



# On-Line Grant Application Technical Help Guide

## **Table of Contents**

1. Before You Begin.....	1
a. URL Link to Web Page .....	1
b. Grant Application Package .....	1
c. Required Documents.....	1
d. Please Sign In .....	1
e. Application Time Out .....	3
f. Navigating the Online Application.....	3
g. General Application Instructions .....	3
2. Attach Documents.....	5
3. Review Application Prior to Submission.....	5
a. Email a Draft of Your Application .....	6
4. Save an Application .....	8
5. Print an Application .....	8
6. Submit an Application .....	8
7. Access an In-Progress or Submitted Application .....	9

For technical assistance with an online application, contact [carol.greco@alcoa.com](mailto:carol.greco@alcoa.com).

## 1. Before You Begin

In order to submit an on-line grant application to Alcoa Foundation, your organization must be invited to apply by the Alcoa Location Coordinator at the Alcoa Inc. facility in your community. The instructions below are only for those organizations that have been invited to submit an on-line grant application. You may not share any of the web links provided to you with anyone outside of your organization.

**All applications must be reviewed by the local Alcoa Location Grant Coordinator before they can be submitted to Alcoa Foundation for consideration.** (see page 5 of these instructions)

**The existence of any current or the promise of any future business relationships with Alcoa Inc. or Alcoa Inc. subsidiaries does not influence Alcoa Foundation grant decisions. The mention of such relationships may disqualify your grant application. Alcoa Foundation declines any tangible benefits which your organization may choose to give to Alcoa Inc. or Alcoa Foundation as a result of a grant.**

### a. [URL Link to Web Page](#)

You have been provided with a URL link to an Alcoa Foundation webpage which provides information and instructions for submitting an on-line grant application. If the link provided to you is not active or does not appear to work, copy the entire link and paste it into the address line of your Web browser.

The link to **begin a new grant application** is provided on this webpage. This link only allows you to **begin a new application**; it does not allow you to return to a saved application. Instructions for returning to a saved application are provided on page 8.

### b. [Grant Application Package](#)

You should thoroughly review the [Alcoa Foundation Grant Application Package for Grant Applicants](#) prior to beginning an on-line grant application. In addition to general grant application process, review and approval information, this guide includes detailed information about required documents (see the next section) which must be electronically attached to all on-line grant applications.

### c. [Required Documents](#)

**It is strongly recommended that you collect and/or complete all of the required documents before beginning an on-line grant application. They should be scanned or completed and saved to a familiar folder on your computer or network so they are easily accessible for attachment to the on-line grant application.** If the documents are not attached as you are completing the application (see page 4 of this document), you will be required to save the application (see page 7 of this document) and return to it later for attachment of the documents. **The application must not be submitted unless all required documents are attached. Applications which are submitted without the required documents will not be considered for funding.**

### d. [Please Sign In](#)

Before beginning a new on-line application, you are required to sign in to an existing account or create a new account (see the next page). If your organization has previously submitted an on-line application to Alcoa Foundation, an account should already exist under your e-mail address or the e-mail address of someone else at your organization. If this is the case and if you would like this new application to be saved to the same account, you may enter the existing account's e-mail address and password and click on "Login." If you are a new applicant or would like to create a new account under a different e-mail address, select "Create New Account."

## Please Sign In

Please follow these instructions if you want to:

- **initiate a new grant application** - log in to an existing account which may have been used for previous applications or create a new account by simply clicking on the "Create New Account" button below; new accounts should be created using an organizational e-mail address which is accessible by more than one person and not a personal e-mail address
- **complete a scheduled report or requirement for an approved grant** - log in to the existing account to which the report or requirement is currently registered
- **manage In Progress and Submitted applications, reports and requirements** - log in to the existing account to which the application and its associated reports and requirements are currently registered; available actions include:
  - transferring ownership of Applications, Reports or Requirements to new or existing accounts
  - assigning Applications, Reports or Requirements for view-only access to new or existing accounts
  - emailing copies of In Progress or Submitted Applications, Reports or Requirements to other people, and
  - deleting In Progress Applications which you do not intend to submit

### **PASSWORDS ARE CASE SENSITIVE!**

**PASSWORD RESET:** To reset the password for an existing account which has previously been used to submit a grant application, do not enter anything on this screen; simply click on the "Reset Password" button below.

If you find it impossible to access an account, send an email to Alcoa Foundation using the [Contact Alcoa Foundation](#) button above. Provide as much of the following information as possible so we can resolve the problem:

- email address assigned to the existing account
- password for the existing account
- name of the grantee organization
- reference number assigned to the grant you need to access

E-mail

Create new account (leave above fields blank)

Password

Reset Password (leave above fields blank)

Click on the applicable button.

Login

Applicants who log in to an existing account will be directed to the first page of a new grant application.

The screen below will appear for applicants who are creating a new account. **Do not close your browser until you fully complete this screen.** Once you enter your e-mail address and password, click "Continue." An automated e-mail will be sent to the e-mail address provided. It will include confirmation of the account password and a URL link to return to the Alcoa Foundation account log-in screen. **You should save this link in your browser Favorites or Bookmarks for future reference.**

## New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 8 characters, with both letters and numbers)

Confirm Password

Continue

[Return to login](#)

e. **Application Time Out**

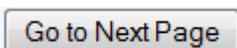
The on-line grant application will **time out after 30 minutes of inactivity, and application information will be lost.**

f. **Navigating the Online Application**

At the top of each page is a menu bar (see below) which can be used to navigate through the application. Click on the appropriate chevron to go to the desired page.



You may also use the “Go to Next Page” button at the bottom of any page to advance one page.



**Note: Using your browser’s navigation tools (e.g. *Back* or *Forward* buttons) may result in loss of information that has been entered into the application.**

**Contact Alcoa Foundation:** Opens an e-mail addressed to Alcoa Foundation for technical support only.

**Technical Help Guide:** Opens this technical help guide.

**Page Numbers and Names:** Navigates between pages. Click on a chevron to go to that page.

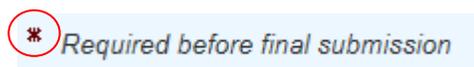
**Review This Application:** Identifies required fields and documents which must be completed before submission. Provides review functionality only; does not allow you to submit the application. See page 8 of this guide for application submission instructions. Documents cannot be attached in Review mode.

**Printer Friendly Version:** Allows printing of the entire application including responses (see page 8).

**E-mail Draft:** Launches an e-mail to facilitate sending a draft version of the application and uploaded attachments to the local Alcoa Location Grant Coordinator for review prior to final submission. See page 7 for further instructions.

g. **General Application Instructions**

- Questions preceded by a red asterisk REQUIRE an answer. The application cannot be submitted if any of these questions are left blank.



- Applicants can copy and paste text from most word processing programs into open text answer fields. However, text formatting will be lost.
- If an answer field has a scroll bar on the right side, the box will accept a lengthy answer. In some cases, there is a request to limit answers to a specific number of words or sentences.
- It is critical that you provide the correct Alcoa Location Grant Contact name on your grant application. If this information is not correct, consideration of your grant application may be significantly delayed. This is not the contact at your organization; it is your contact at Alcoa.

## 2. Attach Documents

**Required documents must be completed before beginning an on-line application. Applications which are submitted without the required documents will not be considered for funding.**

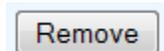


There is a page in the on-line application that is devoted solely to the attachment of required documents. **Documents cannot be attached in Review mode; they can only be attached from the page labeled “Attachments.”** Detailed instructions for uploading the required documents are provided on this page. **Each attachment must be identified with the correct Title. If a required Title is missing from the uploaded attachments list at the top of the page, the system will flag it as missing, and the application cannot be submitted until the document is labeled with the correct Title.** Lists and templates for required documents are included in the [Grant Application Package for Grant Applicants](#) (separate document) and on both the Instructions page and this Attachments page of the on-line application.

Uploaded Files

Title	File Name	Uploaded	Size	Remove?
Project Budget	Project_Budget.xls	06/13/2012 09:25:24 AM	92 KB	<input type="checkbox"/>
USA Patriot Act Compliance Form	USA_Patriot_Act_Compliance_Questionnaire.pdf	06/13/2012 09:25:51 AM	18 KB	<input type="checkbox"/>
USA Patriot Act List of Officers and Directors	USA_Patriot_Act_Names_of_Officers_and_Directors.xls	06/13/2012 09:26:08 AM	22 KB	<input type="checkbox"/>
Pension Protection Act Compliance Form (U.S. organizations only)	Pension_Protection_Act_Form.DOC	06/13/2012 09:26:40 AM	53 KB	<input type="checkbox"/>
Foreign Public Charity Equivalency Affidavit Form(s) (non-U.S. organizations only)	Affidavit.doc	06/13/2012 09:27:03 AM	125 KB	<input type="checkbox"/>
<b>Total size of uploaded files</b>			<b>310 KB</b>	
<b>Available</b>			<b>25,290 KB</b>	

Documents can be removed from the list by checking the box in the far right column and then clicking on the



button.

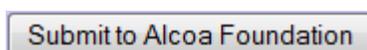
Attachments cannot be edited from within the grant application. If you need to edit a file, delete it from the application, edit the saved version on your local or network drive, and then upload it again. Please make sure the correct documents are attached before the application is submitted.

## 3. Review an Application Prior to Submission

Review the grant application for missing information prior to e-mailing a draft to the Alcoa Location Grant Coordinator in your community. Use the link at the top of any page to enter **Review mode**. **Documents cannot be attached while in Review mode.**



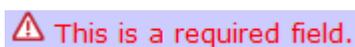
Once in **Review** mode, if all required fields are complete, the button at the bottom of the screen will read “Submit to Alcoa Foundation” (see page 8 of this document for submission instructions). Do not submit an application until you have e-mailed a draft to your local Alcoa Location Grant Coordinator (see page 6 for instructions on e-mailing a draft).



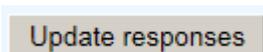
If any required fields are missing information, this warning will appear at the top of the screen along with a list of the required fields which have no response entered.



Fields with missing information will be flagged like this throughout the application:



And the button at the bottom of the screen will read "Update responses."

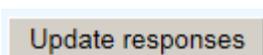


A list of attached documents or an indication that no files are attached will also be displayed at the bottom of the screen.



Pay particular attention to this indicator. **This screen does not identify *which* documents are missing; it only indicates that files are or are not attached. Documents which are attached with the wrong title may be flagged as missing. You cannot attach documents while you are in Review mode.** To return to the Attachments page and attach missing documents, click on the **Attachments** chevron at the top of any screen. Lists and templates for required documents are included in the [Grant Application Package for Grant Applicants](#) (separate document) and on both the **Instructions** page and the **Attachments** page of the on-line application.

Complete all required fields and attach all required documents. Click the "Update responses" button to refresh the revised fields on the screen.



Save the application again if you are not ready to initiate the final submission to Alcoa Foundation.

**a. E-mail a Draft of the Application to the local Alcoa Location Grant Coordinator**

**All applications must be reviewed by the local Alcoa Location Grant Coordinator before they may be submitted to Alcoa Foundation for consideration.**

When the application is ready for review by the Alcoa Location Grant Coordinator in your community, click *Email Draft* at the top of the application.

[General Info & Required Docs](#) | 
 [Technical Help Guide](#) | 
 [Contact Alcoa Foundation](#) | 
 [Exit WITHOUT SAVING](#)

1 Instructions
2 Organization Information
3 Initiative Details
4 Initiative Narrative
5 Visibility and Volunteers
6 Attachments
7 Review This Application

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click [Submit to Alcoa Foundation](#) to forward your application for consideration. If you're not ready to submit your application yet, click [Save & Finish Later](#).

[Instructions](#)

[Printer Friendly Version](#) | 
 [E-mail Draft](#)

An e-mail window like this will be displayed.

- You have elected to e-mail a draft of your Grant Application or Grant Requirement to someone for review before formally submitting it to Alcoa Foundation.**
- You may send this draft to anyone with a valid e-mail address.**
- Alcoa Foundation will not automatically receive a copy of this Application or Requirement Form, nor will any member of the Alcoa Foundation staff review any draft Applications or Requirement Forms which they may receive.**
- Attachments uploaded to your Application or Requirement Form are available for review by recipients of this e-mail for 90 days from the date it is sent.**
- E-mail recipients are not able to edit any part of the Application or Requirement Form.**
- This e-mail may take up to 24 hours to be delivered to the recipient.**

\*Your Name

\*Your E-mail

\*Recipient E-mail(s)   
To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

\*Subject

Message   
Maximum (5000) characters

Send me a copy

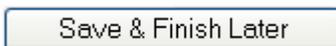
Complete this form and check the box marked *Send me a copy* to send yourself a copy of the e-mail.

Attachments which have been uploaded to your application can be **viewed only** by e-mail recipients.

Sending a draft version of your application via e-mail to an Alcoa Location Grant Coordinator does not constitute formal submission of your application to Alcoa Foundation. Alcoa Foundation will not receive a copy of the draft application and will not review any draft application e-mailed to any member of its staff.

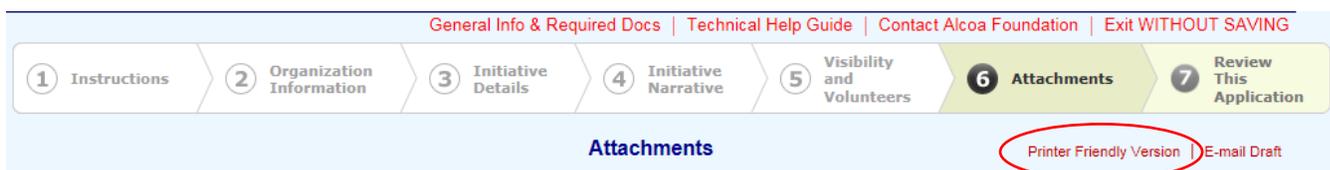
#### 4. Save an Application

To save your application for completion at a later time, click “**Save & Finish Later**” at the bottom of any page of the application.



To return to a saved but unfinished application, log in to the online account associated with the application at [https://www.GrantRequest.com/SID\\_207](https://www.GrantRequest.com/SID_207).

#### 5. Print an Application

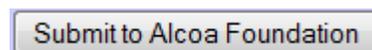


At any time during the application process, you may click *Printer Friendly Version* in the application’s top menu bar. This will open your application in a **new** window, but it may not always bring this window to the front of your screen. If this happens, locate the correct browser window in the task bar at the bottom of your screen. Maximize this window and print the application. Close the window when finished.

#### 6. Submit an Application

Once the application is complete (including the attachment of required documents) and the earlier draft has been reviewed and agreed to by the Alcoa Location Grant Coordinator, you may submit the final application to Alcoa Foundation for consideration. **Do not submit any application until you have first e-mailed a draft of it to the local Alcoa Location Grant Coordinator and they have approved it for submission.**

The “Submit to Alcoa Foundation” button only appears after all required fields on the application have been completed.



When you are satisfied with the content of your proposal and have printed a copy for your own records, click the “Submit to Alcoa Foundation” button at the bottom of the screen. **Once an application has been submitted to Alcoa Foundation, it can be viewed in your on-line account, but it cannot be edited.**

Within 24 hours, you will receive an automatic e-mail response confirming the submission of the application. The e-mail will contain a full copy of the submitted application. Receipt of this e-mail only confirms that your application has been submitted to Alcoa Foundation; it does not confirm that your application is complete. We may still contact you for additional information.

## 7. Access an In-Progress or Submitted Application

Applicants have an individual account (linked to their e-mail address) where they can save (and subsequently view and finish) applications and view submitted applications. To access a saved or submitted application, log in at [https://www.GrantRequest.com/SID\\_207](https://www.GrantRequest.com/SID_207). **The account screen shown below must appear. If anything else appears, including either a blank or partially completed application, you should clear the cookies and history from your web browser, close and re-launch the browser, and access your account again.**

### Please Sign In

Please follow these instructions if you want to:

- **initiate a new grant application** - log in to an existing account which may have been used for previous applications or create a new account by simply clicking on the "Create New Account" button below; new accounts should be created using an organizational e-mail address which is accessible by more than one person and not a personal e-mail address
- **complete a scheduled report or requirement for an approved grant** - log in to the existing account to which the report or requirement is currently registered
- **manage In Progress and Submitted applications, reports and requirements** - log in to the existing account to which the application and its associated reports and requirements are currently registered; available actions include:
  - transferring ownership of Applications, Reports or Requirements to new or existing accounts
  - assigning Applications, Reports or Requirements for view-only access to new or existing accounts
  - emailing copies of In Progress or Submitted Applications, Reports or Requirements to other people, and
  - deleting In Progress Applications which you do not intend to submit

#### **PASSWORDS ARE CASE SENSITIVE!**

**PASSWORD RESET:** To reset the password for an existing account which has previously been used to submit a grant application, do not enter anything on this screen; simply click on the "Reset Password" button below.

If you find it impossible to access an account, send an email to Alcoa Foundation using the **Contact Alcoa Foundation** button above. Provide as much of the following information as possible so we can resolve the problem:

- email address assigned to the existing account
- password for the existing account
- name of the grantee organization
- reference number assigned to the grant you need to access

E-mail

Create new account (leave above fields blank)

Password

Reset Password (leave above fields blank)

Login

Applications appear on either the "In Progress" list, for applications that are saved but not yet submitted,

Show **In Progress Applications** ▼

or on the “Submitted Applications” list, for applications which have been submitted to Alcoa Foundation.

Show Submitted Applications ▼

These filters appear on the right side of the screen:

**Applications**

You are not able to begin a new grant application from this account screen. To begin a new grant application you must use the link provided to you by your Alcoa or Alcoa Foundation contact.

Use the drop-down box on the right side of this screen to toggle between In Progress Applications and Submitted Applications

Please delete any In Progress applications which you do not intend to submit to Alcoa Foundation.

Applications shown on the "Submitted" list below may not be revised or resubmitted. If changes are required to an application which has already been submitted, a new application must be started using the original link provided to you by your Alcoa or Alcoa Foundation contact.

Show In Progress Applications ▼

Application Name	Project Title	Requested	ID	Last Updated	Action
<a href="#">Direct Service - Community Enhancement</a>			59470	05/17/2012	 
<a href="#">Direct Service - Environment</a>			59551	05/30/2012	 

Delete an application

E-mail a draft of an application

Click on the application name link on the left to open an unfinished application. Continue completing the application and save it again or proceed with the final submission process (see instructions earlier in this document).

If you open or view a “Submitted” application, it will open in a Printer Friendly Version.

**Submitted applications cannot be edited, and they cannot be returned or re-opened for editing.**

For additional technical assistance with your on-line application, contact [carol.greco@alcoa.com](mailto:carol.greco@alcoa.com).