Grantee Portal Guide

This guide is for any current grantee that needs guidance on navigating the portal to complete requirements associated with your grant agreement.

The grantee portal is accessible from the Grantees section of the Foundation’s website: https://assisifoundation.org/for-grantees/. Please review this page or all details associated with the various types of requirements requested in your grant agreement.

Portal Update November 2020

We adopted a new portal in November of 2020. All users with active grants at that time were transitioned over to the new system but your login credentials have changed. Your new username is your email address.

Tip: If you were a user with an active grant, you can get logged in by recovering a password using your email address here: https://assisifoundation.force.com/

Need to add a new user for reporting?

Due to a variety of reasons you may need to add a new contact for your active grant. Start by registering here: https://assisifoundation.formtitan.com/assisiregistration#/.
Then contact Taylor Wamble at twamble@assisifoundation.org to let us know you need to be linked up to an active grant.

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Need Assistance?

Please contact Taylor Wamble at twamble@assisifoundation.org if you need help getting logged in. The following information will show you where to access all forms once logged in.
1. **Grantee Requirements** tab is located across the top navigation. Click here to access all forms to fulfill Challenge Conditions, Pledge Conditions, or Interim/Final Reporting requirements.

2. **Grantee Reports** column on the far left. Please click on the link(s) in this column to access your forms to fulfill all requirements: Reports and any additional conditions for *challenge* or *conditional pledge* award types.

Additional columns:

- Request – links in this column take you back to the original submission.
- Record type – this shows you the type of form to be completed
- Status – “scheduled” means this item is outstanding and needs to submitted by the due date provided
Renewal Application

If you are eligible to complete a renewal application your form will be available to you within the portal. Your grant agreement will explicitly state if your award type is renewable and what date your renewal application is due.

Please see the list provided on the portal homepage or your Applications list up top (these lists are the same).

Click on the Request link in the list to access the renewal application form. The specific project conditions you were asked to address are provided for you.

Contact us if you have a renewable award type but do not see a renewal application form in your applications list.