



# 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](http://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](mailto:WisconsinFastForward@dwd.wisconsin.gov)  
Please include screen shots and a description of the issue.
- Call Wisconsin Fast Forward Staff
  - John Roos, 608-733-3918
  - Tracy La Haise, 608-733-3896

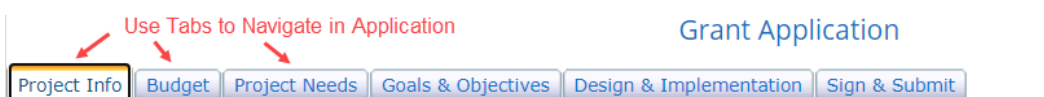
## Critical Application Reminders

### *Before Starting the Application:*

- Access the [WisconsinFastForward.com](http://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 and to gather all the required information prior to completing online application.
- Use a word processing program to write your 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, watch character counts and carefully review your text to make sure that it did not get cut off. You may need to edit your text in order 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. Hitting the browser "back" button will take you out of the application and you will lose any unsaved information you entered. Use the tabs at the top of the application to switch from section to section.




## PROJECT OVERVIEW

- **Open a new browser window or tab**, and enter [WisconsinFastForward.com](http://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.**
- After entering data for any businesses, training providers, other organizations, training program components, or placements you will hit the add button to add the entered information to the list on the first tab of the application. You will then need to hit the save button on the first tab in order to save the addition(s) to the application database
- When you hit 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 hit the save button on the first tab after adding partner organizations, training components, or placement information and before uploading required or supporting documents.**
- **You must hit 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 information 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.