

Application Steps

Application forms may be filled out in any order, with the exception of the Project Assurances – Contract Official page. **This must be the very last page to be saved before the application can be submitted.** Please be advised that some pages automatically save as soon as they are opened, signaling to OKGrants that a change has been made even if no information has been modified by the user on the screen. For this reason, contract officials are strongly encouraged to be the last person to approve and ultimately submit an application. PIs should be advised that opening or changing any pages in their application after their contract official has already electronically signed the Contract Assurances page will result in a need for the contract official to log back into the project. If this happens at or near the deadline when research administration offices are closed, applicants may not be able to submit their application.

Once an application's status has been changed to Application Submitted it will not be made available again to the PI or contract official under any circumstances. Users must ensure that all documents are prepared and uploaded as required before submitting the application.