Frequently Asked Questions

1. **Should I use my personal email address to register?**
   We encourage you to register with a generic or institutional email address rather than a personal address to keep organizational records streamlined. However, this is up to your discretion and your company's policies.
2. **Multiple individuals at my organization need access to our grant applications,can more than one person register?**
   Yes. However, everyone will need to register with a unique email address to have their own Portal account. Alternatively, you may register with a generic email address rather than a personal address to make it easier for individuals to login to and access the same account.
3. **We have both a 501(c)(3) and 501(c)(4) organization that receive grants from Ploughshares. Do I need to register both accounts?**
   Yes. You will need to register two different accounts with two unique email addresses foreach sister organization. Once these accounts are created, you will be able to link the accounts on each application using a feature called "Request Teams" and apply from a single account when submitting applications from both sister organizations on the same cycle. If you are planning on splitting a grant between your c3 and c4 organizations, you will need to submit a unique proposal from each organization at the time of your application for funding. If this is your typical practice with grants, please be sure to register both your organizations as instructed above.
4. **I was awarded a grant that was split between my 501(c)(3) and 501(c)(4)organizations, do I need to submit two separate final reports.**
   Yes. When grants are split between sister organizations, you will have received a set of contracts for each organization at the time of your award indicating the requirements for each contract including a distinct report for each organization.
   When you login to your Portal account of each organization, you will find the associated final report record, which must be completed by your assigned due date.
5. **I am a long-time grantee of Ploughshares but I do not see my grant history on the Portal. Did I do something wrong?**
   No. While all our records have been migrated internally, you will only see new applications that you create and any final reports with upcoming due dates on the Portal itself.
6. **I am a long-time grantee of Ploughshares and I just registered for the portal.The error message reads: The email address is already in use. What do I do?**
   Please let us know if you encounter this error and include a screenshot of the error that you have received.
7. **I registered for a portal account and clicked the link to activate my account but nothing happened. What do I do?** If you experience this error, please let us know immediately. We may need to reset the password on your account because it didn't meet the necessary criteria.
8. **What is Diversity, Equity, Inclusion, and Accessibility (DEIA)? Why is Ploughshares adding DEIA questions?** Diversity, Equity, Inclusion, and Accessibility (DEIA) are values that inform the type of culture we aim to create through our grantmaking, one which recruits and includes a range of voices, and is sensitive to barriers that may make it more difficult for them to participate. Often paired together, these distinct values inform the ways we evaluate our internal practices, as well as gain a better understanding of the projects we fund in relation to their engagement with these areas. As such, we are encouraging all grantees, on a

strictly voluntary basis, to provide basic information on the composition of their staff and board, organizational policies, and project goals in relation to DEIA. If you are interested in definitions or other resources, please contact us. Ploughshares is committed to ensuring our grantmaking contributes to a more diverse, equitable, inclusive, and accessible nuclear field.

9. **If I choose not to answer the DEIA questions, will that affect the outcome of my application?** No. Choosing not to answer will not negatively impact your application. Ploughshares is committed to ensuring our grantmaking contributes to a more diverse, equitable, inclusive, and accessible nuclear field. We are gathering this information to gain a better understanding of the projects we fund.

10. **I'm worried these questions may violate my organization's policies on data collection. How should I proceed?**
Any information provided in the following questions, as well as throughout the rest of the application form, will be maintained in a strictly confidential manner. Providing This data is strictly voluntary and presumes compliance with applicable employer discrimination laws, company policies, and any other relevant laws and regulations.

11. **Can I answer a few but not all of the DEIA related questions?**
Yes. You may answer as many or as few questions with as much or as little detail as you like.

12. **Where can I find more information on DEIA?**
If you are looking for more resources or information on DEIA, please email Kaite Lower at klower@ploughshares.org and we will provide you with a list of resources that have informed how we approach these topics