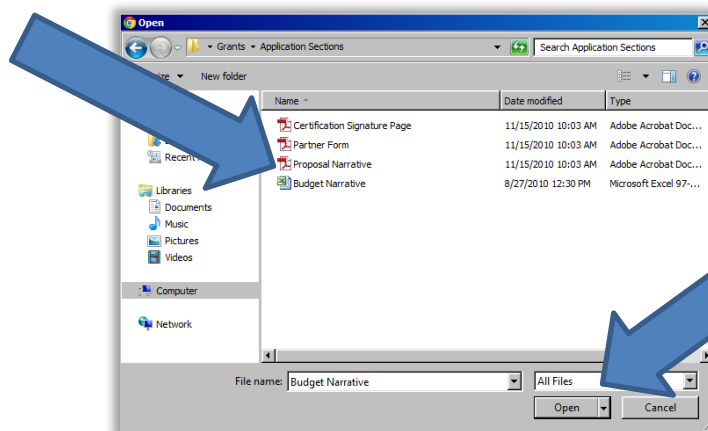
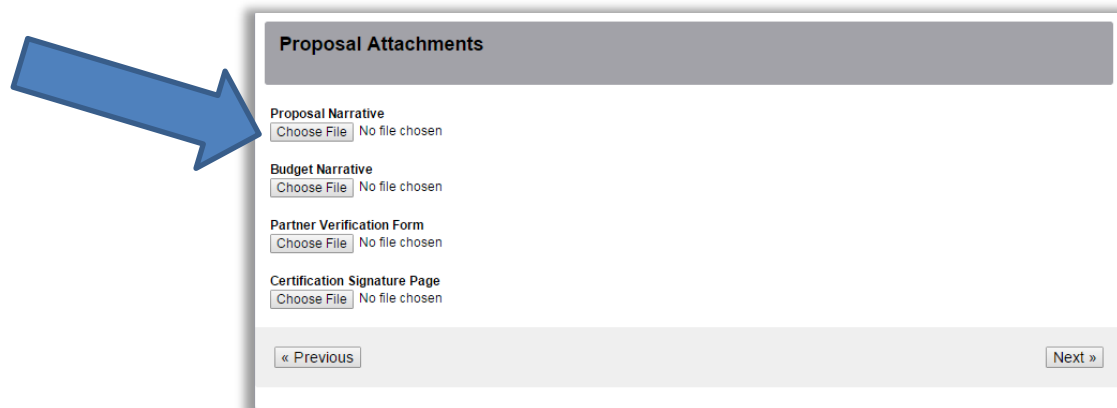


Attaching Documents, Saving Progress, Confirming and Submitting an Application, and Troubleshooting Suggestions

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.



Saving Progress

The RFP or application instructions will provide guidance on saving your progress online. This optional tool allows applicants to leave and return to a partially completed application. Follow the directions below according to the type of grant.

Note: A saved application is *not* a submitted application. You *must* use the hyperlink to return to the incomplete application and continue. Once completed, click the Submit Application button in order to submit the complete application.

Competitive Grants

Click the Save and Resume Later hyperlink in the lower center of the last completed screen.

The screenshot shows the 'Competitive Priorities' section of an application form. The title 'Competitive Priorities' is in red. Below it, instructions state: 'Select all of the applicable competitive priorities and include the page number(s) in the Proposal Narrative where each priority is addressed. See the Request for Proposals for more information on the criteria for each competitive priority category.' There are three priority categories, each with 'Yes' and 'No' radio buttons: 'Competitive Priority #1: District Without Any Charter Schools (5 points)', 'Competitive Priority #2: Low-performing Schools (5 points)', and 'Competitive Priority #3: Closing Achievement Gaps (5 points)'. At the bottom center, there is a 'Save and Resume Later' hyperlink. A blue callout bubble with the text 'Click to save progress' points to this link. Navigation buttons '« Previous' and 'Next »' are at the bottom.

Create a password to be used to securely save the application and retrieve it later. Remember where the password is stored because the SCDE *does not* have access to this information or the capability of resetting a password.

This screenshot shows the 'Save and Resume Later' dialog box overlaid on the 'Competitive Priorities' form. The dialog box has a title bar 'Save and Resume Later' and contains the text: 'Are you sure you want to leave this form and resume later? If so, please enter a password below to securely save your form.' Below this text is a password input field with the placeholder 'Enter your save and resume password'. There are 'Cancel' and 'Save and get link' buttons at the bottom of the dialog. A blue callout bubble with the text 'Create password' points to the password input field. Another blue callout bubble with the text 'Click Save and get link' points to the 'Save and get link' button. The background form is partially visible, showing the same 'Competitive Priorities' section as the previous screenshot.

A box will appear that will allow you to copy and save the hyperlink or have it sent to you via email. Copy the hyperlink and save it in a location where it can be easily retrieved; you will not be able to access the saved form without the hyperlink.

If the hyperlink will be emailed, use the email address of the person who is completing the online application. Make sure to enter the email address correctly because the SCDE *does not* have access to hyperlinks or partially completed applications.

The screenshot shows a dialog box titled "Save and Resume Later". It contains the following text: "Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form." Below this is a text box containing the URL: <https://scde.formstack.com/forms/?i-1706049-hn25WWPOCH>. A blue callout bubble points to this link with the text "Click on Send and save and resume link". Below the link is another text box labeled "Your email address:". A blue callout bubble points to this field with the text "Enter email address". To the right of the email field is a blue button labeled "Send save and resume link".

Another dialogue box will confirm the receipt of the email with the hyperlink to the form. Before closing out of the online application,

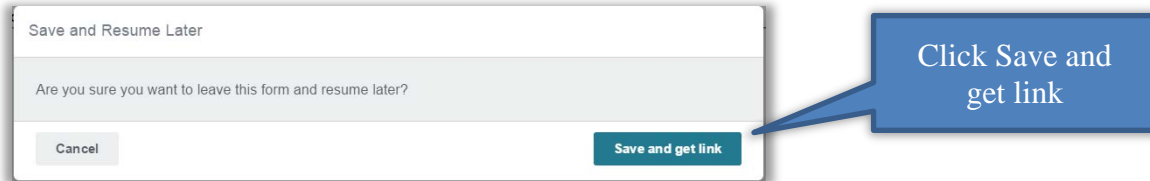
check your email in-box for an auto-generated email (see below). If you do not receive the email, check the junkmail box. If the email is not there, click on the Resend email button and check in-box again. If this does not work, the email address might have been spelled incorrectly and will have to be saved again. To do so, click on the back arrow at the upper left corner of the screen to return to the online form and then repeat the process. The form will be saved for 30 days.

The screenshot shows a dialog box titled "Save and Resume Later". It contains the following text: "Great! We have sent your link to the supplied email address." and "Did you not receive the email with the form link?". Below this text is a blue button labeled "Resend email". A blue callout bubble points to this button with the text "Resend email".

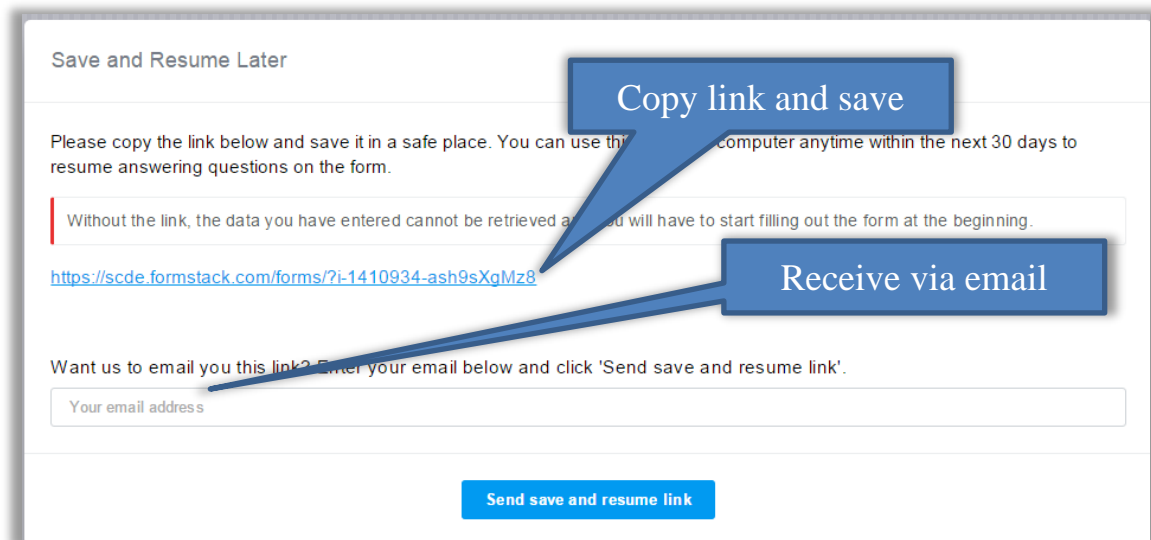
The screenshot shows an email from Formstack. The subject line is "Save and resume link for your form". The body of the email contains the following text: "Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form." Below this is a text box containing the URL: <https://scde.formstack.com/forms/?i-1706049-hn25WWPOCH>. This URL is circled in red. Below the URL is the text "Thanks for saving your answers!". At the bottom of the email, there is a footer that reads: "Copyright © 2016 Formstack, LLC. All rights reserved. This is a customer service email. Formstack, 8606 Allisonville Road, Suite 300, Indianapolis, IN 46250".

Formula Grants

Click the Save and Resume Later button located at the bottom of any page to save progress. You will receive a message asking if you want to proceed. Click the Save and get link button to continue.



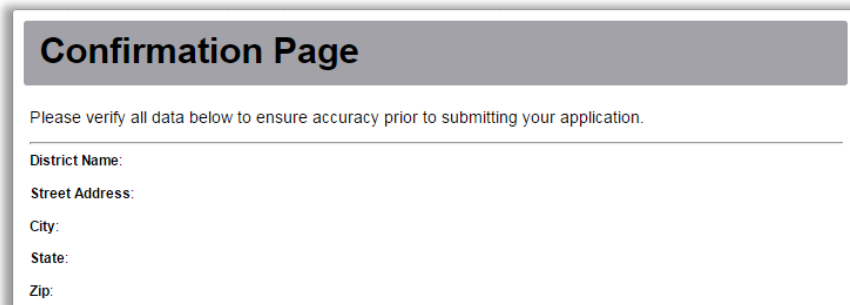
Next, you will be directed to copy the hyperlink and save it for future use. Keep the hyperlink in a safe place as the SCDE cannot recover saved applications. The other option is to have the hyperlink sent via email. Enter the email address of the person completing the online application and click the Send save and resume link button. Make sure you receive the email before closing the form.



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.

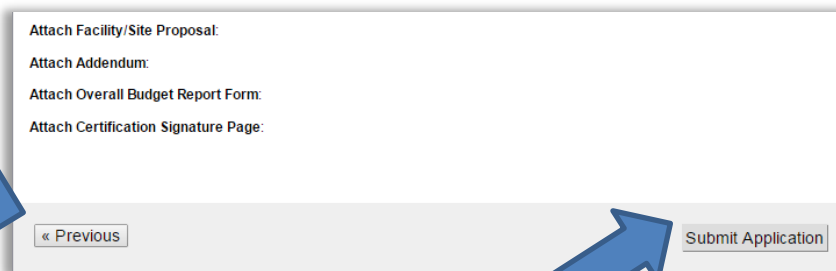
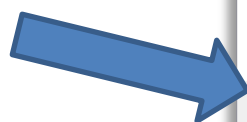


Confirmation Page

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

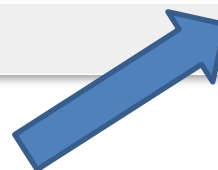
District Name:
Street Address:
City:
State:
Zip:

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

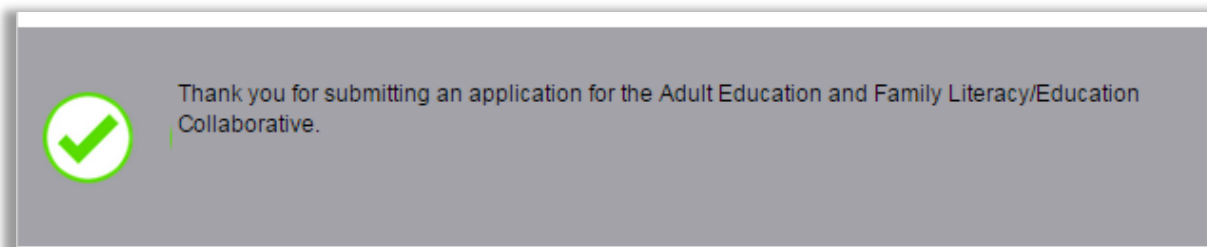



Attach Facility/Site Proposal:
Attach Addendum:
Attach Overall Budget Report Form:
Attach Certification Signature Page:

« Previous Submit Application



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

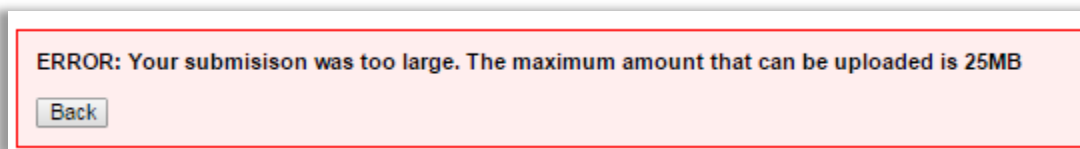


 Thank you for submitting an application for the Adult Education and Family Literacy/Education Collaborative.

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

Troubleshooting Suggestions

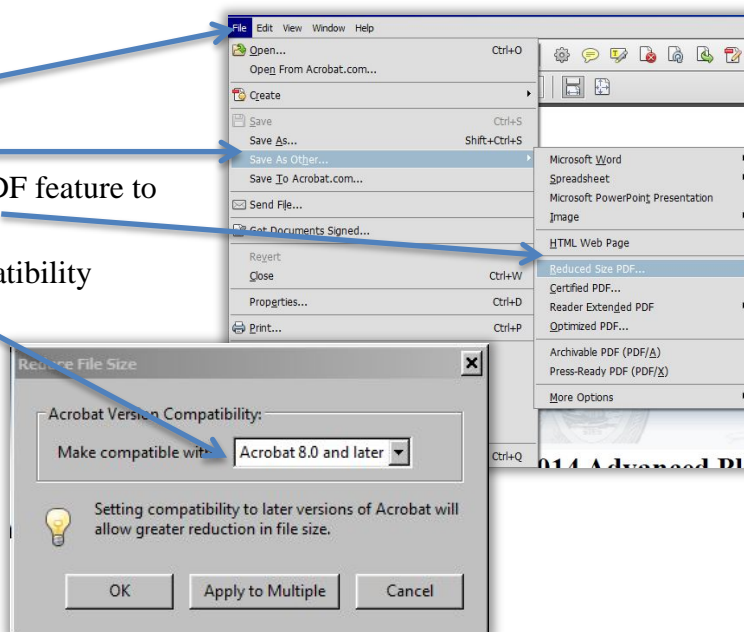
Error Message: Combined files uploaded exceeds 25 MB



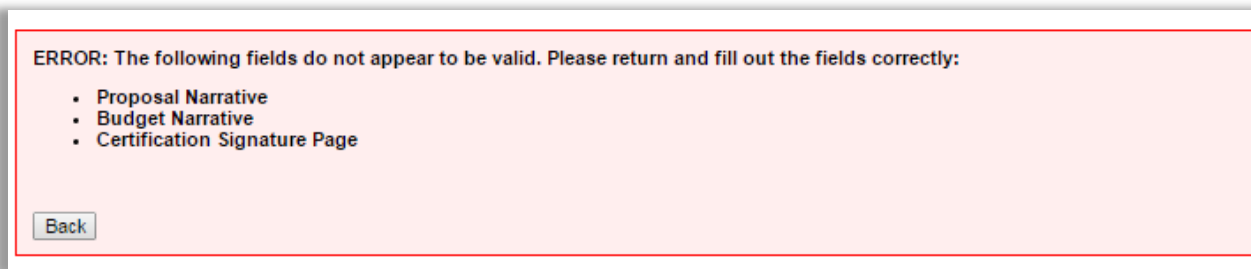
If you received the error message above, the total file size of the attachments is over the **25 MB** limit. Try any of the following to correct the error:

- 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.

A screenshot of a red-bordered error message box. The text inside reads: "ERROR: The following fields do not appear to be valid. Please return and fill out the fields correctly:". Below this text is a bulleted list: "• Proposal Narrative", "• Budget Narrative", and "• Certification Signature Page". At the bottom left of the box is a button labeled "Back".

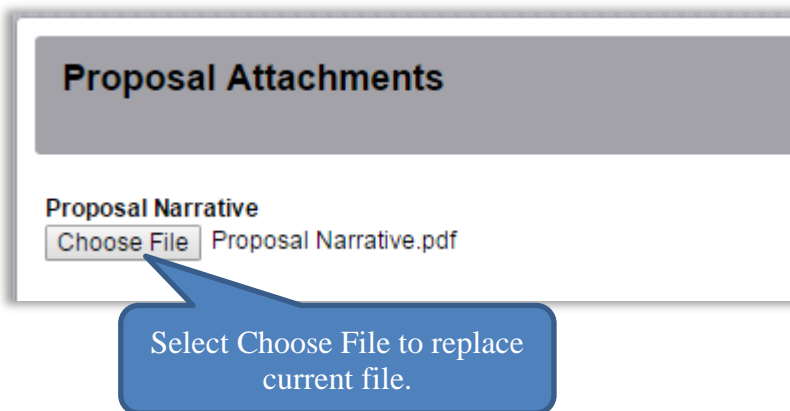
ERROR: The following fields do not appear to be valid. Please return and fill out the fields correctly:

- Proposal Narrative
- Budget Narrative
- Certification Signature Page

Back

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.

A screenshot of the "Proposal Attachments" page. The title "Proposal Attachments" is in a grey header. Below it, under the heading "Proposal Narrative", there is a "Choose File" button and the text "Proposal Narrative.pdf". A blue callout bubble points to the "Choose File" button with the text: "Select Choose File to replace current file.".

Proposal Attachments

Proposal Narrative

Choose File Proposal Narrative.pdf

Select Choose File to replace current file.

Did not receive confirmation email

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