

Tips for Completing an Online Initial Application

The following information is provided to assist you in submitting your online initial submission to the W.K. Kellogg Foundation:

Before getting started:

- Review the online application questions before starting the application. You can compose and save your answers in Word or e-mail first and then copy/paste them into the application form. However, our system does not allow for the use of formatting, such as bullets and special characters.
- You may complete the online application by using any industry-standard Internet browser application, such as Internet Explorer or Firefox. Safari, Google Chrome, or lesser-known browser users will encounter difficulty in entering information in certain fields (name of project, population served); therefore, we recommend using Firefox or Internet Explorer for more consistent results.
- Ensure the internet "cookies" are enabled on your browser.
- To ensure that you receive e-mails that will be generated as a part of the application process, add the "wkkf.org" domain and "proposalsprocessing@wkkf.org" email address if you are using a safe senders list for e-mail responses.
- If you have questions regarding our programming, such as deadlines, overhead and in-kind support, click [here](#).

Tips for completing submission:

- There is no time limit on entering data in the online application; it will not "time out." You will lose your information, however, if you use the browser navigation buttons or close your browser window without using the "Save" feature. Follow the data entry tips below.
- A save option is also provided so you can save your information as you go along and/or you do not need to complete the entire application in one sitting. Click the "Save" button on the lower right of any page and enter your e-mail address in the popup box. A message box will appear with a link back to your saved information, and you will immediately receive an e-mail containing a URL that will access your saved online application. You can also send this URL to colleagues to view or collaborate on the initial proposal before submitting. (Please note that only one person can make changes in the saved information at one time.)
- After completing all questions, a preview page will display all of your answers. You may edit your responses, if desired, using the Edit Submission link which will take you to the appropriate section/fields to edit.
- When the application is complete, click the Submit button and a confirmation page will immediately appear with your WKKF reference number. Your online application has not been submitted until you see the confirmation page with your reference number. The e-mail address listed for the submitter in the application will also receive an e-mail confirmation with a copy of the submission. Make sure to check the junk e-mail folder or spam filter for the submitter's e-mail if the confirmation does not appear in their Inbox.
- If you have additional questions or experience difficulty in submitting your initial online application, contact the Central Proposal Processing Department at (269) 969-2329. Our business hours are Monday - Friday 8a-5p EST.

Data Entry Tips:

- Use the Previous and Next navigation buttons on the lower left of each page. Do not use the browser navigation buttons as they will exit you from the application, and your grant application will be lost.

- Click inside each of the answer boxes to see a 'pop up' tip on the upper right side of the screen. The tip provides additional instructions or helpful information. This information is also available in the reference document linked on the "What to Expect" page.
- Required fields are indicated with a red asterisk * and need to be answered in order to proceed to the next screen.
- There are character limits for each answer. Each space and line return is counted toward the maximum number of characters allowed. The application form will count the characters as you go and display the characters remaining.
- Do not use bullets or other formatting within the text boxes. In addition, do not use <, >, or # signs, website addresses, or URL links within the proposal fields as this will cause the application to malfunction. Only enter e-mail addresses where requested.
- In fields requesting a dollar amount, enter numbers only. Do not include a dollar sign or other punctuation, and do not include any letters or other non-numeric characters. (If non-numeric characters are entered, you will receive an error message stating "Input string was not in a correct format" when you try to add an additional row or click "next.")
- To spell check your responses, use any web-based spell check program, such as Google Spell Check (or draft and spell check answers in Word or e-mail first).

Troubleshooting:

- If you are not able to proceed when you click Next check the top of the page for error messages, such as missing required information.
- If more than one person is editing the web form at the same time or the web form is open in multiple browser sessions on your computer, you may receive the following message: "It appears that multiple people are editing the application. Only one person can edit at a time - as well, you cannot have multiple browser pages open on the application." If you receive this message, attempt the work around described below. If this does not resolve the issue, shut down all browser sessions and reopen only the online application.
- If you receive an error message when clicking on the URL to your saved information, it is likely because the e-mail is in plain text, and part of the URL is hyperlinked and part is not. First, copy the hyperlinked portion of the URL into the browser's address field, and then copy the un-hyperlinked part of the URL into the address field. This should create a full URL in the browser that will work.