

SmartyGrants User Guide

**Alumni Innovation Grants
Application Form**

August 2024

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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.

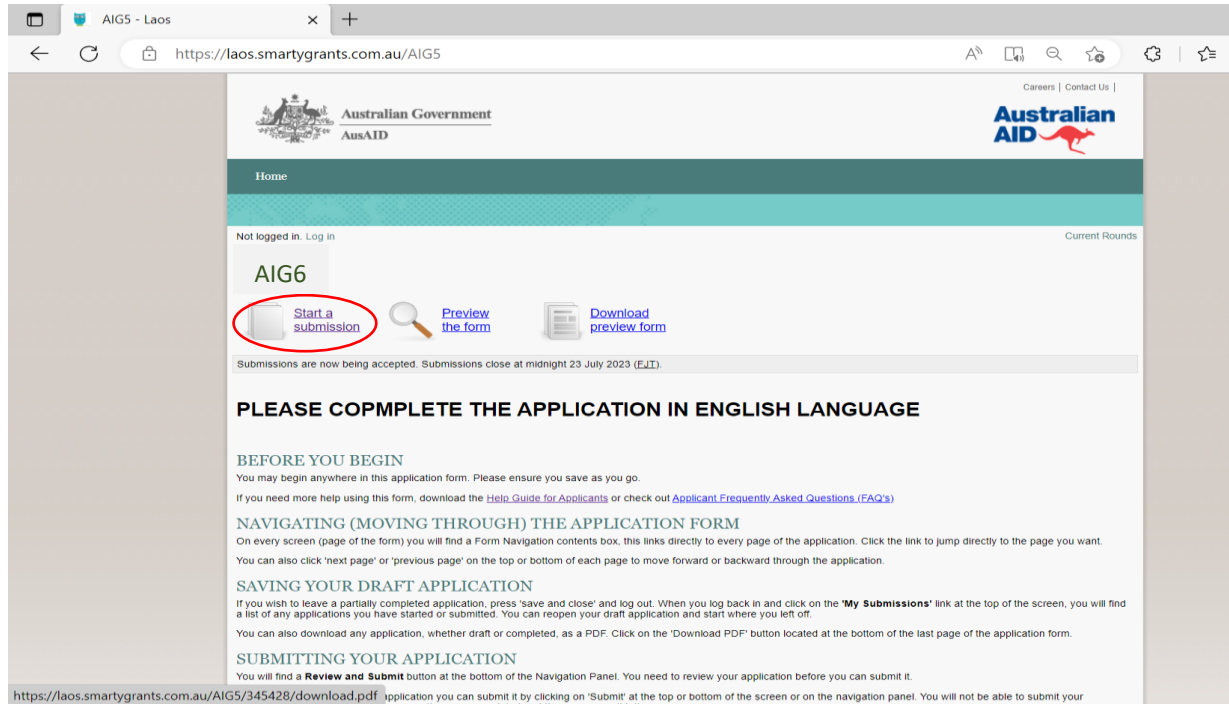
For applicants who want to apply for Alumni Innovation Grants please click the link as follows.

<https://laos.smartygrants.com.au/AIG6>

How to start

Please copy and paste the link <https://laos.smartygrants.com.au/AIG6> on web browser.

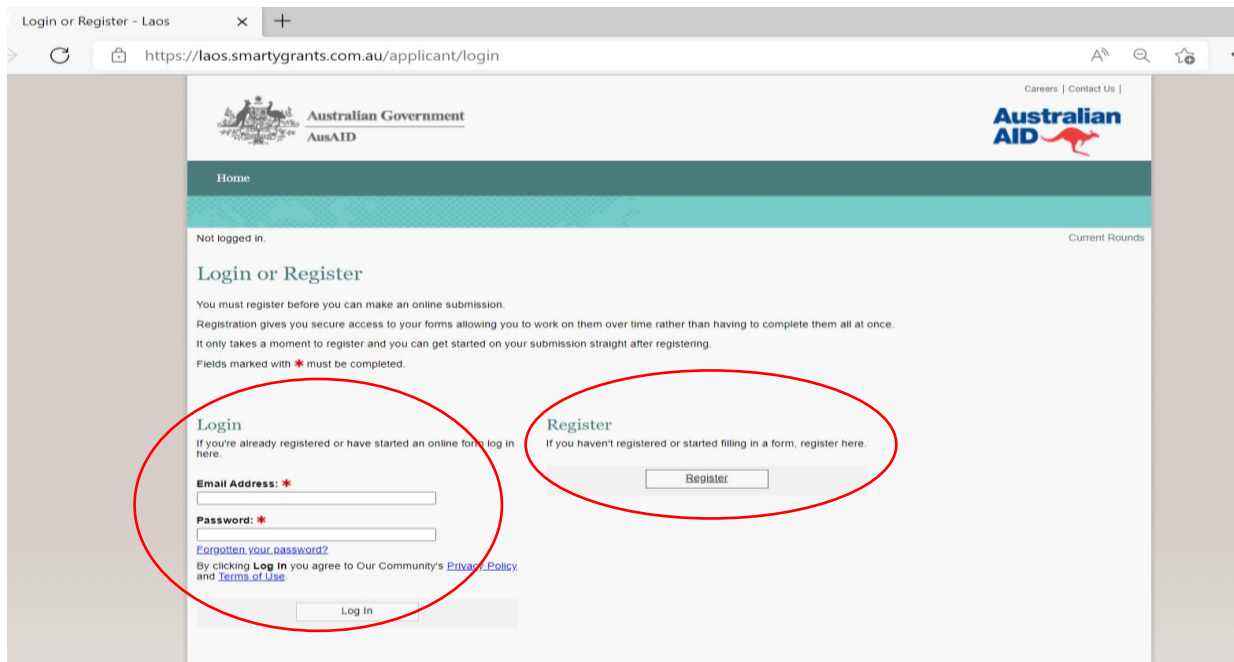
Step 1: Please click [Start a submission](#)



The screenshot shows the AIG6 application page on the smartygrants website. The page is titled "AIG6" and features a navigation panel with three main options: "Start a submission" (circled in red), "Preview the form", and "Download the preview form". Below the navigation panel, there is a section titled "PLEASE COMPLETE THE APPLICATION IN ENGLISH LANGUAGE" followed by instructions for users, including a "BEFORE YOU BEGIN" section and a "NAVIGATING (MOVING THROUGH) THE APPLICATION FORM" section. The page also includes a "SAVING YOUR DRAFT APPLICATION" section and a "SUBMITTING YOUR APPLICATION" section. The URL in the browser is <https://laos.smartygrants.com.au/AIG6>.

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

Go to **Login** (See **Step 6**) if you've already registered your account. Then go to **Step 7**.



The screenshot shows the "Login or Register" page on the smartygrants website. The page is titled "Login or Register" and features two main sections: "Login" and "Register". The "Login" section is circled in red and includes a "Log In" button. The "Register" section is also circled in red and includes a "Register" button. The page also includes a "Forgot your password?" link and a "Log In" button. The URL in the browser is <https://laos.smartygrants.com.au/applicant/login>.

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: *** [Text input field]
- Organisation:** [Text input field]
- Email Address: *** [Text input field]
- Confirm Email Address: *** [Text input field] (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: *** [Text input field]
- Confirm Password: *** [Text input field] (Re-enter your password to confirm it.)

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

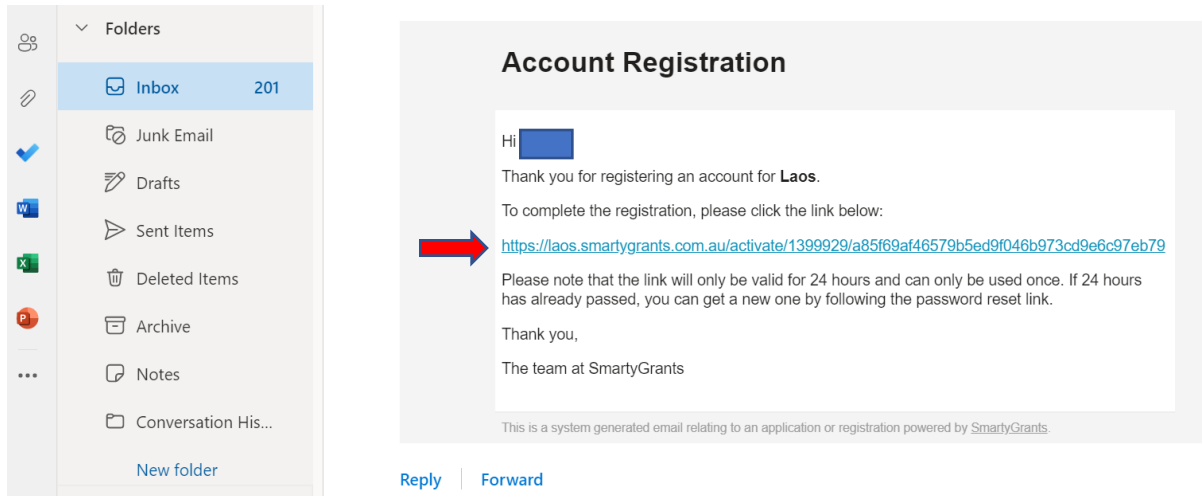
A red arrow points to the **Register** button.

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, but the page content has changed to a confirmation message:

Thank you for registering.
An activation email will be sent to [Redacted email address].
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.



Account Registration

Hi [redacted]

Thank you for registering an account for **Laos**.

To complete the registration, please click the link below:

<https://laos.smartygrants.com.au/activate/1399929/a85f69af46579b5ed9f046b973cd9e6c97eb79>

Please note that the link will only be valid for 24 hours and can only be used once. If 24 hours has already passed, you can get a new one by following the password reset link.

Thank you,

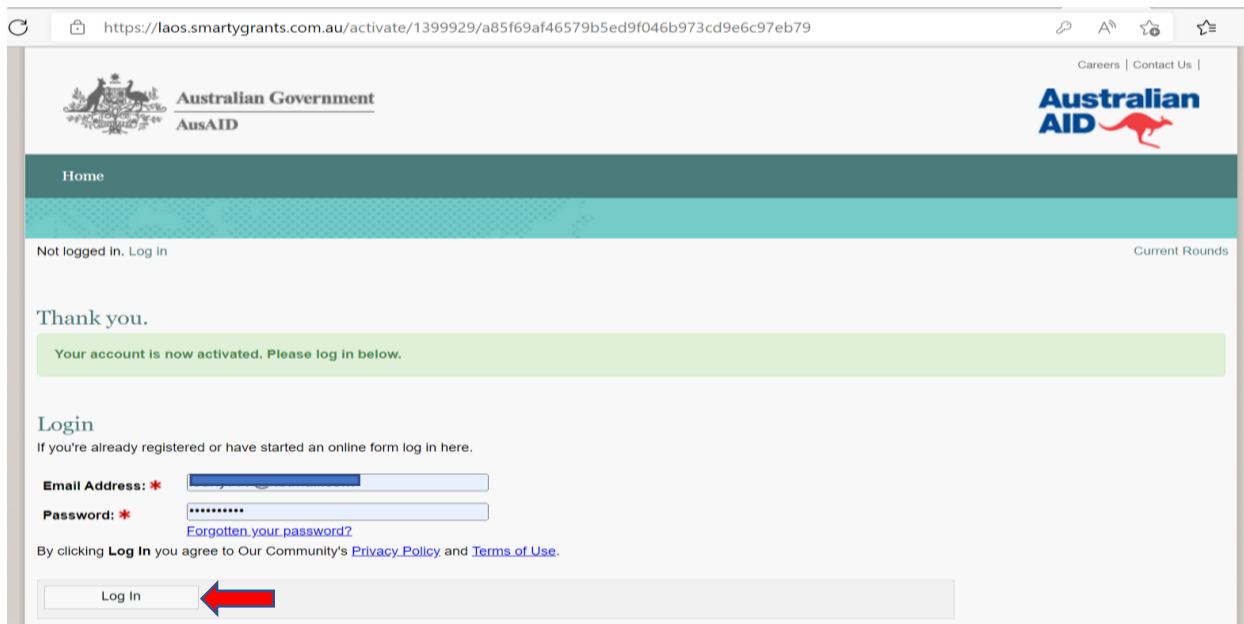
The team at SmartyGrants

This is a system generated email relating to an application or registration powered by [SmartyGrants](#).

[Reply](#) | [Forward](#)

How to fill the application form

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



https://laos.smartygrants.com.au/activate/1399929/a85f69af46579b5ed9f046b973cd9e6c97eb79

Careers | Contact Us |

Australian Government
AusAID

Australian AID

Home

Not logged in. [Log in](#) Current Rounds

Thank you.

Your account is now activated. Please log in below.

Login

If you're already registered or have started an online form log in here.

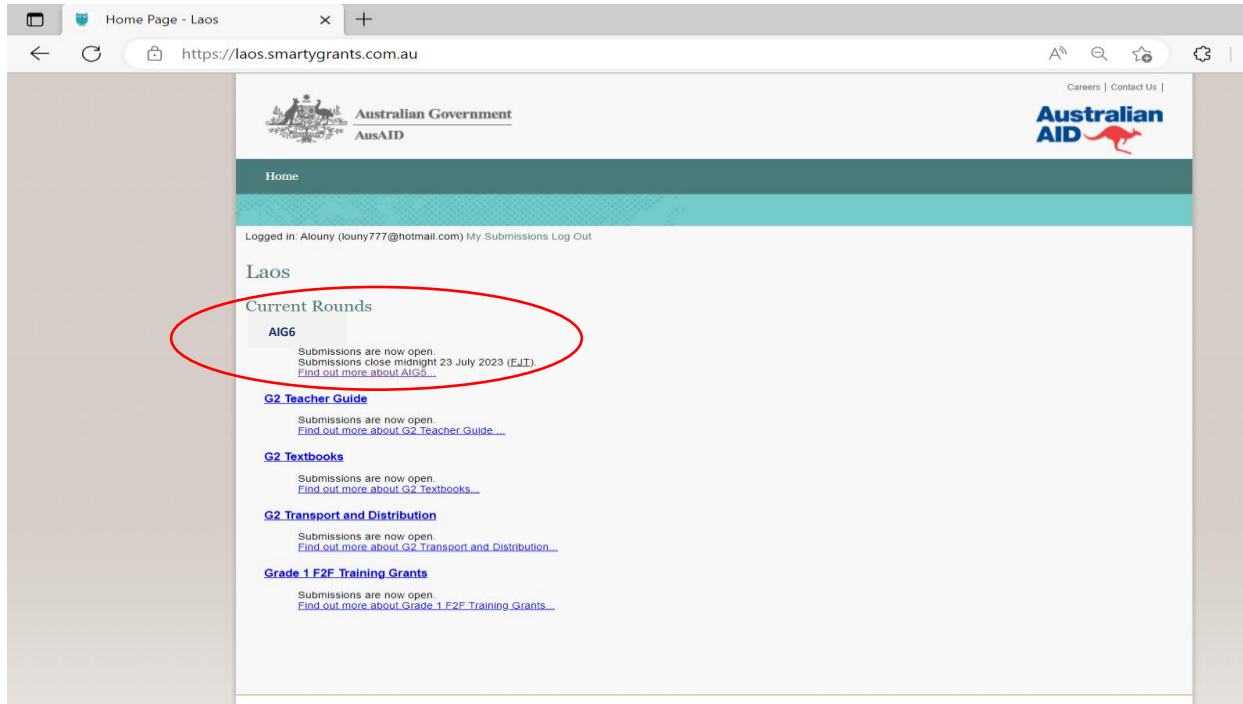
Email Address: *

Password: *

[Forgotten your password?](#)

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

Step 7: Click Find out more about AIG6



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

AIG6
Submissions are now open.
Submissions close midnight 23 July 2023 (EJT)
[Find out more about AIG6...](#)

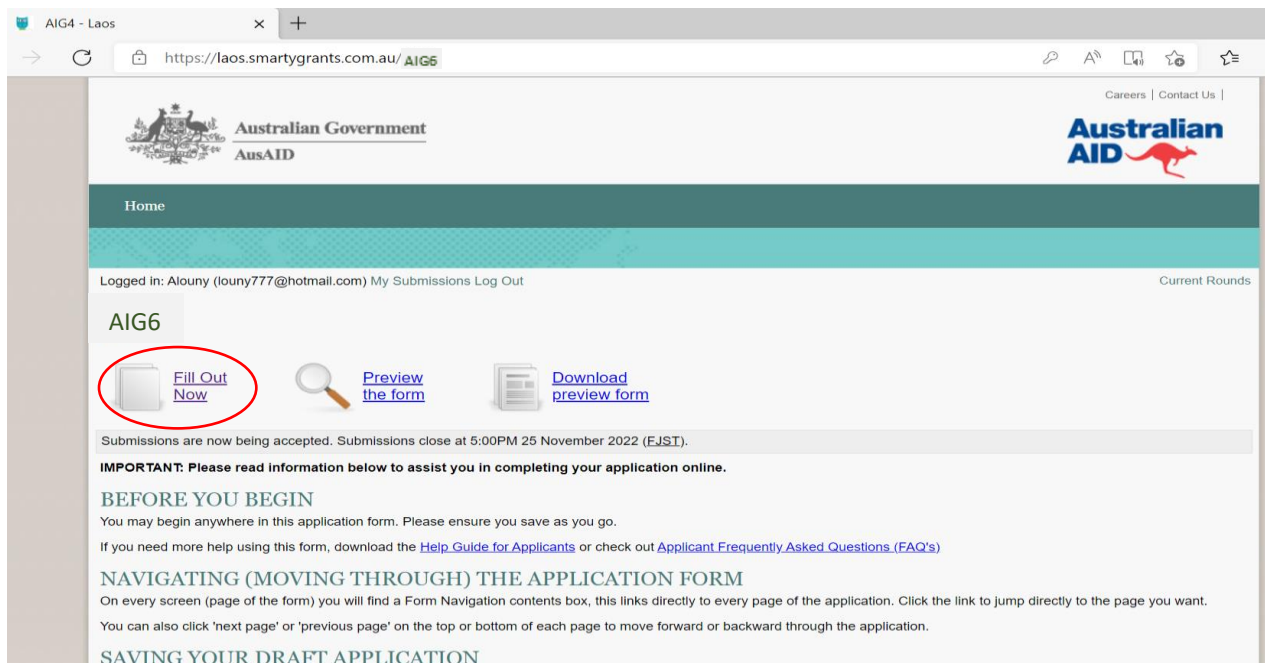
G2 Teacher Guide
Submissions are now open.
[Find out more about G2 Teacher Guide...](#)

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/AIG6

Australian Government AusAID

Careers | Contact Us | Australian AID

Home

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

Current Rounds

AIG6

[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 AIG6 - 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 AIG6

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 AIG6

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 - AIG6 - 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

AIG6 — LAI00001AIG6

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 a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/2>. The page header includes the Australian Government AusAID logo and navigation links for 'Careers' and 'Contact Us'. The user is logged in as 'Alouny (louny777@hotmail.com)'. The form title is 'AIG6 - LA100001AIG6'. Navigation buttons include 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'. A 'Form Navigation' sidebar on the right lists 12 steps, with '2. Alumni Contact Details' selected. The main content area is titled 'Alumni Contact Details' and includes a 'GRANT LEADER CONTACT DETAILS' section with fields for 'Applicant Title', 'First name', and 'Last name'. A note below these fields says 'Please put name of the Innovation Team Leader: first name, last name, nickname'. Other fields include 'Applicant Position', 'Employment organization (if applicable):', and 'Contact Address'. A status message at the bottom right of the form area reads 'In progress, last saved today, 7:00pm (FJT)'.

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

The screenshot shows a web browser window with the URL <https://laos.smartygrants.com.au/form/10290439/continue/3>. The page header is identical to the previous page. The user is logged in as 'Alouny (louny777@hotmail.com)'. The form title is 'AIG6 - LA100001AIG6'. Navigation buttons include 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'. A 'Form Navigation' sidebar on the right lists 12 steps, with '3. Conflict of Interest Declaration' selected. The main content area is titled 'Conflict of Interest Declaration' and includes a 'Conflicts of interest' section with a definition: '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.' Below this is 'Section A:' with the instruction 'Grant Leader is to complete Section A if there are no known conflicts of interest by the grant team member(s)'. A note states 'There are no known conflicts of interest by the grant team listed above which may impact the application for this grant.' There is a 'Signed for COI' field with a placeholder 'Please type your name here'. A status message at the bottom right of the form area reads 'In progress, last saved today, 7:04pm (FJT)'.

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 application title is "AIG6 - LA100001 AIG6". The current section is "Application Section". A navigation menu on the right lists 12 steps, with "4. Application Section" selected. 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".

Buttons for "Previous Page", "Save Progress", "Save and Close", and "Next Page" are visible. A status message indicates "In progress, last saved today, 7:06pm (FJT)".

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 is identical to Step 13. The current section is "Risk Assessment". A navigation menu on the right lists 12 steps, with "5. Risk Assessment" selected. 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 *

Buttons for "Previous Page", "Save Progress", "Save and Close", and "Next Page" are visible. A status message indicates "In progress, last saved today, 7:09pm (FJT)".

Step 15: Filling in Work Plan. You can add more row. Then, click **Next Page**

Home

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

AIG6 – LA100001 AIG6

← 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

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"/>

[Maximise]

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

*Download the Budget Template here: <https://laosaustraliainstitute.org/alumni/mobilise/>

Home

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

AIG6 – LA100001 AIG6

← 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
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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**

Page 8 - AIG5 - Laos

https://laos.smartygrants.com.au/form/10290439/continue/8

AIG6 - LA100001AIG6

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"/>

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

Page 9 - AIG5 - Laos

https://laos.smartygrants.com.au/form/10290439/continue/9

AIG6 - LA100001AIG6

Home

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Current Rounds

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:23pm (FJT)

Scan of ID

* Indicates a required field.

ID

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).

Please attach the file by click it here *

Attach a file: Choose Files No file chosen

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

Page 10 - AIG5 - Laos
https://laos.smartygrants.com.au/form/10290439/continue/10

Australian Government AusAID
Australian AID

Home

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AIG6 - LA100001AIG6

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:25pm (FJT)

Curriculum Vitae (CV)

* indicates a required field.

CV

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).

Please attach the file by click it here *
Attach a file: Choose Files No file chosen

Previous Page Save Progress Save and Close Next Page

Form Navigation

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12. Application checklist

Review and Submit

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

Page 11 - AIG5 - Laos
https://laos.smartygrants.com.au/form/10290439/continue/11

Australian Government AusAID
Australian AID

Home

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

AIG6 - LA100001AIG6

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:26pm (FJT)

Letter of support

Letter of Support

Please attach letters of support from all Lao and Australian organisations collaborating in the proposed project.

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.

Please attach the file by click it here *
Attach a file: Choose Files No file chosen

Previous Page Save Progress Save and Close Next Page

Form Navigation

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Review and Submit

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 title is "AIG6 - LA100001 AIG6". The user is logged in as "Alouny (louny777@hotmail.com)". The page displays an "Application checklist" section with a warning: "Please ensure all documents are completed and attached". Below this is a list of items to be checked, all of which are currently unchecked. A "Form Navigation" sidebar on the right lists 12 steps, with step 12, "Application checklist", highlighted. At the bottom of the page, there are navigation buttons for "Previous Page", "Save Progress", "Save and Close", and "Next Page".

Home

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

AIG6 - LA100001 AIG6

← Previous Page Save Progress Save and Close Next Page →

In progress, last saved today, 7:29pm (FJT)

Application checklist

Please ensure all documents are completed and attached

APPLICATION CHECKLIST

- 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
- Letter of Support

[Clear](#)

← Previous Page Save Progress Save and Close Next Page →

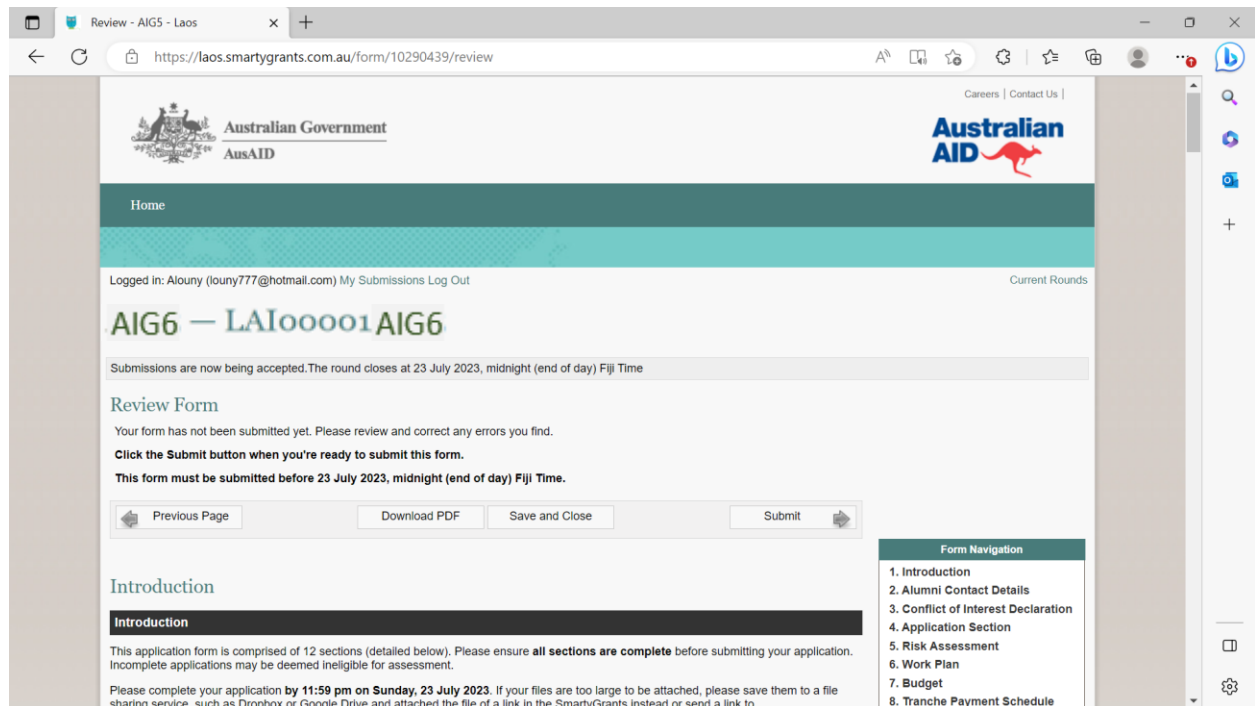
Form Navigation

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7. Budget
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9. Scan of ID
10. Curriculum Vitae (CV)
11. Letter of support
12. Application checklist

Review and Submit

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 main heading is "AIG6 - LA100001 AIG6". A notice states: "Submissions are now being accepted. The round closes at 23 July 2023, midnight (end of day) Fiji Time." The "Review Form" section 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". The "Introduction" section is partially visible, with the text: "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". 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.

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 "AIG6 - LA100001AIG6". Below this, there are four buttons: "Previous Page", "Save Progress" (highlighted with a red box), "Save and Close", and "Next Page". Below the buttons, it says "In progress, last saved today, 7:26pm (FJT)". The main content area is titled "Letter of support" and contains the following text: "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." Below this text, there is a section for attaching a file: "Please attach the file by click it here" and "Attach a file: Choose Files No file chosen". At the bottom of the page, there are four buttons: "Previous Page", "Save Progress", "Save and Close", and "Next Page". On the right side, there is a "Form Navigation" menu with 12 items, with "11. Letter of support" highlighted.

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

The screenshot shows the same web browser window as the previous one, but with the "Save and Close" button highlighted with a red box. The rest of the page content, including the "Letter of support" section and the "Form Navigation" menu, remains the same.