**Application Status**

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| Script  |
| Welcome to the AmpliFund applicant series video focused on application status.  |
| In the AmpliFund applicant portal, you may see the following application status: saved, unsubmitted, submitted or withdrawn.  |
| You can log into the applicant portal at anytime to work on applications or view an application status.  Visit the public link provided by your funder.  When you log in, click on the logo at the top left to see a list of your applications.  You may see the AmpliFund logo or your funders logo.  |
| Under the applications tab, you can see all applications you’ve interacted with in the AmpliFund applicant portal.  This screen will provide key details like the application name and submission open/closed dates.  Note that funders can designate when applications/opportunities are archived, they will not be available for review after the archive date set by the funder.  |
| To jump into any application click on the application name, which will take you to the opportunity detail page.  If you’ve started to apply for that opportunity, you’ll be able to navigate through the application from there or if you’ve saved the opportunity and the opportunity is still open, meaning the funder is accepting applications, you can click apply.  You should check with others at your organization before starting a new application.  |
| If you’ve previously submitted an application and want to withdraw it from consideration, from the application page, click on the application name.  |
| This will take you into your application where you can click the red withdraw button.  |
| If you click withdraw, a warning message will appear.  Once you withdraw an application it cannot be resubmitted.  If you hit withdraw again, it will withdraw your application.  The application will still appear on your applications list but with the status of withdrawn.  If you’ve changed your mind, click off the warning.  You are able to access content in a withdrawn application and download the information submitted.  If the funder is only allowing one application per organization and you want to submit a new application for an opportunity where you’ve withdrawn a previous application, you will need to delete the withdrawn application to submit a new one.  We recommend downloading and saving your content before deleting as you won’t be able to access your application after deleting.  |
| On the application page you also have the option to delete an application.  You can do this by clicking the trash can icon next to any application name.  |
| If you hit delete, a warning message will appear.  If you delete an application all information will be deleted and is not able to be recovered.  Select either cancel or delete to move forward.  |
| Through this applicant series video, you’ve learned about the applications page and available application status options.  Thank you for attending!  |