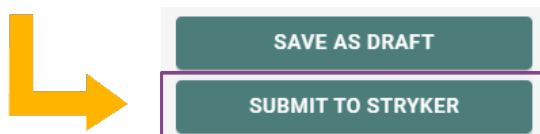
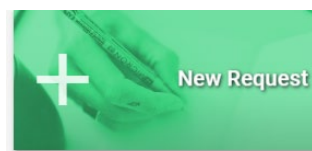


Submitting a grant request



This is a step-by-step tutorial on submitting an educational grant for third-party educational courses in the Global Request Technology (GRT).

- 1 Go to <https://GlobalRequests.steeproclinc.com/> and sign-in using your login credentials.
- 2 From your home screen, click the “New Request” icon.
- 3 Click “Request Type” and then select “Grant” from the drop-down list.
- 4 Scroll down to the next line item. Click “Program Type” and select appropriate option from the drop-down list.
- 5 Enter your request information in all of the available fields. Fields marked with an asterisk (*) are required.
- 6 Under the “Required Documentation for Upload” section, upload the following documentation:
 - Organization’s Board of Directors
 - Detailed Agenda or Brochure
 - List of Speakers with Associated Organization
 - Letter of Request
 - Detailed Budget
- 7 Check to verify that all your request information is correct, then submit your request by selecting “Submit to Stryker” icon at the bottom left hand corner.



-  Your request will now be listed on your homepage as “Submitted.” The display section of your home screen will list your current requests and note where further action is required.

My Submitted Requests			⌵
Request ID Number	Title	Request Status	
MED00005	Funct.Testing: Grant/travel and tuition Scholarship type	Submitted	⋮



Note: You can select “save as draft” at any time during the submission process.

