



Online Grants Center Tips

- The character counter includes spaces as well as characters
- A user will be automatically logged out of the Online Grants Center after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
- Please remember to regularly save your work. The system will auto-save every 20 minutes.
- You may choose to prepare your response in a document outside of the online system (e.g., Microsoft Word) and then copy and paste the text into the online form. If you prepare your application this way, be sure to keep track of the character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
- It is advisable to download copies of all submitted forms (applications, grant agreements and grant reports) to your computer.
- If you do not provide an answer for one of the required questions, you will not be able to submit your application. Required questions have a red asterisk (*).
- The Question List box in the upper right corner of the form will generate a PDF version of all the questions on the form.
- In general, the acceptable types for uploading files are: Microsoft Word/Excel and Adobe PDF files.
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded. Consider the File to Fax option.
- If your PDF upload file exceeds the maximum file size, consider using the Adobe Acrobat option to "Reduce File Size."
- Remember to click "Submit Form" when you are finished.
- Once your application has been submitted, it is no longer available for editing. If you need to make a correction to a submitted form, contact the Foundation at grants@cfect.org or 860-442-3572.