South Dakota Tobacco Control Program
Tobacco Disparities
Request for Application (RFA)

Catalyst120 Walkthrough

APPLICATION DEADLINE: March 26, 2025 @ 5:00 PM CST

Catalyst120 is hosted by the SHPR Group. Technical Assistance for Catalyst120 is provided through the Catalyst120 Help Center (https://secure.catalyst120.com/UIPages/Public/HelpCenter.aspx), email (support@catalyst120.com), or by phone (770.935.0958).
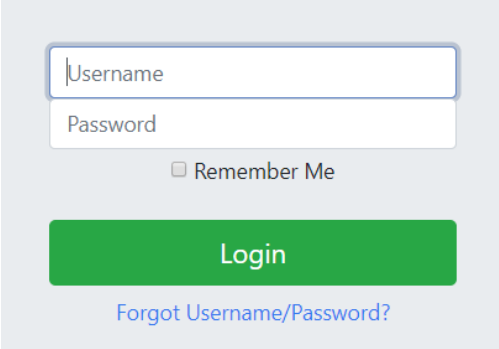

For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

SD-TCP Tobacco Disparities RFA

Screenshots throughout this guide identify previous funding cycles. Due to formatting being the same, no updates have been made to the screenshots.

How to Access Catalyst120

1. Open web browser. Make sure your browser is the most recent version. Mozilla Firefox, Google Chrome, and Internet Explorer are all compatible with Catalyst120.
2. Go to https://secure.catalyst120.com/
3. Enter your username and password. Click "Login" to log into Catalyst120, as shown below.

If you are a new applicant and/or do not have a Username and Password for Catalyst120, email Hilary.Larsen@state.sd.us with the subject line "Tobacco Disparities RFA Log-In" and include the following information in the body of your email:

- First and last name
- Position/Title
- Email address
- Organization name
- Organization address
- Phone number

After the information is received and processed, you will receive an email with your Catalyst120 username and temporary password with instructions on how to change your temporary password. If you do not receive this information within one business day, please contact DOH.info@state.sd.us.

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## Edit Profile/Organization Information

Once you have logged into Catalyst120, you will need to update your organization information and contact information.

1. Click on your name next to the symbol of a person in the upper right corner of the page on the Function Bar and click "Edit Profile."

2. Organization Information: Update all your organization fields and click the "Save" button. Please complete as much as possible. ***Note: This will update the information across all of Catalyst120 for your organization, NOT your personal information.***
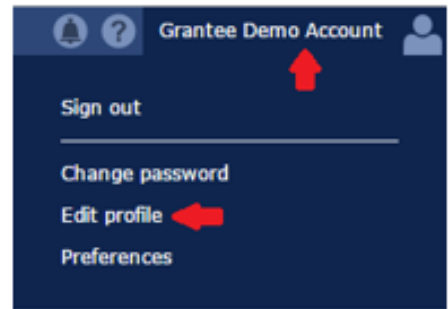
## Adding the Grant Application

1. You are automatically directed to your Organization Landing Page. By default, plans in the Implementation phase are shown in your Navigation Tree on the left. If there are not any plans shown, then you do not have any plans currently in the Implementation Phase.
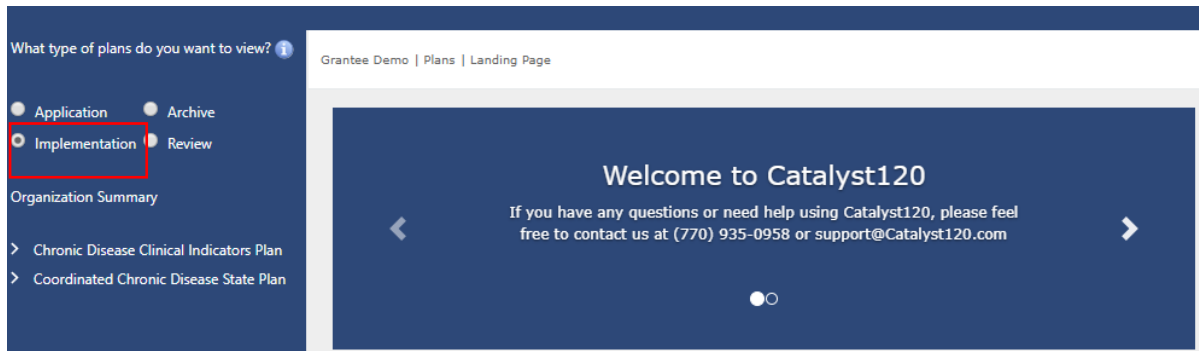
2. Select the "Application Phase" radio button. All applications that are currently being applied for will appear in the Navigation Tree. To add a new application, click on the "Organization Summary" link to access the available applications.
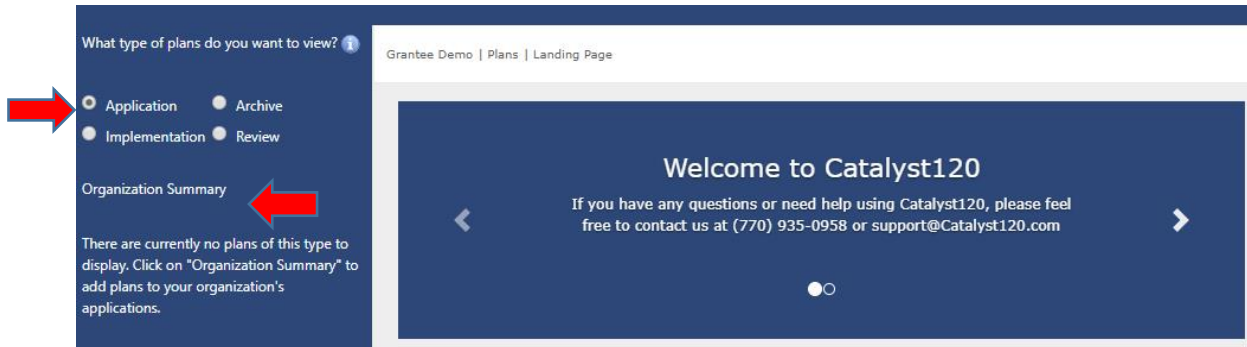
3. On the Organization Summary Page, you can add applications to your organization. Please make sure you read the Application Instructions, as they provide guidance for the Application Section.

4. The Application Section is where all the available applications are listed. To add a new application, click the "Add to Application" ⊞ button. The application will appear in the Navigation Tree on the left side of the page.
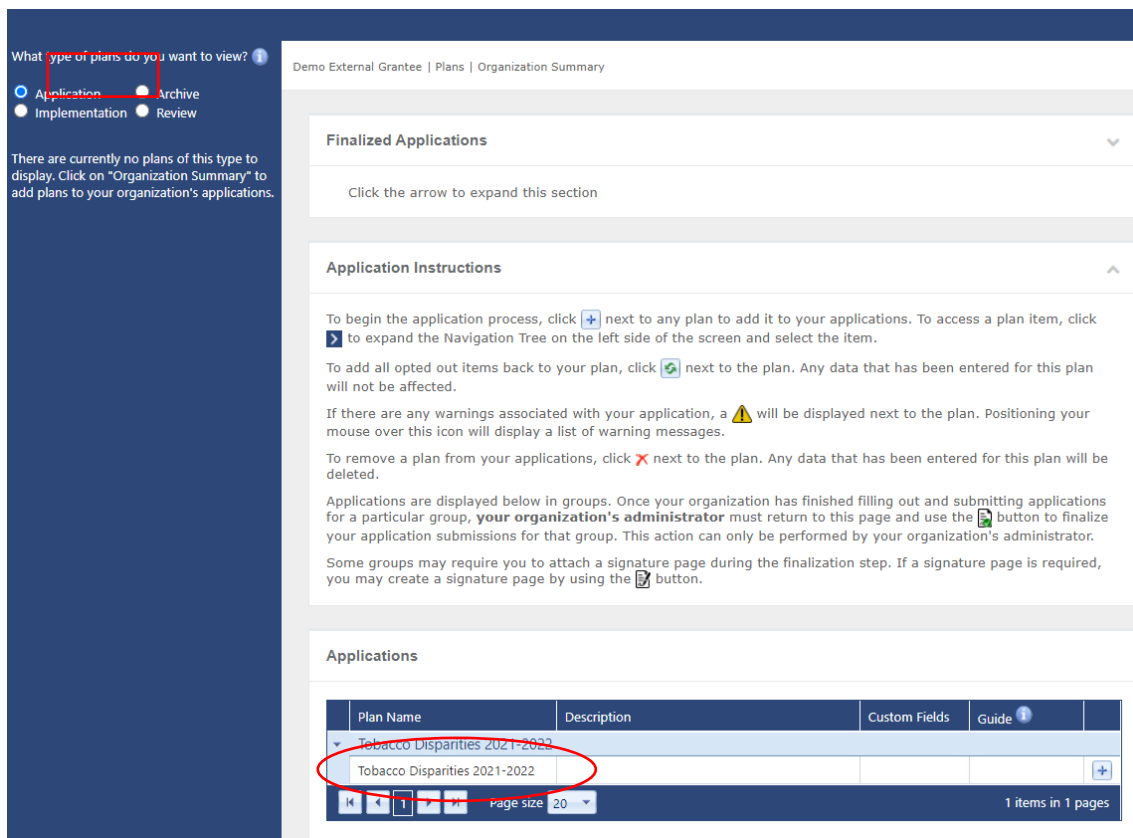
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5. Plans you have selected to apply for have the "Reset Application" button ⟳, "Abandon Application" button ✗ and the "Print" button 🖨.

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Steps to Completing your Application

Once you have selected the Tobacco Disparities RFA 2025-2026 plan to apply for, you will need to take the following three steps before submitting and finalizing the application.

> Step 1 - Build your application
> Step 2 - Provide responses to all items in the Catalyst120 Online Application Form
> Step 3 - Download and complete Budget Worksheet
> Step 4 - Attach all Required Supporting Information and Budget Worksheet

Guidance for your application can be found on the "Plans Detail Page" under the Attachment Section and at https://quittobaccosd.com/resources/request-for-application.

1. Click on the name of the application in the Navigation Tree to be directed to the "South Dakota Tobacco Disparities Grant Application" page.

Note: This will reflect the current RFA year.

2. Scroll down to the "Attachment Section" and click the "Download" to view the guidance.
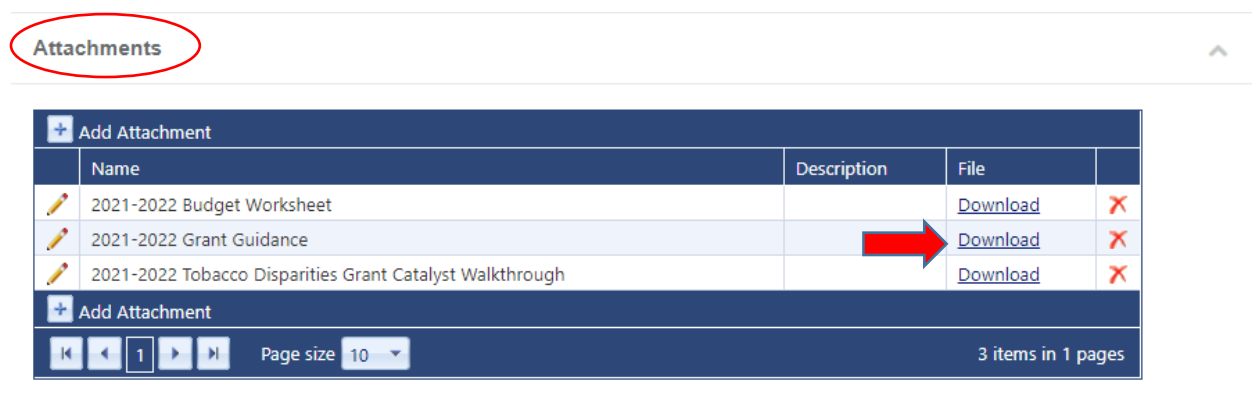
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Step 1 - Build your Application

The application contains three Goal Areas: Tobacco Prevention, Tobacco Cessation, and Tobacco Exposure. Within each Goal Area, there are three Categories under which you can plan activities: Policy, Education, and Interventions. You must select at least one Category, within at least one Goal Area. For more clarification, see the Application Guidelines in the "Tobacco Disparities RFA 2025-2026".

To begin building your application, follow the process below.

1. You can expand the items in your navigation tree by clicking ⌄ . By expanding the items, you will be able to see all items of the application/plan. Clicking on the item will allow you to see elements of that item for the application on the right-hand side of the screen, as shown below.

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Opting Out
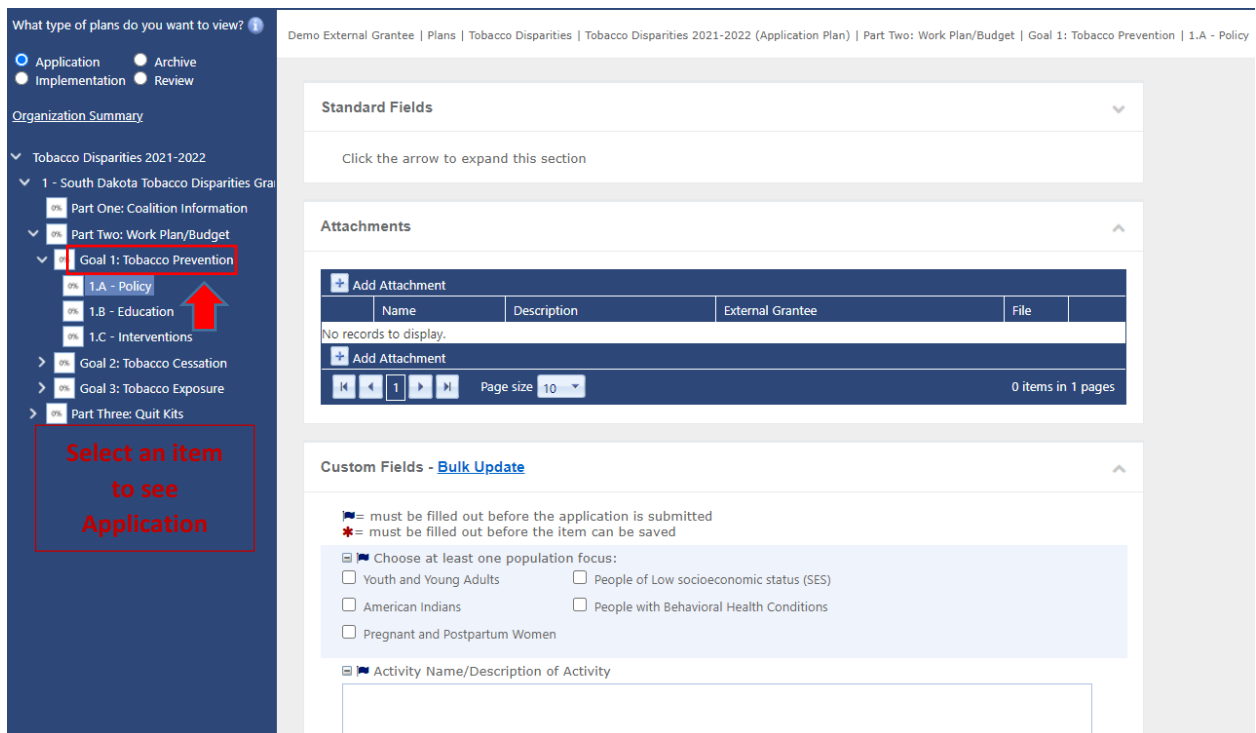
For those Goal Areas and/or Categories that you do NOT wish to work on, you may choose to "Opt Out" to remove the Goal Area/Category from your application.

1. After you have reviewed the application, click on the Goal Area or Category in the Navigation Tree you **DO NOT** want to include in your application.

2. To remove a Goal Area or Category from your application, click on the [Opt Out] button on the bottom right hand side of screen. ***Note: Make sure you have selected the correct Goal Area or Category you wish to remove from your application.*** If you need to restore items that you "Opt Out" of, click the refresh button on the Organization Summary Page.

3. Once you have opted out of the Goal Areas or Categories you **DO NOT** wish to include in your application you are ready to move to the next step.

Step 2 - Providing Responses to Items

1. Elements that the applicant will need to complete will be provided in the RFA Guidance supplied by the Tobacco Control Program. Type in any information that is requested in the Custom Fields section. Make sure you complete all the fields for your application. Click "Save" at the bottom of the item every time a change is made. ***Note: You are able to save your responses and return later to edit your response.***
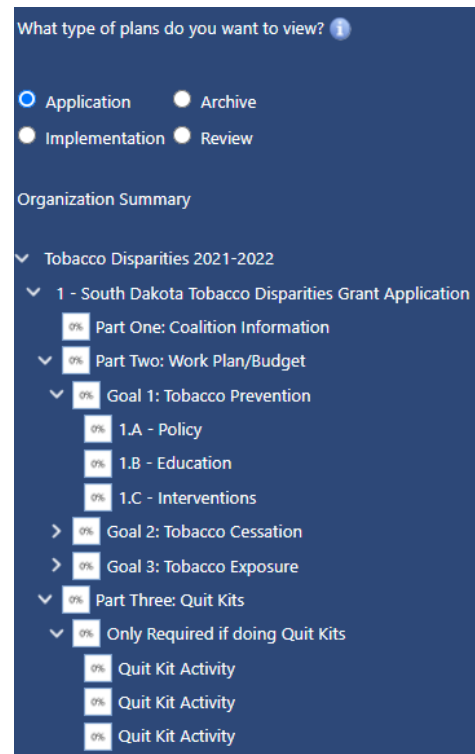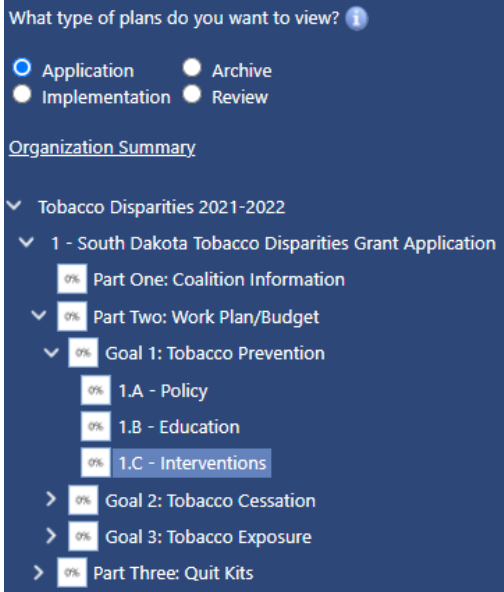
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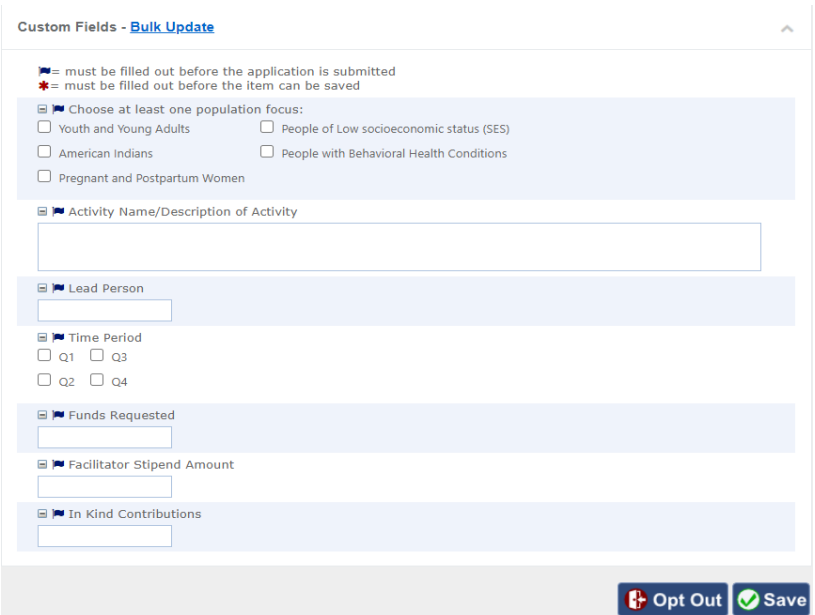
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Step 3 - Complete a Budget

1. Click on the name of the application in the Navigation Tree to be directed to the "South Dakota Tobacco Disparities RFA Application" Page.
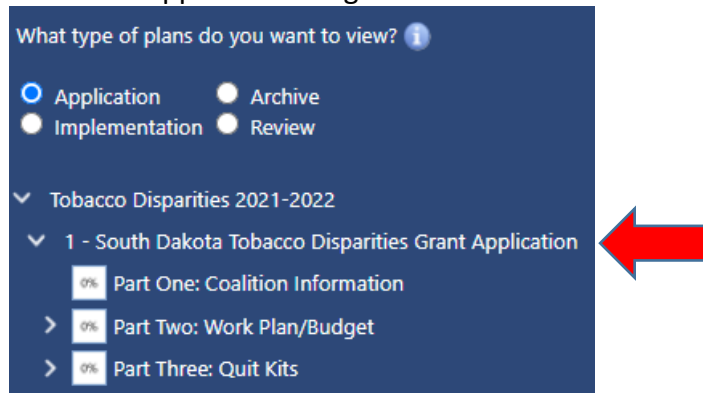
2. Scroll down to the "Attachment" section and click the "Download" to access the excel Budget Worksheet. **YOU WILL NOT BE USING THE BUDGET SECTION BUILT INTO CATALYST120. PLEASE DOWNLOAD THE EXCEL TEMPLATE FROM THE ATTACHMENTS SECTION.**

3. Complete the Budget Worksheet in excel using the guidelines found in the 2025-2026 Tobacco Disparities RFA Guidance, page 7.

4. Save your budget worksheet using the title "<Organization Name> Budget Worksheet"

5. Follow Step 4 to re-upload your completed Budget Worksheet in the "Attachment" section.
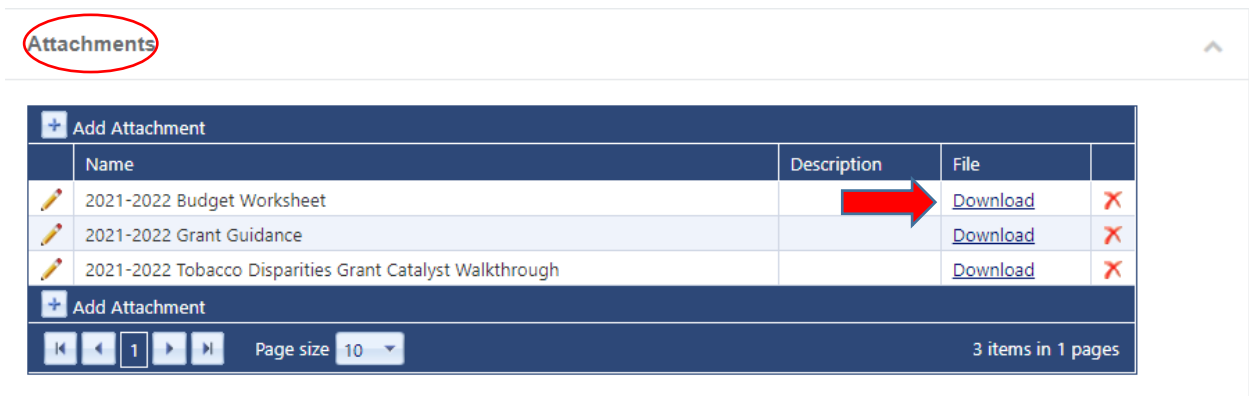
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Step 4 - Attachments: Required Supporting Information

All documents outlined in the "Required Supporting Information" section of the Tobacco Disparities RFA Guidance 2025-2026, along with the completed budget worksheet, must be uploaded as PDFs into the "Attachments" section of the Catalyst120 Online Application.

1. Click on the name of the application in the Navigation Tree to be directed to the "South Dakota Tobacco Disparities Grant Application"/ "Plan Detail" Page.
2. Scroll down to the "Attachment" section and click "Add Attachment."
3. Type in the Name and Description of the item to be attached. Click [Select] to select the document to upload and attach. When the document has been uploaded, click ✓ to save the attachment.

What type of plans do you want to view? ⓘ

○ Application   ● Archive
○ Implementation ○ Review

⌄ Tobacco Disparities 2021-2022
  ⌄ 0% 1 - South Dakota Tobacco Disparities Grant Application
      0% Part One: Coalition Information
    › 0% Part Two: Work Plan/Budget
    › 0% Part Three: Quit Kits

Attachments

	Name		Description	File	
➕ Add Attachment					
	New Attachment - Add				
	Name:				
	Description:				
	File:	[ ] [Select]			
	✓ ⊘				
🖊	2021-2022 Budget Worksheet			Download	✗
🖊	2021-2022 Grant Guidance			Download	✗
🖊	2021-2022 Tobacco Disparities Grant Catalyst Walkthrough			Download	✗
➕ Add Attachment					
⏮ ◀ 1 ▶ ⏭ Page size 10 ▾					3 items in 1 pages

Review your application

Once you completed all steps, you should to review your entire application and each step to make sure your application is complete before you submit. The steps are listed again below.

> Step 1 - Build your application
> Step 2 - Provide responses to all items in the Catalyst120 Online Application Form
> Step 3 - Download and complete excel Budget Worksheet
> Step 4 - Attach all Required Supporting Information and Budget Worksheet

Submit your application

After verifying that the application is complete according to Grant Guidance, the <u>Vendor Administrator</u> or the <u>Application Guide</u> for your organization can submit the application.

1. Click on the name of the application in the Navigation Tree to be directed to the "South Dakota Tobacco Disparities Grant Application"/ "Plan Detail" Page.

2. Under the Submit Application section on the left side of your screen, carefully read the instructions. ***<u>Note:</u> Once you submit your application, you will no longer be able to edit the application, the responses, the budget, or attachments.***

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3. If you can attest that all the information in the application to be submitted is accurate and complete, check the box and click .
Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget, or attachments.

4. In the event that not all mandatory fields for the application have been completed, the system will provide a warning screen and will not allow the application to be submitted.

5. Click on the field name and you will return to the application where you can fill out the required information.

6. Return to the "South Dakota Tobacco Disparities RFA 2025-2026" Page and successfully submit the application.

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Finalize your application

Once you have submitted all the applications your program plans to apply for, the Vendor Administrator can finalize your applications. This is the final step in applying for the RFA.

*Note: Applications should not be finalized until ALL applications have been **submitted**. Finalizing is only done once and applies to all applications as a group and is not done individually.*

1. Once you are ready to finalize your application, click the "Finalize" button.
2. The "Finalize Application" pop-up window will appear, as shown before. Carefully read the instructions.
3. Answer the Uniform Guidance single audit question.
4. Click the "Finalize application" button.
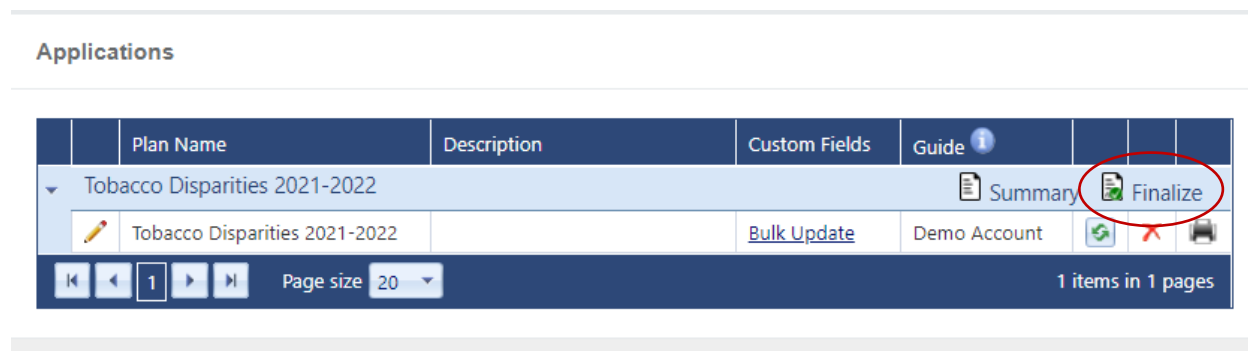
A message will appear confirming that your application was finalized and will be processed by SD Tobacco Control Program. You will still be able to view or print your application, budget, and any attachments after the application is finalized, but will no longer be able to edit content or add attachments.

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