Department of Developmental Services

# DDS Applicant Video Transcript

This video will help guide DDS Applicant through the online applicant submission process.

All applicants must read the DDS guidelines, download and read all attachments, complete your applicant profile, upload all documents, and complete the online budget and objective templates.

To see the announcement in its entirety, select view. On the Announcement page applicants can scroll through the announcement, download and save all attachments, print and save a copy of the announcement, and begin the online application process.

First time users must register with the GrantVantage system. Once registered please login to the system and complete your applicant profile.

In the left-side blue menu select “My Applicant Profile.” The information added to your applicant profile will be used during your application review and assessment. Add your organization information, physical and mailing address, users, contacts, and all documents.

As the Primary User, you can add additional Delegate Users to assist with completing your application.

Contacts are any individuals who are essential to your proposed project.

All documents must be uploaded to your profile before they can be attached to your application.

Once your applicant profile is complete, return to the funding announcement.

To begin your application process, select “Apply.”

Once the application has opened, Applicants will have to complete three main sections. The Application section, also known as the Question and Answers, the Objective Template, and the Budget Template. Please note that all three sections are marked with a red X, indicating that these sections are incomplete. When these sections are complete, they will be marked with a green checkmark. Which allows the applicant to submit their application.

When answering questions, your answers are tracked with the Completion Percentage. When your Completion Percentage reaches one hundred percent, your Application section will be marked with a green checkmark.

In order to view the status of each question select the pancake stack next to “View All Questions.” Questions marked in green are completed and answered questions. Questions marked in gray are incomplete questions that require an answer.

To attach a document, select "Choose File" to upload. Select the correct document, and then select "Save." Now that your application section is at 100 percent, the application will be marked with a green checkmark.

In the “Objective Template” page, all users must make sure to view the objective instructions, further instructions can be found in the funding announcement.

To add an objective, select “Plus[sign] Add Objective” and complete the required pop-up. The manager section is populated by the contacts added in the applicant profile. If you do not know who the manager is at this time, please select “To Be Determined.”

Once you have added an objective, you may then add Performance Measures and Activities.

To add an activity, select “Plus [sign] Add Activity” and complete that required pop-up.

Once you have completed the Objective Template select “Save Objective.” To move your template out of draft. At any point during the application process, you may return to your Objective Template draft to make any changes.

Since our Objective Template is complete, it is marked with a green checkmark.

In the Budget Template be sure to view your budget instructions in their entirety.

Further instructions may be found in the funding announcement guidelines.

The primary budget categories will be pre-loaded to your budget. Add any additional sub-categories by selecting the plus sign and New Sub-Category. [Enter the sub-category name] and select Save [icon].

All values must be added to the Direct column. Instructions on what type of answers to give for your budget will be found in the Budget Instructions.

Your project may require a budget justification. Once your budget is complete, select "Save Budget." Remember, you may return your budget to draft at any point during the application process.

Since all three sections are marked with a green checkmark the “Next” button has been unlocked.

Select Next.

A popup will appear to ensure that you have reviewed all your questions. If all your questions are reviewed, and you are ready to submit your application select “Save & Continue.”

On the final page of your application please enter your Project Name, your Project Summary, and any required or essential personnel. Please note that DDS does not require [additional] contact information.

Once you have entered all your information select “Finish.”

And then Submit your application.