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.