HOW TO LOG IN TO ISL SURVEY MONKEY PLANNING GRANTS WEBSITE

Notes: If you run into any issues during the application process or need troubleshooting, please email either our help email at <u>isl@fsu.edu</u> or email ISL's administrative assistant, Callie Kindelsperger, directly at <u>cperson@fsu.edu</u>

- 1. Visit <u>https://isl-fsu-sm.smapply.us/</u>
- 2. Under Log In at the Top Right Corner, Click FSU ID and sign in with your FSU ID/password.



3. Click on View Programs once the screen loads.

No applications.	
Please choose a program from our program listings page to get started	
View programs	

4. Click the 'More' Tab under ISL Planning Grant 2022-2023



5. Click Apply at the right-hand side of the screen.



6. Your Tasks will be listed in center of the screen. Click Upload Abstract.

0 of 7 tasks complete	ISL Planning Grant 2022-2023 [
Last edited: Sep 30 2021 12:22 PM (UTC)	000000004	
REVIEW SUBMIT	Your tasks	
CK Callie Kindelsperger (Owner) cperson@fsu.edu) 🕑 Upload Abstract (Copy)	>
Callie Kindelsnerger (Owner)	🗍 🗈 Upload Budget (Copy)	>
ck cperson@fsu.edu	🔿 🗈 Upload CV (Copy)	>
Add collaborator	C 🗈 Upload Past, Current, and Pending Grants (Copy)	>
	🗇 🗈 Upload Proposal (Copy)	>
	Upload Transmittal Form (Copy)	>
	🚫 🖹 Suggested Reviewers (Copy)	>

7. Click Attach File.



8. Once the document as uploaded, click Mark as Complete.



9. At the Left Side of the screen, Click Upload Budget. You will repeat the same steps for the rest of the tasks as what I just listed above, but with the appropriate documentation.

	K Back to application
<u>ISL P</u> 000 ID: 0	<u>lanning Grant 2022-2023</u> 0000004 000000004
\bigcirc	↑ Upload Budget (Copy)
\bigcirc	↑ Upload CV (Copy)
0	↑ Upload Past, Current, and Pending Grants (Copy)
0	↑ Upload Proposal (Copy)
0	□ Upload Transmittal Form (Copy)
0	Suggested Reviewers (Copy)
	1 of 7 tasks complete

10. Once you have uploaded all your required documentation and clicked Mark Complete, you can have the choice to Review or Submit. If you're ready to Submit, click Submit.



11. A Message will prompt you to either Review or Submit. If you're ready, hit Submit.



12. You have the choice to see your application status once submitted by clicking Go to My Applications.

	Application Sub	mitted!		
Thank y	you for submitting y	our application.		
	Go to My Applie	ations		
	OR			
	View more Pro	grams		
	Thank	Application Sub Thank you for submitting y Go to My Applic OR View more Proc	Application Submitted! Thank you for submitting your application. Go to My Applications OR	Application Submitted! Thank you for submitting your application. Go to My Applications OR

13. You can check on the status of your application by clicking 'View.'

