

**Grant Writing: Online  
Grant Portals....Don't Lose  
Your Work! – May 26, 2023**



When using an online grant submission portal, ask the funder if they have the application in Word or PDF format. If not, then make your own. This will allow you to develop your draft application and then copy/paste the text into the online form without the pressure of timing out or losing your work. Some online portals automatically save your draft work as you go, but many others do not. Working offline then transferring the information reduces the risks in an online system. It also allows you to keep a copy of your application language in case you want to recycle some of it for another application – why reinvent the wheel?!

