

# Ascendium Grant Portal User Guide: How to Submit a Letter of Inquiry

### Introduction

As part of our grant application process, Ascendium will invite organizations to submit a letter of inquiry (LOI) through the Ascendium Grant Portal. These organizations will receive an email with portal login instructions.

For information about Ascendium's grant application process, refer to our <u>Application Guide</u>. If you have any questions about submitting an LOI, email <u>Ascendium Grants Management</u>.

#### In This Guide

- Complete and Submit an LOI
- Revise a Submitted LOI



## **Complete and Submit an LOI**

- 1. Access the <u>Ascendium Grant Portal</u> and log into your account.
  - **Note:** The portal works best with Google Chrome. Some fields may not display or function correctly with other browsers.
- 2. From the menu, select *Applications to Submit* under Applications. All invited LOIs and proposals display.

	Search TEST ACCOUNT Example	Sponsor)?	Edit
TEST ACCOUNT	a 1 3 fiz2025 - 33 fiz2025 R-202302-18085 1 Expand Postsecondary Education in Prison Status: Invited LOI LOI Due:	▼ Application Information	
	UNSUBMITTED	Focus Area:	Expand Postsecondary Education in Prison
FUNDING OPPORTUNITIES		Project Title:	Example
ORGANIZATIONS (1) 🛛 🗸		Amount Requested:	\$1.00
ORGANIZATIONS (1)		LOI Due Date:	
		Grant Start Date:	3/1/2023
		Grant End Date:	3/31/2023
APPLICATIONS TO SUBMIT (1) APPLICATIONS TO EDIT		Has your organization already secured funding for this project from another funder?	No
		Has your organization already approached or plan to approach other funders that have not yet	No
GRANT AMENDMENT IN PROGRESS CLOSED GRANTS		Ascendium values collaboration and with our peer funders. Do you grant p following sections – Narrative Questi	co-funding and we occasionally share potential grant projects permission for Ascendium to share your responses in the ons, Grant Budget, Funding Sources - with our peer funders?
GRANTEE BUDGETS 🛛 👻			No
PROPOSAL BUDGET BUDGETS TO EDIT - APPLICATIONS		▼ Narrative Questions	
BUDGETS TO EDIT - ACTIVE GRANTS BUDGET ACTUALS TO SUBMIT BUDGET ACTUALS SUBMITTED APPROVIED DI INGETS		Please complete the following question Letter of Inquiry and Proposal question: document, you can download the Gran	s. View the Application Guide which includes a printable list of s. If you would like to first write and edit your responses in a Word t Proposal: Supplemental Tool.
REPORTS -			Letter of Inquiry (LOI)
REPORTS TO SUBMIT REPORTS TO EDIT REPORTS SUBMITED REPORTS APPROVED FINANCIAL INFO REPORTS		The first five questions allow you to des Building on these responses, question : Some repetition in your response is exp	scribe specific aspects of the proposed project in greater detail. six allows you to succinctly summarize the project at a high level. sected.
PAYMENTS		1. What problem(s) is the proposed pro	ject seeking to solve? [500 words]
Payments Paid		<ol> <li>Describe how the proposed project p activities does your organization (and a direct products, tools and services (out)</li> </ol>	plans to address the problem(s) identified in question one. What ny partners) plan to accomplish under this grant? What will be the puts) generated by the proposed activities? [500 words]
🗳 FLUXX 🏼 🌣	≪≪ 1-1of1 ÞÞ		Withdraw Submit



- 3. Click the record you'd like to edit.
- 4. Click Edit. The fields become editable.
- Complete all sections of the LOI. You can complete the sections in order or navigate to the section you'd like to complete using the table of contents. Provide as much information as possible. All the bolded fields must be completed.

Since the portal doesn't automatically save, click **Save** often to save your work.

- 6. Once you've finished entering information, click **Save and Close**. The LOI closes, and the information you entered displays in the LOI details.
- 7. Confirm your entered information is correct and click **Submit**. A window displays asking you to confirm submission.
- 8. Click **OK**. A message displays indicating the LOI was successfully submitted. To view the submitted LOI, select *Applications Submitted* under Applications on the menu. (You may need to refresh the page for the LOI to display.)

#### **Revise a Submitted LOI**

After reviewing your LOI, Ascendium may request additional details. If that's the case, you'll receive an email indicating the LOI is available for editing in the Ascendium Grant Portal. Comments from Ascendium staff will be included on the LOI.

- 1. Access the Ascendium Grant Portal and log into your account.
- 2. From the menu, select *Applications to Edit* under Applications. All LOIs and proposals available for edit display.
- 3. Click the record you'd like to edit.
- 4. Click Edit. The fields become editable.
- 5. Review the comments Ascendium staff provided in the Comments to Applicant section.
- 6. Update the LOI as necessary. Make sure you click **Save** often to save your work.
- 7. Once you've finished entering information, click **Save and Close**. The LOI closes, and the information you entered displays in the LOI details.
- 8. Confirm your entered information is correct and click **Submit**. A window displays asking you to confirm submission.
- 9. Click **OK**. A message displays indicating the updated LOI was successfully submitted. To view the LOI, select *Applications Submitted* under Applications on the menu. (You may need to refresh the page for the LOI to display.) Ascendium will review the updates and email you if additional details are needed.