

# Submission Instructions

The William T. Grant Foundation accepts applications only through our online application system, which is accessible through our website at [wtgrantfoundation.org](http://wtgrantfoundation.org). For specific deadlines, please visit the Grants page of our website.

We encourage applicants to begin the LOI as early as possible to ensure the timely completion of the online application and to allow sufficient time to resolve any technical issues that may arise.

## **Step 1: Log in (or register if you are a new user).**

- Go to [wtgrantfoundation.org](http://wtgrantfoundation.org) and click “LOG IN” at the top right of any page. If you forgot your password, click the link to reset your password.
- If you are the principal investigator (PI), and do not have an account, register on our website to create one. If you are not the PI, obtain the account login information from that person or help the PI create an account.

## **Step 2: Select the research grants funding opportunity or the Officers' research grants funding opportunity, and complete the eligibility quiz.**

- Once you have completed the eligibility quiz, return to your Easygrants homepage and click on the ‘Letter of Inquiry’ link to enter the application.

## **Step 3: Enter PI contact information, PI demographic information, and contact information for each additional Co-Principal Investigator.**

- Enter the PI's contact information. Note that the PI must also be listed as the primary contact for all correspondence related to the LOI.
- Enter the PI's demographic information.
- In the "Contacts – Project Personnel" section, add the contact information for any co-principal investigators and institutional contacts that would be involved with grant administration.

**Step 4: Provide project information.**

**Step 5: Enter and upload all required information.**

- Refer to the Application Materials sections of the application guidelines.

**Step 6: Review and Submit.**

- Review the application PDF to make sure that your materials are in order. Once the application is submitted, you will not be able to make any changes.