

# NYS Companion Animal Capital Projects Fund 2019-2020

AGM01-CACF19-2019

## How to handle the Global Errors message related to Work Plan Objectives.

When you first attempt to submit your 2019 Companion Animal Capital Fund application, you will encounter at least one Global Error. This error is related to the “old way” of entering the Work Plan into the Grants Gateway application which was mistakenly left on for this grant opportunity.

**PLEASE NOTE:** this error will not affect the actual Work Plan you filled out at Forms Menu > Work Plan Properties. However, it is important that you submit your application early because this error will take a few minutes for you to manage.

- 1) When you attempt to change the application status to Application Submitted, you will be presented with this error:

### Global Errors

Document Information: [AGM01-CACF19-2019-00006](#)

 [Details](#)

 You must complete this page.

[Objectives](#)

- 2) Click on the red link to “Objectives”.
- 3) Type “NA” in both fields and click SAVE.

Objective Name

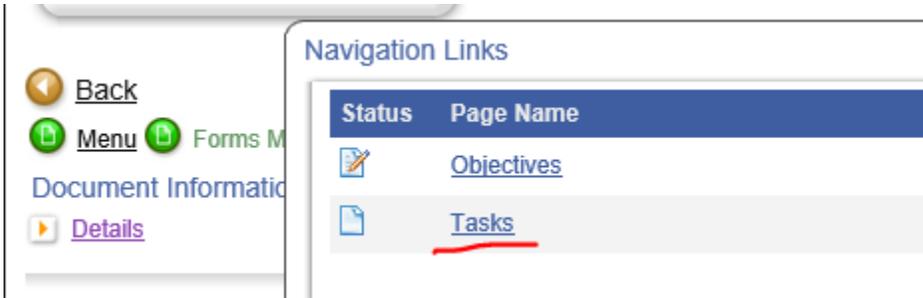
NA \*

Objective Description

NA

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- 4) Hover your mouse over the Forms Menu and select “Tasks” (or try to submit the application again and click on the Tasks link).



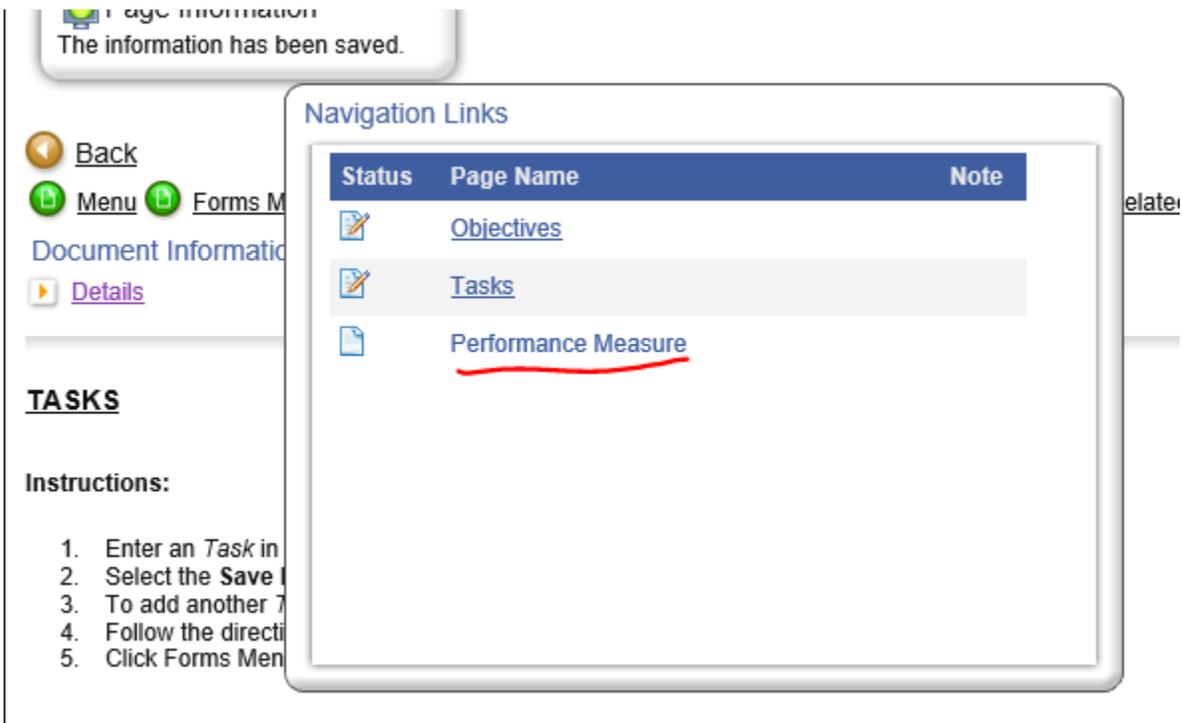
- 5) Type “NA” in both fields and click SAVE.

Objective: NA  
Task Name  
NA

Task Description  
NA

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- 6) Hover your mouse over the Forms Menu and select “Performance Measure” (or try to submit the application again and click on the Performance Measure link).



- 7) Type “NA” in both fields and click SAVE.

Objective: NA  
Task: NA

**Performance Measure Name**

NA \*

**Narrative**

NA



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Assuming there are no more errors in your application, you will now be able to submit your application by selecting Status Changes and apply the status of Application Submitted.