



## APPLYING ONLINE: INSTRUCTIONS & TIPS



### How to Access Online Granting

All applicants must submit their grant proposals using RICH's online system. You can access the URL for the online grants system two ways:

1. From the RICH website: <http://www.rihumanities.org>. Select "Grants" tab, then click on "Apply Online"; or,
2. Enter URL: <https://www.grantinterface.com/rich/Common/LogOn.aspx>  
You may wish to save this URL into your Bookmarks for future reference.

### Steps for Setting up a New Profile

Setting up a new user account (a login and password) with RICH is easy:

1. Click on button "Create New Account"
2. Fill out complete contact information for Project Director and Authorizing Official. Individual teachers applying for professional development grants should fill out the Project Director section, and will be prompted to re-enter their name as the Organization.
3. Click on button "Proceed to Next Step"
4. You will be prompted to select and confirm your password
5. Click on "Save." Your personal contact information and/or organizational history information is retained so that returning applicants do not have to re-enter this data with each application.
6. Click on the "Apply" link to start an application
7. Select the appropriate application.

### How to Upload Files and Documents to Your Application

As part of RICH'S online application, you will be required to attach several documents. To upload a file, click the "Browse" button that is to the right of the gray area and choose the desired file from documents on your computer. A file size limit is noted next to the "Browse" button; the system will not accept files greater than this limit. Do not enter any text into the gray box to the left of the "Browse" button as this will prevent you from saving or submitting your form. If you have uploaded a file and saved your application, the filename of the uploaded file will be indicated under the Browse button. There is no need to upload another document if a filename is noted in this message, but you may upload a new file to overwrite your previous selection if you wish.

### How to Convert Paper Hard Copies to Digital Files

If you have only a **paper copy** of the required document use the FaxToFile tool.

The purpose of the FaxToFile tool is to help you convert documents from hard copy format to digital format so that they may be uploaded in any of the forms through the grant process.

To start, click the "Request a Fax #" button and you will be presented with a toll-free fax number. Once you have a fax number, you will have a 20 minute period to fax needed documents for conversion.

Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format. You have the use of the toll-free number for 20 minutes.

After you have faxed each separate document click the “Finished Faxing” button to see your list of files.

Converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process. These documents will now be available for other applications.

## Tips for Trouble-Shooting Common Technical Issues

- Applicants can do their part to help online systems work well. Read Grant Guidelines and FAQs provided by RICH and ask questions when instructions are not clear.
- Take care when writing, using spell check and clear, concise language.
- Back up critical information, writing and saving long responses in word processing software so if there are system or connection problems, your work will be saved. The system allows you to copy and paste text from word-processed documents into the online Web form.
- Please make sure you have not surpassed allowable character limits.
- Please double-check that you have filled out all mandatory fields. Mandatory fields are indicated by an asterix.
- Error notices are generated if a required field is not filled out, or if incorrect information is entered (such as text in a numeric field).
- Should you misplace or forget your password, the online system will be able to send it to you via email.
- You can save your work and return to work on it later by selecting the “Save as Draft” button.
- Computers crash and Internet connections get dropped. Remember to save your work often as you go through the application process so that inputted text is saved even if the system goes down.
- Try rebooting your computer.

**PLEASE NOTE:** From time to time, technical glitches do arise. Any issues (e.g., links not working, error codes, system down) should be reported to RICH staff by emailing the Error Code to [civics@rihumanities.org](mailto:civics@rihumanities.org) or calling (401) 273-2250. Please briefly indicate what you were doing when you experienced a technical issue.