

# QTT Grants Program – Application Walkthrough

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

Visit <https://uwm-citee.smapply.io/> Click “register” to create account and login

The screenshot shows the top navigation bar with "Log In" and "Register" buttons. The University of Wisconsin Milwaukee logo is centered, with a blue arrow pointing to the "Register" button. Below the logo is the text: "University of Wisconsin Milwaukee's Center for Inclusive Transition, Education & Employment" and "UWM-CITEE: Partnering with local, state, and federal agencies to increase opportunities for diverse youth and young adults." The main content area is titled "Programs" and features a search bar. A program card is displayed for the "FY25 QTT Grants Program - Expanding Ag...". The card includes the following information: "Accepting applications from Sep 4 2024 12:00 AM (CDT) to Oct 5 2024 11:59 PM (CDT)", "2024-2025 Expanding Agency Award", "Organizations can apply.", and a funding amount of "\$20,000.00". A "MORE >" button is located at the bottom right of the card.

**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.

University of Wisconsin Milwaukee's Center for Inclusive Transiti...

Pages Programs My Applications Ben Mompier

Ben Mompier

Ben Mompier

Test Org

You are currently logged in as: Ben Mompier



### Programs

Search programs..

**FY25 QTT Grants Program - Expanding Ag...**

Accepting applications from Sep 4 2024 12:00 AM (CDT) to Oct 5 2024 11:59 PM (CDT)  
2024-2025 Expanding Agency Award

Organizations can apply.

**\$20,000.00**

MORE >

<https://uwm-citee.smapply.io/prog/lst/#>

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

University of Wisconsin Milwaukee's Center for Inclusive Transiti...

Pages Programs My Applications Ben Mompier

Test Org

Manage organization

Return to admin

You are currently logged in as: Ben Mompier



### Programs

Search programs..

**FY25 QTT Grants Program - Expanding Ag...**

Accepting applications from Sep 4 2024 12:00 AM (CDT) to Oct 5 2024 11:59 PM (CDT)  
2024-2025 Expanding Agency Award

Organizations can apply.

**\$20,000.00**

MORE >

## 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.

**Test Organization** - Manage organization

⚠ 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 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.

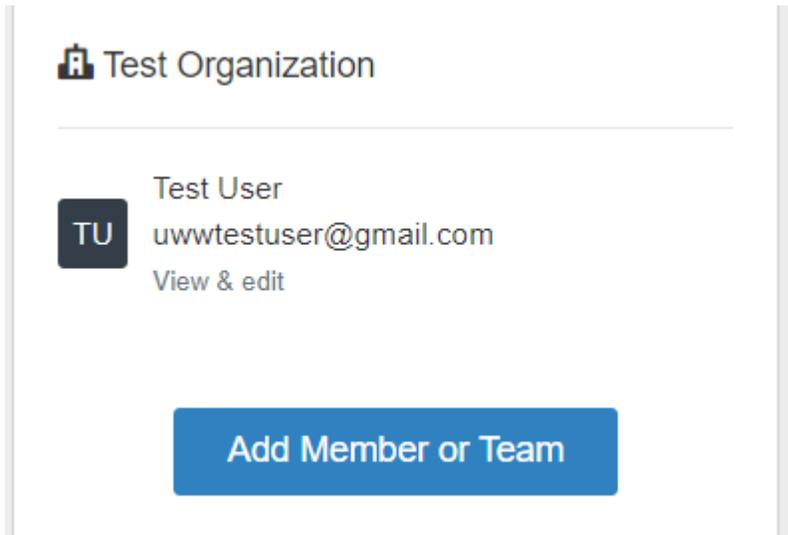
The screenshot shows a web application interface for editing an application. On the left is a sidebar with a list of sections: Agency Information, Previous QTT awards, Designated Supervisor, Designated Supervisor Experience and Capacity, Differentiated Standards, and Agency Service Provision Characteristics. The 'Agency Information' section is selected. The main content area displays the 'Agency Information' form with the following fields: Agency Name (Test Agency), Agency Mailing Address (1234 City, WI), and Agency Phone Number (123-456-7890). At the bottom of the form are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. A blue arrow points to the 'MARK AS COMPLETE' button.

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.

The screenshot shows the main application page. At the top left, it displays the application title 'FY23 QTT Grants Program- Exp...' with a share icon, the ID 'FY23QTTEX-4857354331', and the organization name 'Test Organization'. At the top right, there is a 'Preview' button and a three dots menu button. A blue arrow points to the three dots menu button. Below the header, there are two tabs: 'APPLICATION' and 'ACTIVITY', with 'APPLICATION' being the active tab.

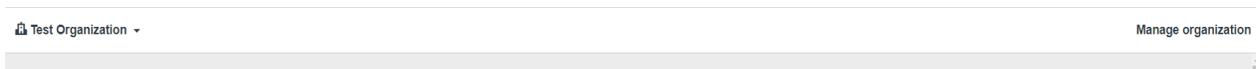
## Add a collaborator

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

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[Send verification link](#)

0 Actions ✉ Add member

Search... 🔍 ☰

<input type="checkbox"/>	Name	Email	Role	Teams	Last login	Signup date	Active
<input type="checkbox"/>	<span>TU</span> 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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