

How to Use the Chesapeake Bay Trust Online Portal to Submit EPA GIT Funding for Tables 1 and 2

1. Access the GIT Table 1 online form with the link below.
https://www.grantrequest.com/SID_1520?SA=SNA&FID=35447
2. Log in or create an account.
 - If you have used the Trust's online portal before, log in with your email address and password.
 - If you have not used the Trust's online portal before, create a new account by clicking on the "New Applicants click here" button.
 - If you receive the following error message, "Invalid e-mail or password," when trying to create a new account, it means that you already have an existing account.
 - To reset your password, click on the "Forgot Password" button. You will receive an email with a temporary password. Use the temporary password to sign in to your account. You will be prompted to change your password. Enter the temporary password in the "current password" field and enter your new password in the "password" and "confirm password" fields.
3. Complete the online form (Table 1):
 - The form may be saved and returned to later by clicking on the "save & finish later" button.
 - Contact Information Tab
 - Enter the contact information for the lead and other preparers and the GIT technical project lead.
 - Project Information Tab
 - Enter the project information including the GIT, project priority #, CBPO creative team component, project title, estimated costs, project type, project outcomes, cross-goal benefits, justification, project steps and timeline
 - Review and Submit Tab
 - Review your submission. When you are ready, click on the "Submit" button at the bottom of the page. To check that your submission was submitted successfully, click on return to your account and toggle the "show" drop down menu to "submitted applications."

After the deadline, the Chesapeake Bay Trust and EPA will review the project idea submissions. The Lead Preparer listed on the form will receive an email notification on whether or not their submission will move forward. The ones that are selected to move forward will be invited to complete the Table 2 online form. The Table 2 online form will be accessed by logging into the Trust's online portal with the same email address and password used to submit the Table 1 online form.

If you need any help or support, please contact Nguyen Le at NLe@cbtrust.org or at 410-974-2941 x 110.