

Submittable

Your Guide to Applying for RHTP Grants

March 5, 2026



DEPARTMENT OF
**PUBLIC HEALTH &
HUMAN SERVICES**

What is Submittable?

Submittable is an online platform for submitting and managing non-competitive grant applications.

- Easy-to-use application system
- Track your submission status in real-time
- Secure document upload and storage
- Communicate directly with the DPHHS



How You'll Use Submittable for RHTP

Montana's Rural Health Transformation Program received \$233 million to strengthen rural healthcare across five initiatives:

- All RHTP grant applications will be submitted through Submittable.
- Direct application links will be provided when available on the RHTP website.
- Applications open April-June 2026 (varies by initiative).
- This presentation will help you prepare.



Getting Started

START HERE: A direct link to specific grant opportunities will be posted on the DPHHS RHTP website.

- Create a free Submittable account at manager.submittable.com
- Use an email address that you check regularly
- Verify the email with the code sent to you
- Keep your login credentials secure



Creating Your Account

Step 1

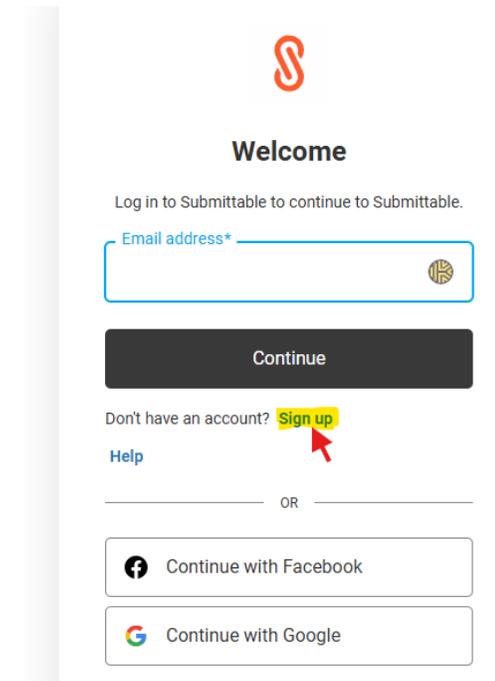
Go to the application link and click “Sign Up”

Step 2

Enter your email, name, and create a password

Step 3

Verify your email and start your application



The screenshot shows the Submittable sign-up page. At the top is the Submittable logo (a red 'S'). Below it is the heading "Welcome" and the text "Log in to Submittable to continue to Submittable." There is an input field for "Email address*" with a blue border and a globe icon on the right. Below the input field is a dark grey "Continue" button. Underneath the button, it says "Don't have an account? Sign up." with a red arrow pointing to the "Sign up" text. There is also a blue "Help" link. Below this is a horizontal line with "OR" in the center. At the bottom are two buttons: "Continue with Facebook" and "Continue with Google".



Before You Start Your Application

Have these items ready to streamline your application:

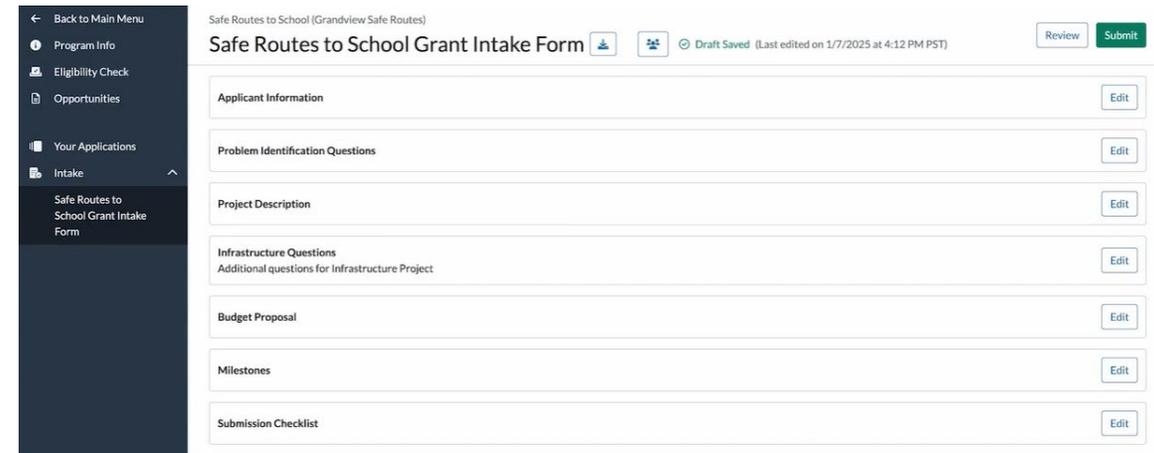
- Organization's tax ID/EIN number
- Project budget estimate with timeline
- Supporting documents (specifications vary by initiative)
- Contact information for key personnel



Completing Your Application

Plan 45-60 minutes for most applications

- You don't have to complete it all at once
- Save your draft and return anytime
- All fields marked with an asterisk (*) are required
- Review carefully before submitting



The screenshot displays a web application interface for the 'Safe Routes to School Grant Intake Form'. On the left is a dark sidebar menu with options: 'Back to Main Menu', 'Program Info', 'Eligibility Check', 'Opportunities', 'Your Applications', 'Intake', and 'Safe Routes to School Grant Intake Form'. The main content area shows the form title 'Safe Routes to School Grant Intake Form' with a 'Draft Saved' status and a 'Last edited on 1/7/2025 at 4:12 PM PST' timestamp. The form is divided into several sections, each with an 'Edit' button: 'Applicant Information', 'Problem Identification Questions', 'Project Description', 'Infrastructure Questions' (with a sub-section for 'Additional questions for Infrastructure Project'), 'Budget Proposal', 'Milestones', and 'Submission Checklist'. At the top right of the form area are 'Review' and 'Submit' buttons.



File Upload Tips

- Upload documents in PDF format when possible
- Ensure files are named clearly and professionally (e.g., “OrganizationName-Budget-2026”)
- You can upload files from mobile devices
- Check file size requirements in the application

Clear selection

Yes No

Attach a conceptual drawing of the proposed improvements, including:
Scale, north arrow, school locations, improvement locations, ROW lines, and legend.

Filename: Conceptual Drawing.pdf x 

[Add an Upload](#) You can add 4 more uploads.

[Back](#) [Save Draft & Exit Section](#)



Working with Team Members

Need help from colleagues? Use the collaboration feature!

- Click “Manage Collaborators” at the top right
- Enter email addresses of team members
- Team members can edit and add content
- Only you (the submitter) can submit the final application

Safe Routes to School (Grandview Safe Routes) Close

Collaborators

Add collaborators to the application using the fields below, then use the "Invite" button to invite them. Inviting members will send them an email invitation that they will have to accept.

First Name	Last Name	Email Address	Organization Profile	Organization Role
Carlos	Valdez	stacey.sveum+carlos@submittable.com		Lead Applicant active

First Name	Last Name	Email Address	Organization Profile
<input type="text" value="Rex"/>	<input type="text" value="Edward"/>	<input type="text" value="stacey.sveum+rex@submittable.com"/>	<input type="text" value="Organization Profile"/>

Organization Role:

[+ Add Collaborator](#)

Submission and Tracking Your Application

- You'll receive a confirmation email immediately after submission
- Check your submission status by logging in to manager.submittable.com
- You can message organizers through the Submittable platform
- Watch for updates via email notifications
 - Updates include but are not limited to; messages from the organizations, approvals, additional requests, etc.
- Log in to manager.submittable.com to view:
 - All submitted applications
 - Status of each submission
 - Messages from DPHHS staff.



Your Submittable Dashboard Shows

-  About Us
-  Opportunities
-  Organization Profile
-  Your Applications
-  Your Awards

Your Applications

List of Applications

Filter

Program	Application	Applicant	Cycle	Status	
Safe Routes to School		 Grandview School District	Safe Routes for Schools Award - Infrastructure & Educational	Draft	Continue
Safe Routes to School	Grandview Safe Routes	 Grandview School District	Safe Routes for Schools Award - Infrastructure & Educational	Submitted	View



Troubleshooting Common Issues

Technical Issues (Platform Problems):

Forgot password? Use "Forgot password" link to reset

File won't upload? Check format and size limits

Contact: support@submittable.com

Program Questions (Eligibility, Requirements):

Questions about RHTP initiatives or application content

Contact your DPHHS program representative. Will be provided per opportunity.



Important Reminders

- Submit your application before the deadline (varies by initiative)
- Keep a copy of your submitted materials
- Check your email regularly for updates
- Questions? Reach out to us early – don't wait until the deadline



Support Resources

Submittable Help

[Submittable.help/en](https://submittable.help/en)

Technical Support

Monday-Friday 9am-5pm MDT

Submittable assists with the online platform for any technical assistance when applying, troubleshooting, and using the application program.



Conclusion

