

Ascendium Grant Portal User Guide: How to Submit a Full Proposal

Introduction

As part of our grant application process, Ascendium will invite organizations to submit a full proposal 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 [Application Guide](#). If you have any questions about submitting a proposal, email [Ascendium Grants Management](#).

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Complete and Submit a Full Proposal

1. Access the [Ascendium Grant Portal](#) 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.

The screenshot displays the Ascendium Grant Portal interface. On the left is a dark sidebar menu with the 'Ascendium' logo and 'Elevating opportunity' tagline. The menu includes sections for 'TEST ACCOUNT', 'INFORMATION', 'WELCOME', 'FUNDING OPPORTUNITIES', 'ORGANIZATIONS (1)', 'CONTACTS (1)', 'APPLICATIONS (1)', 'GRANTS', 'GRANTEE BUDGETS', 'REPORTS', and 'PAYMENTS'. The 'APPLICATIONS (1)' section is expanded, showing 'APPLICATIONS TO SUBMIT (1)' as the active item. The main content area shows a 'TEST ACCOUNT' record with the following details:

- TEST ACCOUNT** (Example)
- S1 | 3/1/2023 - 3/31/2023
- R-202302-18085 | Expand Postsecondary Education in Prison
- Status: Invited LOI
- LOI Due:
- UNSUBMITTED** (highlighted in red)

Below the record header, there are sections for 'Application Information' and 'Narrative Questions'. The 'Application Information' section includes:

- Sponsor?** (with an 'Edit' button)
- Focus Area:** Expand Postsecondary Education in Prison
- Project Title:** Example
- Amount Requested:** \$1.00
- LOI Due Date:**
- Grant Start Date:** 3/1/2023
- Grant End Date:** 3/31/2023
- 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 committed funds?** No

The 'Narrative Questions' section includes a note: 'Please complete the following questions. View the [Application Guide](#) which includes a printable list of Letter of Inquiry and Proposal questions. If you would like to first write and edit your responses in a Word document, you can download the [Grant Proposal: Supplemental Tool](#).' Below this is a section titled 'Letter of Inquiry (LOI)' with instructions: 'The first five questions allow you to describe specific aspects of the proposed project in greater detail. Building on these responses, question six allows you to succinctly summarize the project at a high level. Some repetition in your response is expected.' Two questions are listed:

1. What problem(s) is the proposed project seeking to solve? [500 words]
2. Describe how the proposed project plans to address the problem(s) identified in question one. What activities does your organization (and any partners) plan to accomplish under this grant? What will be the direct products, tools and services (outputs) generated by the proposed activities? [500 words]

At the bottom of the page, there are 'Withdraw' and 'Submit' buttons. The footer shows 'FLUXX' and '1 - 1 of 1'.

3. Click the record you'd like to edit.
4. Click **Edit**. The fields become editable.

5. Complete all sections of the proposal. 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.

Note: When completing the Grant Budget section, you may find it helpful to export the budget periods to Excel, especially if you're collaborating on budget creation with others in your organization. To export a budget period, complete the following steps.

- a. Navigate to the budget period in the Grant Budget section.
 - b. Click the export to Excel icon. The spreadsheet downloads to your computer.
 - c. Circulate and update the spreadsheet as needed.
 - d. Update the budget in the grant portal to reflect any changes you made to the spreadsheet. Changes you make to the spreadsheet are **not** automatically made in the portal.
6. Once you've finished entering information, click **Save and Close**. The proposal closes, and the information you entered displays in the proposal 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 proposal was successfully submitted. To view the submitted proposal, select *Applications Submitted* under Applications on the menu.

Revise a Submitted Proposal

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

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 proposal as necessary. Make sure you click **Save** often to save your work.
7. Once you've finished entering information, click **Save and Close**. The proposal closes, and the information you entered displays in the proposal 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 proposal was successfully submitted. To view the proposal, select *Applications Submitted* under Applications on the menu. (You may need to refresh the page for the proposal to display.) Ascendium will review the updates and email you if additional details are needed.

Revise a Grant Budget Only

After reviewing your proposal, Ascendium may request additional details about your proposed budget only. If that's the case, you'll receive an email indicating the proposal and associated budget periods are available for editing in the Ascendium Grant Portal. Comments from Ascendium staff will be included on the budget.

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