

Top 8 Reasons Why You Could Miss the Deadline



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- 1. When experiencing difficulty with the online application system, which may result in missing the deadline, applicants should contact their program administrator *immediately*.** Report a problem via email to ***[enter program's hyperlinked email address]***. The email should include the documents and/or content you were unable to upload.
- 2. Complete your application online instead of offline.** As soon as possible, look for templates and detailed instructions in the online application site to guide you in submitting the appropriate information in the required format. Applications that are not fully completed online by the deadline, and in the specified format, will not be accepted.

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- 3. Submit your application well in advance of the deadline** so that any unforeseen difficulties, e.g., technical problems, may be addressed in plenty of time before the deadline.
- 4. Don't abandon an application you can't find and then create a duplicate application.** Instead, notify the program administrator to help you find your original application. You will not be permitted to offer multiple partially completed applications that, together, create a whole application.

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5. **As soon as you've completed a section in the online application system, be sure to use the “*Save, section finished*” button located at the bottom of the screen.** You will still be able to return to that section to make edits prior to submission. Most screens in the online system allow you to save your work three different ways:
- “Save, continue editing”
 - “Save, return home”
 - “Save, section finished”

When you've completed all requirements on a screen, remember to “Save, section finished.” All required screens must be saved as *section finished* in order to activate the “Submit” button on the upper right side of the “Home” screen, just below the “Instruction” box.

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- 6. Remember to press the “Submit” button when you've completed your application.** When all required fields and uploads are completed in the online application system, the “Submit” button will become activated on the upper right side of the “Home” screen, just below the “Instruction” box. After successfully submitting, applicants will receive a submission-confirmation email. If you didn't get a "Submission Confirmation“ email when you thought you had submitted successfully, return to the application and look for the submission status on the “Home” screen. A successfully submitted application will display “Submitted” with a date and time. If you don't see a submitted message, look to the left for sections that don't have a green checkmark in the “Status” column. Those are the sections that are either incomplete, or have not been properly saved as finished.

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- 7. Carefully note the deadline date, time and *time zone*.** Deadline time is always shown as Eastern Time (ET). Confusion is not an acceptable excuse for missing the deadline.
- 8. Have a backup person lined up in advance to step in for you in the event of an emergency.** Unanticipated emergencies can happen. Be sure your backup has access to submit for you. If there is an "Invite Contributors" button on the left side of the "Home" screen of the application site, you may use it to add a backup.