

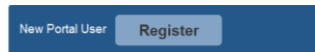


## GRANTS & FELLOWSHIP MANAGEMENT PORTAL

### Part 1. Create a New Application

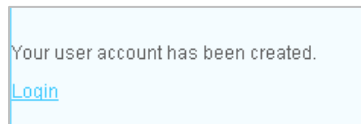
**New Users** must register before starting an application.

1. Click on this button.



2. Complete the brief registration form. **Enter your email as your username.**

3. Click **Save**. You have successfully registered when you receive this message:



4. You will also receive a confirmation email. **Use the link in the email to login and start a new application. This link may not be used to access saved applications.**

**Returning Users** can start a new application using existing credentials.

1. Use this [Link to Start a New Application](#).

*(This link is also available in your registration confirmation email and on the Commonwealth Fund [website](#))*

2. Login to your existing account.
3. Click **Can't access your account?** if you need to reset your password.

**Do not create new credentials if you are a returning user.**

#### Technical Support

Please contact the Grants Management Office at [grants@cmwf.org](mailto:grants@cmwf.org) or call (212) 606-3800.



GRANTS & FELLOWSHIP MANAGEMENT PORTAL

Part 2. Continue Work on a Saved Application

Access Your Application

1. You will receive a verification email once you have started and saved an application form. Use the link in the email to access your form. **Bookmark this link for future access.**
2. Once logged in, you will be presented with a dashboard:

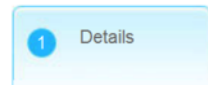
Click **Edit** to continue your saved work.

| Open Items |             | History       |              |                    |                   |         |                    |            |
|------------|-------------|---------------|--------------|--------------------|-------------------|---------|--------------------|------------|
| Edit       | View        | ID Number     | Project Name | Type               | Record Type       | Status  | Last Modified Date |            |
| >          | [edit icon] | [search icon] | 20130408     | Test Project Title | Online Submission | Inquiry | In Progress        | 03/13/2013 |

**TIP:** Hover over the symbol for instructions on a particular field.

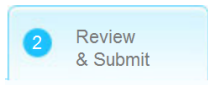
Part 3. Complete Your Application

Complete the Application on the Details Tab



- **Project title** (120 characters maximum)
- **Portal user contact information**
- **Project director details**
- **Organization name and address**
- **1–3 page detailed project description**
- **Total estimated budget**

Review & Submit Your Application



- When you have finished entering and reviewing all the necessary information, click the **submit** button:



- You will receive an email indicating that you have successfully submitted the Inquiry Application.

**Important:** Once the application is submitted, you will not be able to make additional edits.

**Feedback:** We welcome and encourage comments about your experience completing an online grant inquiry. Please send your feedback to [grants@cmwf.org](mailto:grants@cmwf.org).