Transport WA Grants (OmniStar)

Application Help Guide

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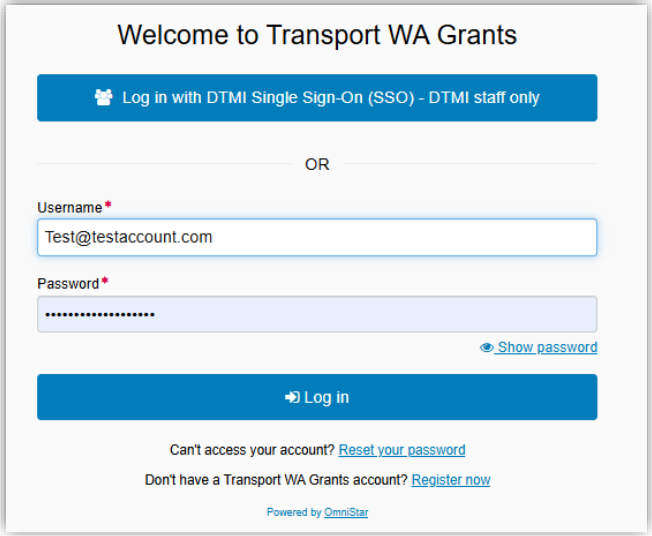
Accessing the Transport WA Grants (OmniStar) portal

The **Transport WA Grants (OmniStar)** is the online grants management portal used to submit and manage Department of Transport and Major Infrastructure's grant applications and funded projects.

A registered account is required to submit applications. See Grants and fundings | Transport WA under "How to apply for a grant" for account setup instructions.

If you already have an account,

1. Go to Transport WA Grants (OmniStar) Portal (https://grants.transport.wa.gov.au/)
2. Enter your registered username (email address) and password in the fields provided and click "**Log in**".
3. Log in with Multifactor Authentication (MFA).
   - Open the Google /Microsoft Authenticator app on your smartphone.
   - Find the one-time 6-digits code under "**DoT+Grants**" and enter it into the text field box.
   - Once you have entered the code, click "**Submit**".

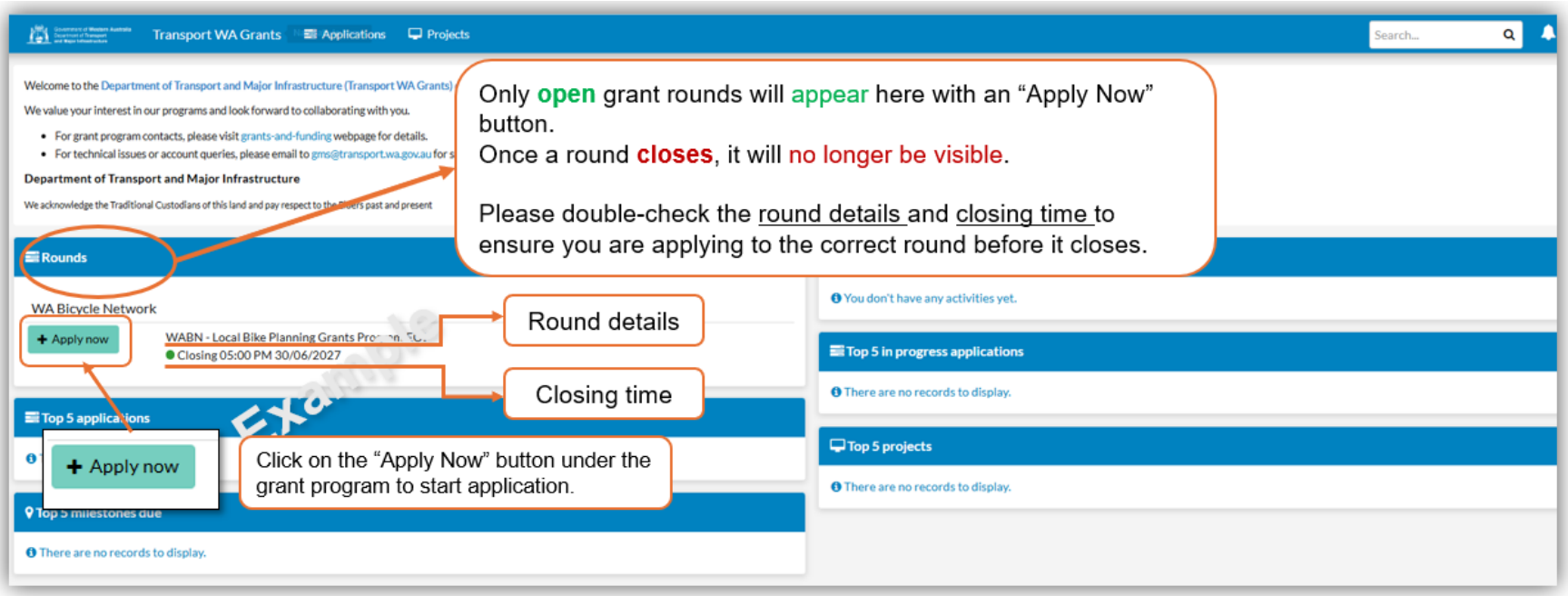


Need help?

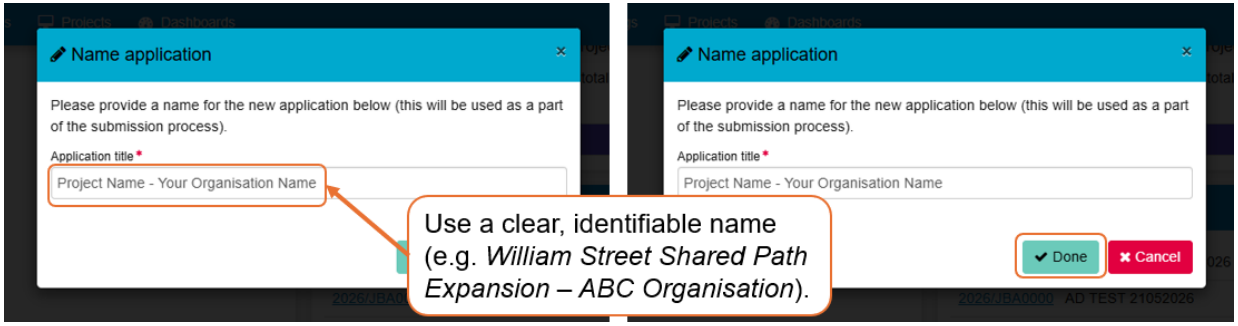
If you have any questions or need assistance with setting up your MFA, please contact the Grants Management team via email to gms@transport.wa.gov.au

How to create an application

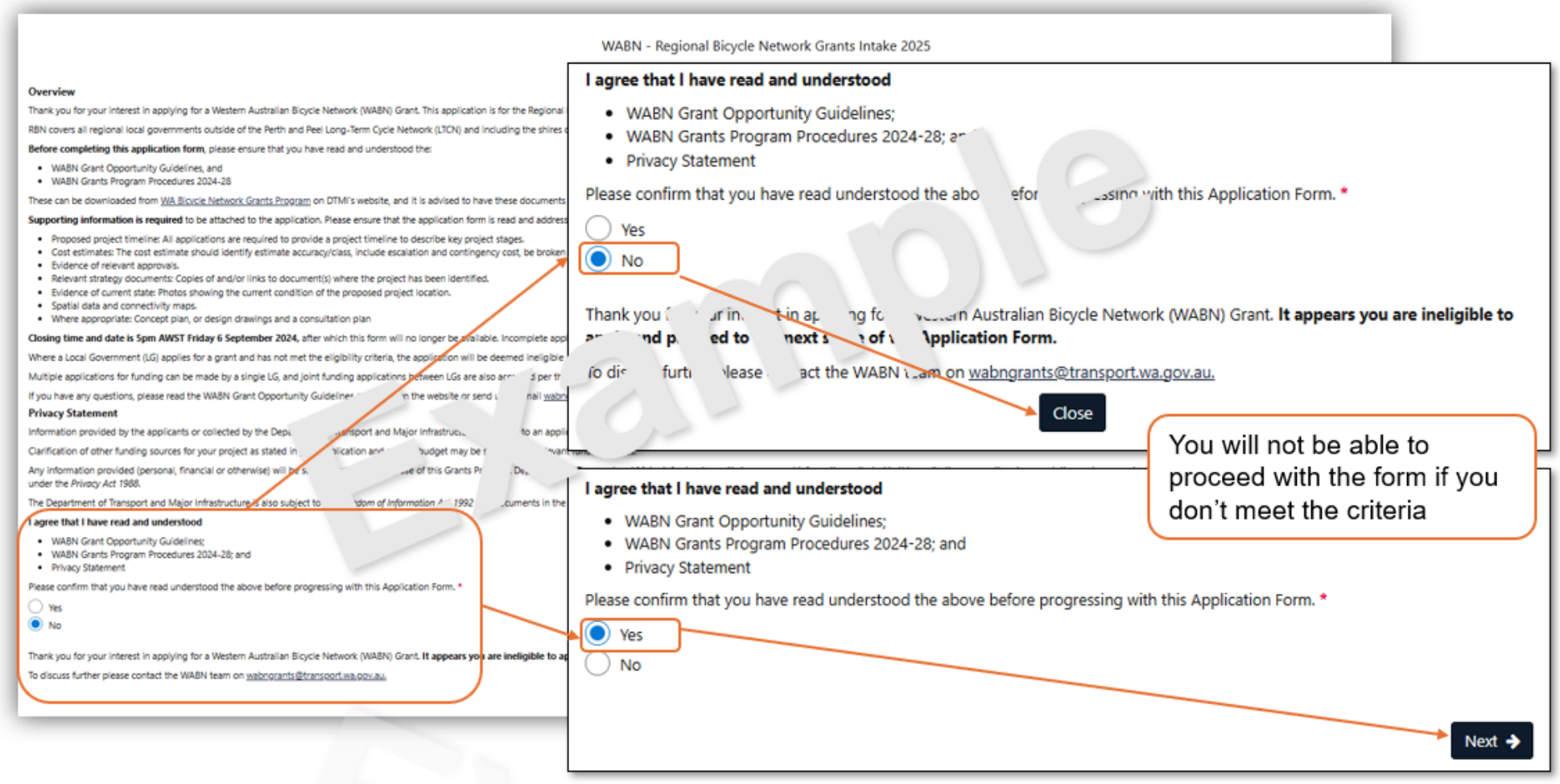
1. To create an application, click on the "**Apply Now**" button for the grant round you want to apply for.



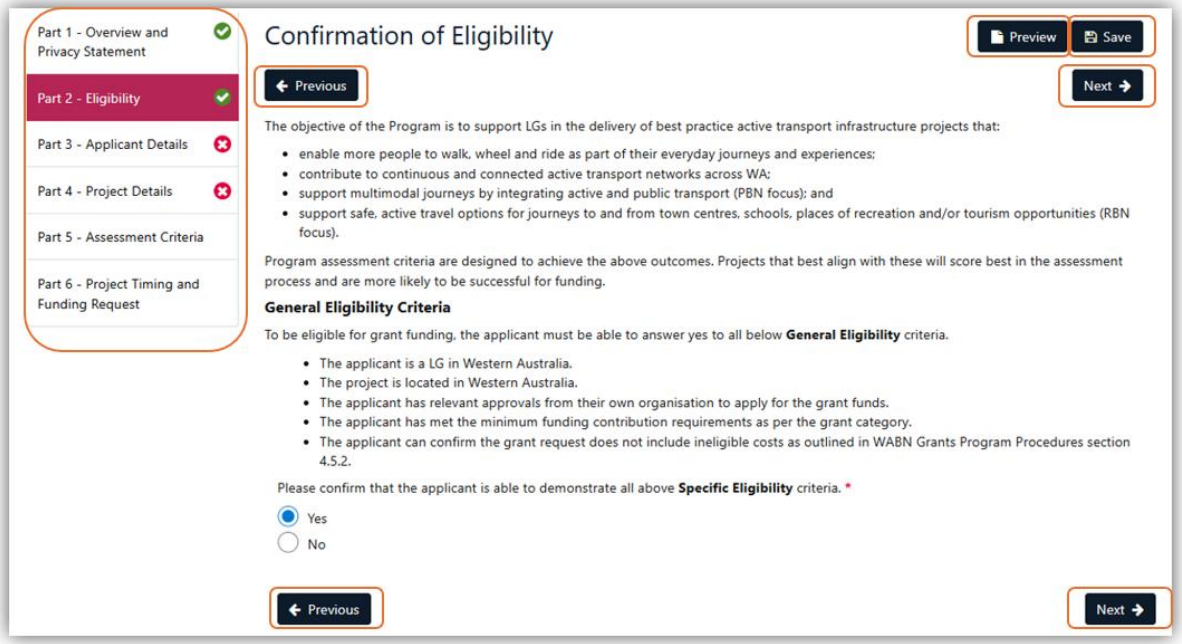
2. Enter a title for your application, please include the name of your organisation in the title. Be clear and concise. Click "**Done**".



3. Confirmed eligibility and required information on first page(s) to proceed with the form.
   For more information (e.g., full grant guidelines, procedures…etc.), please refer to the relevant grant program page on the [Grants and fundings | Transport WA](#).



4. Application controls:
   Note: The form autosaves every 5 minutes. You can also click the "**Save**" button at any time to ensure your progress is saved.



Save Saves your progress.

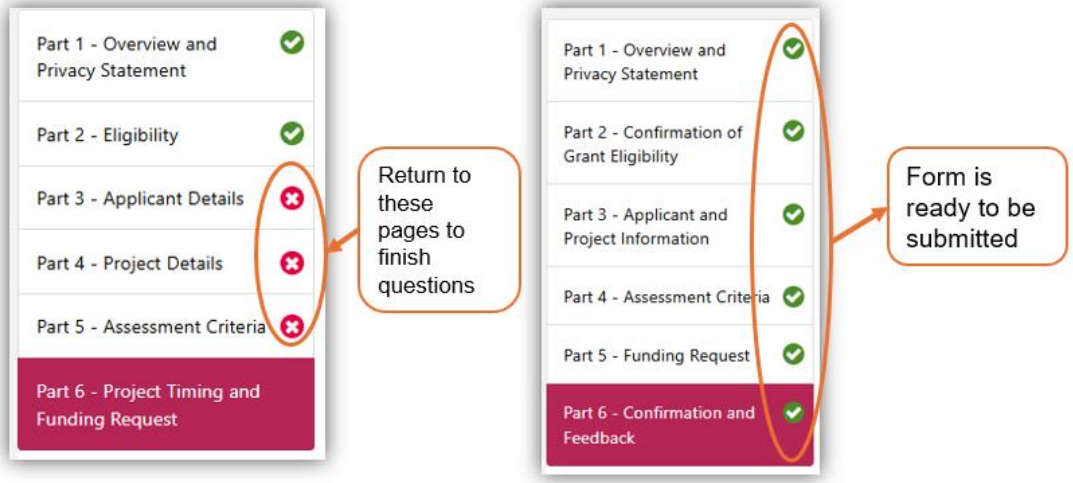
Preview Downloads a .zip file containing a PDF version of your application.

Note: The PDF is for reference only. Do <u>not</u> edit or continue your application using the PDF.

Previous Returns to the previous page.

Next Moves to the next page.

Submit Submit the form.



You can use the **form navigation** on left hand side to jump to different pages.

This page has incomplete questions (including document uploads). You must complete all required fields before submitting.

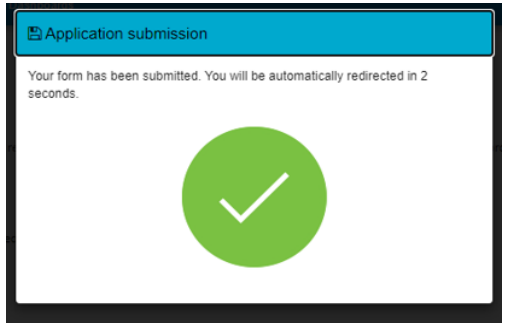
Required questions have been answered on this page.

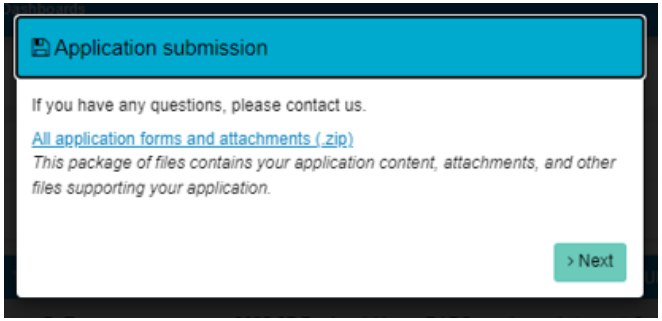
Note: The **Submit** button only appears on the final page once <u>all</u> pages are showing .

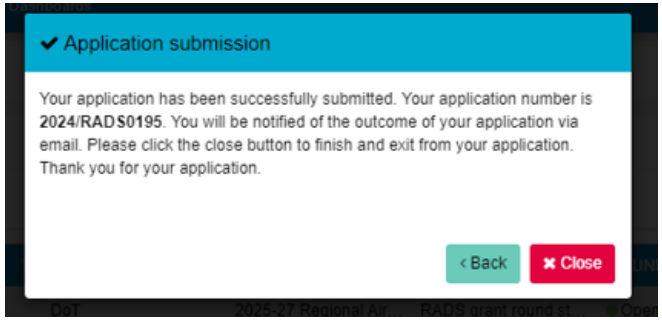
How to confirm submission status

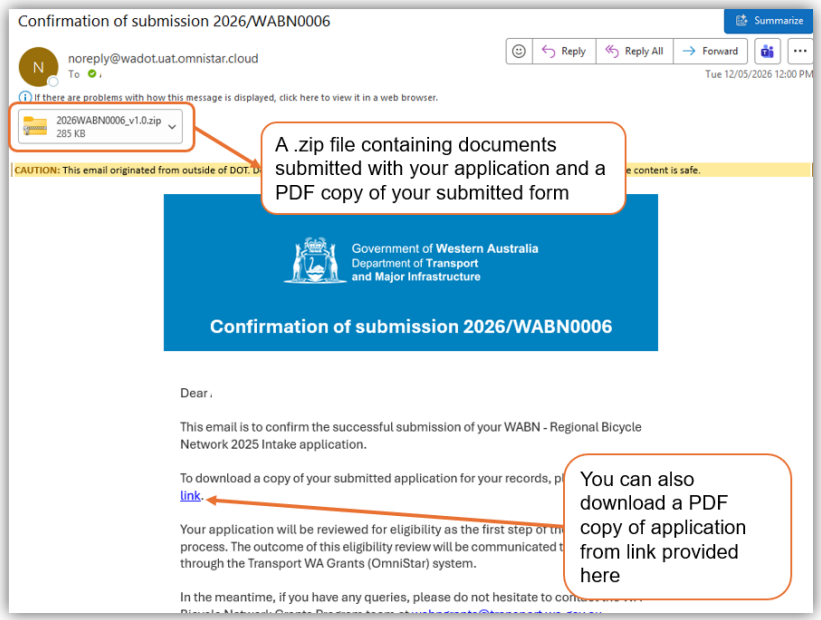
Once successfully submitted, confirmation messages will appear.

A confirmation email will also be sent to your email confirming successful lodgement.





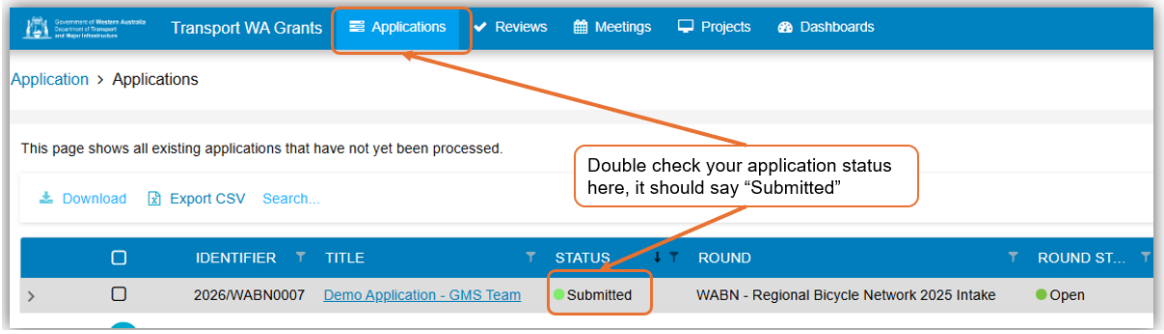




Note:

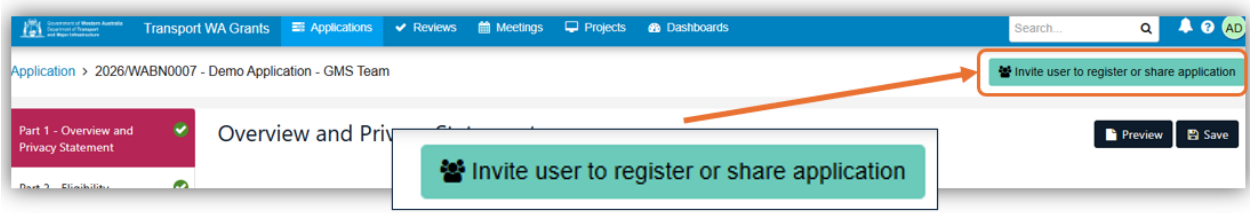
If you do not see the confirmation message or receive a confirmation email, your application may not have been successfully submitted.

Check your Applications tab to confirm the application status.

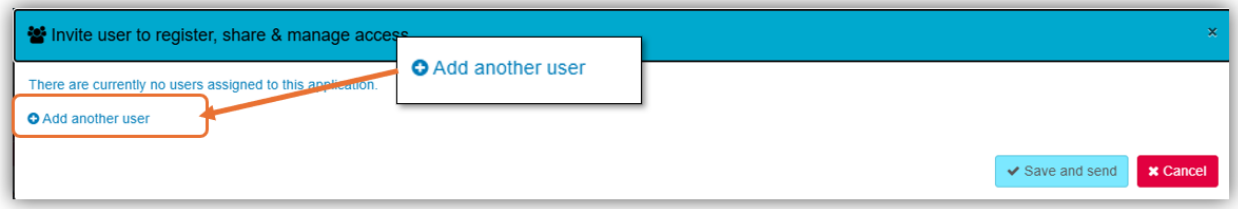


How to share or invite someone to help with your application

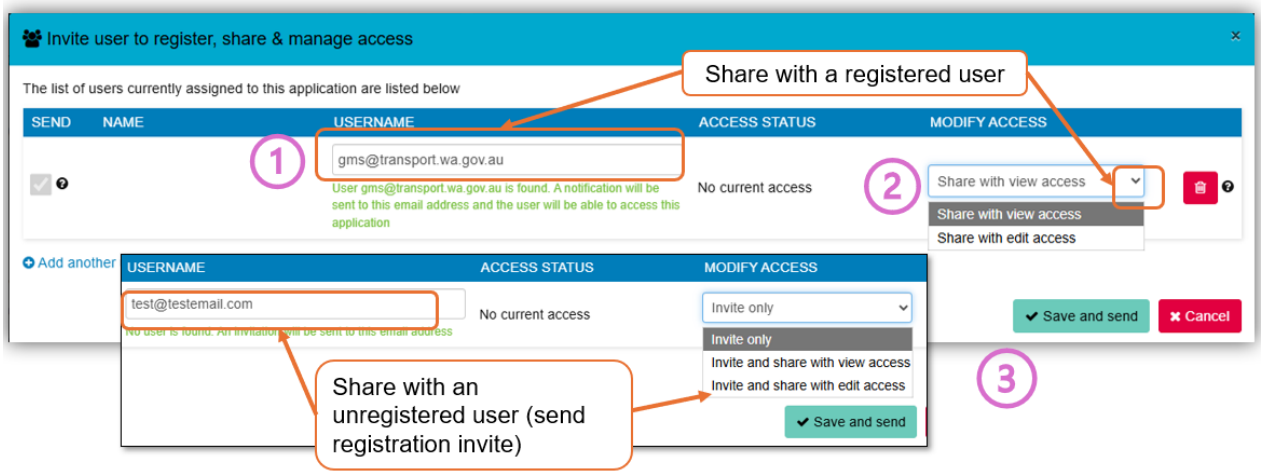
1. Go into the application you would like to share and click the "**Invite user to register or share application**" button.



2. Select "**Add another user**".



3. (1) Enter the recipient's email address and (2) select the type of access. (3) Click the "**Save and send"** button**.**



Note:

- If the user is not registered, they will receive an email invite to register for an account before accessing the project.

Important

This function is for applicants/grantees use only, to enable internal collaboration on applications.

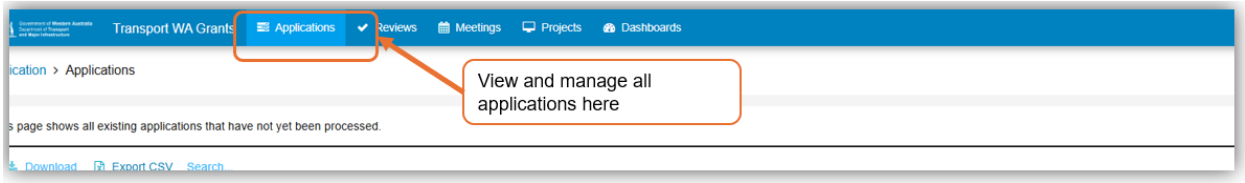
Do **NOT** share applications with DTMI grant officers.

How to delete an “In Progress” application

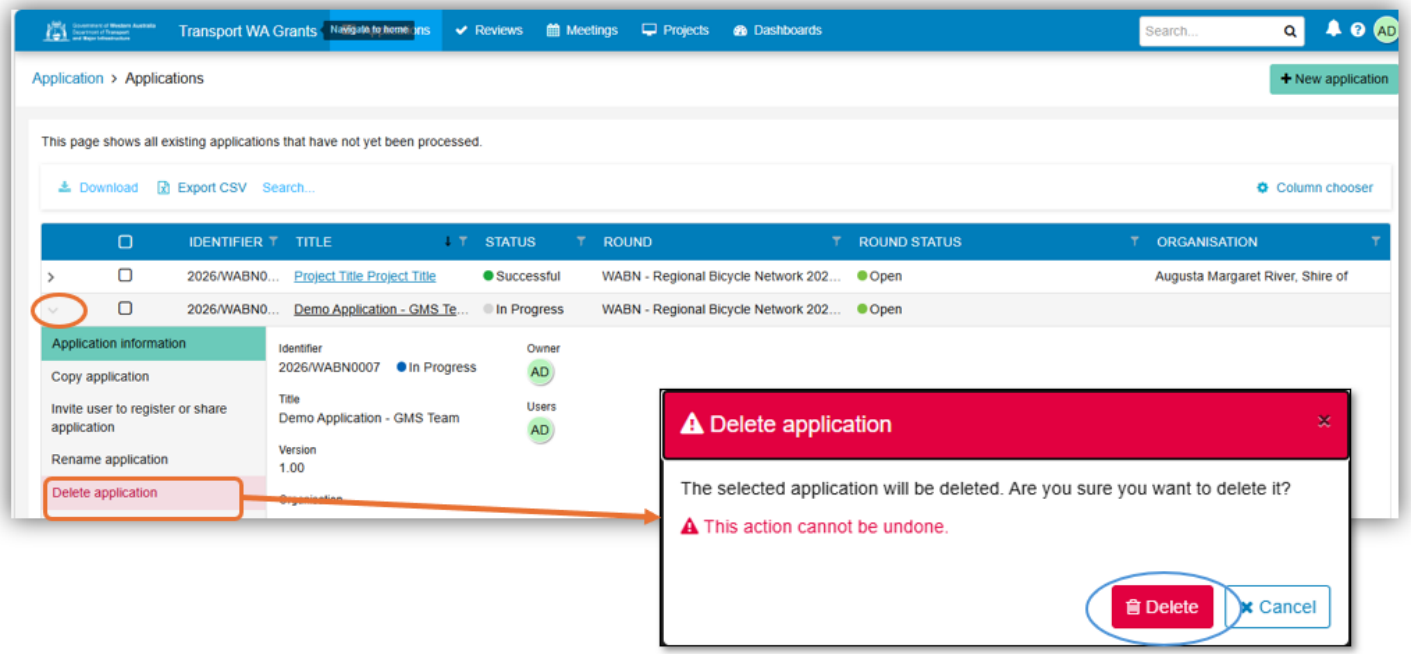
It is recommended that you delete any “**In Progress**” applications you do not intend to submit (e.g. test applications, duplicates, or applications created by mistake, draft applications that missed the deadline.).

To delete an application:

1. Click “**Applications**” on the top menu.



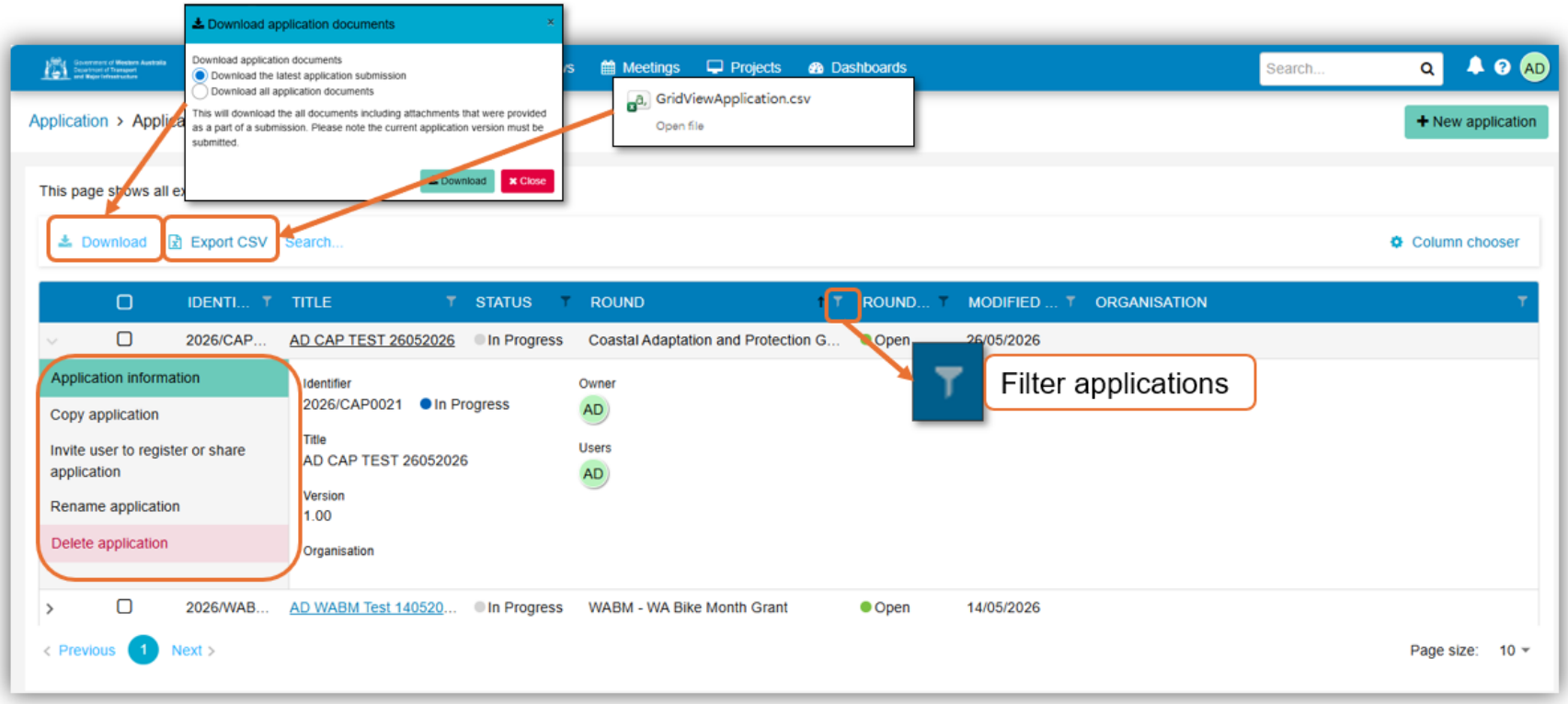
2. Click the “**>**” symbol next to the application to open more options.
   Note: Do not click the application name, as this will open the form.
3. Select “**Delete application**” from the dropdown menu.
4. In the pop-up window, click “**Delete**” to confirm. Deletion cannot be undone. If you are unsure, do not delete the application.



Other functions available

1. Copying an application – You can copy an existing application to create a new application within the same grant round, retaining the information already entered. Applications can only be copied while the grant round is open.
2. Renaming an application – You can rename your application while the grant round is open.
3. Deleting an application – "In Progress" applications can be deleted at any time but note the deletion cannot be undone.

Note: Only draft applications ("In Progress") can be deleted from the system. Please contact your grant program officer if you wish to delete or withdraw a submitted application.

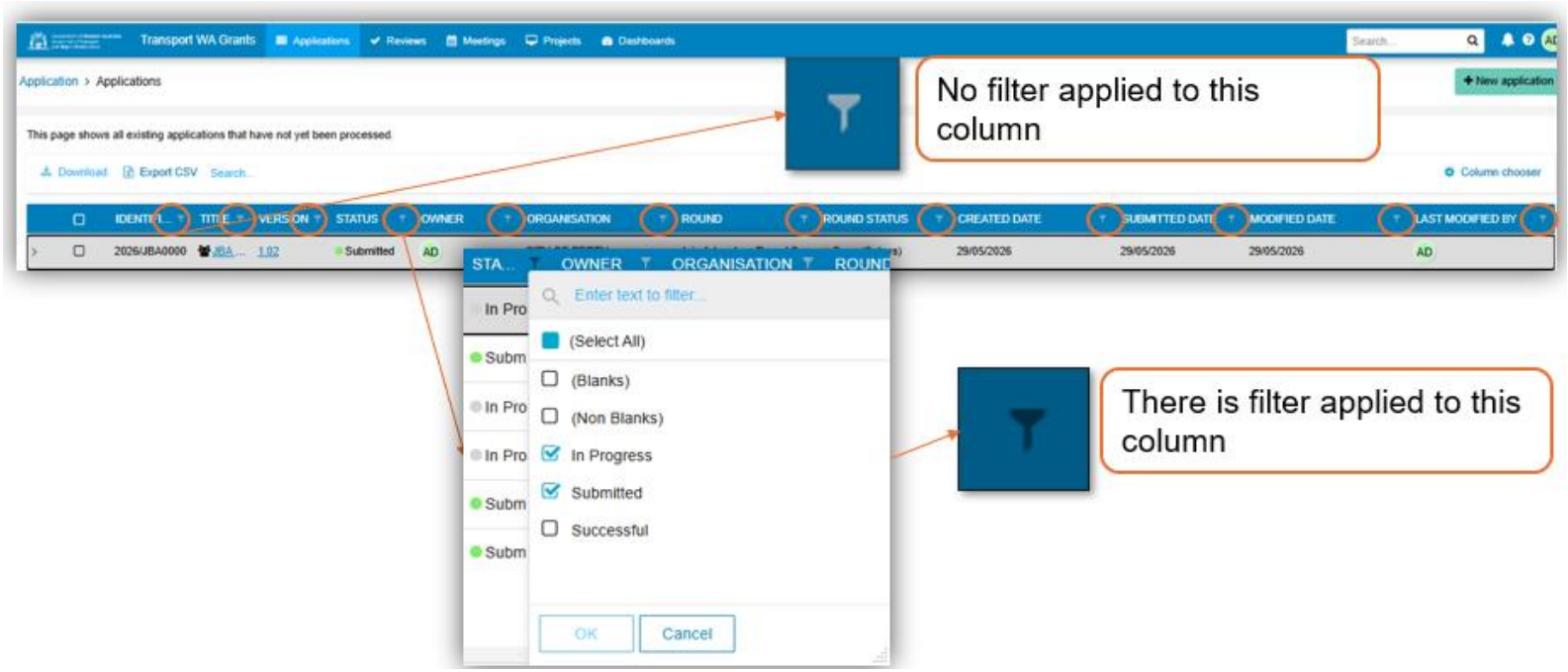


Frequently asked questions

1. I can't find my application(s)

A filter may be applied to one or more columns (e.g. displaying only "Submitted" applications).

To clear the filter, click the funnel icon and reset it.



2. I applied for the incorrect grant round

Unfortunately, applications **cannot** be transferred between grant rounds.

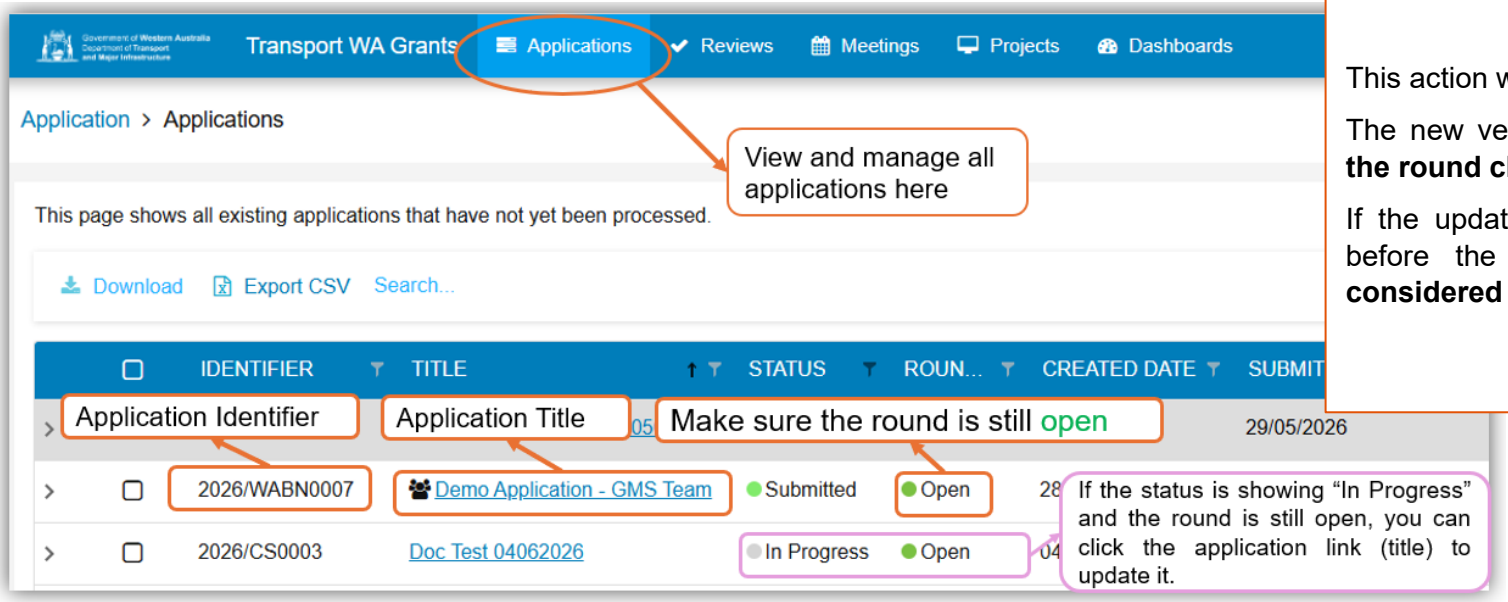
You will need to start a new application in the correct grant round (if it's still open).

3. I want to make changes to my submitted application when round is still open

A submitted application can be amended **while the grant round is still open**. Once the round has closed, no further changes can be made.

To update your application:

1. Click "**Applications**" on the top menu and locate the "●Submitted" application you would like to amend.
2. Contact your Grants Program Officer to **unsubmit** the application. Please include the application identifier and title in your email.



Important

This action will unsubmit your application.

The new version **must be submitted before the round closing time**.

If the updated application is not resubmitted before the round closes, it **will not be considered** in the current round.

3. Once the application is unsubmitted, the application status will change to "●**In Progress**", allowing you to make updates.

4. Update and **resubmit** your application **before the round closing time.**