

# Comer Family Foundation Online Grant Application Tutorial for Grantees

## [GRANTS MANAGEMENT LOGON PAGE:](#)

It's recommend that you bookmark this page in your internet browser. If you've already created an account enter your email and password and log right in. Otherwise click on Create New Account button. If at any time after creating an account, you can't remember your password, you may click on the Forgot Your Password button.



### Logon

Email Address\*

test@nonprofit.org

Password\*

.....

Log On

Create New Account

[Forgot your Password?](#)

**ANNOUNCEMENT:** We have enabled multifactor authentication to login to this online grant portal. Please [click here](#) to download instructions on how to use this feature.

Welcome to The Comer Family Foundation's online grant portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

*TIP:* The email address you create a new account with is the one we will use to communicate with you if we have questions. We suggest using an email address that is available to anyone at your organization who needs to access the application.

**Existing Users:** Please enter your credentials and log in. If you have already used our new online grant system, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions to reset your password.

If you have questions, please contact us at [Grants@comerfamilyfoundation.org](mailto:Grants@comerfamilyfoundation.org)

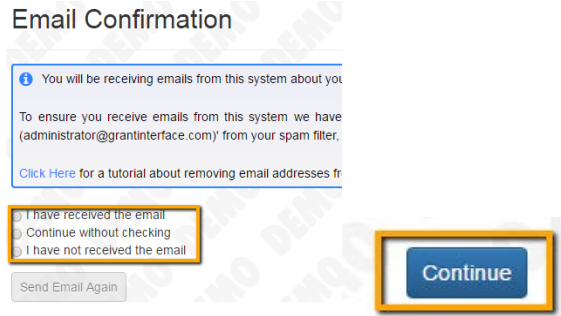
## CREATE NEW ACCOUNT FOR YOUR ORGANIZATION:

- Creating a new account is a multi-step process;
  - with the first section collecting **Organization Information**;
  - the second section collecting **User Information**;
  - And sections three and four collecting **Executive Officer** information.
- After Organization Information has been entered click on the "**Next**" button.

- The next section is the **“User Information”** section, or YOUR information.
  - If your address is the same as your organization you may use the **“Copy Address from Organization”** button to copy information from the organization address fields into the address fields in this section.
  - It is very important to note that the email address entered in the **email/username** field becomes the **Applicant’s Username** in the system.
- Once the fields on the **“User Information”** section are completed, click on the **“Next”** button.
  - Please note if you need to navigate to previous section in the registration process, you must use the **“Previous”** button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using their browsers **“back”** button you will lose all registration information entered.
- In the next section you indicate if you are the **Organization’s Executive Officer**.
  - If you are the executive officer select **“Yes.”** You are taken to a section of optional fields that includes only the fields that were not required in the **“User Information”** section.
  - If you are not the executive officer select **“No,”** and complete the Executive Officer’s fields.
- Once the executive officer’s information entered, click on the **“Next”** button to create a password.
- Password requirements are listed at the top of the section. Once the password is created, the applicant clicks the **“Create Account”** button.

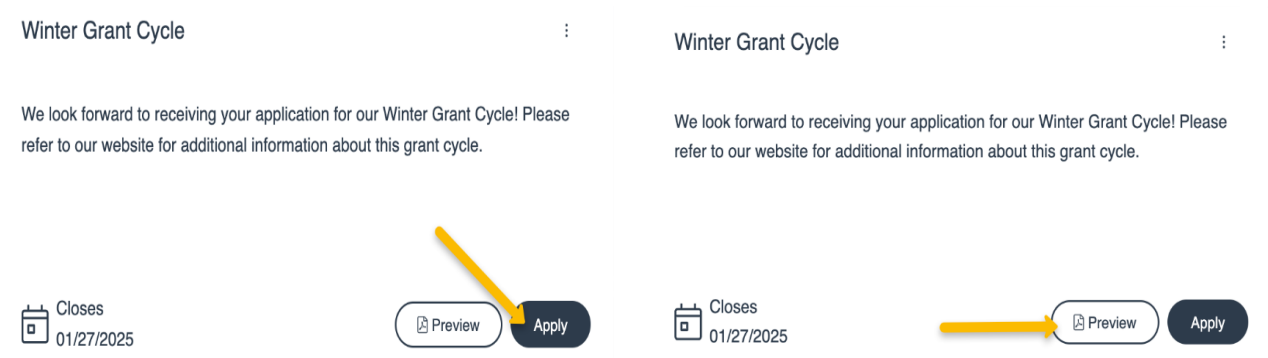
### EMAIL CONFIRMATION:

Upon clicking **Create Account** you will be taken to the Email Confirmation page, to confirm that you are receiving emails from the system. Follow the onscreen instructions and click the “Continue” button to finish the registration process. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.



### PREVIEW APPLICATION OR APPLY:

- Now you have an account in this system. You will use this account for both current and future applications.
- When accessing the system for the first time, you will land on the Apply Page. This page will show you any currently open grant opportunities and relevant information (deadlines). Or click on “Apply” in upper banner of your page.
- **To Apply:** Click on the “Apply” button of the opportunity you’d like to apply to.
- **To Preview the application prior to applying:** Click on the “Preview” button. This will not require you to input or save work.



### APPLICATION FORM:

Once in the application, note, that your contact information and organization information automatically populates at the top of the form.

- If you’d like a copy of a blank application template, you can click the **Question List** button.
- Once you’ve completed the form, click the **Application Packet** button to download a copy of the questions and your responses.

- You may also update your contact information, and view your email history. To update organization information click the edit icon next to the Organization Information.
- Next, you will simply work your way through the form responding to the fields.
  - Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.
- As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.
- You may collapse question groups as you go, once you've finished all of the questions in that group, as an indicator to yourself that you've completed that section and reduce scrolling time
- Some fields may have character limits.
  - Responses that are longer than the set limit will be saved, **but** an error message will appear informing the applicant the limit has been exceeded. You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File **upload fields** will only accept one file, per field.
  - Upload fields have size limits and may have file type restrictions.
    - If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing the applicant that the file is too large and the file **will not** be saved.
  - If file has been uploaded in error, it may be **deleted** by clicking the **X** next to the file name and a new file can be uploaded.
- Even though the system is auto-saving there is still a **"Save"** button at the bottom of the form.
  - When you click save you are taken to a confirmation page so you know the save was successful.
    - If you click **"Continue"** you will be taken back into the form so you can continue working.
    - If you save and exit the system, you will access the **draft of the form** from your **Dashboard** the next time you log in.
      - Pick back up where you left off by clicking **"Edit"** link to the right of the request.
- When all of the fields are complete, **submit the application.**
  - If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
    - An error message appears listing the fields in red that need to be completed or edited.
  - When a form is submitted successfully, the applicant will be taken to a confirmation page.
    - When you click **"Continue"** you are taken to your dashboard where you can VIEW your submitted request.
    - Note, that once an application has been submitted you can no longer edit it.
    - **If you do NOT see a confirmation email from us, please log in and confirm you submitted your application.**

## Confirmation Page

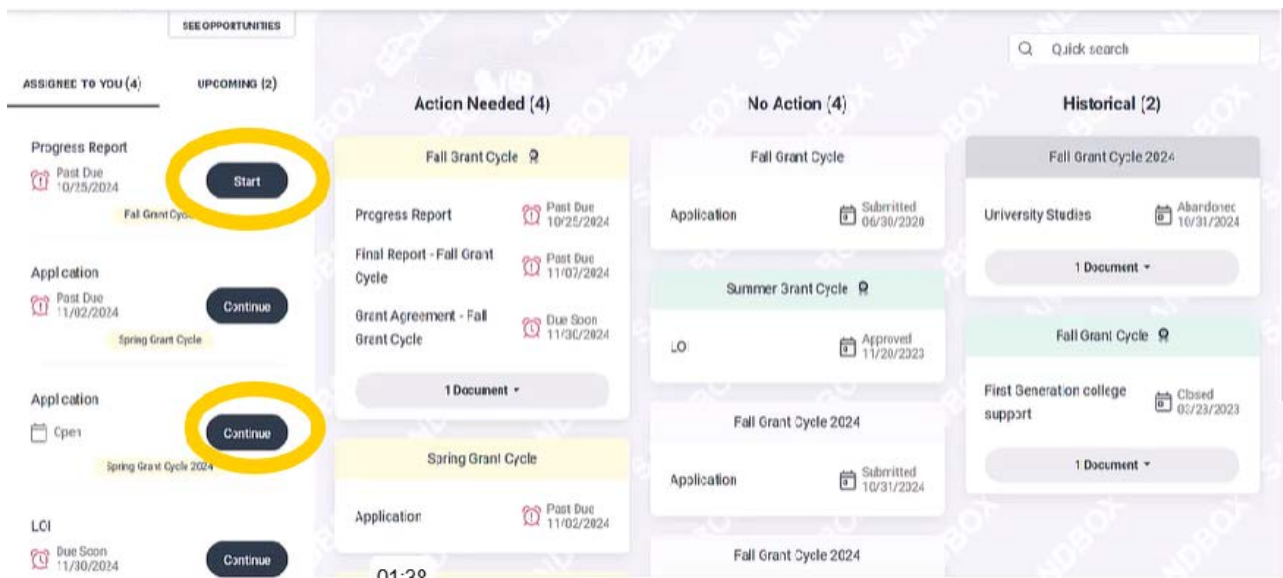
✓ The Application has been saved.

Continue

Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending “time out”).

### APPLICANT DASHBOARD:

- Return to your applicant Dashboard by clicking on the “**Home**” icon link in the navigation menu.
- You may **view applications** that have been submitted or **edit draft applications**
- If your request is **Approved** you may be assigned **Follow Ups** completed and submitted through the system such as Grant Agreement and Final Report.
- **Follow Up** assignments will appear directly under the "ASSIGNED TO YOU" tab and the "Action Needed" tab, if applicable.
  - Click the “**Start**” link next to the follow up forms **Due Date** to complete the necessary assignment, or click the “**Continue**” link to complete a form you have already started.



### EDITING YOUR PROFILE:

If you wish to edit your account information or change your password, click on the user icon in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Be sure to click save in the bottom right once you’ve finished.

