

Submittable Instructions for Applicants and Recipients

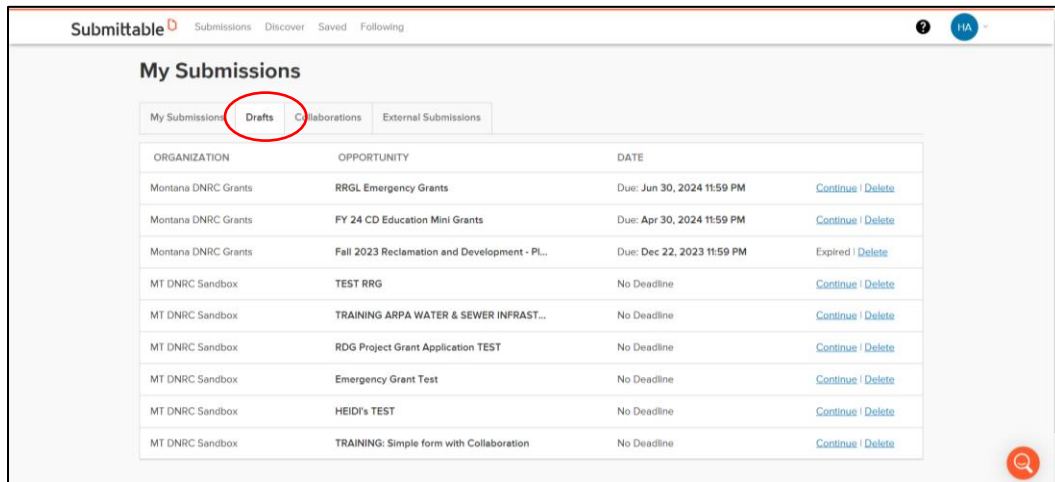
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Finding Submissions

Draft Submissions

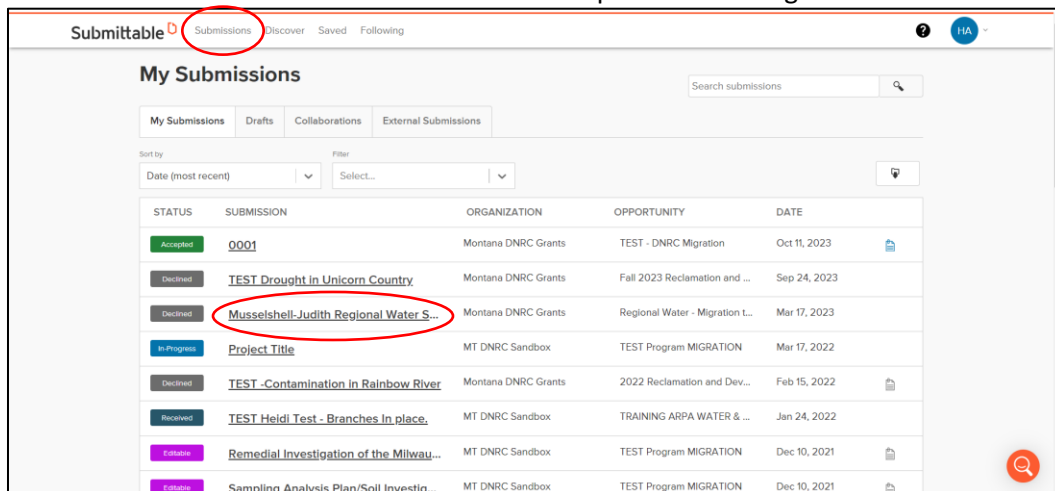
1. Click on *Drafts* to see applications that have been started, but have not been submitted to DNRC.



2. To continue an application click *Continue*. See [Saving and Submitting Forms](#).
3. To delete an application click *Delete*.

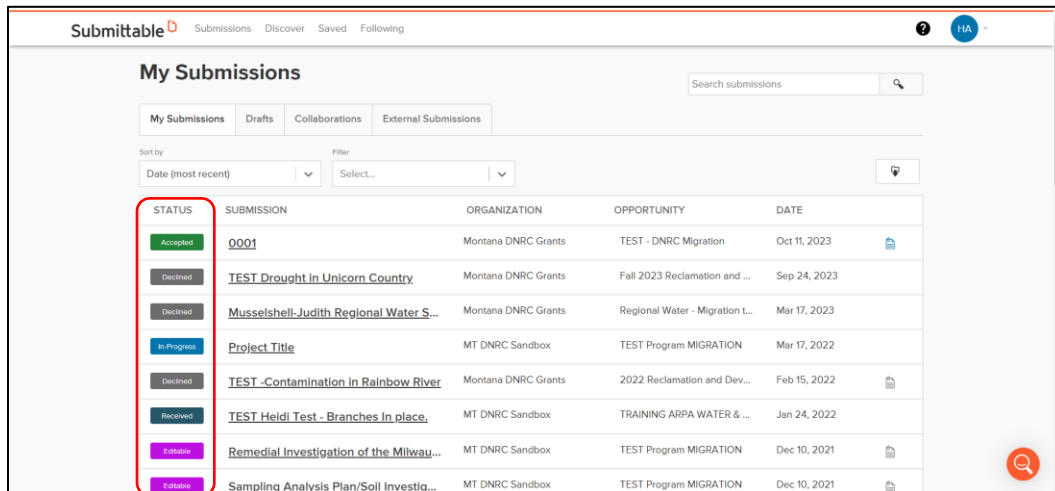
Submitted Applications and Awarded Grants

1. Click on *Submissions* at the top of the screen.
 2. Select the submission you want to view by clicking on the title of the submission to open.
- Note: Submissions with forms available have a clipboard to the right of the date.



Status of Submissions

A colored rectangle will appear next to the title of each submission indicating the status of the submission.



The screenshot shows the 'My Submissions' page on the Submittable platform. The page includes a search bar, navigation tabs for 'My Submissions', 'Drafts', 'Collaborations', and 'External Submissions', and sorting options. A table lists submissions with columns for STATUS, SUBMISSION, ORGANIZATION, OPPORTUNITY, and DATE. The STATUS column is highlighted with a red box, showing various status labels for different submissions.

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Accepted	0001	Montana DNRC Grants	TEST - DNRC Migration	Oct 11, 2023
Declined	TEST Drought in Unicorn Country	Montana DNRC Grants	Fall 2023 Reclamation and ...	Sep 24, 2023
Declined	Musselshell-Judith Regional Water S...	Montana DNRC Grants	Regional Water - Migration L...	Mar 17, 2023
In-Progress	Project Title	MT DNRC Sandbox	TEST Program MIGRATION	Mar 17, 2022
Declined	TEST -Contamination in Rainbow River	Montana DNRC Grants	2022 Reclamation and Dev...	Feb 15, 2022
Received	TEST Heidi Test - Branches in place.	MT DNRC Sandbox	TRAINING ARPA WATER & ...	Jan 24, 2022
Editable	Remedial Investigation of the Milwau...	MT DNRC Sandbox	TEST Program MIGRATION	Dec 10, 2021
Editable	Sampling Analysis Plan/Soil Investig...	MT DNRC Sandbox	TEST Program MIGRATION	Dec 10, 2021

DNRC can update the status of a submission. You may see the following statuses displayed:

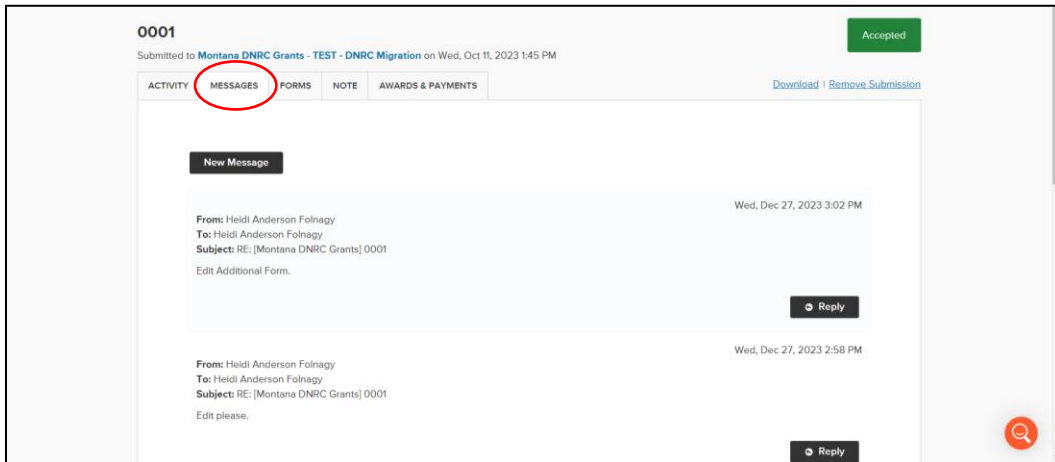
- Received: DNRC has received the application, but has not reviewed it.
- In-Progress: DNRC is reviewing the application.
- Editable: DNRC has opened the application up for edits. This status does not apply to any other form that is opened for edits.
- Accepted: DNRC has awarded the grant.
- Declined: DNRC has not awarded the grant.
- Withdrawn: The applicant has withdrawn the application.

Messages

Viewing Messages

Messages sent from the submission will show up under the Messages Tab.

1. To see messages, open the submission (see [Finding Submissions](#)).
2. Click on the *Messages* Tab.



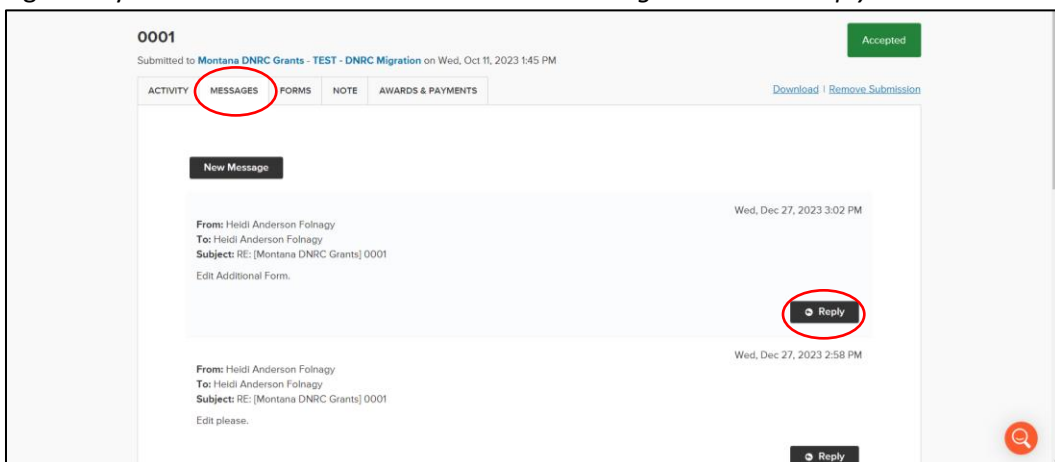
Receiving Messages

Messages sent from Submittable will show up 1) the Messages tab under the Submission and 2) in the email for the email address assigned to the Submittable account.

Responding to Messages

There are two ways to respond to messages about your submission:

1. Respond to the message in your email. You may respond to the message about your submission that is received in your email (not in Submittable).
- or
2. Sign into your Submittable account. Go to the *Messages* tab. Click *Reply*.



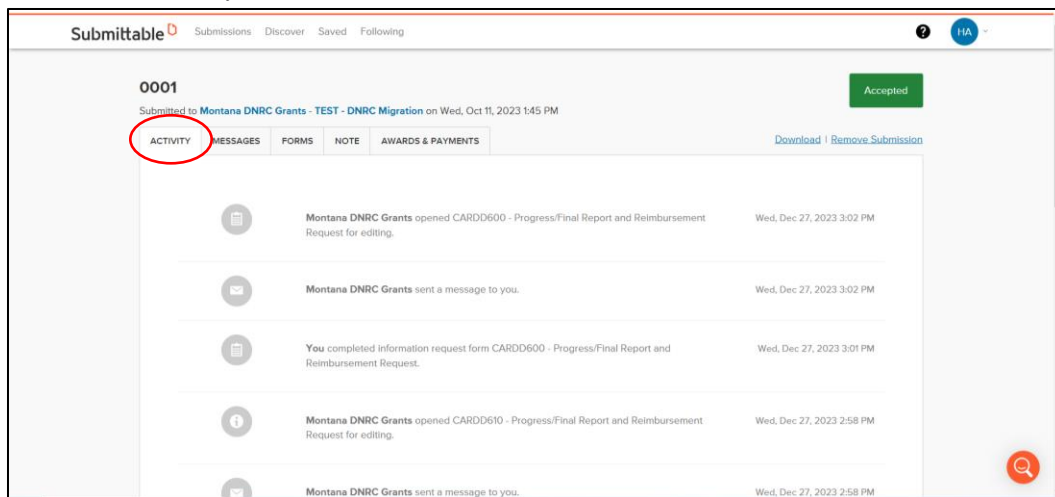
New Messages

To send a new message on your submission:

- Go to the Submission (see [Finding Submissions](#)).
- Open the *Messages* tab.
- New messages can be created by clicking on the *New Message*. Please note that this does not go directly to your grant manager, but will go directly to your submission. Your grant manager will check on the submission regularly.

Activity

3. To see activity on the submission including when forms or messages were sent, open the submission.
4. Click on the *Activity* Tab.



Open for Edit

If DNRC deems a form incomplete, they may return it to the applicant. When this happens the status will change to Editable and the applicant or recipient will receive a message from DNRC that the form has been opened for editing.

Editing an Application

Once submitted to DNRC, applications can only be edited if DNRC opens the form back up for the applicant to edit. The status of the submission will change to *Editable* if the application has been opened for editing.

1. To edit the form, click the *Edit* button.
2. Submit the form to DNRC once edits are complete. See [Saving and Submitting Forms](#).

Remedial Investigation of the Milwaukee Road - Haugen CECRA Facility
Submitted to MT DNRC Sandbox - TEST Program MIGRATION on Fri, Dec 10, 2021 12:52 PM

ACTIVITY MESSAGES FORMS NOTE AWARDS & PAYMENTS Download Remove Submission

Eligibility Form

No form submitted

Initial Form: MT DNRC Sandbox

TEST Program MIGRATION
Submitted on March 18, 2022

Edit

Editing Progress Reports and Other Forms

Once submitted to DNRC, progress reports and other forms can only be edited if DNRC opens the form back up for the recipient to edit. Please note that the status of the submission will not change if edits are requested on progress reports or other forms. However, the form will show as *Editable* under the forms and an *Edit Form* button will appear.

1. To edit the form, click the *Edit Form* button.
2. Submit the form to DNRC once edits are complete. See [Saving and Submitting Forms](#).

Additional Forms

Title	Submission Date	State
CARD0600 - Progress/Final Report and Reimbursement Request	Dec 27, 2023 3:01 PM	Editable Edit Form

Request Forms

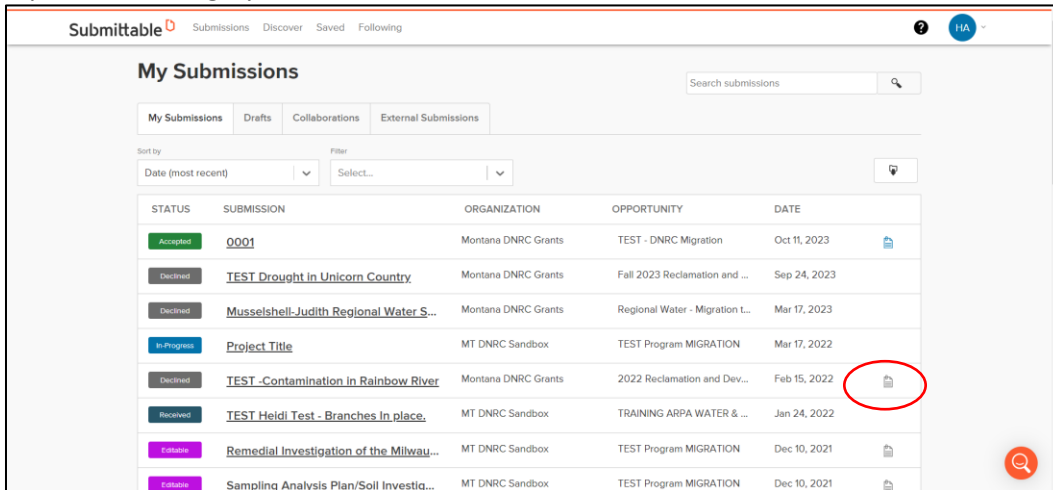
CARD0610 - Progress/Final Report and Reimbursement Request
Started [Continue](#)

Title	Submission Date	Status
CARD0610 - Progress/Final Report and Reimbursement Request	Dec 27, 2023 1:46 PM	New
CARD0610 - Progress/Final Report and Reimbursement Request	Oct 16, 2023 11:10 AM	Editable Edit Form
CARD0610 - Progress/Final Report and Reimbursement Request	Oct 11, 2023 2:51 PM	In-Progress
CARD0610 - Progress/Final Report and Reimbursement Request	Oct 11, 2023 2:48 PM	Completed

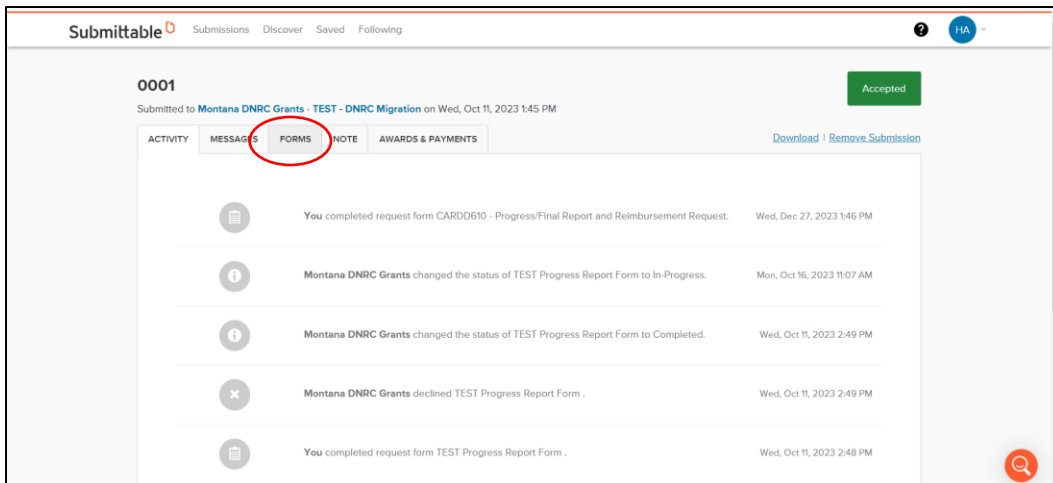
Forms and Progress Reports

Finding Forms

1. To find drafted applications that have not been submitted, go to [Draft Submissions](#).
2. To find other forms or progress reports that have been sent go to [Submissions](#) (see [Finding Submissions](#)). Submissions with forms available have a clipboard to the right of the date. The clipboard will be grey if forms are available to fill out or edit.



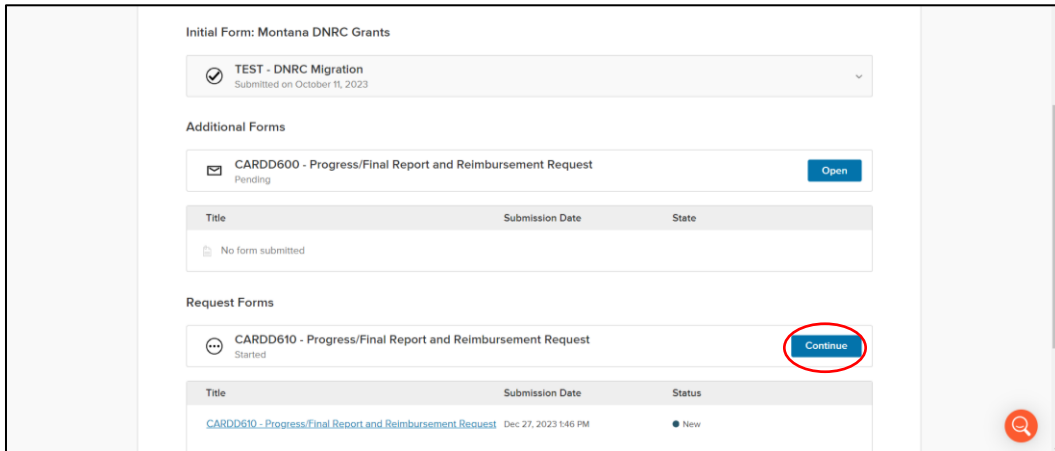
3. Open the submission by clicking on the submission title. See [Finding your Submissions](#).
4. Click on [Forms](#).



5. All forms submitted or available to fill out will be found on this screen.
 - Eligibility Form: Eligibility forms may be used by DNRC to screen eligibility before the application.
 - Initial Form: Application submitted to DNRC
 - Additional Form: Progress reports or other forms send by DNRC for the recipient to fill out.
 - Request Forms: Progress reports or other forms created by DNRC but initiated by the recipient.
6. Go to [Filling out Forms](#).

Filling out Forms

1. Click *Open* on any available Additional Forms or Request Forms to begin filling out the form.
2. If you have already started the form, click *Continue*.

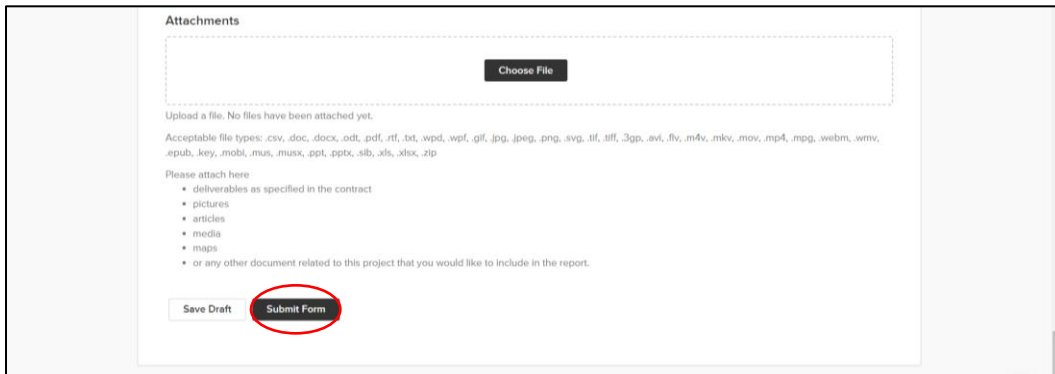


The screenshot displays the 'Initial Form: Montana DNRC Grants' interface. At the top, there is a section for 'TEST - DNRC Migration' with a status of 'Submitted on October 11, 2023'. Below this is the 'Additional Forms' section, which includes a card for 'CARDD600 - Progress/Final Report and Reimbursement Request' with a status of 'Pending' and an 'Open' button. A table below this card shows columns for 'Title', 'Submission Date', and 'State', with the text 'No form submitted' below it. The 'Request Forms' section includes a card for 'CARDD610 - Progress/Final Report and Reimbursement Request' with a status of 'Started' and a 'Continue' button circled in red. A table below this card shows columns for 'Title', 'Submission Date', and 'Status', with a row for 'CARDD610 - Progress/Final Report and Reimbursement Request' showing a submission date of 'Dec 27, 2023 1:46 PM' and a status of 'New'. A search icon is visible in the bottom right corner.

3. Collaborators can be added by clicking *Manage Collaborators* at the top of the screen. If you do not see this option, contact your DNRC grant manager.

Saving and Submitting Forms

1. To save, click *Save Draft*.
2. To submit, click *Submit Form*. Note: Collaborators cannot submit forms.



The screenshot shows the 'Attachments' section of the form submission interface. It features a dashed box for file uploads with a 'Choose File' button. Below this, it states 'Upload a file. No files have been attached yet.' and lists acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpeg, .webm, .wmv, .epub, .key, .mobi, .mus, .musex, .ppt, .pptx, .sib, .xls, .xlsx, .zip. A section titled 'Please attach here' lists items to attach: deliverables as specified in the contract, pictures, articles, media, maps, or any other document related to the project. At the bottom, there are two buttons: 'Save Draft' and 'Submit Form', with the 'Submit Form' button circled in red.

3. DNRC **cannot** see forms until they are submitted.

Progress Reports

DNRC may request a progress report through Submittable as either a 1) additional form or 2) request form. These forms have some differences and your DNRC grant manager will let you know which form to use.

Progress Reports can be found under the *Forms* tab (see [Finding Forms](#)) within the submission (see [Finding Submissions](#)).

The screenshot displays the 'Forms' tab within a submission. It is divided into two main sections: 'Additional Forms' and 'Request Forms'.
Under 'Additional Forms', there is a card for 'CARDD600 - Progress/Final Report and Reimbursement Request' with a status of 'Pending' and an 'Open' button. Below this is a table with columns 'Title', 'Submission Date', and 'State', which is currently empty with the text 'No form submitted'.
Under 'Request Forms', there is a card for 'CARDD610 - Progress/Final Report and Reimbursement Request' with a status of 'Started' and a 'Continue' button. Below this is a table with columns 'Title', 'Submission Date', and 'Status'. It contains one entry: 'CARDD610 - Progress/Final Report and Reimbursement Request' with a submission date of 'Dec 27, 2023 1:46 PM' and a status of 'New'. A search icon is visible in the bottom right corner of the interface.

A note on collaborators: The recipient can add collaborators to the form. Collaborators must be added every time a new form is sent to the recipient. Collaborators cannot initiate or submit a form, but they can fill it out once the recipient adds the collaborator to the form. See [Collaborators](#) for adding and removing collaborators.

Additional Form:

- DNRC must send this form to the recipient. The recipient will not see this form if DNRC has not sent it.
- Submittable does not have a status button for additional forms.

Request Form:

- The recipient can initiate this form under their submission (see [Filling out Forms](#)) **at any time**.
- DNRC can identify a status on request forms.
 - New: DNRC has received this form, but has not reviewed it.
 - In-Progress: DNRC is reviewing the form.
 - Editable: DNRC has opened the form up so the recipient can edit it.
 - Completed: DNRC has processed the progress report and associated invoices.

This screenshot shows a detailed view of the 'Request Forms' section. At the top, there is a card for 'CARDD610 - Progress/Final Report and Reimbursement Request' with a 'Continue' button. Below it is a table with the following data:

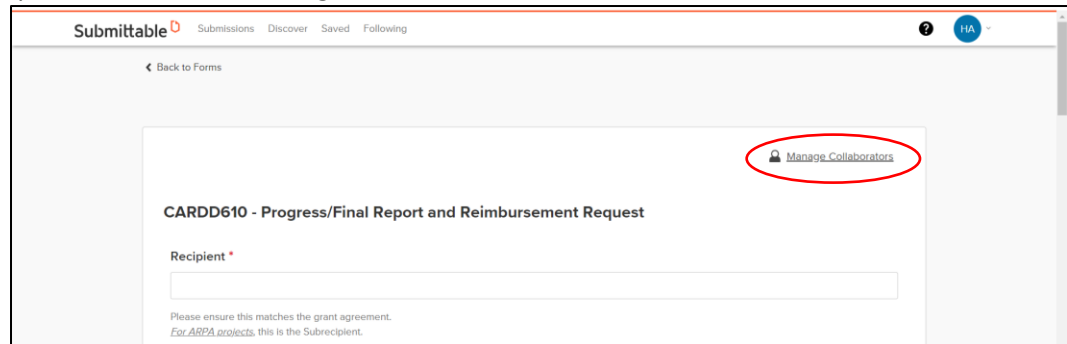
Title	Submission Date	Status
CARDD610 - Progress/Final Report and Reimbursement Request	Dec 27, 2023 1:46 PM	New
CARDD610 - Progress/Final Report and Reimbursement Request	Oct 16, 2023 11:10 AM	Editable Edit Form
CARDD610 - Progress/Final Report and Reimbursement Request	Oct 11, 2023 2:51 PM	In-Progress
CARDD610 - Progress/Final Report and Reimbursement Request	Oct 11, 2023 2:48 PM	Completed

A red box highlights the 'Status' column in the table.

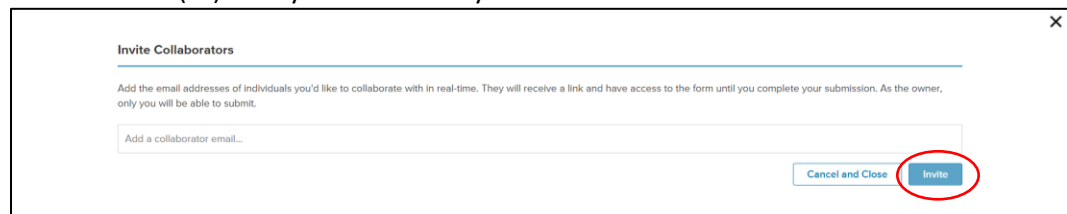
Collaborators:

How to Add Collaborators:

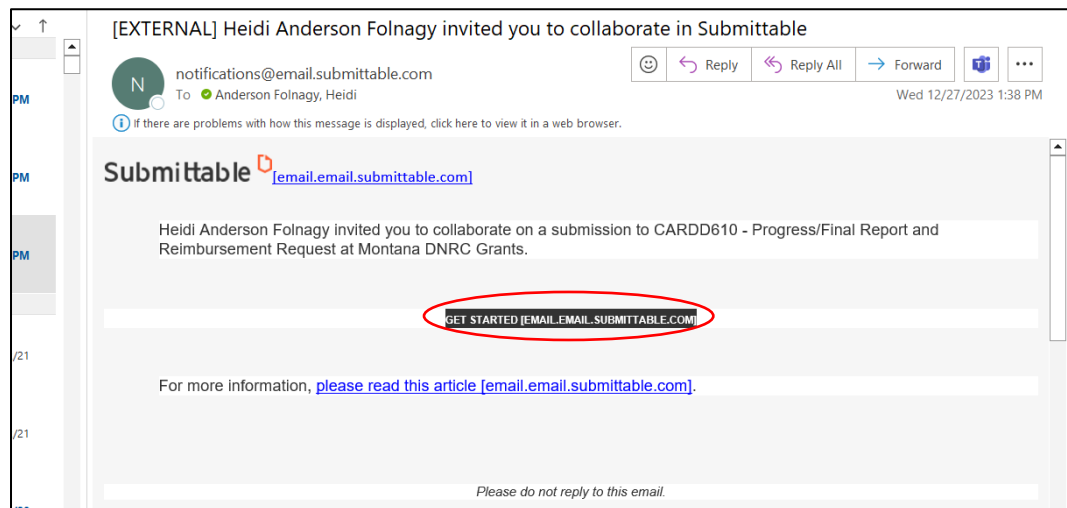
1. At the top of the form, click *Manage Collaborators*.



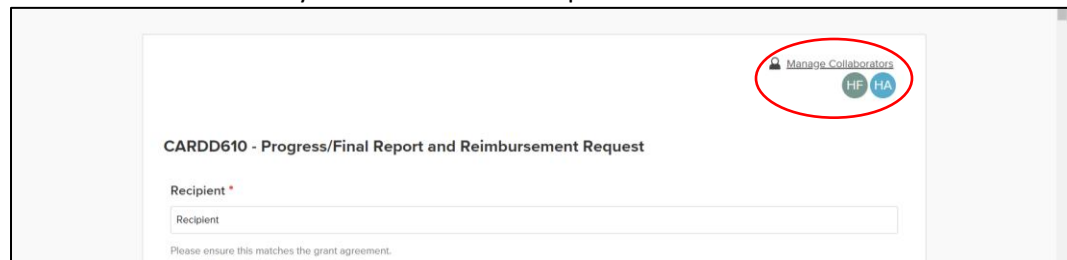
2. Add the email address(es) of any collaborators you want to view and edit the form. Click *Invite*.



3. The collaborator will receive an email from submittable. The collaborator **must** click on the *GET STARTED* button in the email. Collaborators will not gain access to the form until they click the button in the email.

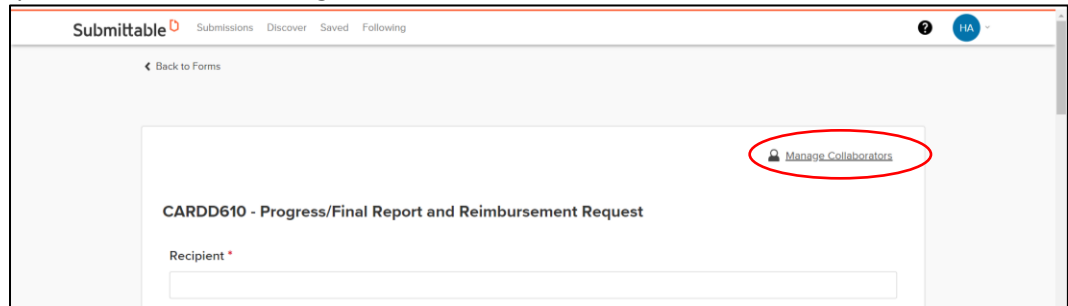


4. Multiple people can edit the form at one time. All editors (recipient and collaborators) currently editing the form will be shown by their initials at the top of the form.

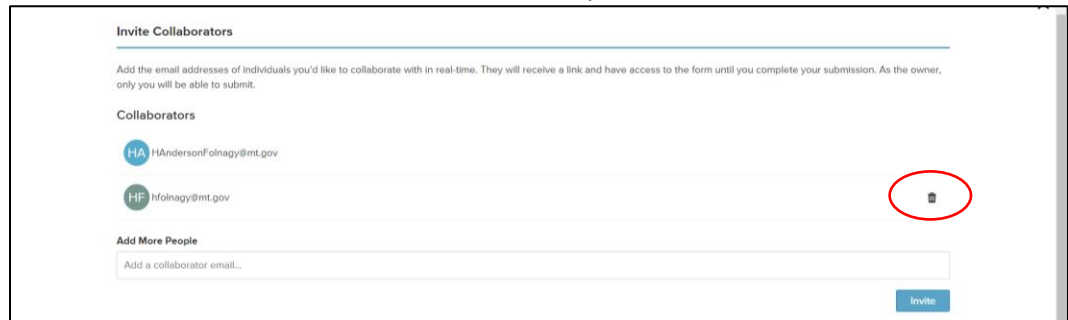


How to Remove Collaborators:

1. At the top of the form, click *Manage Collaborators*



2. Click the trash icon next to the name of the collaborator you want to remove.



For Collaborators: How to view forms in Submittable

1. To view forms that you have been added as a collaborator go to *Collaborations*.
2. Several options may be available
 - Continue: The form is still available to edit.
 - View: The form has been submitted.
 - Expired: The form is no longer available.

The screenshot shows the "My Submissions" page with a table of submissions. The table has columns for Organization, Project, Form, Deadline, and Submitter. The "Continue" and "View" buttons are circled in red.

Organization	Project	Form	Deadline	Submitter	
MT DNRC Sandbox	TEST Program MIGRATION	CARDD600 TEMPLATE Progress R	No Deadline	Heidi Anderson Folnagy	Continue
MT DNRC Sandbox	TEST Program MIGRATION	CARDD 100 TEST Migration Applicat	Dec 31, 2022 5:00 PM	Heidi Anderson Folnagy	Continue
MT DNRC Sandbox	TEST Program MIGRATION	CARDD600 (1) Progress/Final Rep	No Deadline	Heidi Anderson Folnagy	Continue
MT DNRC Sandbox	TEST Program MIGRATION	CARDD600 (1) Progress/Final Rep	Mar 8, 2022 12:00 PM	Heidi Anderson Folnagy	Continue
MT DNRC Sandbox	TEST Program MIGRATION	CARDD 100 TEST Migration Applicat	Dec 31, 2022 5:00 PM	Heidi Anderson Folnagy	Expired
Montana DNRC Grants	TEST - DNRC Migration	CARDD610 - Progress/Final Report	No Deadline	Heidi Anderson Folnagy	View

Important Notes for Collaborators:

- Collaborators can save their edits, but cannot submit any form.
- Collaborators cannot see which submission the form is tied to. Applicants and Recipients must fill in this information for the collaborator.

Questions?

For questions about your application or awarded grant, please contact your grant manager.

For issues with Submittable, a help button is always available and can be used to contact Submittable directly. Click the question mark next to your initials at the top right corner of the screen or go directly to <https://www.submittable.com/help/submitter/>

