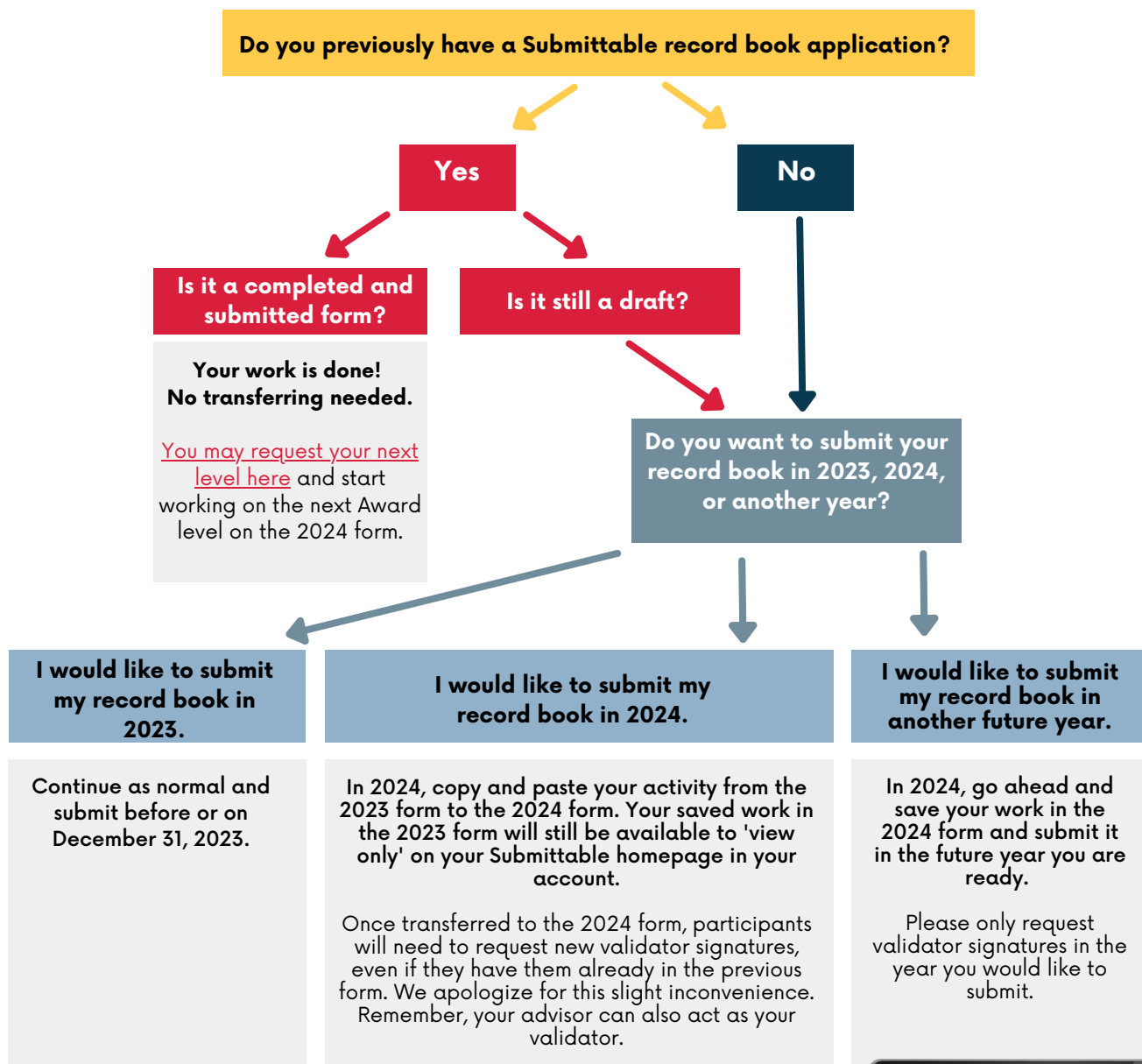




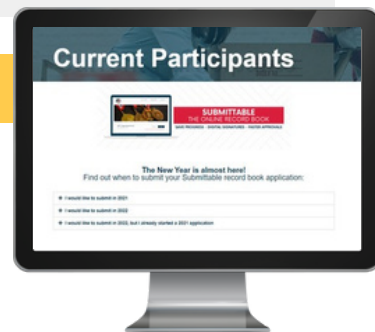
Instructions on when to submit your Submittable record book:

On January 1, 2024, the Submittable company uploads a new submission form to use for that year. **Do not worry! Read the instructions below about this easy transition.** If you have work saved in the 2023 form, it will be saved and will still be available to view in the New Year.



Need More Help?

[Click here for the dropdown box](#)





Frequently Asked Questions:

If I have progress saved in the 2023 form, will it still be accessible in 2024?

- **Yes!** Any progress a participant has saved in the 2023 form will be available for 'view only' in 2024, on the Submittable homepage once you log in. The participant will need to copy and paste that work to the 2024 form and request signatures in the 2024 form.

A participant completed activities in 2023. Do they need to submit in the 2023 form or in the 2024 form?

- If the participant would like to submit in 2023, please submit on the 2023 form before or on December 31, 2023.
- If the participant is not yet ready and would like to submit in 2024, complete the 2024 form available on January 1, 2024.

When a participant transfers the 2023 work to the 2024 form, do the form questions change? Is the new form similar to the 2023 form?

- The record book questions will be the same. The only new changes will be a few data questions in the beginning questionnaire.

Why do participants need to request new validator signatures in the 2024 form if they transfer from the 2023 form?

- The Award staff is only able to view submitted applications. If your 2023 form is a draft, only you - the participant - will be able to view it.

What if a participant wants to submit a 2023 application but is waiting to hear back from a validator request?

- The participant should remind the validator and talk to them about the December 31, 2023, deadline. If the validator is not responsive, please resend the Submittable request to your advisor and have the advisor act as the validator.

When does a participant need to update and submit progress on Submittable?

- A participant is only required to enter activity information when they are ready to submit. If a participant would like to save progress along the journey, the Submittable form has a save feature.
- **NOTE:** The Award will only accept completed record books for review, do not submit individual categories at a time.

I received the following error after attempting to login. How do I access the submission page?

- Click the first link "View this organization's submissions page" and it will take you to the Award page.

You are logged in as [redacted]@gmail.com but do not have access to this page. From here you can:

- view this organization's submissions page, or
- view your submissions, or
- sign in as a different user below.