

Online Grant Reporting System Instructions

This document provides instructions for logging into the Foundation's online reporting system and submitting reports. Please do not send an additional paper copy of your report.

Grant payments and future grants are contingent on submission of required reports.

IMPORTANT INFORMATION ABOUT YOUR ONLINE ACCOUNT

NEW USERS:

When your account is set up at the Skillman Foundation and linked to your grant for reporting purposes, you are sent the following automated email:

Welcome Skillman Foundation Grant Partner

Dear Grant Partner, Your account has been created! You can login to your account, «https://www.grantrequest.com/SID_441», at any time. Your password is «Password». For security reasons you will be asked to change it when you first log in.

Please log in as a new user with the password supplied in the automated email. You will be asked to change your password for security purposes.

PASSWORD RESET:

If you need a password reset, please email grants@skillman.org to request a new password or request a new password on the login screen https://www.grantrequest.com/SID_441 (see below).

Forgot Password?

Please enter your e-mail address and click Submit. We will e-mail you a temporary password.

E-mail

[Return to login](#)

TRANSFERRING YOUR ONLINE ACCOUNT TO ANOTHER USER:

The system allows only one user account to be set up to link to the grant's report forms. You will receive an email that the report form has been posted to your account. If you are not the appropriate person to submit the report, please email grants@skillman.org with the name and email address of the person who will be submitting the report. The account can be transferred to another user.

SUBMITTING REPORTS

1. Login to your account at https://www.grantrequest.com/SID_441

IF YOU HAVE AN ESTABLISHED ACCOUNT: Login with your email address and password.

Please Sign In

Welcome to The Skillman Foundation's online Grant Inquiry and Application system. Please set up an account with a login and password. After you have successfully set up an account, you will receive an email confirming your account and password. If multiple individuals will need access to this account, please share the email address and password. Your account URL is: https://www.grantrequest.com/SID_441

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

IF THIS IS YOUR FIRST TIME LOGGING IN: Select "New Applicant?" You will be prompted to set up an account and establish a new password (see below).

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

2. Click on the Requirements Tab.

Applications **Requirements**

[Show](#) [New Requirements](#)

Form Name	Project Title	Type	ID	Due	Updated	Action
Skillman Foundation Youth Development RFP Progress Report Template	test 2/25/11	Progress Report	161499	02/18/2015	02/18/2015	

3. **Select the correct form under New Requirements.** Select “Skillman Foundation Final Report Form” or “9-Month Progress Report Form” or “Youth Development RFP Progress Report”. Make sure that this is the correct form by verifying the Due Date and Project Title.
4. **Complete the interactive form.** Some fields will be pre-populated with data from your grant record.
5. At the end of the form, you will be asked to **upload your Expenditure Report** showing how the grant funds were expended. You must use the Foundation’s Excel expenditure report template. The template can be found at <http://www.skillman.org/How-We-Work/Partner-with-Us/skillman-foundation-grantee-resources> .
6. **Save and Finish Later if needed.** Use the My Account link to access your account to finish at a later time. (https://www.grantrequest.com/SID_441). *The report will now be under “IN PROGRESS” requirements.*
7. **Review and Submit Report.** Please note that the Expenditure Report attachment must be included to submit the report.

QUESTIONS AND HELP

For questions regarding the online reporting system, please contact Mary Beth Baumeister, Grants Management Administrator at (313) 393-1249 or mbaumeister@skillman.org. Additionally, you can contact the grants management team at grants@skillman.org .

For questions regarding the specific content of your reports, please contact your program officer.