

# Using the HGF Grants Portal

## Logging In

The HGF Grants Portal is accessed through this URL: [https://www.grantrequest.com/SID\\_1644?SA=AM](https://www.grantrequest.com/SID_1644?SA=AM)

If you already have an account and you've logged in recently, you may be automatically logged in and sent to the home page. If not, accessing this link will send you to the log-in page.

## Creating Account

If you are new to the grants portal, you will need to make an account.

Click the **"New Applicant?"** button under the E-mail field. You will be prompted to enter your email and create a password. Once you click "Continue", you will be redirected to the home page.

## Resetting Password

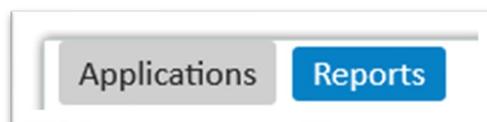
If you already have an account but are unable to log in or you've forgotten your password, you can reset your password by clicking the **"Forgot Password?"** button under the Password field. You will be prompted to enter your email address to receive a temporary password.

In your email inbox, you will receive an automated email with a temporary password and instructions to reset your account password. **If you don't see it, please try checking your spam folder**, as these emails are often mistakenly flagged as spam.

If you don't receive the temporary password or you're still unable to access your account, please email [grants@hgf.org](mailto:grants@hgf.org) for support.

## Home Page

The home page is where you can access all of your past and present applications and reports. At the top of the page, you will see two tabs: **Applications and Reports**.



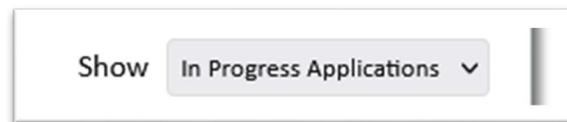
(Note: If you have never been assigned a report, you may not have these tabs. They will appear once a report is published to your account.)

From the home page, you can also change the email or password associated with your account by clicking “Change E-mail/Password” at the top of the screen.

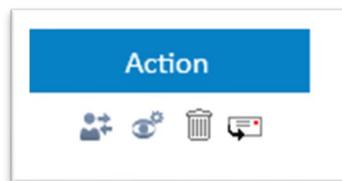
To sign out of your account, click “Exit”. To email the HGF Grants team, click “Contact Us”.

## Applications

From the applications tab, you can see all your applications that are In-Progress or Submitted. **To switch between the two categories, use the drop-down menu on the right side.**



To open an application, click on the Application Name. For all in-progress applications, you will also be able to take four actions on the right side of its row.



You can transfer the application to a new owner, manage viewers, delete the application, or send a copy of the application.

Manage Viewers allows you to add or remove viewers to your application. New viewers will receive an email notification and be able to view an HTML copy of the application in their grants portal account. Viewers are not able to edit the application. **Applications can only be owned and edited by one account.**

Sending a copy of the application will email an HTML copy to the recipient. They will not be able to edit the application, and they will not become a viewer.

## Reports

The Reports tab functions similarly to Applications. There is an additional option in the drop-down menu for New Requirements, which have been assigned but not yet started. You cannot delete reports, but you can transfer, add viewers, or send copies of them. Like applications, they can only be owned and edited by one account.

## New Applications vs. Reports

New reports will appear in your grants portal when they are published. **They are automatically assigned to the account that submitted the application.** They will only be visible to that person unless the report is transferred.

However, **new applications are not assigned**. To start a new application, you need the application's link. These are sent by email invitation, and they are also accessible on the JCamp 180 website: <https://jcamp180.org/grants>.

Once you start the application and save progress, it will appear in your grants portal under the "In Progress" category.

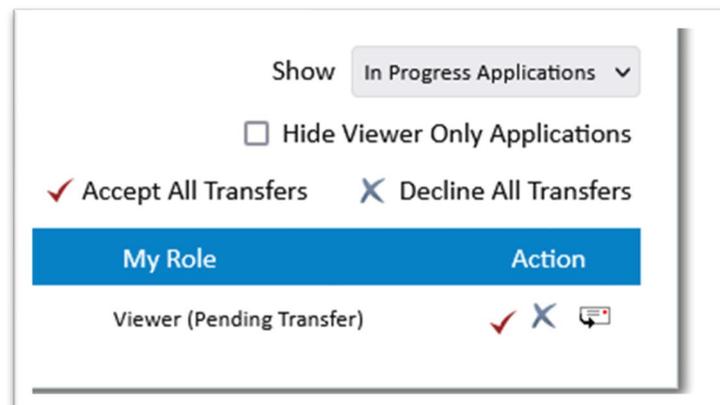
## Transferring Applications or Reports

If, for any reason, you need to transfer ownership of an application or report to a different account, this can be done with or without access to the account that currently owns it.

### With Access to Account

If you are able to log in to the account you are transferring from, find the application or report in the portal and click the "**Transfer to new owner**" button under Actions. You will be prompted to enter the email address of the new owner.

To accept the transfer, the new owner will need to log in to their account, find the application or report, and click the red check mark under Actions. If you have multiple pending transfers, you can accept them individually or all at once.



### Without Access to Account

If you don't have access to the account that currently owns the application or report, you will need to email [grants@hgf.org](mailto:grants@hgf.org) to transfer it. **Please include information about which application or report you need transferred, and the email of the account you are transferring it to.**

If you would like all future reports and correspondence associated with a particular application transferred as well, please let us know in your email.

**Thank you for your interest in the Harold Grinspoon Foundation's grants. If you have any questions about the grants portal or our grants programs, please contact us at [grants@hgf.org](mailto:grants@hgf.org) or by calling (413) 276-0700, option 2.**