

SOUTH CAROLINA
OPIOID RECOVERY
FUND BOARD

OPIOID RECOVERY FUNDS
GRANTS MANAGEMENT SYSTEM

QUICK REFERENCE GUIDE

DSF APPLICANT

Table of Contents

1. Introduction.....	3
1.1 Purpose of the Manual	3
1.2 Overview:	3
1.3 Intended Audience.....	3
1.4 About This Manual.....	3
2. Getting Started with DSF Application	Error! Bookmark not defined.
2.1 Logging into the SCORF Grant Management System	4
2.2 Navigating to the Dashboard – DSF Application.....	7
2.3 Submitting the DSF Application.....	8
Reviewing Submitted Application.....	14
Application Submission Limit.....	15
2.4 Application Decision Outcomes & Tracking – DSF Applications.....	16
Decision Notification & Disbursement Authorization	17
Uploading the Signed Service Letter Agreement (SLA)	17
2.5 Reporting Submission & Management.....	20
Submitting Reports	21
Completing Reports:	22
Review a Submitted Report:.....	25
Email Alert – Report Reminder & Schedule	26
Reports: Additional Information Requests.....	27
Return of Funds (DSF Application).....	27
2.6 Close Out Package.....	28
Submitting a Close Out Package.....	28
Review a Submitted Close Out Package:.....	32
2.7 Continuation Application	33

1. Introduction

1.1 Purpose of the Manual

This manual serves as a step-by-step guide for applicants using the SCORF Grant Management System. It provides detailed instructions on how to submit a grant application, respond to revision requests, track application status, and fulfill reporting requirements if awarded a grant. The goal is to ensure a smooth and efficient experience for users navigating the system.

1.2 Overview:

The SCORF Grant Management System is an online portal designed to facilitate the grant application and management process. The system enables applicants to:

- Submit grant applications electronically
- Receive and respond to revision requests
- Track application status in real-time
- Track awarded grants, including reporting and financial tracking

1.3 Intended Audience

This training manual is designed for individuals and organizations applying for funding through the SCORF Grant Management System. It serves as a comprehensive guide for the following user:

- **Discretionary Subdivision (DSF) Applicants**

This manual is intended to support:

- **New applicants** submitting a grant application for the first time
- **Returning users** managing their applications or responding to revision requests
- **Awarded grantees** submitting reports and tracking disbursements

1.4 About This Manual

This training manual provides step-by-step guidance for DSF applicants on how to submit and track their DSF application within the system.

- Applicable to **DSF applicants submitting DSF applications.**"

2. Getting started with the DSF Application

2.1 Logging into the SCORF Grant Management System

DSF Applicants Applying for DSF Applications

If you are a DSF applicant applying for the DSF application, you will need to create an account first. After creating your account, verify it and reset your password if needed. Once done, use your new login credentials to log in and start the DSF application process.

Step by Step Guide to Logging in for the First Time:

Step 1: Access the Login Page

1. Open a web browser (Google Chrome, Firefox, Microsoft Edge, or Safari).
2. Go to the SCORF Grant Management System login page: portal.scorf.sc.gov

Step 2: Create Your User Account

1. On the login screen, click the “Sign Up” or “Create Account” button.
2. Fill in the required fields:
 - Entity Type (e.g., Medical Health Provider)
 - First Name
 - Last Name
 - Email Address (This will be your registered username)
3. Once all fields are completed, click the “Create Account” button.

***Note:** *Ensure the email address you provide is accurate, as a verification link will be sent to this address to activate your account.*

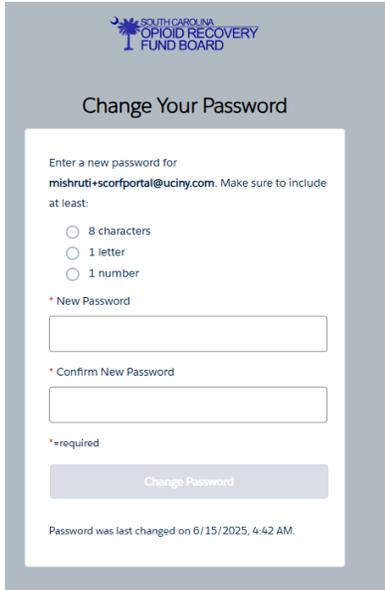
Step 3: Verify Your Email

1. After signing up, the system will prompt you to verify your email.
2. Check your inbox (the one associated with your SCORF account).
3. Open the email from SCORF Grant Management System and click the verification link.

Step 4: Reset Your Password (For Security)

1. After verifying your email, the system will ask you to create a new password.
2. Enter a password that meets the following criteria:
 - At least 8 characters long
 - Includes one uppercase letter

- Includes one number
 - Includes one special character (e.g., @, #, \$)
3. Confirm your password by re-entering it.
 4. Click “Save” to complete the process.



Change Your Password

Enter a new password for
mishruti+scorfportal@uciny.com. Make sure to include
at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

*required

Change Password

Password was last changed on 6/15/2025, 4:42 AM.

Step 5: Log in With Your New Password

1. Return to the login page.
2. Enter your username and the new password you just created.
3. Click “Login” to access your account.

***Note:** *If you select County or Political Subdivision as the entity type, the system will display an error message: "Please contact your admin."*



Figure 1: DSF application - First time user

Returning User Login:

1. If you have already set up your account, go directly to the login page. [Portal.scorf.sc.gov](https://portal.scorf.sc.gov)
2. Enter your username and password.
3. Click “Login” to access your account.

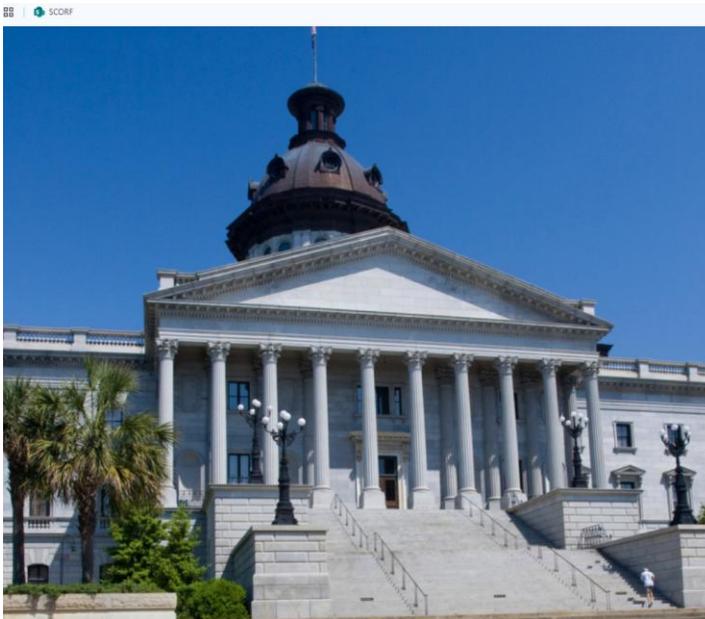


Figure 2: DSF Application - Returning User

2.2 Navigating to the Dashboard – DSF Application

Homepage/Dashboard

When you log in to the ‘SCORF Grant Management System’ Portal, you will be directed to the **Homepage** (also referred to as the **Dashboard**).

This page serves as your central hub, where you can quickly navigate to all the features you need for managing your application.

1. When a DSF user logs in, they land on the **Home** i.e. Dashboard.
2. On the **left side** of the page, you will find easy-to-use tabs:
 - **Projects** – Access the details of all the applications you’ve submitted.
 - **Reports Tab** – View or submit any required reports.
 - **Close Out Package** – Submit or manage the close-out process for your awarded projects.
3. On the **top right** of the homepage on the Navigation bar, you can navigate to the following application options:
 - **DSF Application** – Apply for a Discretionary Subdivision Funding grant.
4. On the top-right corner of the homepage, click the profile icon  to log out of your account.

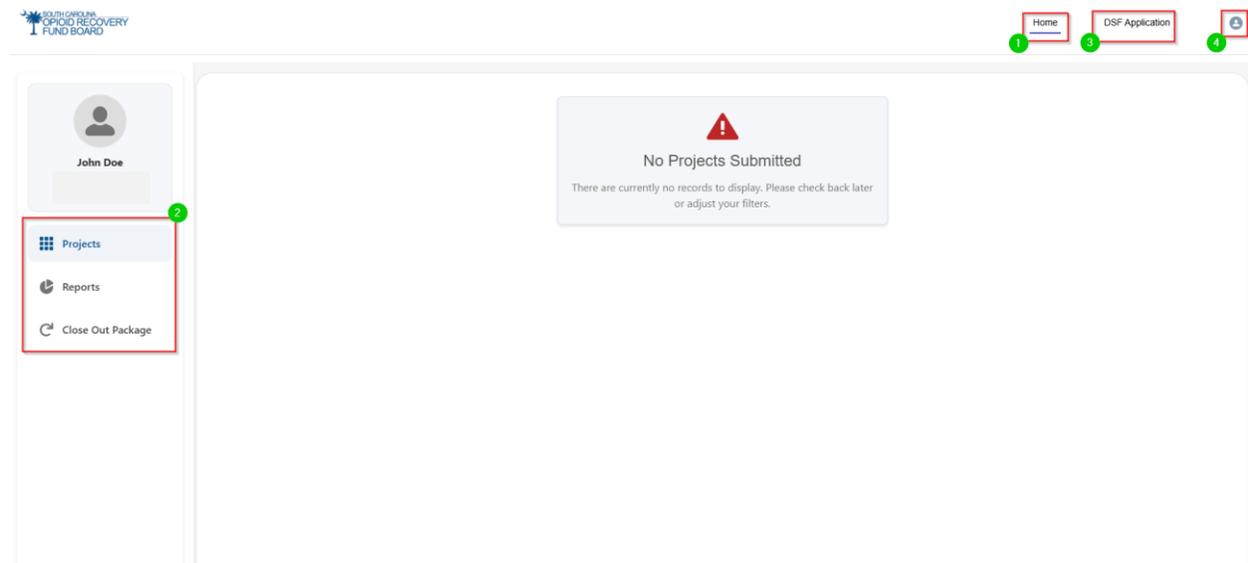


Figure 3: DSF User Dashboard

2.3 Submitting the DSF Application

Once you have registered and successfully logged into the SCORF portal, you can start applying for the DSF application **once per year**. If your initial application is approved, you may apply for a **continuation application within the same year**.

DSF Application Availability

If you navigate to the **DSF Application** and see the message:
“Thank you for reaching out. We are currently not accepting applications.”

This means the funding cycle is currently closed. You will need to log in later when the application period reopens.

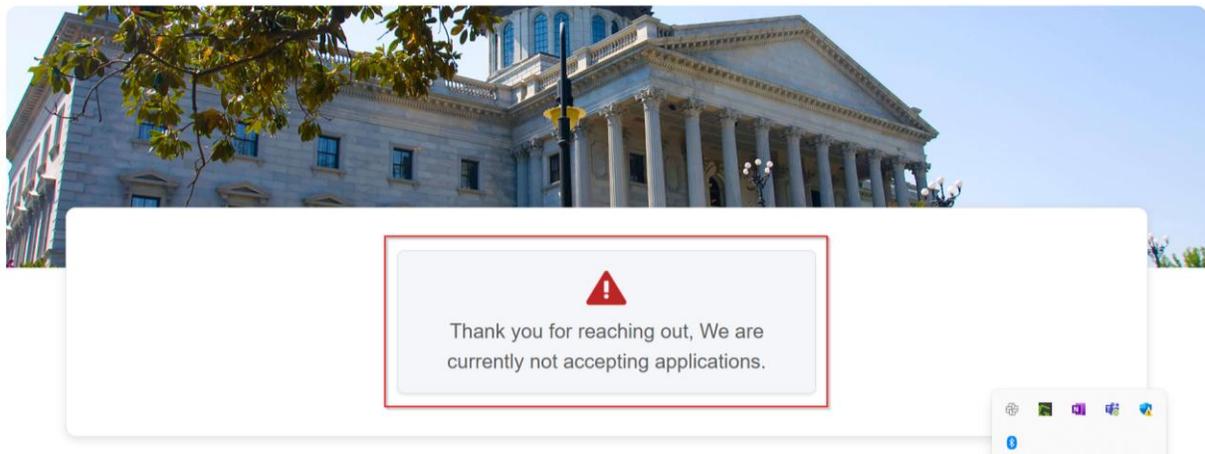


Figure 4: Application Availability

Navigate to the DSF Application Tab

1. On the **homepage**, locate the **navigation bar** at the top of the screen.
2. Click on the **“DSF Application”** tab.
3. This will open the **DSF Grant Application** form.
4. After selecting the DSF Application, you will automatically be redirected to the **Organization Information**.

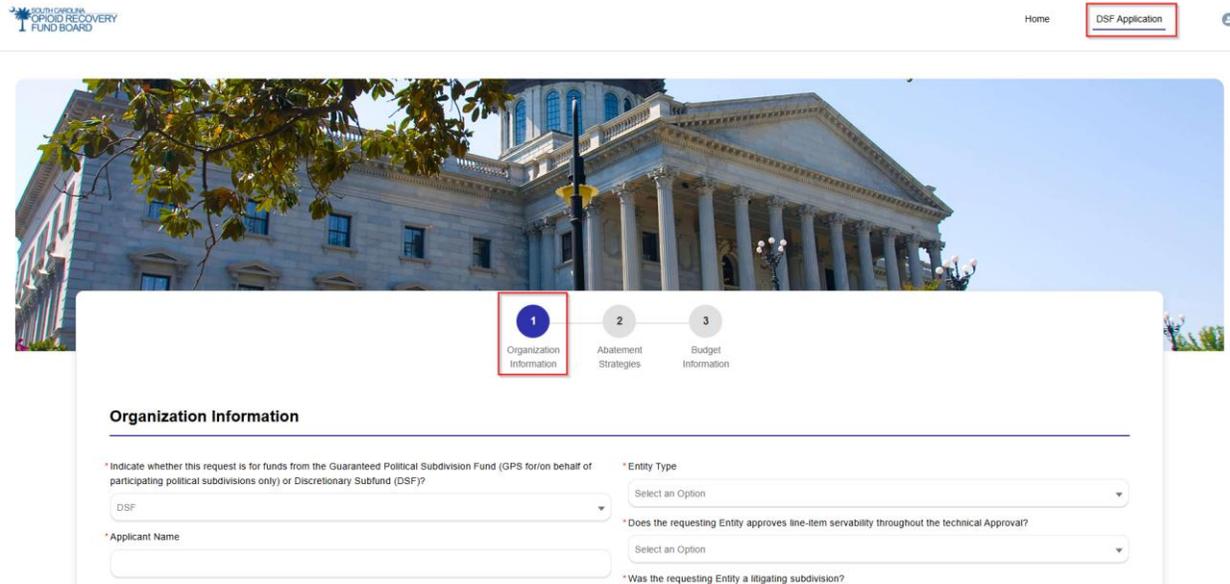


Figure 5: DSF Application Form

Complete the Application Form

1. Complete all required fields marked with an **asterisk (*)**.
2. Select the **entity type** from the picklist.

* Entity Type

Mental Health Treatment Provider

3. Application cycle type:

- By default, it will be set to **“Initial Application”**, as applicants can apply for DSF applications only **once per year**.
- It will be set to **“Continuation Application”** for applicants approved in the first application within the same funding cycle and confirmed eligible for continuation.

* Application Cycle Type

Initial

4. Complete all required fields before clicking "Next" to proceed to the next section.

Completing Abatement Strategies

1. In the “Abatement Strategies” section, you will see a list of core strategies (A to I) and its “Approved Uses” (A to L)
2. Select at least one or more strategies relevant to your project.

3. Upon selecting a strategy, an accordion menu will expand, displaying related sub-strategies.
4. Click on a sub-strategy, and you will be required to enter requested budget amount for each strategy.
5. If needed, you can **clear** an entry by selecting it and clicking. 🗑️ Clear

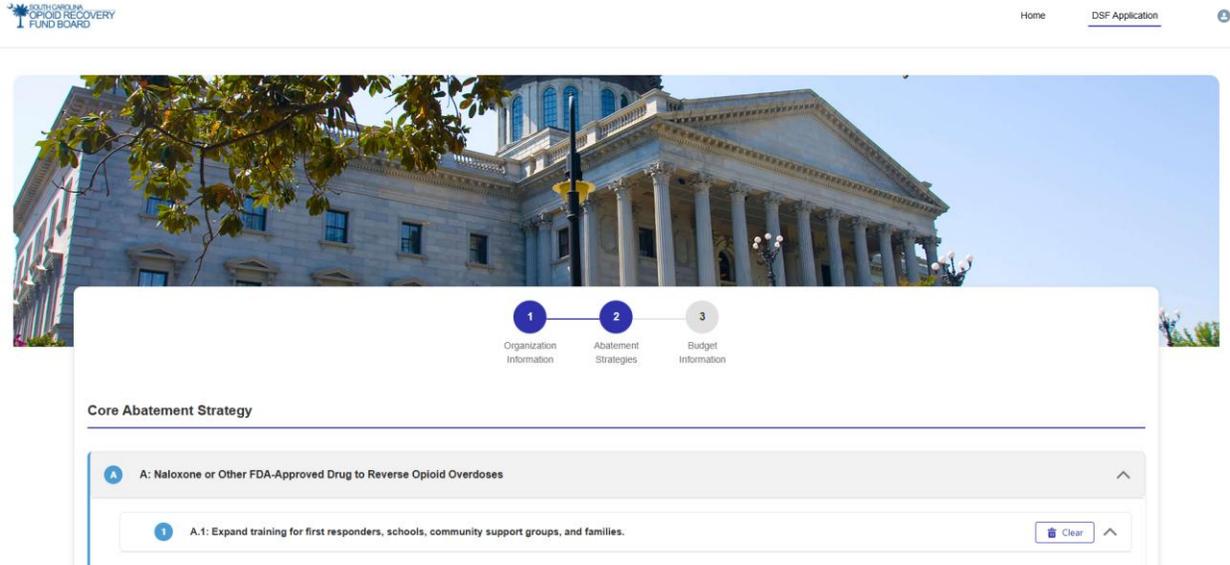


Figure 6: Completing Abatement Strategies

6. After selecting and adding a budget for all chosen strategies, click Next → to navigate to "Next" section i.e. Budget Information.
7. You can also go back to making any changes by clicking ← Previous "Previous."

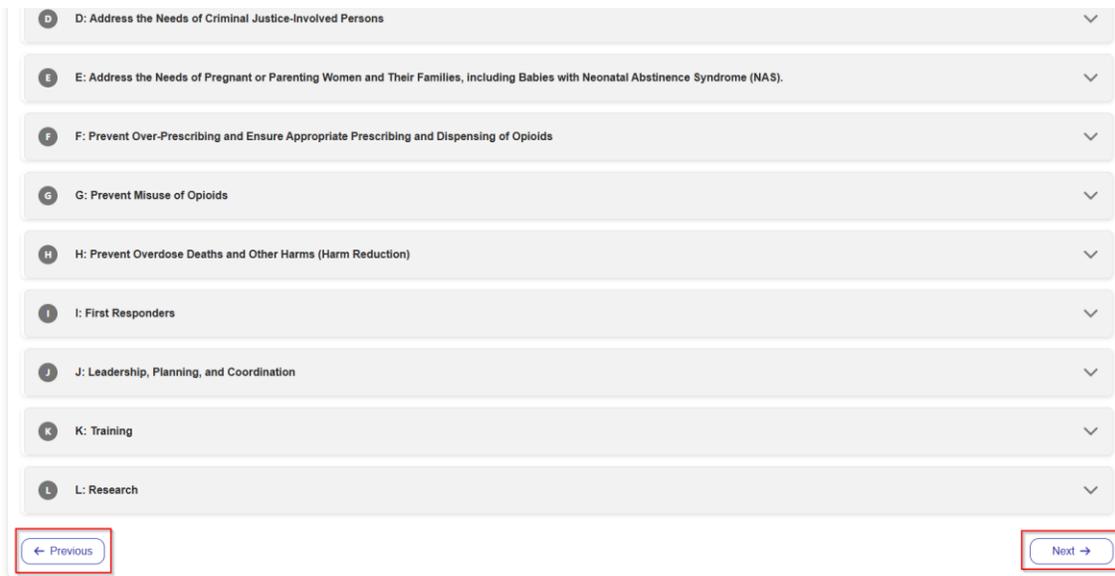


Figure 7: Navigating Abatement Strategies

Completing Budget Information Section:

1. After selecting strategies and adding budget information, click **Next** to proceed to the final section: **Budget Information**.
2. For Technical Proposal,
 - a. Click the **Technical Proposal** link to review the requirements.
 - b. **Upload** your completed proposal to Or drop files
 - c. Use the **trash icon**  to delete a file if needed.
3. **Overall Budget Information:** This will be the sum of all selected strategies and their associated budget amounts.

***Note:** Click on the provided link for quick access to the SCORF website for more information on technical proposals.

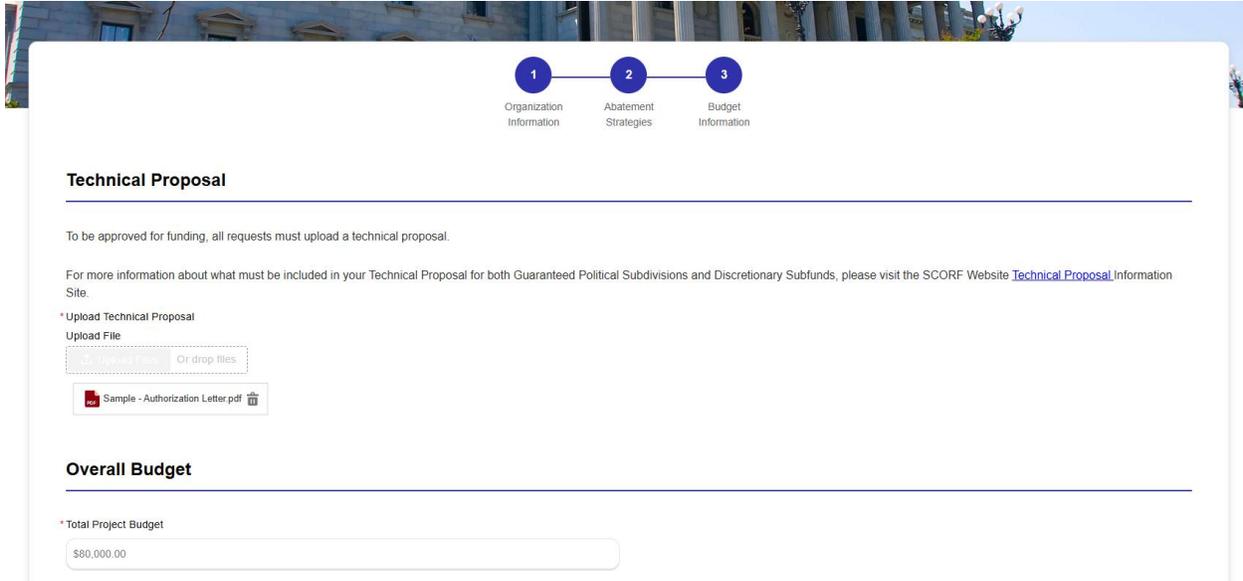


Figure 8: Completing Technical Proposal & Overall Budget

4. After entering the budget information, sign the application. The Date field will auto-fill with the current date.
5. **Click “Save & Preview”** to proceed after signing.

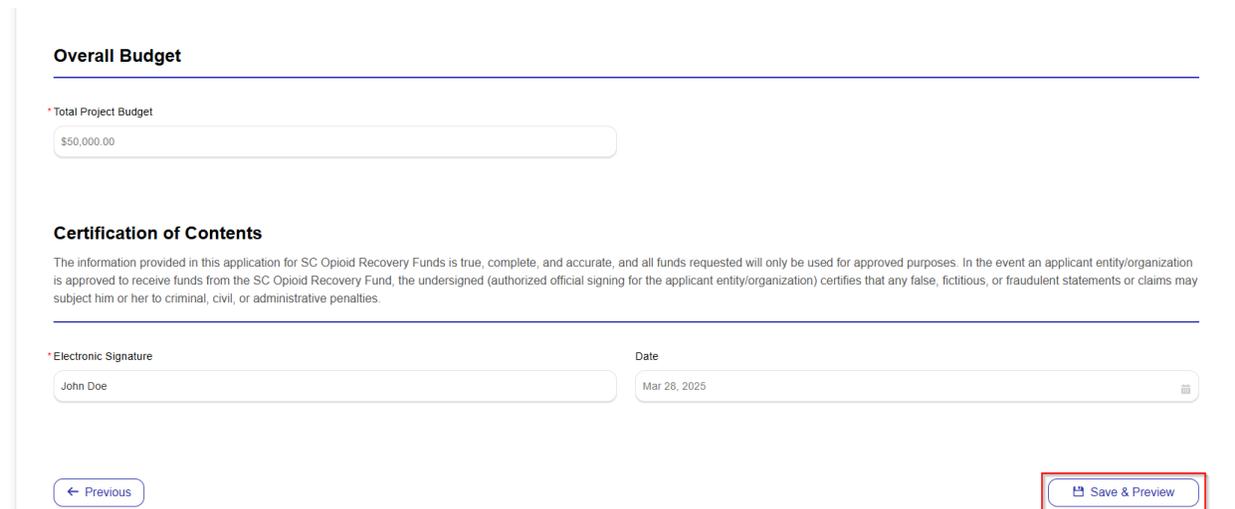
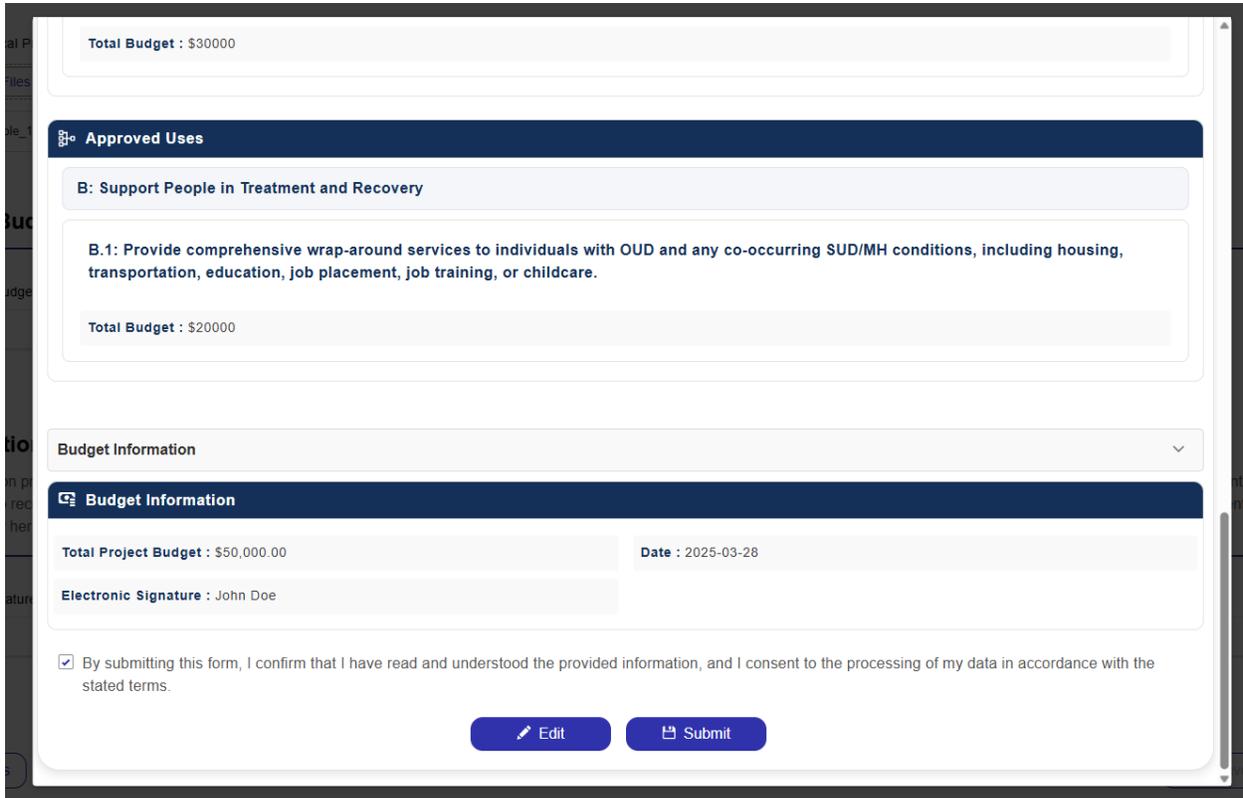


Figure 9: Sign the Application

Save & Preview, and Submit the Application

1. Complete all sections and click “Save and Preview.”
2. A popup will display all entered information, including **budget details**.

3. **Review** carefully to ensure accuracy. Check the consent box and click “Submit” if everything is correct.
4. To make changes, click “Edit” icon  to modify any section



The screenshot shows a web form with the following sections:

- Total Budget :** \$30000
- Approved Uses**
 - B: Support People in Treatment and Recovery**
 - B.1: Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.**
 - Total Budget :** \$20000
- Budget Information**
 - Total Project Budget :** \$50,000.00
 - Date :** 2025-03-28
 - Electronic Signature :** John Doe
- By submitting this form, I confirm that I have read and understood the provided information, and I consent to the processing of my data in accordance with the stated terms.
- Edit** and **Submit** buttons at the bottom.

Figure 10: Save & Preview, and Submit the Application

***Note:** After submitting, your application will be finalized, and no further edits can be made unless revisions are requested by the SCORF team.

5. After submission, you will land on the **Projects Tab**, click the **eye** icon  on the portal to view your application. Edits are only allowed if the SCORF team requests revisions.

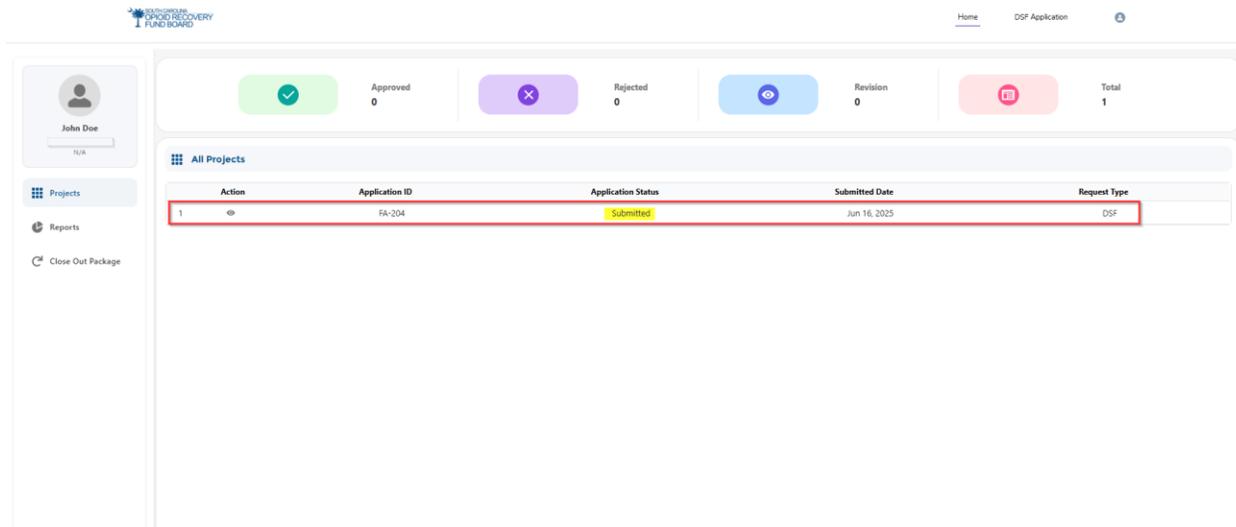
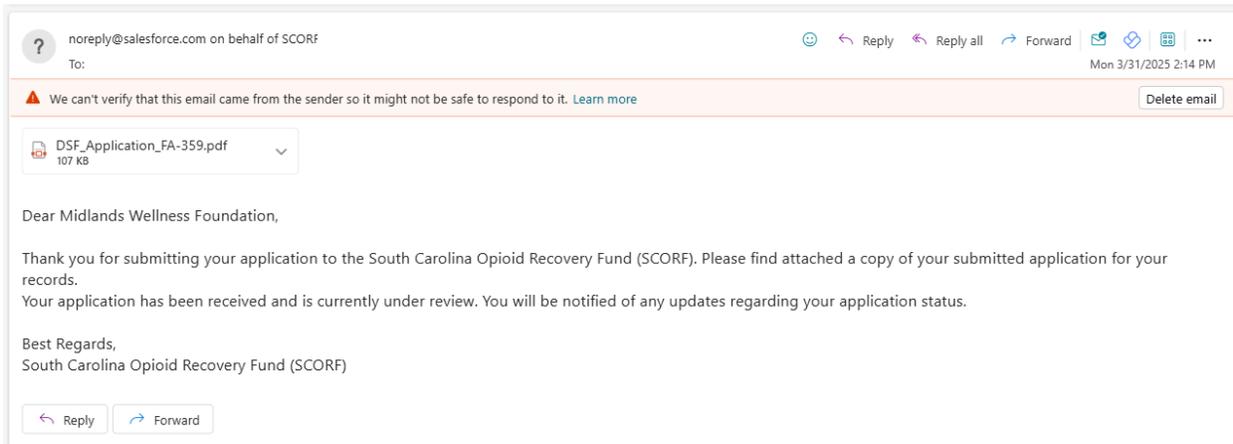


Figure 11: View Submitted Application

Email Alert – Application Submission: An email confirmation with a **copy of the submitted application attached** will be sent immediately after submission for your future reference.



Reviewing Submitted Application

1. Go to the **Projects** tab.
2. View the application status to see the current stage or track the status for the current submitted application.
3. Select the application you want to check by clicking **eye** icon on the portal
4. Review the organization, budget information and technical proposal file from the submission.

***Note:** *The progress path helps track the current status of your application.*

← Back
FA-204

Organization Information

Organization Information

Indicate whether this request is for funds from the Guaranteed Political Subdivision Fund (GPS for/on behalf of participating political subdivisions only) or Discretionary Subfund (DSF): DSF

Name of Individual Completing the Application : John Doe

Title of Individual Completing the Application : Program Manager

Organization Name : Midlands Wellness Foundation

Organization Contact Number : 234-567-8765

Organization Email : john.doe@test.com

SCEIS Vendor Number : 1234567890

Entity Type : Mental Health Treatment Provider

Application Cycle Type : Initial

Does The Requesting Entity Approve Line-Item Severability Throughout The Application? : No

Was the requesting Entity a litigating subdivision? : No

Is the requesting Entity a South Carolina Bellwether Plaintiff? : No

Does the requesting Entity, or any of its board members or employees, have any personal, financial, or other relationship with any Member of the SC Opioid Recovery Fund Board that may reasonably be viewed as a conflict of interest for that Member? : No

Payment Remit To(As per SCEIS)

Address Line 1 : 2202 Westford Way

City : Batesburg

Zip : 29006

Address Line 2 :

State : South Carolina

Organization Address

Address Line 1 : 2202 Westford Way

Address Line 2 :

Figure 12: Reviewing Submitted Application

Application Submission Limit

***Note:** Each applicant is allowed to submit **only one application per funding cycle**. Once submitted, you **cannot submit another**, regardless of whether it is **approved or denied**. You may apply again in the next funding cycle when applications reopen.

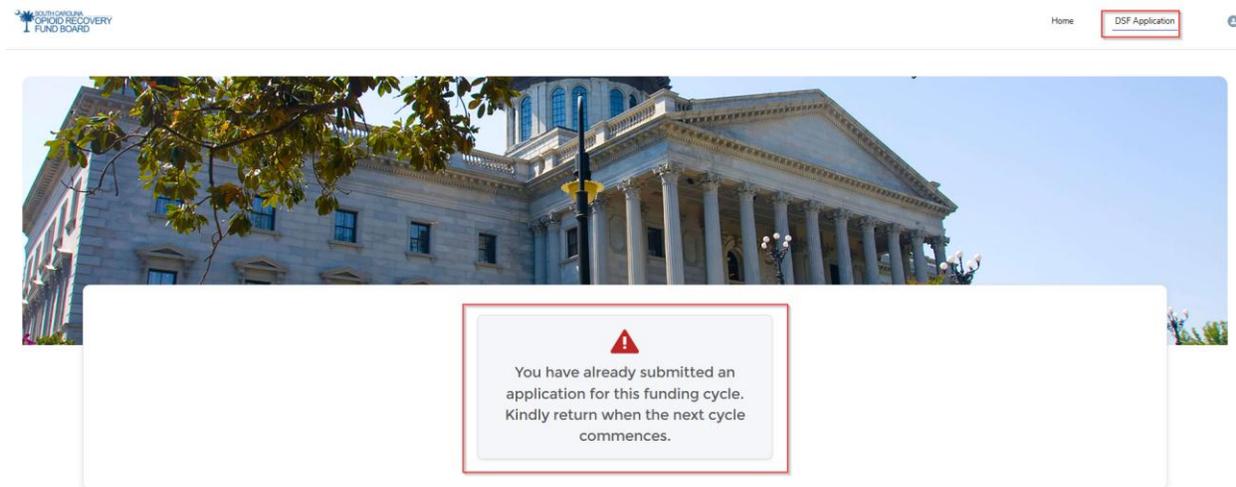


Figure 13: Application Submission Limit

2.4 Application Decision Outcomes & Tracking – DSF Applications

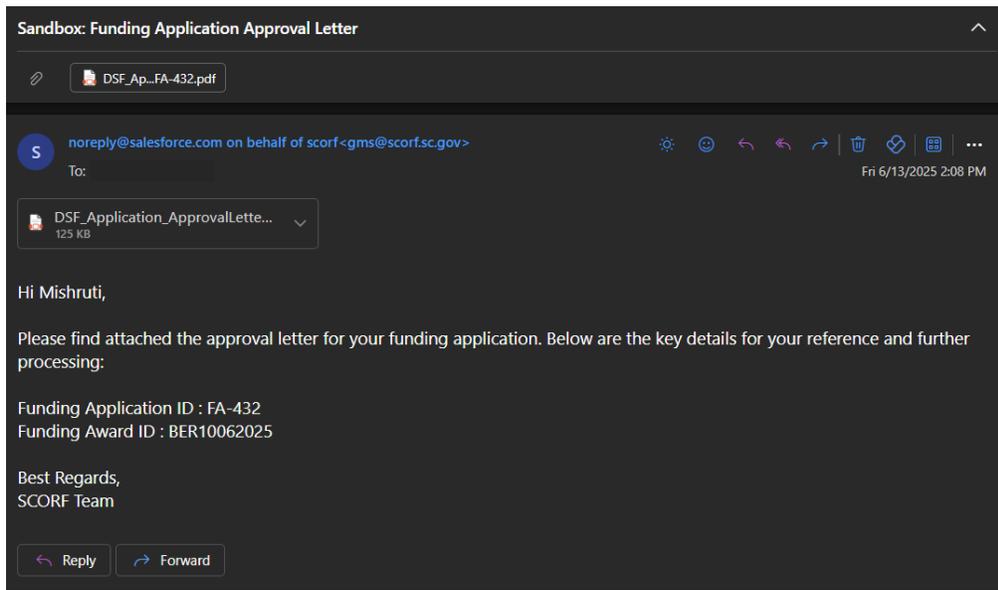
Once you submit your application, the SCORF team will carefully review it to ensure it meets the required criteria. Based on their evaluation, your application status may be updated as follows:

1. **Does Not Meet Technical Requirements** – You will receive an email stating your application does not meet technical requirements, with the “DMTR letter” attached.
2. **Approved** – If your application meets the criteria, it will be approved. You will receive a confirmation email with an **Approval Letter and Disbursement Authorization Form** confirming your acceptance, and you can track the status in the system.
3. **Denied** – If denied, you will receive an email with a “Denial letter”. No further actions is required unless otherwise stated in the letter.

In all cases, the application status will be updated accordingly. You can track the status on the Projects tab within the portal for the current funding cycle.



Email Alert – Application Approved: The applicant receives an email at the registered address with the Application ID and an attached approval letter.



You can track your application status by:

1. Going to the **Projects** tab and locating the application submitted in the current funding cycle.
2. Locate the application and view the application status to track.

3. Click the **eye icon** to view the application and all the status of submitted applications

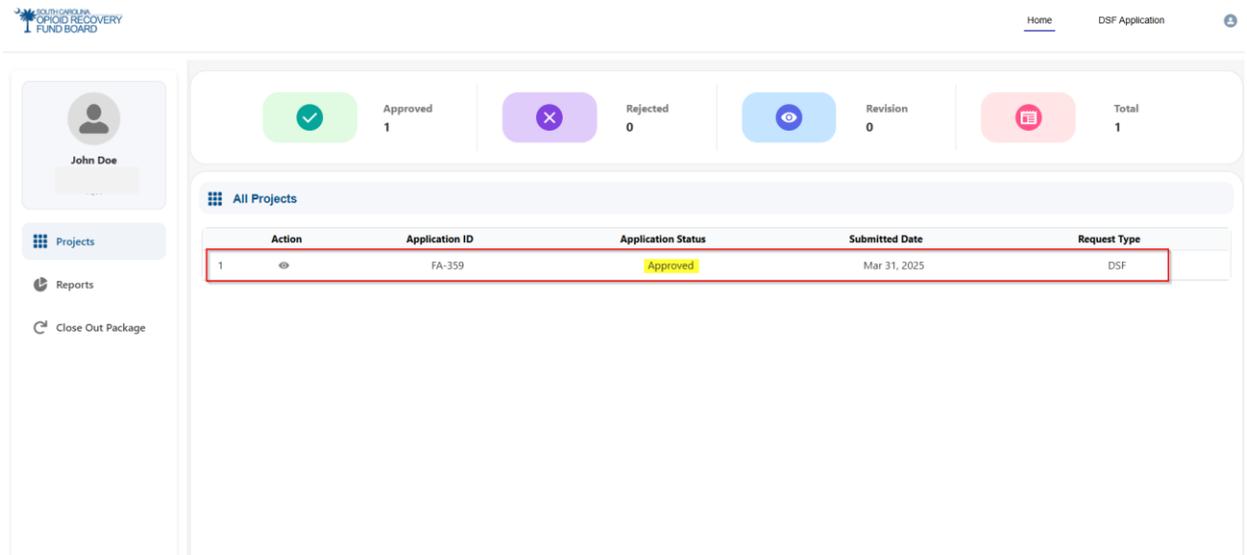


Figure 14: Application Status & Tracking

***Note:** Once the funding cycle closes, any application not approved for that cycle will be automatically deleted from your portal. However, you can always find a copy of your submitted application in your registered email for reference.

Decision Notification & Disbursement Authorization

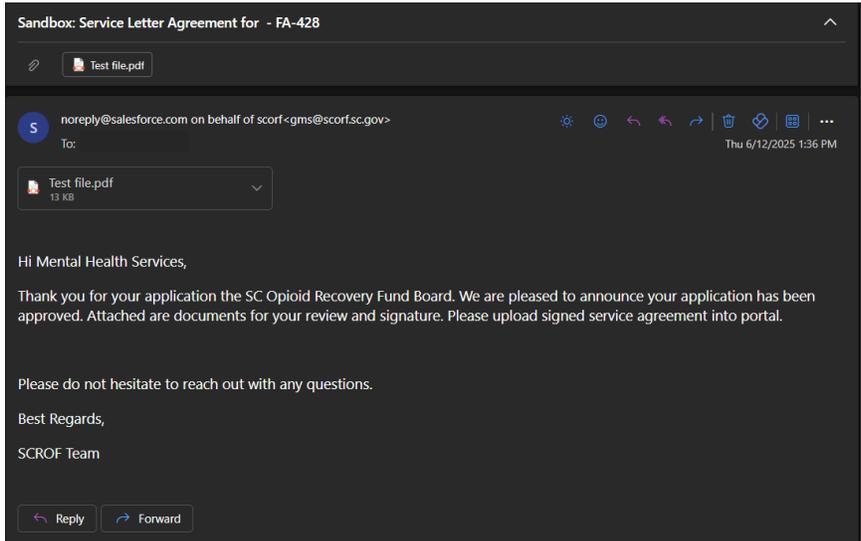
If your application is **Approved**, you will receive a confirmation email with an attached **Approval Letter** for your records. This letter includes,

- DSF Application Approval Letter
- Disbursement Authorization Form (with payee details and disbursement amount)

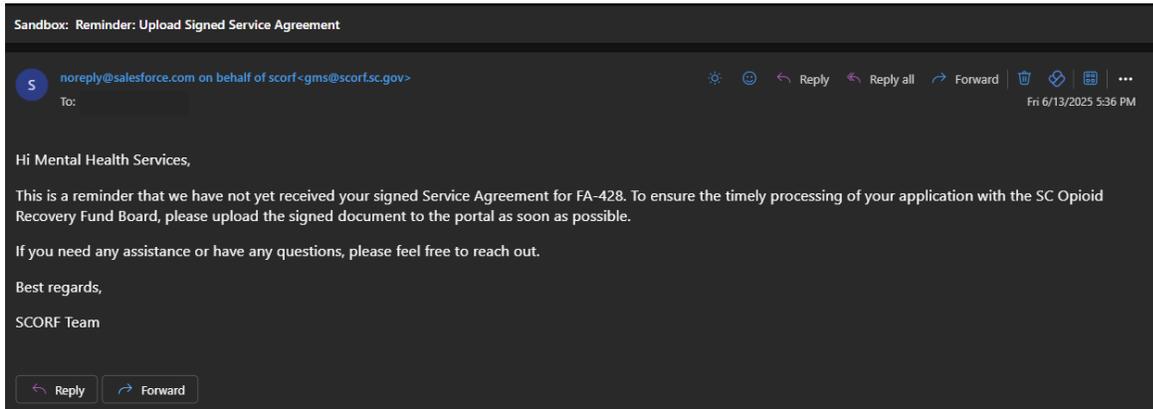
Uploading the Signed Service Letter Agreement (SLA)

After approval, you will receive a **Service Letter Agreement (SLA)** from the SCORF team via registered email.

Email Alert: SCORF Team sent Signed Letter Agreement



Email Alert: Reminder to upload Signed Service Letter Agreement



1. **Download & Complete:** Open the email, download the SLA, and fill it out.
2. **Log in to the Portal:** Use your registered credentials to access the system.
3. **Navigate to Projects:** From the **Dashboard/Homepage**, click on **Projects** in the left menu.
4. **Upload the Signed SLA:** Locate your submitted application and upload the completed SLA.

***Note:** Funds will **not** be disbursed until the signed SLA is uploaded to the portal.

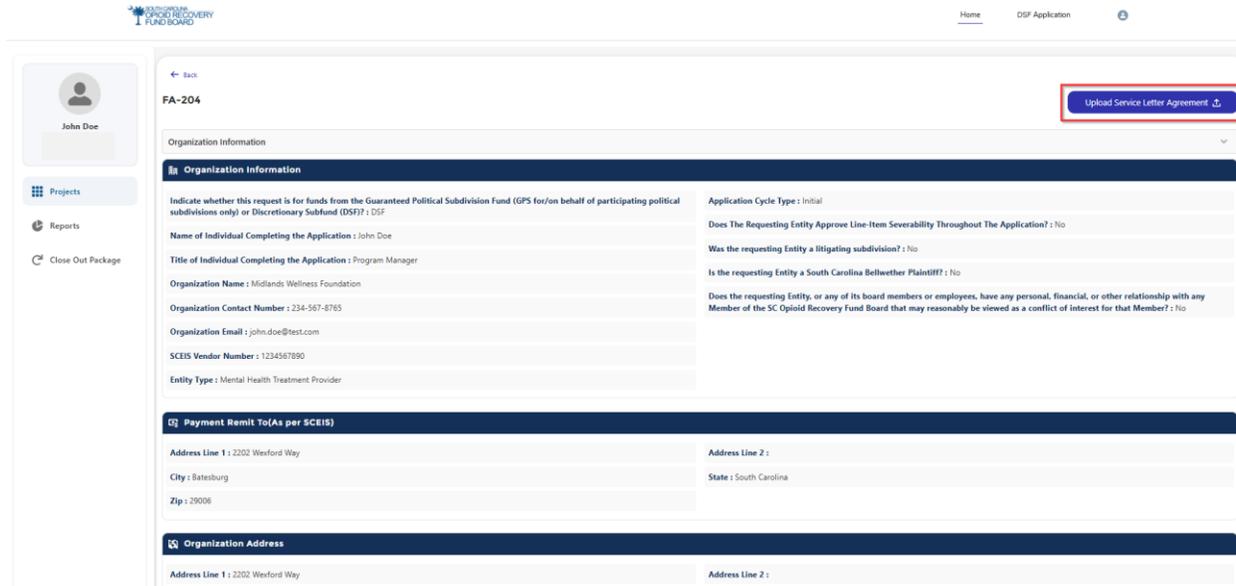


Figure 15: Uploading the Signed SLA



Figure 16: Upload the Signed SLA file

5. View the Uploaded SLA:

- Go back to the **Projects** tab.
- Locate and open your approved application.
- Scroll to the bottom to the **Uploaded Documents** section.
- You will see the signed SLA listed there. You can also download it and keep for your records.

The screenshot displays the SCORF Portal interface for a user named John Doe. The left sidebar contains navigation options: Projects, Reports, and Close Out Package. The main content area is divided into several sections:

- Application Point of Contact:** A table listing contact information for both Program and Fiscal Managers.

Program Manager Name : Alex Carter	Fiscal Manager Name : Jordan Wells
Program Manager Email : alex.carter@emailtest.com	Fiscal Manager Email : jordan.wells@emailtest.com
Program Manager Phone Number : 222-222-3456	Fiscal Manager Phone Number : 634-678-7654
- Core Abatement Strategy:** A section with two sub-items:
 - A: Naloxone or Other FDA-Approved Drug to Reverse Opioid Overdoses:**
 - A.1: Expand training for first responders, schools, community support groups, and families.** Total Budget : \$50000
 - A.2: Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.** Total Budget : \$20000. Includes a question "Will these Funds be used for Naloxone?" and a "Budget Amount for the Purchase : \$500".
- Budget Information:** A dropdown menu.
- Uploaded Documents:** A list of files with "Download" buttons. One file, "FileName - Sample - Signed SLA", is highlighted with a red box.

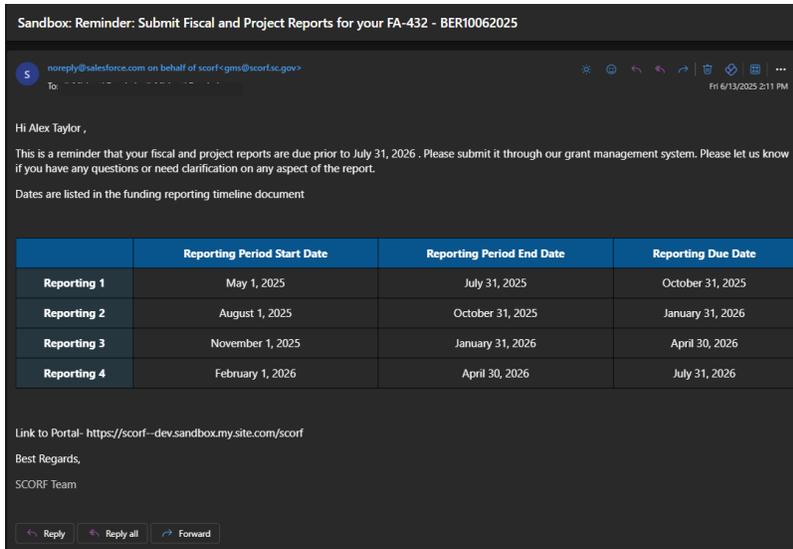
2.5 Reporting Submission & Management

Once the funds have been disbursed, the reporting phase begins. At this stage, the applicant will receive an email from the SCORF team detailing the **reporting cycle timelines** and a link to the **Grant Management Portal**.

Email Alert – Reporting: At this stage, the applicant will receive an email from the SCORF team detailing the **reporting cycle timelines** and a link to the **Grant Management Portal**.

****Note:** The email will outline key dates and deadlines for submitting financial reports, including expenditure, performance metrics.*

Important: It is essential to follow the reporting cycle and submit all required reports on time to stay in compliance with the grant requirements. Missing deadlines may impact future funding or eligibility.



Submitting Reports

To submit a report against the approved/conditionally approved application,

- 1. Log in to the Portal:** Use your registered login credentials to access the system and you will land on the Homepage/Dashboard.
- 2. Navigate to the Reports Tab:** On the left side of the homepage, click on **Reports**.
- 3. Select the Application:** Choose the application for whom you want to submit the report for.

**Note: The application you want to submit a report against will appear as 'Reporting'.*

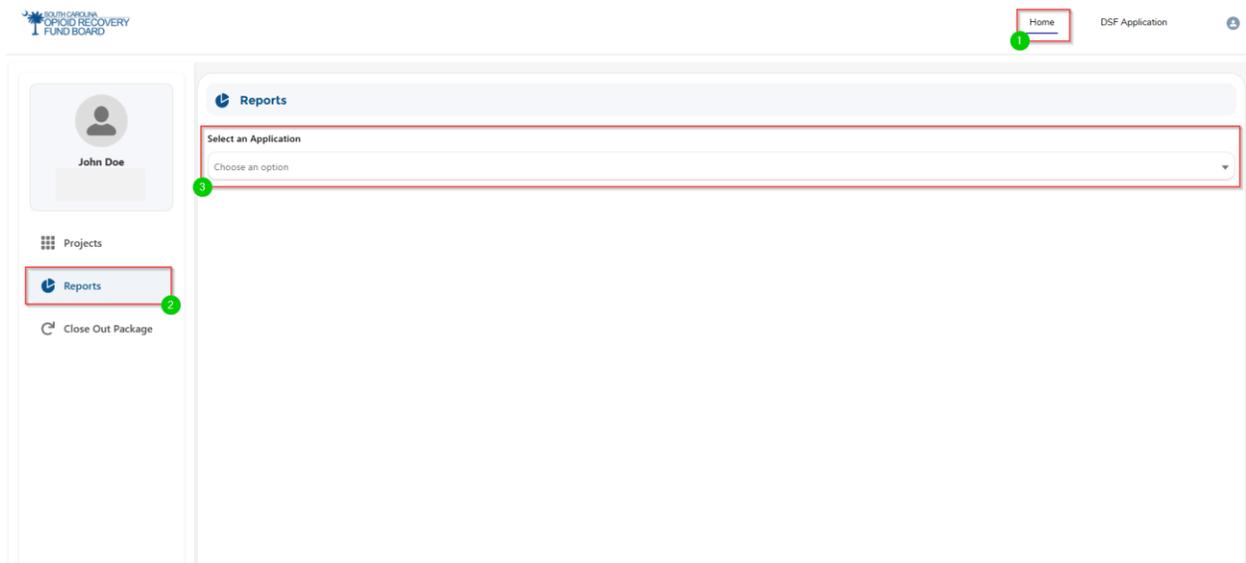


Figure 17: Submitting Report

Completing Reports:

Once you select the application for which you want to submit the report, you will see three report tabs:

1. Expenditure Report
2. Performance Report
3. Naloxone Report (conditionally visible based on selected strategies – *Core Strategy A2 or Approved Uses H1/H2.*)

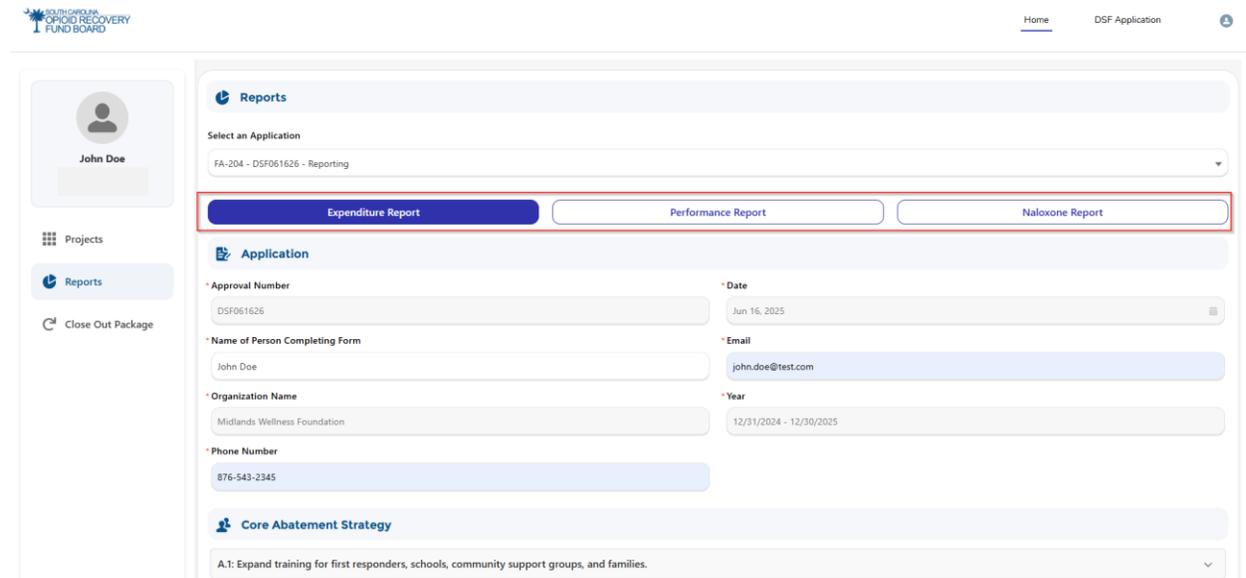


Figure 18: Completing Reports

Expenditure Report:

To complete Expenditure Report against application:

1. **Select** the application to report against.
2. **Fill out** all required basic information.
3. Review all **Core Abatement Strategies** and **Approved Uses**, including those selected by your partners during the application submission.
 - ***Note:** The **Strategy Budget** will display the total amounts — combining your selections and your partners' selections for each selected strategy.
 - Example: Selected 'Strategy A1' will show the combined total of all partners and your own approved amount.
4. **Enter the funds used** within that reporting cycle under the open reporting field.
5. ***Note:** Reporting timelines are emailed to you before each reporting cycle begins for approved applications.
6. Only fields for the **current or missed cycles** are editable; others remain locked until their reporting window opens.
7. **Click Submit**  to complete your report.

The screenshot shows the 'Expenditure Report' form in the SCORF Portal. The user is logged in as John Doe. The form is for application FA-204 - DSF061626 - Reporting. It has three tabs: Expenditure Report (selected), Performance Report, and Naloxone Report. The 'Application' section contains the following fields: Approval Number (DSF061626), Date (Jun 16, 2025), Name of Person Completing Form (John Doe), Email (john.doe@best.com), Organization Name (Midlands Wellness Foundation), Year (12/31/2024 - 12/30/2025), and Phone Number (876-543-2345). The 'Core Abatement Strategy' section shows a strategy: 'A.1: Expand training for first responders, schools, community support groups, and families.' Below this is a table with columns for reporting cycles: 12/31/2024 - 3/30/2025, 3/31/2025 - 6/29/2025, 6/30/2025 - 9/29/2025, and 9/30/2025 - 12/30/2025. The Strategy Budget is \$50,000.00. Expenditure through 12/31/2024 is \$300.00. Total Project Expenditure is \$500.00. Balance/Carry Forward is \$49,500.00.

Figure 19: Expenditure Report

Financial Summary Fields

- **Expenditure through 12/31:** Total of all funds reported within the financial year.
- **Total Project Expenditure:** Total funds reported to date for the project.
- **Balance/Carry Forward:** Strategy Budget minus Total Project Expenditure.

***Note:** Only fields for the *current or missed cycles* are editable; others remain locked until their reporting window opens.

This screenshot shows the 'Core Abatement Strategy' form. The strategy is 'A.1: Expand training for first responders, schools, community support groups, and families.' Below the strategy is a table with columns for reporting cycles: 4/27/2025 - 7/26/2025, 7/27/2025 - 10/26/2025, 10/27/2025 - 1/26/2026, and 1/27/2026 - 4/19/2026. The Strategy Budget is \$50,000.00. Expenditure through 12/31/2025 is \$0.00. Total Project Expenditure is \$0.00. Balance/Carry Forward is \$50,000.00.

Performance Report:

To complete Performance Report against application:

1. Go to the **Performance Report** tab.
2. Fill in all **basic details** at the top.
3. Answer questions based on the **strategies** selected by you and your partners.
4. Enter values for each **reporting cycle** for every question, including partner data.
5. **Total values** will auto-calculate based on inputs for each cycle.
6. Click **Submit** to complete the report.

***Note:** Only fields for the **current or missed cycles** are editable; others remain locked until their reporting window opens.

Figure 20: Performance Report

Naloxone Report – *This tab is Visible only if Naloxone-related strategies were selected.*

To complete Performance Report against application:

1. Go to the **Naloxone Reports** tab.
2. View **Total Boxes Allowed, Boxes Distributed, and Boxes Remaining** – these auto-calculate as you enter data.
3. Enter the **number of boxes distributed** each month.
***Note:** Only previous and current cycle fields are open; future months are locked until their cycle begins
4. Click **Submit** to complete the report.

Figure 21: Naloxone Report

Review a Submitted Report:

1. Go to the **Reports** tab.
2. Select the application you submitted the report for.
3. Navigate the specific report tab to view all submitted details.

***Note:** Submitted reports are **read-only** and cannot be edited.

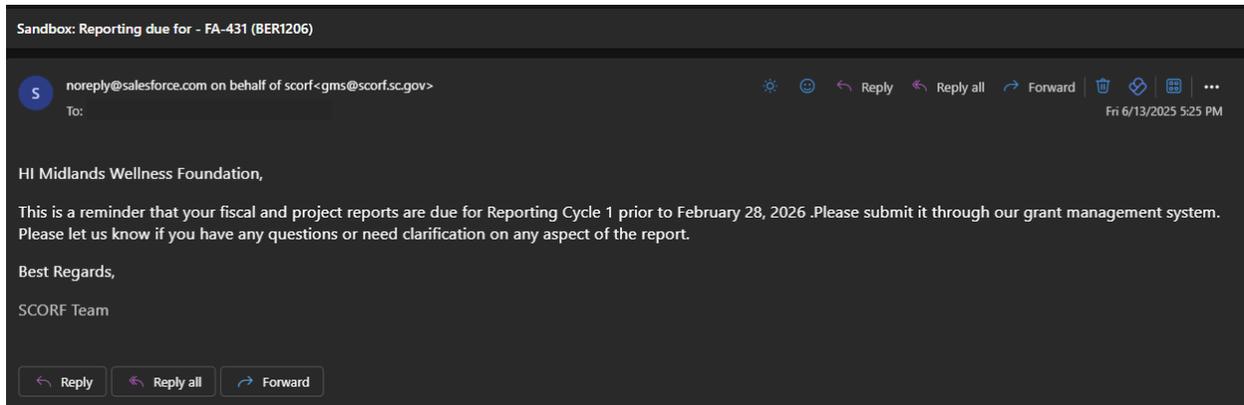
Figure 22: Review Submitted Report

Email Alert – Report Reminder & Schedule

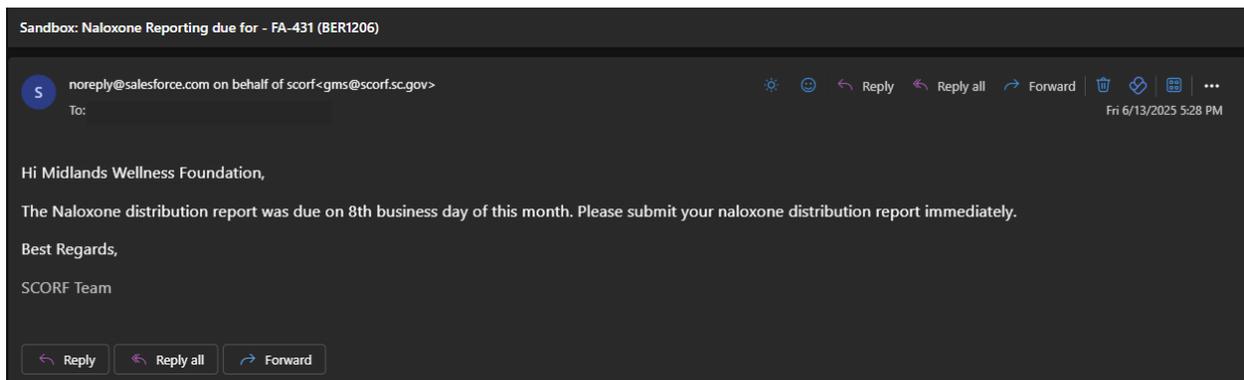
- For Expenditure and Performance Reports,
 - The **first reminder** will be sent **10 business days after** the initial email tied to its reporting cycle.
 - **Subsequent reminders** will be sent **every 10th business day** thereafter until both Expenditure and Performance reports are submitted.
- For Naloxone Reports,
 - The **first reminder** will be sent **8 business days after** the initial email
 - **Subsequent reminders** will be sent **every 8th business day** thereafter until the naloxone report is submitted.

Note: Each reporting cycle reminder email will include the associated **reporting cycle timeline** addressed in the email.

Reminder Email to submit Expenditure and Performance Report - for a specific reporting cycle



Reminder Email - Submit Naloxone Reports.

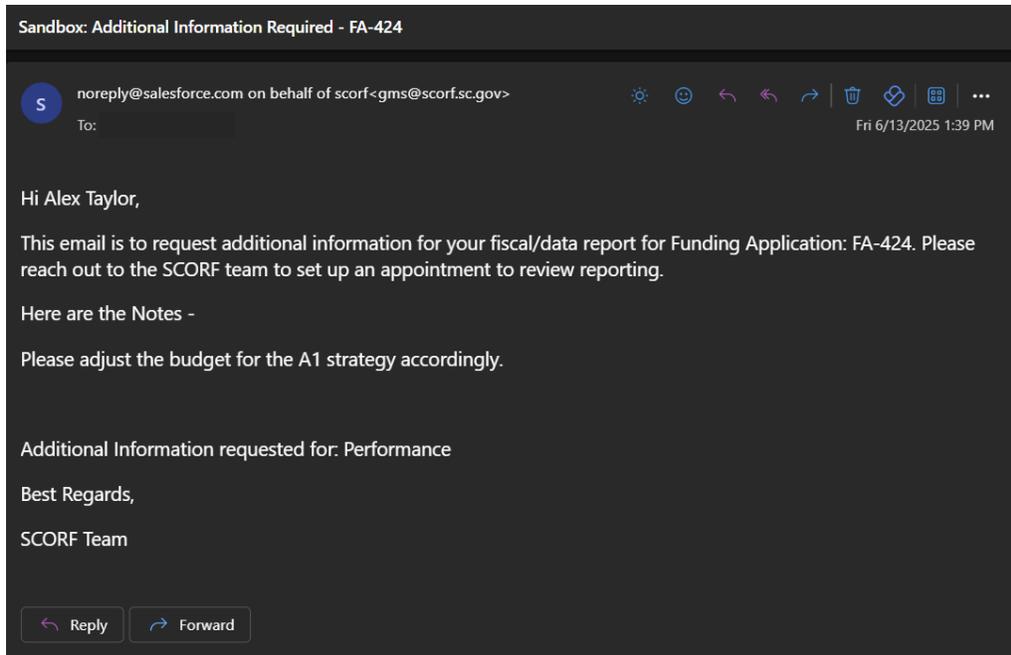


Reports: Additional Information Requests

If the SCORF team finds a discrepancy in your submitted report:

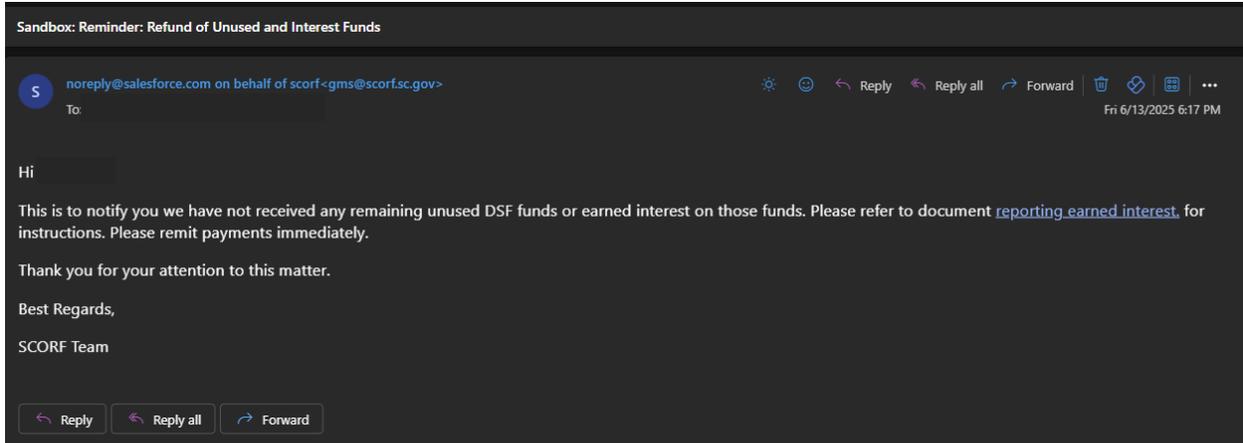
1. You'll receive an **email** specifying the report type with the **Application ID**, **report link**, and **comments** detailing the required information.
2. Log in to the portal and go to the **Reports** tab.
3. Find the application marked with the status **“Additional Information Required.”**
4. Make the necessary updates and **resubmit the report**.

***Note:** *When additional info is requested, the report becomes editable; otherwise, it remains locked.*



Return of Funds (DSF Application)

 **Email Alert – Return of Funds:** For DSF applications with unspent funds, a reminder email will be sent **every 10th business day**. Reminders will continue until the closeout process is completed in the system.



2.6 Close Out Package

Once all reporting cycles are completed and submitted, the final step is to complete the **Close-Out Package**, which includes submitting three final reports:

1. Tangible Property Report
2. Final Project Report
3. Payroll Report

Submitting a Close Out Package

To submit a report within close out package against the approved/conditionally approved application,

1. **Log in to the Portal:** Use your registered login credentials to access the system and you will land on the Homepage/Dashboard.
2. **Navigate to the Close Out Package Tab:** On the left side of the homepage, click on **Close Out Package**.
3. **Select the Application:** Choose the application for which you want to submit the report for.

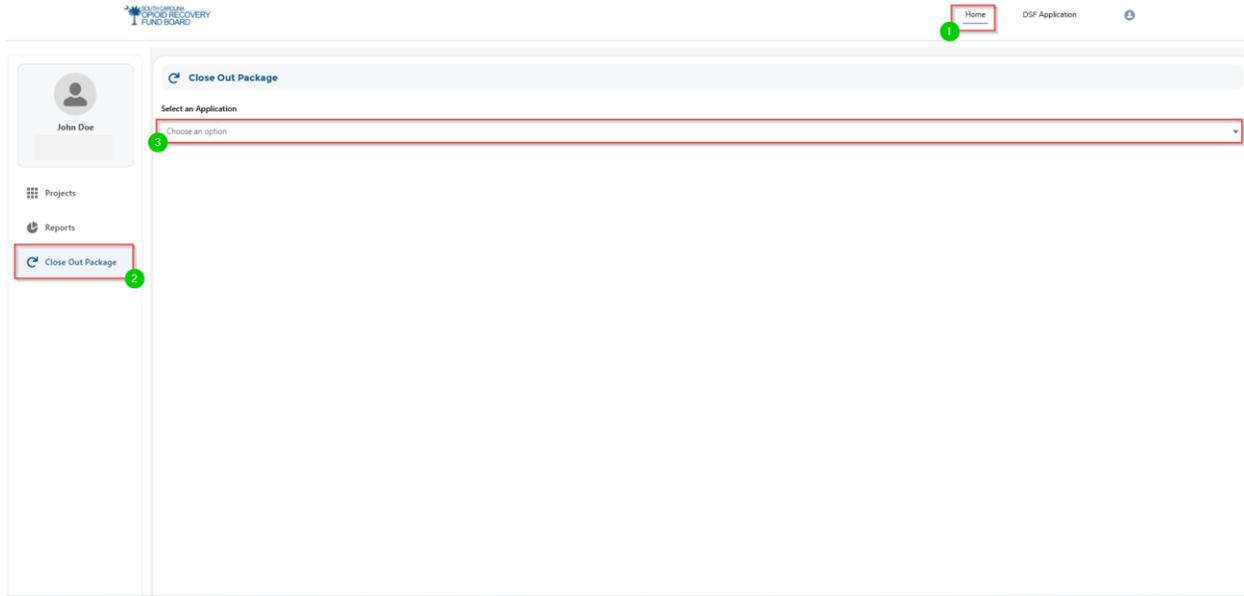


Figure 23: Submit a Closeout package

Tangible Property Report:

To complete Tangible report against application,

1. Go to the **Close-Out Package** on the left and click on the **Tangible Property** tab.
2. In the “Do you have tangible property?” picklist, select Yes or No. If yes, the report form will appear.
3. Fill in the basic information.
4. For **Business Equipment, Computer Equipment, Vehicles, Property**, Select ‘Yes’ if used
5. Related fields will appear for you to enter details.
6. Use the  icon to add rows for adding multiple entries and the  icon to delete as needed.
7. Click **Submit** to complete the form.

The screenshot shows the 'Close Out Package' interface. At the top, there are tabs for 'Tangible Property Report', 'Final Project Report', and 'Payroll Report'. The 'Tangible Property Report' tab is active. Below the tabs, there are several form sections:

- Select an Application:** A dropdown menu showing 'FA-204 - (DSF061626)'.
- Tangible Property Details:**
 - 1. Award Approval Number:** Text field containing 'DSF061626'.
 - 2. Vendor Number:** Text field containing '54344345'.
 - 2b. Interest Earned:** Text field containing '\$2,000.00'.
 - 3. Comments:** Text area containing 'Tangible Property Report Comments'.
 - 4. Typed or Printed Name and Title of Authorized Certifying Official:**
 - Prefix:** Text field containing 'Mr'.
 - First Name:** Text field containing 'John'.
 - Last Name:** Text field containing 'Doe'.
 - Title:** Text field containing 'Project Manager'.
 - 4b. Signature of Authorized Certifying Official:** Text field containing 'John Doe'.
 - 4c. Telephone (area code, number, extension):** Text field containing '565-435-6787'.
 - 4d. E-Mail Address:** Text field containing 'john.doe@test.com'.
 - 4e. Date report submitted:** Text field containing 'Jun 16, 2025'.

Figure 24: Tangible Property Report

Final Project Report:

To complete the Final Project report against application,

1. Download the word template by clicking the  **Download File** button
2. Complete the template, then save your answers as a **PDF or Word doc**.
3. Log in to the portal.
4. Navigate to the **Close-Out Package** tab on the left.
5. Select the **Final Project Report** section.
6. Click **Upload File** to upload your completed PDF. If you upload the wrong file, use the  trash icon to delete it.
7. Click **Submit** to finalize the report.

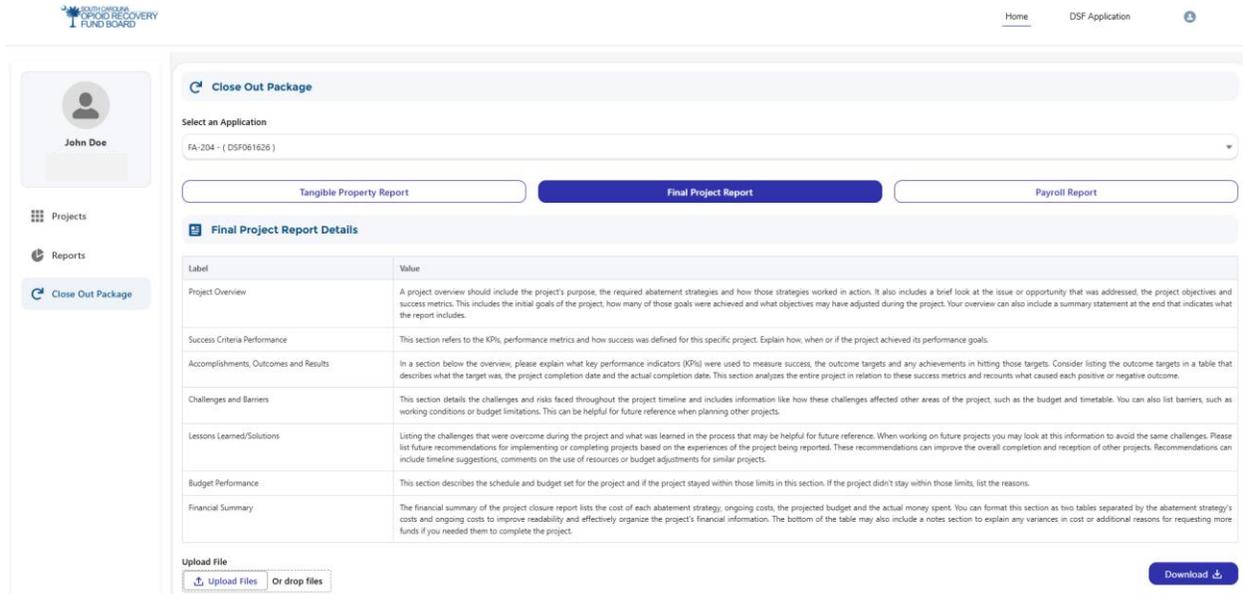


Figure 25: Final Project Report

Payroll Report:

To complete the Payroll report against application,

1. Complete the **basic information**.
2. Complete the **staff line items**.
3. To add multiple staff entries, click the  icon; to delete an entry, click the  icon.
4. Click Submit to complete the report.

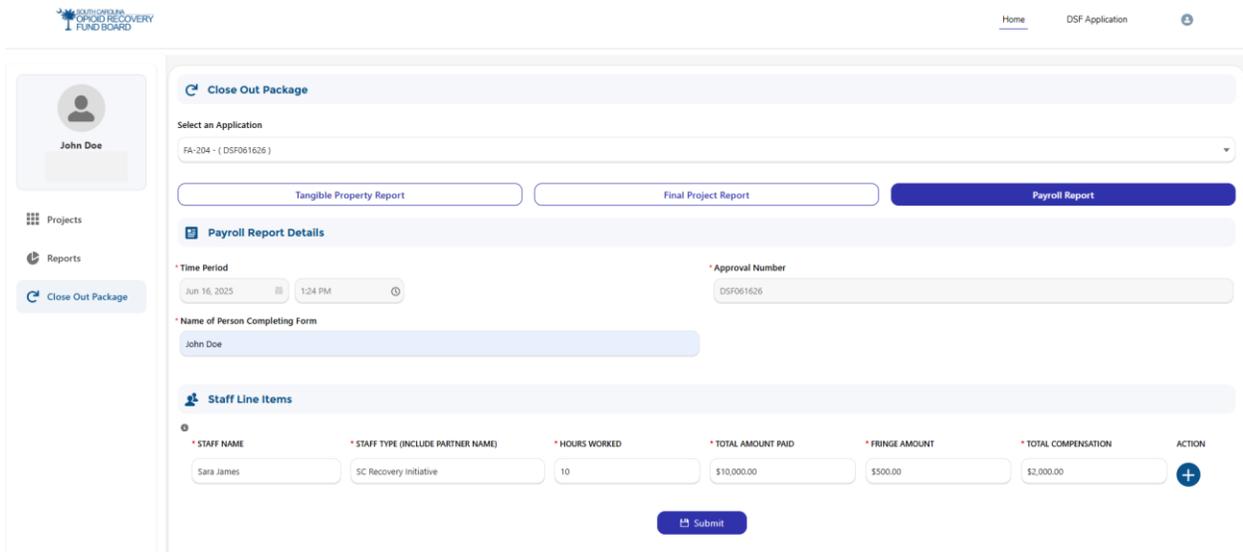
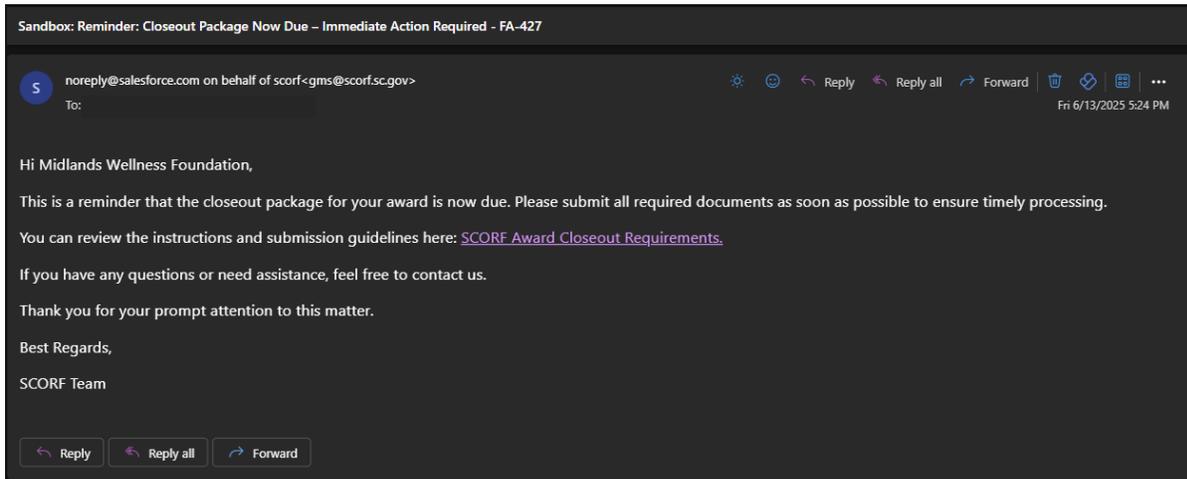


Figure 26: Payroll Report

Reminder Email – Closeout Process: A Closeout reminder email will be automatically sent **every 10th business day**. Reminders will continue until the closeout process is completed in the system.



Review a Submitted Close Out Package:

1. Go to the **Close Out Package** tab.
2. Select the application you submitted the report for.
3. Navigate the specific report tab to view all submitted details.

***Note:** Submitted reports are **read-only** and cannot be edited.

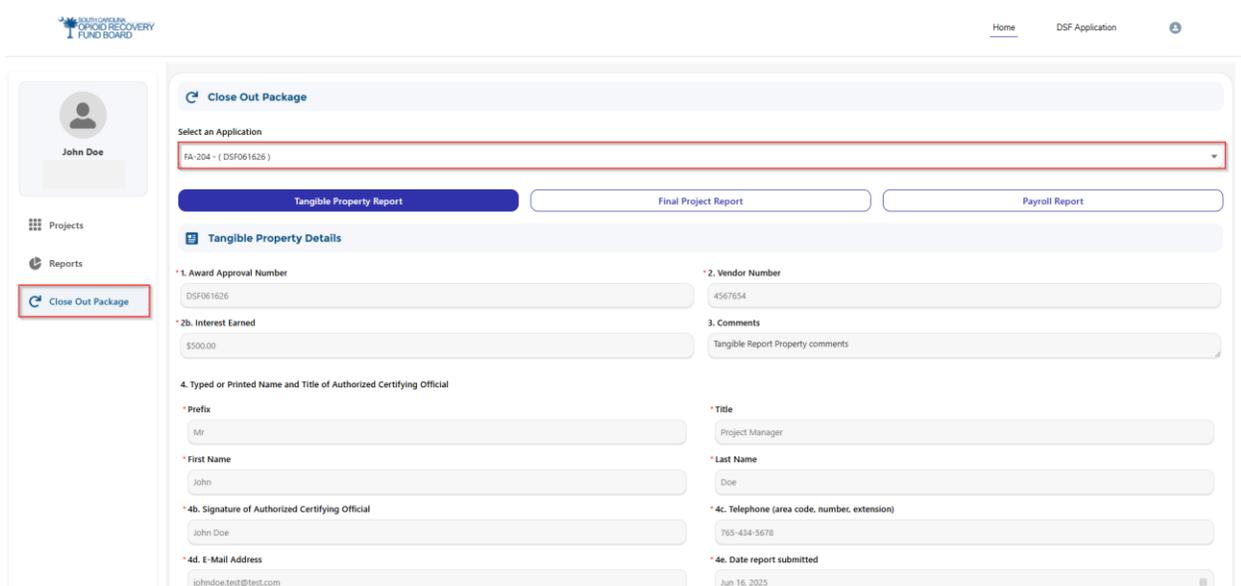
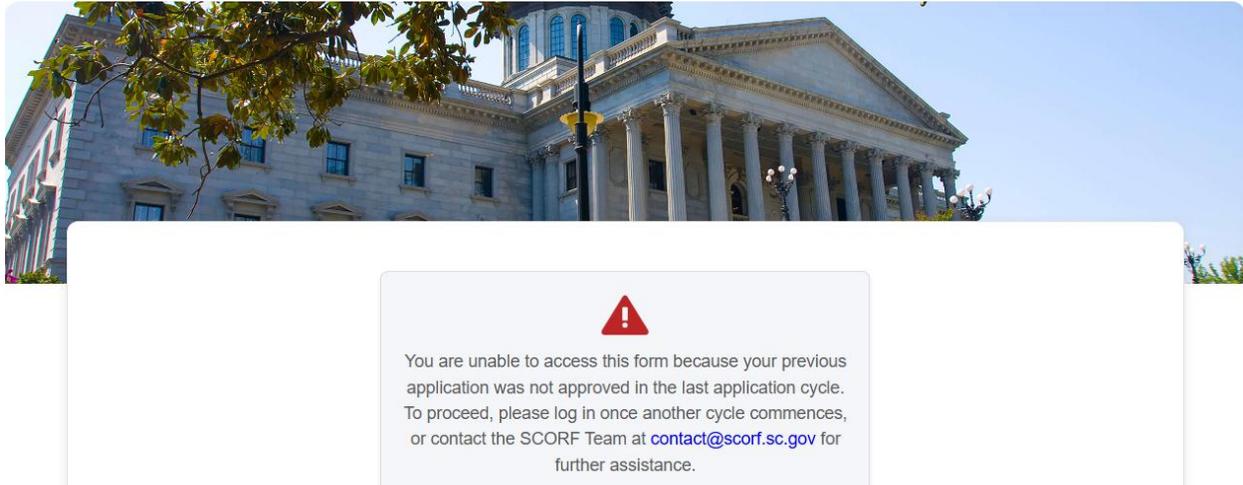


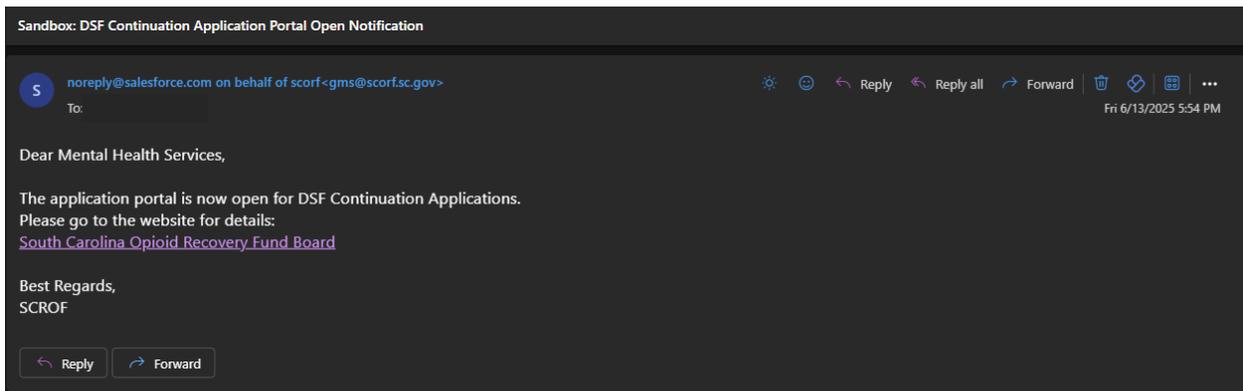
Figure 27: Review a submitted Closeout Package

2.7 Continuation Application

A Continuation Application allows **previously approved applicants to request funding** for an additional cycle. Only applicants who received approval will get an email invitation to apply. The application process follows the same steps as the initial submission, with “Continuation” selected under the Application Cycle.



Applicants whose **initial DSF application have been approved** will receive an email invitation from the SCORF team to submit a Continuation Application.



To submit continuation application:

1. **Check Your Email:** Approved applicants will receive an email with instructions and a link to apply.
2. **Log in** to the Portal: Use your registered credentials to access the system.
3. Start a **New Application:**
 - Navigate to the DSF Applications tab on the top navigation bar.
4. Complete the Form: Fill out all required fields and upload any necessary documents.

**Note: The 'Application cycle type field' would be prepopulated when applying for continuation application.*

5. Complete all the sections and submit once you're done.

**Note: Only applicants whose initial applications have been approved will receive an email invitation to apply for continuation.*

The continuation process mirrors the initial application process. Please refer to Section 4 of this manual for detailed step-by-step instructions.

Assumptions

This training manual is intended for grant applicants using the SCORF Grant Management Portal and is based on the following assumptions:

- Users are applying under **Discretionary Funds (DSF)**.
- Users have access to a **device with stable internet connectivity** and are using a **modern web browser** (e.g., Chrome, Edge, Safari).
- Users have a **basic level of digital literacy**, including the ability to navigate web pages, fill out online forms, and upload required documents.
- This manual does **not cover back-office functions** intended for SCORF internal staff or reviewers.
- All users are expected to comply with SCORF **Portal's terms of use, privacy policy, and data security protocols**.

For DSF Applicants:

- DSF applicants are required to **self-register to create an account** on the SCORF Portal.
- Only upon successful signup, DSF applicants will be able to access the system and begin their **grant application submission** process.