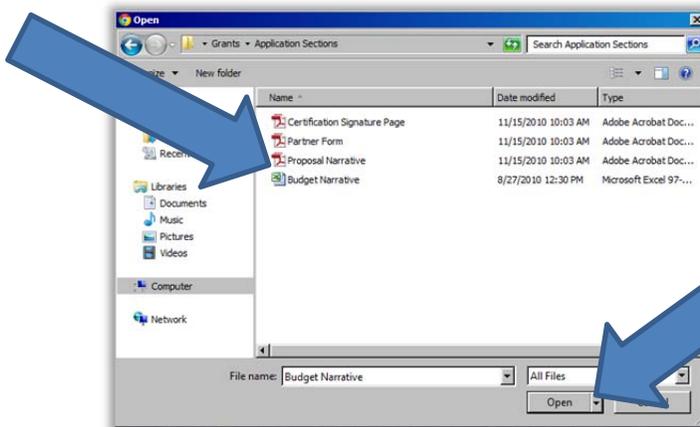
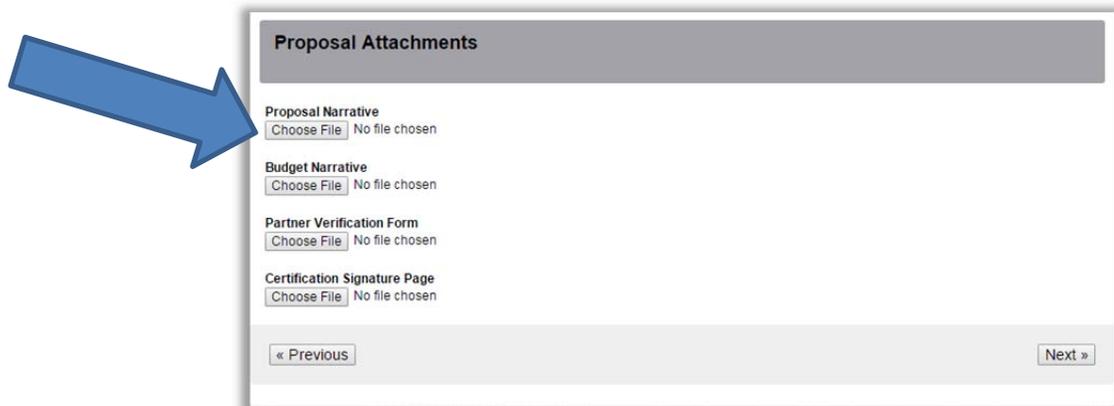


Attaching Documents, Saving Progress, Confirming and Submitting an Application, and Troubleshooting Suggestions

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.



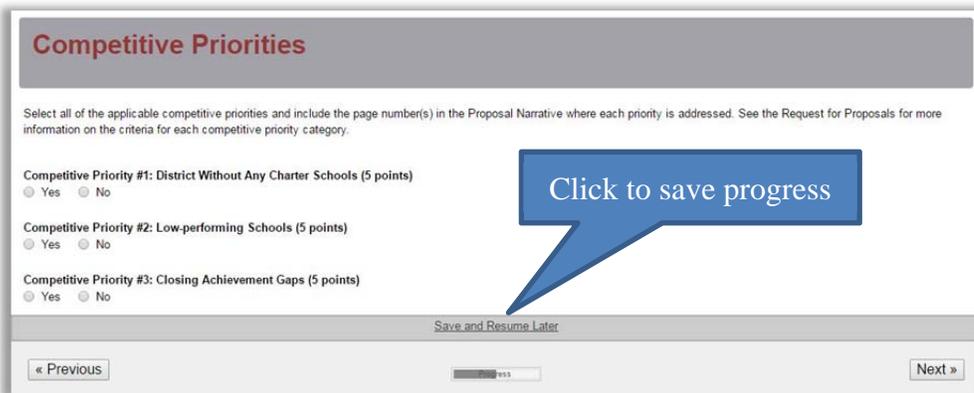
Saving Progress

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.

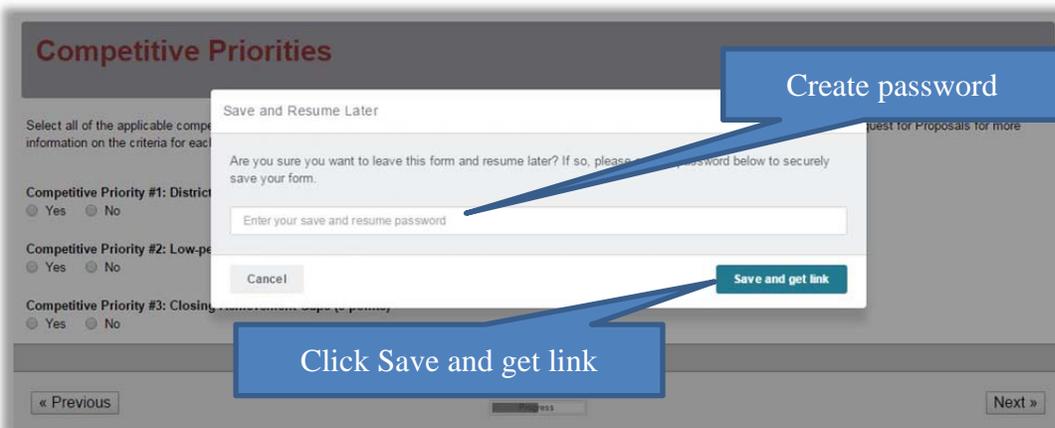


The screenshot shows a form titled "Competitive Priorities" with a grey header. Below the header, there is a paragraph of instructions: "Select all of the applicable competitive priorities and include the page number(s) in the Proposal Narrative where each priority is addressed. See the Request for Proposals for more information on the criteria for each competitive priority category." There are three priority categories, each with a "Yes" and "No" radio button:

- Competitive Priority #1: District Without Any Charter Schools (5 points)
- Competitive Priority #2: Low-performing Schools (5 points)
- Competitive Priority #3: Closing Achievement Gaps (5 points)

At the bottom center of the form, there is a link that says "Save and Resume Later". A blue callout box with a white border and a pointer to the link contains the text "Click to save progress". At the bottom of the form, there are "Previous" and "Next" buttons and a progress indicator.

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.



The screenshot shows the same "Competitive Priorities" form as above, but with a modal dialog box open. The dialog box has a title "Save and Resume Later" and contains the following 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 the text is a text input field with the placeholder "Enter your save and resume password". There are two buttons at the bottom of the dialog: "Cancel" and "Save and get link". A blue callout box with a white border and a pointer to the "Save and get link" button contains the text "Click Save and get link". Another blue callout box with a white border and a pointer to the password input field contains the text "Create password".

A box will appear that will allow you to copy and save the hyperlink or have it sent to you via e-mail. 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 e-mailed, use the e-mail address of the person who is completing the online application. Make sure to enter the e-mail address correctly because the SCDE *does not* have access to hyperlinks or partially completed applications.

The screenshot shows a web form titled "Save and Resume Later". The text reads: "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 warning: "Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning." A blue hyperlink is provided: <https://scde.formstack.com/forms/?i-1706049-hn25WWPOCH>. Below the link, it asks: "Want us to email you this link? Enter your email below and click 'Send save and resume link'." There is an input field for "Your email address" and a blue button labeled "Send save and resume link".

Callouts in blue boxes point to the "Your email address" field with the text "Enter e-mail address" and to the "Send save and resume link" button with the text "Click on Send and save and resume link".

Another dialogue box will confirm the receipt of the e-mail with the hyperlink to the form. Before closing out of the

The screenshot shows a confirmation dialogue box titled "Save and Resume Later". The text reads: "Great! We have sent your link to the supplied email address. Did you not receive the email with the form link?" At the bottom right, there is a blue button labeled "Resend email".

A blue callout box points to the "Resend email" button with the text "Resend e-mail".

online application, check your e-mail in-box for an auto-generated e-mail (see below). If you do not receive the e-mail, check the junkmail box. If the email is not there, click on the Resend e-mail button and check in-box again. If this does not work, the e-mail 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.

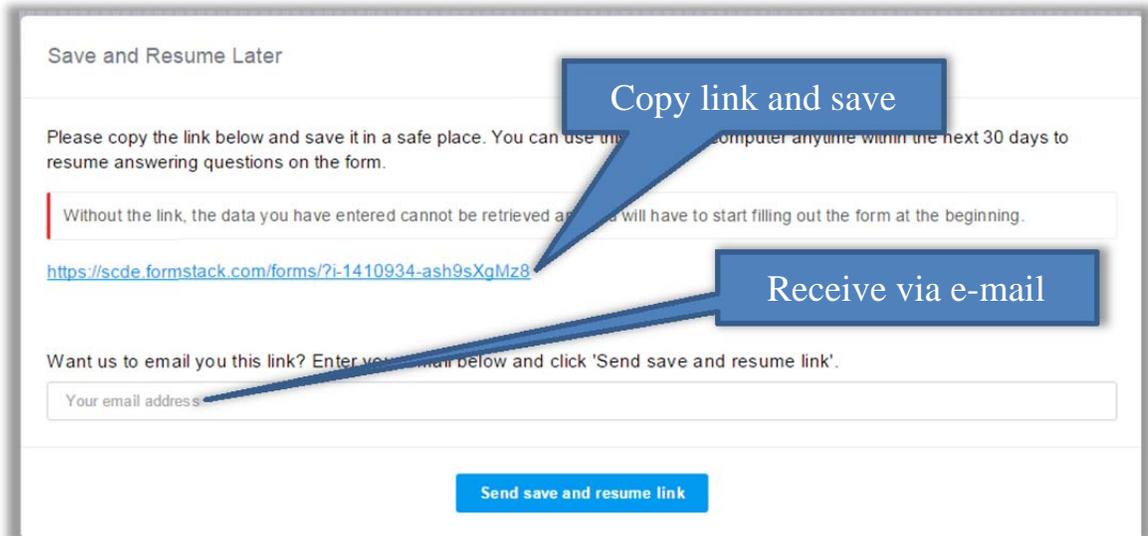
The screenshot shows an email from Formstack. The header includes the Formstack logo and the text "Save and resume link for your form". The body of the email contains the same instructions as the form: "Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form." The warning and the blue hyperlink are circled in red. Below the link, it says "Thanks for saving your answers!". At the bottom, there is a footer: "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 e-mail. Enter the e-mail address of the person completing the online application and click the Send save and resume link button. Make sure you receive the e-mail 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.

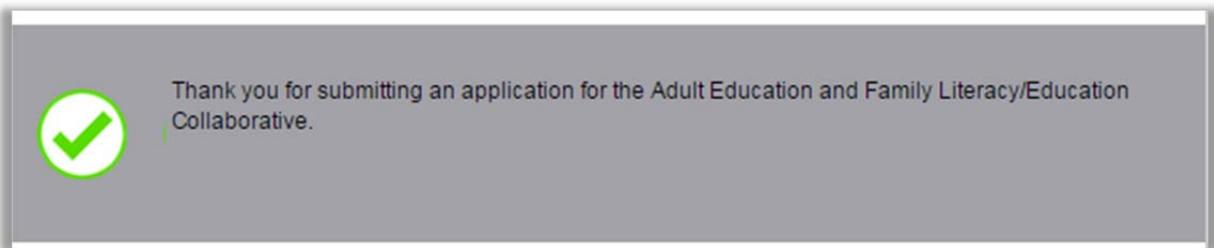
District Name:
Street Address:
City:
State:
Zip:

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

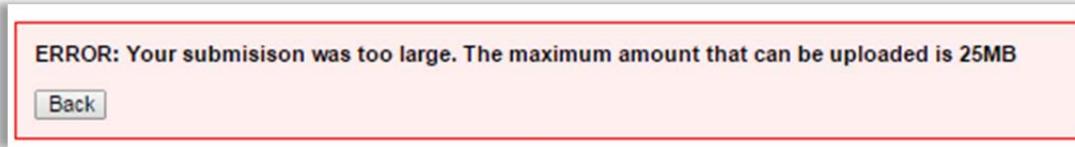
Once all data has been verified, click the Submit Application button to finalize the application process and submit the application.



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

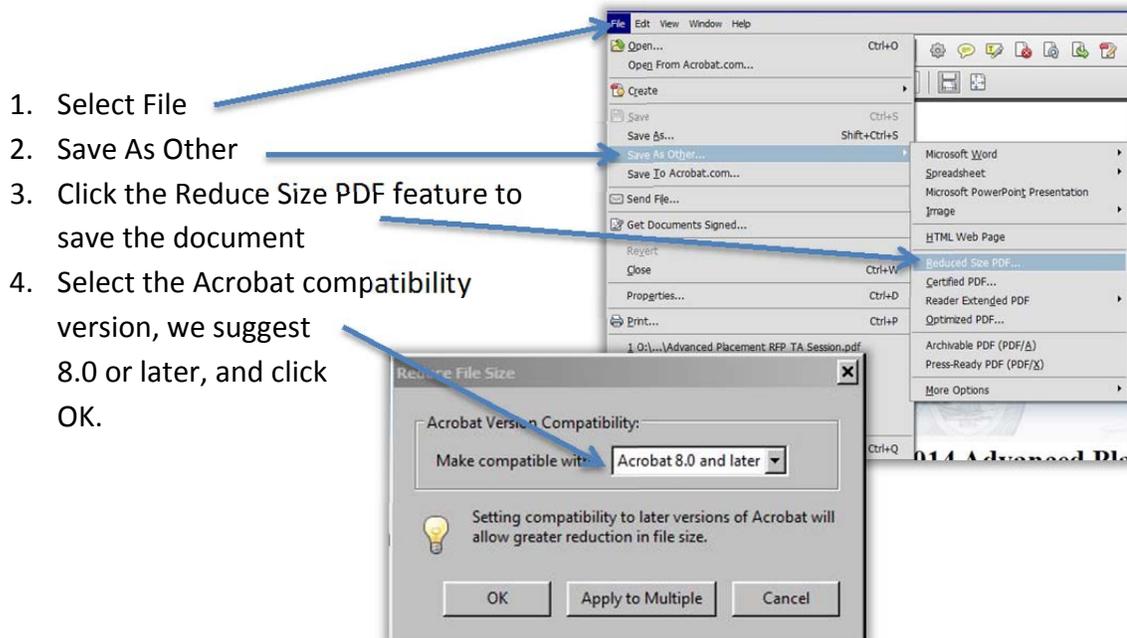
Error Message: Combined files uploaded exceeds 25 MB



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:

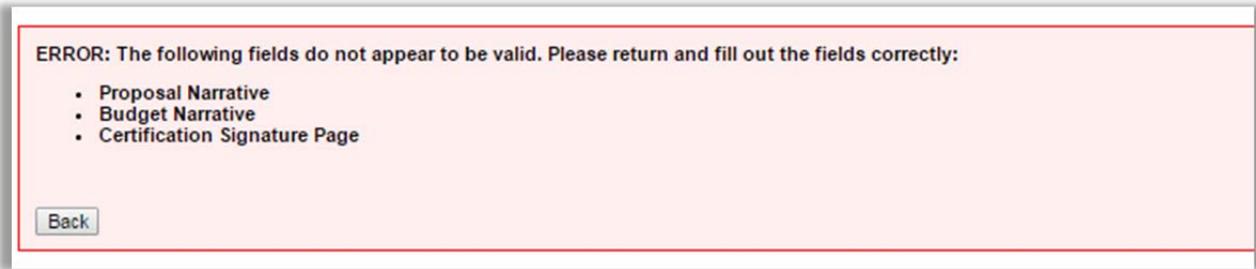
- Save PDF documents in black and white.
For documents that must be *scanned*; scan in black and white. Unless the funder has asked for color, always scan in black and white to create a smaller file size. Most programs no longer require signatures to be signed in blue.
- Do not include unnecessary or 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.



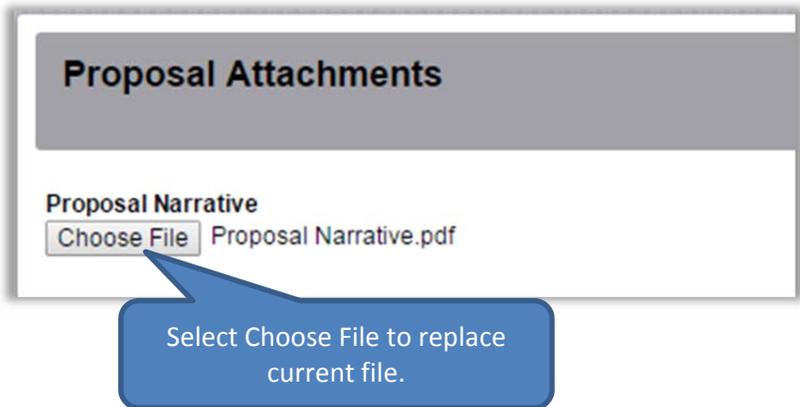
The screenshot shows the Adobe Acrobat Pro interface. The 'File' menu is open, and the 'Save As Other...' option is selected. The 'Reduce Size PDF...' option is also visible. The 'Reduce File Size' dialog box is open, showing 'Acrobat Version Compatibility' set to 'Acrobat 8.0 and later'. A lightbulb icon and text indicate that setting compatibility to later versions of Acrobat will allow greater reduction in file size. The dialog box has 'OK', 'Apply to Multiple', and 'Cancel' buttons.

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.