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How do I modify the grants help text?

Michael C. - 2021-02-16 - Grant Management Guides

It is possible to edit the help text that appears anywhere within the Grants module.

Note: Only members with **Grants Administrator** access will be able to edit the help text.

1. Go to the page where you wish to edit the help text. These can be found anywhere in the Grants Module. The below image is an example.

The screenshot shows a grant application page for 'School Books for Kids'. On the left, there is a list of details: Grant Project: School Books for Kids; Primary Sponsoring Club: Rotary Club of Green Town; Contact: Applegate, John; Date Submitted: Jan 18, 2018 at 4:37 PM; Project Total Budget: \$1,000.00; Project Total Financing: \$0.00; Requested Grant Amount: \$0.00. On the right, a yellow box displays the status 'Initial Request Submitted' and three buttons: 'Request More Information', 'Approve', and 'Reject', and 'Cancel Grant'. Below this box, a note states: 'Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived'. Underneath the note, there is a row of tabs: 'Details', 'Application', 'Budget', 'Documents', 'Project Overview', 'Individual Project Report', and 'Activity Log'. The 'Details' tab is selected. Below the tabs, there is a paragraph of text: 'This is a General description of the Grant project. Outline in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Note that the Estimated budget is only the initial grant request amount. To outline details on the various budget items, including those from other funding sources, go to the Budget tab.' The 'Edit Help Text' link is highlighted with a red box in two locations: one in the note above the tabs and one at the end of the paragraph below the tabs.

2. Click on the **Edit Help Text** link locate. You will see a popup appear with a text editor containing the default help text. Make any of the required changes.
3. Click on the **Submit** button located right below the editor to save your changes.

Note: Help text is also available within an actual grant application, within each tab, and in some cases for each section. You may wish to create a test grant application in order to gain access to those sections. You can always cancel this test application and subsequently delete it if necessary. Note that you are able to format the text using the icons provided at the end of the text.