



Guide for Adding an Application Collaborator



The Grants Management System allows registered organizations to have multiple contacts and collaborators on applications if desired. This will enable individuals to maintain their unique My Delaware logins and work on all or parts of an application(s) during drafting and submission.

This user guide will show registered users how to add collaborators to existing or submitted applications if desired.

Important: Contacts must be invited or registered in the system to be added as collaborators to your organization's application. For assistance in inviting a user to register to be part of your organization, review the **"Guide to Add and Invite New Contacts to Register to an Organization"** available on our website for help completing that process if necessary.

Step 1: Navigate to the Grants Management System landing page at <https://legisgrants.smartsimple.com>. Sign in to the Grants Management System by clicking the blue "Applicant Login" button, enter your My Delaware credentials, and arrive at the Grants Management System Home screen. Under the "Applications" section, open the application to which you wish to add a collaborator by clicking the blue "Open" button. Please note that, depending on whether your application has been submitted, it may be under a different tab than the default "Attention Required" tab.

#	Application ID	Funding Opportunity	Organization	Primary Contact	Amount Requested	Status
1	GG25-0565	GIA General Application for Fiscal Year 2025	Jason's Test Org	Jason Smith		Draft
2	GG25-0143	GIA General Application for Fiscal Year 2025	Jason's Test Org	Jason Smith	\$500	Revisions Requested

Step 2: After opening the application, scroll to the Collaborators section under the General Tab.

Collaborators

Contacts listed below are able to collaborate on this application, including editing and submitting. Applicants are encouraged to include at least one alternate contact from their organization.

- Note that only one person can edit the record at a time. A message will appear at the bottom of the page if the record is locked by another user.

Include Collaborators in Email Notifications

Collaborators from your Organization

To provide other contacts from your organization with access:

- Type the first few letters of their name in the search box below and select the matching contact (or use the Lookup), and click the **Add Contact** button.
 - Important:** If the contact cannot be found you may need to create/invite them to the system. (Click **Save Draft** to save your work, then access your organization profile from the menu under your initial in the upper right corner of the portal.)
- To remove access:
- Select the checkbox next to the contact and click the Remove button.

Find Contact

--- Select Role ---

Add Contact

0 of 0 < >

☐	#	Full Name	Title	Phone Number	Email
No Results Found					

Step 3: Add a registered or invited organization contact in the “Find Contact” field.

In the “Find Contact” field, you may start typing the name of the registered or invited individual. The system will populate from the available choices as you type the name. You may also click the blue binoculars icon to select from a list of the registered organization contacts.

Important: If a contact cannot be found, you may need to create/invite them to the system. Click **Save Draft** to save your work, then access your organization profile from the menu under your initial in the upper right corner of the portal. Review the “Guide to Add and Invite New Contracts to Register to an Organization” on our website for assistance in inviting a user to register for your organization.

Find Contact

Victoria B --- Select Role ---

First Name: Victoria
Last Name: Brennan
Company: Delaware Controller General Office
Email: victoria.brennan@delaware.gov

First Name: Victoria
Last Name: Brennan
Company: Victoria Test Organization
Email: vib.testacct@gmail.com

Add Contact

0 of 0 < >

#	Full Name	Title	Phone Number	Email
No Results Found				

Select the choice of the individual you are looking for by clicking their name so it appears entirely in the field, then in the drop-down field for “--- Select Role ---” select “Co-Applicant.”

Find Contact

Victoria Brennan Co-Applicant

--- Select Role ---
Co-Applicant

Add Contact

0 of 0 < >

☐	#	Full Name	Title	Phone Number	Email
No Results Found					

Then click the blue “Add Contact” button, and the user will be successfully added to the list of collaborators for the application you are working on. Don’t forget to hit the blue “Save Draft” button to save the changes that you have just made!

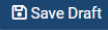
Find Contact

 --- Select Role --- 

1-1 of 1  

☐	#	Full Name	Title	Phone Number	Email
☐ 	1	Victoria Brennan			vlb.testacct@gmail.com

Other Helpful Things to Know:

- You are not required to add a collaborator.
- You may add as many collaborators from your organization as you wish.
- Application collaborators can only edit and submit the application to which they have been added.
- Only one person can edit the record (application) at a time. A message will appear at the bottom of the page that the record is locked by another user.
- To remove access for a collaborator, select the individual you want to remove by clicking the checkbox next to the blue “Open” button. A remove button will then appear. Clicking the blue “-” button will remove the contact as a collaborator.

Find Contact

 --- Select Role --- 

☐	#	Full Name	Title	Phone Number	Email
☒ 	1	Victoria Brennan			vlb.testacct@gmail.com

The system will ask you to confirm:

 **Alert**

Are you sure you want to remove the selected Contacts?

If you need assistance managing your organization’s contacts and collaborators, send your request to **CGOGrants@Delaware.gov**.