



Where the end of breast cancer begins.™

Komen Grants Portal

Applicant User Guide

Version 1

Welcome to the Komen Grants Portal!

Thank you for your interest in applying for a Susan G. Komen grant!

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit outside of the U.S. government while providing real-time help to those facing the disease.

Our mission is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.

This training covers the registration and eligibility process and provides an application overview.

Registration Process

1. **To begin, click the Register Here button if you are a new user. If you are a returning user, please login using your email and password.**

The screenshot shows the Komen Grants Portal interface. On the left side, there is a 'Login' section with an 'Email' field, a 'Password' field, a blue 'Login' button, and a 'Forgot Password?' link. Below the login fields, there is a 'New to the System?' section with a blue 'Register Here' button. A pink box highlights the 'Register Here' button, and a pink arrow points to it from the left. On the right side, there is a 'Komen Grants Portal' section with a welcome message and a 'Register Here' button. At the bottom of the page, there is a footer with 'Copyright © 2019 SmartSimple. All rights reserved.' on the left and 'Powered by SmartSimple' on the right.

Eligibility Process

2. **Before it's possible complete the registration process and apply for funding, please answer the following eligibility questions when prompted and click the *Submit* button.**

Is the applicant a governmental, tribal or a nonprofit organization?
Will the project address breast health and/or breast cancer?
Will the applicant propose funding for any non-allowable costs?

3. If the applicant is a governmental or tribal organization, complete the Organization Information page and click the **Submit** button to create a profile in the system.
4. If the applicant is a non-profit organization, complete the Organization Search page to find the applicant organization in the Internal Revenue Service (IRS) database and click the **Search** button.

Enter one of the following criteria below to search for your organization in the IRS Database.

- **EIN** - Do not include spaces or dashes, example: "123456789"
- **Name** - Keyword search is sufficient, example: "Waco" instead of "The Waco Foundation"
- **State** - Use the two letter abbreviation, example: "NY" instead of "New York"

EIN ?

Name ?

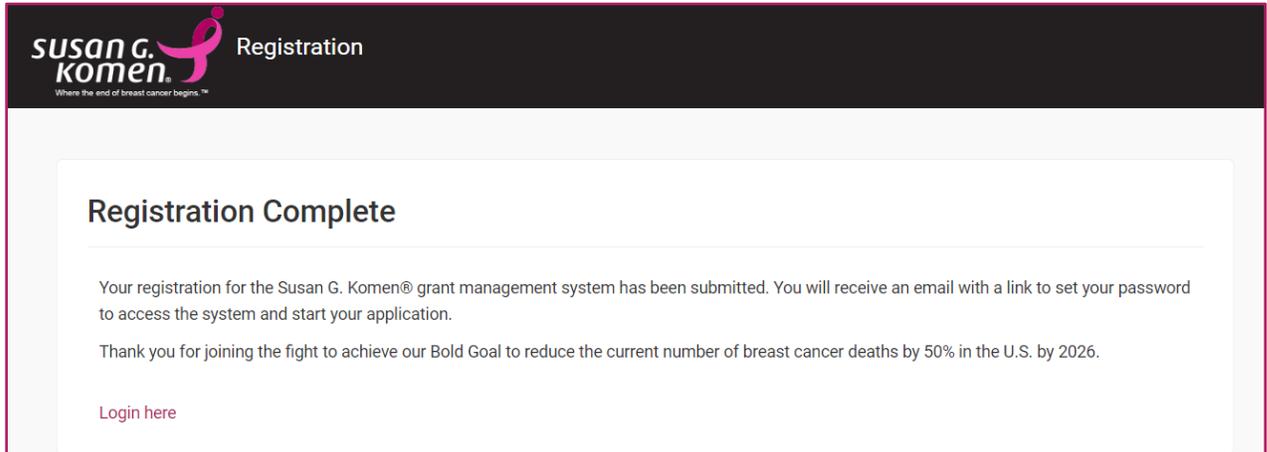
Address

City

State ?

Search ←

5. Once the application organization is located, click the organization name displayed to show the Organization Information page. Complete the Organization Information page and click the Submit button to create a profile in the system.
6. Once the registration process is complete, the message below will be displayed. After your password is set, you can login to begin an application for funding.

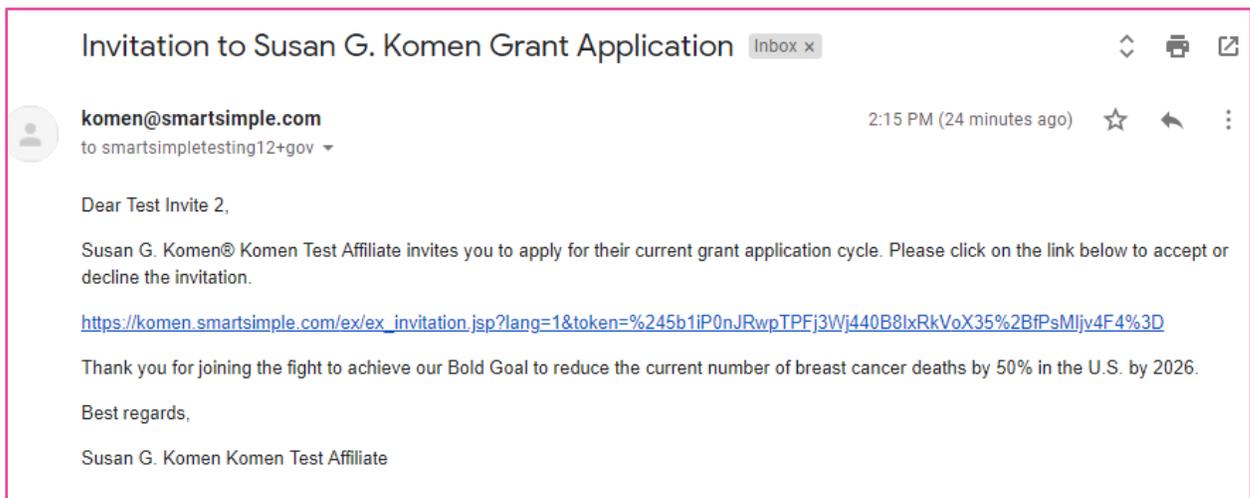


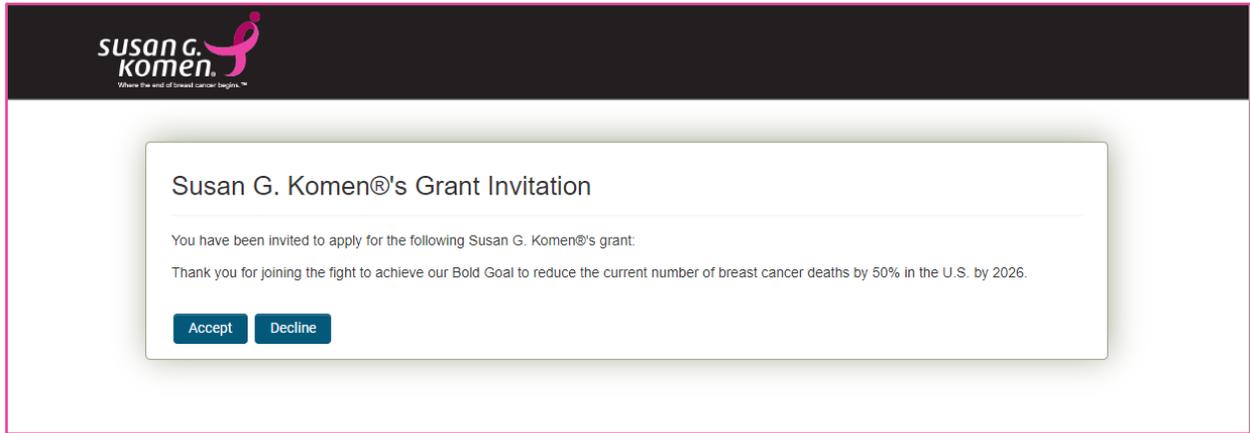
With the Komen Grants Portal, applicants can use one login to access funding opportunities and manage awarded projects across different Affiliates.

The first Affiliate that an applicant registers with is considered their base Affiliate. If an applicant is eligible to apply for an active funding opportunity at another Affiliate, it is necessary for the other Affiliates that the applicant wants to apply to, invite the applicant to apply from the Komen Grants Portal.

Applicants may need to contact the local Affiliate to request an invitation.

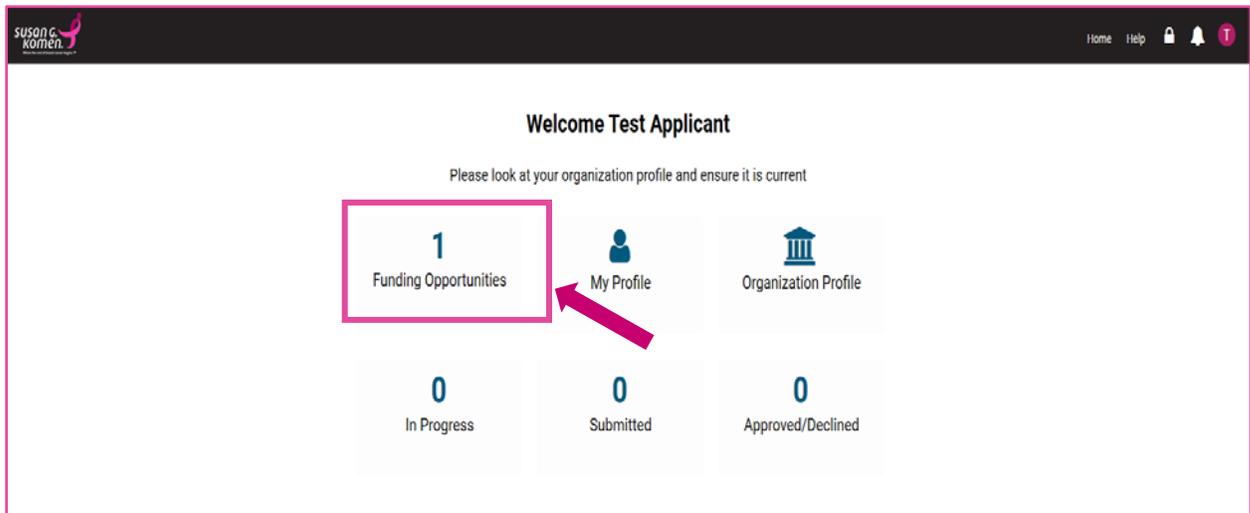
Once the applicant receives an invitation to apply, it is necessary for the applicant to accept or decline the invitation as shown below.





Application Process

7. Click *Funding Opportunities* to view available applicant opportunities.



8. Select *Apply Now* to initiate an application.



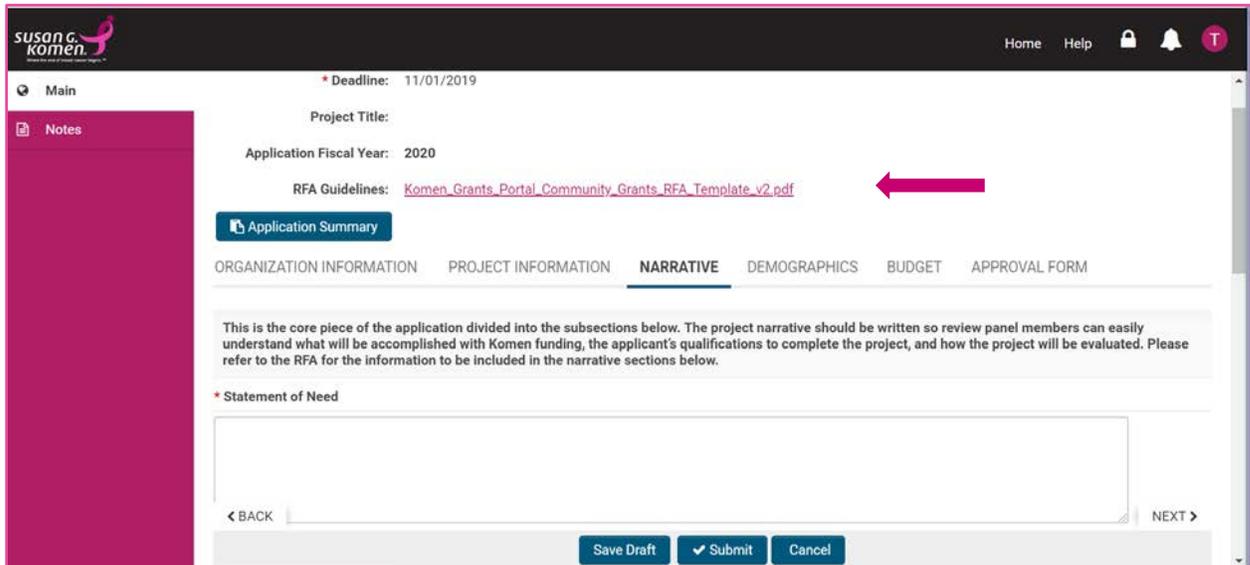
9. Complete all required fields on each tab of the application page, beginning with Organization Information and ending with Approval Form. Until Save Draft is clicked, the application is not yet linked to the organization and information from the organization profile completed during the registration process will not populate into the Organization Information tab.

The screenshot shows the 'Organization Information' tab of the application. The navigation bar at the top includes 'Home', 'Submission Manager', 'Program Manager', 'Meeting Manager', 'CRM', 'Reports', and a user profile icon. Below the navigation bar, there are tabs for 'ORGANIZATION INFORMATION', 'PROJECT INFORMATION', 'NARRATIVE', 'DEMOGRAPHICS', 'BUDGET', and 'APPROVAL FORM'. The 'ORGANIZATION INFORMATION' tab is active, showing fields for 'Organization Name', 'Accreditations your organization has earned', 'How is the organization involved with National Breast and Cervical Cancer Early Detection Program?', 'Organization Total Annual Budget', 'Mailing Address', and 'Primary Contact'. A 'Save Draft' button is highlighted with a red box and a red arrow pointing to it from the right. A 'NEXT >' button is visible at the bottom right of the form.

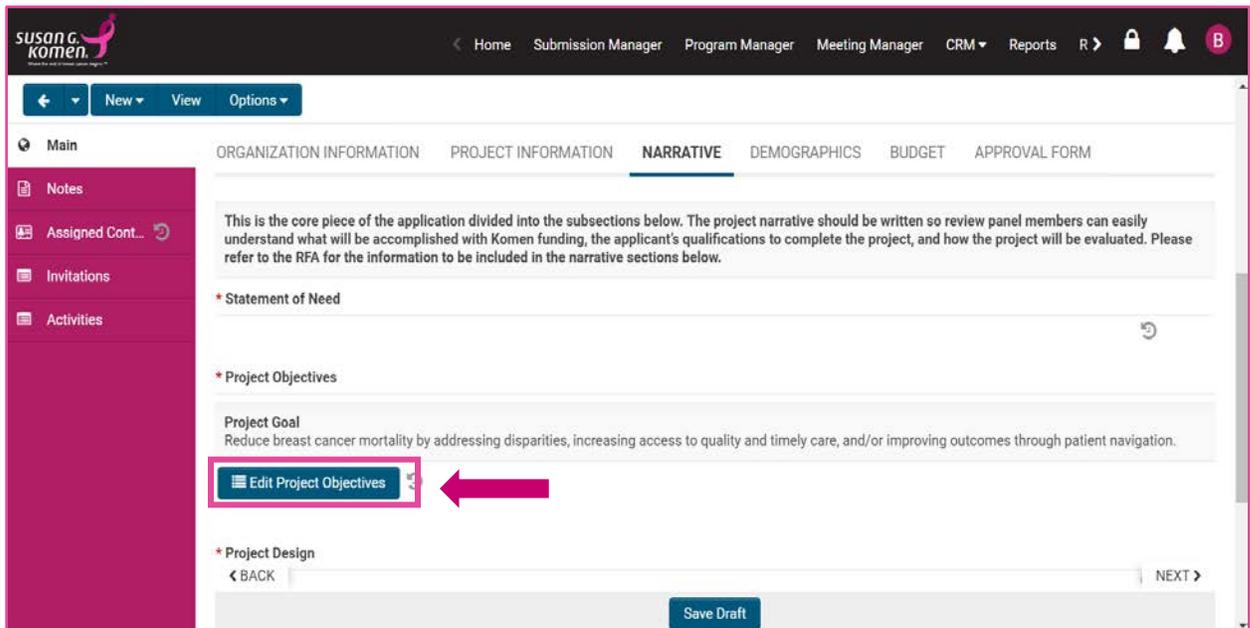
10. On the Project Information tab, complete all required fields and then list applicable project partners by clicking *Edit Project Partners* and then upload supporting documentation by attaching it as shown below. Click *Save Draft* when complete.

The screenshot shows the 'Project Information' tab of the application. The navigation bar at the top includes 'Home', 'Help', and a user profile icon. Below the navigation bar, there are tabs for 'ORGANIZATION INFORMATION', 'PROJECT INFORMATION', 'NARRATIVE', 'DEMOGRAPHICS', 'BUDGET', and 'APPROVAL FORM'. The 'PROJECT INFORMATION' tab is active, showing a 'Project Partners' section with a text area and an 'Edit Project Partners' button highlighted with a red box and a red arrow pointing to it from the right. Below this is an 'Attach project partner documentation' section with an upload icon highlighted with a red box and a red arrow pointing to it from the right. The section contains a list of funding priorities with checkboxes: 'Projects that provide evidence-based patient navigation...', 'Evidence-based projects that reduce barriers to quality breast cancer care...', and 'Projects that provide evidence-based and culturally relevant breast cancer education...'. At the bottom, there is a 'BACK' button, a character count '(limit 750 characters)', and buttons for 'Save Draft', 'Submit', and 'Cancel'. A 'NEXT >' button is visible at the bottom right of the form.

11. On the *Narrative* tab, click on RFA Guidelines to open the RFA and read it in its entirety. Then, refer to the Project Narrative section headers and questions listed in the RFA to begin adding responses to the Statement of Need, Project Design, Partners and Sustaining the Project and Impact and Evaluation fields. Click *Save Draft* when complete.



12. On the *Narrative* tab, click the *Edit Project Objectives* button so measurable objectives that will be funded by Komen can be created.



13. Then, click the + sign to add **Specific Measurable Attainable Realistic Time-bound (SMART) objectives** and choose the relevant **Service Type**. The service type selected here will determine the data reports available on progress and final reports if the application is selected for funding. Click **Save Draft** when complete.

Project Objectives

Project Objectives

SMART Objective	Anticipated Completion Date	Anticipated Number Served	Service Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --

+

Save **Close**

14. On the **Demographics** tab, select the targeted demographics and locations from the displayed list to be addressed as part of proposed project objectives. Click **Save Draft** when complete.

ORGANIZATION INFORMATION PROJECT INFORMATION NARRATIVE **DEMOGRAPHICS** BUDGET APPROVAL FORM

Select the targeted demographics and locations below to be addressed as part of proposed project objectives.

Race

- American Indian and Alaska Native
- Asian
- Black, African American or African Descent
- Middle Eastern or North African
- Native Hawaiian and Other Pacific Islander
- White
- Other race

Ethnicity

- Hispanic, Latino/Spanish
- ... Hispanic/Latino/Spanish Origin

Save Draft **Cancel**

15. On the *Budget* tab, complete all required fields after reading the Allowable Costs section of the RFA. This will include clicking *Edit Key Personnel/ Salaries* to add Komen-funded staff that directly contribute to the achievement of proposed project objectives. At minimum, the Project Director must be listed with a copy of their resume whether they are Komen-funded or not.

ORGANIZATION INFORMATION PROJECT INFORMATION NARRATIVE DEMOGRAPHICS **BUDGET** APPROVAL FORM

Key Personnel/Salaries

* KEY PERSONNEL/SALARIES

List staff below that directly contribute to the achievement of proposed project objectives. Include the portion of their salary to be requested from Komen. If no funds are requested from Komen for an individual's salary, enter 0 in the "% of Salary on Project" field. At least the Project Director must be listed below with a copy of their resume not to exceed 2 pages. Attach a job description ONLY if a position will be added for the proposed project or is currently vacant.

Edit Key Personnel/Salaries

* Resumes

Upload

The *Edit Patient Care Budget* is used to add specifics about Komen-funded Screening, Diagnostics, and Treatment project activity and should include the Type and Number of Services to Be Provided and Cost per Service.

susan g. komen
Breast Cancer Research & Treatment

Home Submission Manager Program Manager Meeting Manager CRM Reports R

Main ORGANIZATION INFORMATION PROJECT INFORMATION NARRATIVE DEMOGRAPHICS **BUDGET** APPROVAL FORM

Patient Care Budget

Edit Patient Care Budget

Screening

Diagnostics

Treatment

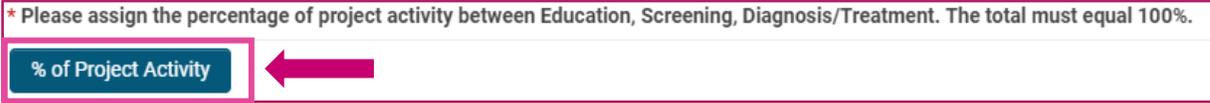
Total

Project Budget Summary

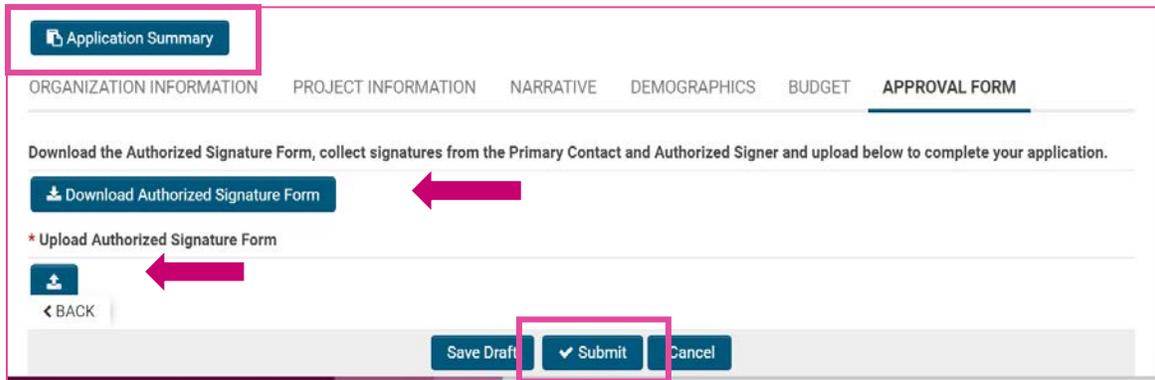
BACK Save Draft NEXT

All Patient Care clinical services should be included in the Patient Care Budget section, even if they are subcontracted. If an applicant proposes transportation costs, they should also be included here instead of the Travel budget category. Patient Navigation or referral project costs should not be included in the Patient Care Budget section but can be included in Key Personnel/ Salaries or Consultants/ Sub-Contracts sections, as appropriate.

The **% of Project Activity** button is used to assign a percentage of project activity between Education, Screening, Diagnosis/Treatment to proposed Komen-funded project activity.



16. On the Approval Form tab, download the Authorized Signature Form and after it is signed by the Primary Contact and Authorized Signer, it is added to the application by uploading it in the Upload Authorized Signature Form. Additionally, at any time during the application completion process, the applicant can generate a PDF of the application by clicking Application Summary. Click **Submit** when the entire application is complete.



17. After the application is successfully submitted, a confirmation email will be sent to the applicant with a PDF summary of the application.