



## Indiana Campus Compact Partner Portal User Guide Grant Applications & Reports

### STEP ONE

Create a New Account or Log in to your existing account at <https://www.campuscompactin.org/>

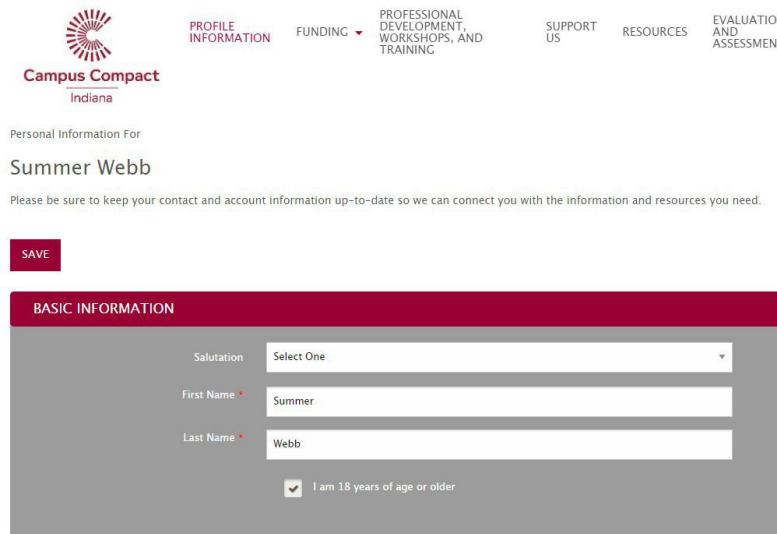
The screenshot shows the top navigation bar with the Campus Compact Indiana logo on the left and 'SUPPORT US', 'RESOURCES', and 'EVALUATION AND ASSESSMENT' on the right. A 'LOG IN' button is in the top right corner. Below the navigation is a dark red banner with the word 'WELCOME' in white. The main content area is titled 'Log In' and contains two input fields: 'Email Address' (with 'Username' as a placeholder) and 'Password'. Below these fields is a link for 'Forgot Password?'. At the bottom of the form are two buttons: 'LOG IN' and 'Create Account'.

- If you clicked Create an Account, you will on the page shown below. Please fill out the form to create your account and proceed to step 2.

**Please note, you will be asked for a verification code to complete account creation – this code will be sent to the email address you are using to create the account.**

The screenshot shows the 'Create an Account' form. At the top, there is a navigation bar with the Campus Compact Indiana logo and links for 'SUPPORT US', 'RESOURCES', and 'EVALUATION AND ASSESSMENT'. A 'LOG IN' button is in the top right corner. Below the navigation is a dark red banner with the text 'Create an Account'. The main content area is titled 'Create an Account' and contains a sub-header 'BASIC INFORMATION'. Below this are several input fields: 'Salutation' (a dropdown menu with 'Select One'), 'First Name' (with 'Ex: Valerie' as a placeholder), 'Last Name' (with 'Ex: Volunteer' as a placeholder), and a checkbox labeled 'I am 18 years of age or older'. Below the 'BASIC INFORMATION' section is another dark red banner with the text 'CONTACT INFORMATION'. Below this are several input fields: 'Main Address Type' (a dropdown menu with 'Select One'), 'Home Street' (with 'Ex. Av. 12157 W Linebaugh Ave, 332' as a placeholder), 'Home City' (with 'Ex. Tampa' as a placeholder), and 'Home State' (a dropdown menu with 'Select One').

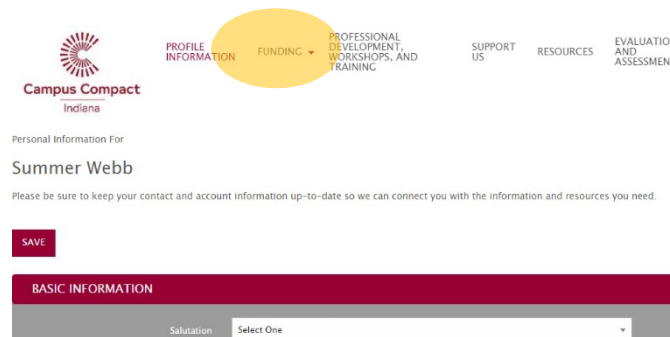
- If you clicked Log In, you will be on the page shown below and can proceed to the next step:



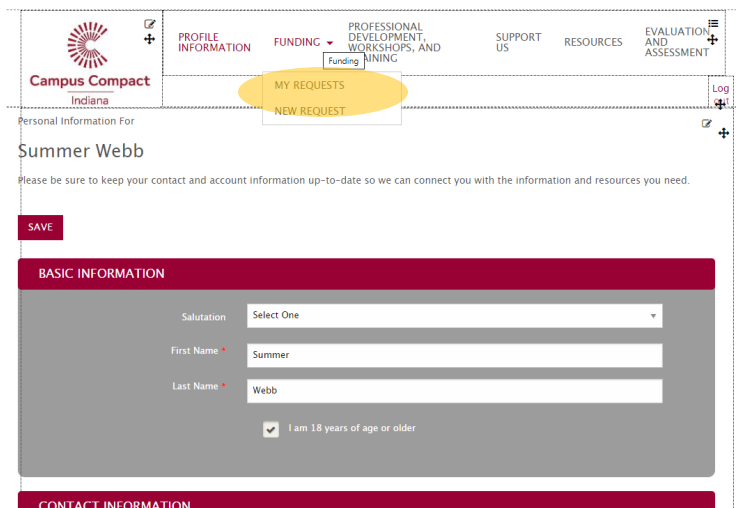
## STEP TWO

Submit a grant application or report:

- Near the top of the page, hover over “Funding”



- Next from the dropdown menu, select either “New Request” or “My Requests”. If you are applying for a new grant, follow step 2.A. If you are submitting a report for an existing grant, follow step 2.B.



## 2.A

Next, you will be re-directed to our Grant Funding Request page.

**Campus Compact**  
Indiana

PROFILE INFORMATION   **FUNDING**   PROFESSIONAL DEVELOPMENT, WORKSHOPS, AND TRAINING   SUPPORT US   RESOURCES   EVALUATION AND ASSESSMENT

Welcome.

Indiana Campus Compact offers a wide variety of grants to our partner campuses, including grants for student service projects and plunges, course development grants for faculty, and grants for faculty or staff to offset the costs of a campus community dialogue.

Please submit your grant proposal by selecting one of the funding programs from the drop down menu below.

Please note:

- All proposals must be submitted under the principal investigators profile.
- Your submission must be completed in one sitting, you will not be able to save and return at a later time.

You will be required to upload several documents as a part of your submission. Please be sure to thoroughly review the [grant requirements](#) prior to submitting your proposal. In addition, please be sure to review Indiana Campus Compact's [grant terms and conditions](#).

### Grant Funding Request

Funding Program • Select One

### Principal Investigator Contact Information

Please make sure your profile information is up to date prior to completing this form.

Please complete all the requested information and select “Submit”

### SIGNATURES

The principal investigator will digitally sign the grant portal submission form. Your digital signature will represent, to the best of your knowledge, that the information you provided is true and correct and that you have agreed to the 2019-2022 Indiana Campus Compact Grant Terms and Conditions.

The fiscal manager and primary investigator will sign the uploaded fiscal form. This is the only signature needed from the fiscal manager; the fiscal manager will not sign within the grant portal.

We require each principal investigator to create their own individual account for submissions. General accounts by Contract and Grants office will not be accepted.

The following campuses must route their proposal through their central office prior to submitting a request. Requests must be uploaded under the [principal investigators account profile](#).

- Indiana University (Bloomington, Kokomo, East, IUPUI, Northwest, South Bend, and Southeast) must route their application through Indiana Universities' Contract and Grants office.
- Purdue University campuses (Purdue University, Purdue University Fort Wayne, and Purdue University Northwest) must route their application through Purdue Universities' Sponsored Programs office.
- Ivy Tech Community College campuses (any campus) must route their application through the Ivy Tech Community College's Central Indiana Grants Office

Signature •

Please type your name to digitally sign

I confirm that I have read and understand the grant terms and conditions.

I CONFIRM •

**SUBMIT**

You are finished! Please feel free to reach out with questions to Laura Weaver, Director of Professional Development and Engaged Learning at [laura@incampuscompact.org](mailto:laura@incampuscompact.org).

## 2.B

Next, you will be re-directed to your My Grants page. All of your previous grant requests will be listed on this page.

Next, scroll to find the grant you are submitting a report for and select “submit”.

Next, you will be redirected to the grant report form

Next, complete the required information and select “Submit”

Please note: You will need to refer to your grant's specific reporting guidelines (downloadable on our [Downloads page](#)) for reference on the report requirements.

You are finished! Please feel free to reach out with questions to Laura Weaver, Director of Professional Development and Engaged Learning at [laura@incampuscompact.org](mailto:laura@incampuscompact.org).