



Online Grants System – New Applicant Training Materials

Your Applicant Dashboard

Your dashboard houses current and historic requests.

The active request tab houses all current requests. These are the requests still requiring action, awaiting a decision and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

A screenshot of the "Foundant Base Camp" applicant dashboard. The page has a header with a home icon, "Apply" button, and "Fax to File" button. Below the header are two tabs: "Active Requests" (with a count of 4) and "Historical Requests" (with a count of 6). The main content area displays three request cards. The first card, "New Playground", shows a "Process: Base Camp 2018 Fall Application" with a table of statuses: Application (Submitted, 06/08/2018) and Decision (Undecided). A "View Application" link is present. The second card, "Base Camp Example", shows a "Process: Base Camp Example Process" with a table: Application (Draft, 06/08/2018) and Decision (Undecided). An "Edit Application" link is present. The third card, "2018 Funding Grant", shows a "Process: Base Camp 2017 Fall Application" with a table: LOI (Submitted, 12/05/2017), Application (Submitted, 12/05/2017), and Decision (Approved, 12/20/2017). Links for "View LOI", "View Application", and "View Details" are present. Three yellow arrows point to the "View Application", "Edit Application", and "View Application" links respectively.

- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted but note that once submitted you cannot edit them.
- You can also see the request's decision status.
 - The status will be "Undecided" until the site administrator posts a decision.
 - Timing on decision status updates vary depending on the foundation.

If your request is approved you may be assigned Follow Up Reports to be completed and submitted through the system.

- Follow ups are completed and submitted just like any other form.
- If you've been assigned multiple follow up forms, you must complete them sequentially by due date.
- Follow ups that are past due will be marked as such.
 - If the past due message is reflected in orange, you may still submit the form.
 - If the past due message is reflected in red, you no longer have the option to submit the form.

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018	Past Due	Assigned Edit

Denied requests and requests marked closed by the site administrator are housed in the Historical Request tab.

The screenshot shows the Foundant Base Camp user interface. At the top, there is a navigation bar with a home icon, an 'Apply' button, and a 'Fax to File' button. Below this, there are two tabs: 'Active Requests' (with a count of 4) and 'Historical Requests' (with a count of 6). The 'Historical Requests' tab is selected and highlighted in yellow. The main content area displays a list of requests under two categories: 'General support' and 'Reina Test'. Each category shows a 'Process' name and a table of request details. For 'General support', the process is 'Example Process', with an 'Application' submitted on 02/27/1987 and a 'Decision' denied on 02/27/1987. For 'Reina Test', the process is 'Base Camp 2017 Fall Application', with an 'LOI' submitted on 06/07/2018 and a 'Decision' abandoned on 06/08/2018. At the bottom, there is a message: 'Your request is no longer under consideration. Click 'Apply' in the menu for a list of available opportunities.'

If you wish to edit your account information or change your password, click your name in the type 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.

The screenshot shows a user profile dropdown menu. At the top, the user's name 'Molly Applicant' is displayed with a downward arrow. Below the name, there is a 'Thrive' logo and the text 'Last Logon: 06/12/2018'. The menu contains three main options: 'Edit My Profile' (with a person icon), 'Edit Organization' (with a building icon), and 'Sign Out' (with a right-pointing arrow icon). A yellow arrow points to the 'Molly Applicant' text.

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").