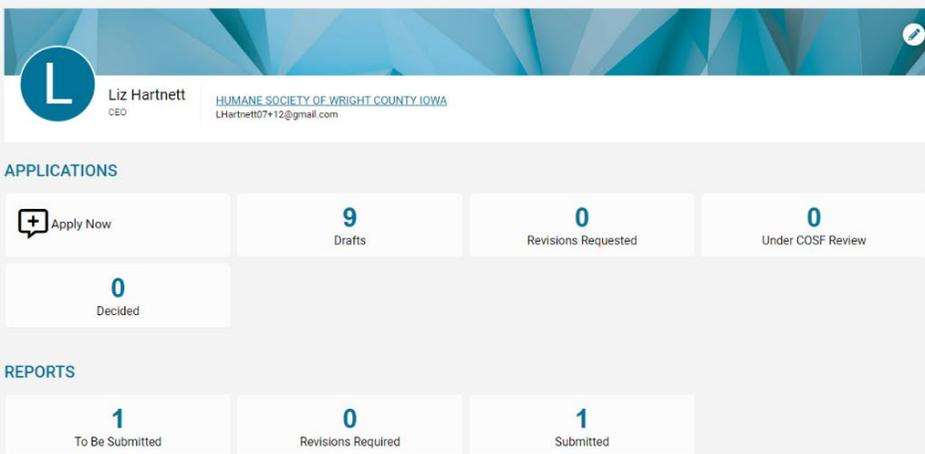


SmartSimple Grant Portal Introduction

[Click here](#) to watch the video about your SmartSimple Grant Portal Introduction.

Here is an example of the Home Page on the grant portal.



Home

Liz Hartnett
CEO
HUMANE SOCIETY OF WRIGHT COUNTY, IOWA
LHartnett07+12@gmail.com

APPLICATIONS

Apply Now	9 Drafts	0 Revisions Requested	0 Under COSF Review
0 Decided			

REPORTS

1 To Be Submitted	0 Revisions Required	1 Submitted
----------------------	-------------------------	----------------

- Your screen should look like this. At the top, you'll see the "Home" link. This is your Home Page button. Click this when you need to get back to this above screen whenever you're filling out an application, report, editing contact information, etc.
- The bell icon next to "Home" is the notification button which will broadcast general information to all users of the grant portal.
- The circle with your initial is a drop down. The menu provides functions on how to access your Personal Profile; Organization Profile; Change Password; and Notifications. This is also one way where you can log out of your portal, or you can close out of the browser.

Applications

- All the tiles are in real-time, when you click the number for that specific tile a list of the applicable records will populate in another screen.
- The “Apply Now” tile is where you will go to if you are seeking support as a first-time applicant or if you are a returning grantee seeking continued support. A few questions will prompt you to the appropriate application.
- “Drafts” are where any applications you have started and saved to be submitted at a later date.
- “Revisions Requested” are pending applications that have revisions requested by our program staff. They will stay here until you have resubmitted the application.
- “Under COSF Review” is where applications are under review by our program team. The application cannot be edited in this status, however, if changes are needed, email grantsmanagement@cosfoundation.org.
- “Decided” means that the application has been reviewed and either awarded or declined. If declined, you will receive communication from our program team regarding a declination of an application before you see any applications in this tile. If awarded, additional communications for the approval process will be provided.

Reports

- All the tiles represent reports applicable all awarded grants in various statuses.
- The “To Be Submitted” tile represent reports applicable to grant agreement terms that have been communicated in the grant agreement.
- “Revisions Required” are prior submitted reports that require revisions by our staff. These reports will stay here until you resubmit them.
- The “Submitted” tile represents reports that have been submitted on your end.