

Instructions for the Ruth J. and Robert A. Conway Foundation Online Application Process

Process Overview

Ignite recommends the following process as the most efficient way to complete your application:

1. Create an Account (First-time Applicants Only)
2. Start a New Application
3. Save a Copy of Your Application Form
4. Answer Application Questions Offline
5. Continue Work on Online Application
6. Submit Your Completed Application

Two Links

The application process uses two links. The first link is for starting a new application. The second link is for resuming work on an in-process application. Please note that these links are very similar.

- Start a New Application: https://www.grantrequest.com/SID_1661?SA=SNA&FID=35064
- Resume Work: https://www.grantrequest.com/SID_1661?SA=AM

1. Create an Account (First-time Applicants Only)

If you have never used Ignite's online application system before, you will need to create an account. If you have created an account already, skip ahead to the next section.

- Open your browser to https://www.grantrequest.com/SID_1661?SA=SNA&FID=35064
- Click *New Applicant?* (pictured below)

Please Sign In

- If you have an account, please log in using your E-Address and Password.
- To create an account, please use the "New Applicant" link found below.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

- Complete the account creation screen. You must enter a valid e-mail address and your password must be at least 5 characters long and contain both letters and numbers.
- Click *Return to login*.

2. Start a New Application

The following link starts a new application every time you use it. To continue working on an existing application, see heading 5 below.

- Open your browser to https://www.grantrequest.com/SID_1661?SA=SNA&FID=35064 (you should already be on this page if you just finished creating an account)
- Enter the e-mail address and password you used when creating your account (image above). Click *Login*. If you have forgotten your password, you can reset it by clicking the *Forgot Password* link on the login screen.

3. Save a Copy of Your Application Form

Before you begin filling out the application, Ignite recommends that you save your progress and download a copy of the blank application form.

- To save your progress, click *Save & Finish Later*.
- A new screen will load. If you want to resume working on your application, click the name of the application you want to work on. If more than one application is listed, the one at the top is the most recent.
- You will receive a confirmation e-mail with a tracking number and a copy of your application.

You can also click on either *Printer Friendly Version* or *E-mail Draft* at any time while working on the application to print a blank copy or e-mail yourself a copy of a partially completed application form.

4. Answer Application Questions Offline

Many applicants like to create a Word document for drafting answers to the application's questions. Working on the application offline:

- facilitates collaboration within your organization,
- helps prevent the creation of multiple in-progress forms,
- helps prevent lost data (browsers have been known to crash),
- makes sharing and editing much easier, and
- allows you to copy and paste your answers into the application when you are ready to submit it.

5. Continue Working on Online Application

To continue working on an existing or in-process application, use the following link:

https://www.grantrequest.com/SID_1661?SA=AM. If more than one application appears in the list, the most recent one will appear at the top of the list. You can also use the tracking number that was sent to you in the e-mail confirmation you received in step 3 to identify the correct application form.

Copy and paste answers into the appropriate fields from the Word document you created in step 4.

6. Submit Your Completed Application

When you have finished copying your answers into all of the required fields, click the Submit button. You will receive a confirmation e-mail with a copy of your completed application form.