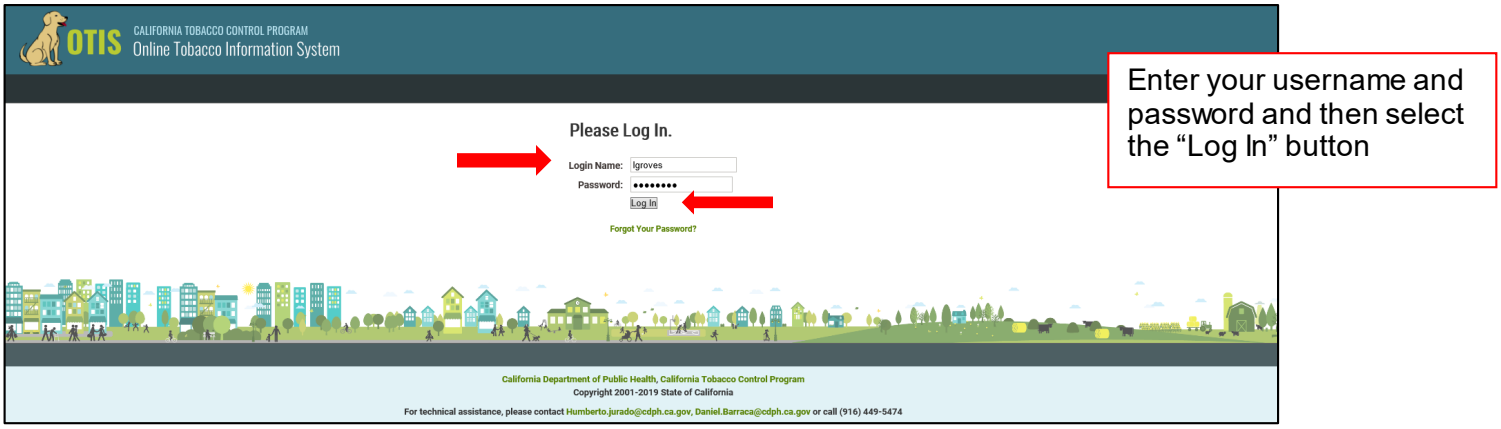
INSTRUCTIONS FOR ACCESSING THE OTIS APPLICANT TRAINING COURSE

A. OTIS Application Instructions: Overview Video

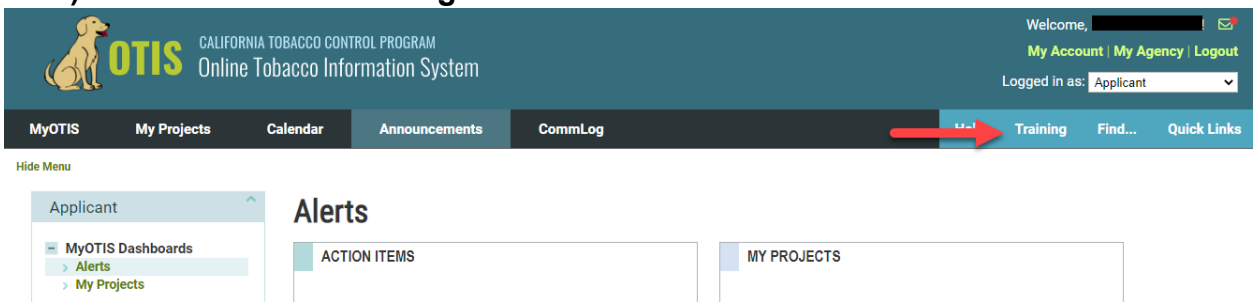
Before starting the application within OTIS, get acquainted with the system by reviewing the New Applicant Video.

To access this video:

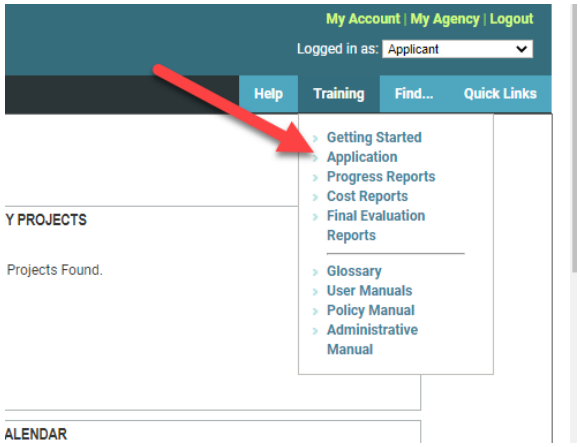
1) Log-In to OTIS



2) Scroll over the Training Tab



3) Select Application Videos



4) Select the "New Applicant Video"

Application

QuickStart Videos

The new applicant video will provide an overview of OTIS

New Applicant Video

Funded Applicant Video

Commlog Video

E-Tutorials

1 Contact Information

Dawn learns how to enter and edit contact information in OTIS for her agency, contract, and project. She also learns what correspondence each contact receives, including the project director, fiscal contact, health officer, and agency signatory.

2 Background Information

Note: This module applies only to local lead agencies. Dawn learns how to complete the Background Information section of the Comprehensive Local Lead Agency Tobacco Control Plan, which provides an overview of the local health jurisdiction and Communities of Excellence needs assessment findings.

3 Evaluator Information

Dawn learns how to select plan and project evaluators from the evaluator directory and how to invite a new evaluator to submit a profile for inclusion in the directory.

4 Scope of Work - Objective Information

Dawn learns to create and edit objectives and identify a completion date, primary priority area or asset of focus, and evaluation plan for each objective.

5 Scope of Work - Intervention Activities

Dawn learns how to select intervention topics and how to create a detailed plan of specific intervention activities, including length, frequency, responsible parties, and tracking measures.

6 Scope of Work - Evaluation Activities

Dawn learns to create an evaluation activity plan for each objective that describes outcome and process evaluation activities, including timelines, responsible parties, tracking measures, and more.

7 Scope of Work - Narrative Summary

This module demonstrates how to create a narrative summary for each objective, including the community assessment analysis, major intervention activities,

8 Budget

This module demonstrates how to create the line-item budget justification CTCP uses in evaluating the scope of work and budget and in reviewing invoices, cost reports, and progress reports.

9 Additional Documents

Dawn learns about additional documents she may need to provide, such as documentation of any additional tobacco control funding, administrative and collaborative activities not otherwise

STEPS:

1. Log-in to OTIS;
2. Use the Training Link;
3. Select Training Courses;
4. View New Applicant Video
5. View E-Tutorials