UNIVERSITY OF CENTRAL MISSOURI.
ALUMNI ◆ FOUNDATION

Opportunity Grant
Application Portal Help Guide

- ○ Select "Staff" or "Faculty" application portal, as appropriate
- ○ Complete the PowerForm Signer Information to begin your grant application
  - • Correct names and emails for all signers are required to submit your application
- ○ Click "Begin Signing"

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Applicant

Your Name: *

> Full Name

Your Email: *

> Email Address

Please provide information for any other
signers needed for this document.

Co-Applicant

Name:

> Full Name

Email:

> Email Address

School Chair

Name:

> Full Name

Email:

> Email Address

College Dean

Name:

> Full Name

Email:

> Email Address

BEGIN SIGNING

- Click "Continue" button to upload materials and complete application
- Click "Finish Later" if you are not ready to submit your application
  - DocuSign will send you an email with a link to your application to access later

- Click the attachment icon in the top right of the Cover Page to attach all your required supporting documents
- Complete all "Applicant Information" fields
- Click "Sign" to choose your signature and digitally sign the application

- Click the "Finish" button at the top of the page
- Your Opportunity Grant application will be emailed automatically to all required signers listed on the PowerForm Signer Information form

FINISH   **FINISH LAT**

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Attachment Applied
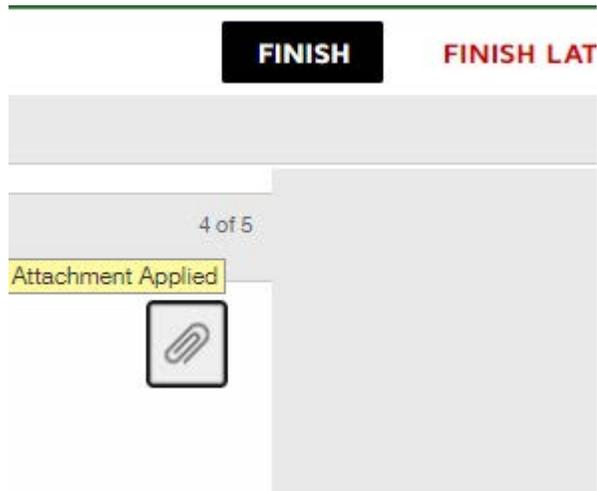
Once all signers have completed their own signature process you will receive a confirmation of receipt email from the UCM Alumni Foundation (giving@ucmo.edu). If you have any questions or concerns please contact the UCM Alumni Foundation at giving@ucmo.edu or 660-543-8000.