

Electronic Grant Applications

Successful Completion Tips

- Complete applications left to right.
- Remain active in applications to avoid timeout errors.
 - Sessions time out with 20 minutes of inactivity.
 - Save frequently.
- DO NOT use the “Back” button.
- DO NOT have two applications open at the same time.
- Paste narrative as plain text when copying and pasting from a word processing application. Copying and pasting any text with formulas or special characters (e.g., bullet points) will usually cause an error when trying to save the page.
- Address all **red “Error”** messages at the top of the page when saving before navigating to the next page. All content will be lost if the errors are not addressed.
- If you are unsure of how to resolve a question, add placeholder language and save. Make sure you resolve the question completely prior to submitting to ISBE.
- Generally, all pages should be saved. Within the GATA and Assurance pages, there is a box near the bottom of the page acknowledging you have read and understood the information on that page. Failure to check the box and save the page will result in an **“Error”** message and inability to submit the application.
- Only one entity user should work on the application at a time, otherwise there is a risk of data loss.
- Only the Agency Administrator (AA) can sign/authorize the Assurance pages in the application. Without the signature/authorization of the AA, the grant cannot be submitted.
- Ensure pop-up blockers are disabled to allow the application and review checklist to open simultaneously.
- When creating amendments, you must first unlock the page from the Page Lock Control tab. The page you are amending will not save unless this is done first.
- When making changes to the application after a successful Consistency Check and prior to submission to ISBE, you will need to unlock the grant from the Submit tab.
- Print or otherwise save your completed application. This is done from the Application Print tab of your application. After requesting the print, the completed print request will appear under Completed Print Jobs. This may take up to 30 minutes. You can then download and print/save your application for your records.

Date	Updates
11/14/2025	Original