

Resubmission of an Application

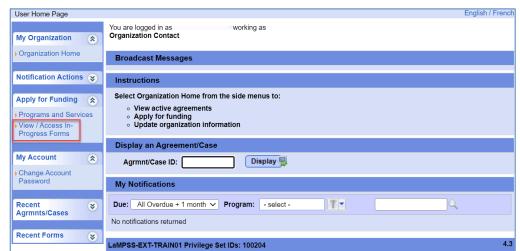
For External LaMPSS users

All application are required to be verified to make sure they are a complete application. This process is needed to advance the application. If additional information is required for the application, you will be contacted to advise what information is required. Once the information is resubmitted, the verification process can re- start.

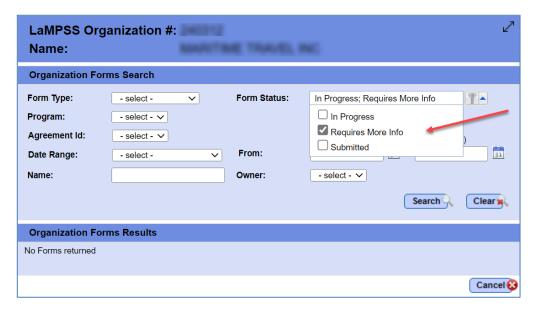
How to Re-Submit an Application

An **Action Required** notification will be listed on your Organization and Agreement homepages. The notification will advise that a resubmission is requested. If you were the individual who submitted the application, you can click on **Action Required** to be navigated to the application form.

You can also navigate to the form from your User Homepage, select View/Access In-Progress Forms under Apply for Funding in the left navigation menu.



On the Organization Forms page, select the **Form Status** of Requires More Info, and select Search.



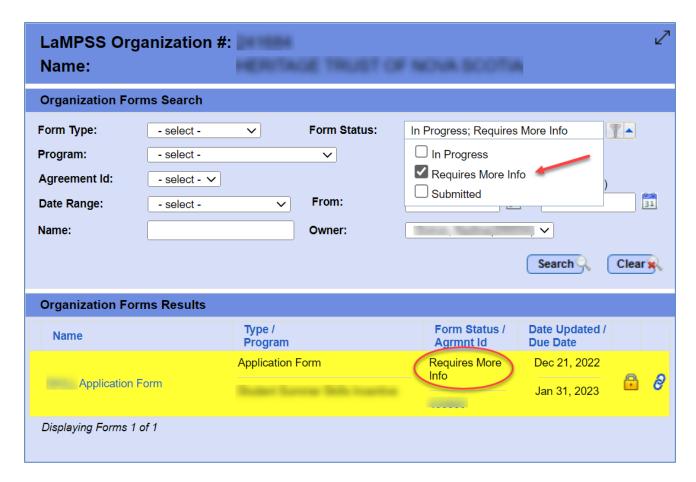
Under the Organization Forms Results, you will see all applications that have been submitted that requires more information. If you started the application, you would have the form access of Owner/Submit. Only you can resubmit the application for your organization.



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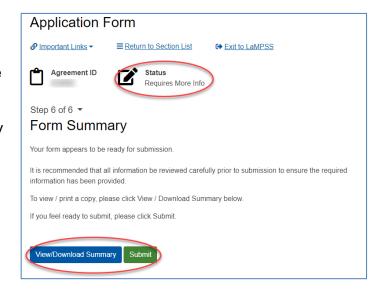
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If you wish to amend who has access to a particular form, review the **How to Manage Form Access** Guide.



Click on the Application Form you want to resubmit; you will then be navigated back to LaMPSS Online to make the necessary changes.

Once you make the necessary changes to the application form, if you wish to view or download a summary of the application, to make sure all updates are completed. Navigate to the Form Summary section of the form. You have the option to View/Download a Summary of the application or you can Submit the application.





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Once you submit the application, you will receive a message that the application submission was successful.

