

# How to Apply for a Champions Grant

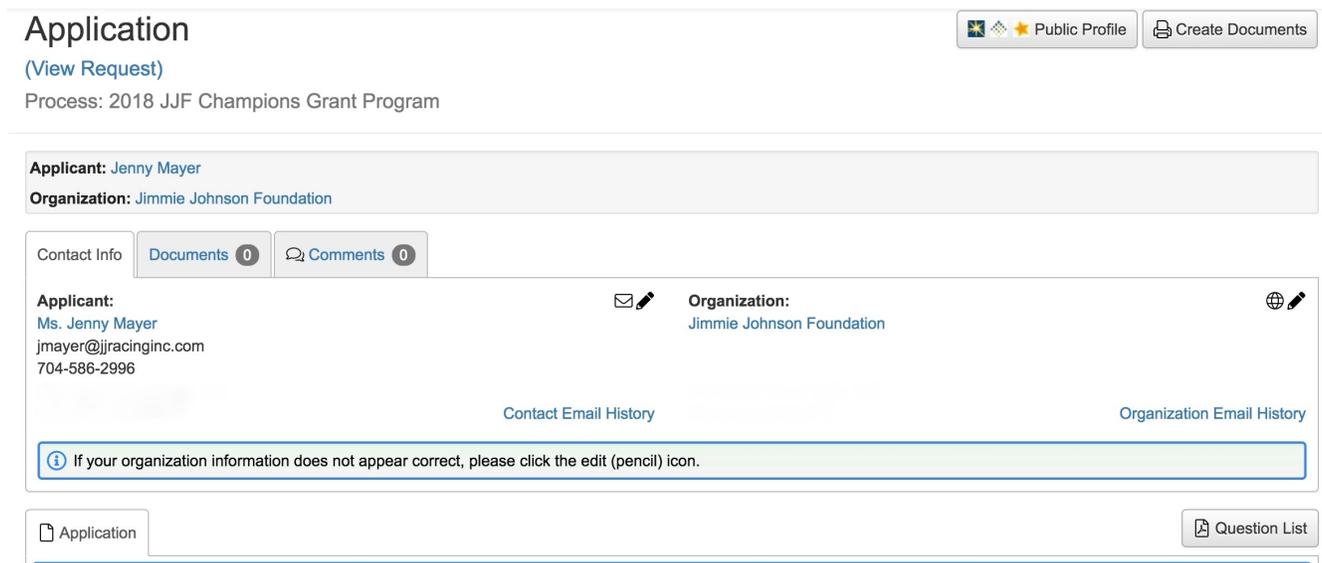
Once logged into system and ready to apply, the applicant accesses the Apply page by clicking on the blue **Apply** link at the top of the page.



The applicant then clicks the blue **Apply button** associated with the Champions Grant Application.



- Upon clicking on the **Apply button** the applicant will be taken into the application page.



- Note that the Organization Information and the Applicant's contact information, which was entered during registration, is automatically pulled into the top of the form.
- The Applicant can click on the **"Question List"** button on the right side of the page to download a PDF of all the questions on the form.
- After the applicant has answered at least one field on the form, and reloaded the page, the **"Application Packet"** button will appear on the right side of the page, as well.

- Clicking on the “**Application Packet**” button will create a PDF of the Application that includes all of the questions on the form and the applicant’s responses to each answered question.
  - File upload questions will show the name of the file uploaded directly below the question label. The actual file will be attached at the bottom of the packet.

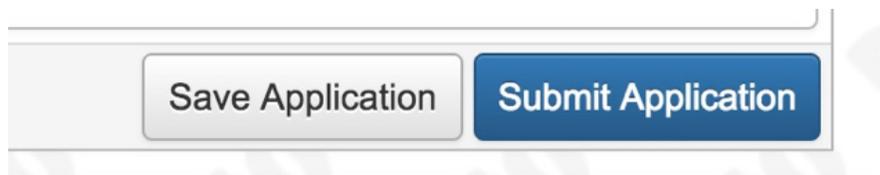
When ready, the applicant can begin responding to questions. After an answer has been entered into one field, the form is automatically saved as a “**Draft**” on the applicant’s dashboard and a Request is created.

As the applicant answers questions the system will “**Auto Save**” their answers. The system automatically saves:

- As soon as the applicant selects a list option,
- After every 100 characters the applicant enters into a text area, and
- When the applicant clicks out of any answer box.
  - The answer being saved will briefly be highlighted in green when you click out of the box. This is the visual indicator that the answer was saved.
  - Should the applicant’s web browser close, or computer restart the applicant’s responses will be present when the applicant logs back in.
- For fields with set **character limits**, responses that are longer than the set limit will be saved, **but** an error message will appear informing the applicant the the limit has been exceeded.
  - The applicant will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File **upload fields** will only accept one file, per field.
  - If the applicant attempts to upload a file that is larger than the set MiB limit, they will receive an error message informing the applicant that the file is too large and the file **will not** be saved.
  - Once a file has been uploaded, it may be **deleted** by clicking delete file button and a new file can be uploaded.
  - If a particular file type is required, and the applicant attempts to upload a different file type, the applicant will receive a warning letting them know that their file type is not accepted and they will not be able to upload the file.

### Save

- Even though the system is auto-saving there is still a “**Save**” button at the bottom of the form.



- When the applicant clicks save, they are taken to a confirmation page so they know the save was successful.
  - If the applicant clicks “**Continue**” they are taken back into the form.

- If the applicant saves and exits the system, the applicant will access the **draft of the form** from their **Dashboard** the next time they log in. They may continue working on their draft by clicking the **“Edit Application”** link to the right of the request.

Jimmie Johnson Foundation John Fiction

## Applicant Dashboard

<p><b>Applicant:</b> Mr. John Fiction JohnFiction@invalid.email.com 555-555-5557 1112 Sample Street Charlotte, NC 28224 USA</p>	<p> <b>Organization:</b> Example Org B 13-1635296 555-555-5556 1112 16th Street NW Suite 600 Denver, CO 55555</p>
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[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

▼ Innovative Computer Science Lab

**Process:** 2018 JJF Champions Grant Program

Application	Draft	01/02/2018	<a href="#">Edit Application</a>
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### Submit

- When all of the form fields are complete, the applicant scrolls to the bottom of the form and clicks on the **“Submit”** button

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Save Application

Submit Application

- If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
  - An error message appears listing the fields that need to be completed or updated.
  - These fields are outlined in red so they are easy to identify as the applicant scrolls through the form.
- When an application is submitted successfully, the applicant will be taken to a confirmation page.

## Confirmation Page

Your Application has been submitted.

Continue

- When the applicant clicks **“Continue”** they are taken to their dashboard.