

Expanded Wisconsin Fast Forward: Submittable Application Instructions

Expanded Wisconsin Fast Forward applications must now be submitted through [Submittable](#).

Submittable serves is an online platform designed to gather funding applications, foster communication with applicants, streamline content, and oversee the decision-making process.

How do I create or sign in to my Submittable account?

- If you have not signed up for a Submittable account, you can [create your account here](#).
- If you have already created an account, login here: [account login](#).
- If you've lost or forgotten your password, follow the instructions here: [I forgot my password](#).

Submittable works best with the most recent versions of these supported browsers: [Google Chrome](#), [Apple Safari](#), and [Mozilla Firefox](#).

How do I apply?

1. **Sign In:** After following the above link, you will be prompted to sign up or sign into your Submittable account (if you aren't already signed in).
2. **Complete the Pre-Award Risk Assessment & Due Diligence Form:** Once you are signed into your Submittable account, you will be directed to the Risk Assessment/Due Diligence Form. Complete the required information and submit. Once this form is complete, you will be redirected to the application document.
3. **Complete the Application and Submit:** Complete the application in its entirety and then click the 'Submit' button at the bottom of the application. **Once the application has been submitted, you can no longer edit it. Verify all information in your application is correct and fully answered prior to clicking 'submit'.**

Additional Information:

- **If you cannot finish your application all at once, that's okay!**
A draft of your application should automatically save after every change you make.
You can also manually save your draft by clicking the "save draft" button at the bottom of the application to ensure your most recently answered questions get saved.
- To view your draft and continue working on an application, sign into your Submittable account, click the 'drafts' button, and choose to continue on the application you want to keep working on. [How can I return to a saved draft?](#)
- If you are trying to click the 'Submit' button and nothing is happening, please go back through the application and ensure you have entered in all required information.
- Once you've submitted your application, you will receive an email confirmation that your submission was received.

Please be sure the email address you used to sign up for your Submittable account is one that you check regularly.

- If you are experiencing difficulties with the submission process, please visit the following link: [How to submit](#).
- If you are experiencing technical issues with Submittable, you can reach out to the Submitter help desk here: [Submittable Technical Support](#).

How do I invite people to collaborate with me on a submission?

Applicants have the option to invite others to collaborate on their application form. Clicking '**Manage Collaborators**' at the top right of the application will trigger a dialog box to appear, prompting the applicant to enter the email address(es) of their collaborator(s). Enter those address(es), then click **Invite**.

Invited collaborators will receive an email letting them know you've invited them to collaborate on an in-progress

submission using Submittable. If they do not have a Submittable account, they will be prompted to create one.

Collaborators can edit the form, but they cannot submit the form; only the main applicant can submit the form.

Find additional information about the collaboration feature here, check out this article: [Inviting Collaborators](#).

If your collaborator needs assistance accessing the application, you may direct them to this link: [Request to Collaborate](#)

What does the status of my submission mean?

- **Received:** Your submission has been successfully sent to the organization and is in queue or being printed and read outside the Submittable system.
 - **In-Progress:** Your submission has been received and begun the review process.
 - **Declined:** Your submission has been declined.
 - **Accepted:** Your submission has been accepted.
 - **Completed:** Your submission has been processed and is closed.
 - **Withdrawn:** Your submission has been withdrawn from consideration.

How can I withdraw my submission?

Applicants may withdraw an application they've submitted at any time.

To withdraw an active submission, follow the steps found here: [Withdrawing a Submission](#).

How can I view my submission?

Submitters can view an application they've submitted at any time. Under your submission, the "Forms" tab will show the content of your original submission, plus any additional forms that have been sent to you in association with your application submission.

See further instructions on viewing your application by clicking this link: [How can I view a submission that I've made](#).

How do I get technical assistance?

If you need technical assistance, Submittable's Technical Support team is available and will respond to inquiries Monday through Friday, 9 a.m. to 5 p.m. MDT. You can reach them here: [Technical Assistance for Submitters](#).

Please direct any program questions to WisconsinFastForward@dwd.wisconsin.gov.

How do I transfer the Submission Ownership to someone else?

Only grant managers can manage and transfer submission ownership. To transfer the ownership of a submission, please email our WFF inbox (WisconsinFastForward@dwd.wisconsin.gov) or your assigned grant manger (if known): [Transfer Submission Ownership for Organizations](#).