ONLINE SUBMISSION INSTRUCTIONS

Registering and Logging In

- Select the award, grant or scholarship from the ONS Foundation website at
  http://www.onsfoundation.org/
- Scroll down to *To Apply Online* click on *Access the online application.*
- The ONS Foundation uses Grantmaker a web based application system for application submissions.
  - **New Users**: Click on "Register Now"
  - Type in your email address which will be your User Name
  - Enter your first and last name
  - Select a password and confirm the password. Click Save.
- Your Grantmaker username and password is good for all ONS Foundation and ONS awards.

Important note: If you are logged in and the application does not appear or cannot be found under *My Apps* (top left corner of the page) return to the ONS Foundation website http://www.onsfoundation.org go to the application that you want to submit and click on *Access the online application.* This process places the application in your queue - please check the title of the application to be sure you have accessed the correct application.

Return Login
- https://www.closerware.com/intake/Login.do login in as "Registered User"
- Type in your user name (email address)
- Type in your password in both spaces and hit Enter
- You will land on the application screen

Saving and Returning

- Be sure to click the **"Save"** button before leaving the application screen. Your work will be saved to complete later. Log out on the top left hand corner of the screen.
- **Save your entries frequently as there is a time out feature in the system.**

$5 Application Fee is required for ONS Foundation Academic Scholarships

- Please pay fee through ONS Store at
- https://www.ons.org/store/accessories/academic-scholarship-application-fee
  You will receive a confirmation email, please enter your Order number on your application.

General Information

- Enter the information requested in the fields in this section.
- The information can either be entered manually or pasted from another document.
  Important note: Copying and pasting from Microsoft Word, into the text area may result in strange characters being displayed. Once you have pasted the text in the application you may want to review for these strange characters, typically these strange symbols occur anywhere you have an apostrophe, quotation marks, or hyphens. Corrections can be made in the text box.
- Dates can be entered either by using the calendar drop-down box or manually, but MUST be a numerical entry. A variety of numerical formats will be accepted.

Entering/Uploading Application Documents

- **All uploaded documents** are to be in PDF format.
- **Multiple uploads are not acceptable within the same field**. Therefore, when multiple documents are needed for one field (i.e., curriculum vitae/resumes, letters of support, transcripts, etc.) they should be combined and scanned into one PDF document then uploaded.

- To upload a document, click on the "Browse" box to access your document. Click on the file within your system. That file name will immediately appear in the desired field. (To open an uploaded document, you must click "Save." The filename will automatically become a link that you can then use to open the document).

Making Corrections and Replacing Documents

- You cannot make corrections to uploaded documents in your application. If a change is required please delete the document from the application and replace it by uploading the corrected version from your computer files.
- Uploaded/saved files can be removed and replaced at any time up until the time the application is submitted.
- Uploaded files can be deleted by clicking "Delete this file" then "Save"
- Then click the "browse" button and upload the corrected file then "Save"
  - **Once applications are submitted, absolutely no changes can be made.**

Review Your Application

- Please review all components of your application. It is your responsibility to review all aspects of your application to be sure that you have included all of the requested and required components and that they appear as you wish.
- Make sure that you have entered the requested information in each of the "required" response fields marked with an asterisk (*).
- Once you have completed your application we recommend that you print a copy for your files, uploaded documents must be opened and printed out individually.

Submit Process

- Once you have reviewed your application click "Save and Return".
- Your application status will appear with three icons to the right (Pencil=Edit, Checkmark=Validate, and Arrow=Submit).
- Click on the "Validate" button to the right of the application status.
- Missing information? The application will open up showing any missing areas in **_RED_**. Note: *only the "required" fields will show a red error message if information is missing.*
- Complete the application by entering any missing information and then click "Save and Return."
- Once all of the required areas are entered, click on Validate, a message will appear at the top of the screen saying "Application Validated." The application is now ready to be submitted.
- The "Submit" button will turn **_Green_** and the application is ready to submit.
- Once you click the "Submit" button, the application status will show as "Submitted". Once the application status has changed to "*Submitted*" you will no longer be able to access to make any changes. The application can viewed or printed at any time by clicking on the icon to view the submitted application.

Questions/Help

If you have questions, problems or technical difficulties during the submission process, please contact the ONS Foundation at info@onsfoundation.org or call 1-866-257-4667 and press #4 for the Foundation.

If you find technical issues or items that are not clear as you proceed through submission of your application please notify us at info@onsfoundation.org We will fix these unanticipated problems as quickly as possible AND notify you once the issue is resolved.