

How to Upload a FieldDoc Project Summary PDF into Easygrants

Background:

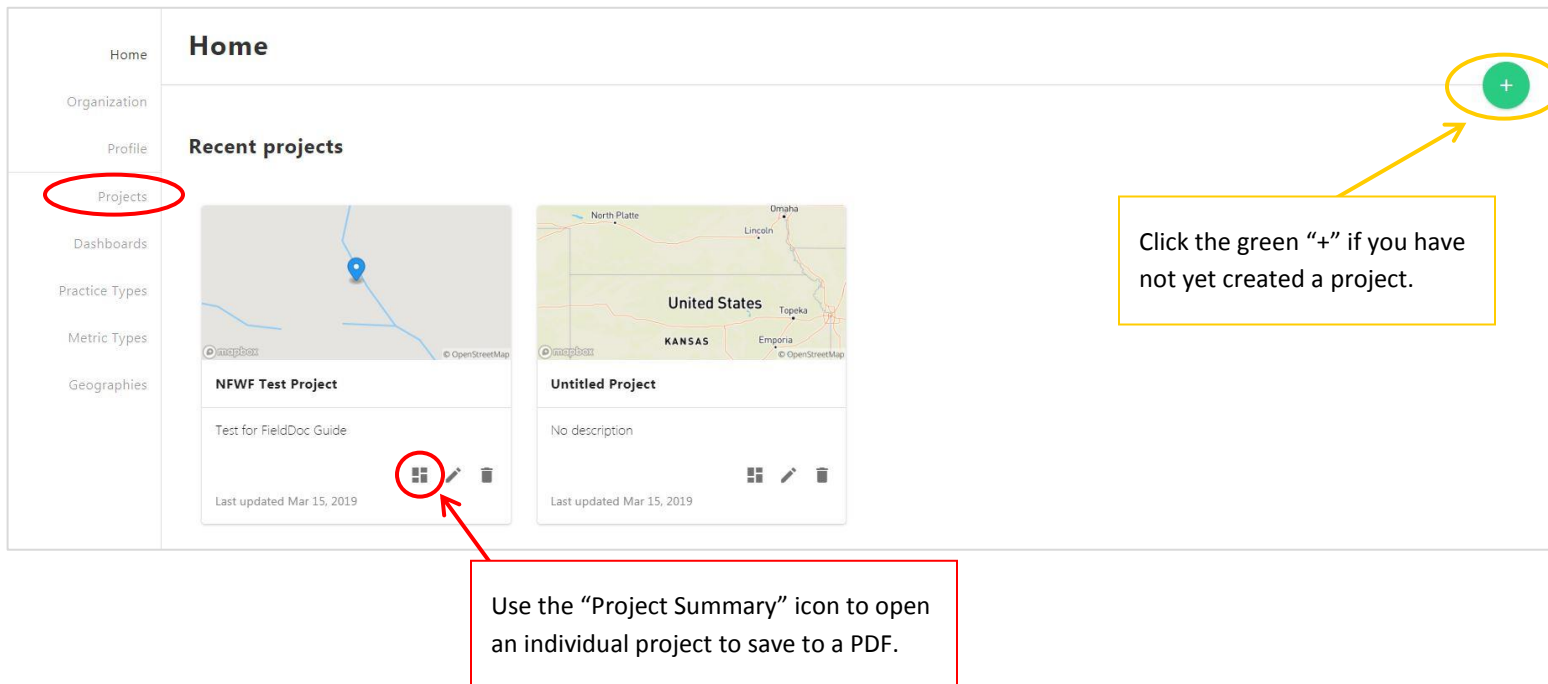
Unless otherwise approved by NFWF staff, NFWF expects all applicants proposing to implement any of the priority BMPs currently included in FieldDoc to use FieldDoc to calculate estimated load reductions for their project. You should use data entered in FieldDoc and associated FieldDoc load reduction calculations as a basis for what's entered in the "Metrics" section of your application in Easygrants.

Where other BMPs are proposed that aren't currently included in FieldDoc, FieldDoc outputs can be combined with BMPs and load reductions generated from other tools or methods for entry into Easygrants and included as an "Other Conservation Practice" BMP in FieldDoc.

For guidance on how to use FieldDoc for generating *Easygrants* information for your Stewardship Fund application, please see the "FieldDoc User Guide" on the NFWF Chesapeake page's [Tools for Current Grantees](#).

Instructions:

- 1) Make sure you are logged into your FieldDoc account then open the project for which you'd like to retrieve a project summary.



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Projects

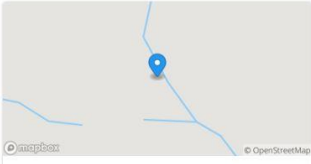
Dashboards

Practice Types

Metric Types

Geographies


Recent projects




NFWF Test Project

Test for FieldDoc Guide

Last updated Mar 15, 2019






Untitled Project

No description

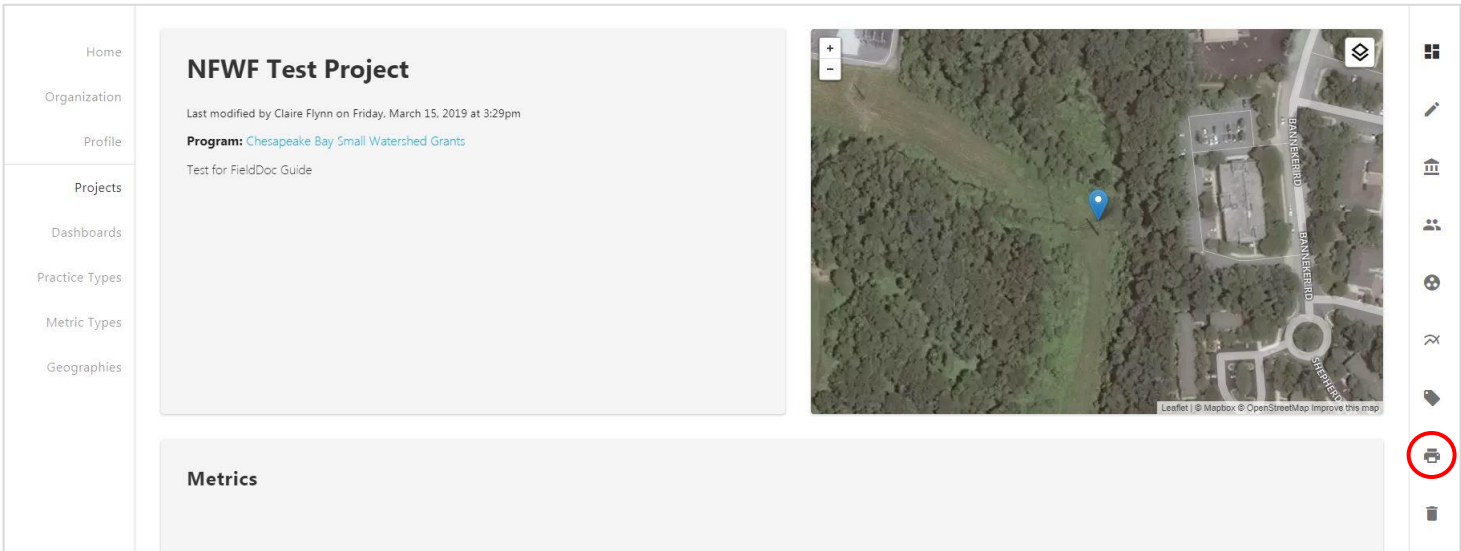
Last updated Mar 15, 2019



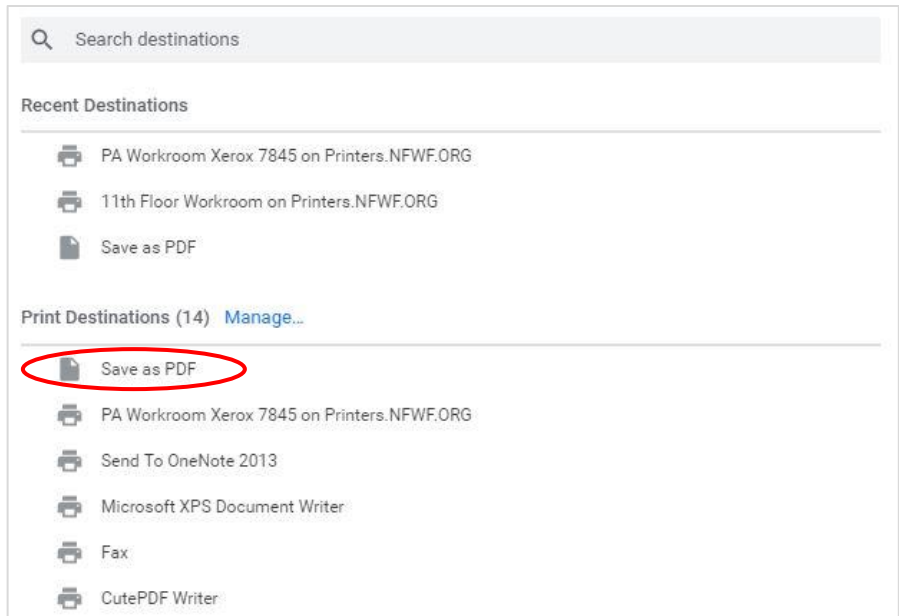
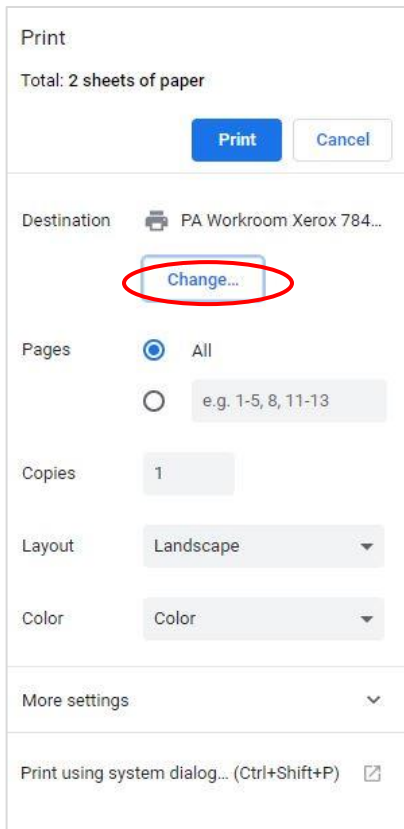
Click the green "+" if you have not yet created a project.

Use the "+" icon to open an individual project to save to a PDF.

2) On the project summary page, click the Print/Printer icon.



3) In the Print pop-up function, change the Destination to “Save to PDF.” Choose a folder on your computer to save the FieldDoc project PDF to – you will revisit this folder when uploading the PDF to Easygrants.





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- Upload this PDF into *Easygrants* as part of your Full Proposal by logging into *Easygrants*, selecting the appropriate Full Proposal from your task list, navigating to the Downloads tab, and following the instructions there to upload the previously saved PDF as the FieldDoc Project Summary.

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To access a task below, [click the task name link in the Task column.](#)
Peer Reviewers: To view the proposal you are reviewing please click the "Third Party Review" link. Please do not click View PDF, as it will open a copy of the review you are submitting and not the proposal.

Apply for Funding | View All My Tasks

Easygrants ID	Primary Contact/PI	Task	Program Name	Funding Cycle Name	Status
65058	Questions, Tess	Full Proposal	Grants	Chesapeake Bay Small Watershed Grants Implementation 2019	Incomplete

Home | Main | Contact Information | Organization Information | Project Information | Project Location | Map | Uploads | Metrics | Budget | Matching Contributions | Permits and Approvals | Review and Submit | FAQ | Help | Log Out

Project Information
Due: 5/14/2019 11:59 PM ET | Easygrants ID: 65058
Questions, Tess | Grants | Chesapeake Bay Small Watershed Grants | Chesapeake Bay Small Watershed Grants Implementation 2019

Instructions
Below is a list of documents that can be attached to your submission. Documents marked as required must be uploaded before you will be able to submit. If you do not have a required document, upload the template provided below, and saving it to your computer. Use the template to create and save your narrative document on your computer.
Follow these steps to download and create your narrative document:
1. In the Upload Checklist below, click the **Template** link for the document you want to create, and save the template file to your computer. This is a MS Word document.
2. Work within this template and save it to your computer.
To attach/upload your document(s) to this task:
3. In the Uploads section below, select the appropriate upload type from the Choose Upload Type drop-down list and click **Add Files**.
4. Select the file or files to upload from your computer and return to this page.
5. Click **Start** to the right of the file that you want to upload. The system will upload the document and display it in the Uploads list. If the Status does not display, wait 10 seconds and refresh the page. **W Types are not included in the Full Proposal Summary PDF and therefore are not converted: IRS Form 990, GAAP Audited Financial Statements, A-133 Audit, Indirect Rate Agreement.**
6. Once your document is uploaded, you may view it by clicking the file name or the name of the converted PDF (if applicable). To re-upload a document, click **Delete** to the right of the document and see **Click Help** for examples and instructions specific to this Uploads section.
NOTE: You must enable pop-ups to use this system. If a link does not open please try holding the Shift or Control (CTRL) key on your keyboard while clicking on the link, which may tell a pop-up blocker to

Upload Type	Required	Template	File Types Allowed
CB SWG-I Full Proposal Narrative 2019	Yes	CB SWG-I Full Proposal Narrative Template 2019	.doc, .docx, .pdf, .rtf
CB FieldDoc Project Summary - Proposal 2019	Yes	CB FieldDoc Project Summary - Report 2019	.doc, .docx, .pdf, .rtf
Project Map	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Letters of Support	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Photos - jpeg	No		.jpeg, .jpg
Statement of Litigation	Yes	Statement of Litigation	.doc, .docx, .pdf, .rtf
Board of Trustees, Directors, or equivalent	Yes		.doc, .docx, .pdf, .rtf
GAAP audited financial statements	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx, .xlsx
IRS Form 990	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
A-133 Audit	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Indirect Rate Agreement	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Other Documents	No		.doc, .docx, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .rtf, .xls, .xlsx

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