

If your application requires input and/or signatures from multiple people you may use this feature.

Once you have started a request in the **Grants and Programs Dashboard** you will see the **Collaborate** button at the top of the page. This can be used to invite other people to work on this request.

- From the Collaborate pop up, enter the email address of the person you would like to invite,
- Set the **Permission** you would like the collaborator to have, either View, Edit, or Submit.
- And lastly, include a message and select Invite.

Collaborate

Invite someone

Email Address

Email address / username of the person you are inviting

Permissions

Can view

Can edit

Can submit

Message

This message from you will be included in the email that is sent to the person you are inviting

Cancel

Invite

An email will be sent to the collaborator containing your message, their username, and a link to the logon page. After clicking this link the collaborator will be brought to the logon page. If this is their first-time logging into the system, they will be asked to create a password.

After logging into the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the edit form link and start collaborating on the document.

- The Collaborator will have access to all forms within the request.
- This includes Intent to Apply, Applications, and all Follow Up Forms that have been assigned to the original applicant.