

Applications for Funding in WebGrants

The purpose of this guide is to demonstrate how users can create, edit, and submit applications for DRPT state grant programs.

These instructions will focus on three areas:

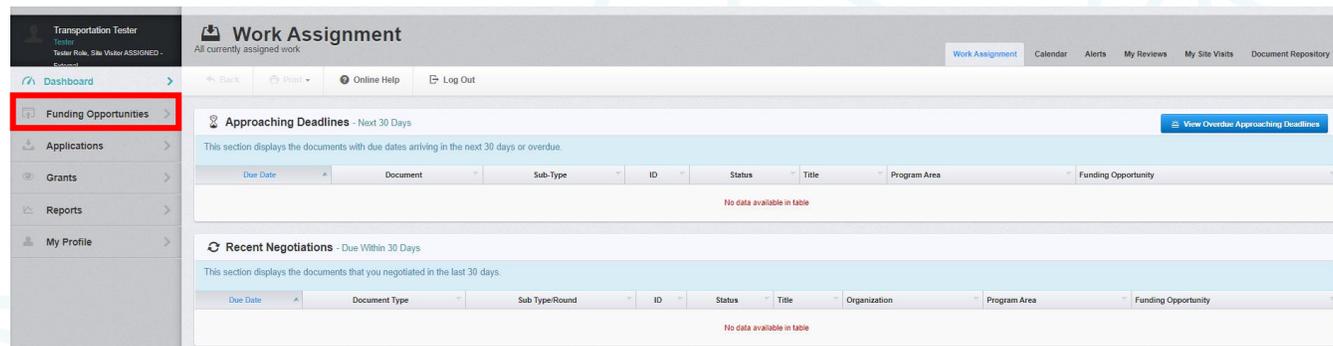
1. Creating and Submitting Applications for Funding
2. Unique Application Modules – Grids and Multi-Lists
3. Returning to a Saved Application
4. Withdrawing an Application

1. Creating and Submitting Applications for Funding

1.1 Begin at the WebGrants landing page at <https://grants.drpt.virginia.gov>. On the Login page, enter your User ID and Password, then click “Sign In”.



1.2 Once logged in, you’ll see the WebGrants main menu. On the left-hand panel, click “Funding Opportunities” to search for the available funding programs.



1.3 Navigate to the **Funding Opportunity** that you will be applying for and click on it. In this example we will be filling out a **MERIT Special Programs – Demonstration Assistance – FY25 Application**

Note: You can search for Funding Opportunities using the Search box or click on the column title to re-order the Funding Opportunities by ID, Status, Agency, Program Area, Title, Posted Date, or Final Application Due Date

<p>Jessica Maffey Internal Staff Transit Program Manager/Planner</p> <ul style="list-style-type: none"> Dashboard People and Organizations Awards Funding Opportunities 	329	Posted	Transit Ridership Incentive Program (TRIP) - Zero and Reduced Fare - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	0
	328	Posted	Transit Ridership Incentive Program (TRIP) - Regional Connectivity - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	0
	331	Posted	Transit Ridership Incentive Program (TRIP) - Public Safety - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	1
	330	Posted	Transit Ridership Incentive Program (TRIP) - Passenger Amenities and Facilities - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	0
	17	Posted	RTAP Grant Program (Rolling)	TP-Transit Program	Dec 31, 2030 3:00 PM	40
	29	Posted	MERIT Special Programs - Workforce Development - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	2
	28	Posted	MERIT Special Programs - Technical Assistance - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	2
	15	Posted	MERIT Special Programs - Demonstration - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	0
	293	Posted	MERIT Operating Assistance - Urban - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	3
	14	Posted	MERIT Operating Assistance - Rural - FY25	TP-Transit Program	Feb 1, 2024 11:59 PM	5

1.4 Once you click into a Funding Opportunity, you will see a list of all **Current Applications** that you or other users in your organization have started. Below that, you will see **Funding Opportunity Details** which includes a description, important dates, contact information for the DRPT Program Officer, and any relevant links and attachments.

- To start a new application, click “Start New Application”
 - This will take you to the **Application Creation Wizard**
 - The rest of these instructions will continue with a new application
- To continue an existing application, click anywhere on the row of the application you would like to continue working on

Funding Opportunities
List of all current funding opportunities

Back | Print | Online Help | Log Out

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button to start a new application. If the Copy Existing Application button appears you may copy data from an existing application.

ID	Application Title	Organization	Status
46	DTP1_Test Application	BaseLine Organization	Submitted
147	Demo - Test 2	Virginia Department of Rail and Public Transportation	Editing
206	Test 3	Virginia Department of Rail and Public Transportation	Editing
274	Test Demo 8-2-23	Virginia Department of Rail and Public Transportation	Editing
275	Test Demo	Virginia Department of Rail and Public Transportation	Editing
385	Demonstration Service - Rustic Virginia	Virginia Department of Rail and Public Transportation	Submitted

Funding Opportunity Details Start New Application

15 - MERIT Special Programs - Demonstration - FY25
Funding Opportunity Details

Transit Program
Final Application Deadline: Dec 31, 2024 3:00 PM

Status:	Test	Program Officer:	Tiffany Dubinsky
Award Amount Range:	Not Applicable	Phone:	(804) 786-6792 x
Project Dates:	-	Email:	tiffany.dubinsky@drpt.virginia.gov

1.5 Application Creation Wizard Step 1:

- Enter an **Application Title**
- Select “Primary Contact” from the drop-down menu (all users associated with your organization will appear here)
- Click “Save Form Information”
- **NOTE: You must click “Save Form Information” at every step of the Application Creation Wizard for your application to be successfully completed.** Do not click “Back” while you are completing the wizard, or your information will not be saved.

Tester Role, Site Visitor ASSIGNED -
Custom Content, Custom Content

Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Primary Contact*:

Organization*:

Additional Contacts*:

1.6 Application Creation Wizard Step 2:

- Choose the **Organization** that this application will be associated with
 - **Note:** This will be one organization for most users, but if your user profile is associated with multiple users all of them will show up in the drop-down here.
- Click “Save Form Information”

Application Creation Wizard - Step: 2

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 672

Program Area: Transit Program

Funding Opportunity: 15-MERIT Special Programs - Demonstration - FY25

Application Stage: Final Application

Application Status: Editing

Application Title: West End Transit Extension

Primary Contact: Dan Sonenklar

Organization: Sonenklar Transit Co.

Additional Contacts:

1.7 Application Creation Wizard Step 3:

- Choose any **Additional Contacts** that you would like to associate with this application from the drop-down menu (all users associated with your organization will appear here)
- These users will receive alerts via email regarding this application and will automatically be associated with the grant should it be awarded to the applicant
- Click "Save Form Information"

Application Creation Wizard - Step: 3

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 672

Program Area: Transit Program

Funding Opportunity: 15-MERIT Special Programs - Demonstration - FY25

Application Stage: Final Application

Application Status: Editing

Application Title: West End Transit Extension

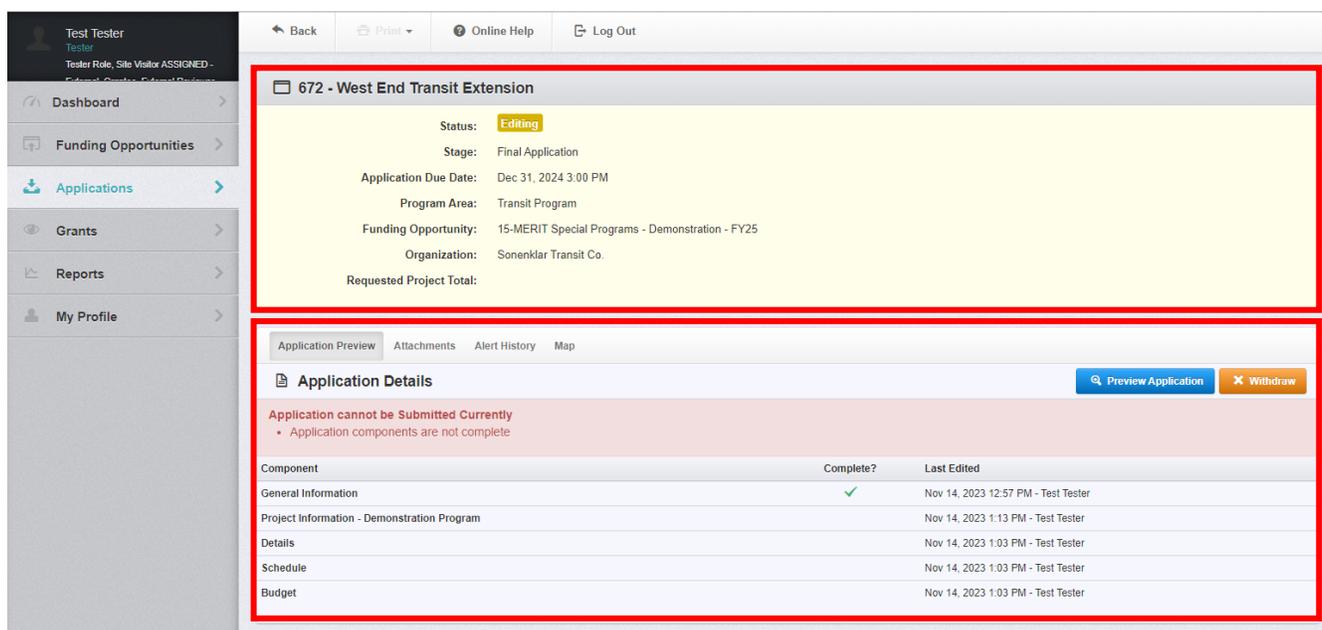
Primary Contact: Dan Sonenklar

Organization: Sonenklar Transit Co.

Select any additional contacts within your organization that will also manage this grant.

Additional Contacts: Dan Sonenklar

- This will take you to the “**Main Application Screen**” This screen is organized similarly for all Funding Opportunity applications, but will contain different information:
 - The top includes the application status, information about the funding opportunity, the organization name, and a “Requested Project Total” that will automatically populate later in the application process.
 - Below there are a series of tabs including “Application Preview”, “Attachments”, “Alert History”, and “Map”. The only one you will need to pay attention to is the “Application Preview Tab.”
 - In the **Application Preview** tab, the system will by default state “Application cannot be Submitted Currently” with a red background.
 - Below, all of the relevant **Components** will be listed. In order to be able to submit an application, all of these component forms must be completed and marked as complete with a green check. **General Information** will always already be complete at this stage.
 - **Note:** Specific funding opportunities will all have their own specific component forms to fill out, but all will be organized in a similar manner.



1.8 Click into the next “**Component**” and fill out all mandatory fields:

- The first time you open a component, most data fields will be ready for editing
- Fill out any questions and fields provided in the form
- All mandatory questions will appear in red with an asterisk (*)
- Click “Save Form”

Project Information - Demonstration Program - Current Version

Project Information Save Form

Project Name: West End Transit Extension

Project Type: Type 1 - New Transit Service

Program Description: This project will fund expanded fixed-route transit to the West End of the City.
1919 character(s) left

Draft Scope of Work: West End Extension - Scope of Work.pdf Change

Project Eligibility and Readiness: Our agency completed a feasibility study for this project in 2022, and we will be ready to launch the service in September 2024.
1872 character(s) left

Performance and Progress Measurement: We will track ridership, cost per rider, riders per hour, and riders per mile.

- To edit any of the saved information in the future click “Edit Form”
- Once all mandatory information is entered, click “Mark as Complete”
 - **Note:** WebGrants will not allow you “Mark as Complete” until all mandatory fields are populated and will not allow you to submit an application until you have clicked “Mark as Complete” for all mandatory fields.

672 - West End Transit Extension

Status: Editing

Stage: Final Application

Application Due Date: Dec 31, 2024 3:00 PM

Program Area: Transit Program

Funding Opportunity: 15-MERIT Special Programs - Demonstration - FY25

Organization: Sonenklar Transit Co.

Requested Project Total:

App List **Projec** Genera Detail Schedu Budget

Project Information - Demonstration Program - Current Version

Project Information Mark as Complete Edit Form

Project Name: West End Transit Extension

Project Type: Type 1 - New Transit Service

Program Description: This project will fund expanded fixed-route transit to the West End of the City.

Draft Scope of Work: West End Extension - Scope of Work.pdf

- Once information has been saved, the format of the application will appear different:
 - All application components will be listed in blue as tabs across the top of the application

- If you click “App List”, the system will take you back to the “Main Application Screen”

1.9 Click into each of the “**Components**” and complete all required fields in the component forms

- This will be different for each funding opportunity and for each component within each Funding Opportunity
- This can consist of multiple different kinds of data collection forms including:
 - Drop-down menus
 - Open ended responses
 - Multi-list tables (See: Unique Application Modules – Grids and Multi-Lists)
 - Grids (See: Unique Application Modules – Grids and Multi-Lists)
 - Attachment fields

672 - West End Transit Extension

Status: **Editing**

Stage: Final Application

Application Due Date: Dec 31, 2024 3:00 PM

Program Area: Transit Program

Funding Opportunity: 15-MERIT Special Programs - Demonstration - FY25

Organization: Sonenklar Transit Co.

Requested Project Total:

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Withdraw](#)

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 14, 2023 12:57 PM - Test Tester
Project Information - Demonstration Program		Nov 14, 2023 1:13 PM - Test Tester
Details		Nov 14, 2023 1:03 PM - Test Tester
Schedule		Nov 14, 2023 1:03 PM - Test Tester
Budget		Nov 14, 2023 1:03 PM - Test Tester

1.10 Complete the “**Budget**” component form:

- Every Funding Opportunity will contain a “Budget” component with two section:
 - **Total Project Cost:** Enter the total cost of the project with all federal, state, and local funding. Once this is entered the “Requested Project Total” will update at the top of the screen.
 - **Note:** for the MERIT – Operating Assistance funding opportunities, please leave this as \$0
 - **Application Certification:** Add a check to the “I Certify” box, and enter your name and date
- Click “Save Form”

- Click “Mark as Complete”

Program Area: Transit Program
 Funding Opportunity: 15-MERIT Special Programs - Demonstration - FY25
 Organization: Sonenklar Transit Co.
Requested Project Total: \$250,000.00

Total Project Cost [Edit Form](#)

Total Project Cost: \$250,000.00

Last Edited By: Test Tester - Nov 14, 2023 3:44 PM [Edit Form](#)

Application Certification [Edit Form](#)

I certify that I have the permission of my organization's Executive Director, Chief Executive Office, Board Chair, or other accountable, authorized individual to submit this application for state funding to the Virginia Department of Rail and Public Transportation.

Further, I certify that our organization is committing the required local match toward this project, and has those funds available now or will have the funds in the future.

This application is complete as of this submission.

I Certify*: Yes
 Authorized Individual*: Daniel Sonenklar 11/14/2023
First Name Last Name Date

1.11 Submit the Completed Application:

- Make sure that all component forms have been filled out and that all are marked “Complete?” with a green check
- To review all information provided, click “Preview Application”
- Click “Submit Application”

672 - West End Transit Extension

Status: **Editing**
 Stage: Final Application
 Application Due Date: Dec 31, 2024 3:00 PM
 Program Area: Transit Program
 Funding Opportunity: 15-MERIT Special Programs - Demonstration - FY25
 Organization: Sonenklar Transit Co.
 Requested Project Total: \$250,000.00

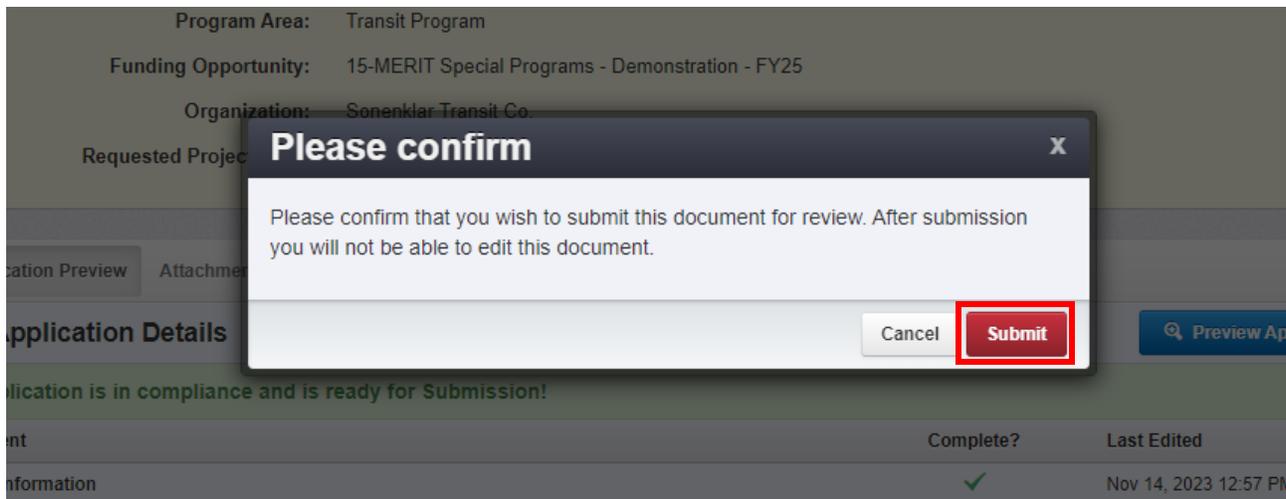
[Application Preview](#) [Attachments](#) [Alert History](#) [Map](#)

Application Details [Preview Application](#) [Submit Application](#) [Withdraw](#)

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Nov 14, 2023 12:57 PM - Test Tester
Project Information - Demonstration Program	✓	Nov 14, 2023 1:27 PM - Test Tester
Details	✓	Nov 14, 2023 1:55 PM - Test Tester
Schedule	✓	Nov 14, 2023 1:55 PM - Test Tester
Budget	✓	Nov 14, 2023 3:44 PM - Test Tester

- The system will then prompt you with a “Please Confirm” message, noting that after submission you will not be able to edit this document
 - Click “Submit”



- If you would like to withdraw your application and not submit it for review, click “Withdraw”

1.12 Once submitted, the application status will change to “Submitted”

1.13 To find a submitted application, navigate to the **Applications** tab on the left side of the screen, and search for the application of interest

- Submitted applications will be assigned the “Submitted” status
- Submitted applications will be read-only
- **Note:** You search for an application in the search box or you can re-order the Applications by clicking on the column title

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
674	Editing	Final Application	TEst	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Test)	Dec 31, 2024 3:00 PM
673	Editing	Final Application	Test	Grantee Organization	TP-Transit Program	300-MERIT Capital Assistance - Minor Enhancement (MIN) - FY25 (Test)	Dec 31, 2024 3:00 PM
672	Submitted	Final Application	West End Transit Extension	Sonenklar Transit Co.	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Test)	Dec 31, 2024 3:00 PM
657	Editing	Final Application	Test		TP-Transit Program	11-I-95 Capital Program - FY25 (Test)	Dec 31, 2024 3:00 PM
495	Submitted	Final Application	test workforce application	Virginia Department of Rail and Public Transportation	TP-Transit Program	29-MERIT Special Programs - Workforce Development - FY25 (Test)	Dec 31, 2024 3:00 PM
472	Editing	Final Application	Testing the Project Application Title for Blue Book	Virginia Department of Rail and Public Transportation	TP-Transit Program	5-Commuter Assistance Program (CAP) Project Assistance - FY25 (Test)	Dec 31, 2024 3:00 PM
467	Editing	Final Application	KMolin Tester 9152023	Virginia Department of Rail and Public Transportation	TP-Transit Program	5-Commuter Assistance Program (CAP) Project Assistance - FY25 (Test)	Dec 31, 2024 3:00 PM
466	Editing	Final Application	Test for the Blue Book	Virginia Department of Rail and Public Transportation	TP-Transit Program	4-Commuter Assistance Program (CAP) Operating - FY25 (Test)	Dec 31, 2024 3:00 PM
463	Editing	Final Application	Test App 091423	Virginia Department of Rail and Public Transportation	TP-Transit Program	359-FTA 5310 Human Services Grant Program - Operating - FY25 (Test)	Feb 1, 2024 11:59 PM

2. Unique Application Modules – Grids and Multi-Lists

Within applications in WebGrants, there are a few different kinds of data entry modules each with unique ways to edit and save data. Most data collected in WebGrants applications will be in “Single Entry” modules, which include data entry fields that allow for a numeric or text value to be entered. These are characterized by a yellow background, white text boxes, and a green “Save Form” button in the upper right corner.

In addition, there are a few unique data entry modules that take a few more steps to update and save. These include:

- **Grids:** These data fields are characterized by a table made up of single entry fields that often add up to a total at the bottom of the table.
- **Multi-Lists:** These data fields are characterized by a table made up of one or more rows with multiple data fields that the user defines and adds.

This section outlines how to input, save, and edit data in Grids and Multi-Lists.

2.1 Grids

2.1.1 Within an application, when you arrive at a Grid module for the first time, all data fields are editable and ready for data entry.

Actual - Non-Reimbursable Expenses - Edit Save Grid

Please include itemized non-reimbursable expenses in the Actual column.
*Generally no information is provided by grantees for budgeted Non-Reimbursable Expenses. If there are any material Non-Reimbursable expenses that you would like to display for reference purposes, please include one figure (the total) in the Budgeted column. This box will not affect your operating funding allocation for the next fiscal year.

Input the value of capital items that were purchased with DRPT capital grants that did not meet your organization's capital threshold and were included in the operating expenses of the organization rather than capitalized on the balance sheet.

For example: \$250 was paid for a computer screen funded through a DRPT capital grant but appeared as 'Computer Supplies Expenses' because it was less than a \$500 capitalization threshold set by your agency. In this case \$250 would be included in the Expensed Capital Item box.

Category	Actual
Expensed Capital Items	<input type="text" value="\$0"/>
Depreciation	<input type="text" value="\$0"/>
CMAQ - Operating	<input type="text" value="\$0"/>
FTA Section 5310	<input type="text" value="\$0"/>
CAP Projects	<input type="text" value="\$0"/>
Transit Ridership Incentive Program (TRIP) Projects	<input type="text" value="\$0"/>
Demonstration Assistance Projects	<input type="text" value="\$0"/>
Workforce Development Projects	<input type="text" value="\$0"/>
TMP (TEIF) Projects	<input type="text" value="\$0"/>
Small Urban Training	<input type="text" value="\$0"/>
Total	\$0.00

Save Grid

2.1.2 Populated all data required

2.1.3 Click “Save Grid”

Test Tester
Tester
Tester Role, Site Visitor ASSIGNED -
Edit, Cancel, Edit Budget

- Dashboard >
- Funding Opportunities >
- Applications >
- Grants >
- Reports >
- My Profile >

Actual - Non-Reimbursable Expenses - Edit Save Grid

Please include itemized non-reimbursable expenses in the Actual column.
*Generally no information is provided by grantees for budgeted Non-Reimbursable Expenses. If there are any material Non-Reimbursable expenses that you would like to display for reference purposes, please include one figure (the total) in the Budgeted column. This box will not affect your operating funding allocation for the next fiscal year.

Input the value of capital items that were purchased with DRPT capital grants that did not meet your organization's capital threshold and were included in the operating expenses of the organization rather than capitalized on the balance sheet.

For example: \$250 was paid for a computer screen funded through a DRPT capital grant but appeared as 'Computer Supplies Expenses' because it was less than a \$500 capitalization threshold set by your agency. In this case \$250 would be included in the Expensed Capital Item box.

Category	Actual
Expensed Capital Items	\$0
Depreciation	\$0
CMAQ - Operating	\$0
FTA Section 5310	\$0
CAP Projects	\$0
Transit Ridership Incentive Program (TRIP) Projects	\$0
Demonstration Assistance Projects	\$0
Workforce Development Projects	\$0
TMP (TEIF) Projects	\$0
Small Urban Training	\$0
Total	\$0.00

Save Grid

2.1.4 If you need to return to the grid to add or edit data, click “Edit Grid” to open it again

Test Tester
Tester
Tester Role, Site Visitor ASSIGNED -
Edit, Cancel, Edit Budget

- Dashboard >
- Funding Opportunities >
- Applications >
- Grants >
- Reports >
- My Profile >

Actual - Non-Reimbursable Expenses - Grid Mark as Complete Edit Grid

Please include itemized non-reimbursable expenses in the Actual column.
*Generally no information is provided by grantees for budgeted Non-Reimbursable Expenses. If there are any material Non-Reimbursable expenses that you would like to display for reference purposes, please include one figure (the total) in the Budgeted column. This box will not affect your operating funding allocation for the next fiscal year.

Input the value of capital items that were purchased with DRPT capital grants that did not meet your organization's capital threshold and were included in the operating expenses of the organization rather than capitalized on the balance sheet.

For example: \$250 was paid for a computer screen funded through a DRPT capital grant but appeared as 'Computer Supplies Expenses' because it was less than a \$500 capitalization threshold set by your agency. In this case \$250 would be included in the Expensed Capital Item box.

Category	Actual
Expensed Capital Items	\$2,500.00
Depreciation	\$30,000.00
CMAQ - Operating	\$15,000.00
FTA Section 5310	\$0.00
CAP Projects	\$0.00
Transit Ridership Incentive Program (TRIP) Projects	\$0.00
Demonstration Assistance Projects	\$0.00
Workforce Development Projects	\$0.00
TMP (TEIF) Projects	\$0.00
Small Urban Training	\$0.00
Total	\$47,500.00

Last Edited By: Test Tester - Nov 15, 2023 3:06 PM Edit Grid

2.2 Multi-Lists

2.2.1 Within an application, when you arrive at a Multi-List module for the first time, no data will be able to be added or edited

2.2.2 Click “Add Entry”

- This will open a separate page with a series of mandatory and/or optional single entry data fields

685 - test

Status: **Editing**

Stage: Final Application

Application Due Date: Dec 31, 2024 3:00 PM

Program Area: Transit Program

Funding Opportunity: 299-MERIT Capital Assistance - State of Good Repair (SGR) - Vehicles - FY25

Organization: BaseLine Organization

Requested Project Total:

App List Genera Projec **Vehicle** Schedu Federa Attach Budget

Vehicles To Be Replaced - Current Version

State of Good Repair Form (Vehicle Replacements ONLY) - Multi-List + Add Entry

Please provide the following information regarding each individual vehicle that will be replaced by this project.

Item Name	TransAM ID	VIN	In-Service Date	Replacement Cost	Notes
No Data for Table					

+ Add Entry

2.2.3 Fill out all mandatory data fields and click “Save Row”

Organization: BaseLine Organization

Requested Project Total:

State of Good Repair Form (Vehicle Replacements ONLY) Save Row

Please provide the following information regarding each individual vehicle that will be replaced by this project.

Item Name*:

TransAM ID*:

VIN*:
(must be 17 characters)

In-Service Date*:

Replacement Cost*:

Notes:
185 character(s) left

Save Row

- Once you have clicked “Save Row”, the data entered will populate the first row

The screenshot shows the 'Vehicles To Be Replaced' application form. The table below contains the following data:

Item Name	TransAM ID	VIN	In-Service Date	Replacement Cost	Notes
Bus #123	A112233	3GTU2UEC2EG359875	11/01/2012	\$715,000.00	This vehicle has reached its useful life and needs to be replaced
				\$715,000.00	

2.2.4 Add as many entries as needed

The screenshot shows the 'Vehicles To Be Replaced' application form with the 'Add Entry' button highlighted in red. The table below contains the following data:

Item Name	TransAM ID	VIN	In-Service Date	Replacement Cost	Notes
Bus #123	A112233	3GTU2UEC2EG359875	11/01/2012	\$715,000.00	This vehicle has reached its useful life and needs to be replaced
				\$715,000.00	

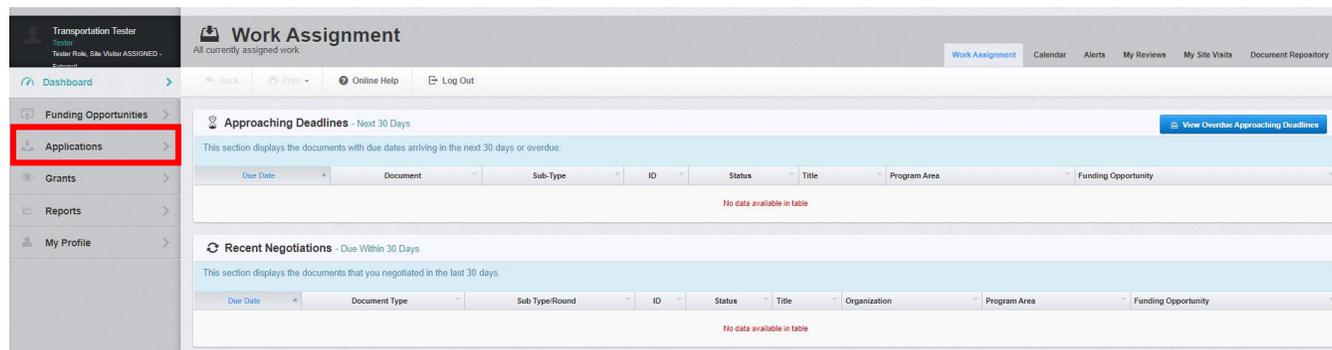
3. Returning to a Saved Application

WebGrants allows external users to save their progress and return to a draft application at a later point in time. There are two ways to find applications underway:

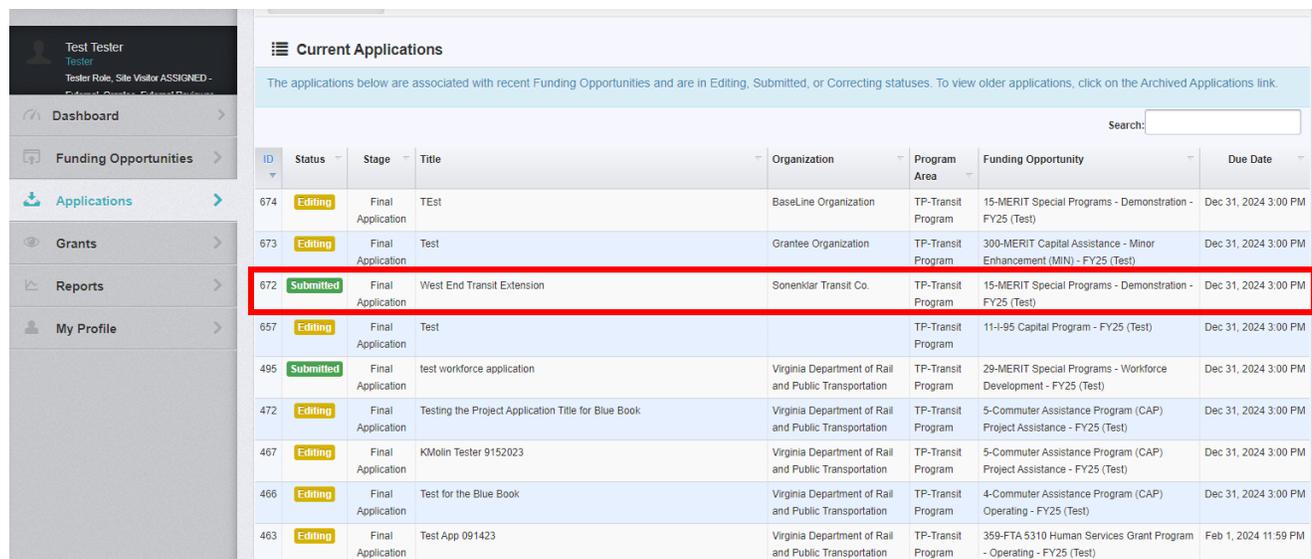
- Through the “Applications” module
- Through the “Funding Opportunities” module

3.1 Through “Applications”

3.1.1 On the left-hand panel, click “Applications”



- This will take you to the “**Current Applications**” screen
 - This screen contains all active applications, along with their Status, ID, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date.
 - **Note:** You can re-order the **Applications** by clicking on the column title



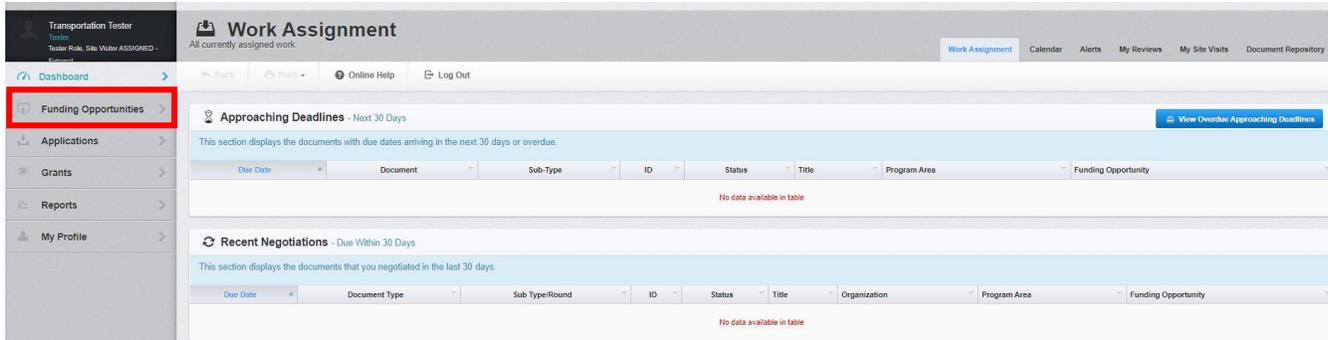
3.1.2 Navigate to the application you wish to return to work on

- All **Applications** will have one of three statuses:

- **Editing:** Applications that have been started but not submitted
- **Submitted:** Applications that have been submitted (these cannot be edited and will be read only)
- **Correcting:** Applications that been submitted, reviewed, and sent back to the applicant for editing/update (see “Negotiating Changes to an Application” section below)
- Click anywhere on the row in which the application that you would like to edit appears
 - This will take you to the “**Application Details**” Page
- Click “Edit Application”
- Continue working on the grant application

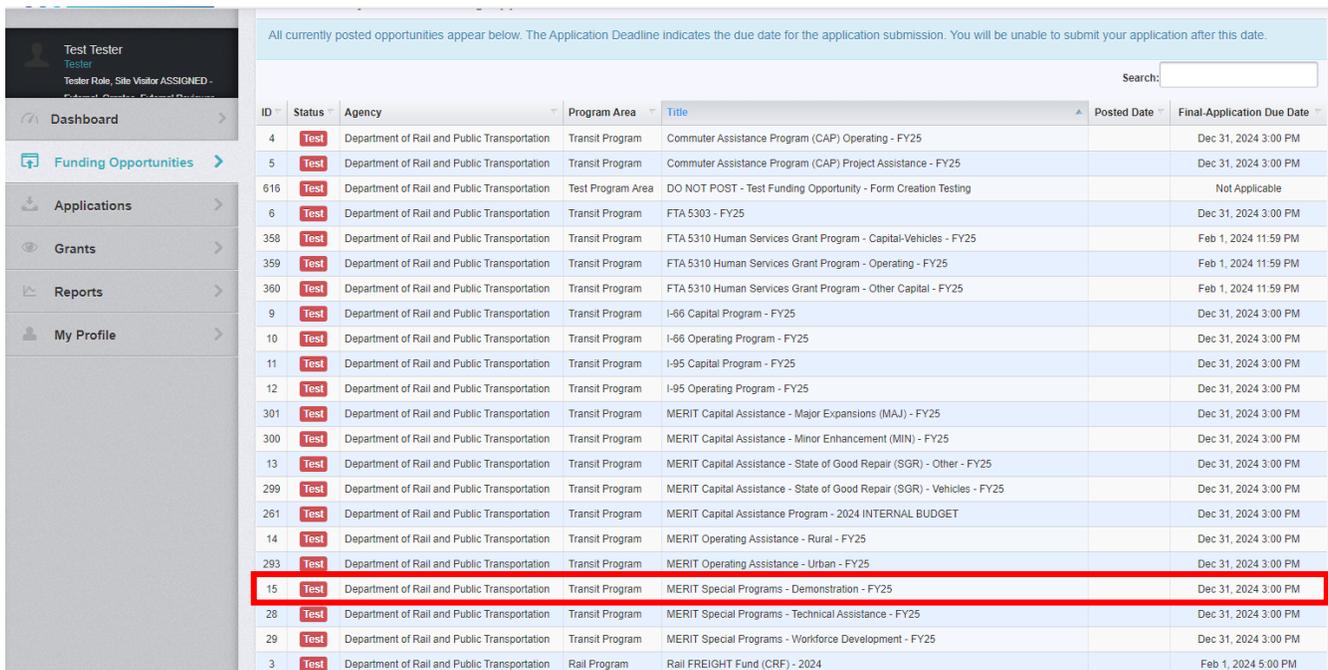
3.2 Through “Funding Opportunities”

3.2.1 On the left-hand panel, click “Funding Opportunities”



3.2.2 Navigate to the **Funding Opportunity** for the application you would like to edit

- **Note:** You can search for **Funding Opportunities** using the Search box or click on the column title to re-order the Funding Opportunities by ID, Status, Agency, Program Area, Title, Posted Date, or Final Application Due Date



3.2.3 Once you click into a Funding Opportunity, you will see a list of all **Current Applications** that you or other users in your organization have started.

- **To continue an existing application**, click anywhere on the row of the application you would like to continue working on
- Only the application with a status of **“Editing”** can be edited
- Submitted applications will be read-only

Test Tester
 Tester
 Tester Role, Site Visitor ASSIGNED -
 External Guest, External Reviewer

Dashboard >

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button to start a new application. If the Copy Existing Application button appears you may copy data from an existing application.

ID	Application Title	Organization	Status
46	DTP1_Test Application	BaseLine Organization	Submitted
147	Demo - Test 2	Virginia Department of Rail and Public Transportation	Editing
206	Test 3	Virginia Department of Rail and Public Transportation	Editing
274	Test Demo 8-2-23	Virginia Department of Rail and Public Transportation	Editing
275	Test Demo	Virginia Department of Rail and Public Transportation	Editing
385	Demonstration Service - Rustic Virginia	Virginia Department of Rail and Public Transportation	Submitted
672	West End Transit Extension	Sonenklar Transit Co.	Submitted
674	TEst	BaseLine Organization	Editing
680	East End Transit Extension	Sonenklar Transit Co.	Editing
684	test	BaseLine Organization	Editing

Funding Opportunity Details Start New Application

15 - MERIT Special Programs - Demonstration - FY25
[Funding Opportunity Details](#)

3.2.4 Complete all application components

4. Withdrawing an Application

Withdrawing an application is a way for your agency to **delete** any **unsubmitted** applications in your Funding Opportunity history. You cannot withdraw a submitted application yourself – you would need to contact your program manager to withdraw it.

The application must be in editing status in order for you to withdraw.

4.1. Navigate to an unsubmitted application you would like to withdraw (must be in “Editing” status)

- **Note:** You can navigate to an existing application through the “Applications” module or the “Funding Opportunities” module. Please refer to sections 3.1 and 3.2 for further guidance.

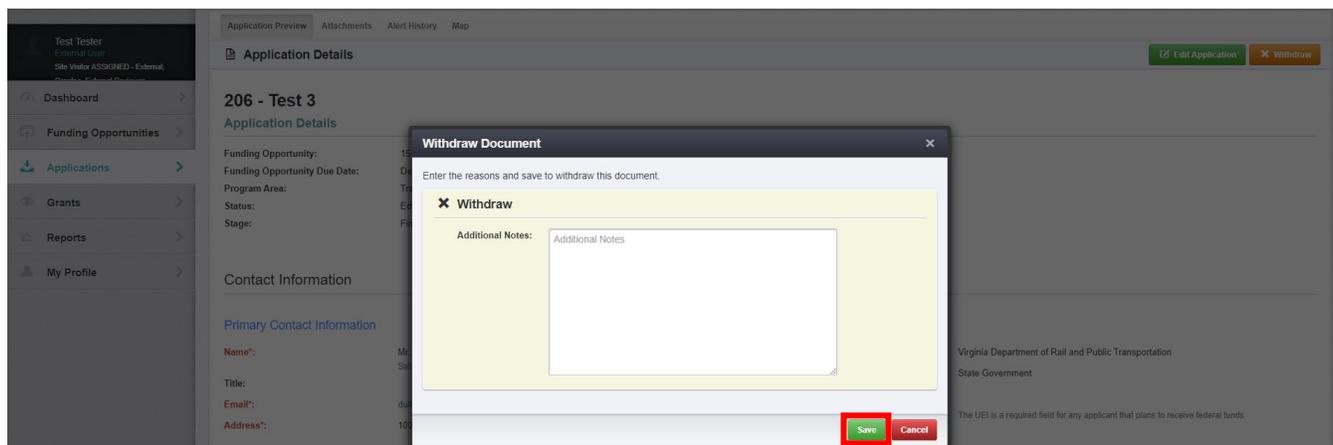
ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
46	Submitted	Final Application	DTP1_Test Application	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
147	Editing	Final Application	Demo - Test 2	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
206	Editing	Final Application	Test 3	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
274	Editing	Final Application	Test Demo 8-2-23	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
275	Editing	Final Application	Test Demo	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
385	Submitted	Final Application	Demonstration Service - Rustic Virginia	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
944	Editing	Final Application	Westover Hills Transit System	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
949	Submitted	Final Application	Test Westover Hills Transit Application	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
950	Editing	Final Application	test grids and multilists	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM

4.2 Click “Withdraw”

Application Details	
206 - Test 3	Edit Application Withdraw
Funding Opportunity:	15-MERIT Special Programs - Demonstration - FY25
Funding Opportunity Due Date:	Dec 31, 2024 3:00 PM
Program Area:	Transit Program
Status:	Editing
Stage:	Final Application
Initial Submit Date:	
Initially Submitted By:	
Last Submit Date:	
Last Submitted By:	

4.3 A pop up window will appear with the opportunity to make a note about why the application is being withdrawn. Click “Save”

- **Note:** providing a reason is not required but can be used to help with internal record keeping so it is recommended.



4.4 When you go back to your list of Current Applications, the withdrawn application will no longer be listed

The screenshot shows the 'Current Applications' list. The table below contains the following data:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
46	Submitted	Final Application	DTP_L Test Application	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
147	Editing	Final Application	Demo - Test 2	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
274	Editing	Final Application	Test Demo 8-2-23	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
275	Editing	Final Application	Test Demo	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
385	Submitted	Final Application	Demonstration Service - Rustic Virginia	Virginia Department of Rail and Public Transportation	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
944	Editing	Final Application	Westover Hills Transit System	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
949	Submitted	Final Application	Test Westover Hills Transit Application	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM
950	Editing	Final Application	test grids and multilists	BaseLine Organization	TP-Transit Program	15-MERIT Special Programs - Demonstration - FY25 (Posted)	Dec 31, 2024 3:00 PM

Showing 1 to 8 of 8 entries (filtered from 108 total entries)