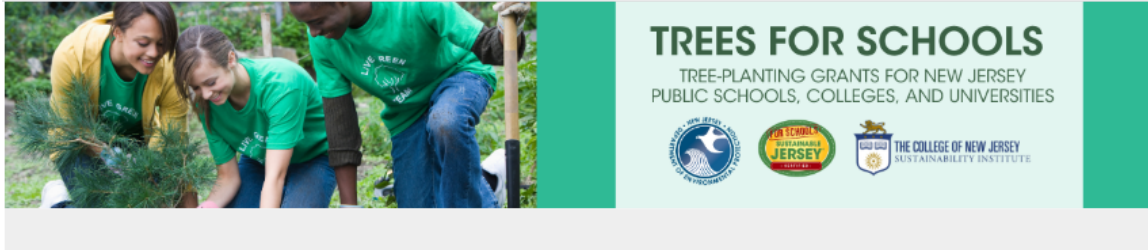


# Instructions for Editing Submitted Phase 2 Documentation

All grantees are able to access Phase 2: Finalization of Grant Award of the application if they need to make changes, even if they have submitted their final documentation form required for Phase 2. To do this, please follow the instructions below:

## Step One: Sign-In



### Trees for Schools Program Account

This account can be used to submit an application to participate in the Trees for Schools: Tree-planting Grants for New Jersey Public Schools, Colleges and Universities program funded by the New Jersey Department of Environmental Protection and administered by the Sustainability Institute at The College of New Jersey.

Learn more about the program [here](#) in the Application Information Packet. Applications are due Thursday, July 13, 2023.

[Questions](#)

### Sign In

Email

vollmerk@tcnj.edu

Password

.....

Log In

[Forgot your password?](#)

Need an Account?

Sign Up

## Step Two: Open Submitted Application



Thank you for signing up for a Trees for Schools account! As the **primary contact**, you will use this account to submit your grant application or, if awarded the grant, any required reporting documents. Before moving forward with an application, you must first create a Profile for your account.

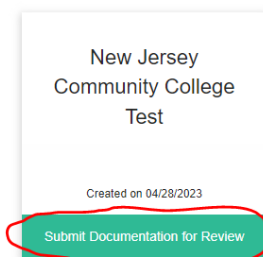
Please click "Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

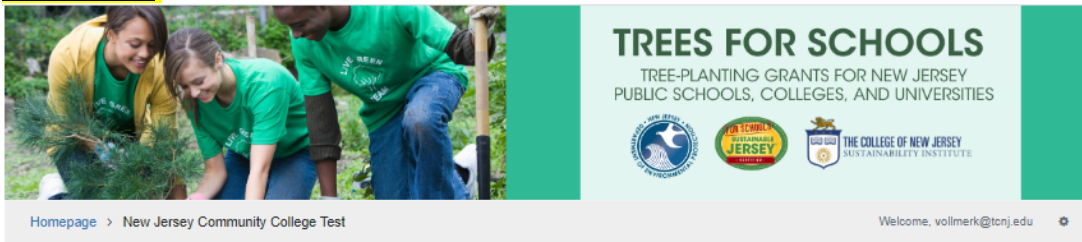
Profile	Complete	<a href="#">Edit</a>
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Thank you for filling out the profile form for your account. Below you will find buttons that will allow you to do the following:

- Use the "get started" button to create a new grant application.
- If awarded a grant, click on your completed application to access the reporting forms.



### Step Three: Click "Edit" (Must Reopen Each Section One At a Time, In Order of Submission)



Homepage > New Jersey Community College Test

Welcome, vollmerk@tcnj.edu

Order by: Newest to Oldest

## New Jersey Community College Test

### If submitting an application...

The application consists of two parts:

- Grant Application - Due July 13, 2023
- Grant Authorization - Due August 7, 2023

### Guidance

**How to Save:** You may save your work, log out, and resume your in-progress application at any time by using the login feature. Drafts of the application will automatically save every 5 minutes and a "save draft" button is available at the end of the application form. You are encouraged to manually save your application when you are logging out or stepping away from working on it.

**How to Submit:** When every step in this submission is complete, the "Submit" button to the right will become green and clickable. The application is not fully submitted until you click the green "Submit" button for each section. **You will be able to edit any submitted section of your application up through its associated deadline.**

**Questions?** Review the [Application Information Packet](#) for more detailed information about the grant application process and check the [FAQ](#).

**Need help?** Contact Kaitlyn Vollmer at [grants@SustainableJersey.com](mailto:grants@SustainableJersey.com) or at 609 771-3189 if you encounter any issue with the application portal. Contact Melanie McDermott at [mcdermom@tcnj.edu](mailto:mcdermom@tcnj.edu) or at 609-771-2836 if you have questions about the Trees for Schools program.

**Need a copy of your application?** You can print or save a PDF copy of the application using your internet browser's "Print" feature. Either click on the "View" button to save a copy of a submitted application or the "Edit" button to save a copy of a draft application.

### Submit Documentation for Review

Thank you! You will be contacted if any additional information is needed.

Phase 2: Finalization of Grant Award by 11/22/23

Complete this form requesting final documentation for your Trees for Schools project.

[View](#)

[Edit](#) | This has been submitted.

### Step Four: Click "Yes, Reopen this Stage"

Whoa, hold on a sec!

You're about to reopen the stage **Submit Documentation for Review**. This action will make its contents editable. Once editing is complete, this and any stages that follow it will need to be resubmitted prior to the deadline. Are you sure you want to reopen this stage?

[Cancel](#) [Yes, reopen this stage](#)

### Step Five: Click "Edit" To Make Changes

### Submit Documentation for Review

There are 19 days remaining to submit this. [Submit](#)

Fill out and submit the required documentation and information for the following sections:

- Detailed Planting Plan
- Maintenance Plan
- Budget
- Signed Transmittal Form

Guidelines and templates are provided within the form for each section.

Phase 2: Finalization of Grant Award by 11/22/23

Complete this form requesting final documentation for your Trees for Schools project.

Complete [Edit](#)

**Step Six:** You can save or print out a copy of your feedback by clicking on the triangle dropdown at the top of the form and then using your browser's print feature.

Phase 2: Finalization of Grant Award  
by 11/22/23 ▾

Print Form

**Step Seven:** Make your edits to the form, then click the blue "Save Changes" button at the bottom of the form.

Save Changes

Close

**Step Eight:** Click the green "Submit" button to re-submit your updated form.

### Submit Documentation for Review

There are 19 days remaining to submit this.

Submit

Fill out and submit the required documentation and information for the following sections:

- Detailed Planting Plan
- Maintenance Plan
- Budget
- Signed Transmittal Form

Guidelines and templates are provided within the form for each section.

Phase 2: Finalization of Grant Award by 11/22/23 Complete Edit

**Complete this form** requesting final documentation for your Trees for Schools project.

**YOUR FORM IS NOW FULLY SUBMITTED, APPEARING AS SUCH:**

### Submit Documentation for Review

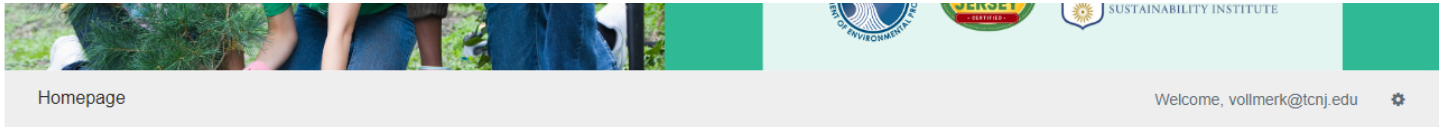
Thank you! You will be contacted if any additional information is needed.

Edit | This has been submitted.

Phase 2: Finalization of Grant Award by 11/22/23 View

**Complete this form** requesting final documentation for your Trees for Schools project.

# THE STATUS ON THE HOMEPAGE WILL CHANGE, APPEARING AS SUCH:



Thank you for signing up for a Trees for Schools account! As the **primary contact**, you will use this account to submit your grant application or, if awarded the grant, any required reporting documents. Before moving forward with an application, you must first create a Profile for your account.

Please click "**Create a Profile to Get Started**" to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Profile Complete Edit

**Thank you for filling out the profile form for your account.** Below you will find buttons that will allow you to do the following:

- Use the "get started" button to create a new grant application.
- If awarded a grant, click on your completed application to access the reporting forms.

New Jersey  
Community College  
Test

Created on 04/28/2023

Final Documentation Under Review