Developer Role Enhancement
Transmit Initial Application Function

Purpose of the change

The purpose of the change is to increase functionality for the Developer User Role to “Transmit” the application to FTA for initial review. If your organization still requires the Submitter Role to submit the application for initial review, it will require some coordination. The Submitter must still formally submit the application once FTA has assigned the Federal Award Identification Number (FAIN) and determined it is ready for final reviews.

Functionality

1. The functionality allows users with the Developer Role to “Transmit” the application in addition to validating the application.
2. This functionality applies to any New TrAMS Applications or Amendments to TrAMS awards.
3. This function applies to any amendments to TEAM awards.

How does the Functionality Work?

1. Once your application is complete, use the “Validate and Transmit Application” Related Action to initiate transmission sequence.

2. Select the “Continue with Warnings” to complete the validation or close if you wish to address the warning messages. You can return to the Validate and Transmit action again if needed.
3. The below screen will populate. **CAUTION BEFORE YOU HIT THE GREEN BUTTON!**

![Application | Validated](image)

4. **CAUTION:** Here you must determine which User Role will complete the Transmit Function to FTA.
   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.

5. The “**Transmitted**” screen will populate.

![Application | Transmitted](image)

6. If you see the below screen display, you have identified your application type as a Cooperative Agreement. Select the applicable Regional or Headquarters Office that will manage this award and select Continue with Transmission button.

![Region/HQ Office Selection](image)

7. If your application is NOT a Cooperative Agreement type, close the form and return to the “Application Details” related action to update your application to a “grant” and restart the validate and transmit process.