

# CDFW WebGrants Application Guidance

## Watershed Restoration Grant Branch Programs

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# 1. Introduction

This document includes instructions for completing California Department of Fish and Wildlife's (CDFW) WebGrants Application Forms. The Forms also have form-specific instructions.

For assistance with the application, please contact the WebGrants Help Desk at [Prop1WebGrants@wildlife.ca.gov](mailto:Prop1WebGrants@wildlife.ca.gov). You will receive a response to your request within one full business day.

## 2. General WebGrants Guidance

### Internet Browsers

- WebGrants is compatible with many different browsers; please feel free to use the browser of your choice. Click "System Compatibility" at the upper right corner of the Log In page for more information.
- This application will not function using dial-up internet services. You need to have a high-speed connection.

### WebGrants Basic Navigation

- WebGrants navigation menu is at top each page.
- Use the "Back" button in the WebGrants navigation bar, rather than the browser back button, to exit the current page.
- Do not use the "Back" button in the browser window or the navigation menu to change pages, unless you have already clicked the "Save" button, or you will lose your data.
- Read the Instructions on the screen for navigating in the system.
- Make use of the "Help" button for additional information.
- You may return to the Application form list by clicking "Go to Application Forms" link within any application form.

### General Application Instructions - More detailed information in Section 6, below

- Download and refer to the [Proposal Solicitation Notice \(PSN\)](#) for Program and application requirements.
- Optional: Download a [Word version of the Application](#). Use this document to develop written responses, and copy and paste from that document into WebGrants. Check the pasted text for unexpected characters. Copying from a plain text document will avoid formatting issues and unexpected characters.
- Click the Help button on the upper left corner of the form for context specific help.
- Application instructions are listed at the top of the Application Main Menu and at the top of each form. Please follow instructions carefully.
- Click on the Form Name to open a form.
- Each form includes form-specific and section-specific instructions.
- Required fields are indicated by a red asterisk (\*).
- Some fields have character limits, noted under each text field. Characters include spaces and punctuation.

- All forms can be edited and saved as often as necessary but the system will require that ALL fields marked as required (\*) MUST have entries and EVERY form must be “Marked as Complete” to submit. Applicants will receive a pop-up message notifying them of this if they try to submit without completing these steps.

## How to fill out forms

There are two main types of Sections in WebGrants forms, and the process for editing fields in these sections is different. Most WebGrants forms include both section types; some include only one. Instructions at the top of each form and the instructions here will help you identify the section type and the process to use.

- A. Standard Form Sections
- B. Table Sections

### A. Standard Form Sections

Most of the WebGrants forms are Standard. See an example below.

- To enter your data into form fields, select Edit.
- To save your progress and leave Edit Mode, select Save.
- To exit form without saving, select Back from the navigation menu. Do not use the browser’s back button.

### B. Table Sections

Entering data in Table sections, identified by the inclusion of blue column headers, uses a different process. Data cannot be added to tables, or existing data edited, while editing standard sections.

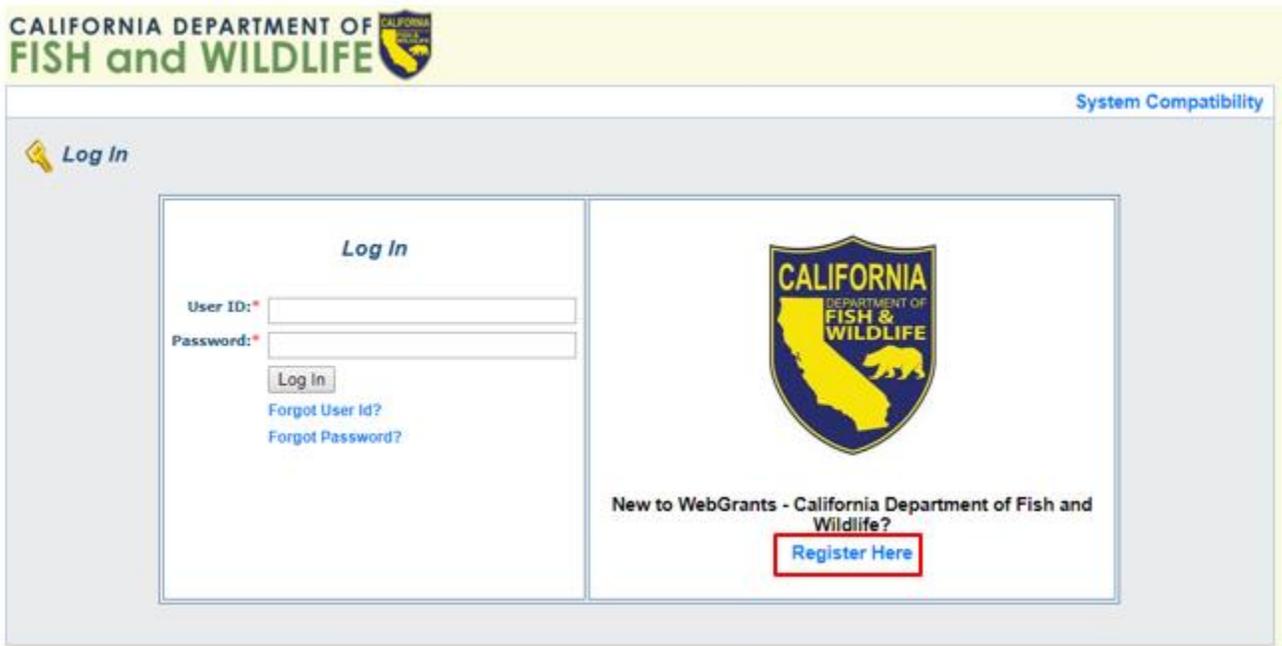
- To enter your data in a table, select "Save" at the top of the page to save your progress and exit edit mode.
- To add a row to this table, select “Add” to the right of the table section’s title. If the Add link is not visible, you are in edit mode for standard sections; you must first click “Save” at the top of the page.
- Fill out the required information, and select “Save” at the top of the page when finished.
- Repeat to add a row for each entry.
- To edit or delete a row, select the blue text in the first column.

### 3. Registration Instructions

All applicants must register to use CDFW WebGrants by going to the following link:  
[watershedgrants.wildlife.ca.gov](http://watershedgrants.wildlife.ca.gov).

If you have previously submitted an application using CDFW WebGrants, please use your existing registration rather than creating a new one.

To Register, Click on “Register Here”



## Registration Form

The screen below is the form for registering you and your organization as a WebGrants user. Be sure to complete all required fields before you complete registration. Once all fields are complete, select the "Register" button at the bottom right of the screen.

**CALIFORNIA DEPARTMENT OF FISH and WILDLIFE** 

[Help](#)

 **Register**

---

**Personal Information** [Register](#)

Name: \*      
Salutation First Name Middle Name Last Name

Title:

Email: \*

Confirm Email \*

Address: \*

\*     
City State/Province Postal Code/Zip

Phone: \*    
Phone Ext.

---

**Organization Information**

Are you Affiliated with an Organization?  Yes  No

Organization Name: \*

Organization Type:

Tax ID: \*

Organization Website:

Address: \*

\*     
City State/Province Postal Code/Zip

Phone: \*    
Phone Ext.

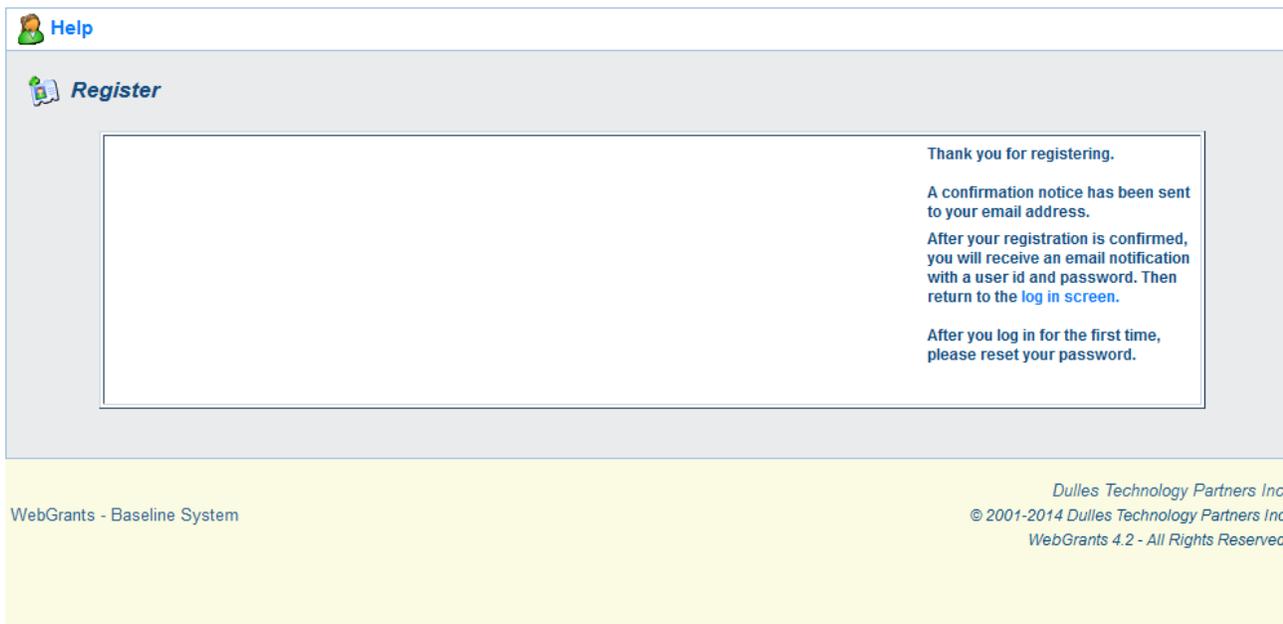
Fax:

E-mail Address \*

---

**Verify Submission**  I'm not a robot   
reCAPTCHA Privacy - Terms

**Register**



## New User Registration Emails

After you register, you will receive two e-mails directing you to log-on and use the WebGrants system.

### First Email

An example of the first e-mail you receive appears below:

**Subject:** *WebGrants New User Registration*

*\*\*\*\* Do Not Respond to This Email \*\*\*\**

*Dear [Jane Doe],*

**Message:** *Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password. Thank you for your patience.*

### Second Email

Once you have been approved to use the system, you will receive a second e-mail. An example of this e-mail appears below:

**Subject:** *WebGrants Approved Registration*

*\*\*\*\* Do Not Respond to This Email \*\*\*\**

**Message:** *Dear [Jane Doe],  
Your new registration with the WebGrants grants management system has been Approved. Your user id and password are below:  
User id: [User Id]  
Password: [Password]*

You may now log into the WebGrants system at the following location:  
<https://www.watershedgrants.wildlife.ca.gov>  
If you have any questions, please contact CDFW staff at  
[CDFWebGrants@wildlife.ca.gov](mailto:CDFWebGrants@wildlife.ca.gov).

Once you have received the second e-mail, you will return to the website and login as a Return User using your User ID and Password provided in the e-mail.

## Additional Users for an Organization

A registered user may add additional users to an organization in “My Profile” by clicking “Add” on the Registered Users table.

Registered Users						Add
<i>The people below also belong to the above organization. If the Add button is available in this section, then you can add people to your organization and bypass the standard registration process.</i>						
Name	Email	Phone	City	State	Remove	

Additional users at the applicant’s organization can be identified in the General Information form when an application is started; these additional users will be able to access and edit the application. See more below.

## Additional Organizations for a User

User accounts may be affiliated with multiple organizations. Only users under the same organization can edit the same application. If a third party (e.g., private consultant) is completing an application for an organization, they must be registered under both the applicant organization and their own.

Users can add registered users to their Organization by clicking on the Organization name in the Associated Organizations list on My Profile. Scroll down to the Registered Users section and click “Add”. If a registered user needs to add additional new Organizations to the database please contact Prop 1 WebGrants help at [Prop1WebGrants@wildlife.ca.gov](mailto:Prop1WebGrants@wildlife.ca.gov)

## 4. Logging into WebGrants

CALIFORNIA DEPARTMENT OF FISH and WILDLIFE

System Compatibility

Log In

**Log In**

User ID: user id

Password: \*\*\*\*\*

Log In

[Forgot User Id?](#)

[Forgot Password?](#)



**NEW TO WEBGRANTS - CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE?**

[Register Here](#)

WebGrants - California Department of Fish and Wildlife

Dulles Technology Partners Inc.  
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WebGrants 6.10 - All Rights Reserved.

Note: Once approved to use the system, you do not have to register again. If you forget your password, click on “Forgot Password” and the system will automatically generate an e-mail to the e-mail address you provided when you registered with your forgotten password.

### How to Login

1. Go to [watershedgrants.wildlife.ca.gov](http://watershedgrants.wildlife.ca.gov)  
Click on User ID on the left side of your page under Log In
2. Enter your User ID
3. Enter your Password
4. Click on “Log In”

 [Log In](#)

**Log In**

User ID:\*

Password:\*

[Forgot User Id?](#)

[Forgot Password?](#)



New to WebGrants - California Department of Fish and Wildlife?  
[Register Here](#)

## 5. Creating a New Application

To begin your application, from the Main Menu click on “Funding Opportunities.” This will take you to the Funding Opportunities page where you can select which opportunity to which you would like to apply.

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 [Menu](#) |  [Help](#) |  [Log Out](#)

 [Back](#) |  [Print](#) |  [Add](#) |  [Delete](#) |  [Edit](#) |  [Save](#)

 **Welcome** Testing Tester

**Main Menu**  
*Click Help above to view instructions. Go to "My Profile" to reset password.*

-  [Instructions](#)
-  [My Profile](#)
-  [Funding Opportunities](#)
-  [My Applications](#)
-  [My Grants](#)
-  [My Inventory](#)

### Funding Opportunity Page

You will see a list of available Funding Opportunities. Click the “Opportunity Title” to which you wish to apply. This will take you to the Funding Opportunity page where you can start a new application or copy an existing application (if you have already started one under the same funding opportunity).

Funding Opportunities

Current Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Application Deadline
01325	California Department of Fish and Wildlife	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)	10/26/2018

## Funding Opportunity Details

The Funding Opportunities Details page includes a description of the funding opportunity and some key resources.

To start a new application, select “Start a New Application” under the “Opportunity Details” section.

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
----	-------------------	--------

Opportunity Details

[Copy Existing Application](#)
[Start a New Application](#)
[Ask A Question](#)

**01325-Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)**

Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs  
 Application Deadline: 10/26/2018 4:00 PM

Award Amount Range:	Not Applicable	Program Officer:	Hildie Spautz
Project Start Date:		Phone:	916-445-0076 xNA
Project End Date:		Email:	<a href="mailto:Hildegarde.Spautz@wildlife.ca.gov">Hildegarde.Spautz@wildlife.ca.gov</a>
Award Announcement Date:			

Description

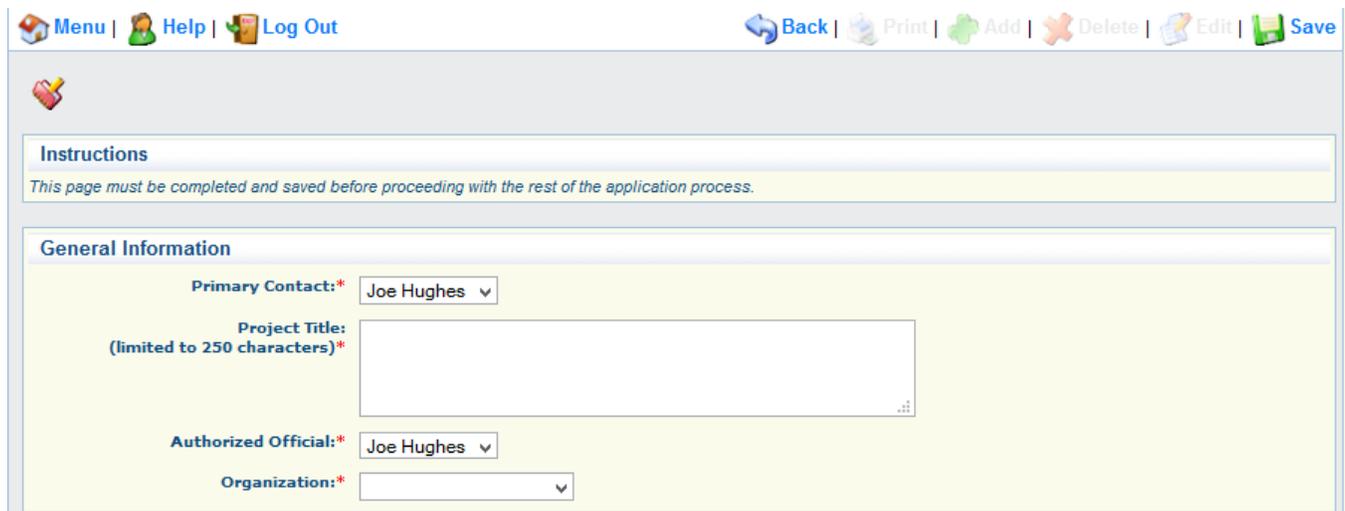
Description

This Solicitation is a collaborative effort to achieve the vision of **One Delta, One Science** by the **California Department of Fish and Wildlife (CDFW)** and the **Delta Science Program (DSP)**. CDFW and DSP are seeking grant proposals for scientific study projects that address the **Science Action Agenda**, communicate results, and inform management actions in the Delta. This Solicitation includes the **CDFW Delta Water Quality and Ecosystem Restoration Program (Proposition 1)** funding for Fiscal Year 2019-2020, and the **Delta Stewardship Council's** funding from state and federal sources, including US Bureau of Reclamation, following a joint CDFW and DSP proposal evaluation process.

Please see the links below for the **Delta Science Proposal Solicitation Notice**, **CDFW Webgrants Application Guidance**, **Delta Science Proposal Solicitation Application - Word Version**, and other critical information.

## General Information Form

After “Start a New Application” is selected, the General Information Form will appear. This pulls information from the databases for People and Organizations. The system identifies the user with the Organization identified when the registration was completed. Fill out each field and click ‘Save’ at the top right of the screen to continue.



The screenshot shows the top navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is an 'Instructions' box stating: "This page must be completed and saved before proceeding with the rest of the application process." The main form area is titled 'General Information' and contains the following fields:

- Primary Contact:\*** A dropdown menu with 'Joe Hughes' selected.
- Project Title: (limited to 250 characters)\*** A large text input field.
- Authorized Official:\*** A dropdown menu with 'Joe Hughes' selected.
- Organization:\*** A dropdown menu.

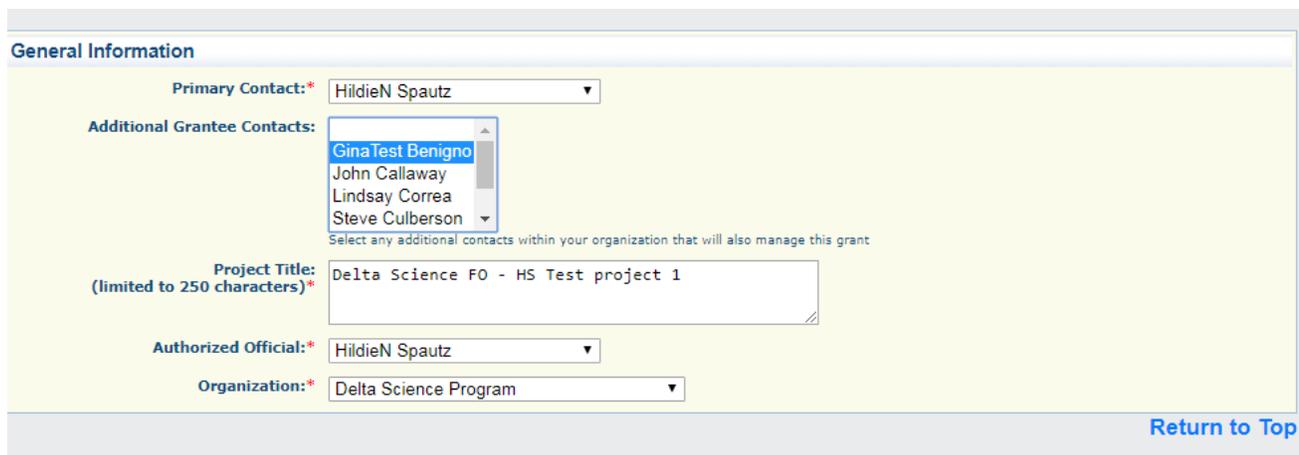
**Primary Contact:** This is the lead person to be contacted regarding the project. Only this person may edit information in the General Information form once it is saved.

**Project Title:** Brief descriptive title for the project.

**Authorized Official:** Name of the person authorized to legally sign a grant agreement. This is a member of the applicant’s organization.

**Organization:** This is the Applicant organization, i.e. the organization that the Primary Contact and Authorized Official work for.

**Additional contacts:** To give access to the application to additional staff at your organization, you must add their name to the General Information form. You must first click “Save”, then click “Edit”, and a new field “Additional Grantee Contacts” will appear. You may add one or more additional contacts from your organization, to give them the ability to view and edit the application.



This screenshot shows the 'General Information' form with the 'Additional Grantee Contacts' dropdown menu open. The form fields are filled with the following information:

- Primary Contact:\*** HildieN Spautz
- Additional Grantee Contacts:** A dropdown menu is open, showing a list of names: Gina Test Benigno (highlighted), John Callaway, Lindsay Correa, and Steve Culberson. Below the list is the instruction: "Select any additional contacts within your organization that will also manage this grant".
- Project Title: (limited to 250 characters)\*** Delta Science F0 - HS Test project 1
- Authorized Official:\*** HildieN Spautz
- Organization:\*** Delta Science Program

A "Return to Top" link is visible in the bottom right corner of the form area.

To go to application forms, click the “Go To Application Forms” button.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Application

Application: 00008 - Test\_Application Forms 5/20/15

Program Area: Test Program Area

Funding Opportunity: 00000 - Test HUD Funding Opportunity

Application Deadline: Final Application Deadline not Applicable

### Instructions

*This page must be completed and saved before proceeding with the rest of the application process.*

### General Information

System ID: 00008

Project Title: Test\_Application Forms 5/20/15

Primary Contact: Joe Hughes

Organization: Grantee Organization

[Go to Application Forms](#)

Last Edited By: Joe Hughes, 05/20/2015

## 6. Completing Application Forms

The Application Main Menu lists all application forms. All forms are required except Subcontractor Budget, Cost Share, and Supplementary Attachments; these are required only if applicable to the proposed project.

**Note: All forms must be Marked as Complete to submit the application, even if not required for the proposed project.**



Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save

### Application

**Application:** 01335 - Delta Science FO - HS Test project 1

**Program Area:** Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs

**Funding Opportunities:** 01325 - Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)

**Application Deadline:** 10/26/2018

#### Instructions

### Application Main Menu

All application forms appear below. All forms are required except Subcontractor Budget, Cost Share, and Supplementary Attachments; these are required only if applicable to the proposed project.

- Download and refer to the [Proposal Solicitation Notice \(PSN\)](#) for Program and application requirements.
- Optional: Download [Prop 1 WebGrants Applicant User Guide](#) for more detailed instructions about using WebGrants.
- Optional: Download a [Word version of the Application](#). Use this document to develop written responses, and copy and paste from that document into WebGrants. Check the pasted text for unexpected characters. Copying from a plain text document will avoid formatting issues and unexpected characters.
- Click the **Help** button on the upper left corner of the form for context specific help.

**Completing and Submitting the Application**

- Each form includes form-specific and section-specific instructions.
- All required fields must be filled in before a form may be **Marked as Complete**.
- All forms must be **Marked as Complete** before submitting. The **Marked as Complete** button is below form instructions.
- The check mark in the **Complete?** column in the application menu is only an indicator that the form has been completed, not submitted. Forms can be further edited until submitted.
- To **Submit** the application -: click the **Submit** button on the Application main menu / form list page. Once submitted, the form is locked down; no further editing is possible.
- To **Withdraw** the application from consideration, click the Withdraw button on the Application main menu.
- To **Print** the application at any time: From the Application main menu click **Application Details** and **Print**. Clicking **Print to PDF** will create a pdf that includes all uploaded attachments except excel files.

Application Forms	Application Details   Submit   Withdraw
Form Name	Complete? Last Edited
General Information	✓ 09/07/2018
Form 1: Eligibility, Timing, and Priorities	09/06/2018
Form 2: Site Information, Maps, and Permits	✓ 08/31/2018
Form 3: Project Narrative	09/04/2018
Form 4: Schedule and Deliverables	08/28/2018
Form 5: Budget	✓ 09/04/2018
Form 6: Subcontractor Budget	✓ 09/05/2018
Form 7: Budget Justification	08/31/2018
Form 8: Cost Share	09/04/2018
Form 9: Supplementary Attachments	09/05/2018
Form 10: Acknowledgment and Signature	✓ 09/05/2018

## General Application Instructions

- Download and refer to the [Proposal Solicitation Notice \(PSN\)](#) for Program and application requirements.
- Optional: Download a [Word version of the Application](#). Use this document to develop written responses, and copy and paste from that document into WebGrants. Check the pasted text for unexpected characters. Copying from a plain text document will avoid formatting issues and unexpected characters.
- Click the Help button on the upper left corner of the form for context specific help.
- Application instructions are listed at the top of the Application Main Menu and at the top of each form. Please follow instructions carefully.
- Click on the Form Name to open a form.
- Each form includes form-specific and section-specific instructions.
- Required fields are indicated by a red asterisk (\*).
- Some fields have character limits, noted under each text field. Characters include spaces and punctuation.
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## How to fill out forms

There are two main types of Sections in WebGrants forms, and the process for editing fields in these sections is different. Most WebGrants forms include both section types; some include only one. Instructions at the top of each form and the instructions here will help you identify the section type and the process to use.

- A. Standard Form Sections
- B. Table Sections

### A. Standard Form Sections

Most of the WebGrants forms are Standard. See an example below.

- To enter your data into form fields, select Edit.
- To save your progress and leave Edit Mode, select Save.
- To exit form without saving, select Back from the navigation menu. Do not use the browser’s back button.

The following screenshot is an example of a standard section that is not in edit mode.

**Eligibility and Timing**

**Applicant Eligibility**

Select which organizational type the applicant falls under. If applicant does not fall under a listed category, the applicant is not an eligible entity.

**Organization Type\*** California State Government including Public Universities

Provide applicant's Federal Employer ID Number (FEIN)

**Applicant FEIN\*** 99-9999999  
Input Format (##-#####)

Is the proposed project required mitigation or is it to be used for mitigation under laws such as CEQA, NEPA, CESA, ESA, CWA, FERC, or other pertinent laws and regulations, or a permit issued by any local, State, or federal agency?

**Required Mitigation?\*** No

**Project Timing**

Provide the date when the project to be funded will begin (February 1, 2019 at the earliest). Note that CDFW grant terms will begin after July 1, 2019.

**Estimated Start Date\*** 07/01/2019  
MM/DD/YYYY

Provide the date when the project to be funded will end (April 30, 2023 at the latest). Note that Council contract terms may end April 20, 2021.

**Estimated End Date\*** 09/30/2021  
MM/DD/YYYY

The same section after clicking edit:

**Eligibility and Timing**

**Applicant Eligibility**

Select which organizational type the applicant falls under. If applicant does not fall under a listed category, the applicant is not an eligible entity.

**Organization Type\*** California State Government including Public Universities

Provide applicant's Federal Employer ID Number (FEIN)

**Applicant FEIN\*** 99-9999999  
Input Format (##-#####)

Is the proposed project required mitigation or is it to be used for mitigation under laws such as CEQA, NEPA, CESA, ESA, CWA, FERC, or other pertinent laws and regulations, or a permit issued by any local, State, or federal agency?

**Required Mitigation?\***  Yes  No

**Project Timing**

Provide the date when the project to be funded will begin (February 1, 2019 at the earliest). Note that CDFW grant terms will begin after July 1, 2019.

**Estimated Start Date\*** 07/01/2019   
MM/DD/YYYY

Provide the date when the project to be funded will end (April 30, 2023 at the latest). Note that Council contract terms may end April 20, 2021.

**Estimated End Date\*** 09/30/2021   
MM/DD/YYYY

## B. Table Sections

Entering data in Table sections, identified by the inclusion of blue column headers, uses a different process. Data cannot be added to tables, or existing data edited, while editing standard sections.

- To enter your data in a table, select "Save" at the top of the page to save your progress and exit edit mode.
- To add a row to this table, select "Add" to the right of the table section's title. If the Add link is not visible, you are in edit mode for standard sections; you must first click "Save" at the top of the page.
- Fill out the required information, and select "Save" at the top of the page when finished.
- Repeat to add a row for each entry.
- To edit or delete a row, select the blue text in the first column.

The following screenshot is a standard section from **Form 1 – Eligibility, Timing and Priorities**, that is not in edit mode.

## Project Team Qualifications and Experience

[Add](#)

### Section Instructions:

- To enter your data in this table, select "Save" at the top of the page to save your progress and exit Edit Mode.
- To add a row to this table, select "Add" to the right of this section's title. If the Add link is not visible, click "Save".
- Fill out the required information, and select "Save" when finished.
- Repeat to add a row for each member of the Project Team.
- To edit or delete a row, select the blue text in the first column.

### Whom to Include in Project Team

The Project Team includes all applicant staff and subcontractors (e.g., consultants, California Conservation Corps) who will be performing the work described in the proposal. Please provide information for all key members of project team.

If project team members or subcontractors have not been selected yet, then provide the following:

- "TBD" for name and affiliation
- Project role
- Expected qualifications and experience

**PLEASE NOTE:** Once submitted, proposals are subject to the Public Records Act and may be publicly available. DO NOT submit personal information such as home address; home telephone, fax, or cell phone numbers; home email address; date of birth; citizenship; drivers' license numbers; marital status; personal hobbies; and the like. Such personal information is irrelevant to the merits of the proposal.

Last Name	First Name	Affiliation	Project Role	Experience and Qualifications	Biographical Sketches
<a href="#">Smith</a>	John	University of California, Davis	Project Manager	Summary of experience and qualifications	<a href="#">01335_Resume_Smith.docx</a>

The same table section after clicking "Add":

### Project Team Qualifications and Experience

**Section Instructions:**

- To enter your data in this table, select "Save" at the top of the page to save your progress and exit Edit Mode.
- To add a row to this table, select "Add" to the right of this section's title. If the Add link is not visible, click "Save".
- Fill out the required information, and select "Save" when finished.
- Repeat to add a row for each member of the Project Team.
- To edit or delete a row, select the blue text in the first column.

#### Whom to Include in Project Team

The Project Team includes all applicant staff and subcontractors (e.g., consultants, California Conservation Corps) who will be performing the work described in the proposal. Please provide information for all key members of project team.

If project team members or subcontractors have not been selected yet, then provide the following:

- "TBD" for name and affiliation
- Project role
- Expected qualifications and experience

**PLEASE NOTE:** Once submitted, proposals are subject to the Public Records Act and may be publicly available. DO NOT submit personal information such as home address; home telephone, fax, or cell phone numbers; home email address; date of birth; citizenship; drivers' license numbers; marital status; personal hobbies; and the like. Such personal information is irrelevant to the merits of the proposal.

**Last Name\***

**First Name\***

**Affiliation\***

This field is limited to 250 characters.

Describe the person's role in the project.

**Project Role\***

This field is limited to 500 characters.

**Experience and Qualifications\***

This field is limited to 500 characters.

Attach a one-page Biographical Sketch for each project team member. Include the following information:

- Qualifications and Experience
- Education and Training
- Academic/Professional Appointments (beginning with the current appointment)
- Up to 5 products (e.g., publications, planning documents, reports) related to the proposed project. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website or other Persistent Identifier.
- Experience coordinating across disciplines/agencies/universities/collaborative venues and leading multi-team effort(s).

Use the following file naming convention: [Application Number]\_Resume\_[Last Name of Project Team Member] and click "Choose File" to upload.

**Biographical Sketches**  No file chosen

[Return to Top](#)

## 7. Resuming an Existing Application

There are two ways to resume an existing application after logging into WebGrants.

1. Click on “My Applications” from the Main Menu

The screenshot shows the main menu of the California Department of Fish and Wildlife WebGrants system. The user is logged in as 'Testing Tester'. The main menu includes links for Instructions, My Profile, Funding Opportunities, My Applications (highlighted with a red box), My Grants, and My Inventory.

Then select your application by its “Project Title” as seen below:

The screenshot shows the 'Applications' page. It features a table of 'Current Applications' and a link to 'Archived Applications'. The table lists three applications with their respective IDs, statuses, stages, project titles, funding opportunities, program areas, and deadlines.

ID	Status	Stage	Project Title	Funding Opportunities	Program Area	Deadline
01335	Editing	Final Application	Delta Science FO - HS Test project 1	01325 - Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	10/26/2018
01346	Editing	Final Application	Test project 2	01325 - Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	10/26/2018
01364	Editing	Final Application	Delta Science Test Application	01325 - Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	10/26/2018

2. Your Current Applications will be listed at the top of the Funding Opportunity Page. Select your application by the “Application Title” as seen below:

The screenshot shows the 'Funding Opportunities' page. It features a table of 'Current Applications' with columns for ID, Application Title, and Status.

ID	Application Title	Status
01335	Delta Science FO - HS Test project 1	Editing
01346	Test project 2	Editing
01364	Delta Science Test Application	Editing

## 8. Completing and Submitting the Application

- All required fields must be filled in before a form may be Marked as Complete.
- The “Mark as Complete” button is below form instructions. When all forms are Marked as Complete, there will be a check mark for each in the “Complete?” column on the Application Main Menu
- All forms must be Marked as Complete before submitting.
- The check mark in the “Complete?” column in the application menu is only an indicator that the form has been completed, not submitted.
- Forms can be further edited until submitted
- To **Submit** the application: click the “Submit” button on the Application main menu / form list page. Once submitted, the form is locked down; no further editing is possible.
- To **Withdraw** the application from consideration, click the “Withdraw” button on the Application main menu.
- To **Print** the application at any time: From the Application main menu click “Application Details” and “Print”. Clicking “Print to PDF” will create a pdf that includes all uploaded .jpg and .pdf attachments.