

**OWEB October 2015 GRANT CYCLE  
REGULAR GRANT CYCLE EMAIL APPLICATION SUBMITTAL**

**How to Submit Applications for Restoration, Technical Assistance, Monitoring, and Outreach Grants  
October 2015 Grant Cycle**

Effective with the October 2015 Regular Grant Cycle, OWEB will no longer accept paper applications.

Email PDF of one application and all attachments.

Instructions and checklist can be found at:

<http://apps.wrd.state.or.us/apps/oweb/fiscal/nologin.aspx>

- Compatible with Adobe Acrobat XI
- Maximum file size 20 MB
- Please make your PDF OCR recognizable if possible. For more information, click here:  
<http://computers.tutsplus.com/tutorials/how-to-ocr-text-in-pdf-and-image-files-in-adobe-acrobat--cms-20406>
- Attach PDF application as **one document**, using the current application posted online; include **one** copy of color maps, photos, etc.,
- If you have supplemental information that does not fit on an 8½ x 11 page and is integral to the review of the Project, contact your OWEB Program Representative.
- Pages with signatures should be a scan of the originals
- If submitting more than one application, send each application by separate email
- Email subject line: identify OWEB Region and project name

**NEW: Staggered Deadlines to Accommodate Email**

*All deadlines apply to email PDF applications*

*Plan ahead – don't wait until the last minute to submit – problems happen!*

- OWEB Regions 1, 2 and 3: 5:00 pm on Monday, October 19, 2015
- OWEB Regions 4, 5 and 6: 5:00 pm on Tuesday, October 20, 2015
- Deadline for Statewide and multi-region applications: date that applies to OWEB region in which the applicant is based (e.g., applicant's office location)

**If the server is not available on October 19 or 20, or for other delays caused by OWEB's email systems, OWEB will extend the relevant deadline(s) and send notice of the new deadlines via email list serve.**

**Where to Email PDF Applications**

Send one email with PDF of one application to: [oweb.grant.app@oweb.state.or.us](mailto:oweb.grant.app@oweb.state.or.us)

- If you are submitting more than one application, send each application by separate email. Each email subject line should identify the OWEB Region and project name.
- When OWEB receives your email, the system will send confirmation of receipt. Applicants are responsible for checking whether they received confirmation of receipt by OWEB. *If you did not receive a confirming email, please contact Katy Gunville 503.986.0058 or [katy.gunville@state.or.us](mailto:katy.gunville@state.or.us)*

**Questions? Comments?**

- Email/technical questions: Leilani Sullivan, 503.986.0183, [leilani.sullivan@state.or.us](mailto:leilani.sullivan@state.or.us)
- Email/application form questions: Katy Gunville, 503.986.0058, [katy.gunville@state.or.us](mailto:katy.gunville@state.or.us)