

WTCS Apply Portal Guide

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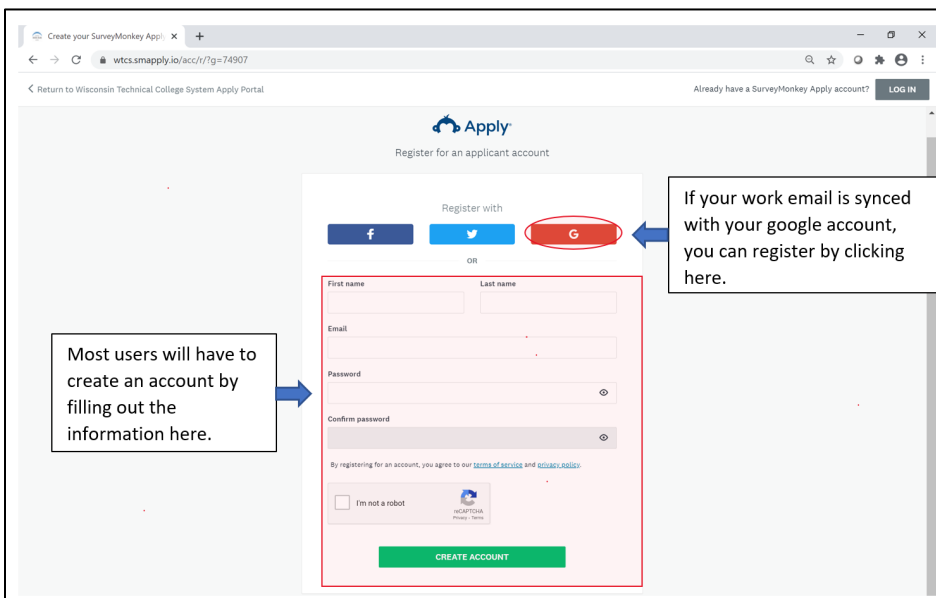
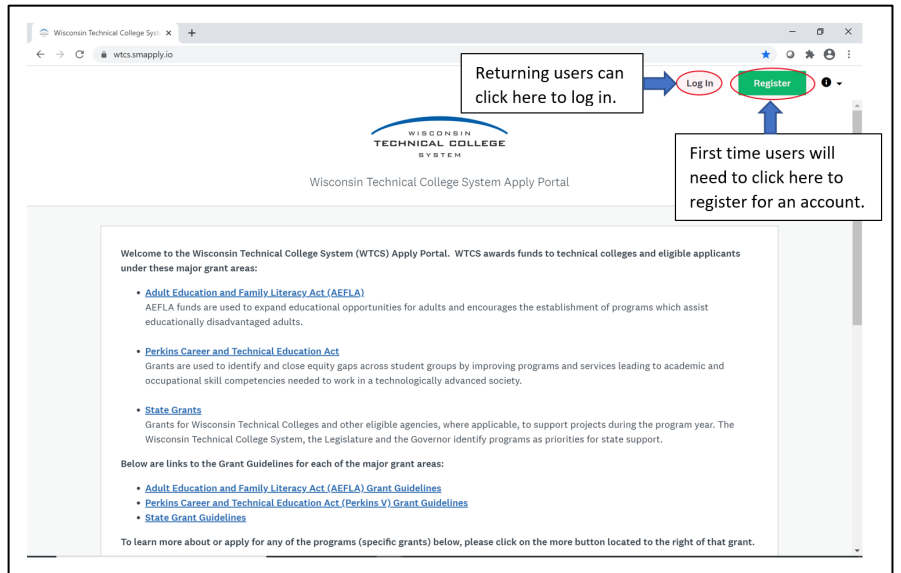
Log in and/or Create an Account

Navigate to <https://wtcs.smapply.io/>

Returning users can use the 'Log In' link.

First time users will need to click on the green 'Register' link to create an account.

To create an account, you may be able to use the Google account registration if your work email is synced with Google. Otherwise, most users will have to create an account by filling out the registration form (name, email, password).



Apply Portal Home Screen

On the home screen, you can:

- Access all programs (i.e., grant categories) through the [‘Programs’](#) link that are available and corresponding grant guidelines for eligibility.
- See all the grant applications that they have started through the [‘My Applications’](#) link.
- Select the alert circle icon to get a dropdown menu to:
 - Email the [WTCS grants office](#)
 - View the [Apply Portal frequently asked questions](#) page
 - Contact the [Apply Portal help desk](#)
- View your [account settings and information](#)
- Within the programs (i.e., grant categories) table, you can find the grant application deadline and information about each grant category by clicking on the green ‘MORE’ link. You can also access your grant application if one has already been started within the program/grant category by selecting the ‘See my application’ link.

The screenshot shows the 'Programs' page of the Wisconsin Technical College System Apply Portal. The page features a navigation bar with 'Programs', 'My Applications', and a dropdown menu icon. Below the navigation bar is a search bar and a table of programs. The table has columns for 'Program', 'Open date', and 'Deadline'. Each row includes a 'MORE >' link and a 'See my application' link. Callout boxes provide instructions on how to use these features.

By clicking here, users will see all the programs (grant categories) that are available. Check the grant guidelines for eligibility.

By clicking here, users will see all the programs (grant categories) that are available. Check the grant guidelines for eligibility.

Click the drop-down menu arrow and select contact the site administrator if you have questions about this site.

This is where users can access their account and see their profile as well as log out of the site.

Users can switch how they view the information on this page by clicking here.

Program refers to the grant category. Listed under this heading are all the grant categories that are available. Check the grant guidelines for eligibility.

Users can find a program (grant category) by typing it here.

Below this heading are the application deadline for each of the grant category.

Clicking here will allow users to see more information about this specific grant category.

By clicking here, users can access an application that they already started [ex: Adult Education & Family Literacy Act (AEFLA) – Targeted Focus].

Program	Open date	Deadline	More	See my application
State - Career Pathways	Jan 7 2021 04:00 PM (CST)	Jan 7 2021 04:00 PM (CST)	MORE >	
Leadership	Jan 7 2021 04:00 PM (CST)	Jan 7 2021 04:00 PM (CST)	MORE >	
Adult Education & Family Literacy Act (AEFLA)	Jan 7 2021 04:00 PM (CST)	Jan 7 2021 04:00 PM (CST)	MORE >	See my application
Perkins V - Student Success	Dec 11 2020 04:00 PM (CST)	Dec 11 2020 04:00 PM (CST)	MORE >	
Adult Education & Family Literacy Act (AEFLA) - Integrated English Literacy and Civics Education (IELCE)	Jan 7 2021 04:00 PM (CST)	Jan 7 2021 04:00 PM (CST)	MORE >	
Adult Education & Family Literacy Act (AEFLA) - Adult Education and Re-Entry Services	Jan 7 2021 04:00 PM (CST)	Jan 7 2021 04:00 PM (CST)	MORE >	
Adult Education & Family Literacy Act (AEFLA) - Targeted Focus	Jan 7 2021 04:00 PM (CST)	Jan 7 2021 04:00 PM (CST)	MORE >	See my application
Adult Education & Family Literacy Act (AEFLA) - Innovation in Integrated Education and Training	Jan 7 2021 04:00 PM (CST)	Jan 7 2021 04:00 PM (CST)	MORE >	

Grant Applications within the Apply Portal

Within a grant application page, you can:

- See the progress bar with the number of tasks that are complete.
- See when the grant application was last updated.
- See the submission deadline for the grant application.
- View the owner of the grant application (name and email address).
- Add a collaborator.
- Submit the grant application for review, once all the required tasks are complete.

The screenshot displays the 'Perkins V - Student Success' application page in the 'Wisconsin Technical College System Apply Portal'. The page includes a progress bar at the top indicating '0 of 9 required tasks complete'. Below this, the 'Last edited' timestamp is shown as 'Oct 1 2020 04:03 PM (CDT)'. A 'Deadline' is set for 'Dec 11 2020 04:00 PM (CST)'. The 'Applicant Details' section shows the owner as 'JT Test (Owner)' with a redacted email address. A list of tasks to be completed is visible, including 'Needs, Goals, Measurable Objectives, and Activities', 'Overall Compliance', 'Budget (Detailed) and Standard Financial Report (SFR)', 'Budget (Summary)', 'Upload Compliance Forms', and 'President/Designee Signature'. The 'REVIEW' and 'SUBMIT' buttons are highlighted, along with the 'Add collaborator' button.

This shows how many application tasks you have completed.

This shows the most recent time this application was edited.

This is the submission deadline for this grant application.

Click here to add others to view and/or be able to edit this application.

After you have completed all the application tasks, this will no longer be grayed out. You can then click here to submit the application.

This shows the name and email of the owner (user who started this application). Only this user can submit this application.

Continued list of actions that you can take and information you can find within the Apply Portal grant application page:

- View the program/grant category name for the grant application.
- View the autogenerated number for the grant application. If your college/organization is submitting multiple grant applications within one category, this number can be used to identify each grant application.
- Preview the grant application.
- Download the grant application with the three dots ('...') more options menu link.
- View a record of updates/changes to the grant by selecting the 'ACTIVITY' link.
- View the specific grant application tasks that need to be completed. Some tasks are connected to others. For example, the 'Budget (detailed) and standard finance report (SFR)' needs to be completed before the 'Budget (summary)'.

The screenshot shows the 'Perkins V - Student Success' grant application page. The page title is 'Perkins V - Student Success - 841' and the URL is 'wctcs.smapply.io/sub/20394622/'. The page content includes a header with the program name 'Perkins V - Student Success' and an auto-generated number '8487215638'. Below the header is a 'Preview' button and a three-dot menu. The main content area is divided into 'APPLICATION' and 'ACTIVITY' sections. The 'Your tasks' section lists various tasks, including 'Applicant Details', 'Abstract', 'Subcontractor Info', 'Student Success Grant', 'Needs, Goals, Measurable Objectives, and Activities', 'Overall Compliance', 'Budget (Detailed) and Standard Financial Report (SFR)', 'Budget (Summary) - Cannot be started at this time', 'Upload Compliance Forms', and 'President/Designee Signature'. Callout boxes provide detailed explanations for these elements.

This shows the name of the program (grant category) that you are working on.

By clicking here, users will see all the fields that they need to respond to for this application.

This number is auto generated. For grant categories where users can submit multiple applications, users can use this number to identify each application.

Clicking here will allow users to download the application or to delete it.

Below here are the tasks that needs to be completed for this program (grant category). Users can access each task by clicking on it from here.

When users click here, they will see a record of what has been done so far in this application.

Some application tasks are connected to another. For example, the Budget Summary is connected to the Budget Detailed and SFR. This means users won't be able to access the Budget Summary until they complete the Budget Detailed and SFR.

Revision Process

1. Contact the WTCS Education Director with revision plans to ensure that these are allowable. Formal revisions are needed if more than 20% of any budget line item is changing/moving.
2. If a formal revision is needed, email the marked-up version of the grant application to show what is changing with the proposed revision. **Follow steps A or B for FY22-23 grants and step C or D for FY23-24 grants.**
 - a. **If this is the first revision for a FY22-23 grant, please do the following:**
 - i. Navigate to the grant application within the Apply Portal and select the “Revision Template/Current Grant” task. When opened, click on the grant document. This will give you the new template to use for the revision. Copy and paste (when pasting, choose the option to keep text only) the sections identified on the form from the apply portal grant to the template. To convey what is changing, show what is being removed with strikethrough and what is being added with underlined text formatting.
 - b. **For subsequent FY22-23 revisions, you will follow the same process for the grant document, with these changes:**
 - i. Download the Revision Template/Current Grant document that is currently attached/uploaded
 - ii. Delete the current strikethrough verbiage and remove the underlines. This will show the current grant you are working with.
 - iii. Now use strikethrough and underline to show the new revision.

The screenshot displays the 'Apply Portal' interface for a grant application. On the left, a sidebar shows the application status as 'AWARDED' with a trophy icon. It includes the date 'Awarded on: Apr 4 2022 06:09 PM (CDT)', a progress bar indicating '7 of 7 required tasks complete', and the last edit date 'Last edited: Sep 26 2022 11:11 AM (CDT)'. Below this are 'REVIEW' and 'SUBMIT' buttons, and a section for the owner, Kristine Golz (Owner), with an 'Add collaborator' button.

The main content area shows the grant title 'FY 22-23 Perkins V (150-263) NTO' and the ID '08-104-150-263'. Below the title are tabs for 'APPLICATION', 'ACTIVITY', and 'DECISION DETAILS'. A 'Your tasks' section lists the following tasks:

Task Status	Task Name	Completion Date
Completed	Applicant Details	Jan 25 2022 10:14 AM (CST)
Completed	Abstract	Dec 10 2021 11:22 AM (CST)
Pending	Subcontractor Information (optional)	
Completed	Needs, Goals, Measurable Objectives, and Activities	Jan 25 2022 10:24 AM (CST)
Completed	Overall Compliance	Dec 10 2021 11:36 AM (CST)
Pending	Revision Template/Current Grant (optional)	
Completed	Budget (Detailed) and Standard Financial Report (SFR)	Jan 25 2022 10:25 AM (CST)
Completed	Budget (Summary)	Dec 10 2021 11:38 AM (CST)
Completed	President/Designee Signature	Jan 25 2022 10:26 AM (CST)

The 'Revision Template/Current Grant (optional)' task is circled in red in the original image.

- c. **If this is the first revision for a FY23-24 grant, please do the following:**
 - i. Navigate to the grant application within the Apply Portal and download the attached/currently uploaded grant document (containing the Abstract, Statement of Need, Overview and Activities, Overall Monitoring and Evaluation Process)
 - ii. To convey what is changing, show what is being removed with strikethrough and what is being added with underlined text formatting.
- d. **For subsequent FY23-24 revisions, please do the following:**
 - i. Navigate to the grant application within the Apply Portal and download the attached/currently uploaded grant document (containing the Abstract, Statement of Need, Overview and Activities, Overall Monitoring and Evaluation Process)
 - ii. Delete the current strikethrough verbiage and remove the underlines. This will show the current grant you are working with.
 - iii. Now use strikethrough and underline to show the new revision.
- e. Next, go to the budget (detailed) and standard financial report task and download by clicking on the three dots and then selecting download.
- f. Use red font as needed to show all budget item(s) that are being changed (decreased, increased, deleted or added). If a budget item is being totally removed, please update the amount to show \$0 and keep it in the budget. Do not underline or strikethrough anything in the budget detailed and SFR spreadsheet.
- g. If this is the second or subsequent time you are submitting a budget revision for this grant, delete any budget line item(s) that are in red font and have \$0. For other budget line item(s) that are in red font containing a grant amount, change the red font back into black. This is now the current budget (detailed) and standard financial report that you are working with. You would then make the changes in red font to show the new revisions.

AWARDED

Awarded on: Apr 4 2022 06:09 PM (CDT)
7 of 7 required tasks complete

Last edited: Sep 26 2022 11:11 AM (CDT)

REVIEW **SUBMIT**

KG Kristine Golz (Owner)
ogrd@wctc.edu

Add collaborator

FY 22-23 Perkins V (150-263) NTO [Preview](#) [...](#)

08-104-150-263
ID: 2033835606

APPLICATION ACTIVITY DECISION DETAILS

Your tasks

- ✓ Applicant Details
Completed on: Jan 25 2022 10:14 AM (CST)
- ✓ Abstract
Completed on: Dec 10 2021 11:22 AM (CST)
- Subcontractor Information (optional)
- ✓ Needs, Goals, Measurable Objectives, and Activities
Completed on: Jan 25 2022 10:24 AM (CST)
- ✓ Overall Compliance
Completed on: Dec 10 2021 11:36 AM (CST)
- Revision Template/Current Grant (optional)
- ✓ **Budget (Detailed) and Standard Financial Report (SFR)**
Completed on: Jan 25 2022 10:25 AM (CST)
- ✓ Budget (Summary)
Completed on: Dec 10 2021 11:38 AM (CST)
- ✓ President/Designee Signature
Completed on: Jan 25 2022 10:26 AM (CST)

MTO Core Industry Detailed Budget [...](#)

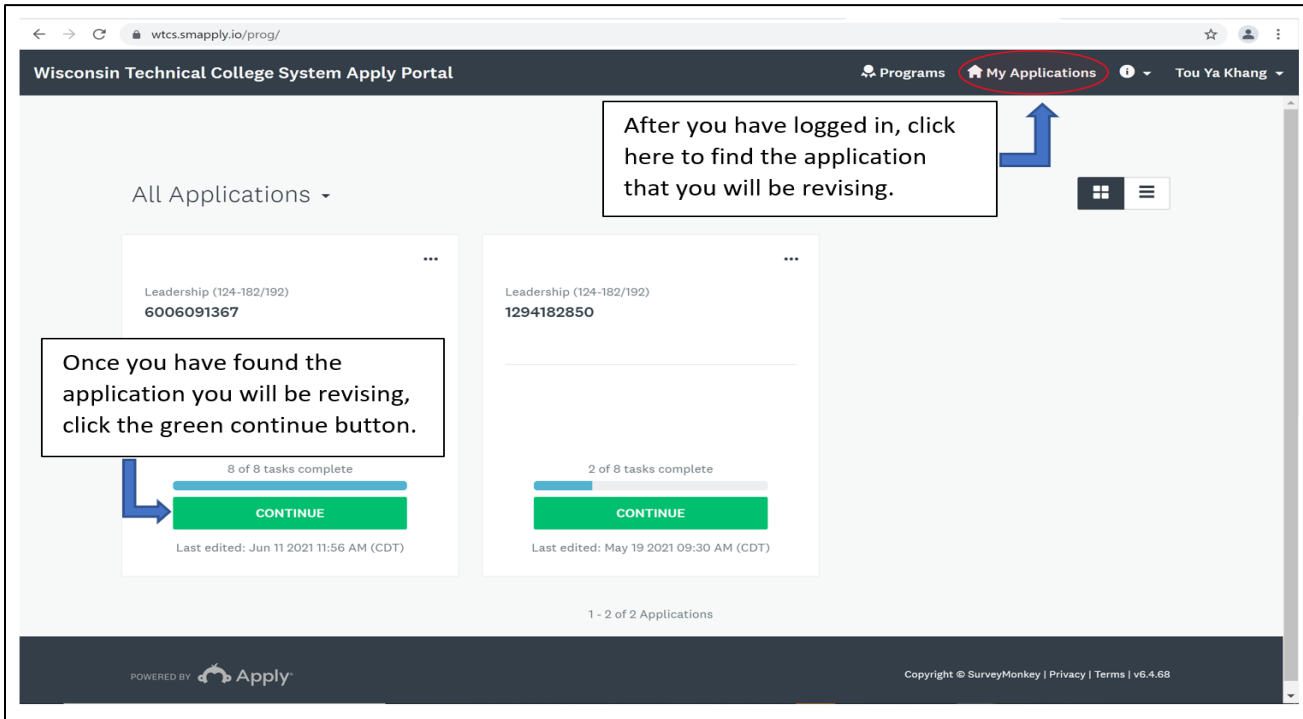
Filename: MTO_Core_Industry_Detailed_Budget.xlsx Added: Jan 12 2022

Preview

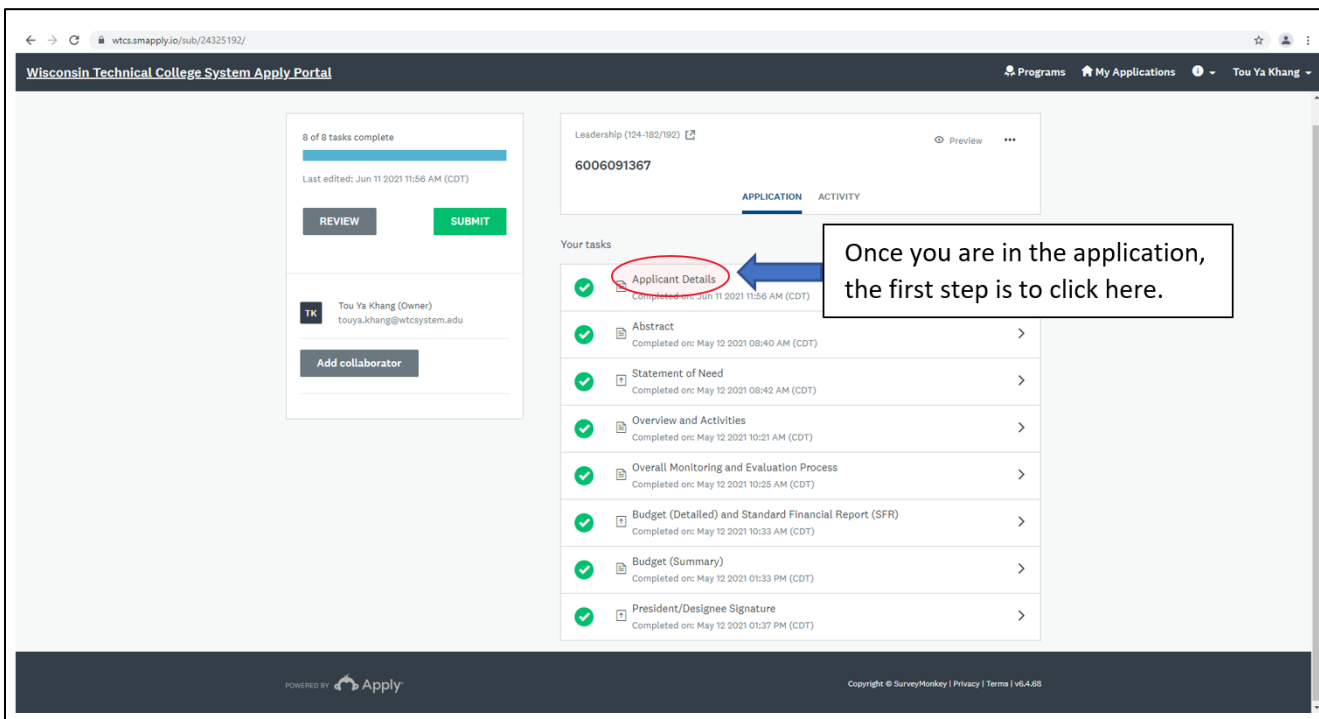
Download

3. Send the marked-up version of the grant document and the detailed budget sheet to the WTCS Education Director. When they have confirmed that the proposed changes are allowable, they will re-open the grant application within the Apply Portal. You should receive an automated email that the application has been re-opened.

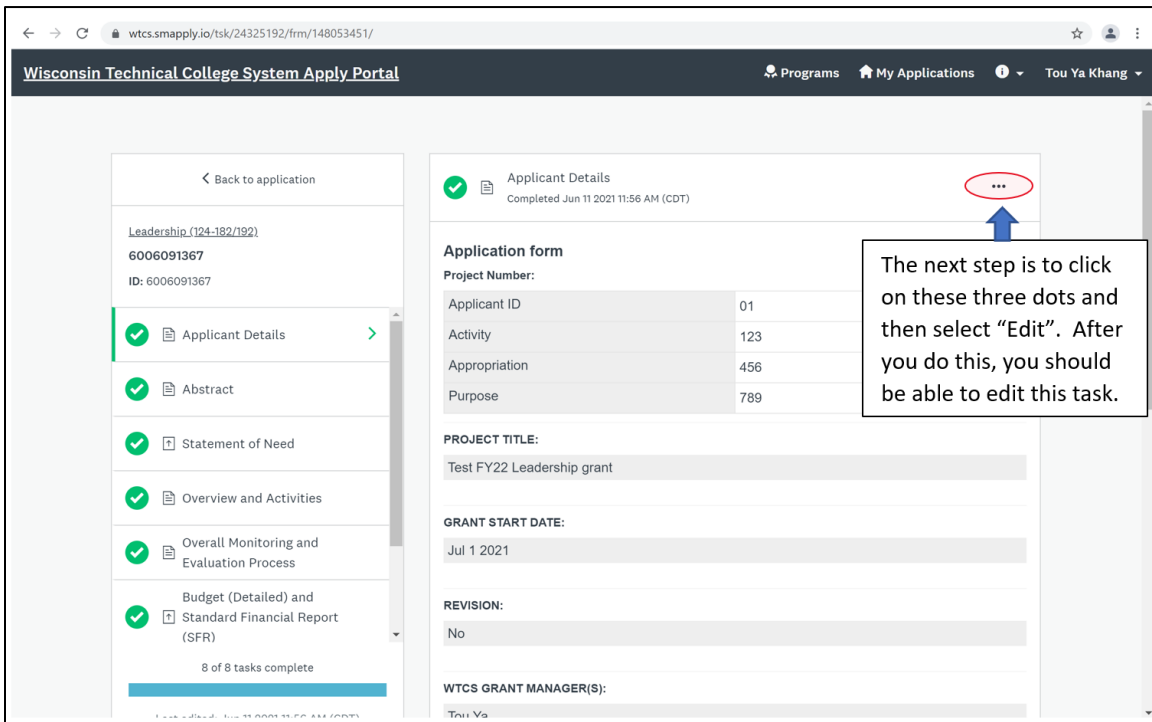
4. In the Apply Portal, view your grant applications by selecting the 'My Applications' link and then click the green 'Continue' link for the specific application that you will be revising.



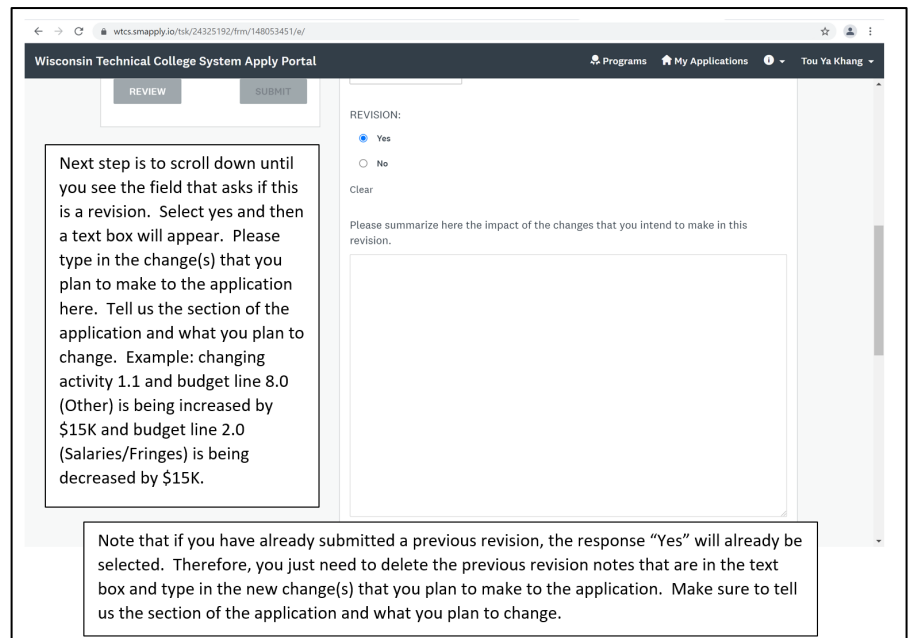
5. Within this application, select the 'Applicant Details' link.



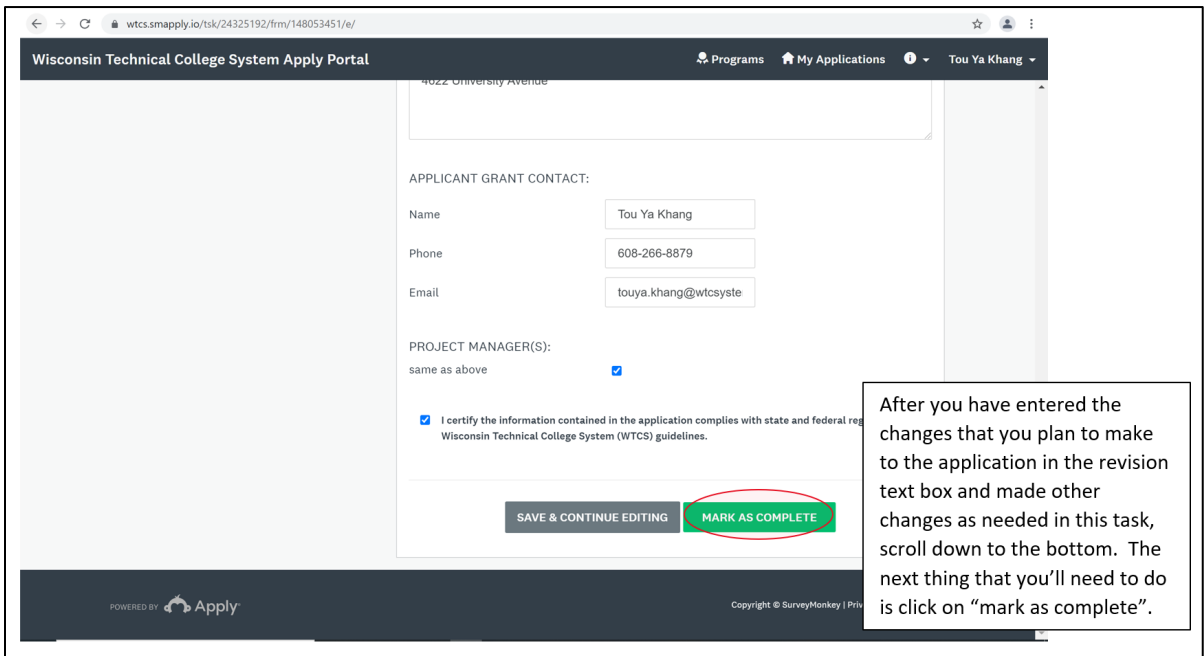
6. Then, select the three dots ('...') to see more options and select 'Edit'.



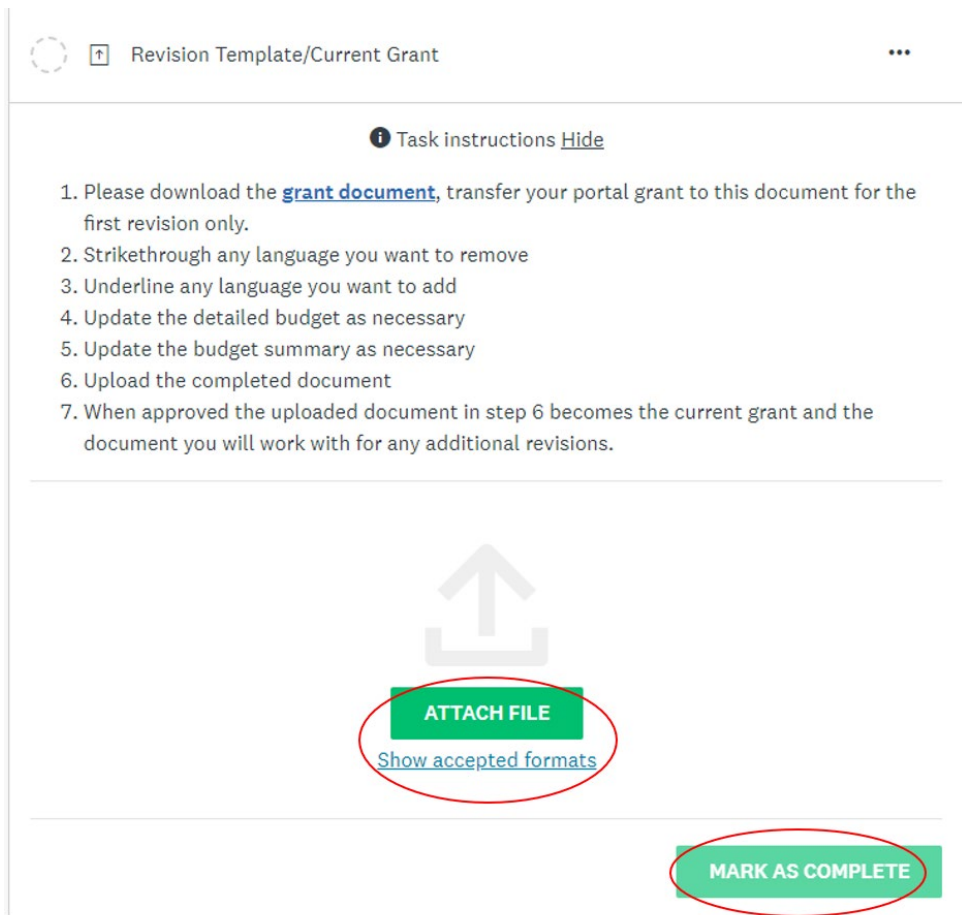
7. Scroll to the 'REVISION' prompt. Select 'Yes' and provide a summary of the changes to the grant application within the corresponding textbox. If there has already been a previous revision to this grant application, then the 'Yes' for the 'REVISION' field will already be selected and the revision summary from the last revision will be in the textbox. In this case, delete the old revision summary and provide a new summary of the current revisions in the grant application within the textbox.



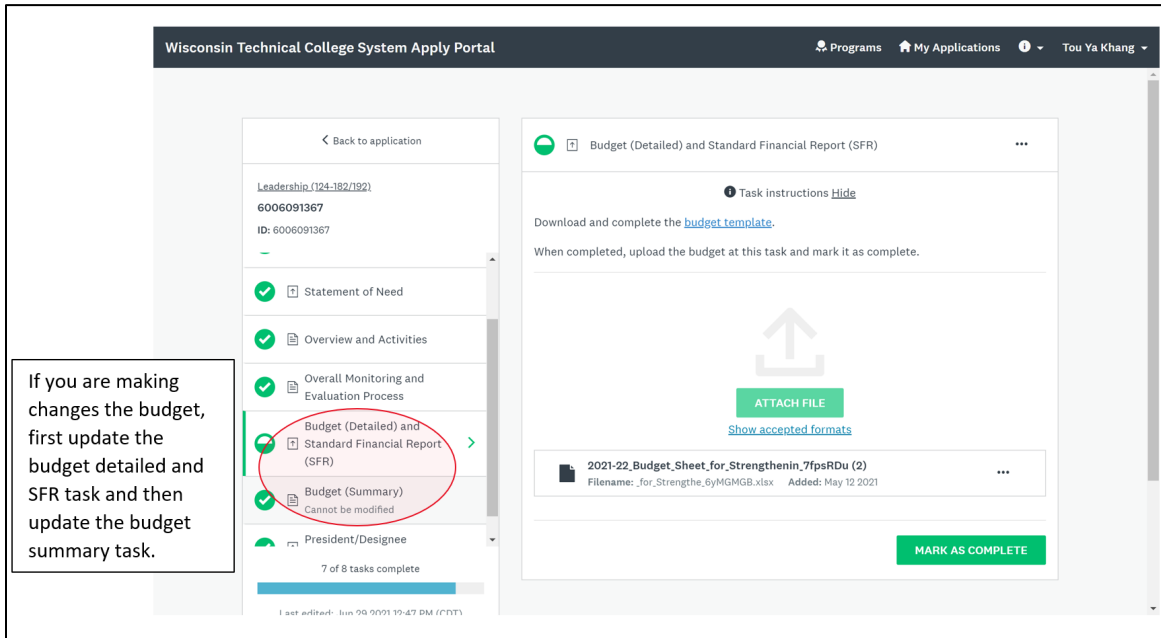
8. Scroll to the bottom of the 'Applicant Details' section and select the green 'Mark as Complete' link.



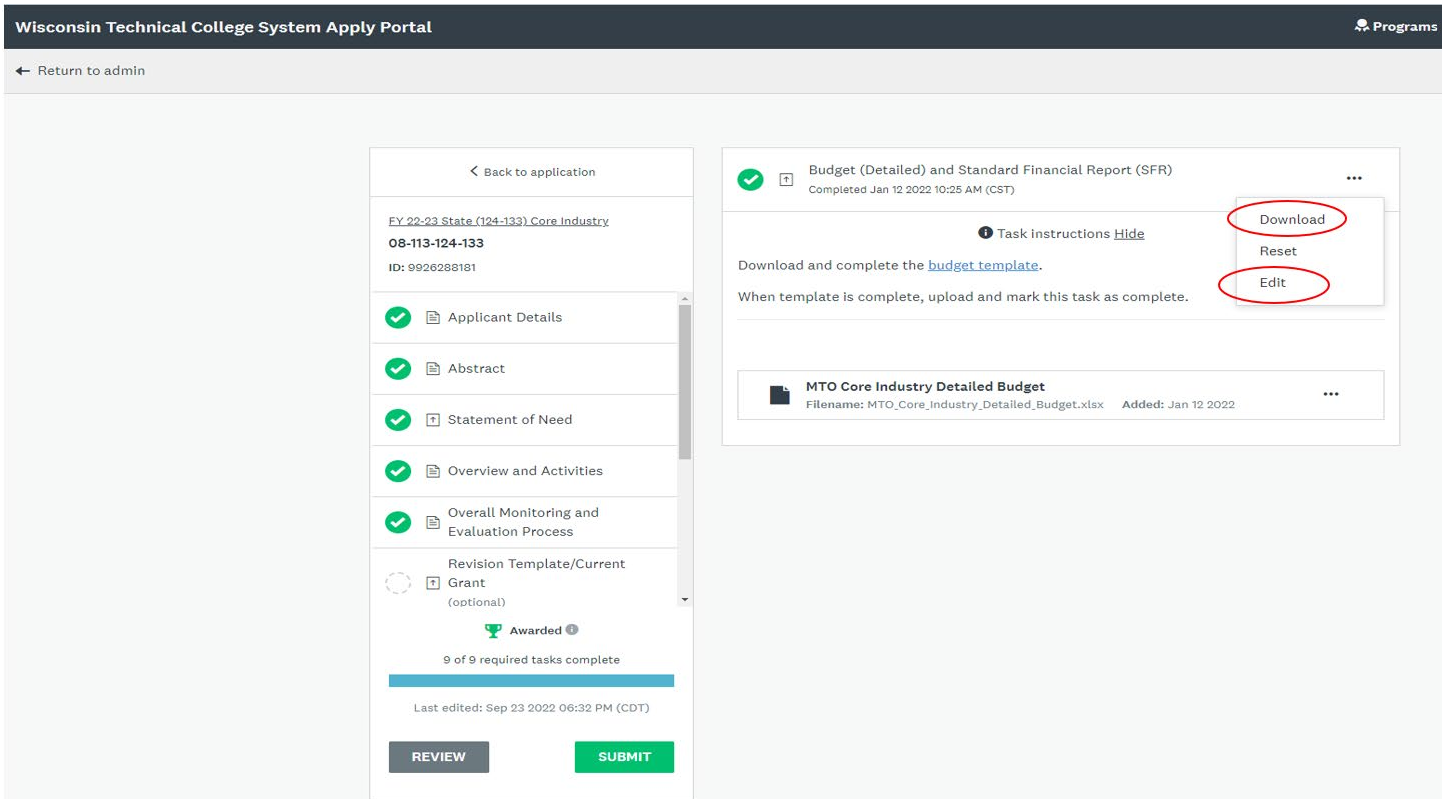
9. Go back to the 'Revision Template/Current Grant' section and upload the revised grant document (containing strikethrough and underline) by selecting the 'Attach File Button'. When the document is uploaded, select the 'Mark as Complete' link.



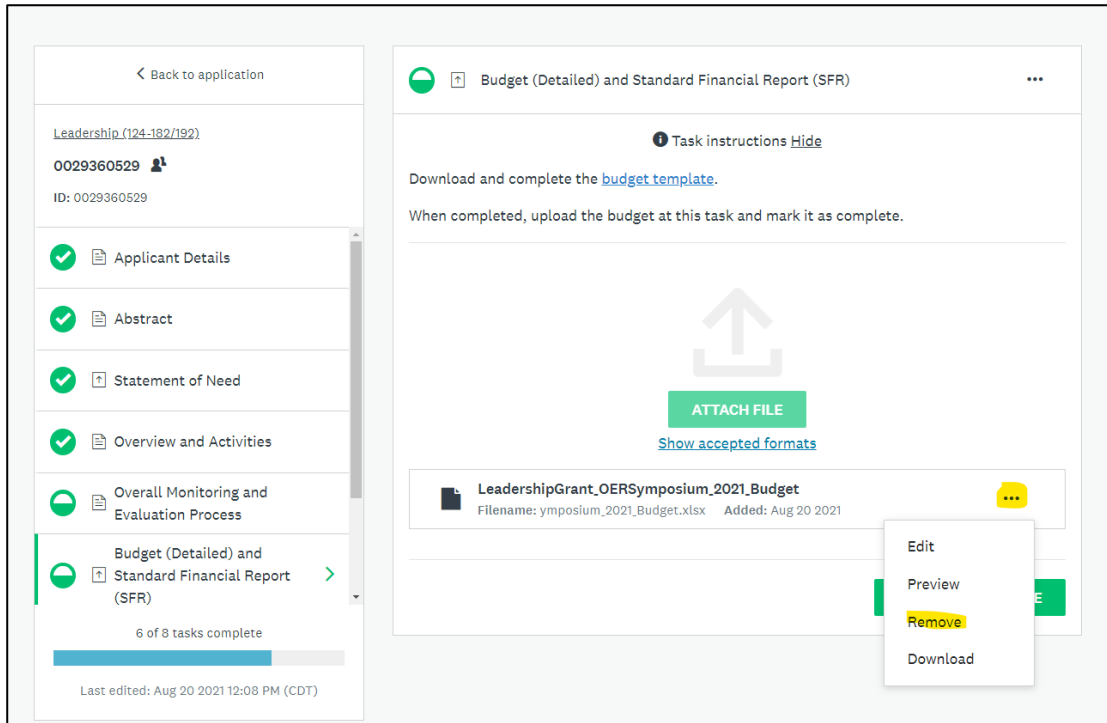
10. If you are making changes to the budget, first update the budget (detailed) and standard financial report (SFR) task. Then, you can update the budget (summary) part of the grant application.



11. To make changes to the grant application budget spreadsheet, follow these steps:
- Select the 'Budget (Detailed) and Standard Financial Report (SFR)' grant application task/section.
 - Click on the three dots ('...') in the upper right corner of the task and then select 'Edit'.



- c. This will reopen the task so that you can remove the current budget sheet and upload the revised budget sheet (containing red text to show budget item(s) that have been decreased, increased, deleted or added). To remove the previous current budget sheet, click on the three dots ('...') for that file and select 'Remove'.



d. You can then use the green 'attach file' button to re-upload the updated budget sheet.

e. Mark the task as complete once the new budget sheet is uploaded.

12. As shared, if you revised the budget (detailed) and standard financial report (SFR), please make sure to update the budget (summary) part of the grant application as well.

13. After you have made all revision changes, the blue task bar will indicate that all tasks have been marked as complete (e.g., 8 of 8 tasks complete). The green 'Submit' button will be enabled and you can select this 'Submit' link to submit the revision. This action will notify the WTCS Education Director to review the revised grant application.

