

Grants Management Simplified Instructions

- 1) Navigate to the site
- 2) Click "Create Account"
 - either the button or the text at the top of the page
- 3) Fill in all information
 - be sure that your email address is correct, the next step requires you to receive a message
- 4) Check email for validation link
 - click the link and the button on the page it will open
- 5) Wait for account activation, a step performed by an administrator
 - there will be an email sent when this action is completed
- 6) Upon reception of this email, the account is active
 - return to the site, log in using the **UserName** and **Password** created during the signup process
- 7) Choose a grant for which to apply
 - click the button for the appropriate grant
- 8) Download all application files
 - click [Create Grant Request] to start the upload approval process or
 - log out (top right corner) and complete the application using the files then return using steps 6 & 7 and click [Create Grant Request] to start the process
- 9) Wait for Upload approval, a step performed by an administrator
 - there will be an email when this action is completed
- 10) Upon reception of this email, grant applications can be uploaded
 - return to the site, log in using the **UserName** and **Password** created during the signup process
 - click [Click to Upload], then
 - a) [Browse] to choose all application files to upload (these can only be in PDF format)
 - b) select files, click [Open] then [Upload] to upload each file
 - c) repeat steps (a) and (b) until all application files have been uploaded
 - once all files are uploaded, click [Close] to close the window.
 - No more uploads will be allowed at this point.
- 11) Wait for approval or denial.
 - Log in regularly to see status changes as the application moves through approval phases.
 - There will be an email sent when the application is given final approval or denial