

# APPLICATION SUBMITTAL INSTRUCTIONS

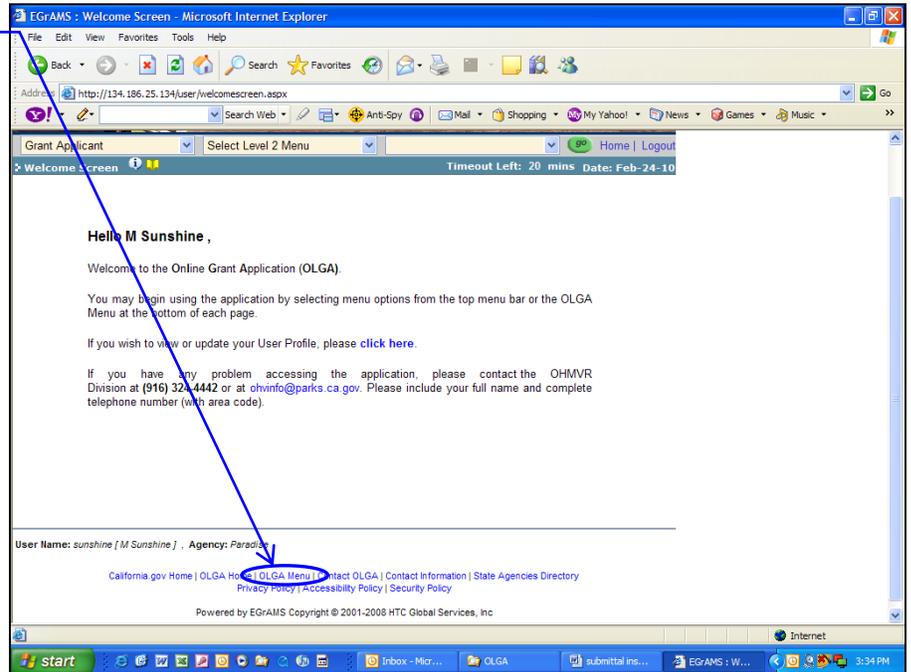
To submit your application, all applicable sections of your application must be completed and validated without error prior to submitting.

NOTE: Application submittal may only be executed by the Project Director.

Complete the following steps to submit your preliminary or final application:

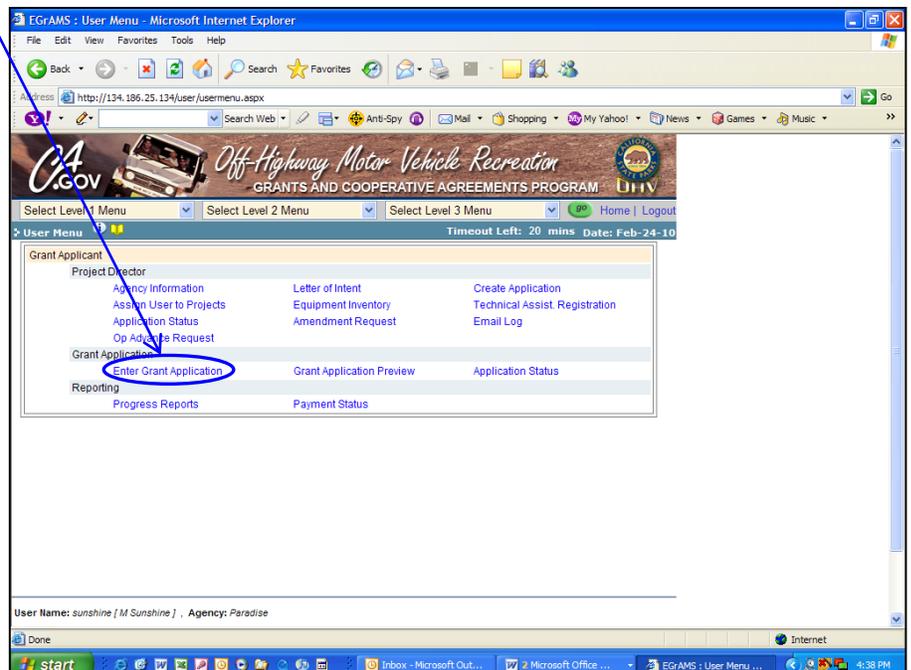
**Step 1** – Login to OLGA, then click “OLGA Menu” located in the footer at the bottom of the screen.

This action will display the screen in Step 2.



**Step 2** – In the “User Menu” screen, click “Enter Grant Application”.

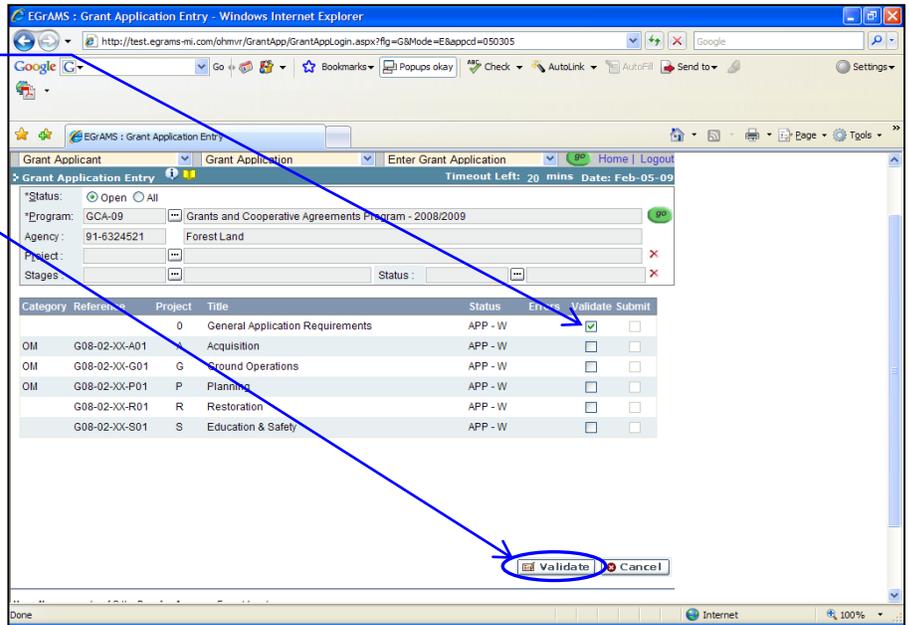
This action will display the screen in Step 3.



**Step 3** – In the “Grant Application Entry” screen, under the ‘Validate’ column, click to select all sections of the application that you want to submit, then click the “Validate” button.

NOTE: The ‘General Application Requirements’ must be selected.

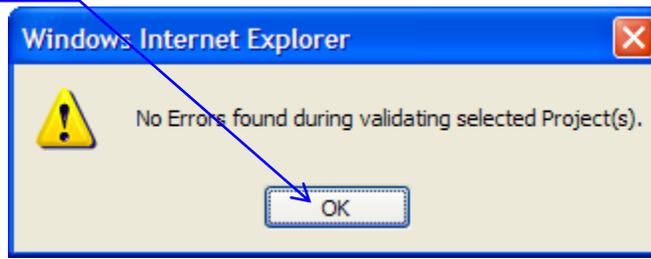
This action will display the screen in Step 4.



**Step 4** – If no errors are found you will receive this message.

Click “OK”.

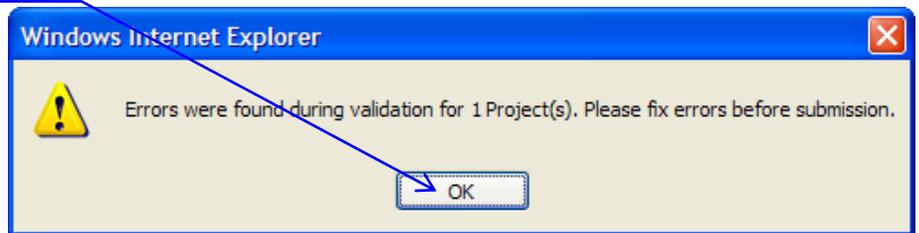
This action will display the screen in Step 5.



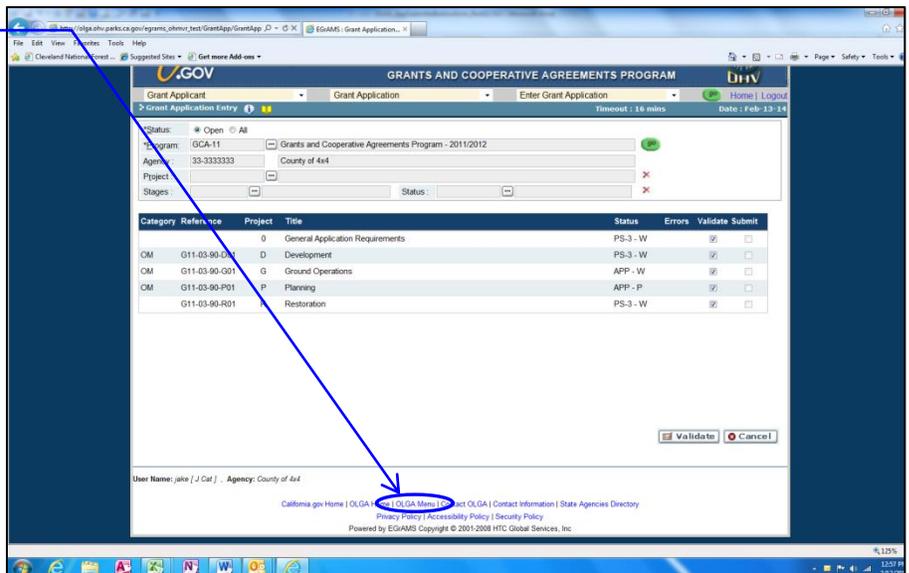
If errors exist you will receive this message.

Click: “OK”.

Refer to ‘Step 6: Enter Grant Application’ for instructions regarding correction of errors.

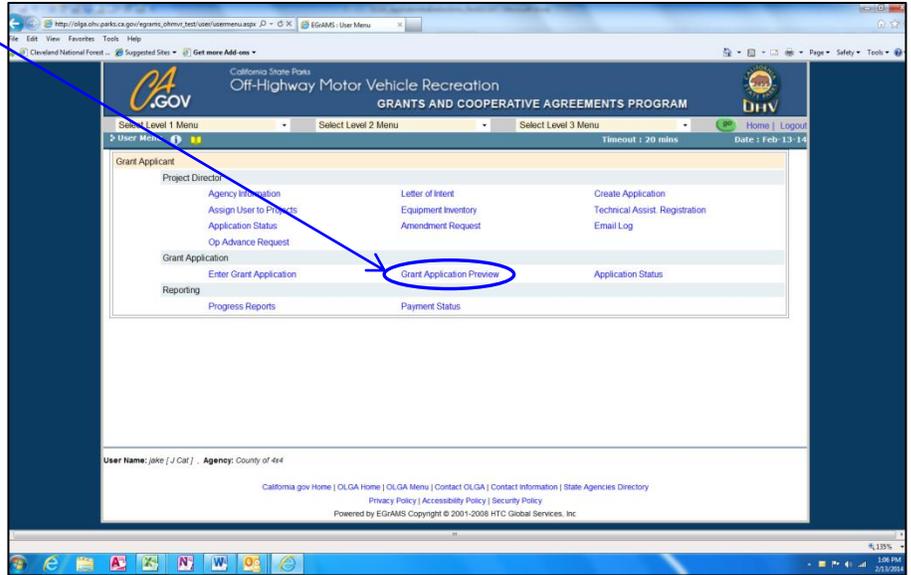


**Step 5** – In the “Grant Application Entry” screen, click “OLGA Menu” located in the footer at the bottom of the screen.



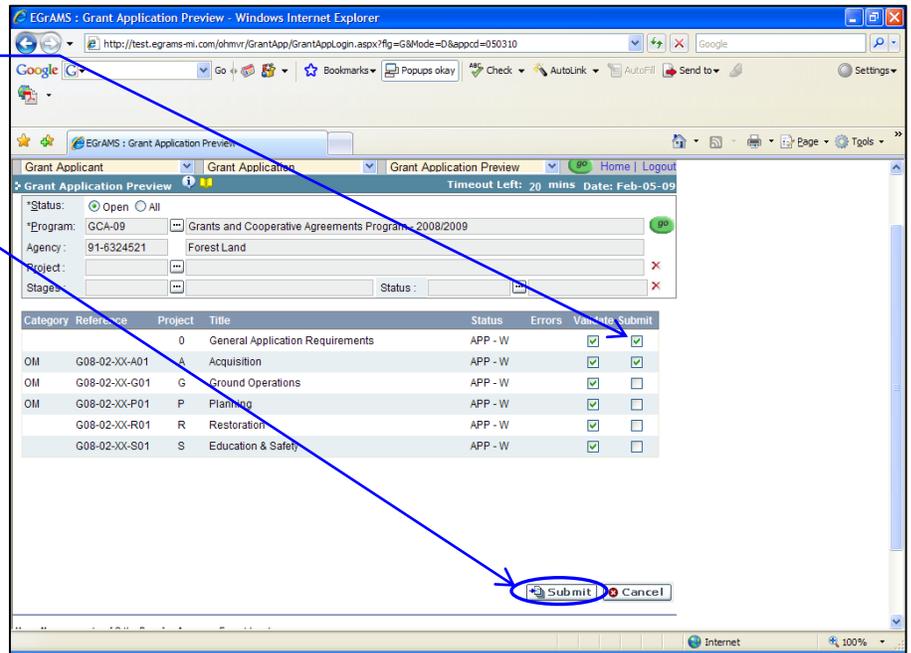
**Step 6** – In the “User Menu” screen, click “Grant Application Preview”.

This action will display the screen in Step 7.



**Step 7** – In the “Grant Application Preview” screen, under the ‘Submit’ column, click to select all sections of the application that you want to submit, then click the “Submit” button.  
NOTE: The ‘General Application Requirements’ must be selected.

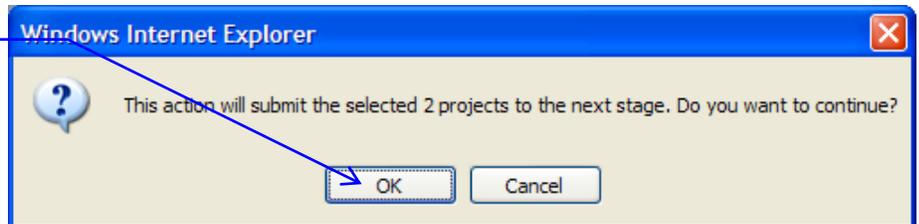
This action will display the screen in Step 8.



**Step 8** – Once the “Submit” button is selected you will receive this message.

If you wish to continue, click “OK”.

This action will display the screen in Step 9.



**Step 9** – Upon successful submission you will receive this message.

Click “OK”.

NOTE: The status of the submitted application is changed to PS-3-W for submittal of the preliminary application/stage and AV-1-P for the submittal of the final application/stage.

