

## Directions for Completing the Application

Application submission is done via electronic submission of the online forms and uploading the supporting documentation.

### **Online Application**

Here are some tips for online application:

- The first page you will see asks whether you are starting a new application or working on an application in progress. Choosing a new application generates a numbered application code. Please make note of that code so that you can log in to the application later.
- To enter the online application the first time, you will be asked to download these guidelines. Therefore, that process may create a second PDF copy for you. You can continue the application process only after the guidelines are downloaded through the online application.
- Before filling in parts of the application, you can create a blank copy of the entire application for reference. Click on the “Make PDF” button at the top right of each page. As you fill in portions of the application, the new information will be reflected in any new PDF copies that you create.
- Navigate through the pages using the buttons at the bottom of each page. Any data you enter will be saved when you move to a different page, or when you log out. All yellow fields are required before final submission of the Application. Your input is saved automatically when you leave each page.

The online application may be submitted electronically after all of the required fields on each page have been filled with required data, and all required documents have been uploaded. The **Submission** page lists pages in red where required information is incomplete. If any pages are listed in red on the **Submission** page, the application is not yet ready to submit. The “FINAL SUBMISSION” button appears when all required fields have been filled.

**Applicants have one opportunity to submit the final version of an application.** Clicking on the “FINAL SUBMISSION” button on the **Summary** page creates a PDF of the entire application for reference. Clicking on the “FINAL SUBMISSION” button also means that **no further edits or additions will be allowed, and no more access to the electronic application will be available. Applicants may review but not edit their proposal by referring to the created PDFs.** Therefore, please ensure that the application is complete and **final** before pressing the “FINAL SUBMISSION” button.

The application is due 4PM Central Time on Friday, February 17, 2012. Applicants must upload Supporting Documentation before an application can be submitted. Instructions can be found on the **Documents** page.

## **Required Supporting Documentation**

The following document types must be uploaded as part of the application – see online instructions (**Documents** page) for more details. All documents must be in PDF format:

- ITM vitae Documentation
- Partner Documentation
- Prior Professional Development Documentation
- Planning Documentation
- Recruitment Documentation
- Statement of Provisions and Assurances with Signatures

## **Supporting Documentation Assembly Instructions**

Applicants will need to incorporate all supporting documentation into PDF files. They will be uploaded on the Supporting Documentation page of the application (“Documents” button).

The required documents in **each category must be uploaded as a single PDF**. For example, the partner letters in Partner Documentation category will be coming from several sources, but applicants must upload only one file containing all of the letters.

**Uploaded documents can be replaced, but only one file per category can be incorporated into the application.**

## **Final Submission**

In addition to ensuring all the required fields are completed elsewhere in the application, applicants must upload all required documents before a “FINAL SUBMISSION” button will appear on the Submission page.