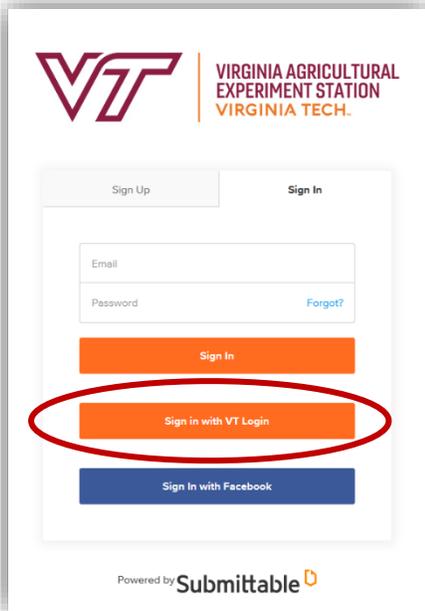# Submittable

We suggest using Chrome for Submittable.

Go to the [Virginia Tech portal page](#).

Select the second option "Sign in with VT Login".
Two-factor authentication will be initiated.

To review proposal requirements before starting the application, click on 'More'.

The submission process begins after clicking 'Apply'.
Selecting 'Apply' reveals proposal requirements, followed by fields for data entry or file upload.

Submittable

Tips to Remember:

1. Read the Hatch Project Guidelines before starting.
2. Entries can be saved as a draft and returned to at a later time.
3. If 'review complete' or procedure approved' is selected, the 'choose files' option will appear to upload the required document.

    Choose Files

    a. If 'pending' option is selected, the file upload option will remain hidden until the 'review complete' or 'procedure approved' option is selected.
4. After submission, the system will send an automatic email notifying the Project Director of receipt.