

How to start a SRFB Application in HWS – February 2016

Before you get started, you will need the following information

- HWS user name and password (If you need a username, please contact your Lead Entity Coordinator)
- HWS project name (50 characters or less)
- HWS ID number, HWS project summary, application amount, PRISM Project Type (Acquisition, Planning, etc.), Primary Project Sponsor
- PRISM user name and password

If you have a new sponsor, contact Scott Chapman scott.chapman@rco.wa.gov or Ameer Bahr amee.bahr@rco.wa.gov. They will add the new sponsor organization information to PRISM.

If you need further assistance with this application process, contact the Paladin Panoramic Support Team panoramic-support@paladindata.com or (866) 866-1214, or Meg O'Leary meg.oleary@rco.wa.gov. If you need help after business hours, [CLICK HERE](#) for detailed instructions with screenshots. This process has not changed since the 2014 grant round, though these instructions were updated in 2016.

Additional Resources

- Sponsor workshop hosted by RCO: <https://youtu.be/7kHvLmaivvw>
- Manual 18 – Salmon Recovery Grants: [Manual 18 Salmon Recovery Grants](#)
- HWS production site: [HWS Log In Page](#)
- HWS training site (anything created here will not impact your real data): [HWS Training Site](#)

Creating a project in HWS

If your project is already in HWS, skip to the next section and follow instructions under 'Click by Click submit to PRISM'. If the project is not yet in HWS, you will need to enter the following basic data:

1. Login to HWS
2. Select your geographic region from the drop down menu on the left side
3. Click 'Projects' on the left side
4. Click 'Add Project'
5. Fill in the following fields
 - Project Name *
 - Project ID / Number *
 - Project Category (Acquisition, Restoration, etc.)
 - Primary Status (these projects are usually 'Proposed')
 - Start and End Dates
 - Project Cost
 - 1,500 max character summary
6. Click 'Create Project' at the top left corner
7. You are now on the home page of your new project! Continue filling in the required fields (Map, Metrics, etc.). ([CLICK HERE](#) for instructions). **Check with your Lead Entity Coordinator about adding fields.**

* Check with your Lead Entity Coordinator. They may have specific ways to categorize project hierarchy, naming and numbering in HWS.

Click-by-Click to Submit to PRISM

These instructions walk you through the creation of a Funding Instrument, the link between your HWS project and the PRISM project. [CLICK HERE](#) for detailed instructions with screenshots.

1. In the project that you just created, scroll down to 'Funding' and click on 'Manage Funding'. This opens a new page.
2. Click 'Enter Funding' at the top
3. Click 'Add Funder'
4. This opens a drop-down with a list of possible funders
 - Type **SRFB** in the text box, and hit 'Return'
 - Select '**SRFB Salmon Recovery Funding Board**'
5. Notice you'll return to the 'Project Funding' page. In the 'Funder' box, use the arrow to select '**SRFB...**'
6. Click 'Add Funding Instrument'. This opens the 'Create Funding Instrument' screen
7. In the box labeled 'Select a template', chose 'Active PRISM Submit'. This ensures that you are applying for the correct funding. If you select another option, your application will not be accepted into PRISM. You will see a note indicating that there will be additional data needed for the template (PRISM Project Type, Primary Sponsor, etc.). Click 'Next'.
8. Notice the screen automatically populates the project information. **If you are resubmitting a project from a previous year, make sure to change the 'Number / Identifier' to distinguish it from the previous year's submittal.** Ignore 'Category'.
9. The summary automatically populates the 1,500 characters from the HWS project summary.
10. In the 'Funding Amount' box, enter the amount requested from SRFB (screen defaults to funding source and fiscal year). You need this information in order to link your project to PRISM. You do not need to enter anything in the 'Summary' box—leave this blank.
11. Review Funding Instrument information. Click 'Save and Continue' to create the Funding Instrument and proceed to the 'Funding Instrument Template Attributes' screen.
12. On the 'Funding Instrument Template Attributes' screen, choose the appropriate values for the PRISM-specific attributes (e.g., PRISM Project Type, Primary Sponsor, etc.). Next, click 'Save and Connect to PRISM'.
13. You have created a Funding Instrument and entered the information PRISM needs. You are now ready to submit the application to PRISM.
14. On the RCO PRISM Connect screen, you will see two choices, 'Submit Application to PRISM' and 'PRISM Connection Settings'.
 - If you are connecting to an existing PRISM project, click 'PRISM Connection Settings' and enter the PRISM project number you are linking to
 - If you are creating a new project in PRISM, click 'Submit Application to PRISM'
 - i. Enter PRISM Username
 - ii. Enter PRISM Password
 - Click 'Submit'
 - Remember to write down your new PRISM project ID number, e.g., 15-xxxx

Once you have your PRISM project number, you can logon to PRISM Online and enter the project number to begin your application. Go to the Project Field, enter the PRISM number and follow the onscreen instructions.