GMIS Portal Grant Application Submission Job Aid

Ohio Department of Health

Last Updated: 01/08/2025

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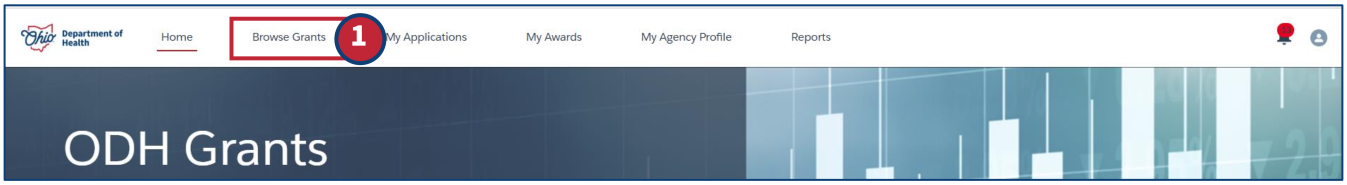
Icon Key

Caution Tip Link

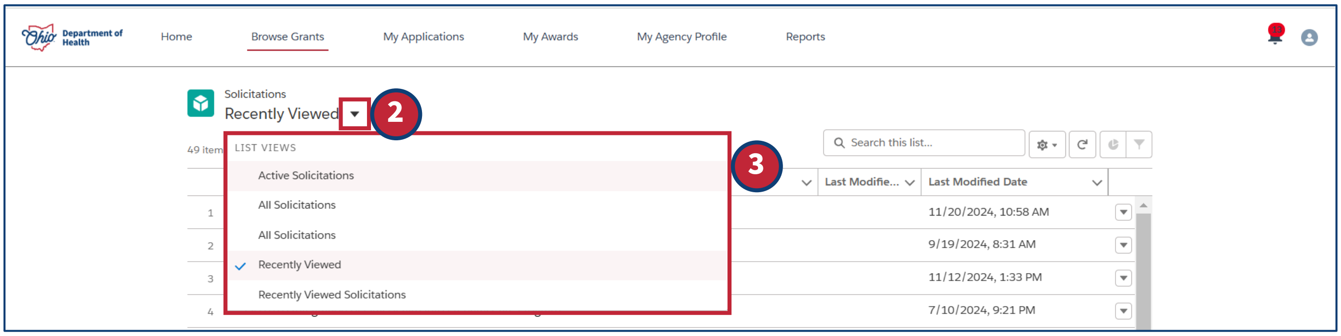
1.0 View Solicitation Details

***This Section Is Intended For:* Primary and Secondary Users**

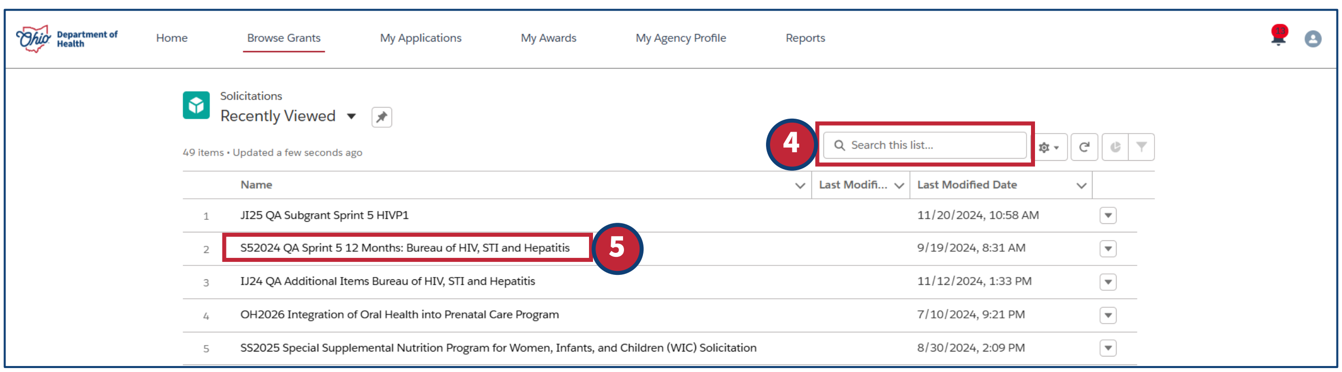
To navigate to active solicitations, ensure you are logged in first:



1. Select 'Browse Grants'.

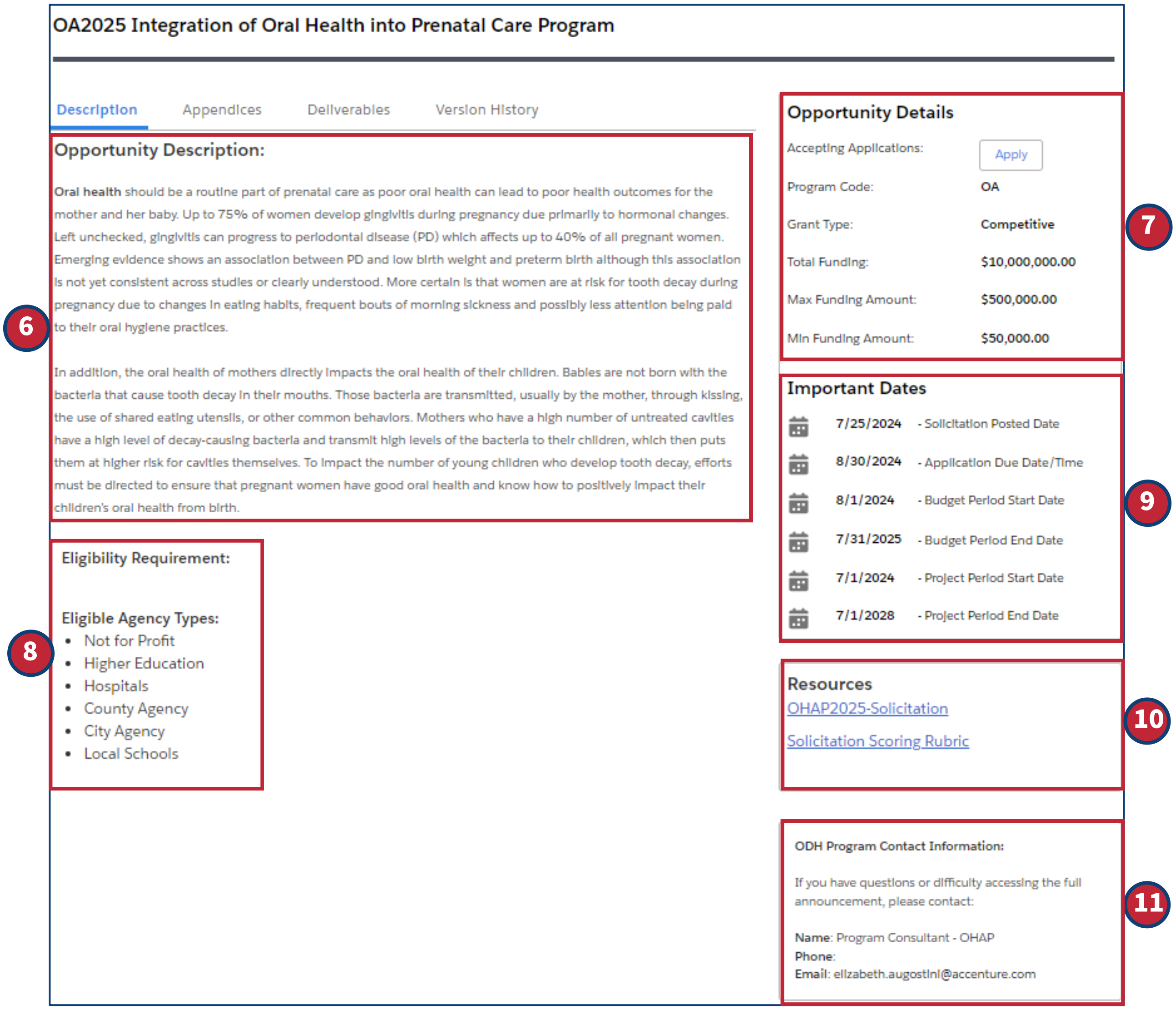


2. Select the List Views dropdown arrow to change the list view for Solicitations.
3. Select the desired list view from the dropdown. To browse grants available to apply for, select 'Active Solicitations'.



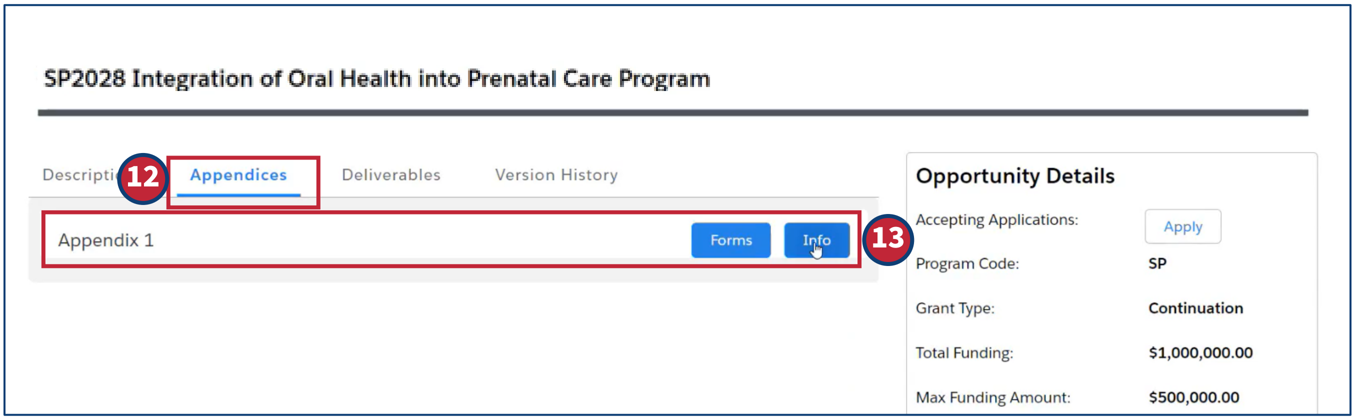
4. Enter the name of a specific solicitation in the search bar or search active solicitations by scrolling.
5. Select a Solicitation Name to view details about the grant.

1.0 View Solicitation Details (continued)

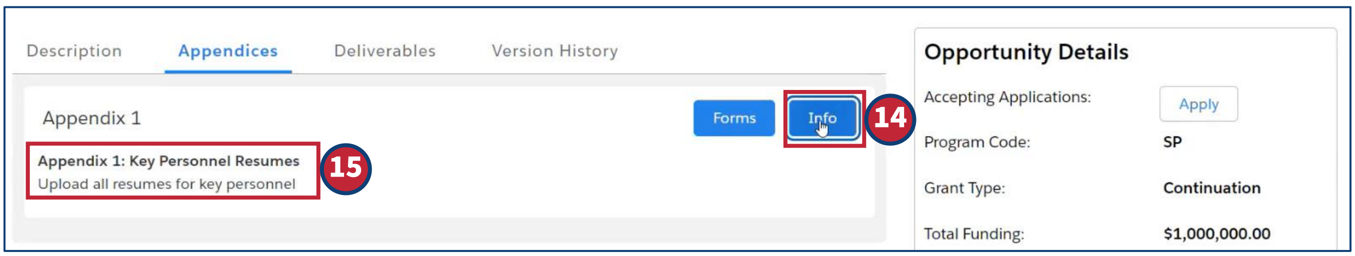


6. View the Solicitation details in the 'Description' tab. This contains the 'Opportunity Description' with an overview of the grant.
7. View the 'Opportunity Details' section, which contains information including:
   a) Grant Type.
   b) Total Funding.
   c) Max Funding Amount.
   d) Min Funding Amount.
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.

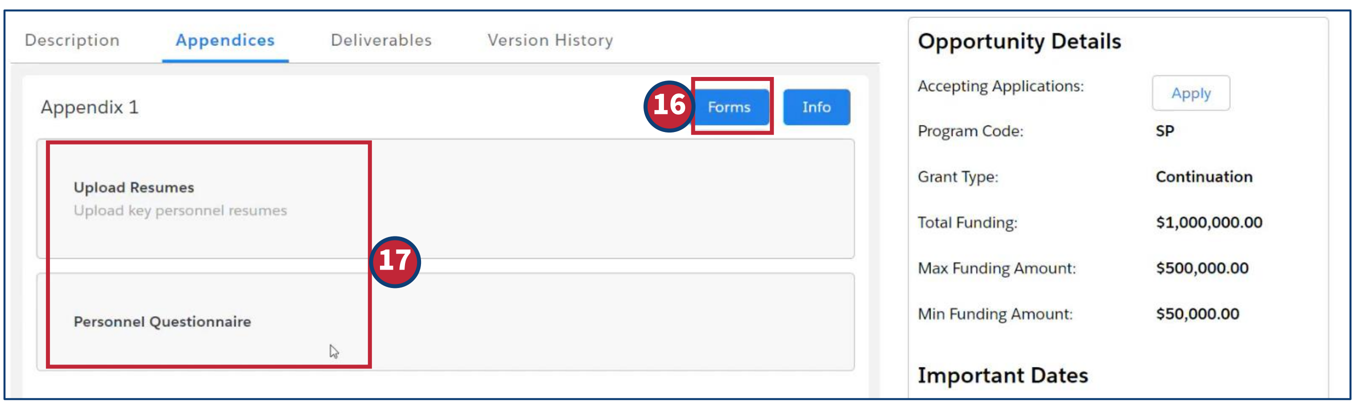
1.0 View Solicitation Details (continued)



12. Select the 'Appendices' tab.
13. View any required documents or forms for this Solicitation in the appendix list.

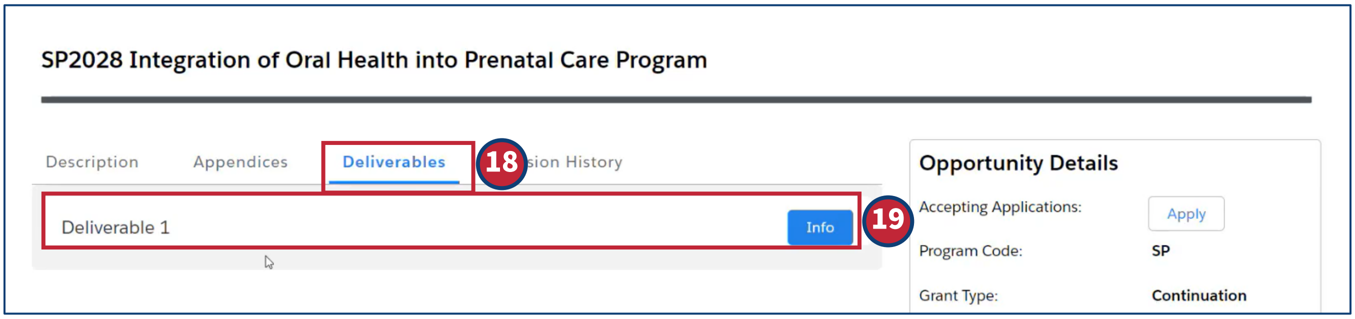


14. Select the 'Info' button for specific details about an appendix.
15. View Appendix details.



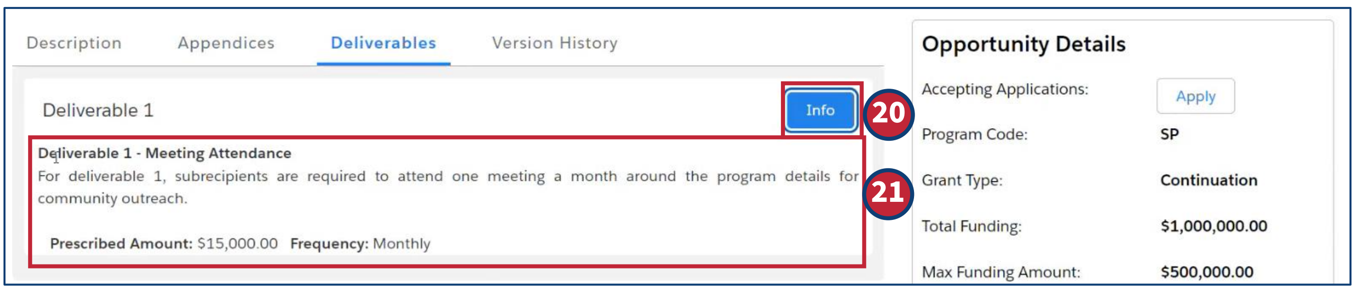
16. Select the 'Forms' button for specific details about uploads and forms for the appendix.
17. View Forms details.

1.0 View Solicitation Details (continued)

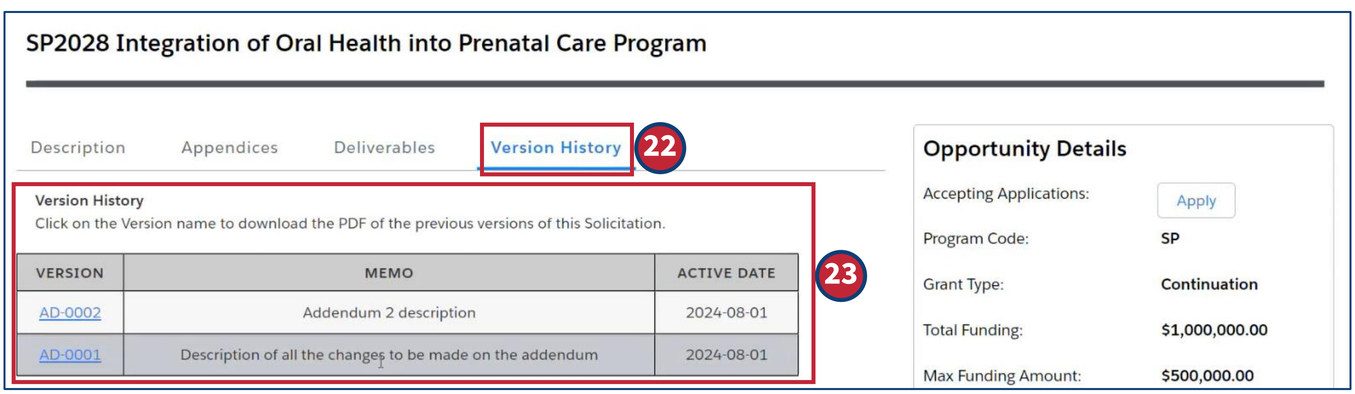


Deliverables May Not Be Seen For All Grants!
The Deliverables on the Solicitation will display for Deliverable or Hybrid grants only.

18. Select the 'Deliverables' tab.
19. View any required Deliverables in the Deliverables list.



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



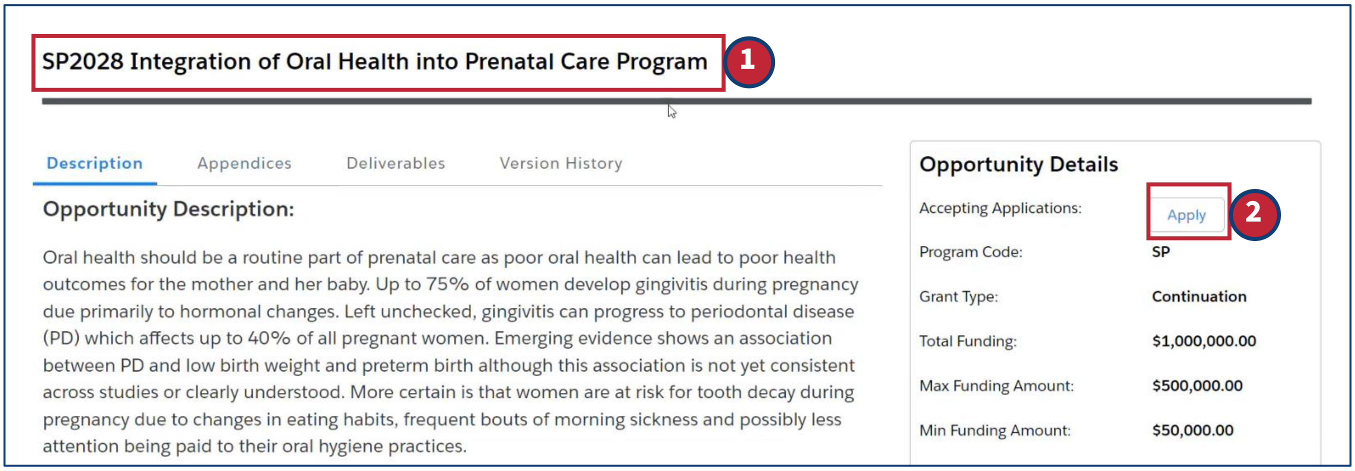
22. Select the 'Version History' tab.
23. View versions, if applicable.

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:



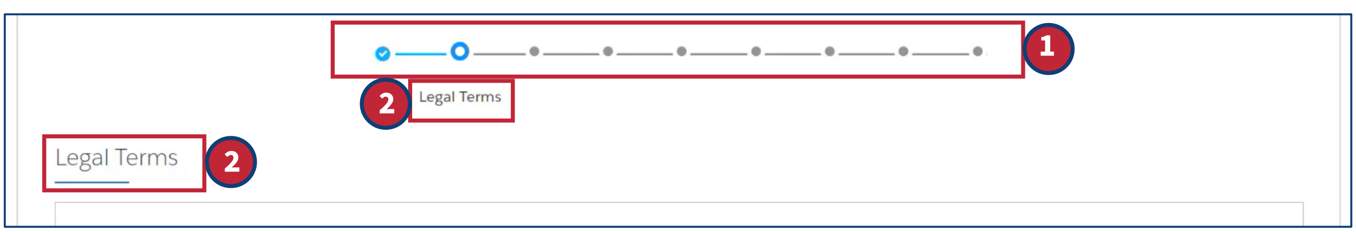
1. Navigate to the solicitation you wish to apply for using steps outlined in **1.0 View Solicitation Details.**
2. Select ‘Apply’. As a reminder, only primary users can initiate an Application.

‘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. 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)

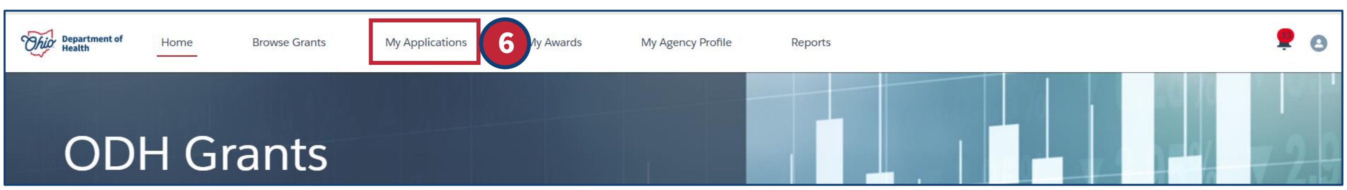
2.01 General Application Navigation (continued)

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.

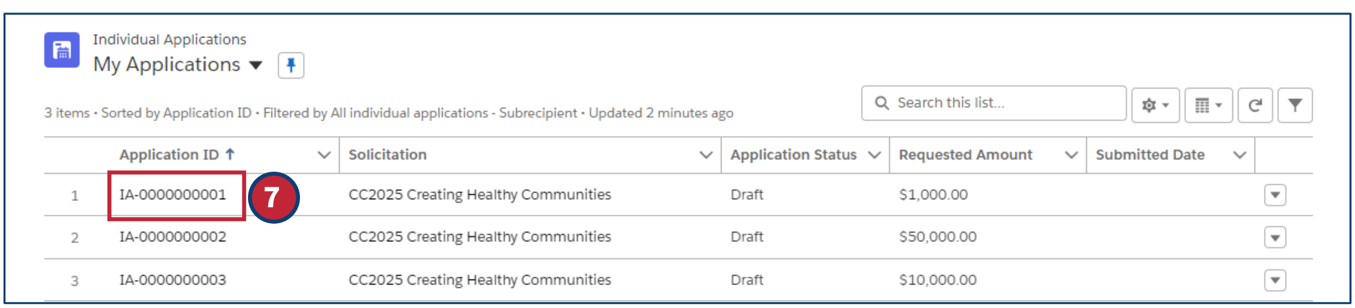
At the bottom of each section screen, there are a few important navigation buttons.

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'.

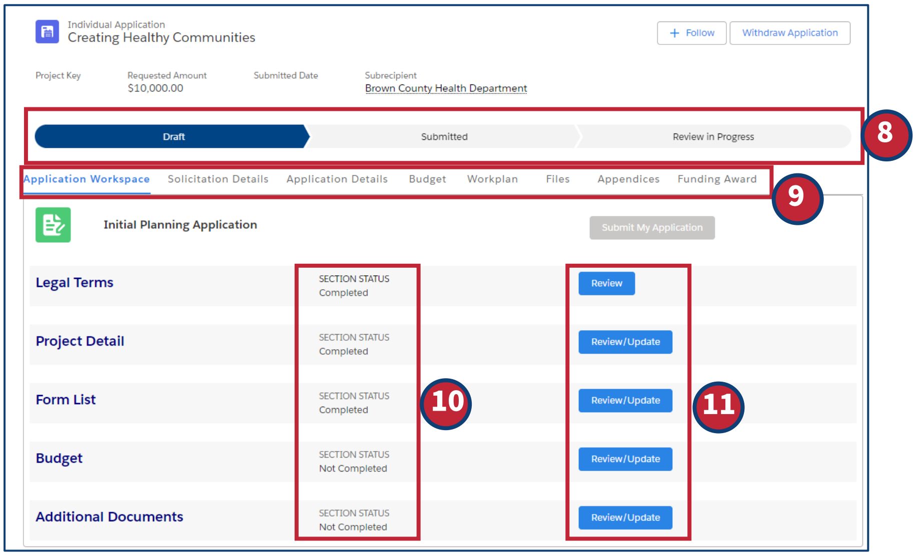


7. Select the Application ID for the Application you wish to view.

2.0 Apply for a Solicitation (continued)

2.01 General Application Navigation (continued)

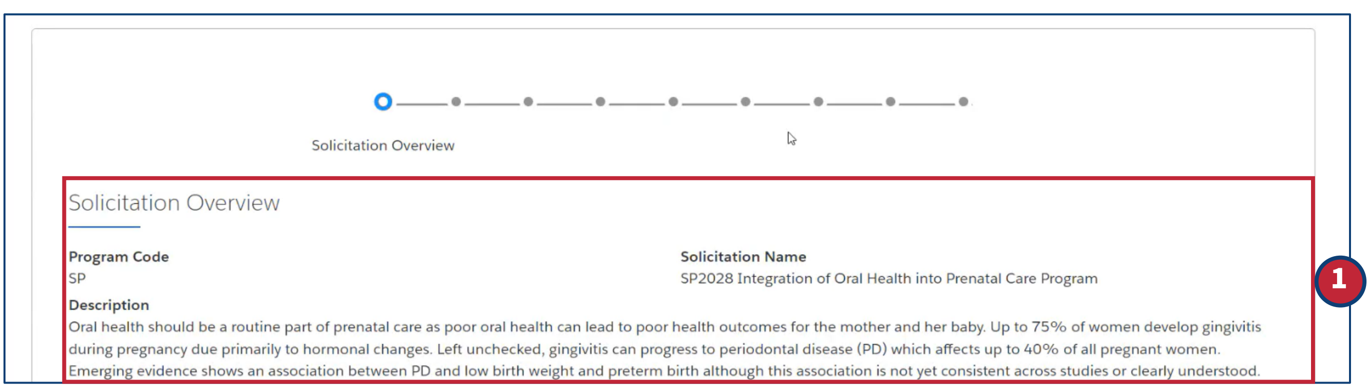
The Application Workspace will load. This screen contains important details regarding your Application and its status.



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.**

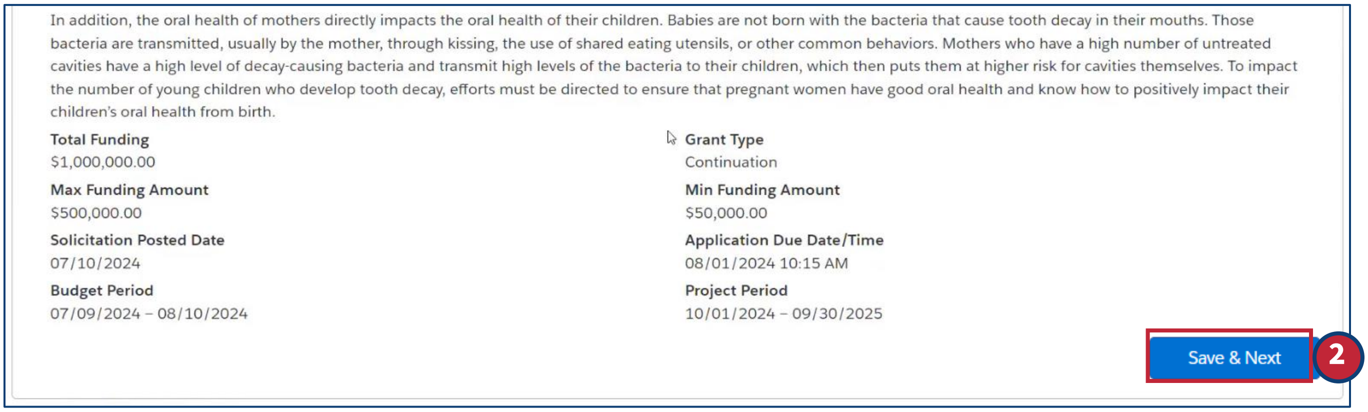
2.02 Solicitation Overview **Please Note: This subsection is intended only for Primary Users.*



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

2.0 Apply for a Solicitation (continued)

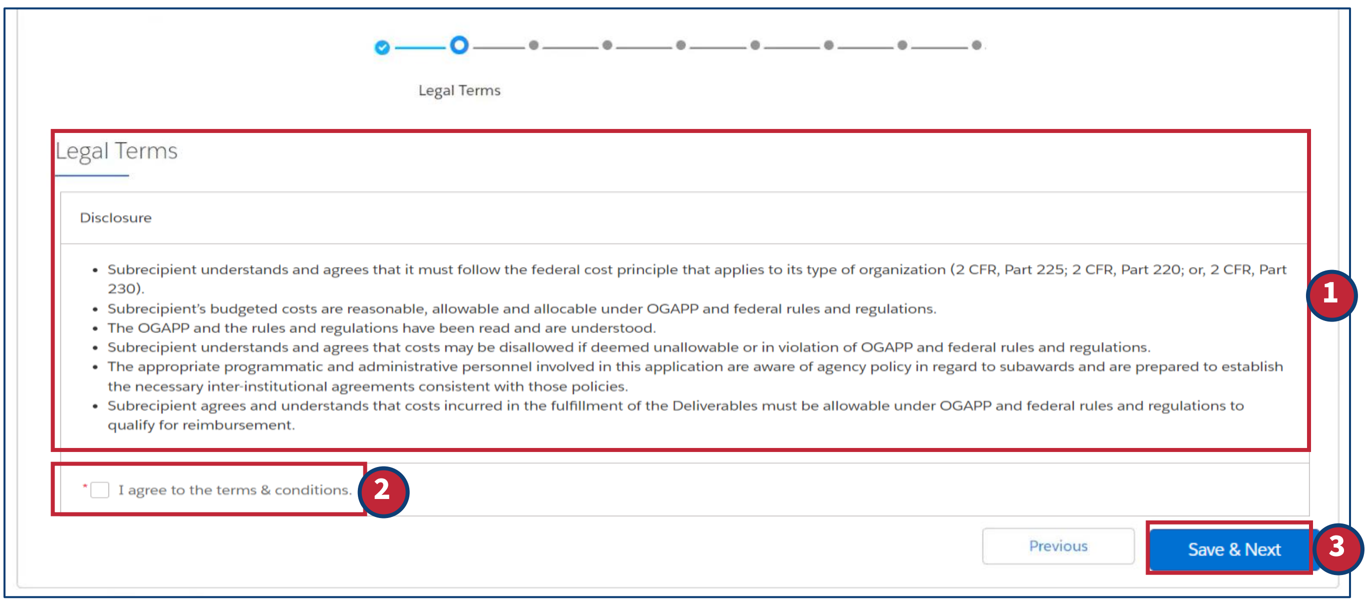
2.02 Solicitation Overview (continued)



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.*



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.

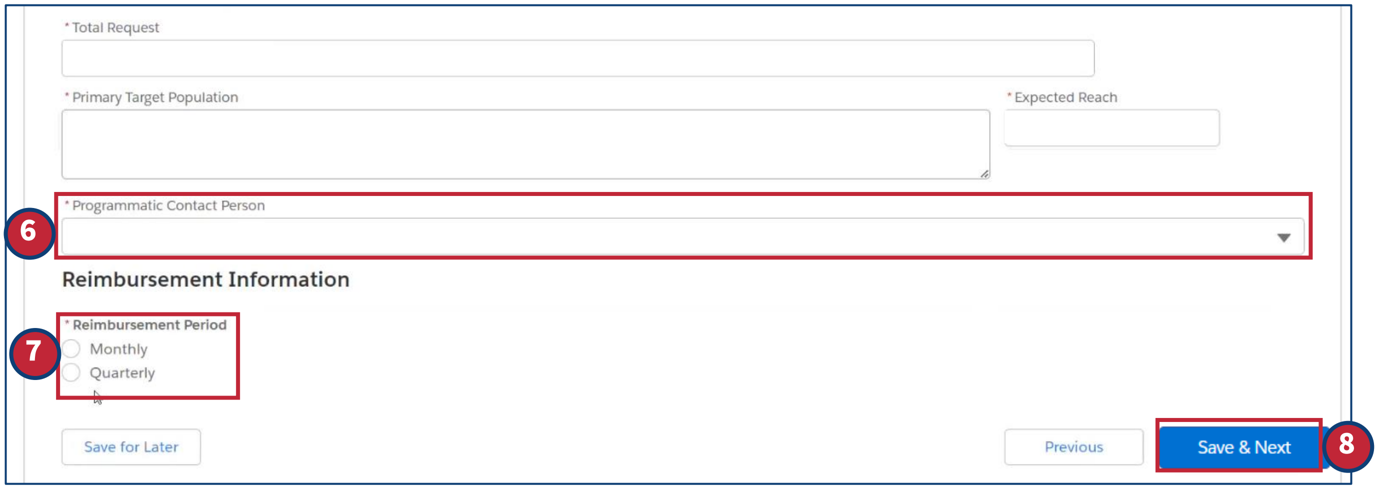
1. The Agency Name will automatically populate.
2. Enter the Project Description.
3. Enter the Total Request. This is the desired funding amount.

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)



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.

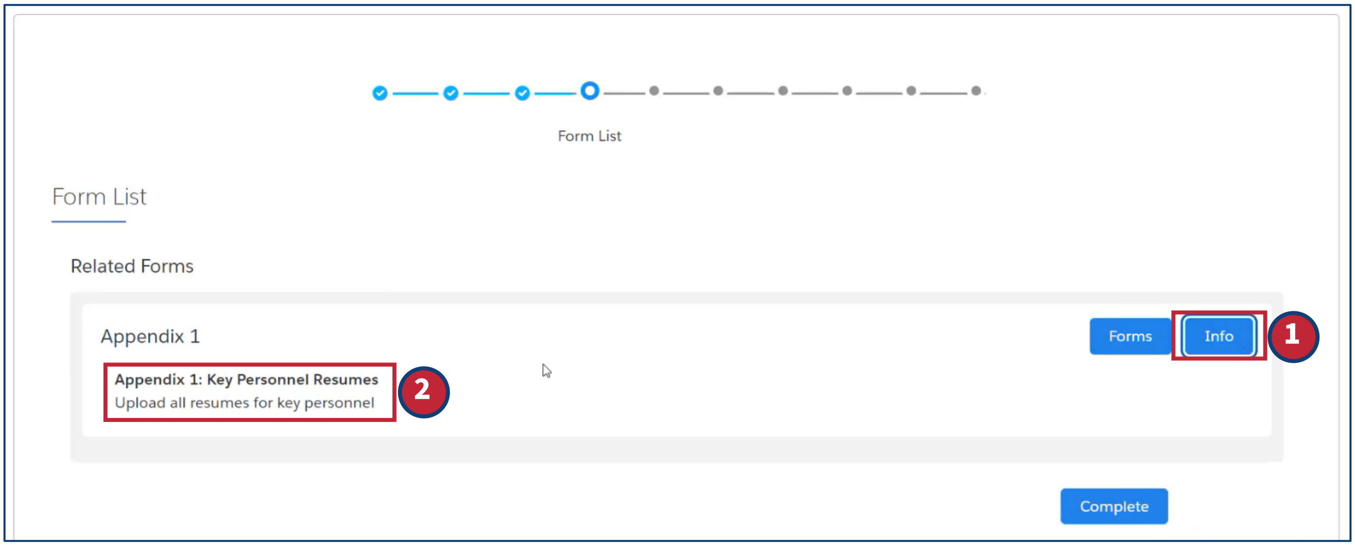
8. Select 'Save & Next'.

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:



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

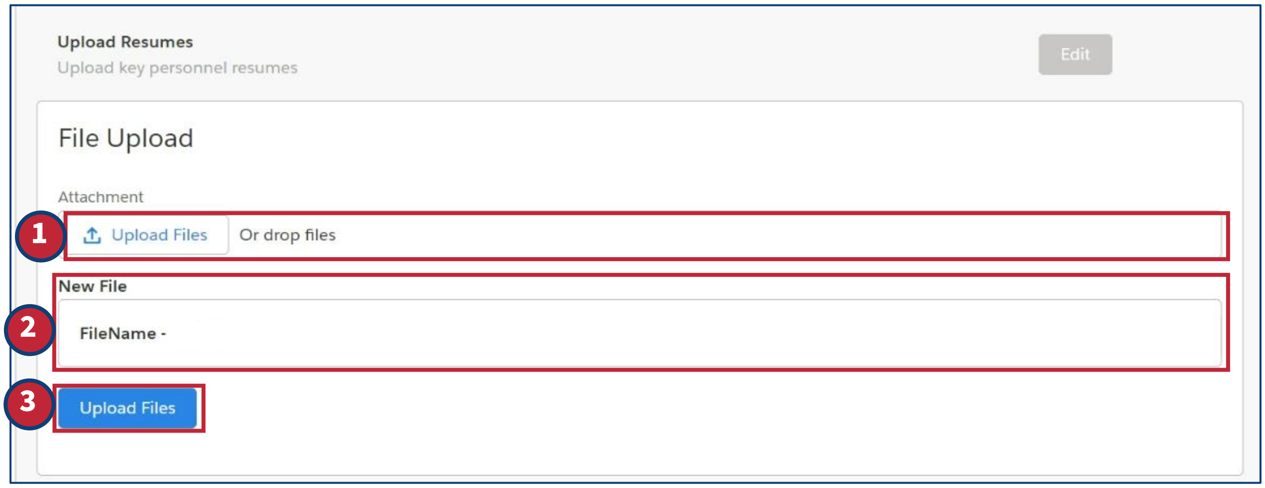
3. Select ‘Forms’.
4. Review the types of forms that need to be completed.
5. Select ‘Edit’ to upload or fill out required form details.

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)

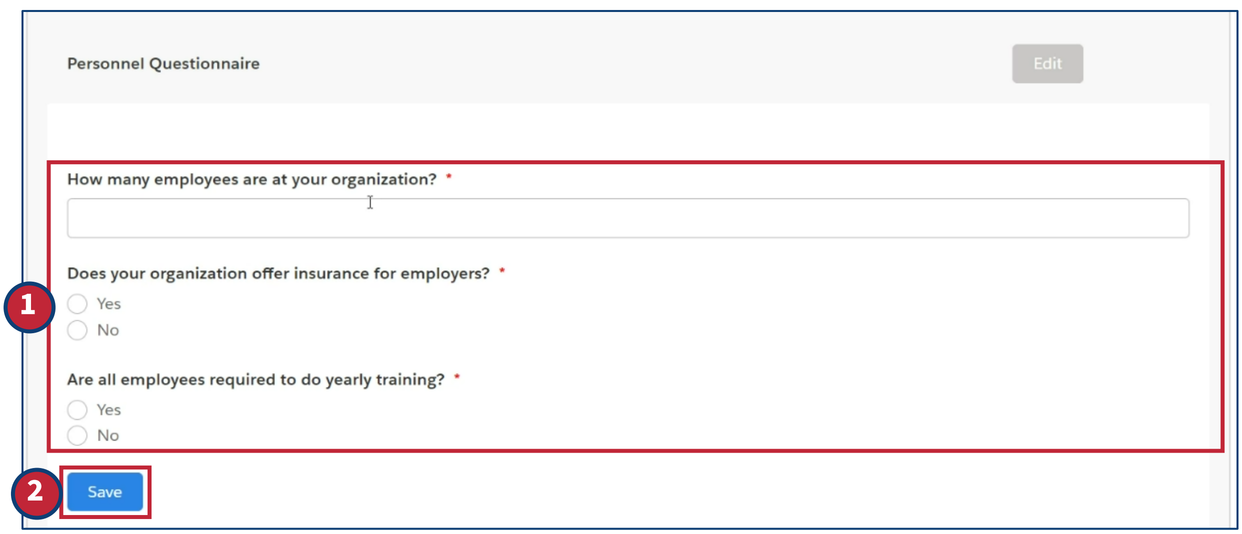
2.05.1 Upload Files



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.

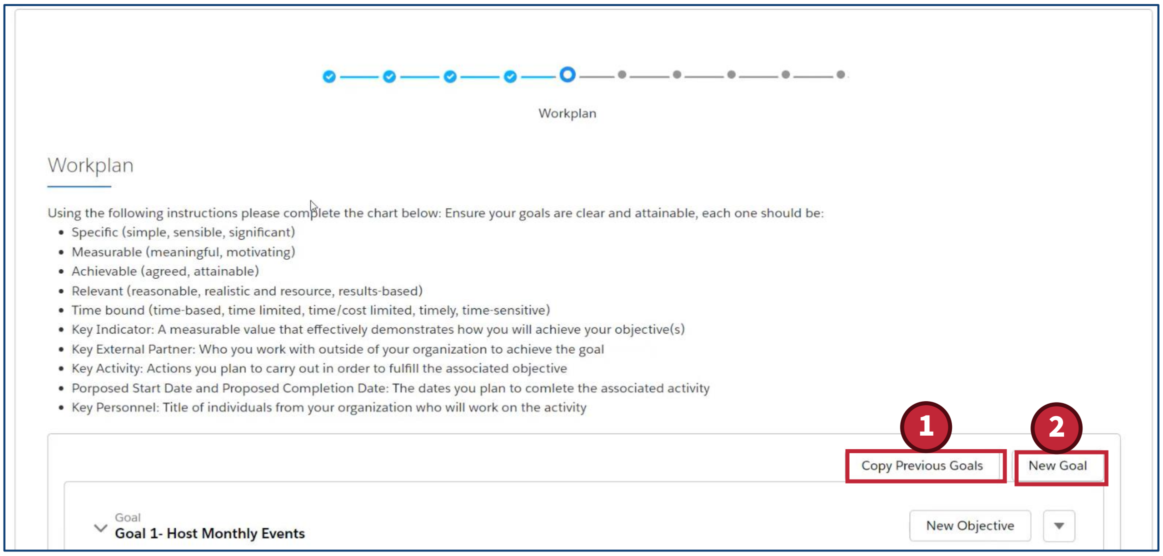
Sample Activity: Recruit potential members through email, social media advertisements, and community events

Example Workplan
Goal 1
- **Objective 1**
  - *Activity 1*
  - *Activity 2*
- **Objective 2**
  - *Activity 3*

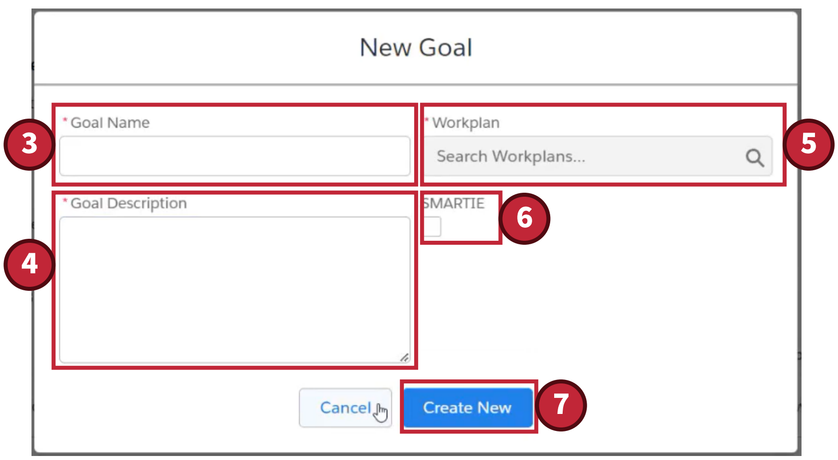
Goal 2
- **Objective 1**
  - *Activity 1*
  - *Activity 2*
- **Objective 2**
  - *Activity 3*

2.0 Apply for a Solicitation (continued)

2.06 Workplan (continued)



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.



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.

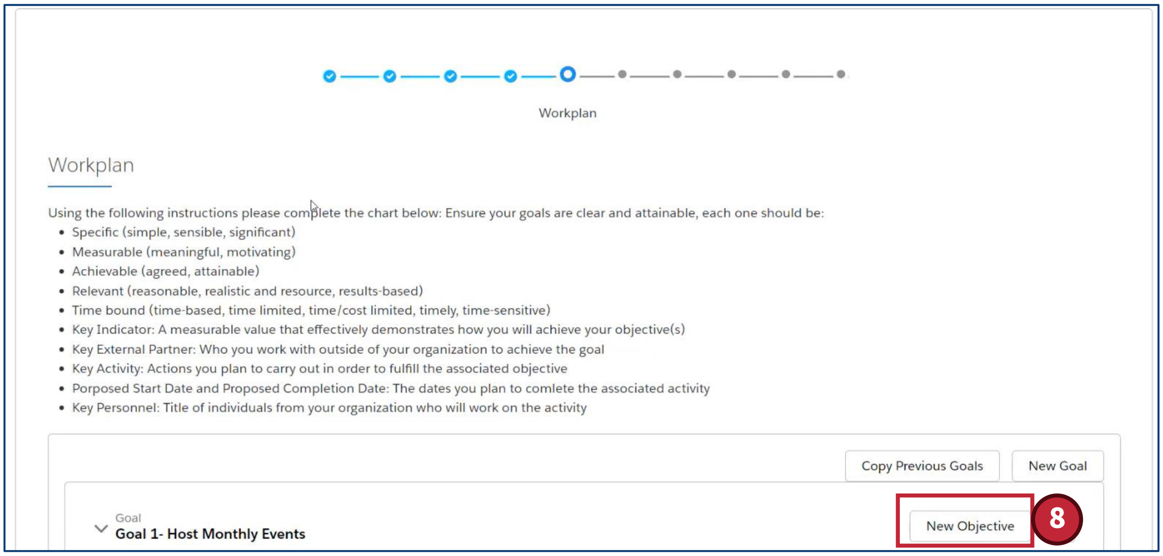
What is SMARTIE?
This checkbox should be selected if the Goal is **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imebound, **I**nclusive, and **E**quitable.

7. Select ‘Create New’ to finalize and save the Goal.

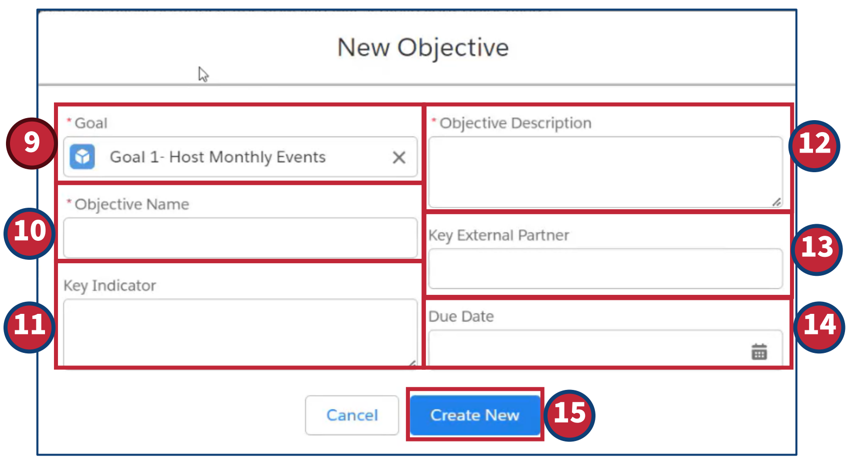
2.0 Apply for a Solicitation (continued)

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.



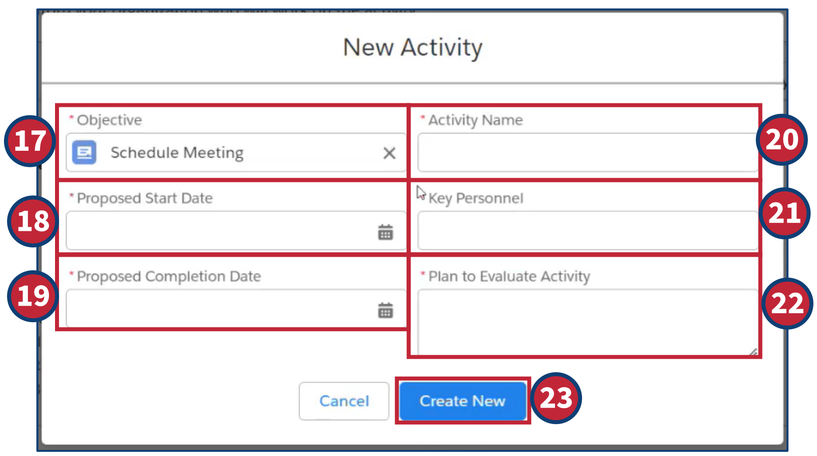
9. The Goal the Objective is tied to will auto-populate.
10. Enter the Objective Name.
11. Enter the Key Indicator [Optional]. This is a measurable value that effectively demonstrates how you will achieve your Objective(s).
12. Enter the Objective Description.
13. Enter the Key External Partner [Optional]. 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).

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



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.**

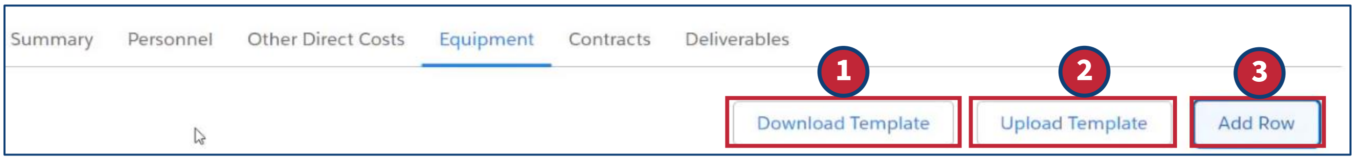
2.0 Apply for a Solicitation (continued)

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 sprea"dsheet, 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

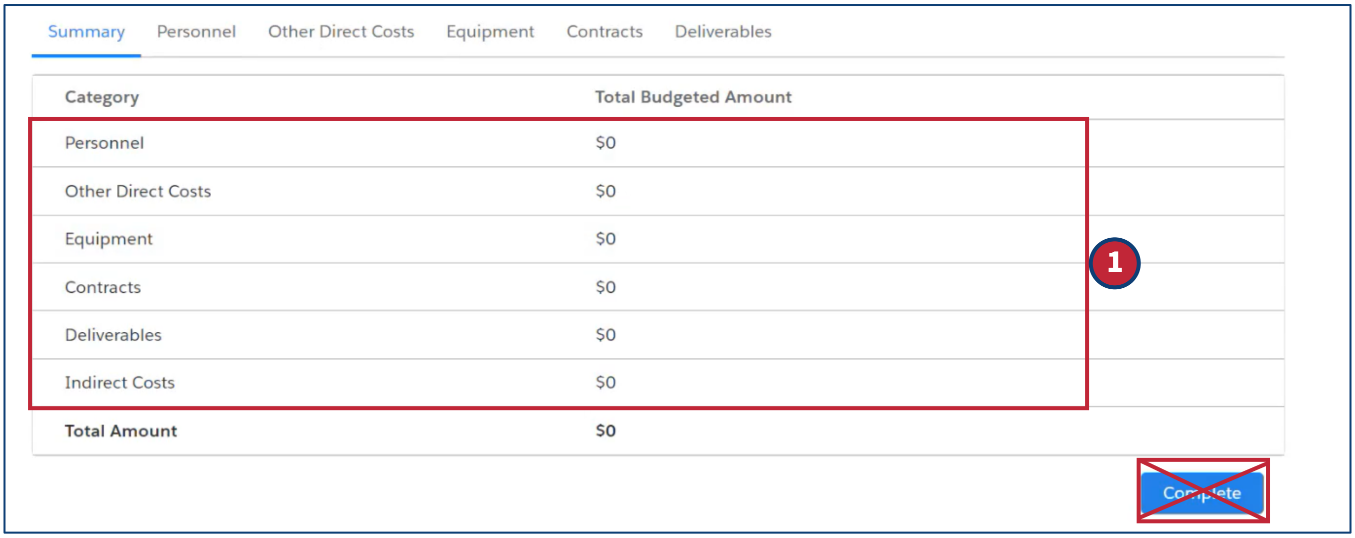
8. **Pencil Icon:** Select to edit a budget line item.

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



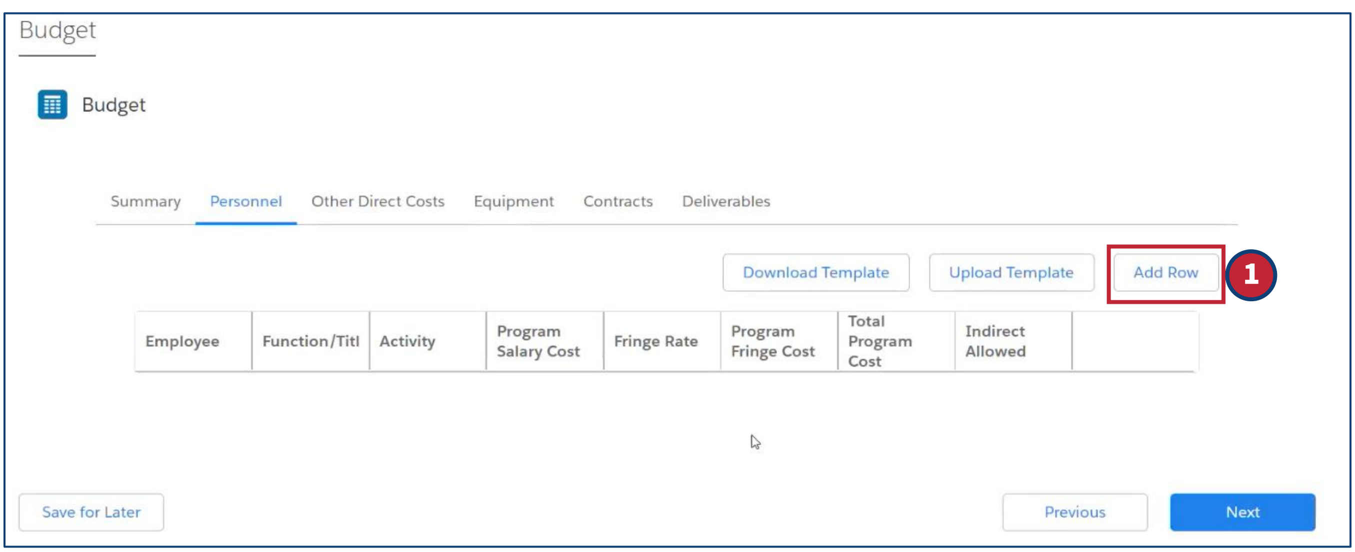
The Summary tab displays a summary level total of each budget category. The categories seen in the Summary match the categories across the top tabs. All Total Budgeted Amount values will be automatically calculated from available budget categories.

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:

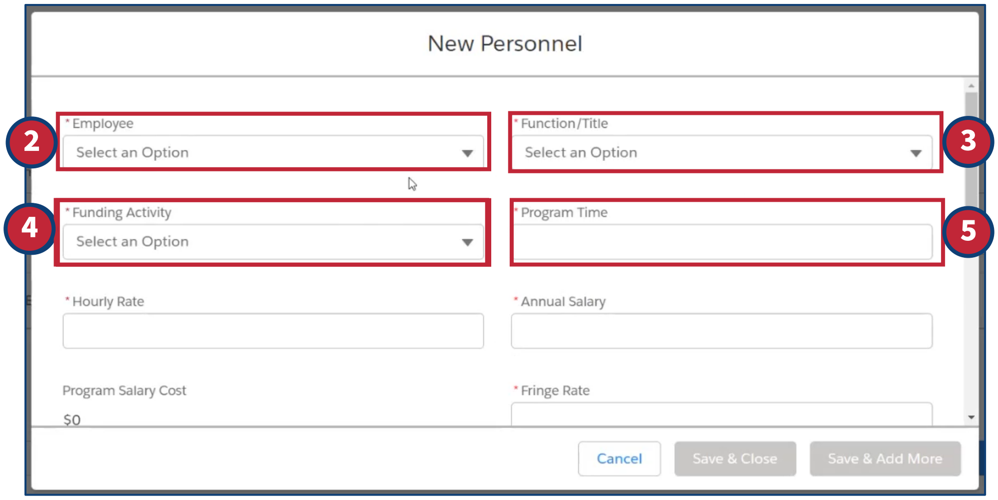


1. Select 'Add Row'.

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.3 Personnel (continued)



2. Select the Employee from the dropdown list.

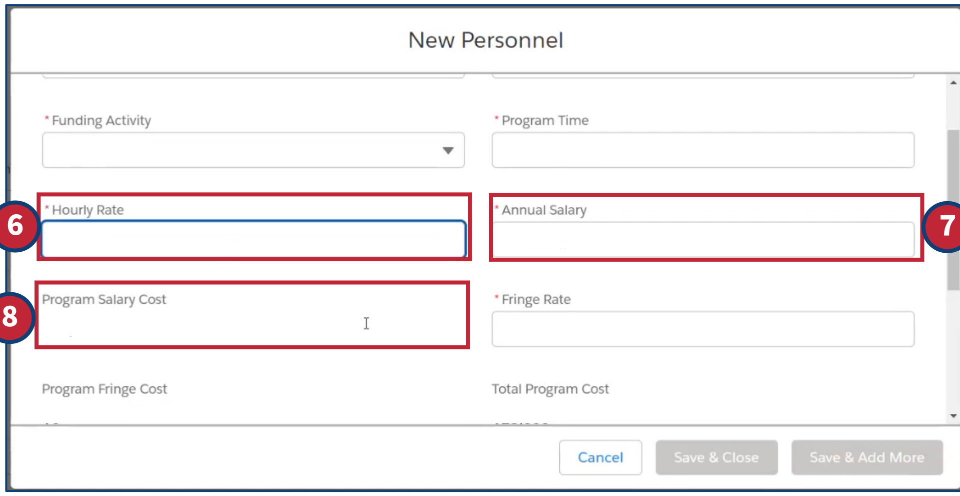
Missing the 'Employee' name from the dropdown?
If the person you would like to add as an Employee does not appear in the dropdown, they are not added as personnel contact in the Agency Profile in the Grants Portal. Please reference the *GMIS Portal Agency Registration Job Aid* for how to add additional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



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

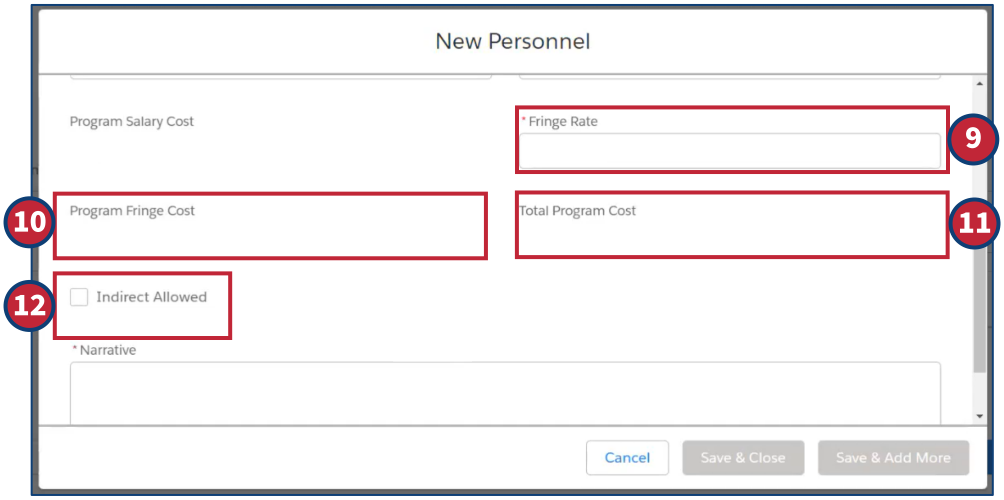
Please be as accurate as possible when entering 'Hourly Rate'!
The hourly rate should be as close to the actual amount, at the time of submission, as possible. ODH understands that the hourly rate may change throughout the budget period. Subrecipients should update the hourly rate when completing a budget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

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

2.0 Apply for a Solicitation (continued)

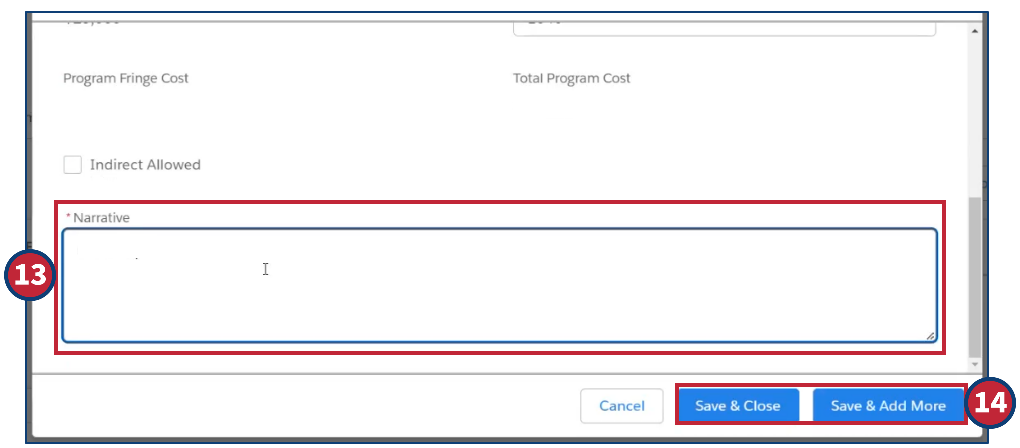
2.07 Budget (continued)

2.07.3 Personnel (continued)



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.



13. Enter the Narrative.

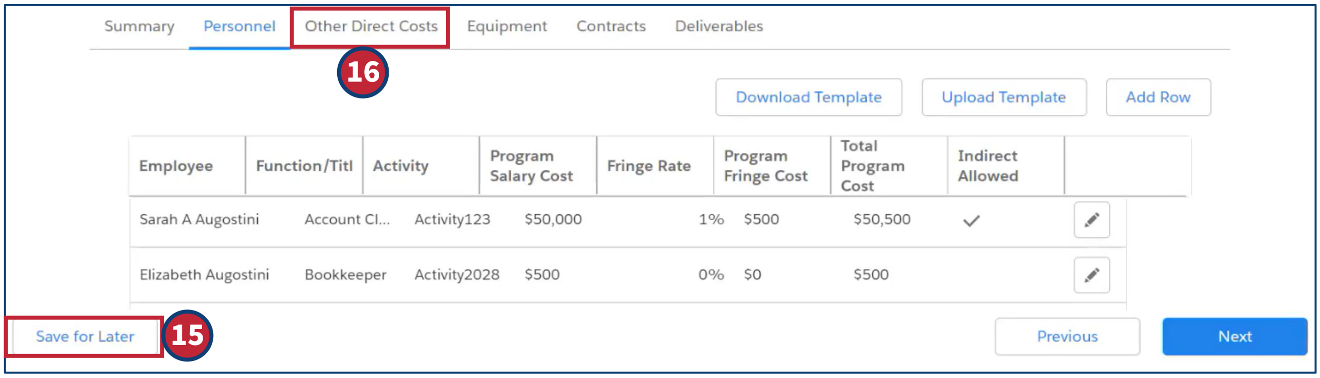
Here are Narrative best practices:
The narrative should include a brief description of the duties of the personnel staff listed. This eliminates the need for the separate budget narrative file that was historically utilized.

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

2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.3 Personnel (continued)



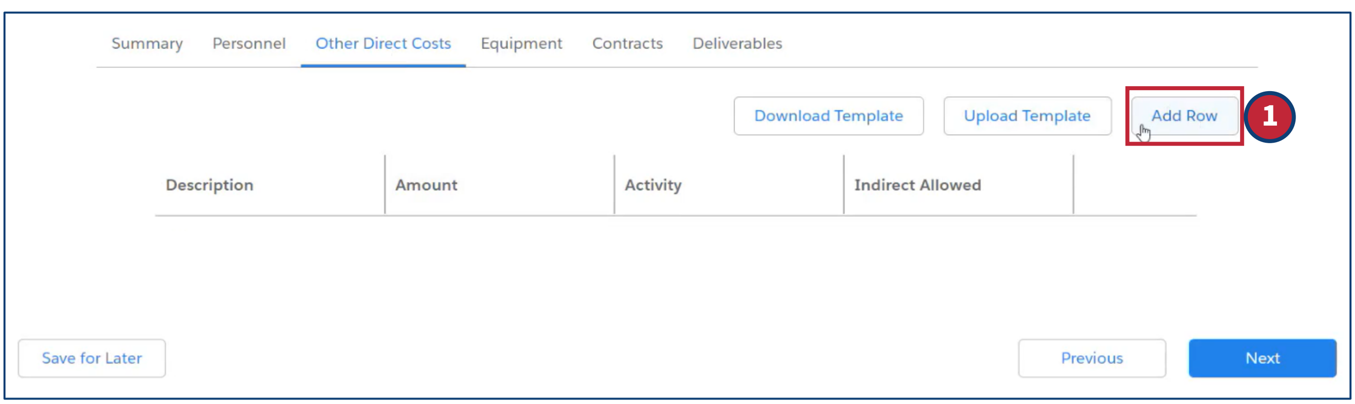
15. Select 'Save for Later' if you wish to return to the budget later.
16. To navigate to the next budget category, select the tab.

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:

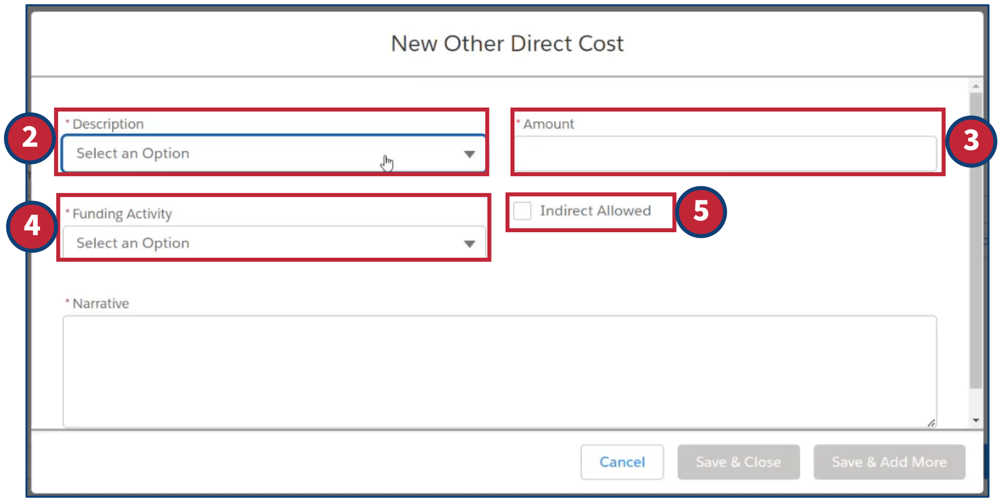


1. Select 'Add Row'.

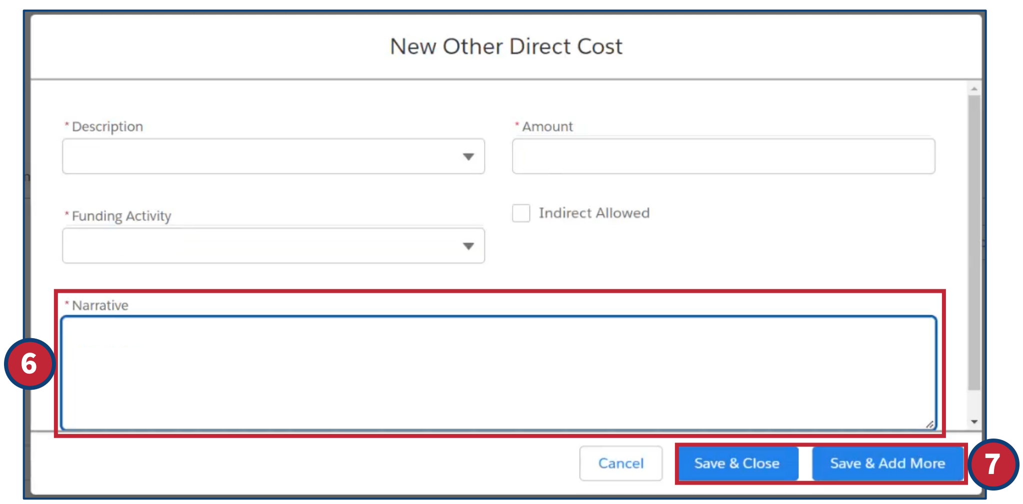
2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.4 Other Direct Costs (continued)



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.



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

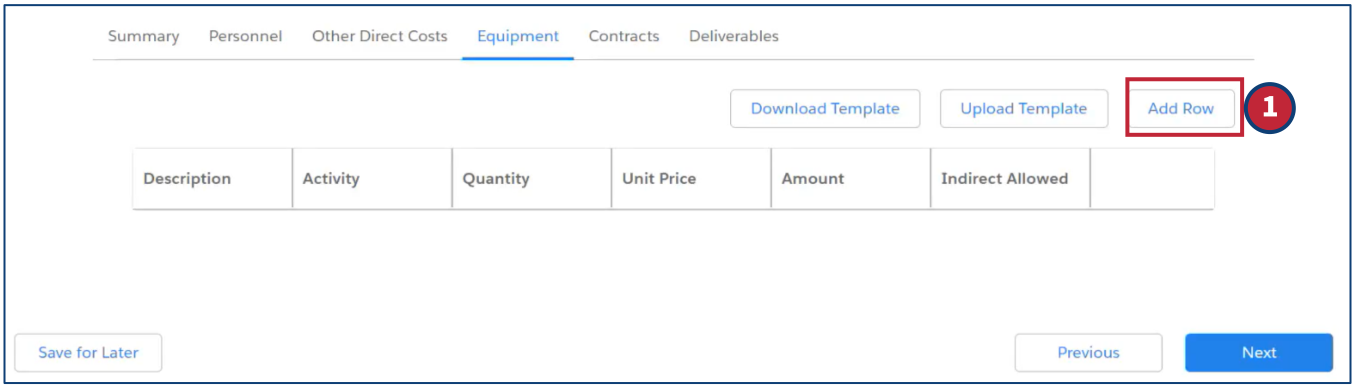
This is the conclusion of **2.07.4 Other Direct Costs.**

2.0 Apply for a Solicitation (continued)

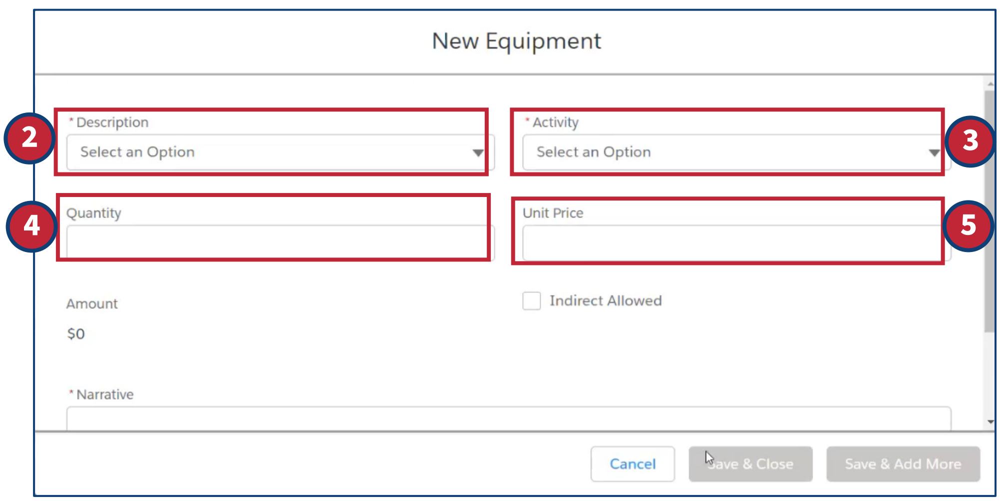
2.07 Budget (continued)

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'.



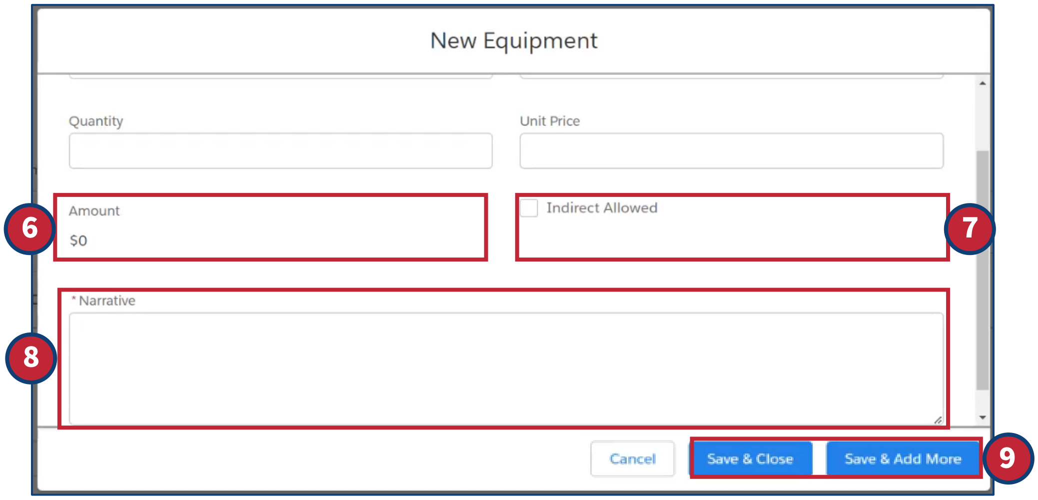
2. Select the Description from the dropdown.
3. Select the Funding Activity from the dropdown.
4. Enter the Quantity of the equipment item.
5. Enter the Unit Price of the equipment item.

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)

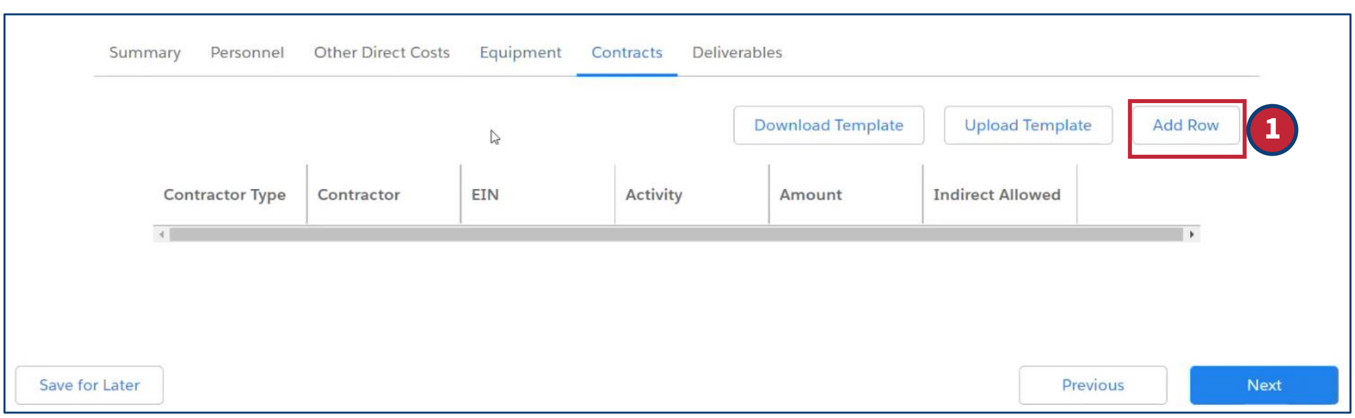


6. The Amount will automatically populate.
7. Select 'Indirect Allowed' Checkbox, if applicable.
8. Enter the Narrative.
9. Select 'Save & Close' or 'Save & Add More'.

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:

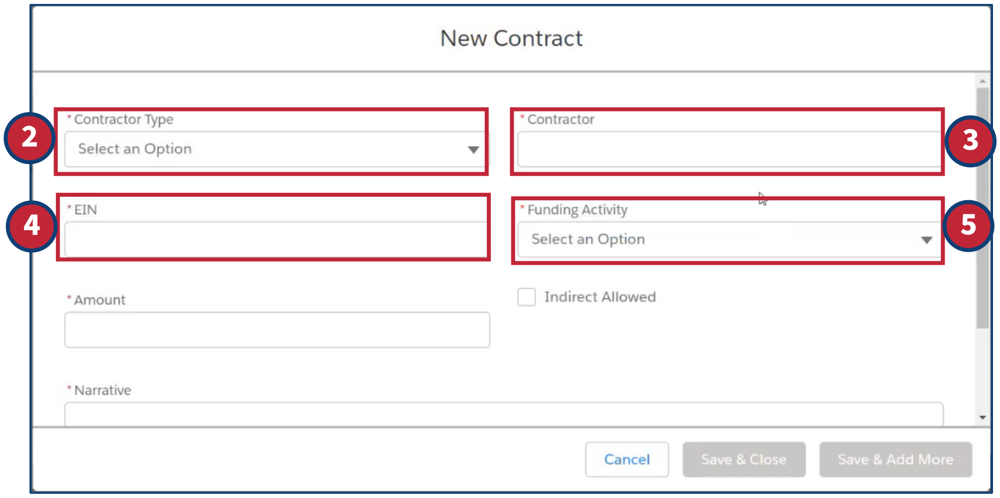


1. Select 'Add Row'.

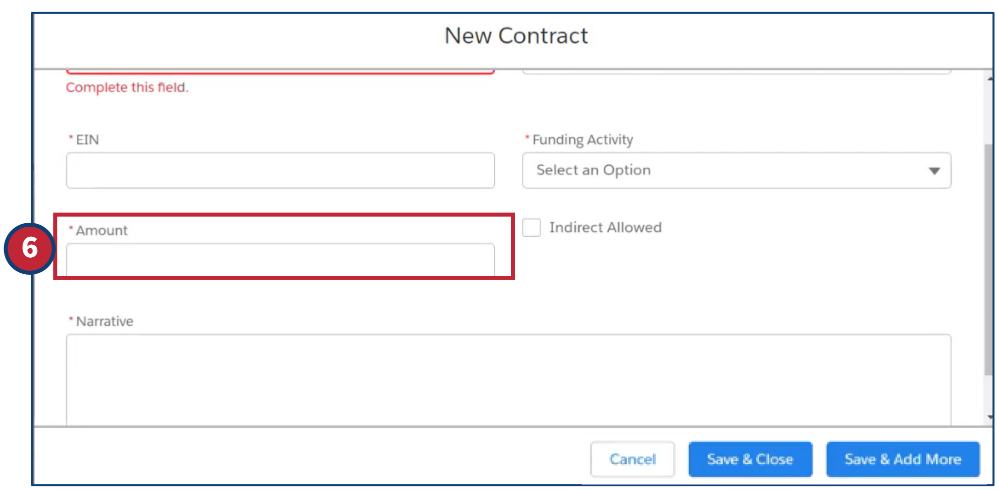
2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.6 Contracts (continued)



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.



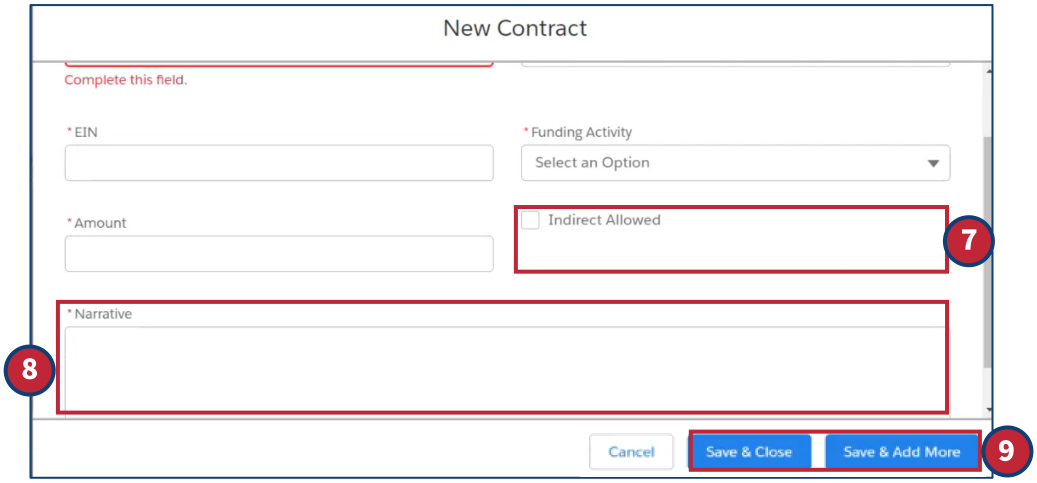
6. Enter the Amount.

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.

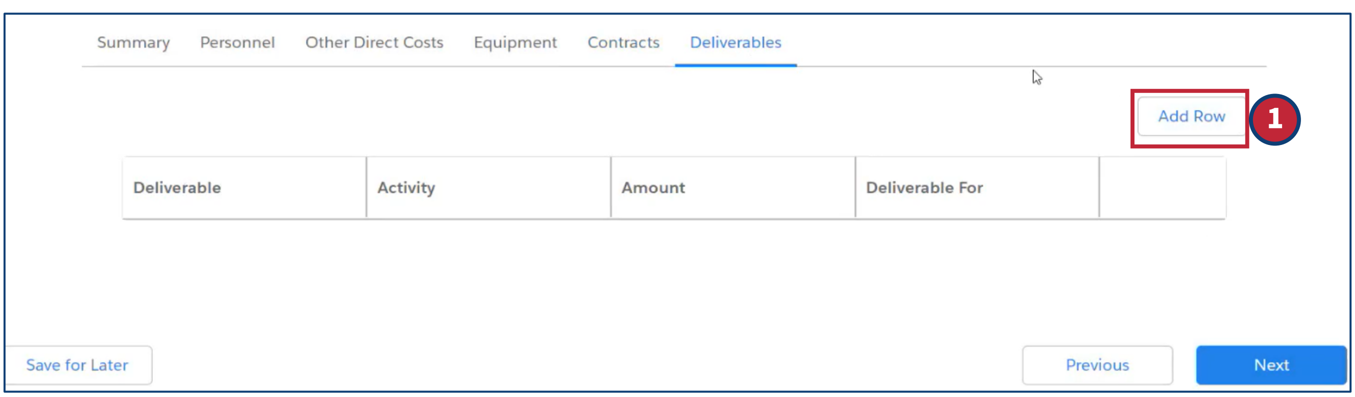


7. Select 'Indirect Allowed' Checkbox, if applicable.
8. Enter the Narrative.
9. Select 'Save & Close' or 'Save & Add More'.

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:

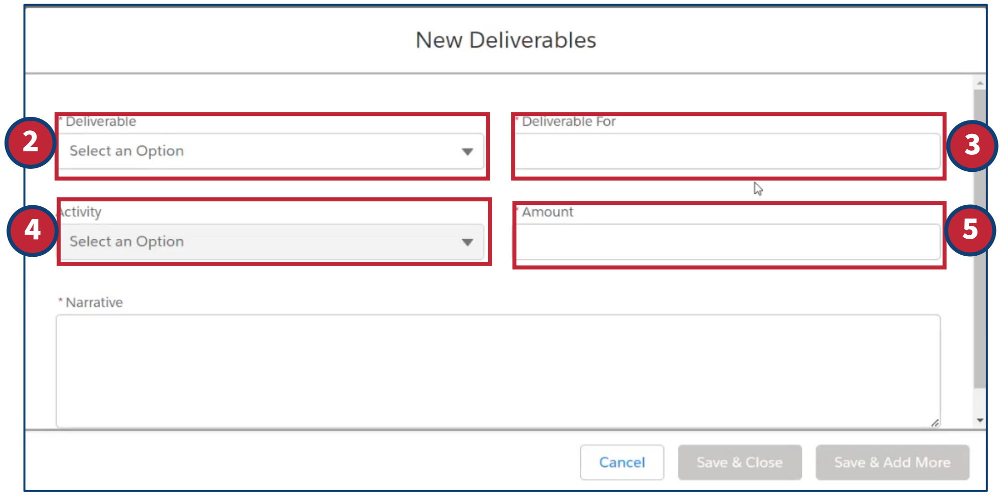


1. Select 'Add Row'.

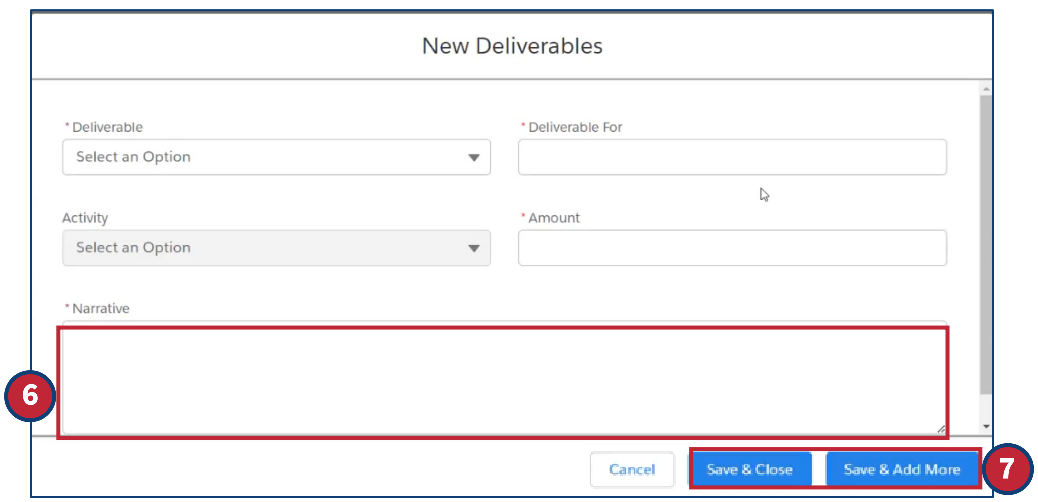
2.0 Apply for a Solicitation (continued)

2.07 Budget (continued)

2.07.7 Deliverables (continued)



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.



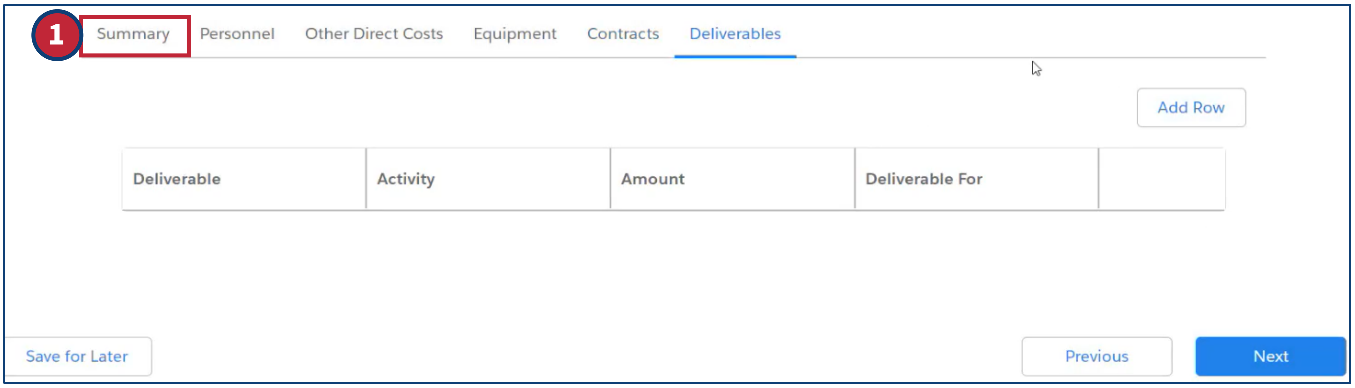
6. Enter the Narrative.
7. Select 'Save & Close' or 'Save & Add More'.

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

2.0 Apply for a Solicitation (continued)

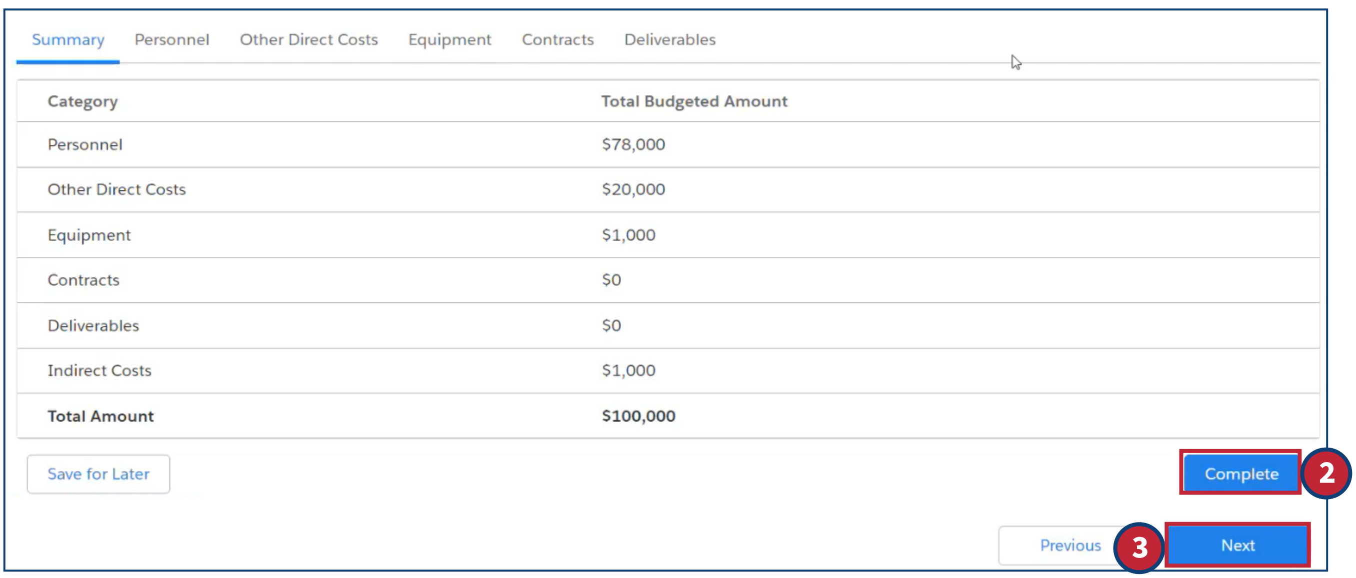
2.07 Budget (continued)

2.07.8 Advancing in Application



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.



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

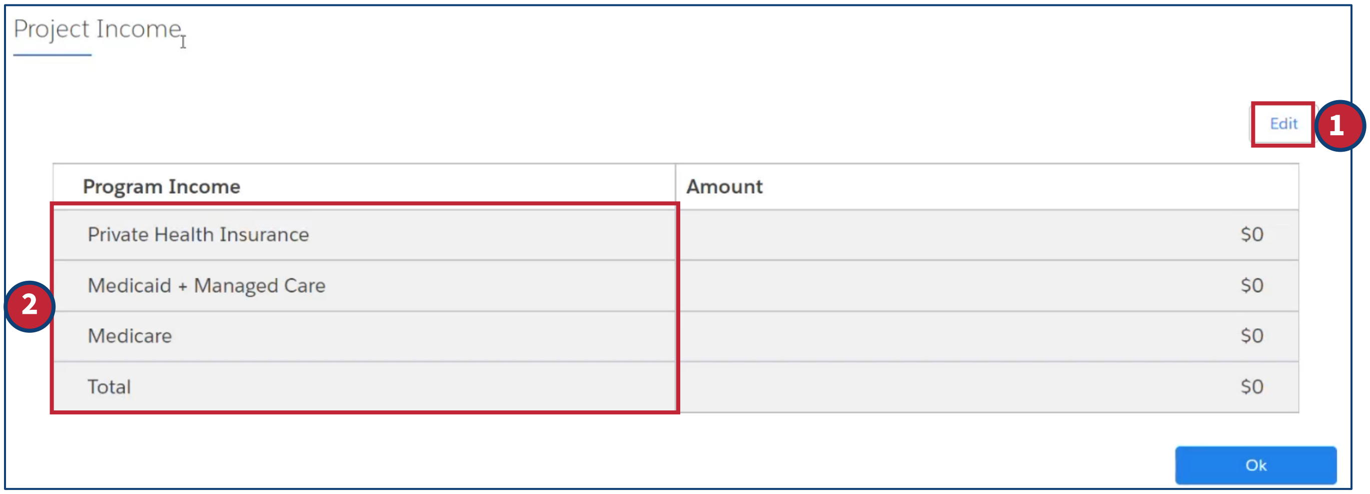
This is the conclusion of **2.07.8 Advancing in Applications.**

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

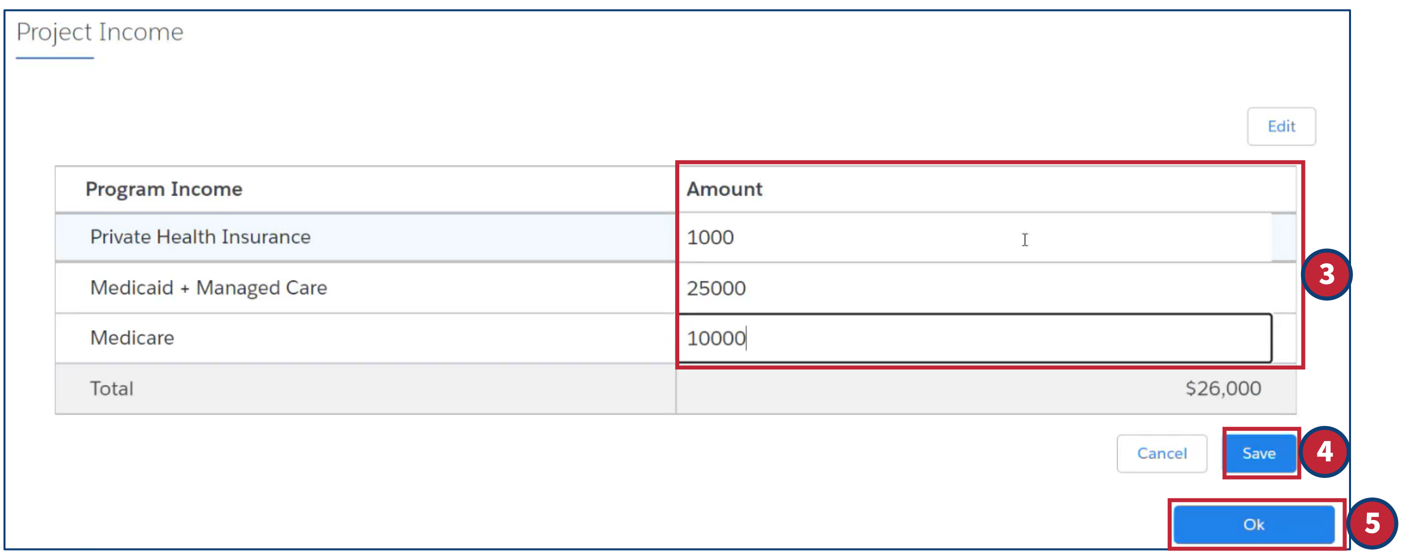
2.0 Apply for a Solicitation (continued)

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:



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



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

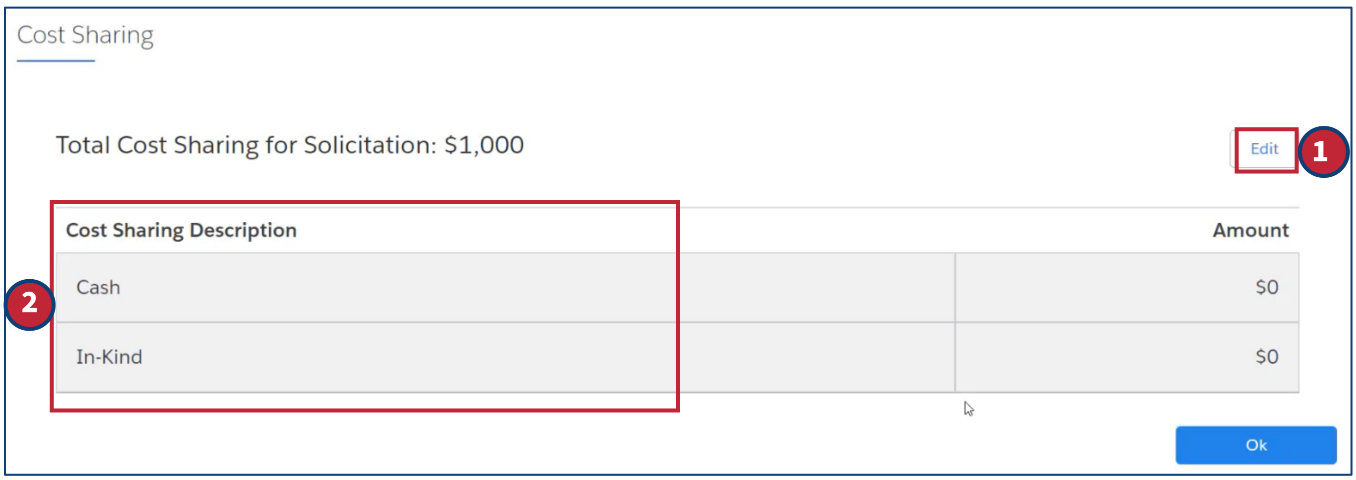
This is the conclusion of **2.08 Program Income.**

2.0 Apply for a Solicitation (continued)

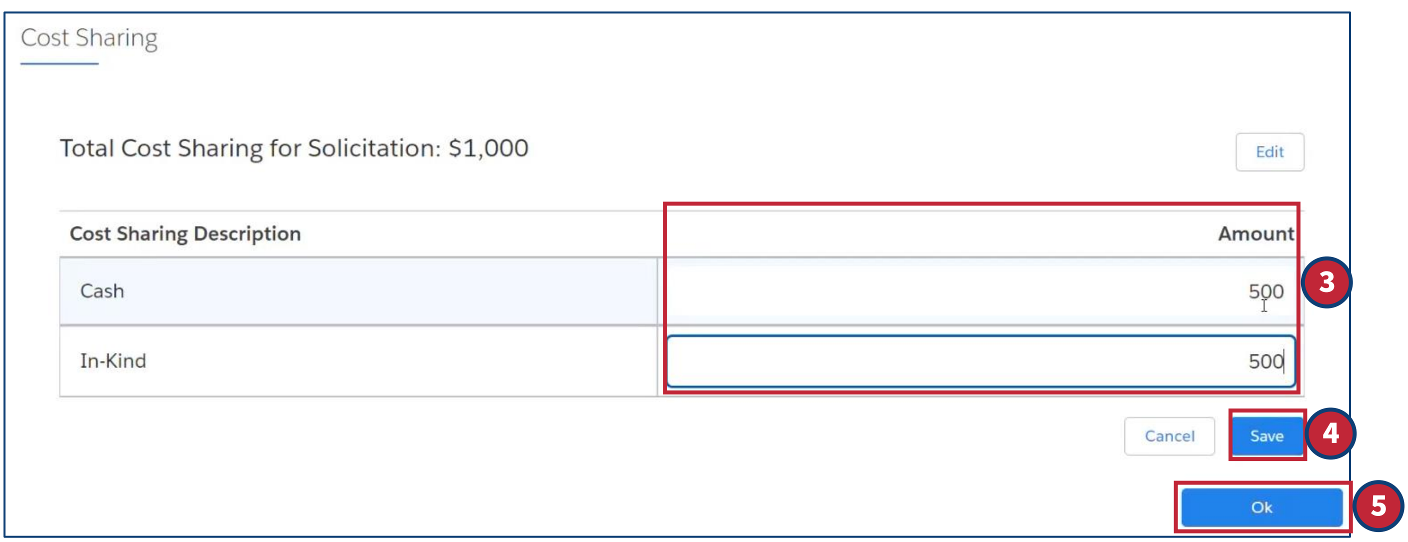
2.09 Cost Sharing

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.



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

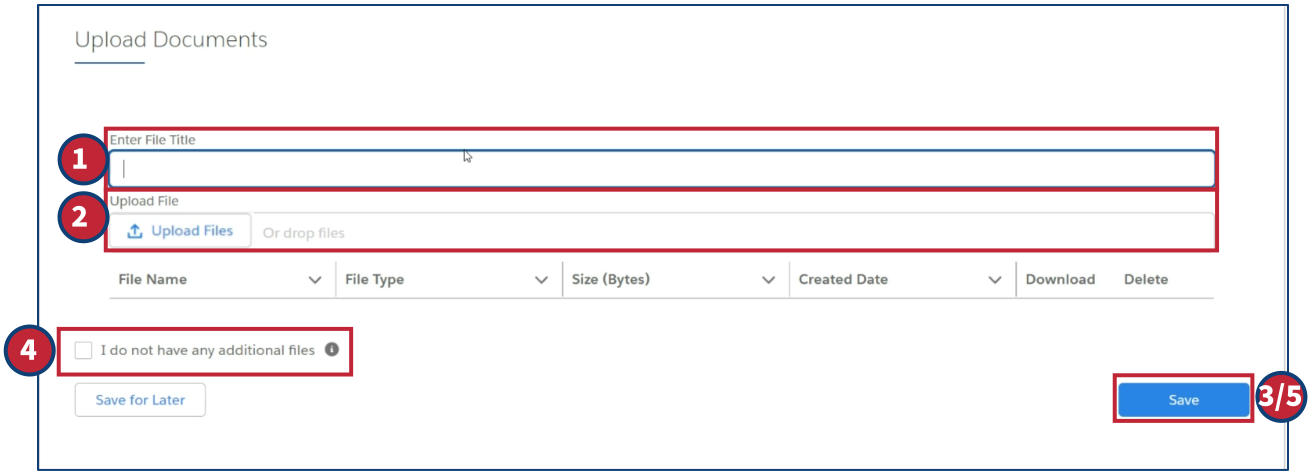


3. Enter in the monetary value anticipated for each Cost Sharing source.
4. Select 'Save' button.
5. Select 'Ok' button when complete.

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

2.0 Apply for a Solicitation (continued)

2.10 Additional Documents



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'.

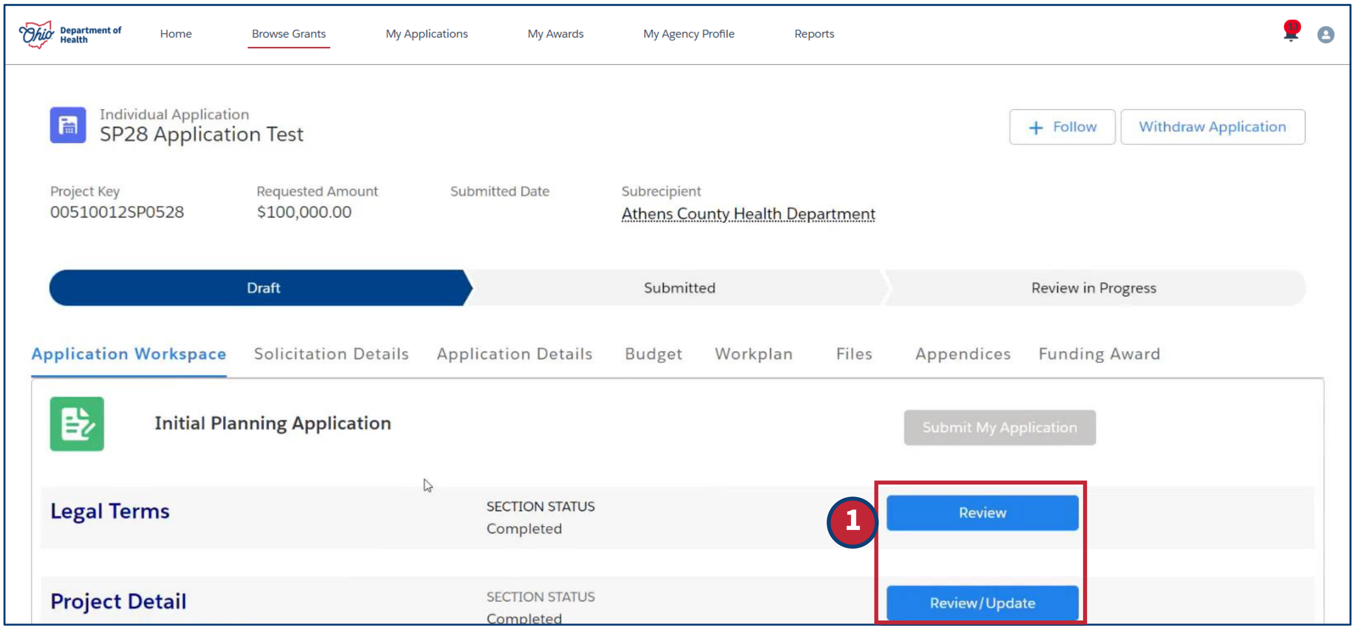
Once Saved, it'll take you to the Application Workspace where you can view overall status of each section and submit the Application.

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

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

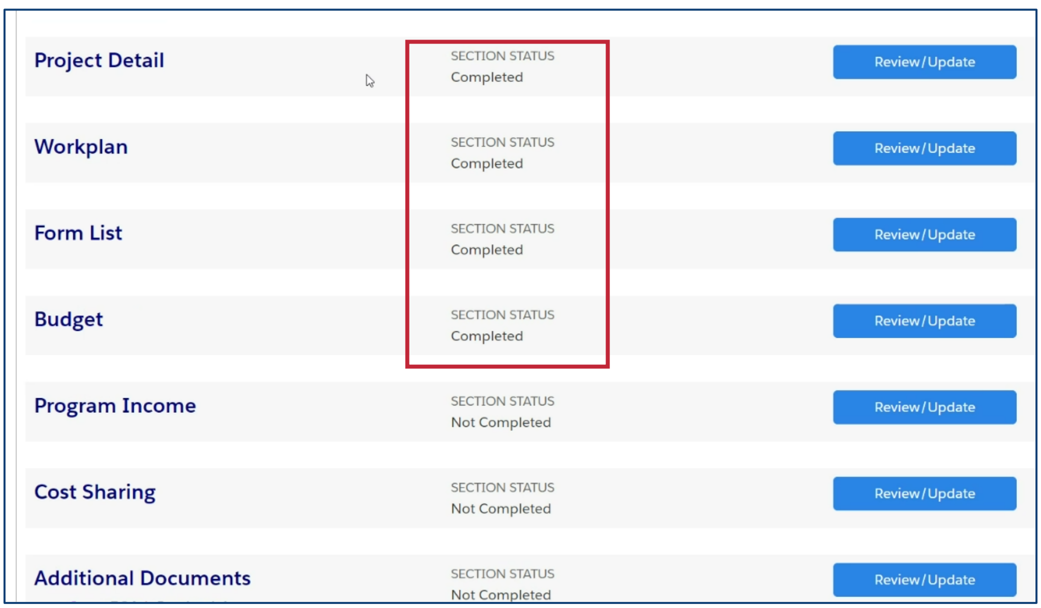
3.0 Submit an Application

***This Section Is Intended For:* Primary Users**



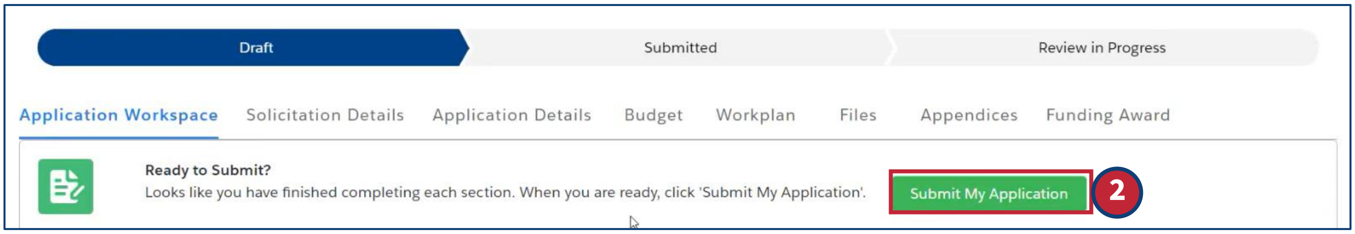
This is the Application Workspace. It allows the user to go back to individual sections to review and update content as needed while in Draft. For more information on the Application Workspace, view section **2.1 General Application Navigation**. Each section of the Application can be accessed by:

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



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.

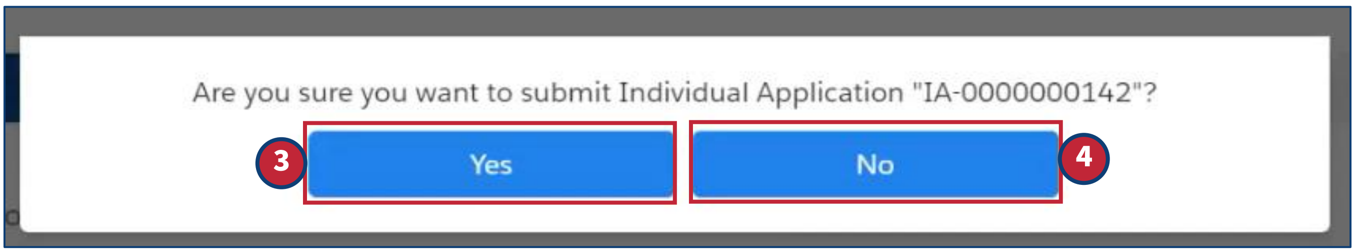
3.0 Submit an Application (continued)



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'.

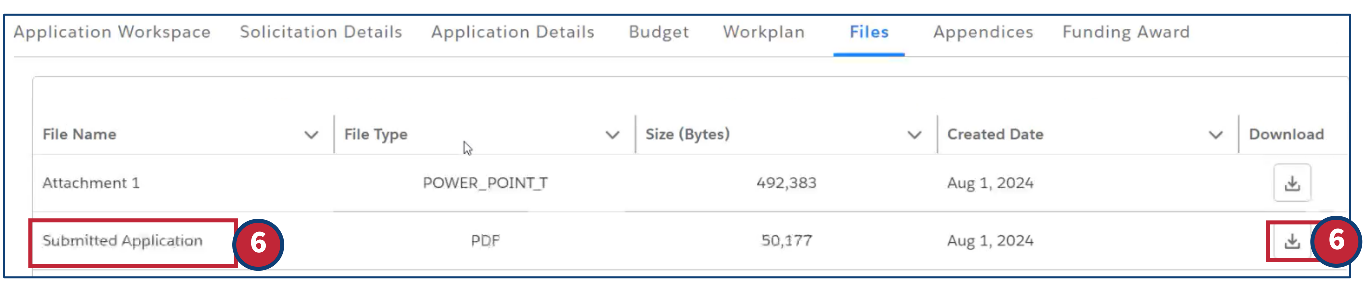
Primary users can only submit the Application if all their agency and Application forms are completed, as well as if it is still before the Application due date.



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 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.

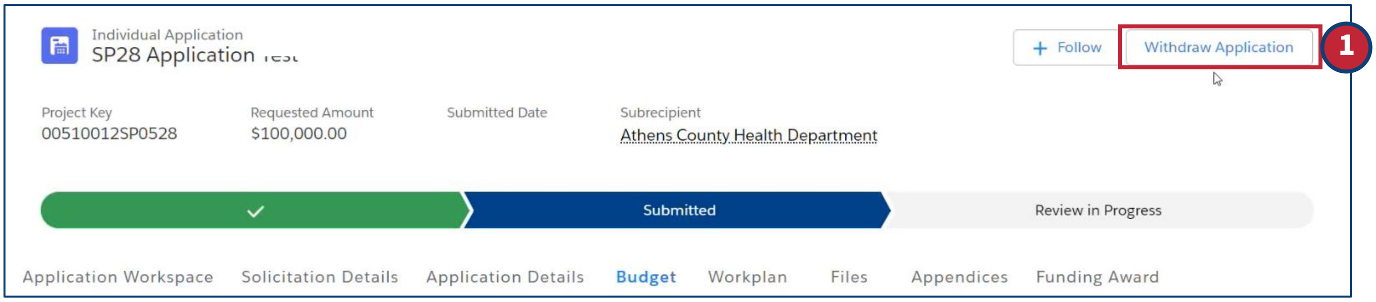


6. Select the Download icon next to the Submitted Application you desire to view. Or select File title to view the document in a preview mode.

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

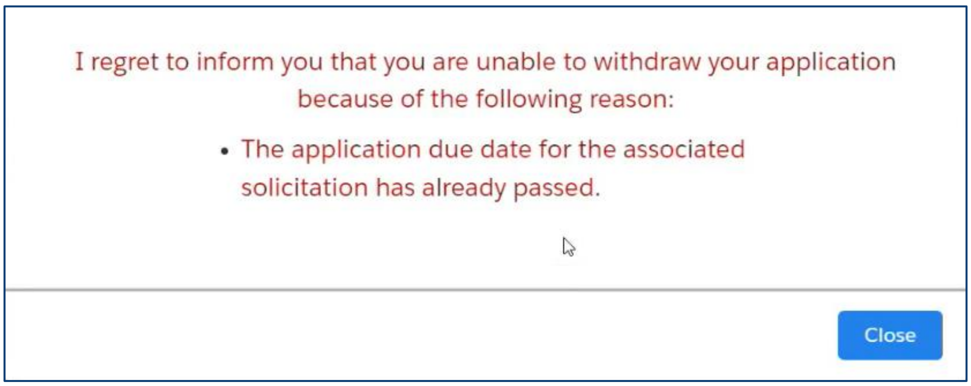
4.0 Withdraw an Application

***This Section Is Intended For:* Primary Users**

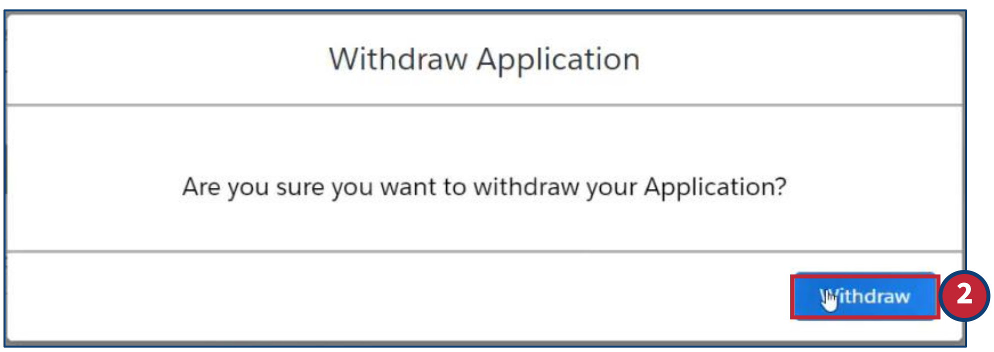


If a primary user wishes to withdraw their Application, they can do so in the Application Workspace.

1. Select 'Withdraw Application'.

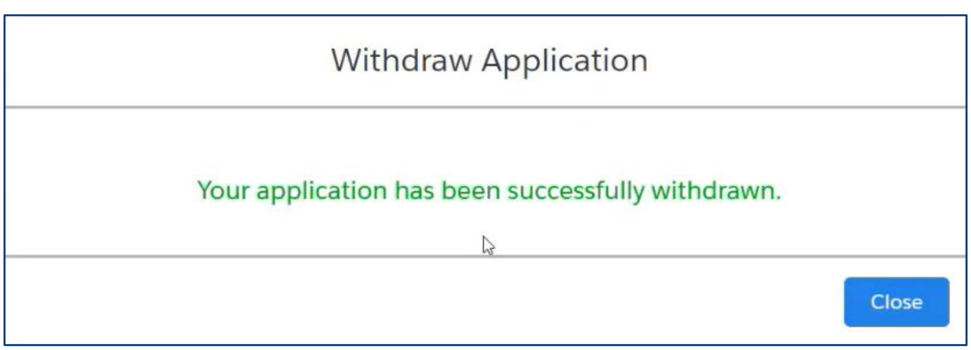


If the Application due date for the associated solicitation has already passed, the user will be unable to withdraw their Application.

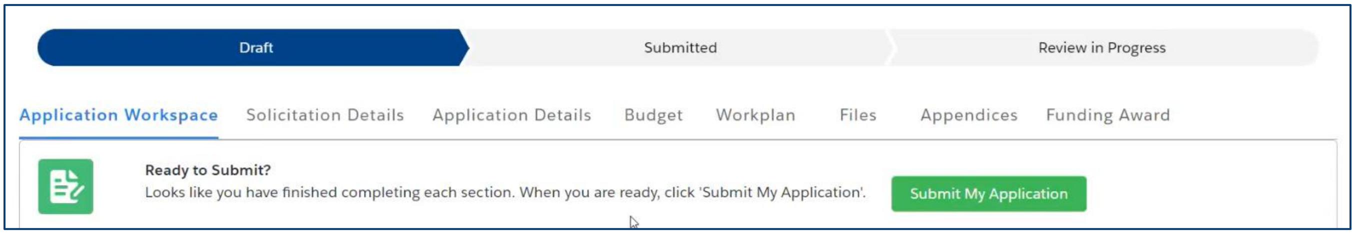


If the Application is eligible to withdraw, a pop-up will appear:

2. Select 'Withdraw'.



4.0 Withdraw an Application (continued)



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.**