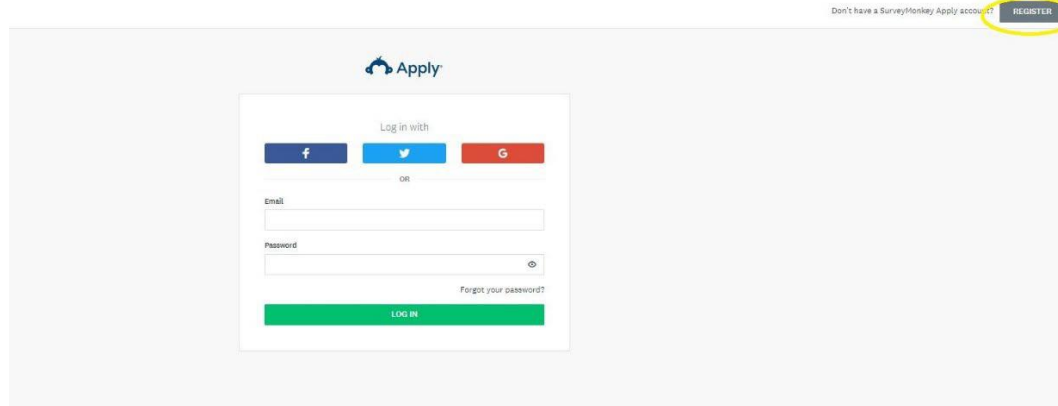


# RECOVS RFP Application via Survey Monkey Apply Portal

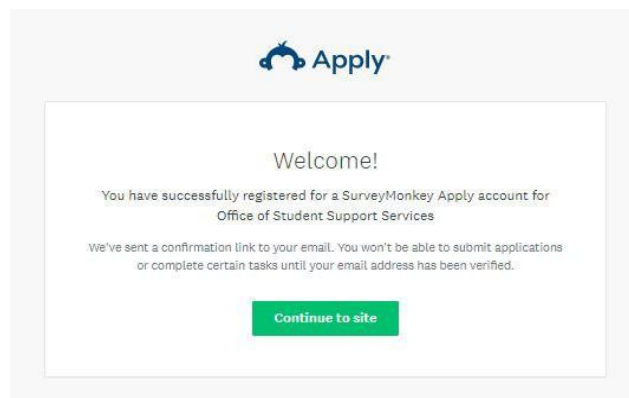
This document serves as technical assistance for applicants to use when submitting the RECOVS Mental Health and/or Learning Loss Grant application via the Survey Monkey Apply portal.

## Account Registration:

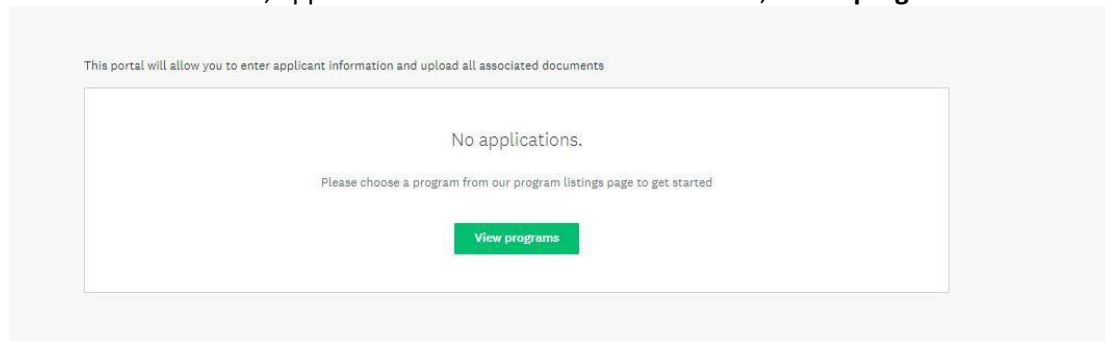
1. Click this [Survey Monkey Apply](#) link to access either application. This link will be found within the RFP posted on the grants management website,
  - Please note: Do not go to SurveyMonkey.com to begin this process.
2. Applicants must click the “Register” button to create a Survey Monkey Apply account before applying.
  - Applicants who have an existing account must follow the log-in prompts.



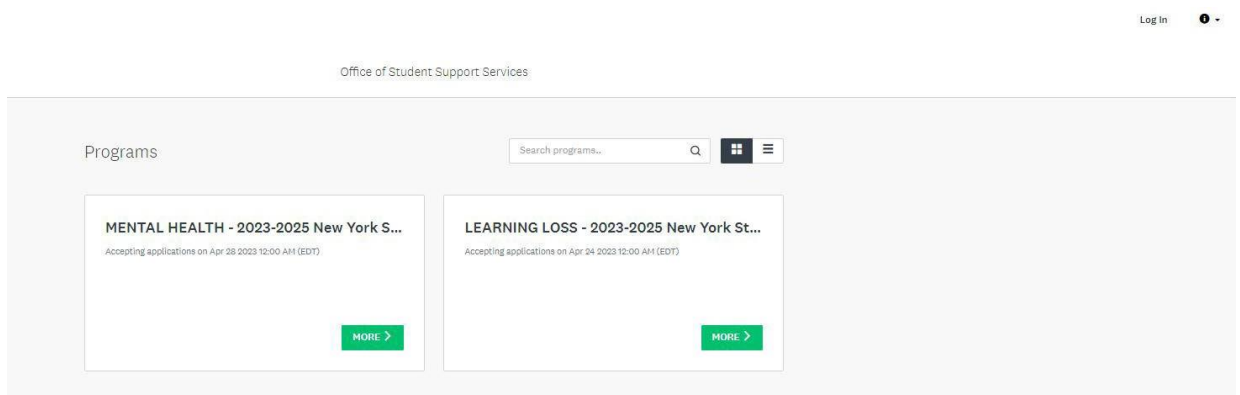
3. New applicants will be asked the following to complete registration:
  - First Name
  - Last Name
  - Email
  - Password/Confirm Password
4. After registration, applicants will receive an email prompt from Survey Monkey Apply confirming registration. See verification email below:
  - *Note: if the email is not appearing in the inbox, check the spam folder or check if the network is blocking the email.*



5. Once verified, applicants continue to the site and clicks, **“View programs.”**



6. Once in the Programs page, applicants will choose either the Mental Health Grant Program or the Learning Loss Grant Program by clicking the, **“MORE”** button.

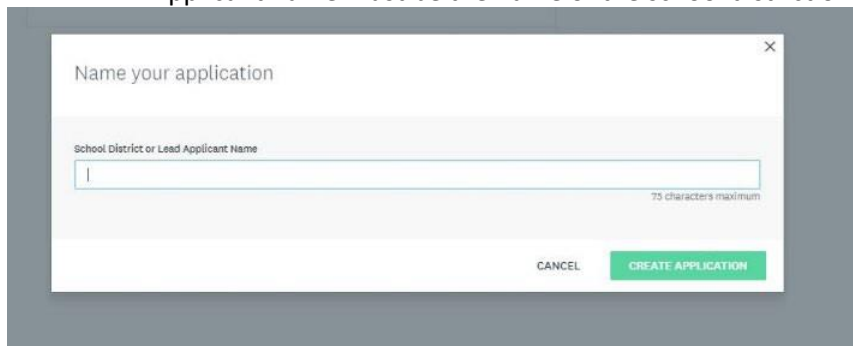


7. After clicking the, **“Apply”** button, applicants are prompted to name their application.



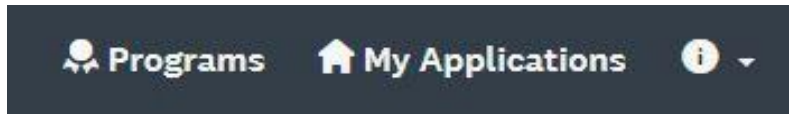
8. Applicants name the application after their School District and/or Lead Applicant Name. Once the Applicant has filled out the name of the application, the Applicant clicks the **“CREATE APPLICATION”** button to create the application. **See page 4 for Completing the Application.**

- Applicant name must be the name of the school district or BOCES applying.

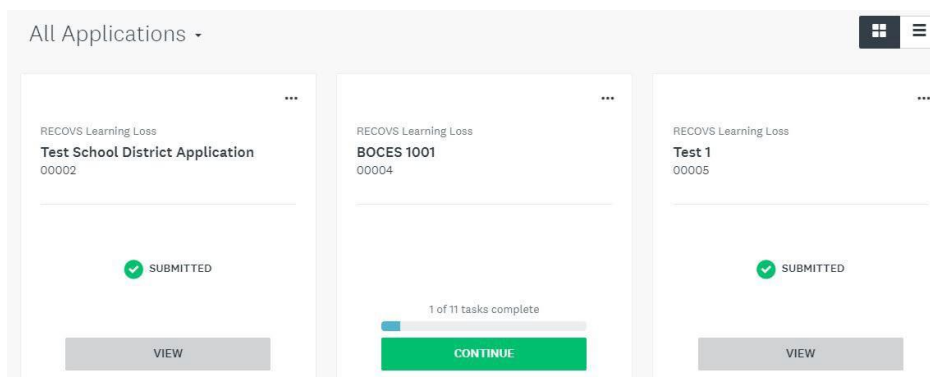


## Important functions

9. The **“My Applications”** button in the top right of the screen allows Applicants to view applications already submitted or in progress.
10. The **“i”** button in the top right of the screen allows for applicants to access support and technical assistance options if need be.



- Submitted applications can be viewed and edited until the due date by clicking the, **“My Applications”** button. Applicants will be directed to a new window showing their previous applications.
  - Please note, applicants will not be able to edit applications after the deadline.



- Applicants click **“View”** to review submitted applications or **“Continue”** to add to existing applications.
- To go back to the **“Apply”** stage, click the **“Programs”** icon, and the desired application.

## Adding Collaborators:

Adding a collaborator allows for multiple contributors to the grant application. To add a collaborator, an applicant will click the **“Add collaborator”** button once entering the application.

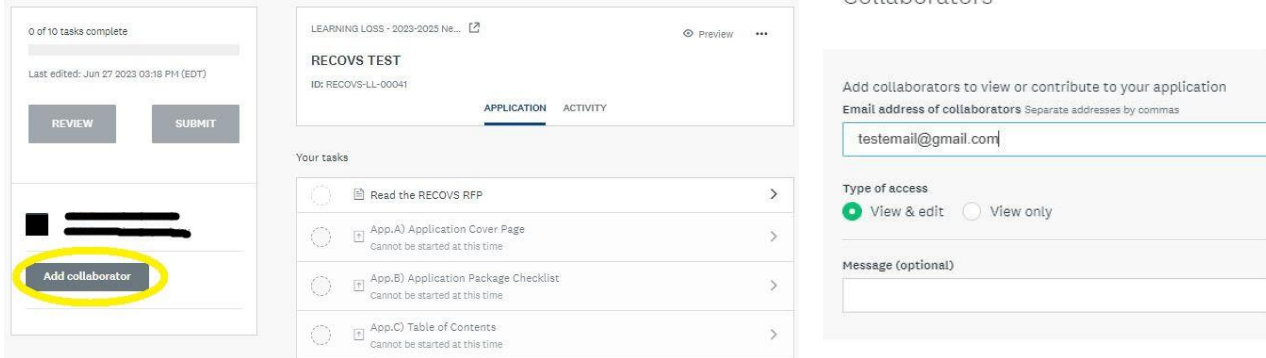
**\*\* District or BOCES Superintendents must be on the applications as collaborators.**

After clicking the **“Add Collaborator”** button, applicants complete all prompts.

### 1. Applicant Completes the Collaborator Invite

Within the applicant’s application on the left side of the screen, they will be able to click the **Add Collaborators** button. Upon doing so they applicants enter the email address of the collaborator they are adding, set the permissions of the user to View & Edit or View Only and provide an optional message to the collaborator.

**NOTE:** If you have a Collaborator Only task, collaborators will need to have View & Edit status to edit the task.



## 2. Collaborator Receives the Invite

Once the invite is sent, the collaborator will receive it at the email provided by the applicant. Within the email, the collaborator will be able to Join the application or decline the invite. Upon clicking Join Now within the email the collaborator will be able to either Login or complete the registration process, depending on if they already have an account. Once they have logged in they will be successfully added as a collaborator to the application.

**NOTE:** If the collaborator is sent an invite to multiple applications, they will need to Join each application through the email that is sent.

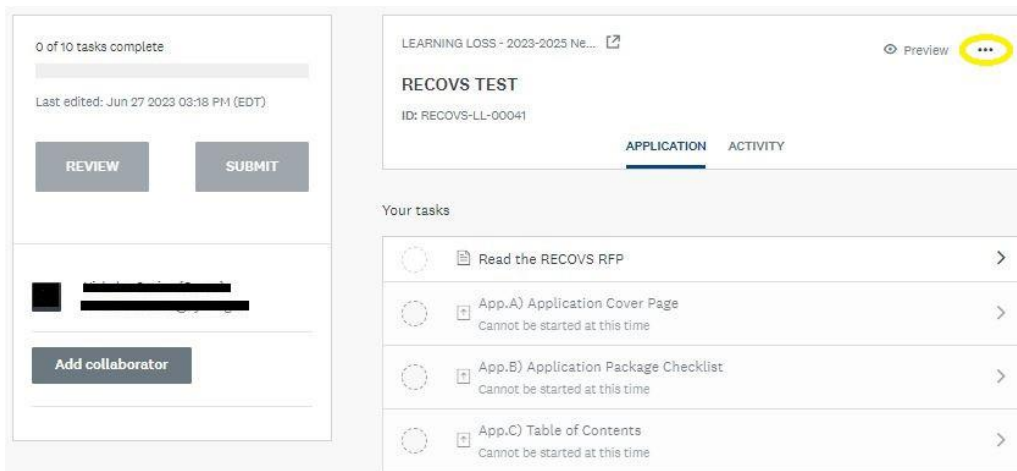
## 3. Collaborator completes any required tasks

After the Collaborator has accepted the request and logged in, they will have access to the application. Their permissions will depend both on the settings that have been given to the task as well as the permissions set by the applicant.

### Completing the Application:

After creating the application name, applicants are moved to this screen that shows the tasks required to complete the application. Applicants select the tasks they wish to work on through this location.

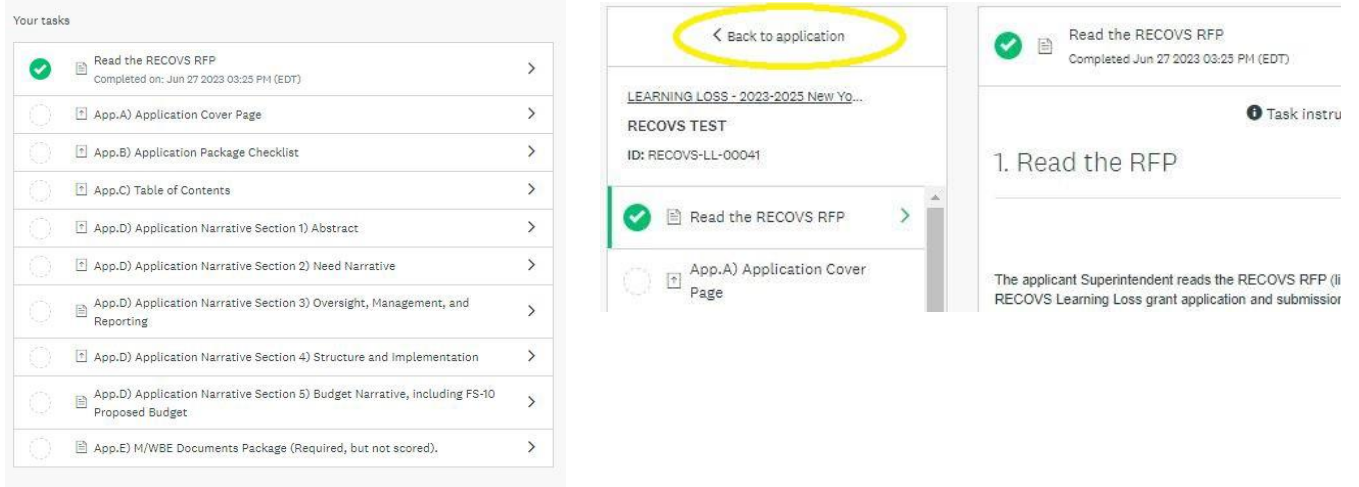
- Clicking the three dots generates options to: rename, download, and delete the application.



There is one prerequisite tasks that must be completed before other tasks are accessed:

### 1. Read the RFP and Superintendent Attestation

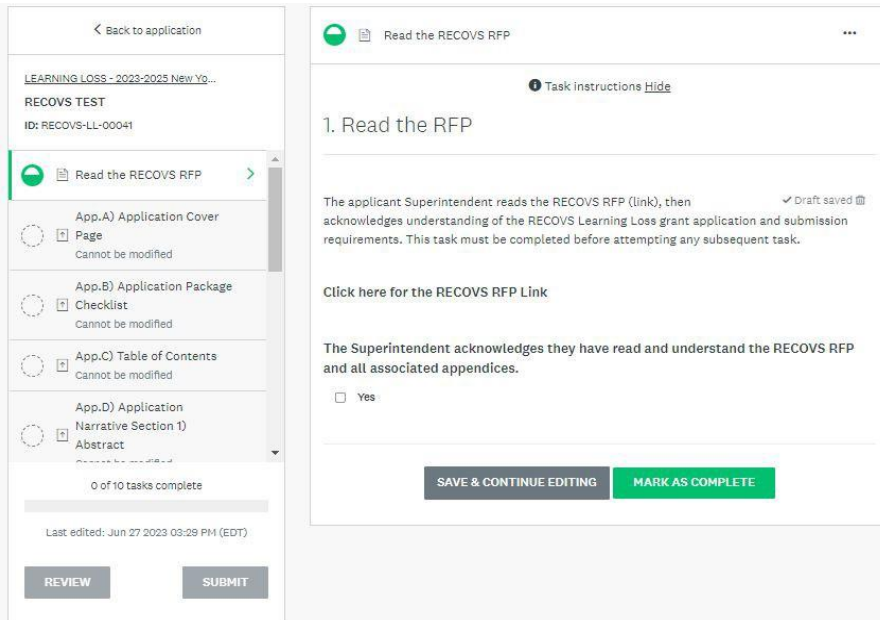
After reading the RFP, Applicants select the tasks to be completed from the “application” window. To return to this task window, Applicants click the, “**Back to Application**” button.



- Applications can be saved at any point in the application by scrolling to the bottom and clicking the “SAVE AND CONTINUE EDITING” button.



The application begins with an attestation that the Superintendent acknowledges they have read and understand the RECOVS RFP and all associated appendices. Applicants **will not** be able to proceed with the application until this attestation task is completed.



After the prerequisite tasks of the RFP application have been completed, applicants then complete the following tasks needed to submit the RFP:

- App.A) Application Cover Page
- App.B) Application Package Checklist
- App.C) Table of Contents
- App.D) Application Narrative Section 1) Abstract
- App.D) Application Narrative Section 2) Need Narrative
- App.D) Application Narrative Section 3) Oversight, Management, and Reporting
- App.D) Application Narrative Section 4) Structure and Implementation
- App.D) Application Narrative Section 5) Budget Narrative, including FS-10 Proposed Budget
- App.E) M/WBE Documents Package

Once all of these tasks have been completed, submit the application.

**App. A Application Cover Page:** Once the prerequisite tasks are complete, the applicant begins uploading the required documents for submission. An applicant clicks the **“Download the RECOVS Application Cover Page here”** at the top of the instructions to download a template of the required document. Once the document is filled out, applicants upload the document by clicking the **“ATTACH FILE”** button and choosing the file to be uploaded. Once the upload is complete, the applicant clicks the **“MARK AS COMPLETE”** button to complete this task.

[Download the RECOVS Application Cover Page here](#)

App.A) The applicant downloads, completes, and uploads [Attachment 1: Application Cover Page](#) for the RECOVS Learning Loss grant application. (Document found on RECOVS RFP (link) page #. Corresponding instructions begin on RFP page #. The Application Cover Page is required, but not scored).

\*If applying for both grants, a separate and complete application must be submitted for each Mental Health RECOVS Grant and Learning Loss RECOVS Grant.

2023-2025 New York State RECOVS: Recover from COVID School Program  
Competitive Grant Application

**Attachment 1: Application Cover Page**  
2023-2025 New York State RECOVS: Recover from COVID School Program  
Application Cover Page  
Agency Code

**Check One Type of Applicant for this RECOVS Application:**

<input type="checkbox"/> Mental Health Grant Individual School District Applicant	<input type="checkbox"/> Mental Health Grant Individual BOCES Applicant	<input type="checkbox"/> Learning Loss Grant Individual School District Applicant	<input type="checkbox"/> Learning Loss Grant Individual BOCES Applicant
<input type="checkbox"/> Mental Health Grant Consortium School District Lead Applicant	<input type="checkbox"/> Mental Health Grant Consortium BOCES Lead Applicant	<input type="checkbox"/> Learning Loss Grant Consortium School District Lead Applicant	<input type="checkbox"/> Learning Loss Grant Consortium BOCES Lead Applicant

Name Applicant agency: \_\_\_\_\_ Name and Title of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Fax: \_\_\_\_\_

County: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I hereby certify that I am the applicant's chief school administrative officer and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, Certifications, Appendix A, Appendix A-1G, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the NYS Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

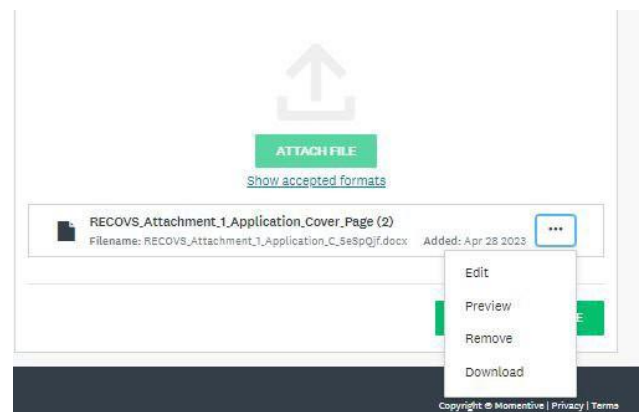
Original Signature of Chief Administrative Officer: \_\_\_\_\_ Typed Name of Chief Administrative Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Check all that apply:**

This is the applicant's sole RECOVS grant application. The school district or BOCES will not appear in an additional individual or consortium RECOVS application.

In addition to this Mental Health or Learning Loss RECOVS grant application, the applicant school district or BOCES will also appear within an application for the other RECOVS Learning Loss or Mental Health grant program as  an individual applicant, or  the lead applicant of a consortium,  a participating school district or BOCES of a consortium led by enter name of school district or BOCES



Once the attachment has been uploaded, an applicant can edit, preview, remove, and/or download the attachment that was uploaded by selecting the three buttons on the side of the download.



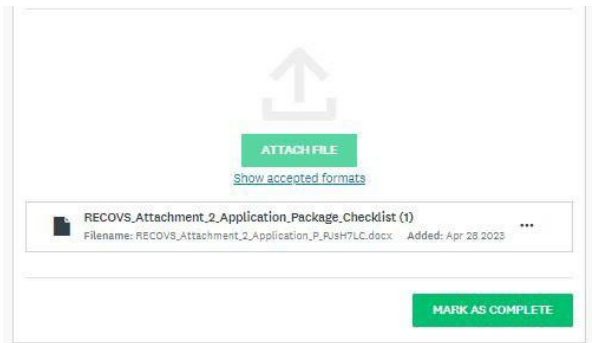
**App. B Application Package Checklist:** Once the prerequisite tasks are complete, the applicant begins uploading the required documents for submission. An applicant clicks, “**Download the RECOVS Application Package Checklist here**” at the top of the instructions to download a template of the required document that needs to be uploaded. Once the document is filled out with the appropriate information, applicants upload the document by clicking the “**ATTACH FILE**” button and selecting the file they wish to upload within their documents. Once the upload is complete, the applicant clicks the “**MARK AS COMPLETE**” button to complete this task.

[Download the Application Package Checklist here](#)

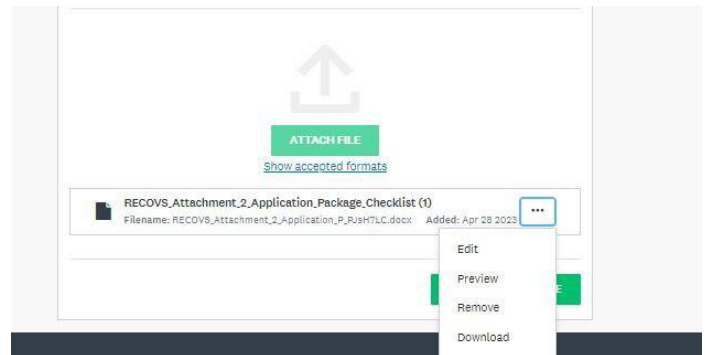
**Attachment 2: Application Package Checklist**

Listed below are the required documents for a complete application package, in the order that they are to be submitted. Use this checklist to ensure that the application submission is complete and in compliance with application instructions.

Required Documents <i>(Mental Health and Learning Loss RECOVS Grant applications are completed and submitted separately.)</i>		Submit via	Checked by Applicant	Checked by NYSED
MH or LL App.A	<a href="#">Application Cover Page</a> <i>(with Original Signature of Chief Administrative Officer)</i> No page limit and not included in page count.	Survey Monkey Apply (SMA)	<input type="checkbox"/>	<input type="checkbox"/>
MH or LL App.B	Application Package Checklist (This Document) No page limit and not included in page count.	SMA	<input type="checkbox"/>	<input type="checkbox"/>
MH or LL App.C	<a href="#">Table of Contents</a> No page limit and not included in page count.	SMA	<input type="checkbox"/>	<input type="checkbox"/>
MH or LL App.D	<b>Proposal Narrative Sections</b>			
	<a href="#">1) Abstract</a> 1 Page Maximum	SMA	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">2) Need Narrative</a> 5 Pages Maximum	SMA	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">3) Oversight, Management, and Reporting</a> 10 Pages Maximum – Evidentiary documentation of School-Aged Child Care (SACC) Registration or OCFS process is not included in page count.	SMA	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">4) Structure and Implementation</a> 10 Pages Maximum	SMA	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">5a) Budget Narrative</a> 5 Pages Maximum	SMA	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">5b) FS-10 Proposed Budget*</a> (For first program year. Original Signature Required) – FS-10 pages are not included in page count.	FS-10* SMA & Mail	FS-10* <input type="checkbox"/> & <input type="checkbox"/>	FS-10* <input type="checkbox"/> & <input type="checkbox"/>



Once the attachment has been uploaded, an applicant can edit, preview, remove, and/or download the attachment that was uploaded by selecting the three buttons on the side of the download.



**App. C Table of Contents:** Once the prerequisite tasks are complete, the applicant begins uploading the required documents for submission. An applicant clicks the **“Download the RECOVS Table of Contents template here”** at the top of the instructions to download a template of the required document that needs to be uploaded. Once the document is filled out with the appropriate information, applicants upload the document by clicking the **“ATTACH FILE”** button and selecting the file they wish to upload within their documents. Once the upload is complete, the applicant clicks the **“MARK AS COMPLETE”** button to complete this task.

[Download the Table of Content template here.](#)

**App.C) Table of Contents**

App.C)	Required Documents	Submit via	Page Limit	Points
<a href="#">Table of Contents</a>		SMA	No Page Limit	Required, but not scored.

Create a Table of Contents that organizes the *Mental Health RECOVS Grant* or *Learning Loss RECOVS Grant* proposal into the prescribed sequence of sections (*Mental Health* and *Learning Loss* RECOVS grant applications can NOT be combined):

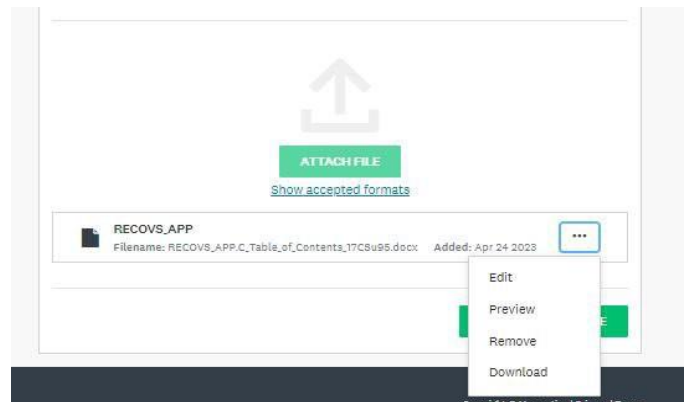
- App.A) Application Cover Page
- App.B) Application Package Checklist
- App.C) Table of Contents
- App.D) Application Sections
  - Section 1) Abstract
  - Section 2) Need Narrative
    - MH or LL.2.Need.A
    - MH or LL.2.Need.B
    - MH or LL.2.Need.C
    - MH or LL.2.Need.D
    - MH or LL.2.Need.E
  - Section 3) Oversight, Management, and Reporting
    - MH or LL.3.Oversight.A
    - MH or LL.3.Oversight.B
    - MH or LL.3.Oversight.C
    - MH or LL.3.Oversight.D
    - MH or LL.3.Oversight.E
    - MH or LL.3.Oversight.F
  - Section 4) Structure and Implementation
    - MH or LL.4.Structure.A
    - MH or LL.4.Structure.B
    - MH or LL.4.Structure.C
    - MH or LL.4.Structure.D
    - MH or LL.4.Structure.E
    - MH or LL.4.Structure.F
    - MH or LL.4.Structure.G
    - MH or LL.4.Structure.H
    - MH or LL.4.Structure.I

- MH or LL.5.Budget.A
- MH or LL.5.Budget.B
- MH or LL.5.Budget.C
- MH or LL.5.Budget.D
- MH or LL.5.Budget.E

- App E) M/WBE Documents for  Full Participation,  Partial Waiver Request, or  Total Waiver Request



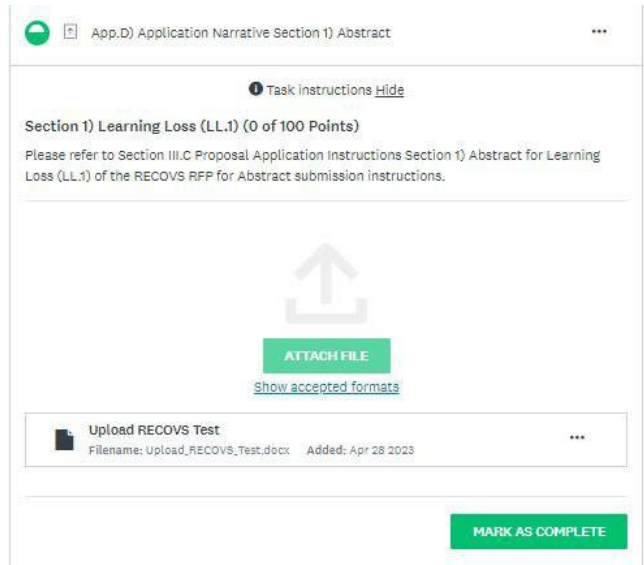
Once the attachment has been uploaded, an applicant can edit, preview, remove, and/or download the attachment that was uploaded by selecting the three buttons on the side of the download.





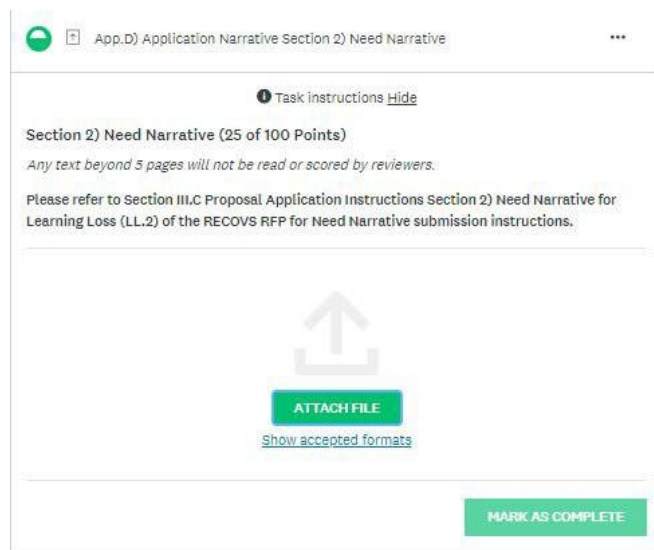
### App.D) Application Narrative Section 1) Abstract

Once the prerequisite tasks are complete, the applicant begins uploading the required documents for submission. Applicants upload their responses to the RFP in their respective sections. In this instance, the applicant must follow the instructions in the RFP for Abstract for Mental Health/Learning Loss (MH.1)/(LL.1). Once the Abstract is completed, applicants save the file to their system. Then on SMA, click the “**ATTACH FILE**” button, and select the file to be uploaded. Once the upload is complete, the applicant clicks the “**MARK AS COMPLETE**” button.



### App.D) Application Narrative Section 2) Need Narrative

Once the prerequisite tasks are complete, an applicant begins uploading the required documents for submission. Applicants upload their responses to the RFP in their respective sections. In this instance, the applicant must follow the instructions in the RFP for Need Narrative for Mental Health/Learning Loss (MH.2)/(LL.2). Once the Need Narrative for is completed, applicants save the file to their system. Then on SMA, click the “**ATTACH FILE**” button, and select the file to be uploaded. Once the upload is complete, the applicant clicks the “**MARK AS COMPLETE**” button.



**App.D) Application Narrative Section 3) Oversight, Management, and Reporting**

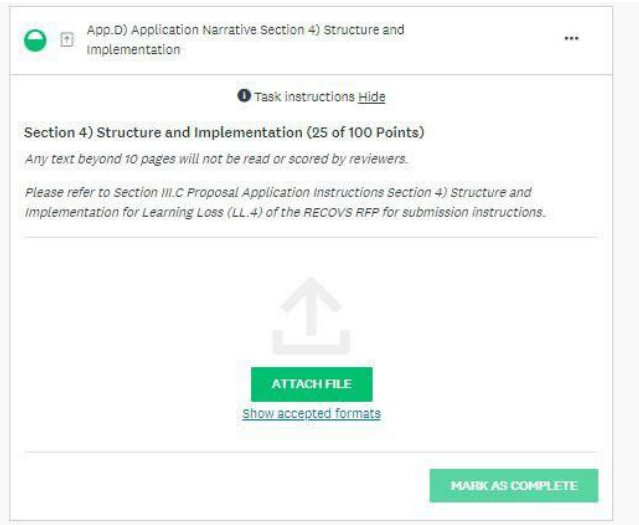
Once the prerequisite tasks are complete, the applicant begins uploading the required documents for submission. Applicants upload their responses to the RFP in their respective sections. In this instance, the applicant must follow the instructions in the RFP for Oversight, Management, and Reporting for Mental Health/Learning Loss (MH.3)/(LL.3). Once the Oversight, Management, and Reporting is completed, applicants save the file to their system. Then on SMA, click the “**ATTACH FILE**” button, and select the file to be uploaded. Once the upload is complete, the applicant clicks the “**MARK AS COMPLETE**” button.

If required per the RFP’s instructions, upload the School Aged Child Care (SACC)Registration here. . For more information, refer to Section III.C Proposal Application Instructions Section 3) Oversight, Management, and Reporting for Learning Loss (LL.3) of the RECOVS RFP for submission instructions.

The screenshot shows a web interface for an application. At the top, there is a header with a green circle icon, a document icon, and the text "App.D) Application Narrative Section 3) Oversight, Management, and Reporting". Below the header, there is a section titled "Section 3) Oversight, Management and Reporting (25 of 100 Points)". Underneath this title, there is a note: "Any text beyond 10 pages will not be read or scored by reviewers. School-aged Child Care (SACC) documentation is not included in page count, but, if applicable, will be reviewed and scored". Below the note, there is a paragraph: "Please refer to Section III.C Proposal Application Instructions Section 3) Oversight, Management, and Reporting for Learning Loss (LL.3) of the RECOVS RFP for submission instructions." The main content area is titled "Oversight, Management, and Reporting". Under this title, there is a sub-section "Oversight, Management, and Reporting" with an "Upload a file" button. Below that, there is a sub-section "School Aged Child Care (if applicable)" with a note: "Please see section II.E.4) School-Age Child Care (SACC) Registration of the RFP (link here) to determine if a SACC Registration is needed for the application." and another "Upload a file" button. At the bottom of the form, there are two buttons: "SAVE & CONTINUE EDITING" and "MARK AS COMPLETE".

#### App.D) Application Narrative Section 4) Structure and Implementation

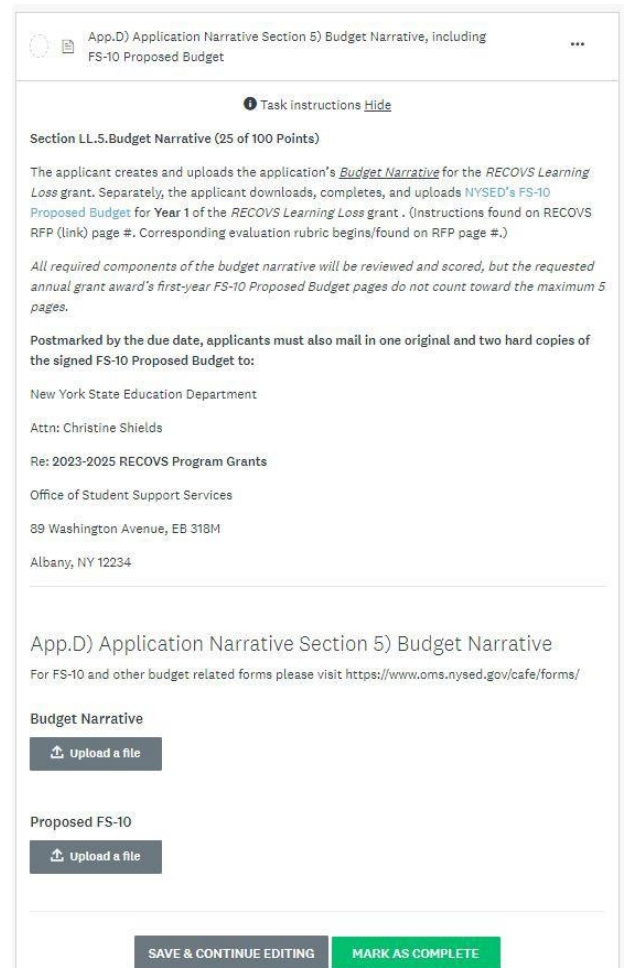
Once the prerequisite tasks are complete, the applicant begins uploading the required documents for submission. Applicants upload their responses to the RFP in their respective sections. In this instance, the applicant must follow the instructions in the RFP for Mental Health/Learning Loss (MH.4)/(LL.4). Once the Structure and Implementation is completed, applicants save the file to their system. Then on SMA, click the **“ATTACH FILE”** button, and select the file to be uploaded. Once the upload is complete, the applicant clicks the **“MARK AS COMPLETE”** button.



The screenshot shows a web application window titled "App.D) Application Narrative Section 4) Structure and Implementation". It features a "Task instructions" section with a "Hide" link. Below this, the section title "Section 4) Structure and Implementation (25 of 100 Points)" is displayed, followed by a note: "Any text beyond 10 pages will not be read or scored by reviewers." and a reference to "Section III.C Proposal Application Instructions Section 4) Structure and Implementation for Learning Loss (LL.4) of the RECOVS RFP for submission instructions." A large green "ATTACH FILE" button is centered on the page, with a "Show accepted formats" link below it. At the bottom right, there is a green "MARK AS COMPLETE" button.

#### App.D) Application Narrative Section 5) Budget Narrative, including FS-10 Proposed Budget

Once the prerequisite tasks are complete, the applicant begins uploading the required documents for submission. Applicants upload their responses to the RFP in their respective sections. In this instance, the applicant must follow the instructions in the RFP for Budget Narrative, including FS-10 Proposed Budget Mental Health/Learning Loss (MH.5)/(LL.5). Once the Budget Narrative, including FS-10 Proposed Budget is completed, applicants save the file to their system. Then on SMA, click the **“ATTACH FILE”** button, and select the file to be uploaded. Once the upload is complete, the applicant clicks the **“MARK AS COMPLETE”** button.



The screenshot shows a web application window titled "App.D) Application Narrative Section 5) Budget Narrative, including FS-10 Proposed Budget". It features a "Task instructions" section with a "Hide" link. Below this, the section title "Section LL.5.Budget Narrative (25 of 100 Points)" is displayed. The instructions state: "The applicant creates and uploads the application's Budget Narrative for the RECOVS Learning Loss grant. Separately, the applicant downloads, completes, and uploads NYSED's FS-10 Proposed Budget for Year 1 of the RECOVS Learning Loss grant. (Instructions found on RECOVS RFP (link) page #. Corresponding evaluation rubric begins/found on RFP page #.)" and "All required components of the budget narrative will be reviewed and scored, but the requested annual grant award's first-year FS-10 Proposed Budget pages do not count toward the maximum 5 pages." It also mentions: "Postmarked by the due date, applicants must also mail in one original and two hard copies of the signed FS-10 Proposed Budget to: New York State Education Department, Attn: Christine Shields, Re: 2023-2025 RECOVS Program Grants, Office of Student Support Services, 89 Washington Avenue, EB 318M, Albany, NY 12234." Below the instructions, there is a link to "App.D) Application Narrative Section 5) Budget Narrative" and a note: "For FS-10 and other budget related forms please visit https://www.oms.nysed.gov/cafe/forms/". There are two "Upload a file" buttons, one for "Budget Narrative" and one for "Proposed FS-10". At the bottom right, there are two buttons: "SAVE & CONTINUE EDITING" and "MARK AS COMPLETE".

## App.E) M/WBE Documents Package

Once the prerequisite tasks are complete, applicants begin uploading the required documents for submission. Applicants upload their responses to the RFP in their respective sections. In this section of the application, the applicant must upload responses and documents pertinent to M/WBE requirements and follow the instructions in the RFP. Then on SMA, click the **“ATTACH FILE”** button, and select the file to be uploaded. Once the upload is complete, the applicant clicks the **“MARK AS COMPLETE”** button.

App.E) M/WBE Documents Package (Required, but not scored).

**Task instructions** [Hide](#)

Please select the application's level of MWBE participation and upload the appropriate package. Once an applicant selects a level of participation, another question will populate. From this question you can download the MWBE package and upload the documents.

*Please refer to Section III.C Proposal Application Instructions Section 5) Budget Narrative (LL.5) of the RECOVS RFP for submission instructions. Refer to the chart below labeled under App.E within Section III.C Proposal Application Instructions Section 5) Budget Narrative to determine which documents are needed in regard to M/WBE Participation.*

MH or LL App.E	MWBE Documents Package	MWBE Forms Required For:		
		Full Participation:	Partial Waiver Request:	Total Waiver Request:
	MWBE Goal Calculation Worksheet	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)
	MWBE Cover Letter	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)
	MWBE 100 Utilization Plan	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)	(Not Required)
	MWBE 102 Notice of Intent to Participate	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)	(Not Required)
	MWBE 105 Contractor's Good Faith Efforts	(Not Required)	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)
	MWBE 105A Contractor Unavailable Certification	(Not Required)	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)
	MWBE 101 Request for Waiver Form and Instructions	(Not Required)	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)
	EEO 100 Staffing Plan and Instructions	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)	<input type="checkbox"/> (Required)

\*FS-10 is submitted online via SMA, and 3 Signed hard copies are mailed to NYSED.

Applicants must reference the chart to determine which combination of documents are required documents for their level of MWBE Participation. There are three separate options that an applicant must select. Applicants must select the option that aligns to their application.

App.E) M/WBE Documents Package ✔ Draft saved

Please select the application's level of MWBE participation and upload the appropriate package. Once an applicant selects a level of participation, another question will populate. From this question you can download the MWBE package and upload the documents.

State the following level of participation this application is requesting for MWBE:

Full MWBE Participation  
 Partial MWBE Waiver Request  
 Total MWBE Waiver Request

Depending on the selected option, corresponding documents will populate. After selecting the applicant’s level of participation, a download feature will populate. Applicants access the relevant documents corresponding their level of M/WBE participating by clicking on the link. These documents are then uploaded in a package using the “**Upload a File**” option.

App.E) M/WBE Documents Package ✔ Draft saved

Please select the application’s level of MWBE participation and upload the appropriate package. Once an applicant selects a level of participation, another question will populate. From this question you can download the MWBE package and upload the documents.

State the following level of participation this application is requesting for MWBE:

- Full MWBE Participation
- Partial MWBE Waiver Request
- Total MWBE Waiver Request

Clear

**Full MWBE Participation**

[Download the Full MWBE Participation package here](#)

### Submitting The Application:

Once all the tasks have been completed, the applicant will have the option to “**Review**” or “**Submit**.” Applicant’s will not be able to submit until all tasks are completed. To submit the application, select the “**Submit**” button detailed in the image below. To review the application before submission, select the “**Review**” button. Applicants will also be prompted to review after selecting submit. Applicants will receive an email from Survey Monkey Apply that their application has been received.

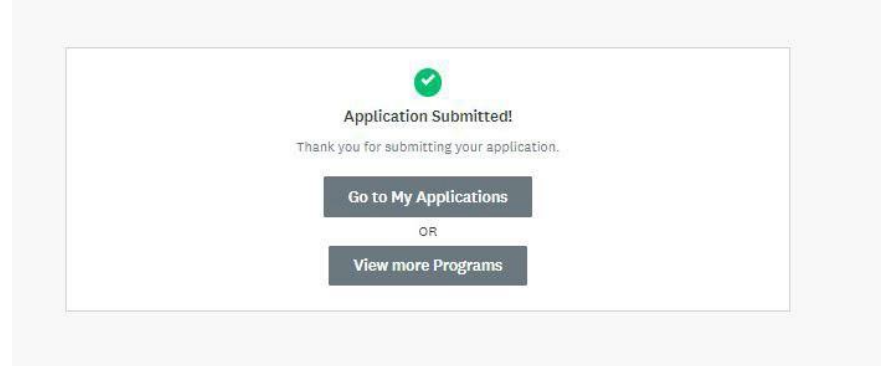
RECOVS TEST  
ID: RECOVS-LL-00041

- Read the RECOVS RFP
- App.A) Application Cover Page
- App.B) Application Package Checklist
- App.C) Table of Contents
- App.D) Application Narrative Section 1) Abstract
- App.D) Application Narrative Section 2) Need

10 of 10 tasks complete

Last edited: Jun 27 2023 03:56 PM (EDT)

Once the application has been submitted, the applicant will see this screen below allowing the user to “Go to My Applications” or “View more Programs”



Applicants who wish to submit another application under a different RECOVS program go to, “**View more Programs.**”

\*If applying for both grants, a **separate and complete application** must be submitted for each *Mental Health RECOVS Grant* and *Learning Loss RECOVS Grant*.

Applicants who wish to view or applications must select “**Go to My Applications**” where they will see applications that have been submitted or in progress. If the applicant needs to edit the application after submission, the applicant should reach out to [RECOVSRFP@nysed.gov](mailto:RECOVSRFP@nysed.gov) to request editing access.