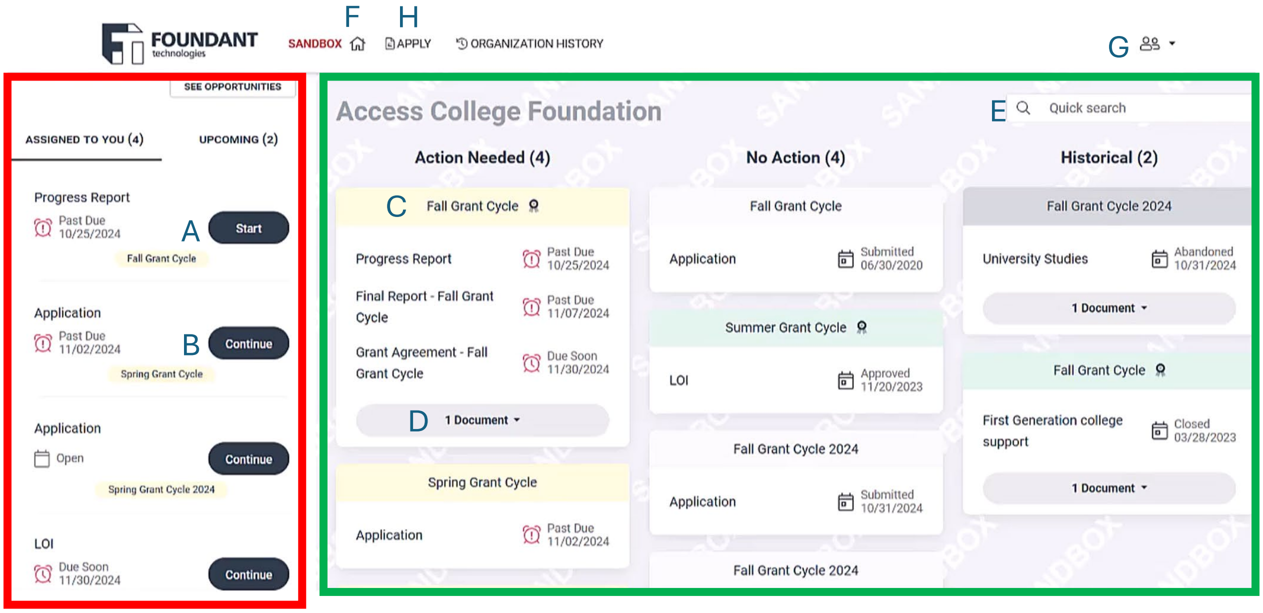
New Applicant Dashboard Overview

Your dashboard is divided into two areas: a **To-Do Panel** on the left and **three main columns** on the right.



Left Side: To-Do Panel

- Displays tasks specifically assigned to **you**, such as draft forms or reports.
- If you **don't see a report here** but see it under **Action Needed**, it may be assigned to another user within your organization.

Right Side: Grant Request Status

- **Action Needed**
  - Lists draft requests or any approved requests that still need action.
  - Includes follow-up forms or additional information requests.
- **No Action**
  - Contains submitted requests currently under administrative review.
  - No action is required from you at this stage.
- **Historical**
  - Includes any closed, abandoned, or denied requests.
  - For your reference only—no action can be taken on these.

Taking Action

A. Click **Start** next to a task in the To-Do Panel to begin working on it.

B. Click **Continue** to resume a form you've already started.

Navigating Requests and Forms

C. Click a **request/grant header** to open full details for that request.

D. Use the **document dropdown menu** to view or download forms you've submitted.

E. Use the **Quick Search** bar to find a specific project by name.

Additional Features

F. Click the **Home icon** to return to your dashboard at any time.

G. Use the **menu icon (upper right corner)** to:

- **Edit My Profile** – update your contact details or change your password.
- **Sign Out** – securely log out of the portal.

H. Click **Apply** to find grant opportunities currently available