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| 4000 | Submit Application | With the addition of the Account Management activities described above, Business Interaction Model classifies the actual submittal of an application as the fourth, not the first phase as explained above. |
| 4010 | Select Application type | This activity can supplement or replace the Preliminary Screening. |
| 4100 | Submit Demographic Information | There may be demographic information that is specific to the type of application selected. The pattern attempts to limit information requests to a “need to know” rather than an all-encompassing one-size-fits-all approach to personal or business information. There are many types of demographic or “profile” information with which to classify the applicant. Some of these are specific to the business domain.  Examples include:   * Organization * Personal * Address * Relationship of the applicant or organization to other entities * Financial * Work * Skill History of the individual or organization * Special Needs and location. |
|  | Verify Organizational Information | The Organization from the Account Management may be subject to verification. The organization may be the head of household to which other family members are associated. |
|  | Submit Personal Information | If the applicant already has an account personal information may already be stored. This then becomes an opportunity to update. |
|  | Maintain Address | Address is separated from personal information because it has its own complexities. An individual may have multiple addresses so there must be special attention given: mailing, home, work, winter (snow bird).  There is a challenge when getting a client to design an online application process to replace a paper-based process. |
|  | Submit relationships | This category is business domain-specific. |
|  | Submit financial information | This category is business domain-specific. |
|  | Submit Work information | This category is business domain-specific. |
|  | Submit Skill History and References | This category is business domain-specific. |
|  | Submit location information | This category is business domain-specific. |
| 4200 | Submit Licensure Information | This category is business domain-specific. |
| 4250 | Submit Business Affiliations | This category is business domain-specific. |
| 4150 | Submit Contact information | Mailing address, phone, email, business address and others are options. Typically an email address is associated with the account separate from the application. The same email address can be used for both. |
| 4280 | Submit supplemental Provider range of service information | This category is business domain-specific. |
| 4300 | Submit Documentation | This typically involves upload of images or text documents that are not key-entered by the candidate. |
| 4400 | Verify Application Scope | The system will verify that the candidate has completed all sections of the application satisfactorily as a basis for responding that the application is ready for submittal. Information that was not completed in an earlier section will be identified and the candidate alerted to complete it.  Any contradictions or gaps caused by information in a later section not consistent with an earlier section is identified if not already detected. |
|  | Submit Need Assessment | For Grant-type applications and This category is business domain-specific. |
|  | Submit Proposal Description | For Grant-type applications and This category is business domain-specific. |
|  | Submit Propose Benefits | For Grant-type applications and This category is business domain-specific. |
|  | Submit Performance Measurement Approach | For Grant-type applications and This category is business domain-specific. |
|  | Submit Endorsement of Proposal | For Grant-type applications and This category is business domain-specific. |
|  | Submit Proposal Assessment Strategy | For Grant-type applications and This category is business domain-specific. |
|  | Submit Proposal Team Quals | For Grant-type applications and This category is business domain-specific. |
|  | Submit Budget | For Grant-type applications and This category is business domain-specific. |
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| 4500 | Submit completed application | Once the system verifies that the application is sufficiently complete and consistent in the information provided, the Candidate may authorize submittal of the application for review and approval. |
| 4600 | Document Management | Document management covers the submittal of documents, providing metadata to describe the type of document, retrieval and review, and linking an existing document to new or other existing applications or permits.  The application may have different types of documents required for different types of application categories. The User Experience can vary in approach such as  -prompt user for a document in response to a type  -let user upload the document and then select the category  -allow submitter to provide only some of the required documents and then submit remainder of required documents later.  In the last option, the system must have ability to maintain a status of less than complete and then decide whether to send ticklers on deadlines to send balance of documents, whether to start work on the application without all required materials, and whether to charge the full fee, and under what conditions to suspend the review and or terminate/disqualify without prejudice the submittal if all documents or other materials not received.  Note: there is a cross reference to 7300 for Documentation related to Business Partners that could also be identical to 4600 |
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| 4700 | Submit requested supplemental documentation | The 5000 review process may identify additional information needs. These requests may be sent via email or to the Applicant’s Account. The explanation will enable the Applicant to click on a link to go to the specific site in the Portal (after logging in) to upload supplemental documents are key enter requested explanations or new data fields. |
| 4800 | Process Filing fees | If there is a requirement for a filing fee, the system will calculate the amount due based on the application type. This may include differential fees for expedited processing or other factors. |
| 4850 | Confirm Application Received | With a completed application and filing fees received via credit card processing, the system will assign a unique tracking identifier. The identifier will be emailed to the candidate, assigned to the Account, and displayed on the screen in a form that the Candidate can save and or print for future reference. |
| 4900 | Application Reporting | Application reporting can address in more detail the types of reporting possible for Account Management in 3000-series above:   * Applicant types * Application Types * Status of applications |
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