

- **Application Instructions**

INSTAP has initiated a new online application system. All applications must be submitted through this new process.

You first need to go to:

<https://instap.smapply.io/>

To begin, please click on the word **Register** in the upper right corner.

Please fill in your First and Last Name.

You will need to fill in your e-mail address and then create a password.

The password must contain at least:

8 letters

1 lowercase letter

1 uppercase letter

1 number

1 special character (i.e., ! # \$)

You will then need to click on the box to confirm that you are not a robot.

Then click on **Create and Account**

You will see a Welcome screen, then click **Continue to the Site**

On the applications page, click **View Programs**

The next screen will display a listing of all available grant applications. Click on your choice and a description of the grant appears.

Once you select the grant you wish to apply for click **Apply** and then continue to follow the instructions.

You can save your application at any point and then return to complete it later.

Once you have completed and submitted your application, you will receive an e-mail stating that your application has arrived.

At this point, the INSTAP will evaluate your application to be certain that it is complete. This process may take up to three weeks. Within that timeframe, you will receive a second e-mail. The second e-mail will either confirm that your application has been accepted and submitted for review, or it may request you to enter additional information on your application.