Tips for a Smooth Online Application Process

1 To start your application, go to rwjf.org and select "Funding Opportunities" under the "About RWJF" page. Then select the title of the program that interests you to reach that program's landing page.

2 Under "Key Materials" on the right-hand side of the page, download and read 1) the entire application and 2) the full Call for Applications so you can verify the program is right for you, right now. If so, reading both can help you gather your thoughts and materials before completing the online application.

3 If, after reviewing the application and Call for Applications you decide to apply, select the green "Apply Online" button to start your application. If you have not already registered for a myRWJF online account, the system will automatically direct you to do so before you can begin the application process.

4 Some programs have applicants apply as a team. If you are applying for a program that is for teams, you can "Invite Contributors" to collaborate on the same online application.

5 If your application requires letters of reference, or if you need other people to provide documents (such as transcripts) for you, be sure to give people plenty of notice so you're not in danger of missing the application deadline or rushing them.

6 If you need to submit transcripts or videos, make sure the files or links have not been "locked" or password-protected by your college or university. If so, save a version that is not locked and then upload that version to the application site.

7 Double-check deadline day, time, and time zone. And don't wait until then to start uploading your documents. It's better to upload them as you go along.

8 As soon as you've completed a section, be sure to select the "Save, Section Finished" button. You will still be able to return to that section to make edits prior to submission. All required sections must be saved as "Section Finished" in order to activate the "Submit" button to submit your final application.

9 The "Submit" button will be gray until all required sections of the application have been completed, and then it will turn blue. If your button is still gray, go back and check to make sure you have completed all required sections of the application.

10 Submit your application well in advance of the deadline so that any unforeseen difficulties, e.g., technical problems, may be addressed ahead of time.

11 Once you've completed the entire application and your final review, be sure to select the "Submit" button. Even if all sections are complete, your application is not available for our review until you select the "Submit" button.

12 Once you've submitted your application, check your email for confirmation of your submission. If you don't see it in your inbox, check your spam folder. If you still can't find it, go back and check your application to make sure that you selected the "Submit" button.

13 If you can't find or need assistance with your application, go to the "Contact Us" section in the "Resources" area of the application. Your question will go directly to the people who can help you. Please do not contact the Foundation by other means, as there may be a delay in finding the right resource to assist you.

14 Emergencies can happen. Have a backup person lined up in advance to step in for you in the event of an emergency. Be sure your backup has access to submit for you. If there is an "Invite Contributors" button on the left side of the "Home" screen of the application site, you may use it to add a backup.

This information is also available in video format, where you can watch members of the team walk through these steps on screen.