



Applying for Funding Announcements

This help guide outlines the process of applying for Funding Announcements (FOA's).

Accessing Plans

- Log into Catalyst (www.catalystserver.com) with your username and password.
- From the "Welcome to Catalyst" page, open the Home Menu by clicking  in the top left corner of the page and select the Planning & Evaluation components as shown in *Figure 1*. You are directed to your Landing Page.
- Select "Application" as shown in *Figure 2*. Your selected Application Plans are listed in the Navigation Tree on the left side of the page.
- Click  next to the plan name and each level item to expand the Navigation Tree as shown in the expanded view in *Figure 3*.



Figure 1

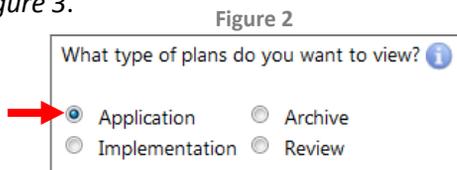


Figure 2

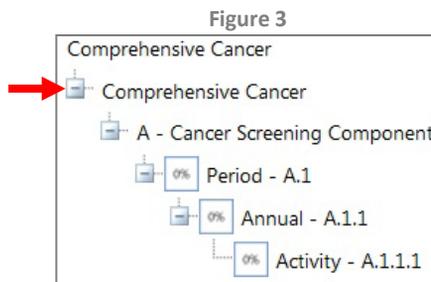


Figure 3

Applying for an Application Plan

- The Navigation Tree is divided by Groupings and under each Grouping are contributing items. There can be up to 3 levels of contributing items in a plan.
- To apply for an Application Plan, select an item from the Navigation Tree as shown in *Figure 4*. You are directed to the Item Summary Page. There are five sections in the Item Summary Page:

Standard Fields: This section contains the Unique Identifier, Grouping, Description, Start Date, and End Date of the item.

Attachments: This section is where you can attach a requested document for the Application Plan.

Custom Fields: This section contains the fields that you need to fill out to apply for the Application Plan.

Progress: After you receive a grant award, this section is where you will report your progress.

Related Items: This section is where you will add items to you plan, if directed by your funding entity.

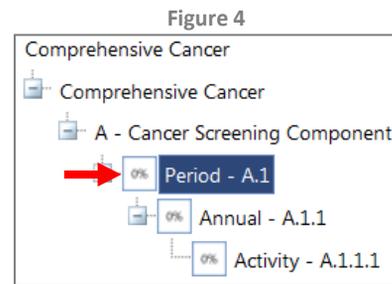


Figure 4

Filling Out the Requested Fields

- Under the "Custom Fields" section are the questions which need to be answered to apply for an application.
- If a field is collapsed, click  next to the field to expand it.
- Provide the requested information or select the appropriate option.
- To see additional instructions for a field, hover over the text of the field. A tool tip appears.
- Complete all of the fields.
- Click  to save the page. **Note: Some fields may be required. If you skip a required field, you will not be able to save the page until this field has been answered. Skipped required fields are listed in red at the bottom of the page.**



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Adding Attachments

- If an attachment is requested, click next to “Attachments” to expand this section.
- Click to upload an attachment.
- Attach a file by clicking , choose the file from your computer, and click “Open.” **Note: The size of the attachment cannot exceed 2 MB.**
- Below is a Key which shows the upload status of an attachment.

Key

• Upload in Process:	Meeting Mintues.docx
• Cannot Upload:	Meeting Mintues.docx
• Upload Complete:	Meeting Mintues.docx

- Rename the attachment and enter a description, if desired.
- Click to save.

Opting Out of Items

- Depending on the Application Plan, there might be optional application items.
- To remove an optional item from your Application Plan, click at the bottom of the page. **Note: Opting out of an item will remove the item, any information that was saved, and any descendant items for the item.**
- To restore all items that you have opted out of back to your plan in their default state, click [Organization Summary](#) as shown in *Figure 5*, and click next to the Application Plan as shown in *Figure 6*. **Note: This action will not affect any of the information in your other items.**

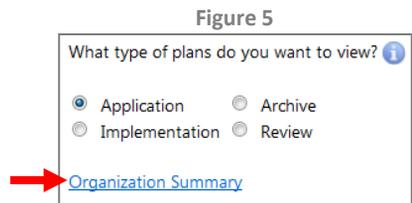


Figure 5



Figure 6

Submitting a Completed Application Plan

- To submit a completed Application Plan, click on the plan name in the Navigation Tree as shown in *Figure 8*.
- Under the “Submit Application” section, check the box to agree to the provided statements.
- Click to submit the completed application. **Note: Once you submit an application, you will no longer be able to edit it.**

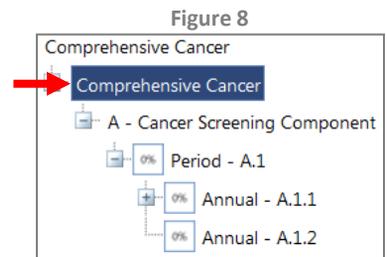


Figure 8