

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.

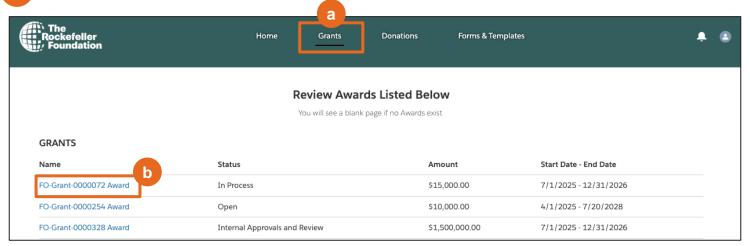
This user guide also includes **specific guidance on the Pre-Grant Questionnaire and Interim/Final Financial Reports submission processes**. Additionally, it covers how to track the Requirement as it progresses through the Rockefeller Foundation approval process.

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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.



2) Open the Requirement

- a Click the Requirements Tab.
- 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.



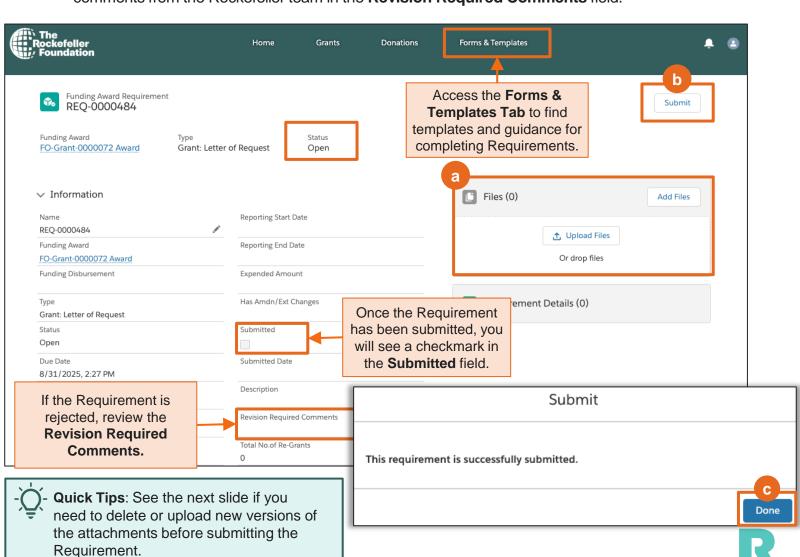
Click the dropdown in the column header to wrap or clip the column name



1.0 Submit a Requirement (cont.)

- 3 Submit the Requirement
- 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.
- Once the files are attached, click **Submit** to send the Requirement into the Rockefeller Foundation review process. <u>You must click Submit</u> for the Requirement to be sent to the Rockefeller Foundation team for approval.
- 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.

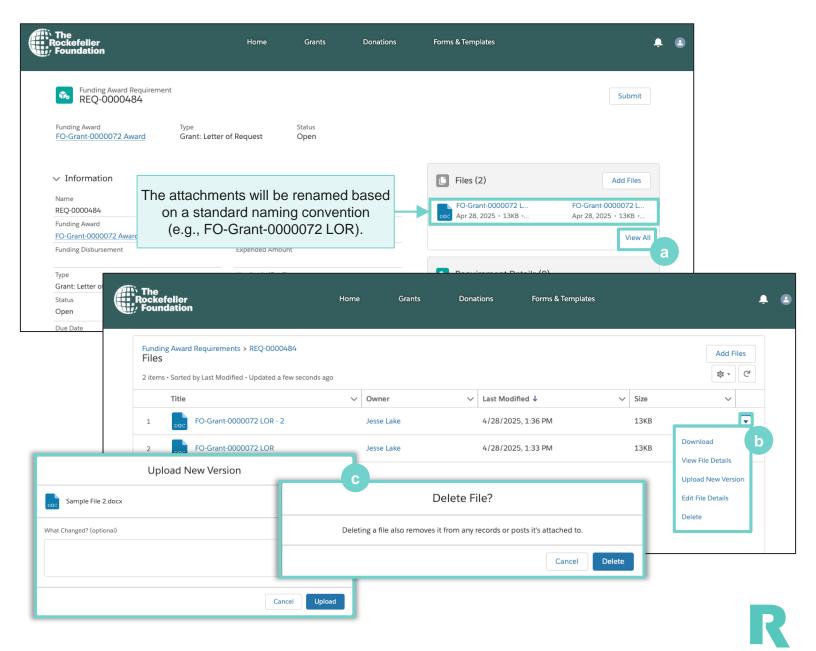


1.0 Submit a Requirement (cont.)

- 4) If Needed, Delete or Upload New Versions of Attachments
- If you need to delete or upload a new version of a file you attached before you submit the Requirement, navigate to the 'Files' section and click **View All**.
- In the new window, click the **dropdown arrow** next to the file you want to want to adjust and select Delete or Upload New Version.

Note: You also have the option to download the current version of the attachment.

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



1.1 Specific Pre-Grant Questionnaire (PGQ) Guidance

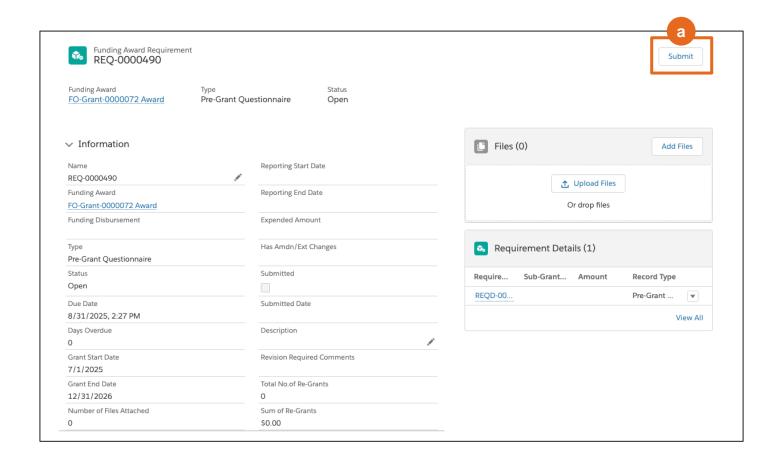
The Pre-Grant Questionnaire (PGQ) is a Pre-Award Requirement that asks detailed questions about your organization's operations and financial policies. You are required to complete it once and review the information for subsequent Grants.

1) Open the Funding Award & Requirement

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

- 2) Complete the PGQ Form
- 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.



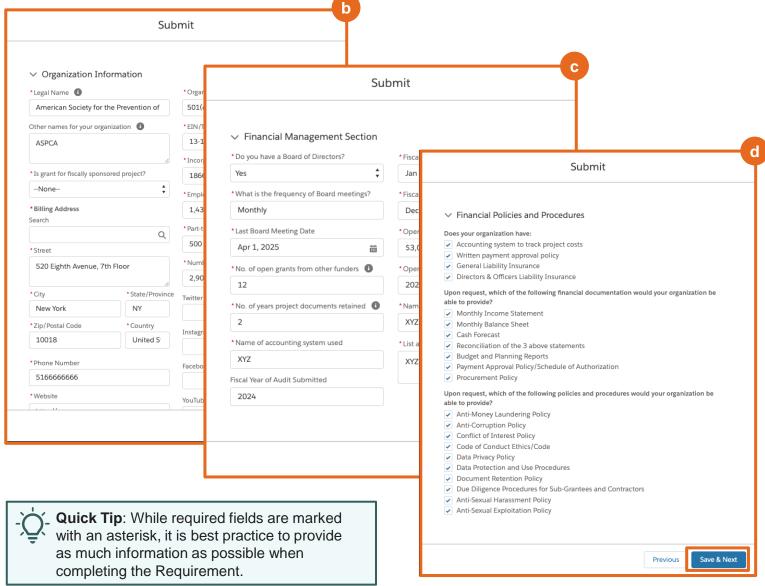


1.1 Specific Pre-Grant Questionnaire Guidance (cont.)

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

Note:

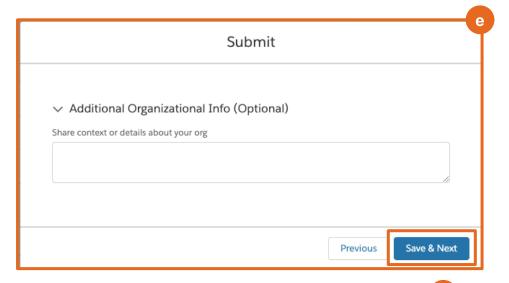
- Some fields may be pre-filled with information collected by the Rockefeller Foundation team via GuideStar or from a previously completed PGQ. Please verify that all the information is accurate.
- By clicking "Save & Next" on a specific section, you can exit and return to the PGQ at a later time.
 The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

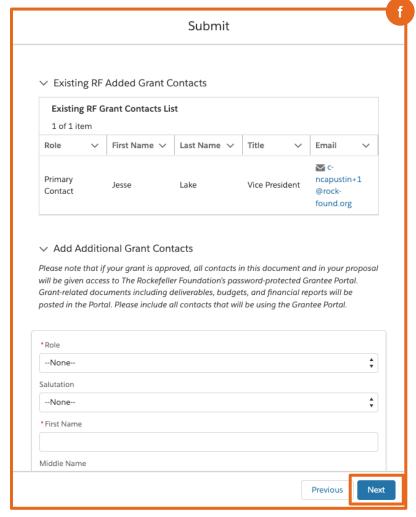




1.1 Specific Pre-Grant Questionnaire Guidance (cont.)

- Complete the 'Additional Organizational Info' section and click Save & Next.
- Complete the 'Add Additional Grant Contacts' section and click **Next**.

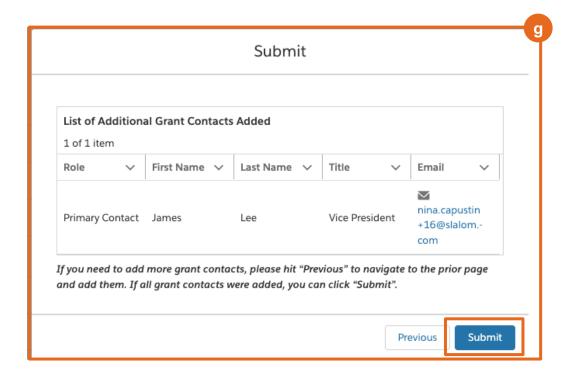






1.1 Specific Pre-Grant Questionnaire Guidance (cont.)

- Review the additional Grant contacts added and click Submit.
- In the pop-up window confirming that the Requirement was successfully submitted, click **Done** to return to the Requirement.







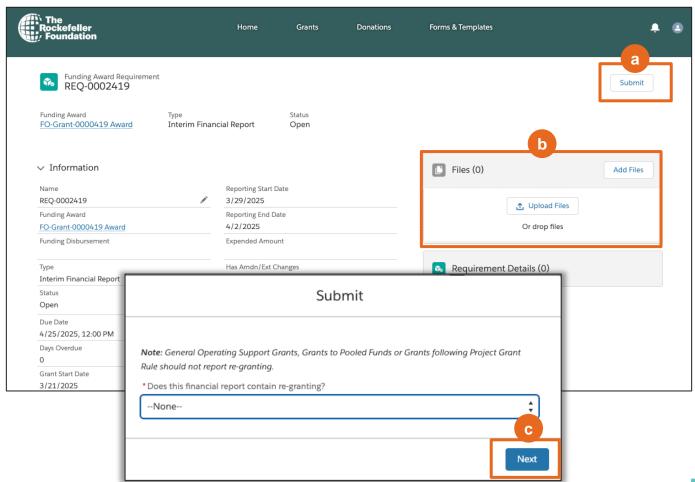
1.2 Specific Interim & Final Financial Report Guidance

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).
- Click Submit.
- 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.

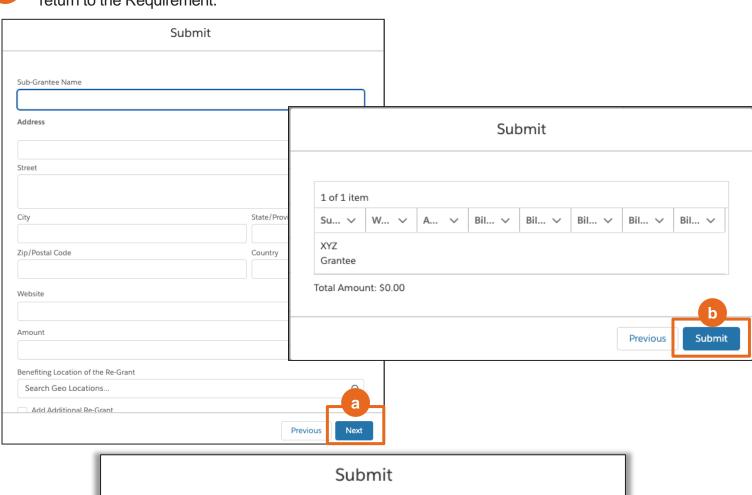


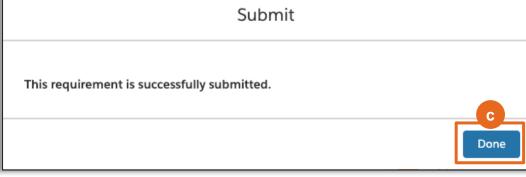


1.2 Specific Interim & Final Financial Report Guidance (cont.)

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)
- 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**.
- Review the information on any newly added sub-grantees and click Submit.
- In the pop-up window confirming that the Requirement was successfully submitted, click **Done** to return to the Requirement.







2.0 View the Requirement Approval Status

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.

