(1) Go to this website

Online Grants System Account Login

Please follow the "Account Login" link at the upper right to access saved applications, view your application history, or submit a report.

(2) Click to Login

The McKnight Foundation

Communications Guidelines | Share Your Story | Questions? | Logout

Please Sign In

You have left www.mcknight.org and are now under the Privacy Policies of MicroEdge. MicroEdge is a company McKnight contracts with to collect grant application and reporting information to share with McKnight staff.

Please make sure that any staff working on this application or report have access to this email address and password. It is recommended that you only create one account per organization.

To create an account, select "New Applicant?"

If you’ve forgotten your account password, select "Forgot Password?"

Cookies must be enabled on your internet browser.

PLEASE NOTE: As of September 23, 2013, passwords are case sensitive. All passwords will be automatically changed to lowercase until account holders have updated their passwords. To update your password, select "Change Email/Password" at the top left of the screen after you’ve logged in to your account.

E-mail: kvang@mcknight.org

Password:

(3) type in your email and password

Account Login

(4) Click to login to your account

(5) If you do not know your username or want to change the username on file, contact kvang@mcknight.org

(6) If you do not know your password, then click on "Forgot Password?" to send a new one to your email
Requirements

(1) Click on requirements

This area is where you will manage your new, in progress, and submitted grant reporting requirements.

1. Select New Requirements, In Progress Requirements, or Submitted Requirements from the drop down menu at the right of the screen.

2. Selecting New Requirements allows you to email, view, and/or start working on new requirement forms that have been posted to your account.

3. Selecting In Progress Requirements allows you to email and/or open and continue working on your requirement.

4. Selecting Submitted Requirements allows you to open (to view or print) and/or email the requirements you have successfully submitted.

ACCOUNT OWNERS: Owners have exclusive rights to edit, save, or submit requirements. Owners can also grant read-only access to "Viewers" by selecting the Manage Viewers icon under Action. Viewers must have (or create) an account before gaining access. Viewer access remains until the Owner removes it.

(2) Click on New or In Progress Requirements to see the report templates available

Show In Progress Requirements

(3) Click on your report requirement

http://www.mcknight.org/contact-us/share-your-story
To complete your report, you must use the tool below to attach required material(s).

When a file is ready for submission, follow the steps below to attach the document to your report:

1. Choose the appropriate document "Title" from the drop-down menu.
2. "Browse" your computer to locate the completed file.
3. Select the file and click "Open," and your file will appear next to "File Name."
4. Click "Upload" to attach the file to this report.
5. Repeat these steps to individually attach each required file.

The top of your screen will display a list of files you have properly uploaded for submission. You may only submit files as MS Excel, MS Word, or PDF.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

(1) Click on the Attachments page

(2) Select Browse to find your report documents on your computer

(6) Select Upload to send the file to our online report website
(1) your uploaded attachments will show up in this list

<table>
<thead>
<tr>
<th>Title</th>
<th>File Name</th>
<th>Uploaded</th>
<th>Size</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment(s)</td>
<td>Financial Report.xlsx</td>
<td>8/14/2017</td>
<td>10 KB</td>
<td></td>
</tr>
<tr>
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<tr>
<td>Total size of uploaded files</td>
<td></td>
<td></td>
<td>28 KB</td>
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</tr>
<tr>
<td>Available</td>
<td></td>
<td></td>
<td>25,572 KB</td>
<td></td>
</tr>
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2. "Browse" your computer to locate the completed file.
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Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

(2) continue the upload process until your files are complete. At minimum, we request normally a narrative report and a financial report.

(3) when done uploading, click to submit
(1) Click on Review My Requirement
(2) Review and verify you are comfortable with all the information below
(3) Click on "Submit" once you are ready to send this to McKnight.

Collaborative Crop Research Program Report

* Required before final submission

Tip: To take a break and/or save your work, select "Save & Finish Later." To navigate throughout this form, select the section name above or the "Next" button.

* PLEASE NOTE: ALL FIELDS MUST BE FILLED OUT IN ENGLISH *

GRANT INFORMATION

* Legal Name of Organization

Grant Number

Purpose of Grant for the project: [Insert Purpose]

Grant Amount

0.0000

Grant Duration (in months)

0

Please refer to your award correspondence from McKnight and upload the required material(s) using the tool in the Attachments section of this report form.

Attachments

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Financial Report Expectations

The McKnight Foundation allows select grantees (on a case-by-case basis) to submit a grant report using their own narrative and financial formats. In general, we request that your financial report include the following:

- Show all funds received from the McKnight Foundation each year
- Report expenditure categories align with the original budget categories so we can compare across similar spending areas
- Clearly indicate if there are subgrantees and their expenses
- Show McKnight funds that have been spent out
- Show McKnight funds that are remaining at the end of the report period.
- Brief explanation for any variances over 10% between a budget and expense line item.

If you have any questions, please contact Kaying Vang, Program Administrator, at kvang@mcknight.org