Komen Grants Portal
Applicant User Guide
Version 2

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Welcome to the Komen Grants Portal!

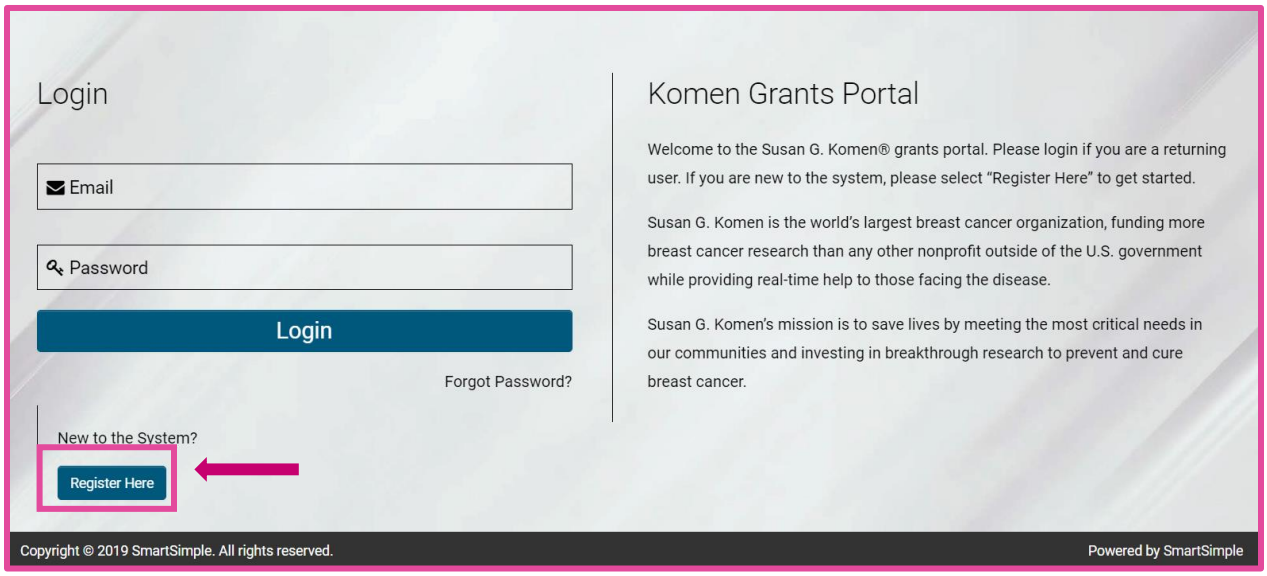
Thank you for your interest in applying for a Susan G. Komen grant!

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit outside of the U.S. government while providing real-time help to those facing the disease.

Our mission is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.

Registration Process

1. Go to www.komen.smartsimple.com
2. To begin, click the "Register Here" button if you are a new user.
3. If you are a returning user, please login using your email and password.



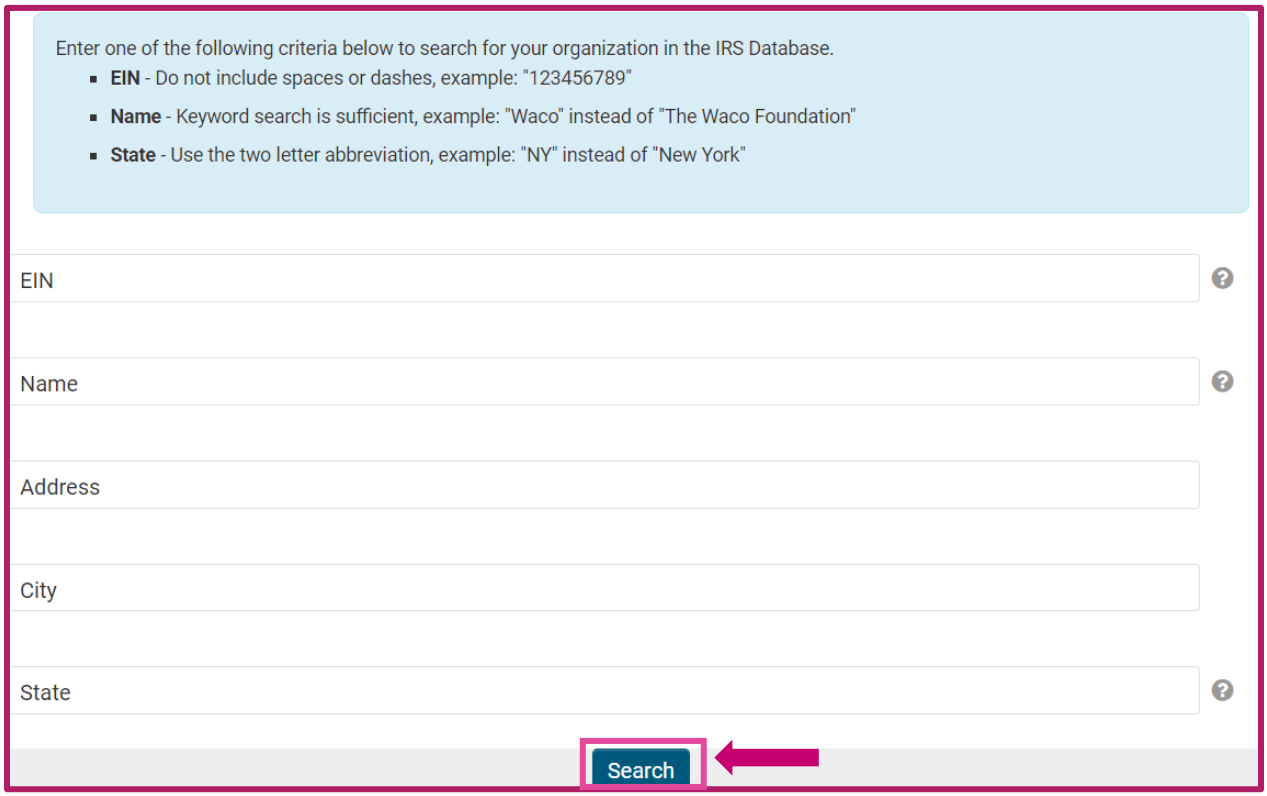
Eligibility Process

Before it's possible complete the registration process and apply for funding, please answer the following eligibility questions when prompted and click the "Submit" button.

Is the applicant a governmental, tribal or a nonprofit organization?
Will the project address breast health and/or breast cancer?
Will the applicant propose funding for any non-allowable costs?

If the applicant is a governmental or tribal organization, complete the Organization Information page and click the “Submit” button to create a profile in the system.

If the applicant is a non-profit organization, complete the Organization Search page to find the applicant organization in the Internal Revenue Service (IRS) database and click the “Search” button.



Once the application organization is located, click the organization name displayed to show the Organization Information page.

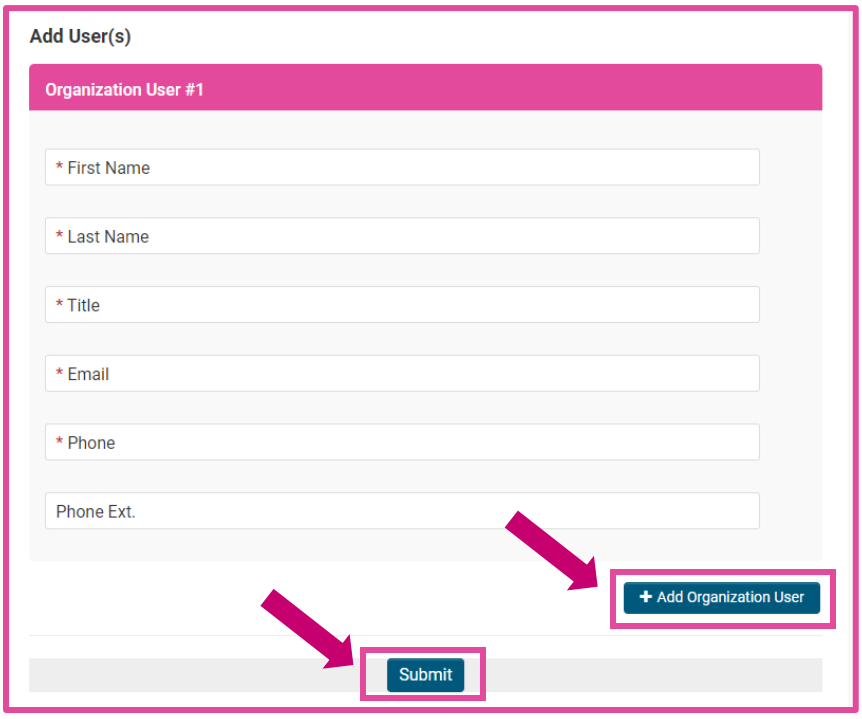
Complete the Organization Information page and click the Submit button to create a profile in the system.

Adding Additional Organizational Users

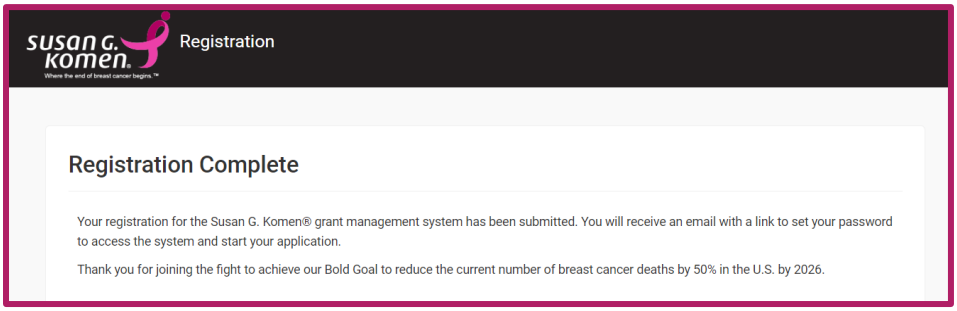
When completing the organization information page, you can easily add additional users to have access to your organization's account in the Komen Grants Portal. These users will have access to edit, save and submit the application and reports.

Simply complete the information for each user you wish to add to your organization. To add more than one user, click the "+ Add Organization User" button. When you are finished adding users, click "Submit"

Note: The Authorized Signer does not have to be a registered user in the system.



Once the registration process is complete, the message below will be displayed. After your password is set, you can login to begin an application for funding.



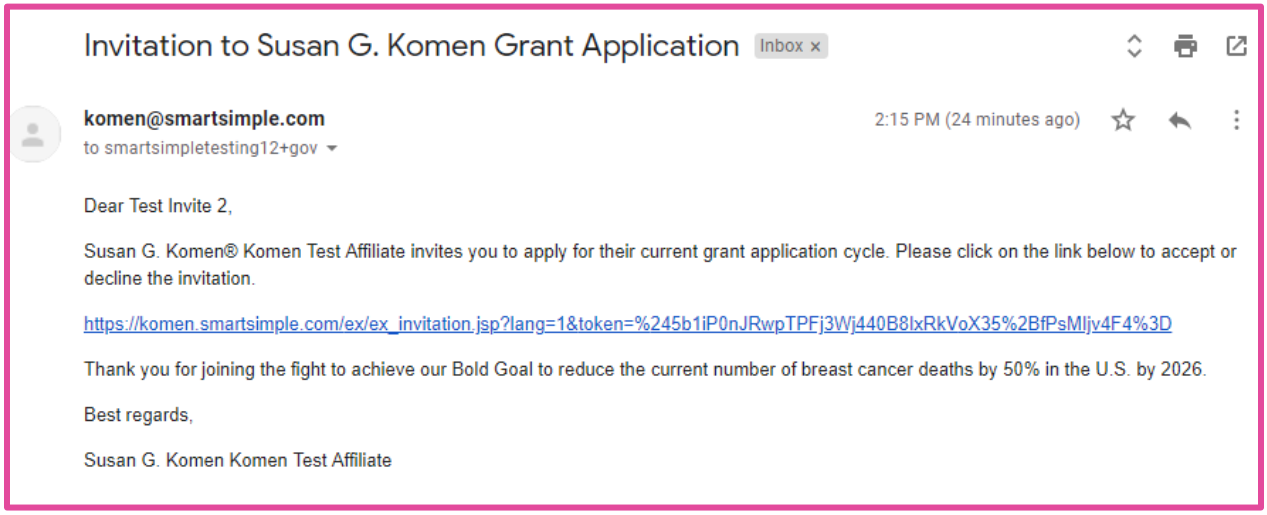
Organizations Applying to Multiple Affiliates

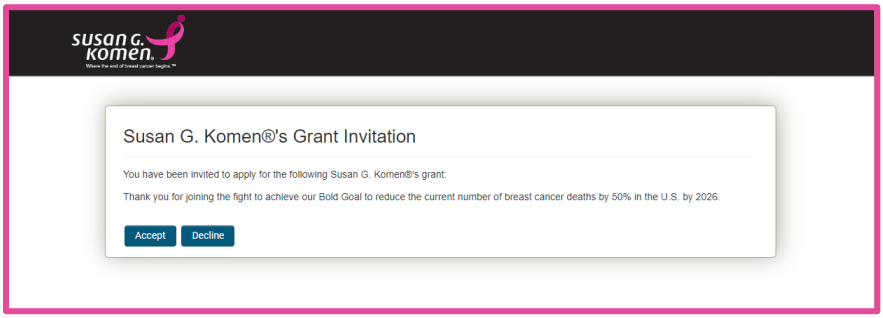
With the Komen Grants Portal, applicants can use one login to access funding opportunities and manage awarded projects across different Affiliates.

The first Affiliate that an applicant registers with is considered their base Affiliate. If an applicant is eligible to apply for an active funding opportunity at another Affiliate, it is necessary for the other Affiliates, to invite the applicant to apply from the Komen Grants Portal.

Applicants may need to contact the Affiliate to request an invitation.

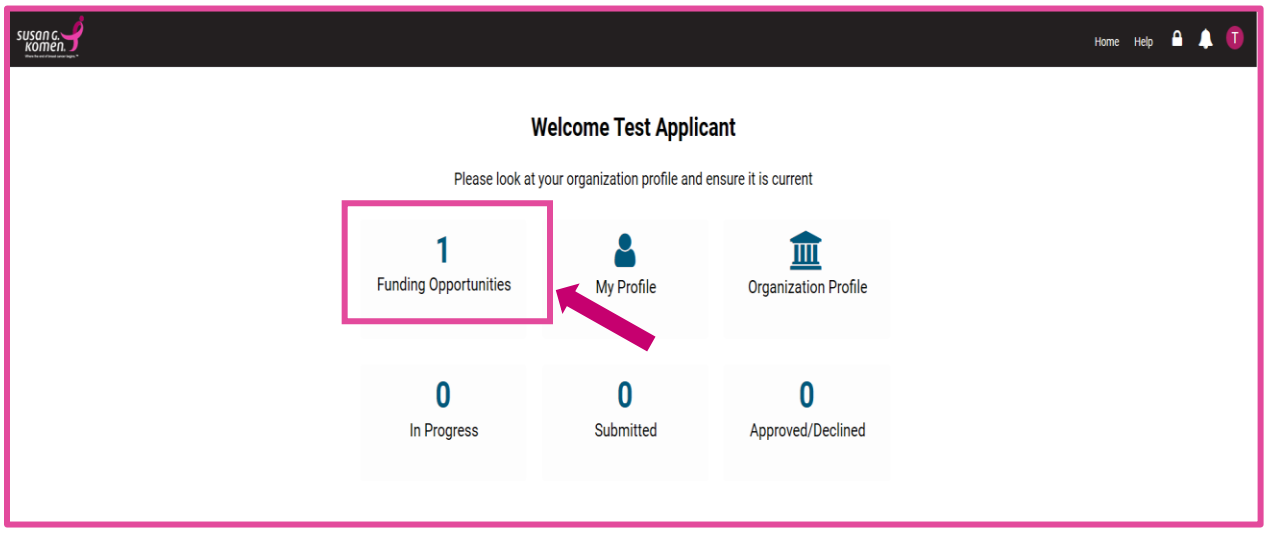
Once the applicant receives an invitation to apply, it is necessary for the applicant to accept or decline the invitation as shown below.



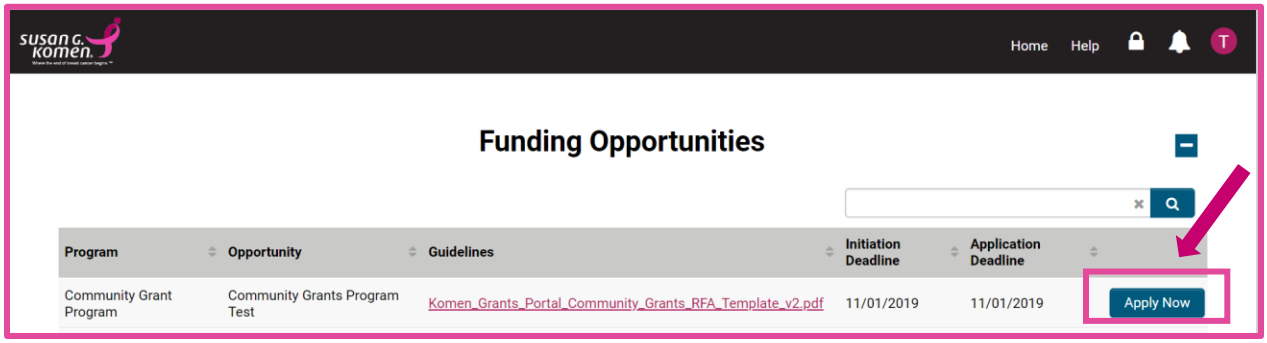


Application Process

1. Click “Funding Opportunities” to view available applicant opportunities.

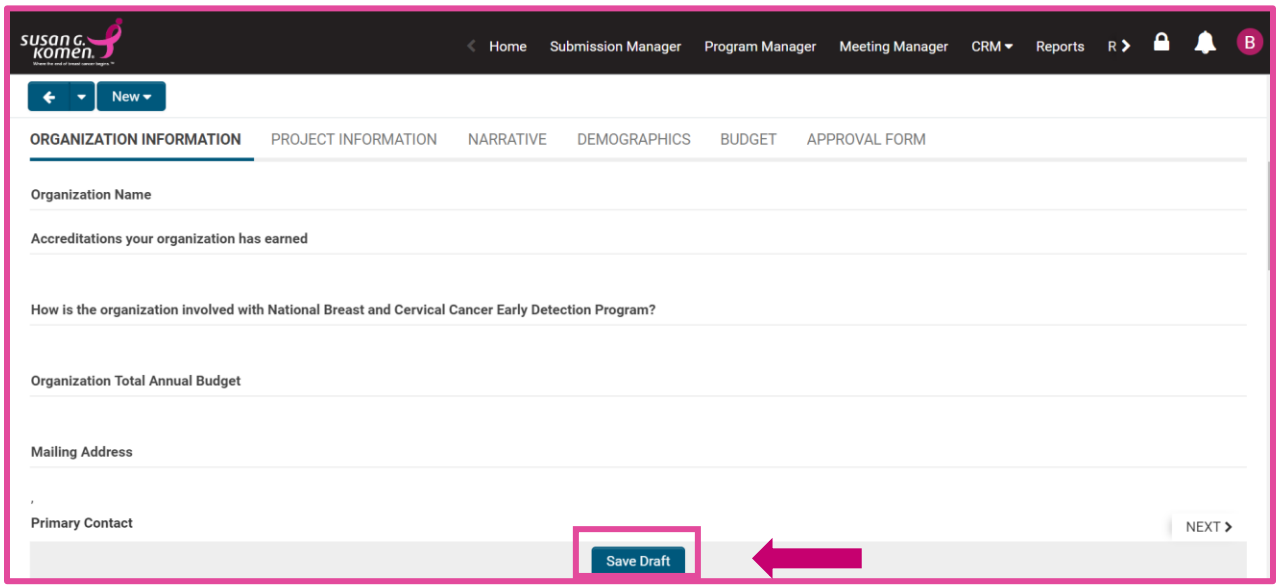


2. Select “Apply Now” to initiate an application.

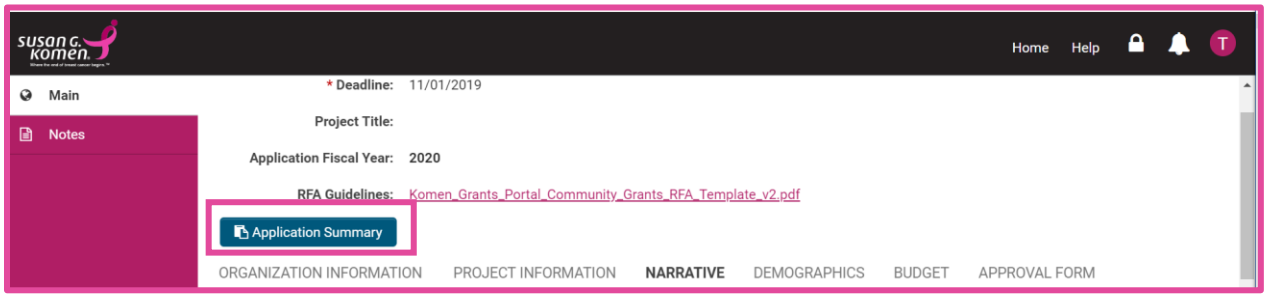


3. Complete all required fields on each tab of the application page, beginning with Organization Information and ending with Approval Form.

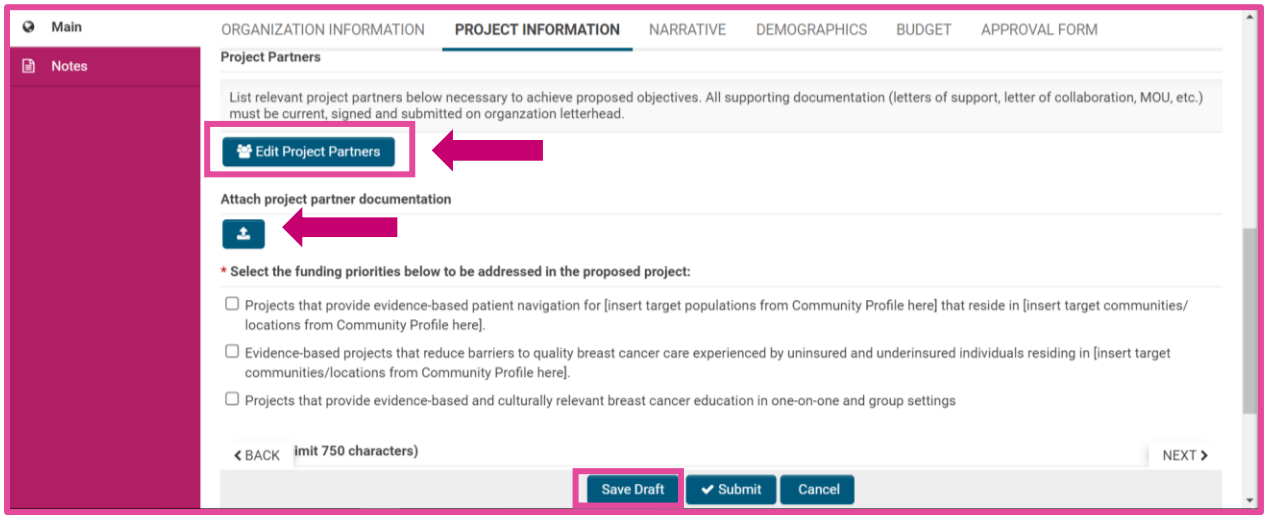
   Until “Save Draft” is clicked, the application is not yet linked to the organization and information from the organization profile completed during the registration process will not populate into the Organization Information tab.



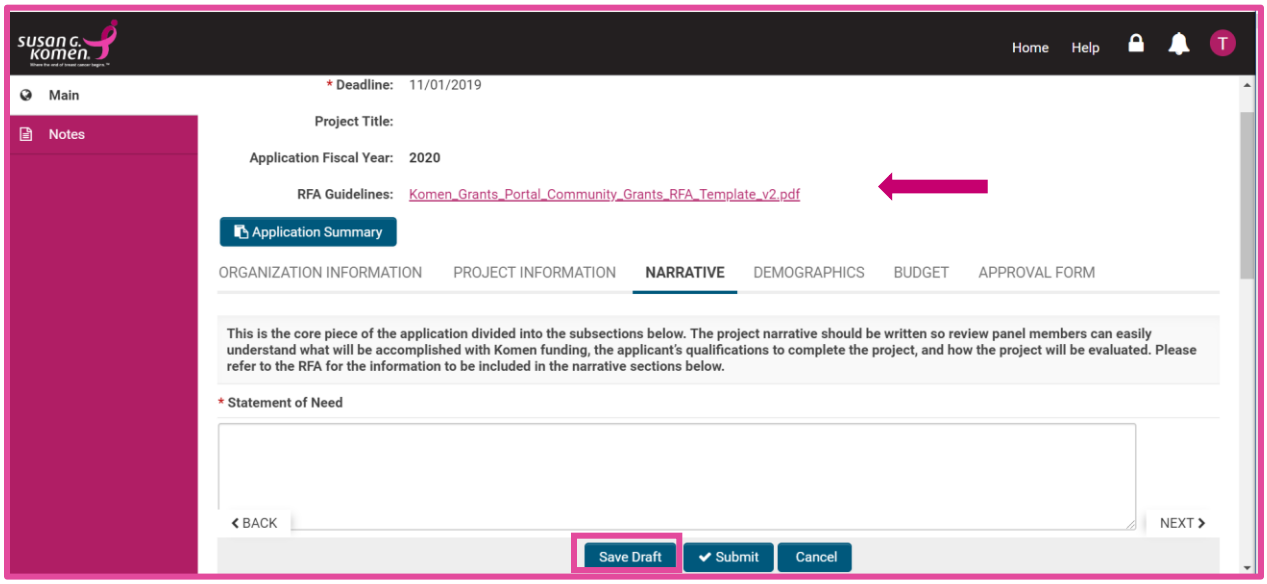
At any time during the process, you can click on “Application Summary” to generate a PDF of your application.



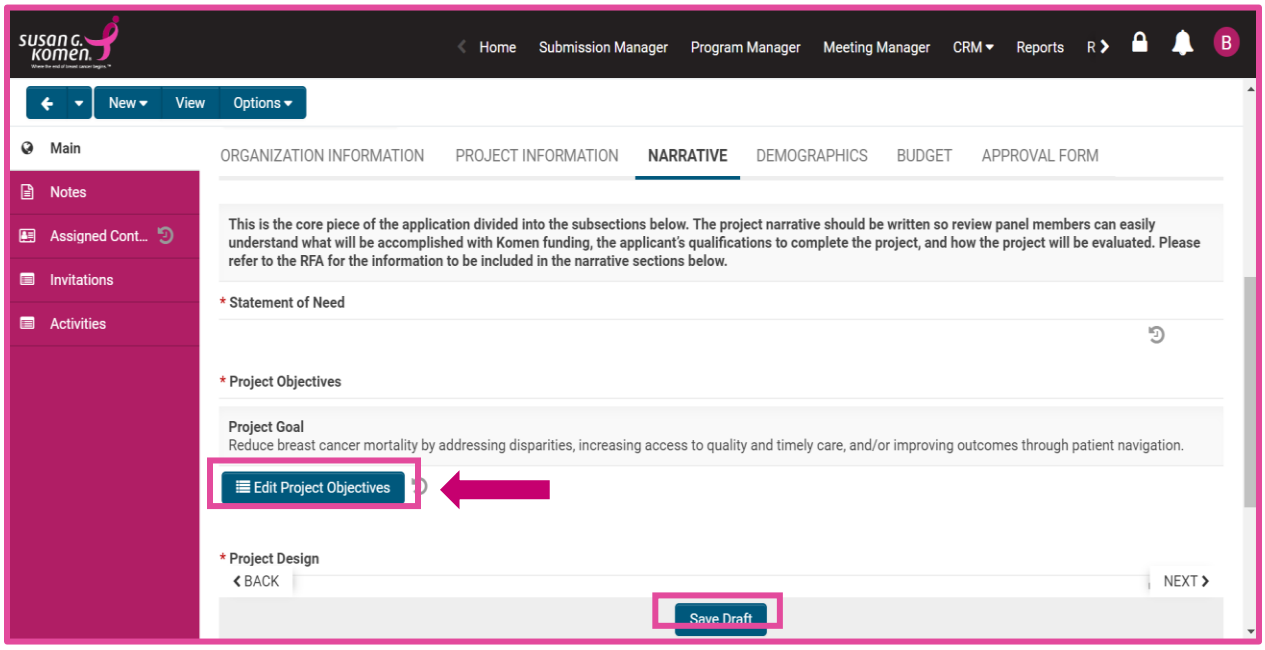
4. On the Project Information tab, complete all required fields and then list applicable project partners by clicking “Edit Project Partners” and then upload supporting documentation by attaching it as shown below. Click “Save Draft” when complete.



5. On the “Narrative” tab, click on “RFA Guidelines” to open the RFA and read it in its entirety. Then, refer to the Project Narrative section headers and questions listed in the RFA to begin adding responses to the Statement of Need, Project Design, Partners and Sustaining the Project and Impact and Evaluation fields. Click “Save Draft” when complete.



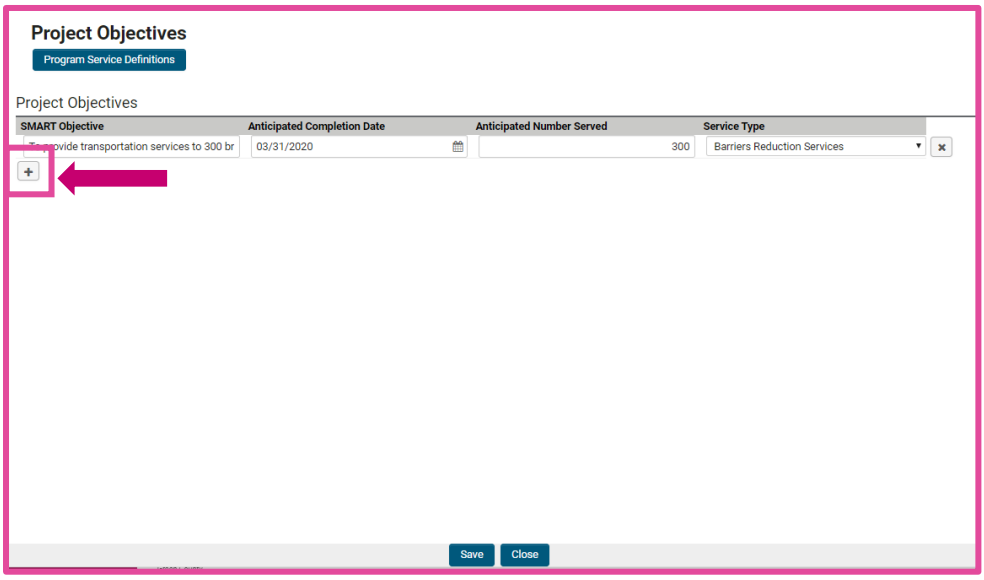
6. On the “Narrative” tab, click the “Edit Project Objectives” button so measurable objectives that will be funded by Komen can be created.



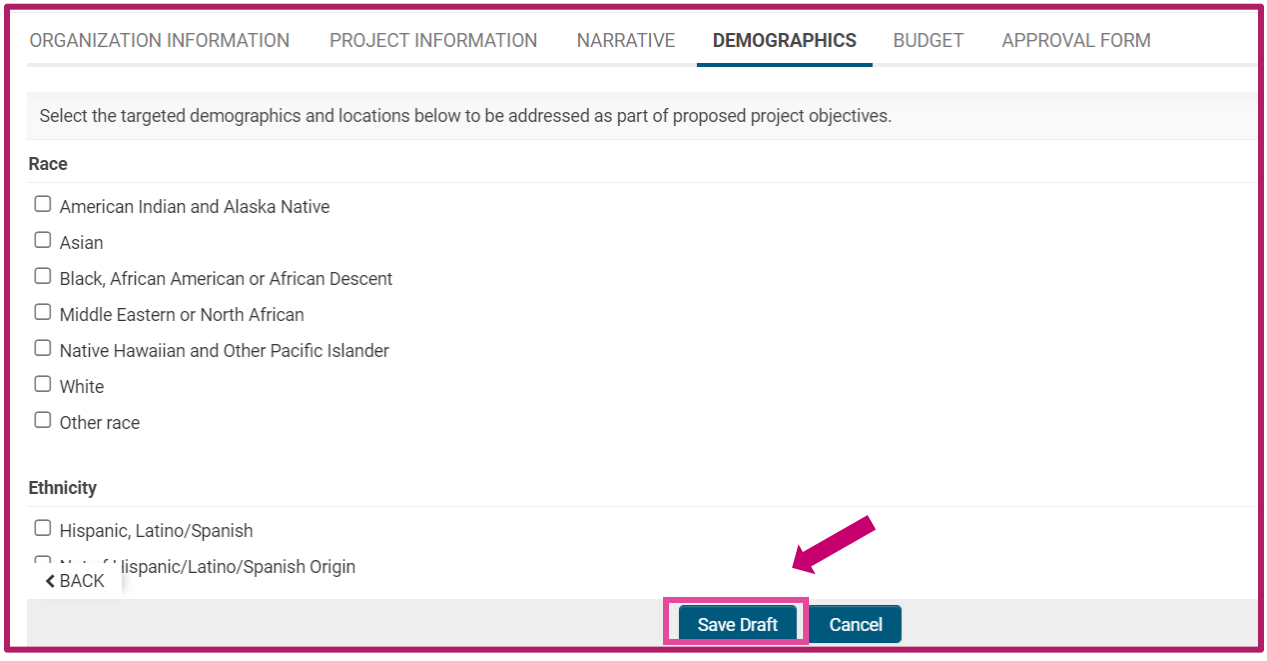
7. Then, click the "+" sign to add Specific Measurable Attainable Realistic Time-bound (SMART) objectives and choose the relevant "Service Type."

   The service type selected here will determine the data reports available on progress and final reports if the application is selected for funding.

   Click "Save Draft" when complete.

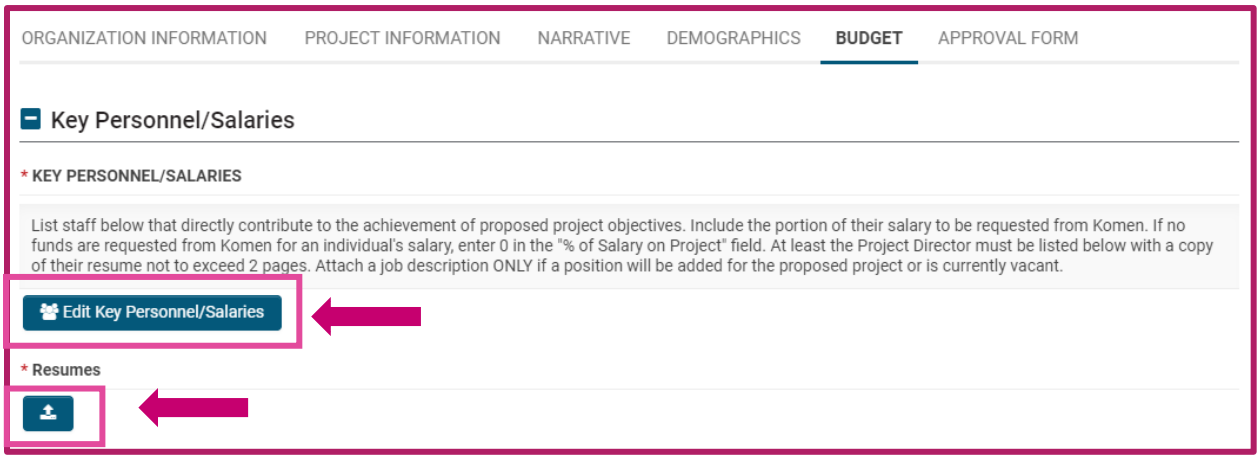


8. On the "Demographics" tab, select the targeted demographics and locations from the displayed list to be addressed as part of proposed project objectives. Click "Save Draft" when complete.

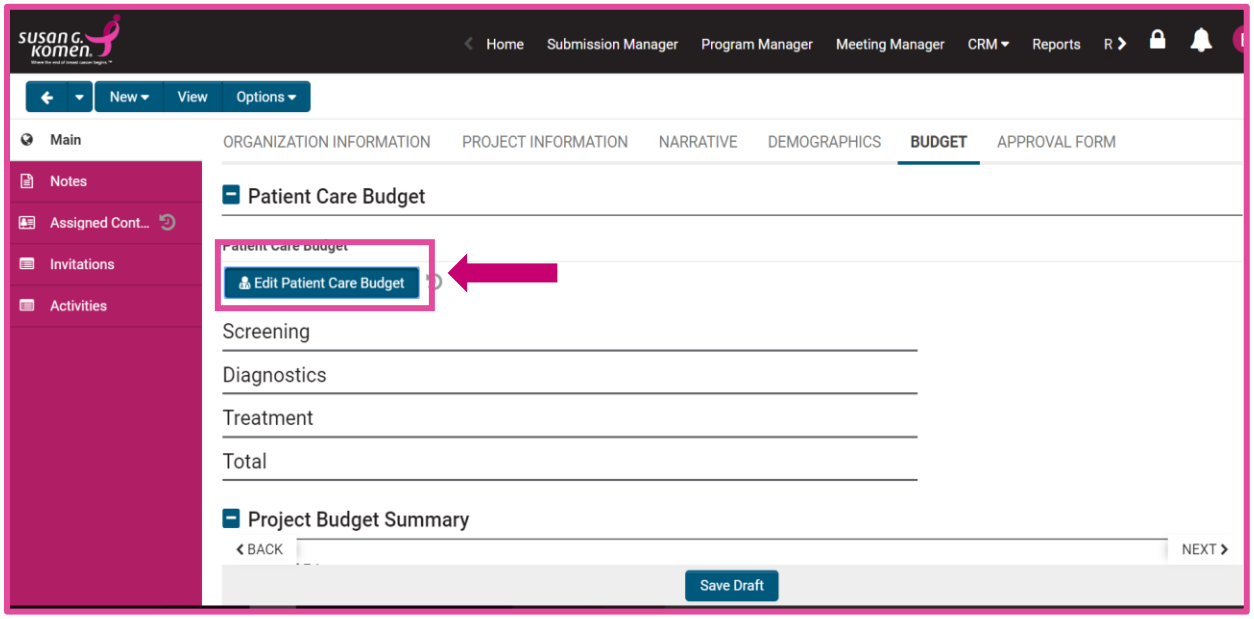


9. On the “Budget” tab, complete all required fields after reading the Allowable Costs section of the RFA. This will include clicking “Edit Key Personnel/ Salaries” to add Komen-funded staff that directly contribute to the achievement of proposed project objectives.

   At minimum, the Project Director **must be** listed with a copy of their resume whether they are Komen-funded or not.



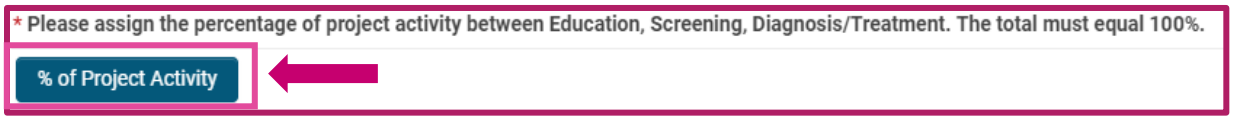
   The “Edit Patient Care Budget” is used to add specifics about Komen-funded Screening, Diagnostics, and Treatment project activity and should include the type and number of services to be provided and cost per service.



All Patient Care clinical services should be included in the Patient Care Budget section, even if they are subcontracted. If an applicant proposes transportation costs, they should also be included here instead of the Travel budget category.

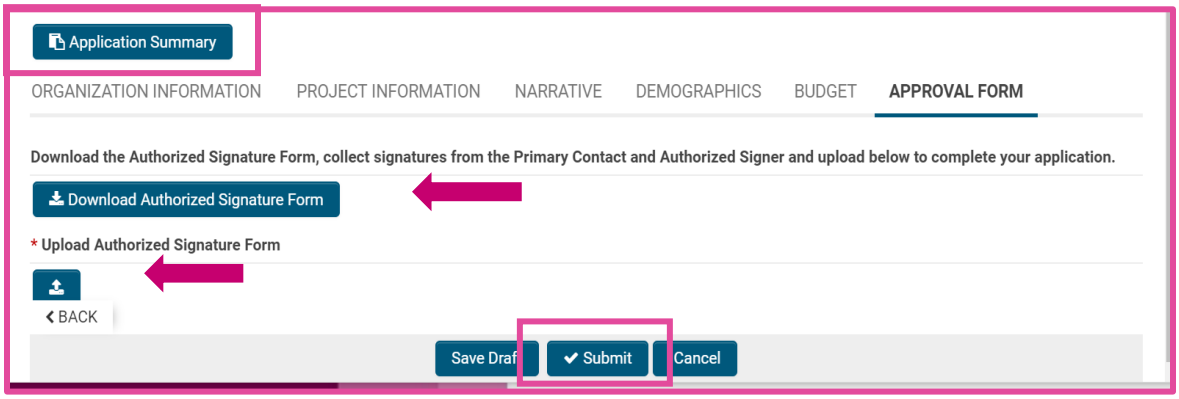
Patient Navigation or referral project costs should not be included in the Patient Care Budget section but can be included in Key Personnel/ Salaries or Consultants/ Sub-Contracts sections, as appropriate.

The "% of Project Activity" button is used to assign a percentage of project activity between Education, Screening, Diagnosis/Treatment to proposed Komen-funded project activity.



10. On the "Approval Form" tab, download the Authorized Signature Form and after it is signed by both the Primary Contact and Authorized Signer, it is added to the application by uploading it in the Upload Authorized Signature Form.

    Click "Submit" when the entire application is complete.



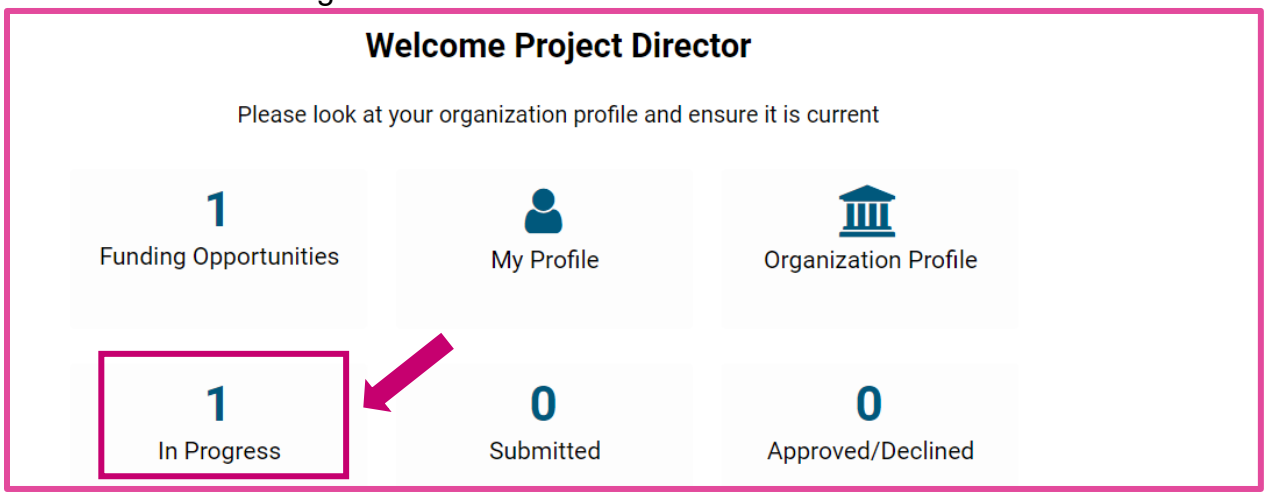
11. After the application is successfully submitted, a confirmation email will be sent to the applicant with a PDF summary of the application.

Application Modifications

After submitting your application, the Affiliate review the application for compliance to the guidelines set forth in the RFA. If modifications must be made in order to be compliant and progress through the review process, you will follow the steps below.

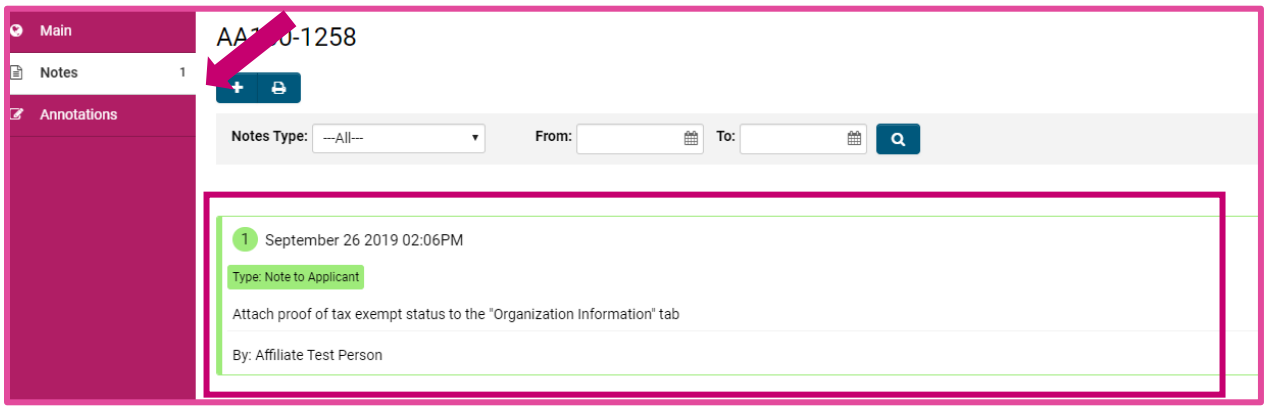
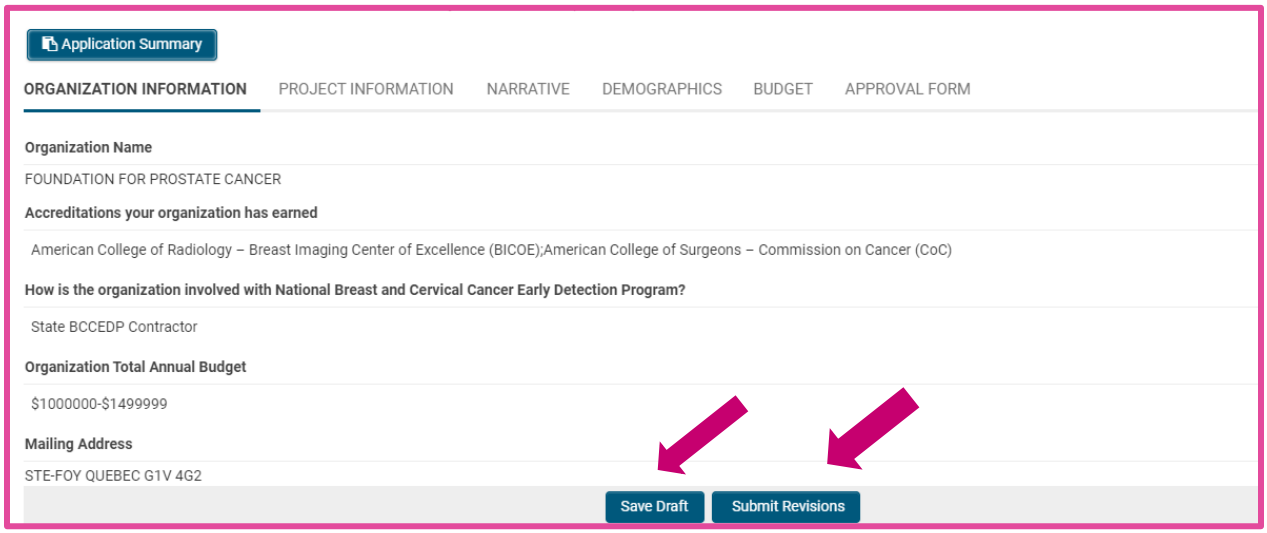
1. Log into komen.smartsimple.com using your login.

2. Click on “In Progress”



3. Click “Open” on the application in the status “Revisions Requested”

4. View notes left by the Affiliate that detail minor compliance issues that must be addressed.



Make necessary adjustments to the application, click “Save Draft” and then “Submit Revisions”