

# **Grant Helper**

**Query Grant** 

Purpose: To response to query and resubmit queried grant application





One (1) month is given to employer to resubmit the queried grant application provided with the required information/documents (refer Query Remarks).

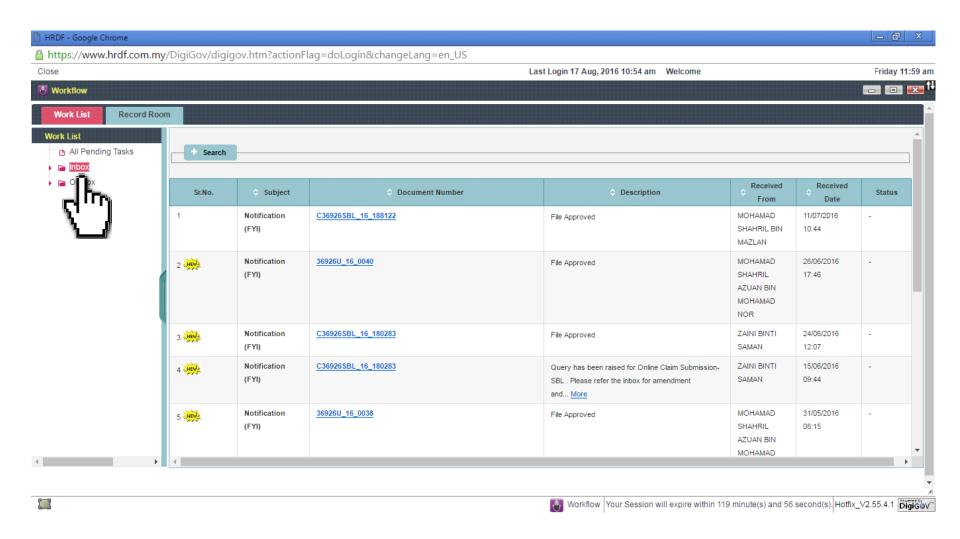


Failed to resubmit queried grant application within the period time given will lead to expired grant.

# (1) Login to Employer's eTRiS account(2) Click <u>Inbox</u>



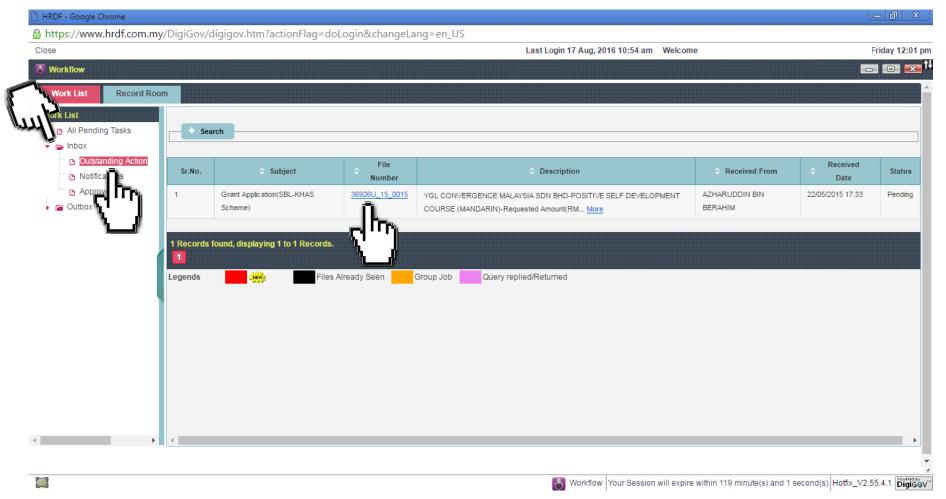
## (3) Click **Inbox** on the left side under Work List



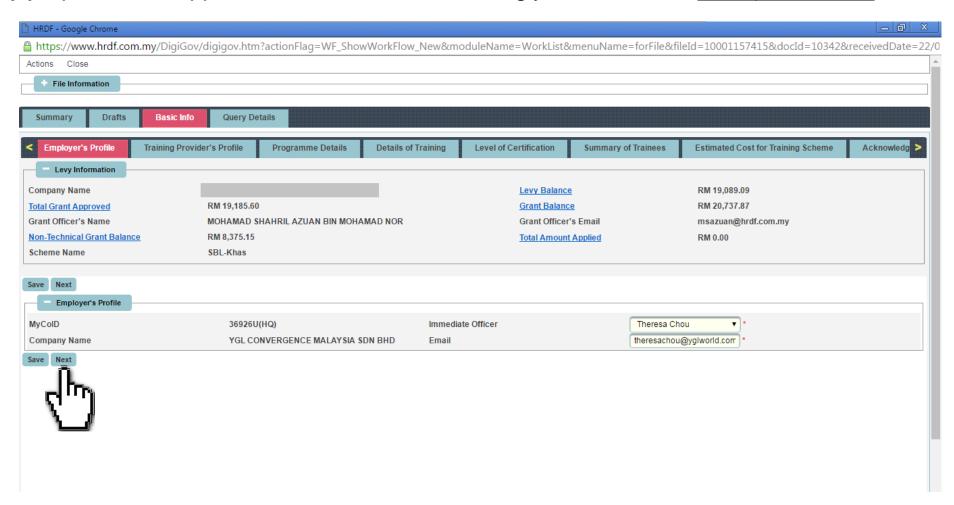
#### (4) Click **Outstanding Action** under Inbox

(click small arrow before Inbox folder if Outstanding Action not appear)

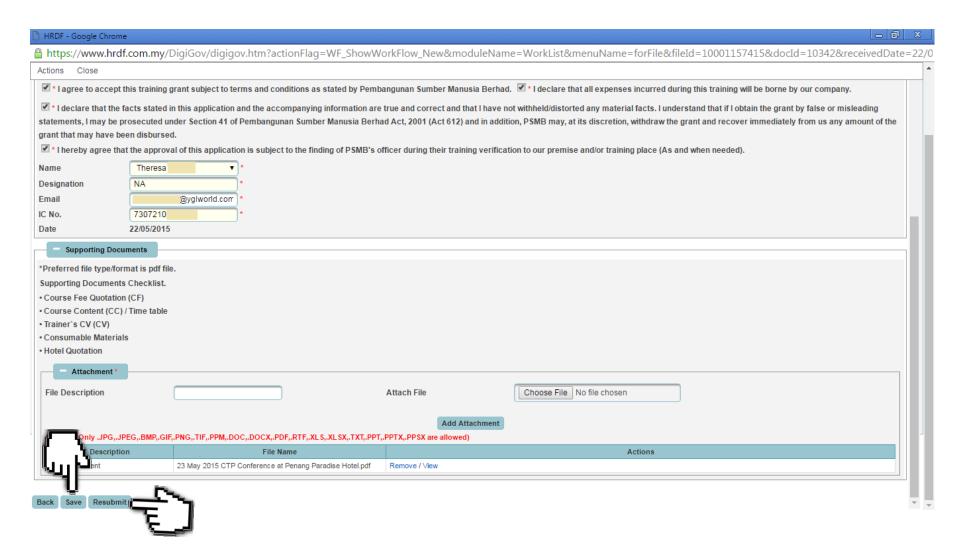
## (5) Click File Number



#### (6) Open Grant Application and amend accordingly based on the **Query Remarks**



#### (7) After done attached any documents, ensure to click **Save** and then **Resubmit**





Once successfully resubmitted grant application,



Grant Officer will review and re-evaluate your grant application within **two (2) working days**.