

Application

After clicking the I Agree button on the Agreement page, applicants are assigned a project number and taken to the OCAST Application Menu. From this menu, applicants have four choices:

- View forms
 - Clicking this button brings up all the required forms that must be filled out in order to submit an application
 - Note that this only includes the *forms*; required narrative attachments are prepared outside of OKGrants and uploaded to the system
 - Generally, this is the most first and most frequent button applicants will use
- View status options
 - Clicking this button gives applicants the option to submit or cancel their application
- View application management tools
 - Applicants can check their application for errors, add people with fewer rights to their application (i.e., writers), or download a full PDF version of their application forms
- View related items
 - Applicants have no options under this section until their application is awarded

Upon clicking View Forms under the View, Edit and Complete Forms heading, applicants are taken to the forms menu. Forms are broken up into sections:

- Application for Fiscal Year XX forms
- Budget – Year 1 forms
- Budget – Year 2 forms (if applicable, will appear based on budget information added on the Project Information page)
- Budget – Year 3 forms (if applicable, will appear based on budget information added on the Project Information page)

Application Forms

- In order to submit the application, the Agency Administrator will need to log in and go to the Project Assurances – Contract Official page and click Yes to show that he or she agrees. This radio button can only be selected by an Agency Administrator; it is disabled for all other roles. **This must be the last page in the application that is modified.** If any page is modified after the contract official as agreed to his or her Project Assurances page the contract official will have to log into OKGrants again to re-save the page. OCAST strongly encourages Agency Administrators to be the last people to open any pages in an application, as some pages automatically save upon opening, triggering a modification on the form.
- Applicants can check if the application is ready to submit from any form by selecting the Check Global Errors button.

To submit the Application, select View Status Options and select Apply Status under Application Submitted to submit the application. Applicants and agency administrators will receive an e-mail confirmation once an application has been submitted. The status of an application may also be checked by searching for the application under the My Applications tab. The search results box that appears after criteria are entered shows a given document's current status. **An application has not been submitted to OCAST for funding consideration until its status is listed as Application Submitted.**