Grant Tracker application submission process

Application created by lead applicant

Lead applicant adds signatories and participants → Automated emails sent to advise all

Signatories and participants must log in and confirm participation

Lead applicant completes application

Participants must approve application

Lead applicant can now submit application → Automated emails sent to advise signatories

Finance officer must log in and approve application

Head of department must log in and approve application

Application is submitted → Confirmation email sent to lead applicant