

**Technical Support:** For assistance, please contact the Grants Management Office at [grants@cmwf.org](mailto:grants@cmwf.org).

## REGISTRATION AND LOGGING IN

- Use one of the supported browsers (Chrome, Firefox or Safari) to navigate to the [Grants Portal](#).
- Bookmark the URL to the Grants Portal to easily access the site: <https://cmwf.my.site.com>
- Click **Log in** located in the upper right-hand corner of the homepage to log in or register.
- If you are a returning user, 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 registered before October 2021, your profile was not saved, and you will need to register in the new portal.
- If you already have an account and forgot your password, you can reset it by clicking **Forgot your password?**
- Be sure to add [grants@cmwf.org](mailto:grants@cmwf.org) to your email “safe list” to receive communication from the Portal. When in doubt, check your spam folder.
- Once you are logged in, use the [Support function](#) to submit a support case for assistance.

## COMPLETING A LETTER OF INQUIRY (LOI)

- Before applying, review the Commonwealth Fund’s [Applicant Resources](#), [FAQs](#), and [Programs](#).
- To view a sample LOI form, [click here](#).
- To begin an LOI click on the **Funding Opportunities** button on the homepage.
- At the LOI stage, the Commonwealth Fund does not require a full budget or other supporting documents, aside from the detailed project description. The length of the project description should be no more than 3 pages of a Word document (approximately 2,500 words) with 12-point font.
- Be sure to **Save** before closing your application, and you will be able to resume editing when you return to the application—the system does **not** auto-save.
- If you save your LOI before submitting it, you will find it under the **Applications** section of the portal. Go to Active Applications and click on View/Edit to continue working on an in-progress application.
- Once you click **Submit** you will not be able to edit your application, so please ensure that the information provided is complete and accurate before you submit it.
- Commonwealth Fund program staff will review and decide whether to request a full proposal. Applicants typically receive a response to their LOI within six weeks, and often sooner.