



# Portal User Guide:

# Submitting Documents in the

# Portal

This user guide provides instructions on **accessing and submitting Requirements** through the Portal. **Requirements** (full name ‘Funding Award Requirement’) refer to any materials or information submitted as part of a Grant Funding Award, including Pre-Award Proposal, Budget, etc. documents, and Post-Award Deliverables & Reports.

This user guide also includes **specific guidance on the Pre-Grant Questionnaire and Interim/Final Financial Reports submission processes**. Additionally, it covers how to track the Requirement as it progresses through the Rockefeller Foundation approval process.


Topic	Page #
1.0 Submit a Pre- and Post-Award Requirement	2
1.1 Specific Pre-Grant Questionnaire (PGQ) Guidance	
1.2 Specific Interim & Financial Report Guidance	
2.0 View the Requirement Approval Status	11



# 1.0 Submit a Requirement

## 1 Open the Funding Award

- a
- Log into the Portal click the the **Grants Tab** to view your Funding Awards.
- b
- Under the ‘Names’ column, click the **hyperlinked Funding Award** you wish to open.





Home

**Grants**

Donations

Forms & Templates



Review Awards Listed Below

You will see a blank page if no Awards exist.

GRANTS

Name	Status	Amount	Start Date - End Date
<a href="#">FO-Grant-000072 Award</a>	In Process	\$15,000.00	7/1/2025 - 12/31/2026
<a href="#">FO-Grant-0000254 Award</a>	Open	\$10,000.00	4/1/2025 - 7/20/2028
<a href="#">FO-Grant-0000328 Award</a>	Internal Approvals and Review	\$1,500,000.00	7/1/2025 - 12/31/2026

## 2 Open the Requirement

- a
- Click the **Requirements Tab**.
- b
- In the ‘Names’ column, click the **hyperlinked Requirement** you wish to submit.

**Note:** For the Pre-Grant Questionnaire, Interim Financial Report, and Final Financial Report Requirements, refer to those sections in this user guide.

Funding Award

FO-Grant-000072 Award

Amount

\$15,000.00

Awardee

[American Society for the Prevention of Cruelty to Animals](#)

Details

**Requirements**

Disbursements

Amendments

Team

Requirements

Refresh

Name	Type	Due Date	Status	Number ...	Alerts
<a href="#">REQ-0000493</a>	Grantee 990	4/24/2025	Open	0	Overdue
<a href="#">REQ-0000484</a>	Grant: Letter of Request	8/31/2025	Open	0	
<a href="#">REQ-0000485</a>	Proposal	8/31/2025	Open	0	

Request Technical Support

For assistance with any Requirements related to the Grant, click **Request Technical Support**.



Quick Tips:

You can manually adjust the column widths to expand/shrink the columns

Click the dropdown in the column header to wrap or clip the column name



## 1.0 Submit a Requirement (cont.)

### 3 Submit the Requirement

- a In the 'Files' section, **attach any necessary files** to the Requirement (you can attach multiple files to a Requirement). Refer to the files in the the 'Forms & Templates' Tab for helpful templates as you prepare your documents to attach.
- b Once the files are attached, click **Submit** to send the Requirement into the Rockefeller Foundation review process. You must click Submit for the Requirement to be sent to the Rockefeller Foundation team for approval.
- c A pop-up window will notify you that the Requirement has been successfully submitted. Click **Done** to return to the Requirement. Refresh your browser to see the Status update to 'Submitted.'

**Note:** If the Requirement is rejected during the review process, you will be notified via email. View comments from the Rockefeller team in the **Revision Required Comments** field.

**The Rockefeller Foundation**

Home Grants Donations **Forms & Templates**

**Funding Award Requirement**  
REQ-0000484

Funding Award: [FO-Grant-0000072 Award](#) Type: Grant: Letter of Request Status: Open

**Information**

Name: REQ-0000484

Funding Award: [FO-Grant-0000072 Award](#)

Funding Disbursement

Type: Grant: Letter of Request

Status: Open

Due Date: 8/31/2025, 2:27 PM

Reporting Start Date

Reporting End Date

Expended Amount

Has Amdn/Ext Changes

Submitted: ☐

Submitted Date

Description

Revision Required Comments

Total No. of Re-Grants: 0

**Files (0)** [Add Files](#)

[Upload Files](#)

Or drop files

**Submit**

**Submitted**

**Done**

**Quick Tips:** See the next slide if you need to delete or upload new versions of the attachments before submitting the Requirement.

**Access the Forms & Templates Tab to find templates and guidance for completing Requirements.**

**Once the Requirement has been submitted, you will see a checkmark in the Submitted field.**

**If the Requirement is rejected, review the Revision Required Comments.**

**This requirement is successfully submitted.**

#### 4 ) If Needed, Delete or Upload New Versions of Attachments

- c** Based on your selection, you will be prompted to either Upload a new version or confirm that you want to delete the file.



The Pre-Grant Questionnaire (PGQ) is a Pre-Award Requirement that asks detailed questions about your organization's operations and financial policies. You are required to complete it once and review the information for subsequent Grants.

Follow section 1.0, steps 1 and 2 to open the Funding Award and access the Requirement, specifically the **Pre-Grant Questionnaire**.

**a** On the PGQ Requirement, click **Submit**.

**Note:** Unlike other Requirements, there is no need to attach any files to this one. Clicking "Submit" will direct you to the online PGQ form.



## 1.1 Specific Pre-Grant Questionnaire Guidance (cont.)

- b** Complete the 'Organization Information' section and click **Save & Next**.
- c** Complete the 'Financial Management' section and click **Save & Next**.
- d** Complete the 'Financial Policies and Procedures' section and click **Save & Next**.

### Note:

- Some fields may be pre-filled with information collected by the Rockefeller Foundation team via GuideStar or from a previously completed PGQ. Please verify that all the information is accurate.
- By clicking "Save & Next" on a specific section, you can exit and return to the PGQ at a later time. The Portal will save your progress on the form.

**b** Organization Information

Legal Name: American Society for the Prevention of ASPCA

Other names for your organization: ASPCA

Is grant for fiscally sponsored project? --None--

Billing Address: 520 Eighth Avenue, 7th Floor

City: New York, State/Province: NY, Zip/Postal Code: 10018, Country: United S

Phone Number: 5166666666

**c** Financial Management Section

Do you have a Board of Directors? Yes

What is the frequency of Board meetings? Monthly

Last Board Meeting Date: Apr 1, 2025

No. of open grants from other funders: 12

No. of years project documents retained: 2

Name of accounting system used: XYZ

Fiscal Year of Audit Submitted: 2024

**d** Financial Policies and Procedures

Does your organization have:

- ☒ Accounting system to track project costs
- ☒ Written payment approval policy
- ☒ General Liability Insurance
- ☒ Directors & Officers Liability Insurance

Upon request, which of the following financial documentation would your organization be able to provide?

- ☒ Monthly Income Statement
- ☒ Monthly Balance Sheet
- ☒ Cash Forecast
- ☒ Reconciliation of the 3 above statements
- ☒ Budget and Planning Reports
- ☒ Payment Approval Policy/Schedule of Authorization
- ☒ Procurement Policy

Upon request, which of the following policies and procedures would your organization be able to provide?

- ☒ Anti-Money Laundering Policy
- ☒ Anti-Corruption Policy
- ☒ Conflict of Interest Policy
- ☒ Code of Conduct Ethics/Code
- ☒ Data Privacy Policy
- ☒ Data Protection and Use Procedures
- ☒ Document Retention Policy
- ☒ Due Diligence Procedures for Sub-Grantees and Contractors
- ☒ Anti-Sexual Harassment Policy
- ☒ Anti-Sexual Exploitation Policy

**Quick Tip:** While required fields are marked with an asterisk, it is best practice to provide as much information as possible when completing the Requirement.

Previous **Save & Next**

# 1.1 Specific Pre-Grant Questionnaire Guidance (cont.)

- e Complete the ‘Additional Organizational Info’ section and click **Save & Next**.
- f Complete the ‘Add Additional Grant Contacts’ section and click **Next**.

e

Submit

▼ Additional Organizational Info (Optional)

Share context or details about your org

Previous

Save & Next


f

Submit

▼ Existing RF Added Grant Contacts

Existing RF Grant Contacts List

1 of 1 item

Role	First Name	Last Name	Title	Email
Primary Contact	Jesse	Lake	Vice President	 c-ncapustin+1@rock-found.org

▼ Add Additional Grant Contacts

Please note that if your grant is approved, all contacts in this document and in your proposal will be given access to The Rockefeller Foundation's password-protected Grantee Portal. Grant-related documents including deliverables, budgets, and financial reports will be posted in the Portal. Please include all contacts that will be using the Grantee Portal.

\* Role

--None--

Salutation

--None--

\* First Name

Middle Name

Previous

Next

# 1.1 Specific Pre-Grant Questionnaire Guidance (cont.)

- g

Review the additional Grant contacts added and click **Submit**.
- h


In the pop-up window confirming that the Requirement was successfully submitted, click **Done** to return to the Requirement.

g

Submit

List of Additional Grant Contacts Added

1 of 1 item

Role	First Name	Last Name	Title	Email
Primary Contact	James	Lee	Vice President	 nina.capustin +16@slalom.- com

If you need to add more grant contacts, please hit "Previous" to navigate to the prior page and add them. If all grant contacts were added, you can click "Submit".

Previous

Submit

Submit

This requirement is successfully submitted.

h

Done

The Rockefeller Foundation logo, a stylized teal letter 'R'.



# 1.2 Specific Interim & Final Financial Report Guidance

1

Open the Funding Award & Requirement


Follow section 1.0, steps 1 and 2 to open the Funding Award and access the Requirement, specifically an **Interim or Final Financial Report**.

2



Submit the Requirement


- a
- In the 'Files' section, **attach any necessary files** to the Requirement (you can attach multiple files).
- b
- Click **Submit**.
- c
- A pop-up will appear asking if the Grant contains re-granting. Select your response and click **Next**.

**Note:** General Operating Support Grants, Grants to Pooled Funds, or Grants following Project Grant Rule should not report re-granting.



HomeGrantsDonationsForms & Templates



Funding Award Requirement  
REQ-0002419

Funding Award  
FO-Grant-0000419 Award

Type  
Interim Financial Report

Status  
Open

Information

Name  
REQ-0002419

Funding Award  
FO-Grant-0000419 Award

Funding Disbursement

Reporting Start Date  
3/29/2025

Reporting End Date  
4/2/2025

Expended Amount

Type  
Interim Financial Report

Status  
Open

Due Date  
4/25/2025, 12:00 PM

Days Overdue  
0

Grant Start Date  
3/21/2025

Has Amdn/Ext Changes

Files (0)

Add Files

Upload Files

Or drop files

Requirement Details (0)

Submit

Note: General Operating Support Grants, Grants to Pooled Funds or Grants following Project Grant Rule should not report re-granting.

\* Does this financial report contain re-granting?  
--None--

Next



# 1.2 Specific Interim & Final Financial Report Guidance (cont.)

The Rockefeller Foundation seeks to understand which organizations are funded through its grants and requests that re-granting details be provided for the Foundation's awareness.

3

Complete the Sub-Grantee Information (if Applicable)

- a
- If you selected “No,” proceed with the submission process as usual. If you selected “Yes” you will be prompted to input details about the sub-grantee(s). Once complete, complete click **Next**.
- b
- Review the information on any newly added sub-grantees and click Submit.
- c
- In the pop-up window confirming that the Requirement was successfully submitted, click **Done** to return to the Requirement.

Submit

Sub-Grantee Name

Address

Street

City

State/Prov

Zip/Postal Code

Country

Website

Amount

Benefiting Location of the Re-Grant

Search Geo Locations...

☐ Add Additional Re-Grant

Previous

a

Next

Submit

1 of 1 item

Su... ▾

W... ▾

A... ▾

Bil... ▾

Bil... ▾

Bil... ▾

Bil... ▾

Bil... ▾

XYZ

Grantee

Total Amount: \$0.00

Previous

b

Submit

Submit

This requirement is successfully submitted.

c

Done

R

**a** View Status field to see overall status of the Requirement.

**Note:** If the Requirement is rejected during the review process, you will be notified via email. View comments from the Rockefeller team in the **Revision Required Comments** field on the Requirement record.

