

## CALI CATALYST

## **Submittable Quick Tips**

- To submit a <u>CALI Catalyst application</u>, you must create a free Submittable account or sign in with your Google or Facebook credentials.
- You can save a draft of your work if you would like to finish the application at a later date.
- If you need to make changes to your application after it has been submitted, send a request to CCI to <a href="edit the submission">edit the submission</a>. We are generally able to accommodate these requests during the open application period. If, however, the review process has already started, we will be unable to open your submission for editing.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
  - ✓ You can download Firefox by following the instructions linked here.
  - ✓ You can download Chrome by following the instructions linked here.
- All applicants will be notified by email regarding their application status via Submittable. Please
  be sure to <u>enable</u> notification emails from Submittable and check the email you used to sign up
  for your Submittable Account regularly.
- Visit Submittable's Help Center for answers to frequently asked questions.
- If you need technical assistance (e.g. password or upload issues), submit a request for support at: <a href="https://www.submittable.com/help/submitter/">https://www.submittable.com/help/submitter/</a> (located at bottom of page). Submittable's business hours are 9 am 5 pm MT. They aim to respond within 24 business hours.