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…

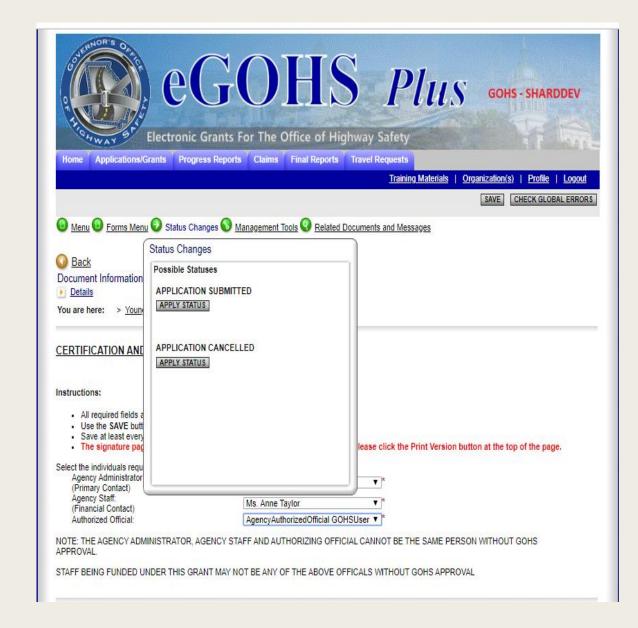❑eGOHS will check application for errors

❑Select Check Global Errors

❑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

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Global Errors

Document Information: YA-2021-GOHS Testi-00002
Details

No errors have been found.

Return to the Forms Menu by clicking here.

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Back

Global Errors

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Details

Please select the Agency Administrator (Primary Contact).;
Certification and Signatures

- ❑ 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.*

- 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.

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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