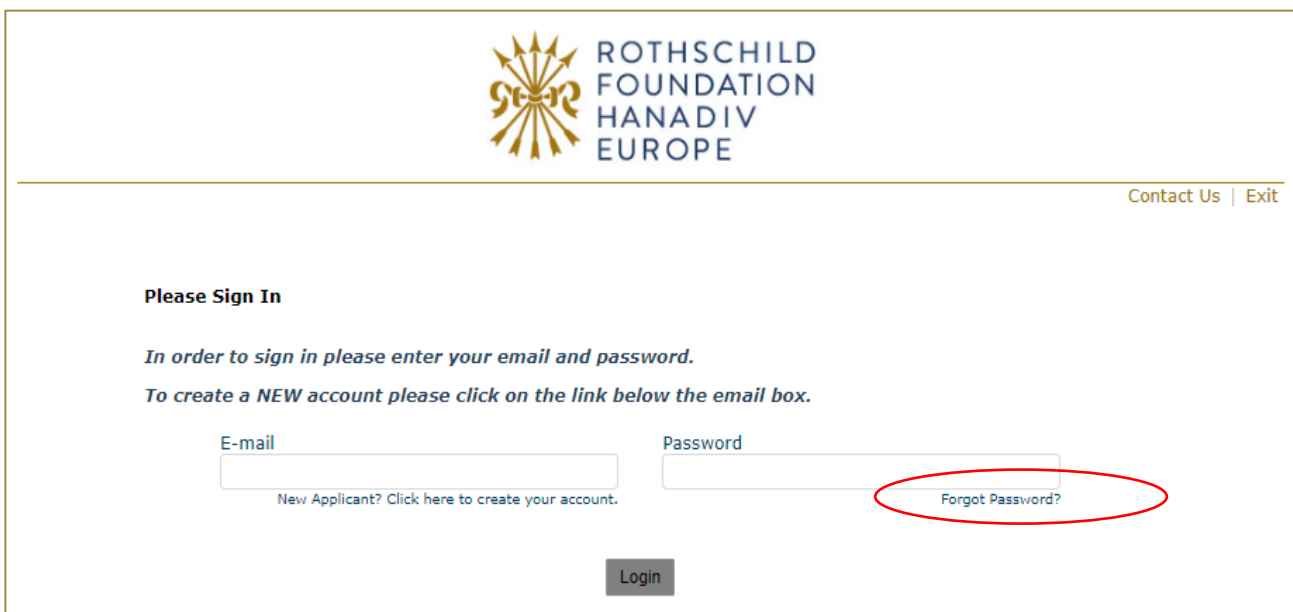


Guidance to accessing and submitting requirements online

Please add mailuk@grantapplication.com to your safe senders list to ensure you receive all communications from our online application system.

Logging In

1. Log-in using your registered email address and password. Account login link: https://www.GrantRequest.co.uk/SID_48?SA=AM
2. If you forget your password you can reset your password via a link that will be emailed to your registered email address. If you do not receive this email check your junk/spam inbox.



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Please Sign In

In order to sign in please enter your email and password.

To create a NEW account please click on the link below the email box.

E-mail

New Applicant? Click here to create your account.

Password

Forgot Password?

Login

Accessing Requirements

Click on the Requirements option and outstanding requirements will be visible in your account.

Use the drop-down option, to find requirements that you have started but not completed, and requirements that have been submitted to the Foundation.

Applications Requirements

Applications

Below you can see your In Progress applications
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click Requirements or Applications above to switch your view.

Show In Progress Applications ▾

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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Filling in Your Requirement

- You can navigate through the requirement form by clicking on the tabs along the top of the page. Question with a red * are compulsory questions and you will not be able to submit unless they have been completed. You will still be able to go from one tab to the next, but you will not be able to submit until they have been completed.

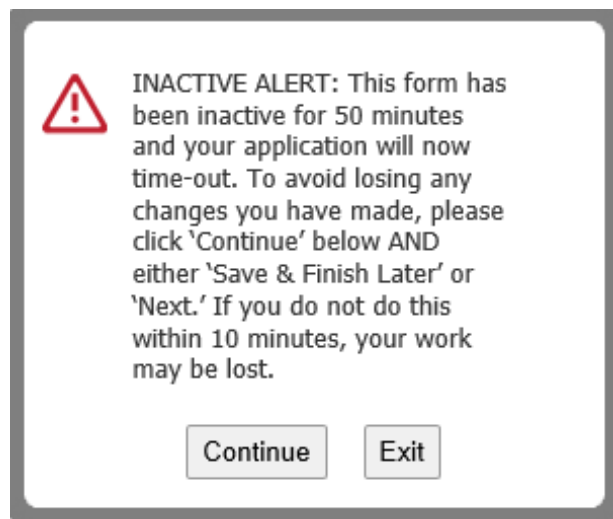
A horizontal progress bar with four steps: 1 Page 1, 2 Page 2, 3 Attachments, and 4 Review My. Each step is represented by a numbered circle followed by the step name, and the steps are connected by chevron arrows pointing to the right.

- You can also move from page to page using the Next button at the bottom of each page:

Two buttons: 'Save & Finish Later' and 'Next'.

- Please note that your requirement page must remain 'active' when completing the form -** Typing into a text box does not count towards activity. If left inactive for 50 minutes, you will receive the alert below. In order to continue working on the form or to save the changes made so far, you must press the 'continue' button on the alert AND click either 'Save and Finish Later' or click 'Next' to navigate to the next page. Clicking on the above options at any time during your proposal will reset the inactivity timer.

Clicking on 'Continue' on the alert does not reactivate your form.



Adding Attachments

1. A list of required attachments (supporting documentation) can be found on the Attachments tab. Browse from your local PC and select your document then click Upload.

To note: Please ensure that no non-Latin characters or any symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *,) appear in the title of the documents you intend to upload. JPG files are not admissible along with files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat"). Valid file extensions are provided in the attachments page of your requirement under each uploadable heading.


2. Where instructed, please download and save the **templates provided** locally to your PC where you can fill-in the required information, save and upload to the matching attachment.
3. When you have successfully uploaded a supporting document, the document will be visible under **Uploaded Files** in your requirement. From here you can see the size of your file, the total size of the combined uploaded files, and the available storage for any additional supporting documents that are required. Please note that you have a combined total of 25 MB to upload.

You can also remove your uploaded document by ticking the small box field next to the document, then clicking Remove.

Uploaded Files				
Title	File Name	Uploaded	Size	Remove?
1. Budget Table - use form provided. Valid file types: xls, xlsx.	single-stage-budget-form.xlsx	31/08/2021	23 KB	<input type="checkbox"/>
Total size of uploaded files			23 KB	
Available			25,577 KB	

[Remove](#)

4. If you try and upload an invalid file type you will receive the following error message at the top of the page. Please ensure you upload the correct file types.

 **You are trying to upload a file with an unaccepted file type. Please upload a file of one of the following types: xls, xlsx**

Saving Your Requirement & Finishing Later

1. If you are part way through your requirement you can opt to save and finish later by selecting Save & Finish Later at the bottom of the page.

Save & Finish Later Next

2. You will be directed to your online account where a copy of the requirement you started will be saved. Access your requirement form from here to continue filling in your requirement.

Applications Requirements

Applications

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Show In Progress Applications ▼

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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3. You will also receive an email confirming the requirement has been saved. In this email you will receive the URL needed to access your account and continue your requirement. This link is also available on our website: https://www.GrantRequest.co.uk/SID_48?SA=AM

Review Your Requirement before submitting

1. The final step is to review your requirement before submitting. Whilst reviewing you will be advised if any required fields are incomplete and that all required attachments have been uploaded. If any required fields have not been completed, you will see the message below in red.

 **Please correct the problems indicated below.**

- Name of organisation is a required field.
- Country of organisation is a required field.
- Project title is a required field.

Please complete the required field then click on **Update** at the bottom of the page.

Save & Finish Later

Update

If the error message is in relation to your attachments, you will see the message below in red explaining what document is missing. Click on 'here' in the error. You will be taken to the attachments section. Upload the missing required document then select **Review and Submit**.



There was a problem processing your request.

- The application cannot be submitted without the following required attachments. Please click [here](#) to return to the Attachments page.
 - Budget costs using template provided

2. Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.
3. Scroll through and review your responses and if you are happy to submit your requirement please select **Submit** at the bottom of the page.

Please note once you have submitted your requirement the requirement cannot be changed.

4. On submission you will be directed to your account where you will see a message stating your form has been submitted. You will also receive email confirmation.

Thank You! Your form has been submitted.

Below you can see your In Progress applications.

Use the dropdown box on the Right to look at previously submitted applications in this system.

Click on **Requirements** above to see any Reports we have asked from you.

5. Your requirement has now been moved from [In Progress Requirements](#) to [Submitted Requirements](#). You can access a copy of your requirement by changing the drop-down option from In Progress Requirements to Submitted Requirements. You will also receive a confirmation email that your requirement has been submitted.

Contact us

If you have any problems using our online system or require **technical support** please contact info@rothschildfoundation.eu.