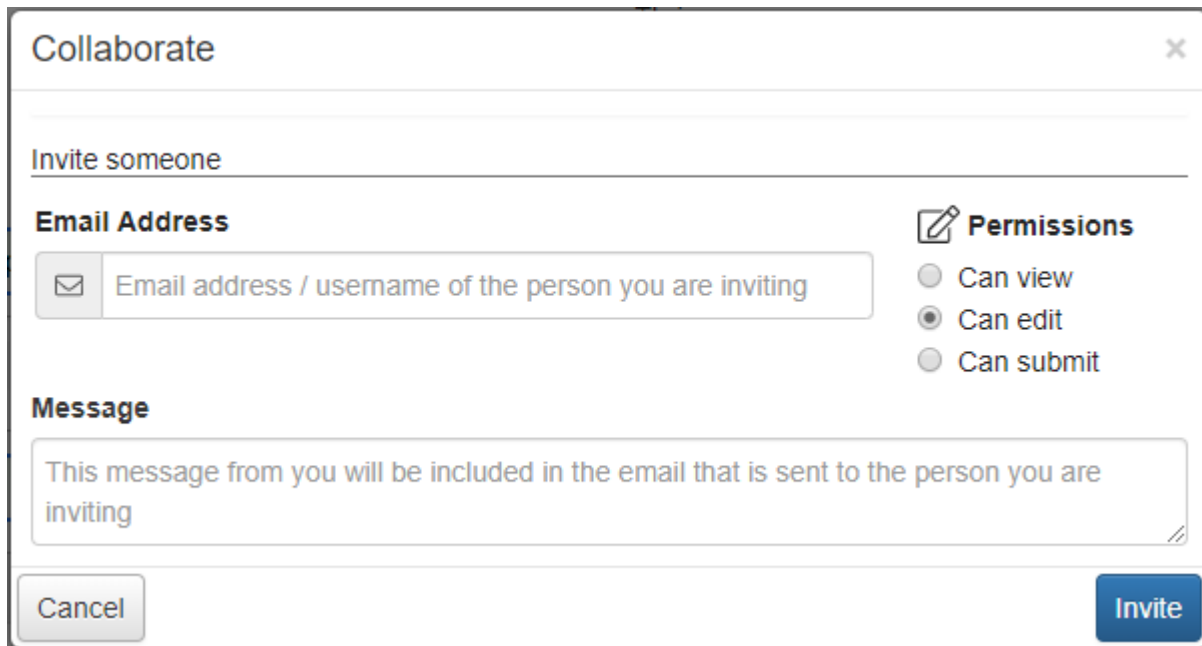# Online Grant Portal

Collaborator Feature

The Collaborator feature allows applicants to work together on a single request. This feature is to be used when a Partnership exists.

Once you have started a request you will see the Collaborate button at the top of the page. This can be used to invite other people to work on this request.

- From the Collaborate pop up, enter the email address of the person you would like to invite,
- Set the Permission you would like to collaborator to have, either View, Edit, or Submit.
- And lastly, include a message and select invite

An email will be sent to the collaborator containing your message, their username and a link to the logon page. After clicking this link the collaborator will be brought to the logon page. If this is their first time logging into the system, they will be asked to create a password.

After logging into the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the edit form link and start collaborating on the document.

- The collaborator will have access to all forms within the request
- This includes, Applications and all Follow Up Forms (Grant Agreements & Final Reports) that have been assigned to the original applicant.