Submission Instructions

The William T. Grant Foundation accepts applications only through our online application system, which is accessible through our website at wtgrantfoundation.org. As of 2020, the Foundation has a new grants management system called Smart Simple.

We encourage applicants to begin the application as early as possible to review the online application and allow enough time to resolve any technical issues that may arise.

1. **Log in (or register if you are a new user).**

    Please note that the Principal Investigator (PI) is the applicant and the application must be submitted through the PI's account.

    - Go to wtgrantfoundation.org and click "LOG IN" at the top right of any page.
    - If you have not submitted online with us before, you will need to register to obtain a log-in ID and password.
    - If you have submitted with us before but have not used our new system, you will need to obtain a new password. Click on the "Forgot Password?" link. You will only need to do this the first time you access the new system.

2. **On your homepage, you will get a note if your User Profile is not complete. Although you can start an application, you will not be able to submit without a complete profile.**

3. **Under Open Cycle select "Create Application" for the funding opportunity for which you are applying.**
    - Complete the eligibility quiz.
    - After passing the eligibility quiz, complete the application.

4. **Enter and upload all required information. Please note that the Principal Investigator (PI) is the applicant and is the only person who can submit the application.**

    - Complete all coding fields as required within the system.

    - Provide the contact information for all co-principal investigators and fiscal staff where required.

    - All documents must be uploaded as PDF documents.

    - For a full list of application materials, please refer the previous two pages of this guidance.

    - For Officers' research grants only: All letters of inquiry for Officers' research grants must be endorsed by an institutional signee. The PI will need to invite an institutional signee to endorse the letter of inquiry through the mechanism provided within the system. The letter of inquiry cannot be submitted before the institutional signee has accepted the PI's invitation and created a signee account.

5. **Clicking "Validate" at any time will check the application and alert you to any missing items.**

6. **Review the application PDF (Application Summary) to make sure that your materials are in order. Once the application is submitted, you will not be able to make any changes.**

7. **Submit your application.**

    For Major Research Grants Submissions Only:

    - Click "Submit" to complete the submission of your letter of inquiry to the Foundation.

    For Officers' Research Grants Submissions Only:

    - Click "Submit" to transmit your letter of inquiry to the institutional signee for review and endorsement. The signee will receive an email notification indicating that your materials are ready for review and endorsement. When the signee clicks "Approve," they will complete the submission of your letter of inquiry to the Foundation. Be sure to allow sufficient time to complete the institutional endorsement in advance of the letter of inquiry deadline.