Student Nutrition Program Funding Opportunity

How to Manage Access to the Student Nutrition Program (SNP) Application in Toronto Grants, Rebates, and Incentives Portal (TGRIP)

With a TGRIP SNP application, only the person who starts the application (the site authority contact) has full access to it. If someone other than the site authority needs access to view, edit or submit the application, that person will need to be added as a contact with full access by the site authority contact as a full access contact.

Please note: Before a new contact can be given access to the application, they must be listed in the Organization Profile. Only contacts with full user access can complete the following steps.

How to Give or Remove Access to the Application

1. Login to TGRIP from cot.smartsimple.ca
2. Go to the Student Nutrition Program Application.
3. Scroll down to find the **Organization** tab and the section **Contact Details**. Review the names of the contacts associated with each of the roles in the application. These names match those recorded in the submitted application.
4. Scroll to the very bottom section **Manage Contacts**. Click on the **Revise Contacts** button.
5. Scroll to **Application Primary Contact** and respond "Yes" to the mandatory question: "*Would you like to change the Application Primary Contact" if you are changing the Application Primary Contact and "No" if you are not changing the Application Primary Contact.
6. Scroll to **Site Authority** and respond "Yes" to the mandatory question "*Would you like to change the Site Authority". if you are changing the Site Authority and "No" if you are not
7. Scroll down to the section **Application – Full Access**.
8. Review the list of Contacts under the area **Current Contacts with 'Application – Full Access' Role.** Only these contacts can view/edit the application.
9. If you want to give access to another contact not listed in the **Current Contacts with 'Application – Full Access' Role** area, find and select their name from the area **Add Contacts 'Application – Full Access' Role.**
10. If the desired name is not listed, then return to the Organization Profile and add the new Contact. Refer to "TGRIP Quick Tips - How to View and Update Your Organization Contacts" on the SNP website for guidance.
11. If you want to remove access from one of the contacts listed in the **Current Contacts with 'Application – Full Access' Role** area, deselect (or un-check) their name.
12. Click the button Apply Contact Changes.
13. A pop-up validation will appear: "Are you sure you want to submit? Changes will be applied immediately." Click **OK** to update the access changes or **Cancel** to not apply the changes.
14. Click the button Return to Application.

Troubleshooting and Support:
- Ensure that you are using a compatible browser. **Do not use Internet Explorer.**
- If you continue to have technical difficulties, please email tgrip@toronto.ca. A City of Toronto staff member will respond within two business days.
- For issues related specifically to the Student Nutrition Program funding opportunity, please email snp@toronto.ca.

**How to Manage Access to the SNP Application
toronto.ca/student-nutrition-program**

TORONTO Public Health