



Instructions: Submitting a Full Proposal

RRF has implemented a new process for submitting grant proposals, which involves an electronic submission via our Online Applications and Requirements Submission System.

RRF has published access to our online application to the account that you use to submit the Letter of Inquiry for this project. If you need to transfer access to a separate staff person, please email RRF's Grants and Technology Manager, Michael Kennedy at kennedy@rrf.org

To access RRF's online proposal application, use the following link to log in to our online system: https://www.grantrequest.com/SID_2142?SA=AM

You may also access our online system via the "Continue An LOI/Application" sidebar button on RRF's [Apply for a Grant](#) web pages.

[CONTINUE AN LOI / APPLICATION >](#)

Upon opening the link, you will be directed to RRF's login page for this system. Since you already have an account in our system, simply log back into your account using your email address and the password that you used when you submitted your Letter of Inquiry.

Once you log in, make sure the upper left-hand header lists "Applications" (the Requirements Tab will only appear for previous grantee accounts). You should see the name of the application listed under "**New.**" Click on the application title to begin a new online application form.

RRF

Foundation
for Aging

Contact Us Exit My Account

Applications

Requirements

Applications
You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page.
Click on the **Requirements** Tab displayed above to view "In Progress" or "Submitted Requirements" such as Interim or Final Reports.

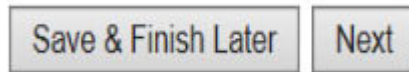
New
To begin the second stage of your application, click on one of the links below:
[RRF Proposal Application](#)

Show

In Progress Applications

☐ Hide Viewer Only Applications

If you are working on an application, but will not be able to complete it in one sitting, click on the **Save & Finish Later** button located at the bottom of the screen. The partially-finished report will be saved to the system.



To return to the application, log back into your account using the web address linked above or the Continue an LOI/Application button on RRF's website.

Please note, inactive applications will be purged from our system following 365 days of inactivity.

If you encounter issues or have any unanswered questions, please contact RRF Foundation for Aging at 773-714-8080 or via email at info@rrf.org.