

ONLINE SUBMISSION INSTRUCTIONS

Registering and Logging In

Registering

- Go to submission website at: <https://www.closerware.com/intake/Login.do>
- Click on “Register Now”
- Type in your email address as your User Name and then enter your first and last name
- An email will immediately be sent to you with a temporary password
- Your Grantmaker username and password is good for all ONS Foundation, ONS and ONCC awards.

Logging In

- The login screen will remain in view so that you can login as a “Registered User” as soon as your temporary password is received.
- Type in your user name (email address)
- Copy or type the temporary password into the appropriate area and click “Login”
- You will be taken to a new screen to create your own password.
- Type in your new password in both spaces and hit Enter
- This will take you to the main application entry screen

Saving and Returning

- ALWAYS click on the “Save” button before leaving the application screen.
- You can save the information and documents you have entered and return at a later time to complete the application submission process by clicking on “Save” or “Save and Return” and then “Log Off in the top left corner.
- **Save your entries frequently as there is a time-out feature in the system.**
- When uploading documents that you may want to review, click “Save” or “Save and Return.” The filename or information you entered will then be converted to a link that you can now click on to open and review as needed. *(Note: you will not be able to make any changes to the document once it is uploaded. See Making Corrections and Replacing Documents below).*

Accessing the Application

- Go to: <http://www.ons.org/Awards/FoundationAwards/CongressScholarship>
- Click on the ONS Foundation application web link that you are applying for and scroll-down to the bottom of the page and click Application. This will take you to the Grantmaker web site.
- Login
- Click on “My Apps” at the top of the page
- Check the title at the top to be sure you have accessed the correct application type
- **A star (*) symbol at the end of the field name indicates this is a Mandatory Response. You will not be able to “Validate” or “Submit” your application if any of these fields are missing information.**
- To help reduce the amount of information on your screen, look for a [-] sign on the right-hand side of your screen. Clicking on this will condense that section to one line and make it easier for you to go through the different sections of the application. When you need to return to that section, simply click the [+] sign and it will open again for data entry.

Entry Instructions – Title Page

Demographics

- Enter the information requested in each of the fields in this section
- The information can either be entered manually or pasted from another document.
Important: 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




Uploading Documents

- **All documents** are to be uploaded in a 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 prior to submitting. Then upload in a PDF format.
- 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 any document that has been uploaded. It can only be deleted and replaced by uploading a corrected version of the document, if a change is needed.
- Once you have uploaded files and saved them, they can be removed and replaced at any time up until the application is submitted.
- Open your pending application and scroll down to find the file to be replaced.
- Click the “Delete or Remove” button.
- Then click the “browse” button and upload the corrected file.
- **Once the entire application has been submitted, absolutely no changes can be made to your application.**

Checking Status of Application

- Once you have entered the desired information into your application, click “Save”.
- Scroll to the top of the screen and click on “My Apps” icon. This will take you to the screen showing your application status.
- This table will show the type of application submitted, date created, date of last update, status, and status date.
- The three icons at the end represent the “edit” , “validate”  and “submit”  functions.
- Until you have completed the application submission and validation process, the status of your application should show “In Progress”.

Review Process

- Please review all components of your application before you hit “Submit”. 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 the way you want them to.
- Make sure that you have entered the requested information in each of the “required” response fields marked with an asterisk (*).

- If you need to print your application, you can print all of the visible fields in one document. The remaining fields with uploaded documents will have to be opened and printed individually.

Validation Process

- After logging in, click on the “My Apps” icon at the top left of the screen. 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
- 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. Any other areas that have not been completed will not have a message as some of this information is optional.*
- Complete the application by entering any missing information and then click “Save.”
- Once all of the required areas are entered, a message will appear at the top of the screen saying “Application Validated.” The application is now ready to be submitted.

“Submit” Process

- Once the application has been validated and the “*Application Validated*” message appears at the top of the screen, 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”
- When 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.