

How to Navigate Your Submittable Account

What is it?

Submittable serves as an online platform designed to gather grant applications, foster communication with applicants, assess content, and oversee the decision-making process.

How do I navigate this page?

Your Profile: This is the section for updating email addresses and contact information. Please ensure that you add the @submittable.com email domain to your safelist. All communications will be originating from the Submittable platform, so it's essential to safelist the email domain, @submittable.com. **My Submissions:** This is where your application(s) will live.

What are my Submission Details:



The **Activity** tab will show any activity associated with that submission, such as any status changes or message notifications.

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The **Messages** tab will contain a record of messages that have been sent between you and the organization. You can also send a message to the organization, if they've enabled Messaging.

The **Reviews** tab allows organizations to communicate feedback regarding your application and outline any necessary follow-up actions.

The **Forms** tab will show the content of your original submission, plus any additional forms that have been sent to you in association with your initial submission.

The **Notes** tab enables submitters to make notes to themselves regarding each submission. Please note: the Notes tab is not a communication tool; nothing that a submitter writes here will be seen by the organization.

The **Awards and Payments** tab displays all awards you have received from your submission.

Additional Resources:

[Submitter Technical Support](#)

[How to Safelist Notifications from Submittable](#)

[How to manage your submissions.](#)

[Where is my Additional Form?](#)

[Manage My Request Forms \(for applicants\)](#)

[How to Use Reference Forms as a Submitter](#)

[Help Article for People Who Received a Reference Form](#)

[How you can resend or change Reference Forms](#)

[Awards and Payments](#)