10 TIPS TO A SMOOTH ONLINE APPLICATION SUBMISSION

1 To start your application, go to the Funding Opportunities page and click on the title of the program that interests you to reach that program's landing page. Then click the green "apply online" button to register a "MYRWJF" identification by providing an email address and a password you create.

2 Some programs have applicants apply as a team. If you are applying for a program that is for teams, you can "invite contributors" to collaborate on the same online application. Other team members do not need to create their own login through MYRWJF.

3 Click the "print the application" button to download a PDF of the application to help gather your thoughts and prepare before submitting online.

4 If your application requires confidential letters of reference or if you need other people to provide documents for you (e.g., transcripts), be sure to give people plenty of notice so you're not in danger of missing the application deadline or rushing them.

5 If you need to submit transcripts, make sure the files have not been "locked" or password-protected by your college or university. If so, save a version that is not locked and then upload that version to the application site.

6 Double-check deadline day, time, and time zone. And don't wait until then to start uploading your documents. It's better to upload them as you go along.

7 The "submit" button will be grey until all sections of the application have been completed, and then it will turn blue. If your button is still grey, go back and check to make sure you have completed all sections of the application.

8 Once you've completed the entire application and your final review, be sure to click on the "submit" button. Even if all sections are complete, your application is not available for our review until you click the "submit" button.

9 Once you've submitted your application, check your email for confirmation of your submission. If you don't see it in your inbox, check your spam folder. If you still can't find it, go back and check your application to make sure that you clicked the "submit" button.

10 If you need assistance with your application, go to the Contact Us section in the Resources area of the application. Your question will go directly to the people who can help you. **Please do not contact the Foundation by other means**, as there may be a delay in finding the right resource to assist you.

This information is also available in video format, where you can watch members of the team walk through these steps on screen.