

https://www.mcknight.org/myaccount (1) Go to this website

THE MCKNIGHT FOUNDATION

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Online Grants System Account Login

(2) Click to Login

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

https://www.grantrequest.com/SID_1082/Default.asp?SA=AM&FID=&SESID=4519&RL=

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 New Applicant?

Password: Forgot 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

THE MCKNIGHT FOUNDATION

Account: [REDACTED] | [Change Email/Password](#)

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Last Log in: 11/16/2015 4:57 AM GMT-05:00

[Applications](#) [Requirements](#)


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 

Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
The McKnight Foundation Report - CCRP/Partner	for the project, [REDACTED]	Interim Report	388172	10/30/2015	11/17/2015	Owner	 

 (3) Click on your report requirement

McKnight Report

Attachments

Review My Requirement



(1) Click on the
Attachments page

Save & Finish Later

Review & Submit

Attachments

Printer Friendly Version

| Email Draft

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.

Title: Attachment(s) (Required) ▾

File Name: Browse... No file selected.

Upload

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

(6) Select Upload to
send the file to our
online report website

Save & Finish Later

Review & Submit

McKnight Report

Attachments

Review My Requirement

Save & Finish Later

Review & Submit

Attachments

Printer Friendly Version

Email Draft



(1) your uploaded attachments
will show up in this list

Uploaded Files

Title	File Name	Uploaded	Size	Remove?
Attachment(s)	Financial Report.xlsx	8/14/2017	10 KB	<input type="checkbox"/>
Attachment(s)	Grant Report.docx	8/14/2017	18 KB	<input type="checkbox"/>
Total size of uploaded files			28 KB	
Available			25,572 KB	

Remove

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.

Title:

File Name: No file selected.



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

Save & Finish Later

Review & Submit



(3) when done uploading,
click to submit

[Collaborative Crop Research Program Report](#)

[Attachments](#)

[Review My Requirement](#)



(1) Click on Review My Requirement

[Save & Finish Later](#)

[Submit](#)



(3) Click on "Submit" once you are ready to send this to McKnight.

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of this report, click Submit. If you're not ready to submit your report yet, click Save & Finish Later.

Collaborative Crop Research Program Report

[Printer Friendly Version](#)

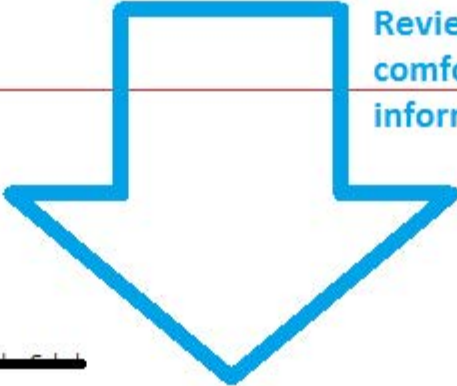
[Email Draft](#)

* 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 *

(2) Review and verify you are comfortable with all the information below



GRANT INFORMATION

* Legal Name of Organization

Grant Number

Purpose of Grant

Grant Amount

Grant Duration (in months)

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

Uploaded Files

Title	File Name	Uploaded	Size
Attachment(s)	Financial Report.xlsx	8/14/2017	10 KB
Attachment(s)	Grant Report.docx	8/14/2017	18 KB
Total size of uploaded files			28 KB
Available			25,572 KB

[Save & Finish Later](#)

[Submit](#)

COLLABORATIVE CROP RESEARCH PROGRAM

HELPING SMALLHOLDER FARMERS FEED THEIR WORLD

THE MCKNIGHT FOUNDATION

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

