Attachment 5

GrantVantage®

Step-by-Step Applicant Guide

Applicant Steps

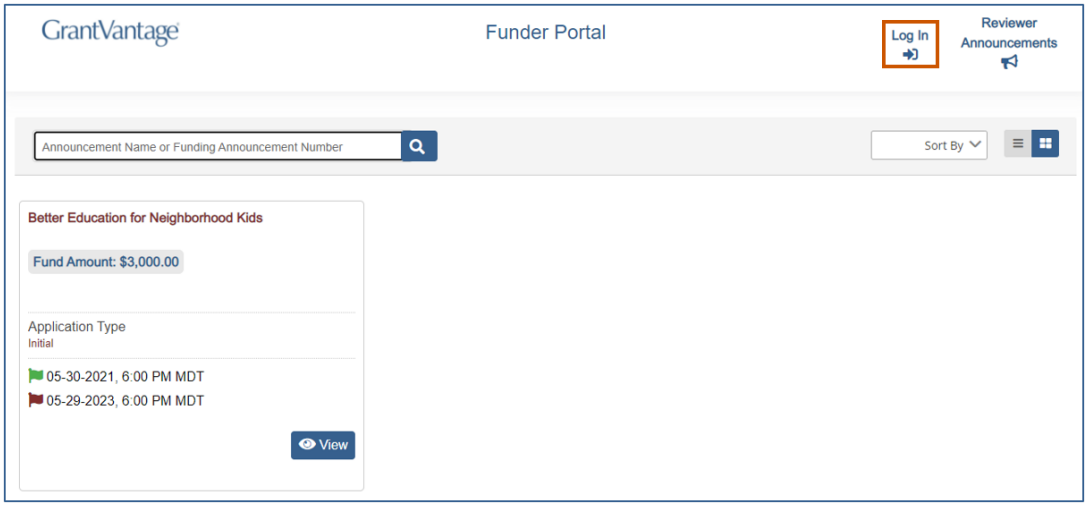
All applicants will follow a series of steps to create and submit their proposed project application. Every applicant must:

1. Register and/or Login
2. Complete the Applicant Organization Profile
3. Submit an application:
    - Answer applicant questions
    - Complete the Objective Template (if required)
    - Complete the Budget Template (if required)
    - Save & submit application
4. How to open and print application reports

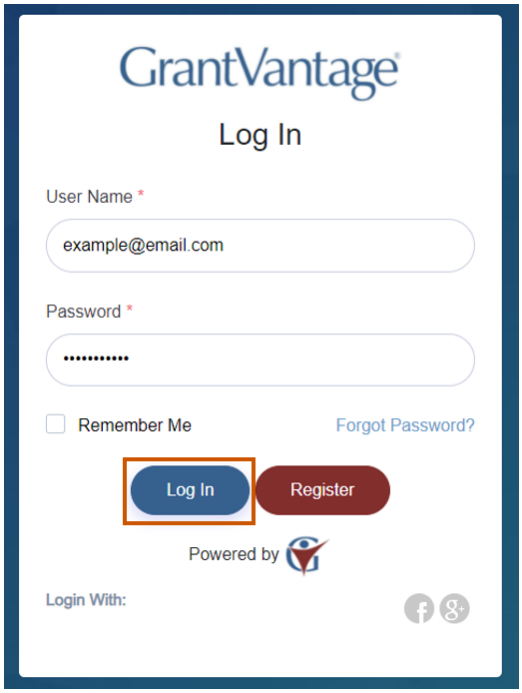
This step-by-step guide will help applicants navigate GrantVantage, personalize their Applicant Organization profile, and submit their fully customized unique Project Application.

Step 1: How to Login/Register an Applicant

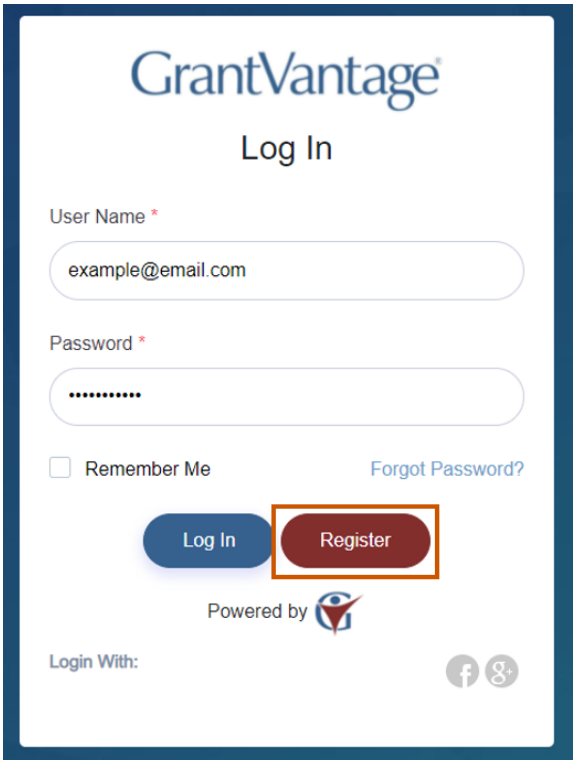
1. Click **Log In** . From the Log In screen, new users must register into the system.



2. Enter login credentials and select **Log In.**



Or
Optional: Click **Register** and complete the Registration form.


GrantVantage
Log In
User Name *
example@email.com
Password *
Remember Me
Forgot Password?
Log In
Register
Powered by
Login With:

Homepage

On the homepage, you can view all published funding announcements and navigate to submitted applications or the applicant organization profile.

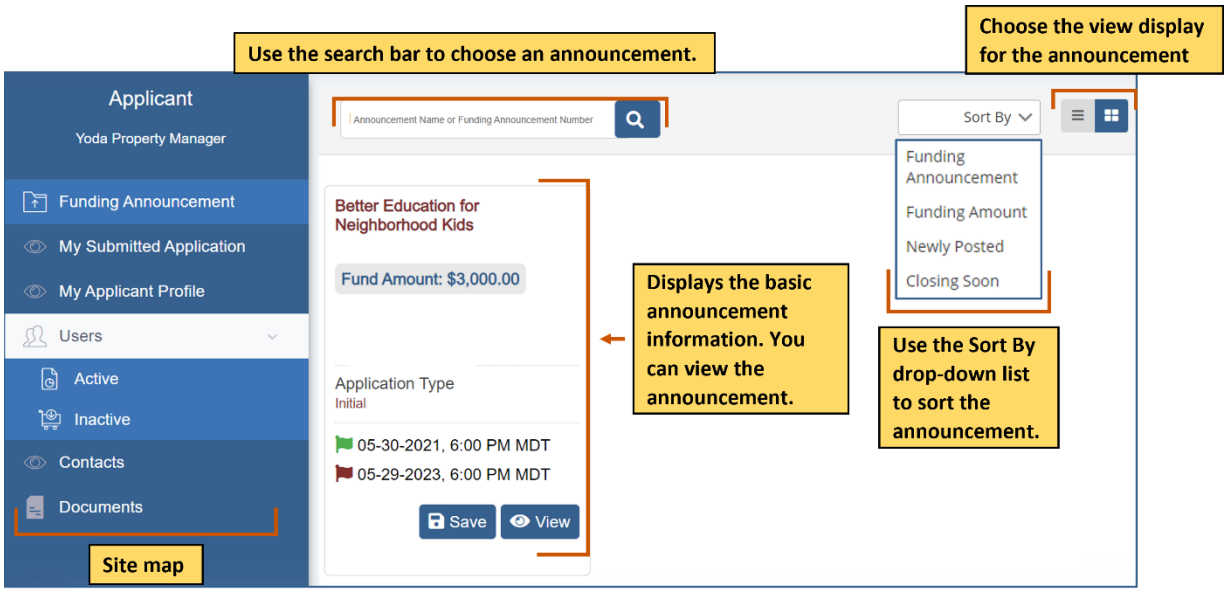
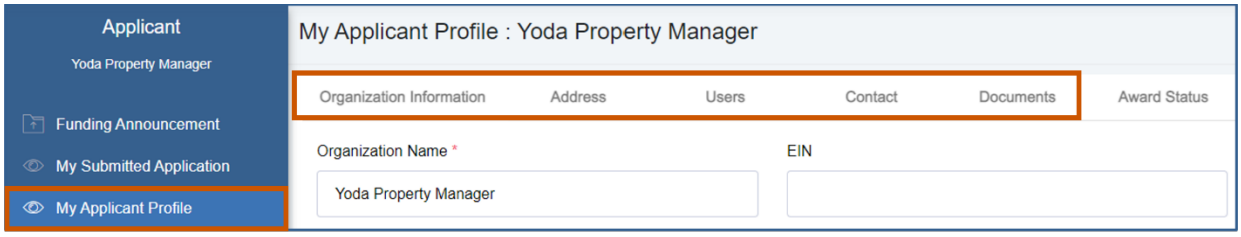


Figure 4: Homepage

Step 2: Complete the Organization Profile

1. Complete the Applicant Profile. Select **My Applicant Profile** and add Organization Information, Physical & Mailing Addresses, Users, Contacts, and Documents.

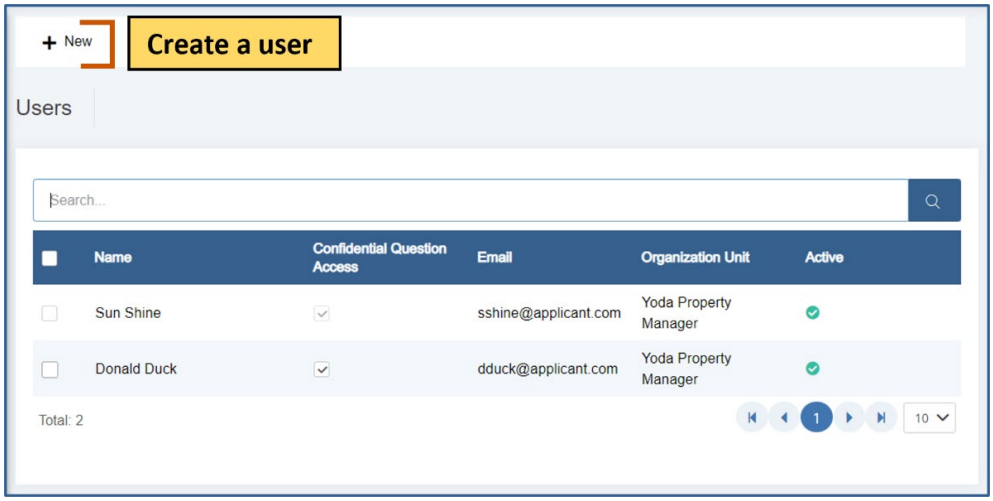


Remember to always save your work!

Figure 5: Fill Out Applicant Profile

+

Note: As the Primary Applicant User, you may add a secondary Delegate User with separate login credentials to help you complete the application.



Step 3: How to Apply

1. On the Applicant Dashboard select **View** to see the Funding Announcement.

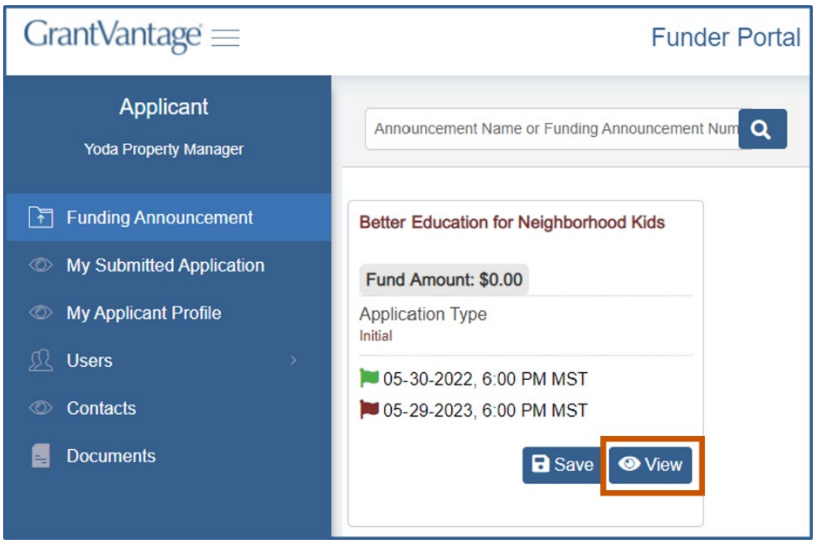


Figure 7: Funding Announcement – View

2. On the Funding Announcement page, select **Apply**.

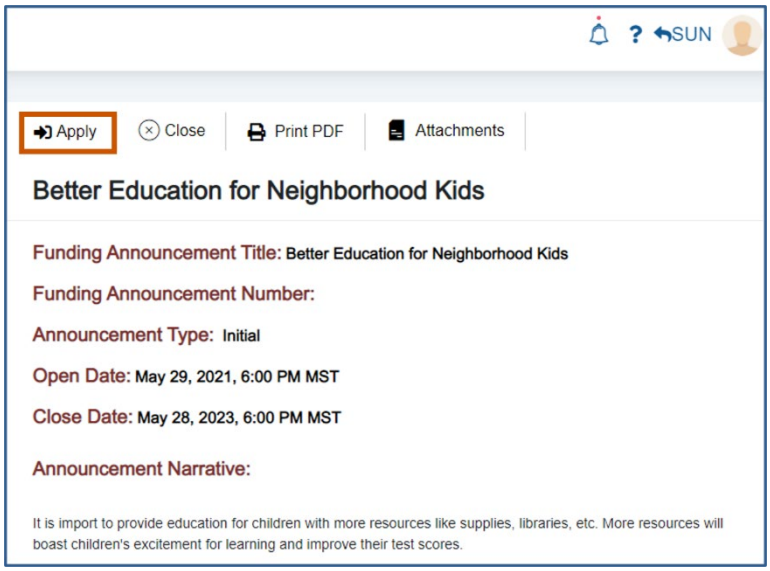


Figure 8: Apply to Announcement

3. Answer Questions

Note: Once you complete a tab item, the red x next to the name turns into a green checkmark. Make sure all questions are complete.

a. Use the hamburger menu to see all the questions.
Tip: The questions are color-coded to indicate the completion process.
- **Blue –** The question is in progress.
- **Gray –** The question needs to be viewed.
- **Green –** The question is complete.

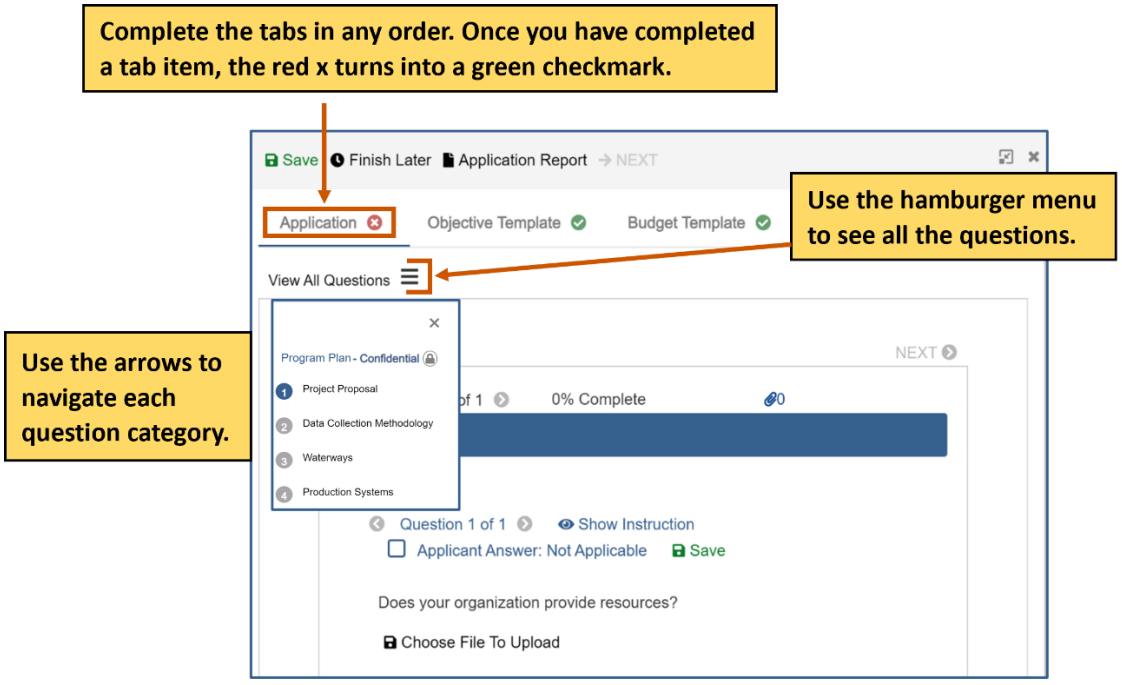


Figure 9: Use Hamburger Menu

b. Use the arrows to navigate the questions.

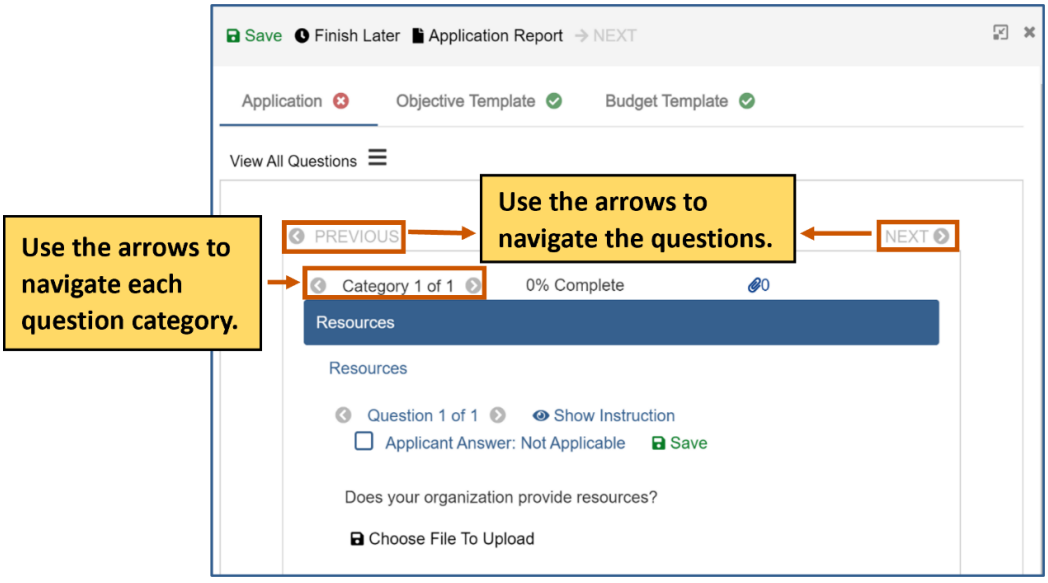


Figure 10: Use Arrows through Questions

Applicant questions must be 100% complete before application submission. You can also view documents attached to the application.

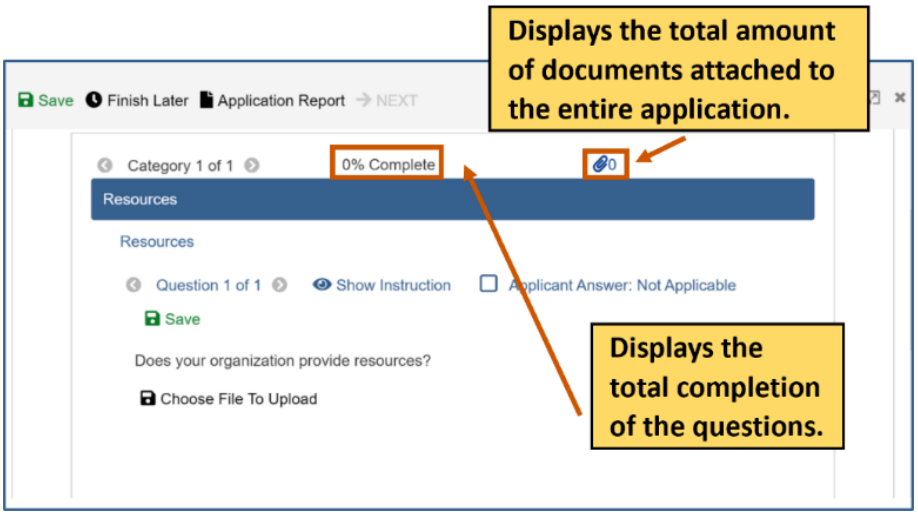
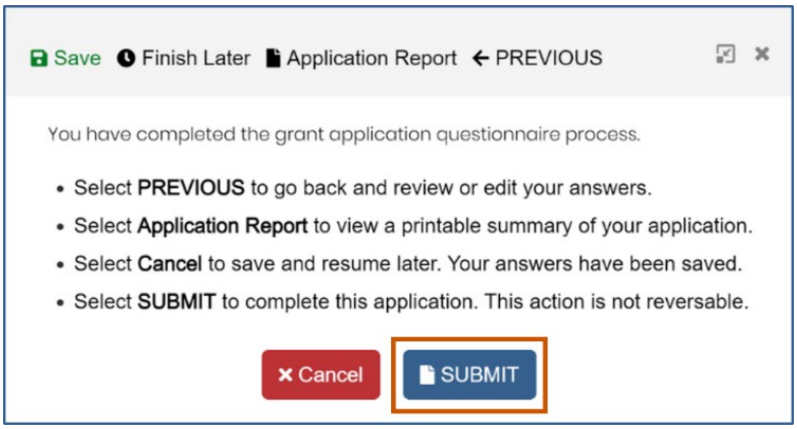


Figure 11: Question Completion

8. On the final page of the application ensure you have fully answered all questions and submitted all documents before selecting **Submit**.



Please Note:
Pages that are not relevant to the SCF Match Program application have been removed from this document. As a result, the numbering of the figures, which are the screen shots, jump from *Figure 11* on page 9 to *Figure 20* on page 10.

Step 4: Open and Print Report

At any point during or after the application process, Applicants may view a complete report of the questions and answers.

1. From the site map, click  **My Submitted Application**. **Single-click** the blue arrow to display the Application, Objective, and Budget reports.

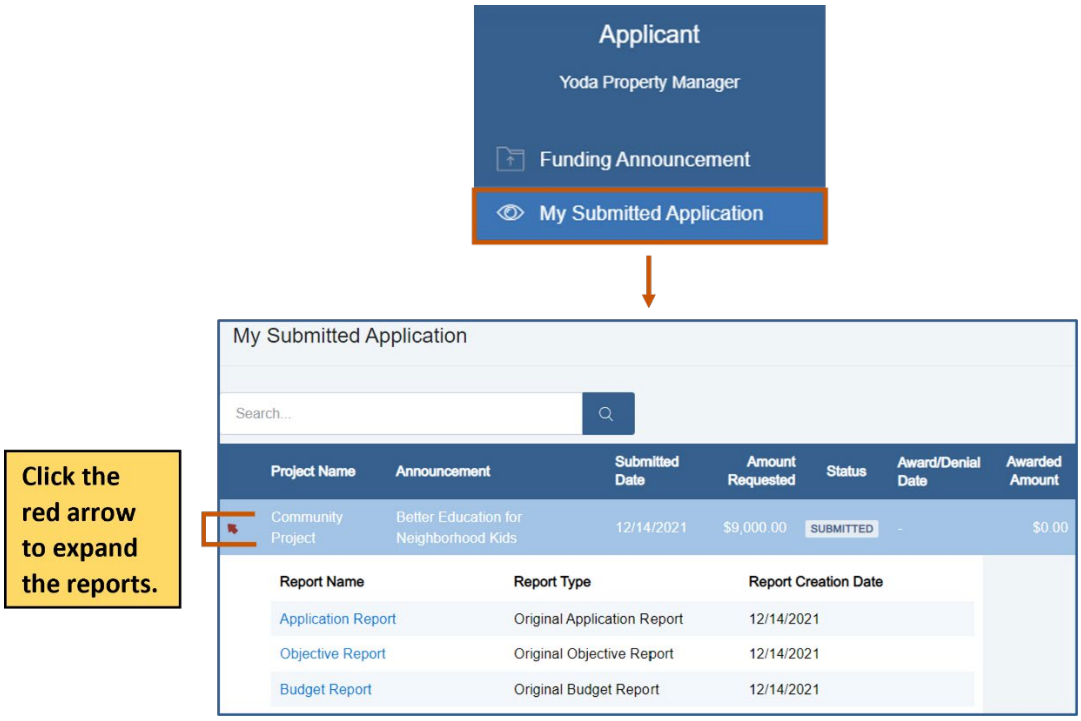


Figure 20: Access Reports

2. Select **Application Report** to open.

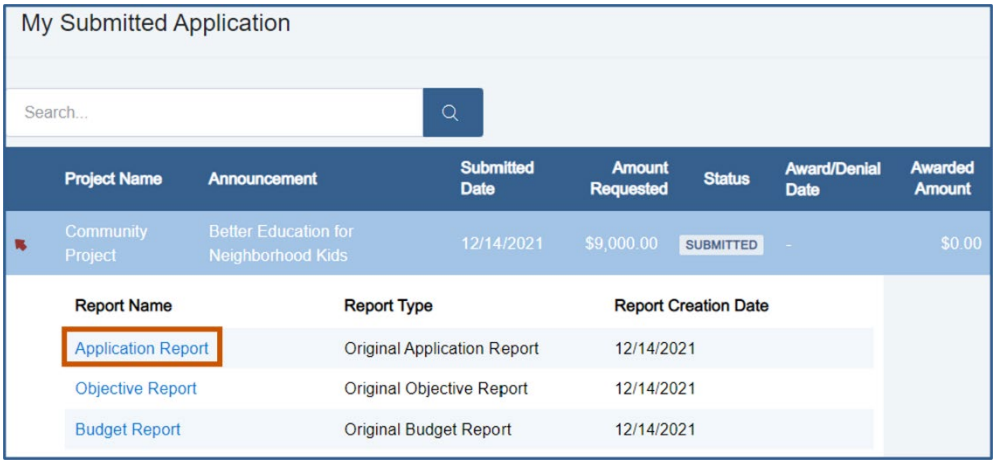


Figure 21: Select Application Report

3. Once the Report popup opens, users may view questions and answers or select **Print PDF** for a downloadable copy of their application.

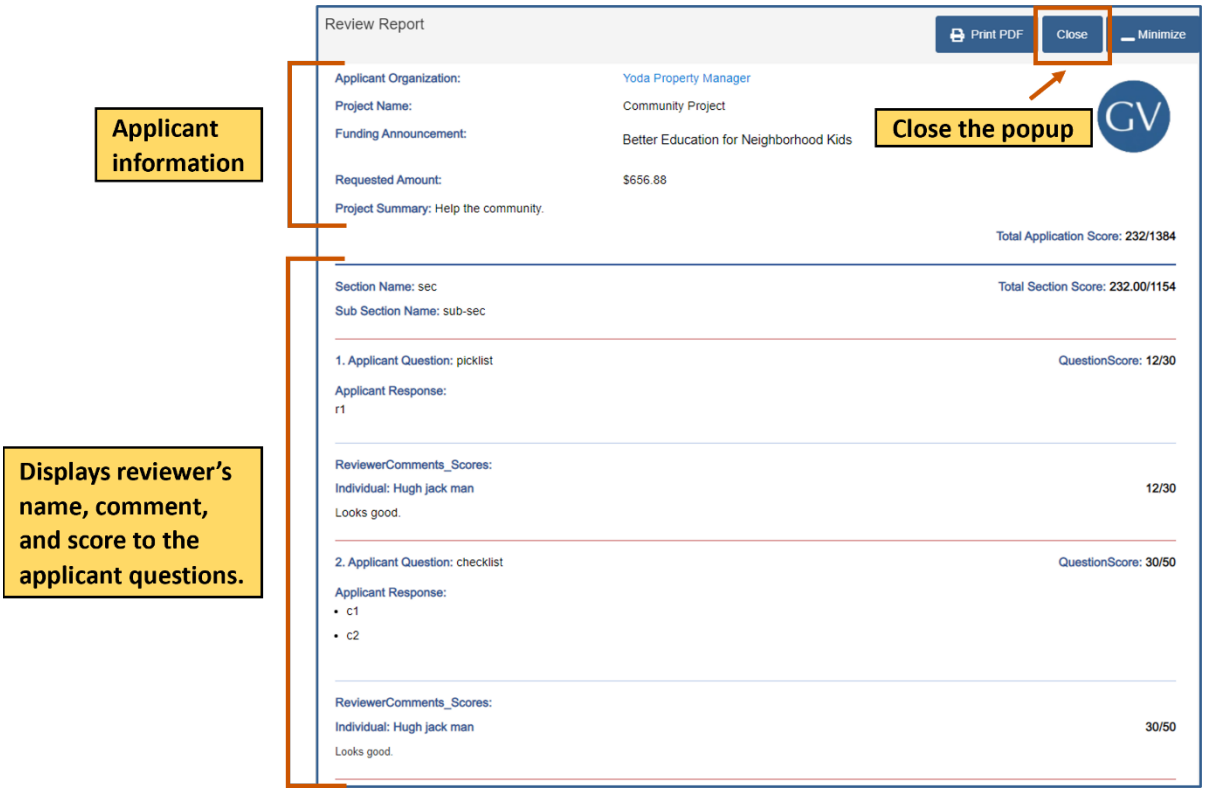


Figure 22: Review Report