

Overview

This document is designed to provide grant applicants with instructions for use of the Islamic Relief USA (IRUSA) Grant Lifecycle Manager application provided by Foundant technologies. Remember while this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered. If you remain on a page with inactivity for longer than 40 minutes, you will be logged off for security reasons. Please save every 15-25 minutes.

For technical support or any questions that have not been answered in this document, please email Grants@IslamicReliefUSA.org

Registration Page

You may access the Grant Management System for IRUSA at:

<https://www.grantinterface.com/IslamicReliefUSA/Common/LogOn.aspx>

If you already have an account with IRUSA Grant Management System;

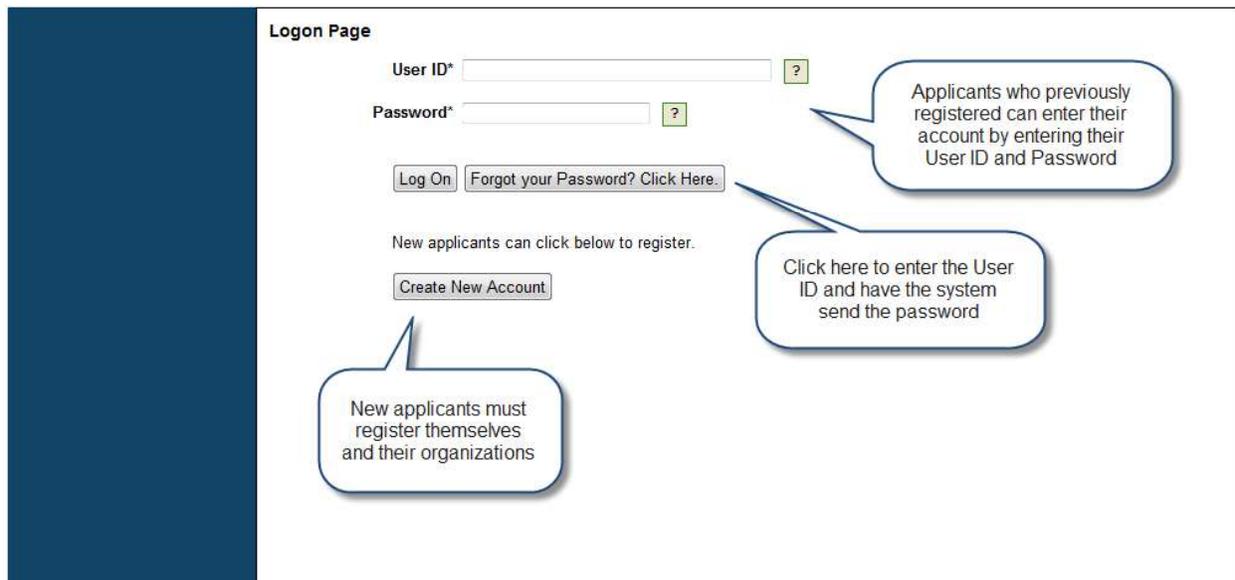
1. Enter your login, which is your e-mail address, in the login field
2. Enter the Password that you chose when you set up your account.
3. Press the “Log On” button to enter the Grant Lifecycle Manager.

If you have forgotten your password;

4. You can click on the Forgot your Password button, enter your User ID, and the system will email your password to your e-mail account.

If you do not have an existing account;

5. Click on Create New Account to register.



Logon Page

User ID* ?

Password* ?

New applicants can click below to register.

Applicants who previously registered can enter their account by entering their User ID and Password

Click here to enter the User ID and have the system send the password

New applicants must register themselves and their organizations

To register an account

1. Click on "Create New Account"
2. Enter your personal contact information
3. Enter your organization's contact information
 - a. Please note: The Registered Charity Number needs to be in 12-1234567 or 123456789RR123 format. For Applicants who are registered outside of the United States of America, please use "0" in the beginning of the number if your registered charity number to fit this format. For Example: if your charity number is 55555, you will enter 00-055555 as your charity number.
4. Please note that all fields with an asterisk (*) are required fields, and must be completed before you can move to the next step.
5. Click on the "Proceed to Next Step" button

(See diagram on next page)



Register

Enter your contact information below.
* = Required Field

User Information

Please provide contact information for the person submitting this request.

Salutation ?

First Name ?

Middle Name ?

Last Name ?

Suffix ?

Business Title ?

Address 1 ?

Address 2 ?

City ?

State/Province ?

Postal Code ?

Country ?

Phone Number ?

Mobile Number ?

Fax ?

Email ?

Applicant Information

Organization Information

Please provide contact information for the Chief Executive of the organization.

Organization Name* ?

Tax ID/Registered Charity Number ?

Web Site ?

Salutation ?

First Name ?

Middle Name ?

Last Name ?

Suffix ?

Business Title ?

Address 1 ?

Address 2 ?

City ?

State/Province ?

Postal Code ?

Country ?

Phone Number ?

Mobile Number ?

Fax ?

Email ?

Organization Information

Proceed to enter password and finish registration

Entering a Password

1. After you have registered your account, you will be taken to a Set Password Page where you will enter your password.
 - a. After entering the passwords click save



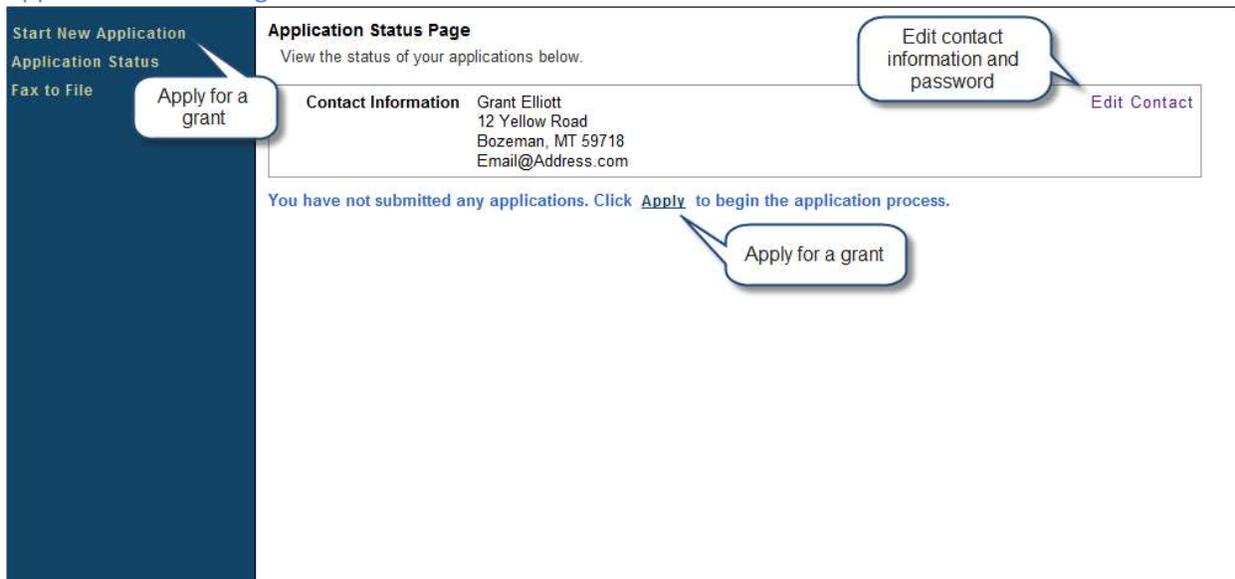
The screenshot shows a web form titled "Set Password". It contains two input fields: "Password*" and "Retype Password*", each with a small green question mark icon to its right. Below the fields is a horizontal line, and at the bottom are "Save" and "Cancel" buttons. The background of the form area is watermarked with the word "DEMO" repeated diagonally.

Applicant Status Page

After you have either registered your account, or logged in with an existing account, you will be directed to the Application Status Page.

1. Start New Application – This allows you to review the available grants and apply.
2. Application Status – This is your homepage where you can check on the status of your grants. This page will display the form you just filled out, what its status is, and what the next form will be.
3. Fax to File – Instead of scanning a document you can fax it to your computer. Using Fax to File helps shrink documents to a smaller file size.

Application Status Page



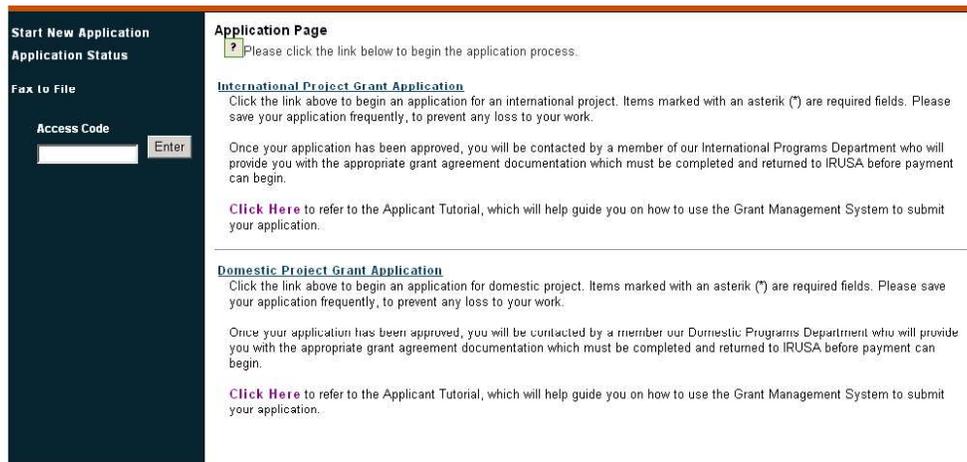
The screenshot shows the 'Application Status Page' interface. On the left is a dark blue sidebar with three menu items: 'Start New Application', 'Application Status', and 'Fax to File'. The 'Application Status' item is highlighted with a white callout bubble that says 'Apply for a grant'. The main content area has a title 'Application Status Page' and a subtitle 'View the status of your applications below.'. Below this is a 'Contact Information' section with the following text: 'Grant Elliott', '12 Yellow Road', 'Bozeman, MT 59718', and 'Email@Address.com'. To the right of this section is a link labeled 'Edit Contact' with a callout bubble that says 'Edit contact information and password'. Below the contact information, there is a message: 'You have not submitted any applications. Click [Apply](#) to begin the application process.' A callout bubble points to the 'Apply' link with the text 'Apply for a grant'. At the bottom right of the page, there is a logo for 'FOUNDANT technologies'.

Choosing a Grant Program

After clicking on the Start New Application link you will have the ability to choose a grant program to apply for. Each grant program will have a brief description of the grant or who qualifies for the grant. Read these descriptions thoroughly before applying.

- 1) Read through the grant program description to decide if you qualify to apply for the grant.
 - a. If your project will be conducted in the Domestic United States, you will be required to submit a **"Domestic Project Grant Application"**.
 - b. If you are applying for a project that will be conducted outside of the United States, please apply for an **"International Project Grant Application"**.
 - c. If IRUSA has sent you an access code enter it in the Access Code box on the left and click Enter. This will allow your private grant program to appear.
- 2) After the grant program appears, click it to start filling out the application form.

Choosing a Grant Program



The screenshot shows a web interface for starting a new application. On the left, there is a dark sidebar with the text "Start New Application" and "Application Status". Below this, it says "Fax to File" and "Access Code" with an input field and an "Enter" button. The main content area is titled "Application Page" and contains a message: "Please click the link below to begin the application process." There are two sections: "International Project Grant Application" and "Domestic Project Grant Application". Each section includes instructions to click a link to begin an application, notes that asterisks (*) indicate required fields, and a statement that once approved, the applicant will be contacted by a member of the International or Domestic Programs Department. Both sections include a "Click Here" link to refer to the Applicant Tutorial.

Filling out the Application

After agreeing to the applicant instructions you will be sent to the first form in the grant program. Enter all the applicable information then Save as Draft or Submit the form to IRUSA.

- 1) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
 - a. Certain types of questions have limitations set by IRUSA. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB's allowed on the question.
 - b. Items marked with an asterisk (*) are required, and must be completed.
- 2) Applicants can save as draft and come back to the form after any given time to complete it. IRUSA will not check for completeness until the form is submitted.
- 3) After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in, if in doubt. (See sample application diagram on next page)

Completing a Form

Start New Application

Application Status

Fax to File

Qualification Page

Current Process: All Stages Test Process

To avoid losing your work, please [Save As Draft](#) a minimum of once per hour.

* = Required Field

[Print Question Legend](#) Printing will convert the form to a PDF for printing

[Print Packet](#)

Contact Information Grant Elliott [Edit Contact](#)
12 Yellow Road
Bozeman, MT 59718
Email@Address.com

Project Name* ?

Not-For-Profit* Is your organization a non profit organization?
 Yes ?
 No

Employees* ?

Budget* [Browse...](#) File size limit [1 MB(s) allowed]
[File Upload Status: No file uploaded.]

Request* ?
\$ 0

Date* ?

Project* ?
Character Limit
[500 characters left]

Save As DraftCancelSubmit Form Submit form to the foundation

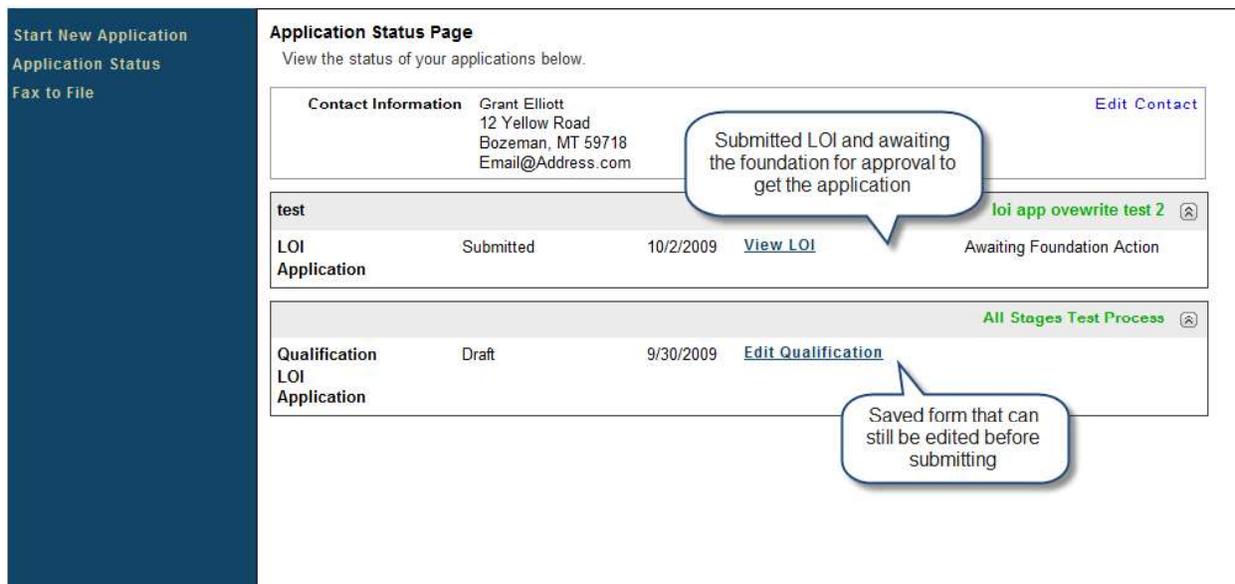
Save form and keep working

Accessing Forms After Save and Submit

The Application Status Page is where you can check on the status of your applications and access for historical record keeping. The Application Status Page is your homepage. You will be automatically directed there when you login.

1. If you've submitted the grant then you can only view the grant and print it.
2. If you saved the form then you can Edit the saved form from the Application Status Page.

Application Status Page



The screenshot shows the 'Application Status Page' with a dark blue sidebar on the left containing links: 'Start New Application', 'Application Status', and 'Fax to File'. The main content area is titled 'Application Status Page' and includes the instruction 'View the status of your applications below.' Below this is a 'Contact Information' section for Grant Elliott, with an 'Edit Contact' link. A table lists two applications: 'LOI Application' (Submitted, 10/2/2009, Awaiting Foundation Action) and 'Qualification LOI Application' (Draft, 9/30/2009). Callouts explain that the first application is 'Submitted LOI and awaiting the foundation for approval to get the application' and the second is a 'Saved form that can still be edited before submitting'.

Application Type	Status	Date	Action	Notes
LOI Application	Submitted	10/2/2009	View LOI	Submitted LOI and awaiting the foundation for approval to get the application
Qualification LOI Application	Draft	9/30/2009	Edit Qualification	Saved form that can still be edited before submitting

Please refer to the following steps of the application process, which your application will go under before it will be funded:

- a. If IRUSA decides the application is not 100% complete, you will be contacted to fix any missing items, before your application will be considered for approval.
- b. Once your Application has been completed, it will go under internal IRUSA review to determine if your grant will be awarded or not. This process could take up to 9 months from the time you first submit your application, based on the bi-annual granting cycles at IRUSA.
- c. Once the status of your application has been determined, you will be contacted by IRUSA whether your grant was approved for funding or not.
- d. If approved, your organization, it's Board Members, Senior Management, and any personnel who will have a direct impact on the outcome of the project will be prescreened for compliance purposes, prior to the drafting of a formal grant agreement, and initial funding of your project.
- e. Once the screening has been completed, a final Grant Agreement will be drafted and once both parties have signed the document, initial funding can begin.
- f. All follow up interim and final reporting will be assigned in the system, per the Grant Agreement. You will have access to the follow up reporting assigned from your login portal, so you are encouraged to log-in frequently to ensure you will not miss any reporting that is due from you. Also, you will be sent a reminder email for any reporting due, 2 weeks prior to its due date.

Please note: Any late and/or incomplete reporting will affect the payment schedule designated in the grant agreement.