Catalyst

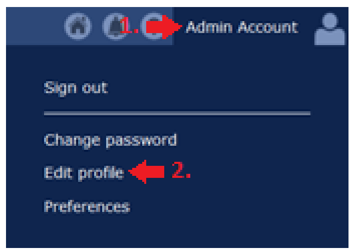
Guidance for External Grantees to Log into Catalyst and Apply for Funding

Open a web browser. Mozilla Firefox, Google Chrome, and Internet Explorer are all compatible with Catalyst.

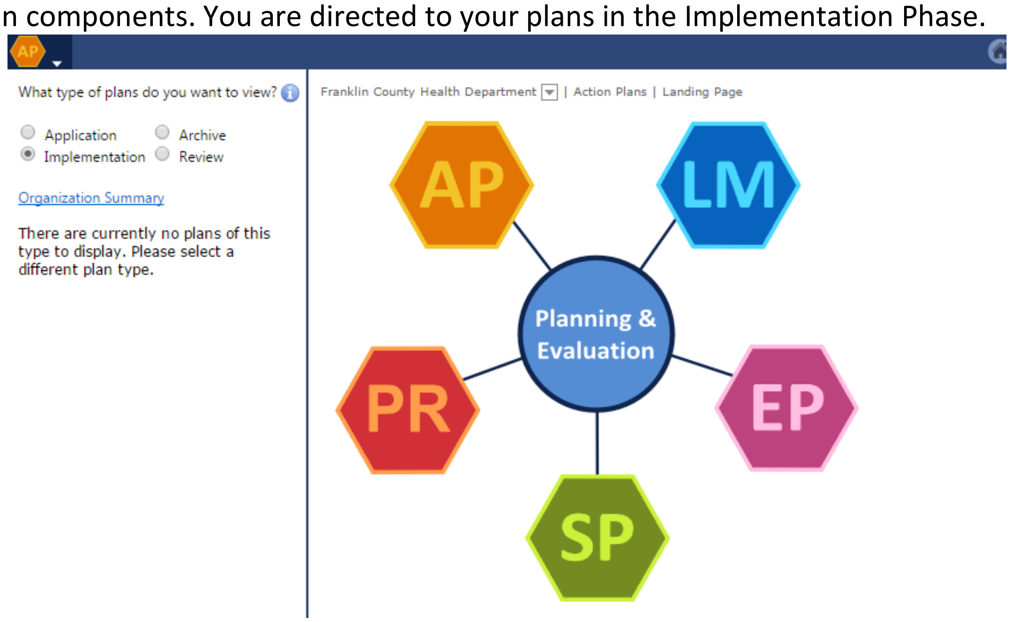
Go to www.catalystserver.com.

Enter your username and password. Click Login to log into Catalyst. If you have not received your username and password, contact Catalyst Support by calling (770) 935-0958 or emailing support@shpr.com.

If this is your first time logging in, update your profile and contact information. Click on your name in the top right corner of the screen. Click “Edit profile.” Update any changes to contact information, add organization contacts and click Save.

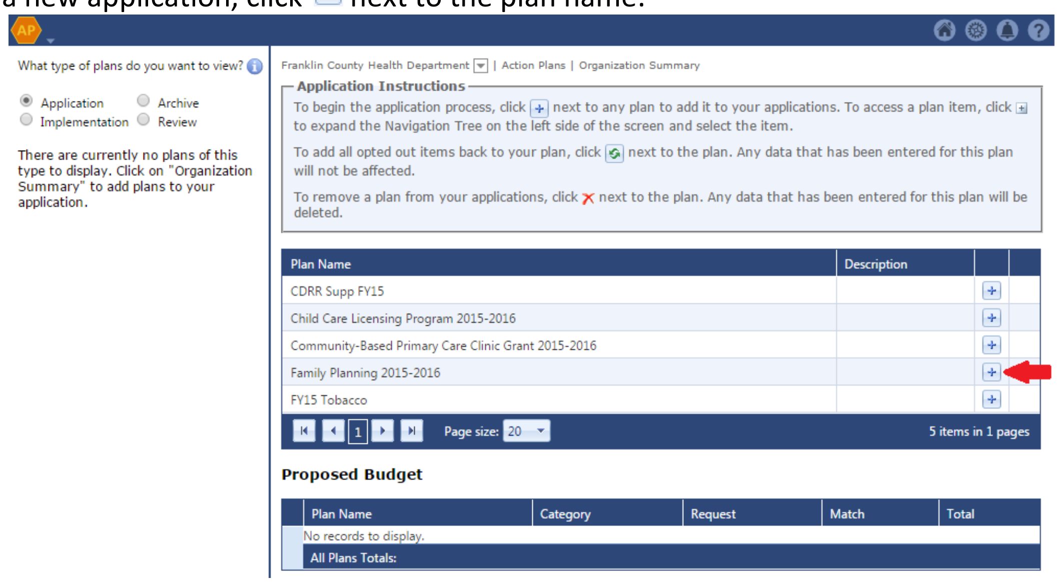


Click in the top left corner of the screen to open the Home Menu. Select the Planning & Evaluation components. You are directed to your plans in the Implementation Phase.



To select and apply to funding announcements, select the radio button next to "Application" and click Organization Summary.

To add a new application, click next to the plan name.



After adding a plan to your applications, it will appear in the Navigation Tree on the left of the screen. On the Organization Summary Page, click next to your selected Application Plan to reset the application and click to abandon the application if needed.

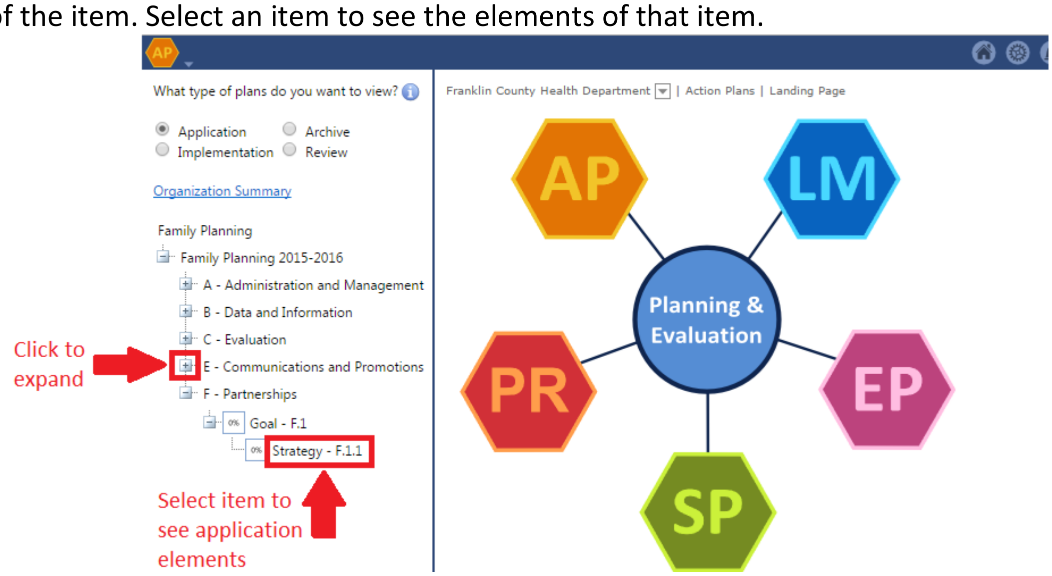
Once you have selected your Application Plans, complete the steps below before submitting an application.

1. Provide responses to all items.
2. Attach all requested documentation.
3. Enter a budget.

The following guidance provides detailed instructions for each step listed above.

1. Provide responses to all items

Your selected Application Plans are listed in the Navigation Tree to the left of the screen. Click next to each item to expand the items in the Navigation Tree. By expanding the items, you can see all items of the Application Plan. Every item in a plan has next to it which shows the status of the item. Select an item to see the elements of that item.



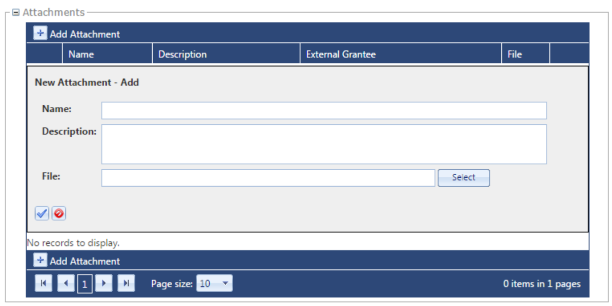
The elements that the applicant/grantee needs to fill out are provided in the guidance supplied by the program itself. Add any required documents to the item by using the "Attachments" section. In the "Custom Fields" section, enter any information requested by the grantor. Click Save at the bottom of the screen to save the item.

If an item is not required by the grantor, then you will have the option to opt out of the item. To opt out, click Opt Out at the bottom of the screen.

2. Attach all requested documentation

Attachments can be added within an item and on the Plan Details Page. The process to add an attachment is the same within an item and on the Plan Details Page.

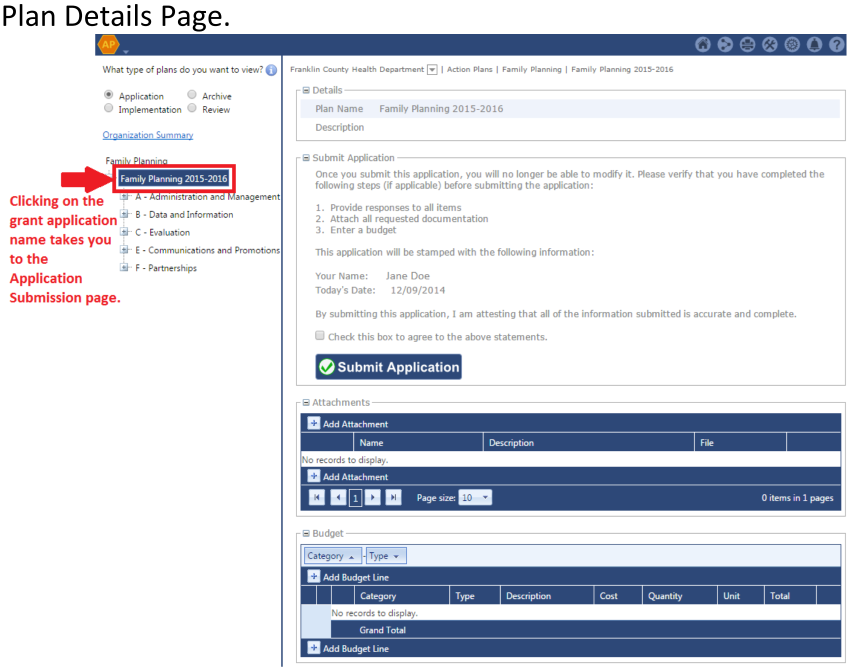
Click + next to "Attachments" to expand this section. Click Add Attachment. The "New Attachment" form will appear.



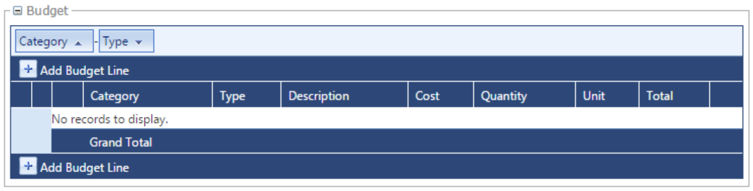
Enter the name and description of the attachment. Click Select to select the document to upload and attach. When the document has been uploaded, click ☑ to save the attachment.

3. Enter a budget

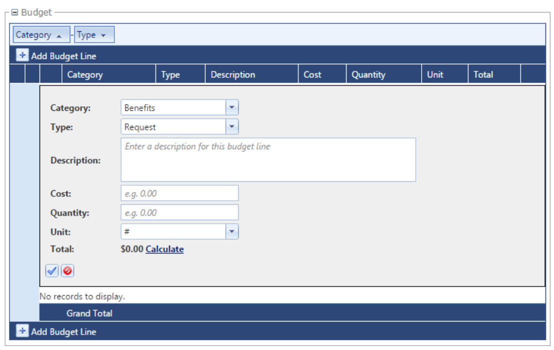
To enter a budget, click on the name of the grant application in the Navigation Tree. You are directed to the Plan Details Page.



Scroll down to the budget section.



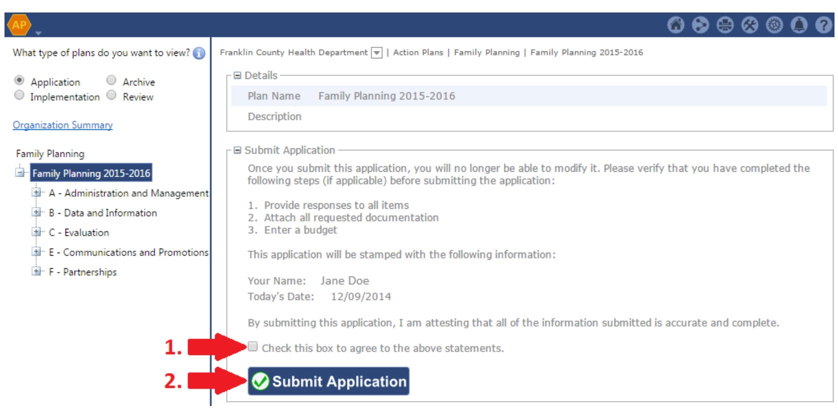
To add a budget line to this application, click Add Budget Line. The "New Budget Line" form will appear.



Select the appropriate category and type. Enter a description for the budget line. Enter the cost and quantity. Select the unit. Click **Calculate** to calculate the total before saving. Click ☑ to save the budget line. If another budget line is needed, click Add Budget Line and repeat the steps above.

After completing the three steps above and following the guidance provided by the granting program, you can submit your application.

While on the Plan Details Page, check the box to attest that all of the application information is accurate and complete. Click Submit Application. Repeat this step and the three steps above for each application you want to submit.



After you submit each application, click Organization Summary. Generate the Grant Summary Page. Review the Grant Summary Page to confirm that all of your applications amounts are correct. This page is used as a reference when filling out the Grant Application Signature Page.

Download the Grant Application Signature Page. Enter the requested information on the Grant Application Signature Page.

Print and obtain the appropriate signatures for the Grant Application Signature Page. Scan and save the signed Grant Application Signature Page to your desktop.

On the Organization Summary Page in Catalyst, upload the signed Grant Application Signature Page. Click the “Submit” button to submit all of your applications.