



## Online Grant Management System Registration

The Otto Schoitz Foundation's online grant management system can be accessed by clicking [here](#), or copying and pasting the following URL into your internet browser: <https://www.grantinterface.com/Home/Logon?urlkey=schoitz>. Bookmarking this address will make it easy to return to the grant management system in the future.

The registration process is summarized as follows:

**Step 1:** Create an account and password by clicking on the "Create New Account" button. You will be asked to provide information in four sections: (1) organization information, (2) your individual user information, (3) executive officer information, and (4) choosing your individual user password. Your username/login is your e-mail address.

**Step 2:** After successfully creating an account, click on "Apply" on the left-side navigation menu.

**Step 3:** You are now on the Apply page. Active grant cycles are described on this page. Choose the grant to which you would like to apply by clicking the "Apply" link at the end of the grant description. NOTE: The Competitive Grants are open to all enrolled applicants. By clicking the "Apply" link of the Competitive Grant, you will be taken to the Letter of Inquiry (LOI) application where you can begin the application process. The Discretionary Grant is by invitation only; you must enter the code given to you by the Foundation in the "Access Code" field to access the Discretionary Grant application form.

**Note for Returning users:** Log on to the system using your e-mail address and the password that you created. Please do not create a second, new user account. (There is a system prompt on the Logon Page to assist if you forgot your password titled, "Forgot Your Password?"). If you think that someone at your organization has already registered in the system, you still must complete the registration process to create your own, individual logon credentials with your email address. It's important that you do not utilize another staff member's email or login credentials from your organization for system data integrity purposes. If you need to update your user information, click on your name at the top right corner of the screen and select "Edit Profile" from the drop-down menu. To update your organization information, click on the "pencil" icon in the Organization section on your Dashboard page.

**IMPORTANT:** The Otto Schoitz Foundation utilizes the online grants management system to generate email communication from the email address [administrator@grantinterface.com](mailto:administrator@grantinterface.com). As this communication is important to your application, please ensure this address is not blocked or filtered by your email service.