

## Frequently Asked Questions

Please submit any questions regarding the Kansas Health Foundation (KHF) online partner portal via email, with the subject “KHF Online Partner Portal Question,” to [grants@khf.org](mailto:grants@khf.org).

### PORTAL ACCESS

#### 1) How do I access the KHF Online Partner Portal?

Click on the link [here](#) to login to an active account, or to register as a new user. We suggest keeping this page bookmarked for quick access in the future.

#### 2) How do I register as a new user?

1. On the login page, click on the *New User?* link and follow the instructions to register.
2. Once your registration is submitted, you will receive an email confirmation. That email contains a link to set your password.
3. Once your password is set, you will be able to log in.

#### 3) What do I do if I forget my username?

Your username is the email used when registering as a new user. If you continue to have problems, contact [grants@khf.org](mailto:grants@khf.org).

#### 4) What do I do if I forget my password?

Click on the *Forgot your password?* link located on the bottom of the [login page](#). Follow the instructions to reset your password. If you continue to have issues, please contact [grants@khf.org](mailto:grants@khf.org).

#### 5) Can more than one person at my organization have a user account?

Yes.

#### 6) Can I create a single user account for everyone at my organization to use?

Yes. Sharing a single login is allowed, but not recommended.

#### 7) I am a grant writer working for multiple organizations. Do I need a different login for each organization?


No. Grant writers need to email KHF staff at [grants@khf.org](mailto:grants@khf.org) for assistance with user registration. Grant writers will have one user login and will need to communicate with KHF staff when submitting multiple proposals for one funding opportunity.

## UPDATING CONTACT INFORMATION

### 8) How can I update my contact information?

In the top right-hand corner, click on your username. In the drop-down, click on *My Profile*. With the contact tab selected, click the *Edit* button located at the right-hand side of the page.

### 9) How can I update my organization's information?

Click *Update Organizational Profile* box in the bottom navigation bar. Click on the edit pen  on the right side of the field you would like to update. You can update all fields except the Legal Name and EIN. If you are needing to update the Legal name and/or EIN, please contact us at [grants@khf.org](mailto:grants@khf.org). KHF staff will contact you if there are any questions regarding the updated changes.

## PROPOSALS

### 10) How do I apply for an open grant opportunity?

At this time, there are no open grant opportunities. If you received an *Invitation to Apply* from a KHF staff member, click on the *Opportunity* box at the bottom navigation bar of the home page. Click on the *Opportunity* you have been invited to and enter the access code provided to you by a KHF staff member.

### 11) Can I view previously submitted grant proposals, amendments, or reports?

Yes, if you would like to view any post-2019 grant proposals and reports. For past applications, navigate to the top toolbar and select *Applications*. From here you can view all active and closed applications. To view past reports or to complete a report, navigate to the top toolbar and select *Reports*. From here you can view past reports submitted and complete new reports if needed.

If you would like to view pre-2019 grant proposals, documents, amendments, and reports, please contact us at [grants@khf.org](mailto:grants@khf.org).

**12) Do I have to complete my proposal in one session?**

No. You can save the grant application and come back to complete it at a later time by clicking on *Applications* in the top navigation bar or the box labeled *Applications* on the bottom navigation bar.

**13) How can I edit a proposal that I have already submitted in the portal?**

Contact a KHF staff member to request access to your proposal for editing. If your request is approved, the staff member will notify you when the proposal is available for editing.

**14) Can other people at my organization edit a proposal I created?**

Yes. When adding a person to the *Contact* section of your proposal, select *Yes* when prompted to identify if that person should have access to the portal.

**15) How can I view the status of a proposal, report or amendment?**

The status of a proposal, report or amendment is listed in the *Status* column.

**16) How can I access documents associated with my proposal after I've submitted it to KHF?**

Any document associated with a funding request can be accessed in the *Files* section of the request's proposal.

**AMENDMENTS**

**17) Is it possible to amend a grant agreement?**

Yes. Grant amendments must be submitted for consideration within 60 days of the grant end date. The following events require an amendment to a grant agreement:

1. No-Cost Extension: The grant is ending within 60 days and something has occurred that makes it necessary to extend beyond the end date to accomplish the purpose of the funding.

2. Budget Change: It becomes necessary to use funds differently than originally indicated in the approved budget to accomplish the purpose of funding.

3. Waiver of Requirement(s): Something has occurred that makes a requirement listed in the signed agreement no longer relevant or necessary.

4. Change in Scope of Work: Something has occurred that requires a change in scope of work to accomplish the purpose of funding.

**18) How do I request an amendment to a current grant?**

Please contact us at [grants@khf.org](mailto:grants@khf.org) to request an amendment to a current grant. A KHF staff member will contact you with follow-up questions if necessary.

**REPORTS**

**19) How do I submit reports for a current grant?**

1. From the top-navigation bar, click the *Reports* tab.
2. Click on the specific *Grantee Report* number.
3. Fill out the report and submit.

**MISCELLANEOUS**

**20) Can I copy and paste from an external document into a report, application or amendment form?**

Yes.

**21) How can I contact KHF staff if I have questions about a proposal, report or amendment?**

Contact KHF staff at [grants@khf.org](mailto:grants@khf.org) or (316) 262-7676.