



## Grant Portal Payment Request Instructions

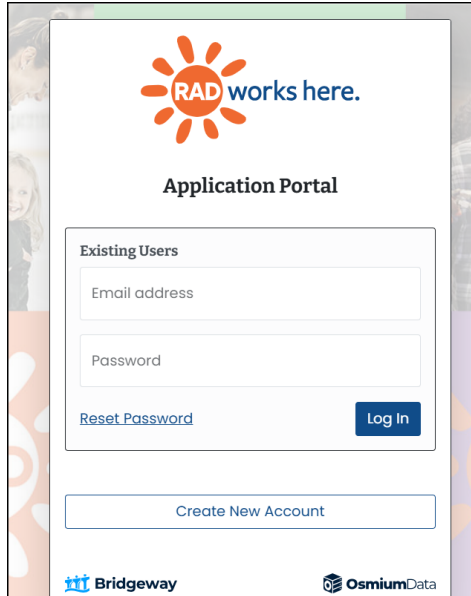
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## Where to Start

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Payment Requests for reimbursement of capital and project grants, and, if applicable, Admissions Partnerships may now be submitted via the RAD Grant Portal <https://ims.radworkshere.org/>.



The image shows a screenshot of the RAD works here. Application Portal login page. At the top, there is a logo with a sun icon and the text "RAD works here.". Below the logo is the heading "Application Portal". The main content area is titled "Existing Users" and contains two input fields: "Email address" and "Password". Below these fields are two buttons: "Reset Password" (a link) and "Log In" (a blue button). At the bottom of the form area is a button labeled "Create New Account". At the very bottom of the page, there are two logos: "Bridgeway" and "OsmiumData".

If you are unable to use the Grant Portal to submit the necessary information, reach out to RAD staff.

ALLEGHENY REGIONAL ASSET DISTRICT  
436 Seventh Avenue, Suite 2201  
Pittsburgh, PA 15219  
[info@radworkshere.org](mailto:info@radworkshere.org)  
Phone: (412) 227-1900

## General Grant Portal Instructions

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If you have questions about how to use the RAD Grant Portal, refer to the [Application Guidelines and Instructions document](#) on the RAD website.

## Payment Request Instructions

The process for submitting payment requests begins by clicking on **Grant Awards** in the upper navigation.

Application Portal Home

Actions

Welcome to the RAD Grant Portal!  
Questions regarding the portal, applications, close-out reports, payment requests, and other forms can be directed to the RAD office. Our phone number is (412) 227-1900. For staff email addresses, [visit our website](#).

If you have questions specific to an application form you are working on, then you may use the Discussion feature for that form to connect with RAD staff.

RAD assets with years of historical data may access annual applications for years 2012-2023 in this Grant Portal. Some application forms will have questions with blank responses or refer to dates that were not part of the original application that year. You may still access all past data in original form in the old system in a

**Create a New Grant Application**  
Create a new Grant Application for an existing Applicant. Grant Applications can be edited and saved by authorized users as many times as needed before being submitted.

**Create a New Applicant**  
Create your Applicant to start its first Grant Application. You will automatically be made the administrator of the new Applicant, and can then create other Contributor users.


**Become a Contributor of an Applicant**  
Request access to Applicants with which you are working to collaborate on their Grant Applications.

You are a member of 1 Applicant.

**View Grant Applications with unsubmitted Forms**

**View Grant Awards with unsubmitted Forms**

**Join the Discussion for an existing Grant Application**

Then click the **Edit** button  to select the appropriate grant award, such as a Capital Award, for which you are requesting reimbursement.

On the landing page for that award, there may be forms that need to be filled out or documents that can be downloaded. As you continue to scroll to the bottom of the page, there will be a **Payments and Funding** section which shows you a pie chart for the amount of funds that have been requested, disbursed, and remaining to be requested. Depending on the status of your grant award, there may be payment requests that RAD has processed on your behalf.

Payments and Funding

Funding Sources

2025 Annual - Capital Approved

**Amount Approved**  
\$ [redacted]

**Funding Year**  
2025

**Organization Name**  
Allegheny Regional Asset District

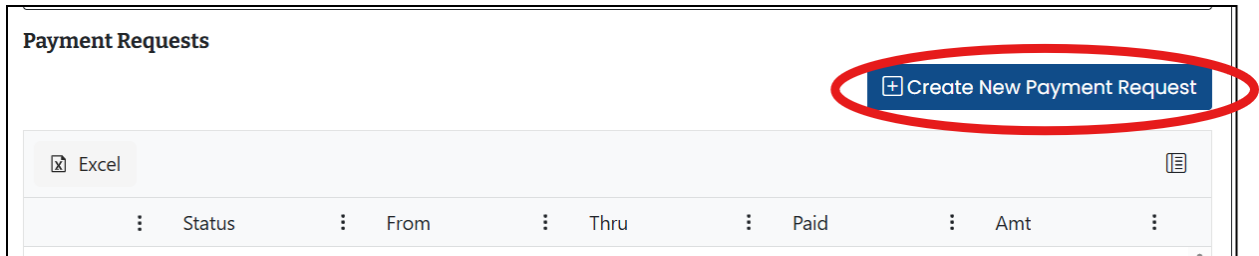
**Date From / Date Thru**  
1/1/2025 - 12/31/2026

**Funding Category**  
Annual - Capital Approved

**Funding Level**  
County

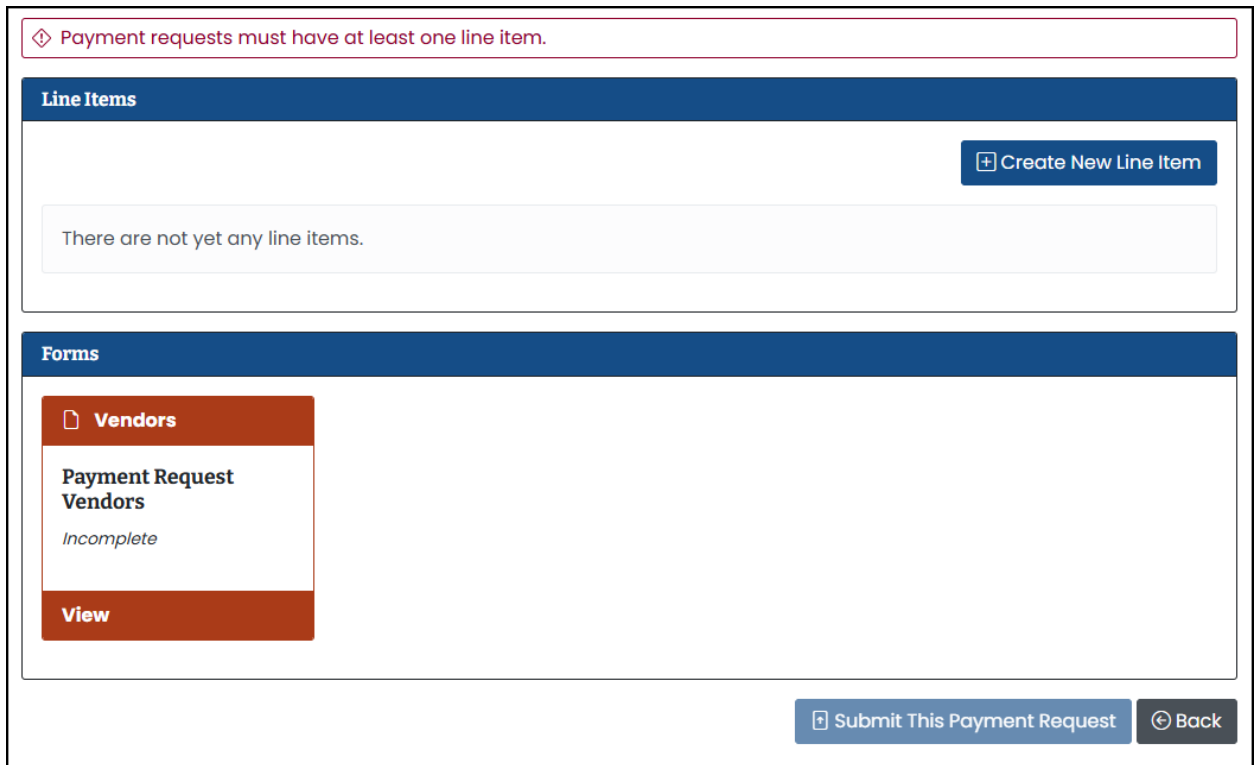
■ Disbursed ■ Requested  
■ Remaining

To create a new payment request, click the blue **Create New Payment Request** button.




For this request only, you will then enter the **Date From**, **Date Thru**, **Total Amount**, and any notes you would like RAD staff to be aware of. The date range for the payment request must be within the date range shown under the **Grant Award Summary** section. If it is the final request for the grant, click the **Is Final Request** box.

The next page will require you to enter **Line Items** and at least one additional **Form** called **Payment Request Vendors**. You may begin with either.



## Line Items

Line Items refer to the budget items you submitted to RAD in your project budget (for project grants) or Schedule A (for capital grants). Click the **Create New Line Item** button

 to begin entering the relevant budget items. For each line item, select the **Funding Use** from the drop-down menu, enter the **Amount** for that line item, and any relevant notes (such as multiple invoices or splitting one invoice into multiple funding uses). **Amt Unrequested** refers to the amount of funds still available in your grant award that have not yet been requested or paid out by RAD.

**Line Item**

**Funding Use (Amt Unrequested)**

**Amount**

**Notes**

+ Create Line Item
⊗ Cancel

**NOTE:** some funding uses are RAD Admin only for RAD to keep accurate record of operating and other grant awards that do not require assets to submit payment requests. **Do not select these.**

After you have created a line item, you will be required to submit supporting documentation, such as **Invoices** and **Proof of Payment** per line item. Line items are incomplete until this



documentation is provided. You will enter this information by clicking the paper icon on the far left. The pencil icon allows you to edit the line item and the red minus sign allows you to delete it.

works here.
 Applicants
Grant Applications
Grant Awards
Forms

🔔
👤
📧

👤 Welcome, [Name]

**File Attachments**  

[All Grant Awards](#) / 
 [Capital Award](#) / 
 [Payment Request](#) / 
 [Invoice](#) / 
 File Attachments

**Required Attachments**

📁

Incomplete

Invoices

View

📁

Incomplete

Proof of Payment

View

⏪ Back

As with other file attachments in the Grant Portal, you click the **Choose File** button, select the relevant file, enter any comments if needed, and click **Save**. Limited to no more than 10MB per file, accepted file types are: doc, docx, pdf, jpg, jpeg, png, xls, xlsx. You will then be able to navigate back to the main **Payment Request** page using the navigation “breadcrumbs” towards the top of the page.

**Invoices**

[All Grant Awards](#) / 
 [Capital Award](#) / 
 [Payment Request](#) / 
 [Invoice](#) / 
 [File Attachments](#) / 
 Invoices

**Invoices**

Attachment Type	Comments	File

The system allows you select a checkbox for “This attachment is unavailable or does not apply.” However, you must explain why in the Comments box. When all items are entered with proper documentation and match the payment request total, there will be a green **Complete** box to the right of each line item.

Status
<input checked="" type="checkbox"/> Complete
<input checked="" type="checkbox"/> Complete
<input type="checkbox"/>

## Forms

In addition to the invoices and proof of payment uploads, the request submission requires the **Payment Request Vendors** form, found underneath the line items. The **Payment Request Vendors** form requires you to enter the same information used in line items with additional fields. Some vendors and line items may be split out differently, depending on your project’s invoices. It is okay if the line items and vendors do not match exactly as long as the grand totals match. The information provided, particularly **Description**, helps RAD staff review and process payment requests.

### Payment Request Vendors

[All Grant Awards](#) / [Capital Award](#) / [Payment Request](#) / [Vendors](#) / Payment Request Vendors

#### Vendor Information

##### Authorizing Official

Name*	Phone*
<input type="text"/>	<input type="text"/>
Title*	Email*
<input type="text"/>	<input type="text"/>

##### Vendor Details

Vendor Name*	Description*		
<input type="text"/>	<input type="text"/>		
Invoice Number*	Date of Service* <input type="text" value="mm/dd/yyyy"/>	Amount* <input type="text"/>	0 / 1000

You may enter as many vendors and corresponding information as needed.

You may also be required to submit a status report, typically for project grants, or some other form. Review the [Admissions Partnership Reimbursements](#) section in this document for additional information for Admissions Partnership requirements.

## Submission

When you have completed the **Line Items** and **Forms** sections, you will be able to submit your payment request. The **Submit This Payment Request** button will change from light blue to dark blue when all requirements have been met.




The submission page is like other submission pages in the Grant Portal that require you to submit your name and password as well as certify the submission. Only users with **Administrator** permissions may submit. You will agree to the following:

*By submitting this form, I agree that I am authorized by the asset to submit the request and certify that the funds requested have been used for the authorized project and that no reimbursement for these costs has been received from another funding source.*

## Admissions Partnership Reimbursements

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Eligible RAD Assets will now submit payment requests for reimbursement for RAD Pass offers via the payment request process detailed in this document. For Admissions Partnership Reimbursements, you will only be able to select one **Funding Use** in the **Line Items** section: Admissions Partnership Reimbursement. You are not required to submit Invoices or Proof of Payment. Instead, after you have created that line item, you will be required to fill out the **Admissions Partnership Reimbursement Form**. You will enter all of the necessary

information in that form by clicking the paper icon  on the far left.

***NOTE: Admissions Partnership Grant Awards amounts shown are the maximum allowable dollars that can be requested in any given calendar year. These amounts are subject to change based on RAD's budget and conversations with the RAD team. If you think there is an issue with the amount entered, contact Meredith Soeder, Director of Operations and Special Projects, at [ms@radworkshere.org](mailto:ms@radworkshere.org).***

## Frequently Asked Questions

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You may have questions about this new payment request functionality and your individual payment request. If your question is not addressed below, reach out to your RAD program officer.

### **How do I know that RAD has received my request?**

RAD staff is notified by email that your payment request has been submitted.

### **How do I know that RAD is reviewing my request?**

RAD staff will change the status to **Under Review** when reviewing the request. The appropriate staff person will reach out directly to the Grant Contact if they have any questions.

### **How do I know that the request is approved for payment, and when will we get paid?**

After the completion of RAD's interval review process, the payment will be marked as **Approved** and paid around the 15<sup>th</sup> of the following month, depending on the date of final approval. For that payment request, there will be a date entered under the column heading **Paid** on the main Grant Award summary page.

### **Do I still need to complete the Grant Payment Request PDF?**

No, this new system replaces that form and captures all the same information.

**Our budget changed during the period of the project and I am not sure what to enter under Line Items. What should I do?**

For significant changes in the project budget, reach out to your program officer as soon as possible. For smaller changes, submit the payment request with as much information as possible. If you're not sure if it is significant or small, reach out to your program officer to discuss the situation.

**The funding use I was expecting to select for the line item is not on the list. What should I do?**

Reach out to your program officer to identify a funding use that is appropriate for your request, or RAD can add funding uses if an appropriate one does not exist.

**Our project came under budget. Can we use RAD funds for some other project and submit a payment request?**

Before submitting a payment request, reach out to your program officer to discuss the situation.

**I received an email that my payment request was un-submitted. What should I do?**

While reviewing the payment RAD staff found an issue they would like for you to address. The email states what you need to address. You may use the comments on the Submission page to explain what you did when resubmitting.

**Do we have to submit payment requests for our operating grant?**

No. RAD staff does this on your behalf. On the Grant Award landing page, the status of your grant award funding and payments is available. It will change throughout the year, depending on payment schedules.

**How can I print my completed payment request?**

The system does not allow the payment request to be printed out in its entirety, but the separate forms, sections, and attachments of the request can be printed. If you have any issues doing so, reach out to RAD staff.

***NOTE: USERS WILL BE LOGGED OUT AFTER 60 MINUTES OF INACTIVITY.***