Ascendium Grant Portal User Guide: How to Submit a Full Proposal

Introduction

As part of our grant application process, Ascendium will invite organizations to submit a full proposal 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 <u>Application Guide</u>. If you have any questions about submitting a proposal, email <u>Ascendium Grants Management</u>.

In This Guide

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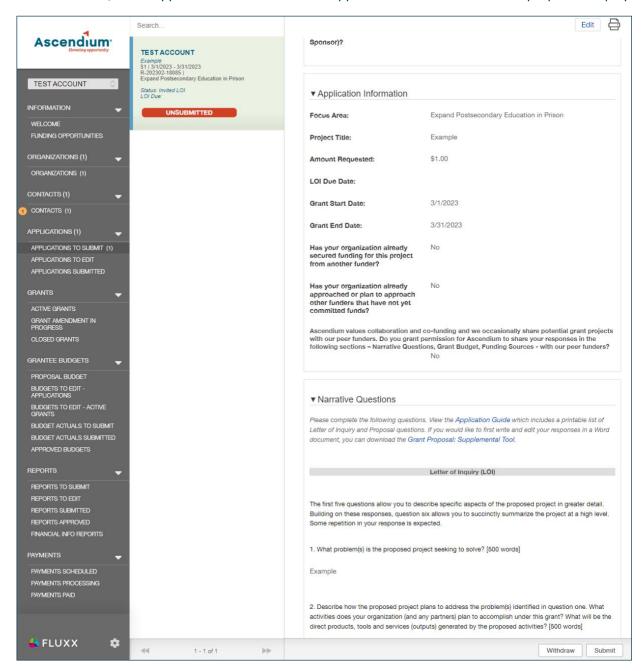


Complete and Submit a Full Proposal

1. Access the <u>Ascendium Grant Portal</u> 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.

Complete all sections of the proposal. 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.

Note: When completing the Grant Budget section, you may find it helpful to export the budget periods to Excel, especially if you're collaborating on budget creation with others in your organization. To export a budget period, complete the following steps.

- a. Navigate to the budget period in the Grant Budget section.
- b. Click the export to Excel icon. The spreadsheet downloads to your computer.
- c. Circulate and update the spreadsheet as needed.
- d. Update the budget in the grant portal to reflect any changes you made to the spreadsheet. Changes you make to the spreadsheet are **not** automatically made in the portal.
- **6.** Once you've finished entering information, click **Save and Close**. The proposal closes, and the information you entered displays in the proposal 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 proposal was successfully submitted. To view the submitted proposal, select *Applications Submitted* under Applications on the menu.

Revise a Submitted Proposal

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

- 1. Access the <u>Ascendium Grant Portal</u> 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 proposal as necessary. Make sure you click **Save** often to save your work.
- 7. Once you've finished entering information, click **Save and Close**. The proposal closes, and the information you entered displays in the proposal details.

- 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 proposal was successfully submitted. To view the proposal, select *Applications Submitted* under Applications on the menu. (You may need to refresh the page for the proposal to display.) Ascendium will review the updates and email you if additional details are needed.

Revise a Grant Budget Only

After reviewing your proposal, Ascendium may request additional details about your proposed budget only. If that's the case, you'll receive an email indicating the proposal and associated budget periods are available for editing in the Ascendium Grant Portal. Comments from Ascendium staff will be included on the budget.

- 1. Access the Ascendium Grant Portal and log into your account.
- 2. From the menu, select Budgets to Edit Applications under Grantee Budgets. The budgets display.
- 3. Click the budget record you'd like to edit.
- 4. Click **Edit**. The fields become editable.
- 5. Review the comments Ascendium staff provided in the Additional Information Requested section.
- 6. Update the budget as necessary. Make sure you click **Save** often to save your work.
- 7. Once you've finished entering information, click **Save and Close**. The budget closes, and the information you entered displays in the budget details.
- 8. Confirm your entered information is correct and click **Resubmit Budgets**. A window displays asking you to confirm submission.
- 9. Click **OK**. A message displays indicating the updated budget was successfully resubmitted. To view the budget, select *Proposal Budget* under Grantee Budgets on the menu. (You may need to refresh the page for the proposal to display.) Ascendium will review the updates and email you if additional details are needed.