

# New Grant

While on your main page (dashboard), navigate to the top of the screen and click "Grants".

Click "Create Grant"

Fill out the appropriate information.

- Name of the grant.
- A description of the grant.
- The grant's status.
- The grant's start date and end date.
- The amount the grant provided.
- Who the funder is.
- The grant code.

**Note: All fields must be filled in.**

Click "Save".

On the next screen, you can edit the grant information, delete the entry, add filters for reporting, or download metrics.

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