

# **SmartyGrants User Guide**

## **Alumni Innovation Grants Application Form**

August 2025

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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/AIG7>

## How to start

Please copy and paste the link <https://laos.smartygrants.com.au/AIG7> on web browser.

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

The screenshot shows the AIG7 submission page. At the top, there's a header with the Australian Government and AusAID logos. Below the header, there's a navigation bar with 'Home' and 'Current Rounds'. The main content area is titled 'AIG7' and features three buttons: 'Start a submission' (circled in red), 'Preview the form', and 'Download preview form'. Below these buttons, there's a message: 'Submissions are now being accepted. Submissions close at midnight 23 July 2023 (EJT)'. The page then has a section titled 'PLEASE COMPLETE THE APPLICATION IN ENGLISH LANGUAGE' followed by instructions on how to begin, navigate, save drafts, and submit the application.

**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. At the top, there's a header with the Australian Government and AusAID logos. Below the header, there's a navigation bar with 'Home' and 'Current Rounds'. The main content area is titled 'Login or Register' and features two sections: 'Login' and 'Register'. The 'Login' section (circled in red) includes fields for 'Email Address' and 'Password', a 'Log In' button, and links for 'Forgot your password?' and 'Privacy Policy'. The 'Register' section (circled in red) includes a 'Register' button.

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

The screenshot shows the registration page of the Australian Government AusAID. The page has a header with 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 is titled 'Registration' and contains a form with the following fields: 'Your Name', 'Organisation', 'Email Address', 'Confirm Email Address', 'Password', and 'Confirm Password'. Each field is marked with a red asterisk, indicating it is required. Below the password fields, there is a list of password requirements: 'include at least 8 characters', 'include uppercase letters', 'include lowercase letters', and 'include a non-alphanumeric character (i.e., a symbol)'. At the bottom of the form, there is a 'Register' button, which is highlighted with a red arrow.

Register - Laos

https://laos.smartygrants.com.au/applicant/register

Australian Government  
AusAID

Home

Not logged in. Log in

Registration

Fields marked with \* must be completed.

Your Name: \*

Organisation: \*

Email Address: \*

Confirm Email Address: \*

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: \*

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

Register

**Step 4:** Thank you for registering. An activation email will be sent to the email that you registered.

The screenshot shows the confirmation page of the Australian Government AusAID. The page has a header with 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 is titled 'Thank you for registering.' and contains the following text: 'An activation email will be sent to [redacted]', 'Please follow the link in this email to complete your registration.', and 'If you do not receive an email, please check your spam folder. If you require further assistance, please [contact SmartyGrants](#).'

Register - Laos

https://laos.smartygrants.com.au/applicant/register

Australian Government  
AusAID

Home

Not logged in. Log in

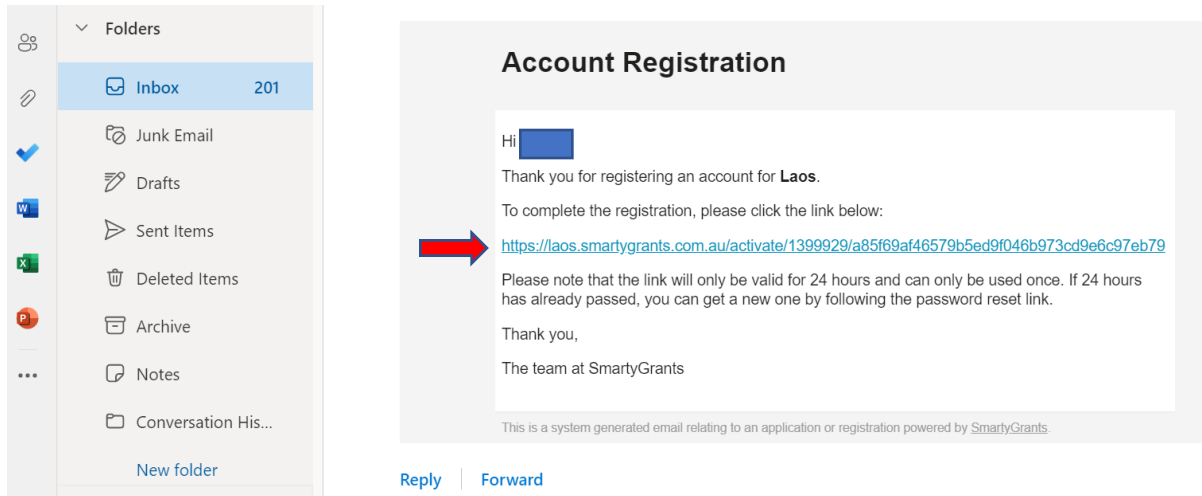
Thank you for registering.

An activation email will be sent to [redacted]

Please follow the link in this email to complete your registration.

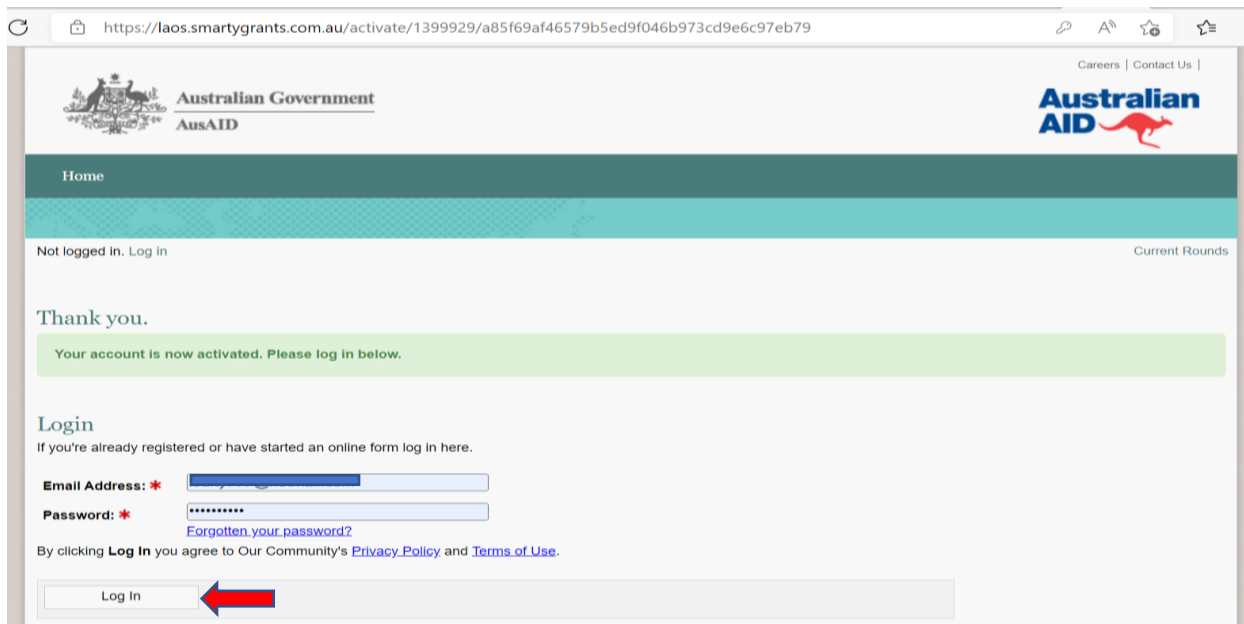
If you do not receive an email, please check your spam folder. If you require further assistance, please [contact SmartyGrants](#).

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

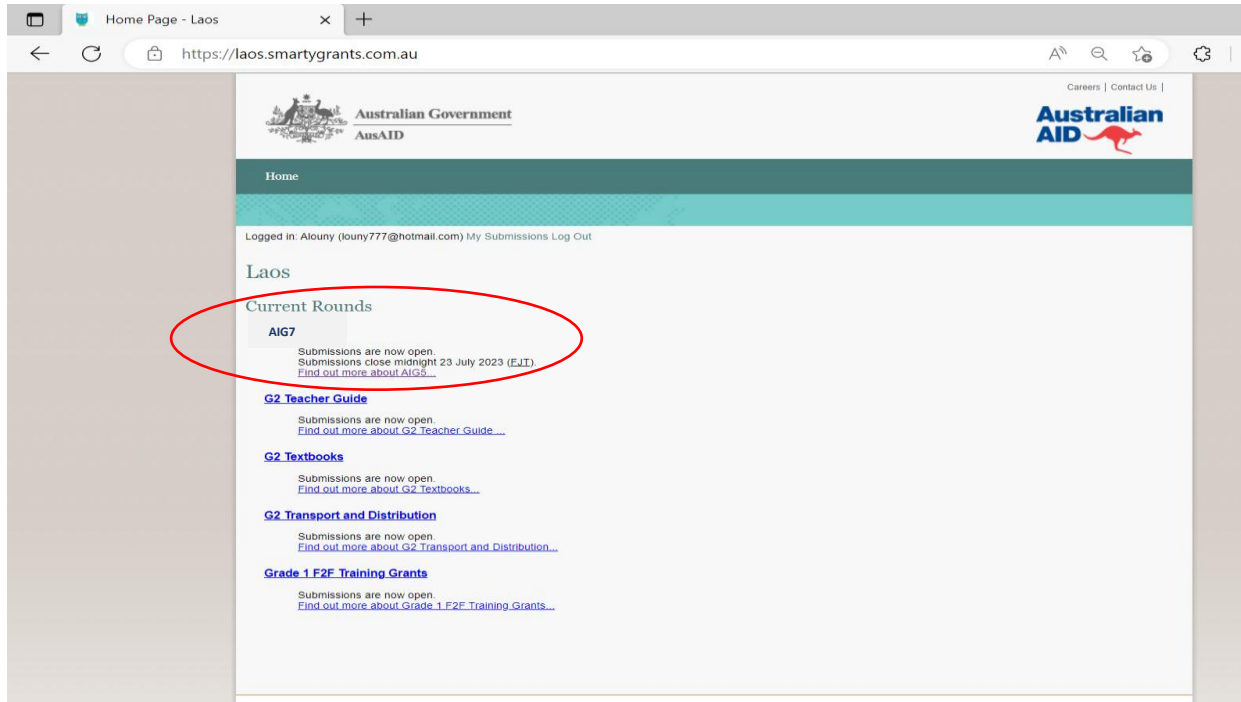


## How to fill the application form

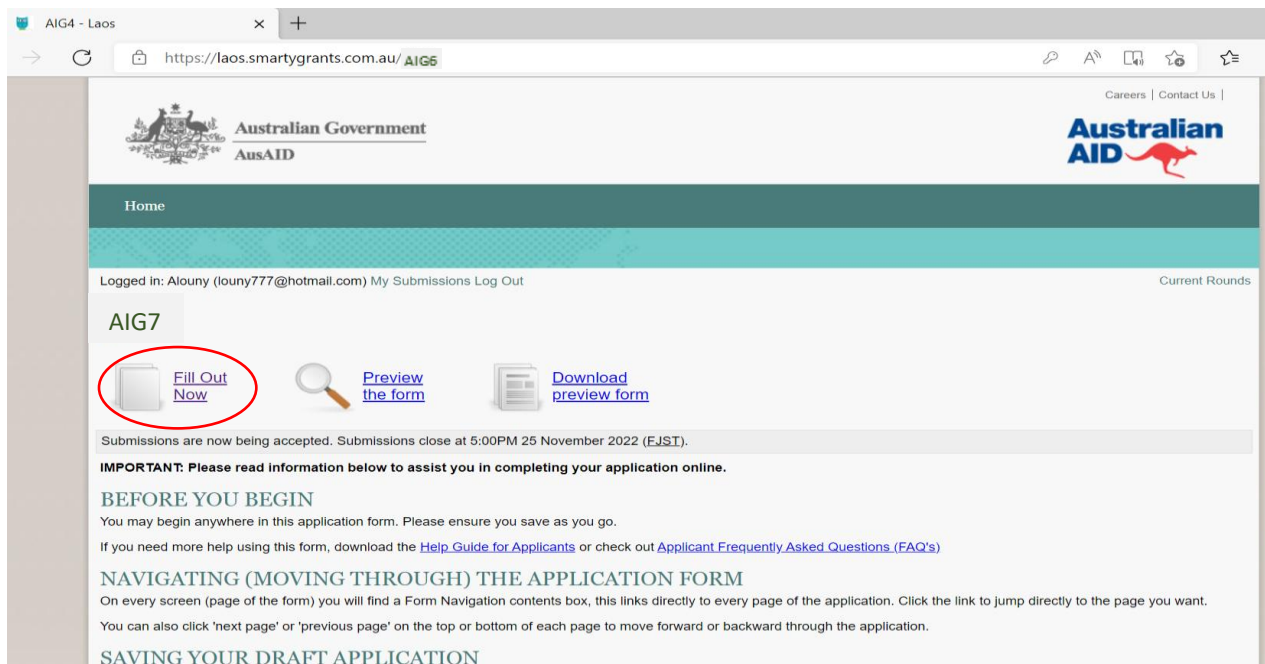
**Step 6:** Your account is now activated. Please click **Log in** button.



## Step 7: Click [Find out more about AIG7](#)



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



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

The screenshot shows the Australian Government AusAID SmartyGrants portal. The user is logged in as Alouny (louny777@hotmail.com). The page displays a "New submission for AIG7" with a submission number LAI00003AIG7. A red circle highlights the "Next Page" button.

Start AIG5 - Laos

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

Australian Government AusAID

Home

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

Current Rounds

### New submission for AIG7

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:

LAI00003AIG7

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**

The screenshot shows the Australian Government AusAID SmartyGrants portal, specifically the "Introduction" section of the application form. The user is logged in as Alouny (louny777@hotmail.com). The page displays the "Introduction" section with instructions and a list of sections to complete. A red circle highlights the "Next Page" button.

Page 1 - AIG5 - Laos

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

Australian Government AusAID

Home

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

Current Rounds

### AIG7 — LAI00001AIG7

Save Progress Save and Close Next Page

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

#### 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](mailto: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](mailto: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

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

Page 2 - AIG5 - Laos

https://laos.smartygrants.com.au/form/10290439/continue/2

Australian Government  
AusAID

Australian AID

Home

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

Current Rounds

AIG7 — LAI00001AIG7

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:00pm (FJT)

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

Form Navigation

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11. Letter of support
12. Application checklist

Review and Submit

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

Page 3 - AIG5 - Laos

https://laos.smartygrants.com.au/form/10290439/continue/3

Australian Government  
AusAID

Australian AID

Home

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

Current Rounds

AIG7 — LAI00001AIG7

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:04pm (FJT)

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

Form Navigation

1. Introduction
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11. Letter of support
12. Application checklist

Review and Submit

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

Page 4 - AIG5 - Laos

https://laos.smartygrants.com.au/form/10290439/continue/4

Australian Government  
AusAID

Australian AID

Home

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

Current Rounds

**AIG7 – LA100001AIG7**

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:06pm (FJT)

**Application Section**  
\* indicates a required field.

**General Information of Innovation project**

**Name of Innovation Project \***

Please limit to 15 words

**Start Date \***  
dd/mm/yyyy  
Must be a date. Your grant must be started after 1 September 2023 and before 14 September 2023

**End Date \***  
dd/mm/yyyy  
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

**Form Navigation**

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11. Letter of support
12. Application checklist

Review and Submit

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

Page 5 - AIG5 - Laos

https://laos.smartygrants.com.au/form/10290439/continue/5

Australian Government  
AusAID

Australian AID

Home

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

Current Rounds

**AIG7 – LA100001AIG7**

Previous Page Save Progress Save and Close Next Page

In progress, last saved today, 7:09pm (FJT)

**Risk Assessment**  
\* indicates a required field.

**Risks**

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 \*

**Form Navigation**

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11. Letter of support
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Review and Submit

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

The screenshot shows the 'Work Plan' section of the application. At the top, there's a navigation bar with 'Home', 'Logged in: Alouny (louny777@hotmail.com) My Submissions Log Out', and 'Current Rounds'. Below this is a header for 'AIG7 - LAI00001AIG7'. A progress bar shows 'In progress, last saved today, 7:10pm (FJT)'. Navigation buttons include 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'. A 'Form Navigation' sidebar on the right lists 12 steps, with '6. Work Plan' highlighted. The main content area explains the requirements for the work plan and includes a table for task details.

Task No.	Activity / task	Expected Dates of Implementation	Person or people responsible	Indicator / evidence of implementation
		dd/mm/yyyy		
		dd/mm/yyyy		
		dd/mm/yyyy		

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

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

The screenshot shows the 'Budget' section of the application. It includes a navigation bar similar to the previous page. The 'Form Navigation' sidebar on the right highlights '7. Budget'. The main content area provides instructions on how to attach a budget spreadsheet, including a list of required items and a note about the 20% budget allocation for management fees. A red circle highlights the link 'Mobilise - Laos Australia Institute' in the text 'Budget Plan Template can be downloaded here Mobilise - Laos Australia Institute'. Below this, there is a file upload section with a 'Choose Files' button and a 'No file chosen' status. Navigation buttons at the bottom include 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'.

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

Page 8 - AIG5 - Laos

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

### AIG7 - LA100001AIG7

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"/>

Maximise

##### Form Navigation

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5. Risk Assessment
6. Work Plan
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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

### AIG7 - LA100001AIG7

Home

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

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:  No file chosen

Previous Page Save Progress Save and Close Next Page

##### Form Navigation

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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

Home

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

**AIG7 — LA100001AIG7**

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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8. Tranche Payment Schedule
9. Scan of ID
- 10. Curriculum Vitae (CV)**
11. Letter of support
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

Home

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

**AIG7 — LA100001AIG7**

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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- 11. Letter of support**
12. Application checklist

Review and Submit

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

Page 12 - AIG5 - Laos

https://laos.smartygrants.com.au/form/10290439/continue/12

Home

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

Current Rounds

**AIG7 — LA100001AIG7**

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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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) and can view their submissions or log out. The application ID is LA100001AIG7. A notice states that submissions are now being accepted and the round closes at 23 July 2023, midnight (end of day) Fiji Time. The main section is titled "Review Form" and contains instructions: "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 are buttons for "Previous Page", "Download PDF", "Save and Close", and "Submit". The "Introduction" section is expanded, showing the start of the application form. A "Form Navigation" sidebar on the right lists the 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.

Australian Government  
AusAID

Careers | Contact Us |  
**Australian AID**

Home

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

**LA100001AIG7**

Submissions are now being accepted. The round closes at 23 July 2023, midnight (end of day) Fiji Time

### Review Form

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.**

Previous Page Download PDF Save and Close Submit

### 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

#### Form Navigation

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7. Budget
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 'AIG7 - LA100001.AIG7'. Below this, there are navigation buttons: 'Previous Page', 'Save Progress' (highlighted with a red box), 'Save and Close', and 'Next Page'. A status message says 'In progress, last saved today, 7:26pm (FJT)'. The section title is 'Letter of support'. Below it, there is a sub-heading 'Letter of Support' and a paragraph: 'Please attach letters of support from all Lao and Australian organisations collaborating in the proposed project.' A note (NB) states: '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 the note, there is a section 'Please attach the file by click it here' with a file upload button 'Choose Files' and the text 'No file chosen'. At the bottom, there are navigation buttons: 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'. On the right side, there is a 'Form Navigation' sidebar with a list of steps: 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 (highlighted), 12. Application checklist, and 'Review and Submit'.

**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 and navigation buttons. The only difference is that the 'Save and Close' button is highlighted with a red box instead of 'Save Progress'.