

Individuals - Registering for the first time

If you want to apply for a scholarship or a fellowship, you will have to register on the Grantee Portal with an individual account.

This article outlines the steps to register as an individual grantee.

Click the New User? link

OPEN SOCIETY FOUNDATIONS

English

Username

Password

Sign in

[Can't access your account?](#) **New User?**

Welcome to the Open Society Foundations Grant Portal!

For a step by step guide and helpful information on how to use the Grantee Portal, please [click here](#) to review our online support resource.

Once you have reviewed this information you should be ready to register, apply, and monitor your active grants through the Portal. Once you are logged on to the Portal, be sure to look for orange help bubbles for additional information on specific fields.

If you encounter any technical issues or require support with the use of the Portal, please email granteefeedback@opensocietyfoundations.org. We actively monitor this account and will respond on a timely basis.

At the top of the page, be sure to choose Individual

OPEN SOCIETY FOUNDATIONS

Portal Registration / **Step 1** / Step 2 / Step 3

Select One:

☐ Organization ☒ **Individual**

**Enter your first name, last name and a valid email address.
Click Next**

Portal Registration / **Step 1** / Step 2 / Step 3
Organization Individual

First Name

Last Name *

Email *

Confirm Email *

An **Individual** is an applicant who submits grant applications on their own behalf, not representing an academic institution, organization, institution, or government. Individual applicants can only apply for funding opportunities that allow individual people to benefit from OSF funding.

An **Organization** is an entity that submits grant applications on behalf of the group, such as a nonprofit organization, academic institution, or a private business.

Choose your country, then enter the rest of your mailing address. Click Next.

The screenshot shows the 'Portal Registration' process at 'Step 2' of 3. The form is titled 'OPEN SOCIETY FOUNDATIONS' and includes the following fields:

- Mailing Country ***: A dropdown menu with 'United States' selected.
- Mailing Street ***: A text input field containing '111 First Street'.
- Mailing City ***: A text input field containing 'Anytown' with a location pin icon.
- Mailing State/Province**: A dropdown menu with 'Alabama' selected.
- Mailing Postal Code ***: A text input field containing '11111'.
- Phone**: A text input field containing '(313) 123-4567' with a phone icon.

At the bottom, there is a blue 'Next' button with a red border, and a link 'or go back a step'. Below the form, there are links for 'Can't access your account?' and 'Existing User?'.



When entering your phone number DO NOT use + to indicate country code.

Review and agree to the terms and conditions of using the portal, then choose a username and password. Click Register.

Portal Registration / Step 1 / Step 2 / **Step 3**

Username * 2

JanuaryWhite

Password * 3

.....

Confirm Password *

.....

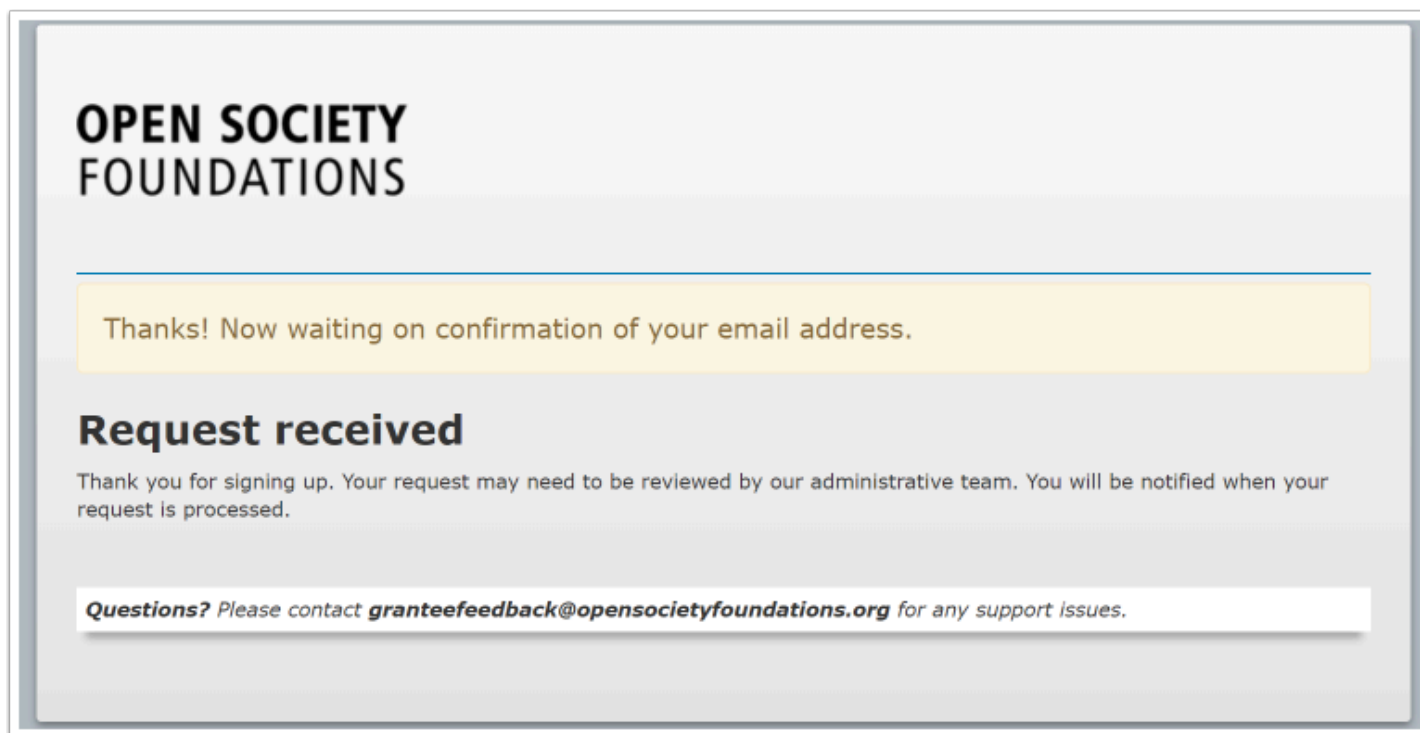
☒

Agree Terms And Conditions *

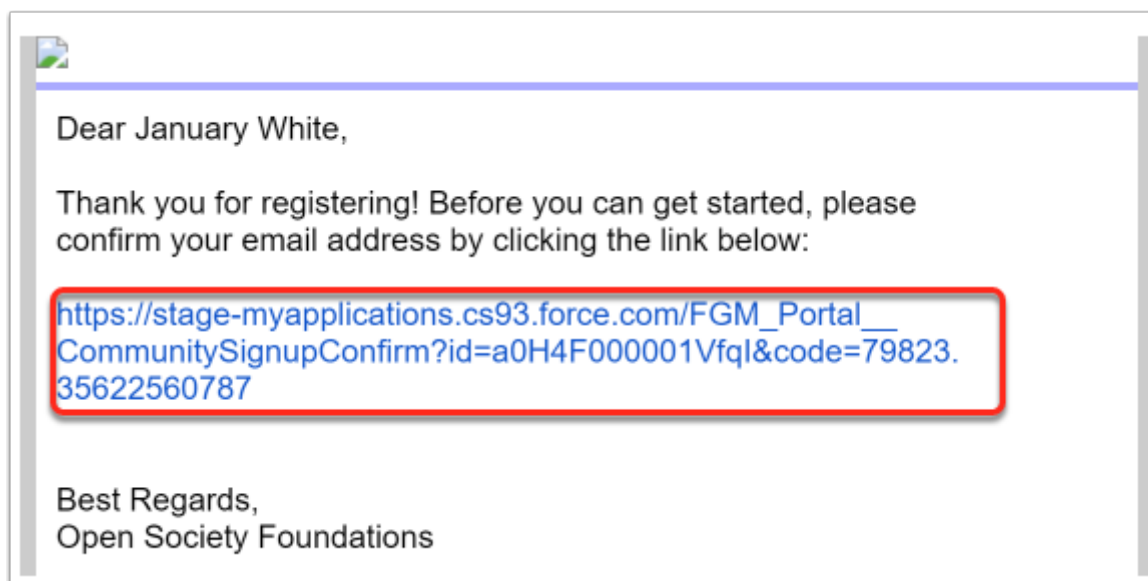
1 [Terms and Conditions](#)

Register or go back a step

After you click register, you will receive an email confirmation.

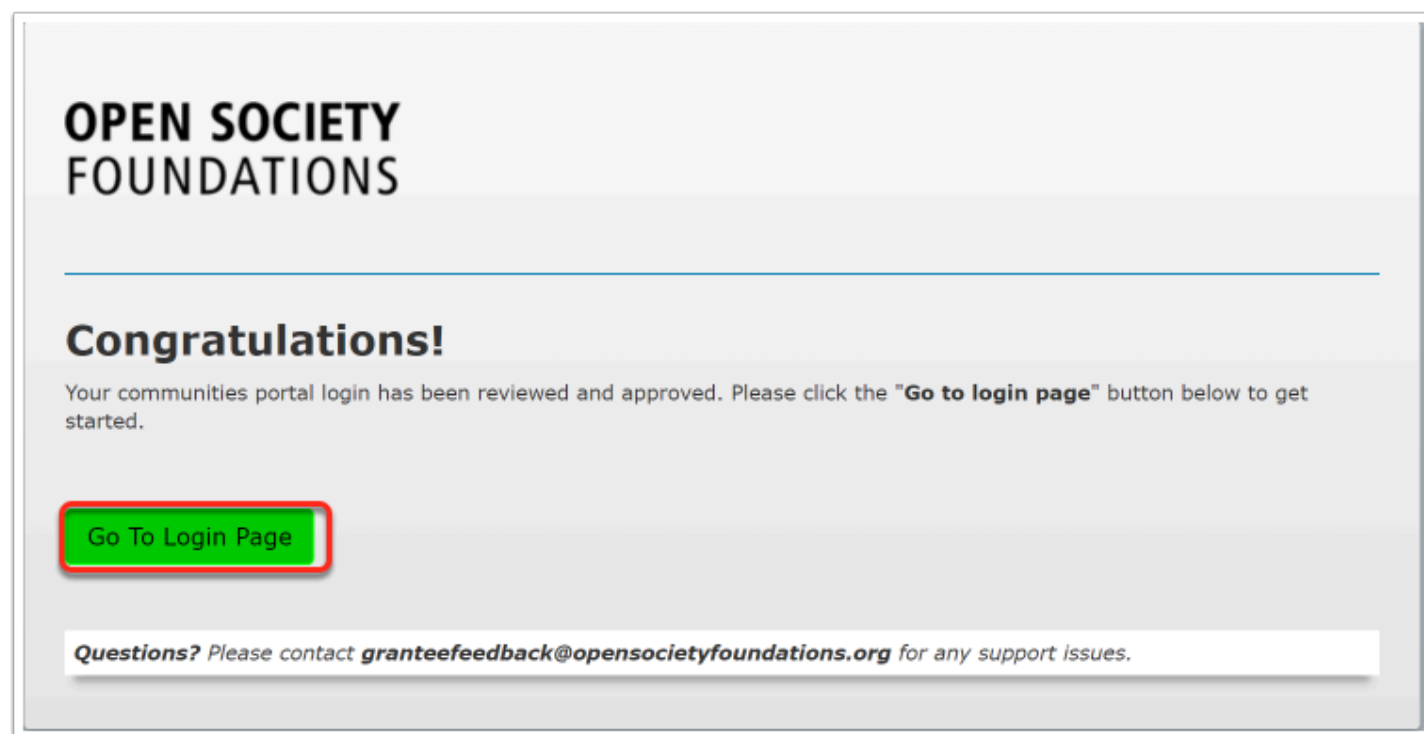


Check your email. You will receive a message to confirm your email address.

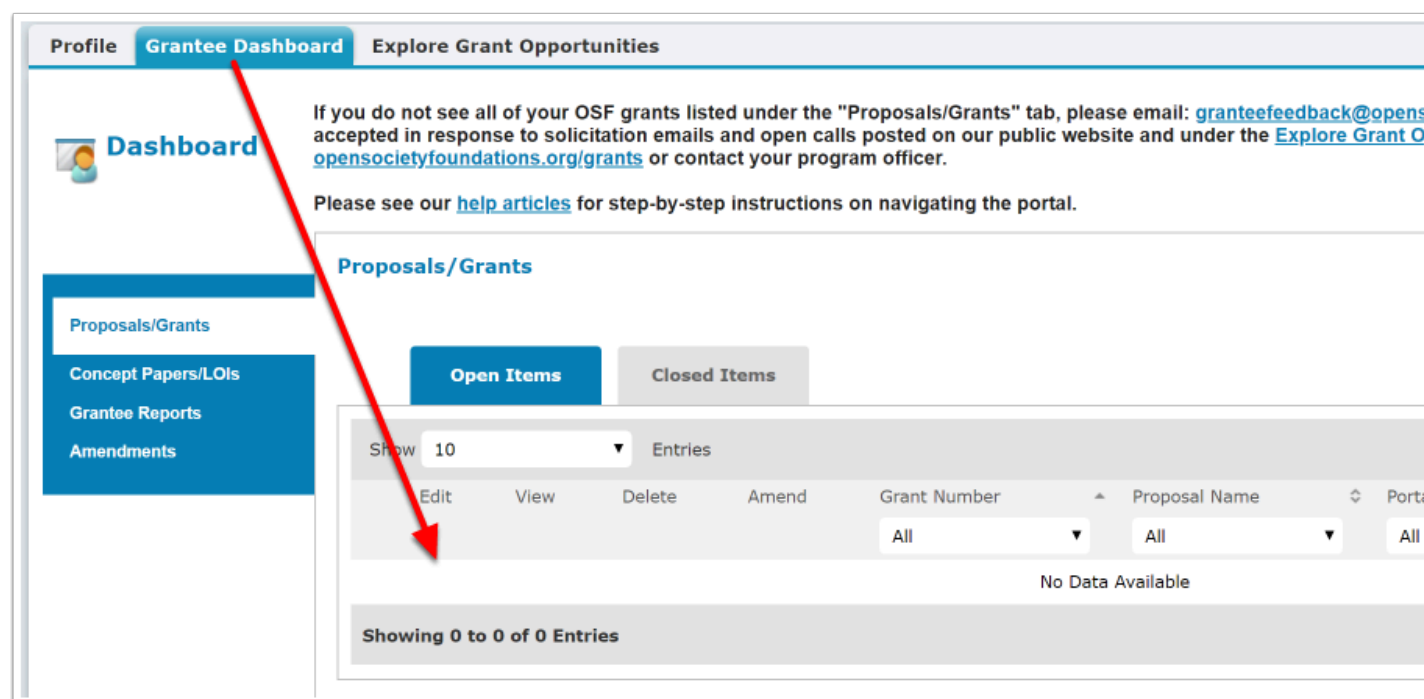


The link will re-direct you to the portal. Click Go To Login


Page.



You have successfully logged in to the grantee portal. Any applications you have started will appear in the grantee dashboard.



You will receive another email that informs you that your account has been activated. Be sure to keep this message since it contains your username.

 When logging in to the portal to update information, be sure to use the highlighted link to access your account.

https://myapplications.my.site.com/fcgrantee/FGM_Portal_CommunitySignin

Dear January White,

Your portal account has been activated. Please log in at:

https://myapplications.force.com/fcgrantee/FGM_Portal_CommunitySignin

Your username is: **JanuaryWhite**

Please keep this username along with your password in a safe place as you will need these credentials to access your account in the future.

Once you've logged in, please complete the profile associated with your account. You can access your profile by clicking the Profile link at the top of the screen. By keeping your profile accurate and up to date, you can ensure we have all the necessary information needed to contact you regarding an application or future grant.

To apply for a new grant, please log in through the application link provided to you by program staff or an open call application link in the "Explore Grant Opportunities" section of the portal. If you need access to any of your current grants and you do not see them in your Grantee Dashboard, please contact granteefeedback@opensocietyfoundations.org.

Best Regards,
Open Society Foundations