How to Submit an Application in ZoomGrants: Applicant Instructions

1. Visit the GPSA ZoomGrants Page. You must visit our specific GPSA page to submit an application. If you are on the correct page, it should look like this.

2. Create an applicant account in ZoomGrants. Make sure this email is associated with your APPLICANT account. If you are a reviewer, this cannot be the same email. Once you have created an account, you will now be able to log-in directly with that user-name password whenever you visit the GPSA ZoomGrants Link.
3. After you have logged in, you will see in red a notification that you have successfully created a new account. You will see the list of “OPEN PROGRAMS” for GPSA. Select “Travel Grant Program” and click “APPLY” on that link.

4. From there, you will be prompted to fill out the specific application for the GPSA Travel Grant Program. First, you will be prompted to complete Summary (Identification) information. This information will be blind to reviewers and will be used for notification purposes. You must complete all sections before submitting your application.
5.) After you complete your summary information, you will be prompted to complete the **application questions for your specific travel grant program** *(Individual, Group, Internship & Interview)*. Question 1 will ask you to clarify which travel grant program you are applying for – **it is important that you choose the correct program, as this question determines the questions that follow.** You must complete all questions for your specific program or your application will not be considered.

For **Individual Travel Grant Applicants**, make sure to view the [application Instructions online](#) to determine if your travel falls under **Professional Development** or **Academic Conference**.
6. **Example:** If you selected *Individual Travel Grant*, your questions will appear below, as a result of your choice in question # 1. Make sure to answer all the questions!
7. After you have entered all responses to the questions for your application, you will be directed to the *supplementary documents* section of the application. Please upload the required documents for your specific travel grant program. Directions are included on ZoomGrants.

**Example:** Individual Travel grant applicants are not required to upload supplementary documents prior to submission, but if selected for funding, you are required to update your post-travel report here afterwards.

Once you are finished with this section, review your answers and click “Submit Now” at the top.

You can also “print/preview” your application to make sure everything is complete.
8. Once you have submitted your application correctly, you should receive an **email notification** like the one below. This will go to the email associated with your **applicant** profile.

Please make sure to keep the email **notices@zoomgrants.com** on your **safelist** – this is the email you will receive all notifications from, so **check your spam** if you do not receive an email the first time you submit an application.

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Hello,

Thank you for submitting your application to the GPSA Travel Grants program. We appreciate your interest!

Pending you are eligible and your application is complete, you will be notified about the status of your application at the end of the month.

If you have any questions, please reach out to the Director of Travel at **gpsa.travel@gmail.com**

**From ZoomGrants:**

**Success! Your application has been submitted!**

You will be hearing from the funding organization regarding next steps.

Here is a link to the PrintPreview of your application. You can also save your application as a PDF from this link:


We hope your experience using ZoomGrants™ has been positive, and either way, we would like to hear from you. Would you mind taking two minutes to fill out a short survey based on your experience with THIS application? We take your feedback seriously and would greatly appreciate your input.

Click on this link to complete the survey:

http://docs.google.com/viewform?formkey=EdsI3EN4TjR2dVYtZ2l6MDZvZER5MA

We also would like to invite you to become a Fan of ZoomGrants™ on Facebook. We send out notices of new grant opportunities as well as upgrades and new features to our fans and we would like to include you!

We wish you the absolute best with your application!