Completing Your Application: Technical Tips and Instructions

This tutorial will cover several of the basic features you will use when completing an Application Form in the MOWAA Online Grant System.

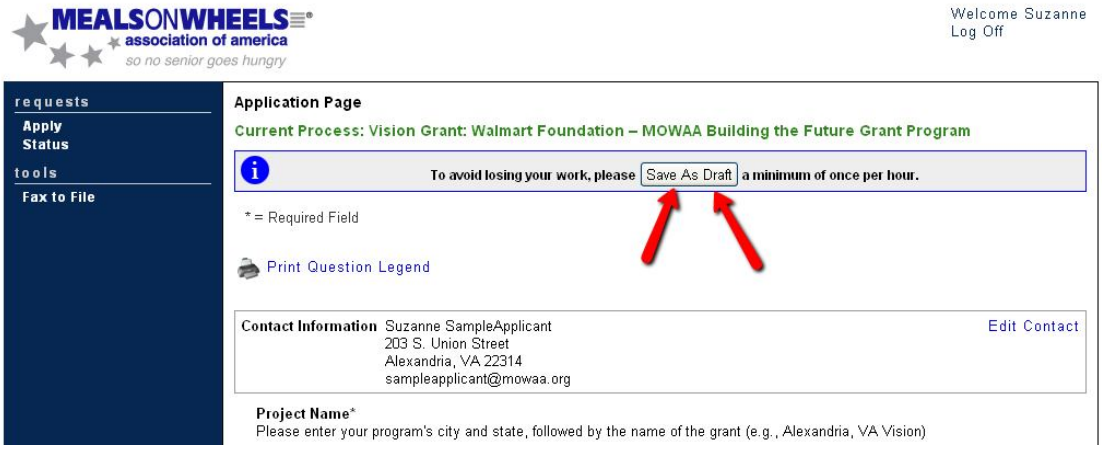
Part I: Saving and Printing Your Work

Saving Your Work

The MOWAA Online Grant System allows you to save your work on a grant application.

While you are working on an application, we encourage you to save your work often (at a minimum, once an hour).

To save a draft of an application, scroll to the very top or very bottom of the application web page, and click the “Save As Draft” button.

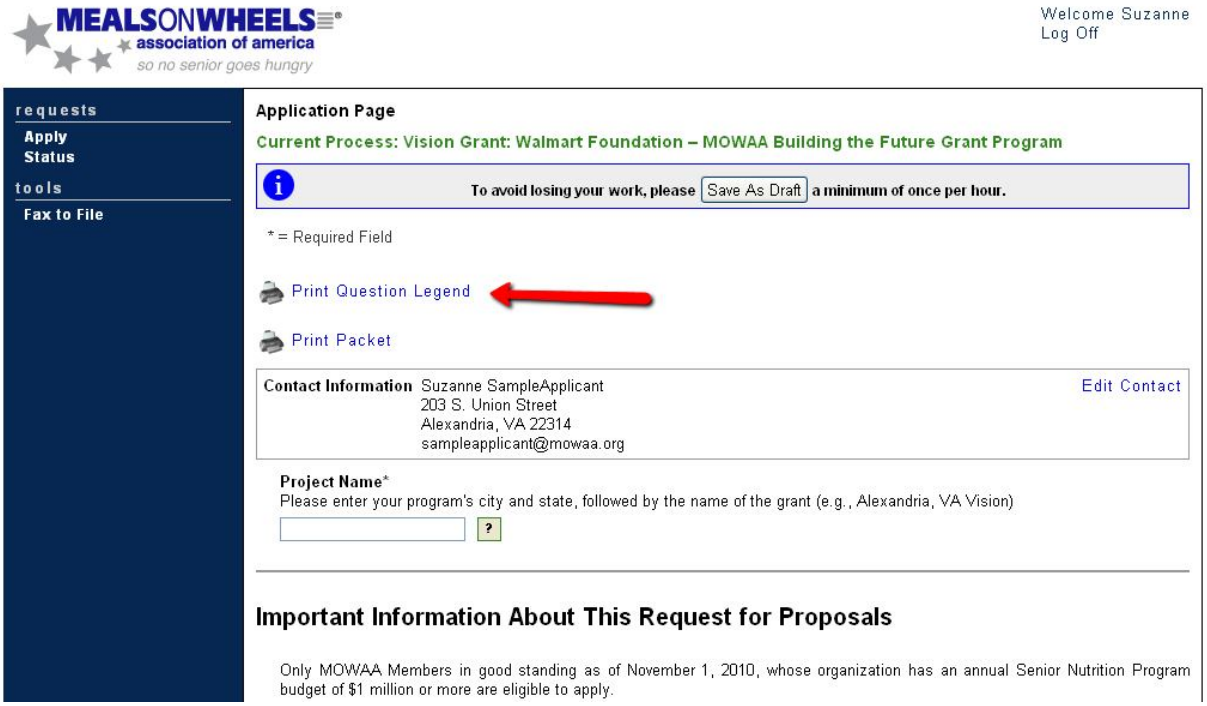


Then click “Continue” to return to your Application.

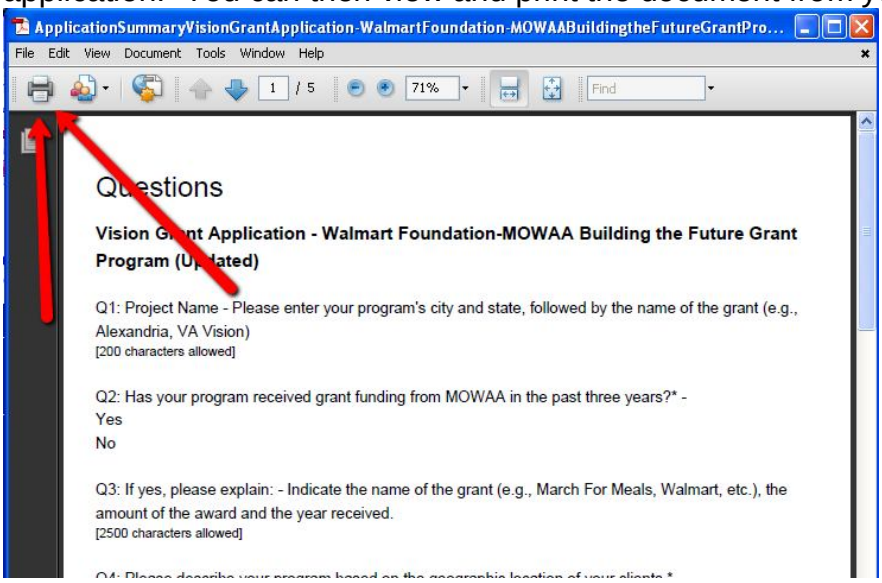
Saving your work means that you do not need to complete the application in a single sitting. You may save your work and return hours, days or even weeks later.

Printing the Application

You can download a printer-friendly version of the application form questions by clicking the “Print Question Legend” link at the top of the application form.

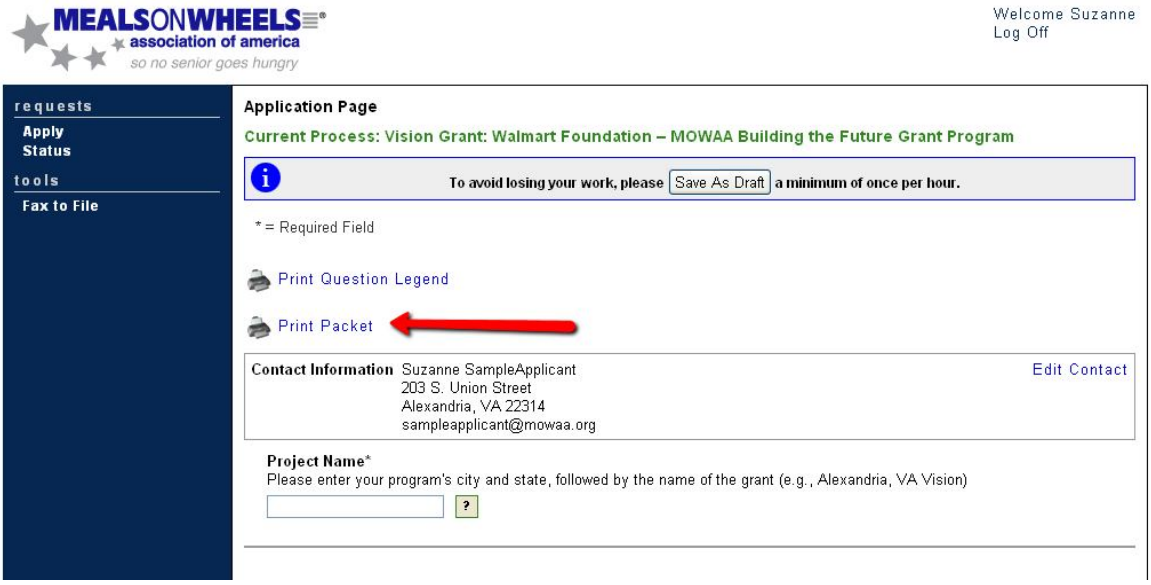


This will open a PDF document containing a list of the questions asked on the application. You can then view and print the document from your computer.



Printing Your Work

You can print a copy of the application questions, including all the answers you have provided, by clicking the “Print Packet” link at the top of the application page. Note that any documents you have uploaded will be appended to the form questions and answers.



This will open a PDF document containing a list of the questions asked on the application. You can then view and print the document from your computer.

Note: The “Print Packet” link will appear once you have saved your application for the first time.

Part II: Successfully Completing Open Response Questions

Many of the questions on the grant application forms will require you to write several sentences or paragraphs to describe a certain aspect of your grant proposal.

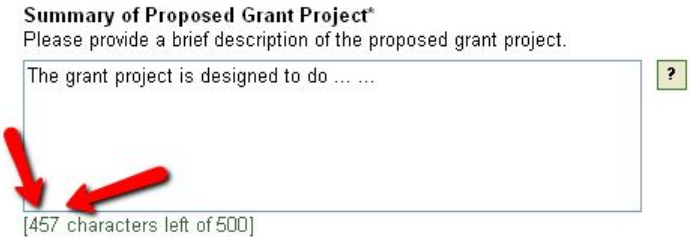
We encourage you to work on these questions in an outside word processing program, and then copy and paste your answers into the text boxes on the application form

Character Limits

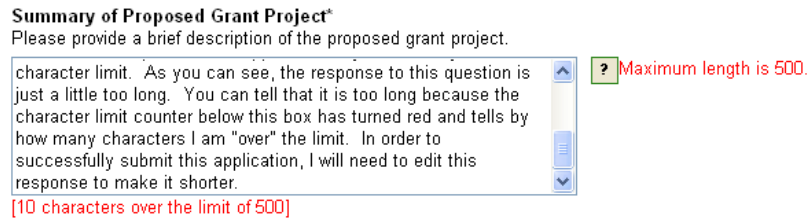
It is important to know that the open response/essay questions on the grant application forms have an enforced character limit.

The maximum number of characters permitted for an answer will appear below the response text box.

As you type in the text boxes, the characters will "count down" so that you can always see how many characters are still available to you.



If you exceed the character limit allowed for a question, you will see a red error message alerting you to this fact.



Note that you will still be able to save this response as a draft. However, you will not be permitted to "Submit" your application unless all responses meet the character limits.

Part III: Submitting Your Final Application

You may save and update your application information as often as you like.

However, in order to formally submit your proposal for consideration, you use the "Submit Form" button at the bottom of the application page.

Submitting Your Application

Once you have completed your application and reviewed it for accuracy, click the "Submit Form" button.

Important Note: Once you have submitted your application, you will still be able to view and print your completed application; however you will be unable to edit any of your responses.

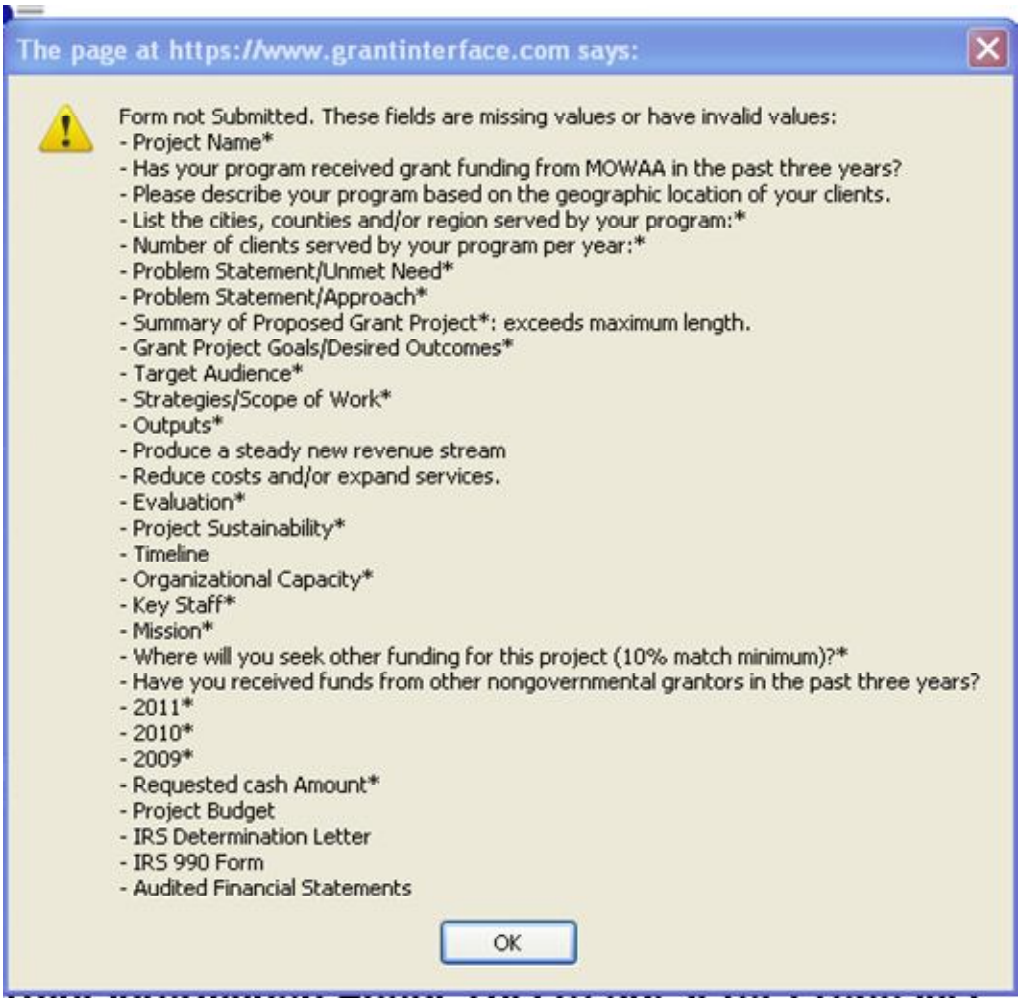
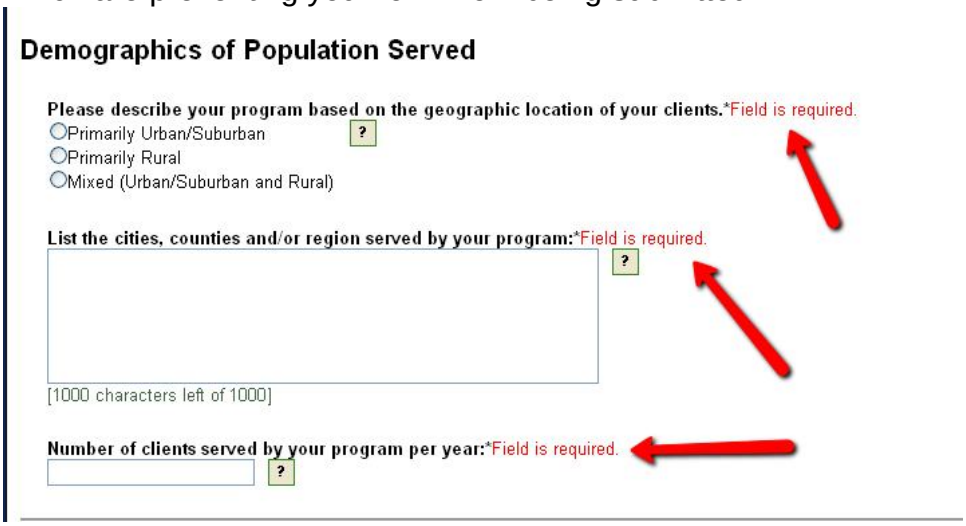
Please only click the "Submit Form" button if you are sure that you have completed your application, and that you no longer wish to add or change information in your proposal.

Resolving Errors

In order to submit your application, you must have:

- Answered all "required" questions. (Marked with an asterisk.)
- Met all character limits. (for open response questions)
- Uploaded all "required" files. (Marked with an asterisk.)

If you attempt to submit your application and one or more of these requirements is not met, you will receive an error alert informing you which questions must be corrected.



Additionally, you will see red error text on the application form, flagging any responses which are preventing your form from being submitted.