

### **Policy on Submission of an Incomplete Application**

If Aim Early Idaho needs to ask applicant to add or revise material more than once and/or if applicant submits before the references are completed, hours of RSC completed, etc., the application is incomplete and will not be reviewed in the current review timeframe. Status in EASy will be changed from Submitted to In Progress. If applicant completes the missing pieces by the next deadline, he/she will hit Submit again (but can skip paying the Endorsement® Processing Fee if paid on first submission). Aim Early Idaho will review during following review timeframe. No additional fee charged for resubmission of an incomplete application. This policy is intended to cut down on all the back and forth communication between reviewers, coordinators, and applicants during the review period. This wouldn't be a "deferral" but simply categorized as "incomplete."