

Instructions for Downloading 2012 Competition and Renewal Grant Award documents

To access your grant award letter and attachments, log in by typing your recipient number (or applicant number) and the password you used for last year's Grant Letter. (This is not the same password that is used to log into LSC Grants. If you have forgotten your password, contact competition@lsc.gov or the contact people listed in the third paragraph below.) Your grant award letter and all attachments are contained in one file. Each recipient has access only to its own grant documents.

The file name of your grant award letter consists of your six-digit recipient/applicant number and the extension ".pdf." As an example, if your recipient number is 123456, the file name for the grant award letter and attachments would be "123456.pdf."

Should you have any difficulty accessing your grant documents, please contact Mulumebet Wolde (woldem@lsc.gov, phone 202-295-1504), Ron Jordan (jordanr@lsc.gov, phone 202-295-1508), or Reginald Haley (rhaley@lsc.gov, phone 202-295-1545).

Once you have downloaded your grant documents, please print them, sign the Acceptance of Grant Award (AGA) form and Special Grant Conditions (SGC), convert the AGA and the SGC to a single PDF file, and **electronically transmit the PDF file to LSC** by January 12, 2012.

If you have any question or comments, please e-mail us at rin@lsc.gov.

Instructions for Uploading and Transmitting the Acceptance of Grant Award (AGA) form and Special Grant Conditions (SGC)

Please follow the steps below for uploading and transmitting the AGA and SGC PDF file to LSC.

Step 1 All grantees must:

- a. Assure that a complete set of the grant award documents are provided to the Executive Director and the Board Chair.
- b. Review and sign the "Acceptance of Grant Award" (AGA) and special grant conditions (SGC(s)). Assemble the AGA and SGC(s) together placing the AGA on top of the assembled documents.

Step 2 Convert the AGA and the SGC documents into a single PDF file. **Use only the grantee number and “AGA-SGC” as the PDF file name. For example, if your grantee number is 111000, the PDF file name would be 111000AGA-SGC.pdf.**

Step 3 Go to <http://newrin.lsc.gov/glt.htm> to access the “Grant Letter” login page and log in using your Recipient ID and Password and then click on “Signed Acceptance of Grant Award & Special Grant Conditions Upload Site.”

Step 4 Click on the browse button to locate and select the PDF file to upload.

Step 5 Click submit to transmit the PDF file to LSC.

The PDF file must be transmitted to LSC on or before January 12, 2012.

If you have any questions or comments, please e-mail us at rin@lsc.gov or competition@lsc.gov .