Western National Parks Association

NAVIGATING THE WNPA RESEARCH GRANT WEB PORTAL
SUBMIT YOUR PROPOSAL / RENEWAL BUDGET REQUEST
For reference, the web portal address is https://wnpa.org/grant-application/

I. **SELECT THE APPROPRIATE FORM FOR YOUR SUBMISSION.**
   a. Form 1: New Research Grant Proposal is applicable to all new proposals.
   b. Form 2: Research Grant Renewal Budget Request is for second or third years of a multi-year project previously funded by WNPA.

II. **SHARE YOUR PROJECT – COMPLETE THE APPLICATION.**
   a. Required fields are marked with an (*).
   b. Response fields with word restrictions have the allowed number of words under the response box.
   c. Do not use your browser to navigate back and forward – use the Back and Next button at the bottom of each page.
   d. If you need to step away before completing the submission, simply hit the Save button at the bottom of the form. The following message will appear, follow the directions:

When you return to the portal, this box will appear. Select an option to continue.

III. **ONCE THE APPLICATION IS COMPLETE, YOU ARE READY FOR THE FINAL STEPS:**

Your name and email will automatically populate as will the date.

Print Form – See Step 5.

1. Insert the first and last name of the Benefiting/Host Park Superintendent submitting the application.
2. Insert email address.
3. Click Sign with Adobe Sign and a new window will open.
4. Arrow down to the bottom of that page and click on the yellow NEXT flag in the left margin. Click in the yellow box titled *Click here to sign and a new window will open. Please be patient, this could take 4-5 minutes to load.
5. To sign the document, type your first and last name then click apply – when processing is complete you will return to the WNPA web portal. The system will automatically email a copy of the document to the email provided or you may print it now.
6. Select the date and time of your submission THEN click the submit button.

For assistance, please contact Julie Tainter, WNPA Office Manager, at julie.tainter@wnpa.org.