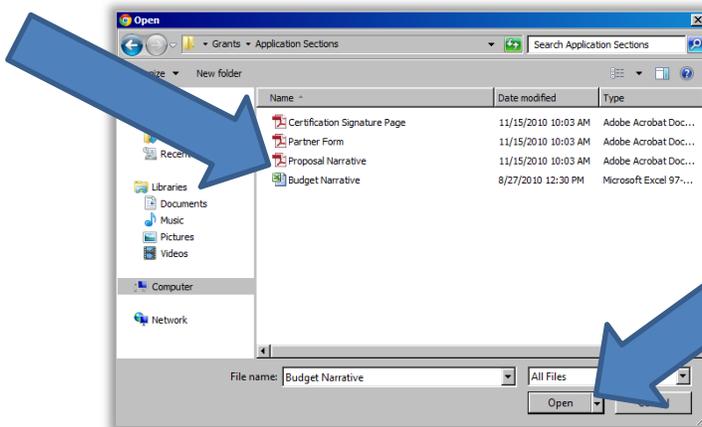
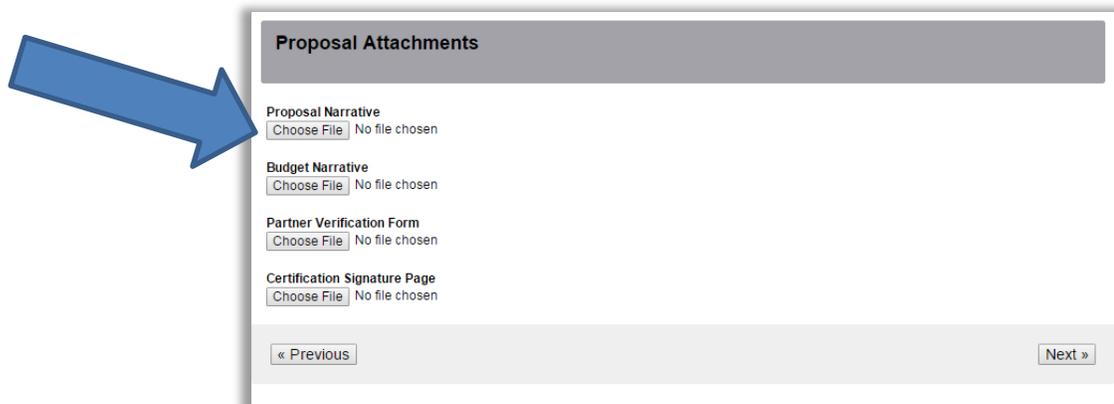


Attaching Documents, Confirming and Submitting an Application, and Troubleshooting Suggestions

Attaching Documents

Every application requires attachments. Follow the directions provided in the Request for Proposals (RFP) or application instructions for the proper way to save those documents prior to attaching them to the application. Some applications require applicants to combine multiple documents into one PDF document, so pay close attention to those instructions.

To attach a document to an application, click the Choose File button under the item in the Proposal Attachments section of the online application.



A dialog box will appear. Navigate to where the files have been saved, select the document to be attached, and then click the Open button.

The document name will appear when it is attached.

If you attached the wrong file, just repeat the process above and select the correct file to attach and click on the Open button. The most recent file will overwrite the previous one.



Confirming and Submitting the Application

Once all data has been entered and files attached, click the Next button to proceed to the Confirmation Page. Not all applications will include this feature, but it provides the applicant the opportunity to review the data that has been entered to ensure accuracy prior to submitting the application.

Confirmation Page

Please verify all data below to ensure accuracy prior to submitting your application.

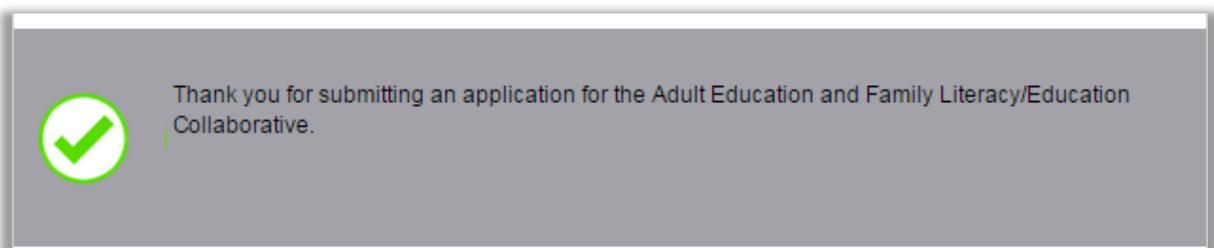
District Name:
Street Address:
City:
State:
Zip:

If corrections need to be made, click the Previous button to return to the application.

Attach Facility/Site Proposal:
Attach Addendum:
Attach Overall Budget Report Form:
Attach Certification Signature Page:

« Previous Submit Application

Once all data has been verified, click the Submit Application button to finalize the application process and submit the application.



A confirmation message will appear once complete and a confirmation e-mail will be sent to the designated contact person. That e-mail will contain the data entered online (similar to the confirmation page). Retain this e-mail along with the rest of the application components for your records.

Troubleshooting Suggestions

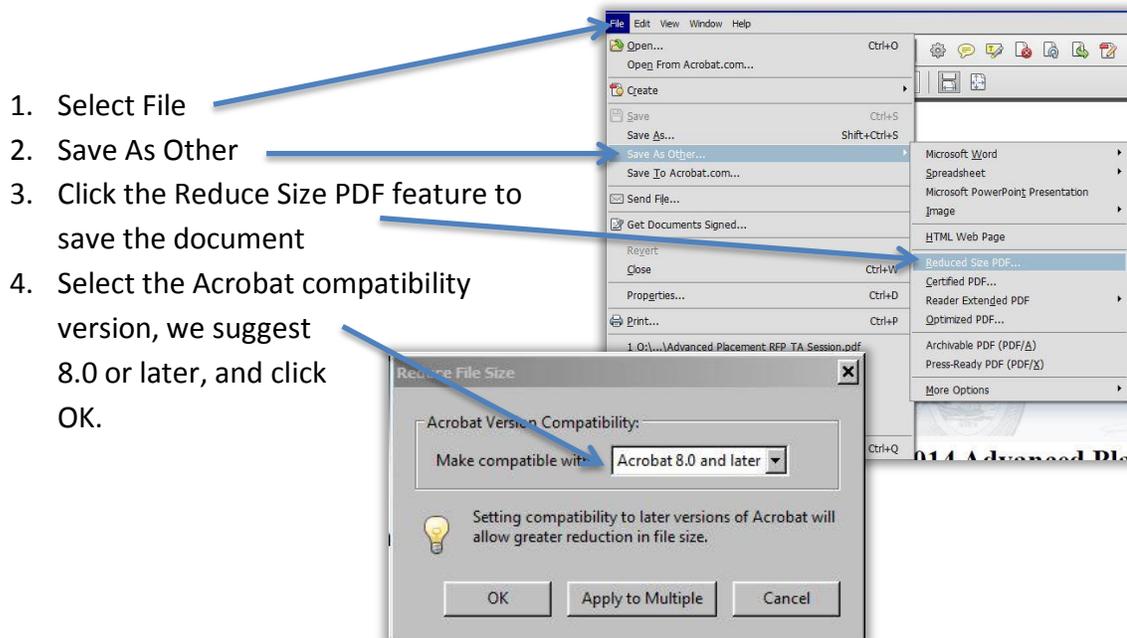
Error Message: Combined files uploaded exceeds 25 MB



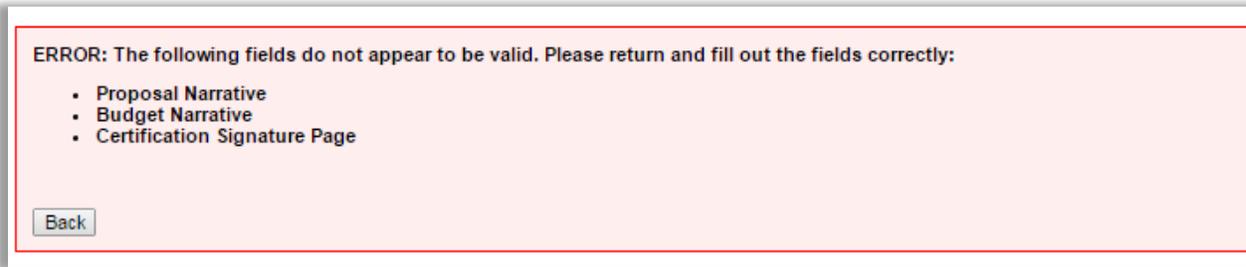
If you received the error message above, the total file size of the attachments is over the **25 MB** limit. Try any of the following to correct the error:

- Save PDF documents in black and white.
For documents that must be *scanned*; scan in black and white. Unless the funder has asked for color, always scan in black and white to create a smaller file size. Most programs no longer require signatures to be signed in blue.
- Do not include unnecessary or extra documents.
If the application instructions or RFP does not request additional information, do not include it. Any additional information not required, usually gets thrown away.
- Do not include graphics or pictures.
Most proposal narratives are limited in the number of pages. Do not waste valuable space by inserting logos, clip art, etc. Not only do they add to the file size, but they are distracting and do not add value to your proposal.
- Reduce the file size of the PDF documents.
To reduce the file size of PDF documents, open the PDF file in Adobe Acrobat Pro

1. Select File
2. Save As Other
3. Click the Reduce Size PDF feature to save the document
4. Select the Acrobat compatibility version, we suggest 8.0 or later, and click OK.

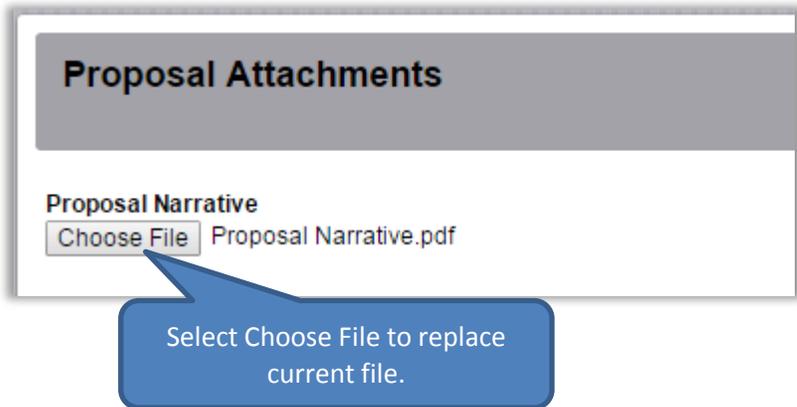


Error Message: Uploaded the wrong *type* of file.



Verify that all file attachments are saved as directed in the RFP or application instructions. Some files will be limited by a certain type of file. For instance, most budget narratives are required to be saved as an Excel spreadsheet. So ensure the file was saved as directed.

To correct the error, refer to the RFP or application instructions for the proper way to compile and save all file attachments and resave all files appropriately. Then click the back button and navigate to the file attachments page and upload the corrected files. Proceed to confirm the new data and then finalize the submission.



Did not receive confirmation e-mail

Refer to the RFP or application instructions to determine the person that has been designated to receive the confirmation e-mail. Most of the time the project director or contact person will receive the confirmation e-mail. Refer to the designee to confirm receipt. If they did not receive the e-mail, contact the SCDE grant manager to ensure receipt or if the application will need to be re-entered.