

## smARTDE Information for Organizations and Contacts

### Who needs to log in?

- Anyone who intends to apply for a grant, or who has applied for a grant from the Division.
- On-site Evaluators, Grant Panelists, and Delaware State Arts Council members
- Registrants for Poetry Out Loud or applicants for the Delaware Writers Retreat

### Login Credentials:

- If you serve in multiple roles – Individual Artist, Organization Contact - you may need more than one login. Each login must use a different email address.
  - If you are both an Individual Artist and an Organization Contact, you will need two unique login emails, one for each account.
  - If you are an Organization Contact for more than one organization, you will need two unique login emails, one for each account.
  - On-site Evaluators or Panelists/Reviewers do not need a separate login email if they are also an Artist or Organization Contact.
  - If you need an additional email address but do not have one, you can easily create one for free with Gmail, Outlook, Yahoo, or possibly your internet provider.
- This system allows multiple users from the same organization to login separately, view, and edit contact, application, and registration information for themselves and their organization. Each user has unique login credentials.

### To log in for the first time:

- Go to: <https://smartde.smartsimple.com> and click on “Forgot Password” and then enter your email address and submit.
  - If your email address is in our database, an email will be sent to you with a link that will direct you to set a password (be patient, sometimes there are delays in the delivery of emails due to internet or server traffic).
    - If you do not see the email, check your junk or spam folder.
    - If you do not get an email, it may mean that your email address is not in our database. **Please contact the Division at [delarts@delaware.gov](mailto:delarts@delaware.gov) or 302-577-8278 and we can help you get started.**

- **Do NOT click on the Register button unless you have been instructed to do so by Division staff.**
- Be sure to whitelist this domain (<https://smartde.smartsimple.com>) with your email provider (so that emails sent from the system do not go into your junk mail folder).
- Save the link (<https://smartde.smartsimple.com>) to your favorites or bookmarks in your browser so that you can easily return to the site.

### Once logged in:

- You will see a home page with information and opportunities.
- To view and edit your contact information and/or your organization's information, change your password, or log out, click on your name or organization name in the upper right and select from the dropdown menu.
- **Individual Artists and Organization/School/Government Contacts** are able to apply for new opportunities and view all of their past applications, grants, and final reports by clicking on the buttons on the home page.
  - For grants awarded prior to July 1, 2018, the application materials, results, and any related on-site evaluations can be found on the Award Info tab inside each application. Old application materials are saved as attachments and many of the main application fields will be blank since that data was not stored in our old database.
  - Final Reports submitted in the old system, eGrant, are also found on the Award Info tab with the other grant attachments. Final reports submitted through smARTDE after July 1, 2018 are available through the Reports button on your home page.
- **On-site Evaluators** are able to view their evaluations pending and completed (click on the On-site Evaluations menu option in the upper right corner of your home page). Evaluation forms submitted prior to the smARTDE system are not available.
- **Panelists** are able to view applications assigned to them for review (Click on the Review Forms Pending button on your home page).
- Feel free to explore, and if you have questions or if something looks wrong, do not hesitate to contact us.
  - We hope that our records are as accurate as possible, but sometimes there can be errors with data import.
  - Please help us to fix any errors you see by letting us know or making changes yourself.

A 30-minute video demo of the home page is available here: <https://youtu.be/sRWBUGJEUBU>