

## **USER GUIDELINES – Navigating the GO™ Grant System**

Below is a general guide to navigating the main tabs included in the new GO™ Grant System.

### ***Guidelines Tab***

Under the Guidelines Tab, you can find links to the current grants program guidelines and program FAQs. Be sure to thoroughly review the program guidelines prior to beginning your online application.

### ***My Forms Tab***

To start a new application or access previously submitted or in-progress applications, go to the My Forms Tab. Previous and in-progress applications are accessed by clicking on the “My Data” link. To start a new application, click on the “Apply” button.

### ***How To Upload Files Tab***

Detailed instructions on work sample requirements for each application cycle are included under the How To Upload Files Tab. Grants Online allows users to upload files ranging from images, audio, video, and documents. We strongly recommend that you upload work sample(s) well in advance of the application deadline, especially if you are submitting video samples in this round.

### ***Help Tab***

Find contact information for additional questions about the application process, as well as links to other helpful resources included in the GO™ grant system

### ***Portfolio Manager Tab***

Under the Portfolio Manager Tab, applicants can review or copy files uploaded to previous or in-progress applications. **PLEASE NOTE:** Work sample files are NOT uploaded under the Portfolio Manager Tab. Samples should be uploaded within the online application, in the Support Materials Section. You can access applications under the My Forms Tab.

### ***Tech Tips Tab***

You can find much more detailed tech tips for navigating and using the GO™ grant system, along with additional tips on completing and submitting applications, under the Tech Tips tab.

### ***Manage Account Tab***

To change your contact information or user log-in info, go to the Manage Account Tab **PLEASE NOTE:** the contact information provided in this section will be used by program staff to communicate with you regarding your application status. Please be sure your contact information is correct and up to date.