

Mid-Iowa Health Foundation

Online Grant Application and Reporting Instructions

MIHF is using a new online grants management system that can be accessed by clicking [here](#), or copying and pasting the following URL into your internet browser: <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=mihf>

The process is summarized here, with details following:

Step 1: Create an account and password by clicking on the “Create New Account” button

Step 2: After successfully creating an account, click on “Apply” on the left-side navigation menu

Step 3: Click on the appropriate link to access the application; if you have been provided a code by MIHF, enter it in the “Access Code” box in the upper right to access the application form

This video tutorial provides a helpful overview of the online registration and application process: at <https://www.youtube.com/watch?v=etScRJXC2bE>

Log-on Page:

Please click on this [link](#), or copy and paste the following link into your web browser, to access our online grantmaking system log-on page:

<https://www.grantinterface.com/Common/LogOn.aspx?urlkey=mihf>

Important tip: Please bookmark this log-on page website address in your internet browser. This will make it easy to return to your application in progress, check on the status, and access your follow-ups.

Returning users: Log on to the system using your e-mail address and the password that you created. Please do not create a second, new user account. (There is a system prompt on the Logon Page to assist if you forgot your password titled, “Forgot Your Password?”). If you think that someone at your organization has already registered in the system, you still must complete the registration process in order to create your own, individual logon credentials with your email address. It's important that you do not utilize another staff member's email or login credentials from your organization for system data integrity purposes.

New users: Please register by clicking "Create New Account" on the Log On page. If you think that someone at your organization has already registered in the system, you still must complete the registration process in order to create your own, individual log on credentials with your email address. It's important that you do not utilize another staff member's email or log on credentials from your organization for system data integrity purposes.

NOTE: Some email addresses are already in the system as part of the data migration from our previous grants management system. **If you receive an error that your email address is already in use** when attempting to create a new account, please click on

"Previous Page, then "Cancel Account Creation" and then "Forgot Your Password" to set your password.

The Registration Process:

The registration process has four sections: (1) organization information, (2) your individual user information, (3) executive officer information, and (4) choosing your individual user password.

- *During the registration process, you cannot save partial information; therefore, you should gather all required information before beginning the registration process.*
- Your username/login is your e-mail address.

Updating Your Registration Information:

To update your user information, click on your name at the top right corner of the screen and select "Edit Profile" from the drop-down menu. To update your organization information click on the "pencil" icon in the Organization section on your Dashboard page.

The Application Page:

After you have registered, you will be directed to the Application Page. On the left side of the screen you will see a category called "Requests" and two options underneath:

- Dashboard – (Application Status Page) This screen is your homepage and provides information regarding the status of open/pending grant applications and grant decisions. This page will display the form you just completed, the status of the form, and the next form in the process. The Application Status Page provides information regarding awarded grants. From this page, you can see whether or not a grant has been awarded and complete required follow-up forms for awarded grants. The term "follow-up" describes an upcoming or pending task or event such as a grant agreement or report that is due. *If you have saved but not submitted a form, you must access the form on this page to complete and submit the form.*
- Apply – (Application Page) This screen lists the available applications and is the portal to apply. *If you have been provided an access code by MIHF, please enter it in the "Access Code" box at the top right to access the appropriate application.* Access codes are case sensitive.

Uploading Files:

Several questions on the application, grant agreement and report forms ask or allow you to upload a document or file. These include the budget form, board list and photos.

- In general, the acceptable file types for uploading files are: Microsoft Word/Excel and Adobe PDF (PDF) files.
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- If the document(s) that need to be attached to your form are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to "Fax to File." The easy-to-use tool will convert documents from hard copy to digital format as a PDF file.

1. Click "Fax to File" in the menu at the left side of the screen and read the instructions.
2. Select "Request a Fax #"; a toll-free number will appear on the page.
3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
4. Dial the toll-free number. Send a separate fax for each individual file you wish.
5. The system will then create a digital version of your document which you can save to your computer files and then upload into your online form

Online System Tips:

- The character counter includes spaces as well as characters.
- A user will be automatically logged out of the online system after 90 minutes of Inactivity. (The user will receive a warning message at 80 minutes of the pending time out.)
- The system auto-saves after every 100 characters typed or every time you click into a new question.
- You may choose to prepare your response in a document outside of the online system (e.g. Microsoft Word) and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
- It is advisable to download and save copies of all submitted forms to your computer via the Application Packet at the top of your form.
- If you do not provide an answer for one of the required questions, you will not be able to submit your application.
- If your PDF upload file exceeds the maximum file size, consider using the Adobe Acrobat option to 'Reduce File Size' (look at the options in Document).
- Remember to click "Submit Form" when you are finished.
- Once your application has been submitted it is no longer available for editing. If you need to make a correction to a submitted form, contact us directly.