

How to add multiple users to the grant application in SmartSimple

The Project Director is the only person who has access to the grant application in SmartSimple unless the Project Director adds other users to the grant application. The Authorizing Official also has access to the grant application if they have a SmartSimple login (Authorizing Officials are not required to have a SmartSimple login. Multiple people can be added as a “Contact” to the grant application, but only one person can work on the grant application at a time.

To add multiple individuals to a grant record is a two-step process. The Project Director must be the person to add the “Contacts”. First you will need to add the “Contact” to the Organization Profile then you will add the “Contact” to the grant application. Follow the steps below.

1. The Project Director needs to login to macc.smartsimple.com
2. On the SmartSimple home screen, click on “Organization Profile”.

Welcome to the Michigan Arts & Culture Council

Please take a moment to familiarize yourself with the application process noting the deadlines for submissions, meeting dates and the status of your application. Please make a note of your username and password as you will need it to access the system in the future.

To access your invitations or applications in progress, click the **Applications and Grants** tab in the upper right corner.

To access your Final Reports, click the **Reports** tab in the upper right corner.

If you are not seeing a grant opportunity, check your selections in the Organization Profile for: **Organization Status and Applicant Status**. If you are an individual not seeing the MG POD, please check your Personal Profile to insure you've selected a **County and Region**.

My Profile

Please fill out your profile by clicking on the icon(s) below. Once you have completed your profile, you may begin your application. You may need to refresh your browser or login again to see all available opportunities.

- Organization Profile
- Personal Profile
- User Management

My Opportunities

Listed below are the program(s) for which you may be eligible. Click on an icon below to begin your application.

- Capital Improvement
- New Leaders
- Operational Support
- Minigrants Arts Project
- Minigrants POD
- Community Partners

3. Click “Contacts” on the left side menu

The screenshot shows the SmartSimple interface for the Michigan Arts & Culture Council (MACC). At the top, there is a header with 'MACC' and navigation buttons for 'View' and 'New'. Below the header is a main navigation menu with several options: 'Main', 'Notes', 'Activity List', 'Contacts', 'Related Organizations', and 'Grants'. The 'Contacts' option is highlighted with a green background. To the right of the menu, the main content area displays 'Test Organiz' and 'Contact your Orgar'. There is also a notification box that says 'IMPORANT updated pr'. At the bottom, the text 'ORGANIZATION INF' is visible.

4. Click on the “+” icon below the organization name. If you hover over the “+” icon it says “New Contact”

Test Organization 1 (non-county and Test Regrantor)

  **EXTERNAL DEFAULT** ▼

#	Name	Title	Company
1	Arial Mermaid		Test Organization 1 (non-county and Test R
2	Clark Kent (test)	Superman	Test Organization 1 (non-county and Test R
3	Flounder Fish		Test Organization 1 (non-county and Test R

5. Click on the box next to “Grantee” then click “Next”

MACC

New Staff/Contact

Select Roles


Authorizing Official

Grantee

6. Enter in the required information for the new contact. Some fields will auto fill from the Organization Profile.



New Contact

Organization Name: Test Organization 1 (non-county and Test Regrantor) 

Status:

CONTACT INFORMATION

Prefix:

* First Name: Donald

* Last Name: Duck

* Title: Sailor

* Phone: (333) 333-3333

Extension:

* Email: donald.duck@fakemail.com

* Address: 123 Test Road

Address 2:

* City: Somewhere

Country: United States ▼

* State: Michigan ▼

* Zip Code: 12345

Save Draft

- Next, click on “Activate User Access” (new user will have access to the grant application only) or “Activate Org Owner Access” (new user will have access to the grant application and the organization profile). Once you click one of the “Activate” buttons SmartSimple will send an email to the new user with login instructions.

* State: Michigan

* Zip Code: 12345

Save Draft **Activate User Access** **Activate Org Owner Access** Deactivate

- The first step is complete after you activate the new user. Next, click on “Applications and Grants” in the upper right corner to get to the grant application.

Grantee Home **Applications and Grants** Reports Reviewer Feedback Contact Us

- Click “Open” on the specific grant application that you want to add the contact

My Applications

Use the tabs below to see your applications and grants in progress. If you have a grant and would like to upload letters to the Governor and your local legislators, click the Acknowledgements tab.

IN PROGRESS (9) SUBMITTED (0) AWARDED (0) NOT AWARDED (0) CLOSED (0) ACKNOWLEDGEMENTS (24)

#	Organization Name	Grant Number	Project Title	Application Type	Amount Requested	Status	
1	Test Organization 1 (non-county and Test Regrantor)	23CI5639		Capital Improvement		Draft	Open
2	Test Organization 1 (non-county and Test Regrantor)	22CI5196	Test CP	Capital Improvement	\$20,000	Draft	Open
3	Test Organization 1 (non-county and Test Regrantor)	22OS5198		Operational Support		Draft	Open

- In the grant application click on “Contacts” in the left side menu

MACC

← New Actions

Back Main 23CI5639

- Contacts**
- Organizations
- Final Reports
- Payment
- Grant Change
- Interim Reports
- Acknowledgements

Grant Number: 23
Status: Dr.
Type of Application: FY
Organization Name: Te
Project Director: Cl.
Email Program Officer: Je
Click link to view the Application Guidelines: A

11. Under “Find Contact” enter the contacts name (once you start typing it should auto fill) then select the role “Grantee” then click “Add Contact”

23CI5639

Find Contact

Donald Duck [Person Icon] Grantee [Dropdown Arrow] [Close Icon]

[Add Icon] [Search Icon] [Add Contact]

[Menu Icon] [DEFAULT]

#	Full Name	Organization Name	Email
1	Flounder Fish	Test Organization 1 (non-county and Test Regrantor)	wheater_adam_03@yahoo.com

12. Now you will see the Authorizing Official and the other individual you added to the grant application under Contacts. Now the other individual you added will be able to login to SmartSimple and work on the grant application.

23CI5639

Find Contact

[Person Icon] -- Select Role -- [Close Icon]

[Add Icon] [Search Icon] [Add Contact]

[Menu Icon] [DEFAULT]

#	Full Name	Organization Name	Email	Role	Reviewer Expertise
1	Flounder Fish	Test Organization 1 (non-county and Test Regrantor)	wheater_adam_03@yahoo.com	Authorizing Official	
2	Donald Duck	Test Organization 1 (non-county and Test Regrantor)	donald.duck@fakemail.com	Grantee	