Transmit Application Function Changes for Cooperative Agreements

Purpose of the Change

The purpose of the change is to improve the workflow to ensure the application transmitted to FTA for initial review is sent to the appropriate FTA Regional or Headquarters Office. In general, recipients are assigned to a Regional Office for the majority of their awards. On occasion, a recipient may receive an award that is managed from an FTA Headquarters’ office. This new functionality will allow the recipient to select the responsible FTA Office at the Transmit phase of the application process.

Functionality

1. The functionality allows the applicant to select the appropriate FTA Regional or Headquarters Office that will manage the application. When in doubt about the selection, please contact your FTA Point of Contact.
2. This functionality only applies Cooperative Agreements.
3. This functionality only applies to NEW TrAMS Applications.

How does the Functionality Work?

1. The functionality only applies if you select the Application Type “Cooperative Agreement” during create application process.

2. Once your application is complete, use the application level Related Action “Validate and Transmit Application” to initiate the transmission sequence. The Developer and the Submitter user roles have the ability to Validate and Transmit Applications.
Transmit Application Function Changes for Cooperative Agreements

Note: New functionality now allows the Developer role to Transmit. If your agency requires the Submitter to still transmit the initial application, the Developer should stop after validation and close the screen.

The first screen will populate the “Application Validation Results” screen. The below is an example:

3. Select the “Continue with Warnings” button to complete the validation.

4. The following screen will populate.

5. Determine the appropriate User Role to complete Transmission of application.
   a. If you know the Submitter will submit the initial application, you can “Close” the form here and the Submitter can log in and complete transmission;
   b. If you are the Developer, and have the authority to transmit, you can select the “Continue with Transmission” button.
6. You will then see the following screen to select appropriate Regional or Headquarters’ Office. Use the drop down menu to select the appropriate FTA Office.
7. Complete the action by selecting the “Continue with Transmission” button.