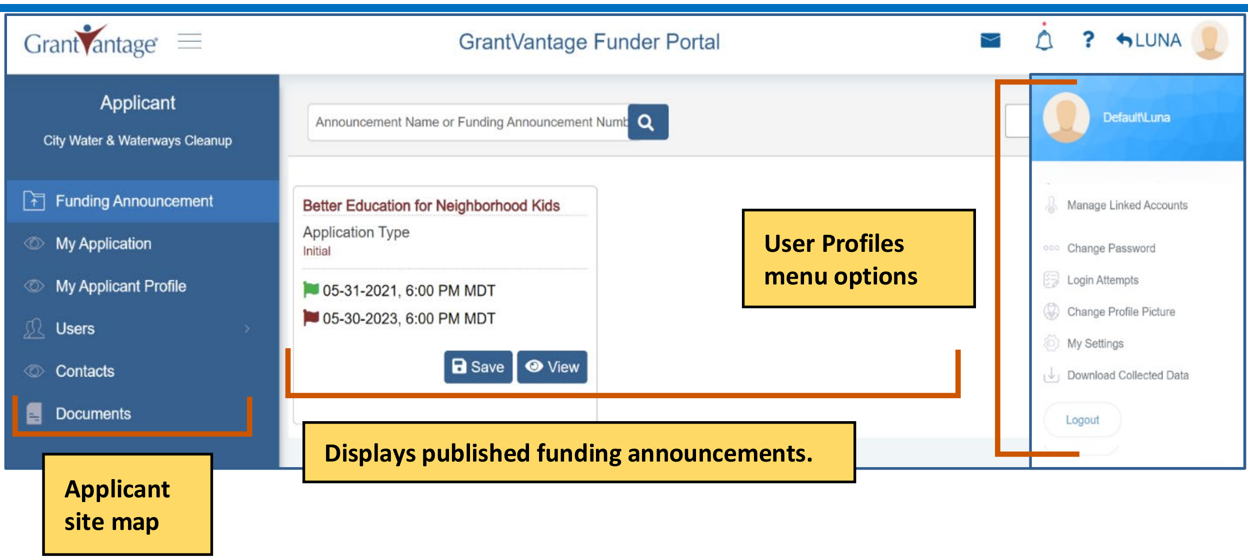
1. On the Funder Portal public-facing page, click **View** to the announcement you wish to apply. The Funding Announcement screen appears.



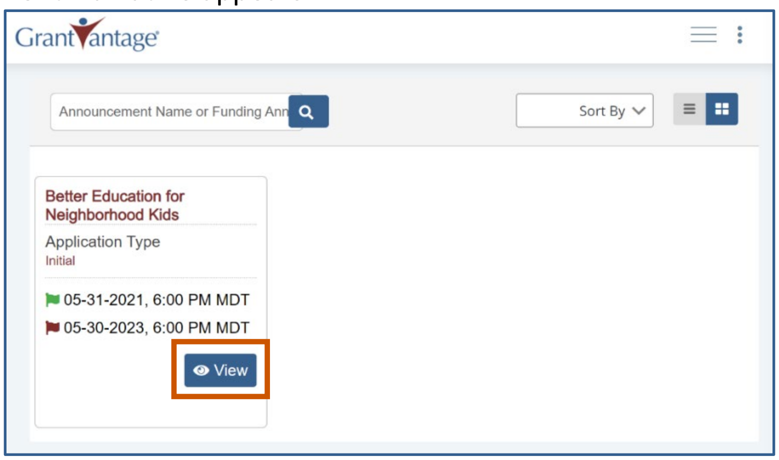
2. On the Funding Opportunity Announcement screen, click **Attachments** to view the downloadable instruction guide.
3. Click **Apply** . The Login screen appears. Use the [Login](#) instructions to login to existing an Applicant User account. Use the [Registration](#) instrctions to register new Aplicant User account.



4. Once the user is logged in, and the GrantVantage Funder Portal homepage appears. The homepage displays all available funding announcements. Applicants may navigate the system by using the site map.

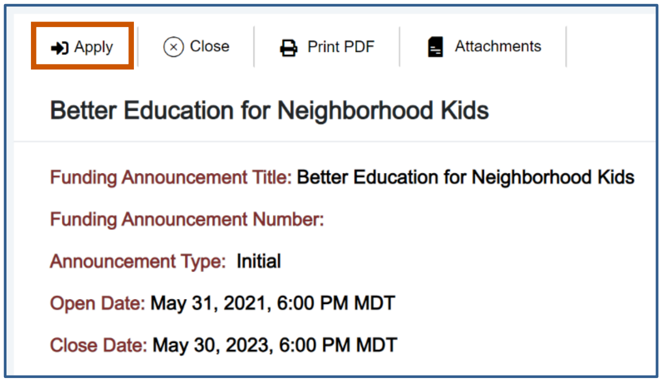


5. Click **View** next to the announcement you wish to view. The Funding Announcement Narrative appears.

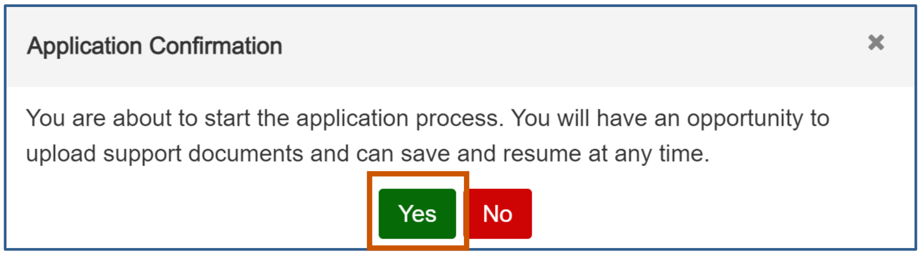


Funding Announcement Narrative Command Bar		Descriptions
Apply		Apply for the funding opportunity announcement.
Close		Close the Funding Announcement Narrative.
Print PDF		Print the announcement details as a PDF.
Attachments		See attachments tied to the attachment.

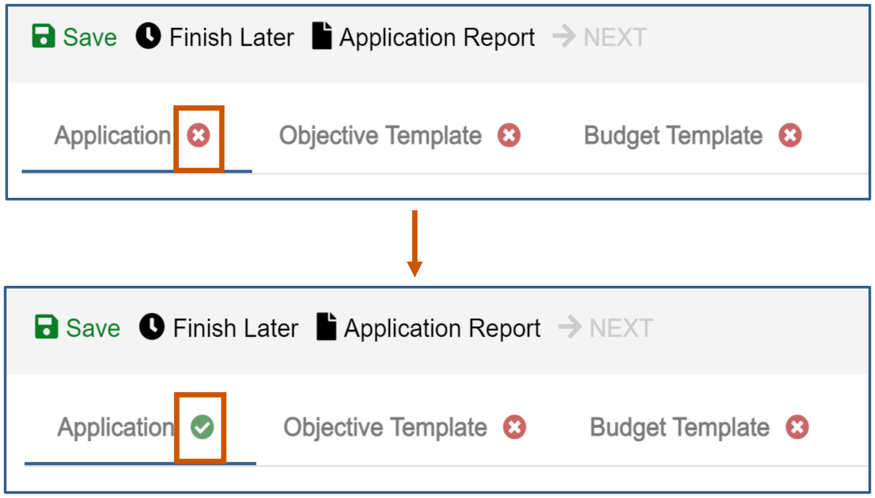
6. Click **Apply** **.** A popup appears telling you that the application process is about to start.



7. Click **Yes.** The application process screen appears.

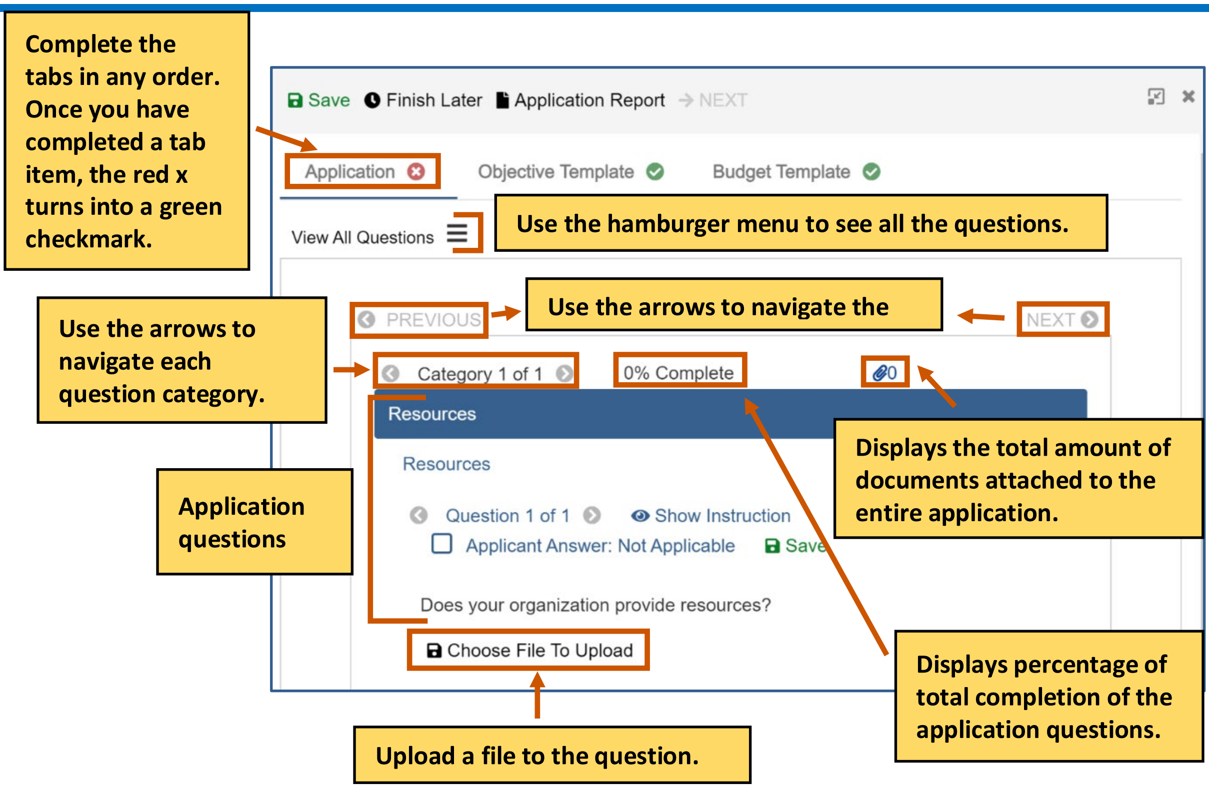


8. Answer all the questions and complete the templates. Swap between the tabs to complete them in any order.
   Note: Once you complete a tab item, the red x next to the name turns into a green checkmark.



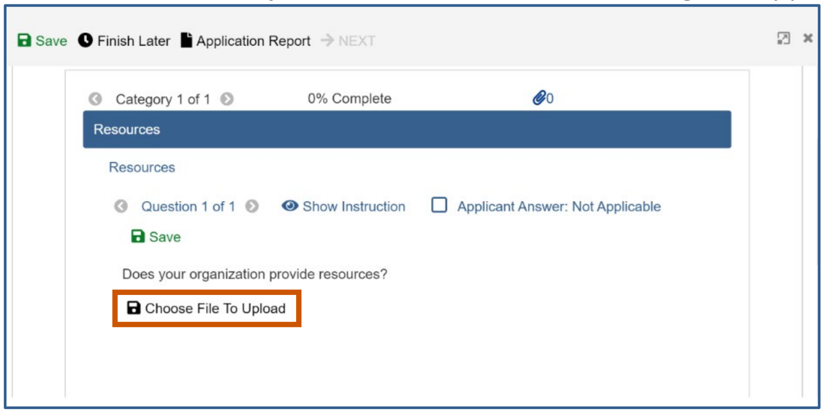
Application Questions:

a. Answer all questions.



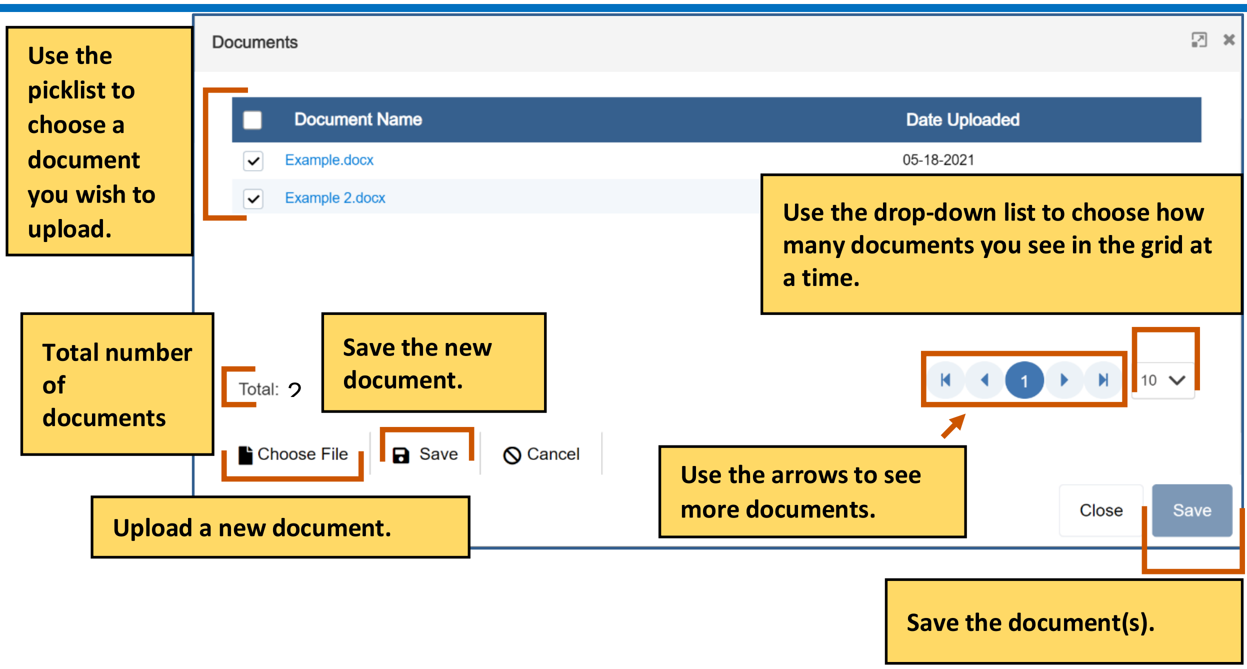
b. **Optional:** If the question requires you to attach a document, attach it to the question.
ⓘ **Note:** If there is a Not Applicable option, click the radio button to answer the question. You can move onto the next question if necessary.

i. Click **Choose File To Upload** . The Documents dialog box appears.



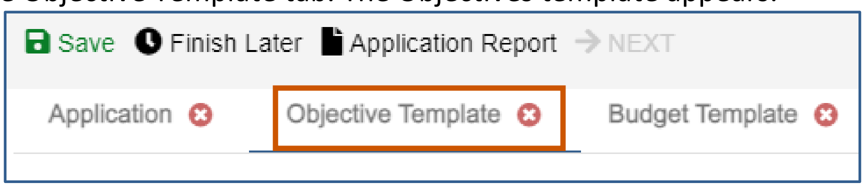
ii. Choose from the picklist.
Or
Upload a new document by clicking **Choose File** .
   i. **Upload the document.**
   ii. Click **Save** .

iii. Click **Save.**

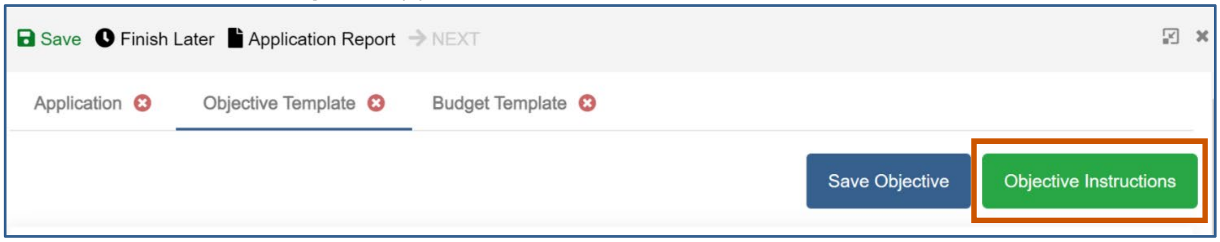


Complete the Objective Template:

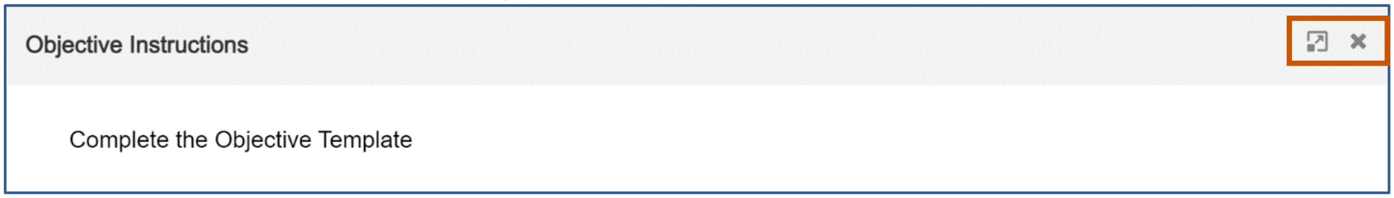
a. Click the Objective Template tab. The Objectives template appears.



b. Click Objective Instructions to see how to complete the template. The Objective Instructions dialog box appears.

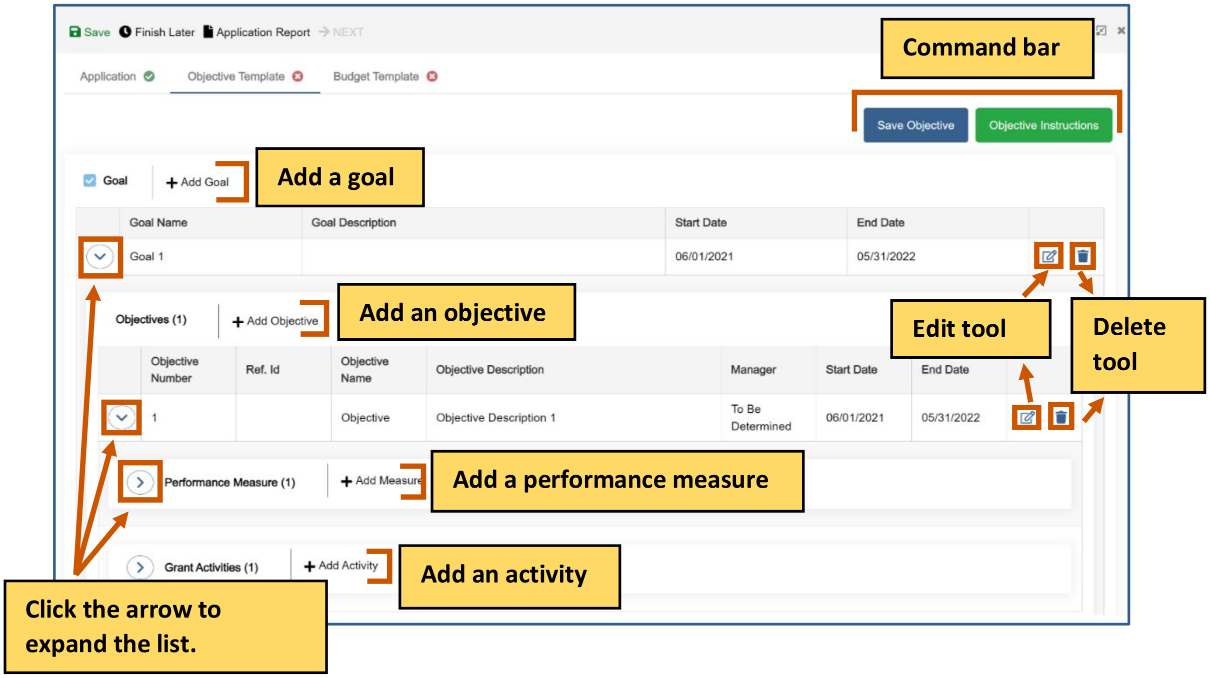


c. Click **Maximize** to maximize the window.
Or
Click **Close** to close the dialog box.



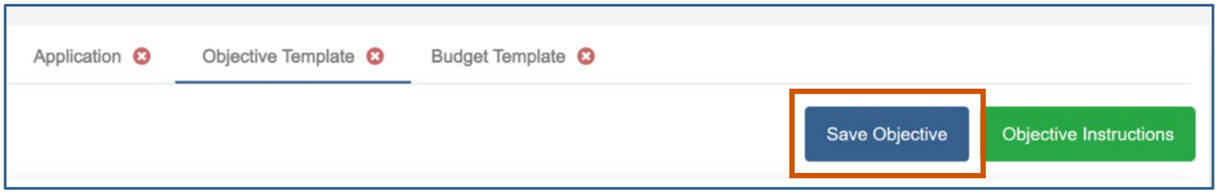
d. Add in the goals if necessary. If goals are required, each objective must be associated with a goal.
ⓘ **Note:** The Goal radio button only appears if the option has been selected when the announcement was made.

e. Add in the objectives, performance measures, and grant activities.
ⓘ **Note:** The performance measures and grant activities must be associated with an objective. For more information on how to add, edit, or delete a goal, objective, performance measure, or grant activity, see Objective Tools.

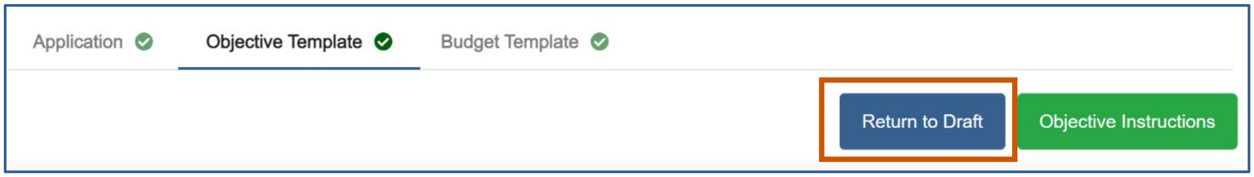


Objective Template Command Bar	Description
Save Objective	Saves the objectives and locks the Objective Template.
Objective Instructions	Display the instructions on how to complete the Objective Template.

f. Click **Save Objective.** The Objective Template is saved and locked. The objectives must be saved and locked before you can submit the application.



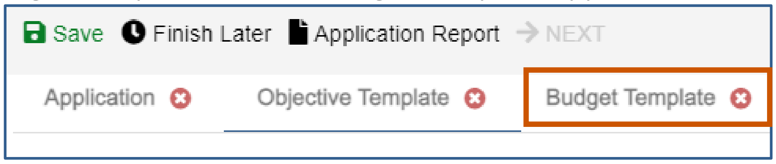
g. **Optional:** You can unlock the Objective Template again if you need to make change.
   i. Click **Return to Draft.** The Objective Template is locked, and you can edit it. You can go in and out of draft during the application process.



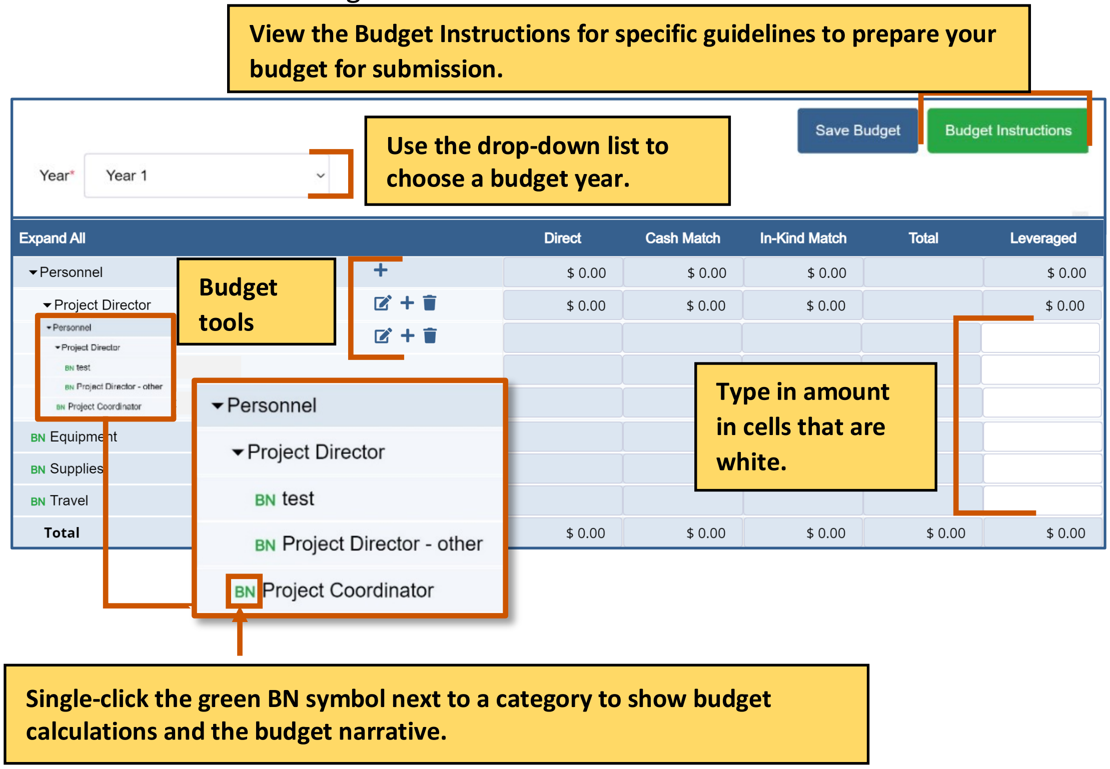
Complete the Budget template.

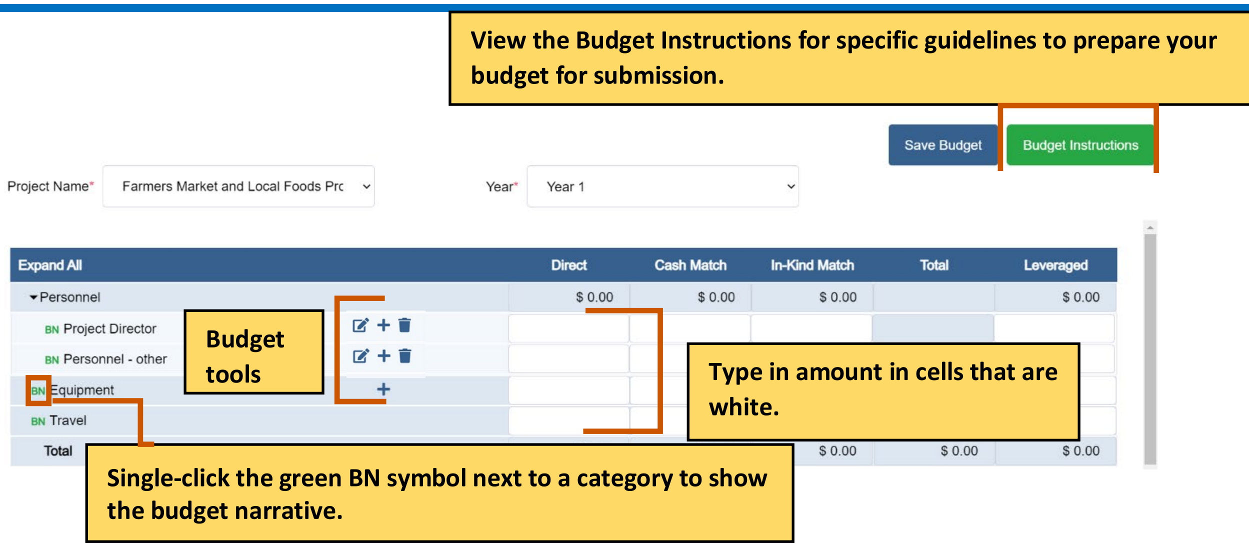
Note: There are different design setups for the budget. The items you can add/change depend on the properties selected when the announcement was made. For more information, see [Budget Tools].

a. Click the Budget Template tab. The Budget Template appears.



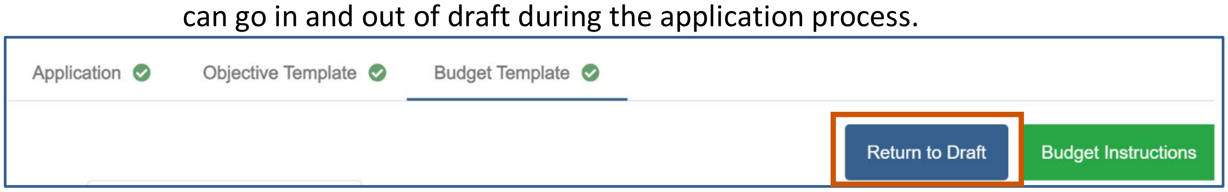
b. Use the budget tools to add, edit delete parent categories, sub-categories, or sub-sub-categories. For more information, see Budget Tools.
c. **Optional:** Single-click the green BN symbol next to a category to show budget calculations and the budget narrative.





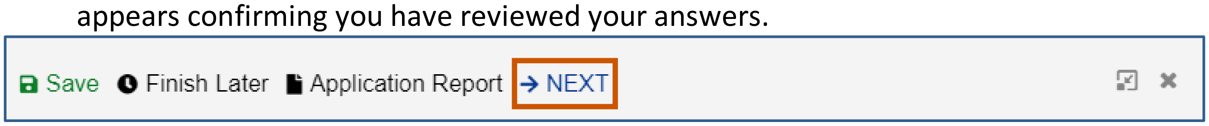
d. Click **Save Budget.** The Budget template is saved and locked. The budget must be saved and locked before you can submit the application.

e. **Optional:** You can unlock the Budget Template again if you need to make change.
   i. Click **Return to Draft.** The Budget Template is locked, and you can edit it. You can go in and out of draft during the application process.

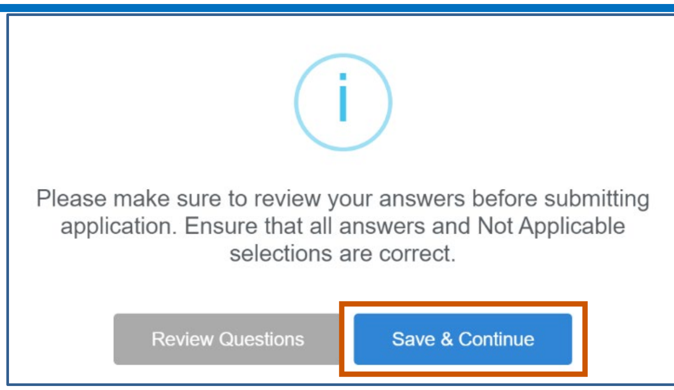


Finish the application process

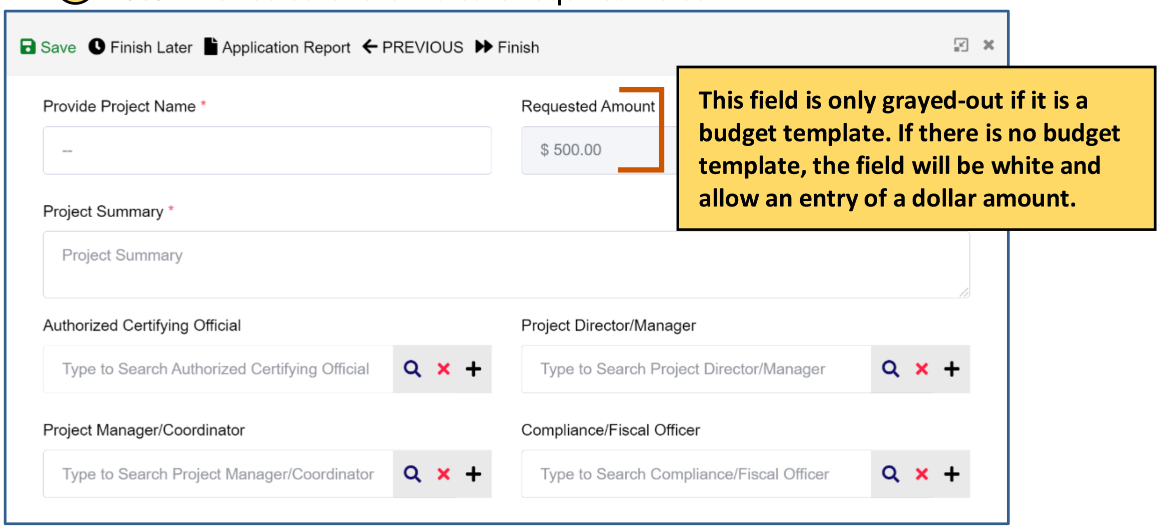
9. Once the questions and the templates are saved and locked, click **Next →.** A popup appears confirming you have reviewed your answers.



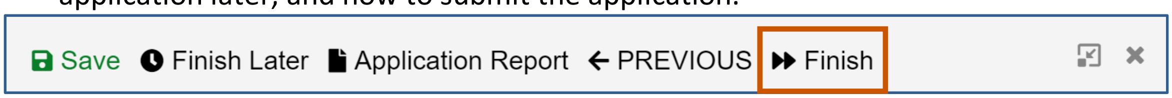
10. Click **Save & Continue.**



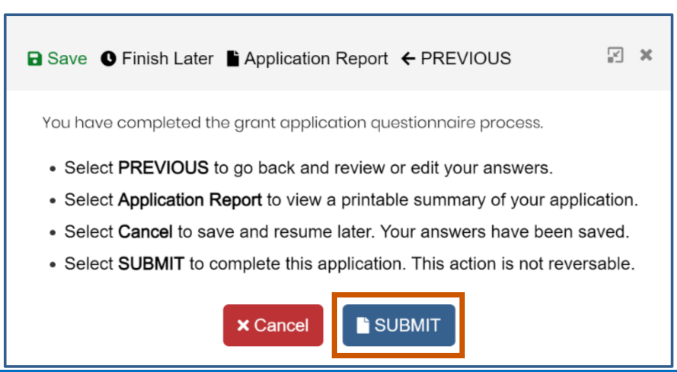
11. Fill in the necessary fields.
    Note: The red asterisks indicate required fields.



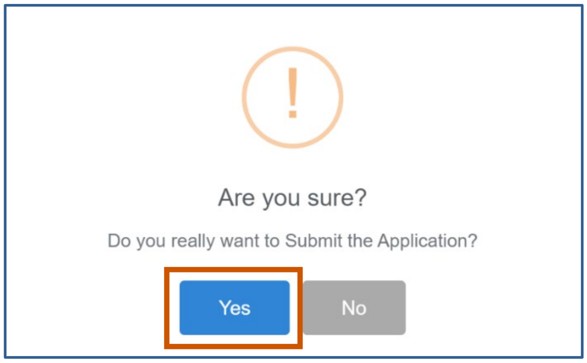
12. Click **Finish**. The Submission page appears telling you how to go back and review your answers, how to view the application report, how to save and resume the application later, and how to submit the application.



13. Click **Submit**. A popup appears asking if you are sure you want to submit the application.



14. Click **Yes.** The application will be submitted.



The Submit button turns into Processing with a spinning wheel. The Save button at the top also has a spinning wheel. Wait until the application has been submitted. There is a green checkmark next to the announcement indicating you have applied. A blue information popup also appears indicating that the application was submitted successfully.