



Step-by-Step Overview: Online Application Process

This document is meant to provide only the most basic overview of the steps required to submit an application online using the Komen Affiliate Grants System. For more information about the submission process, please refer to training materials at:

http://www.komennyc.org/site/PageServer?pagename=grants_overview or

http://www.komennyc.org/site/PageServer?pagename=grants_applicants_resources

1. Project Director visits <https://affiliategrants.komen.org>
2. Project Director registers as a new user
3. Komen Greater NYC approves the Project Director
4. Authorized Signer visits <https://affiliategrants.komen.org>
5. Authorized Signer registers as a new user
6. Project Director approves the Authorized Signer
7. Project Director completes online application
8. Once complete, Project Director changes application status to “**Authorized Signature Required**”
9. Authorized Signer logs in and changes application status to “**Application Submitted**”