



Wisconsin Fast Forward Grant Program Online Application Help

For Technical Difficulty with the Online Application

Often your solution can be quickly and easily resolved. Please consult the detailed, step-by-step application instructions available for the Online Application Process, available at WisconsinFastForward.com and [WFF Standard Application Instructions](#)

If you are experiencing difficulty logging in; saving your application; uploading supporting documents, submitting your application; or any other technical issues:

- Call the DWD Help Desk at 608-266-7252 to access the Online Application Development Team

If you have application questions that are not answered by the detailed instructions or this document:

- Email your question to WisconsinFastForward@dwd.wisconsin.gov
Please include screen shots and a description of the issue.
- Call Wisconsin Fast Forward Staff
 - Sara Tupper, 608-405-4425
 - Dennis Powers, 608-733-3942

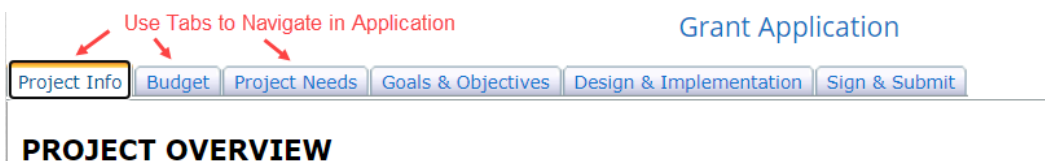
Critical Application Reminders

Before Starting the Application:

- Access the WisconsinFastForward.com website to print the Grant Program Announcement (GPA). **Check the orange box on the right of the screen for downloadable application instructions, eligibility requirements, and Grantee Tools.** Many helpful documents are available for download under Grantee Tools, which is also found on the bottom half of the web page.
- Use the information to plan the project with your partners. Gather all the required information **prior to completing the online application. APPLICANT ORGANIZATIONS ARE PROJECT PARTNERS.**
- Use a word processing program to draft responses to the narrative questions so that you can copy and paste them into the online application. (The online application does not offer spelling or grammar checking, or easy editing options.)
- The online application strictly enforces character limits. When pasting text from a word processing program, carefully watch character counts. Review pasted text to make sure that it pasted completely. You may need to edit the pasted text to fit the allowed length.


Navigating the Application:

- **IMPORTANT: Do not use the Internet browser backward and forward buttons** to navigate in the online application. Clicking the browser "back" button will take you out of the application and you will lose any unsaved information. Tabs should be completed in order, left to right. Use the tabs at the top of the application to switch from section to section.




- **Open a new browser window or tab**, and enter WisconsinFastForward.com, if you wish to access the Wisconsin Fast Forward Site to print the instructions, the application sample, or the text of the GPA. Attempting to navigate outside of the application while working on the application will result in the loss of any unsaved information you entered.

Adding Information:

- After entering data on any tab, you will need to save it by clicking  at the bottom of the screen before proceeding to the next tab or before exiting the application.
- Applicant organizations are considered project partners. **The name of the primary applicant organization MUST be entered in the application as a Project Partner.**
- After entering data for any businesses, training providers, other organizations, training program components, or placements you will click the add button to enter information to the list on the first tab of the application. Then, **click the save button on the first tab to store entered data to the application.**
- When you click the add button to enter data for businesses, training providers, other organizations, training program components, or placements you may see a list of red exclamation points. These indicate required fields that will have to be entered before you can add the information.

Saving:

- SAVE OFTEN! Nothing entered on the application is saved until you click  at the bottom of the screen.
- You must click the **save button on the first tab AFTER adding ALL partner organizations, training components, or placement information and BEFORE uploading required or supporting documents.**
- You must click the **save button on each tab every time you add or change information** to capture that information in your application.
- When you save, you may see several red exclamation points. These indicate required fields that need attention before you can save the information.

Before Submitting:

- **PRINT AND REVIEW APPLICATION BEFORE SUBMITTING.**
- **DO NOT CLICK 'SUBMIT' UNTIL YOUR APPLICATION IS FINAL.**

Submitting:

- **ONLY SUBMIT ONCE! Once submitted, no changes can be made to the application.**
- When you submit the application:
 - The program will check for completion of all required fields.
 - The program will check for obvious issues (like two organizations checked as the applicant).
- If there are any issues with your application, you will see several red exclamation points. They indicate required fields that need information or problems that need fixing before you can submit the application.
- The program will not submit the application until all required fields are entered and all issues are resolved. **Allow additional time for corrections when planning your final submission time.**
- When submission is successful, you will be redirected to your "My Grants" page, and your grant status will change to submitted.

Deadline:

Plan your application submission, paying heed to the following:

- The application will stop accepting submittals at the time indicated by the Grant Program Announcement or 3 p.m. on the deadline day.
- DWD offices close at 4:30 p.m. Assistance are not available when offices are closed.