

## 4. Calendar

Grant management involves juggling a sometimes seemingly overwhelming multitude of dates: due dates, submission dates, review dates, and more. Missing any one of these can at the very least wreak havoc on your schedule and at worst incur a loss of funding. GrantWave helps you manage your time more effectively by keeping all of your relevant dates in one, easy to use calendar, complete with reminder and snooze functions.

- View all grant relevant dates in one comprehensive calendar, including submission, request, awarding, review, and completion dates; follow-ups and leads; tasks; and much more.
- Dates are displayed in an easy to use Microsoft Outlook-similar calendar with day, work week, week and month view for comprehensive use.
- Customized pop-up reminders keep you on top of reviews, submission, expiration date, and other items.
- Snooze function lets you return to the reminder at an interval of your choosing.
- Print out comprehensive calendars of all grant relevant dates to share with development personnel, board members, or others involved in your grant process.

