GrantRadar Platform Guide

Intelligent Grant Discovery & Management for Research Organizations

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Overview

GrantRadar is a comprehensive grant management platform designed for research institutions, nonprofits, and organizations seeking funding opportunities. The platform combines AI-powered grant matching with robust pipeline management, team collaboration, and analytics to streamline your entire grant lifecycle.

What GrantRadar Does

- **Discovers** relevant grants from a database of 86,000+ opportunities
- **Matches** opportunities to your organization's profile using intelligent scoring
- **Manages** your application pipeline from research through submission
- **Assists** with proposal writing using AI-powered feedback
- **Coordinates** team efforts with collaboration and assignment tools
- **Tracks** deadlines with calendar integration and smart reminders
- **Analyzes** your success rates and funding trends
- **Ensures** compliance with funder requirements

Getting Started

Creating Your Account

1. Visit the GrantRadar homepage and click "Get Started"
2. Enter your organization name and select your organization type
3. Choose your focus areas (Education, Healthcare, Research, etc.)
4. Create your login credentials
5. Complete your profile to improve match accuracy

Your Dashboard

Upon logging in, you'll see your personalized dashboard featuring:

- **New Matches** — Grants discovered this period that match your profile
- **High Matches** — Opportunities scoring 90% or higher alignment
- **Due This Week** — Upcoming deadlines requiring attention
- **Saved Grants** — Opportunities you've bookmarked for review

The main feed displays grant matches sorted by relevance, with each card showing:

- Grant title and funder name
- Match score (0-100%)
- Funding amount range
- Application deadline
- Source type (Federal, Foundation, State)

Grant Discovery

How Matching Works

GrantRadar's matching algorithm analyzes each grant opportunity against your organization's profile, considering:

- **Focus Area Alignment** — How well the grant's objectives match your mission
- **Eligibility Criteria** — Whether your organization type qualifies
- **Funding Range** — Alignment with your typical award sizes
- **Geographic Requirements** — Location-based eligibility
- **Historical Patterns** — Similar grants your organization has pursued

Each grant receives a match score from 0-100%, helping you prioritize the most promising opportunities.

Searching & Filtering

Quick Search Type keywords to search across grant titles, funder names, and descriptions.

Source Filters

- All Sources
- Federal (government agencies)
- Foundation (private foundations)
- State (state-level programs)

Advanced Filters Access the filter panel to narrow results by:

- Specific funding agencies
- Focus area categories
- Minimum/maximum funding amounts
- Deadline date ranges
- Deadline proximity (next 30, 60, 90, or 180 days)
- Match score thresholds

Saved Searches Save your frequently used filter combinations for quick access. Create custom saved searches like "NIH R01 opportunities" or "Environmental grants due in 60 days."

Grant Details

Click any grant to view comprehensive details:

Basic Information

- Full grant description and objectives
- Funder organization details
- Funding amount (minimum to maximum)
- Application deadline
- Eligibility requirements

Match Analysis

- Overall match score with explanation
- Specific areas of alignment
- Potential concerns or gaps

Competition Insights

- Competition level estimate (Low, Medium, High, Very High)
- Effort complexity rating (Simple, Moderate, Complex)
- Estimated hours to complete application

Related Opportunities View similar grants from the same funder or in related focus areas.

Comparing Grants

Select 2-4 grants to compare side-by-side:

1. Check the comparison box on grant cards
2. Click "Compare Selected" in the comparison bar
3. Review grants with metrics highlighted (funding, deadlines, match scores)
4. Share comparison links with team members

Saving & Dismissing

- **Save** — Bookmark grants for later review
- **Dismiss** — Remove grants you're not interested in from your feed

Access your saved grants anytime through the "Saved" filter on the dashboard.

Application Pipeline

Pipeline Stages

Track grants through your submission workflow:

1. **Researching** — Initial evaluation and feasibility assessment
2. **Writing** — Active proposal development
3. **Internal Review** — Team review before submission
4. **Submitted** — Application sent to funder
5. **Under Review** — Awaiting funder decision
6. **Awarded** — Funding received
7. **Rejected** — Application not selected

Kanban Board

The visual kanban board provides drag-and-drop management:

- View all applications organized by stage
- Drag cards between columns to update status
- See at-a-glance pipeline health
- Two board views available:
    - **Applications Board** — Full application workflow
    - **Deadlines Board** — Deadline-focused view

Adding to Pipeline

From any grant detail page:

1. Click "Add to Pipeline"
2. Set initial stage (usually "Researching")
3. Add optional notes
4. Set target submission date

Managing Applications

Each pipeline card displays:

- Grant title and funder
- Current stage
- Days in stage
- Target submission date
- Assigned team member (if any)

Click any card to:

- View full grant details
- Edit notes and dates
- Change assigned team member
- Move to different stage
- Track outcome (for submitted applications)

Writing & Proposal Tools

AI Writing Assistant

Get intelligent feedback on your grant proposals:

How It Works

1. Navigate to the AI Tools section
2. Select your grant mechanism (R01, R21, CAREER, etc.)
3. Paste or upload your draft content
4. Request feedback on specific sections

Feedback Types

- **Criterion-Based Analysis** — Feedback mapped to official review criteria
- **Improvement Suggestions** — Specific recommendations for each weakness
- **Scoring Guidance** — How reviewers might score each section
- **Common Pitfalls** — Mistakes to avoid for your mechanism type

Supported Mechanisms

- NIH: R01, R21, R03, R15, K01, K08, K23, K99, F31, F32
- NSF: CAREER, Standard, SBIR/STTR
- And many additional federal and foundation mechanisms

Document Templates

Create and manage reusable proposal templates:

Template Types

- **System Templates** — Built-in templates for common needs
- **Public Templates** — Community-shared templates
- **Private Templates** — Your organization's custom templates

Using Templates

1. Browse the template library by category
2. Preview template content
3. Duplicate and customize for your needs
4. Track usage across applications

Component Library

Build a library of reusable content blocks:

- Organizational descriptions

- Methodology sections
- Budget justifications
- Biographical sketches
- Facilities descriptions

Insert components into new proposals to maintain consistency and save time.

Application Checklists

Stay organized with structured checklists:

Checklist Features

- Pre-built templates for common grant types
- Custom checklist creation
- Weighted item importance
- Progress tracking with percentages
- Category organization (research, writing, submission)
- Completion timestamps

Using Checklists

1. Create a checklist from template or scratch
2. Assign to specific grant applications
3. Check off items as completed
4. Track overall progress percentage

Team Collaboration

Team Management

Inviting Members

1. Navigate to Team settings
2. Enter email addresses (single or bulk)
3. Select role for new members
4. Send invitations

Member Roles

- **Admin** — Full platform access, can manage team
- **Member** — Standard access to grants and pipeline
- **Viewer** — Read-only access to shared resources

Managing Your Team

- View all active members and their roles
- See pending invitations
- Resend or cancel invitations
- Remove team members
- Update member roles

Assignments & Workload

Assigning Grants Assign specific grants or applications to team members:

1. Open grant or pipeline item
2. Click "Assign"
3. Select team member
4. Add optional notes

Workload View See how work is distributed across your team:

- Applications per team member
- Deadline assignments
- Capacity indicators

Sharing & Permissions

Sharing Resources Share grants, applications, and documents with specific permissions:

- **View** — Read-only access
- **Edit** — Can modify content
- **Admin** — Full control including sharing

Share Links Create shareable links for external collaborators:

- Set as public or require login
- Add expiration dates
- Revoke access anytime

Activity Feed

Track all team activity:

- Who viewed or edited grants
- Stage changes and assignments
- Comments and discussions
- System notifications

Calendar & Deadlines

Calendar Views

Month View Visual calendar showing all deadlines:

- Color-coded by urgency
- Click dates to see deadline details
- Navigate between months

List View Chronological list of upcoming deadlines:

- Filter by status
- Sort by date or priority
- Quick actions for each item

Deadline Management

Creating Deadlines

1. Click "Add Deadline" or add from grant detail
2. Set deadline date and time
3. Add description and notes
4. Link to grant application (optional)

Deadline Statuses

- Not Started
- Drafting
- Internal Review
- Ready to Submit
- Submitted

- Completed

Filtering Deadlines

- Active vs. completed
- Overdue items
- Due in next 7 days
- By status type

Reminders

Setting Reminders Create alerts for important deadlines:

- 1 week before
- 1 day before
- 1 hour before
- Custom timing

Reminder Delivery Choose how to receive reminders:

- In-app notifications
- Email alerts
- SMS messages (if configured)

Calendar Export

Export deadlines for use in other applications:

- Download as .ics file
- Import into Google Calendar, Outlook, Apple Calendar
- Bulk export all deadlines

Analytics & Reporting

Dashboard Analytics

Access comprehensive metrics from the Analytics page:

Overview Tab

- Total applications in pipeline
- Overall success rate
- Funding trends over time
- Pipeline stage distribution

Performance Tab

- Success rate by grant category
- Success rate by funder
- Time-to-award metrics
- Stage conversion funnel

Matches Tab

- Match quality distribution
- High-quality match trends
- Saved vs. applied ratios

Trends Tab

- Funding patterns over time
- Seasonal opportunity trends

- Deadline distribution heatmap

Pipeline Metrics

Understand your application flow:

- Applications per stage
- Average time in each stage
- Conversion rates between stages
- Bottleneck identification

Success Analysis

Measure and improve your success:

- Win rate by grant type
- Performance by funder
- Team member success rates
- Historical comparisons

Funding Forecast

Plan ahead with predictive insights:

- Anticipated opportunities (6+ months out)
- Seasonal funding patterns
- Optimal submission timing
- Trend-based recommendations

Compliance & Quality Assurance

Compliance Scanner

Ensure your proposals meet funder requirements:

Scanning Documents

1. Upload or paste proposal content
2. Select the target funder/mechanism
3. Run compliance scan
4. Review flagged issues

What Gets Checked

- Page and word limits
- Required sections
- Formatting requirements
- Content requirements
- Prohibited elements

Scan Results

- Clear pass/fail indicators
- Specific violation details
- Suggestions for fixes
- Compliance score

Compliance Tracking

For awarded grants, track ongoing compliance:

- Reporting deadlines

- Financial requirements
- Progress milestones
- Renewal requirements

Review Workflows

Set up internal review processes:

Creating Workflows

1. Define review stages
2. Assign reviewers to each stage
3. Set review criteria
4. Activate for applications

Review Process

- Reviewers receive notifications
- Submit feedback at each stage
- Track review status
- Aggregate feedback for revision

Funder Intelligence

Funder Profiles

Deep insights into funding organizations:

Funder Overview

- Organization description
- Funding priorities
- Total grants available
- Average award sizes

Grant Portfolio

- All active grants from this funder
- Filter by category or deadline
- Historical grant patterns

Funding Trends

- Award amounts over time
- Category distribution changes
- Seasonal patterns

Competition Analysis

Understand competitive landscapes:

- Competition level by mechanism
- Success rates for similar applicants
- Tips for improving competitiveness

Deep Research

AI-powered grant research:

1. Enter research questions or topics
2. Receive comprehensive analysis
3. Discover related opportunities

4. Get strategic recommendations

Integrations

Google Calendar

Sync deadlines with Google Calendar:

Setup

1. Go to Settings > Integrations
2. Click "Connect Google Calendar"
3. Authorize GrantRadar access
4. Select calendar for syncing

Features

- Automatic deadline sync
- Two-way updates
- Calendar event customization

Outlook Calendar

Connect Microsoft Outlook:

Setup

1. Go to Settings > Integrations
2. Click "Connect Outlook"
3. Sign in with Microsoft account
4. Select sync preferences

Calendar Export

For other calendar applications:

- Export deadlines as .ics files
- Import into any compatible calendar
- Schedule regular exports

Settings & Preferences

Profile Settings

Customize your organization profile:

- Organization name and type
- Focus areas and research categories
- Contact information
- Custom profile fields

Notification Preferences

Control how you receive alerts:

Channels

- Email notifications
- In-app notifications
- SMS alerts (optional)

Types

- New matching grants
- Deadline reminders
- Team activity
- System updates

Frequency

- Real-time
- Daily digest
- Weekly summary

Calendar Settings

Configure calendar behavior:

- Default calendar for sync
- Automatic deadline creation
- Reminder timing defaults
- Sync frequency

Billing & Subscription

Manage your account:

- View current plan
- Update payment methods
- Access billing history
- Upgrade or modify subscription

Quick Reference

Keyboard Shortcuts

Action	Shortcut
Search	`/` or `Cmd/Ctrl + K`
Save grant	`S`
Dismiss grant	`D`
Next grant	`J` or `↓`
Previous grant	`K` or `↑`

Common Workflows

Adding a New Opportunity to Pipeline

1. Find grant via search or dashboard
2. Review grant details and match score
3. Click "Add to Pipeline"
4. Set stage to "Researching"
5. Assign to team member
6. Add to calendar

Preparing a Submission

1. Move grant to "Writing" stage

2. Create checklist from template
3. Draft proposal using templates
4. Run compliance scanner
5. Move to "Internal Review"
6. Complete review workflow
7. Submit and move to "Submitted"

Weekly Grant Review

1. Check dashboard for new matches
2. Review high-scoring opportunities
3. Update pipeline statuses
4. Check upcoming deadlines
5. Review team assignments
6. Export calendar updates

Support & Resources

Getting Help

- **FAQ** — Common questions and answers
- **Contact Form** — Reach our support team
- **Documentation** — Detailed feature guides

About GrantRadar

GrantRadar was built to help research organizations discover funding opportunities and manage the entire grant lifecycle more effectively. Our mission is to connect great research with the funding it needs.

This guide covers the core features of GrantRadar. For detailed instructions on specific features or advanced use cases, please contact our support team or visit our help center.