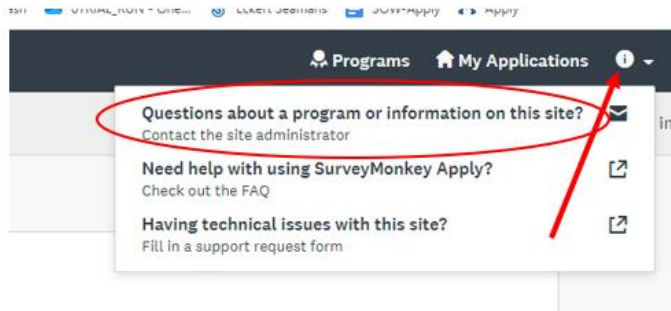


OFFICE OF THE SECRETARY OF HIGHER EDUCATION

Higher Education Capital Facilities Programs Summer 2022 Cycle

SurveyMonkey Apply Technical Questions Updated 10/04/2022

Technical questions regarding the Higher Education Capital Facilities Programs Summer 2022 Cycle application on SurveyMonkey Apply should be submitted through the SurveyMonkey Apply portal by clicking on the information icon and selecting “Contact the site administrator,” as shown below.



1. **Question** - I am trying to submit a support request form, but I keep getting an error message.

Answer – You may receive an error message if you used the auto-populate function. To avoid an error message, please enter all information manually when submitting a support request form through SurveyMonkey Apply.

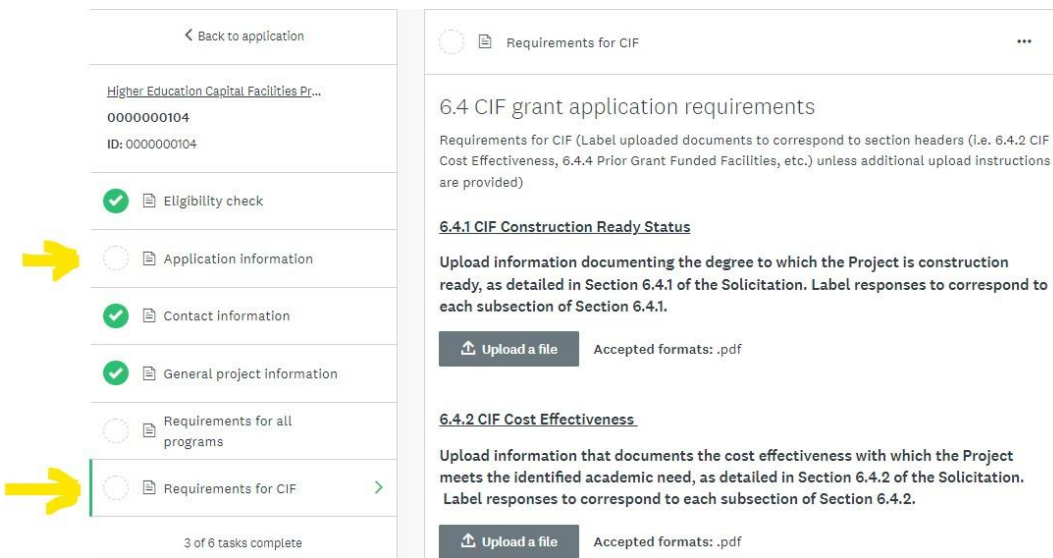
2. **Question** - I cannot locate where to upload the program-specific requirements.

Answer - In order for the upload option for program-specific application components to appear:

- Enter the dollar amounts requested in the “Application information” section. Do not use commas.
- Mark the "Application information” section complete.

Program-specific requirements are uploaded to “Requirements for CIF,” “Requirements for HEFT,” “Requirements for HETI,” and/or “Requirements for ELF,” depending on the Program(s) under which the applicant seeks funding.

In the example below, the second yellow arrow identifies where an applicant requesting CIF funds will upload CIF-specific requirements.



3. **Question** - “Total Amount of Grant Requested for Project” is not automatically totaling at the bottom of the “Application information” page.

Answer - If the grant funds requested are not totaling automatically, please make sure there are no commas in the grant request values you inputted. Commas will cause an error in the system.

4. **Update** - Section 6.4.10 of the application has been corrected to reference Section 6.4.10 of the Solicitation, as follows: "If the Project includes improvement, expansion, construction, and reconstruction of instructional, laboratory, communication and research facilities, or technology infrastructure, upload evidence supporting one or more of the statements in Section 6.4.10 of the Solicitation.”

5. **Update** - The application has been updated to only show the “Requirements for ELF” task to applicants requesting ELF funds and to only show the “Requirements for HETI” task to applicants requesting HETI funds.

If your application is still showing the “Requirements” task(s) for funds you are not seeking, please submit your request to remove the “Requirements” task(s) through the SurveyMonkey Apply portal by clicking on the information icon and selecting “Contact the site administrator,” as shown below.

