



# MT. SINAI

## HEALTH CARE FOUNDATION

### Mt. Sinai Grant Application Portal Instructions

#### Grant Proposal Site & Account Creation

You can access the site for grant proposal submission via the [login page](#).

If your organization has received grant funding from Mt. Sinai in the past, it is likely that you already have an account in our system. If this is true for your organization, please do not create a new account. Please contact Mt. Sinai staff at [grants@mtsinaifoundation.org](mailto:grants@mtsinaifoundation.org) to receive your username.

If you already have an account, you may log-in with your email address and password. Otherwise, please click on the **Create New Account** button. If you created an account and cannot remember your password, please click the **Forgot Your Password** button to reset it.

#### Video Tutorials & Instructions

For help with any stage of the grant proposal submission, please access video tutorials and instructions:

- I. General Overview
- II. Site Access & Account Creation
- III. Apply for Funding
- IV. Collaborate on Applications
- V. Your Applicant Dashboard

## I. General Overview

### [VIDEO TUTORIAL](#)

MT. SINAI  
HEALTH CARE FOUNDATION

### Logon Page

Email Address\*

Password\*

Log On Create New Account

[Forgot your Password?](#)

Welcome to the Mt. Sinai Health Care Foundation's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that your organization is already in our system, do not create a new account. Please contact [Mt. Sinai staff](#) to receive your username.

## II. Site Access and Account Creation

### [VIDEO TUTORIAL](#)

#### Create a New Account

Creating a new account is a multi-step process.

1. **Organization Information;**
2. **User Information** (i.e., YOUR information);
3. **Executive Officer Information;**
4. **Password** creation;
5. **Email confirmation.**

**NOTE:** Do not use the browser's back button when completing registration. Doing so may result in the loss of information. Instead, please use the "*Previous*" button at the bottom of the page.

## 1. Organization Information

- This is the first step in creating an account. You will receive an error message if your organization's Tax ID number is already registered in the system.
- If your organization is already registered, you **should not** create a new account.
  - Colleagues from your organization that already have an account can add you by using the *Collaborate* feature. See a Tutorial in Section IV to learn more.
  - Otherwise, you can contact Mt. Sinai staff ([grants@mtsinaifoundation.org](mailto:grants@mtsinaifoundation.org)) to register and receive your log-in information.

## 2. User Information

- The email address entered under **Email/Username** will serve as your **Username** in the system.
- If your mailing address is the same as your organization's, you may use the *Copy Address from Organization* button.

## 3. Executive Officer

- If you are the Executive Officer, select **Yes**. You will be directed to fill out information not already provided in the **User Information** section.
- If you are not the Executive Officer, select **No**, and input the required Executive Officer information.

## 4. Password

- Password requirements are listed at the top of the section.
- Once the password is created, click the *Create Account* button.

## 5. Email Confirmation:

- Follow the onscreen instructions and click on the *Continue* button to finish the registration process.
- Once finished, this account should be used for both present and future applications.

### III. Apply for Funding

#### [VIDEO TUTORIAL](#)

Upon completing registration and accessing the system, you will land on the **Apply Page**.

- You can preview the application by clicking on the **Preview** button at the bottom of each funding opportunity. You will not be able to submit the application from this page.
- If you have a Grant Hub account for grants management across funders, you can click the **Send to Grant Hub** button at the bottom of the funding opportunity. You do NOT need a Grant Hub account to apply.
- To start a request, click on the blue **Apply** button.

Apply

Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

Base Camp Example Process Accepting Submissions from 01/01/2018 to 12/31/2018 Apply

This is where the process description would appear.

Preview Send to GrantHub

Once in the application, your contact and organization information will automatically populate at the top of the page.

- You may update your contact information, organization information, and view your email history.
- If you would like a PDF copy of the application questions, you can click the **Question List** button.

To complete the application, work your way through it by responding to the questions.

- Answers are required for any questions with an asterisk (\*) and must be completed prior to submitting an application.
- You can collapse question groups once you have finished all of the questions in that group for easier navigation.
- Questions have character limits, and an error message will appear that the limit has been exceeded.
  - Responses that are longer than the set limit can be saved, but you will **not** be able to submit the application until questions are within the character limits.
- The **File upload** feature will only accept one file per question.
  - Uploads have size limits. If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message that the file is too large and the file will **not** be saved.

- Uploads may also have File Type restrictions (e.g., .pdf, .docx, .xls). If you attempt to upload a file in an unaccepted file type, you will receive an error message and will **not** be able to upload the file.
- Once a file has been uploaded, it may be deleted by clicking the red **X** next to the file name. A new file can be uploaded in its place.
- As you complete the application, the system will auto-save every 100 characters typed or every time you click out of a question.
- Even though the system is auto-saving, there is still a **Save** button at the bottom of the application.
  - Upon clicking on the **Save** button, you will be taken to a confirmation page to indicate that the save was successful.
    - If you click on the **Continue** button you will be taken back into the application.
    - If you save and exit the system, you can access the draft of the application from your **Dashboard** the next time you log in.
      - Pick back up where you left off by clicking on the **Edit Application** link to the right of the grant request.
- You may abandon the grant request if you decide not to submit the application.
  - To do so, click on the **Abandon Requests** button in the lower left-hand corner, type the words “Abandon Request”, and click on the **OK** button.
  - The request will remain visible in the **Historical Requests** tab for future reference.
  - If you would like to withdraw an application after it has been submitted, please contact Mt. Sinai staff ([grants@mitsinaifoundation.org](mailto:grants@mitsinaifoundation.org)).

When all of the questions are complete, submit the application.

- If any required questions were not completed, or a response is longer than the set limit, the system will not allow the application to be submitted.
  - An error message will appear listing the questions that need to be completed or edited.
  - These questions are outlined in **red** so they are easy to identify.
- When an application is submitted successfully, you will be taken to a confirmation page.
  - When you click **Continue**, you will be taken to your dashboard where you can view your submitted request.
  - NOTE: Once an application has been submitted, you can no longer edit it.
- Once you have completed the application, you may click on the **Application Packet** button to download a copy.
- NOTE: If you apply after the due date, you will still be able to submit materials, but it will be marked as past due. Mt. Sinai staff will only accept late applications in extenuating circumstances. Please be in touch with Mt. Sinai staff for more information.

## IV. Collaborate on Applications

### [VIDEO TUTORIAL](#)

The **Collaborate** feature allows colleagues to work on an application with you. It can also be used to add a new user to your organization's profile..

How to turn on the Collaborate feature:

1. From any existing or new request, click on the **Collaborate** button at the top of the application.
2. From the **Collaborate** pop up window, enter the email address of the person from your organization you would like to assist with the application.
3. Select the appropriate permission level: **"Can view", "Can edit", or "Can submit"**.
4. Type a message to the new contact (using the instructions below) and click on **Invite**.
5. If you are using the **Collaborate** feature to invite a new user from your organization, you may copy and paste this example message:

Please register as a contact with our organization by following the steps below.

1. Click on the link shared via email ("Mt Sinai Health Care Foundation: Invitation to Collaborate").
2. Enter your name and a new password, and then click on the **Register** button.
3. In the **Active Requests** tab of the dashboard, click on the **Apply** button.
4. Click on the **Complete Registration** button.
5. Click into the **Organization** dropdown box and select your organization.
6. Complete the additional required questions and click on the **Save** button.

From there, you should be able to log in using your email address and password.

6. If the invited contact follows the instructions above, they will be added as a contact to your organization. They will then be able to collaborate on applications and any follow-up forms. They will also be able to see current and past grant requests.

## V. Your Applicant Dashboard

### [VIDEO TUTORIAL](#)

Your applicant dashboard houses current and past grant requests.

The **Active Request** tab lists all current requests. These are the requests that are pending and/or grants that are “open” and currently supporting a project. Within each request you can see the application, status (e.g., draft, submitted, complete), submission date, and application deadline.

Fall Grant For Book Funding				
<b>Process:</b> Base Camp Example Process				
Application	Draft	07/24/2018	<a href="#">Edit Application</a>	
Decision	Undecided			

- You may continue working on saved applications by clicking on the *Edit Application* option next to the application.
- You can view applications that have been submitted; however, once submitted, applications cannot be edited.
- You can also see proposal decision status in real-time. The status will be “Undecided” until the Mt. Sinai Board approves or denies the request.

If your request is approved for grant support, you will see **Follow Up Forms** on your dashboard.

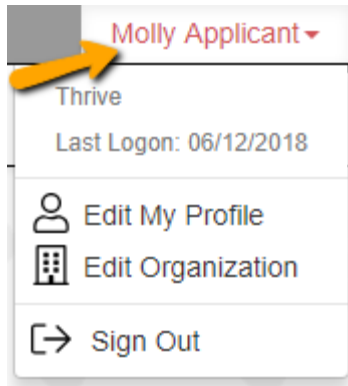
- Follow up forms are completed and submitted just like the application. Please see instructions in Section III, “Apply for Funding” for additional details.
- If you have been assigned multiple follow up forms, you must complete them sequentially by due date.
- Follow up forms that are past due will be marked in orange. You will receive a reminder email to complete these follow up forms.

#### Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018 <span>Past Due</span>	Assigned	<a href="#">Edit</a>

The **Historical Request** tab lists abandoned and denied requests and closed grants.

If you wish to edit your account information or change your password, click on *your name* in the top righthand corner of the window. This will expand a drop-down menu. Click on the *Edit My Profile* button to update your user information or change your password. Be sure to click on the *Save* button in the bottom right once you’ve finished.



For any remaining questions or concerns, please contact Mt. Sinai staff at [grants@mtsinaifoundation.org](mailto:grants@mtsinaifoundation.org).