

NCBA Grants Management User Guide

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Questions?

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1

Create a User Account

- Visit: <https://ncba.smartsimple.com/>
- Click 'Register Here.'

A screenshot of the NCBA Smartsimple website. The page is divided into two main sections. On the left, there is a 'Login' section with an 'Email' input field, a 'Password' input field, a blue 'Login' button, and a 'Forgot Password?' link. Below the login section is a 'New to the System?' section with a blue 'Register Here' button. A green arrow points to the 'Register Here' button. On the right, there is a section titled 'National Cattlemen's Beef Association' with a paragraph of text and a sub-section titled 'Beef Checkoff-funded Research' with another paragraph of text. The background of the page is a photograph of a herd of brown cows in a field. At the bottom of the page, there is a copyright notice: 'Copyright © 2018 SmartSimple. All rights reserved.' and 'Powered by SmartSimple'.

- If you are a returning user enter your email address and password and click 'Login.'
- If you are submitting a proposal on behalf of someone else, please use their account login to ensure proper distribution of future correspondence concerning the proposal.

● Complete all required fields and click 'Submit'



Registration

Organization Information

Please fill in all appropriate details

* Organization Name

Phone

* Address

Address 2

Contact Information

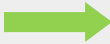
[Copy Address](#)

* Email

* First Name

* Last Name

Title

 [Submit](#)


● Next click 'Login here'



Registration

Registration Complete

Thank you for registering.

 [Login here](#)

- You will receive an auto-generated email at the email address you used to sign up with. The email will contain your username and temporary password. Use the link in the email to log in to the system for the first time. It may take several minutes for the email to arrive in your inbox.
- Once you log in, you will be asked to update your password. Create a new password and click 'Submit.'



Change Password

Current Password:

New Password:

Confirm New Password:

Policy: Minimum Characters - 6

- The next screen is the Smart Simple Grants Management portal home screen.



Personal Profile

Organization Profile

Change Password

Funding Opportunities

Opportunity Details

Sustainability
[Apply Now](#)

Pre-Proposal Deadline (if applicable):
Application Deadline: 10/31/2018

Product Quality
[Apply Now](#)

Pre-Proposal Deadline (if applicable):
Application Deadline: 09/01/2018

Human Nutrition
[Apply Now](#)

Pre-Proposal Deadline (if applicable): 09/02/2018
Application Deadline: 09/01/2018

Beef Safety
[Apply Now](#)

Pre-Proposal Deadline (if applicable):
Application Deadline: 12/31/2018

My Applications

IN PROGRESS (0) ACTIVE (0) INACTIVE (0)

Application ID	Application Type	Project Title	Organization	Created Date	Status
No Results Found					

Requires Attention

PENDING (0) SUBMITTED (0)

Application ID	Activity Type	Activity Status	Grant Type	Grant Status	Project Name
No Results Found					

2

Setup User Profile

Click on 'Personal Profile.'

NCBA BEEF Funded by the Beef Checkoff

Privacy & Security John Doe Home

Personal Profile Organization Profile Change Password

Funding Opportunities +

Opportunity Details

Sustainability

Apply Now

Pre-Proposal Deadline (if applicable):
Application Deadline: 10/31/2018

Product Quality

Apply Now

My Applications +

IN PROGRESS (0) ACTIVE (0) INACTIVE (0)

#	Application ID	Application Type	Project Title	Organization	Created Date	Status
No Results Found						

Complete information and click 'Save,' then 'Home.'

NCBA BEEF Funded by the Beef Checkoff

Privacy & Security John Doe Home

Main John Doe

Grants

* First Name: John

* Last Name: Doe

Title:

Prefix:

* Phone: 303-850-3358

Phone Ext.:

* Email: jeremyldavid4@gmail.com

* Organization: Beef Research Test

* Address: 9110 E Nichols

Address 2:

* City: Centennial

* State: Colorado

* Zip Code: 80112

Administrative Information

Department

Department Head

Department Head Title

Biographical Sketch

Save

● Click on 'Organization Profile.'

The screenshot shows the top navigation bar with the NCBA and BEEF logos on the left, and 'Privacy & Security' and 'John Doe' on the right. Below the navigation bar is a row of three buttons: 'Personal Profile', 'Organization Profile', and 'Change Password'. A large green arrow points down to the 'Organization Profile' button. Below this row are two main sections: 'Funding Opportunities' on the left and 'My Applications' on the right. The 'My Applications' section shows a table with columns for Application ID, Application Type, Project Title, Organization, Created Date, and Status. The table is currently empty, displaying 'No Results Found'.

● Complete information and click 'Save,' then 'Home.'

The screenshot shows the 'Beef Research Test' form. The form fields are as follows:

- * Organization Name: Beef Research Test
- Phone:
- Fax:
- Web Site:
- * Address: 9110 East Nichols Ave
- Address 2:
- * City: Centennial
- State: Colorado (dropdown menu)
- * Zip Code: 80112

A green arrow points to the 'Save' button at the bottom of the form. In the top right corner, a green arrow points to the 'Home' link.

3

Apply for a Grant

- Click on 'Apply Now' under the opportunity you are applying for. In this case, 'Safety Summit.'

The screenshot shows the user interface of the grant application portal. At the top, there are logos for NCBA and BEEF, along with a user profile for John Doe. Below the logos are three buttons: 'Personal Profile', 'Organization Profile', and 'Change Password'. The main content area is divided into two sections: 'Funding Opportunities' and 'My Applications'. In the 'Funding Opportunities' section, there are two categories: 'Sustainability' and 'Product Quality'. Under 'Sustainability', there is an 'Apply Now' button highlighted with a green arrow. Below this button, there is a 'Pre-Proposal Deadline (if applicable): Application Deadline: 10/31/2018'. Under 'Product Quality', there is another 'Apply Now' button. The 'My Applications' section shows a table with columns for '#', 'Application ID', 'Application Type', 'Project Title', 'Organization', 'Created Date', and 'Status'. The table is currently empty, displaying 'No Results Found'.

- The first screen you will see is the 'Applicant Information' tab. This information should auto-fill from your Personal and Organizational Profile.

The screenshot shows the 'New Grant' application form. At the top, there are logos for NCBA and BEEF, along with a user profile for John Doe. Below the logos, the title 'New Grant' is displayed. The form is divided into several tabs: 'APPLICANT INFORMATION', 'APPLICATION SUMMARY', 'PROJECT DETAILS', 'BUDGET INFORMATION', 'OTHER SOURCES OF SUPPORT/ CO-FUNDING', and 'SUPPORTING DOCUMENTS'. The 'APPLICANT INFORMATION' tab is selected and highlighted with a green arrow. Under this tab, there are two sections: 'Organization Information' and 'Researcher Information'. The 'Organization Information' section includes fields for 'Institution or Affiliation', 'Address', 'Telephone', and 'Web Site'. The 'Researcher Information' section includes fields for 'Principal Investigator/ Project Leader', 'Mailing Address', 'Telephone', and 'Email Address'. At the bottom right of the form, there is a 'NEXT >' button. At the bottom center, there are two buttons: 'Save Draft' and 'Submit Proposal'.

- Click on 'Application Summary' and complete the fields. Then click 'Save Draft.'

The screenshot shows the 'New Grant' application form with the 'APPLICATION SUMMARY' tab selected. A green arrow points to the 'APPLICATION SUMMARY' tab. The form includes the following fields:

- Project Title
- Name of Contract Administrator
- Email Address of Contract Administrator
- Address of Contract Administrator
- Phone Number of Contract Administrator
- Description of Institution (or other facilities available for this study)

At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit Proposal'. A green arrow points to the 'Save Draft' button.

- Click on 'Supporting Documents' and upload any charts or graphs. Then click 'Save Draft.' *Note: you must click 'Save Draft' before the upload button will appear.

The screenshot shows the 'Supporting Documents' tab in the application form. The title is '1522 - - BeefResearch Test'. A green arrow points to the 'SUPPORTING DOCUMENTS' tab. The form includes the following elements:

- Application Summary button
- Navigation tabs: APPLICANT INFORMATION, APPLICATION SUMMARY, SUPPORTING DOCUMENTS
- Upload Additional Documents section with an upload icon button
- BACK button
- Save Draft and Submit Abstract buttons at the bottom

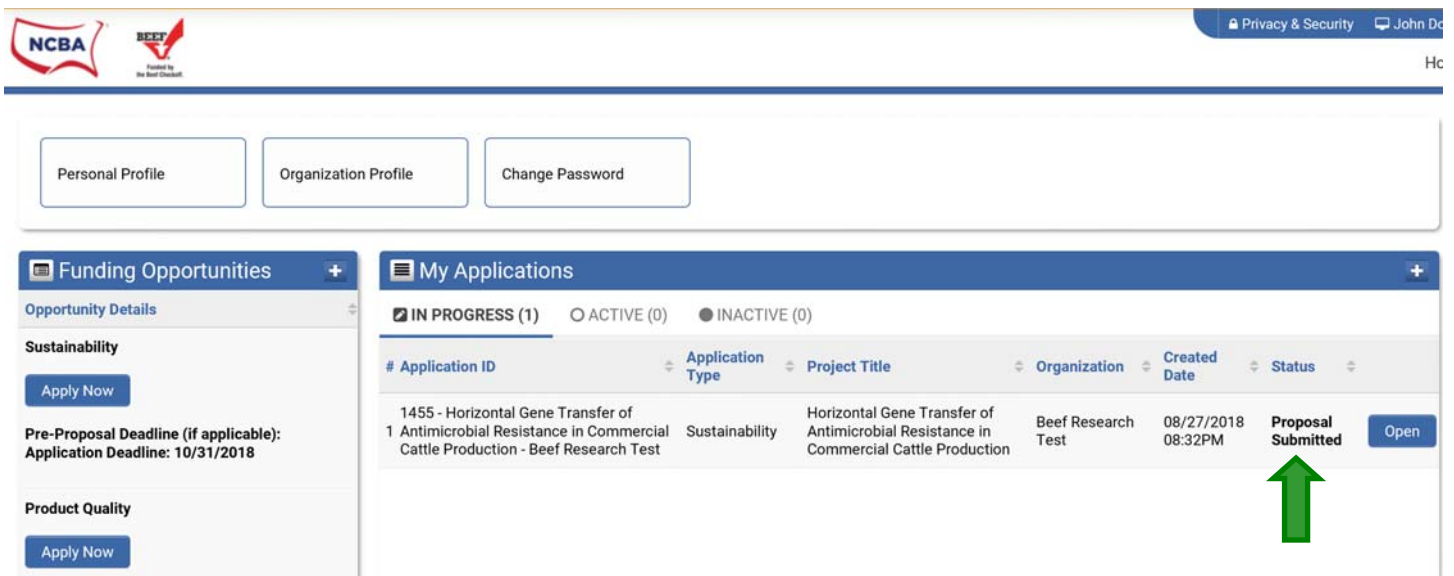
A green arrow points to the 'Save Draft' button.

- Once your application is complete, click ‘Submit Abstract.’
- On the next screen, you can print a PDF of your Application Summary by clicking the blue ‘Application Summary’ button. Click ‘Home’ to get back to the home screen.

The screenshot shows a web application interface for a research project titled "1522 - - BeefResearch Test". At the top left, there are logos for NCBA and BEEF (Beef Research by the Beef Checkoff). At the top right, there is a "Privacy & Security" link and a user profile for "John David" with a dropdown arrow. A green arrow points to a "Home" link in the top right corner. Below the title, there are three tabs: "Application Summary" (highlighted with a blue bar and a document icon), "APPLICANT INFORMATION", and "SUPPORTING DOCUMENTS". The "Application Summary" tab contains several text input fields: "Project Title", "Please list the names of all Co-PI's", and "References (if applicable)". Below these is a blue instruction bar: "Please use the following text boxes to provide a brief, non-technical description of the proposed research". Underneath are two dropdown menus: "Research Category: Please Select" and "Checkoff-Funded? (Please specify funding source): Please Select". At the bottom, there are two buttons: "Save Draft" and "Submit Abstract", with a green arrow pointing to the "Submit Abstract" button.

Monitoring Abstract Status

- Once the abstract has been submitted, you will receive an auto-generated email notifying you that the abstract has been received.
- You can check the status of your abstract on the portal home screen.



The screenshot shows the NCBA/BEFT portal home screen. At the top, there are logos for NCBA and BEFT, and a user profile section with 'Privacy & Security' and 'John D'. Below the logos are three buttons: 'Personal Profile', 'Organization Profile', and 'Change Password'. The main content area is divided into two sections: 'Funding Opportunities' and 'My Applications'. The 'Funding Opportunities' section has three categories: 'Sustainability' with an 'Apply Now' button, 'Pre-Proposal Deadline (if applicable): Application Deadline: 10/31/2018', and 'Product Quality' with an 'Apply Now' button. The 'My Applications' section shows a table of applications with columns for Application ID, Application Type, Project Title, Organization, Created Date, and Status. A green arrow points to the 'Proposal Submitted' status in the table.

# Application ID	Application Type	Project Title	Organization	Created Date	Status
1455 - Horizontal Gene Transfer of Antimicrobial Resistance in Commercial Cattle Production - Beef Research Test	Sustainability	Horizontal Gene Transfer of Antimicrobial Resistance in Commercial Cattle Production	Beef Research Test	08/27/2018 08:32PM	Proposal Submitted

- At this stage, abstracts are in the review process. Once a decision has been made on whether or not the abstract has been accepted, you will receive an email notifying you of the decision.