GRANT PORTAL USER GUIDE

CREATE AN ACCOUNT/LOG ON:

1. Click **HERE** to access the Konar Foundation's online grant portal.
   - **Returning Users:** Enter your username (email address) and password. If you forgot your password, click **Forgot Your Password** to reset it.
   - **Unsure?** If you are unsure whether your organization is already registered in our system, click **Create New Account**. If you receive a duplicate tax ID message, please do not continue registering and contact us for further assistance. We can verify your organization's account status and set you up as a contact in our system. Chances are that if your organization has received funding from the Konar Foundation within the last five years, there is already an account in our system.
2. **New Users:** Click **Create New Account** to complete the registration process and create your login credentials. You will need your organization's information, including the Tax Exempt Number (EIN).
   - **Primary Contacts –** Please note that only one contact per organization can 'own' a request and receive automatic email notifications. Follow ups can be assigned to a contact other than the request owner, but only that person will then receive email notifications associated with that particular follow up form.
3. The next page asks you to verify that you've received your confirmation email. This helps ensure that you receive future communications regarding your application from our automated system. Click **Continue**. If you do not receive a confirmation email, check your email's Spam folder.

APPLY FOR A GRANT:

1. Once you have logged into the online grant system, click **Apply** on the top left menu. The Apply page will list the Konar Foundation's currently available grant applications.
   - Click **Preview** if you'd like to view the form before starting a grant request.
   - If you do not see the application you are looking for, the form may not be available yet, or the submission deadline may have already passed. Please refer to the Timeline section of the website to ensure you do not miss any important deadlines.
2. Once you've determined the appropriate grant application and are ready to start a request, click **Apply**.
3. You will then arrive at the application form.
   - Click **Questions List** to download a copy of the form.
   - Click **Application Packet** to download a .pdf copy of the form once you've completed it.

4. Complete all questions on the form.
   - If any questions do not pertain to your request, please enter "N/A" in the text box.
   - The system automatically saves your work for every 100 characters you type. You can also click **Save** at any time.
5. Click **Submit** when you are ready to submit the form.
   - To withdraw your application, click **Abandon Request**.
   - The system will notify you of any required questions missed. Once you have completed the questions, click **Submit** again.
   - Once submitted, you will no longer be able to edit the form. Please contact us if you need to make any changes to your application. We can either make the edits on your behalf or revert the form to draft mode, allowing you to access the form and edit it as needed.
   - All edits must be completed before the assigned due date. The system will not allow you to submit your application past the deadline.
6. You will receive an automated email confirmation once your form is successfully submitted. Click **Continue**.
   - The system will send all future correspondence regarding your grant request to the email address linked to the proposal in the system. Please be sure the primary contact's information is correct and up to date.

COLLABORATE FEATURE:

- The **collaborate feature** at the top of the page can invite others to view or work on a grant request or follow up form with you.
  1. Click on the **Collaborate** button at the top of the form.
  2. From the Collaborate pop-up, enter the person's email address you wish to help you with the request.
  3. Select the permission level: View (view form only), Edit (view and edit), Submit (view, edit, and submit)
  4. Include a message (optional) about what you are asking your collaborator to do and select **Invite**.
- The collaborator will receive an email containing your message, their username, and a link to the log-on page. If this is their first time logging into the system, they will be asked to create a new password.
- Once logged in, the collaborator will see the request under the Collaboration Requests tab of their Applicant Dashboard. They can select the Edit Application link and complete their login or registration.
- You may add as many collaborators as you like and revoke permissions anytime.
- Please note that the new user will not be able to view historical requests on the site.
- For additional guidance regarding the collaborate feature, please click on the video link: Collaborate Video Tutorial (1:37)

YOUR DASHBOARD:

1. Click the **Home** icon to access your Dashboard.
2. There are two tabs on your Dashboard:
   - Active tab – contains your draft requests, submitted requests still under consideration, and any approved requests that are still active.
   - Historical tab – contains requests that are no longer active.
3. The actions you can take on forms for a request depend on the form's status.
   - Click **View** to see a form you've already submitted.
   - Click **Edit** to continue working on a form you haven't yet submitted.
   - For approved requests, click **View Details** to display more information about the grant award.
4. Click on your **name** in the upper-right corner of the page to view additional options.
   - Click **Edit My Profile** to update your contact information or password.
   - Click **Edit Organization** to update your organization's information.
   - Click **Sign Out** to log out of the site.

For additional guidance please see the APPLICANT VIDEO TUTORIAL.