



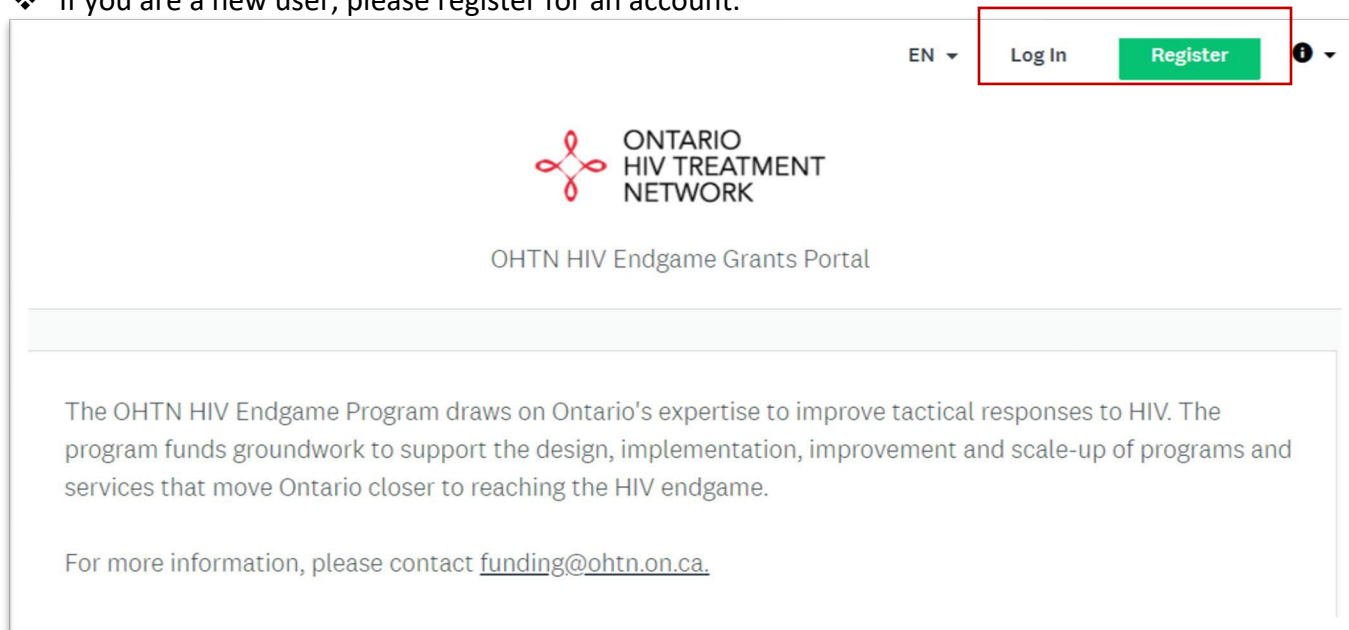
# USER GUIDE TO OHTN GRANT APPLICATION PORTAL

# TABLE OF CONTENTS

- LOGGING IN FOR THE FIRST TIME .....3
- STARTING AN APPLICATION.....3
- COMPLETING AN APPLICATION .....5
- COMPLETING A REPORT .....7
- HELP WITH YOUR APPLICATION.....8

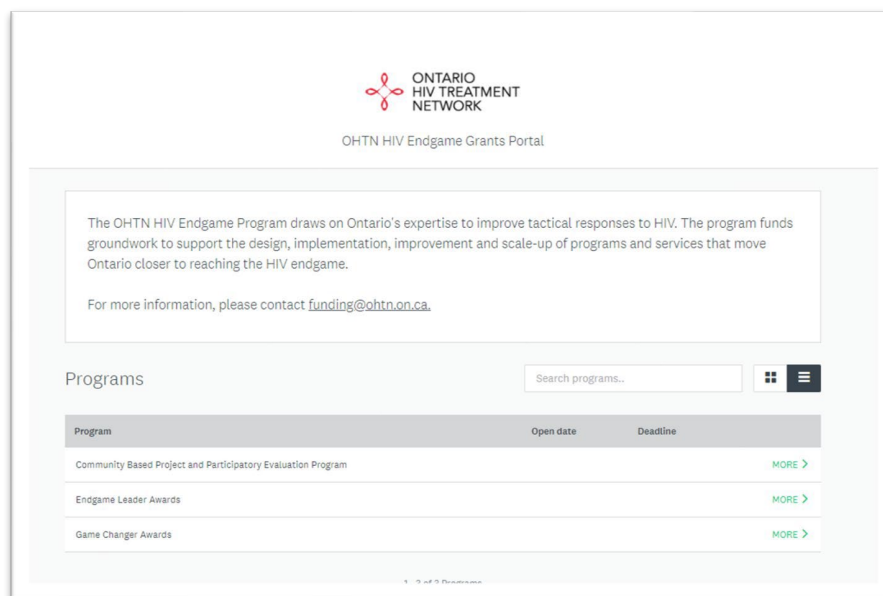
## LOGGING IN FOR THE FIRST TIME

- ❖ To start, go to <https://apply-ohtn-on.smapply.io/>
- ❖ If you have accessed the OHTN application portal in the past (OHTN FluidReview site), please use your username and password. They should still be valid. If you have forgotten your password, you can reset it online.
- ❖ If you are a new user, please register for an account.

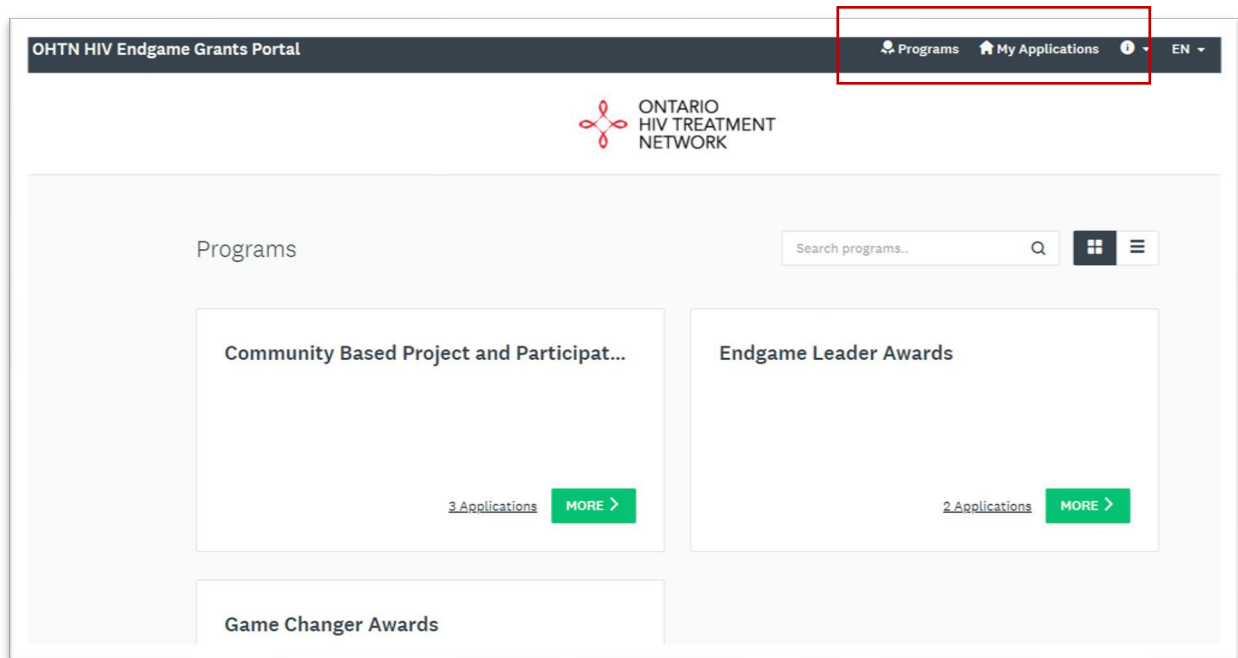


## STARTING AN APPLICATION

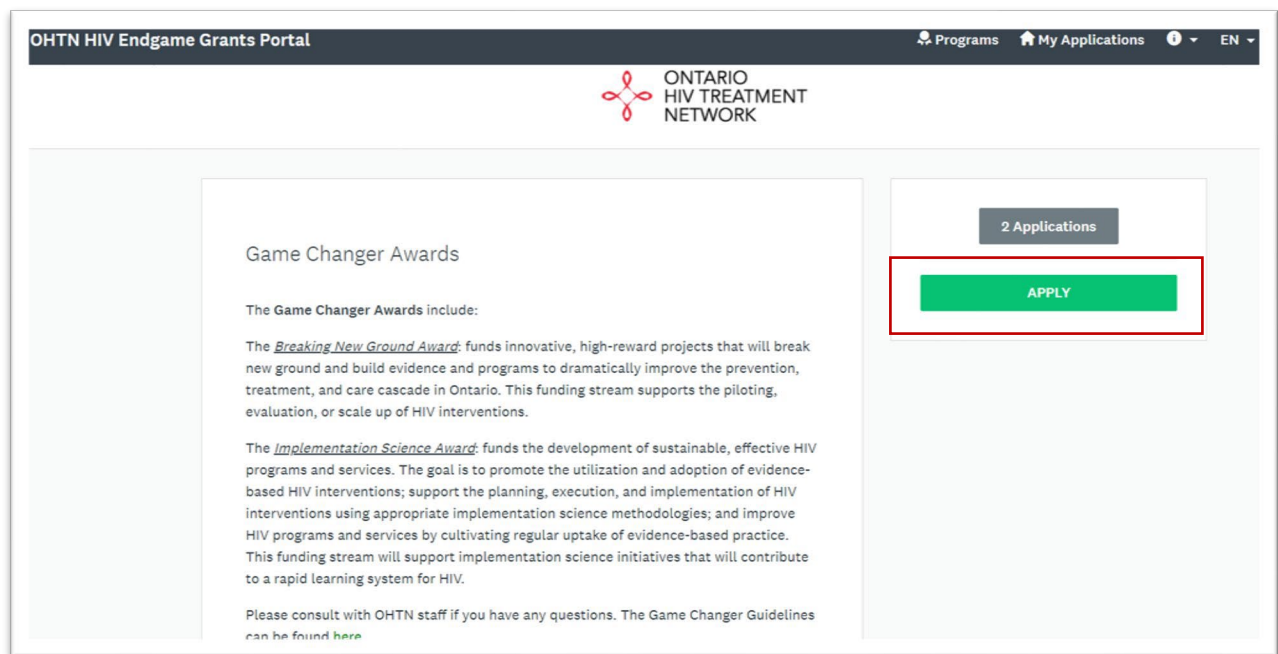
- ❖ On the homepage, you can view all currently open funding competitions. Once you have logged in, you can either start a new application or continue with an existing application



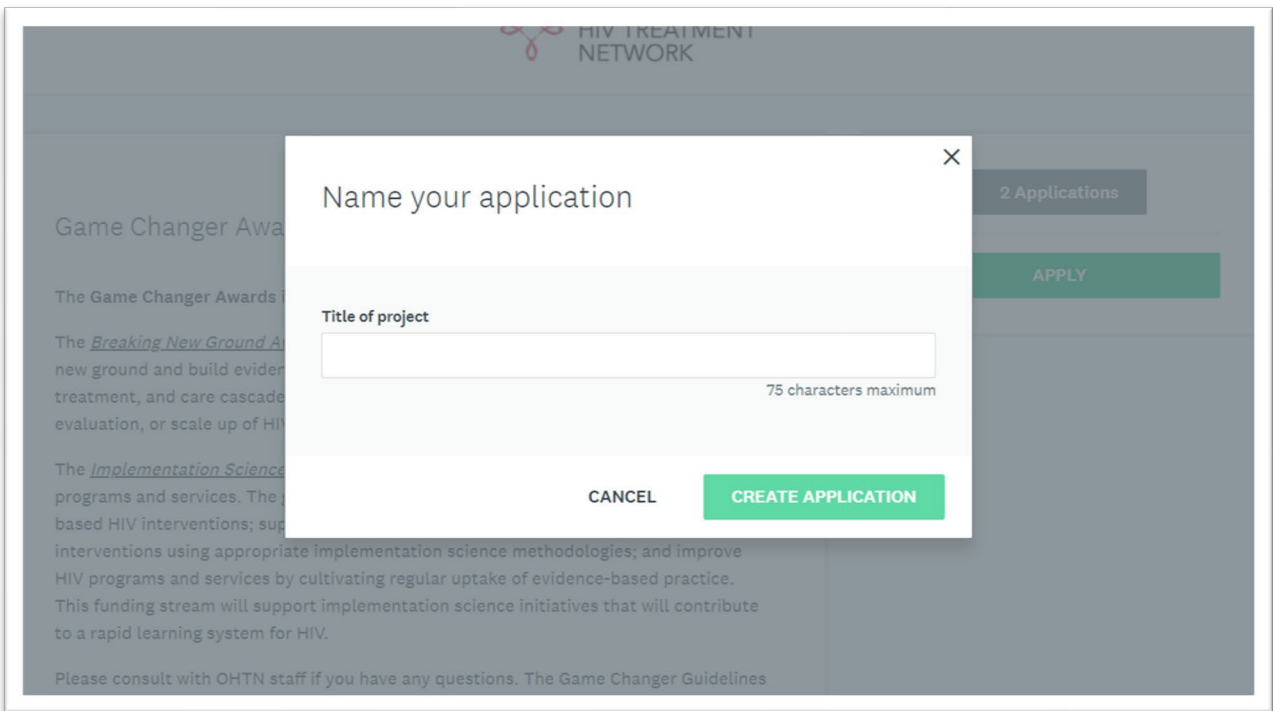
- ❖ Access all open funding competitions through the “Programs” tab.
- ❖ Access your existing applications through the “My Applications” tab.



- ❖ Choose a funding program and click Apply to start a new application

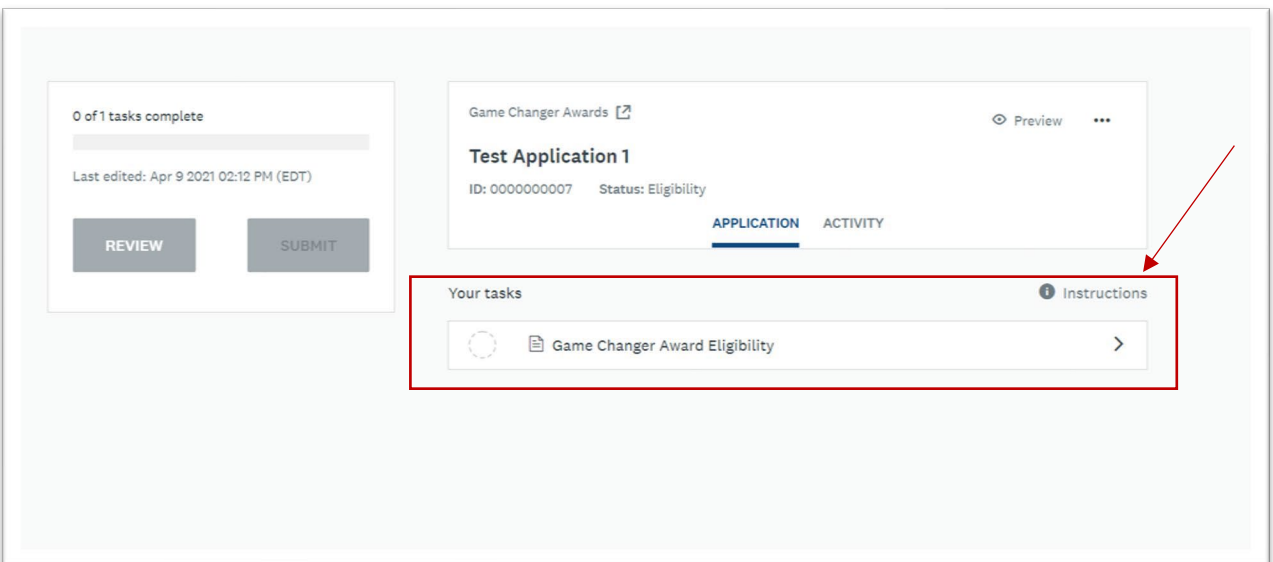


- ❖ You will be prompted to name your application. **Please note that you will not be able to change the title of your project at a later point.**

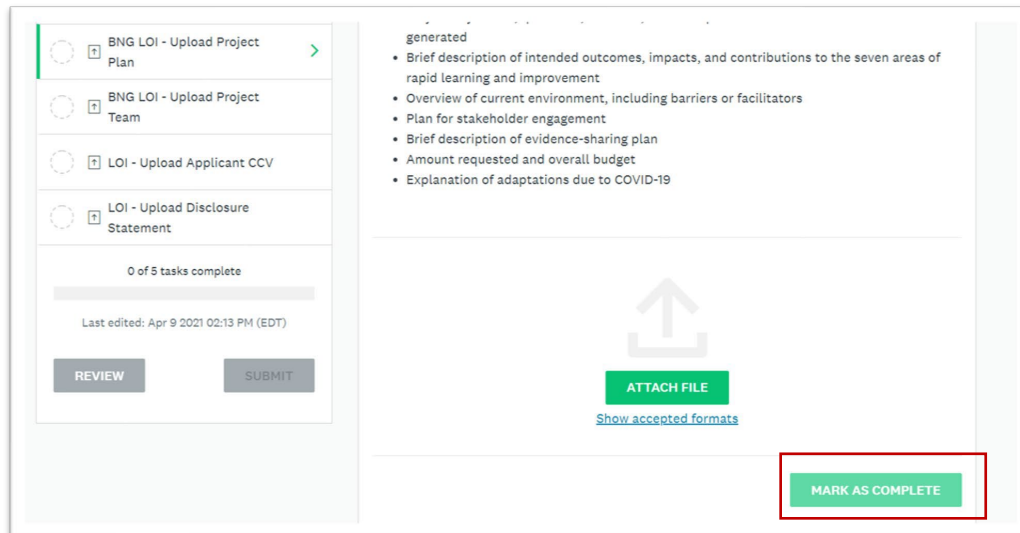


## COMPLETING AN APPLICATION

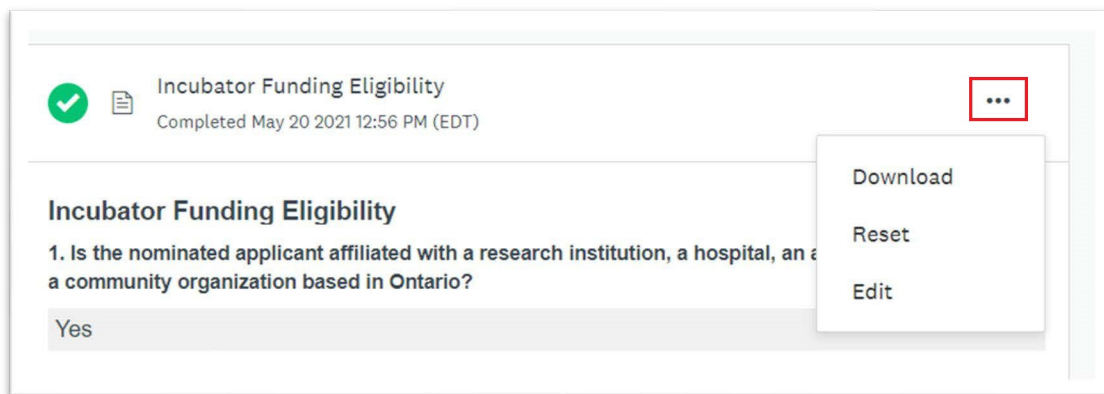
- ❖ You will first be prompted to complete a questionnaire to determine your eligibility for the funding competition. You can find relevant instructions above each task.



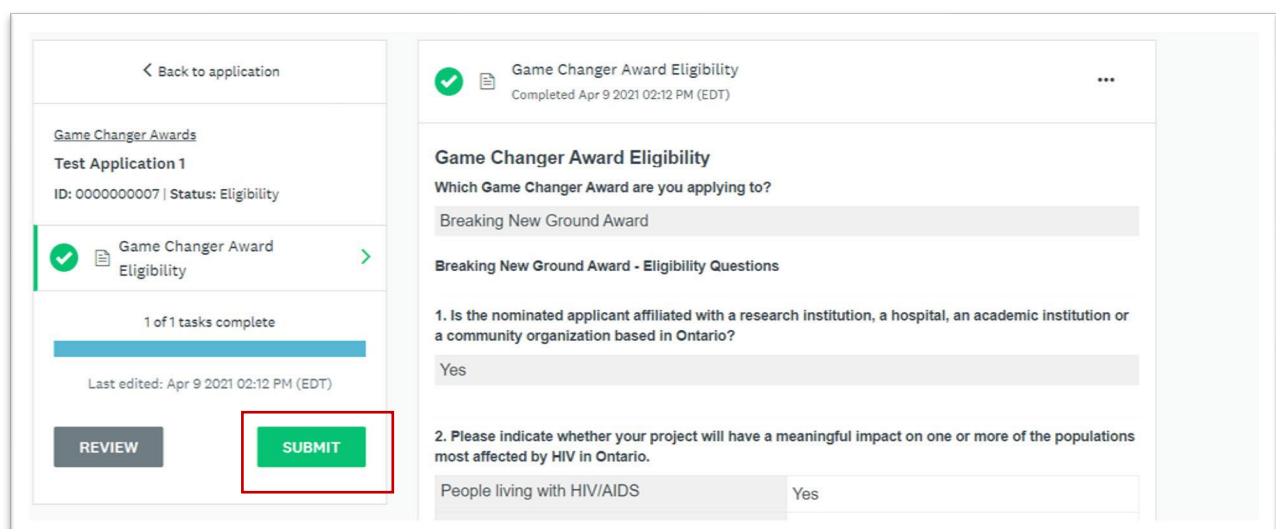
- ❖ If you are eligible, you will receive an email granting you access to the Letter of Intent or Full Application form, depending on type of application.
- ❖ The list on the left-hand side of the screen indicates the number of tasks that must be completed and tracks your progress towards completion. Please note that you must select “Mark as Complete” for each task in order to proceed to the next step.



- ❖ If you want to edit a task after marking it as complete, you can access the “Edit” function via the three dots in the upper righthand corner.

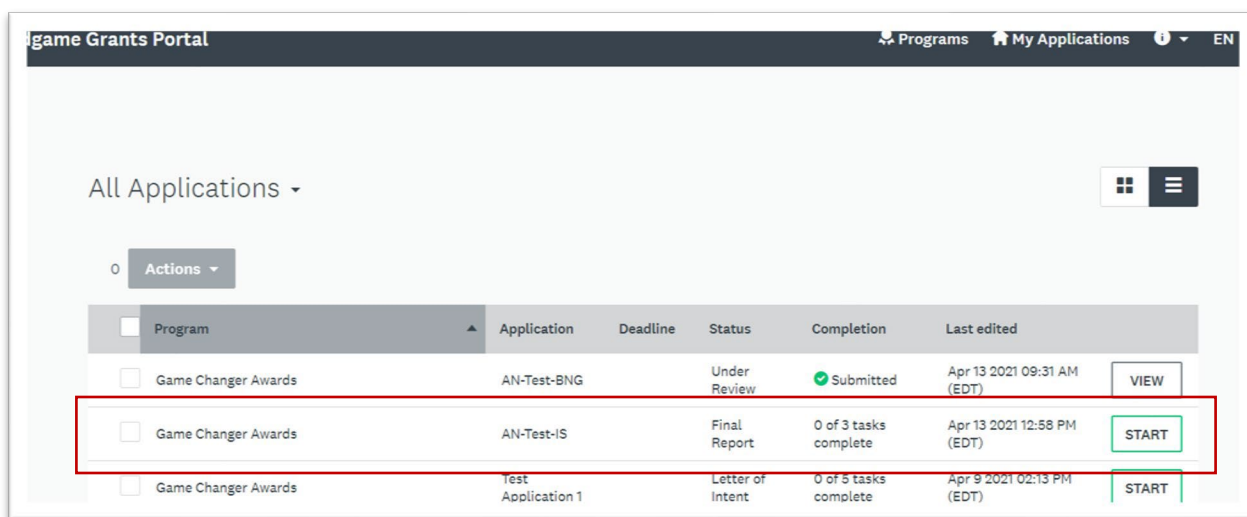


- ❖ When you have completed all available tasks, please select “Submit”.



## COMPLETING A REPORT

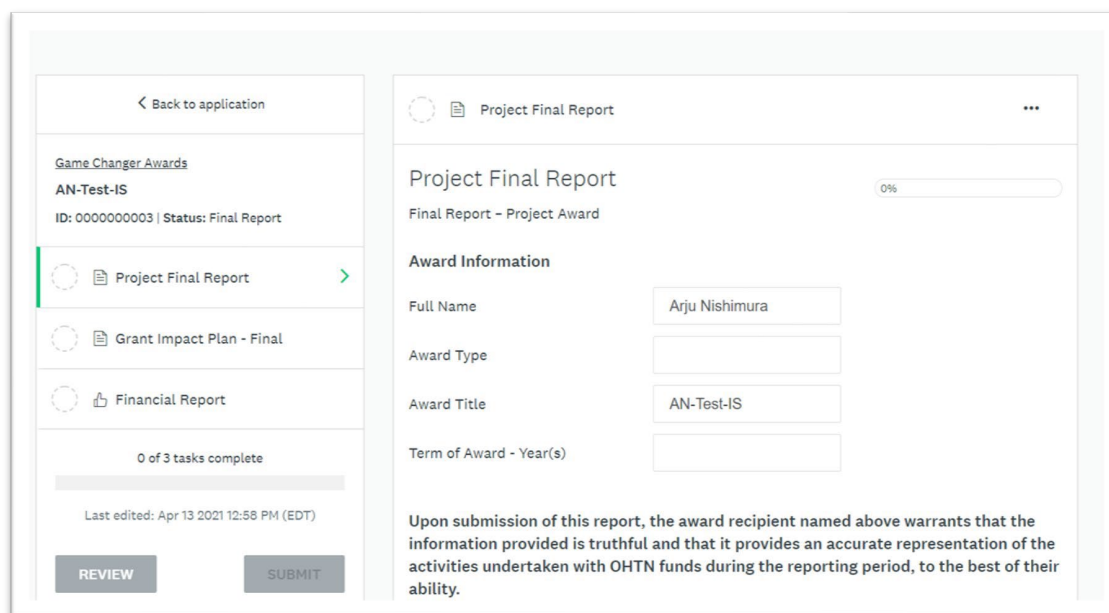
- ❖ When completing a report, you will log in and select “My Applications”. If you have multiple open grants, please ensure you select the correct one – note the grant title (under “Application”) and status.



The screenshot shows the 'game Grants Portal' interface. At the top, there are navigation links for 'Programs' and 'My Applications'. Below the navigation, there is a section titled 'All Applications' with a dropdown menu. A table lists applications with columns for Program, Application, Deadline, Status, Completion, and Last edited. The second row is highlighted with a red box.

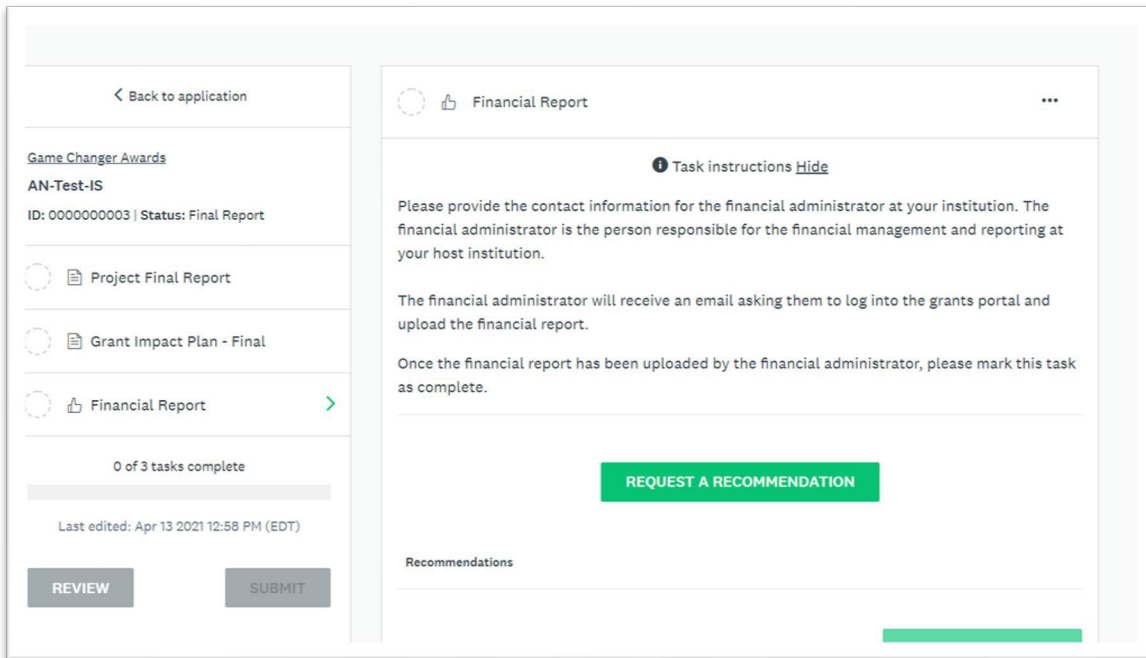
Program	Application	Deadline	Status	Completion	Last edited	
<input type="checkbox"/> Game Changer Awards	AN-Test-BNG		Under Review	Submitted	Apr 13 2021 09:31 AM (EDT)	<input type="button" value="VIEW"/>
<input type="checkbox"/> Game Changer Awards	AN-Test-IS		Final Report	0 of 3 tasks complete	Apr 13 2021 12:58 PM (EDT)	<input type="button" value="START"/>
<input type="checkbox"/> Game Changer Awards	Test Application 1		Letter of Intent	0 of 5 tasks complete	Apr 9 2021 02:13 PM (EDT)	<input type="button" value="START"/>

- ❖ Similar to the application process, you will see the tasks to be completed. You may not have both reports due at the same time. Please refer to your Funding Agreement or contact [funding@ohsn.on.ca](mailto:funding@ohsn.on.ca) if you have any questions. Please make sure to click “Mark as Complete” in order to submit each task.



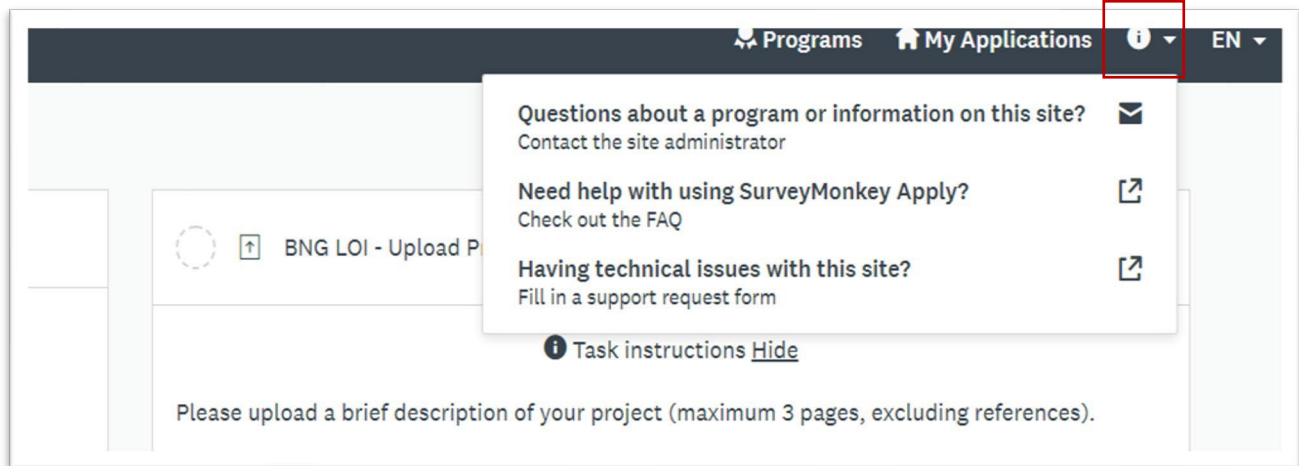
The screenshot shows the 'Project Final Report' form. On the left, there is a sidebar with a 'Back to application' link and a list of tasks: 'Project Final Report' (selected), 'Grant Impact Plan - Final', and 'Financial Report'. Below the tasks, it shows '0 of 3 tasks complete' and 'Last edited: Apr 13 2021 12:58 PM (EDT)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main form area is titled 'Project Final Report' and includes a progress bar at 0%. Below the title, there is a section for 'Award Information' with input fields for 'Full Name' (Arju Nishimura), 'Award Type', 'Award Title' (AN-Test-IS), and 'Term of Award - Year(s)'. At the bottom, there is a disclaimer: 'Upon submission of this report, the award recipient named above warrants that the information provided is truthful and that it provides an accurate representation of the activities undertaken with OHTN funds during the reporting period, to the best of their ability.'

- ❖ Please note that the Financial Report task requires you to enter the contact information of your financial administrator. They will receive an email asking them to upload the completed financial report. Please ensure that they receive the recommendation request far enough in advance of the report deadline.



## HELP WITH YOUR APPLICATION

- ❖ **The Help Icon** – This icon will help you access technical assistance



- ❖ Please refer to the [Application Guidelines](#) for your funding competition and contact [funding@ohrn.ca](mailto:funding@ohrn.ca) if you have any questions.