Alzheimer's Resource Coordination Center

2018-2019 Grant Application

FAQ's

1) Where can the ARCC Application be found?
This is a new process so I suggest you fill out a few basic items, save, close and open again.
IF YOU HAVE ANY ISSUES please contact me.

Application can be accessed at - https://lgoaarcc.formstack.com/forms/2018

ARCC Application. Password: LGOAARCC2018

The application will ask you to upload various documents. The spreadsheet for Expenses and Revenues can be found here:

Excel Spreadsheets for Expenses – Google Documents
Open in Google docs via link. You can choose to "open" in EXCEL. This will allow you to add your information into the form. After completing and saving the form on your computer you can then upload the file in the formstack application.

https://drive.google.com/drive/folders/13tUziHAl26dWJA2c7RG0FCyIYgYDzwIK?usp=sharing

2) **Can uploaded documents be viewed?** The File Upload field can only display the file name next to the upload button at this time. There is currently no way to display a file preview directly on the form. The full file still gets uploaded and stored with the submission data, however. You can email the uploaded forms to meford@aging.sc.gov in addition to uploading the file within the application. This will ensure that all appropriate documents have been received.

3) **Can uploaded documents be saved and not submitted**? When using Save & Resume, files uploaded to the form by the end users and signatures executed by the end user will NOT be saved to the form until the form is submitted to the database. Users should not upload files or sign the forms until they are ready to submit.

4) **Can the application be printed after it has been submitted?** The confirmation submission that you receive via email (see #9) will allow you to export and print the completed application.

5) **Can you return to a specific page in the application?** The Next/Previous buttons are the only navigation option we provide at this time for multi-page forms.

6) **Can Maps and charts be uploaded?** I am looking into this. However, you may email any and all uploaded documents to meford@aging.sc.gov to ensure that the documents have been appropriately attached.

7) **Will the page timeout and can it be saved while working on the application**? Timeouts in the browser can occur when the form is left open for an extended period of time. Typically, this time ranges from 45 – 60 minutes. The Save & Resume feature is very helpful if you have a long form that takes a while to complete.

8) **Can the saved application be accessed with a new link?** Yes, you will be able to save your partially-completed form by capturing the unique form URL. You may also choose to have this link emailed to them. When you are ready to revisit the form, simply click or paste the unique form URL into a browser, and the form will reload with any fields that had already been filled in. If any changes are made to the form, re-save and re-send the form URL to yourself. The link for saving a form can be found at the bottom of each page of a multi-page form, except for the last page.

9) **Will I receive a confirmation when the application is submitted**. A submission notification email will be set up via Formstack. Within 24 hours of receiving the submission I personally email each applicant an additional confirmation that will include a timestamp of the time of submission as well as a unique submission ID number. These submissions can also be exported for use in Excel, CSV, PDF, or RTF formats.