

WTCS Apply Portal Guide

Contents

WTCS Apply Portal Guide.....	1
Log in and/or Create an Account	1
Apply Portal Home Screen	2
Grant Applications within the Apply Portal	3
Revision Process.....	5

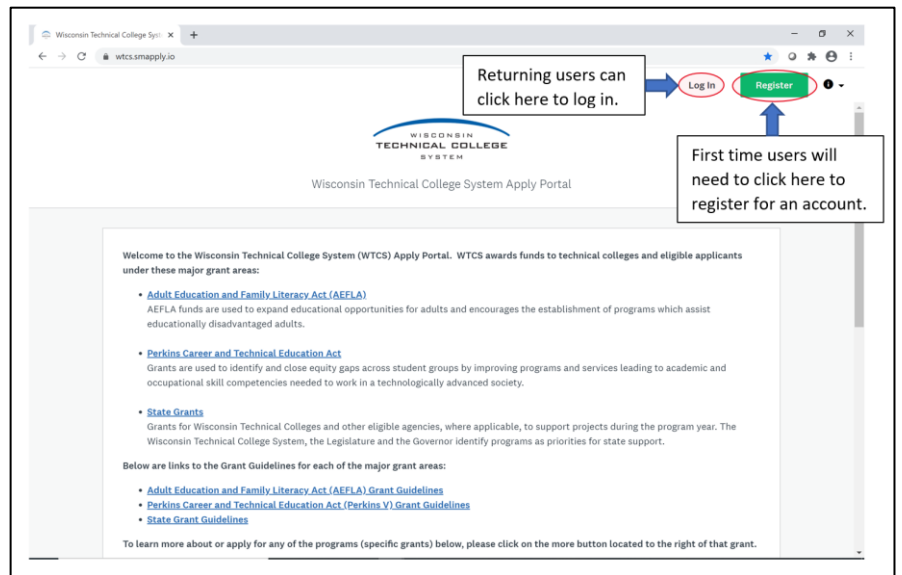
Log in and/or Create an Account

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).



The screenshot shows the 'Register for an applicant account' form. At the top, there are three social login buttons: Facebook, Twitter, and Google. A callout box points to the Google button with the text 'If your work email is synced with your google account, you can register by clicking here.' Below these buttons is a red-bordered box containing the registration form fields: First name, Last name, Email, Password, and Confirm password. A callout box points to this red-bordered box with the text 'Most users will have to create an account by filling out the information here.' At the bottom of the form, there is a checkbox for 'I'm not a robot' and a 'CREATE ACCOUNT' button.

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](#)
- 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 'Wisconsin Technical College System Apply Portal' interface. The browser address bar displays 'wtcs.smapply.io/program/list/'. The page features a navigation bar with 'Programs', 'My Applications', and a user profile icon. A search bar is located below the navigation bar. The main content area is titled 'Programs' and contains a table of grant categories. Annotations with arrows point to specific elements:

- Programs link:** 'By clicking here, users will see all the programs (grant categories) that are available. Check the grant guidelines for eligibility.'
- My Applications link:** 'By clicking here, users will see all the grant applications that they have started.'
- User profile icon:** 'Click the drop-down menu arrow and select contact the site administrator if you have questions about this site.'
- Search bar:** 'Users can find a program (grant category) by typing it here.'
- Program heading:** 'Program refers to the grant category. Listed under this heading are all the grant categories that are available. Check the grant guidelines for eligibility.'
- Table columns:** 'Below this heading are the application deadline for each of the grant category.'
- More link:** 'Clicking here will allow users to see more information about this specific grant category.'
- See my application link:** 'By clicking here, users can access an application that they already started [ex: Adult Education & Family Literacy Act (AEFLA) – Targeted Focus].'
- User profile area:** 'This is where users can access their account and see their profile as well as log out of the site.'

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

1 - 8 of 8 Programs

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 'Wisconsin Technical College System Apply Portal' interface. The browser address bar shows 'wtcs.smaply.io/sub/20384622/'. The page header includes 'Perkins V - Student Success' and 'Presidents' Statewide Grants Ass'. The main content area shows a progress bar at the top indicating '0 of 9 required tasks complete'. Below this, a box displays 'Last edited: Oct 1 2020 04:03 PM (CDT)'. A 'REVIEW' button and a 'SUBMIT' button are visible. A 'Deadline: Dec 11 2020 04:00 PM (CST)' is shown. Below the deadline, the owner's information is listed: 'JT [redacted] Test (Owner) [redacted]@yahoo.com'. An 'Add collaborator' button is located below the owner's information. On the right side, a list of tasks is shown, including 'Applicant Details', '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'. Annotations with arrows point to various elements: 'This shows the most recent time this application was edited.' points to the 'Last edited' box; 'This is the submission deadline for this grant application.' points to the 'Deadline' box; 'Click here to add others to view and/or be able to edit this application.' points to the 'Add collaborator' button; 'This shows how many application tasks you have completed.' points to the progress bar; 'After you have completed all the application tasks, this will no longer be grayed out. You can then click here to submit the application.' points to the 'SUBMIT' button; and 'This shows the name and email of the owner (user who started this application). Only this user can submit this application.' points to the owner's information box.

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.

This shows how many application tasks you have completed.

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' application page. The interface includes a header with the program name and an autogenerated application number (8487215638). Below the header, there are tabs for 'APPLICATION' and 'ACTIVITY'. A 'Your tasks' section lists various application steps, including 'Applicant Details', 'Abstract', 'Subcontractor Information', 'Student Success Grant Data Entry', '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 'Budget (Summary)' task is highlighted with a red circle and a note indicating it cannot be started at this time. Annotations with arrows point to specific elements: the program name, the application number, the 'Preview' button, the three-dot menu, the 'ACTIVITY' tab, and the 'Budget (Summary)' task.

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 need 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.

The screenshot displays the WTCS Apply Portal interface for a grant application. On the left, a sidebar shows the application status as 'AWARDED' for \$20,934.00 (USD), awarded on Jan 18 2024 05:41 PM (CST). It indicates '0 of 1 tasks complete' and shows the last edit on Mar 22 2024 02:12 PM (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 application details for 'FY 23-24 Perkins V (150-264) NTO' with ID 8723376840. The 'APPLICATION' tab is selected, showing a list of tasks. The task 'Abstract, Focused Need, Goals/Measurable Objectives/Activities, Compliance Monitoring, Subcontracting' is highlighted with a red oval. Other tasks include 'Applicant Details', 'Budget (Detailed) and Standard Financial Report (SFR)', and 'Budget (Summary)', all marked as completed.

Task	Status	Completed on
Applicant Details	Completed	Feb 28 2024 11:59 AM (CST)
Abstract, Focused Need, Goals/Measurable Objectives/Activities, Compliance Monitoring, Subcontracting	Completed	Feb 28 2024 12:01 PM (CST)
Budget (Detailed) and Standard Financial Report (SFR)	Completed	Feb 28 2024 12:01 PM (CST)
Budget (Summary)	Completed	Feb 28 2024 12:02 PM (CST)

24 .

- a. **If this is the first revision, 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/Focused 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.
- b. **For subsequent 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/Focused 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.

 **AWARDED**
\$20,934.00 (USD)
Awarded on: Jan 18 2024 05:41 PM (CST)
0 of 1 tasks complete
Last edited: Mar 22 2024 02:12 PM (CDT)

REVIEW

SUBMIT

KG

Kristine Golz (Owner)
ogrd@wctc.edu

Add collaborator

FY 23-24 Perkins V (150-264) NTO 

Preview ...

08-204-150-264
ID: 8723376840

APPLICATION

ACTIVITY

DECISION DETAILS

Your tasks

 Final Report >

Previous tasks



Applicant Details
Completed on: Feb 28 2024 11:59 AM (CST)

>



Abstract, Focused Need, Goals/Measurable Objectives/Activities, Compliance
Monitoring, Subcontracting
Completed on: Feb 28 2024 12:01 PM (CST)

>



Budget (Detailed) and Standard Financial Report (SFR)
Completed on: Feb 28 2024 12:01 PM (CST)

>



Budget (Summary)
Completed on: Feb 28 2024 12:02 PM (CST)

>

- c. Next, go to the budget (detailed) and standard financial report task and download the attached/currently uploaded detailed budget.
- d. 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 strike through anything in the budget detailed and SFR spreadsheet.
- e. 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.

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.

6

← → ↻ wtcsmapply.io/prog/

Wisconsin Technical College System Apply Portal

Programs **My Applications** ⓘ Tou Ya Khang ▾

After you have logged in, click here to find the application that you will be revising.

All Applications ▾

Leadership (124-182/192)
6006091367

8 of 8 tasks complete

CONTINUE

Last edited: Jun 11 2021 11:56 AM (CDT)

Leadership (124-182/192)
1294182850

2 of 8 tasks complete

CONTINUE

Last edited: May 19 2021 09:30 AM (CDT)

1 - 2 of 2 Applications

POWERED BY Apply

Copyright © SurveyMonkey | Privacy | Terms | v6.4.68

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

← → ↻ wtcsmapply.io/sub/24325192/

Wisconsin Technical College System Apply Portal

Programs **My Applications** ⓘ Tou Ya Khang ▾

Leadership (124-182/192) [Preview] ...

6006091367

APPLICATION ACTIVITY

Your tasks

Applicant Details

Abstract

Statement of Need

Overview and Activities

Overall Monitoring and Evaluation Process

Budget (Detailed) and Standard Financial Report (SFR)

Budget (Summary)

President/Designee Signature

Once you are in the application, the first step is to click here.

8 of 8 tasks complete

Last edited: Jun 11 2021 11:56 AM (CDT)

REVIEW SUBMIT

TK Tou Ya Khang (Owner)
touya.khang@wtcsystem.edu

Add collaborator

POWERED BY Apply

Copyright © SurveyMonkey | Privacy | Terms | v6.4.68

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

Wisconsin Technical College System Apply Portal

Programs My Applications Tou Ya Khang

Back to application

Leadership (124-182/192)
6006091367
ID: 6006091367

Applicant Details

Abstract

Statement of Need

Overview and Activities

Overall Monitoring and Evaluation Process

Budget (Detailed) and Standard Financial Report (SFR)

8 of 8 tasks complete

Applicant Details
Completed Jun 11 2021 11:56 AM (CDT)

Application form

Project Number:

Applicant ID	01
Activity	123
Appropriation	456
Purpose	789

PROJECT TITLE:
Test FY22 Leadership grant

GRANT START DATE:
Jul 1 2021

REVISION:
No

WTCS GRANT MANAGER(S):
Tou Ya

The next step is to click on these three dots and then select "Edit". After you do this, you should be able to edit this task.

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.

Wisconsin Technical College System Apply Portal

Programs My Applications Tou Ya Khang

REVIEW SUBMIT

REVISION:

☒ Yes
☐ No
Clear

Please summarize here the impact of the changes that you intend to make in this revision.

Next step is to scroll down until you see the field that asks if this is a revision. Select yes and then a text box will appear. Please type in the change(s) that you plan to make to the application here. Tell us the section of the application and what you plan to change. Example: changing activity 1.1 and budget line 8.0 (Other) is being increased by \$15K and budget line 2.0 (Salaries/Fringes) is being decreased by \$15K.

Note that if you have already submitted a previous revision, the response "Yes" will already be selected. Therefore, you just need to delete the previous revision notes that are in the text box and type in the new change(s) that you plan to make to the application. Make sure to tell us the section of the application and what you plan to change.

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

Wisconsin Technical College System Apply Portal

Programs My Applications Tou Ya Khang

APPLICANT GRANT CONTACT:

Name: Tou Ya Khang

Phone: 608-266-8879

Email: touya.khang@wtcsyste

PROJECT MANAGER(S):
same as above ☒

☒ I certify the information contained in the application complies with state and federal reg
Wisconsin Technical College System (WTCS) guidelines.

SAVE & CONTINUE EDITING MARK AS COMPLETE

POWERED BY Apply

Copyright © SurveyMonkey | Priv

After you have entered the changes that you plan to make to the application in the revision text box and made other changes as needed in this task, scroll down to the bottom. The next thing that you'll need to do is click on "mark as complete".

9. Go back to the '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.

Revision Template/Current Grant

Task instructions [Hide](#)

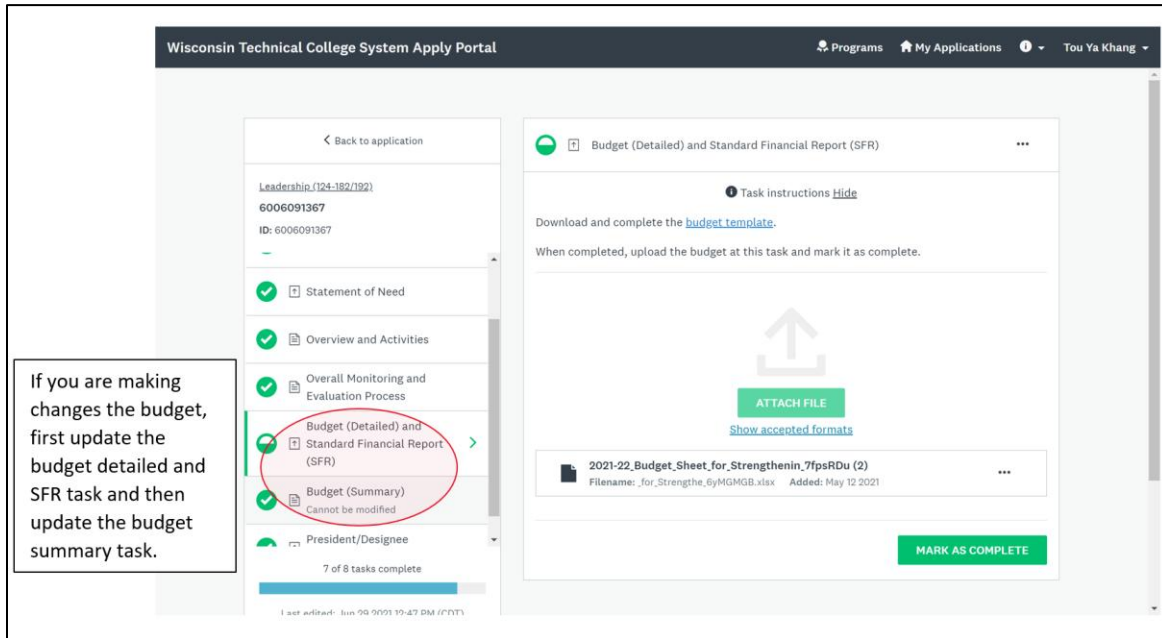
1. Please download the [grant document](#), transfer your portal grant to this document for the first revision only.
2. Strikethrough any language you want to remove
3. Underline any language you want to add
4. Update the detailed budget as necessary
5. Update the budget summary as necessary
6. Upload the completed document
7. When approved the uploaded document in step 6 becomes the current grant and the document you will work with for any additional revisions.

ATTACH FILE

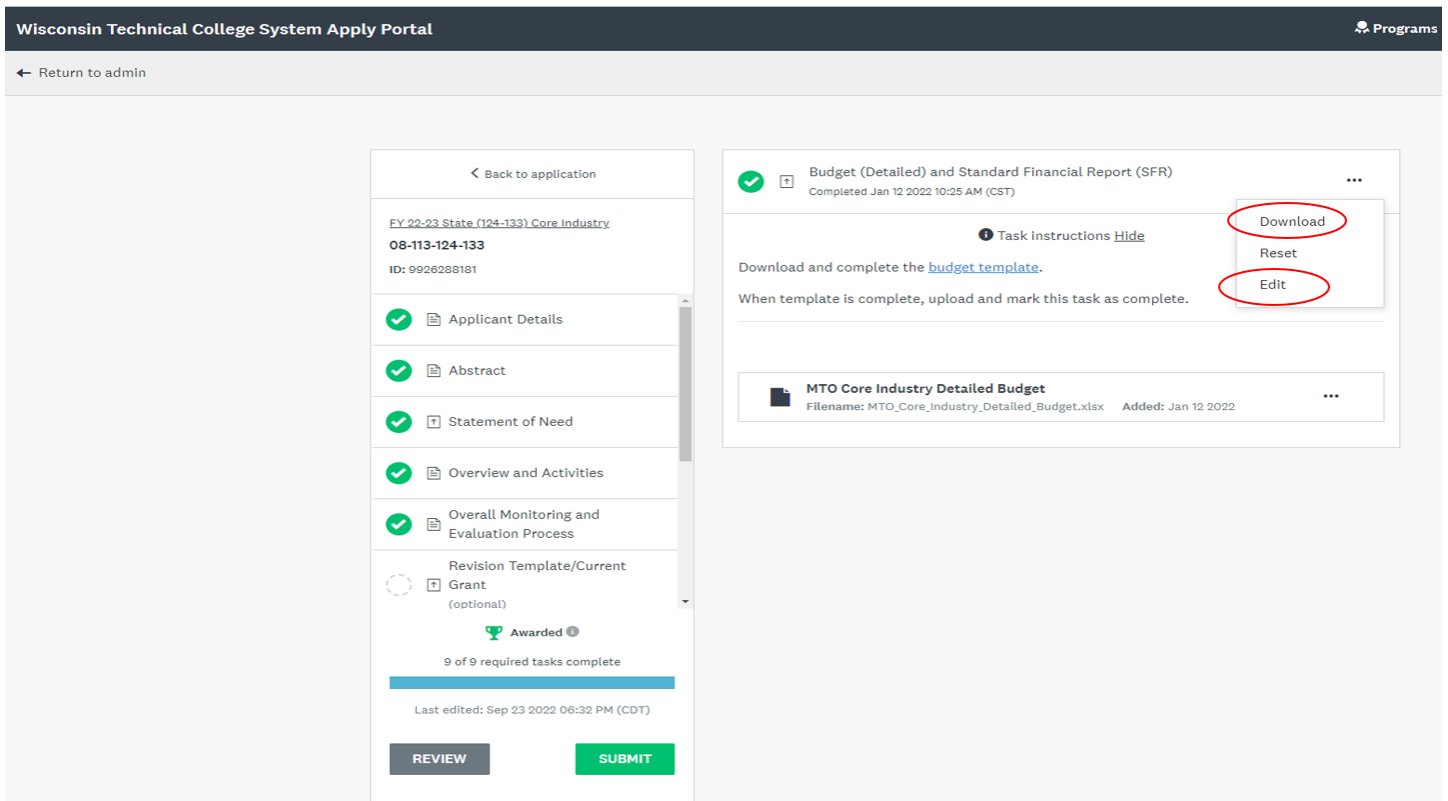
[Show accepted formats](#)

MARK AS COMPLETE

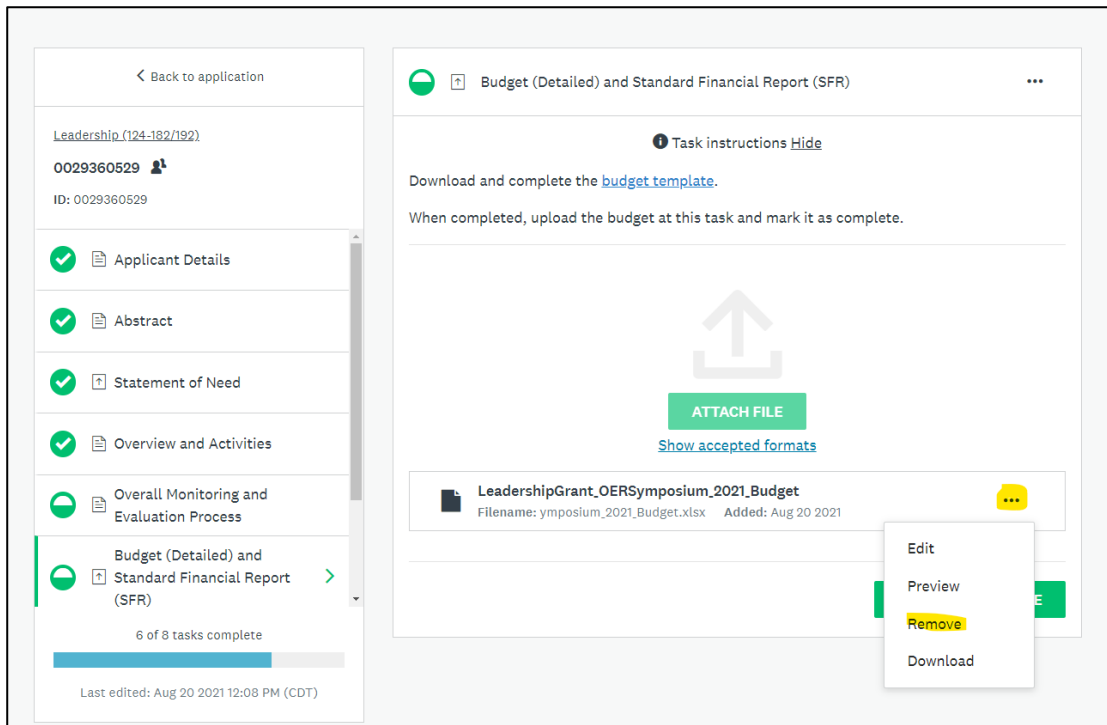
10. If you are making changes to the budget, first update the budget (detailed) and standard financial report (SFR) task. Then, you can update the budget (summary) part of the grant application.



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.

