



INSTRUCTIONS FOR USING THE ONLINE GRANT SUBMISSION PORTAL

1. Open your internet browser and navigate to <https://arizonasupremecourt.submittable.com/submit>.
2. Login to the grant submission portal.

- a. If it is your first time accessing the portal, you will need to create a profile. To do so, select the “Sign up” tab on the login screen and enter your email address, first and last names, and set a password.

NOTE: Courts may wish to consider establishing a shared email address for grant applications and communications and use that as a common login for the court’s grant applications.

A screenshot of the "Sign Up" page on the grant submission portal. The page has a white background with a blue border. At the top, there are two tabs: "Sign Up" (selected) and "Sign In". Below the tabs, the text "Welcome!" is centered, followed by "Create your free Submittable account to get started." There are four input fields: "Email", "Password", "Confirm Password", and "First name" (with "Last name" to its right). A dark blue "Sign Up" button is at the bottom. Below the button, it says "By signing up you agree to our Terms of Service and Privacy Policy."

3. Once logged in, you will see a list of available grant programs. Click on “Submit” to go to the application for the fund for which you wish to apply.

A screenshot of the grant submission portal showing two grant programs. Each program has a title, a "Guidelines" dropdown menu, and a "Submit" button. The first program is "Court Security Improvement (CSI) Grant" and the second is "Local Judicial Collection Enhancement Fund (Local JCEF)".

Court Security Improvement (CSI) Grant	Guidelines ▾	Submit
Local Judicial Collection Enhancement Fund (Local JCEF)	Guidelines ▾	Submit

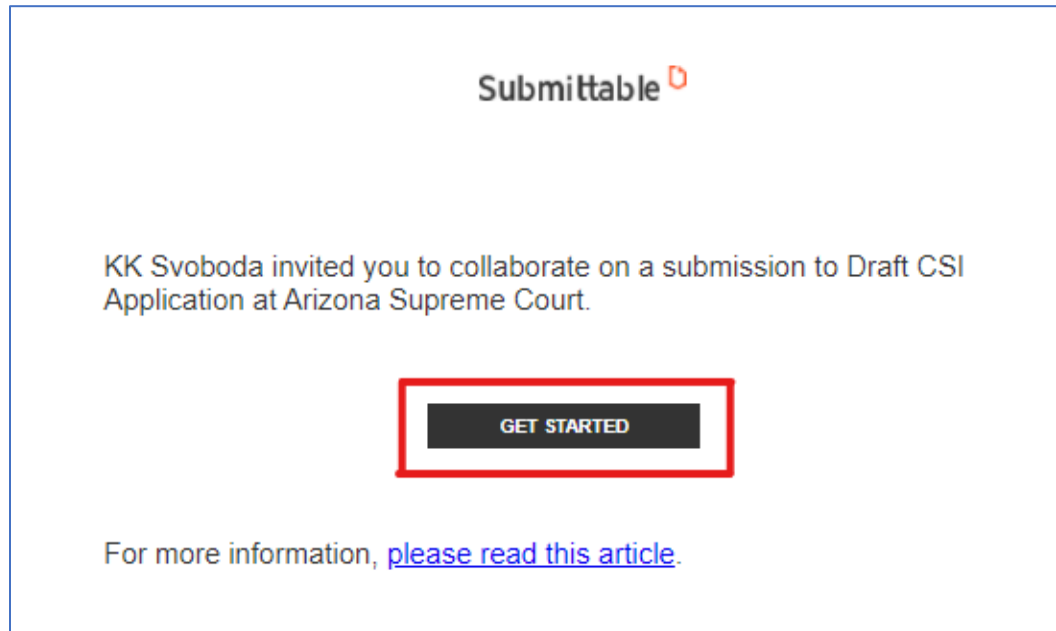
NOTE: Click the small downward facing arrow next to “Guidelines” for information specific to the available funds.

4. On the screen that follows, fill out all required fields of the grant application.
 - a. See Step 5 for instructions on obtaining required signatures. Do not click “Submit” until the required signatures have been received.
 - b. If the application requests information that you do not possess, you may use the “Invite Collaborators” feature to invite another individual to complete part of the application. This feature is explained in Step 5 below.
5. Signatures & Other Collaborators: To have the application signed by your court’s presiding judge and other required signatories, such as the presiding judge of the county, you will use the “Invite Collaborators” feature. This feature is also useful if you need another person in your court to complete a portion of the application for you.
 - a. Scroll to the top of the application page and click the “Invite Collaborators” link. The link appears near the top of the page, next to the name of the grand fund.



- b. On the following screen, enter the email address for the required signers or other collaborators for your grant application. Click “Invite”.

- c. Your collaborators and signatories will receive an email invitation to collaborate on the application. To do so, they simply click on the “Get Started” link in the email.



- d. Upon clicking the link in the email, collaborators will be taken to the appropriate application and may fill in their information. Signatories may scroll to the bottom of the application and enter their signature information in the appropriate location (the first signature block is typically reserved for the local court’s presiding officer and the second signature block is typically reserved for the presiding judge of the county).

NOTE: Your collaborators and signatories will be able to view the full application and all the information you have entered. However, they are not able to submit the application themselves. It may be helpful to alert them to the incoming invitation to ensure a prompt response. Note, also, that it is recommended that all collaborators and signatories add emails from Submittable to the “safe” list in their email accounts, to ensure these messages are received in their inbox and not lost in “Other” or “Junk” folders.

- e. When collaborators and signatories are done, they must click “Save Draft” at the bottom of the application.

Signature of or on behalf of the Presiding Judge of the Superior Court in the Applicant's County *

First Name

Last Name

Signatory Two's Title *

Signature Date: *

Please enter the date in the following format: MM/DD/YYYY

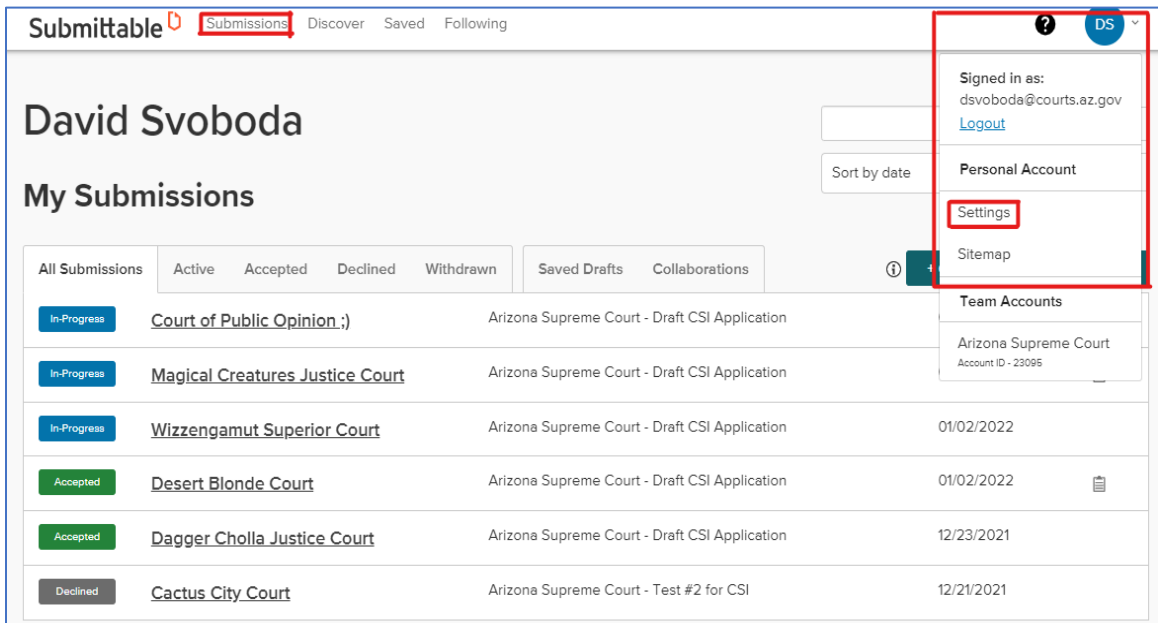
⚠ PLEASE DO NOT SUBMIT THIS APPLICATION UNTIL YOUR COLLABORATORS HAVE HAD THE OPPORTUNITY TO ACCEPT THE INVITATION, REVIEWED THE INFORMATION AND SIGNED WHERE NEEDED ⚠

6. Once all information has been entered into the application, and all signatures have been received, you may submit your application by clicking the “Submit” button at the bottom of the form.

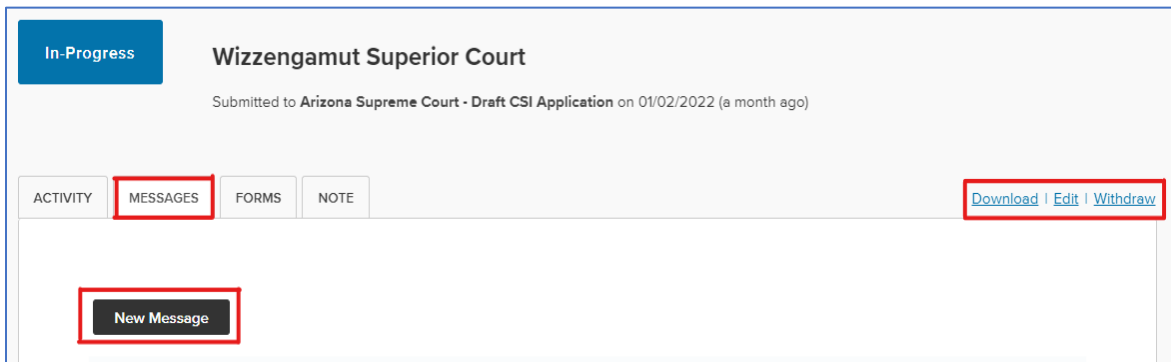
✔ Last Saved an hour ago

7. Once submitted, you will receive an email confirming receipt of your application. You will receive updates and communications via email to the email address used as the login for your applications as they are processed.
8. You will be able to view the status of submitted applications in the “Submissions” tab near the top left of the portal once you sign in. If you do not see this tab at the top of the screen, you may also click on your initials in the top right corner and click on “Settings”. You will see the

“Submissions” tab at the top of the next page.



9. If, after submitting your application, you have questions or realize there is information missing from the submission, you can message the AOC Grants Specialist through the portal. To do so, from the “My Submissions” page, click on the grant in question.
10. On the page that follows, click on the “Messages” tab and then “New Message” to communicate with the grants team. On this page you can also use the links on the righthand margin to download a copy of the application, request permission to edit the application, or withdraw the application.



11. For technical questions about your portal account, you may click on the question mark symbol in



the top right corner of the page:

12. For information on programs, eligibility, award decisions, etc., you may contact the AOC Grants Specialist as outlined in Steps 9 and 10 above, or directly at csdgrants@courts.az.gov.