SUPREME COURT OF PENNSYLVANIA
Pennsylvania Interest on Lawyers' Trust Accounts Board

Application Guide

Welcome to the Pennsylvania IOLTA Board's new grants management system: paiolta.smartsimple.com. All grant applications for the IOLTA Law School grant program will be submitted through this online system.

This guide provides instructions on how to start, save, and eventually submit an application. It also provides tips for using the system, so that the application process is as seamless as possible.

Before starting an application, please be aware that the Primary Contact is the first registered user to begin an application in the system and is the only user that has the ability to edit and submit the application once started. Additional organizational contacts will have read-only access to the organization's applications, but cannot edit and submit them.

Consequently, the Primary Contact must verify that they are authorized to submit the grant application on behalf of the organization. The Primary Contact will receive email notifications from the grants management system specific to their associated application and subsequent grant.

How to Complete an Application

Step 1: Go to the homepage: paiolta.smartsimple.com. Then, type in your login details and sign in:
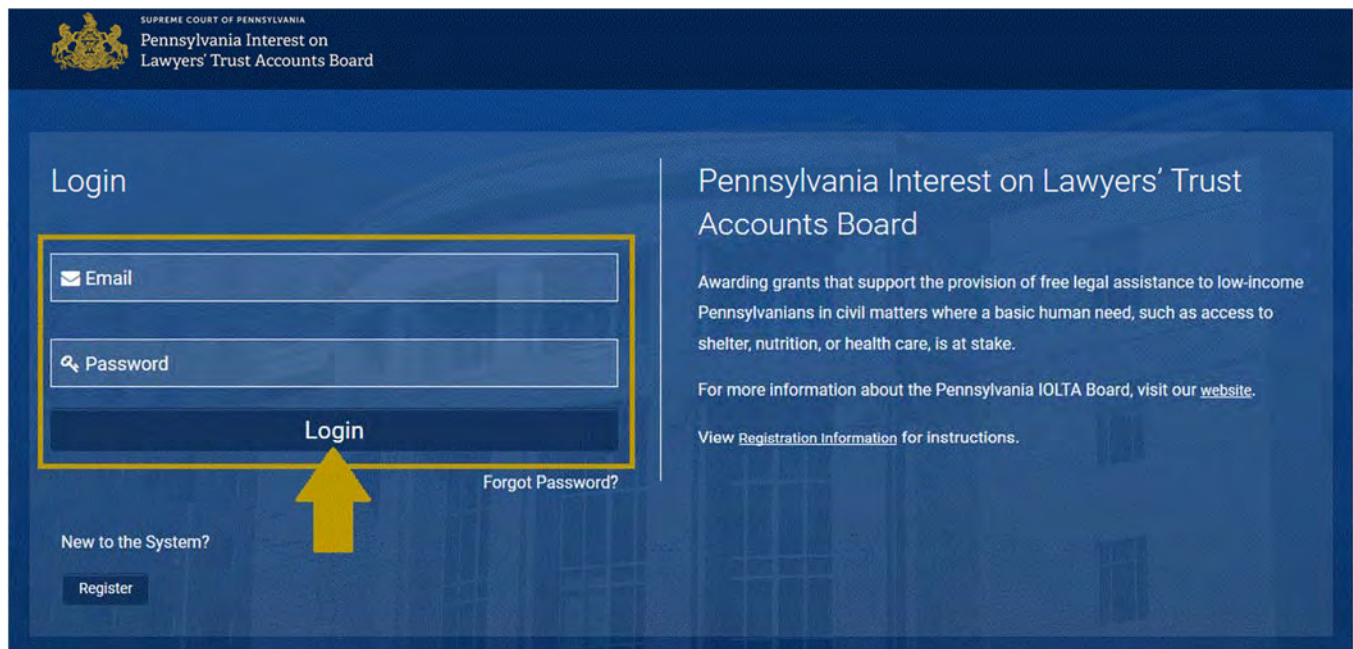
Step 2: You will be brought to your grantee portal. Select "Apply Now" under "Funding Opportunities" to begin your application.

Step 3: The first thing to do when starting an application is select, "Save Draft". Applicants are strongly encourage to routinely select "Save Draft" after completing each tab.

Step 4: Certain tabs may have buttons for applicants to select rather than text boxes or menu style answers. On tabs with these buttons, as shown below, select the button to load the table.

Step 5: Enter the data accordingly into the specified table.

PLEASE NOTE: Applicants should be careful to only select the button once. Selecting the button multiple times will cause multiple windows to open at once. This can inadvertently cause your application to time out due to inactivity on an unintentionally opened tab. The system will automatically log users out after 2 continuous hours of inactivity on a page.

Step 6: Remember to select "Save" after you have finished entering data into the specified table. Then, select "Close" to return to the main application.

Program Statistics

Complete the breakdown of ACTUAL statistics for the 2017-2018 grant year and PROJECTED statistics for the 2019-2020 grant year.

Statistics are for ALL law school clinical and internship/externship for-credit programs combined, not just those that receive IOLTA fundin statistics should include those that result from the requested IOLTA funding and other law school sources. In preparing your projections, receive the total funding for which you have budgeted.

Clinical Programs

Programs	ACTUAL for Academic Year 2017-2018	PROJEC
Number of available slots		
Number involving live client contacts		
Number of students enrolled		
Number of credits awarded		
Direct expenses		
Matters completed for clients		

Clinical Programs - Student Faculty

Programs	ACTUAL for Academic Year 2017-2018	PROJECTED for Grant Year 201
Student-faculty ratio		

Internship/Externship Programs

Programs	ACTUAL for Academic Year 2017-2018	PROJECTED for Grant Year 201
Number of available slots	Step 1	
Number involving live client contacts		

Save   Close   Step 2

Step 7: If at any point you need to save and come back to your application, you may do so. Simply select "Save Draft" on the main application form (see Step 3) and then log out.

Step 8: When you log back into the system, the application you started will be housed in a different section of the portal than where you started a new application. Please refer to the "My Applications" section for applications that are already in progress. Select "Open" to continue working on your application.

Step 9: When you are finished completing the application, select "Submit" to submit your application.