

M GRANTEE PORTAL: Working with Additional Documents

When providing information on a record, applicants and grantees may choose to upload additional documents.

Assistance: For technical support, please contact Foundation staff at fluxxusers@mellon.org or call (212) 500-2484 during business hours (9:00 a.m. – 5:30 p.m. EST). You should expect a response to your email within three business days. For program-related questions, please contact program staff.

UPLOAD ADDITIONAL DOCUMENT

1. On a record, scroll to the **Documents** section. Add documents to the **Documents** section by clicking the **“+”** sign.

2. In the pop-up window, click **Add File** to browse for the document on your computer or drag and drop the document into the **Upload Files** pop-up window.

3. Use the **dropdown** to the right of the file name to select the **Document Type**.


Please note: You may upload multiple files at one time.


Please be sure to confirm that you’ve selected the correct document type for each document after adding the files.


4. Click **Start Upload**. When the upload is complete, the status displays 100%.

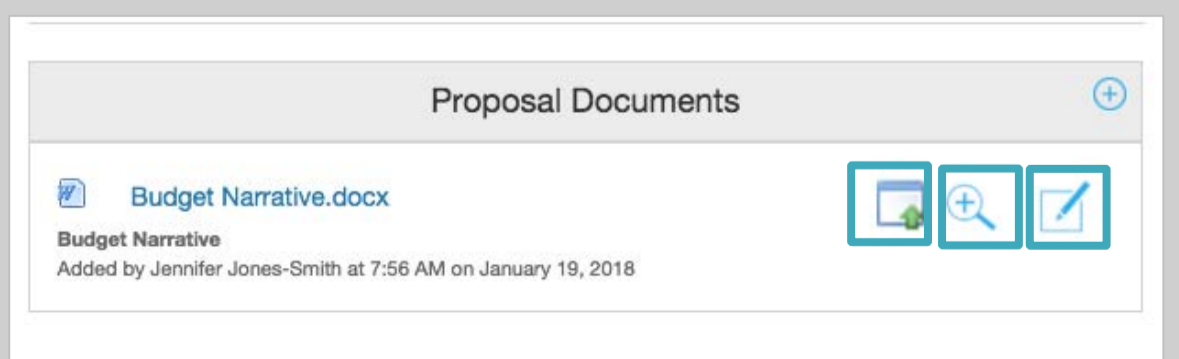
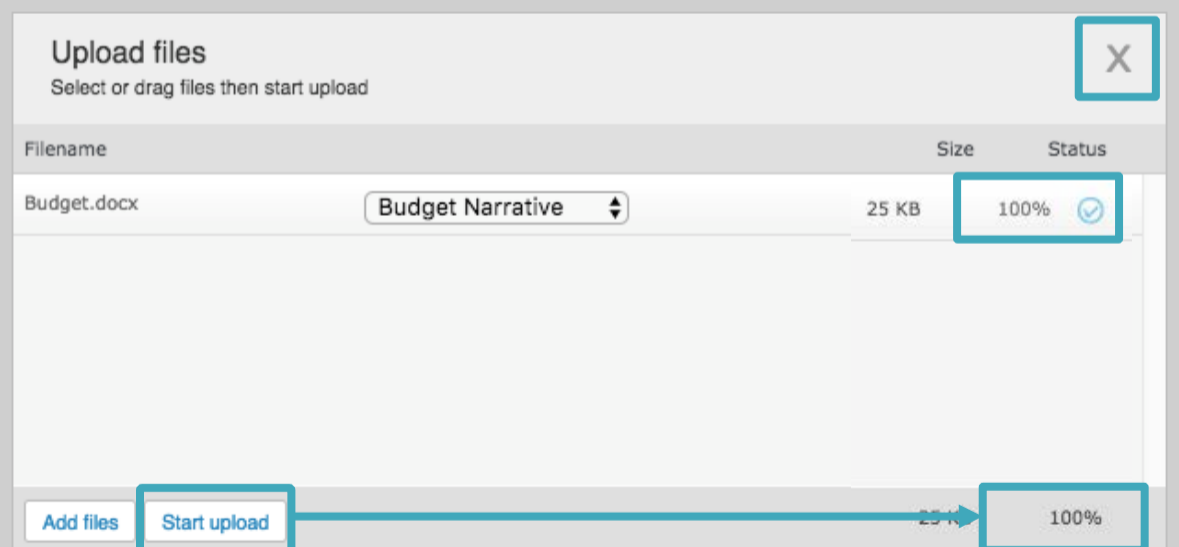
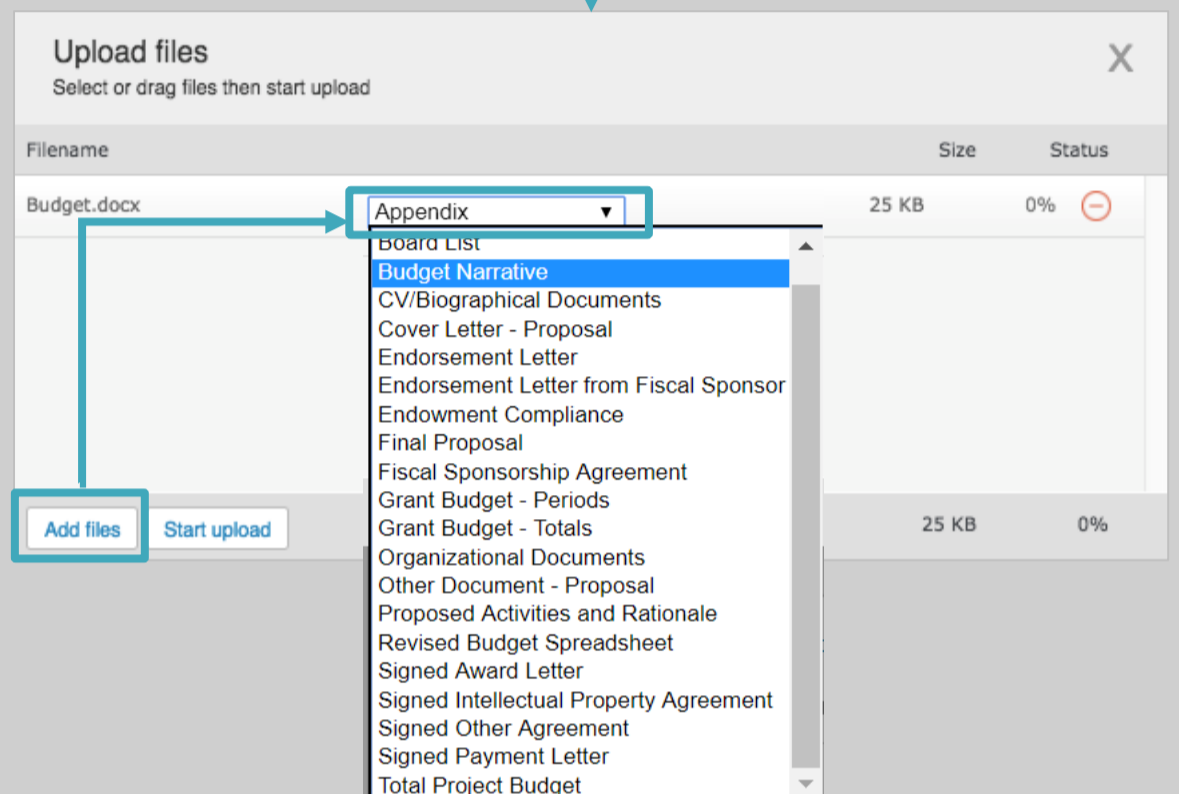
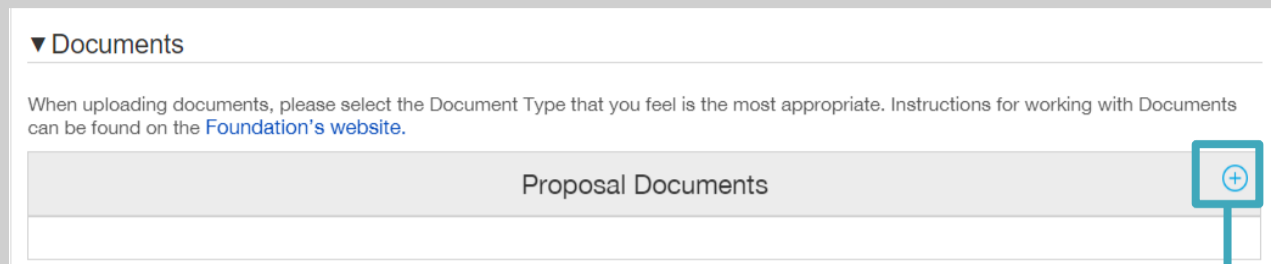
5. Click the **X** to close the pop-up window.

6. The document will appear in the **Documents** section with a Document Type label, e.g., Budget Narrative.

 **Add New Version of Document:** Allows you to upload a new version of your document by clicking this icon. Must be the same file type (.docx, .pdf, etc.)

 **Preview Document:** Allows you to preview your document in the browser.

 **Edit Document:** Allows you to edit the **Document Type**, e.g., Cover Letter.



Note: To delete a document, please contact Foundation staff.

When completing information on a record, applicants and grantees will be asked to upload required documents.

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UPLOAD REQUIRED DOCUMENT


1. On a record, scroll to a required document. Upload a document by clicking the “+” sign.


2. In the pop-up window, click **Add File** to browse for the document on your computer or drag and drop the document into the **Upload Files** pop-up window.


3. Click **Start Upload**. When the upload is complete, the status displays **100%**.

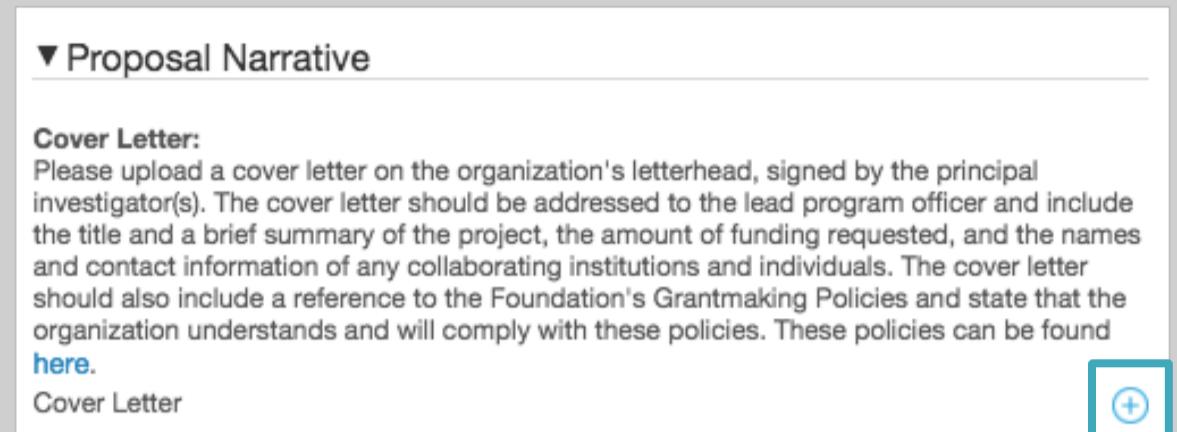
4. Click the **X** to close the pop-up window.

3. The document will appear in the **Documents** section with a Document Type label, e.g., Cover Letter.

 **Add New Version of Document:** Allows you to upload a new version of your document by clicking this icon. Must be the same file type (.docx, .pdf, etc.)

 **Preview Document:** Allows you to preview your document in the browser.

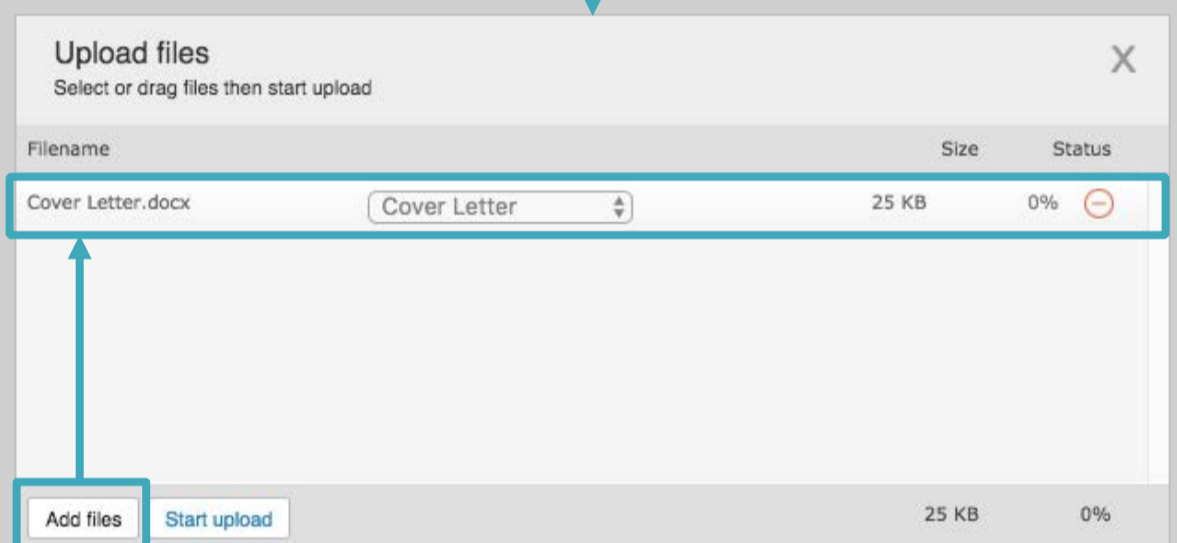
 **Edit Document:** Allows you to edit the Document Type, e.g., Cover Letter.



▼ Proposal Narrative

Cover Letter:
Please upload a cover letter on the organization's letterhead, signed by the principal investigator(s). The cover letter should be addressed to the lead program officer and include the title and a brief summary of the project, the amount of funding requested, and the names and contact information of any collaborating institutions and individuals. The cover letter should also include a reference to the Foundation's Grantmaking Policies and state that the organization understands and will comply with these policies. These policies can be found [here](#).

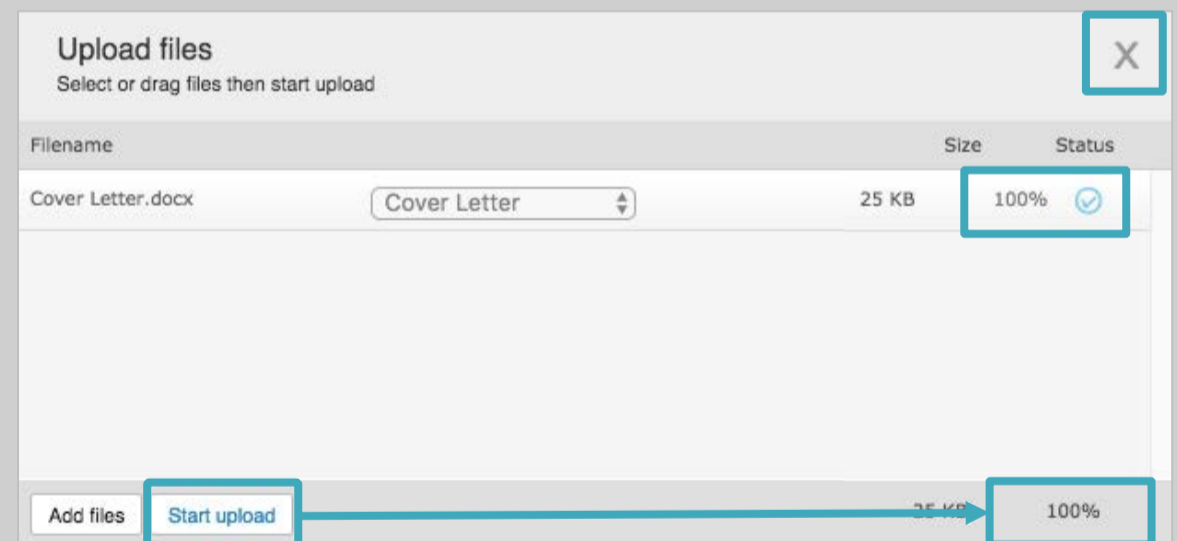
Cover Letter +



Upload files X
Select or drag files then start upload

Filename	Size	Status
Cover Letter.docx Cover Letter	25 KB	0% -

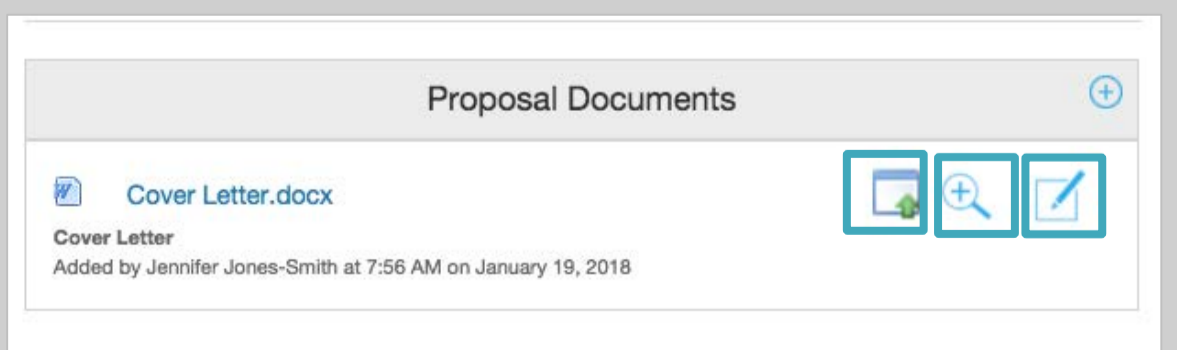
Add files Start upload 25 KB 0%






Upload files X
Select or drag files then start upload

Filename	Size	Status
Cover Letter.docx Cover Letter	25 KB	100% ✓

Add files Start upload 25 KB 100%



Proposal Documents +

 **Cover Letter.docx**  

Cover Letter
Added by Jennifer Jones-Smith at 7:56 AM on January 19, 2018

Note: To delete a document, please contact Foundation staff.