

SmartyGrants User Guide

**Alumni Innovation Grants
Application Form**

May 2023

Table of Contents

Introduction.....	3
How to start.....	4
How to fill the application form.....	6
Review and Submit	15
Save Progress & Save and Close button	16

Introduction

SmartyGrants is a web based software that enables grant programs to be managed online, using web based technology. It enables grant programs to be implemented according to best practice and applications to be received online. The software also allows other documentation to be attached to the applications and reports that are submitted online.

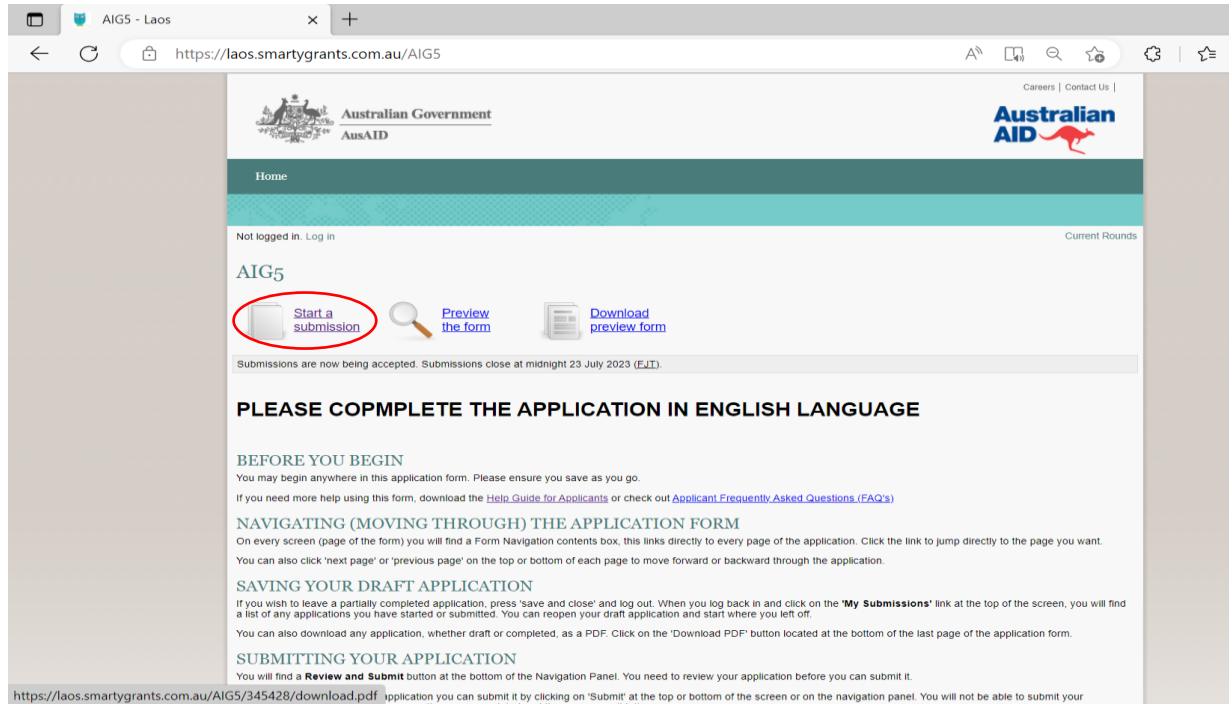
For applicants who want to apply for Alumni Innovation Grants please click the link as follows.

<https://laos.smartygrants.com.au/AIG5>

How to start

Please copy and paste the link <https://laos.smartygrants.com.au/AIG5> on web browser.

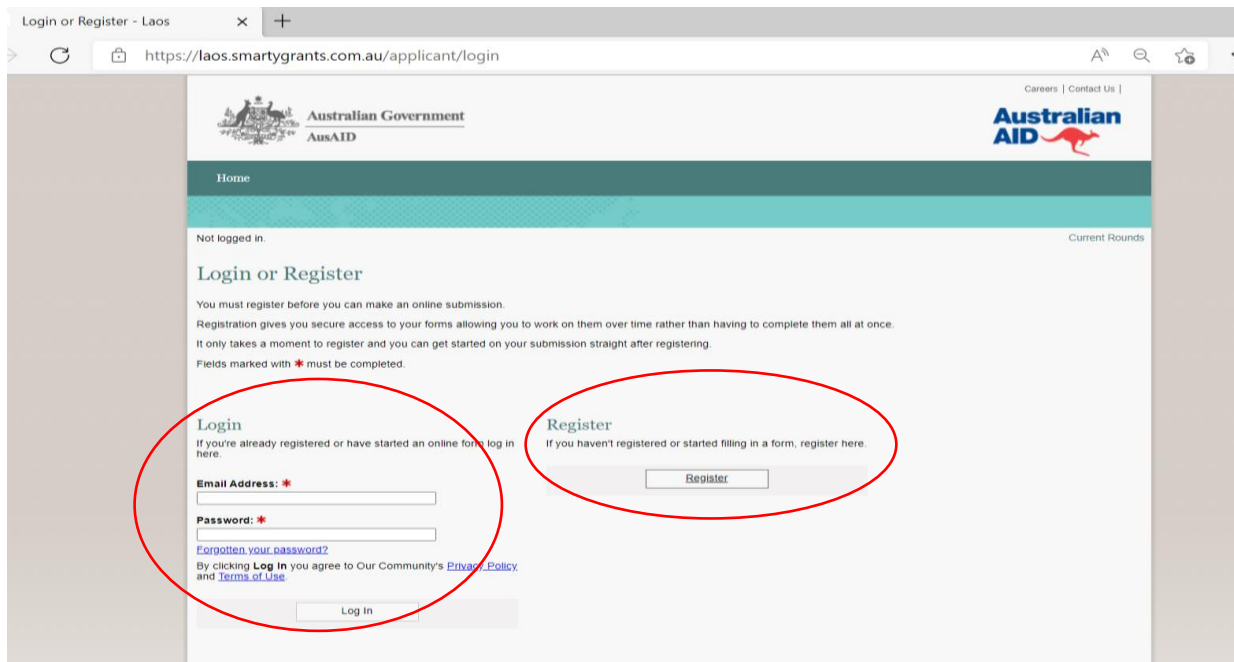
Step 1: Please click [Start a submission](#)



The screenshot shows the AIG5 application page. At the top, there is the Australian Government logo and the AusAID logo. Below the header, there is a navigation bar with "Home" and "Current Rounds". The main content area features a "Not logged in. Log in" message. The "AIG5" section contains three buttons: "Start a submission" (circled in red), "Preview the form", and "Download preview form". Below these buttons, there is a notice: "Submissions are now being accepted. Submissions close at midnight 23 July 2023 (EIT)". The page also includes sections for "PLEASE COMPLETE THE APPLICATION IN ENGLISH LANGUAGE", "BEFORE YOU BEGIN", "NAVIGATING (MOVING THROUGH) THE APPLICATION FORM", "SAVING YOUR DRAFT APPLICATION", and "SUBMITTING YOUR APPLICATION".

Step 2: Go to **Register** button if you don't have an account yet. Then go to **Step 3**.

Go to **Login** if you've already registered your account. Then go to **Step 7**.



The screenshot shows the "Login or Register" page. At the top, there is the Australian Government logo and the AusAID logo. Below the header, there is a navigation bar with "Home" and "Current Rounds". The main content area features a "Not logged in." message. The "Login or Register" section contains the following text: "You must register before you can make an online submission. Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once. It only takes a moment to register and you can get started on your submission straight after registering. Fields marked with * must be completed." There are two main sections: "Login" and "Register". The "Login" section is circled in red and includes fields for "Email Address: *" and "Password: *", a "Log In" button, and a link for "Forgotten your password?". The "Register" section is also circled in red and includes a "Register" button.

Step 3: Please fill the Registration Form and click [Register](#)

The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/applicant/register>. The page header includes the Australian Government AusAID logo and the Australian AID logo. The main content area is titled "Registration" and contains the following fields and instructions:

- Fields marked with * must be completed.
- Your Name: *
- Organisation: *
- Email Address: *
- Confirm Email Address: * (Re-enter your email address to confirm it.)
- Your password must:
 - include at least 8 characters
 - include uppercase letters
 - include lowercase letters
 - include a non-alphanumeric character (i.e., a symbol)
- Password: *
- Confirm Password: * (Re-enter your password to confirm it.)

By clicking **Register** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

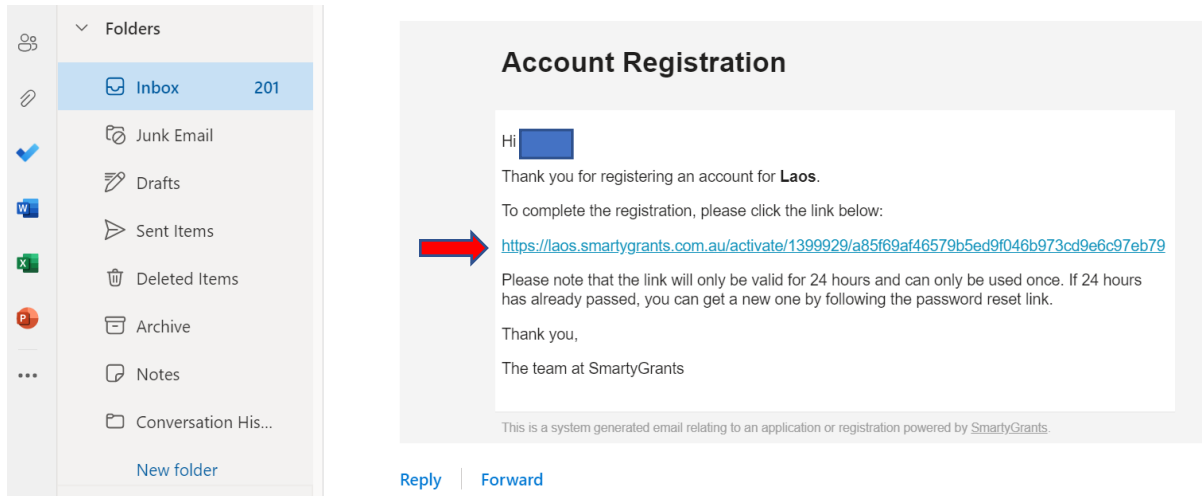
The "Register" button is circled in red.

Step 4: Thank you for registering. [An activation email will be sent to the email that you registered.](#)

The screenshot shows the same web browser window after registration. The page content is as follows:

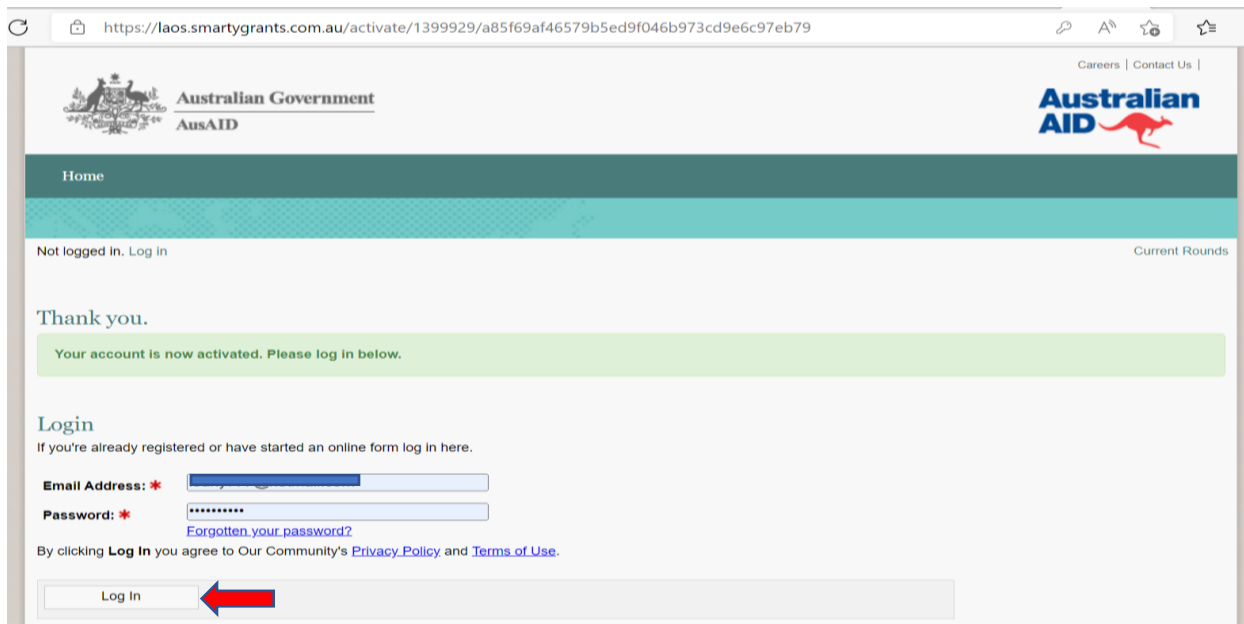
Thank you for registering.
An activation email will be sent to [REDACTED].
Please follow the link in this email to complete your registration.
If you do not receive an email, please check your spam folder. If you require further assistance, please [contact SmartyGrants](#).

Step 5: Please follow the link in your email to complete your registration.

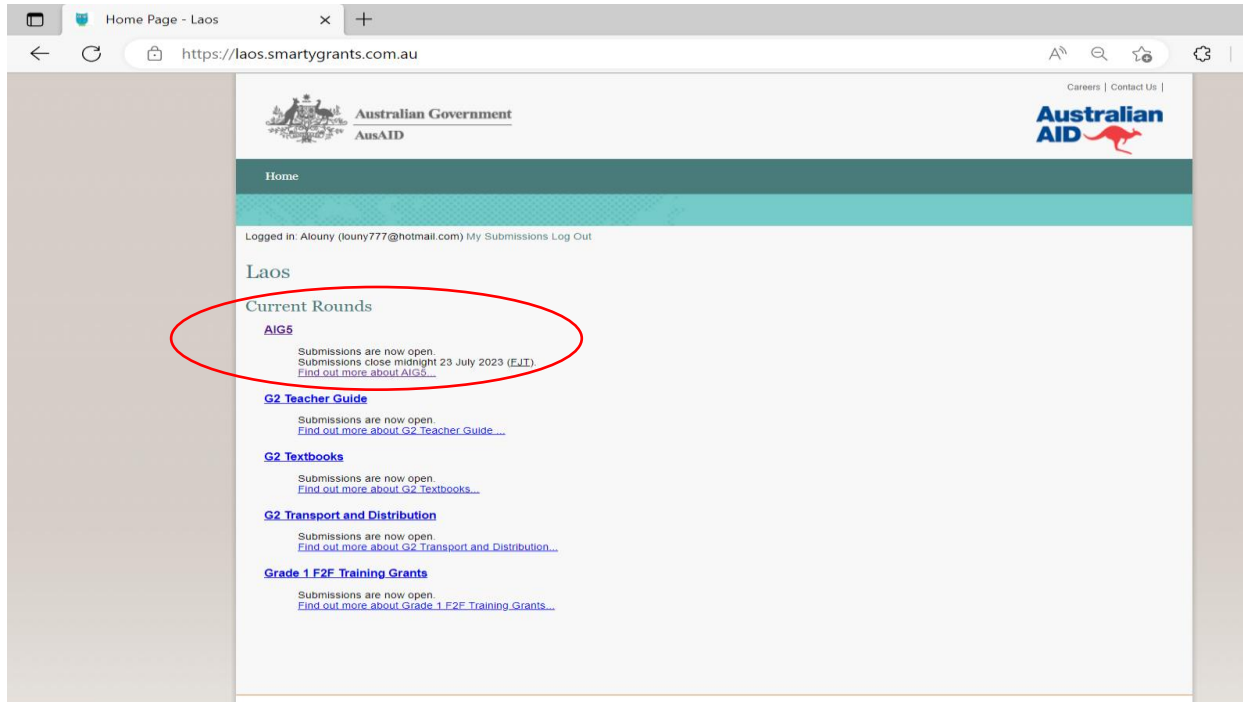


How to fill the application form

Step 6: Your account is now activated. Please click **Log in** button.



Step 7: Click [Find out more about AIG5](#)



Home Page - Laos

https://laos.smartygrants.com.au

Australian Government AusAID

Careers | Contact Us | Australian AID

Home

Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out

Laos

Current Rounds

AIG5
Submissions are now open.
Submissions close midnight 23 July 2023 (EJT)
[Find out more about AIG5...](#)

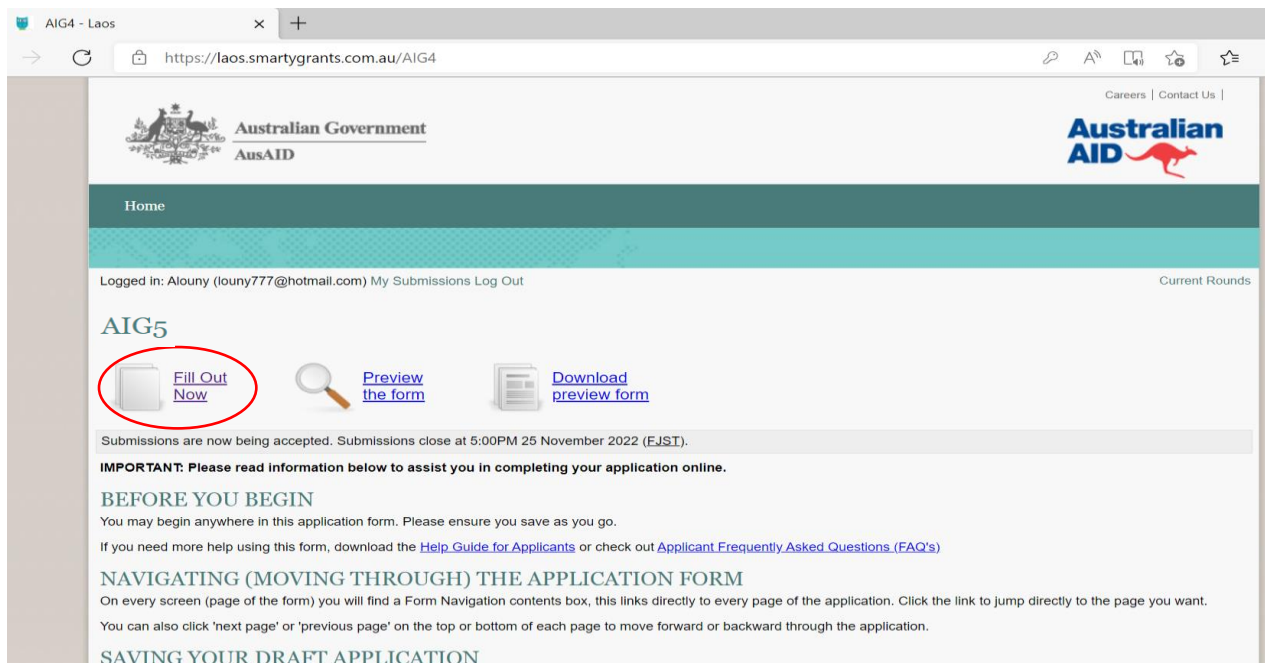
G2 Teacher Guide
Submissions are now open.
[Find out more about G2 Teacher Guide...](#)

G2 Textbooks
Submissions are now open.
[Find out more about G2 Textbooks...](#)

G2 Transport and Distribution
Submissions are now open.
[Find out more about G2 Transport and Distribution...](#)

Grade 1 F2F Training Grants
Submissions are now open.
[Find out more about Grade 1 F2F Training Grants...](#)

Step 8: Click [Fill Out Now](#)



AIG4 - Laos

https://laos.smartygrants.com.au/AIG4

Australian Government AusAID

Careers | Contact Us | Australian AID

Home

Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out

Current Rounds

AIG5

[Fill Out Now](#) [Preview the form](#) [Download preview form](#)

Submissions are now being accepted. Submissions close at 5:00PM 25 November 2022 (EJST).

IMPORTANT: Please read information below to assist you in completing your application online.

BEFORE YOU BEGIN

You may begin anywhere in this application form. Please ensure you save as you go.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

SAVING YOUR DRAFT APPLICATION

Step 9: Read the information. Then, click **Next Page**

Start - AIG5 - Laos

https://laos.smartygrants.com.au/AIG4/307856/start

Australian Government
AusAID

Careers | Contact Us |
Australian AID

Home

Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out

New submission for AIG5

A new submission has been created for you. You can fill it all in now or come back at any time to continue working on it. Please make sure you save your submission regularly; your submission is saved whenever you click 'Save' or you move to another page. Click the Submit button when you're ready to submit.

You may be logged out automatically after 20 minutes if you don't save, which will cause you to lose any unsaved work.

Your submission number is:
LAI00003 AIG5

If you want to contact us about your submission you can quote this number to help us find it quickly.

Next Page

Step 10: Read the introduction. Then, click **Next Page**

Page 1 - AIG5 - Laos

https://laos.smartygrants.com.au/form/10290439/continue

Australian Government
AusAID

Careers | Contact Us |
Australian AID

Home

Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out

AIG5 — LAI00001AIG5

Save Progress Save and Close Next Page

In progress, last saved today: 6:47pm (FJT)

Introduction

Introduction

This application form is comprised of 12 sections (detailed below). Please ensure **all sections are complete** before submitting your application. Incomplete applications may be deemed ineligible for assessment.

Please complete your application by **11:59 pm on Sunday, 23 July 2023**. If your files are too large to be attached, please save them to a file sharing service, such as Dropbox or Google Drive and attached the file of a link in the SmartyGrants instead or send a link to alumni@laosaustralianinstitute.org.

All applications should be completed in English. If you require assistance to complete your application in English, please contact us at alumni@laosaustralianinstitute.org.

Sections to complete:

1. Grant Leader Contact Details
2. Other Grant Member Contact Details
3. Conflict of Interest Declaration
4. Application Section
5. Risk Assessment
6. Work Plan
7. Budget Plan
8. Tranche Payment Schedule
9. Scan of ID
10. Curriculum Vitae (CV)
11. Letter of support
12. Application Checklist

Eligibility

Please note that innovations working directly with children will not be considered. Please discuss with the Alumni Engagement Team at the Laos Australia Institute if you seek clarification.

Save Progress Save and Close Next Page

Form Navigation

1. Introduction
2. Alumni Contact Details
3. Conflict of Interest Declaration
4. Application Section
5. Risk Assessment
6. Work Plan
7. Budget
8. Tranche Payment Schedule
9. Scan of ID
10. Curriculum Vitae (CV)
11. Letter of support
12. Application checklist

Review and Submit

About this website | Copyright | Disclaimer | Privacy | Contact us | Website feedback

Step 11: Filling in Alumni Contact Details. Then, click **Next Page**

The screenshot shows the application form for AIG5 - LAI00001AIG5. The user is logged in as Alouny (louny777@hotmail.com). The form is titled "Alumni Contact Details" and includes a "GRANT LEADER CONTACT DETAILS" section. The form navigation menu on the right indicates that the user is currently on step 2 of 12.

Form Navigation

1. Introduction
2. Alumni Contact Details
3. Conflict of Interest Declaration
4. Application Section
5. Risk Assessment
6. Work Plan
7. Budget
8. Tranche Payment Schedule
9. Scan of ID
10. Curriculum Vitae (CV)
11. Letter of support
12. Application checklist

Alumni Contact Details

* indicates a required field.

GRANT LEADER CONTACT DETAILS

Applicant

Title First name Last name

Please put name of the Innovation Team Leader: first name, last name, nickname

Applicant Position

Employment organization (if applicable):

Contact Address

Step 12: Filling in Conflict of Interest Declaration. Then, click **Next Page**

The screenshot shows the application form for AIG5 - LAI00001AIG5. The user is logged in as Alouny (louny777@hotmail.com). The form is titled "Conflict of Interest Declaration" and includes a "Conflicts of interest" section. The form navigation menu on the right indicates that the user is currently on step 3 of 12.

Form Navigation

1. Introduction
2. Alumni Contact Details
3. Conflict of Interest Declaration
4. Application Section
5. Risk Assessment
6. Work Plan
7. Budget
8. Tranche Payment Schedule
9. Scan of ID
10. Curriculum Vitae (CV)
11. Letter of support
12. Application checklist

Conflict of Interest Declaration

Conflicts of interest

Conflicts of interest are a clash that most often occurs between requirements and interests. A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions during implementing the project.

Section A:

Grant Leader is to complete Section A if there are no known conflicts of interest by the grant team member(s).

There are no known conflicts of interest by the grant team listed above which may impact the application for this grant.

Signed for COI

Please type your name here

Step 13: Filling in Application Section. Then, click **Next Page**

The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/4>. The page header includes the Australian Government AusAID logo and the Australian AID logo. The user is logged in as Alouny (louny777@hotmail.com). The current round is AIG5 - LAI00001AIG5. The form is titled "Application Section" and includes a navigation bar with buttons for "Previous Page", "Save Progress", "Save and Close", and "Next Page". A status message indicates "In progress, last saved today, 7:06pm (FJT)". The "Form Navigation" sidebar on the right lists 12 sections, with "4. Application Section" highlighted. The main content area is titled "General information of innovation project" and contains the following fields:

- Name of Innovation Project ***: A text input field with a note "Please limit to 15 words".
- Start Date ***: A date picker field with a note "Must be a date. Your grant must be started after 1 September 2023 and before 14 September 2023".
- End Date ***: A date picker field with a note "Must be a date. The duration of the project must be from Sep 1, 2023 to Feb 28, 2023. Your project can be shorter than these dates, but it cannot run over".

Step 14: Filling in Risk Assessment. Then, click **Next Page**

The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/5>. The page header includes the Australian Government AusAID logo and the Australian AID logo. The user is logged in as Alouny (louny777@hotmail.com). The current round is AIG5 - LAI00001AIG5 - Test. The form is titled "Risk Assessment" and includes a navigation bar with buttons for "Previous Page", "Save Progress", "Save and Close", and "Next Page". A status message indicates "In progress, last saved today, 7:09pm (FJT)". The "Form Navigation" sidebar on the right lists 12 sections, with "5. Risk Assessment" highlighted. The main content area is titled "Risks" and contains the following text:

Please identify at least 1 risk to your project implementation, including risk(s) associated with the delivery of the activities, achievement of results, the use of grant funding, and the reputation of LAI and DFAT.

Please provide a brief description of what is/are potential risk(s) and how you will manage them (100-200 words for each risk identified).

Please see below for risk examples:

- Approval process from the government may take longer than planned. [Action to solve it: I will.....]
- Unexpected weather condition changes. [Action to solve it: I will.....]
- The activity of the project may be seen as sensitive issue for society. [Action to solve it: I will.....]

Please write the risk that might occur and what kind of action you will do to solve it *

Step 15: Filling in Work Plan *. Then, click **Next Page**

Home

Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out Current Rounds

AIG5 – LAI00001AIG5 – Test

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:10pm (FJT)

Work Plan

Work plan

Your workplan must include at least two proposed adates that the Embassy along with LAI can visit the project and obtain public diplomacy materials in the form of film or photos. The visit must coincide with when the project is being implemented **not** for opening/closing ceremonies, meetings or formal presentations. An example of a previous field visit can be seen [here](#). Please note, these dates will be indicative only and will be confirmed if successful in receiving a grant.

Considering your activities, please include detail of your communication plan in your workplan (For example: the date and details that you want to promote your activity such as on Facebook, newspaper and other media outlet is effective in your targeted communities).

Please add extra rows as necessary Maximise

Task No.	Activity / task	Expected Dates of implementation	Person or people responsible	Indicator / evidence of implementation
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>

*In case you have a long work plan, you can download the work plan template and fill in, then upload it by click **Choose Files**. Then, click **Next Page**

Maximise Review and Submit

Task No.	Activity / task	Expected Dates of implementation	Person or people responsible	Indicator / evidence of implementation
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>

Must be at least 5 rows

Workplan File Upload

If you have a long work plan, please download the workplan template by click here: [Workplan](#)

After complete the workplan template please upload here

Workplan File upload
Attach a file: Choose Files No file chosen

Previous Page Save Progress Save and Close Next Page

About this website | Copyright | Disclaimer | Privacy | Contact us | Website feedback

Step 16: Uploading Budget Plan. Then, click **Next Page**

*Download the Budget Template here:

Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out Current Rounds

AIG5 – LAI00001AIG5 – Test

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:14pm (FJT)

Budget

* indicates a required field.

Please attach a Budget spreadsheet using the template provided.

Please include:

- Activity/Task number (from Work Plan above) and sub-activities if applicable
- Budget items (e.g. transport, printing, online meeting room hire) and unit costs against activities/tasks
- Estimated budget overall (sub-totals and totals).
- Please note that small contingency budget will be included in the application to cover unexpected expenses.

NB: This budget may have to be reviewed if costs do not align with the project proposal.

NB: A maximum of 20% of total budget can be allocated to project management fees, consultant fees or other fees which directly benefit the alumni involved in the project.

Budget Plan Template can be downloaded here [Mobilise – Laos Australia Institute](#)

Please attach a Budget spreadsheet using the template provided. *

Attach a file: No file chosen

Previous Page Save Progress Save and Close Next Page

Form Navigation

1. Introduction
2. Alumni Contact Details
3. Conflict of Interest Declaration
4. Application Section
5. Risk Assessment
6. Work Plan
- 7. Budget**
8. Tranche Payment Schedule
9. Scan of ID
10. Curriculum Vitae (CV)
11. Letter of support
12. Application checklist

Review and Submit

Step 17: Filling in Tranche Payment Schedule. Then, click **Next Page**

AIG5 – LAI00001AIG5 – Test

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:21pm (FJT)

Tranche Payment Schedule

* indicates a required field.

Tranche Payments

Please read the **Financial Guidelines** and complete your **budget** before completing this section.

TRANCHE PAYMENT SCHEDULE

A Grant disbursements schedule is to be nominated by you below. This may be subject to negotiation. Your schedule must include at least three payments.

The first Tranche must be 25% of the total fund requested from LAI.

Please note that the second and third tranche payment will be disbursed upon submission and approval of your expenses and activity progress summaries.

Tranche Number	Payment Date	Indicative Amount (AUD)	% of Overall Value	Comments
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Step 18: Uploading Scan of ID of Applicant. Then, click **Next Page**

The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/9>. The page is titled "AIG5 - LA100001AIG5 - Test" and is for a user logged in as "Alouny (louny777@hotmail.com)". The current round is "Current Rounds".

The main heading is "Scan of ID". A red asterisk indicates a required field. Below the heading, there is a blacked-out area for the ID. The instructions state: "Please attach a copy of your personal identification document. This could be your identification card or your passport. Your personal data including name, citizenship and photograph must be shown clearly (applies only for Grant leader)." Below this, a red circle highlights the text "Please attach the file by click it here *". The file upload area shows "Attach a file: Choose Files No file chosen".

At the bottom of the form, there are navigation buttons: "Previous Page", "Save Progress", "Save and Close", and "Next Page". The "Next Page" button is circled in red. A "Form Navigation" sidebar on the right lists 12 steps, with "9. Scan of ID" highlighted.

Step 19: Uploading Curriculum Vitae (CV) of Applicant. Then, click **Next Page**

The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/10>. The page is titled "AIG5 - LA100001AIG5 - Test" and is for a user logged in as "Alouny (louny777@hotmail.com)". The current round is "Current Rounds".

The main heading is "Curriculum Vitae (CV)". A red asterisk indicates a required field. Below the heading, there is a blacked-out area for the CV. The instructions state: "Please attach a brief summary of your education, work history and necessary skills and experiences. Keep your CV brief, ideally to a maximum of two pages. (applies only for Grant Leader)." Below this, a red circle highlights the text "Please attach the file by click it here *". The file upload area shows "Attach a file: Choose Files No file chosen".

At the bottom of the form, there are navigation buttons: "Previous Page", "Save Progress", "Save and Close", and "Next Page". The "Next Page" button is circled in red. A "Form Navigation" sidebar on the right lists 12 steps, with "10. Curriculum Vitae (CV)" highlighted.

Step 20: Uploading Letter of Support if you are partnering with an organisation or if you need support from authority. Then, click **Next Page**

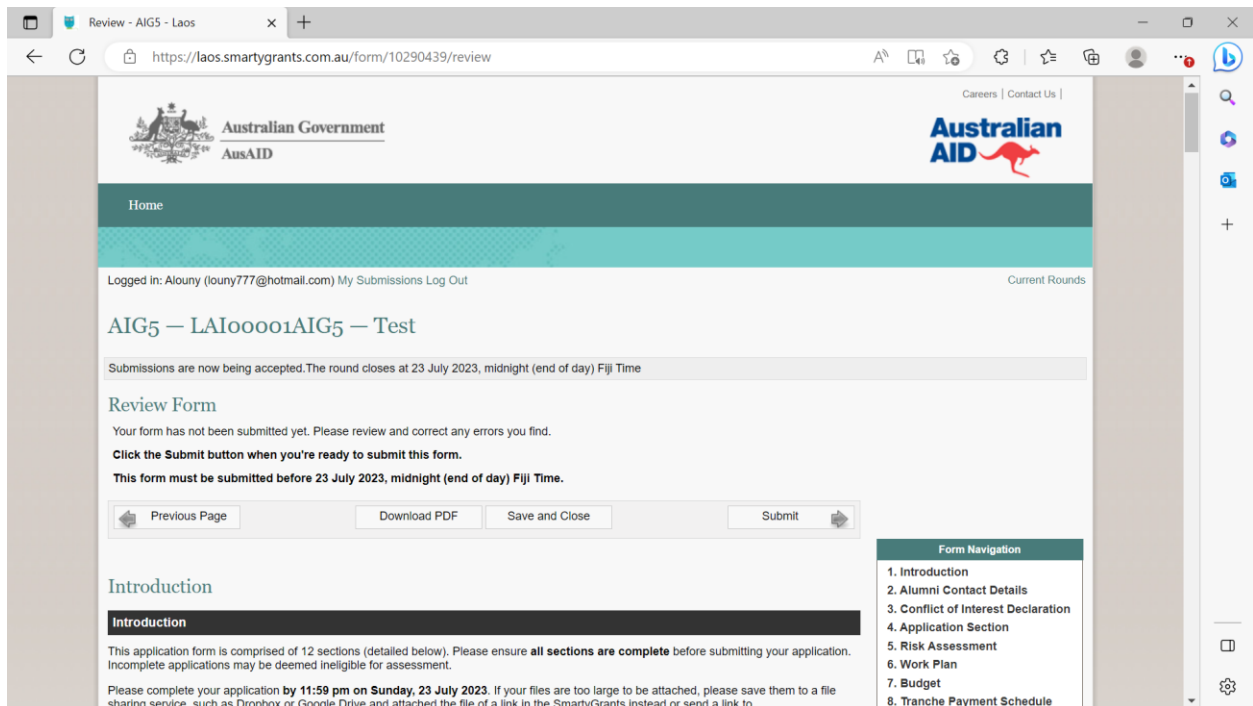
The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/11>. The page header includes the Australian Government AusAID logo and the text 'Home'. Below the header, it says 'Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out' and 'Current Rounds'. The main heading is 'AIG5 – LAI00001AIG5 – Test'. There are navigation buttons: 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'. The page title is 'Letter of support'. A dark bar contains the text 'Letter of Support'. Below this, it says 'Please attach letters of support from all Lao and Australian organisations collaborating in the proposed project.' A note (NB) explains that a letter of support is only required if partnering with an organisation or needing support from a ministry. A red circle highlights the text 'Please attach the file by click it here' and the 'Attach a file:' section with a 'Choose Files' button and 'No file chosen' text. Another red circle highlights the 'Next Page' button at the bottom right. A 'Form Navigation' sidebar on the right lists 12 steps, with '11. Letter of support' highlighted.

Step 21: Check and tick all the document list. Then, click **Next Page**

The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/12>. The page header includes the Australian Government AusAID logo and the text 'Home'. Below the header, it says 'Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out' and 'Current Rounds'. The main heading is 'AIG5 – LAI00001AIG5 – Test'. There are navigation buttons: 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'. The page title is 'Application checklist'. A dark bar contains the text 'Please ensure all documents are completed and attached'. Below this, there is an 'APPLICATION CHECKLIST' section with a list of items, each with an unchecked checkbox: Grant Leader contact details, Other team members contact information, Conflict of interest declaration, Application form, Risk assessment, Work plan, Budget (spreadsheet), Tranche Payment Schedule, ID, CV, and Letter of Support. A 'Clear' link is below the list. A red arrow points to the 'Next Page' button in the top right corner of the browser window. A 'Form Navigation' sidebar on the right lists 12 steps, with '12. Application checklist' highlighted.

Review and Submit

*Please review your application again and make sure that all required documents were uploaded.



The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/review>. The page header includes the Australian Government AusAID logo and the Australian AID logo. The user is logged in as Alouny (louny777@hotmail.com). The page title is "AIG5 - LA100001AIG5 - Test". A notice states: "Submissions are now being accepted. The round closes at 23 July 2023, midnight (end of day) Fiji Time". The main section is titled "Review Form" and contains the following text: "Your form has not been submitted yet. Please review and correct any errors you find. Click the Submit button when you're ready to submit this form. This form must be submitted before 23 July 2023, midnight (end of day) Fiji Time." Below this text are buttons for "Previous Page", "Download PDF", "Save and Close", and "Submit". A "Form Navigation" sidebar on the right lists the following sections: 1. Introduction, 2. Alumni Contact Details, 3. Conflict of Interest Declaration, 4. Application Section, 5. Risk Assessment, 6. Work Plan, 7. Budget, and 8. Tranche Payment Schedule. The "Introduction" section is currently selected and highlighted in black.

Then click **Submit** button at the end of the page.

Save Progress & Save and Close button

Save Progress: After finishing each step, you can click save progress button to ensure that the information is saved.

The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/11>. The page header includes the Australian Government AusAID logo and the text 'Home'. Below the header, it says 'Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out' and 'Current Rounds'. The main heading is 'AIG5 - LAI00001AIG5 - Test'. A navigation bar contains buttons for 'Previous Page', 'Save Progress' (highlighted with a red box), 'Save and Close', and 'Next Page'. Below this bar, it says 'In progress, last saved today, 7:26pm (FJT)'. The main content area is titled 'Letter of support' and contains instructions: 'Please attach letters of support from all Lao and Australian organisations collaborating in the proposed project.' and 'NB: A letter of support is only required if you are partnering with an organisation or if you need support from a ministry to implement the project. When working with the community, it is important to inform and involve local authority about your grant idea. A letter of support from the local authority is to show that they are aware and willing to support the project implementation if the grant is successful.' There is a file upload section with a 'Choose Files' button and the text 'No file chosen'. A 'Form Navigation' sidebar on the right lists 12 steps, with '11. Letter of support' highlighted. At the bottom of the page, there are buttons for 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'.

Save and Close: You can either click save and close button to save the information and close the application.

This screenshot is identical to the one above, showing the same form page. However, in this version, the 'Save and Close' button in the navigation bar is highlighted with a red box instead of 'Save Progress'. The rest of the page content, including the 'Letter of support' instructions and the 'Form Navigation' sidebar, remains the same.