

## Frequently Asked Questions

### **What internet browsers are supported?**

The online application functions best with a high-speed internet connection. It currently supports the following web browsers:

- **Google Chrome**
- Firefox 45
- Safari
- Edge

### **What program(s) are required to use the online application?**

Applicants will need Adobe PDF Reader installed on their computer in order to view a completed proposal.

### **What is a project?**

OWEB defines a project as all the related and relevant activities necessary for achieving the project's full ecological objectives, whether funded by OWEB or other sources. Applicants should not separate out OWEB and non-OWEB funded activities. Answers to all questions should reflect all proposed project activities regardless of funding source. The Budget and Funding Match sections of the application provide space to designate funding sources for each activity.

### **Who fills out an application when a fiscal sponsor is involved?**

This is a decision between the grantee and the fiscal sponsor.

### **What is a template? How can it be accessed?**

A template is a word version of the entire application with all the questions available. Applicants can download the template and work offline with collaborators, such as contractors. Answers can be copied and pasted into the online application. This is only a tool, however, and cannot be submitted in lieu of the online application. Once an applicant has logged in and chosen the type of application they are filing out (Restoration, TA, Monitoring, and Outreach), the applicant can access and/or download a template of the specific application on the application homepage. If you do not have an OGMS login, please contact the legal applicant who has an OGMS login for assistance.

### **What is the difference between the Location Information requested on the Administrative Information page and the Map on the Uploads page?**

On the Administrative Information page of the application, applicants are asked to provide the location of the project. Map the point that represents the approximate center of the project area. If the project includes a sensitive location, such as Sage-grouse habitat, use the applicant's address as the map point. If a project has multiple sites, choose the one site that best represents the project. Applicants must also upload a detailed map of the project on the Uploads page in the application.

### **Is there a place to get more information regarding a specific question?**

Scattered throughout the online application, there are “I” buttons attached to questions that will provide quick guidance on the question. Applicants can also access more extensive explanations through clicking the Guidance button on the top navigation bar. If you have specific questions on a project type, contact your OWEB Project Manager.

### **How is information saved?**

Some questions require you to click “Save.” If an applicant navigates away from a page before doing so, the data entered will not be saved and applicants will have to re-enter the information for that specific question. When an applicant clicks “save,” the button will change from green to blue indicating that the information has been saved.

### **Will the website timeout?**

After two hours of inactivity, the application will time out and close. Applicants will have to sign in again to return to their application.

### **Are there character limits?**

Some answers have character limits. There is a character counter in each text box where this applies. If an applicant copies and pastes from a word document/template, the text will be cut off at the character limit.

### **Can tables or figures be copied and pasted into the application?**

No, do not copy and paste any figures or tables into the text boxes. Instead, provide them in the “Uploads” section of the application.

### **Are there restrictions on the types of files that can be uploaded?**

Only .pdf file formats are acceptable.

### **Where can I get more information on how to fill out the budget?**

You can find more information about OWEB’s financial guidelines here:

<https://www.oregon.gov/oweb/Documents/GoBIG.pdf>

### **What do I need to document secured match?**

Submit the OWEB match form (<https://www.oregon.gov/oweb/manage-grant/Pages/forms.aspx>) with signed letters or agreements documenting secured match. Signatures must be from an authorized match representation. Letters of support must state the nature of the match (cash or in-kind) and dollar value.

### **Is there a search tool available?**

If an applicant is looking for a particular term in the online application, use “Control + F” as a way to search on the page.

### **How can an applicant access or print a .pdf of their application?**

A .pdf of an application can be accessed at any time while filling out an application by choosing the “Print to .PDF” feature in the upper right hand corner of the dark blue navigation bar. It will provide a .pdf of the entire application. Once an application is submitted, a .pdf of the application will be available under the “submitted applications” of the applicant’s homepage.

**How does an applicant verify their application is ready for submittal?**

The “verify” function can be found in the upper right hand corner of the dark blue navigation bar. Verify allows applicants to see what information needs to be filled out before an application can be submitted. Applicants can push this button at any time while filling out the application.

**Are fewer signatures required?**

Where possible, OWEB incorporated forms to the online application that were previously attachments to the paper applications, such as the Racial and Ethnic Statement and Landowner Certification. With the online application, when an applicant submits the application, it acts as their “signature” confirming that all information provided is accurate.

**What happens if I miss the application deadline? Will all the information I entered disappear?**

Once the deadline hits, the system will not accept any more applications. Applicants will need to wait until the next cycle. The information you entered will still be available for a period of time under “Unfinished” applications. You can also get a copy of the information you entered via the “Print to PDF” feature. If you apply for a new cycle, you can copy and paste the information from the .pdf to the new online application.

**How do I withdraw an application?**

If you realize you made a mistake or don’t want to submit the application for the current cycle, you need to withdraw your application. Contact your project manager to do so.