7 REASONS TO
MOVE YOUR APPLICATION PROCESS
ONLINE

The benefits of a cloud-based
application management software

CONTENTS

WHY CHANGE NOW?

1 SIMPLE FOR APPLICANTS

2 EFFICIENT FOR ADMINISTRATORS

3 STREAMLINED FOR REVIEWERS

Changing your applications or submission process might feel like an uphill battle. After all, your organization has dedicated eons to thoughtfully building and implementing a submission system to do the work that needs doing. Why change now?

Because you need an application management process that is simple for applicants, efficient for administrators, and streamlined for reviewers.

Moving your paper process—or even a partially online process—to a complete application management software helps you meet every group's needs while saving significant administrative time and costs.

Perhaps you're in the early stages of researching the switch, or already understand the potential benefits but your colleagues aren't yet convinced. Whatever stage you're at, here are seven benefits of making the switch to bolster your argument.

#1

PUT YOUR BEST FOOT FORWARD (AND GET BETTER APPLICANTS)

If your applicants are faced with outdated forms they need to download, complete, and scan, then email or mail to return, they may postpone submitting or, even worse, rethink their decision.

With application management software, you can quickly create modern, on-brand forms that pre-screen applicants and collect exactly the information you need. Use required fields and survey or branching tools to reduce incomplete or unsuitable applications.

Associating your brand with intuitive, modern technology attracts professional, high-quality applicants who appreciate the convenience of a digital interface. It can also make your opportunity more widely accessible, increasing the diversity of applications and making the process more equitable.

GAIN BACK VALUABLE TIME

#2

You know the importance of your mission and the work involved to meet essential goals. Focus isn't just a question of available time—it's also about the ability to minimize distractions. When your digital submission system is running smoothly, when you don't have to worry about manually tracking countless small interactions or regularly troubleshooting human error, you can concentrate on the high-level priorities that will fuel your success.

Application management software streamlines your process from start to finish by bringing all your steps into one platform. A thoughtful, clear online application form encourages thoughtful, clear responses, reducing the number of incomplete or unsuitable applications—and your time spent managing them. Regardless of your team size, or where in the world individuals are working from, an electronic system makes even complex, collaborative evaluation processes more simple.

SAVE MONEY

#3

Your time is also one of your most costly resources. Software simplifies the administrative procedures you use to receive applications, track and compile data, facilitate review across team members, and manage communications (both internal and external). That can result in real cost savings in the form of administrative time and staffing.

For example, the Montana Department of Commerce gained close to three weeks of staff time per grant cycle by using Submittable, a savings of over $4300, most of which was cut by automating a complex, multi-stage review process.

#4

IMPROVE COMMUNICATION

With a digital application, your entire review process can live online. Reviewers and administrators can access the system anytime and anywhere, and share notes, apply labels and view one another's voting privately—all without leaving the platform. No more email back-and-forth, long group meetings, or searching for review notes.

You can also easily and quickly update applicants throughout the process. Automated communication eliminates time spent manually providing status updates for every application, while preventing applicants from feeling "kept in the dark"—a real win-win.

MINIMIZE ERROR

#5

There are many points in a submission or application process when something could go awry: incorrect postage, an email goes to spam, one application is missing data, another has mistakes, accidental recycling, a misplaced or undelivered form. Dramatically reduce opportunities for error by keeping all your applications centrally, safely stored, easily accessible, and simple to edit.

#6

GO GREEN

Digitizing your submission process saves on paper, printing, and postage. Cloud-based storage lets you reclaim soil space—forget file cabinets, boxes, and artful piles. Search and find documents immediately, from anywhere, and enjoy simple, weightless portability.

#7

IMPROVE SECURITY

Paperless application/submission systems solve a whole host of problems, not the least of which is security. A cloud-based platform should provide plenty of file storage for your submissions, as well as a high-level of encryption to keep application information safe. In addition, centrally-stored applications significantly reduces the possibility of errors and problems inherent in a paper-based system.

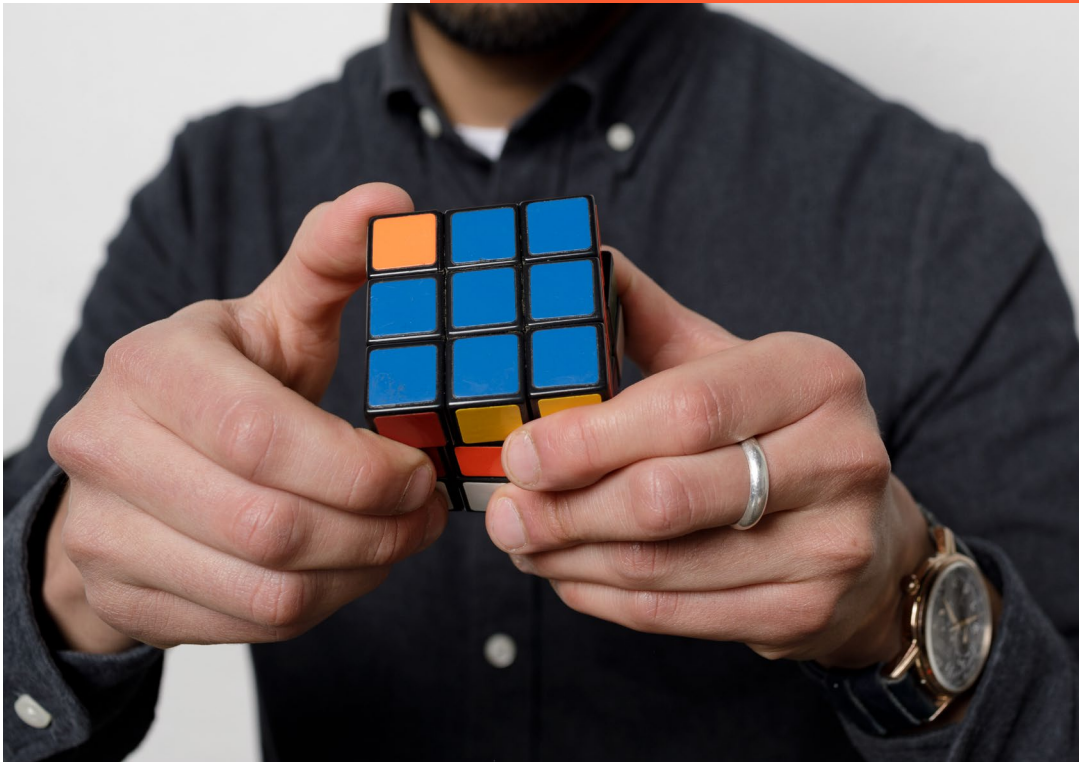| Put your best foot forward (and get better applicants). | 1 |
Gain back valuable time.	2
Save money.	3
Improve communication.	4
Minimize error.	5
Go green.	6
Improve security	7

7

BENEFITS OF GOING DIGITAL

MAKE THE MOVE

A good application management software should be designed to integrate with your smart, hard-earned system, so you can maintain your chain of command, your requirements, your workflow, your dedication to professional and efficient communication. The software just makes it easier, more secure, and much sexier.

Now, that you're well-versed in the benefits you're armed and ready to make the move. In an increasingly complex world, it's more essential than ever to streamline workflow, expedite professional communications, sync up specialized software, and thoughtfully market your brand. A good application management software is the partner you need to get there!

Submittable

Submittable is the leading application management software, used by thousands of organizations to streamline their applications process and grow their mission.