

GMIS Portal Grant Application Submission Job Aid



**Department of
Health**

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Icon Key



Caution



Tip

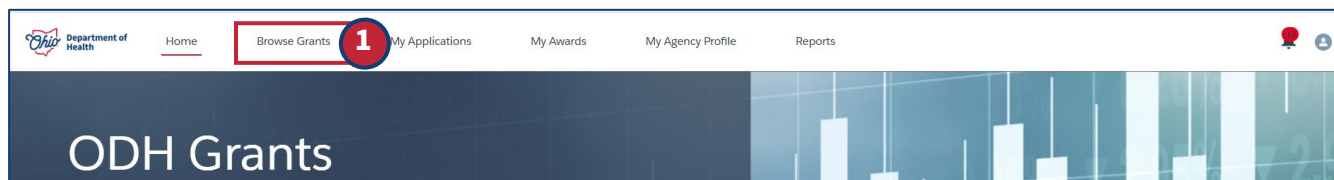


Link

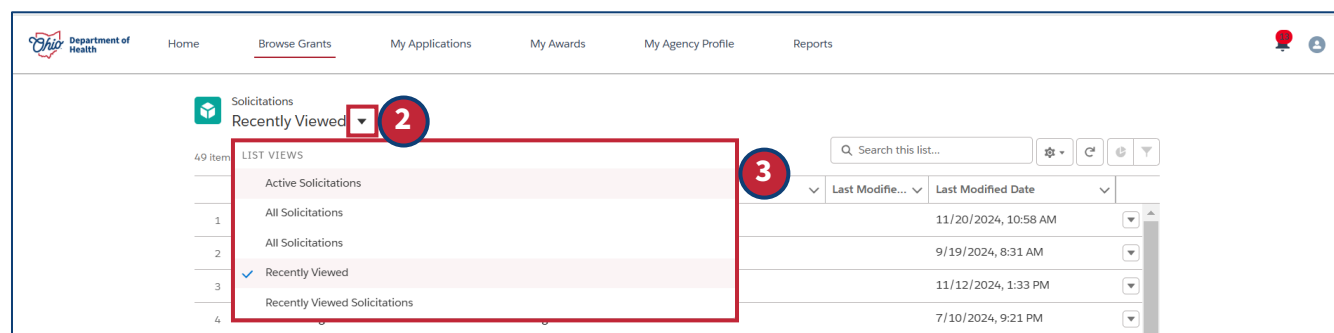
1.0 View Solicitation Details

This Section Is Intended For: Primary and Secondary Users

To navigate to active solicitations, ensure you are logged in first:

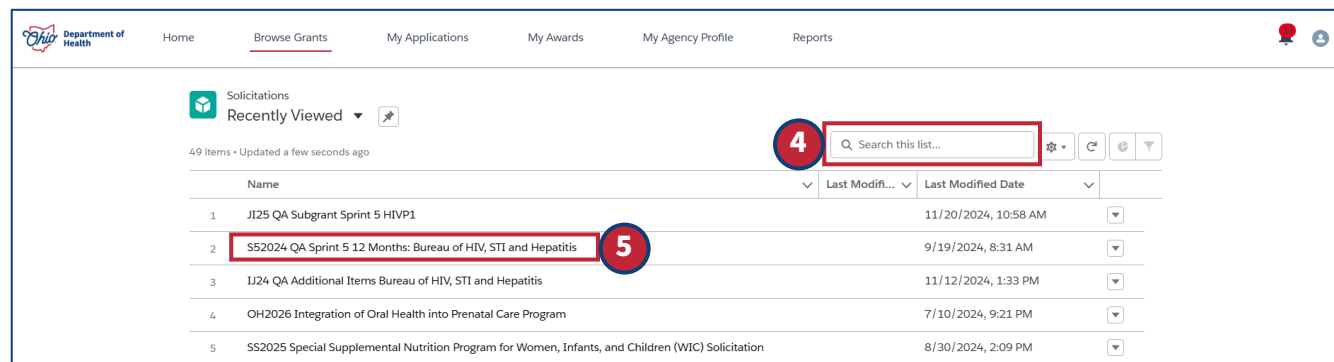


1. Select 'Browse Grants'.



2. Select the List Views dropdown arrow to change the list view for Solicitations.

3. Select the desired list view from the dropdown. To browse grants available to apply for, select 'Active Solicitations'.



4. Enter the name of a specific solicitation in the search bar or search active solicitations by scrolling.

5. Select a Solicitation Name to view details about the grant.

1.0 View Solicitation Details (continued)

OA2025 Integration of Oral Health into Prenatal Care Program

Description

Appendices

Deliverables

Version History

Opportunity Description:

Oral health should be a routine part of prenatal care as poor oral health can lead to poor health outcomes for the mother and her baby. Up to 75% of women develop gingivitis during pregnancy due primarily to hormonal changes. Left unchecked, gingivitis can progress to periodontal disease (PD) which affects up to 40% of all pregnant women. Emerging evidence shows an association between PD and low birth weight and preterm birth although this association is not yet consistent across studies or clearly understood. More certain is that women are at risk for tooth decay during pregnancy due to changes in eating habits, frequent bouts of morning sickness and possibly less attention being paid to their oral hygiene practices.

In addition, the oral health of mothers directly impacts the oral health of their children. Babies are not born with the bacteria that cause tooth decay in their mouths. Those bacteria are transmitted, usually by the mother, through kissing, the use of shared eating utensils, or other common behaviors. Mothers who have a high number of untreated cavities have a high level of decay-causing bacteria and transmit high levels of the bacteria to their children, which then puts them at higher risk for cavities themselves. To impact the number of young children who develop tooth decay, efforts must be directed to ensure that pregnant women have good oral health and know how to positively impact their children's oral health from birth.

Eligibility Requirement:

Eligible Agency Types:

- Not for Profit
- Higher Education
- Hospitals
- County Agency
- City Agency
- Local Schools

Opportunity Details

Accepting Applications:

Apply

Program Code:

OA

Grant Type:

Competitive

Total Funding:

\$10,000,000.00

Max Funding Amount:

\$500,000.00

Min Funding Amount:

\$50,000.00

Important Dates

7/25/2024

- Solicitation Posted Date

8/30/2024

- Application Due Date/Time

8/1/2024

- Budget Period Start Date

7/31/2025

- Budget Period End Date

7/1/2024

- Project Period Start Date

7/1/2028

- Project Period End Date

Resources

[OHAP2025-Solicitation](#)

[Solicitation Scoring Rubric](#)

ODH Program Contact Information:

If you have questions or difficulty accessing the full announcement, please contact:

Name:

Program Consultant - OHAP

Phone:

Email:

ellizabeth.augostini@accenture.com

6. View the Solicitation details in the 'Description' tab. This contains the 'Opportunity Description' with an overview of the grant.
7. View the 'Opportunity Details' section, which contains information including:
 - a) Grant Type.
 - b) Total Funding.
 - c) Max Funding Amount.
 - d) Min Funding Amount.
8. View Eligibility Requirements and Eligible Agency Types, if applicable.
9. View the 'Important Dates' section relevant Application, budget, and project dates.
10. View the 'Resources' section for important files and resources applicable to the grant.
11. View the 'ODH Program Contact Information'. This is who you should reach out to with questions.

1.0 View Solicitation Details (continued)

SP2028 Integration of Oral Health into Prenatal Care Program

Description **12** Appendices Deliverables Version History

Appendix 1 **13** Forms Info

Opportunity Details

Accepting Applications: [Apply](#)

Program Code: SP

Grant Type: Continuation

Total Funding: \$1,000,000.00

Max Funding Amount: \$500,000.00

12. Select the 'Appendices' tab.

13. View any required documents or forms for this Solicitation in the appendix list.

Description Appendices Deliverables Version History

Appendix 1 **14** Forms Info

15 Appendix 1: Key Personnel Resumes
Upload all resumes for key personnel

Opportunity Details

Accepting Applications: [Apply](#)

Program Code: SP

Grant Type: Continuation

Total Funding: \$1,000,000.00

14. Select the 'Info' button for specific details about an appendix.

15. View Appendix details.

Description Appendices Deliverables Version History

Appendix 1 **16** Forms Info

17 Upload Resumes
Upload key personnel resumes

Personnel Questionnaire

Opportunity Details

Accepting Applications: [Apply](#)

Program Code: SP

Grant Type: Continuation

Total Funding: \$1,000,000.00

Max Funding Amount: \$500,000.00

Min Funding Amount: \$50,000.00

Important Dates

16. Select the 'Forms' button for specific details about uploads and forms for the appendix.

17. View Forms details.

1.0 View Solicitation Details (continued)

SP2028 Integration of Oral Health into Prenatal Care Program

Description Appendices **Deliverables** **18** Version History

Deliverable 1

Info **19**

Opportunity Details

Accepting Applications: [Apply](#)

Program Code: SP

Grant Type: Continuation



Deliverables May Not Be Seen For All Grants!

The Deliverables on the Solicitation will display for Deliverable or Hybrid grants only.

18. Select the 'Deliverables' tab.

19. View any required Deliverables in the Deliverables list.

Description Appendices **Deliverables** Version History

Deliverable 1

Info **20**

Deliverable 1 - Meeting Attendance

For deliverable 1, subrecipients are required to attend one meeting a month around the program details for community outreach.

Prescribed Amount: \$15,000.00 Frequency: Monthly

21

Opportunity Details

Accepting Applications: [Apply](#)

Program Code: SP

Grant Type: Continuation

Total Funding: \$1,000,000.00

Max Funding Amount: \$500,000.00

20. Select the 'Info' button for specific details about a Deliverable.

21. View Deliverable details.

SP2028 Integration of Oral Health into Prenatal Care Program

Description Appendices Deliverables **Version History** **22**

Version History

Click on the Version name to download the PDF of the previous versions of this Solicitation.

VERSION	MEMO	ACTIVE DATE
AD-0002	Addendum 2 description	2024-08-01
AD-0001	Description of all the changes to be made on the addendum	2024-08-01

23

Opportunity Details

Accepting Applications: [Apply](#)

Program Code: SP

Grant Type: Continuation

Total Funding: \$1,000,000.00

Max Funding Amount: \$500,000.00

22. Select the 'Version History' tab.

23. View versions, if applicable.

This is the conclusion of **1.0 View Solicitation Details**.

2.0 Apply for a Solicitation

This Section Is Intended For: Primary and Secondary Users

To start the Application process:

SP2028 Integration of Oral Health into Prenatal Care Program 1

Description Appendices Deliverables Version History

Opportunity Description:

Oral health should be a routine part of prenatal care as poor oral health can lead to poor health outcomes for the mother and her baby. Up to 75% of women develop gingivitis during pregnancy due primarily to hormonal changes. Left unchecked, gingivitis can progress to periodontal disease (PD) which affects up to 40% of all pregnant women. Emerging evidence shows an association between PD and low birth weight and preterm birth although this association is not yet consistent across studies or clearly understood. More certain is that women are at risk for tooth decay during pregnancy due to changes in eating habits, frequent bouts of morning sickness and possibly less attention being paid to their oral hygiene practices.

Opportunity Details

Accepting Applications: **Apply** 2

Program Code: SP

Grant Type: Continuation

Total Funding: \$1,000,000.00

Max Funding Amount: \$500,000.00

Min Funding Amount: \$50,000.00

1. Navigate to the solicitation you wish to apply for using steps outlined in **1.0 View Solicitation Details**.
2. Select 'Apply'. As a reminder, only primary users can initiate an Application.



'Apply' vs. 'Not Eligible' buttons.

The 'Apply' button will only display if the correct Agency Type is listed for the Organization on their profile. A 'Not Eligible' button will display if the Agency does not have the correct Agency Type on their Agency Profile for this specific Solicitation.



Do you think you should be able to apply but see 'Not Eligible'?

Primary Users should reach out to ODH if they feel their Agency Type is incorrect. The ODH Contact can be found in the *ODH Program Contact Information* section on the Solicitation details.

2.01 General Application Navigation

Once selecting 'Apply', the Application screen will load. There are several key features to orient yourself to in the Application.

1

2 Legal Terms

Legal Terms 2

1. The Application Status Bar displays what section you are on in the Application process.
2. The title of the section you are viewing is seen both in the Application Status Bar and at the top left of the screen.

2.0 Apply for a Solicitation (continued)

2.01 General Application Navigation (continued)

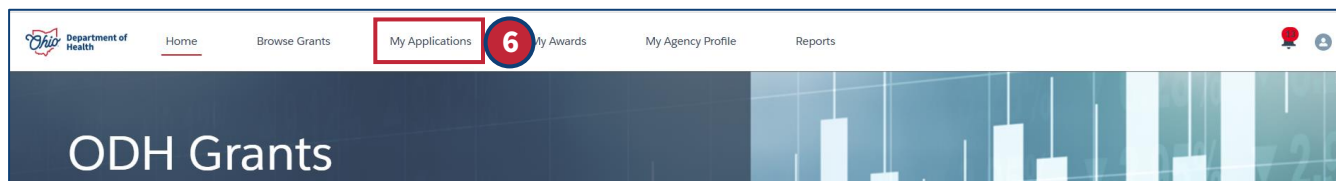
The sections may vary depending on the type of solicitation you are applying for. The possible Application sections include:

- Solicitation Overview.
- Legal Terms.
- Project Detail.
- Workplan.
- Forms List.
- Budget.
- Program Income (*not seen in all Applications*).
- Cost Sharing (*not seen in all Applications*).
- Additional Documents.



At the bottom of each section screen, there are a few important navigation buttons.

3. Save for Later → Saves your progress in this section to be edited or referenced later.
4. Previous → Returns to the previous section of the Application.
5. Next → Advances to the next section of the Application.



If at any point you leave the Application and need to return to edit its contents, it can be accessed through the 'My Applications' tab in the gray bar at the top of your GMIS Portal screen following login.

6. Select 'My Applications'.

Individual Applications					
My Applications					
3 items • Sorted by Application ID • Filtered by All individual applications - Subrecipient • Updated 2 minutes ago					
	Application ID ↑	Solicitation	Application Status	Requested Amount	Submitted Date
1	IA-0000000001	CC2025 Creating Healthy Communities	Draft	\$1,000.00	
2	IA-0000000002	CC2025 Creating Healthy Communities	Draft	\$50,000.00	
3	IA-0000000003	CC2025 Creating Healthy Communities	Draft	\$10,000.00	

7. Select the Application ID for the Application you wish to view.

2.0 Apply for a Solicitation (continued)

2.01 General Application Navigation (continued)

The Application Workspace will load. This screen contains important details regarding your Application and its status.

The screenshot displays the 'Individual Application' page for 'Creating Healthy Communities'. At the top, it shows the Project Key, Requested Amount (\$10,000.00), Submitted Date, and Subrecipient (Brown County Health Department). Below this is a status bar with three stages: Draft (highlighted with a red box and labeled 8), Submitted, and Review in Progress. A navigation bar below the status bar contains tabs: Application Workspace (highlighted with a red box and labeled 9), Solicitation Details, Application Details, Budget, Workplan, Files, Appendices, and Funding Award. The main content area is titled 'Initial Planning Application' and features a 'Submit My Application' button. Below this is a table with five rows: Legal Terms, Project Detail, Form List, Budget, and Additional Documents. Each row has a 'SECTION STATUS' column (labeled 10) and a 'Review/Update' button (labeled 11). The statuses are: Legal Terms (Completed), Project Detail (Completed), Form List (Completed), Budget (Not Completed), and Additional Documents (Not Completed).

8. Application Workspace Status Bar: displays the Application status as Draft, Submitted, or Review In Progress.
9. Navigation Tabs: can be selected to navigate to different sections of the Application for review and editing (if the Application has not been submitted).
10. Section Status: displays the section status as Not Completed or Completed.
11. Review/Update Buttons: can be selected to view or modify the section of the Application if the Application has not been submitted. Note: sections can be modified even if their Section Status is 'Complete', up until the time the Application is submitted.

This is the conclusion of **2.01 General Application Navigation**.

2.02 Solicitation Overview **Please Note: This subsection is intended only for Primary Users.*

The screenshot shows the 'Solicitation Overview' page. At the top, there is a progress bar with seven dots, the first of which is highlighted in blue. Below the progress bar is the title 'Solicitation Overview'. The page is divided into two columns. The left column contains the 'Program Code' (SP) and the 'Description'. The right column contains the 'Solicitation Name' (SP2028 Integration of Oral Health into Prenatal Care Program). The description text reads: 'Oral health should be a routine part of prenatal care as poor oral health can lead to poor health outcomes for the mother and her baby. Up to 75% of women develop gingivitis during pregnancy due primarily to hormonal changes. Left unchecked, gingivitis can progress to periodontal disease (PD) which affects up to 40% of all pregnant women. Emerging evidence shows an association between PD and low birth weight and preterm birth although this association is not yet consistent across studies or clearly understood.' A red box highlights the description text, and a red circle with the number 1 is next to it.

1. View Solicitation Overview description and details. This was also seen on the prior Solicitation screen.

2.0 Apply for a Solicitation (continued)

2.02 Solicitation Overview (continued)

In addition, the oral health of mothers directly impacts the oral health of their children. Babies are not born with the bacteria that cause tooth decay in their mouths. Those bacteria are transmitted, usually by the mother, through kissing, the use of shared eating utensils, or other common behaviors. Mothers who have a high number of untreated cavities have a high level of decay-causing bacteria and transmit high levels of the bacteria to their children, which then puts them at higher risk for cavities themselves. To impact the number of young children who develop tooth decay, efforts must be directed to ensure that pregnant women have good oral health and know how to positively impact their children's oral health from birth.

Total Funding \$1,000,000.00	Grant Type Continuation
Max Funding Amount \$500,000.00	Min Funding Amount \$50,000.00
Solicitation Posted Date 07/10/2024	Application Due Date/Time 08/01/2024 10:15 AM
Budget Period 07/09/2024 – 08/10/2024	Project Period 10/01/2024 – 09/30/2025

Save & Next **2**

2. Select 'Save & Next' when the Solicitation Overview has been fully reviewed.

This is the conclusion of **2.02 Solicitation Overview**.

2.03 Legal Terms **Please Note: This subsection is intended only for Primary Users.*

Legal Terms

Legal Terms

Disclosure

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Subrecipient's budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

☐ I agree to the terms & conditions. **2**

Previous **Save & Next** **3**

1. Review the Legal Terms carefully and fully. Scroll, as needed.

2. Select the checkbox if you agree to the terms & conditions.

3. Select 'Save & Next' to move forward in the Application process.



Primary Users can view the Legal Terms.

Only the Primary User can review the Legal Terms and agree to the terms & conditions.



Application is now In Draft status.

Once Next is selected on the Legal Terms, the Application moves to *In Draft* status. *In Draft* Applications will receive auto-notification reminders to complete the Application before the due date.

This is the conclusion of **2.03 Legal Terms**.

2.0 Apply for a Solicitation (continued)

2.04 Project Detail

The Project Details screen allows Agencies to enter initial details of their Application.

The screenshot shows the 'Project Detail' form within a progress bar at the top. The progress bar has five steps: the first two are completed (indicated by blue checkmarks), the third is the current step (indicated by a blue circle), and the last two are pending (indicated by grey dots). The form fields are as follows:

- 1** Agency Name: A text field containing 'Brown County Health Department'.
- 2** * Project Description: A large text area for describing the project.
- 3** * Total Request: A text field for entering the desired funding amount.
- 4** * Primary Target Population: A large text area for describing the target population.
- 5** * Expected Reach: A text field for entering the estimated number of individuals impacted.

1. The Agency Name will automatically populate.
2. Enter the Project Description.
3. Enter the Total Request. This is the desired funding amount.



Refer to Maximum and Minimum Funding amounts.

Reference the funding amounts on the main page of the solicitation for guidance on maximum and minimum funding values to assist in your total request.

4. Enter a description of the Primary Target Population.
5. Enter the Expected Reach. This is the estimated number of individuals impacted.

2.0 Apply for a Solicitation (continued)

2.04 Project Detail (continued)

* Total Request

* Primary Target Population

* Expected Reach

* Programmatic Contact Person

Reimbursement Information

* Reimbursement Period

☐ Monthly

☐ Quarterly

Save for Later

Previous

Save & Next

6. Select the Programmatic Contact Person from the dropdown. This is the person who will be the primary contact for notifications and reminders about the Application.



Missing the 'Programmatic Contact Person' Name?

If the person you would like to delegate as the programmatic contact does not appear in the dropdown, they are not a registered user in the Agency Profile in the Grants Portal. Please reference the *GMIS Portal Agency Registration Job Aid* for how to add additional users to the Agency profile.

7. Select the Reimbursement Period from the list of values, if applicable:
 - a) Monthly.
 - b) Quarterly.



Make sure to double check 'Reimbursement Period'!

If awarded, this is the frequency you will be reimbursed, and this cannot be changed. Please double check you select the correct value, monthly or quarterly.

8. Select 'Save & Next'.

This is the conclusion of **2.04 Project Detail**.

2.0 Apply for a Solicitation (continued)

2.05 Form List

The Form List screen shows relevant appendices and forms for the Application. To view details about an appendix:

The screenshot shows the 'Form List' screen. At the top, there is a progress bar with several steps, and 'Form List' is the current step. Below the progress bar, the title 'Form List' is displayed. Underneath, the section 'Related Forms' is shown. Within this section, 'Appendix 1' is listed. A red box highlights the 'Appendix 1: Key Personnel Resumes' entry, with a red circle containing the number '2' next to it. To the right of this entry, there are two buttons: 'Forms' and 'Info'. The 'Info' button is highlighted with a red box and a red circle containing the number '1'. At the bottom right of the 'Related Forms' section, there is a blue 'Complete' button.

1. Select 'Info'.
2. Review the overview of appendix details and requirements.

The screenshot shows the 'Form List' screen with the 'Forms' tab selected for 'Appendix 1'. A red box highlights the 'Forms' button, with a red circle containing the number '3' next to it. Below the 'Forms' tab, there are two form entries. The first entry is 'Upload Resumes' with the subtext 'Upload key personnel resumes'. A red box highlights this entry, with a red circle containing the number '4' next to it. To the right of this entry, there is a blue 'Edit' button, which is highlighted with a red box and a red circle containing the number '5'. The second entry is 'Personnel Questionnaire' with a blue 'Edit' button to its right.

3. Select 'Forms'.
4. Review the types of forms that need to be completed.
5. Select 'Edit' to upload or fill out required form details.

Agencies will be prompted to either upload an existing document or fill out information in an online Application form. For instructions on how to upload an existing document, review **2.05.1 Upload Files**. For instructions on how to enter information in an online Application form, review **2.05.2 Fillable Forms**.

2.0 Apply for a Solicitation (continued)

2.05 Form List (continued)

2.05.1 Upload Files

1. Select 'Upload Files' button to search for a saved file or drag and drop the file into the box.
2. Confirm the proper file is listed next to 'FileName -'.
3. Select 'Upload Files' when completed.

This is the conclusion of **2.05.1 Upload Files**.

2.05.2 Fillable Forms

1. Complete the form questions as prompted.
2. Select 'Save' when completed.



Reminder: Application forms are different than Agency Forms!

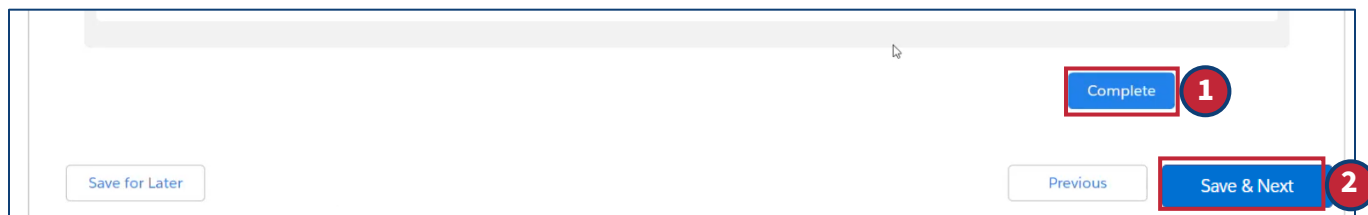
These Application Forms are *different* than the ones associated at the Agency level. Reminder to complete these forms if you haven't already, as Agency Forms are required before applying. Please reference the *GMIS Portal Agency Registration Job Aid* for details to complete Agency Forms.

This is the conclusion of **2.05.2 Fillable Forms**.

2.0 Apply for a Solicitation (continued)

2.05 Form List (continued)

Once the forms are completed, it's time to move onto the next section of the Application. At the bottom of the Form List screen, you will see several buttons for navigation.



1. Select 'Complete' when *all* forms have been completed.
2. Select 'Save & Next' to save Application status and proceed to the next page.



'Save' vs. 'Complete'.

All forms must be saved before continuing. Select the 'Save' button on each form to save the entries. The 'Complete' button changes the status of the entire Form List screen to 'complete' and only should be clicked when all forms are done.

This is the conclusion of **2.05 Form List**.

2.0 Apply for a Solicitation (continued)

2.06 Workplan

Some solicitations may require applicants to fill out a workplan. The workplan section is where Agency users will enter details on how they plan to meet the Solicitation Goals and Objectives. There are several scenarios a user may encounter:

- **Option 1:** No workplan is required for the solicitation. This section will not even be visible on the Application.
- **Option 2:** *Workplan Upload.* The agency user does not have to individually put in new Goals, Objectives and activities into the Application; however, they must upload a workplan file as an appendix form.
- **Option 3:** *Fixed Workplan.* The agency user cannot edit Goals, Objectives, or activities. This is a standardized workplan for the solicitation.
- **Option 4:** *Dynamic Workplan.* The agency user manually enters details for Goals, Objectives, and activities. The steps in the remainder of this job aid outline how to complete a dynamic workplan.



What are Goals vs. Objectives vs. Activities?

Goals, Objectives, and activities work in a nested tree. A Goal is the overarching category. An Objective falls underneath a Goal. An Activity falls underneath an Objective and is an action you plan to carry out to fulfill the Objective.

Sample Goal: By September 30, 2025, establish SNAP/EBT acceptance at the local farmers' market in priority community increasing fresh produce sales by 30% among residents living in xx census tract.

Sample Objective: Convene a Farmers' Market Subcommittee representative of both community organizations and residents.

Sample Activity: Recruit potential members through email, social media advertisements, and community events

Example Workplan

Goal 1

Objective 1

Activity 1

Activity 2

Objective 2

Activity 3

Goal 2

Objective 1

Activity 1

Activity 2

Objective 2

Activity 3

2.0 Apply for a Solicitation (continued)

2.06 Workplan (continued)

Workplan

Using the following instructions please complete the chart below: Ensure your goals are clear and attainable, each one should be:

- Specific (simple, sensible, significant)
- Measurable (meaningful, motivating)
- Achievable (agreed, attainable)
- Relevant (reasonable, realistic and resource, results-based)
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)
- Key Indicator: A measurable value that effectively demonstrates how you will achieve your objective(s)
- Key External Partner: Who you work with outside of your organization to achieve the goal
- Key Activity: Actions you plan to carry out in order to fulfill the associated objective
- Proposed Start Date and Proposed Completion Date: The dates you plan to complete the associated activity
- Key Personnel: Title of individuals from your organization who will work on the activity

Copy Previous Goals (1) New Goal (2)

Goal 1- Host Monthly Events

New Objective

1. Select 'Copy Previous Goals': If applicable, users can select previous Workplans they've submitted on the same subgrant (previous year) which clones the Goals, Objectives, and activities from the previous workplan. Subrecipient user can update any of the fields and this is saved to the Application's workplan.
2. Select 'New Goal' to initiate the process to add a new Goal.

New Goal

Goal Name (3)

Goal Description (4)

Workplan (5)

SMARTIE (6)

Cancel Create New (7)

3. Enter the Goal Name.
4. Enter the Goal Description.
5. Select the Workplan, if applicable. The Workplan may automatically populate.
6. Select the SMARTIE checkbox, if applicable.



What is SMARTIE?

This checkbox should be selected if the Goal is **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imebound, **I**nclusive, and **E**quitable.

7. Select 'Create New' to finalize and save the Goal.

2.0 Apply for a Solicitation (continued)

2.06 Workplan (continued)

Once a Goal is created, you can add Objective(s).

8. Select 'New Objective' to initiate the process to add a New Objective.

9. The Goal the Objective is tied to will auto-populate.

10. Enter the Objective Name.

11. Enter the Key Indicator [Optional]. This is a measurable value that effectively demonstrates how you will achieve your Objective(s).

12. Enter the Objective Description.

13. Enter the Key External Partner [Optional]. This is who you will work with outside of the organization to achieve this Objective.

14. Select the Due Date for this Objective.

15. Select 'Create New' to finalize and save this Objective.

2.0 Apply for a Solicitation (continued)

2.06 Workplan (continued)

Once an Objective is created, you can add Activity(ies).

The screenshot shows a web interface for a grant application. Under the goal 'Goal 1- Host Monthly Events', there is an objective 'Schedule Meeting'. Below the objective details, there is a large empty box labeled 'No Activity'. At the bottom left of this box, there is a red-bordered button labeled '+ Add New Activity' with a red circle containing the number 16 next to it.

16. Select 'Add New Activity' to initiate the process to add a new activity.

The screenshot shows a 'New Activity' form. It has a table-like structure with two columns. The left column contains fields for 'Objective' (with a dropdown showing 'Schedule Meeting'), 'Proposed Start Date', and 'Proposed Completion Date'. The right column contains fields for 'Activity Name', 'Key Personnel', and 'Plan to Evaluate Activity'. At the bottom, there are 'Cancel' and 'Create New' buttons. Red circles with numbers 17 through 23 are placed around the form to indicate specific steps: 17 points to the Objective dropdown, 18 to the Proposed Start Date field, 19 to the Proposed Completion Date field, 20 to the Activity Name field, 21 to the Key Personnel field, 22 to the Plan to Evaluate Activity field, and 23 to the Create New button.

17. The Objective the Activity is tied to will auto-populate.

18. Select the Proposed Start Date for the Activity.

19. Select the Proposed Completion Date for the Activity.

20. Enter the Activity Name.

21. Enter the Key Personnel, the title of individuals from your organization who will work on the activity [Optional].

22. Enter the Plan to Evaluate Activity.

23. Select 'Create New' to finalize and save this Activity.

This is the conclusion of **2.06 Workplan**.

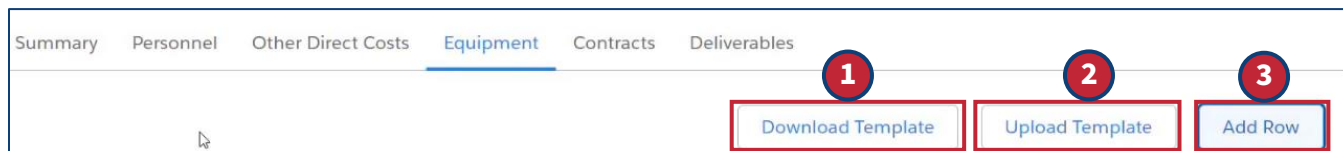
2.0 Apply for a Solicitation (continued)

2.07 Budget

The budget section requirements will vary depending on if it is a Hybrid, Reimbursement, or Deliverable only grant. Please Note: your screen will automatically populate the needed budget sections. Instructions for how to complete each budget section are outlined below.

2.07.1 General Budget Capabilities

Each tab of the budget has several of the same capabilities. At the top of the tab, 3 buttons will display.



1. **'Download Template' Button:** This downloads an Excel template file that can be completed and then re-uploaded. It will contain all budget line-items for the tab.
2. **'Upload Template' Button:** This allows the user to upload the completed Excel template file, containing all budget line-items.
3. **'Add Row' Button:** If the user would like to enter each budget line item manually instead of uploading a budget Excel spreadsheet, they can select Add Row and enter the required information manually for a line item.

When inputting a line item for a budget, the buttons may vary depending on how the line item was opened:



4. **'Cancel' Button:** This cancels the input of the budget line item.
5. **'Save & Close' Button:** This saves the budget line item and closes the input screen.
6. **'Save & Edit Next' Button:** This saves the budget line item and goes to the next budget line item to edit.



7. **'Save & Add More' Button:** This saves the budget line item and adds a row to input a new budget line item.

Employee	Function/Title	Activity	Program Salary Cost	Fringe Rate	Program Fringe Cost	Total Program Cost	Indirect Allowed	
Sarah A Augostini	Account Clerk	Activity123	\$50,000	1%	\$500	\$50,500	✓	8

8. **Pencil Icon:** Select to edit a budget line item.

This is the conclusion of **2.07.1 General Budget Capabilities.**

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.2 Summary

Category	Total Budgeted Amount
Personnel	\$0
Other Direct Costs	\$0
Equipment	\$0
Contracts	\$0
Deliverables	\$0
Indirect Costs	\$0
Total Amount	\$0

Complete

The Summary tab displays a summary level total of each budget category. The categories seen in the Summary match the categories across the top tabs. All Total Budgeted Amount values will be automatically calculated from available budget categories.



Do NOT select the 'Complete' button!

All budget tabs must be filled out before selecting the 'Complete' button at the bottom of the Summary screen to ensure all budget items are properly recorded.

This is the conclusion of **2.07.2 Summary**.

2.07.3 Personnel

Please reference **2.07.1 General Budget Capabilities** for information on how to fill out this section through the template Excel format. To manually add each budget line item:

Budget

Budget

Summary **Personnel** Other Direct Costs Equipment Contracts Deliverables

Download Template Upload Template **Add Row**

Employee	Function/Title	Activity	Program Salary Cost	Fringe Rate	Program Fringe Cost	Total Program Cost	Indirect Allowed

Save for Later Previous **Next**

1. Select 'Add Row'.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.3 Personnel (continued)

The screenshot shows a 'New Personnel' form with the following fields and callouts:

- 2**: *Employee (dropdown menu)
- 3**: *Function/Title (dropdown menu)
- 4**: *Funding Activity (dropdown menu)
- 5**: *Program Time (text input field)

Other fields visible include:

- *Hourly Rate (text input field)
- *Annual Salary (text input field)
- Program Salary Cost (text input field, showing \$0)
- *Fringe Rate (text input field)

Buttons at the bottom: Cancel, Save & Close, Save & Add More.

2. Select the Employee from the dropdown list.



Missing the 'Employee' name from the dropdown?

If the person you would like to add as an Employee does not appear in the dropdown, they are not added as personnel contact in the Agency Profile in the Grants Portal. Please reference the *GMIS Portal Agency Registration Job Aid* for how to add additional users to the Agency profile.

3. Select the Function/Title of the Employee from the dropdown.
4. Select the Funding Activity from the dropdown.
5. Enter the Program Time. This is a percentage of time devoted to the funding activity, i.e. 100% of time, 50% of time, etc.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.3 Personnel (continued)

The screenshot shows a web form titled "New Personnel". It contains several input fields: "Funding Activity" (a dropdown menu), "Program Time" (a text field), "Hourly Rate" (a text field with a red border and a blue callout bubble with the number 6), "Annual Salary" (a text field with a red border and a red callout bubble with the number 7), "Program Salary Cost" (a text field with a red border and a red callout bubble with the number 8), and "Fringe Rate" (a text field). Below these fields are labels for "Program Fringe Cost" and "Total Program Cost". At the bottom right, there are three buttons: "Cancel", "Save & Close", and "Save & Add More".

6. Enter the Employee's Hourly Rate.
7. Enter the Employee's Annual Salary.



Please be as accurate as possible when entering 'Hourly Rate'!

The hourly rate should be as close to the actual amount, at the time of submission, as possible. ODH understands that the hourly rate may change throughout the budget period. Subrecipients should update the hourly rate when completing a budget revision.

8. The Program Salary Cost will be automatically calculated based on the previous values.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.3 Personnel (continued)

The screenshot shows the 'New Personnel' form. Callout 9 points to the '* Fringe Rate' input field. Callout 10 points to the 'Program Fringe Cost' field. Callout 11 points to the 'Total Program Cost' field. Callout 12 points to the 'Indirect Allowed' checkbox. The form also includes a 'Program Salary Cost' field, a '* Narrative' text area, and buttons for 'Cancel', 'Save & Close', and 'Save & Add More' at the bottom.

9. Enter the Fringe Rate as a percentage.

10. The Program Fringe Cost will automatically populate based on the values above.

11. The Total Program Cost will automatically populate based on the values above.

12. Select 'Indirect Allowed' Checkbox, if applicable.



Selecting 'Indirect Allowed' depends on Agency Profile setup.

The indirect cost rate links back to the Agency Profile and what was entered. This value is either 15% (default) or uses an Agency's federal approved rate.

This screenshot shows the bottom portion of the 'New Personnel' form. Callout 13 points to the '* Narrative' text area. Callout 14 points to the 'Save & Close' and 'Save & Add More' buttons. The 'Indirect Allowed' checkbox is also visible.

13. Enter the Narrative.



Here are Narrative best practices:

The narrative should include a brief description of the duties of the personnel staff listed. This eliminates the need for the separate budget narrative file that was historically utilized.

14. Select 'Save & Close' or 'Save & Add More'.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.3 Personnel (continued)

Summary Personnel **Other Direct Costs** Equipment Contracts Deliverables

Download Template Upload Template Add Row

Employee	Function/Title	Activity	Program Salary Cost	Fringe Rate	Program Fringe Cost	Total Program Cost	Indirect Allowed	
Sarah A Augostini	Account CL...	Activity123	\$50,000	1%	\$500	\$50,500	✓	
Elizabeth Augostini	Bookkeeper	Activity2028	\$500	0%	\$0	\$500		

Save for Later **15** Previous Next

15. Select 'Save for Later' if you wish to return to the budget later.

16. To navigate to the next budget category, select the tab.



You can add the same personnel to multiple rows.
It all depends on where / how they are being paid.

This is the conclusion of **2.07.3 Personnel**.

2.07.4 Other Direct Costs

Please reference **2.07.1 General Budget Capabilities** for information on how to fill out this section through the template Excel format. To manually add each budget line item:

Summary Personnel **Other Direct Costs** Equipment Contracts Deliverables

Download Template Upload Template **Add Row** **1**

Description	Amount	Activity	Indirect Allowed

Save for Later Previous Next

1. Select 'Add Row'.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.4 Other Direct Costs (continued)

The screenshot shows the 'New Other Direct Cost' form. It includes the following fields and callouts:

- 2**: * Description dropdown menu.
- 3**: * Amount text input field.
- 4**: * Funding Activity dropdown menu.
- 5**: Indirect Allowed checkbox.
- * Narrative text area.
- Buttons: Cancel, Save & Close, Save & Add More.

2. Select the Description from the dropdown.
3. Enter the Amount *[rounded to the nearest whole dollar]*.
4. Select the Funding Activity from the dropdown, if applicable.
5. Select 'Indirect Allowed' Checkbox, if applicable.

The screenshot shows the 'New Other Direct Cost' form. It includes the following fields and callouts:

- * Description dropdown menu.
- * Amount text input field.
- * Funding Activity dropdown menu.
- Indirect Allowed checkbox.
- 6**: * Narrative text area.
- Buttons: Cancel, Save & Close, Save & Add More.
- 7**: Callout pointing to the Save & Close and Save & Add More buttons.

6. Enter the Narrative.
7. Select 'Save & Close' or 'Save & Add More'.

This is the conclusion of **2.07.4 Other Direct Costs**.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.5 Equipment

Please reference **2.07.1 General Budget Capabilities** for information on how to fill out this section through the template Excel format. To manually add each budget line item:

1. Select 'Add Row'.

2. Select the Description from the dropdown.
3. Select the Funding Activity from the dropdown.
4. Enter the Quantity of the equipment item.
5. Enter the Unit Price of the equipment item.



There is a restriction on Unit Price less than \$1,000.

If Unit Price is less than \$1,000 the following pop up will appear “Line items below \$1,000 per unit cost must be added as an Other Direct Cost”. Please reference **2.6.4 Other Direct Cost** for instructions on how to add the item.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.5 Equipment (continued)

The screenshot shows the 'New Equipment' form. It includes fields for 'Quantity', 'Unit Price', 'Amount' (pre-filled with '\$0'), and an 'Indirect Allowed' checkbox. There is a large text area for '* Narrative'. At the bottom are buttons for 'Cancel', 'Save & Close', and 'Save & Add More'. Numbered callouts are placed as follows: 6 on the 'Amount' field, 7 on the 'Indirect Allowed' checkbox, 8 on the '* Narrative' text area, and 9 on the 'Save & Add More' button.

6. The Amount will automatically populate.
7. Select 'Indirect Allowed' Checkbox, if applicable.
8. Enter the Narrative.
9. Select 'Save & Close' or 'Save & Add More'.

This is the conclusion of **2.07.5 Equipment**.

2.07.6 Contracts

Please reference **2.7.1 General Budget Capabilities** for information on how to fill out this section through the template Excel format. To manually add each budget line item:

The screenshot shows the 'Contracts' tab in the budget application. It has a table with columns: 'Contractor Type', 'Contractor', 'EIN', 'Activity', 'Amount', and 'Indirect Allowed'. Above the table are buttons for 'Download Template', 'Upload Template', and 'Add Row'. The 'Add Row' button is highlighted with a red box and a callout '1'. At the bottom are buttons for 'Save for Later', 'Previous', and 'Next'.

1. Select 'Add Row'.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.6 Contracts (continued)

The screenshot shows the 'New Contract' form. It has a title bar 'New Contract'. Below it, there are five numbered callouts in red circles: 2 points to the '* Contractor Type' dropdown menu; 3 points to the '* Contractor' text input field; 4 points to the '* EIN' text input field; 5 points to the '* Funding Activity' dropdown menu. Below these, there is an '* Amount' text input field, an 'Indirect Allowed' checkbox, and a '* Narrative' text area. At the bottom right, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Add More'.

2. Select the Contractor Type from the dropdown.
 - a. Education.
 - b. Non-LHD Government.
 - c. LHD.
 - d. Non-Profit.
 - e. Non-LHD Other.
3. Enter the Contractor Name.
4. Enter the EIN number.
5. Select the Funding Activity from the dropdown, if applicable.

This screenshot shows the 'New Contract' form with a red error message 'Complete this field.' above the '* EIN' field. A red box highlights the '* Amount' text input field, with a red circle containing the number 6 next to it. The '* Funding Activity' dropdown is also visible. At the bottom right, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Add More'.

6. Enter the Amount.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.6 Contracts (continued)



Restriction on 'Modified Total Direct Cost' Agencies

If Agency has 'Modified Total Direct Cost' checked on their profile, then they cannot have a single indirect cost of a contract line be greater than \$2,500.

The screenshot shows the 'New Contract' form. A red box labeled '7' highlights the 'Indirect Allowed' checkbox. A red box labeled '8' highlights the 'Narrative' text area. A red box labeled '9' highlights the 'Save & Close' and 'Save & Add More' buttons at the bottom right.

7. Select 'Indirect Allowed' Checkbox, if applicable.
8. Enter the Narrative.
9. Select 'Save & Close' or 'Save & Add More'.

This is the conclusion of **2.07.6 Contracts**.

2.07.7 Deliverables

Please reference **2.7.1 General Budget Capabilities** for information on how to fill out this section through the template Excel format. To manually add each budget line item:

The screenshot shows the 'Deliverables' tab in the budget application. A red box labeled '1' highlights the 'Add Row' button in the top right corner. Below the button is a table with columns: Deliverable, Activity, Amount, Deliverable For, and an empty column. At the bottom, there are buttons for 'Save for Later', 'Previous', and 'Next'.

1. Select 'Add Row'.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.7 Deliverables (continued)

The screenshot shows the 'New Deliverables' form. It has a title bar 'New Deliverables'. Below it, there are four main input fields arranged in a 2x2 grid. Each field is highlighted with a red box and a numbered callout in a red circle. Callout 2 points to the 'Deliverable' dropdown menu. Callout 3 points to the 'Deliverable For' text input field. Callout 4 points to the 'Activity' dropdown menu. Callout 5 points to the 'Amount' text input field. Below these fields is a larger text area for the 'Narrative'. At the bottom right, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Add More'.

2. Select the Deliverable from the dropdown.
3. Enter what the Deliverable is for.
4. The Funding Activity will automatically populate.
5. The Amount may automatically populate in some grants, however, this value can be modified.

This screenshot shows the same 'New Deliverables' form, but with different callouts. Callout 6 points to the 'Narrative' text area. Callout 7 points to the 'Save & Close' and 'Save & Add More' buttons at the bottom right. The other fields and callouts from the previous screenshot are no longer present.

6. Enter the Narrative.
7. Select 'Save & Close' or 'Save & Add More'.

This is the conclusion of **2.07.7 Deliverables**.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.8 Advancing in Application

1 Summary Personnel Other Direct Costs Equipment Contracts Deliverables

Add Row

Deliverable	Activity	Amount	Deliverable For

Save for Later Previous Next

Once all tabs have been viewed in the Budget, you must return to the Summary tab to advance to the next section of the Application.

1. Select 'Summary' tab.

Summary Personnel Other Direct Costs Equipment Contracts Deliverables

Category	Total Budgeted Amount
Personnel	\$78,000
Other Direct Costs	\$20,000
Equipment	\$1,000
Contracts	\$0
Deliverables	\$0
Indirect Costs	\$1,000
Total Amount	\$100,000

Save for Later Complete 2

Previous 3 Next

2. Select 'Complete'.
3. Select 'Next'.

This is the conclusion of **2.07.8 Advancing in Applications**.

This is the conclusion of **2.07 Budget**.

2.0 Apply for a Solicitation (continued)

2.08 Program Income

Some of the Solicitations may have Program Income as a section following the Budget. This section covers the money the subrecipient may expect to get from each source. To edit:

Project Income₁

1

Program Income	Amount
Private Health Insurance	\$0
Medicaid + Managed Care	\$0
Medicare	\$0
Total	\$0

1. Select 'Edit' button.
2. The Program Income sources will automatically populate for the specific solicitation.

Project Income

Program Income	Amount
Private Health Insurance	1000 I
Medicaid + Managed Care	25000
Medicare	10000
Total	\$26,000

4

5

3. Enter in the monetary value anticipated for each Program Income source.
4. Select 'Save' button.
5. Select 'Ok' button when complete.

This is the conclusion of **2.08 Program Income**.

2.0 Apply for a Solicitation (continued)

2.09 Cost Sharing

Some of the Solicitations may have Cost Sharing as a section following the Budget. This section covers how the user can enter the types of Cost Sharing and expected amounts.



Cost Sharing Used To Be Called 'Match'.

Cost Sharing is when the Federal Grant requires the Agency to match a certain percentage.

Cost Sharing

Total Cost Sharing for Solicitation: \$1,000

[Edit](#) **1**

Cost Sharing Description	Amount
Cash	\$0
In-Kind	\$0

2

[Ok](#)

1. Select 'Edit' button.
2. The Cost Sharing Description sources will automatically populate for the specific solicitation.

Cost Sharing

Total Cost Sharing for Solicitation: \$1,000

[Edit](#)

Cost Sharing Description	Amount
Cash	500
In-Kind	500

3

[Cancel](#) [Save](#) **4**

[Ok](#) **5**

3. Enter in the monetary value anticipated for each Cost Sharing source.
4. Select 'Save' button.
5. Select 'Ok' button when complete.

This is the conclusion of **2.09 Cost Sharing**.

2.0 Apply for a Solicitation (continued)

2.10 Additional Documents

Upload Documents

1 Enter File Title

2 Upload File
[Upload Files](#) Or drop files

File Name	File Type	Size (Bytes)	Created Date	Download	Delete
<p>4 <input type="checkbox"/> I do not have any additional files ⓘ</p> <p>Save for Later</p> <p>3/5 Save</p>					

To upload additional files:

1. Enter the File Title.
2. Select 'Upload Files' button to search for a saved file, or drag and drop the file into the box.
3. Select 'Save'.

If no additional files are needed:

4. Select the checkbox 'I do not have any additional files'.
5. Select 'Save'.

Once Saved, it'll take you to the Application Workspace where you can view overall status of each section and submit the Application.

This is the conclusion of **2.10 Additional Documents**.

This is the conclusion of **2.0 Apply for a Solicitation**.

3.0 Submit an Application

This Section Is Intended For: Primary Users

This is the Application Workspace. It allows the user to go back to individual sections to review and update content as needed while in Draft. For more information on the Application Workspace, view section **2.1 General Application Navigation**. Each section of the Application can be accessed by:

1. Select 'Review' or 'Review/Update' to access portions of the Application.

Project Detail	SECTION STATUS Completed	Review/Update
Workplan	SECTION STATUS Completed	Review/Update
Form List	SECTION STATUS Completed	Review/Update
Budget	SECTION STATUS Completed	Review/Update
Program Income	SECTION STATUS Not Completed	Review/Update
Cost Sharing	SECTION STATUS Not Completed	Review/Update
Additional Documents	SECTION STATUS Not Completed	Review/Update

The Section Status for each section in the Application must be marked as 'Completed' prior to submitting the Application. Any Section Status marked 'Not Completed' must be reviewed and updated.

3.0 Submit an Application (continued)

The screenshot shows the 'Application Workspace' tab selected. At the top, there are three progress bars: 'Draft' (active), 'Submitted', and 'Review in Progress'. Below the progress bars, there are tabs for 'Application Workspace', 'Solicitation Details', 'Application Details', 'Budget', 'Workplan', 'Files', 'Appendices', and 'Funding Award'. In the 'Application Workspace' section, there is a green icon of a document with a checkmark. To its right, the text reads: 'Ready to Submit? Looks like you have finished completing each section. When you are ready, click 'Submit My Application'.' Below this text, there is a green button labeled 'Submit My Application' which is highlighted with a red box and a red circle with the number 2.

Once all sections are marked complete, the 'Submit My Application' button at the top of the Application Workplace will appear green. To submit:

2. Select 'Submit My Application'.

Primary users can only submit the Application if all their agency and Application forms are completed, as well as if it is still before the Application due date.

The screenshot shows a confirmation popup with the text: 'Are you sure you want to submit Individual Application "IA-0000000142"?'. Below the text, there are two blue buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box and a red circle with the number 3, and the 'No' button is highlighted with a red box and a red circle with the number 4.

3. Select 'Yes' on the popup to confirm Application submission.
4. Select 'No' on the popup if you wish to return to the Application Workspace to review the Application.

The screenshot shows the 'Application Workspace' tab selected. At the top, there are three progress bars: 'Draft' (inactive), 'Submitted' (active), and 'Review in Progress' (inactive). Below the progress bars, there are tabs for 'Application Workspace', 'Solicitation Details', 'Application Details', 'Budget', 'Workplan', 'Files', 'Appendices', and 'Funding Award'. The 'Files' tab is highlighted with a red box and a red circle with the number 5. Above the tabs, there is a table with the following data:

Project Key	Requested Amount	Submitted Date	Subrecipient
00510012SP0528	\$100,000.00		<u>Athens County Health Department</u>

The status of the Application in the Application Workspace will adjust from 'Draft' to 'Submitted'. To view a PDF of the submitted Application:

5. Select the Files tab.

The screenshot shows the 'Files' tab selected. It displays a table with the following data:

File Name	File Type	Size (Bytes)	Created Date	Download
Attachment 1	POWER_POINT_T	492,383	Aug 1, 2024	
Submitted Application	PDF	50,177	Aug 1, 2024	

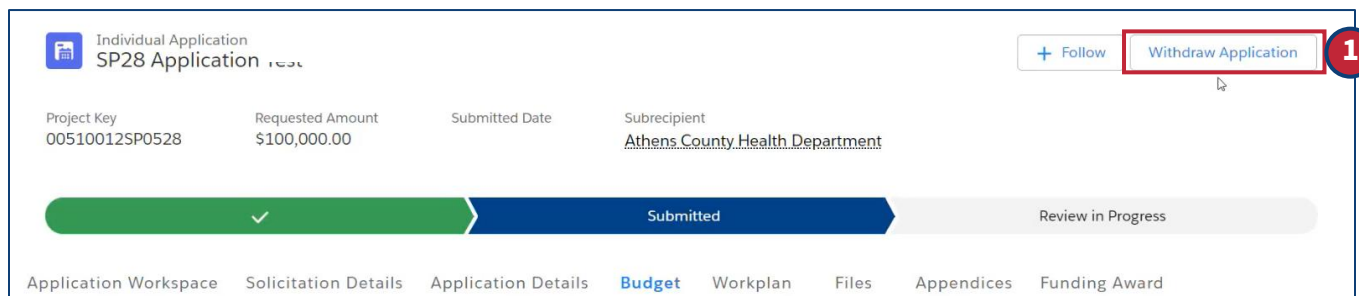
The 'Submitted Application' row is highlighted with a red box and a red circle with the number 6, and the download icon next to it is also highlighted with a red box and a red circle with the number 6.

6. Select the Download icon next to the Submitted Application you desire to view. Or select File title to view the document in a preview mode.

This is the conclusion of **3.0 Submit an Application**.

4.0 Withdraw an Application

This Section Is Intended For: Primary Users



Individual Application
SP28 Application

+ Follow Withdraw Application **1**

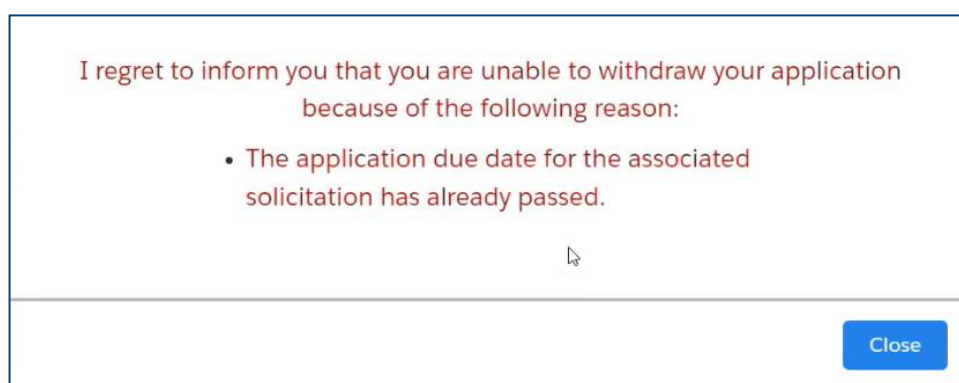
Project Key: 00510012SP0528 Requested Amount: \$100,000.00 Submitted Date: Subrecipient: Athens County Health Department

Application Workspace Solicitation Details Application Details Budget Workplan Files Appendices Funding Award

Submitted Review in Progress

If a primary user wishes to withdraw their Application, they can do so in the Application Workspace.

1. Select 'Withdraw Application'.

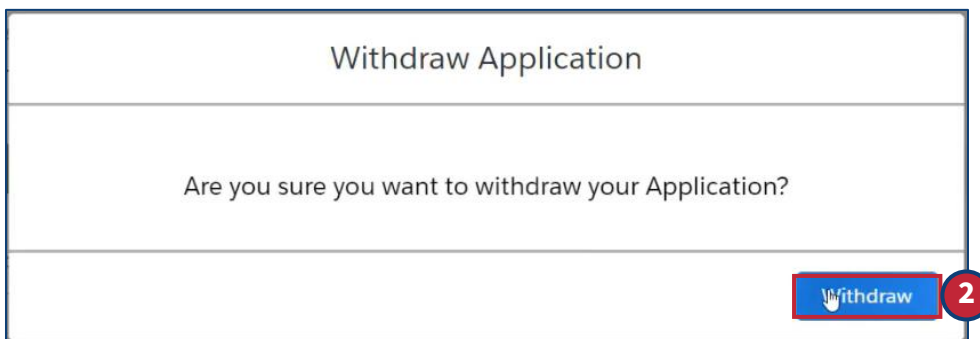


I regret to inform you that you are unable to withdraw your application because of the following reason:

- The application due date for the associated solicitation has already passed.

Close

If the Application due date for the associated solicitation has already passed, the user will be unable to withdraw their Application.



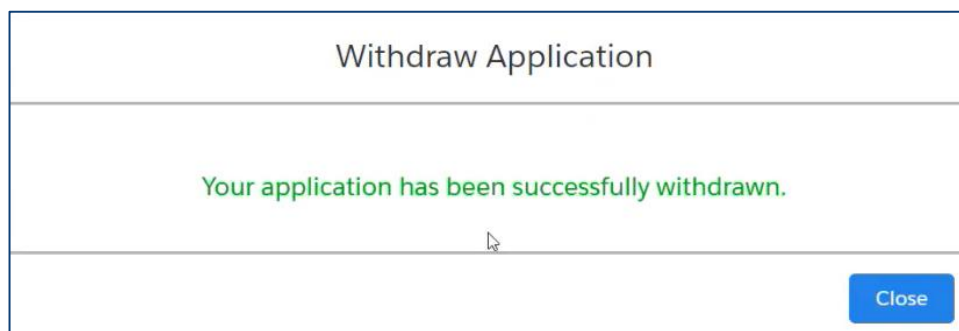
Withdraw Application

Are you sure you want to withdraw your Application?

Withdraw **2**

If the Application is eligible to withdraw, a pop-up will appear:

2. Select 'Withdraw'.

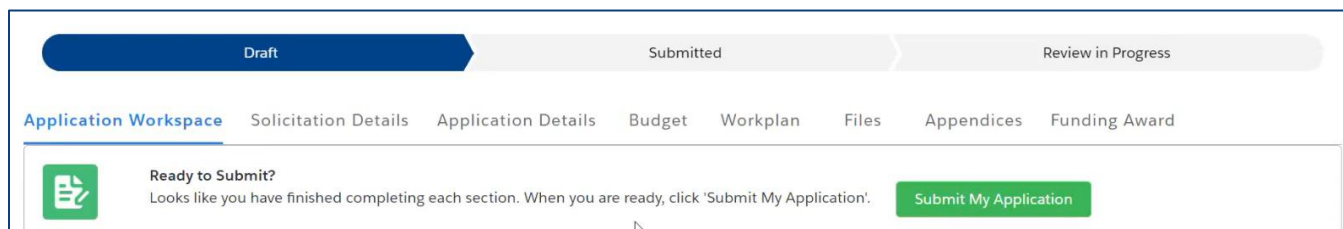


Withdraw Application

Your application has been successfully withdrawn.

Close

4.0 Withdraw an Application (continued)



The screenshot shows the 'Draft' status of an application. The interface includes a progress bar with three stages: 'Draft' (active), 'Submitted', and 'Review in Progress'. Below the progress bar, there are tabs for 'Application Workspace', 'Solicitation Details', 'Application Details', 'Budget', 'Workplan', 'Files', 'Appendices', and 'Funding Award'. A green icon with a document and a pencil is next to the text 'Ready to Submit? Looks like you have finished completing each section. When you are ready, click 'Submit My Application'. A green button labeled 'Submit My Application' is visible on the right.

Once the Application has been withdrawn, the status of the Application will return to 'Draft'. The Agency user can update section(s) and edit their Application at this time. **They will be able to submit the Application again, if prior to the Application due date and time.**



Primary Users ONLY must resubmit!

A primary user must resubmit the Application before the deadline. Grants that are in the 'Draft' stage will not automatically be submitted.

This is the conclusion of **4.0 Withdraw an Application.**