Applicant Collaboration
Date Create: 4/13/2019
Last updated: 7/17/2019

GNWKCF's grant management system (Foundant) creates user accounts based on **unique email addresses**. We recognize that in rural Kansas, many people wear multiple hats and may help more than one organization apply for grants. The best way for one person to help multiple organizations apply is to use the **"Collaboration"** feature.

We recommend that a user account for the organization be created using the primary email address for the organization as all communication, including award notification, will be sent to that email address. The primary user account should be used to start all new grant applications. Once started, the user may invite other people as collaborators to edit, review or submit the grant application by sending an email within the software.

Use of the Collaboration feature is not required. You may create more than one user account per organization using multiple email addresses, but you will not be able to view all applications for the organization if more than one account is created. That is why we recommend the Collaboration tool be used when possible.

Below are steps to utilize this feature. Please contact GNWKCF at info@gnwckf.org or 785-734-2406 if you have any additional questions.

- Browse to login portal: https://www.grantinterface.com/Home/Logon?urlkey=greaternwkansas to log into the grant application system using the primary user account for the organization. (Create a new account if needed.)
- Click on the **"Apply"** button on the top navigation bar to start a new application.
- Select **"Apply"** on the right side of the line with the appropriate grant application name
- At a minimum, complete the **"Project Name"** field to give the project an identifiable name.
- In the upper right-hand corner, there is a **"Collaborate"** button. Click that button.

- You will then enter an email address for the person you wish to have access to the application and you must select ONE permission type (view, edit, or can submit). Type a message to the person explaining what their role will be within the application. Click "Invite" to initiate the collaboration.
    - *If you want the person to both edit and submit, you will need to select "submit".*
    - *It does not matter if the email address of the invitee has already been used to create applications in the past. It can be a new email or previously used email.*
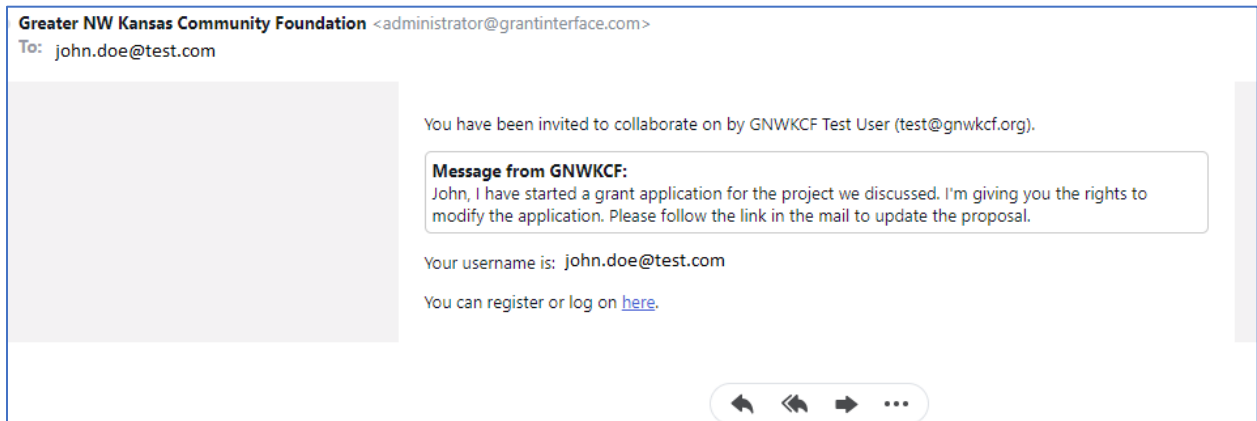
- Scroll down to the bottom of the page and click *"Save Application"*
- The invitee will receive an email from Greater NW Kansas Community Foundation with the message, the username and a link to the grant management system.

Greater NW Kansas Community Foundation <administrator@grantinterface.com>
To: john.doe@test.com

You have been invited to collaborate on by GNWKCF Test User (test@gnwkcf.org).

Message from GNWKCF:
John, I have started a grant application for the project we discussed. I'm giving you the rights to modify the application. Please follow the link in the mail to update the proposal.

Your username is: john.doe@test.com

You can register or log on here.

- If the invitee already has a login to the grant portal with that email address, they will login using their existing account and then have access to the new grant application.
  - If the user you added *does not* have an account, when they click on the link to view the application, they will be promoted to create a new account:

Cancel Account Creation

✎ Register
Collaborator

Email Address: john.doe@test.com

First*   Last*

Password*

Cancel   Register

- Then they click on the *"Collaboration Requests"* tab and the application is available to edit.

Applicant Dashboard

Applicant:
Carol Test Sloper Test
slopercd@gmail.com

Contact Email History

Active Requests 0 | Collaboration Requests 1 | Historical Requests 0

∨ Test Collaborative Grant Application

Process: Sherman County Hansen Community Grant
Application   Draft   04/23/2019   Edit Application
Decision   Undecided

At any time, you can remove access, change access, or delete access for your collaborators. The original creator / primary user will edit the grant application, click on the **Collaborate** button, and you will see a list of existing users with access to modify or to add additional access.

Collaborate ✕

Collaborating with

Carol Sloper
slopercd@yahoo.com

Carol Test Sloper Test
slopercd@gmail.com

| Modify Role |
| Delete Access |
| Send an email |

Invite someone

Email Address

[✉ | Email address / username of the person you are inviting]

✎ **Permissions**
○ Can view
⦿ Can edit
○ Can submit

Message

[This message from you will be included in the email that is sent to the person you are inviting]

Cancel   Invite