Cloning an Application in the CFA

What is cloning an application?

- When you clone an application, you are copying most (but not all) of your answers from a prior application to a new application for this year's program.
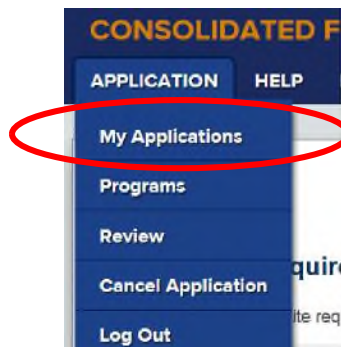
Who can clone an application?

- Existing Applicants who applied to the same program in the prior CFA Round, you can "clone" an application into a new application for this year's round. This can be a time saver by copying most (but not all) of your answers from a prior application to this year's cloned application. You will have the ability to add new programs to your application after the cloning is complete.

How to clone an application:

- Log into the CFA portal with the email address and token you used to complete last year's application.

  https://apps.cio.ny.gov/apps/cfa/login.cfm

- If needed, click the "Forgot Token" link on the login page to obtain last year's token.
- After you successfully log into the portal, click "Applications", then "My Applications" from the blue Ribbon

- Locate the application you wish to clone from your list of applications and select "Clone"

- Enter a new Project Name and (optionally) a new Business name for the cloned application and click "Save". By default, last year's Project and Business names will be displayed

- -Your cloned application will now appear in your list of applications. Select
- "Proceed to Application" to start working on your newly cloned application

Notes on Cloned Applications:

1. -You will still have to answer the Threshold Questions associated with the cloned programs to ensure that you are still eligible to apply for the cloned programs.
2. -Certain answers from your "old" application will not be cloned including Location, Attachment, Budget, and Certification questions.
3. -Once you complete the Threshold questions from cloned programs, you can select the "Programs" tab from the blue ribbon to add new programs to your application.

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