How to Use Copy Forward Functionality

Copy forward is a tool in IntelliGrants that allows users to copy a previous year’s grant application when starting a new one. This tool is only available for specific application templates (currently only EMPG-S). Below are the instructions to utilize this tool and answers to commonly asked questions.

Instructions:

1. Begin initiating an application as normal.
2. On the Agreement screen there will be a drop down where you can choose to either not copy forward any data or select which previous application you would like to copy.
3. After you have made your selection, click “I Agree” to finalize starting the application.
4. If you choose to copy forward a previous application, you will still need to review each page of the application and make any updates needed to the application.

Frequently Asked Questions:

1. Do users have to copy forward an application?
   
   No, users do not have to copy forward a previous application. By selecting “Do not copy data forward” a completely blank application will be created instead. This may be useful if a lot of data/information has changed between years.

2. What if a user forgets to copy forward an application?

   The user can either complete the blank application that was created, or they can cancel that application (using the status change menu) and create a new application. When creating the new application, be sure to select the previous application to copy forward on the agreement screen.