

# **Foundant Grantee Guide**

### MINNESOTA DRUG OVERDOSE PREVENTION

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To obtain this information in a different format, call: 1-888-345-0823

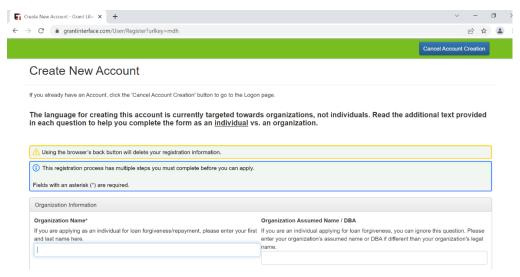
# **Contents**

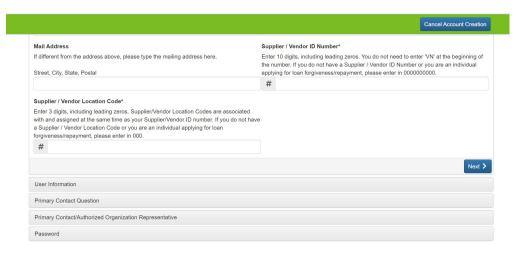
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## Creating/managing applicant users

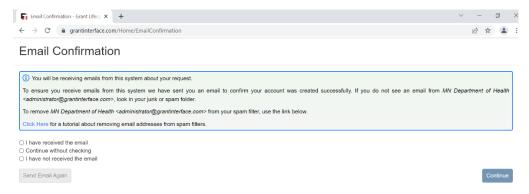
Foundant is MDH's online grant portal system and can be found here Logon Page - Grant Lifecycle Manager (grantinterface.com). All applications and follow ups will be completed through the online portal. Applications submitted via mail or email will not be considered.

- Existing users: If your organization currently has, or has had a grant with the Minnesota Drug Overdose Prevention Program, and you already have a user account, please enter your credentials and log-in. If you forgot your passwords, please use the "Forgot your Password?" link to reset your password.
- New users: If your organization does not already have a profile in the system, you will need to create an account. Please click on "Create New Account" to complete the registration process and create your logon credentials.
  - All fields in the form below with an asterisk are required to create a profile for the portal.
  - There are five areas of information to complete
    - Organization Information
    - User Information
    - Primary Contact Question
    - Primary Contact/Authorized Representative
    - Password



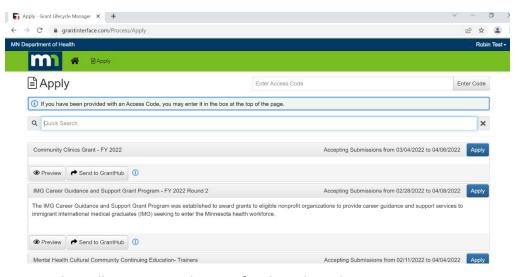


 Once all required fields are completed and you submit the form, you will be prompted to check your email to confirm that you have received the system generated email, as shown below.

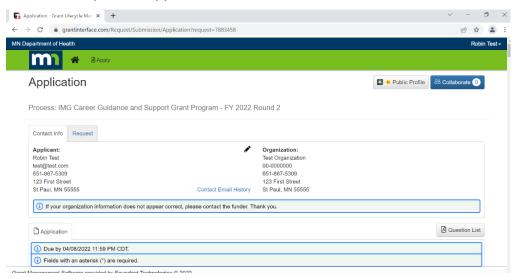


### **Creating an application**

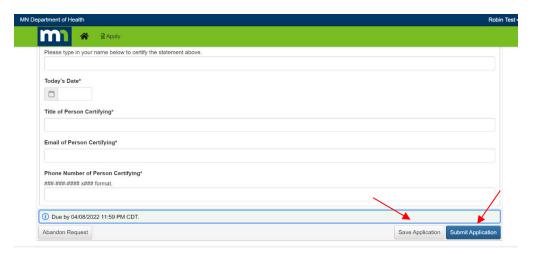
- Applications are created and submitted in the MDH Grant Portal System <u>Logon Page Grant</u> <u>Lifecycle Manager (grantinterface.com)</u>
- Once logged into the portal, select which program/grant you'd like to apply for by selecting the blue "Apply" button next to the desired program



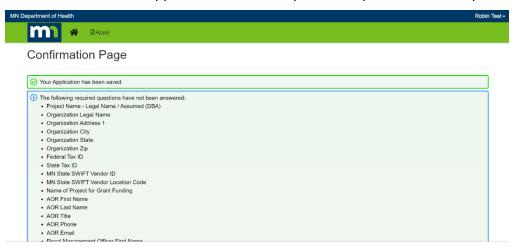
- This will open an application for the selected program
- Your organization's information based on your user profile will be displayed at the top of the application



- Fill out all required components of the application at your desired pace.
- On the bottom right hand side of the application, you can choose to "Save Application" or "Submit Application"

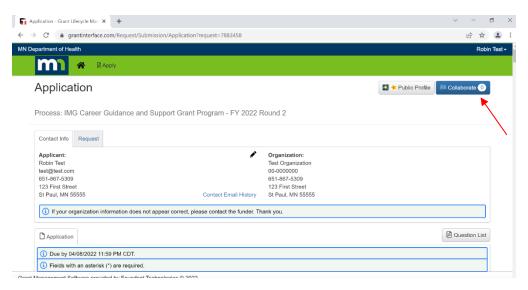


• When saving the application, a list of all required components will be shown. You will not be allowed to submit the application until all required components are completed



## **Collaborating on applications**

- The online grant portal allows collaborative work on any application
  - Collaborators do not need to be a part of your organization to be listed
  - You can have as many collaborators on an application as you wish
  - There are three roles of a collaborator
    - Viewer
    - Editor
    - Submit
- To add a collaborator, navigate to the top right-hand corner of the application window and click on the blue "Collaborate" button.



- The below screen will open up
  - Enter the email address of the collaborator
  - Select their permissions
  - Write an optional message to your collaborator. The system will send an automatic email notification with their new collaboration status.

