



# Leaders Mentoring Program Federal Training Institute

**Deadline: June 20, 2016**

## INSTRUCTIONS

You may make as many visits to your application as you wish, after it has been submitted until the deadline. **You must submit your application for your information to be saved.** Information placed on an un-submitted application will be lost.

Once submitted, please take note of the link in the submission confirmation pop-up as that is the **only** way of accessing your application and providing edits. In order to be considered, your application must be complete and **SUBMITTED by 6 p.m., EASTERN DAYLIGHT TIME, June 20, 2016.**

BEFORE BEGINNING the application, please read the instructions below:

### A. How to SAVE and SUBMIT your data.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.
2. You must **SUBMIT** your application for your information to be saved. You may revisit your application at any time using the unique URL on the submission confirmation page. The easiest way to save the link is to click on the link (see image below) and bookmark the resulting page. **DO NOT SHARE THAT**

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#### FTI Leaders Mentoring Program

Your response has been recorded.

[Edit your response](#)

**LINK** as any edits to that page will edit YOUR application. If you do not click on SUBMIT on the final screen anything entered since you last hit SUBMIT on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.)

3. You may work on your application in as many sessions as you wish but you must click through all of the pages and click SUBMIT on the final page for your edits to be saved.
4. Your application status bar must be SUBMITTED by 6 p.m., Eastern Daylight Time, June 20, 2016 in order for it to be considered. You will be unable to submit new or revised applications after that time. Any applications being revised will not be saved and revert back to the last version submitted before the deadline. FTI will take no responsibility for applications that are not submitted the deadline. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**

## **FTI Online Leaders Mentoring Program Application**

### **B. How to enter data.**

1. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, punctuation, grammar, and case. (For instance, do not use all caps.)
2. Long responses will only accept a limited amount of text. Where longer answers are permitted, the number of available words will be indicated. We suggest that you type rather than paste your response as you will be unable to submit your application if entered text is longer than the indicated character count.
3. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. You may type your responses or click on the down arrow and use the calendar interface.

### **C. How to get help.**

Contact Sara Clemente at [SClemente@lulac.org](mailto:SClemente@lulac.org) with questions.

Good luck with your application!