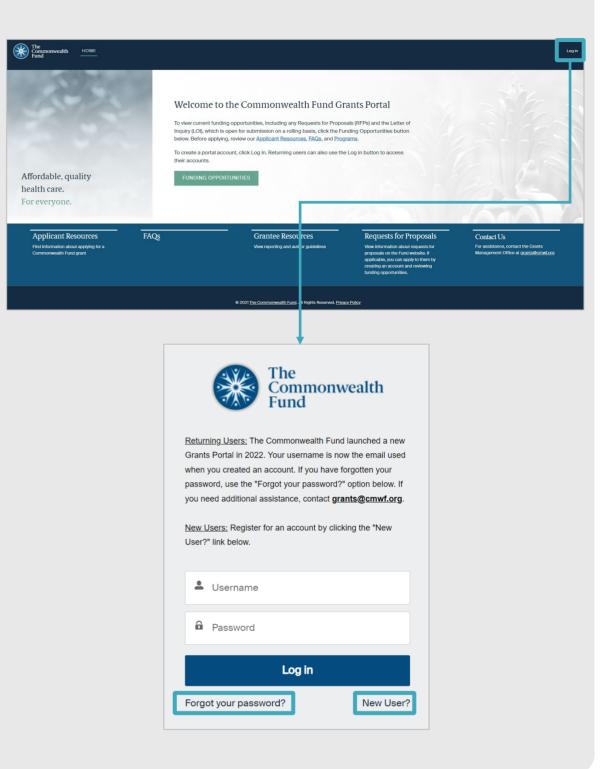


# LOG IN OR REGISTER FOR AN ACCOUNT

- Use one of the supported browsers (Chrome, Firefox or Safari) to navigate to the Grants Portal: <u>Home</u>
- Before applying, review the Commonwealth Fund's <u>Applicant Resources</u>, <u>FAQs</u>, and <u>Programs</u>.
- 3. Click **Log in** located in the upper right-hand corner of the homepage to log in or register.

**RETURNING USERS:** Enter your username and password to Log in. *Note:* Your username is now the email used when you created an account. Your password remains unchanged and should be the same as previously set. If you have forgotten your password, click on **Forgot your password?** 

**NEW USER:** Click **New User?** to begin the registration process (*refer to the following steps to complete your registration*).



### **NEW USERS: COMPLETE ELIGIBILITY QUIZ**

 Select responses to the eligibility quiz questions and click Next. You will receive a message regarding your ability to proceed.

1. Are you applying for funding as an individual or seeking scholarship support outside of the Commonwealth Fund's existing fellowship programs?							
Ye							
2 410 10	bu seeking support for any of the following?						
2. Ale yo	General support or any of the following ?						
	Endowment or capital costs, including construction, renovation, or equipment Basic biomedical research						
	Churches or other religious organizations (unless the project for which they are seeking funding is entirely secular in nature) None of the above						
	NEXT						



## **NEW USER PASSES ELIGIBILITY QUIZ: COMPLETE REGISTRATION FORM**

If you pass the eligibility quiz, you will be directed to complete your **Organization** and **Contact** information. *Note*: If you do not pass the eligibility quiz, you will receive a message that you are unable to proceed.

### **Organization Information:**

 Search for your Organization. If your search returns a result, you will have the opportunity to verify that the organization the Commonwealth Fund has on file is correct. If you cannot find your organization, you may add it by selecting Can't find your organization. Complete all required organization information fields and click Save.

#### **Contact Information:**

 Complete all fields, including First Name, Last Name, Title and Email. Your email address is required. This email address should be unique to you in your role at your organization, as this will become your username for logging into the system. Once all information is complete, click Submit.

You will receive an email from The Commonwealth Fund with the subject line "Complete Your Registration for the Commonwealth Fund Grants Portal." Follow the link to set your password and log into the Grants Portal. Please save this password in a secure manner.

*Note:* The email may go to your spam folder. If you do not receive the email after registering, please check your spam folder. For additional assistance, contact grants@cmwf.org.

### **REVIEW YOUR PROFILE INFORMATION**

- 1. Log into the Grants Portal: Home
- Review your profile information by clicking on your name in the upper right-hand corner of the homepage. Then, click **Profile**.
- If any of the information needs to be updated, use the <u>Support function</u> to submit an update request. The Commonwealth Fund will review your request and make the changes on your behalf.

#### ORGANIZATION INFORMATION

- \* Search for the organization seeking funding by entering the name, EIN (Employer Identification Number), or address of the organization in the text box below.
  - If the organization is a unit of a larger organization (e.g., school or autonomous research center within a university), enter the information for the parent organization unless the unit has its own unique EIN.
  - If the organization is fiscally sponsored, enter the information for the **fiscal sponsor**. You will be able to provide the information for the fiscally sponsored organization later in the application process.

If your search returns a result, you will have the opportunity to verify that the organization the Commonwealth Fund has on file is correct. For questions regarding your current organization information on file, contact the Grants Management office at <u>grants@cmwf.org</u>.

If you cannot find your organization, you may add it by selecting "Can't find your organization."

ACT INFORMATION		
Please input your contact information below:		
Prefix	Preferred Pronouns	
select	▼ select	•
* First Name	* Last Name	
Suffix/Degrees	* Title	
* Email	Phone # (Direct Line)	

SUBMIT

Commonwealth Fund	HOME	APPLICATIONS	GRANTS		Jane Test
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If any of the information belo	w needs to be upd	ated, please use the <mark>Sup</mark>	port function to sub	mit an update request. The Commonwealth Fund will review your request and make the changes on	your behalf.
	Prefix Ms.			Title Project Director	
	Name			Department	
	Jane Test Suffix/Degrees			Email Address	
				tpateldoshi+reg1@gmail.com	
				Phone # (Direct Line) ###-###-####	