

## IMPORTANT – PLEASE READ TO SUCCEED IN USING THE RRF ONLINE RE-APPLICATION FORM

### A. How To Create An RRF Online Re-application Form Account:

1. Use either Internet Explorer or Firefox as your Internet Browser to minimize issues while working on your re-application. **Google's Chrome will not work with our online re-application form.**
2. Open the website link provided to you by an RRF Program Officer via email. You will then see the **Please Sign In** screen looking like the image shown below.

**CAUTION:** Opening the website link multiple times will result in you having multiple, blank online re-application forms that will confuse you as to which one is the form that you are filling in and then submitting.

THE RETIREMENT RESEARCH FOUNDATION

[Contact Us](#) [Exit My Account](#)

**Please Sign In**

Welcome to The Retirement Research Foundation Online Grant Applications Submission System!

**You may use this system to:**

- Start a new application for a Retirement Research Foundation **Responsive Grant Request**.
- Start a re-application form for grantees allowed to submit proposals for second or third year support of a current grant.
- Access and continue work on a saved application form or re-application form.
- View applications you have submitted.

**NOTE:** If you have never used our system, click the **New Applicant?** button located below the E-mail box field.

- If you have an account, please log in using your E-mail Address and Password in the boxes displayed below.
- Once in your account, be sure to record the five-digit ID numbers for application forms that you are completing or have already submitted.
- Also, once you have an account, save in your web browser the web address specified in the **Helpful Tips** section on page one of the application form to easily access In Progress and Submitted requests.
- You may CHANGE your password by clicking the **Forgot Password?** button located below the Password box.
- Passwords cannot be the same as the account log-in.
- Passwords must be a combination of letters and numbers.
- This grant application system uses the following email domain: mail@grantapplication.com. Please add it to your safe-senders list to be sure you receive communications.

E-mail  Password

New Applicant? [Forgot Password?](#)

3. Click on the **New Applicant?** button that is located below the E-Mail box field in the **Please Sign In** screen.

E-mail  Password

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

4. The **New Applicant?** screen will then display.

The screenshot shows the 'New Applicant?' registration page. At the top, it says 'THE RETIREMENT RESEARCH FOUNDATION' with 'Contact Us' and 'Exit My Account' links. The main heading is 'New Applicant?'. Below this, there is a paragraph explaining the benefits of an account. The form includes fields for 'E-mail', 'Confirm E-mail', 'Password (must contain at least 5 characters, with both letters and numbers)', and 'Confirm Password'. A 'Continue' button is at the bottom right, and a 'Return to login' link is at the bottom left.

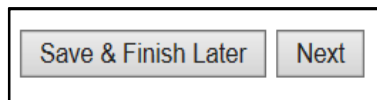
5. Enter your email address and create your password according to the instructions on the screen. Then click on the **Continue** button to finish creation of your account.
6. A blank online re-application form will display and look similar to the one shown below. Read and follow the **Helpful Tips** instructions in the **1 Before You Begin** section of the form.

The screenshot shows the 'Before You Begin' section of the 'The RRF Re-application Form For Continuation Funding'. At the top, it says 'THE RETIREMENT RESEARCH FOUNDATION' with 'Contact Us' and 'Exit My Account' links. A progress bar at the top indicates six steps: 1. Before You Begin (highlighted with a red circle), 2. Progress Report on Current Grant, 3. Goals and Activities for Next Grant Period, 4. Request Budget and Timeline for Next Grant Period, 5. Additional Attachments, and 6. Review My Application. Below the progress bar, the heading is 'Before You Begin' with a 'Printer Friendly Version | E-mail Draft' link. A red asterisk indicates a required field. The main heading is 'The RRF Re-application Form For Continuation Funding'. Below this, there is a 'Helpful Tips' section with a list of instructions. At the bottom, there are 'Save & Finish Later' and 'Next' buttons.

7. When ready to begin filling in the re-application form, click on the **2 Progress Report on Current Grant** choice at the top of the form. That part of the re-application form will look similar to this image:

The screenshot shows the RRF online applications account interface. At the top, the navigation bar includes the following steps: 1. Before You Begin, 2. Progress Report on Current Grant (highlighted with a red circle), 3. Goals and Activities for Next Grant Period, 4. Request Budget and Timeline for Next Grant Period, 5. Additional Attachments, and 6. Review My Application. The main content area is titled 'Progress Report on Current Grant' and includes a 'Required before final submission' section with an 'Application ID' field. Below this is the 'Organization Information' section with fields for 'Organization Name', 'Legal Name of Organization', 'Employer ID Number (EIN)', and 'Amount Requested from RRF for the next grant period'. The main body of the form is titled '3. Progress Report on Current Grant' and contains instructions to attach pages to answer specific questions (a-d).

8. Work on the re-application form and when ready to stop work on it for a while, click on the **Save & Finish Later** button displayed at the bottom of the screen.

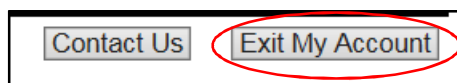


9. A display like this one will appear. Notice the statement that your re-application form has been saved and that you will receive an email confirmation soon. Note that your re-application form has a unique five-digit ID number. You will enter that ID number in your re-application form where indicated. Also, make note of that number, because it may be useful when corresponding with RRF after submission of your re-application form.

The screenshot shows the RRF online applications account interface. At the top, the navigation bar includes the following steps: 1. Before You Begin, 2. Progress Report on Current Grant (highlighted with a red circle), 3. Goals and Activities for Next Grant Period, 4. Request Budget and Timeline for Next Grant Period, 5. Additional Attachments, and 6. Review My Application. The main content area is titled 'Applications' and contains a confirmation message: 'Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.' Below this is a table of applications.

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
RRF Re-application Form			24986	03/21/2017	Owner	⊕ ⊖ ⌂
Responsive Grant Application			24203	02/22/2017	Owner	⊕ ⊖ ⌂
Responsive Grant Application			23856	01/23/2017	Owner	⊕ ⊖ ⌂

10. To exit your RRF online applications account, click on the **Exit My Account** button in the upper right-hand corner of the screen.



## B. Tips For Continuing To Work On An RRF Re-application Form

1. To continue working on an RRF online re-application form that you have already started, copy and paste the following web address into your Favorites in your Internet Browser:

[https://www.grantrequest.com/SID\\_2142/?SA=AM](https://www.grantrequest.com/SID_2142/?SA=AM)

When you open this website, the **Please Sign In** screen will display and look like this image:

**THE RETIREMENT RESEARCH FOUNDATION**

[Contact Us](#) [Exit My Account](#)

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- This grant application system uses the following email domain: mail@grantapplication.com. Please add it to your safe-senders list to be sure you receive communications.

E-mail  Password

New Applicant? Forgot Password?

Login

2. To log into your account, type in the email address and password that you used to create your account and then click on the **Login** button.

E-mail  Password

New Applicant? Forgot Password?

Login

3. Upon opening your online RRF account, you will see the listing of your online application forms that are in progress. To open the form that you are currently working on, click on the listing with its five-digit ID number. The form will open and you can resume filling it in.

**THE RETIREMENT RESEARCH FOUNDATION**

[Contact Us](#) [Exit My Account](#)

**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.

Show **In Progress Applications**

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
RRF Re-application Form			24986	03/21/2017	Owner	
Responsive Grant Application			24203	02/22/2017	Owner	
Responsive Grant Application			23856	01/23/2017	Owner	

4. If you have multiple re-application forms listed, please delete each blank, duplicate form by clicking on the garbage can icon displayed at the right-hand end of an re-application form's listing in your online account. Their deletion will help avoid confusion about which re-application form you are working on.



THE RETIREMENT RESEARCH FOUNDATION

Contact Us Exit My Account





**Applications**

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

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.

Show In Progress Applications

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
RRF Re-application Form			24987	03/21/2017	Owner	
RRF Re-application Form			24986	03/21/2017	Owner	
Responsive Grant Application			24203	02/22/2017	Owner	
Responsive Grant Application			23856	01/23/2017	Owner	

5. If you have questions about the online re-application form, feel free to contact RRF at 773-714-8080 or [info@rrf.org](mailto:info@rrf.org)