

U.S. Department of Education Office of Postsecondary Education E- recognition System

National Committee on Foreign Medical Education and Accreditation (NCFMEA) On-
line Submission Process User Guide



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1 Introduction

The purpose of the National Committee on Foreign Medical Education and Accreditation (NCFMEA) is to review the standards used by foreign countries to accredit medical schools and determine whether those standards are comparable to standards used to accredit medical schools in the United States. The NCFMEA does not review or accredit individual foreign medical schools. The NCFMEA only reviews the standards that a foreign country uses to accredit its medical schools. The request by a foreign country for review by the NCFMEA is voluntary.

When a country contacts the U.S. Department of Education (Department) and asks to have its accreditation standards reviewed, the Department requests that the country answer questions regarding its accreditation standards and processes and also provide supporting documents (e.g., copies of statute and regulations, standards, etc.). The questions are designed to solicit information pertinent to the NCFMEA Guidelines for Determinations of Comparability

Additional information concerning NCFMEA applications is available in the [NCFMEA Guidelines](#).

2 Access and Login

Prior to accessing the system, in preparation for using the online submission process, you should:

- Review the questions in the Guidelines and consider your response to each.
- Have English translations of the documents that you wish to upload to support your responses to the questions available. We encourage you to separate large files into smaller ones, so they will upload more quickly. The files uploaded are limited to a size of 37 MB.
- **All supporting documents must be in Adobe PDF (.pdf extension) files.**
- Be prepared to verify your country's contact information and to update it, if necessary.

For security reasons, the system requires that you change the password the first time you access the site. Please note the new password you select, as it will be required for future access to the site.

If you need help while using the system, you can click the 'Contact the Help Desk' link to contact the help desk.

2.1 Accessing the System

To access the system, enter the URL <https://surveys.ope.ed.gov/erecognition> in the address box of the browser. Before logging into the system, a security warning message will display. Click the **Accept and Login** button, to confirm that you have read the contents of the access *Warning*. Enter your User ID and Password and click the **Log in** button to log in to the system. All login attempts are logged. If you have three unsuccessful login attempts, your account will be locked. You will then need to contact the Help Desk to have your account unlocked. The contact information to the e-recognition help desk is located within the **? Help** page.

e-RECOGNITION

[User Guide](#) [? Help](#)

OMB #1840-0788 | Expiration Date 02/28/2023

U.S. Department
of Education
e-Recognition

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

[Privacy Act Notice](#)[Accept And Login](#)**PUBLIC DOCUMENTS**

Members of the public may view copies of the final staff reports and the Secretary's decision letter of accrediting agencies and countries. The reports are organized by committee (NACIQI and NCFMEA) and meeting date.

[Go To Public Documents](#)**NATIONAL ADVISORY COMMITTEE ON INSTITUTIONAL QUALITY AND INTEGRITY (NACIQI)**

Accrediting agencies desiring to be recognized by the Secretary of Education must apply for recognition by demonstrating their compliance with the Criteria for Secretarial Recognition. An agency's application for recognition consists of a narrative addressing the agency's compliance with each of the subparts of the criteria for recognition and evidence of the agency's compliance with each of the criteria for recognition by appending supporting documentation.

Degree-Granting Institutions. The Accreditation Group supports NACIQI to develop recommendations regarding whether to authorize new graduate degree programs offered by a Federal government agency or institution, in particular, military educational institutions under the Department of Defense. [NACIQI Guidelines](#)

[Go To NACIQI](#)

2.2 Forgot Password

If you forget your password, you can click the 'Forgot Password?' link and enter your email. The system will confirm your identity and email your password to you. After three failed login attempts, you will be locked out of the system and will need to contact the Help Desk to have your account unlocked.

Forgot Password

Please enter your username and email and click the "Send Password" button. Your password will be emailed to you shortly.

If you are unable to provide this information at this time please contact the Help Desk here for further assistance.

Username

Email

2.3 Login Confirmation

After you log into the system, the *Select Report* screen will display. Select the meeting date from the list of displayed reports by clicking on the meeting date highlighted in blue.

e-RECOGNITION User Guide ? Help CT Christian Tester Edit User

Select Report

Select one of the reports for your agency by clicking a meeting date.

Meeting Date: Status: Submission Type:

Name: ABCDE FM ID: ABCDEFM Type: Foreign Med

1 Report

| Meeting Date | Status | Submission Type | Narrative Submit Date | Draft Clearance Date | Response Submit Date |
|--------------|--------|-----------------|-----------------------|----------------------|----------------------|
| 10/25/2022 | N/A | Determination | ---- | ---- | ---- |

Rows per page: 100

3 Enter Your Application

3.1 Instructions Screen

After you select the meeting date on the *Select Report* screen, the *Instructions* screen will display. The process of entering your application has been divided into three steps. Each step may be accessed by either clicking on the corresponding link at the top of each page.

e-RECOGNITION User Guide ? Help CT Christian Tester Edit User

Search > Instructions

Instructions

Meeting Date: 10/25/2022 Name: ABCDE FM ID: ABCDEFM Type of Submission: Determination Report Status: N/A

[Instructions](#) [Step 1](#) [Step 2](#) [Step 3](#) [3rd Party Comments](#) [Review and Submit](#) [Historical Information](#)

This website is used to submit your petition for recognition or enter your agency's response to a staff analysis document. It is divided into steps that guide you through the process.

Step 1

Review and update your country's contact information.

Step 2

Enter a narrative explanation for each criterion. Responses may be supplemented with supporting documentation from Section 7 of the Federal Policy Governing the Granting of Academic Degrees by Federal Agencies and Institutions.

Upload supporting documents to demonstrate your agency's compliance with each section

Step 3

View the Table of Contents which lists the section which have been answered and the supporting documentation which has been uploaded.

Review and Submit

Display a printable file of your report in PDF format. Submit your application for review by the Accreditation Group.

Historical Information

View historical information such as decisions or transcripts from previous committee meetings.

[Back](#)

The following sections explain each of the screens which you can access from the *Instructions* screen.

3.2 Step 1 - Contact Information

Step 1 allows you to review and update your contact information. Department staff will use this information to contact your country regarding your submission.

Meeting Date: 10/25/2022 Name: ABCDE FM ID: ABCDEFM Type of Submission: Determination Report Status: N/A

Instructions **Step 1** Step 2 Step 3 3rd Party Comments Review and Submit Historical Information

Please update your agency's contact information.

Point of Contact (POC) for the Content of the Submission

Prefix First Name * Middle Initial Last Name *
 Telephone * Ext. Email (1) *

Government Agency Primary Contact

Title Prefix First Name * Middle Initial Last Name *
 Address Line 1 * Address Line 2 Address Line 3 Address Line 4
 City * Country * Postal Code *
 Telephone * Ext. Email (1) * Email (2)
 Agency Name or Embassy Name

Secondary Contact

Title Prefix First Name Middle Initial Last Name
 Address Line 1 Address Line 2 Address Line 3 Address Line 4
 City Country Postal Code
 Telephone Ext. Email (1) Email (2)
 Agency Name or Embassy Name

Government-designated Accrediting Agency Primary Contact

Title Prefix First Name Middle Initial Last Name

- Verify that the Department has current contact information.
- All fields marked with a red * are required.
- Enter any necessary changes and click the **Save** button.
- A confirmation email will be sent to the Point of Contact email address on this screen when you submit your application.

3.3 Step 2 – Respond to Questions

- Enter your responses to the questions in English in the text boxes and click the “Save” button after you have finished. Please enter plain text only in the text boxes. Do not use formatting features, such as tables, bold, or underlining. The text box provided for each response may accommodate a maximum of 15,000 characters. A counter is located on the left-hand corner below each text box that tracks the number of characters remaining. A spell checker has been built into the text boxes for your convenience. You will have the option to change or ignore any spelling errors.

Be sure to reference each supporting document’s name, page number, and paragraph number within the narrative response and explain what point(s) the document supports. Name each supporting document in two parts: in sequential order and using a name that describes the document, e.g., Exhibit 1 – Policy and Procedure Manual.

Please provide response for criteria

Click a link in the menu below to display the criteria for that section

Definitions

Part 5: Medical Students

- sec5.1.a sec5.1.b **sec5.1.c** sec5.1.d
- sec5.1.e sec5.1.f sec5.1.g sec5.2.a
- sec5.2.b sec5.2.c sec5.2.d sec5.3.a
- sec5.3.b sec5.4.a sec5.4.b sec5.4.c
- sec5.5.a sec5.5.b sec5.6.a sec5.6.b
- sec5.6.c sec5.7.a sec5.7.b sec5.7.c
- sec5.7.d

Part 1: Basic Eligibility Requirements

- sec1.1.a sec1.1.b

Part 2: Oversight System of Medical Schools

- sec2.1.a sec2.1.b sec2.1.c sec2.2.a
- sec2.3.a

Part 3: Accreditation/Approval Standards

- sec3.1.a sec3.1.b sec3.1.c sec3.1.d
- sec3.1.e sec3.2.a sec3.2.b sec3.2.c
- sec3.2.d sec3.3.a sec3.3.b sec3.3.c
- sec3.4.a sec3.4.b sec3.5.a sec3.6.a
- sec3.7.a sec3.7.b sec3.7.c

Part 4: Educational Program

- sec4.1.a sec4.2.a sec4.2.b sec4.2.c
- sec4.2.d sec4.3.a sec4.4.a sec4.4.b

Sec5.1.C Standard 5.1.C

5.1.C. What are the requirements for admission to medical school?

N/A - Check if this section does not apply to your agency.

Note: If your response is more than 15,000 characters, please upload it as a document.

Initial Narrative

Agency Narrative (Limit 15,000 characters and spaces) *

1/15000 characters

Staff Determination Resubmission

Resubmission Status: *Undefined*

Document(s) for this Section

Upload Additional Supporting Documents

Back Save Save And Next

- You must click the **Save** button on each page to save your responses. You are not required to answer all of the questions on the page before you save your responses. You may return to any of the pages in Step 2 and edit the answers you have given.

- For Determination and Redeterminations, the screens in Step 2 have been divided into four parts to correspond with the Guidelines. Each part has a separate screen for each section. There is a separate textbox for each question.
- For Reports, there is a separate textbox for each item requested.
- Click on a Part link in the blue box in the upper left corner of the screen to access the questions in that part. Click on a Section number link in the upper right corner of the screen to access the questions in that section.
- Text boxes for responses are limited to 15,000 characters and spaces. A counter is provided to track the number of characters remaining.
- A spell checker has been built into the text boxes for your convenience. You will have the option to change or ignore any spelling errors.
- English translations of documents in PDF format which you reference in your answers must be uploaded as part of your application. You will do this on the Step 2 screen (see the next section.)

You may upload as many documents as you wish to support the answers to the questions you entered in Step 2. You must provide English translations of all documents. All documents uploaded must be Adobe PDF format. Name each supporting document in two parts: in sequential order and using a name that describes the document, e.g., Exhibit 1 – Policy and Procedure Manual. Each document should only be uploaded once. A document can link to more than one question.

Upload Additional Supporting Documents

Follow the steps below to upload supporting documentation:

Step 1 Select the Criteria
 Select the criteria which the document supports. If a document supports more than one criterion, you should only upload it once. Only the criteria for which you entered a response in Step 2 are included in the selection box below.

Sec5.1.C

- Sec.5.6.C Standard 5.6.C
- Sec1.1.A Standard 1.1.A
- Sec1.1.B Standard 1.1.B
- Sec2.1.A Standard 2.1.A
- Sec2.1.B Standard 2.1.B
- Sec2.1.C Standard 2.1.C
- Sec2.2.A Standard 2.2.A
- Sec2.3.A Standard 2.3.A
- Sec3.1.A Standard 3.1.A

Step 2 Upload
 Enter the title of the file as it is referenced in the narrative (e.g. Exhibit 1 Accreditation Handbook).

Notes:

- Please do not include an exhibit number in the file title.
- All files will be assigned a system generated exhibit number and the file's name will include the assigned exhibit number as a prefix when downloaded. (e.g. Exhibit ## - (your title))
- The system assigned exhibit number will be reflected in the table of linked exhibits below the narrative and can be used in the narrative to reference that file.

Title of the File *

Click the "Choose File" button and select the file.
 The file type must be one of the following: Adobe PDF, MS Word, Excel, PowerPoint, image file (.gif, .jpg, or .tif extension), or a Text file (.txt extension).

Upload *

No File Chosen

Note: The file size is limited to 37MB. Larger files should be split into two files and uploaded separately.

For each document you wish to upload:

1. Select one or more questions which the document supports. To select multiple questions, click on the appropriate question.
2. Enter a file title for the document.
3. Click the **Choose** button and select the file from your desktop.
4. Upload the File and click **save** button.
5. The Step 3 screen will redisplay with a list of uploaded documents.

Once you have uploaded a file, you may perform any of the following actions on it:

- **Remove the Last Question Linked** – To remove a question linked to the document, click the **Edit** button.
- **Link More Questions** – To link additional questions to a document, click on the Edit button and click on the questions you would like to link.
- **Archive the Document** – To remove a document from the system, click the **Archive** button. Click the **OK** button on the Archive confirmation pop-up.

The screenshot shows the 'e-RECOGNITION' web application interface. The top navigation bar includes 'User Guide', 'Help', and 'INOVAS Admin'. The main content area is titled 'Sec5.1.C Standard 5.1.C' and contains a question: '5.1.C. What are the requirements for admission to medical school?'. Below the question is a checkbox for 'N/A - Check if this section does not apply to your agency.' and a note: 'Note: If your response is more than 15,000 characters, please upload it as a document.' The 'Initial Narrative' section has a text area for 'Agency Narrative (Limit 15,000 characters and spaces)'. Below this is a 'Document(s) for this Section' table with one entry: '50050' for 'Sec5.1.C' with file title 'test 1125' and file name '1125.txt'. The table has 'Edit' and 'Archive' buttons for each entry. At the bottom, there are 'Back', 'Save', and 'Save And Next' buttons.

| Id | Criteria | File Title | File Name | Action |
|-------|----------|------------|-----------|--------------|
| 50050 | Sec5.1.C | test 1125 | 1125.txt | Edit Archive |

3.4 Step 3 - Table of Contents

The Table of Contents is automatically generated based on your input. The link on each question will take you to the response entry in Step 2. All the documents you uploaded in Step 2 will be listed here with a link to display the document.

Search > Step 3

Step 3

Meeting Date: 09/15/2021 Name: Canada ID: CANADA Type of Submission: Update Report Report Status: Narrative in Process

View As Agency

Instructions Step 1 Step 2 **Step 3** 3rd Party Comments Review and Submit Historical Information

A table of contents has been generated from the data entered by the agency.

Part 2: Oversight System of Medical Schools

[Sec2.1.A Standard 2.1.A](#)

Part 5: Medical Students

[Sec5.1.C Standard 5.1.C](#)

List of Exhibits uploaded by Agency

Download All Agency Exhibits

| Id | Criteria | File Title | File Name | Action |
|-------|----------|------------|--------------------------|--|
| 50050 | Sec5.1.C | test 1125 | 1125.txt | <input type="button" value="Edit"/> <input type="button" value="Archive"/> |

3.5 Historical Information

If historical documents have been uploaded for your country, you will be able to access them by clicking the Historical information link on the *Instructions* screen. When the screen displays, click the document name link to display the document.

Search > Historical Information

Historical Information

Meeting Date: 09/15/2021 Name: Canada ID: CANADA Type of Submission: Update Report Report Status: Narrative in Process

View As Agency

Instructions Step 1 Step 2 Step 3 3rd Party Comments Review and Submit Historical Information

| Meeting Date | Document |
|--------------|---------------------------------------|
| 09/25/2018 | Canada Secretary Decision Letter 2018 |
| 10/02/2015 | Canada F2015 Secretary's Decision Ltr |
| 10/02/2015 | Canada Secretary's Decision Ltr F2015 |
| 04/10/2012 | CANADA Spring 2012 Decision Letter |
| 04/10/2012 | Linh test |
| 10/21/2011 | Motion Language F 2011 Mtg |
| 03/01/2009 | S2009 CANADA Secretary's Decision Ltr |
| 03/01/2009 | CANADA Transcript March 2009 |
| 03/01/2009 | March 09 Secretary's Letter |

3.6 Review and Submit Screen

Use the Review and Submit screen to submit your application. Your application is **NOT** submitted to the Department of Education until you click on the **Submit** button. Once you have submitted your application, you will no longer be able to update it.

If there are any questions to which you have not responded, you will not be able to submit your application. The unanswered questions will be listed with a link to Step 2. You must also complete Step 1 and Step 2 before you can submit.

Review and Submit

Meeting Date: 09/15/2021 Name: Canada ID: CANADA Type of Submission: Update Report Report Status: Narrative Submit

View As Agency

Resubmit Instructions Step 1 Step 2 Step 3 3rd Party Comments Review and Submit Historical Information

You must click on the "Submit" button to submit your report. You may generate a copy of your report at any time from item 2 below. Please review your report for accuracy before submitting it. Once you have submitted, you will not be able to modify the report without contacting the Department of Education.

1. Verify that you have completed all of the required criteria.
2. Display a printable file of your report in either PDF or HTML format.
3. As per C.F.R. 602.31(f), Agencies must redact the names and any other personally identifiable information about individual students and any other individuals who are not agents of the agency or of an institution or program the agency is reviewing, redact the personal addresses, personal telephone numbers, personal email addresses, Social Security numbers, and any other personally identifiable information regarding individuals who are acting as agents of the agency or of an institution or program under review; designate all business information within agency submissions that the agency believes would be exempt from disclosure under exemption 4 of the Freedom of Information Act (FDIA), 5 U.S.C. 552(b)(4). A blanket designation of all information contained within a submission, or of a category of documents, as meeting this exemption will not be considered a good faith effort and will be disregarded; and ensure documents submitted are only those required for Department review or as requested by Department officials.
 Verify that you have made the FOIA redactions and designations required under 602.31(f).
Accepted on 04/18/2022 21:19:36
4. Click the "Submit" button to submit your report. A submission confirmation e-mail will be sent to the POC email address entered in Step 1.
 By submitting this petition on behalf of the agency, I certify that the information herein and attached hereto is true and correct, and I hereby assume an obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of, the Department of Education.
Accepted on 04/18/2022 21:19:36

Back Submit

When you click the **Submit** button, the application will be submitted to the Department and a confirmation email will be sent to the point of contact email entered in Step 1.

3.7 Display Application

You can display your application in PDF format by clicking on the Display a printable file of your application in 'PDF' format link on the *Review and Submit* screen. Once the PDF document displays, you can save it for your records by clicking the **Save a Copy** button.

Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe Web site.

You can also view your report on-line by clicking the 'HTML' link.

3.8 After Submission

Once your application is submitted, an Analyst is assigned to review the application and documents. Upon review, the Analyst may request additional information and/or supporting documentation. Using the documentation provided by the country, the Analyst prepares an analysis of the comparability of the country's standards to those used in the United States for accrediting medical schools. A copy of the analysis is sent to the country for review and comment.

Once your application is submitted, it cannot be updated unless it is re-opened by Department staff. If you login to the system after submitting, the following screen will display after you select your meeting date from the *Select Report* screen.

- Click the Original Submission link to display your application in PDF format.
- If the Final Analysis of your application has been completed, you will be able to click a link to generate the 'Final Analysis Document' and the 'Final Staff Report'.
- If historical documents have been uploaded by Department staff, you will be able to view the document by clicking on the link.
- If you would like to update your contact information, click the **Contact Information** button.
- Click the 'Log Out' link to log out of the system.

4 Enter Your Response

After your application is submitted, it will be reviewed by Department staff. If they need additional information, an email will be sent to the email addresses entered on the Step 1 – Contact Information screen. When you log into the system, you will be allowed to enter a response to the remarks made by Department staff and upload supporting documentation.

4.1 Resubmit Instructions

After you log into the system and select your meeting date from *Select Report* screen, the *Instructions* screen will display.

The screenshot shows the 'Resubmit Instructions' page in the e-RECOGNITION system. At the top, there is a navigation bar with the system name 'e-RECOGNITION' and user information 'INOVAS Admin Edit User'. Below this is a menu with options like Search, e-Folder, Meetings, Users, Emails, Criteria, Documents, Output Data, Reports, and System. The main content area has a breadcrumb 'Search > Resubmit Instructions' and a search bar. The page title is 'Resubmit Instructions'. Below the title, there is a header with metadata: Meeting Date: 09/15/2021, Name: Canada, ID: CANADA, Type of Submission: Update Report, Report Status: Response in Process, and a 'View As Agency' dropdown. A navigation bar below the header contains links for 'Resubmit Instructions', 'Step 1', 'Step 2', 'Step 3', '3rd Party Comments', 'Review and Submit', and 'Historical Information'. The main content area is divided into sections: 'Step 1' (Review and update your country's contact information), 'Step 2' (Enter a response explanation for each criterion and upload supporting documents), 'Step 3' (View the Table of Contents), 'Review and Submit' (Display a printable file of your report), and 'Historical Information' (View historical information such as decisions or transcripts). At the bottom, there is a 'View Draft Staff Report' link and a 'Back' button.

The Resubmit process has been divided into the following steps:

- To update your contact information, click the 'Step 1' link. Refer to *Section 3.2* for more information.
- To enter your response to the remarks for each question, click the 'Step 2' link. Refer to the following section for more information.
- To upload supporting documentation, click the 'Step 2' link. Refer to *Section 3.4* for more information.
- To submit your response, click the 'Review & Submit' link. Refer to *Section 3.6* for more information. You must enter a response in Step 2 for each question, which Department staff indicated they needed more information, before you can submit.

4.2 Resubmit Step 2

In Resubmit Step 2, you enter additional information for each question for which Department staff requested additional information.

The screenshot shows the 'e-RECOGNITION' system interface. At the top, there is a navigation menu with options like Search, e-Folder, Meetings, Users, Emails, Criteria, Documents, Output Data, Reports, and System. The header includes 'e-RECOGNITION' on the left and 'INOVAS Admin' with a user profile icon on the right. Below the header, there is a breadcrumb trail: Meeting Date: 09/15/2021, Name: Canada, ID: CANADA, Type of Submission: Update Report, Report Status: Response in Process. The main content area is titled 'Resubmit Instructions' and has tabs for Step 1, Step 2 (selected), Step 3, 3rd Party Comments, Review and Submit, and Historical Information. A sidebar on the left lists various criteria sections, including Definitions, Part 5: Medical Students, Part 1: Basic Eligibility Requirements, Part 2: Oversight System of Medical Schools, Part 3: Accreditation/Approval Standards, and Part 4: Educational Program. The main content area displays the question 'Sec. 5.6.C Standard 5.6.C' with the text '5.6.C. How are students allowed to challenge the accuracy of records?'. A checkbox labeled 'N/A - Check if this section does not apply to your agency.' is checked. A yellow note below the question states: 'Note: If your response is more than 15,000 characters, please upload it as a document.' Below the question are sections for 'Initial Narrative', 'Agency Narrative', 'Analyst Narrative', 'Staff Determination Submission', and 'Final Response'. The 'Final Response' section has a text input field and a character count of '0/15000 characters'. A 'Document(s) for this Section' section is also visible at the bottom.

Click the question link to display the staff remarks for that question and enter your response. When the question link is clicked, the *Narrative* screen will display.

This screen displays:

- The information entered on your original submission.
- The supporting documents uploaded for this question.
- Department staff remarks explaining what additional information is needed.
- Any documents uploaded by Department staff.

Enter your response in English to the Analyst's remarks and click the **Save** button. Click a question link on the left side of the page to display the *Narrative* screen for that question.

After you have finishing entering your responses and have uploaded any additional supporting documentation, click the 'Review and Submit' link to resubmit your application to the Department. Once you have resubmitted your application, you will no longer be able to update it.