

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

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## 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

https://www.grantrequest.com/SID\_1082/Default.asp?SA=AM&FID=&SESID=4519&RL=

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### Please Sign In

You have left [www.mcknight.org](http://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: .....

New Applicant? 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](mailto:kvang@mcknight.org)

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

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Account: [redacted] | Change Email/Password  
 Communications Guidelines | Share Your Story | Questions? | Logout  
 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

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[Collaborative Crop Research Program Report](#) | [Attachments](#) | [Review My Requirement](#)



**(1) Click on the Report Page**

[Save & Finish Later](#) | [Next](#)

**Collaborative Crop Research Program Report**

[Printer Friendly Version](#) | [Email Draft](#)



**(4) Save when you are done**

\* 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,

Grant Amount

Grant Duration (in months)  
48

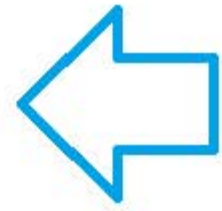


**(2) Verify this information is correct**

**BUDGET & FINANCIAL REPORT NARRATIVE**

Describe the reason for any budget variances of over 10% as reported in the financial report. How did/will these variances change project plans? Describe changes in the upcoming period including use of any remaining funds.

Word count 0 of 250



**(3) Respond to all the questions. Write "not applicable if it does not apply to your grant"**

\* Discuss how you addressed both anticipated and unanticipated financial challenges in the course of the reporting period.



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[Collaborative Crop Research Program Report](#) | **Attachments** | [Review My Requirement](#) | (7) Make sure you "Save"



(1) Select Attachments to see what you need to upload

[Save & Finish Later](#) | [Review & Submit](#)

### Attachments

[Printer Friendly Version](#) | [Email Draft](#)

In addition to McKnight's financial reporting requirements, please remember that in your grant agreement, each partner agreed to collaborate with the Principal Collaborator of your project to prepare an annual scientific progress report which covers work conducted at your respective institutions. The Principal Collaborator will prepare a consolidated narrative report, covering the work of all partners for the following files:

- Project Narrative
- Geo-Spatial Information
- Annual Implementation Plan
- Public Goods
- Public Goods, Capacity Building, and Students
- Theory of Change
- Monitoring & Evaluation Plan
- Project Research Quality Self-Assessment



(2) The lead grant project has already submitted these documents. No action needed from you

To complete your report, you must use the tool below to attach all of the required documents. Materials cannot be submitted separately via mail or email. All financial documents must be in U.S. dollars and will be considered incomplete if submitted in any other currency. Except for financial and legal documents, all other materials must be submitted in English and will be considered incomplete if submitted in any other language.

- \* 1. Financial Report A customized budget and financial report template for you to complete and attach will be email to you directly from [Kwang@mcknight.org](mailto:Kwang@mcknight.org).
- \* 2. Confidential Materials (optional) Information that you wish to share only with the Foundation should be included in this attachment only.
- \* 3. Electronic Funds Transfer Information (optional) Only include if your banking information has changed since your last grant payment. For banks located outside of the U.S., use form (McKnight template); for banks located inside the U.S., use form (McKnight template).



### UPLOAD INSTRUCTIONS

When all files are ready for submission, use the tool below to attach each final 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.

(3) The financial report is required from you. The other documents are optional if you would like to submit.

The top of your screen will display a list of files you have properly uploaded for submission.

### 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:

(4) Select Financial Report

File Name:  [Browse...](#)

(5) Select "Browse" to find your report on your computer

[Upload](#)



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

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[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**

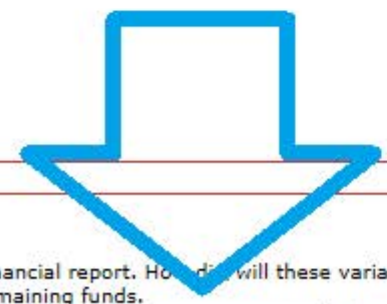
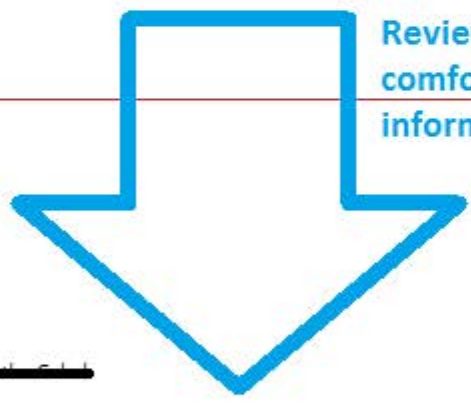
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\* PLEASE NOTE: ALL FIELDS MUST BE FILLED OUT IN ENGLISH \*

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



**GRANT INFORMATION**

\* Legal Name of Organization

Grant Number

Purpose of Grant for the project,

Grant Amount

Grant Duration (in months)

**BUDGET & FINANCIAL REPORT NARRATIVE**

Describe the reason for any budget variances of over 10% as reported in the financial report. How will these variances change project plans? Describe changes in the upcoming period including use of any remaining funds.