



There are several reasons for which you may decide that you need to copy a subgrant application. These reasons include the following:

1. A previously submitted subgrant is eligible for funding under a different grant program.
2. You want to reuse a subgrant application from a previous year to start your new subgrant application.

You can copy an application only if you have access to the application.

Applications may be copied from one application to another (i.e., from project applications to planning applications), but only the relevant sections will be available for copying. You can also choose to copy the entire application or just specific sections of the application. The **Copy Entire Application** function is available only if you are copying the same application type.

## Copying an Application—Subgrant Applicants

The following steps will walk you through the process of copying an application.

1. Start from the Subgrant Applicant Home Page.
  - a. Select the **Create New Application** link.
  - b. Enter the title of the new subgrant you wish to create.
  - c. Choose the type of application you are creating—Project or Planning.
  - d. Click the **Save and Continue** button.
2. You will see a list of the applications that you have access to. From this list, select the radio button corresponding to the application you want to copy and select the **Copy Existing Application** button.
  - a. For project subgrants where a pre-application is required, you must select a pre-application to copy and select the **Copy Existing Pre-Application** button.
3. Select the check boxes for the sections you wish to copy. To copy the entire application, including all attachments, select the **Entire Application** check box.
4. Select the **Save and Continue** button.
5. You can work on the new copy of the application from the Application Status screen.

Copy Subgrant Application Sections

Please select the sections you want to copy into the test test application. When you are finished, click the Save and Continue button below.

Select	Application Section
<input type="checkbox"/>	Entire Application
<input type="checkbox"/>	Applicant Information
<input type="checkbox"/>	Contact Information
<input type="checkbox"/>	Community Information
<input type="checkbox"/>	Mitigation Activity Information
<input type="checkbox"/>	Scope of Work
<input type="checkbox"/>	Cost Estimate
<input type="checkbox"/>	Match Sources
<input type="checkbox"/>	Cost Effectiveness Information
<input type="checkbox"/>	Environmental/Historic Preservation Information

Go Back Save and Continue

Image of application sections available for copying

