

LAUNCHING YOUR GRANT CYCLE

Follow the steps below to create your first grant cycle.

Click on a heading for a tutorial of that item

Create your Program

Front End Manager > Programs

Give a name to the program(s) you will be offering to your applicants. The Program should be an umbrella for the cycles of that program that you offer annually, quarterly, monthly or rolling. For instance, typical programs are Operating Support, Project Support, Fellowships, etc.



Create your Program Cycle

Front End Manager > Program Cycle

Create the first cycle of your program that you will be offering. For instance, Operating Support 2017, Project Support Q2, etc. Fill out the cycle editor of the Program Cycles sub tab to build the logistics of your cycle.



Create your Application Pages

Front End Manager > Application Pages

Create the pages that will make up your Application, as well as your Intent to Apply, Interim Report, and/or Final Report. Add [question fields](#) to your custom narrative pages and add info/instructional language to your template pages.



Set your Cycle to Active

Front End Manager > Program Cycle

If you had not previously had your cycle status set to Active, be sure to return to the Cycle Editor and change the status. Ensure that your Accept Applications date is accurate. Click Update.