

# SUBMITTING APPLICATION

Cheat Sheet 1/2020



# TIME TO SUBMIT!

- All forms on the application must be completed.
- All forms are error free.
- An error free version of signature page has been printed.
- All set to submit...

- ❑ eGOHS will check application for errors
- ❑ Select Check Global Errors

**GOVERNOR'S OFFICE OF HIGHWAY SAFETY** **eGOHS Plus** GOHS - SHARDDEV  
Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests  
Training Materials Organization(s) Profile Logout

SAVE PRINT VERSION ADD NOTE **CHECK GLOBAL ERRORS**

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Page Information  
The information has been saved.

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Document Information: [YA-2021-GOHS Testi-00002](#)  
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**CERTIFICATION AND SIGNATURES**

**Instructions:**

- All required fields are marked with an \*.
- Use the SAVE button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.
- **The signature page must be printed, signed in blue ink and mailed to GOHS. Please click the Print Version button at the top of the page.**

Select the individuals required to sign the Certification and Signatures form:

Agency Administrator: \*

(Primary Contact)

Agency Staff: \*

(Financial Contact)

Authorized Official: \*

NOTE: THE AGENCY ADMINISTRATOR, AGENCY STAFF AND AUTHORIZING OFFICIAL CANNOT BE THE SAME PERSON WITHOUT GOHS APPROVAL.

STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT GOHS APPROVAL

❑ If there are no errors, a “No errors found” message will appear



❑ If errors are found, the message will reflect every page that contains an error



- ❑ Hover over Status Changes
- ❑ Click appropriate status change
  - ❑ *Application Submitted* – This will send your application to GOHS for review.
  - ❑ *Application Cancelled* – Cancels your application. No changes can be made once this is done. **Note: Call GOHS immediately if selected in error.**

The screenshot displays the eGOHS Plus web application interface. At the top, there is a header with the logo for the Governor's Office of Highway Safety and the text "eGOHS Plus GOHS - SHARDEV". Below the header is a navigation menu with links for Home, Applications/Grants, Progress Reports, Claims, Final Reports, and Travel Requests. A secondary menu includes Training Materials, Organization(s), Profile, and Logout. A "SAVE" button and a "CHECK GLOBAL ERRORS" button are visible. The main content area shows a "Status Changes" pop-up window with two options: "APPLICATION SUBMITTED" and "APPLICATION CANCELLED", each with an "APPLY STATUS" button. The background page shows a breadcrumb trail, a "You are here" section, and a section for "CERTIFICATION AND AUTHORIZATION" with instructions and dropdown menus for selecting officials.



❑ After selecting Application Submitted, click “I Agree” if the agency agrees to the Grant Terms & Conditions.

❑ Comments about the Grant Terms & Conditions can also be made if necessary on this screen.

❑ **Note:** If I Do Not Agree is Selected, the application will not be submitted to GOHS for review

- ❑ Current status will change to Application Submitted.
- ❑ GOHS will review application.
- ❑ **Note:** Application may be sent back for modifications/changes. Follow the above instructions to resubmit application after changes have been made.

**Document Information** [2021-GOHS Testi-00002](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Young Adults 2021	<a href="#">GOHS Testing Inc</a>	Agency Administrator	Application Submitted	11/01/2019 - N/A N/A

**Forms**

Status	Page Name	Note	Created By	Last Modified By
Modification (if applicable)				
	<a href="#">Modification Notes</a>			
Application Forms				
	<a href="#">Application Project Information</a>		AgencyAdministrator GOHSUser 12/12/2019 11:14:29 AM	
	<a href="#">General Additional Information</a>		AgencyAdministrator GOHSUser 12/12/2019 11:15:10 AM	
	<a href="#">Problem Identification</a>		AgencyAdministrator GOHSUser 12/12/2019 11:15:43 AM	
	<a href="#">Documentation Attachment</a>		AgencyAdministrator GOHSUser 12/12/2019 11:16:15 AM	
	<a href="#">Program Assessment</a>		AgencyAdministrator GOHSUser 12/12/2019 11:16:23 AM	
	<a href="#">Program Assessment Chart</a>		AgencyAdministrator GOHSUser 11/25/2019 8:58:59 AM	AgencyAdministrator GOHSUser 12/12/2019 11:16:37 AM
	<a href="#">STD YA Project Objectives</a>			

# WHAT'S NEXT?

- New applications will be assigned to a review team
- If revisions are required, an email will be sent
- Please make corrections and resubmit ASAP
- All approved applications will be awarded prior to October 1st





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