

Foundant Grantee Guide

MINNESOTA DRUG OVERDOSE PREVENTION

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

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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

Create New Account - Grant Lifecycle Manager

grantinterface.com/User/Register?urlkey=mdh

Cancel Account Creation

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page.

The language for creating this account is currently targeted towards organizations, not individuals. Read the additional text provided in each question to help you complete the form as an individual vs. an organization.

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name*	Organization Assumed Name / DBA
<p>If you are applying as an individual for loan forgiveness/repayment, please enter your first and last name here.</p> <input type="text"/>	<p>If you are an individual applying for loan forgiveness, you can ignore this question. Please enter your organization's assumed name or DBA if different than your organization's legal name.</p> <input type="text"/>

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The screenshot shows a web form for account creation. At the top right is a green bar with a "Cancel Account Creation" button. The form has two main columns. The left column contains a "Mail Address" section with a text input field and a "Supplier / Vendor Location Code*" section with a text input field. The right column contains a "Supplier / Vendor ID Number*" section with a text input field. Below these sections are four tabs: "User Information", "Primary Contact Question", "Primary Contact/Authorized Organization Representative", and "Password". A "Next >" button is located at the bottom right of the form.

- 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.

The screenshot shows a web browser window with the URL "grantinterface.com/Home/EmailConfirmation". The page title is "Email Confirmation". It contains a blue box with the following text: "You will be receiving emails from this system about your request. To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from MN Department of Health <administrator@grantinterface.com>, look in your junk or spam folder. To remove MN Department of Health <administrator@grantinterface.com> from your spam filter, use the link below. Click Here for a tutorial about removing email addresses from spam filters." Below this box are three radio buttons: "I have received the email", "Continue without checking", and "I have not received the email". At the bottom left is a "Send Email Again" button, and at the bottom right is a "Continue" button.

Creating an application

- Applications are created and submitted in the MDH Grant Portal System [Logon Page - Grant Lifecycle Manager \(grantinterface.com\)](#)
- 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

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Apply - Grant Lifecycle Manager

grantinterface.com/Process/Apply

MN Department of Health Robin Test

Apply

Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

Community Clinics Grant - FY 2022 Accepting Submissions from 03/04/2022 to 04/08/2022 Apply

Preview Send to GrantHub

IMG Career Guidance and Support Grant Program - FY 2022 Round 2 Accepting Submissions from 02/28/2022 to 04/08/2022 Apply

The IMG Career Guidance and Support Grant Program was established to award grants to eligible nonprofit organizations to provide career guidance and support services to immigrant international medical graduates (IMG) seeking to enter the Minnesota health workforce.

Preview Send to GrantHub

Mental Health Cultural Community Continuing Education- Trainers Accepting Submissions from 02/11/2022 to 04/04/2022 Apply

- 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

Application - Grant Lifecycle Manager

grantinterface.com/Request/Submission/Application?request=7883458

MN Department of Health Robin Test

Application

Public Profile Collaborate

Process: IMG Career Guidance and Support Grant Program - FY 2022 Round 2

Contact Info Request

Applicant: Robin Test test@test.com 651-867-5309 123 First Street St Paul, MN 55555 Contact Email History

Organization: Test Organization 00-0000000 651-867-5309 123 First Street St Paul, MN 55555

If your organization information does not appear correct, please contact the funder. Thank you.

Application Question List

Due by 04/08/2022 11:59 PM CDT.

Fields with an asterisk (*) are required.

Grant Management Software provided by Evendust Technologies © 2022

- 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.

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The screenshot shows a web browser window with the URL `grantinterface.com/Request/Submission/Application?request=7883458`. The page header includes the MN Department of Health logo and a user profile for 'Robin Test'. The main heading is 'Application', and the process is 'IMG Career Guidance and Support Grant Program - FY 2022 Round 2'. There are two tabs: 'Contact Info' and 'Request'. The 'Contact Info' tab is active, showing applicant and organization details. A red arrow points to the 'Collaborate' button in the top right corner. Below the contact info, there are two sections: 'Application' and 'Question List'. The 'Application' section shows a due date of '04/08/2022 11:59 PM CDT' and a note that fields with an asterisk (*) are required.

- 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.

The screenshot shows a 'Collaborate' dialog box with a close button (X) in the top right corner. The dialog has a section titled 'Invite someone' with a sub-section 'Email Address' containing a text input field with the placeholder 'Email address / username of the person you are inviting'. To the right of this is a 'Permissions' section with three radio buttons: 'Can view', 'Can edit' (which is selected), and 'Can submit'. Below these is a 'Message' section with a text area containing the 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 dialog are two buttons: 'Cancel' and 'Invite'.