

1. WHAT IS THE GRANTEE PORTAL?

The S. D. Bechtel, Jr. Foundation's Grantee Portal is an online system used by applicants and grantees for the submission of invited grant proposals, signed award documents, and reports. In addition, registered users may view and check the status of submitted applications, payments, and requirements for their organization.

2. WHICH WEB BROWSERS ARE RECOMMENDED TO ACCESS THE GRANTEE PORTAL?

The preferred internet browsers for the Grantee Portal are Google Chrome and Firefox. Other browsers may cause technical difficulties and/or changes to page layout.

3. HOW DO I ACCESS THE GRANTEE PORTAL?

The Foundation's Grantee Portal is accessible at <https://bechtel-portal.givingdata.com> by email invitation only. This email will be sent by the Foundation via mail@givingdata.com and will include the username needed to create an account. Be sure to check your spam folder and add this email address to your email "safe list."

Please refer to the **[Grantee Portal: Setting Up Your Account Guide](#)** for further instructions on how to log in and navigate the Grantee Portal.

4. WHAT IF I HAVE FORGOTTEN MY PASSWORD?

If you have forgotten your password, click on the "Forgot your password?" link found on the login page of the Grantee Portal. You will be sent a link to your account email address prompting you to reset your password.

5. HOW DO I START A NEW ONLINE GRANT APPLICATION?

If your organization has been invited to submit a grant proposal, you will receive an email invitation from the Foundation. The invitation will include specific information and documents needed to complete your online application submission.

For detailed instructions on how to submit a grant application, please review the **[Grantee Portal: Submitting an Application Guide](#)**.

6. HOW DO I SUBMIT A GRANT REQUIREMENT OR REPORT?

For current grantees as of June 1, 2018, the email invitation link will be sent to the account holder for your organization's old portal account. Once you have activated your account, you will be able to view, manage, and submit the grant requirements or reports associated with your grant.

For further instructions on how to submit a grant requirement or report, please review the **[Grantee Portal: Submitting a Requirement Guide](#)**.

7. ARE ADDITIONAL ATTACHMENTS REQUIRED WITH MY APPLICATION OR REPORT?

Yes, the Foundation requires several attachments with a grant proposal or report submission. Your program officer or program associate will direct you to the appropriate guidelines and confirm the attachments required. You will be prompted to upload these documents during the online process. If there are documents you cannot upload, you can email them to grants@sdbjrfoundation.org.

All attachments should be in Word (.docx), Portable Document Format (.pdf) or Excel (.xlsx). The maximum combined size for all attachments is 100 MB.

8. CAN I SEND ADDITIONAL MATERIALS IN SUPPORT OF A GRANT APPLICATION OR REPORT?

Additional materials, such as videos or photos, are typically not required for submitting a grant application or report. If you would like to upload additional materials that have not been requested or specified in the guidelines, please contact your program officer or program associate for assistance.

9. CAN MULTIPLE PEOPLE WORK ON A GRANT APPLICATION OR REPORT?

As the account holder, you may share your username and password with colleagues to access the Grantee Portal. Alternatively, the Foundation can provide access with varying permissions (e.g., read-only; read-only and edit; read-only, edit, and submit) to additional users working on the same grant application or report. Please contact Grants Management for assistance with creating additional accounts.

10. WHY DIDN'T I RECEIVE AN EMAIL CONFIRMATION WHEN I SUBMITTED A GRANT APPLICATION OR REPORT?

The Grantee Portal does not send an automated email confirming submission of a grant application or report. However, you may view the status of a submission in the Grantee Portal. A successful submission is marked with a green checkbox and identified as "Submitted." In addition, you can contact Grants Management for confirmation.

11. WHO CAN I CONTACT FOR ASSISTANCE WITH THE GRANTEE PORTAL?

For technical assistance with the Grantee Portal, please contact Grants Management at 415.284.8582 or grants@sdbjrfoundation.org. You should expect a response within two business days.