Online Grants System Tutorial

Module 1
Creating a Profile and Setting Up an Organization

www.azhumanities.org/grantsportal
Arizona Humanities Online Grant Management

Arizona Humanities only accepts electronic grant applications. All applicants must first set up an on-line account in order to submit a grant proposal.

You will be directed through a series of steps to collect information about your organization and the proposal’s Project Director.

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Creating a Profile

To create a new profile, begin by clicking the “Create New Account” button here.

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Creating a Profile

Begin by filling out the following information. On this page you are entering your organization’s information.

Organization – If funded, this is the organization to which all grant funds will be made payable.

Note – Using your browser’s back button will delete your registration information.

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Creating a Profile

Enter your information.

**Note** – Your login name will be an email address. It will also be the address we will use to communicate with you if we have questions, which sometimes require immediate response.

Project Director – If funded, this individual has overall responsibility for carrying out all grant activities. All correspondence related to the grant will be directed to the Project Director.

**Note** – Please use your organization’s mailing address.

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Note – It is not required that the Authorizing Official complete the application or be the primary contact person.

If you select “Yes”, you will be asked for additional Authorizing Official information. If you select “No”, you will be required to enter an Authorizing Official’s information.

An authorizing official is the person authorized to commit institutional resources, services, and personnel to a funded project.

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If you selected “No” on the previous page, you will see this screen. If you selected “Yes”, you will see a similar screen asking for additional information specific to the authorizing official role.

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Create your password.

**Note** – A password must be at least 6 characters and can only contain letters, numbers, and the following symbols: !@#$%^&*()_
Creating a Profile

Congratulations! You have created your account. You will receive a confirmation email with your login information. Please save this for future use.

In order to be sure you receive important communications about your application, please add the email ‘Arizona Humanities Grants’ (administrator@grantinterface.com) to your safe sender list.
Creating a Profile

When you log-in to the system for the first time, you will be directed to the Application Page shown above. Once you have started an application, you will be directed to the dashboard.

New applications can always be started by clicking on the “Apply” button on the left-hand menu.

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Creating a Profile

Thank you for using Arizona Humanities’ Online Grant System!

You have just completed “Creating a Profile and Setting Up an Organization.”

Need technical assistance?
Contact Samantha Anderson, Programs & Grants Coordinator
sanderson@azhumanities.org
www.azhumanities.org/grantsportal