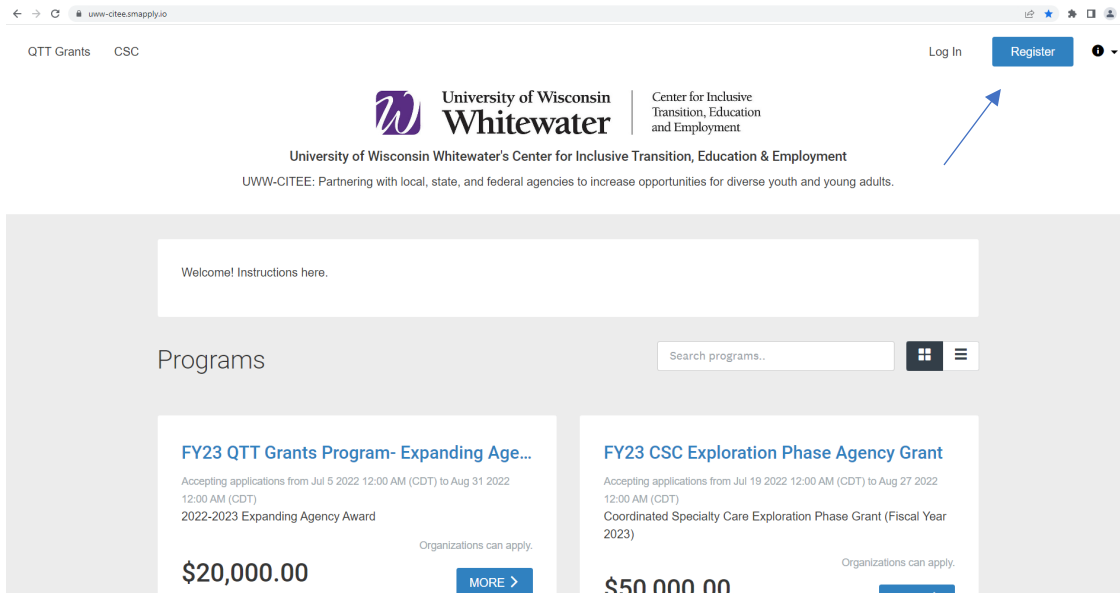


# QTT Grants Program – Application Walkthrough

*Before you begin* – Review “Application Guide” to ensure you have prepared all relevant materials and understand grant criteria.

**Click “register” to create account and login**



**Make sure to register as an organization.**

OR

Register as an individual

Register as an organization ←

First name


Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot 

**CREATE ACCOUNT**

Click your name in the top left and switch to your organization. Then click view programs to see available program applications.

The screenshot shows the top navigation bar with the text "University of Wisconsin Whitewater's Center for Inclusive Transition, Educa...". On the right, there are links for "Pages", "Programs", "My Applications", and "Test User". A dropdown menu is open under "Test User", showing "Test User" and "Test Organization". A blue arrow points to the "Test Organization" option. Below the menu, a yellow warning box states: "Your email address has not been verified! You will not be able to submit applications or complete certain tasks until you have verified your email address." A "Send verification link" button is to the right. Below this is a white box with the text "No applications. Please choose a program from our program listings page to get started" and a "View programs" button.

Select the program you would like to apply for. Click "More"

The screenshot shows the "Programs" page. The top navigation bar is the same as in the previous screenshot. Below it, there is a "Test Organization" dropdown and a "Manage organization" link. The University of Wisconsin Whitewater logo and name are displayed, along with the center's name: "Center for Inclusive Transition, Education and Employment". A yellow warning box is present at the top. Below it, the "Programs" section has a search bar and a menu icon. Two program cards are shown: "FY23 QTT Grants Program- Expanding Age..." with a value of "\$20,000.00" and "FY23 CSC Exploration Phase Agency Grant" with a value of "\$50,000.00". Both cards have a "MORE >" button. A blue arrow points to the "MORE >" button on the first card. At the bottom, it says "1 - 2 of 2 Programs".

## Review description and click “Apply”

**FY23 QTT Grants Program- Expanding Agency Awards**

Expanding Agency Awards are intended to increase the available number of QTT placements within agencies that have previously hired post-graduate QTTs. Because effective clinical supervision is a key driver of trainee professional development, Expanding Agency Awards will also invest in participating clinical supervisors' professional development. All designated QTT supervisors will participate in a structured ongoing learning process to focus development on fundamental processes, essential components, and elements of effective clinical supervision. The QTT Supervision Practice Profile—a document created for the purpose of this grant—identifies, describes, and operationalizes these processes, components, and elements of supervision practice, and will provide a compass of supervisor development. Eligible agencies are those that have previously hired at least one post-graduate QTT. Expanding Agency Grant Awards in the amount of \$20,000 per agency are available in this application cycle.

- **Award Selection Process:** All applications received by the deadline will be reviewed and scored by the QTT Grants Program Advisory Committee according to priority criteria. CITEE and DHS will make the final award decisions. A notice will be published on the QTT Grants Program website that when no Expanding Agency Grant funds are available and the application portal will be closed for the fiscal year.
- **Awards:** Expanding Agency Award recipients will receive notice of selection through a funding agreement provided by UW-Whitewater, detailing the award amount, required activities, and invoice process. An agency risk assessment will need to be completed as part of the post-award process.
- **Required Progress Documentation & Deliverables:** These are the required components that an agency applicant and/or the agencies designated supervisor

Value  
**\$20,000.00**

**APPLY**

Open to  
Organizations can apply.

Opens  
Jul 5 2022 12:00 AM (CDT)

Deadline  
Aug 31 2022 12:00 AM (CDT)

**Categories**  
QTT Grants Program  
Mental Health Professional  
Development

On application page, select tasks to complete the application. When you click on each task it will display application questions to complete.

**0 of 8 tasks complete**

Last edited: Aug 15 2022 01:42 PM (CDT)

**REVIEW** **SUBMIT**

Deadline: Aug 31 2022 12:00 AM (CDT)

**Test Organization**

Test User  
wwwtestuser@gmail.com  
View & edit

**Add Member or Team**

**FY23 QTT Grants Program- Exp...** Preview ...

**FY23QTTTEX-4857354331**

Test Organization

**APPLICATION** ACTIVITY

**Your tasks**

- Agency Information >
- Previous QTT awards >
- Designated Supervisor >
- Designated Supervisor Experience and Capacity >
- Differentiated Standards >
- Agency Service Provision Characteristics >
- Agency Consumer Characteristics >
- Impact Statement >

At the end of each section select “Mark as complete” and move on to next section. Make sure to save before backing out of the application.

← Back to application

FY23 QTT Grants Program- Expandi...  
FY23QTTEX-4857354331  
ID: FY23QTTEX-4857354331

- Agency Information
- Previous QTT awards
- Designated Supervisor
- Designated Supervisor Experience and Capacity
- Differentiated Standards
- Agency Service Provision Characteristics

0 of 8 tasks complete

Last edited: Aug 15 2022 01:42 PM (CDT)

Agency Information

**Agency Name**  
(The full name of your agency as it appears in the Medicaid Directory or on incorporation documents)

Test Agency

**Agency Mailing Address**  
(Street, City, State, Zip Code)

1234 City, WI

**Agency Phone Number**  
(Main contact number)

123-456-7890

SAVE & CONTINUE EDITING MARK AS COMPLETE

At the main application page you may download a copy of your completed application by hitting the three dots button at the top of the application page. Then click download.

FY23 QTT Grants Program- Exp...

FY23QTTEX-4857354331

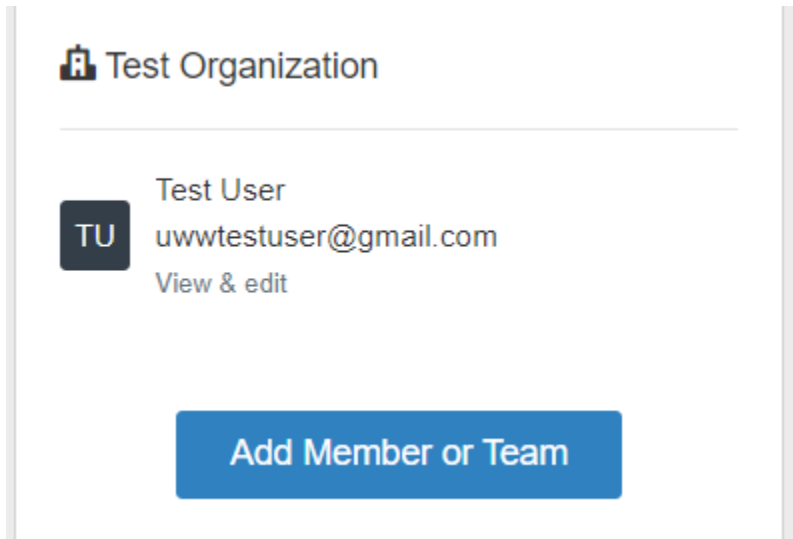
Test Organization

APPLICATION ACTIVITY

Preview

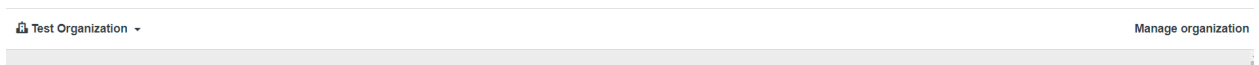
## Add a collaborator

To add a collaborator from your organization, select the “Add Member or Team” button. Note you must first add the member using the “manage organization” button.



## Add member to organization

Click “manage organization”



Click "members" and then click "Add member" button.

Test Organization - Manage organization

Manage Organization Profile Members Teams

⚠ Your email address has not been verified!  
You will not be able to submit applications or complete certain tasks until you have verified your email address [Send verification link](#)

0 Actions ▾ Add member Search... Q III

<input type="checkbox"/>	Name	Email	Role	Teams	Last login	Signup date	Active
<input type="checkbox"/>	TU Test User	uwtestuser@gmail.com	Primary administrator		Today	Today	✓

Page: 1 (1 - 1 of 1) 25 ↕

Input member information and click Add.

Add members ✕ [Import members...](#)

First name

Last name

Email: (required)

Role:

Non-administrator

Organization administrator

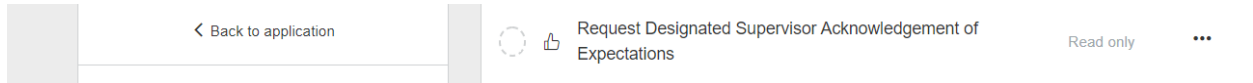
Add to team

Notify member by email that they have been added

[CANCEL](#) [ADD](#)

## Request Designated Supervisor Acknowledgement of Expectations (Expanding Agency Awards Only)

If you selected that “someone else” will be the designated supervisor you will be asked to complete a process to have that person complete a “Designated Supervisor Acknowledgement of Expectations”



Review the instructions and click “Send Recommendation”. We recommend you copy and paste the blue text to the designated supervisor to explain the recommendation. *Please note your application cannot be submitted until the designated supervisor has completed this task.*

### Task instructions [Hide](#)

In order to ensure that designated supervisors have adequate opportunity to review expected commitments of this grant, we ask you have them complete their Designated Supervisor Acknowledgement of Expectations Form.

Clicking the button "Request a recommendation" will prompt you to put in your designated supervisor's information (including their first name, last name, email, and a message). We recommend that you copy the following text to include in your message:

**We have identified you as our planned designated supervisor, in the event that we are successful in our application for the QTT Expanding Agency Grants Program. Please complete this Acknowledgement of Expectations as a part of our agency's application.**

This Acknowledgement of Expectations will need to be completed and submitted before your application can be submitted for review.

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