Ascendium Grant Portal User Guide: How to Submit a Letter of Inquiry

Introduction

As part of our grant application process, Ascendium will invite organizations to submit a letter of inquiry (LOI) through the Ascendium Grant Portal. These organizations will receive an email with portal login instructions.

For information about Ascendium's grant application process, refer to our Application Guide. If you have any questions about submitting an LOI, email Ascendium Grants Management.

In This Guide

- Complete and Submit an LOI
- Revise a Submitted LOI

Complete and Submit an LOI

1. Access the Ascendium Grant Portal and log into your account.

   Note: The portal works best with Google Chrome. Some fields may not display or function correctly with other browsers.

2. From the menu, select *Applications to Submit* under Applications. All invited LOIs and proposals display.

3. Click the record you'd like to edit.

4. Click **Edit**. The fields become editable.

5. Complete all sections of the LOI. You can complete the sections in order or navigate to the section you'd like to complete using the table of contents. Provide as much information as possible. All the bolded fields must be completed.

   Since the portal doesn't automatically save, click **Save** often to save your work.

6. Once you've finished entering information, click **Save and Close**. The LOI closes, and the information you entered displays in the LOI details.

7. Confirm your entered information is correct and click **Submit**. A window displays asking you to confirm submission.

8. Click **OK**. A message displays indicating the LOI was successfully submitted. To view the submitted LOI, select *Applications Submitted* under Applications on the menu. (You may need to refresh the page for the LOI to display.)

Revise a Submitted LOI

After reviewing your LOI, Ascendium may request additional details. If that's the case, you'll receive an email indicating the LOI is available for editing in the Ascendium Grant Portal. Comments from Ascendium staff will be included on the LOI.

1. Access the Ascendium Grant Portal and log into your account.

2. From the menu, select *Applications to Edit* under Applications. All LOIs and proposals available for edit display.

3. Click the record you'd like to edit.

4. Click **Edit**. The fields become editable.

5. Review the comments Ascendium staff provided in the Comments to Applicant section.

6. Update the LOI as necessary. Make sure you click **Save** often to save your work.

7. Once you've finished entering information, click **Save and Close**. The LOI closes, and the information you entered displays in the LOI details.

8. Confirm your entered information is correct and click **Submit**. A window displays asking you to confirm submission.

9. Click **OK**. A message displays indicating the updated LOI was successfully submitted. To view the LOI, select *Applications Submitted* under Applications on the menu. (You may need to refresh the page for the LOI to display.) Ascendium will review the updates and email you if additional details are needed.