Webinar: Introduction to Submittable for Grantees

Agenda and Overview of Webinar Notes

Introductions

- This webinar is being recorded and can be found on the DNRC Website here: http://dnrc.mt.gov/divisions/cardd/resource-development/resources-and-training.
- Heidi Anderson Folnagy, (406) 444-6691, handersonfolnagy@mt.gov

Getting Started

- **Website: grants.dnrc.mt.gov**
  - o Multiple programs in the Conservation and Resource Development Division will have their applications for funding on this site.
- **Signing up for an account**
  - o If you do not have an account, simply clicking on any grant opportunity on grants.dnrc.mt.gov will prompt you to either create a new account or sign in.
- **Sign into your account**
  - o Go to grants.dnrc.mt.gov/login or go to grants.dnrc.mt.gov and click on "View your Submissions" in the upper right corner of the page. This will prompt you to sign in.

Finding the Application Forms

- **New Applications**
  - o All new applications can be found here: grants.dnrc.mt.gov
  - o Simply click on the application link to start an application.
- **Active Grants previously in Webgrants**
  - o All active grants are moving into Submittable. You should have received an email from me or your grant manager with a link to fill out a form.
- **Eligibility Forms**

- o Some applications use an eligibility form to help people determine if they are eligible for funding. If you are not eligible for funding then it will not allow you to see the application.

Filling Out and Submitting Applications

- **IMPORTANT: Who can Submit an Application (aka Submission)?**
  - o All applications must come in from the applicant or someone within the applying entity. Applicants cannot be submitted by someone contracted with the applicated for the project. *DNRC will not accept submissions from someone outside of the applying entity.*
- **Adding Collaborators**
  - o A collaborator is someone who can fill out the application with you, but *collaborators cannot submit the application.*
  - o Please note that right now collaborators can only help on the application form. Submittable is working to add collaborators to other forms, like the progress reports.
  - o Helpful Video from Submittable: How can I invite people to collaborate with me on a submission? | Submittable Help Center
- **Field Specific Pointers**
  - o Look for guidance and instructions from the grant manager below the fields.
  - o Project Title
    - Please include the name of the applicant before the title. For example: Beaverhead Conservation District – Grasshopper Creek Reclamation
  - o Attaching Documents
  - o Addresses
  - o Requested Amounts – make sure it matches any budget tables attached to the application

Viewing your Submissions

- Sign into your account. Click on "Submissions" on the top banner.
- From Submissions you can view:
  - o All Submissions
  - o Submissions – Active, Accepted, Declined, Withdrawn, and Saved Drafts
    - To continue an application click on saved drafts.
  - o Collaborations
    - If you are a collaborator you will only see the form you collaborated on. This does not give you access to view the current status of the submission.
  - o To view a specific submission, click on the title of the submission.

Managing your Grant in Submittable

- **Within the submission you will see:**
  - o Activity – A description of activity on the submission/application.
  - o Messages – any messages sent to you through Submittable
  - o Forms

- This is where you will find the application, progress reports, and any forms sent to you through Submittable
- If you see a clipboard next to the submission, it means there is a form for you to fill out.
  - Notes – You can keep project notes here. These are *not visible* to the grant manager.
- **Emails from Submittable**
  - *Important*: Check your junk/spam folder
  - The link to your submission is at the bottom of the email, sometimes it looks funny.
  - Messages from DNRC through submittable
    - You can reply directly from your email and the message will show up in the submission in Submittable.
- **Application returned for editing**
  - You will see a purple/pink button next to the submission that says "Editable." Click on the project title and go to forms. Click the pink button to open the application. Don't forget to submit the edited form.
- **Submitting Progress Reports, Reimbursement Requests, and other forms**
  - Click on the title of your submission and go to forms. Here you will see the form you need to complete.
  - Progress reports, final reports, and reimbursement requests are all in the same form.
  - When necessary, these forms can be emailed to your grant managers. These forms are available on the program pages.
    - For example: http://dnrc.mt.gov/divisions/cardd/resource-development/resources-and-training
- **Editing forms**
  - Click into the submission and go to forms. Click on the pink/purple button that says edit. Don't forget to submit the edited form.

Other Changes

- **Docusign for Grant Agreements**
  - CARDD is moving to docusign to allow electronic signatures on grant agreements. Please watch your email.
  - As always, grant agreements must be signed by an authorized representative of the grant recipient.

Help

- Questions about your submittable account, including password changes, go to:
  - [Submittable Help - For Submitters | Submittable](#)
- Questions about your submission to a grant opportunity, please contact:
  - Grant Manager – typically listed on the opportunity
- Other Questions on Submittable:
  - Heidi Anderson Folnagy, (406) 444-6691, handersonfolnagy@mt.gov

Questions and Discussion