

Online Grant Portal Tips

Please note: These tips are specific to ReproCollab and the online grant portal.

Browser: *Google Chrome* is the recommended browser for CFC's grants management system. While other browsers are compatible with the system, visibility, functionality and performance is optimized in the Chrome browser.

Log in Credentials: Applicants must submit an Intent to Apply form to gain access to the portal so they can complete the ReproCollab application. The grants management team will send log in credentials and information on how to apply within two business days.

Contact Changes: CFC requests that grantee partners notify us when organization, executive director and/or primary contact information changes. Please complete the online [Contact Change Form](#). Changes will be made within **three business days**. We will also ask partners to review contact information when submitting applications and reports.

Access Account: If your contacts have received log in credentials, you are ready to use the system. Access the [login page](#) and enter the log in credentials you were provided via email to access the grants management system. **Please note** – If you enter an incorrect username or password more than three times, you may “lock” your account for up to an hour. You will need to wait 30-60 minutes before trying again. If you need to reset your password, please use the password reset link on the login page or contact us at grants@caringforcolorado.org.

Saving: When in the portal, save content entered regularly. This is a live system – do not rely on the auto-save function. Clicking “Save” will save your progress and allow you to continue working on the application. Clicking “Save and Close” will save your progress and close the form.

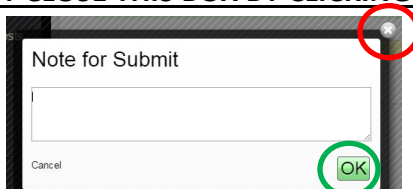
Refreshing: As this is a live system, certain content may only appear after a delay, such as updating an application status from "pending" to "submitted." Click the “update available” text, or the Fluxx icon (top left), to refresh the system.

System Time-Out: The system times out after **15 minutes of inactivity**. Save early and save often.

Uploading Documentation: Please **SAVE** the text information you enter, before starting the documentation upload. Upload only one document for each requirement.

Application Documentation: As you upload documents, items will move from the **Documentation** section to the **Request Documents**. Before submitting the request, ensure all documents are in the **Request Documents** section.

Notes: After you click Submit, a Note box will appear. A note is not required. You must **click OK**, even if text has not been entered. **DO NOT CLOSE THIS BOX BY CLICKING THE "X."**



Submitted Application: After you apply and the grant request is “**under review**,” you will no longer see content under the Proposal Overview section. Contact information and submitted documentation will remain visible.

Approved/Active Grants: After a grant is approved, the executed grant agreement and approved project budget (if applicable) will be added to the Request Documentation section of the active grant. You can view the grant summary, duration, amount and outcomes within the approved grant form.