

# Online Grant Applications

## Before you begin

For queries about the application, Guidelines and closing dates email [science.grants@des.qld.gov.au](mailto:science.grants@des.qld.gov.au).

### Browsers

Recommended browsers



Firefox v2.0+



Google Chrome v3.0+



Safari v3.0+

### Applicant Website – Login or Register

Link to the Applicant Website: [Login or Register](#)

### Navigating (moving through) the application form

The information below will assist you in completing the application form. Additional guidance can be found in the [Applicant Frequently Asked Questions](#) (FAQ's) and the [Help Guide for Applicants](#).

You can navigate through the application form by clicking on buttons above the form to move between individual pages, or by using the navigation bar on the right to jump to a specific page.

### Saving your draft application

It is advisable to save your application as you go by clicking on the [Save] button at any time. The website will automatically time out after 30 minutes and any unsaved information will be lost.

To save and return to your application at a later time click on the [Save and Close] button.

To return to your application – click on “My Submissions” and locate the application listed under the “In Progress” heading – click on the application to reopen it and continue from where you left off.

### Downloading the application form

You can download your application at any time. Click on the “Review and Submit” link on the Form Navigation panel and use the [Download PDF] button at the top or bottom of the form.

### Review your application

When you have completed your application use the “Review and Submit” link on the Form Navigation panel to review your application.

Ensure that you have answered all questions – red highlighted error messages will display against any mandatory questions which are incomplete or contain input errors when you try to submit your application.



## Submit your application

Click on the [Submit] button when you are ready to submit your application.

Take care – once your application has been submitted you are not able to make further edits or upload additional supporting materials.

Once submitted, an automated confirmation email will be sent to your registered email address containing a PDF copy of your submitted application.

Note: If you do not receive an email confirmation check your application has been marked as submitted by clicking in the “My Submissions” section when you are logged in to SmartyGrants.

## Attachments and support documents

- Have your supporting documents ready to upload when you are ready to submit your application.
- Avoid uploading files that are not critical to supporting your application
- Allow enough time for each file to upload before trying to attach another file.
- Each file can be up to 25Mb – the recommended file size is 5Mb.
- Large files take longer to upload.

## Completing a group/team application

A number of people can work on an application using the same login details but not at the same time.

## Spell checker

Most internet browsers (including Firefox; Safari; and Google Chrome) have inbuilt spell checking facilities – you can switch this function on or off by adjusting your browser settings.

