ADVANCED RESEARCH GRANTS PROGRAM

RESEARCH GRANTS PROGRAM — *FUNDS TO GROW*

A program of: **Puerto Rico Science, Technology & Research Trust**

Welcome to the Advanced Research Grants Program Application Portal

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. *Your password must be at least 8 characters in length.* Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

Log In   Forgot your password?

Need an Account?

Sign Up

To access the application you must create an account.

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Advanced Research Grants Homepage

Profile

In order to gain access to the **Advanced Research Grants** application, the applicant must first register by creating a user profile.

Information on the User Profile will be used as a statistical metric and will not be used as evaluation criteria.

Instructions:

Please click "+Create a Profile to Get Started" to begin your Profile.

Please click the edit "Pen & Paper" icon to complete your Profile. You can always view your Profile by clicking the "Eye" icon.

The Profile is always editable. You cannot start your application until you have completed the Profile.

+ Create a Profile to Get Started

The first step is to create your profile.

wize**hive**

Principal Investigator (PI)

Name *

Last Name *

Legal Entity Name *

Legal Entity Type *

○ Academic

○ Non-Profit

○ For Profit

Email Address *

Phone Number *

Cell Phone Number (optional)

Work Postal Address *

City *

State *

Zipcode *

Administrator Contact

Please provide contact information for your entity's external research funds administrator (Non-PI). This person will be included in all communications related to your future applications.

Full Name *

Position *

Email Address *

Phone Number *

Postal Address *

City *

State *

Zipcode *

The following questions are intended for statistical purposes only and will not be considered for evaluation of the applications submitted.

The following questions are intended for statistical purposes only and will not be considered for evaluation of the applications submitted.

Gender *

○ Female

○ Male

○ Prefer not to say

○ Prefer to self-describe

Highest Academic degree received *

○ High School

○ Associate

○ Bachelor

○ Master

○ PhD

○ MD

○ MD/PhD

Have you applied for Trust's Funds before? *

○ Yes

○ No

Have you received Trust's Funds before? *

○ Yes

○ No

Have you received federal/private funding before (other than the Trust)? *

○ Yes

○ No

Please provide your ORCID ID. If you don't have one please register here

ORCID number *

[   ]

You can save a draft of your profile and return later to complete it.

Once completed please click the blue "Save" button.

Save Draft   **Save**

Success!

Your profile is now complete.
Your next step is to start your entry.

[OK]

Advanced Research Grants Homepage

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Profile	⊘ Complete	👁 ✎

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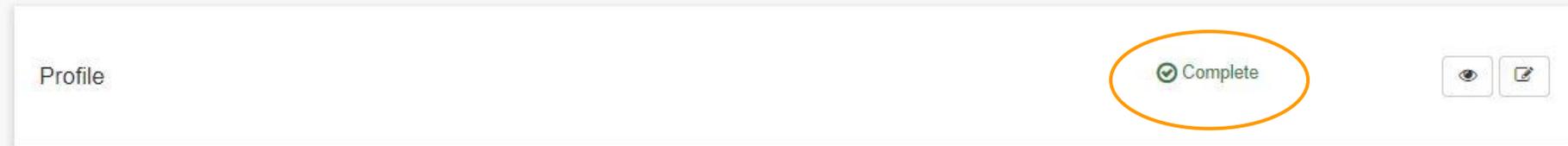
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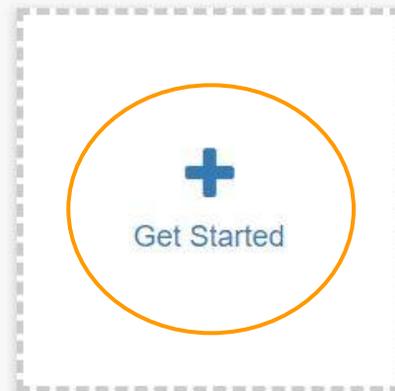
Profile	⊘ Complete	👁 ✎

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+

Get Started

Once your profile is completed (see above) you can get started with your application (left).

The **Advanced Research Grants** (ARG) aims to support the most innovative and relevant R&D projects on the island from researchers at academic, nonprofit and for-profit institutions.

Before applying please refer to the guidelines which can be found here.

The ARG application process consists of two phases: **Letter of Intent** (LOI) and **Full Proposal**.

Interested applicants must first submit an LOI. The applicant will have the option to apply under one of the following categories:

- Basic/Translational Research
- Technology/Product Development for Commercialization.

If the Trust finds that the project proposed in the LOI is responsive to the selection criteria and have the potential to contribute to the strategic research and technology areas of interest, the applicant will be invited to submit a Full Proposal. Please note that an invitation to submit a Full Proposal will not constitute intent to award.

Deadline to submit an LOI: November 7, 2018 until 11:59pm (AST).

Deadline for full proposal**: February 6, 2019 until 11:59pm (AST).

**Only invited applicants will have access to the full proposal stage.

For questions, please contact the Grants Advisory Team, ONLY through grants@prsciencetrust.org. Answers will be provided in 24-72 hours.

Instructions:

The newest steps will always be the first ones. Your previous steps will be below the newest steps. These will be in a read-only format.

When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your application.

Once you click "Submit" the application will no longer be editable.

To start your Letter of Intent (LOI), click on the "Pen & Paper" icon.

Letter of Intent

Letter of Intent   🌓 In Progress   👁 🖊

Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Letter of Intent Submission   Submit

Instructions:

When you have completed every section of the application, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

Advance Research Grant Letter of Intent (LOI) Application

Deadline to submit an LOI: November 7, 2018 until 11:59pm (AST).

For questions, please contact the Grants Advisory Team, ONLY through grants@prsciencetrust.org. Answers will be provided in 24-72 hours.

I. Project Information Summary

1. Project Title: *

2. Strategic Sector: *
- ○ Information and Communications Technology
- ○ Biotechnology and Life Sciences
- ○ Medical Devices
- ○ Aerospace
- ○ Clean Technologies/Renewable Energy
- ○ Agriculture
- ○ Environmental Sciences
- ○ Electronics
- ○ Other

3. Project Management

a. Principal Investigator: *

b. Key Personnel/Collaborators (3 max):

Key Personnel/Collaborator 1:

Key Personnel/Collaborator 2:

Key Personnel/Collaborator 3:

4. Type of research: *
- ○ Basic/Translational Research
- ○ Technology/Product Development for Commercialization

Questions will vary according to the "Type of Research" selected. You can only select one.

Save Draft   Save

4. Type of research: *

○ Basic/Translational Research

○ Technology/Product Development for Commercialization

Please Note: For all responses with word limits, if you copy and paste from another source (example - Word Document) there is the possibility that the response will cutoff if you go over the word limit. Check your responses for completeness before submission.

These are the questions for "Basic/Translational Research".

II. Project Description

1. Research/Technology Summary (7,000 characters with spaces): *

Describe your research/technology and explain the current status of the project. What is the significance of the project? How is the research or technology novel and unique when compared to gold standard methods/technology and other new projects under development? Identify the gaps and/or discrepancies in the field.

2. Rationale for funds requested (3,500 characters with spaces): *

Briefly explain the project's plan and the goals expected to be accomplished with the Trust funds?

3. Project Team (5,600 characters with spaces): *

Describe the composition of the project team that will be responsible for implementing the project. Explain how the project team possesses the skills and experience necessary to achieve the proposed objectives. If the project is to be conducted in collaboration with a third party entity (e.g. a collaboration with academia, other private entity, etc.) please provide information about the third party entity and their expected scope of work.

3. Project Team (5,600 characters with spaces): *

Describe the composition of the project team that will be responsible for implementing the project. Explain how the project team possesses the skills and experience necessary to achieve the proposed objectives. If the project is to be conducted in collaboration with a third party entity (e.g. a collaboration with academia, other private entity, etc.) please provide information about the third party entity and their expected scope of work.

4. Suggested Areas of Expertise for Review

a. To facilitate the review of the LOI, please identify three (3) areas of expertise which are suggested for its evaluation. *

b. Please include 3-5 keywords that identify key elements that are relevant to the research/technology. *

Save Draft   Save

4. Type of research: *

○ Basic/Translational Research

◉ Technology/Product Development for Commercialization

Please Note: For all responses with word limits, if you copy and paste from another source (example - Word Document) there is the possibility that the response will cutoff if you go over the word limit. Check your responses for completeness before submission.

II. Project Description

These are the questions for "Technology/Product Development for Commercialization".

1. Research/Technology Summary (7,000 characters with spaces): *

Describe your research/technology and explain the current status of the project. What is the significance of the project? How is the research or technology novel and unique when compared to gold standard methods/technology and other new projects under development? Identify the gaps and/or discrepancies in the field.

2. Rationale for funds requested (3,500 characters with spaces): *

Briefly explain the project's plan and the goals expected to be accomplished with the Trust funds?

3. Market Opportunity (3,500 characters with spaces): *

Provide a brief statement of the market need. How does your technology provide a solution to this need? What are the competing technologies? What is the competitive advantage of your work over existing methods and/or technologies?

4. Project Team (5,600 characters with spaces): *

Describe the composition of the project team that will be responsible for implementing the project. Explain how the project team possesses the skills and experience necessary to achieve the proposed objectives. If the project is to be conducted in collaboration with a third party entity (e.g. a collaboration with academia, other private entity, etc.) please provide information about the third party entity and their expected scope of work.

5. Technology Transfer: Is the technology being transferred from a local research institution? *

○ Yes

○ No

Provide name of the research institution: *

6. Suggested Areas of Expertise for Review

a. To facilitate the review of the LOI, please identify three (3) areas of expertise which are suggested for its evaluation. *

b. Please include 3-5 keywords that identify key elements that are relevant to the research/technology. *

You can save a draft and return later to complete it.

Once completed please click the blue "Save" button.

Save Draft   Save

Advanced Research Grants Homepage > test | test

The **Advanced Research Grants** (ARG) aims to support the most innovative and relevant R&D projects on the island from researchers at academic, nonprofit and for-profit institutions.

Before applying please refer to the guidelines which can be found here.

The ARG application process consists of two phases: **Letter of Intent** (LOI) and **Full Proposal**.

Interested applicants must first submit an LOI. The applicant will have the option to apply under one of the following categories:

- **Basic/Translational Research**
- **Technology/Product Development for Commercialization.**

If the Trust finds that the project proposed in the LOI is responsive to the selection criteria and have the potential to contribute to the strategic research and technology areas of interest, the applicant will be invited to submit a Full Proposal. Please note that an invitation to submit a Full Proposal will not constitute intent to award.

Deadline to submit an LOI: November 7, 2018 until 11:59pm (AST).

Deadline for full proposal**: February 6, 2019 until 11:59pm (AST).

**Only invited applicants will have access to the full proposal stage.

For questions, please contact the Grants Advisory Team, ONLY through grants@prsciencetrust.org. Answers will be provided in 24-72 hours.

Instructions:

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When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your application.

Once you click "Submit" the application will no longer be editable.

Once the LOI is completed, don't forget to click on the green "Submit" button (see below) to finish your submission.

Letter of Intent

Letter of Intent   ⊘ Complete   👁 ✎

Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Letter of Intent Submission   Submit

Instructions:

When you have completed every section of the application, the "Submit" button to the right will become green and clickable.

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Profile	⊘ Complete	👁 ✏

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+

Add Another

test | test

Created on 10/22/2018

Letter of Intent

On the Homepage, the yellow bar indicates the LOI submission is incomplete.

Advanced Research Grants Homepage

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Profile	⊘ Complete	👁	✎

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- If the status bar is **red**, that means that there is an error and the applicant should reach out to you or an administrator.

+

Add Another

test | test

Created on 10/24/2018

Under Review

Once it turns grey, the LOI submission was completed and is under review.

Advanced Research Grants Homepage

Profile

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Profile	⊘ Complete	👁 ✎

Instructions:

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- If the status bar is **red**, that means that there is an error and the applicant should reach out to you or an administrator.

+
Add Another

test | test

Created on 10/22/2018

Full Proposal

Only invited applicants will have access to the Full Proposal stage. Invited applicants will be notified by email. The status bar will turn yellow to indicate that an action must be completed.

Full Proposal

Full Proposal

○ Not Started   Start Now ›

Instructions:

If you have not started this section, please click the "Start Now" button to the right.

If you have already started this section, please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

The Full Proposal stage will be at the top. Press "Start Now" to access it.

Full Application Submission

Submit

Instructions:

When you have completed every section of the application, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

Letter of Intent

Letter of Intent

👁 ✎

Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Letter of Intent Submission

✔ This has been submitted.

Instructions:

Thank you for submitting your application.

Your application is now in the process of being reviewed and you will be contacted if any additional information is needed.

Advance Research Grant Full Proposal

Only invited applicants will be able to submit a full proposal to the **Advanced Research Grant (ARG)**.

Deadline for the Full proposal: TBD until 11:59 pm (AST).

For questions, please contact the Grants Advisory Team, only through grants@prsciencetrust.org. Answers will be provided in 24-72 hours.

I. Project Information Summary

1. Project Title: *

2. Strategic Sector: *

- ○ Information and Communications Technology
- ○ Biotechnology and Life Sciences
- ○ Medical Devices
- ○ Aerospace
- ○ Clean Technologies/Renewable Energy
- ○ Agriculture
- ○ Environmental Sciences
- ○ Other

3. Project Management

a. Principal Investigator: *

b. Key Personnel/Collaborators (3 max):

Key Personnel/Collaborator 1:

Key Personnel/Collaborator 2:

Key Personnel/Collaborator 3:

IMPORTANT: Please make sure you select the type of research for which you were invited to submit a full proposal. Application format and evaluation criteria vary by type of research.

4. Type of research: *

- ○ Basic/Translational Research
- ○ Technology/Product Development for Commercialization

As in the LOI, questions will vary according to the "Type of Research" selected. Make sure to select the same one as in your LOI.

Save Draft   Save

IMPORTANT: Please make sure you select the type of research for which you were invited to submit a full proposal. Application format and evaluation criteria vary by type of research.

4. Type of research: *

⦿ Basic/Translational Research **These are the questions for "Basic/Translational Research".**

◯ Technology/Product Development for Commercialization

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II. Project Description

1. Executive Summary (3,500 characters with spaces): *

Include an overall technical project description at a level that will be accessible to a technically competent non-specialist. Include a summary of project length, cost, key performance milestones, and deliverables. Proposer should identify the novelty/originality in their proposal, (whether technical, market-focus or both).

2. Research/Technology Background (3,500 characters with spaces): *

Explain the technology and/or scientific advancement. The technology and/or proposed scientific advancement should be placed in a state-of-the-art context of similar, related, and competing efforts being carried out worldwide. How is the technology/discovery novel and unique? Include a brief discussion of why this funding mechanism is particularly adequate for the idea (as opposed to funding from other agencies or other funding mechanisms).

3. Preliminary Data (7,000 characters with spaces): *

What has the proposer accomplished to date in terms of research, development and/or commercialization efforts? Describe how preliminary data support the hypothesis to be tested and the feasibility of the project.

Please include figures, figure legends and tables as one PDF attachment. All included figures/tables must be cited in the text. Maximum of five figures/tables. *

Label file: PD_Figures.pdf

+ Select a file ❓

4. Statement of Work (SOW): Aims, milestones and timeline (10,500 characters with spaces): *

Include an overall project plan that includes a Statement of Work with task descriptions, quarterly technical performance milestones, and specific final program aims. The inclusion of timelines or Gantt charts is highly encouraged. How will success on the project be measured? Proposals should state clearly the expected duration of the project and a rationale for it.

Please include figures, figure legends and tables as one PDF attachment. All included figures/tables must be cited in the text. Maximum of three figures/tables. *

Label file: SOW_Figures.pdf

+ Select a file   ❷

5. Project Management and Collaborators (7, 000 characters with spaces): *

Provide a brief summary of the project team members, including their relevant skills and time commitment to the proposed project. If the project is to be conducted in collaboration with a third party entity (e.g. a collaboration with academia, other private entity, etc.) please provide information about the third party entity and their expected scope of work. If specific consultants will be critical for the project's success, please also include a summary of their role.

Please include the Curriculum vitae of key personnel and consultants as one PDF document (maximum of four pages per person). *

Label file: CV.pdf

+ Select a file   ❷

6. Resources and Environment (3,500 characters with spaces): *

Describe the resources (e.g. equipment and facilities) that will be used to conduct the proposed work and how these contribute to the probability of success. If resources are to be accessed from third-party collaborators, provide evidence of third party's support to the Project (e.g. Letter of support in the section below).

7. Budget Narrative (3,500 characters with spaces) and Budget table: *

In the budget narrative justify the uses of funds for the proposed timeline. In a table, itemize all proposed direct costs for personnel, materials, equipment, travel, subcontractors, consultants, and/or suppliers, and facilities. Include indirect cost if applicable. Please refer to the ARG Guidelines for allowable costs.

Please include an itemized Budget Table using the provided template and include it as a PDF attachment. *

Label file: Budget.pdf

+ Select a file   ❷

[Itemized Budget Table template] (https://drive.google.com/file/d/1Ghf84y7sQvnqVDO6Smi4NqRWXbu9ZOi5/view?usp=sharing)

8. Keywords: *

Please include 3-5 keywords that identify key elements that are relevant to the research/technology.

9. Potential Reviewers (optional):

Provide three (3) potential reviewers that may have the adequate expertise to review your proposal. The reviewer must not be located in Puerto Rico. The suggested reviewers will be considered but not necessarily selected for review. All reviewers will be subjected to a conflict of interest statement.

10. Support Letters. Please include all letters as PDF attachments. Maximum of five letters.

Provide any letters necessary to demonstrate the support of key collaborators and consultants included in the application. This section **must** also include a letter of institutional commitment from authorized personnel that acknowledges support for the application; if applicable, include information regarding matching funds or in-kind support for the application.

Support Letter 1 *

Label file: Support_Letter1.pdf

+ Select a file [   ] ❓

Support Letter 2

Label file: Support_Letter2.pdf

+ Select a file [   ] ❓

Support Letter 3

Label file: Support_Letter3.pdf

+ Select a file [   ] ❓

Support Letter 4

Label file: Support_Letter4.pdf

+ Select a file [   ] ❓

Support Letter 5

Label file: Support_Letter5.pdf

+ Select a file [   ] ❓

11. Bibliography, as applicable. Please add as one PDF attachment.

+ Select a file [   ] ❓

Save Draft   Save

4. Type of research: *

○ Basic/Translational Research

◉ Technology/Product Development for Commercialization

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II. Project Description

1. Executive Summary (3,500 characters with spaces): *

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2. Research/Technology Background (3,500 characters with spaces): *

Explain the technology and/or scientific advancement. The technology and/or proposed scientific advancement should be placed in a state-of-the-art context of similar, related, and competing efforts being carried out worldwide. How is the technology/discovery novel and unique? Include a brief discussion of why this funding mechanism is particularly adequate for the idea (as opposed to funding from other agencies or other funding mechanisms).

3. Intellectual Property (3,500 characters with spaces): *

Include a description of the intellectual property (IP) landscape for the technology or innovation. How does the applicant plan to protect any IP resulting from this project? If applicable, describe any IP obtained at present. In the case of technology development, if the technology is being transferred from a local research institution, provide the name of the institution and explain briefly the type of agreement reached with the institution.

4. Preliminary Data (7,000 characters with spaces): *

What has the proposer accomplished to date in terms of research, development and/or commercialization efforts? Describe how preliminary data support the hypothesis to be tested and the feasibility of the project.

Please include figures, figure legends and tables as one PDF attachment. All included figures/tables must be cited in the text. Maximum of five figures/tables. *

Label file: PD_Figures.pdf

+ Select a file   ❓

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Include an overall project plan that includes a Statement of Work with task descriptions, quarterly technical performance milestones, and specific final program aims. The inclusion of timelines or Gantt charts is highly encouraged. How will success on the project be measured? Proposals should state clearly the expected duration of the project and a rationale for it.

Please include figures, figure legends and tables as one PDF attachment. All included figures/tables must be cited in the text. Maximum of three figures/tables. *

Label file: SOW_Figures.pdf

+ Select a file   ❓

6. Project Management and Collaborators (7, 000 characters with spaces): *

Provide a brief summary of the project team members, including their relevant skills and time commitment to the proposed project. If the project is to be conducted in collaboration with a third party entity (e.g. a collaboration with academia, other private entity, etc.) please provide information about the third party entity and their expected scope of work. If specific consultants will be critical for the project's success, please also include a summary of their role.

Please include the Curriculum vitae of key personnel and consultants as one PDF document (maximum of four pages per person). *

Label file: CV.pdf

+ Select a file   ❓

7. Resources and Environment (3,500 characters with spaces): *

Describe the resources (e.g. equipment and facilities) that will be used to conduct the proposed work and how these contribute to the probability of success. If resources are to be accessed from third-party collaborators, provide evidence of third party's support to the Project (e.g. Letter of support in the section below).

8. Commercialization Plan (7, 000 characters with spaces): *

Provide a clear and concise description of the proposed technology's market potential and the planned path to commercialization. The description needs to, at a minimum, address the following basic questions: #####Who will be doing the commercialization? What is the projected time for commercialization? How will the plan be carried out? How much (in round numbers) will the commercialization cost? What are the initial target markets and their approximate size? Who are your initial customers and what value does the technology provide to them? What is the competitive advantage that will help your product succeed? #####The potential economic development impact (e.g. company collaborations, startups, spinouts, new or enhanced product offerings, job creation, licensing opportunities, etc.) and any related special circumstances should be clearly described.

9. Budget Narrative (3,500 characters with spaces) and Budget table: *

In the budget narrative justify the uses of funds for the proposed timeline. In a table, itemize all proposed direct costs for personnel, materials, equipment, travel, subcontractors, consultants, and/or suppliers, and facilities. Include indirect cost if applicable. Please refer to the ARG Guidelines for allowable costs.

Please include an itemized Budget Table using the provided template and include it as a PDF attachment. *

Label file: Budget.pdf

+ Select a file ❓

[Itemized Budget Table template] (https://drive.google.com/file/d/1Ghf84y7sQvnqVDO6Smi4NqRWXbu9ZOi5/view?usp=sharing)

10. Keywords: *

Please include 3-5 keywords that identify key elements that are relevant to the research/technology.

11. Potential Reviewers (optional):

Provide three (3) potential reviewers that may have the adequate expertise to review your proposal. The reviewer must not be located in Puerto Rico. The suggested reviewers will be considered but not necessarily selected for review. All reviewers will be subjected to a conflict of interest statement.

12. Support Letters. Please include all letters as PDF attachments. Maximum of five letters.

Provide any letters necessary to demonstrate the support of key collaborators and consultants included in the application. This section **must** also include a letter of institutional commitment from authorized personnel that acknowledges support for the application; if applicable, include information regarding matching funds or in-kind support for the application. For projects under Technology/Product Development for Commercialization also include letters from current and/or prospective customers or commercialization partner in support of the proposed project (these must be submitted on institution letterhead from authorized personnel).

Support Letter 1 *

Label file: Support_Letter1.pdf

➕ Select a file

❓

Support Letter 2

Label file: Support_Letter2.pdf

➕ Select a file

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Support Letter 3

Label file: Support_Letter3.pdf

➕ Select a file

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Support Letter 4

Label file: Support_Letter4.pdf

➕ Select a file

❓

You can save a draft and return later to complete it.

Support Letter 5

Label file: Support_Letter5.pdf

➕ Select a file

❓

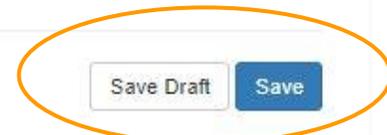**13. Bibliography, as applicable. Please add as one PDF attachment.**

Label file: Bibliography.pdf

➕ Select a file

❓

Once completed please click the blue "Save" button.

Save Draft   Save

Full Proposal

Full Proposal

⊘ Complete

Instructions:

If you have not started this section, please click the "Start Now" button to the right.

If you have already started this section, please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Full Application Submission

Submit

Instructions:

When you have completed every section of the application, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

Once the Full Proposal is completed, don't forget to click on the green "Submit" button (see above) to finish your submission.

Letter of Intent

Letter of Intent

Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Letter of Intent Submission

✔ This has been submitted.

Instructions:

Thank you for submitting your application.

Your application is now in the process of being reviewed and you will be contacted if any additional information is needed.

Advanced Research Grants Homepage

Profile

In order to gain access to the **Advanced Research Grants** application, the applicant must first register by creating a user profile.

Information on the User Profile will be used as a statistical metric and will not be used as evaluation criteria.

Instructions:

Please click "+Create a Profile to Get Started" to begin your Profile.

Please click the edit "Pen & Paper" icon to complete your Profile. You can always view your Profile by clicking the "Eye" icon.

The Profile is always editable. You cannot start your application until you have completed the Profile.

Profile	⊘ Complete	👁	✎

Instructions:

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

- If the status bar is **grey**, in color, their application is in a review status, and no action needs to be taken at the moment.
- If the status bar is **orange**, that means that there is an action/step that the applicant needs to take. A form needs to be filled out, etc.
- If the status bar is **red**, that means that there is an error and the applicant should reach out to you or an administrator.

+

Add Another

test | test

Created on 10/22/2018

Under Review

The status bar will turn grey to indicate the submission was completed and is under review.