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How to submit a Claim

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CYBER ESSENTIALS
nqa. ISO 27001
nqa. ISO 9001

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Summary of process

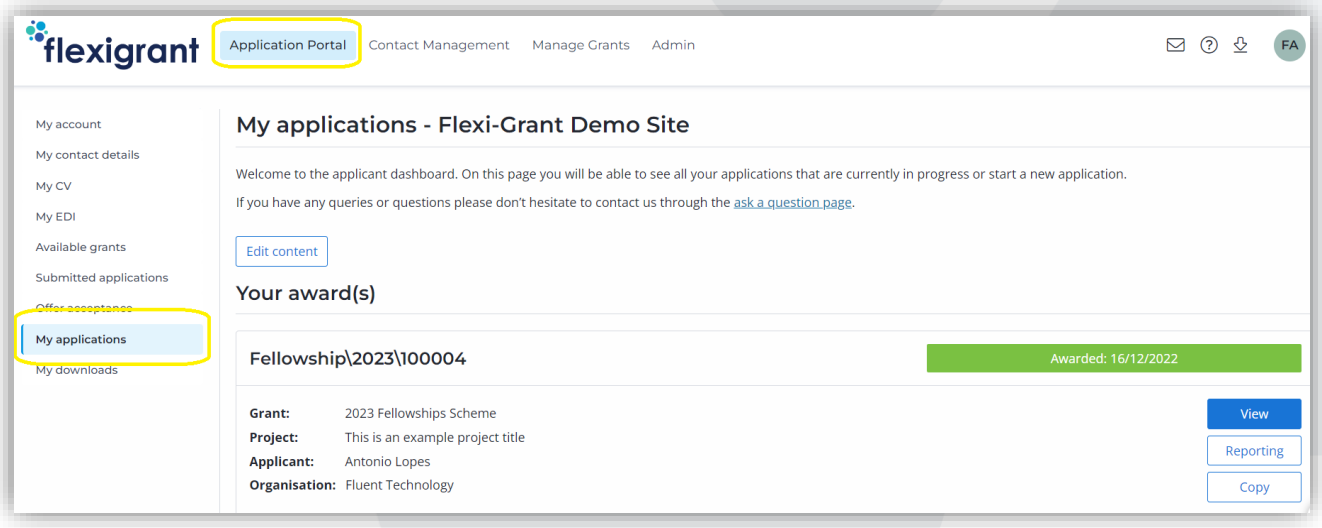
The claims process is used to submit claims against active awards, approve or reject them after submission, and then generate payment records from accepted claims.

Processing claims is done using the following steps:

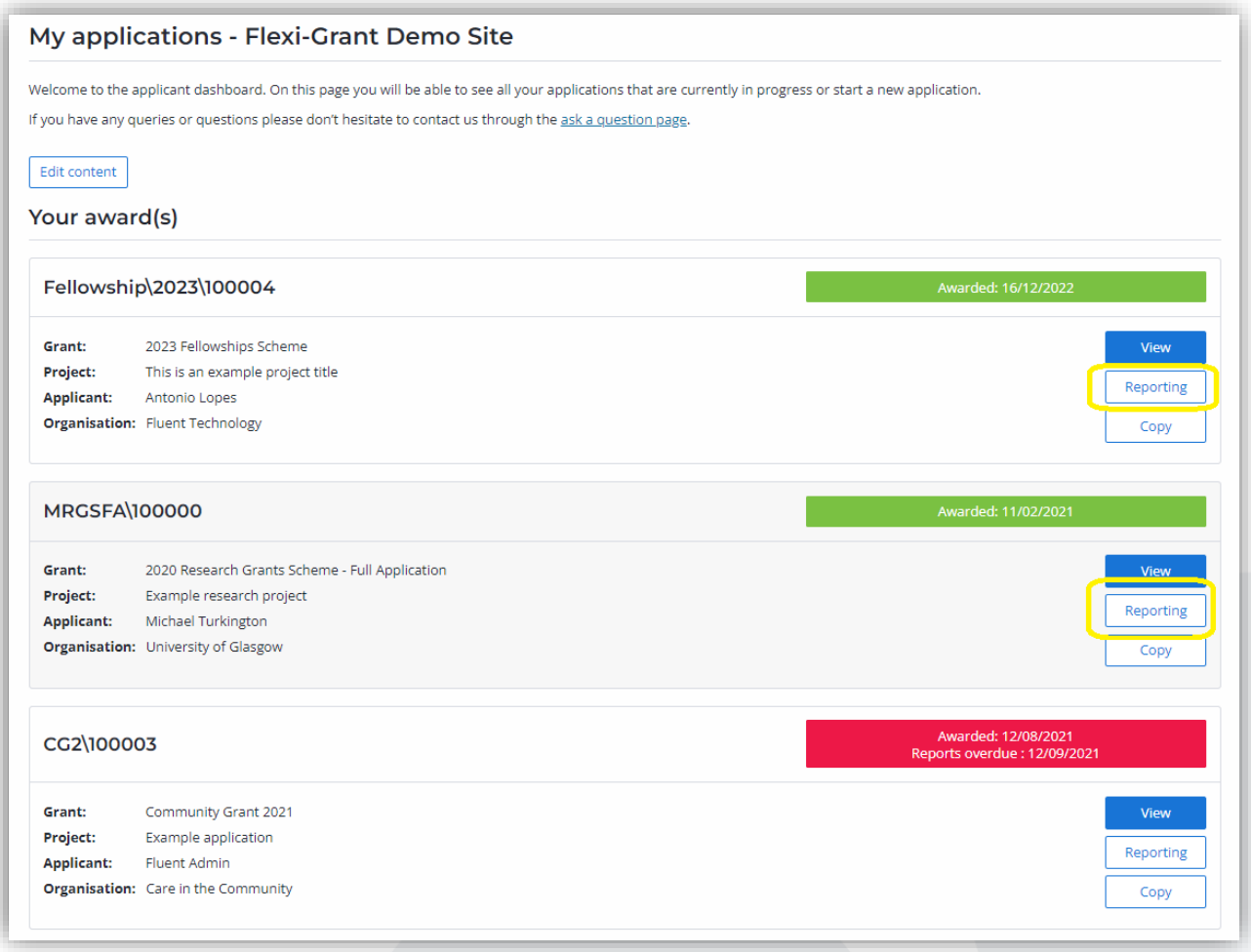
Submitting a claim as the awardee

To submit a new claim as the awardee (or lead applicant) on an award, follow these steps:

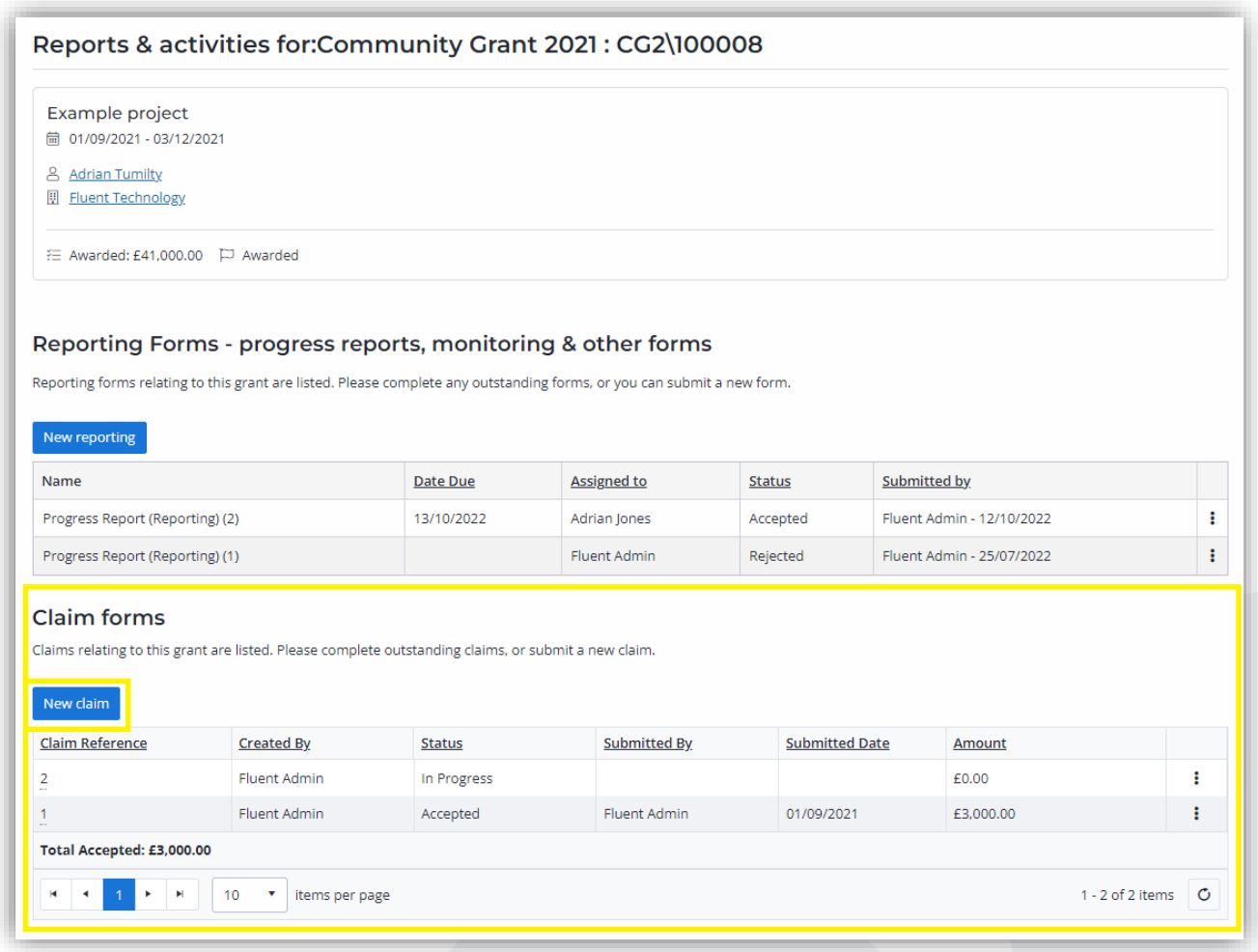
- Log into Flexigrant® and go to the **My Applications** page:



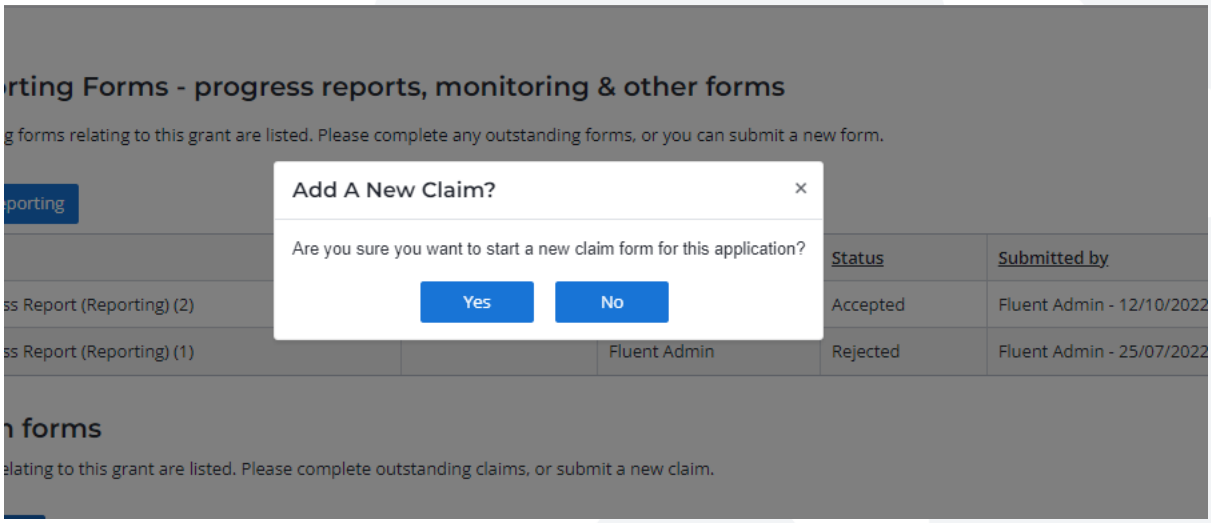
- Locate the relevant award and select **Reporting/Claims**:



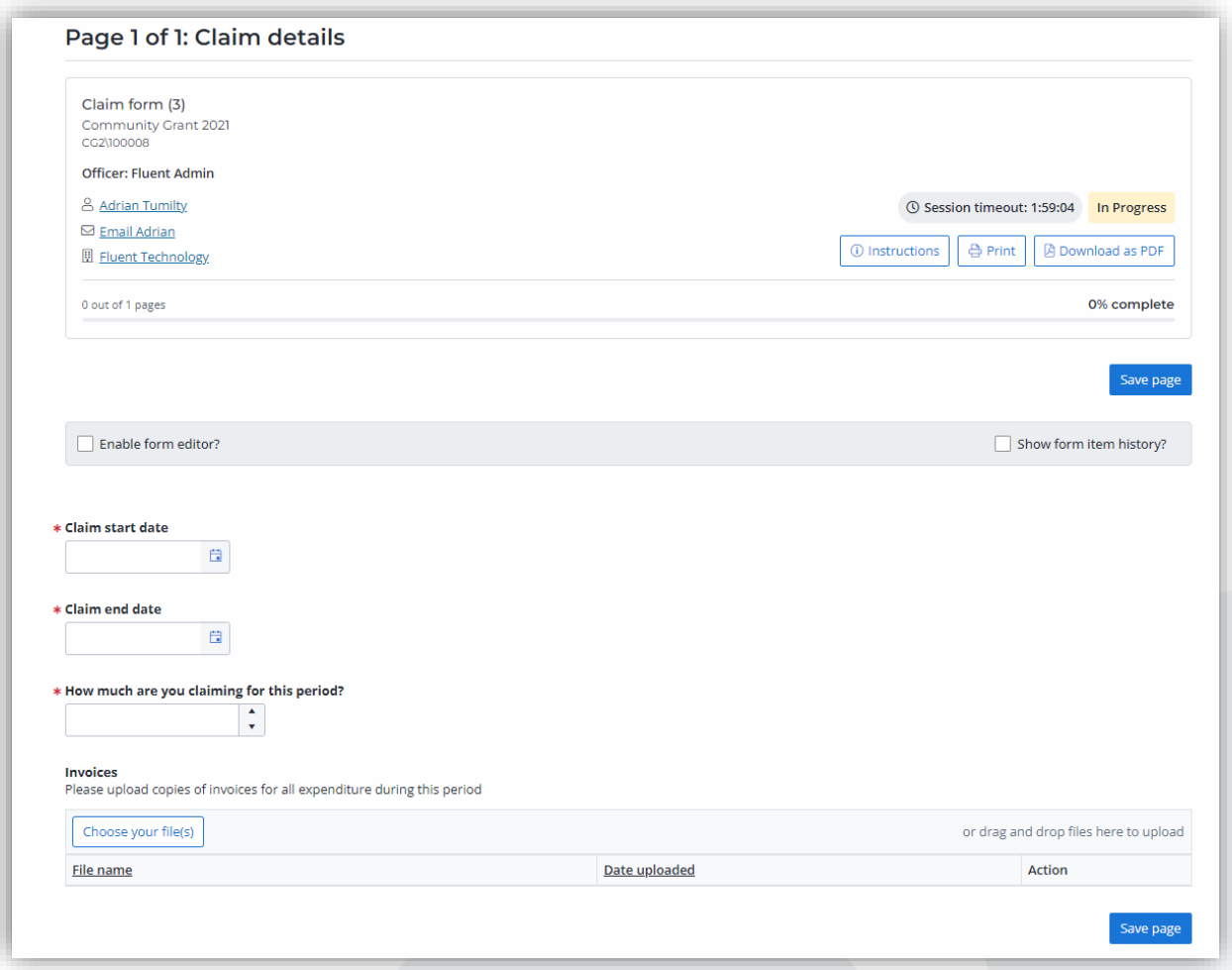
- Under the **Claim forms** section, select **New claim**:



- Select **Yes** to start a new claim form:



- Complete all the mandatory questions within the claim form:



- Once 100% complete, select Submit form:

