NALCAB Application Portal

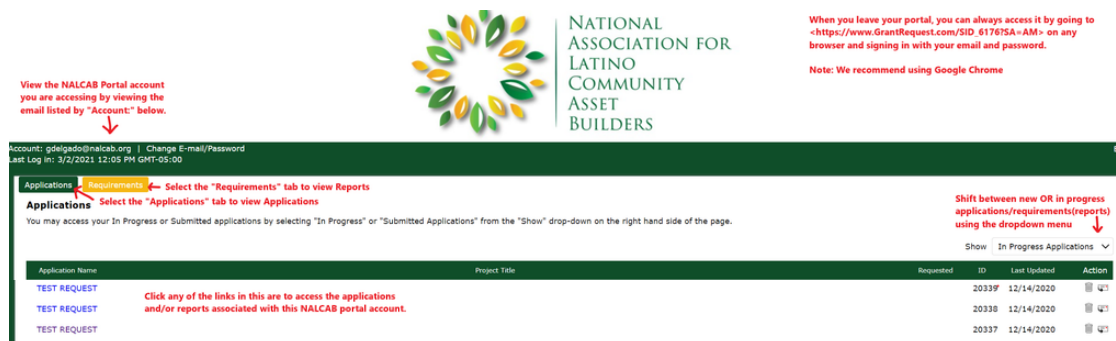## USER MANUAL

Table of Contents

NALCAB Application Portal

The portal is available for applicants and report respondents to access their:

- Saved and In Progress Applications/RFP's
- New and In Progress Requirements (Reports)

NALCAB portal link:
https://www.GrantRequest.com/SID_6176?SA=AM

Portal Navigation

1. Use the **Applications and Requirements tabs** at the top to navigate to the type of forms you would like to access.
   - Applications - Applications/RFP's
   - Requirements - Reports
2. Use the **Show** Drop Down Menu on the right upper side of the screen to select the status of the forms to access.
   - In Progress Applications: Opened & saved applications under the account
   - Submitted Applications: All applications submitted via the account
   - New Requirements: Report forms that have been published to the account for completion & submission
   - In Progress Requirements: Report forms that have been opened & saved under the account
   - Submitted Requirements: All Reports that have been submitted via the account

🔍 **NOTE:** "New Applications" are not available on the Show Drop Down Menu because applications must be accessed via a unique application link. When a user clicks an application link, they have the option to connect the opened application to their portal. **Find out more about new applications on pg 3.**

Create an Account

First time users can create a NALCAB portal account by selecting the **New Applicant?** option located below the E-mail sign in field. The user will then be taken to the New Applicant page and can create an account with an email and password.
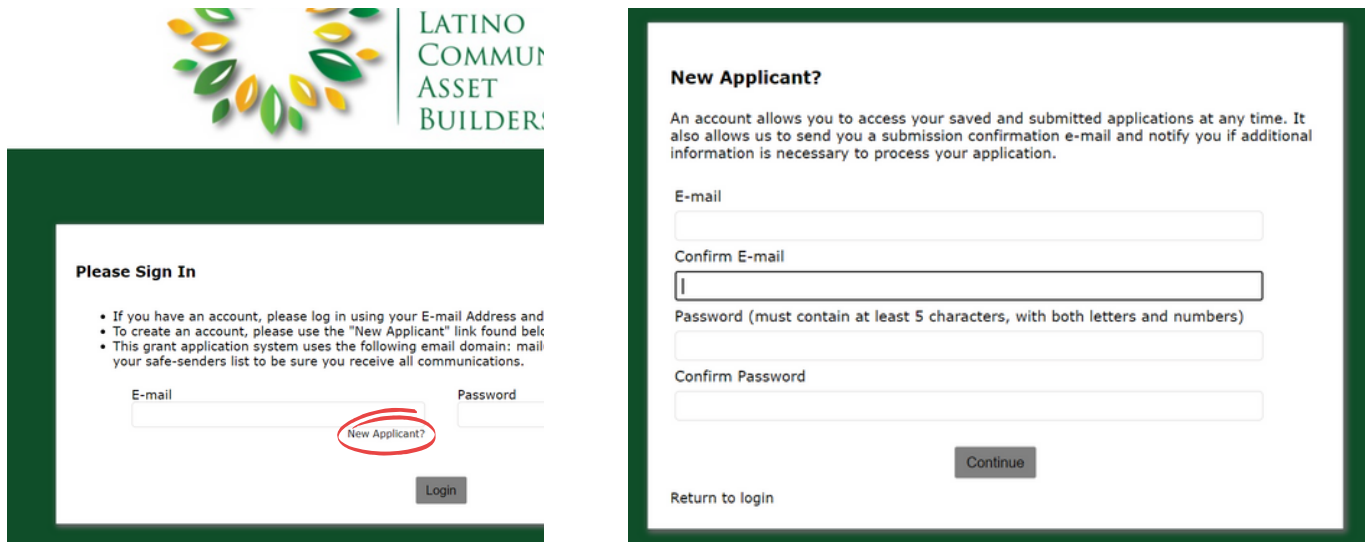
NOTE: Verify that your NALCAB portal account is created by checking your inbox, junk, and spam mail for an email welcome from **NALCAB <mail@grantapplication.com>.**
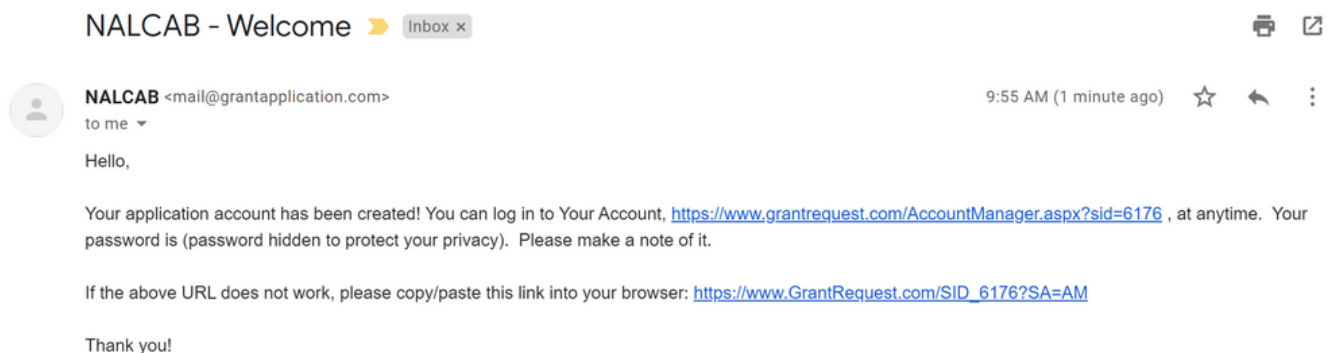
Reminders, Tips & Solutions

Reminders
- Portal email notifications will be addressed from mail@grantapplication.com and grants@nalcab.org. Please verify that these addresses are on your safe senders list.
- The portal currently supports all web browsers; however, Google Chrome is recommended for optimal user experience.
- The system **will not auto-save** your application.
- Portal sessions automatically end after 30 minutes of user inactivity.
- Applications **must** be submitted. Saving a completed application **will not** submit the application. The "Submit" button can be found on the final tab of your application or report.

Tips
- It is highly **recommended** to access and save an application or report prior to the due date to ensure you are comfortable using the portal.
- "Save" often so that work is not lost.
- To the extent possible, complete narrative responses in a separate document and copy/paste responses into the portal to avoid lost work.
- Before submission, double check each "required" field and all attached documents to ensure completeness and accuracy. Incomplete or ineligible applications may be disqualified (with no opportunity for resubmission) in the review process.
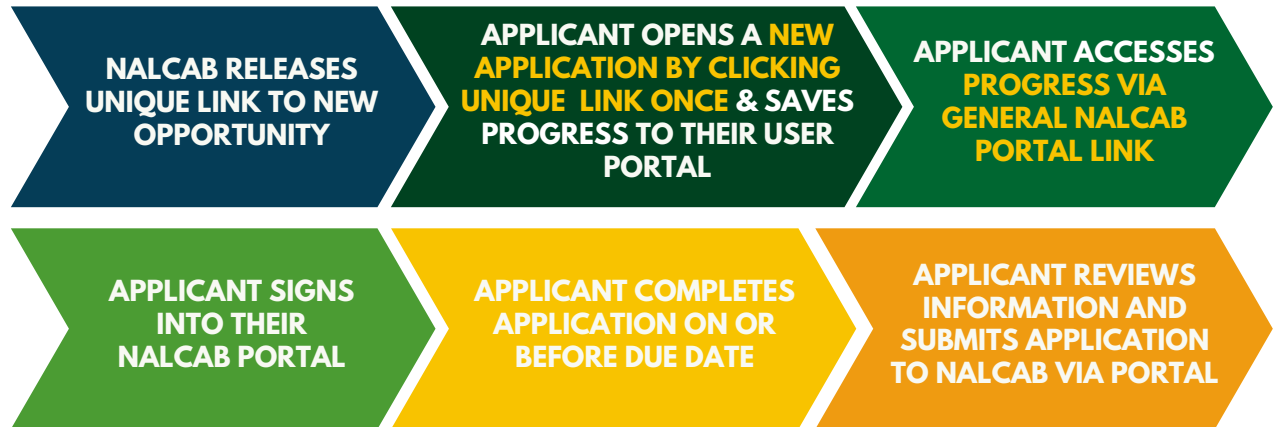
Solutions to Common Issues
- If you have trouble viewing the content within your portal, please clear your browser's cache and cookies and close all browser windows before returning to the portal.
- If you believe you are not receiving NALCAB Portal emails, please be sure to check the relevant spam and junk folders for an email from **NALCAB <mail@grantapplication.com>**.
- If you cannot find your **in progress** application or any report, please verify you are using the following options (described on **pg.1**):
  - Correct portal link: **https://www.GrantRequest.com/SID_6176?SA=AM**
  - Correct tab at the top of the portal & correct option on "Show" drop down menu

Still have issues or questions? please email the main contact indicated on the application, RFP, or report and cc our system administrator at gdelgado@nalcab.org.

Applications

Application Process

NALCAB RELEASES UNIQUE LINK TO NEW OPPORTUNITY	**APPLICANT OPENS A NEW APPLICATION BY CLICKING UNIQUE LINK ONCE & SAVES PROGRESS TO THEIR USER PORTAL**	**APPLICANT ACCESSES PROGRESS VIA GENERAL NALCAB PORTAL LINK**
APPLICANT SIGNS INTO THEIR NALCAB PORTAL	**APPLICANT COMPLETES APPLICATION ON OR BEFORE DUE DATE**	**APPLICANT REVIEWS INFORMATION AND SUBMITS APPLICATION TO NALCAB VIA PORTAL**

New Applications

Start a new application by opening its unique link shared by NALCAB. ***Open the unique link ONE TIME***; Each time the link is opened, a new application is created.

IMPORTANT: *New Applications* are only available for access via a unique application link. A user *cannot* access a *New Application* with the NALCAB Portal Link until the application has been saved to a user portal - in which case, it is no longer considered "New."

In Progress & Submitted Applications

After you save progress on the application, you can leave and return to the application by logging into the NALCAB Portal at **https://www.GrantRequest.com/SID_6176?SA=AM**
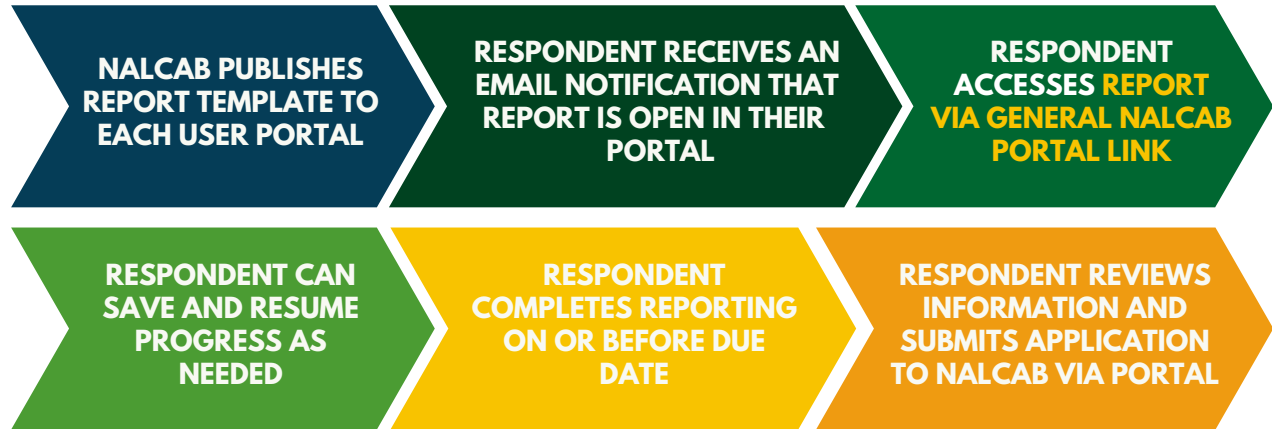
Once in the portal, find your application:
1. Click the **Applications Tab** near the top of the screen.
2. Select **In Progress Applications** on the Show Drop Down Menu on the righthand side of the screen.
- Upon Submission, you will find your application submission history under **Submitted Applications** on the Show Drop Down Menu on the righthand side of the screen.

IMPORTANT: Complete all **required** fields to submit.

Reports (Requirements)

Report Process

NALCAB PUBLISHES REPORT TEMPLATE TO EACH USER PORTAL	RESPONDENT RECEIVES AN EMAIL NOTIFICATION THAT REPORT IS OPEN IN THEIR PORTAL	RESPONDENT ACCESSES REPORT VIA GENERAL NALCAB PORTAL LINK
RESPONDENT CAN SAVE AND RESUME PROGRESS AS NEEDED	RESPONDENT COMPLETES REPORTING ON OR BEFORE DUE DATE	RESPONDENT REVIEWS INFORMATION AND SUBMITS APPLICATION TO NALCAB VIA PORTAL

New Reports

Reports are sent to the general NALCAB portal account affiliated with the original approved application, unless requested otherwise. An email will alert the user that a report is available for completion in the portal.

The aforementioned user can access assigned reports by signing into the NALCAB portal at **https://www.GrantRequest.com/SID_6176?SA=AM**.

All Reports

Once in the portal, find your report template:

1. Click the **Requirements Tab** near the top of the screen.
2. Select **New Requirements** on the Show Drop Down Menu on the righthand side of the screen.
   - *After saving progress*, you can find the form under ***In Progress Requirements*** using the Show Drop Down Menu on the righthand side of the screen.
   - *Upon Submission*, you will find your submission history under ***Submitted Requirements*** on the Show Drop Down Menu on the righthand side of the screen.

! **IMPORTANT:** Complete all **required** fields to submit.