

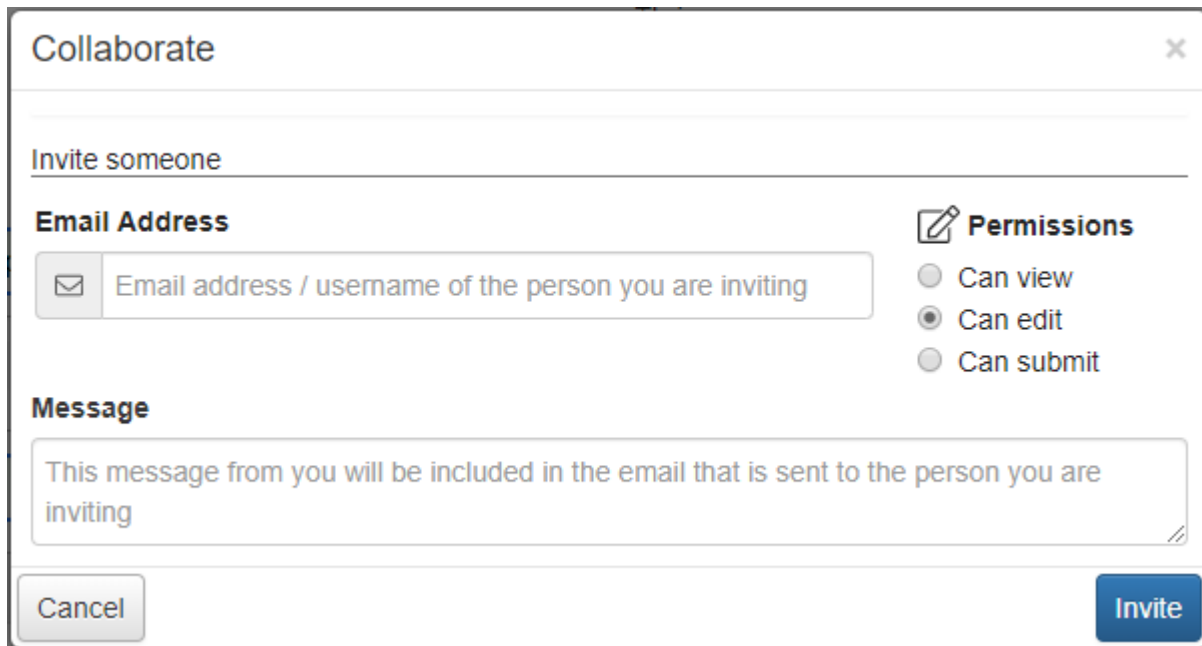
## Online Grant Portal

### Collaborator Feature

The Collaborator feature allows applicants to work together on a single request. This feature is to be used when a Partnership exists.

Once you have started a request you will see the Collaborate button at the top of the page. This can be used to invite other people to work on this request.

- From the Collaborate pop up, enter the email address of the person you would like to invite,
- Set the Permission you would like to collaborator to have, either View, Edit, or Submit.
- And lastly, include a message and select invite



The screenshot shows a 'Collaborate' pop-up window with a close button (X) in the top right corner. Below the title bar, there is a section titled 'Invite someone'. Under this section, there are two main areas: 'Email Address' and 'Permissions'. The 'Email Address' section contains a text input field with a placeholder 'Email address / username of the person you are inviting' and an envelope icon to its left. The 'Permissions' section has a pencil icon and three radio button options: 'Can view', 'Can edit' (which is selected), and 'Can submit'. Below these sections is a 'Message' section with a text area containing the placeholder text 'This message from you will be included in the email that is sent to the person you are inviting'. At the bottom of the form, there are two buttons: a 'Cancel' button on the left and an 'Invite' button on the right.

An email will be sent to the collaborator containing your message, their username and a link to the logon page. After clicking this link the collaborator will be brought to the logon page. If this is their first time logging into the system, they will be asked to create a password.

After logging into the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the edit form link and start collaborating on the document.

- The collaborator will have access to all forms within the request
- This includes, Applications and all Follow Up Forms (Grant Agreements & Final Reports) that have been assigned to the original applicant.