



On-Line Grant Management Registration and Log-in

Returning users log on to the system using your e-mail address and the password you selected. Please do not create a second, new user account. There is a system prompt to assist if you need a password reminder

New users must first register by clicking “Create New Account” on the Log In page.

The Registration Process

The registration process has four sections: (1) organization information, (2) your individual user information, (3) executive officer information, and (4) choosing your individual user password. The registration process is straightforward; however, in some cases may be more complex when certain factors apply:

- Each individual user is linked to a single organization. If you are submitting applications for different organizations, you will need to register separately using a different email address for each organization. For example, you are part-time staff at both Organization A and Organization B. In order to submit an application for both Organizations A and B, you will need to register using one email address for the application from Organization A, and you will need to register using another email address for the application from Organization B.

During the registration process, you cannot save partial information; therefore, you should gather all required information before beginning the registration process.

Your user account ID is your e-mail address.

Updating your Registration Information

To update your user information, click on your name at the top right corner of the screen and select “edit profile” from the drop-down menu.

To update your organization’s or chief executive officer’s information contact Blair Carty at bcarty@adamslegacyfoundation.org.

The Application Page

After you have registered you will be directed to the Application Page. On the left side of the screen you will see “Request” and two options underneath:

- Dashboard – (Applications Status Page) This screen is your homepage where you can check the status of your grants. This page will display the form you just completed, the status of the form, and the next form in the process.
- Apply – (Application Page) This screen lists the available grants and is the portal to apply.

You may choose to bookmark the log in website address.

Navigating the Online Grant Management System

- **Apply for a grant** by clicking “Apply” in the menu at the left side of the screen.
- **Manage your grant application** by clicking “Dashboard” in the menu at the left side of the screen. The Application Status Page provides information regarding the status of open grant applications. From this page, you can download completed application forms and see the status of an application form you have submitted. If you have saved but not submitted an application form, you must access the form on this page to complete and submit the form. Until you click “Submit Form” your grant is not considered complete.
- **Manage your awarded grants** by clicking “Dashboard” in the menu at the left side of the screen. The Application Status Page provides information regarding awarded grants. From this page, you can see whether or not a grant has been awarded and complete required follow-up forms for awarded grants. The term “follow-up” describes an upcoming or pending event related to a grant already made.

Uploading Files

- In general, the acceptable file types for uploading files are: Microsoft Word/Excel and Adobe PDF (pdf) files.
- Only **one file can be uploaded per question**. Multiple documents must be combined into one file and then uploaded.

Online System Tips

Things to know:

1. The **character counter** includes spaces as well as characters.
2. A user will be **automatically logged out** of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
3. Please remember to **regularly save your work**.
4. You may choose to **prepare your response in a document outside of the online system (e.g. Microsoft Word)** and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
5. You may **print the LOI or Grant Application form questions** to work from. Click on the “Print Question Legend” icon found at the top of either form.
6. It is advisable to download copies of all **submitted forms** to your computer.
7. If you do not provide an answer for one of the **required questions** (denoted by an *), you will not be able to submit your application.
8. If your **PDF upload file exceeds the maximum file size**, consider using the Adobe Acrobat option to ‘Reduce File Size’ (look at the options in Document).
9. Remember to **click “Submit Form”** when you are finished.
10. **Once your application has been submitted** it is no longer available for editing. If you need to make a correction to a submitted form, contact Blair Carty.