

Division for Research Internal Awards Application Portal

<https://www.grantinterface.com/Home/Logon?urlkey=albany>

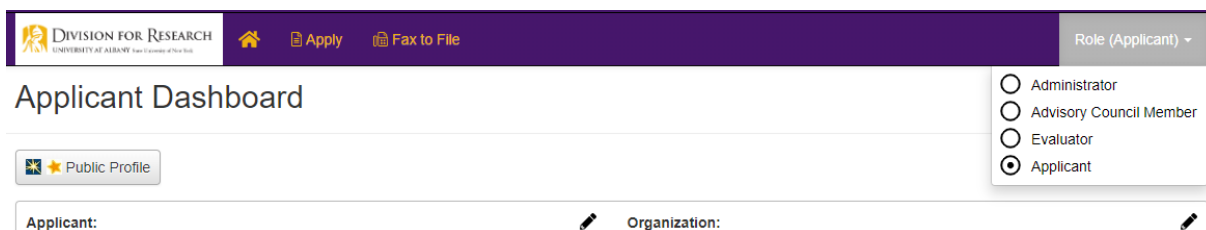
Prior to completing an application, each user is required to establish an account.

To ensure you receive system e-mail messages regarding your application, add administrator@grantinterface.com to your "safe sender" list.

EXISTING Users

If you think you are a registered user in the system, **do not** create a new account. Please submit a request to reset your password via the link on the Logon Page.

Enter your credentials (**University at Albany e-mail address and Foundant System password**) to log in. If you forgot your password, use the "Forgot your Password" link to reset your password. **If you served as an evaluator and are a first-time applicant**, email ResearchInternalAwards@albany.edu to request the role of "applicant" be added to your account. **If you have multiple user roles** (i.e., applicant, evaluator, advisory council member), choose "applicant" utilizing the dropdown arrow in the top right of the screen.



NEW Users

Please click "Create New Account" to complete the registration process and establish your logon credentials.

Completing the Application

- Once an account is established, registered users will enter their email address and password on the logon page.



Logon Page

Email Address*

Division for Research Internal Awards Internal Awards Application Portal

NEW USERS: Please click on "Create New Account" to complete the registration process and create your logon credentials.

EXISTING USERS: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

NOT SURE? If you think you are already registered in the system, please do not create a new account. Please email to request your username and password.

QUESTIONS/ASSISTANCE: If you have questions or need assistance, please email ResearchInternalAwards@albany.edu.

Password*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

- Once logged on, the *Applicant Dashboard* will be visible.
- On the Applicant Dashboard page, the user will have access to the following items:
 - Applicant contact data
 - An Email history link
 - A list of applications/requests in progress/submitted with a link to view each application
 - Assigned Follow Up Forms (Please note, this is where the user will find the Final Report required at the conclusion of an award period)

Applicant Dashboard

Applicant:

Applicant Name
Applicant Email
Applicant Phone
Applicant Address

Organization:

College/School
Department

Contact Email History

i If your organization information does not appear correct, please click the edit (pencil) icon.

Relationship of ABC

Process: The Award Name
Application Submission Date

View Application ← Link to the application

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
The names of follow-up reports that may be required after an award is received:		Applicant	Due Date	Assigned/Complete	Edit ↑
<ul style="list-style-type: none"> - Progress Report - Final Report - Revised Budget - No-Cost Extension Request 					

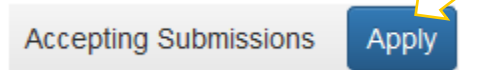
While in assigned status, edits may be made.

- To complete an application, click the icon that looks like a piece of paper and the word *Apply* in the purple bar at the top of the page

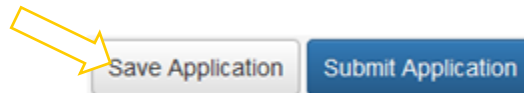


- The user will see a summary of all available awards. There are multiple awards open simultaneously and the user may need to scroll to locate the desired award.

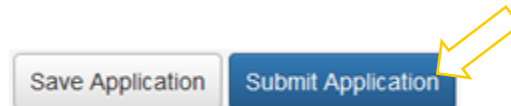
- Click the *Apply* button corresponding with the desired award located at the top of the award summary to complete an application.



- The user may complete the application over time. Applications, which are partially complete or entirely complete, but not ready for submission, may be saved and completed/submitted at a later time.



- While all applications are accessible via the user account, applicants should download a pdf for initial review at the department and school/college level. The review requirements of each Department, School/College may vary. Please confirm review requirements prior to final submission.
- To submit a completed application, click the submit button at the end of the application. Applicants may view the application once submitted; however, **the document cannot be edited after submission**. It is important to **download a final copy for the department and school/college/unit file, and consult with the department and school/college/unit regarding the application and review requirements**.



- Please refer to the application guidelines **for details on the review and notification process**.

If you have questions or need assistance, please email ResearchInternalAwards@albany.edu.

*Periodically, the Foundant system makes changes to the viewing format.
Please email ResearchInternalAwards@albany.edu if you encounter a change and require assistance.*