SMILE user guide for grant holders
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1. Logging in and navigating SMILE

1. Go to https://grants.ukaiddirect.org/grants/dashboard/ and log in to the account you used to apply for your grant.

2. After logging in, scroll to your grant and click ‘Manage Grant’.

3. On the left-hand side, you will see sections about your grant. Select one to explore it further.
2. Completing your online grant set-up form
1. Go to https://grants.ukaiddirect.org/grants/dashboard/ and log in to the account you used to apply
2. After logging in, scroll to your grant and click ‘Manage Grant’
3. On your overview page, scroll down to ‘Grant Setup’ and click the button in the box to begin
4. Fill out the form based on the feedback provided in your grant set-up meeting
5. The grant set-up questions will be displayed in a form much like that used for the application stages (see image on right.) Respond to each question
6. After responding to each question, a button will appear on the left-hand side of the form that says ‘Submit Setup’. If you are happy with your responses, select, and then confirm your submission
3. Reporting against your due diligence recommendations (special conditions)
1. Log into SMILE by selecting the following: https://grants.ukaiddirect.org/grants/dashboard/
2. Find your grant on the dashboard
3. From your grant overview page, go to ‘Special Conditions and Risks’ in the left-hand menu (near the top of the page)
4. Click on the condition you would like to update, check the condition summary and click ‘Update’
5. Complete the summary description box, describing your update, and then upload supporting documentation as evidence
6. Tick to confirm you have completed the actions outlined
7. Click ‘Submit’

Note: once submitted you may receive an email asking for further action or clarification from any one of our teams. If this happens, log back in, view the condition again, and respond to comments as appropriate
4. Submitting your progress report on SMILE

4.1 Making a quarterly claim

4.2 Completing your narrative report

4.3 Actioning a report which has been returned to you for comment
4.1 Making a quarterly financial claim - guidance

1. Log into SMILE by selecting: https://grants.ukaiddirect.org/grants/dashboard/
2. Find your grant on the dashboard
3. From your grant overview page, go to ‘supporting files’ in the left-hand menu
4. Download the latest version of your claim form (workbook)
5. Complete your form using the ‘claim form guidance’ document
6. Return to the ‘supporting files’ section, click the button in the right-hand column on the workbook, and select ‘Upload New Version’
7. Upload updated workbook
8. Return to Overview page and select ‘Reports’ in left-hand menu
9. Remember to select ‘yes’ (I have uploaded a new report) for question 7.1

For more guidance on how to complete your claim you can access the financial reporting guidance here.

Note: once submitted you may receive an email asking for further action or clarification from any one of our teams. If this happens, log back in, view the condition again, and respond to comments as appropriate.

Ensure you upload your claim before submitting your online narrative reporting.
4.2 Completing your narrative report

1. Log into SMILE by selecting: https://grants.ukaiddirect.org/grants/dashboard/
2. Find your grant on the dashboard
3. From your grant overview page, go to ‘reports’ in the left-hand menu
4. Select the report for the time period you are reporting on
5. Answer each question as thoroughly as you can, with reference to the corresponding outputs, activities and indicators from your logframe or results framework
6. Upload updated annexes: beneficiary numbers, risk register, IATI compliance (if applicable), case studies, and photographs where appropriate. Don’t forget to upload your claim form
7. Click ‘Submit’

Note: once submitted you may receive an email asking for further action or clarification from any one of our teams. If this happens, log back in, view the condition again, and respond to comments as appropriate.
4.3 Actioning a report which has been returned to you for comment

1. Log into SMILE by selecting:
   https://grants.ukaiddirect.org/grants/dashboard/

2. Find your grant on the dashboard

3. From the overview page, select ‘Edit Report’

4. Add any additional information to the report by heading them as ‘clarifications’

5. At the top of your report on the left-hand side, click ‘submit’ and then confirm you wish to submit
5.1 Downloading your narrative report

1. Log into SMILE by selecting: https://grants.ukaiddirect.org/grants/dashboard/
2. Find your grant on the dashboard
3. Clicking on your grant will take you to the overview page.
4. Click ‘Preview Report’ (1) to download a PDF copy of your current report

Note: Once reports are signed off and completed, they will appear at the bottom of the Overview page (2) for you to download.
For any technical difficulties with Smile, submit your query to our support team: smile@manniondaniels.com

Be sure to copy your designated performance and risk manager and grant officer, into any correspondence.