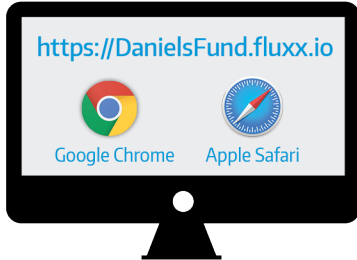
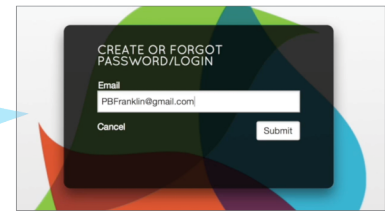
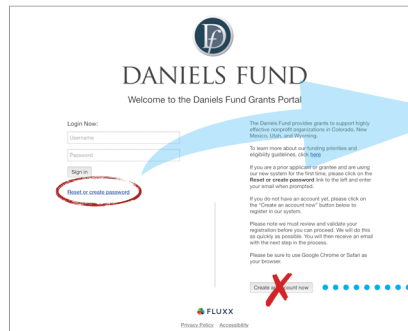


**1** Log-in to the secure site using a compatible web browser.



**2** Create a password (required only when logging in for the first time or if you forget or want to change your password)



Please **do not** click the "Create an account now" button. Your Username is your work email address.

**3** After logging in, you will be on the Grants Portal page.

Navigate using the gray navigation panel:

**Pending Requests**

Start a new request or resume a saved in-progress request

**Submitted Requests**

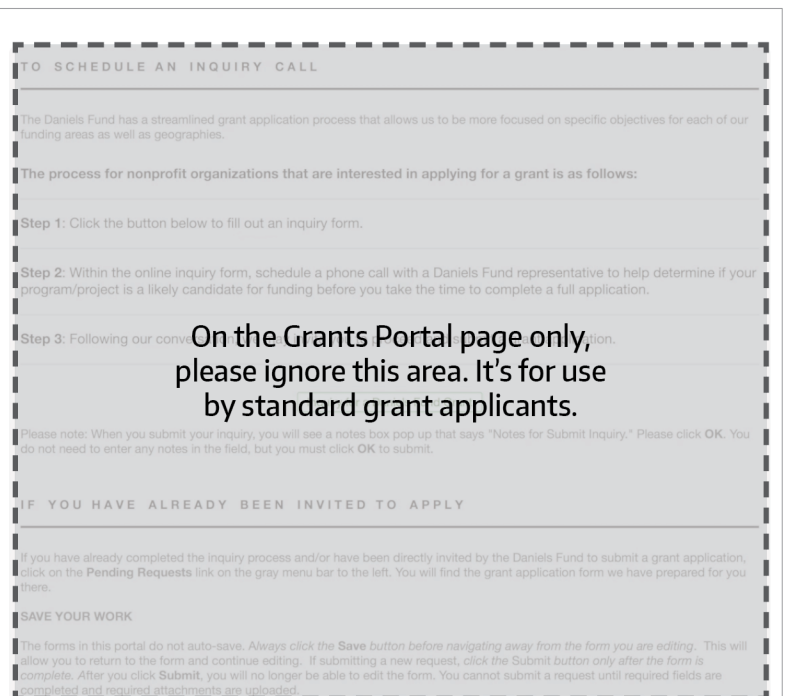
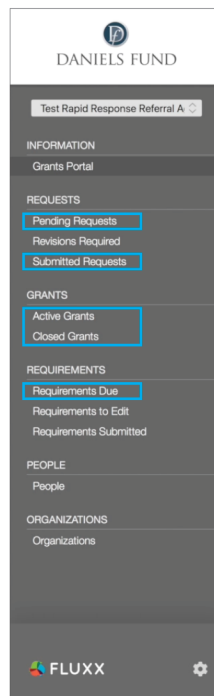
View submitted requests (requests cannot be edited online once submitted)

**Active/Closed Grants**

See your history of current (active) or previous (closed) approved BOS requests

**Requirements Due**

Submit an Interim or Final Report



**4** Making a selection in the navigation panel displays associated request previews.

Click a blank request to start a new one or select an existing request, if applicable. The request will be displayed to the right.

Click the "Edit" button to the upper right to begin entering information. Requests cannot be edited online once they have been submitted.

