

Application

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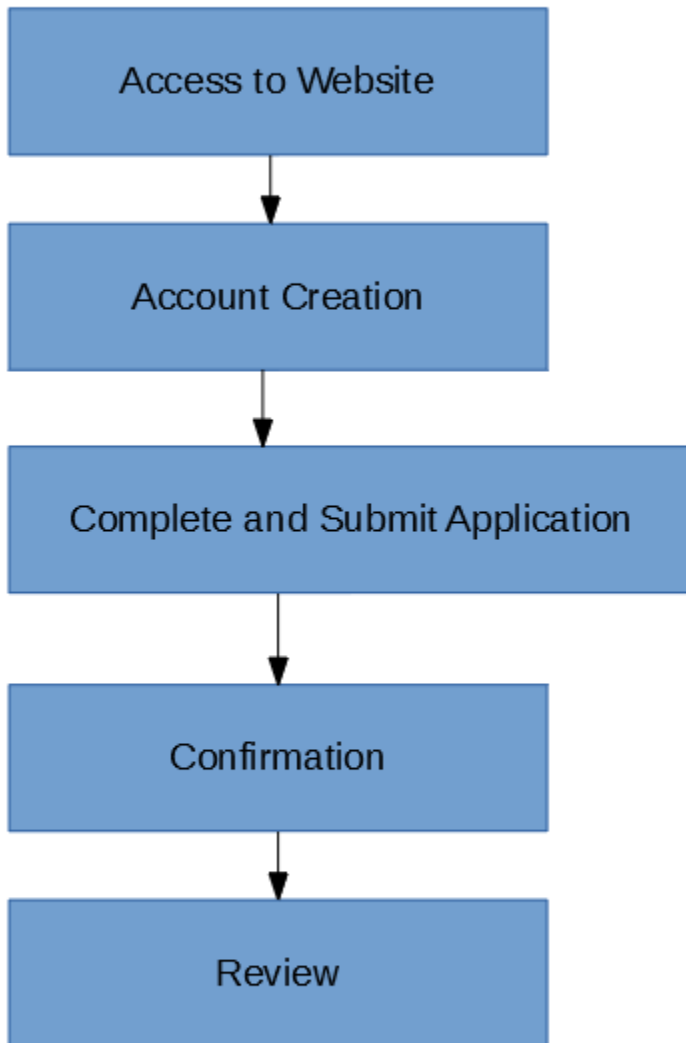
An explanation of how application process works in BB GM.

Visual Overview

Grantee's View

This is the online application submission from the grantee's point of view:

Client View
Online Application Workflow
Pre-Approval

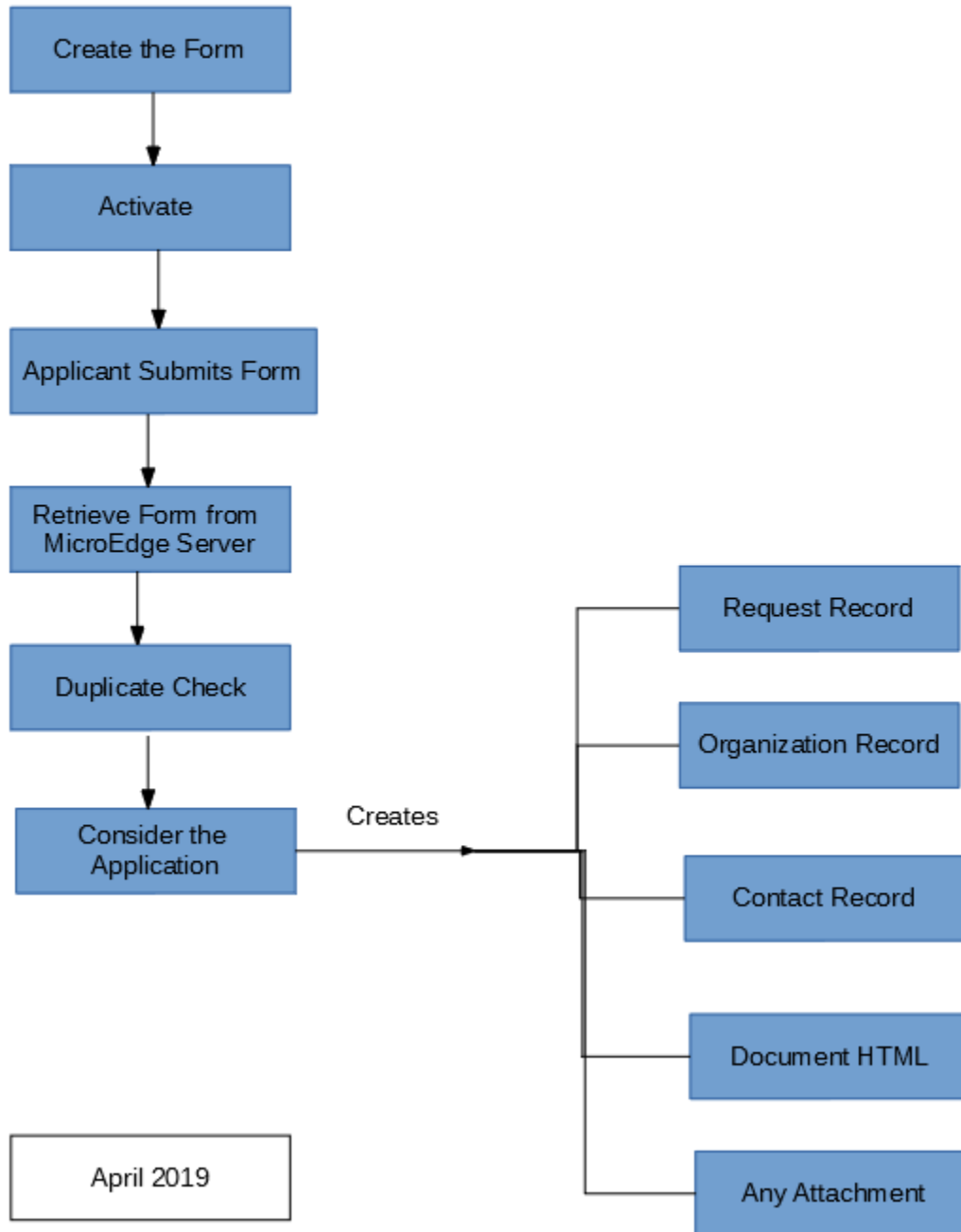


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Grant Officer's View

This is the online application submission from the grant officer's point of view:

Grant Officer View
Application Workflow
Pre-Approval



Overview

In general, we have either single stage applications or two stage applications.

In **Single Stage Applications**, we gather all necessary information upfront.

In **Two-Stage Applications**, we break the application process into two parts. For example, consider requiring a letter of intent, followed by a full proposal. Accept or decline applications at the first stage (letter of intent), determining which applicants make it to the second stage (full proposal).

NOTE: We can bring up to **1G** data through online applications.

Online Applications

In order to allow the external users to submit information, we have to set up an online form on the web for them.

The online forms can be accessed through:

Dashboard > Launch > Applications > Forms Manager

Form Title	Description	Stage	Last Updated	Last Updated By	Created	Created By	Deactivation (EST)	ID
Copy of 2019 Community Impact Grant - Full Application for 2019 Community Impact Grant	Full Application for 2019 Community Impact Grant	Stage 2 of 2	4/19/2019	MGRAU	4/19/2019	MGRAU		35174
2017 CHSP_Full	2017 CHSP_Full							35060
2017 CHSP_Pre	2017 CHSP_Pre							35107
2017_CIG_Stage_1_Bak	2017_CIG_Stage_1_Bak							35059
2017_CommunityCatalyst	2017_CommunityCatalyst							35044
2017_CommunityCollaborat	2017_CommunityCollaborat							35025
2017_NIP_Full	2017_NIP_Full							35021
2017_NIP_Full_COPY	2017_NIP_Full_COPY							35045
2017_OAC_Strategic_Acader	2017_OAC_Strategic_Acader							35046
2017_OAC_Strategic_Acader	2017_OAC_Strategic_Acader							35066
2017_PERC_NIP_Pre	2017_PERC_NIP_Pre							35065
2017_PERC_Strategic	2017_PERC_Strategic							35056
2017_PERC_Strategic_bak_3	2017_PERC_Strategic_bak_3							35057
2018_CHSP_Full	Released 6/11/18	Stage 2 of 2	8/13/2018	TMATHISON	5/23/2018	NWATSON		35086
2018_CHSP_Full	Released 6/11/18	Stage 2 of 2	5/23/2018	NWATSON	5/23/2018	NWATSON		35087
2018_CIG_LOI_deactivated	Copy of 2017 initial application	Stage 1 of 2	4/12/2018	NWATSON	1/26/2018	NWATSON		35069
2018_PERC Strategic Grant	Scheduled for release: 3.14.18	Single Stage	10/25/2018	TMATHISON	10/25/2018	TMATHISON		35099
2018_PERC_CHSP_Pre	Scheduled for release: 3.14.18	Stage 1 of 2	5/23/2018	NWATSON	3/7/2018	NWATSON		35081

Looking at the green box (2) at the upper side of the left side menu, there are two categories: Requests and Requirements

There are three different states of each form:

Active: They are online accessible by external users

Inactive: The forms are editable and are not on the web. They cannot be reached by external users

Archived: There are deleted forms. In BB GM, we cannot completely delete a form. We can only archive them

The ribbon menu on top, provides necessary functionalities to handle an online form.

When we create a new form either by copying an existing one and modifying it or creating a new one right from scratch.

In order to open the form designer, we have to open a form.

In [another page](#), how to edit [Forms](#) is extensively explained:

Forms

When we are ready to submit the form, we save all our changes and close the form.

Then while the form is selected, from the ribbon menu, click 'Activate'. The system will provide you with the url of the form on the web.

This action will move the form from Inactive pile into Active list and makes it available for external users to start their online application.