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

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
(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

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Project Title</th>
<th>Type</th>
<th>ID</th>
<th>Due</th>
<th>Updated</th>
<th>My Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The McKnight Foundation Report - CCRP/Partner</td>
<td>for the project,</td>
<td>Interim Report</td>
<td>388172</td>
<td>10/30/2015</td>
<td>11/17/2015</td>
<td>Owner</td>
<td></td>
</tr>
</tbody>
</table>

(3) Click on your report requirement

http://www.mcknight.org/contact-us/share-your-story
(1) Click on the Report Page

(2) Verify this information is correct

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

(4) Save when you are done

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

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 emailed to you directly from 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.

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: [Financial Report (Required)]
File Name: [Browse...]

(7) Make sure you "Save"

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

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

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

(4) Select Financial Report
(5) Select "Browse" to find your report on your computer
(6) Select Upload to send the file to our online report website
(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.