Job Aid- Grantee- Adding Collaborators and Additional Contacts

Job Aid	Adding Collaborators and Additional Contacts (External document for Grantees)
Grant Programs	All active grants using ZoomGrants
Publication Date	03/20/18
Revision Date	NA
Description	This job aid provides instructions for Account Owners on how to add Collaborators and Additional Contacts to applications/projects.

## I.   Log into ZoomGrants and access the Project (Account Owner Only)

You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.

The account is associated with a single **Account Owner**. The **Account Owner** is responsible for all projects within his/her account and is the only person who can add a **Collaborator** to an application/project**. A Collaborator** is an individual who has been given access to a particular project by the **Account Owner.**
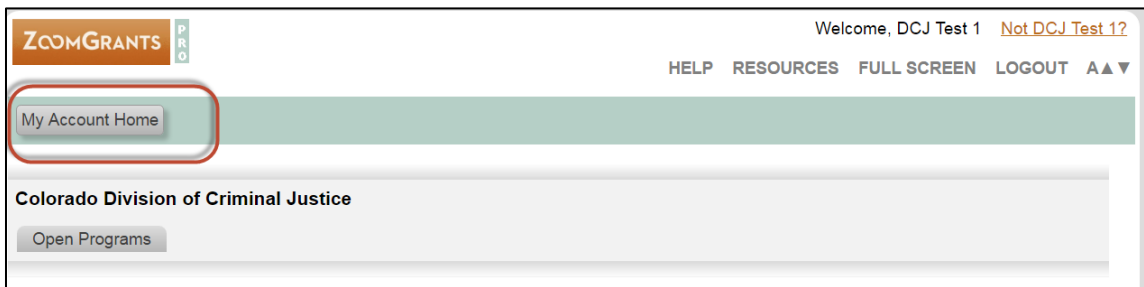
Collaborators will not receive communications from ZoomGrants. If you would like a **Collaborator** to also receive notifications, add the individual to **Additional Contacts** as well.

Account Owner login

1. *Account Owner* Login: https://zoomgrants.com/gprop.asp?donorid=2225
2. Log into ZoomGrants using your credentials
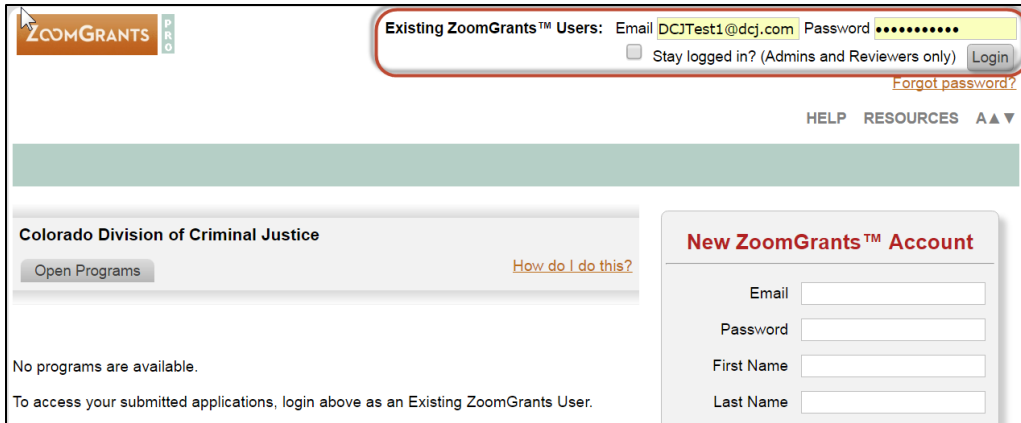
3. Click on **My Account Home**

4. By default, **My Applications** screen is what you see once you click on **My Account Home**. You may add **Collaborators** and **Additional Contacts** at any point in the application process.

5. Click on the **Project Name** to access the desired project. Once the project is open you may add **Collaborators** and **Additional Contacts**.
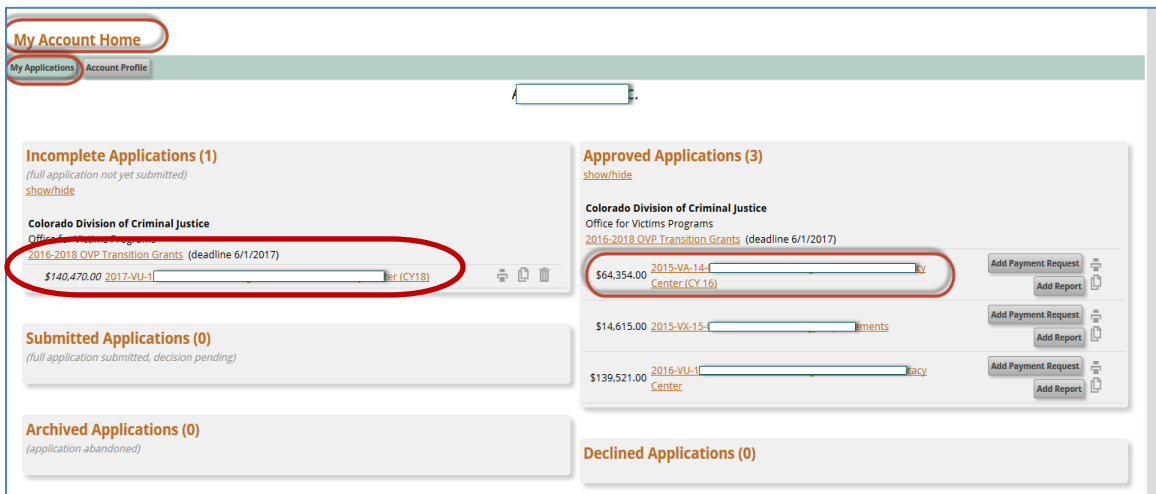
II. Add Collaborators

The **Account Owner** adds **Collaborators** on a project by project basis. The **Account Owner** must ensure that all the appropriate Project Officials and DCJ staff are added as **Collaborators** to each grant, and given the proper permissions.

Enter the person's email address and select the sections the individual can access (the application itself, the reports, payment requests, and/or grant agreement documents). Click Invite and the system sends an email invitation to that person.

The invited user (**Collaborator**) can log in at https://ZoomGrants.com/Invitations.asp, where she can access all of the applications on which they have been invited to collaborate.

Note: Report, Financial, and Grant Agreement boxes are not visible unless the project/application is awarded.

Project/Grant Collaborator: Add other individuals to your project such as the Financial Officer, and others who will work on the post award submissions (payment requests, narrative reports, etc.).

Depending on the editing access that is granted, **Collaborators** can edit the application questions, submit reports, and create and submit invoices. **Collaborators** CANNOT submit, archive, or delete the application.

DCJ Staff Collaborators: You must add DCJ staff as collaborators for each project. See the **Summary Instructions** for each program to determine which DCJ staff collaborators you must add.

III. Additional Contacts

Additional Contacts will be copied on all emails sent to the application owner regarding this application using the ZoomGrants system. Enter ONLY email addresses separated by a comma. No spaces. No names. No titles. No phone numbers. No hard returns. Additional contacts do not have access to the project.

Note: DCJ will have a general email address that may be added here for each project. Do not delete.