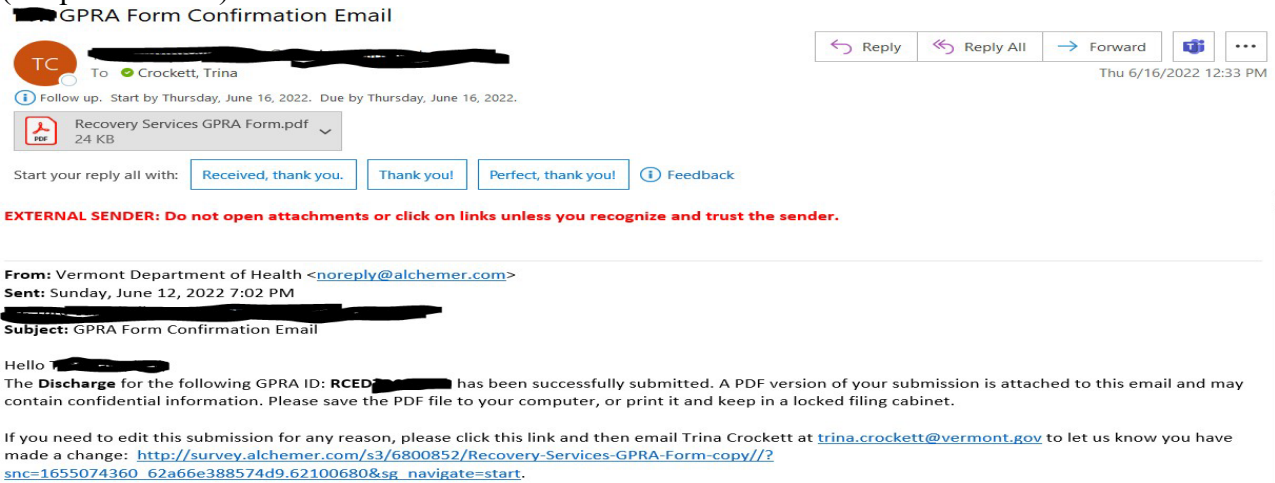
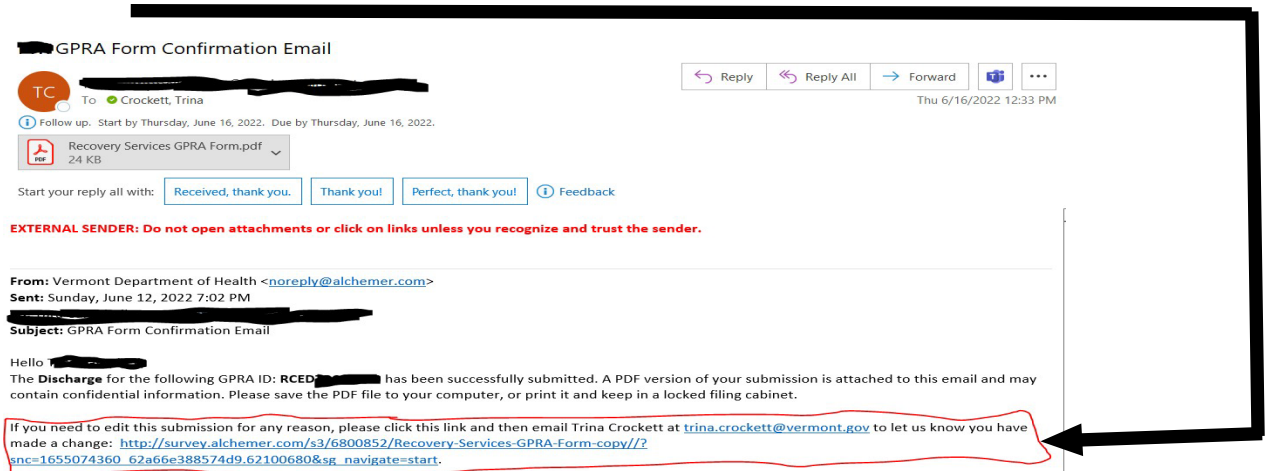


GPRA Error Resubmission Process

1. When you submit a GPRA form in Alchemer, you will receive a confirmation email with an “edit link” (see photo below).



2. Save the confirmation email in an email folder and follow your organizations records management policy for filing the PDF attachment GPRA submission.
3. If your submission has an error that you did not notice, you will receive an email from DSU, which will include a list of the errors that need to be corrected.
4. Once you are notified of an error, you have 48 hours to resubmit the corrected form.
5. Then, go back to the original confirmation email you received and refer to the instructions in the email (see example below).



6. Click on the “edit link” provided in your confirmation email to view the original GPRA submission.
7. Make the necessary corrections, then click through the “next” buttons until you get to the submit button, then click “submit”. You will receive a second confirmation email when it is complete.
8. When an error has been corrected, send an email to DSU contact (listed below) to inform them the corrections have been made.
 - Without this email from you, DSU will not know if the error has been corrected.

Current DSU Contact:

Trina Crockett – trina.crockett@vermont.gov