

Online Application Instructions for a Bush Leadership Fellowship Application

You are required to create an account and password in order to access the Bush Leadership Fellowship application and monitor its successful submission.

- To create an account:
 - A. Identify an **email address** to use as your ID to access the online application
 - B. Identify a **password** for your ID to use to access the online application.

You are brought to the “Sign In” page.

Account Login - Windows Internet Explorer

https://www.grantrequest.com/SID_881/Default.asp?CT=CT&SA=AM&F

Account Login

Please Sign In

E-mail Address:

I am a new online applicant

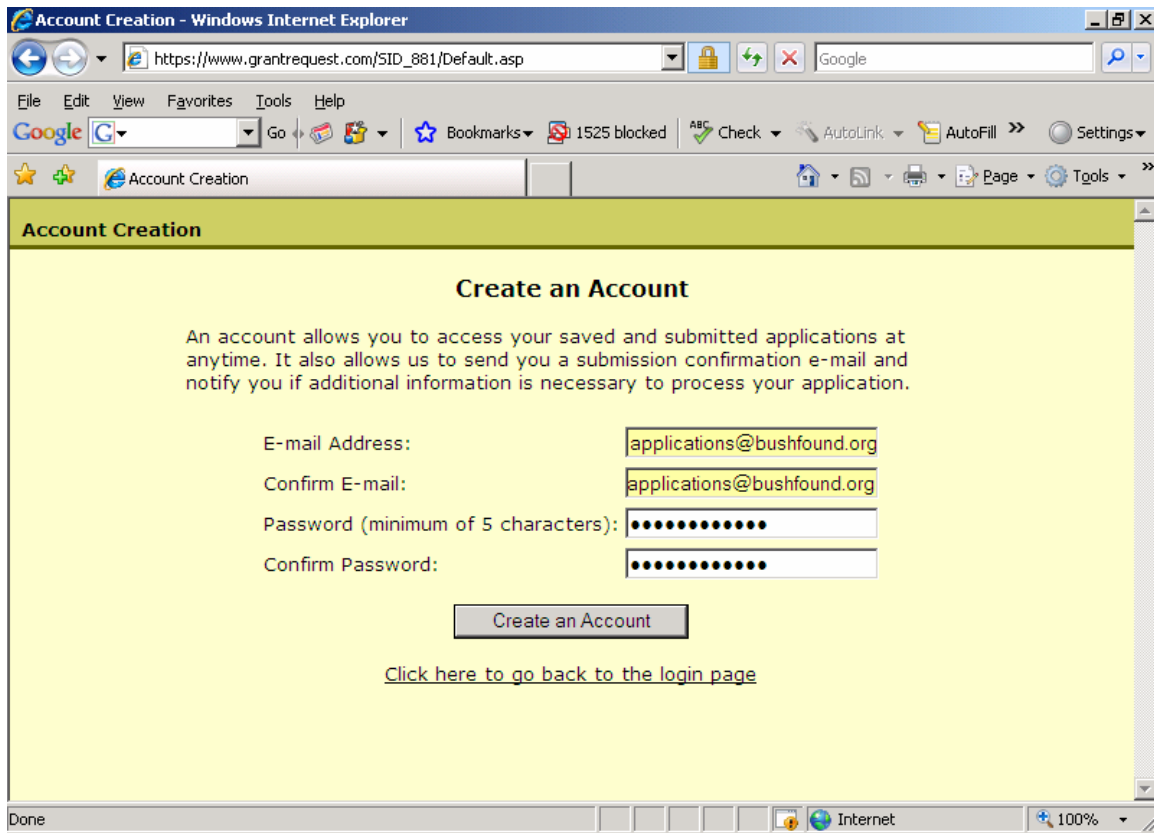
I am a returning online applicant.

My password is:

[Forgot your password? Click here](#)

- Enter the e-mail address identified in Step A above.
- Click on the button, “I am a new online applicant”.
- Click the “Continue” button.

You are brought to the “Account Creation” page.



- E-mail address will already be filled in.
- Type in password identified in Step B above. (Password has a minimum of 5 characters.)
- Confirm your password by retyping it in the “Confirm Password” field.
- Click on “Create Account” button.
- You will be sent an e-mail confirming that an account has been set up for you.

Note: Save this email for future reference and access to the “My Account Page”.

You are brought to the Eligibility Quiz. Begin completing the application!

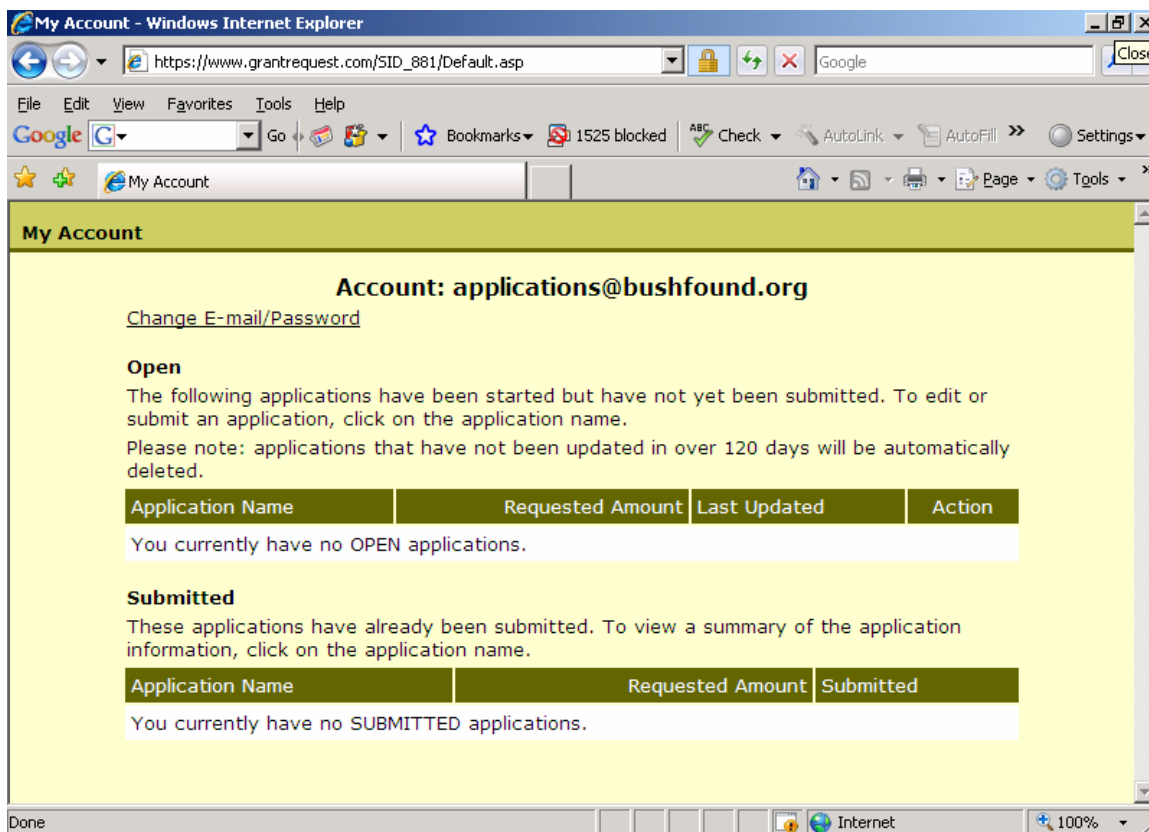
Saving and Finishing Later

If you are unable to complete the entire application after accessing it you may save it and complete it later.

Tip: It is highly recommended you click on the “Save and Finish Later” button every now and then. Although this will cause you the inconvenience of going back to your “My Account” page and having to select the application again for editing, it will SAVE your work in progress.

- You will be brought to your account page where you will see the name of the application you have open and the date it was last updated.
- There is no “logout” button; you will be automatically logged out when you close your web browser.

Tip: If you accidentally close your web browser without clicking on the “Save and Finish Later” button the information you added to your application immediately prior to closing your browser will not be saved.



Retrieving a Saved Application

To retrieve your saved application:

1. Use the confirmation email that contained the URL to use to access your account. Your account password should also be in the email. If you have this email click on the link and you will be brought directly to your account page.

From your My Account page: (example above)

This is where you will be able to retrieve your Leadership fellowship application to continue working on it. In addition, you will be able to track the successful submission of your application on this page.

- Click on your application to edit it. (Under “Open” Section of your account page.)

Note: if you see more than one application for a Leadership fellowship, you probably initiated a new one when there was already one started. Look over the two applications, and delete the duplicate.

WARNING: Look over carefully before deleting.

- To delete an application, click on “Delete” next to the application. The following message will appear at the top of the page:

“Are you sure you want to delete application [the name of the application]?”
[Click here to delete](#) ← Click this link to complete the deletion.

Reviewing and Submitting the Application

Before you submit your application:

- Review the application for completeness.
- Print the application for your records.
- Click on the “Submit” button when completed.

WARNING: Only click the “Submit” button when your application is complete. If you “Submit” before you have completed your application, you will not be able to retrieve it to edit it and you will have to start over.

General Reminders and Guidelines

Keep a record of your Account login ID Password and URL to the “My Account Page” for future reference. At a minimum you should save this information for however long your application is under consideration.

Remember to print a copy of your application for your records before submitting.

Forget Your Password?

- On the Account Login Screen, click on “Forgot your password”.
- Enter the e-mail address created for this process.
- Click on “Send Password”.
- Password will be sent to that e-mail address.

The Online Application Buttons/Links

Review My Application

- Fields from all pages of the application are listed on one page. You may change the data in any field.

Printer Friendly Version

- Allows you to print your application including all questions and answers in the order they appear on the application form.

Review & Submit

- Allows you to review your application and then automatically submit it.
- **DO NOT SELECT THIS UNLESS YOUR APPLICATION IS COMPLETE.**

Save & Finish Later

- At the bottom of any page of the application, you can click “Save & Finish Later”. By selecting this button, it will save the data entered to date and you will be able to return later to complete your application.

Submit

- **Do not** click on the “submit” button until you are completely done with your application.
- You will not be able to retrieve or edit your application once you have submitted it.

Example of the E-mail Message you will receive when you click on the “Submit Button”:

Thank you for your submission. Your application has been submitted successfully, and the tracking number is «Application_ID». A copy of the contents of your application is attached for your convenience. Also included in this message are important dates for the selection of 2009 Leadership fellows. Please review them carefully.

Your application will not be complete until we receive all three of your written references. Once all three are submitted, you will receive another email informing you that your application is complete. Please contact your references to ensure that they submit their completed forms.

With thanks,

***Martha Lee
Assistant Director
Leadership Fellows Program
Bush Foundation
651-379-2229***

2009 Leadership Fellowships

***Application and Reference Deadline
Received by Monday, October 13, 2008***

***Applications Reviewed
October 2008– January 2009***

Applicants Notified

All applicants will be notified by letter of the results of the preliminary selection committee’s decision by February 6, 2009

***Seminar for Finalists
March 25 -27, 2009***