• On the Assign Document Summary page select the appropriate Proposal type (this will normally be Standard Proposal).

• At the top of the Current Documents page select the Unallocated Pool Documents link. The application summary will appear on your screen.

• Tick the box to the left.

• Click on the Assign button.

• Click on the Document List button.

• Click on the Open button. This will take you to the Document Menu.

• Select the Submit Document button (near the top of right hand side of the page).

• Select the 'Yes' button in response to the 'Confirm submission to Submitter Pool' prompt.

• In the Current Documents screen 'Your document has been submitted to the Submitter Pool' will appear.