

# Log in to Smart Simple – url:

[https://specialolympics.smartsimple.com/s\\_Login.jsp](https://specialolympics.smartsimple.com/s_Login.jsp)



- **Contact your Regional Manager to Register. If you are not registered, you will not be able to work in the system.**
- **You will receive an email with a link to re-set your password.**
- **Log into the system with your email address.**
- **Make a note of your password.**
- **If you can't remember your password, you may reset it by using this link:**

specialolympics.smartsimple.com/s\_Login.jsp

Special Olympics

## Login

Email

Password

Login

Forgot Password?

Learn more about our  
Privacy & Security policies

New to the System?  
Register Here

### Welcome to Special Olympics

The mission of Special Olympics is to provide meaningful athletic competition in a variety of sports to people with intellectual disabilities, giving them the opportunity to demonstrate their fitness, demonstrate courage, and develop their skills and friendship with their community.

If you are a first-time applicant, you will be asked to take a brief eligibility assessment. We also ask that you read the registration guidelines before registering.

This system is used to:

- Apply for and report on sub-awards
- Access and submit sub-award information



# Forgot your password? Reset it yourself

## Step 1

Login

Email

Password

Login

Forgot Password?

## Step 2

Request Password

Email:

I'm not a robot

reCAPTCHA Privacy - Terms

Submit

## Step 3

Request Password

✓ If you have an account on this site, you will receive an email with instructions on how to reset your password. If you do not receive an email (and are certain you have an account registered to the email address provided), please check your spam or junk folder for the email.

## Account Activation

## Step 5

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

I'm not a robot

reCAPTCHA Privacy - Terms

Submit

Dear Applicant

## Step 4

Your user name is ! [@specialolympics.org](mailto:@specialolympics.org) and you can go to the address below to reset your password.  
[https://specialolympics.smartsimple.com/ex/ex\\_activate.jsp?lang=1&token=%24s8ezuUI6jCFXfZDaud631skA8Aji5Es10hYwwT6Z8%2FV5dbx6sQjrbY9wLUraelZes8DD5XSbeZqI5%2FP%2B8yvWOA%3D%3D](https://specialolympics.smartsimple.com/ex/ex_activate.jsp?lang=1&token=%24s8ezuUI6jCFXfZDaud631skA8Aji5Es10hYwwT6Z8%2FV5dbx6sQjrbY9wLUraelZes8DD5XSbeZqI5%2FP%2B8yvWOA%3D%3D)

Log in here <https://specialolympics.smartsimple.com>

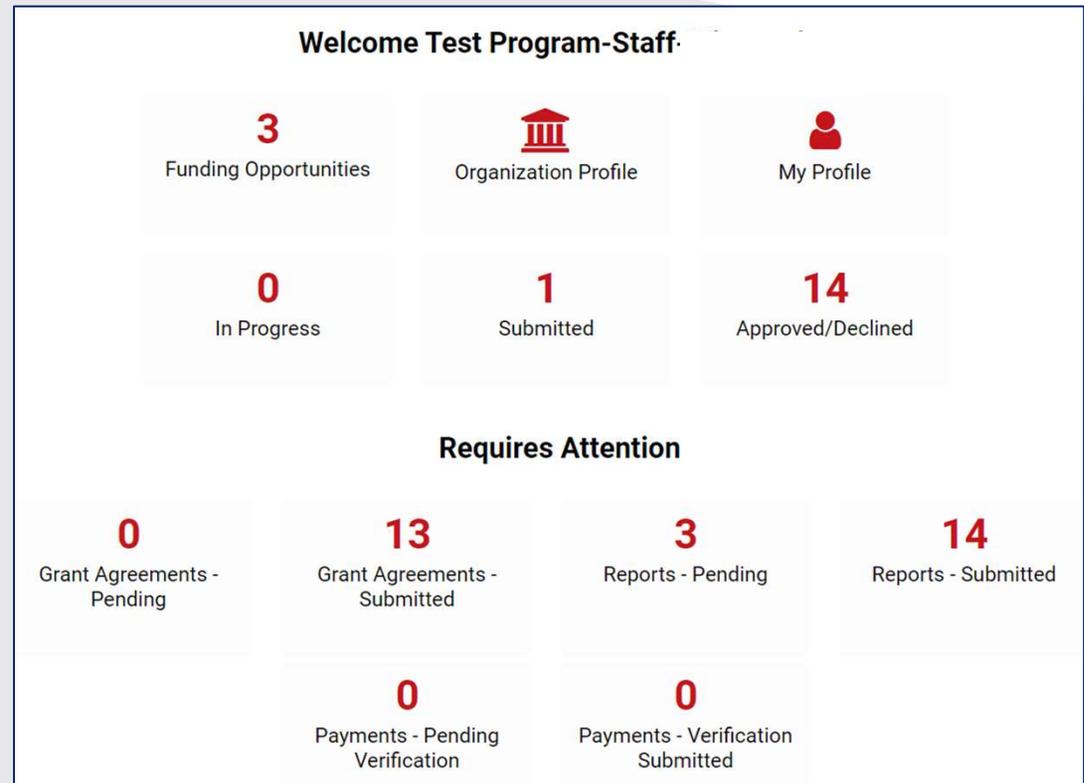
Best regards,

The Special Olympics Grants Team

# Applicant Dashboard – Home Page



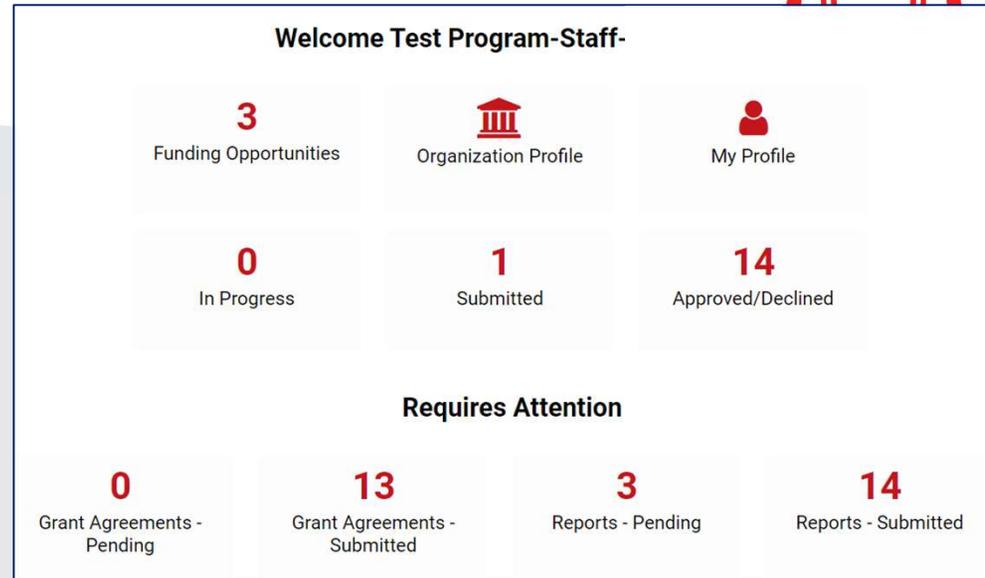
- **When you log in to Smart Simple, the first thing you see is your Home Page.**
- **The Dashboard is where you can see and access everything pertaining to your grant application.**
- **The Dashboard is also where you can update your organization profile, monitor your application, retrieve grant agreements, and access your reports.**



# Applicant Dashboard – Explained



- **Funding Opportunities**
  - Grant opportunities available to Programs
- **Organization Profile**
  - Organization and Bank account
- **My Profile**
  - Your personal details
- **In Progress**
  - Draft applications. Edit applications here until you are ready to submit
- **Submitted**
  - Applications that have been submitted but not yet approved
- **Approved/Declined**
  - Submitted applications that have been approved
- **Grant Agreements - Pending**
  - US Programs applying for CDC funding are required to fill out FFATA and Lobbying forms



- **Grant Agreements - Submitted**
  - Organization and Bank account
- **Reports - Pending**
  - Metrics and Expense Reports that are due to be completed and submitted
  - Always submit Interim Reports first before you submit a Final Report
- **Reports - Submitted**
  - Metrics and Expense Reports that have been completed and submitted

# Apply for a grant

Welcome Test Program-Staff

**Step 1 –  
On your dashboard, go to  
Funding Opportunities to  
start application.**

**3**  
Funding Opportunities

  
Organization Profile

  
My Profile

**0**  
In Progress

**1**  
Submitted

**14**  
Approved/Declined

**New Grant**

CONTACT INFORMATION APPLICATION CATEGORIES AND ACTIVITIES PROJECT INFORMATION BUDGET

Board Chair/Executive Director

Please enter the details of the person authorized to sign the grant agreement

\* First Name

\* Last Name

**Step 3 –  
Save New Grant  
application. The status will  
change to Draft.**

**Funding Opportunities**

Opportunity Details

Health Impact

Deadline: 07/09/2022

**Apply Now**

Health Enhancement Grant

Deadline: 06/30/2022

**Apply Now**

**Step 2 –  
Apply Now to  
start application.**

**Step 4 –  
Retrieve Draft application  
from In Progress tile. Save  
your edits until you are  
ready to submit.**

**In Progress**

Search 1-2 of 2 < >

#	Application ID	Application Type	Organization	Primary Contact	Modified Date	Amount Requested	Status
1	2022-2793 -	Health Impact	Health Impact		07/08/2022 05:26	\$0.00	Draft

**Open**

# Contact Information – Must be accurate



## Step 1 –

- **Primary Contact is responsible for submitting and tracking application.**
- **Board Chair / Executive Director is person authorized to sign grant agreement on behalf of Program.**
- **The Primary Contact and Board Chair must not be the same person.**

The screenshot shows the Special Olympics application portal for a grant application titled "2022-2793 - Wisconsin - Health Impact". The "CONTACT INFORMATION" tab is selected. Under "Organization Information", the location is "Wisconsin" and the address is "2 N U P D". The "Primary Contact" field is highlighted with a blue box and contains the text "Primary Contact". Below it, the "Board Chair/Executive Director" field is also highlighted with a blue box and contains the text "Primary Contact". At the bottom right, there are "Save Draft" and "Submit" buttons, both highlighted with blue boxes.

This close-up shows the "Board Chair/Executive Director" dropdown menu selected. Below it is a text box with the instruction "Please enter the details of the person authorized to sign the grant agreement". The form includes fields for "First Name", "Last Name", "Title", and "E-mail Address". The "E-mail Address" field is highlighted with a blue box. A blue arrow points from the "E-mail Address" field to the "Board Chair/Executive Director" dropdown menu.

## Step 2 –

- **Board Chair/Executive Director must be different from Primary Contact.**
- **Email address of Board chair is very important as the grant agreement will be sent there for signature.**

# Enter Project Budget– Pops out in new window



Home



## Step 1 – Enter Project Budget

2022-2801 -

Christmas Record Trust

CONTACT INFORMATION PROJECT INFORMATION PROGRAM QUALITY STANDARDS **BUDGET** SIGNATURE PAGE

·Proposed program share: For sustainability purposes, Programs should aim to include some form of program cost share (either through cash or value in kind).

·Changes to budget: If your Program discovers that a budget category modification of **more than 15%** will be necessary during the course of your project, you must first seek approval from SOI. In extreme cases, funds may be requested back from a Program if the financial expenses do not match the budget.

\* Project Budget

Enter Project Budget

**Budget template opens out  
in pop-out window**

## Project Budget

Please click the (+) button to add a line item and Save.

Project Budget

Budget Category	Proposed Program Share (US\$)	Proposed Program Share (US\$)	Proposed Grant Share (US\$)	Description of Expenses
Select One	VIK	Cash		
	\$0.00	\$0.00	\$0.00	

**Step 2–  
Select Category  
and enter  
budget items in  
rows**

+

**Step 3 –  
Use (+) sign to  
add more rows**

**Step 4 –  
Frequently  
save your edits**

**Step 5 –  
Use (x) sign to  
delete row**

Save Close

# Key Personnel – Fill out in pop-out window



**Enter Key Personnel**

**Step 1 –  
Enter Key Personnel in pop out window**

## Key Personnel



Please list key persons whether paid or unpaid in positions such as the National or Executive Director, Chief Financial Officer/Treasurer, and other key persons whose salary will be charged to the subaward.

Key Personnel

First Name	Last Name	Title	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

**+**

**Use (+) sign to add more personnel**

\* I certify that I reviewed and confirmed that the bank details are correct.

[Review bank details in Organization Profile](#)

I Certify

Currency Exchange Rate

Please click on the link below to find the current currency exchange rate to US Dollar. On Oanda's website, you will select your local currency and then select US Dollar to see the conversion. Then input that amount into this section and select today's date. [Currency Exchange](#)

Date

**Step 2 –  
Review Program bank details.  
Check certification box.**

**Step 3 –  
Use link to OANDA website to check Exchange rate – enter number or value only – do not add text or currency sign**

# Exchange messages with other people



Special Olympics Home [Lock] [Bell] [B]

Logs ▾ 1 of 2 < >

Main 2022-2801 - - Christmas Record Trust > ⓘ 📄

Notes 2 + 🖨

Invitations

Notes Type: --All-- From: mm/dd/yyyy To: mm/dd/yyyy 🔍 ✕ Sort By: Newest to Oldest ▾

1-2 of 2 < >

1 07/09/2022 18:59

Type: Note to SOI

Test 2

**Send notes to SOI**

Special Olympics Home [Lock] [Bell] [B]

Logs ▾ 1 of 2 < >

Main 2022-2801 - - Christmas Record Trust > ⓘ 📄

Notes

Invitations

Prefix	First Name	Last Name	Email	Role	Status
				-- Select One -- -- Select One -- Applicants	Draft

+ ➡ Save Invite

**Invite other people to edit application**

**Use (+) to invite multiple people**

**Add Name and Email Address**

**Select Applicants**

# HIG and HEG only - Invite Fiscal Contact



CONTACT INFORMATION   APPLICATION   CATEGORIES AND ACTIVITIES   PROJECT INFORMATION   **BUDGET**

## Invite Program Fiscal Contact

The Program's Fiscal Contact (Financial Manager, CFO, etc.) will need to complete the budget and enter programmatic contacts. To invite your Program's Fiscal Contact to collaborate on your application, please click the **Invite Program Fiscal Contact** button below.

In the Invitation window, please click on the plus symbol (+) button beneath the purple header and then complete the required fields. Once you have entered all required data, click on the "Invite" button at the bottom of window. To close the window, click on the "X" in the top right corner.

You can check the status of your invitation to confirm if the Program Fiscal Contact has accepted your invitation yet or not. Once your Program Fiscal Contact accepts your invitation, it will say Accepted. Once they have completed their part of the application, the completed information will appear below.

Invite Program Fiscal Contact

**Step 1 –  
Invite Fiscal Contact to  
complete the budget**

The screenshot shows the 'Invite Program Fiscal Contact' window with the following elements:

- A red button with a plus sign and a right arrow (+ →) in the top left corner.
- A table with columns: Prefix, First Name, Last Name, Email, Role, and Status.
- The 'Role' dropdown menu is open, showing options: -- Select One --, -- Select One --, and Program Fiscal Contact.
- The 'Status' field is set to 'Draft'.
- Red 'Save' and 'Invite' buttons are at the bottom.
- A red 'X' button is in the top right corner.

Annotations with blue boxes and arrows point to:

- The plus sign button (+ →).
- The First Name, Last Name, and Email input fields.
- The Role dropdown menu.
- The Save and Invite buttons.

**Step 2 –  
Use (+) to add  
multiple people**

**Step 3 –  
Add Name and  
Email Address**

**Step 4 –  
Select Fiscal  
Contact and invite.**

# Application is sent back if Revisions are Requested



Home

**Step 1 –  
Check In Progress tile if you  
receive an email notification**

In Progress

#	Application ID	Application Type	Organization	Primary Contact	Modified Date	Amount Requested	Status
1	2022-2786	Health Impact	Health Impact		07/09/2022 19:35		Revisions Requested

Open

**Step 2 –  
Application status will  
indicate Revisions are  
Requested**

**✘** Staff has requested the following revisions to your application  
Please make revisions to budget and include at least 3 Key Personnel.

**Step 3 –  
Check instructions from  
Reviewer, and make the  
required edits**

### Instructions for Submitting Revisions

- Please only update your application with the requested information.
- Once all revisions have been entered, click the "Submit Revisions" button to resubmit your application.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

**Step 4 –  
Save edits. When  
finished submit revisions**

### Application Summary

**CONTACT INFORMATION** APPLICATION CATEGORIES AND ACTIVITIES PROJECT INFORMATION BUDGET

#### Organization Information

Wisconsin  
2310 Crossroads Drive Ste 1000  
Madison, Wisconsin, 53718  
United States

Save Draft

Submit Revisions

# Monitor progress of applications after submitting



Welcome Program Staff

**3** Funding Opportunities

**3** In Progress

**2** Submitted

**10** Approved/Declined

**1** Grant Agreements - Pending

**10** Grant Agreements - Submitted

**3** Reports - Pending

**11** Reports - Submitted

**Submitted**

**Step 1 – Login and navigate to Submitted tile.**

**Step 2 – Check status of your application, and take necessary action.**

#	Application ID	Application Type	Organization	Primary Contact	Modified Date	Amount Requested	Status
1	2022-2786 -	Health Impact	Health Impact		07/09/2022 21:40		Regional Manager Review <a href="#">Open</a>
2	2022-2704 -	Healthy Athletes	Healthy Athletes		06/03/2022 14:09		Pending Grant Agreement <a href="#">Open</a>

# Check if Award Letter has been signed



- On your Dashboard, check “Grants Agreements – Submitted” tile.
- Using DocuSign to digitally sign document is easy and convenient

Requires Attention

1 Grant Agreements - Pending	10 Grant Agreements - Submitted	3 Reports - Pending	11 Reports - Submitted
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### Grant Agreements - Submitted

1-16 of 16

#	Application ID	Grant Type	Approved Amount	Activity Type	
1	2022-2745 -	Healthy Athletes		Grant Agreement	Open

Special Olympics

Home

2022-2667 - Family Health Forum (Grant Agreement)

Signed Grant Agreement

File Name	Size	Date
SO_Senegal_2022-2667_FHF_Countersigned_Agreement_Letter.pdf	1.2 MB	05/12/2022 15:18

Total Files: 1

When signed digitally through DocuSign, the award letter is automatically uploaded back into the application. No need to download, print, sign, scan and upload.

# Signing Award Letter if applying for CDC funding



Welcome **U.S. Program Staff**

## Step 1 –

- On your Dashboard check Grants Agreements Pending tile.
- This is applicable to you if you are a U.S. Program applying for CDC funding.

3 Funding Opportunities

Organization Profile

My Profile

3 In Progress

2 Submitted

10 Approved/Declined

**Requires Attention**

1 Grant Agreements - Pending

10 Grant Agreements - Submitted

3 Reports - Pending

11 Reports - Submitted

## Step 2 – Check status in Activity Type column

**Grant Agreements - Pending**

#	Application ID	Grant Type	Approved Amount	Activity Type	
1	2022-2695 -	Healthy Athletes		Grant Agreement	<a href="#">Open</a>

# U.S. Programs – Federal Government requirements



## Grant Agreements - Pending

1-1 of 1

#	Application ID	Grant Type	Approved Amount	Activity Type	
1	2022-2695 -	Healthy Athletes		Grant Agreement	Open

2022-2695 - Healthy Athletes (Grant Agreement)

**LOBBYING** FFATA

Disclosure of Lobbying Activities: Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

\* Type of Federal Action  
Select One

\* Status of Federal Action  
Select One

\* Report Type  
Select One

\* Name and Address of Reporting Entity

\* If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime

\* Federal Department/Agency

Save Draft Submit

**Step 1 –**  
On your Dashboard navigate to Grants Agreements Pending

**Step 2 –**  
Fill out ALL the fields in the two tabs: Lobbying and FFATA

**Step 3 –**  
If the questions do not apply to your Program, type in "N/A"

**Step 4 –**  
Submit forms once completed. If these fields are not filled out, the Award Letter will not be released for signature

# Sign with DocuSign – For Board Chair only



**Step 1 –  
Search your inbox  
for DocuSign**

A screenshot of a Gmail inbox search results page. The search term 'docusign' is entered in the search bar. The results show several emails from 'Grants Administrator via DocuSign, me'. A blue box highlights the search bar, and a red box highlights the sender 'Grants Administrator' in the first three results. A blue arrow points from the search bar to the search results.

**Step 2 –  
Search will return  
a list of emails  
from “Grants  
Administrator”**

A screenshot of an email subject line and header. The subject line is 'Please sign the grant agreement for 2020-1258 - TEST East Asia Program - Sports'. The sender is 'Grants Administrator via DocuSign <dse\_na2@docusign.net>'. A blue box highlights the subject line, and a blue arrow points from the search results to this email.

**Step 3 –  
Click on “Review  
Document” to open letter**

A screenshot of a DocuSign document review screen. The Special Olympics logo is at the top. Below it, a dark grey box contains a document icon and the text 'Grants Administrator sent you a document to review and sign.' A red button labeled 'REVIEW DOCUMENT' is at the bottom. A blue box highlights the button, and a blue arrow points from the text 'Click on “Review Document” to open letter' to this button.

# Sign Award Letter with DocuSign



## Step 4 –

Agree to sign electronically: Review the consumer disclosure, and select the checkbox I agree to use Electronic Records and Signatures.

A screenshot of the DocuSign interface. At the top, it says "Please Review & Act on These Documents". Below that is a profile picture and the name "Deana F". At the bottom, there is a blue bar with a yellow arrow icon, the text "Please read the Electronic Record and Signature Disclosure.", a checkbox labeled "I agree to use electronic records and signatures.", and a "CONTINUE" button.

Select **CONTINUE** to begin the signing process.

Select **FINISH** to confirm signing.

You may now download a PDF copy or print a copy of the document.

## Step 5 –

Select the **START** tag on the left to begin the signing process. You are taken to the first tag requiring your action. Select the **SIGN** tag.

A screenshot of the DocuSign signing interface. It shows a yellow arrow button labeled "SIGN" on the left. To its right, the text "Signature: x" is followed by a yellow box containing a "SIGN" label and a downward-pointing arrow.

You are asked to Adopt Your Signature.

Verify that your name and initials are correct. If not, change them as needed.

Select **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

## Step 6 –

A screenshot of the "Adopt Your Signature" screen in DocuSign. It has a title bar with "Adopt Your Signature" and a close button. Below the title, it says "Confirm your name, initials, and signature." There are two input fields: "Full Name" with "Michael P" and "Initials" with "MP". Below these are "Select Style" and "Draw" options. A "Preview" section shows a signature "Michael P" and initials "MP" with a "Change Style" link. At the bottom, there are "ADOPT AND SIGN" and "CANCEL" buttons. A disclaimer at the bottom reads: "By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial."

# Reporting in Smart Simple



<input type="checkbox"/>	#	Application ID	Grant Type	Report Type	Due Date		
<input type="checkbox"/>	1	2021-2352	Family Health Forum	Health Enhancement Grant	Final Report	10/15/2022	<a href="#">Open</a>
<input type="checkbox"/>	2	2021-2325	Christmas Record Trust	Christmas Record Trust	Interim Report	07/31/2022	<a href="#">Open</a>

**Open Reports – Pending tile on your dashboard.**

2021-2227 - ██████████ - Family Health Forum (Final Report)

**REPORT**

**Travel**

Description (e.g. Air/Train, Per Diem, Hotel)	Justification	No. of Travelers	No. of Trips/Days/Room Nights	Unit Cost (\$)	Budget Total	Actual Expenses Interim	Actual Expenses Final	Balance	Comments
airfare	Almaty-Pavlodar-Almaty	1	1	\$90.00	\$90.00	\$0.00	\$0.00	\$90.00	
hotel room	speakers and organizers hotel room	3	1	\$12.00	\$36.00	\$0.00	\$0.00	\$36.00	
<b>Subtotal Travel:</b>					\$126.00	\$0.00	\$0.00	\$126.00	

**Meetings, Conferences and Events Facilities/ Logistics**

**Value In Kind**

Company Name	New Donor	Items Donated	Budget Total	Actual Expenses Interim	Actual Expenses Final	Balance	Comments
Coca Cola	Yes	Meals/Beverages	\$100.00	\$0.00	\$0.00	\$100.00	
Kazakh Minerals	No	Cash	\$1,500.00	\$0.00	\$0.00	\$1,500.00	
<b>Total VIK:</b>			\$1,600.00	\$0.00	\$0.00	\$1,600.00	

**Grand Total**

[Enter Expenses](#)

**Scroll down to Enter Expenses**

**Welcome Test Program-Staff-1**

**3**

Funding Opportunities

Organization Profile

My Profile

**0**

In Progress

**1**

Submitted

**14**

Approved/Declined

**Requires Attention**

**0**

Grant Agreements - Pending

**13**

Grant Agreements - Submitted

**3**

Reports - Pending

**14**

Reports - Submitted

**0**

Payments - Pending Verification

**0**

Payments - Verification Submitted

**Always complete Interim Reports first. Do not complete Final Report before Interim Report is completed.**

**Report template will open in a new pop-out window.**

# Expense template will open in a **pop out** window



## Project Budget

Budget Category	Proposed Program Share (US\$) VIK	Proposed Program Share (US\$) Cash	Proposed Grant Share (US\$)	Description of Expenses	Actual Grant Share Interim	Balance	Comments
Salaries & Wag	\$5,000.00	\$18,000.00	\$4,000.00	ND allowances	\$3,000.00	\$1,000.00	Interim Expenses
Lodging	\$5,000.00	\$3,000.00	\$1,600.00	Accommodation d	\$1,200.00	\$400.00	Interim Expenses
	\$10,000.00	\$2,000.00	\$1,100.00	Transport for traini	\$0.00	\$1,100.00	
	\$0.00	\$2,500.00	\$1,100.00	Meals at meetings	\$0.00	\$1,100.00	
Meetings & Cor	\$2,000.00	\$3,000.00	\$1,100.00	Venues and suppli	\$0.00	\$1,100.00	
Supplies	\$0.00	\$3,000.00	\$600.00	Xerox,cartridges, b	\$0.00	\$600.00	
Telephone	\$200.00	\$2,000.00	\$600.00	Wifi,fax, landline ar	\$0.00	\$600.00	
Advertising/Ma	\$0.00	\$2,000.00	\$600.00	Advertising and m:	\$0.00	\$600.00	

**Put expense amount in open fields**

**Make sure to Save and Close window to save your work**

**Balance is automatically calculated**

**Type in explanation / comments**

# Expense Report cont...



**\* Currency exchange rate**

Currency Exchange

**\* Upload Receipts**



**\* I certify that;**

\* expenses reported above are current, accurate and have been incurred in our project as per approved budget  
\* supporting documents against reported expenses have been reviewed and found allowable, eligible and allocable under this subgrant and project  
\* copies of all supports as above (including approved Time Sheets, salary register, original receipts, bills and invoices) already submitted/ uploaded in the System and originals retained for records and audits as required under subgrant agreement

Yes

**Step 1-**  
Use link to OANDA website to calculate exchange rate. In the Currency Exchange field, type in the amount only – do not add any text

**Step 2-**  
Upload receipts, photos and any other supporting documentation

**Step 3-**  
Check Yes to confirm your certification before you submit

- **Tip: Keep saving your expense report until you are ready to submit.**