



Domestic Education Assistance Funds (DEAF) Form (Initiator Instructions)

1. To allocate departmental or grant scholarships to students you will need to complete a Domestic Education Assistance Funds (DEAF) Form. Please follow this [link](#) to access the form portal.
2. Next to Document Type Selection, use the dropdown and select Domestic Education Assistance Funds (DEAF).

Document Type Selection:

3. Once selected, a box will appear on the form that looks like this:

[Click here](#) to complete the Domestic Education Assistance Funds (DEAF) form

4. Select [Click here](#) to complete the Domestic Education Assistance Funds (DEAF) form through Dynamic Forms.
5. If it is your first time using Dynamic Forms, create a new account using your NMT email address as your username (i.e. [firstname.lastname@student.nmt.edu](#)). Please see the [Dynamic Forms Account Creation](#) instructions for more information.

If you already have an account, log in.

Log In

User Name

Password

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

6. Complete all required sections of the Award Information and answer the Routing Questions.

7. Electronically sign and date. Scroll down to the bottom of the form and select submit form.

8. The form will continue to be routed for each additional approval and the student's certification.