# Tips for Using CDFA's Grants Management System
([www.nhcdfagrants.org](www.nhcdfagrants.org))

1) The best browsers to use are Mozilla Firefox or Google Chrome.

2) To edit a component click "edit" near the top of the form. Fields and text boxes will open for you to answer the question(s). Be sure to click on Save after answering questions.

3) You can copy and paste from a Word document to a question in GMS. Use the "Paste from Word" feature in each text box banner to avoid copying hidden characters.

4) To add a required document, click on the green plus sign to the right of the document. You will then be prompted to browse and attach a file.

5) Only attach .pdf or .jpeg documents. If you don't have Adobe software you can use cutewriter to pdf any document. You can download cutewriter software at www.cutepdf.com.

6) If you mark a component complete you can still edit that component until the application is submitted, however, you can't submit your application until all components are marked complete.

7) Once you click submit your application will be submitted for review and is only accessible through negotiation. If there is information missing or that needs to be corrected, the respective component(s) will be negotiated back to you for correction.

8) After the corrections are made, you must submit the component(s) back to CDFA for review.

9) If multiple questions in one component are required fields, you can save the component without answering all of the questions by adding at least one (1) character to each of the required boxes and save. Remember to return and answer these questions before the application is submitted.

10) Be sure to "Save" early and often.

11) The system will "time out" after three (3) hours of inactivity.

12) If you click the back button before you click save your information will be lost.

13) Before submitting your application we recommend that you preview your application, print to pdf and save it to your computer.