



How to Submit Grant Reports

1. Log in here: https://www.grantrequest.com/sid_946?sa=am
2. This takes you to a log in page. Sign in using your account's email address.

Please Sign In

In order to access our applications, you will need to establish an account with Kaiser Permanente.

If you do not have an account:

- Please create a new account by selecting the "New Applicant" link below and following instructions.

If you already have an account:

- Please login below with your account email address and password.
- If you receive the error message stating "Invalid e-mail or password" select the "Forgot Password" link and follow instructions to reset your password.
- If you have forgotten your password, please select the "Forgot Password?" link below.

E-mail

New Applicant?

Password

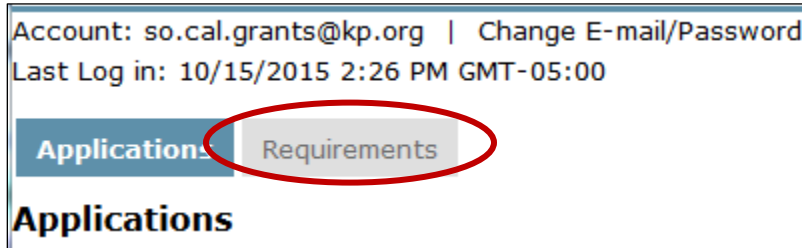
Forgot Password?

If you run into problems with the log in page, please see below for possible solutions:

Issue	Solution
You forgot your email address	Email KP-Community@kp.org with as much of the following information as possible: <ul style="list-style-type: none"> • Organization name • Project Title • Type of Report • Email address you want to use • Request ID# (i.e., 206#####)
You forgot your password	Select the "Forgot Password?" link
You selected the "Forgot Password" link, followed the instructions, and did not receive an email within five minutes from mail@grantapplication.com .	Check your junk/spam folder.

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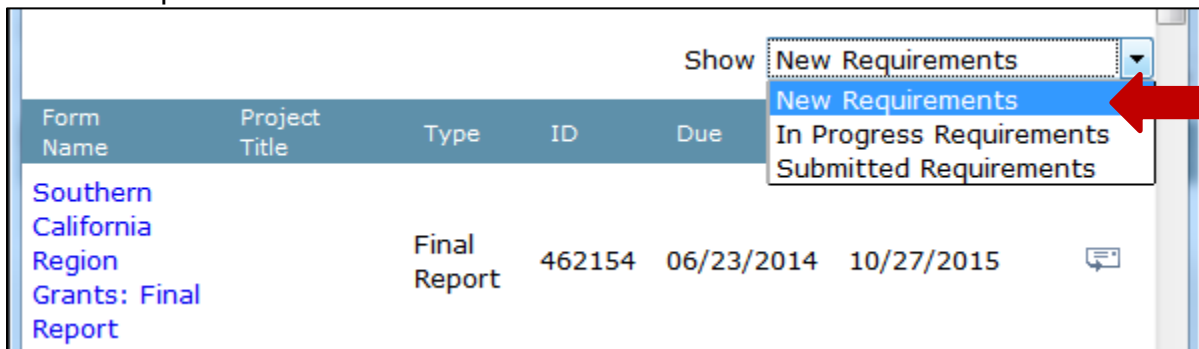
3. After you have logged in, you will be on the “Applications” page.
4. Select the gray “Requirements” tab.



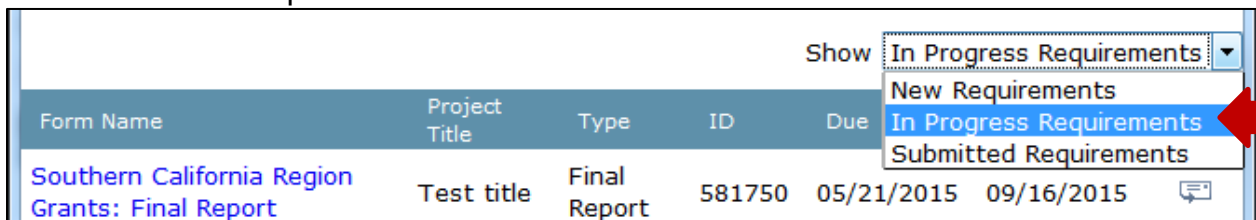
IMPORTANT: If you do not see the “Requirements” tab, we will have to transfer the account to your email address so that you may view the report. Please email us at KP-Community@kp.org. The subject line of your email should read: “Account email address transfer.” The body of the email should contain as much of the following information as possible:

- Organization name
- Project Title
- Type of Report
- Email address you want to use to access the report
- Request ID# (i.e., 206#####)

5. *If this is your first time accessing the report*, select “New Requirements” from the “Show” drop-down menu



If you have already started work on the report, select “In Progress Requirements” from the “Show” drop-down menu.



6. Page one **1** of the report will tell you basic information about the grant and the report.
 - Please note if there have been any changes to your tax status.

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7. On page two **2** of the report:

- Answer the questions
- Upload a completed expenditure report. A link to the template is on page two.

Note: File names must not contain any special characters. (e.g., ~!@#\$\$%^&*()_+{}|:”<>?)

- Enter your attestation information

8. If you have any questions or are experiencing technical difficulties, please email us at KP-Community@kp.org using “Grant Reports Submission - Technical Support” as your subject line. The body of your email should include the following information:

- Organization name
- Project Title
- Type of Report
- Request ID# (i.e., 206#####)
- The technical issue you are experiencing.