Guide for Adding an Application Collaborator

The Grants Management System allows registered organizations to have multiple contacts and collaborators on applications if desired. This will enable individuals to maintain their unique My Delaware logins and work on all or parts of an application(s) during drafting and submission.

This user guide will show registered users how to add collaborators to existing or submitted applications if desired.

Important: Contacts must be invited or registered in the system to be added as collaborators to your organization's application. For assistance in inviting a user to register to be part of your organization, review the **"Guide to Add and Invite New Contracts to Register to an Organization"** available on our websites for help completing that process if necessary.

Step 1: Navigate to the Grants Management System landing page at https://legisgrants.smartsimple.com.
Sign in to the Grants Management System by clicking the blue "Applicant Login" button, enter your My Delaware credentials, and arrive at the Grants Management System Home screen. Under the "Applications" section, open the application to which you wish to add a collaborator by clicking the blue "Open" button. Please note that depending on whether your application has been submitted, it may be under other tabs than the default "Attention Required" tab.

Step 2: After opening the application, scroll to the Collaborators section under the General Tab.

Step 3: Add a registered or invited organization contact in the "Find Contact" field.
In the "Find Contact" field, you may start typing the name of the registered or invited individual. The system will populate from the available choices as you type the name. You may also click the blue binoculars icon to select from a list of the registered organization contacts.

Important: If a contact cannot be found, you may need to create/invite them to the system. Click **Save Draft** to save your work, then access your organization profile from the menu under your initial in the upper right corner of the portal. Review the "Guide to Add and Invite New Contracts to Register to an Organization" on our websites for assistance in inviting a user to register for your organization.
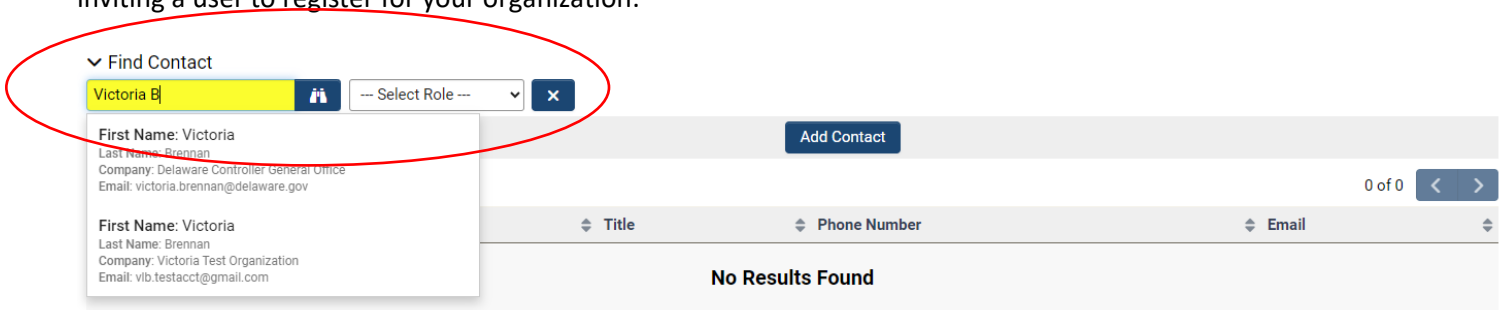
Select the choice of the individual you are looking for by clicking their name so it appears entirely in the field, then in the drop-down field for "--- Select Role ---" select "Co-Applicant."
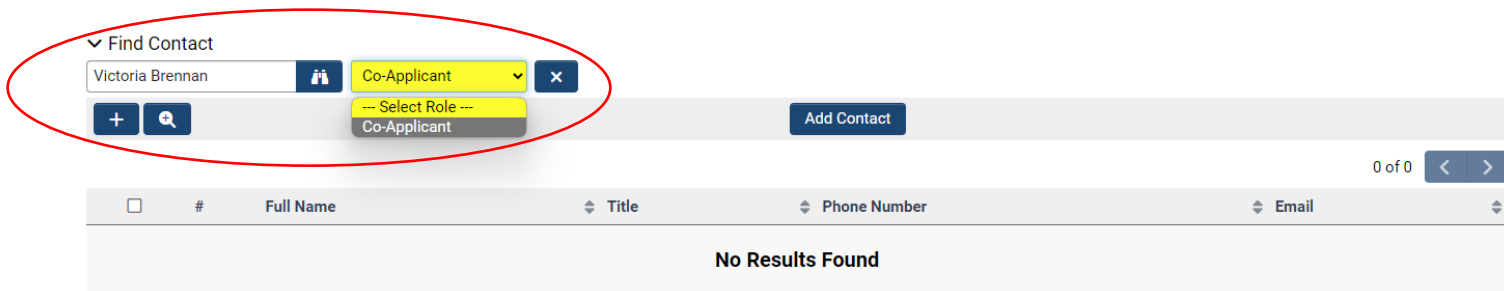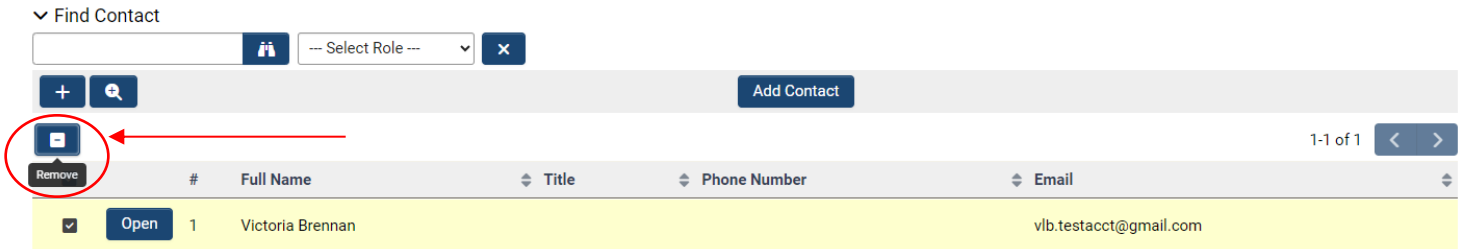

Then click the blue "Add Contact" button, and the user will be successfully added to the list of collaborators for the application you are working on. Don't forget to hit the blue "Save Draft" button to save the changes that you have just made!
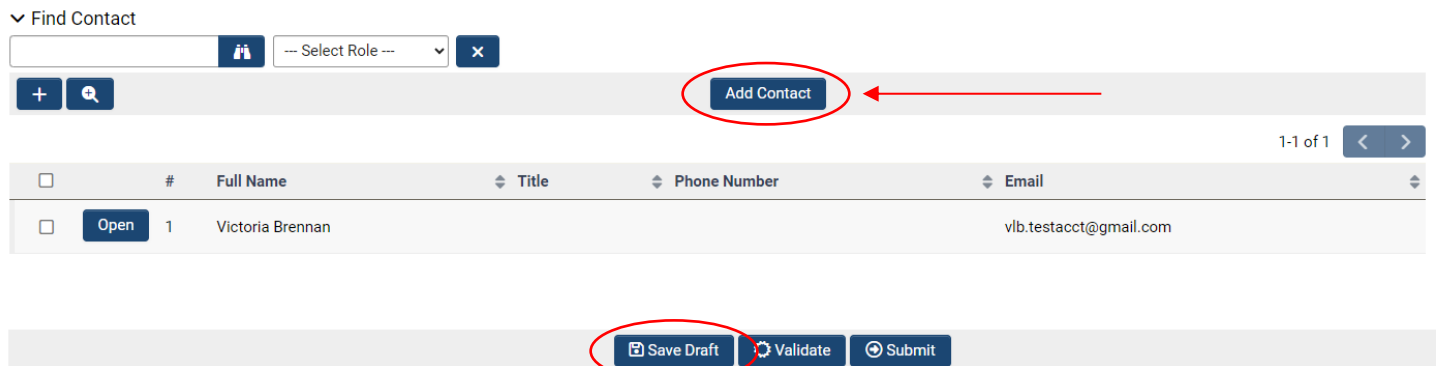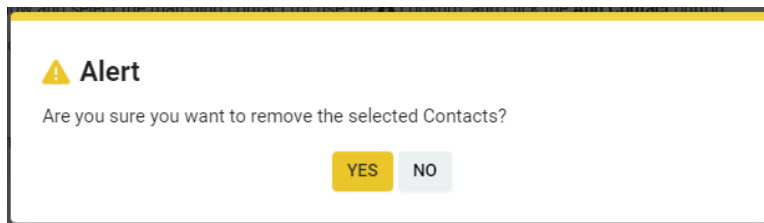
Other Helpful Things to Know:

- You are not required to add a collaborator.
- You may add as many collaborators from your organization as you wish.
- Application collaborators can only edit and submit the application to which they have been added.
- Only one person can edit the record (application) at a time. A message will appear at the bottom of the page if the record is locked by another user.
- To remove access for a collaborator, select the individual you want to remove by clicking the checkbox next to the blue "Open" button. A remove button will then appear. Clicking the blue "-" button will remove the contact as a collaborator.

The system will ask you to confirm:

If you need assistance managing your organization's contacts and collaborators, send your request to GIA_Support@Delaware.gov.