

GRANT TRACKER

SUMMARY

Grant Tracker is a tool developed by the Open Society Institute (OSI) for online management of grant awards. Grant Tracker allows you to:

- request a copy of your grant letter
- update your contact, staff, and payment information
- check the status of your grant payments
- submit and monitor reports due on your grant
- receive email notifications on reports due and payments disbursed

GETTING STARTED

To set up your Grant Tracker account, please go to <http://www.soros.org/grants/manage>. Click on the “Request an Account” link. You will first be required to enter a valid email address, and then required to submit some basic information, including the grant number printed on your grant agreement letter and a password (note: the password must be at least eight characters). OSI will respond to your request for an account within five business days. Once your request is approved, please return to the log in page to enter the system. Your email address will be your username, and the password you provided during registration will remain the same.

MANAGING YOUR GRANT

Requesting a copy of your grant letter

To obtain a copy of your executed grant letter, click on the “Grant Letter” link, which will ask you to provide the email address to which you would like the letter sent. If there has been an amendment to your grant, this will be available through the “Grant Amendment” link.

Updating addresses

To update your address or the address of a partnering organization (if applicable), click on the hyperlinked name of the addressee.

Adding/removing staff (not applicable to scholarship grants)

To add unlisted staff, click on the “add staff” link. To remove staff no longer associated with a grant, click first on the staff member’s hyperlinked name, and then “delete.”

Submitting reports

To submit a grant report, click on the hyperlinked name of the report. A screen will open with instructions on how to submit the report. Please note that if your report is to be submitted by attaching a document, you will be unable to make changes to your attachment once you have selected “submit” and have confirmed that selection. Any reports mailed to OSI will be manually entered by OSI, and status updates will be posted to your Grant Tracker account.

Entering bank information

Grant payment type (wire or check) is determined by OSI. If grant payment is to be made by wire, please click the “wire” hyperlink to enter, edit, or confirm the details of the wire transfer. Likewise, if payment is to be made by check, please click the “check” hyperlink to ensure the correct mailing address.

EMAIL REMINDERS

Grant Tracker will send automated email notifications for payments made and reports due. As these messages are system-generated, you will not be able to respond to these messages. If you have questions about your grant, please get in touch with one of the OSI contacts listed in your Grant Tracker grant record.