Grant Portal FAQ

1) Are the emails from Osmium Data Solutions legitimate?
   a) Yes! The system developers determined that emails from Osmium Data Solutions
      (solutions@osmiumdata.com) are less likely to be caught by spam filters. These emails
      and links within are safe and secure.

2) What’s the difference between User, Applicant, and Contributor User?
   a) You as an individual person are considered a User in the system. Every individual with a
      verified email address and password can log into the system as a user. If your user
      account is connected with an organization, depending on your role within an
      organization, you may be an administrator, editor or browser (refer to #3 below). The
      Applicant is the organization on behalf of whom you as a user may submit and/or
      access grant applications and forms. Contributor Users may be additional people who
      work on grant applications on behalf of a single applicant.

3) What’s the difference between Administrator, Editor, and Browser?
   a) The Administrator has unlimited access to all tools and data within an Applicant,
      including to edit the Applicant properties, manage its Contributor users, and submit
      forms on its behalf. The Editor has permission to view all data within an Applicant, as
      well as to create and edit Grant Applications of any type, including completing assigned
      tasks. Editors are not able to edit the Applicant properties, manage its Contributor users,
      submit forms, or delete Grant Applications. Browsers have permission to view all data
      within an Applicant. Browsers cannot create, edit, or delete any data.

4) Who is able to submit applications on behalf of my organization?
   a) Only users with Administrator access can submit applications.

5) Why aren’t all of my organization’s annual applications and close-out reports from prior
    years in the grant portal?
   a) The complete 2024 annual application and recent years’ close-outs are in the new
      system. Close-out reports can now be found under Grant Awards. Data from prior years
      are still in the process of being transferred to the new system. You may access all past
      data in the old system in a read-only format at ims-archive.radworkshere.org. You will
      not be able to submit forms or other materials in this system.

6) I don’t see anywhere in the Annual Operating Grant application form to attach my
    organization’s request for Capital Grant support. Where do I do this?
   a) The capital grant application is no longer a document upload part of the annual
      application. It is a separate form that is completed in the Grant Portal. It has the same
      due date as the annual application. Refer to
      https://www.radworkshere.org/pages/applications-and-eligibility for more
      information.

7) My organization has revenue less than $50,000. How would I fulfill the requirement to
    upload my organization’s 990?
   a) You should still submit the Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt
      Organizations Not Required to File Form 990 or Form 990-EZ.

8) My organization has not updated our Board-adopted diversity plan. What should we do?
   a) Upload the most recently adopted plan, even if it has been submitted to RAD in the past.