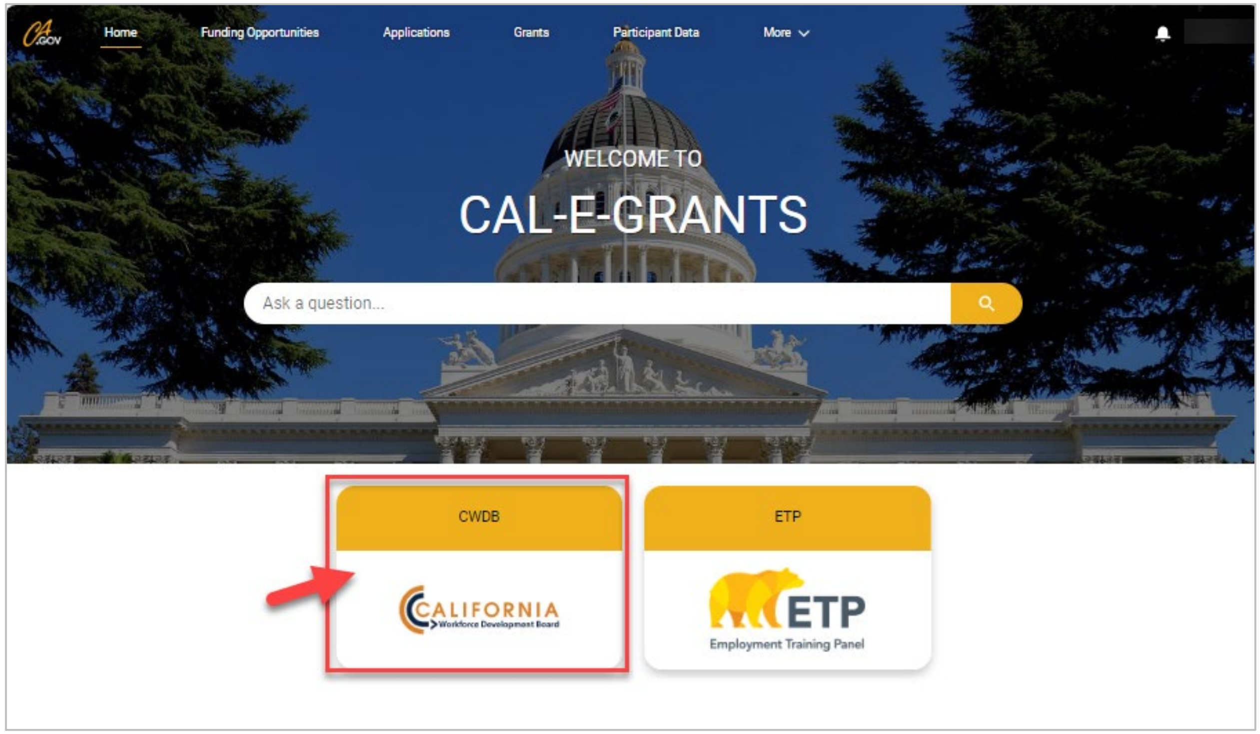
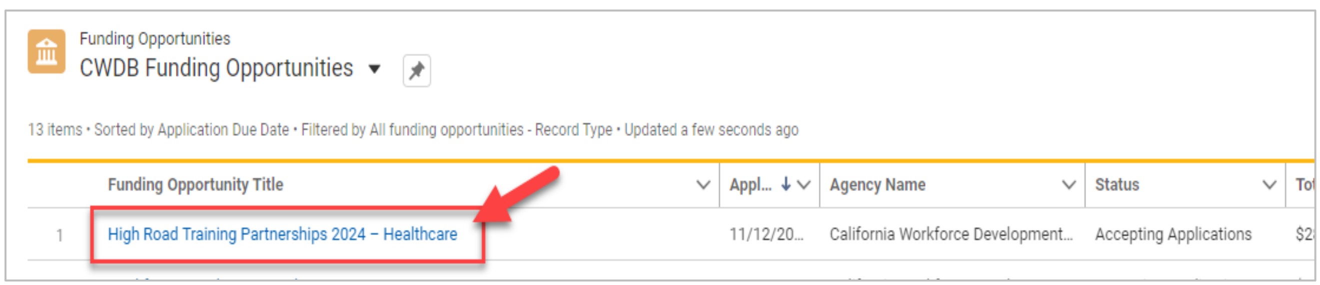
CAL-E-GRANTS REFERENCE GUIDE: HIGH ROAD TRAINING PARTNERSHIPS APPLICATION

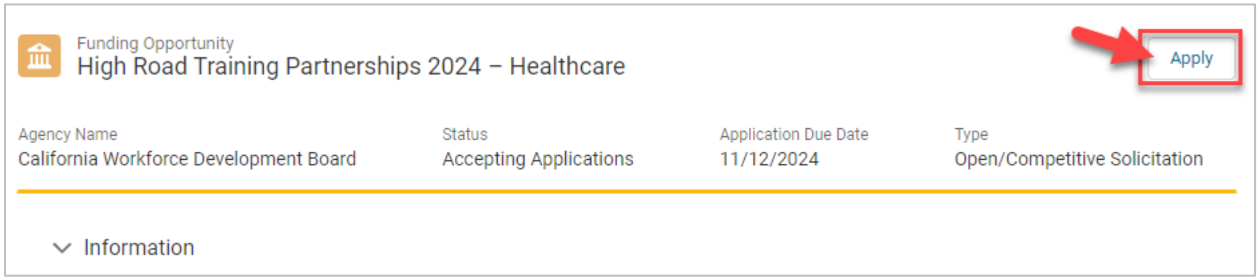
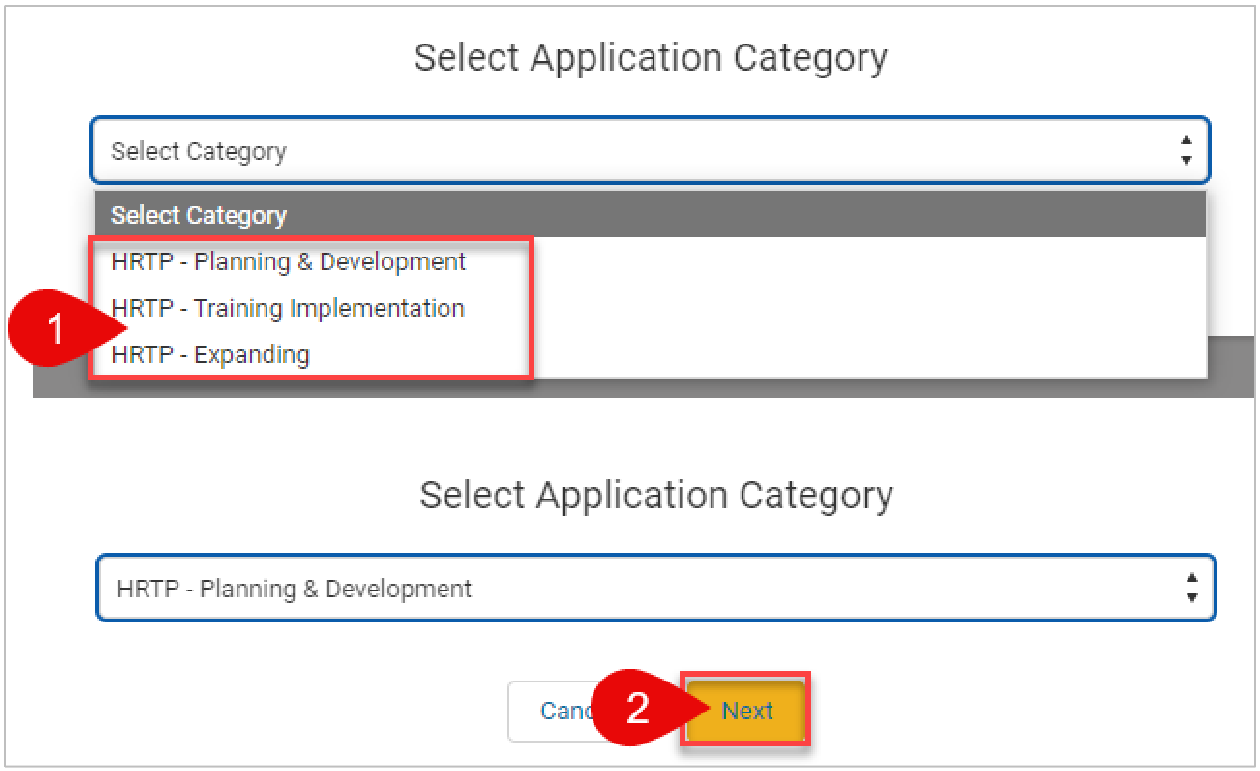
Applicants must first log into the Cal-E-Grants system to apply for funding. Please refer to the [New User Registration]() document for step-by-step procedures on how to become a user of the Cal-E-Grants system.

1. From the Cal-E-Grants landing page, select the **CWDB** button.



2. Select the **High Road Training Partnerships 2024 – Healthcare** link from the Funding Opportunity Title list.

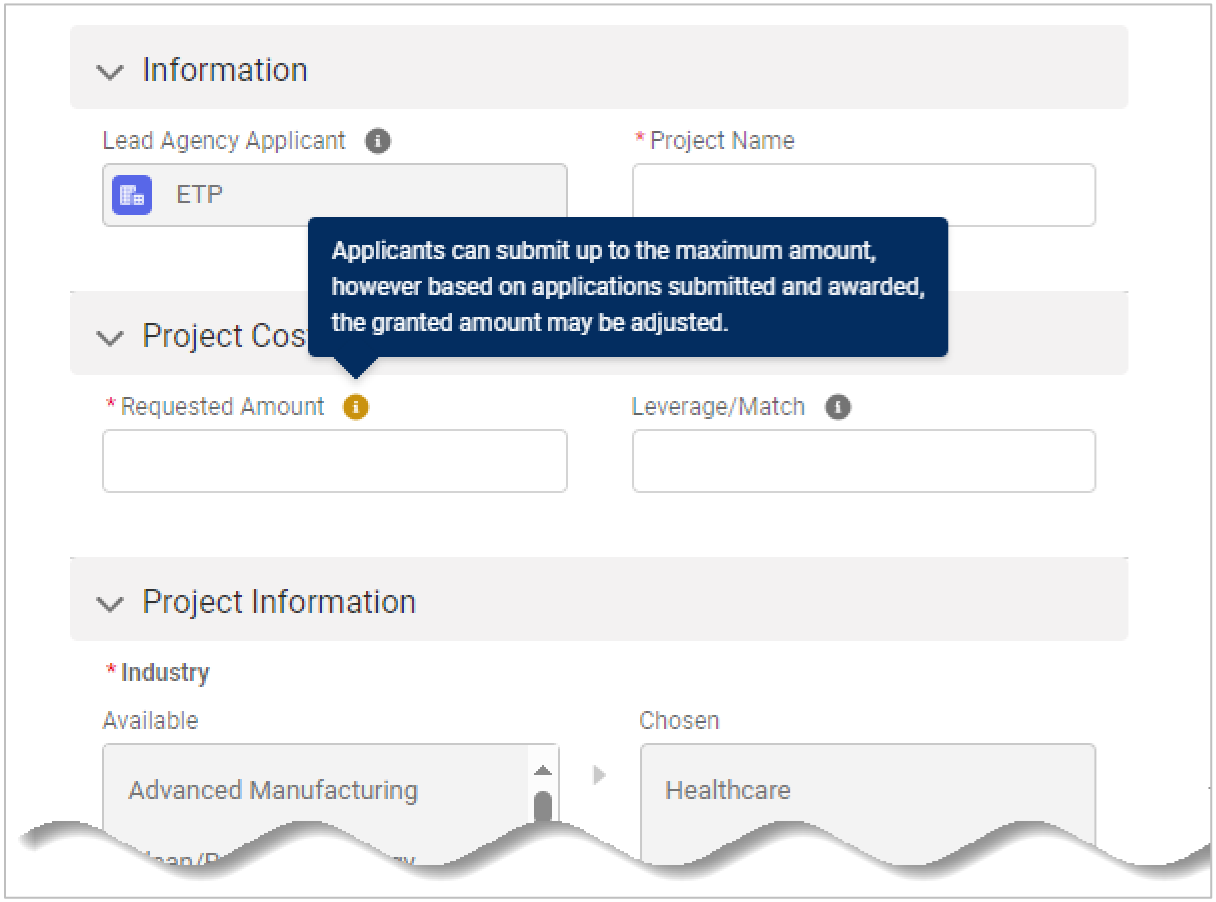


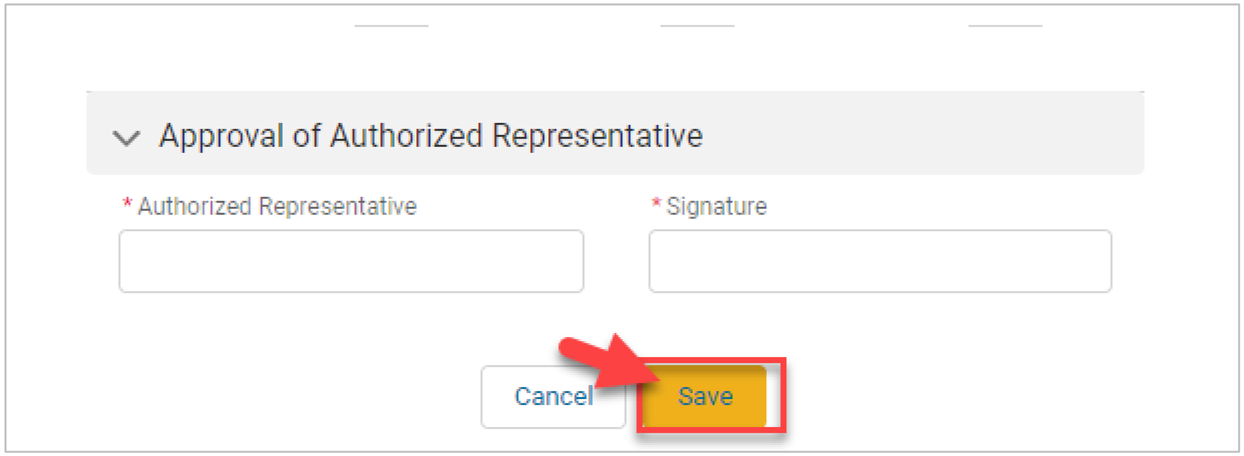
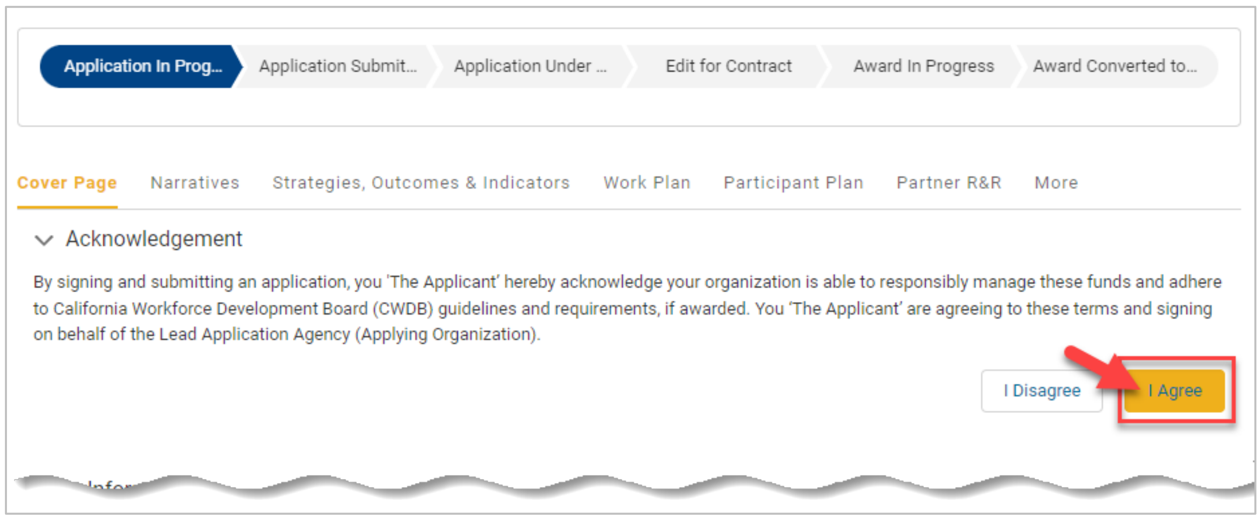
3. Select the **Apply** button at the top right of the page to begin the application.	
4. Select an application category from the category drop down list. Select the **Next** button. **Note**: Only one application category can be in progress at any given time.	

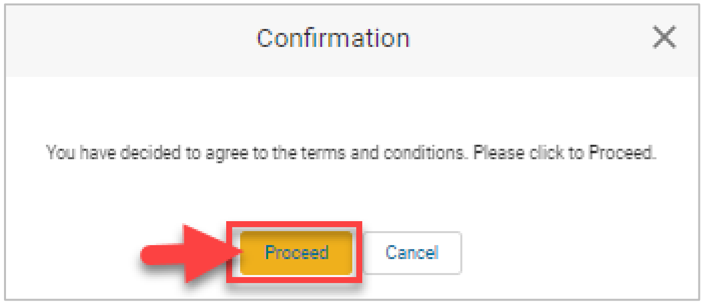
5. Complete all required fields noted with a red asterisk (*).

   The **Lead Agency Applicant** will pre-populate with the company name provided during user registration.

   Note: Circles with an "i" are help bubbles. Hover over them for the help text to appear.



6. Complete the **Approval of Authorized Representative** section. Select the **Save** button. **Note**: **Signature** is a typed field.	
The applicant will be taken to the application **Cover Page.** 7. Read the Acknowledgement and select the **I Agree** button. **Note**: In order to proceed, the applicant must accept the acknowledgement.	

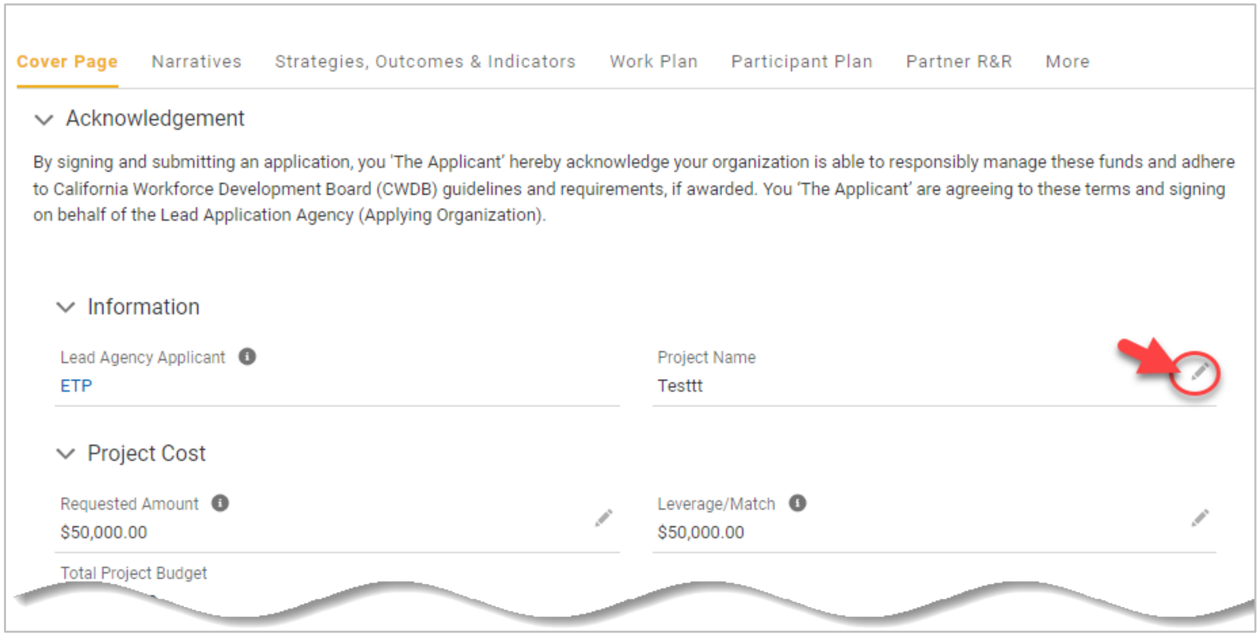
8. Select the **Proceed** button in the pop up window to continue.	

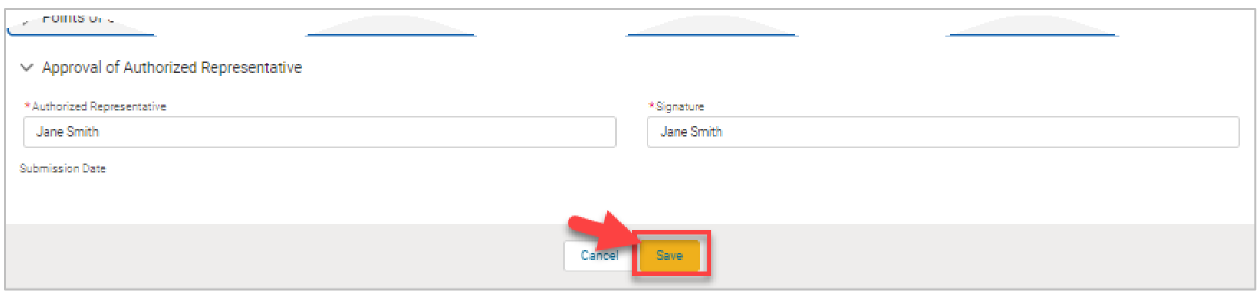
The applicant will be returned to the **Cover Page.**

9. Review all information on the page.

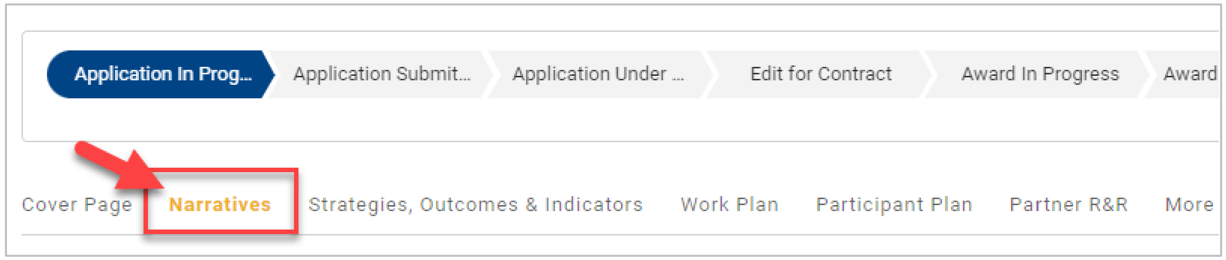
Select the *pencil* icon to the right of the field if edits need to be made.

Select the **Save** button.





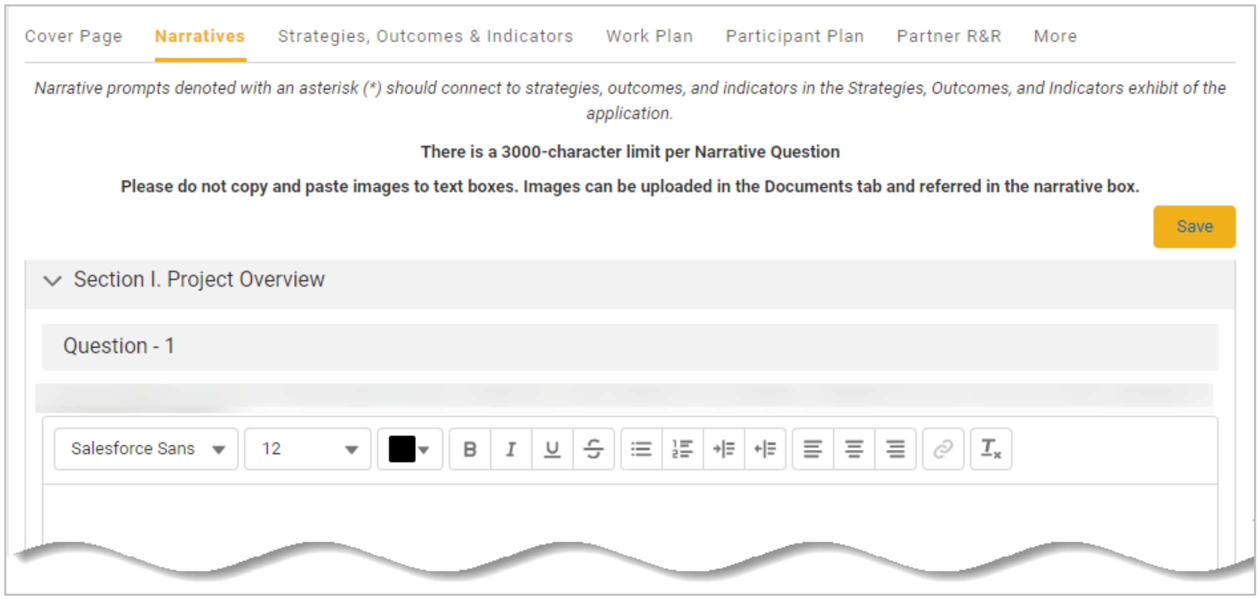
10. Select the **Narratives** tab on the Navigation Bar to move to the next area.



11. Complete all required fields.

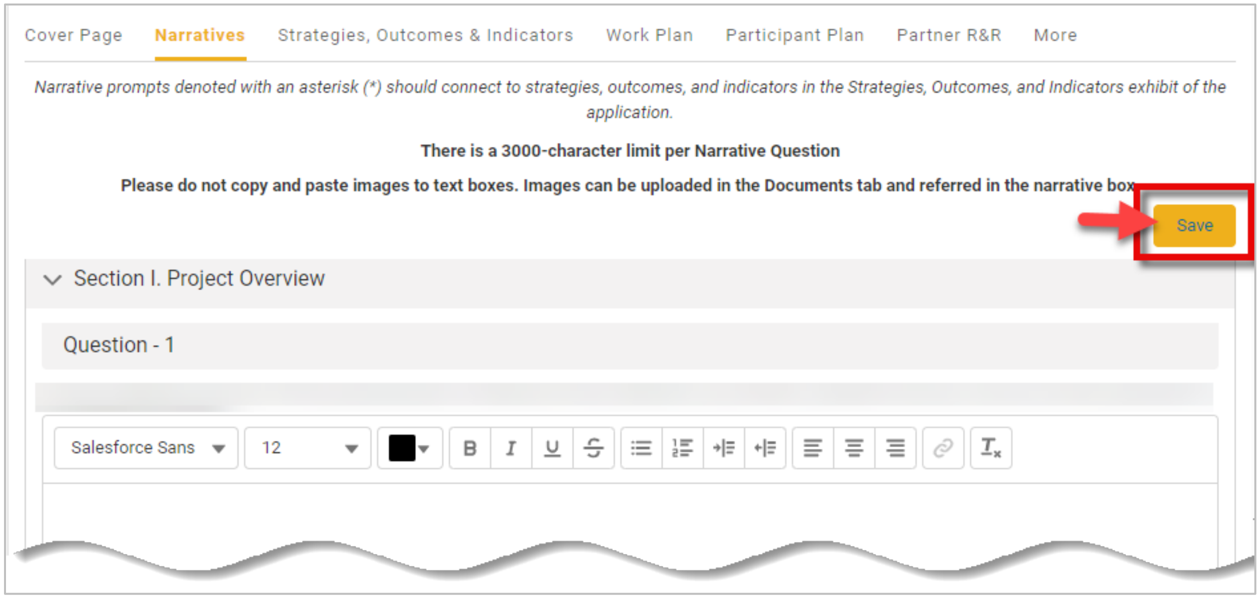
    Note: **Section V: Environmental Sustainability** is optional.

    Note: There is a 3000 character limit.

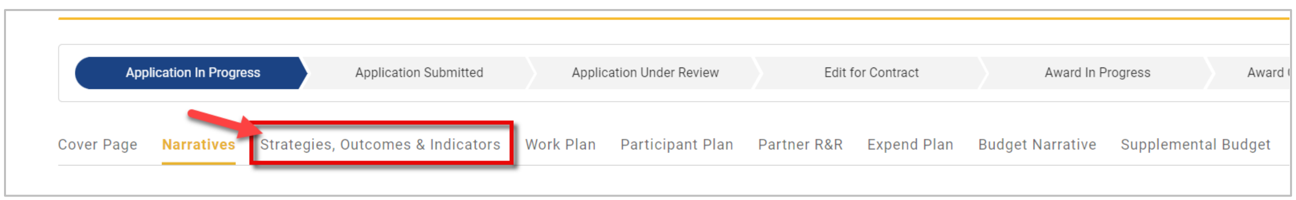


12. Select the **Save** button at the top of the page when finished.

    Note: Be sure to select **Save** in each area after entering information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.



13. Select the **Strategies, Outcomes & Indicators** tab from the Navigation Bar to move to the next area.

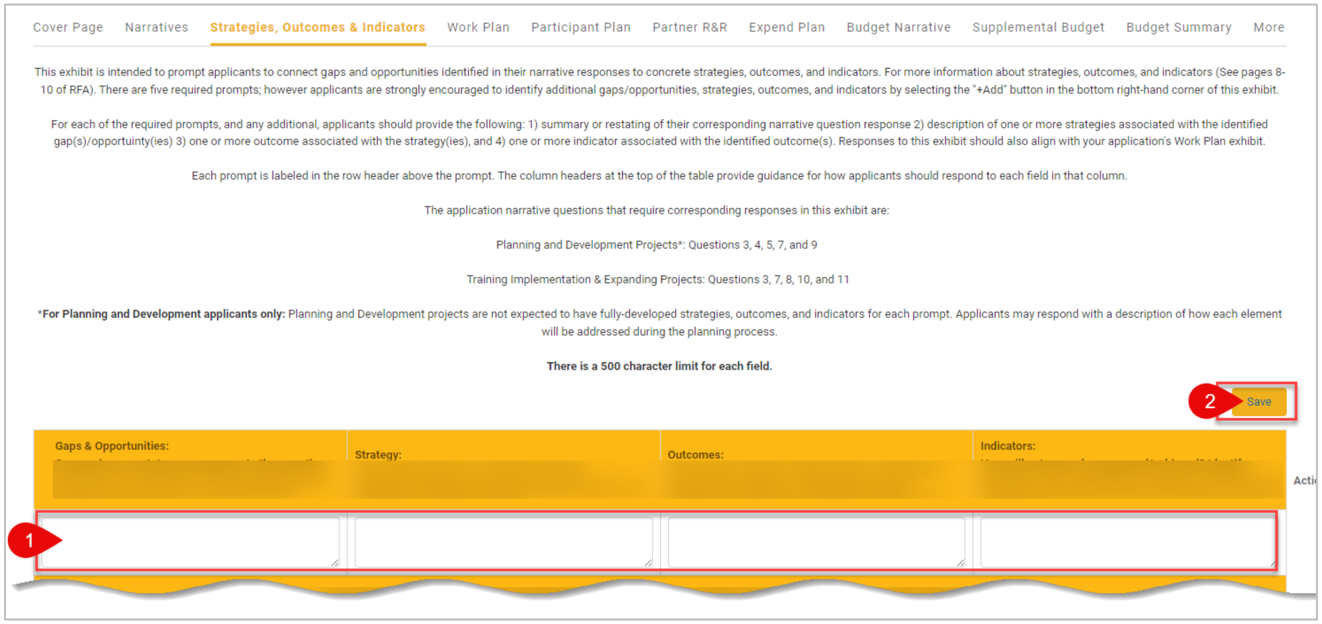


14. Complete all the required fields for the section.

    Select the **Save** button at the top of the page when finished.

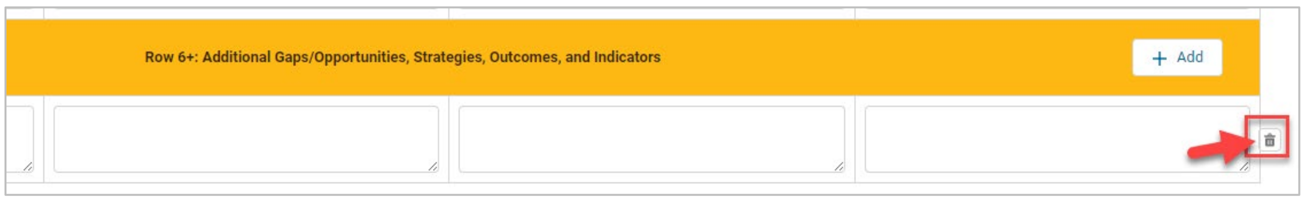
    Note: There is a 500 character limit per field.

    Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

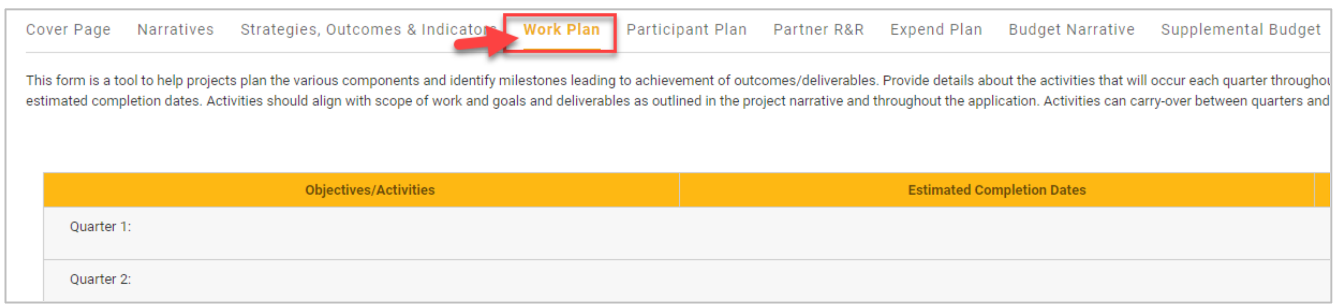


15. Select the **Add** button at the top of the section to add additional **Gaps/Opportunities, Strategies, Outcomes, and Indicators**.

16. Select the *trash* icon to the right of the fields to delete extra rows.



17. Select the **Work Plan** tab from the Navigation Bar to move to the next area.

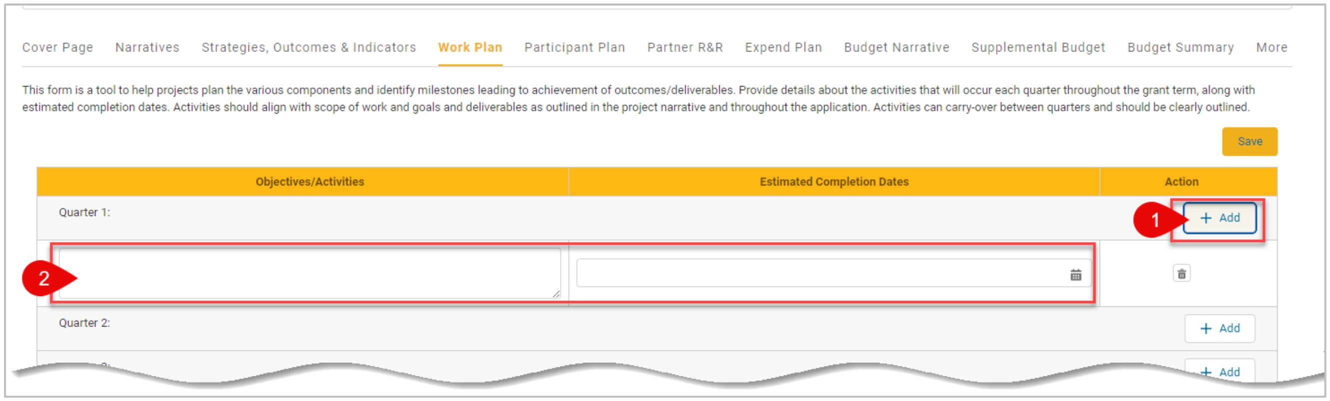


18. Select the **+Add** button to add a line item for each quarter.

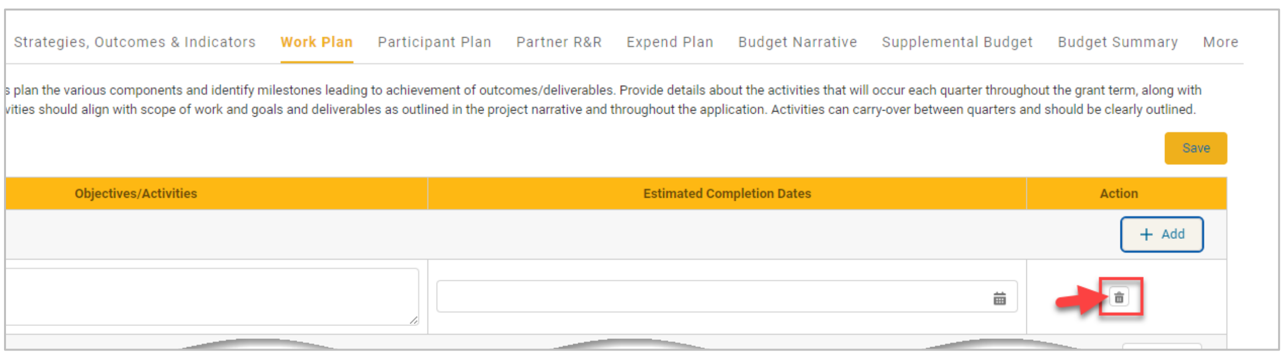
    Enter a description and the estimated completion date.

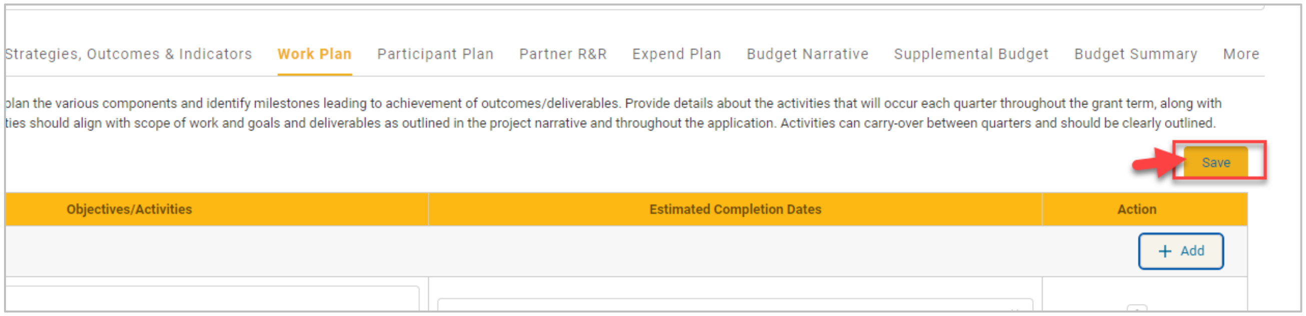
    Note: The date must fall within the designated quarter.

    Note: To enter dates, you can manually type
    In the date, or use the calendar pop up.



19. Select the *trash icon* to delete any extra rows.

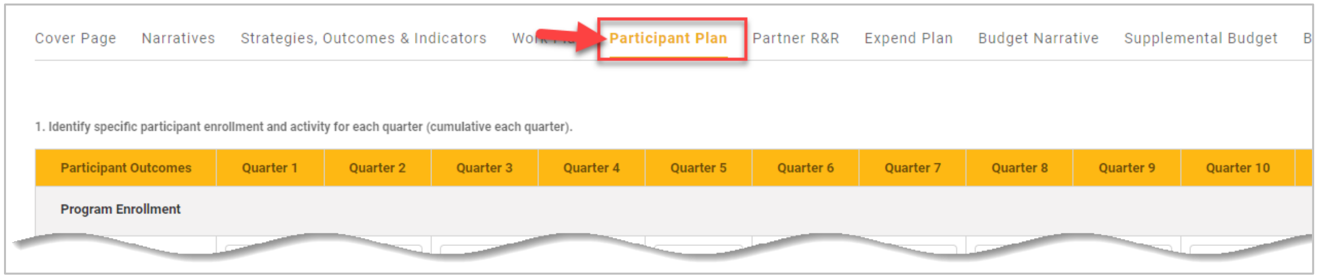


20. Select **Save** at the top of the page when you are finished entering information. **Note**: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.	

21. Select the **Participant Plan** tab from the Navigation Bar to move to the next area.

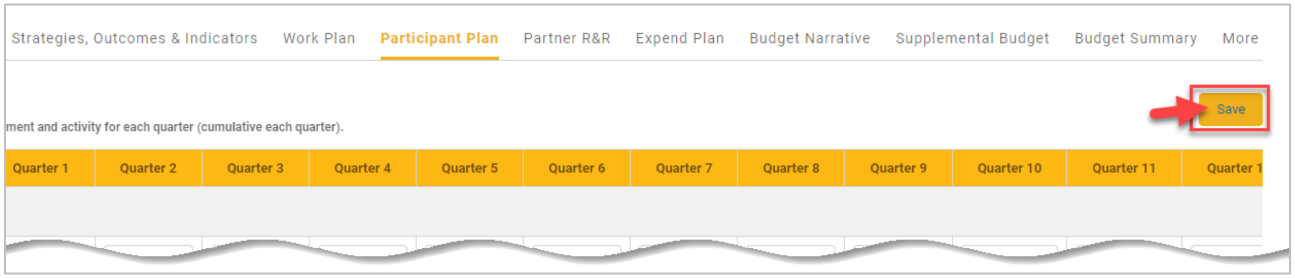
    Note: This tab only appears for **Training Implementation** and **Expanding** Applications.

    For **Planning and Development** applications, continue to Partner R&R.

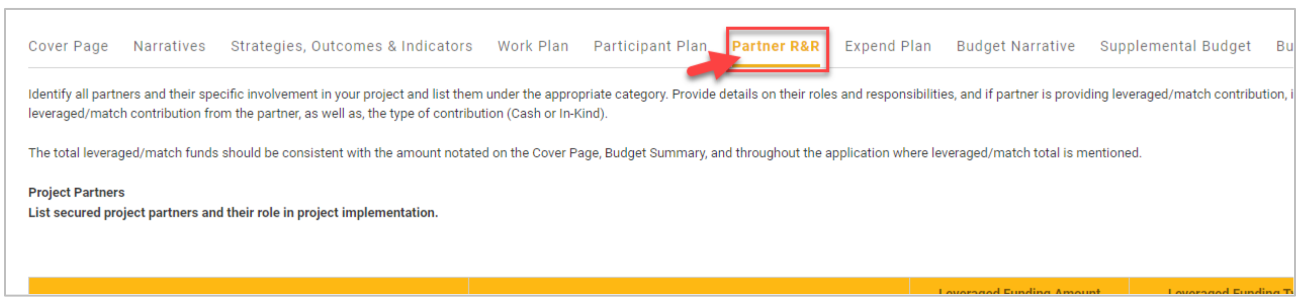


22. Complete all required fields, then select the **Save** button at the top of the page.

    Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.



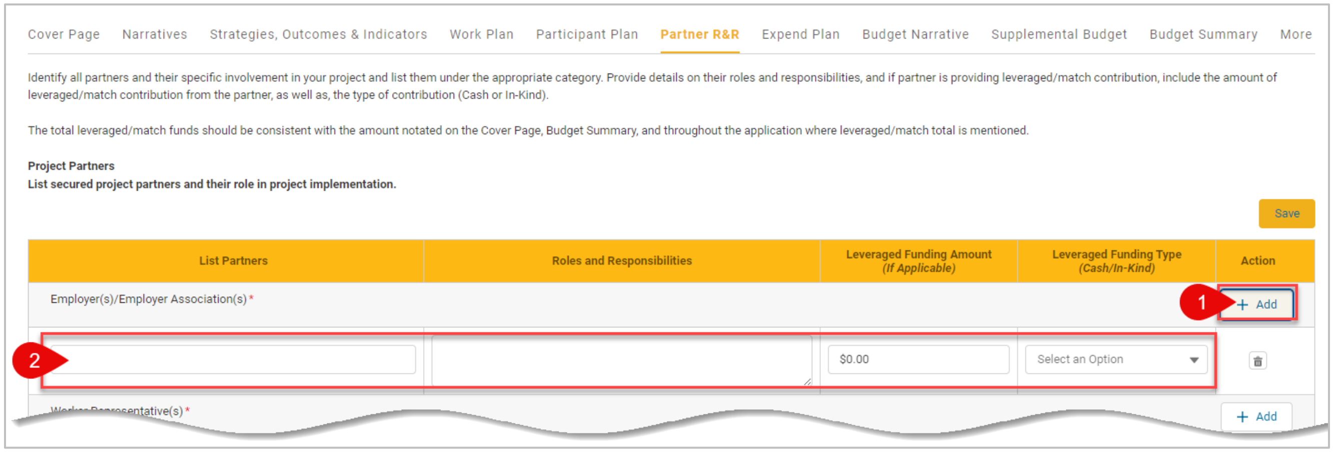
23. Select **Partner R&R** tab from the Navigation Bar to move to the next area.



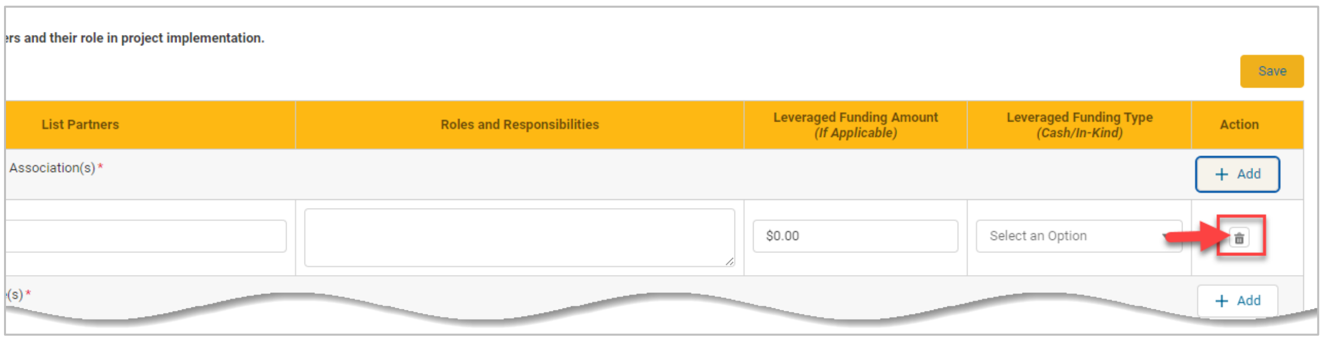
24. Select the **+Add** button for each line item of each **List Partner** as needed.

    Complete all required fields.

    Note: If additional rows are needed, select the **+Add** button within each section.

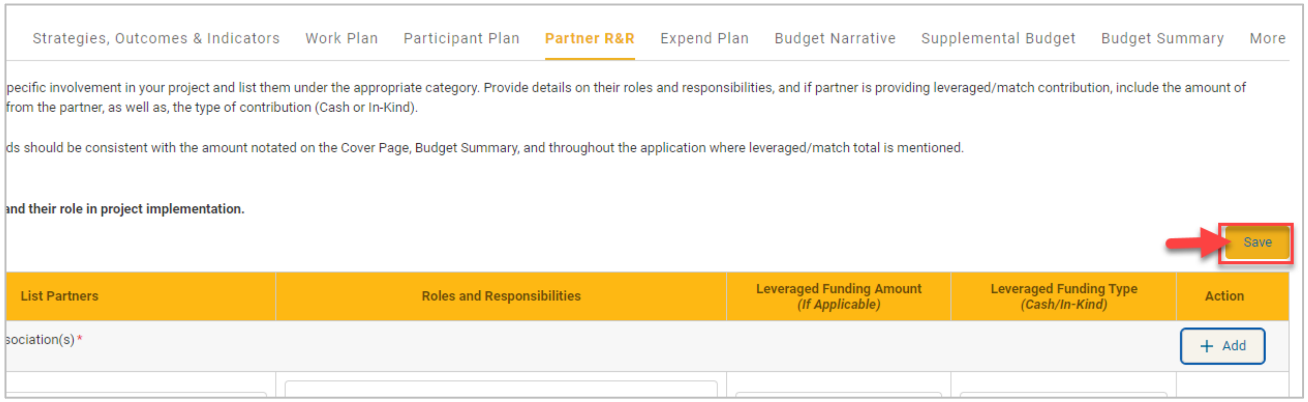


25. Select the *trash* icon to the right of the row to remove lines.

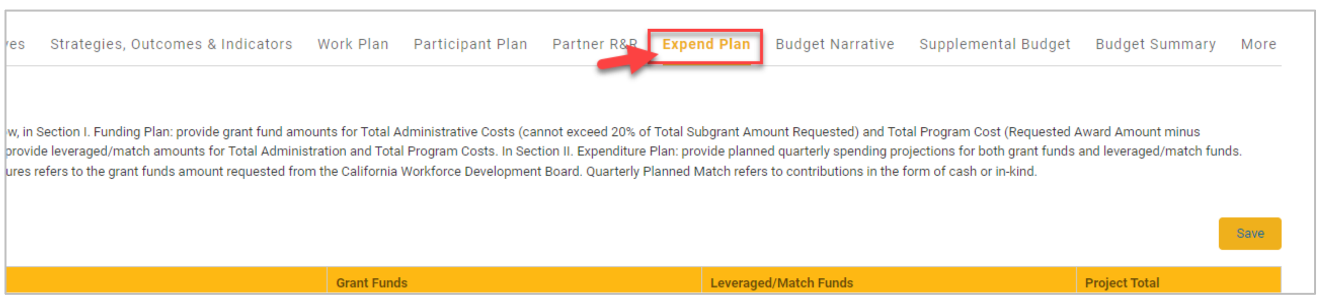


26. Navigate to the top of the page and select the **Save** button when finished entering information in the Partner R&R tab.

    Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

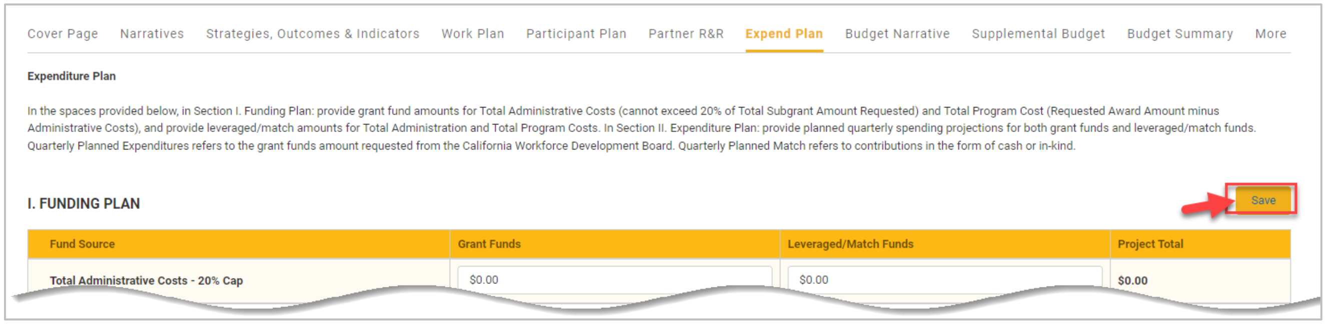


27. Select the **Expend Plan** to move to the next area.

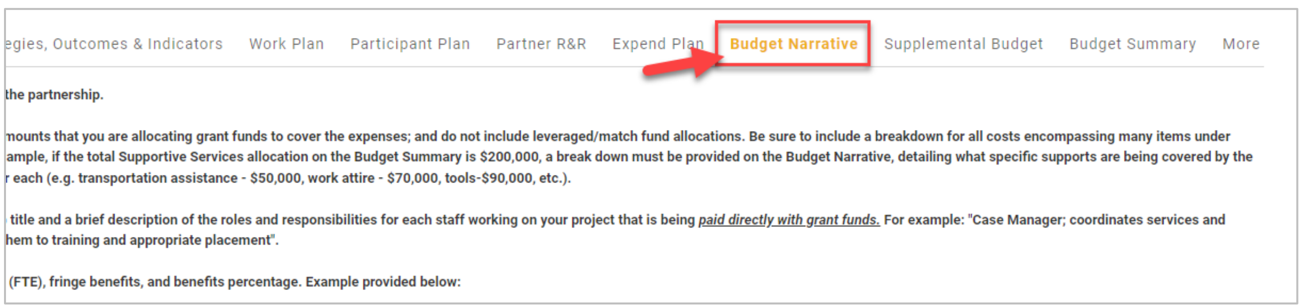


28. Complete all required fields, then select the **Save** button at the top of the page.

    Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

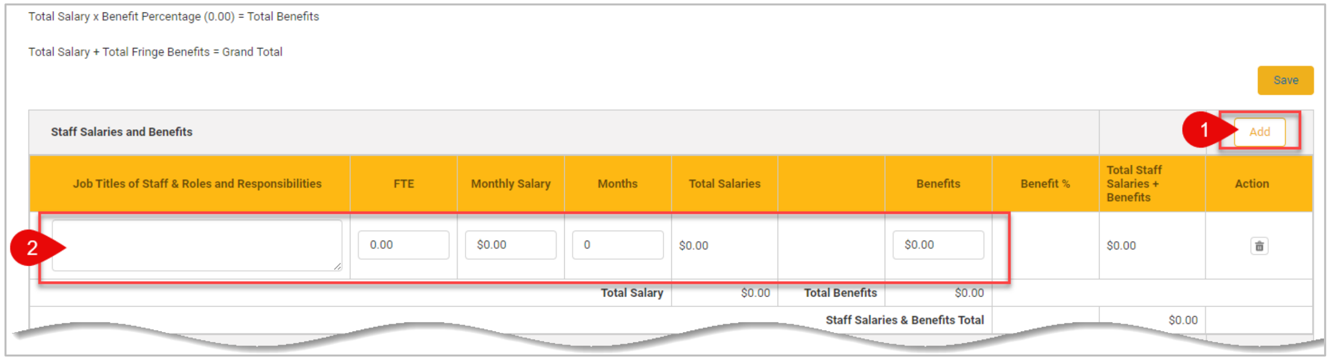


29. Select the **Budget Narrative** to move to the next area.

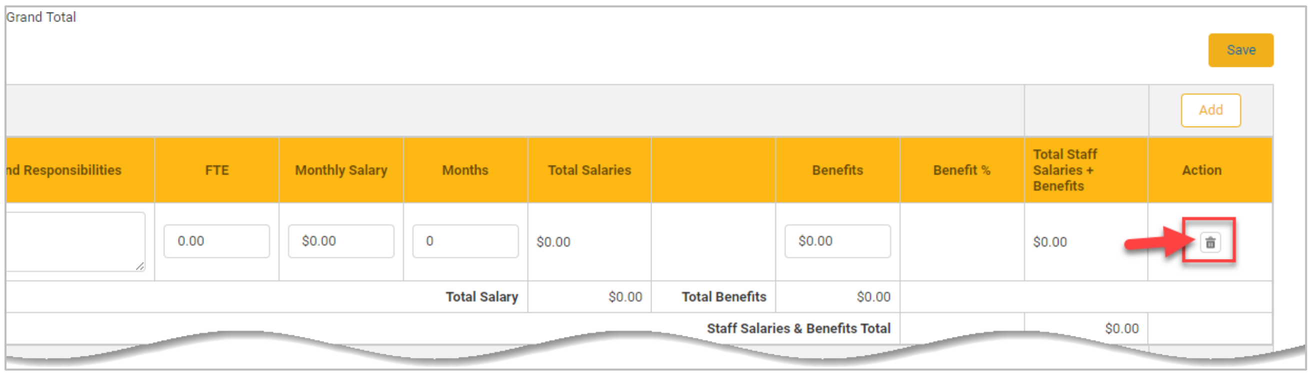


30. Select the **+Add** button to add line items for each quarter.

    Complete all required fields.

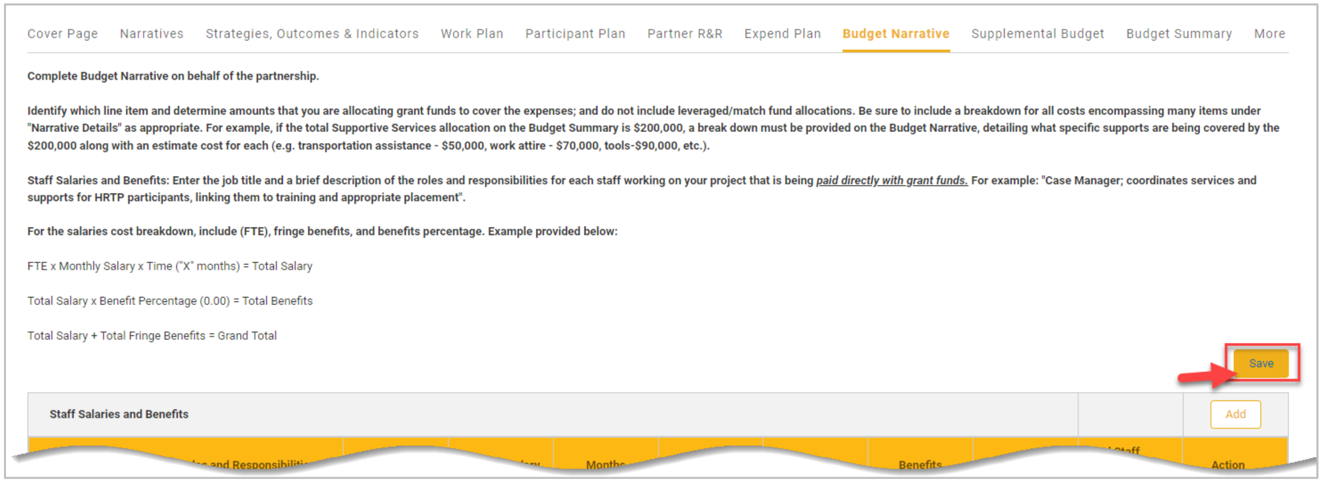


31. Select the *trash* icon to the right of the row to remove lines.

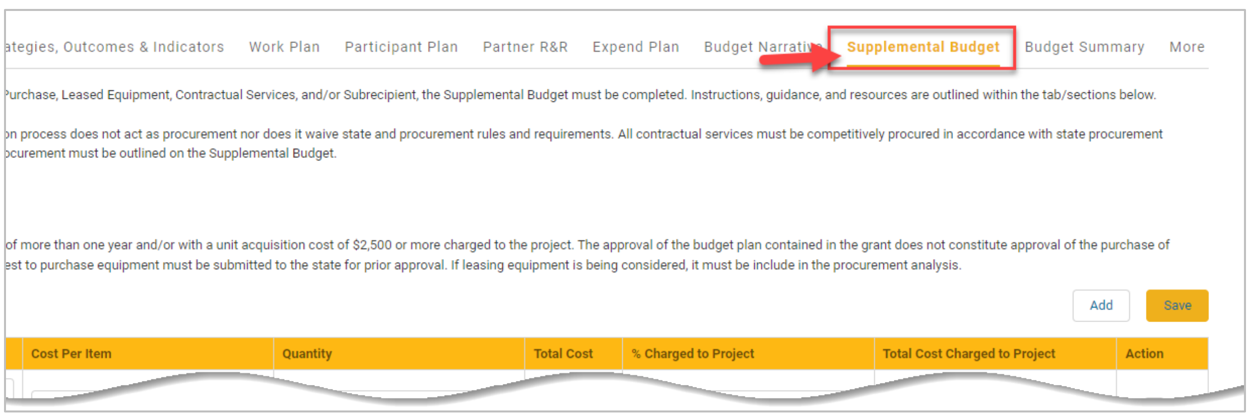


32. Select the **Save** button at the top of the page when finished entering information.

    Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.

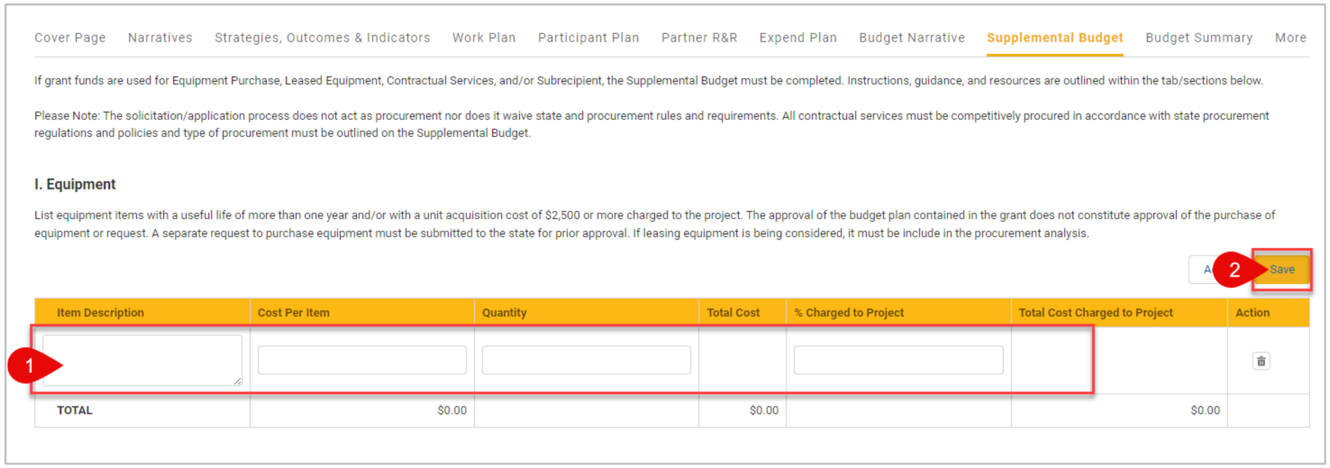


33. Select the **Supplemental Budget** to move to the next area.

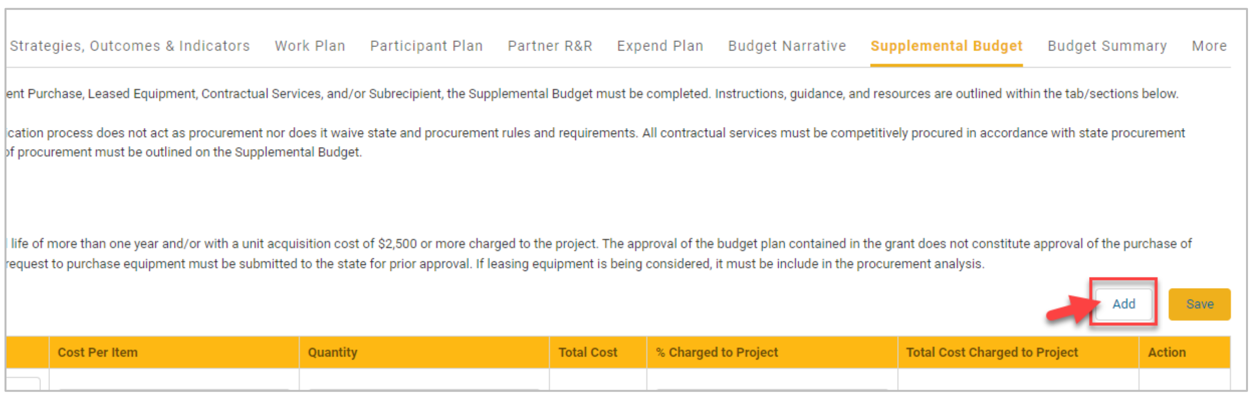


34. Complete the required fields, then select the **Save** button at the top of the page.

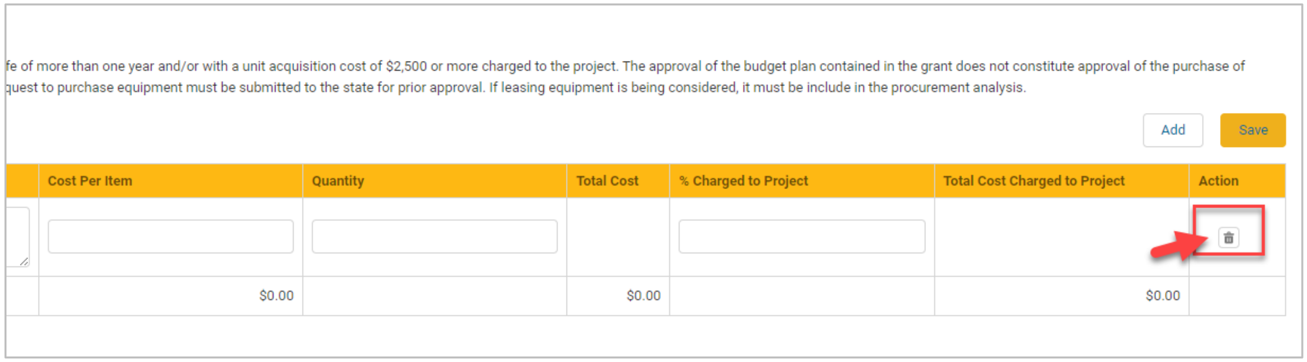
    Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.



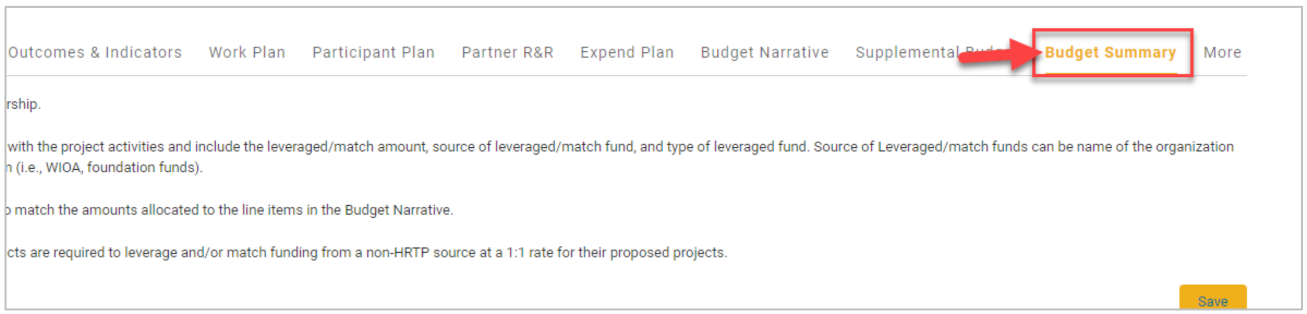
35. Select the **+Add** button to add additional line items.



36. Select the *trash* icon to the right of the row to remove items.

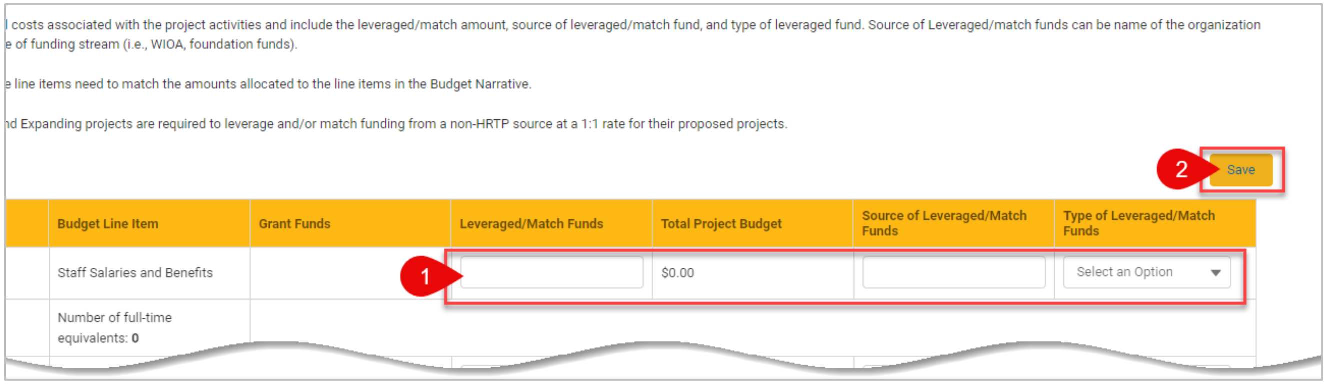


37. Select the **Budget Summary** to move to the next area.



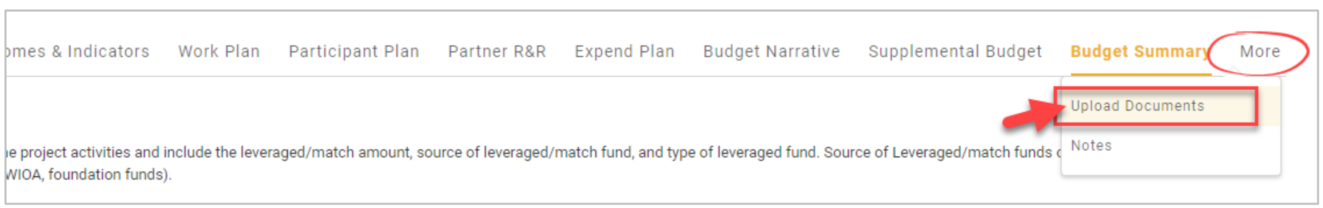
38. Complete all required fields in **Budget Summary**, then select the **Save** button at the top of the page.

    Note: Be sure to select **Save** in each area after entering in information. If the applicant exits the system without saving, or if the application times out due to being idle, the information entered will be lost.



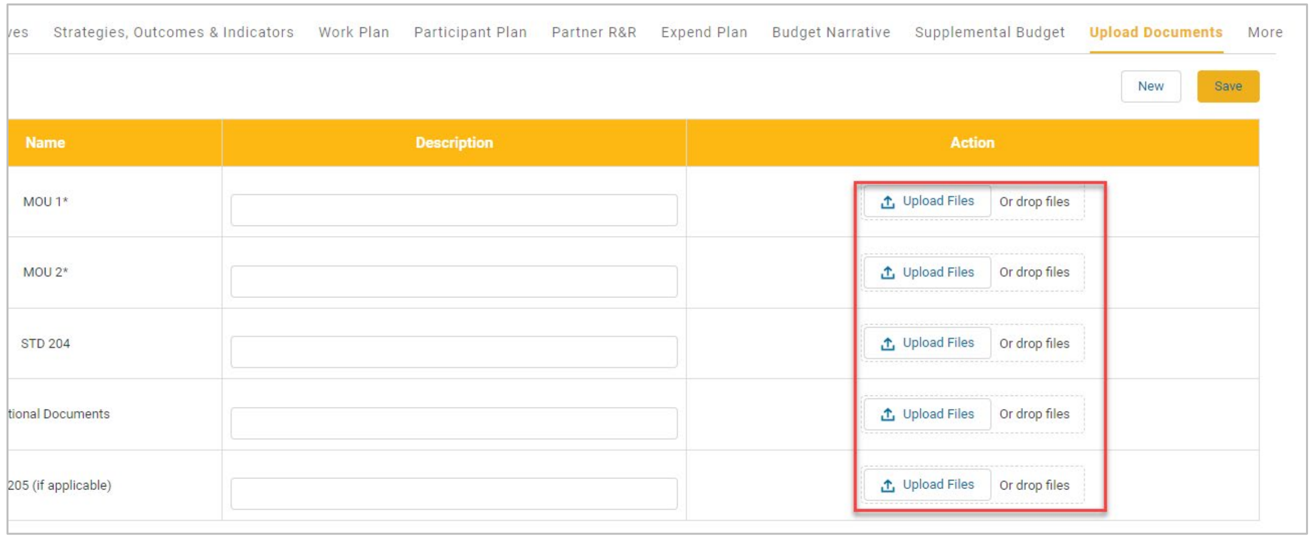
39. Select the **Upload Documents** from the Navigation Bar to upload documents.

    Note: The applicant may need to select **More**.

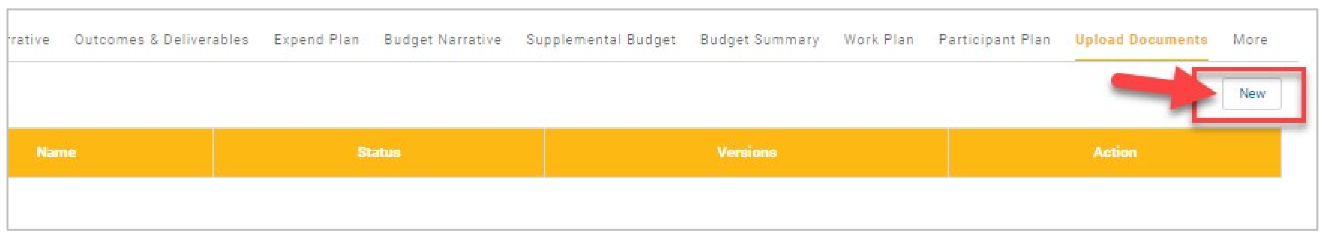


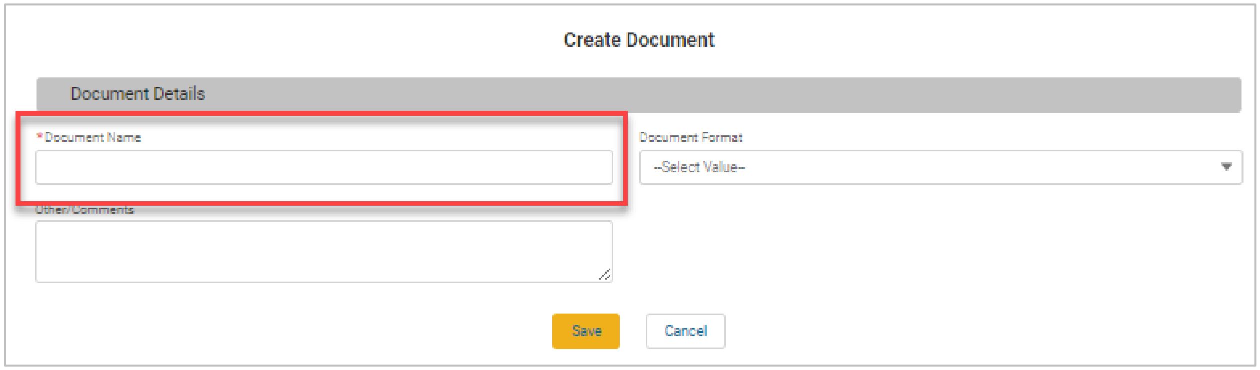
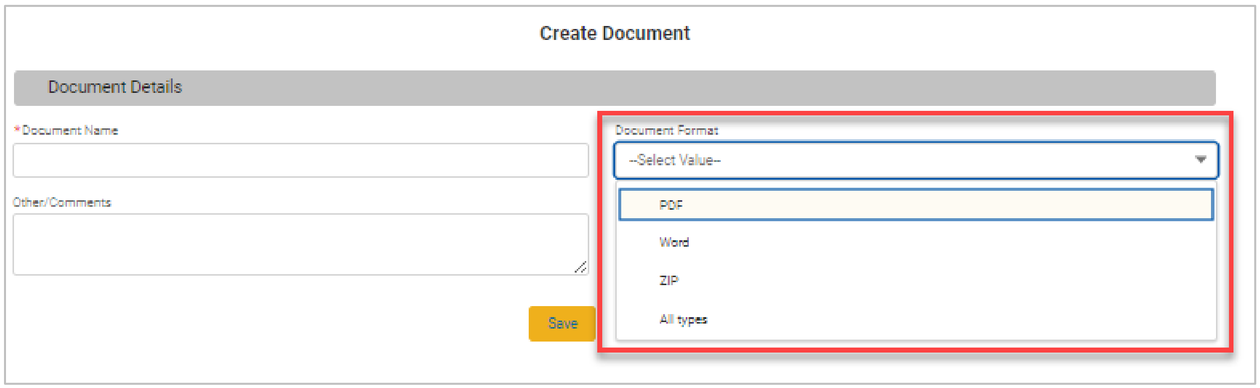
40. Select **Upload Files** to upload applicable documents.

    Note: MOU 1 and MOU 2 are required documents.



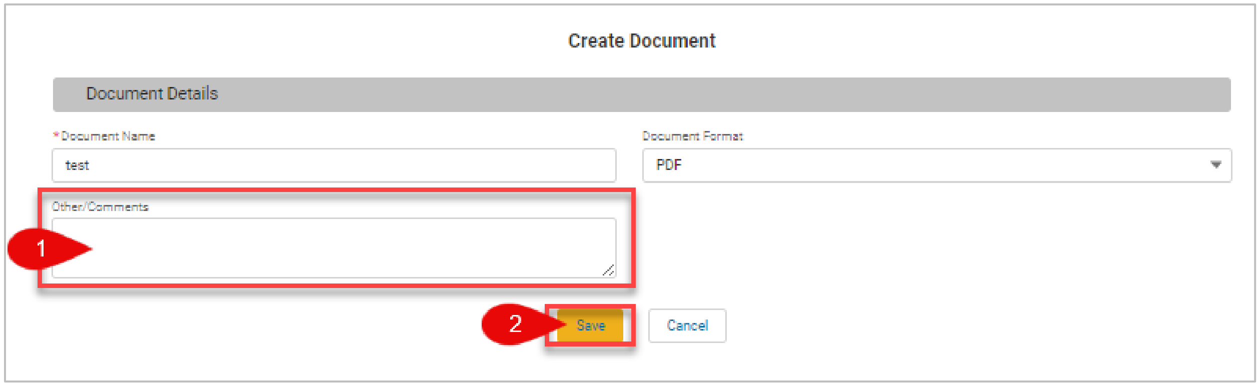
41. Select the **New** button at the top right of the page to add a new document.



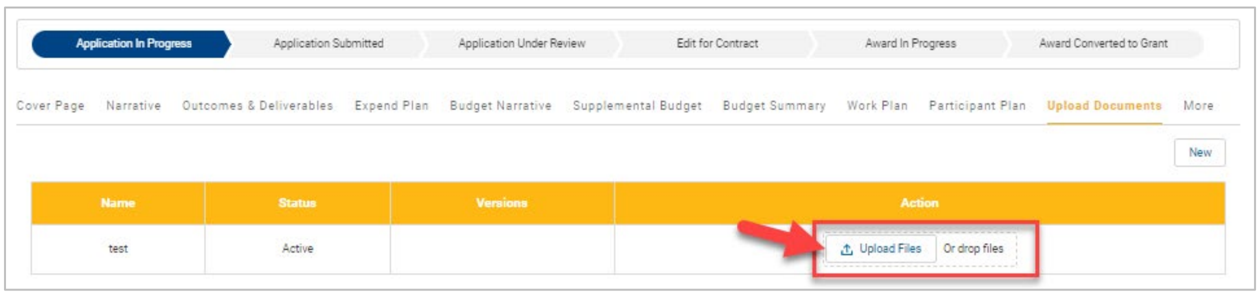
42. Enter the Document Name in the pop up.	
43. Select the document format type from the dropdown field options.	

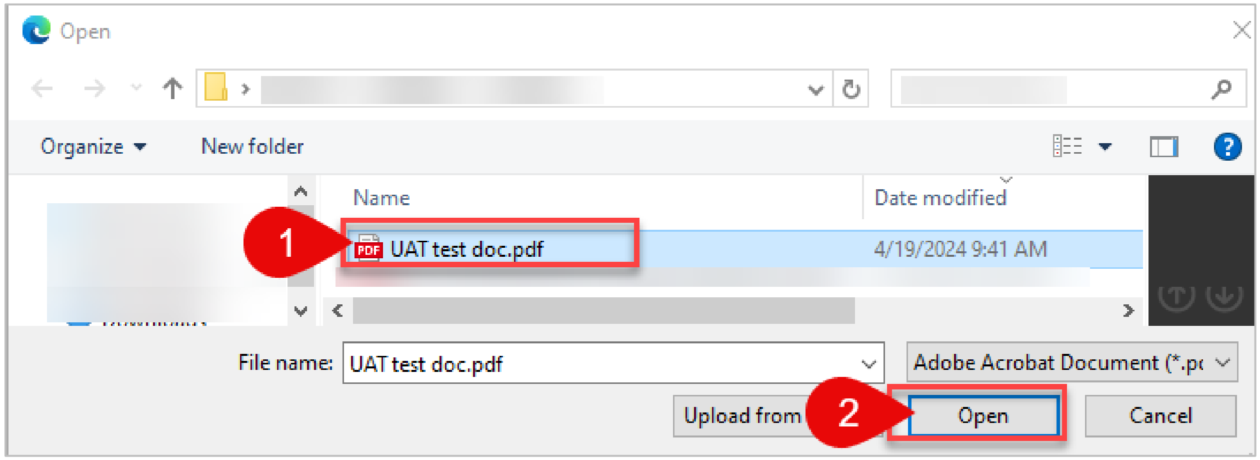
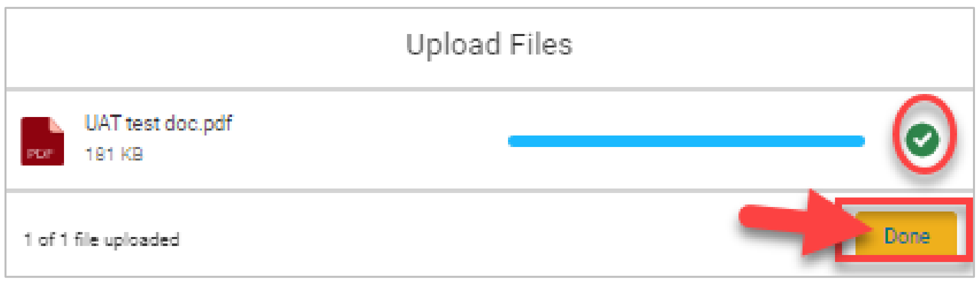
44. Enter comments if applicable. Then select the **Save** button.

    The applicant will be returned to the **Upload Documents** tab.



45. Select the **Upload Files** button to upload the document.

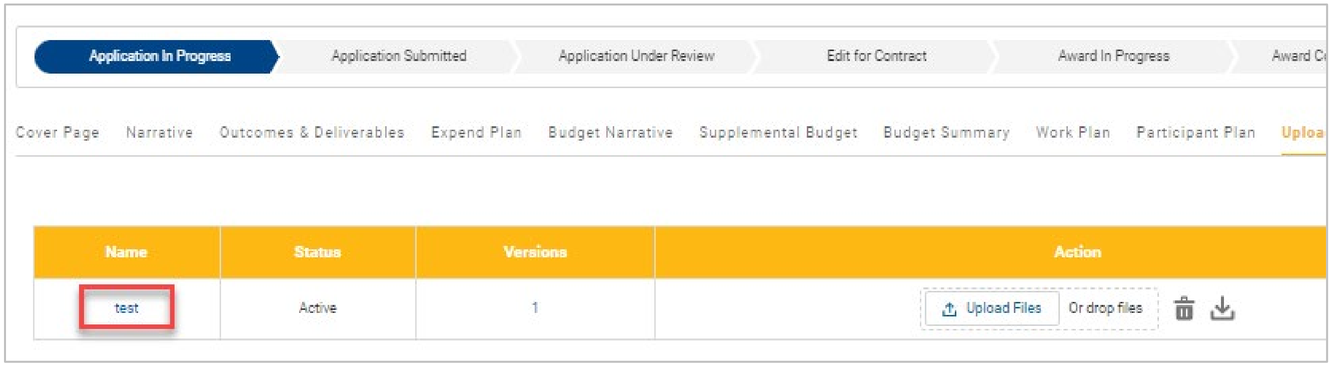


46. Select the appropriate file. Then select the **Open** button.	
A green checkmark will appear when the document finishes uploading. 47. Select the **Done** button to exit.	

The uploaded document will appear in the list view.

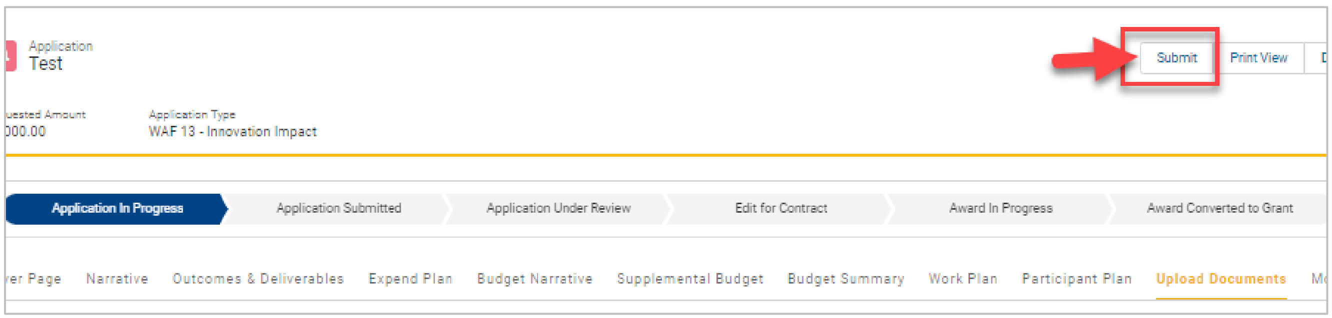
48. Select the name to view the document.

Note: Select the **New** button and repeat the steps to add additional files.



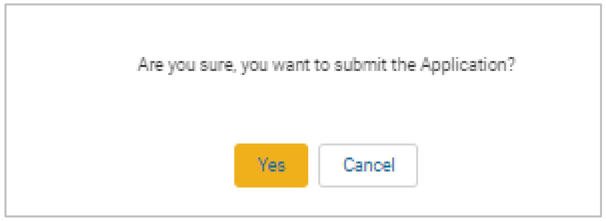
49. Select the **Submit** button when ready to submit.

Verify all information has been completed.



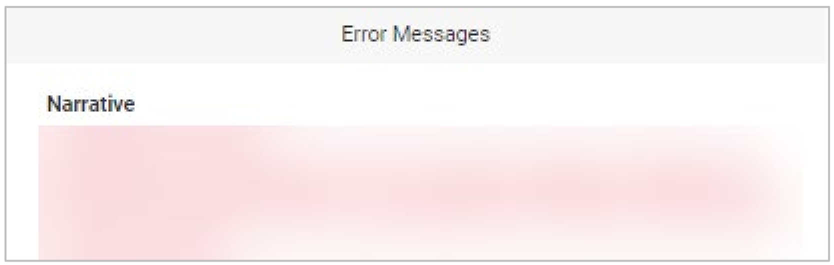
Select **Yes** in the confirmation pop up window to proceed.

Note: Once the application is formally submitted, it can no longer be edited.



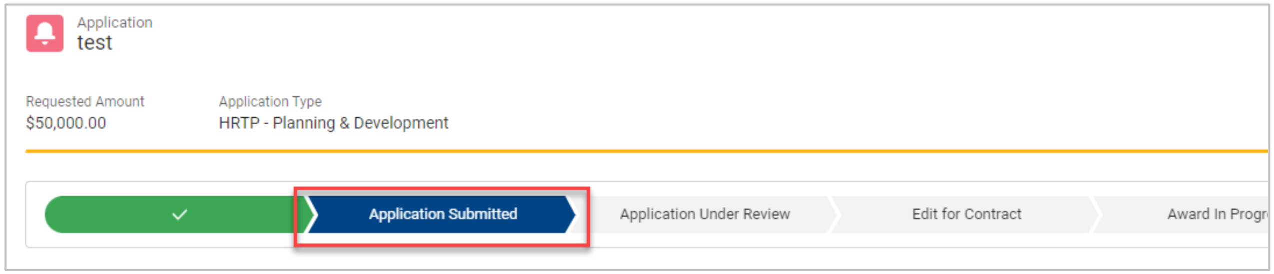
An **Error Message** pop up will appear if there is any required information missing.

Note: Each error will appear it its own section and must be corrected before submittal.

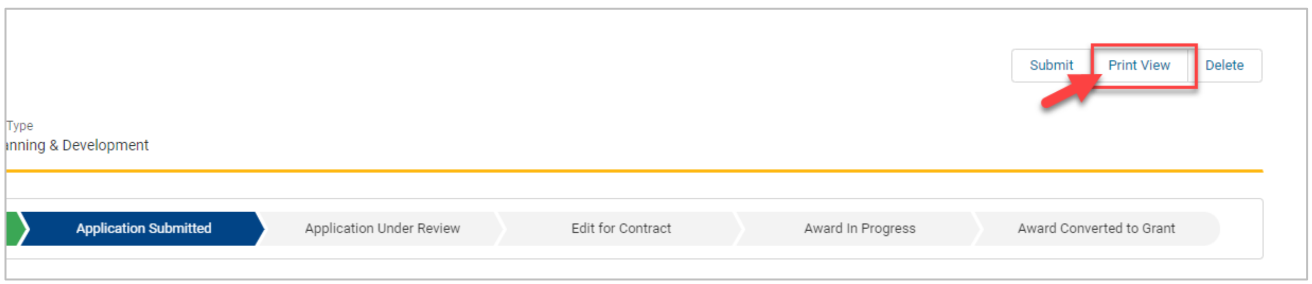


When all required information is input, the applicant will receive a confirmation the application was submitted successfully.

The status bar will also update to **Application Submitted.**



50. Select the **Print View** button at the top right-hand corner to print a copy of the application.



51. Right-click on the application that appears in the pop up window to print.