



Tips for Submitting "Online"

1. Find the Award in the list below.
2. Review the "Description of Award" .pdf file by clicking on the link. Print for your reference.
3. Review the "Copy of Form" .pdf file by clicking on the link. Print for your reference
 - This form lists all the submittal requirements
 - This form shows all the fields that need to be filled in on the "on-line" version of the form.
 - This form indicates whether you will need to submit additional information in separate uploadable files.
 - This form indicates whether you will need to submit a "Projects Permission Form". If, so, click on the file link to print the form, sign it, and scan it back in for uploading.
4. Collect ALL required information BEFORE starting an "on-line" submission.
 - Have all DATA for ALL fields. If you have no data for a field, fill in N/A for (not applicable or not available).
 - Have all FILES for "additional information" prepared and checked for file size. Please consolidate information into only a few files. (Check number of allowed file uploads in the on-line form). Please adhere to file size requirements.
 - To minimize time filling out the forms on-line, you may want to "type" the submittal information in a Word document, then cut and paste the information into the cells of the "on-line" forms.
5. To file a submission, click on the "Award Title" below. An "on-line" form will launch on the screen.
 - You MUST fill in ALL required data cells denoted by an asterisk (*) or you will get an error and the form will NOT submit.
 - If you DO NOT have data for a cell, please type in "N/A"
 - You CANNOT "SAVE" the on-line form and come back later. You must restart the submission, so please plan your time accordingly.
 - Click the "SUBMIT" button after ALL DATA is entered and ALL FILES are uploaded.
6. Notification of successful submission
 - The award should have submitted correctly if you get the "Thank you" page. The file will be "date-stamped" on the day you submit your entry.
 - PRINT the entered data for your records in case there is technical difficulty.
7. QUESTIONS
 - If you have technical problems, or you do NOT have access to a computer. Please contact the Awards Committee Representatives listed for Assistance.
 - Darlene Helm: (602) 534-9138 darlene.helm@phoenix.gov
 - Teresa Smith-DeHesus: 602-381-4426 smith-dehesustl@bv.com