

How to submit your FHS AEC Annual Progress Report of Final Report form using Submittable

1. Visit the Submittable website:

<https://universityofcapetown.submittable.com/submit/72587>

2. The link will take you to the FHS Submittable page
3. **If you have an account:** sign-in so that you can complete the form.
If you do not have an account: use the “create your account option” to create your Submittable account.

NOTE: You may use any email address to create your Submittable account, but we ***strongly advise that you use your UCT email address***. The email address you use when creating your account is the one, which Submittable uses to send alerts/notifications/outcomes.

All formal communication (not using the Submittable system, e.g.: your outcome letter) will continue to go to your UCT account regardless of which email address you use to create your Submittable account.

4. Once you have created your account/logged in, Submittable will take you directly to the form that you wish to complete (based on the link you selected earlier).
5. Complete the form.
6. Once complete you may either “submit” the application if it is finished, or “save draft” if you need to return to it later.
7. Once submitted you will receive an automated email, to the email address you used to create the account, confirming receipt of your application.
8. The administrative and committee process then takes over (as per the work flow document).

If you have any queries please contact:

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