Corporation for Public Broadcasting

Next Generation Warning System Grant Program, Round 2
Application period: July – September 2024

TROUBLESHOOTING TIPS

1) Check the formatting of your short answer responses to make sure they are consistent and match what is requested:
- Dates should be input with the full four digit year, in the following format: XX/XX/XXXX
- If you do not have a funding match, enter a digit (0) into the "revenue raised" tab rather than N/A
- Ensure that if you're cutting and pasting text from another program, that the original is free of highlights, italics, any special characters, outline format with automatic numbering, etc. If possible, cut and paste from a "plain text" program like Notepad. It is best to keep the "Description" short to minimize such errors that may impede submission.

2) Make sure that you're uploading files in the correct format:
- The budget spreadsheet must be uploaded in Excel format
- File(s) in the proposal section must be uploaded in PDF format. You should compile all your PDF files (application, proofs of pricing, and coverage maps) into a single file. You can keep clicking the green "Add File" button to add further documents.
- Compress your files so the attachment size is as small as possible.
- File names should not include underscores, dashes, or slashes

3) Make sure contact is correct – DON'T CHANGE from the person assigned access. If you've done that by mistake, email ngws@cpb.org right away asking us to change it back.

4) Consider potential computer issues:
- Try utilizing a different browser or two, or even a different computer
- After you attempt the above edits, make sure to clear your computer cache so they can take effect and re-start
- If you have log-in issues to GMS, try to reset your password. Make sure *not* to cut and paste your password text, but type it in directly and avoid any extra spaces.

5) If your organization has an internal IT department to consult, we encourage you to check in with them as well.

6) If you have tried all of the above and still encounter issues, email our team at ngws@cpb.org with your questions and include the following screenshots:
- Any error message you may be receiving
- Your application screen view, including the text you are inputting into the fields