



DoT Grants (OmniStar)

How to register an account

1. Go to <https://grants.transport.wa.gov.au/>
2. Click on 'Register Now'.
3. Create an account by entering your email address, name and chosen password.
4. A verification email will be sent to your email address. Once verified, you can log into DoT Grants (OmniStar).
5. If you forget your password, click on 'Reset your Password'.
6. If you do not receive either a verification email or reset your password email, please contact the Grants Management Team on gms@transport.wa.gov.au.

Welcome to DoT Grants

[Log in with WA DoT Single Sign-On \(SSO\) - DoT staff only](#)

OR

User name *

That looks like a WA DoT Single Sign-On (SSO) - DoT staff only account. In the future you can skip this step by clicking the WA DoT Single Sign-On (SSO) - DoT staff only button.

[Use OmniStar credentials](#)

Don't have a DoT Grants account? [Register now](#)

Register an account

Email address (this will be used for your username)

First name *

Last name *

Choose a password *

Confirm your password *

I'm not a robot

[Register an account](#)

Already have an account? [Log in](#)

Welcome to DoT Grants

[Log in with WA DoT Single Sign-On \(SSO\) - DoT staff only](#)

OR

User name *

That looks like a WA DoT Single Sign-On (SSO) - DoT staff only account. In the future you can skip this step by clicking the WA DoT Single Sign-On (SSO) - DoT staff only button.

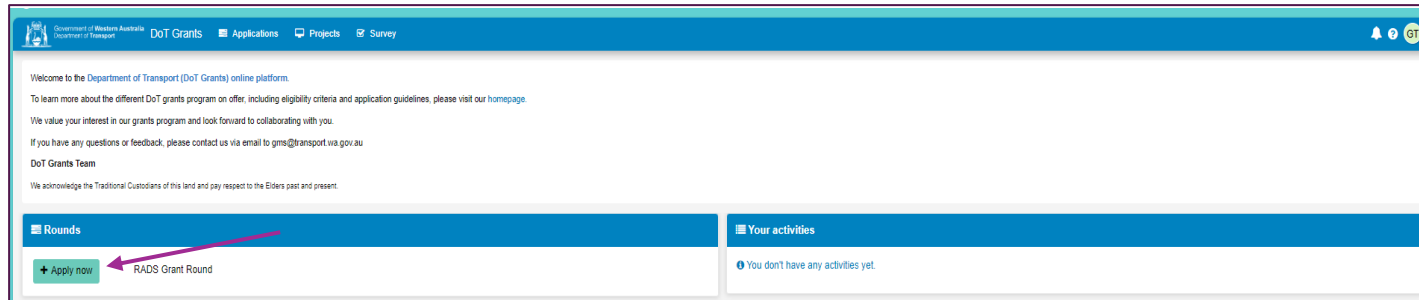
[Use OmniStar credentials](#)

Don't have a DoT Grants account? [Register now](#)

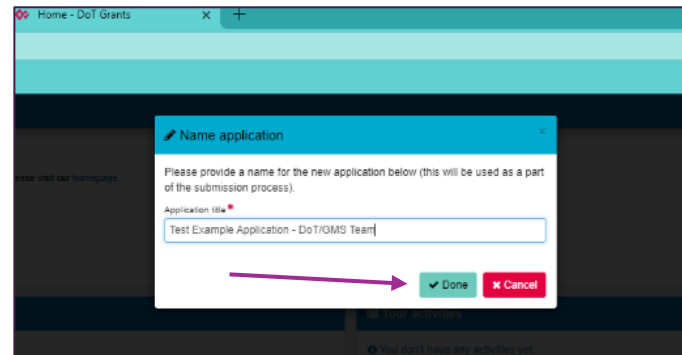
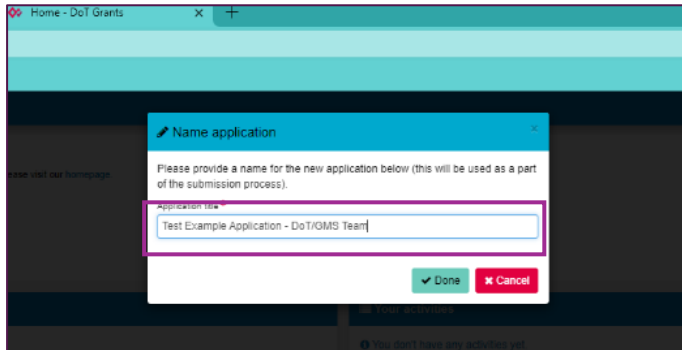


How to create an application

1. To create an application, click on the 'Apply Now' button for the grant round you want to apply for.



2. Enter a title for your application, please include the name of your organisation in the title. Be clear and concise.
3. Click on 'Done'.





- The first page of the application will appear where all applicants must declare their eligibility. Note: If you do not meet all the required eligibility, will not be able to proceed with the application.

Application > 2024/RADS0249 - Test Example Application 1 - DoTIGMS Team

Confirmation of Eligibility

Please refer to the Project eligibility section of the RADS Grant Guidelines for more information before completing this application.

I confirm that:

- the applicant has read and understood the 2023-27 RADS Grant Guidelines;
- the airport must be located in regional or remote Western Australia (Geographical Location);
- the applicant must be the airport owner or lease holder (or duly authorised delegate);
- the organisation must have an Australian Business Number (ABN);
- the airport provides aviation services for the general public;
- the airport must be maintained on an ongoing basis;
- the project will provide public benefit;
- the project is unlikely to be undertaken without RADS assistance;
- the applicant can demonstrate the procurement policy (or equivalent) that will be followed for the project as part of the application process; and
- Regular Public Transport (RPT) airports (excluding Community RPT airports) must submit the most current Strategic Airports Assets and Financial Management Framework for the airport.

Please confirm that all statements above are true and correct before progressing with this Application Form. *

Yes
 No

- An application can be saved at any time by clicking on the 'Save' button. Note: there is an autosave function that occurs every 5 minutes. It will also save work when exiting out of DoT Grants (OmniStar).

Application > 2024/RADS0195 - Kelli Test Round 1 - Rename exercise

Airport Details

Name *
Busseleton Airport

Region *
South West

Address * (PO Box address is not accepted, and the airport must be located in regional or remote Western Australia)
Busseleton Margaret River Airport, 86 Neville Hyder Dr, Yalyalup WA 6280, Australia

Town/Suburb
Yalyalup

State
WA

Postcode
6280

Please tick this box if your address is not listed, and enter address manually above.

Latitude Coordinates *
-33.6858493

Longitude Coordinates *
115.398791

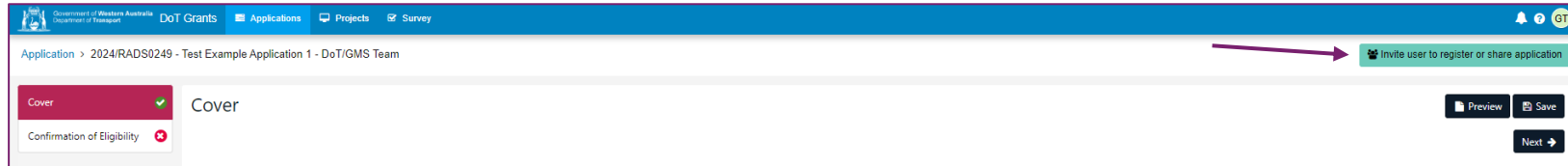
Passenger Numbers in last financial year (if unknown, please enter 0). *
25000

Runway length (m) *



How to share or invite someone to help with your application

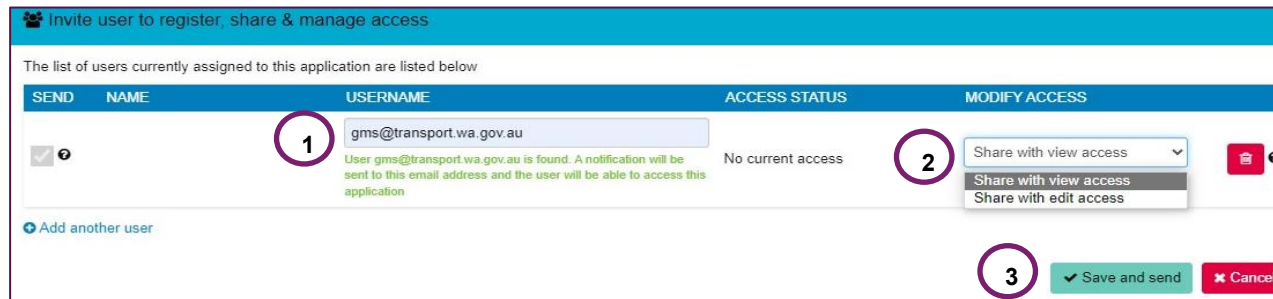
1. To share your application with another person, click on 'Invite user to register or share application' button.



2. Select 'Add another user'.



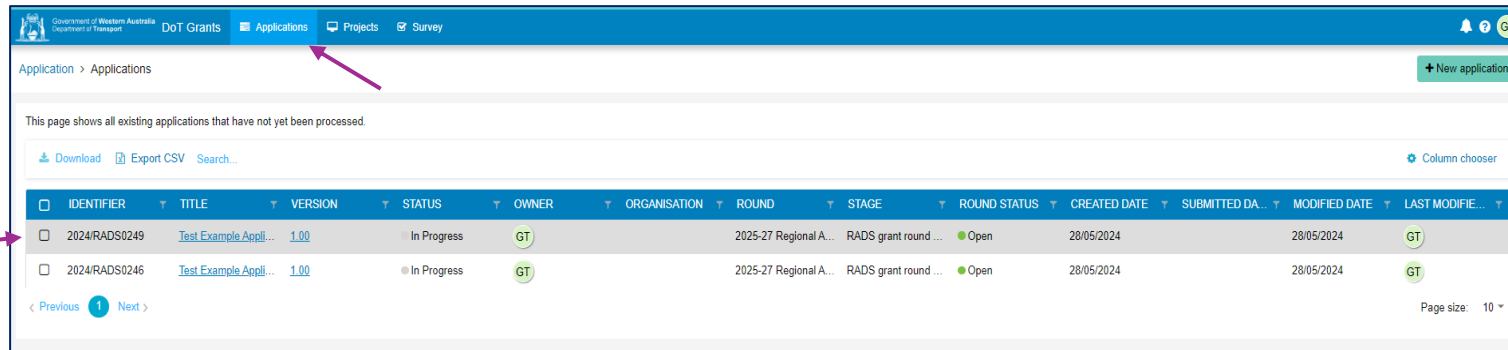
3. Enter the recipient's email address (1) and select the type of access they are to have (2). Click 'Save and send' (3).



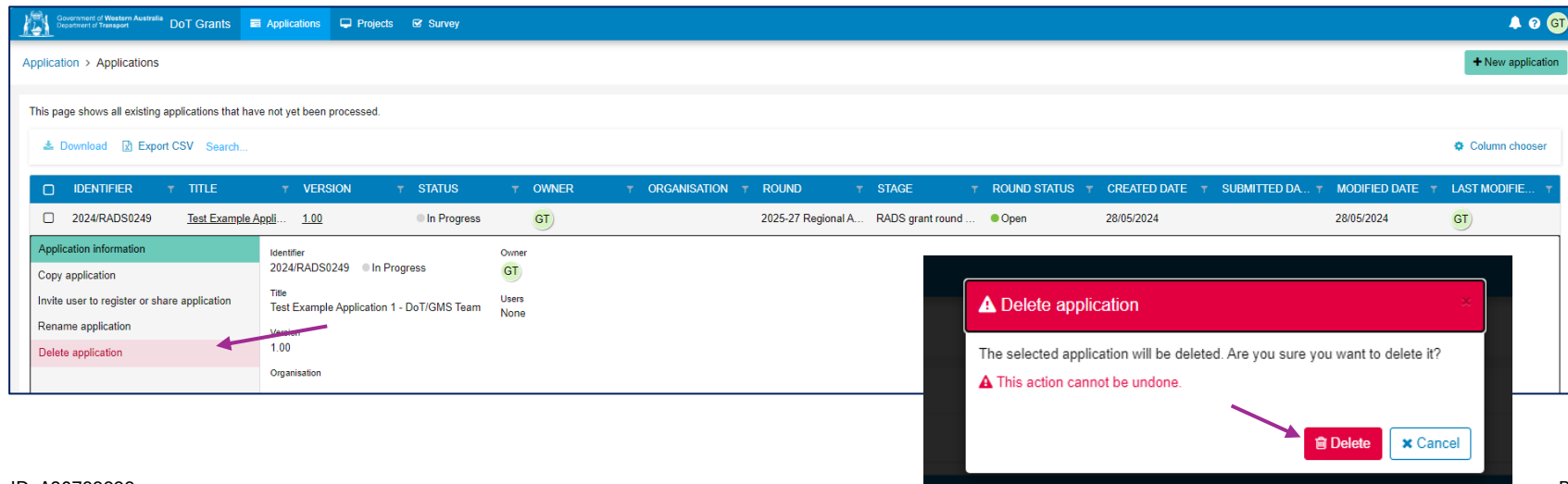


How to delete an application in progress

1. If you wish to delete an application that is in-progress, click on the 'Applications' tab (top of the page).



2. Click anywhere on the line of the application to bring the "Delete application" option. Ensure to not click the project name hyperlink as this will direct you to the application form.
3. A drop down box will appear. Select the 'delete application' option. A pop up box will appear, click on 'Delete'.





How to submit an application

1. The checklist is the last page of the application. As requirements are met (including uploading supporting documents) they are marked with a green tick as shown below on the right hand side.

Application: 2024/ADS0195 - Kelli Test Round 1 - Rename exercise

Invite user to register or share application

Cover

Confirmation of Eligibility

Applicant Information

Airport Details

Project Details

Financial Budget

Checklist

← Previous

Certificate of Title *

Yes

No

If your response is 'Yes' please attach the document below

File Name	Size
<input checked="" type="text" value="Certificate of Title.pdf"/>	94.02 kB

Preview Save

2. The 'Submit' button will appear at the bottom when all requirements have been met in the form. When you are satisfied with your application, click on the 'Submit' button to lodge your application in the system.

Please attach any necessary documents below.

File Name	Size
<input checked="" type="text" value="Test Doc 5.docx"/>	20.02 kB

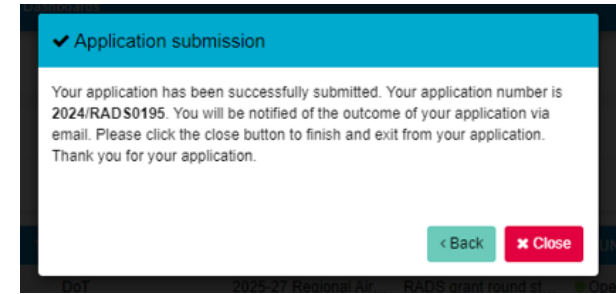
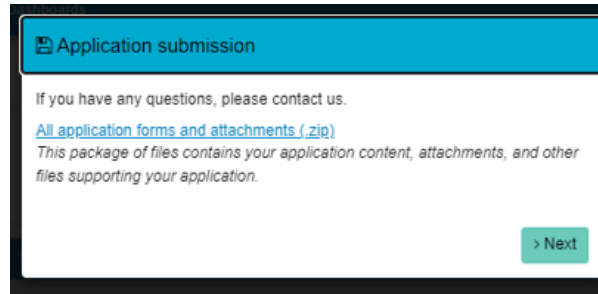
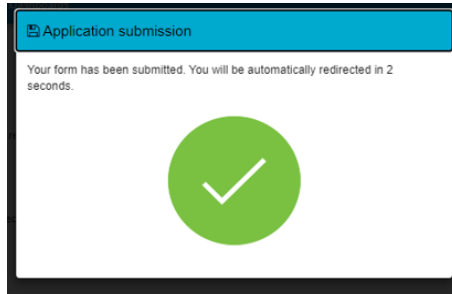
+ Add Another

← Previous

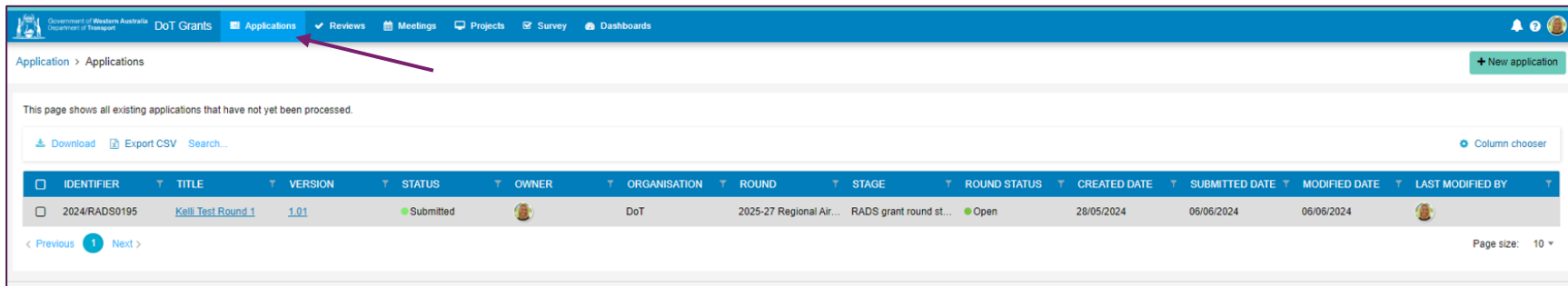
Submit



- Once successfully submitted, the following pop up messages will appear. A confirmation email will be sent to your email to confirm successful lodgement.



- To access your submitted application/s, go to the Applications tab to view.





How to amend a submitted application

1. To amend an application (before the closing date) contact your grant program officer via email to request for an application to be '*Unsubmitted*'.
2. Once unsubmitted, the status of the application will change to '*In Progress*'. You will be able to change/amend any part of your application.

Application > Applications + New application

This page shows all existing applications that have not yet been processed.

[Download](#) [Export CSV](#) Column chooser

IDENTIFIER	TITLE	VERSION	STATUS	OWNER	ORGANISATION	ROUND	STAGE	ROUND STATUS	CREATED DATE	SUBMITTED DATE	MODIFIED DATE	LAST MODIFIED BY
2024/RADS0195	Kelli Test Round 1	1.02	In Progress		DoT	2025-27 Regional Air...	RADS grant round st...	Open	06/06/2024	06/06/2024	06/06/2024	

< Previous 1 Next > Page size: 10

3. When finished, ensure to click on '*Submit*' to resubmit your application to complete the process.



Other functions available

1. Copying an application.
2. Renaming an application.
3. Deleting a draft application

Note: Only draft applications can be amended or deleted from the system. Please contact your grant program officer if you wish to delete or withdraw an application.

The screenshot shows the 'DoT Grants Applications' page. At the top, there are navigation tabs for 'DoT Grants', 'Applications', 'Projects', and 'Survey'. A '+ New application' button is in the top right. Below the navigation, a message states: 'This page shows all existing applications that have not yet been processed.' There are links for 'Download', 'Export CSV', and 'Search...'. A 'Column chooser' icon is also present. The main content is a table with columns: IDENTIFIER, TITLE, VERSION, STATUS, OWNER, ORGANISATION, ROUND, STAGE, ROUND STATUS, CREATED DATE, SUBMITTED DA..., MODIFIED DATE, and LAST MODIFIE... The table contains two rows of application data. The first row is selected, and a context menu is open over it. The context menu items are: 'Copy application', 'Invite user to register or share application', 'Rename application', and 'Delete application'. The 'Delete application' item is highlighted in red. The application details shown in the context menu are: Identifier: 2024/RADS0249, Status: In Progress, Owner: GT, Title: Test Example Application 1 - DoT/GMS Team, Users: None, Version: 1.00, and Organisation: (blank). The second row of the table has Identifier: 2024/RADS0246, Title: Test Example Appli..., Version: 1.00, Status: In Progress, Owner: GT, Round: 2025-27 Regional A..., Stage: RADS grant round ..., Round Status: Open, Created Date: 28/05/2024, Modified Date: 28/05/2024, and Last Modified: GT. At the bottom, there are navigation arrows for '< Previous' and 'Next >', and a 'Page size: 10' dropdown.

IDENTIFIER	TITLE	VERSION	STATUS	OWNER	ORGANISATION	ROUND	STAGE	ROUND STATUS	CREATED DATE	SUBMITTED DA...	MODIFIED DATE	LAST MODIFIE...
2024/RADS0249	Test Example Appli...	1.00	In Progress	GT		2025-27 Regional A...	RADS grant round ...	Open	28/05/2024		28/05/2024	GT
2024/RADS0246	Test Example Appli...	1.00	In Progress	GT		2025-27 Regional A...	RADS grant round ...	Open	28/05/2024		28/05/2024	GT