

Navigating the AIDS United Grantee Community Portal

Note: When accessing the Grantee Community, *do not use Internet Explorer or Microsoft Edge*. Please use only Chrome, Firefox, or Safari.

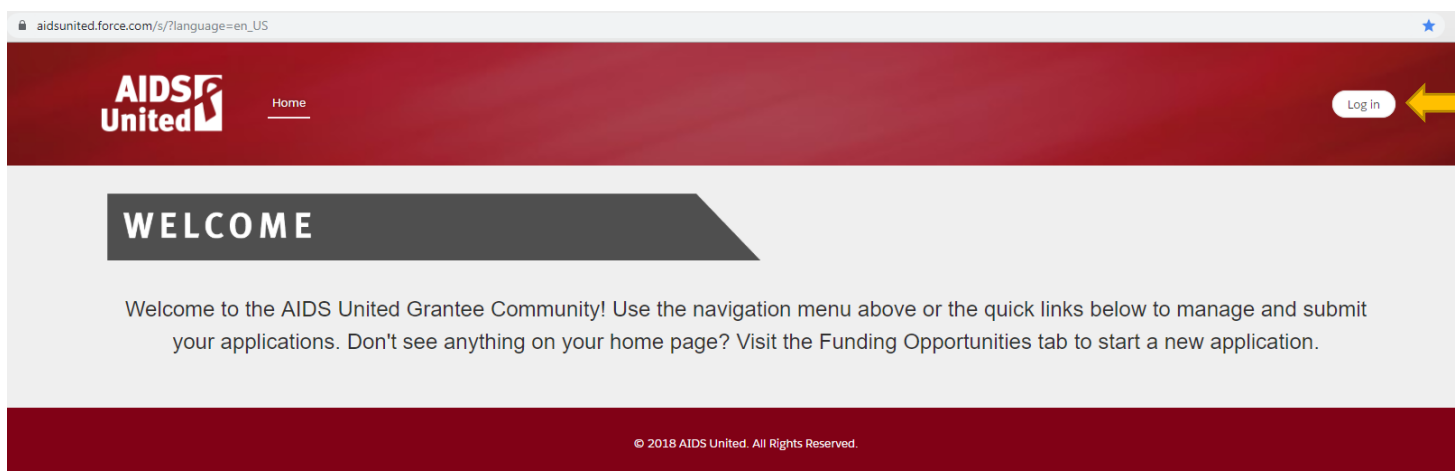
Also, a best practice for all online forms is to write up and save all your responses offline in a Microsoft Word document or an equivalent so that, should you accidentally lose your work, you won't need to create it from scratch again. Also, working in a word processing program allows you to monitor your word or page count so you don't go over the maximum allowed by the RFP, if there is a specified limit. Please follow that best practice when applying for AIDS United grants!

Additionally, note that the screen shots in this document show only the most relevant parts of the screen. So don't worry if you see things that aren't pictured here.

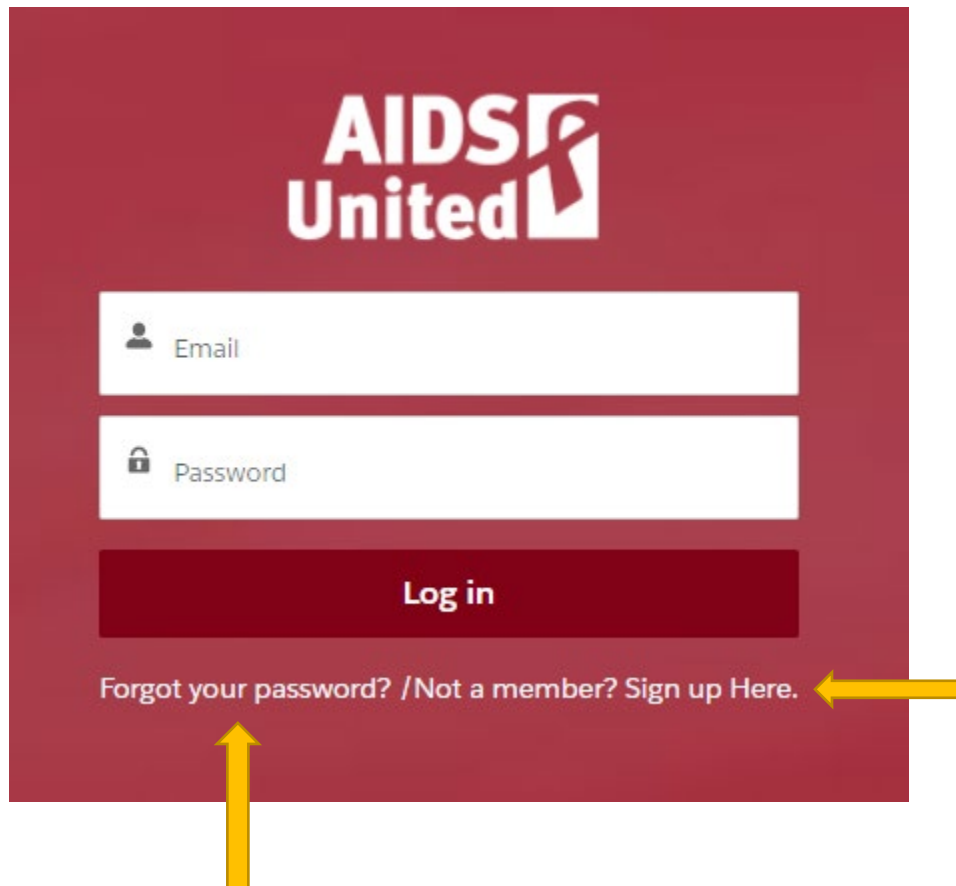
Additionally, note two things about the screen shots in this document:

- They show only the most relevant parts of the screen. So don't worry if you see things that aren't pictured here.
- While most steps described here have screen shots, there are a few that do not. So please be sure to navigate the system using the provided text as your primary source of directions, with the screen shots as a secondary support.

1. Go to <https://aidsunited.force.com>.
2. Sign in by clicking the "Log in" button on the upper-right corner of the screen.



- a. If you *have an account*, enter your email address and password. Note the “Forgot your password?” link below the “Log in” button.
- b. If you *do not have an account*, click “Not a member? Sign up Here.”



The image shows a login form for AIDS United. At the top is the AIDS United logo, which consists of the text "AIDS United" in white on a red background, with a white AIDS ribbon icon to the right. Below the logo are two white input fields. The first field is labeled "Email" with a person icon on the left. The second field is labeled "Password" with a lock icon on the left. Below these fields is a red button with the text "Log in" in white. At the bottom of the form is a link that reads "Forgot your password? / Not a member? Sign up Here." in white text. Two yellow arrows point to this link: one from the bottom left and one from the right side.

AIDS United


Email

Password


Log in

[Forgot your password? / Not a member? Sign up Here.](#)

- i. Enter the required information to set up an account. Be sure to enter your correct EIN so that your new account can be linked to your organization's record. **This part is critical** since you're responding to an invitation to apply; if you accidentally set up a new organization record, you will not find the application linked in your account.



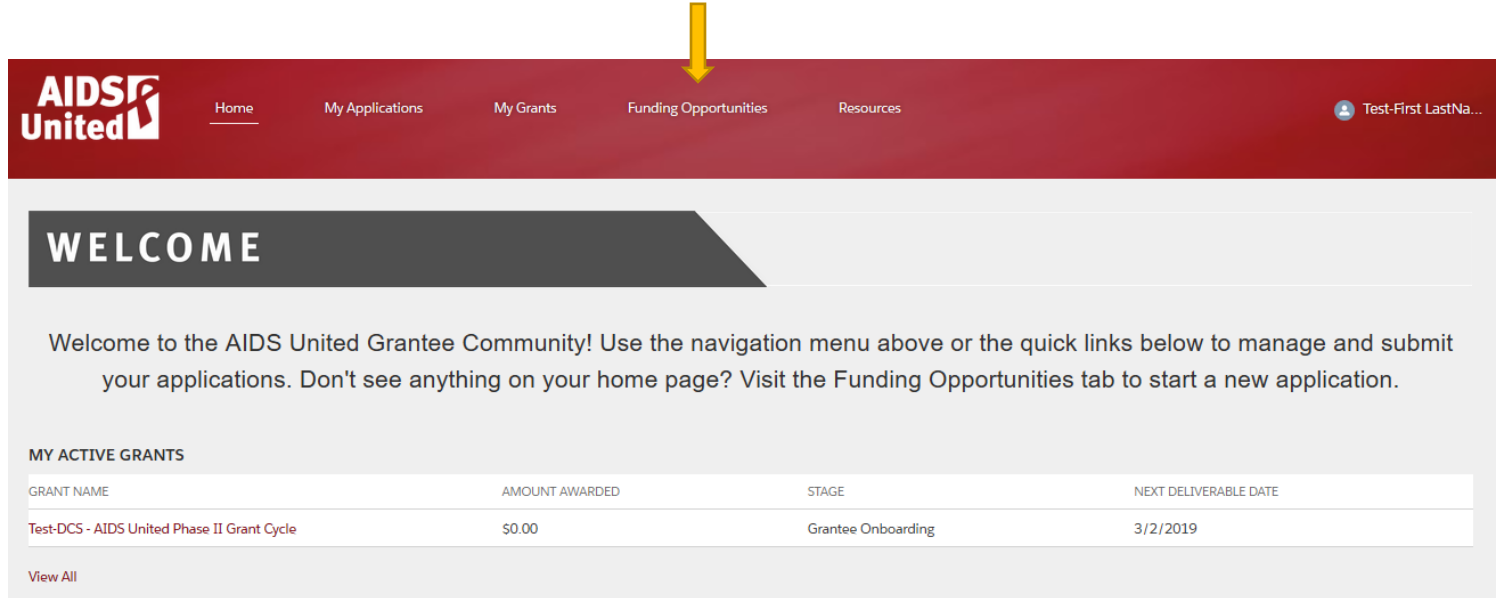
Join the AIDS United Grant Community to
create and submit funding applications,
manage your awarded grants, and more.

[Already have an account?](#)

ii. On the second screen, enter your organization's contact information and then click "Sign Up."

3. Once you are logged in, click on the Funding Opportunities tab at the top of the screen, toward the center.

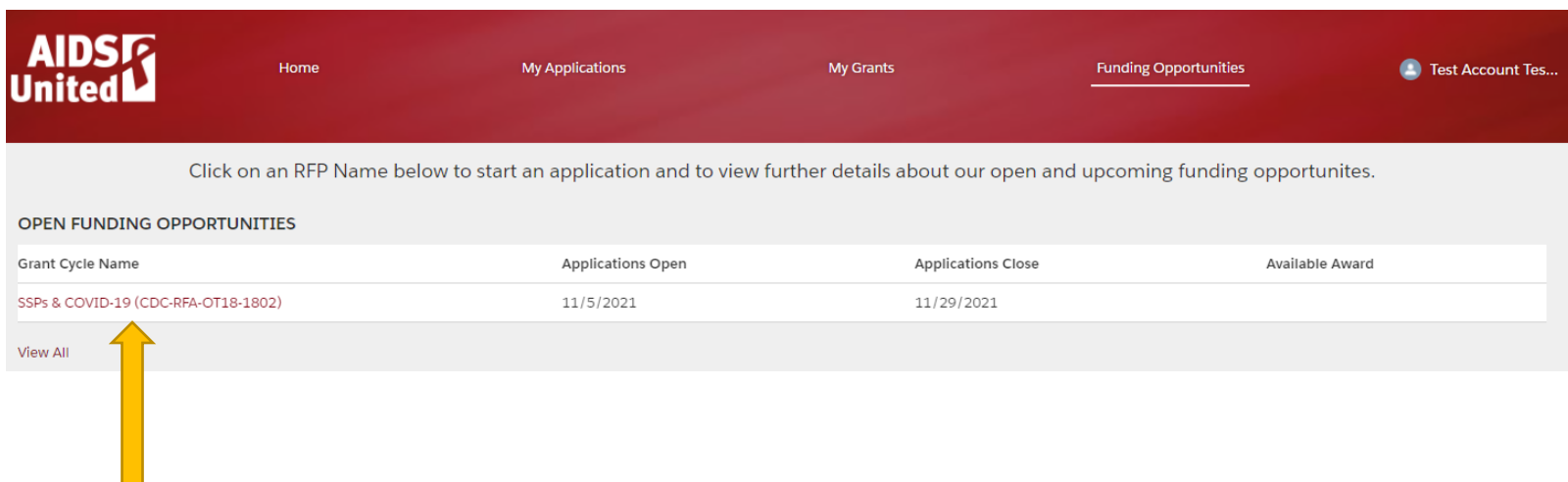


The screenshot shows the AIDS United Grantee Community dashboard. The top navigation bar is dark red with the AIDS United logo on the left and navigation links: Home, My Applications, My Grants, Funding Opportunities, and Resources. A yellow arrow points to the 'Funding Opportunities' link. On the right of the navigation bar is a user profile icon labeled 'Test-First LastNa...'. Below the navigation bar is a 'WELCOME' section with a message: 'Welcome to the AIDS United Grantee Community! Use the navigation menu above or the quick links below to manage and submit your applications. Don't see anything on your home page? Visit the Funding Opportunities tab to start a new application.' Below this is a section titled 'MY ACTIVE GRANTS' containing a table with the following data:

GRANT NAME	AMOUNT AWARDED	STAGE	NEXT DELIVERABLE DATE
Test-DCS - AIDS United Phase II Grant Cycle	\$0.00	Grantee Onboarding	3/2/2019

Below the table is a 'View All' link.

4. In Funding Opportunities, you'll see the SSPs & COVID-19 grant cycle name.



The screenshot shows the AIDS United Funding Opportunities page. The top navigation bar is dark red with the AIDS United logo on the left and navigation links: Home, My Applications, My Grants, Funding Opportunities, and Resources. The 'Funding Opportunities' link is underlined. On the right of the navigation bar is a user profile icon labeled 'Test Account Tes...'. Below the navigation bar is a message: 'Click on an RFP Name below to start an application and to view further details about our open and upcoming funding opportunities.' Below this is a section titled 'OPEN FUNDING OPPORTUNITIES' containing a table with the following data:

Grant Cycle Name	Applications Open	Applications Close	Available Award
SSPs & COVID-19 (CDC-RFA-OT18-1802)	11/5/2021	11/29/2021	

Below the table is a 'View All' link. A yellow arrow points to the 'SSPs & COVID-19 (CDC-RFA-OT18-1802)' grant cycle name.

- On the next page, read the application details and instructions. If you decide to submit an LOI, click the “Apply Now” button on the upper-right portion of the screen, below your name. On the next screen, click “Yes” and “Next” to confirm that you would like to apply.



Apply Now



Grant Cycle
SSPs & COVID-19 (CDC-RFA-OT18-1802)

▼ RFP Details

Grant Cycle Name
SSPs & COVID-19 (CDC-RFA-OT18-1802)

Grant
[CDC/NASTAD](#)

Stage
Accepting Applications

▼ Application Details/Instructions

Grant Overview ⓘ
This project will support the development and implementation of best practices for COVID-19 and other adult vaccination, either onsite or by increasing navigation to community-based vaccination. These strategies and activities will assist SSPs to implement comprehensive, sustainable COVID-19 vaccination and other vaccination services within SSPs, improve services provided, and enhance national understanding of how to successfully reach PWUDs and offer diversified health services.

Deadline and Submission Information

Applications for this funding opportunity must be submitted via AIDS United's online Grantee Community and are due by 5:00pm ET on November 29, 2021.

Available Award ⓘ

Applications Open ⓘ
11/5/2021

Applications Close ⓘ
11/29/2021

Application Instructions

All components of your application must be submitted by this time. If the application is submitted with any components missing, it will be deemed incomplete and will not be considered for a grant award. Applications submitted after November 29, 2021, at 5:00 pm ET will NOT be reviewed.

Application Assistance Details

- If you have any questions regarding the content of the application, please reach out to Christine Rodriguez, Senior Program Manager for Harm Reduction, at crodriguez@aidsunited.org.
- If you have any questions regarding navigating the online application or our Grantee Community, please reach out to Shannon Wyss, Senior Grants Manager, at swyss@aidsunited.org.



Grant Cycle Attachments (6)

Type	Attachment ID	
Project Budget	ATT -00000060	▼
Audit	ATT -00000062	▼
Annual Operating Budget	ATT -00000061	▼
Board of Directors	ATT -00000063	▼
Memoranda of Agreement	ATT -00000064	▼
Fiscal Sponsor Agreement	ATT -00000065	▼

[View All](#)

- On the confirmation box that appears, note your application number and click the “Finish” button.

7. Find the “My Applications” screen two tabs to the left of the Funding Opportunities tab show in step #3 above. There you will see the new grant opportunity, as well as any other applications you have submitted in the past through AIDS United’s Grantee Community Portal. Three things to note:
 - a. Your new application will likely show up at the bottom of the list.
 - b. Any proposals you submitted through AIDS United’s previous system will not show up here.

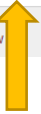
MY APPLICATIONS

Click on an Application Name below to make changes to an active application, or to view your previously-submitted applications. To start a new application, visit the Funding Opportunities tab.

MY ACTIVE APPLICATIONS

Application Name	Grant Cycle	Project Title	Application Status
APP-006200	SSPs & COVID-19 (CDC-RFA-OT18-1802)		Application Started

View



8. Click the application name, to the left of the initiative name. *The application name will begin with “APP-” and be followed by a six-digit number.*

9. You will then be taken to the application screen. **Verify your contact information on the first page** and click “Edit” to make any updates (down arrow in the screen shot below).
- a. Then click on your name (up arrow in the screenshot below), select “My Profile,” and verify that your **email address and pronouns** (the latter are optional) are correct.

AIDS United Home My Applications My Grants Funding Opportunities Resources Test-First LastNa...

Application Details

GRANT	APPLICATION STATUS	APPLICATIONS OPEN	APPLICATIONS CLOSE	MAXIMUM AWARD AMOUNT
Southern HIV Impact Fund	LOI Accepted	6/15/2019	8/13/2019	\$100,000

Program Contact and Attachment Summary

PRIMARY PROGRAM CONTACT	REQUIRED ATTACHMENTS	UNSUBMITTED ATTACHMENTS	SUBMITTED NARRATIVES	SUBMITTED QUESTIONNAIRES
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1. Basic Information & Organization Profile 2. Letter of Intent 3. Applicant Questionnaire 4. Application Details 5. Application Attachments 6. Submit

Basic Information & Organization Profile

Complete the first section of the application below by clicking the "Edit" button. You must complete all details. If your organization is not recognized by the IRS as a 501(c) 3, please provide your fiscal sponsor's details below.

Save any changes you make to ensure your information is retained. You will be able to make changes to this section until your entire application is submitted. Once you review and perform the final submission in Step 4, you will be unable to make additional changes.

Application APP-000351 [+ Follow](#) [Edit](#)

▼ Contact & Notification Details

Primary Contact ⓘ Test-Karmel James	Award Notifications ⓘ Primary
Secondary Contact ⓘ	Declined Notification ⓘ Primary

▼ Organization Details

Account Test-Karmel James	Organization Phone ⓘ
Organization Type	Billing Street ⓘ
Organization EIN ⓘ 123456789	Billing City ⓘ

10. You will then proceed across the numbered tabs at the top of the application, entering your responses. For the full proposal, **you will need to look at tabs 4, 5, and 6.**

- a. Note that sometimes you may have to wait a few seconds for a form to load into a new tab.

The screenshot shows a web application interface. At the top, there's a section titled 'Application Details' with a table containing columns: GRANT, APPLICATION STATUS, APPLICATIONS OPEN, APPLICATIONS CLOSE, and MAXIMUM AWARD AMOUNT. Below this is a 'Program Contact and Attachment Summary' section with columns: PRIMARY PROGRAM CONTACT, REQUIRED ATTACHMENTS, UNSUBMITTED ATTACHMENTS, SUBMITTED NARRATIVES, and SUBMITTED QUESTIONNAIRES. At the bottom, there's a horizontal navigation bar with six tabs: '1. Basic Information & Organization Profile', '2. Letter of Inquiry', '3. Evaluation Questionnaire', '4. Application Narrative', '5. Application Attachments', and '6. Submit'. The first tab is highlighted with a yellow circle. Below the tabs, the 'Basic Information & Organization Profile' section is visible, containing instructions and a 'Save my Progress' button.

GRANT	APPLICATION STATUS	APPLICATIONS OPEN	APPLICATIONS CLOSE	MAXIMUM AWARD AMOUNT
Fund for Resilience, Equity, and Engag...	Application Started	8/25/2020	9/30/2020	

PRIMARY PROGRAM CONTACT	REQUIRED ATTACHMENTS	UNSUBMITTED ATTACHMENTS	SUBMITTED NARRATIVES	SUBMITTED QUESTIONNAIRES

1. Basic Information & Organization Profile 2. Letter of Inquiry 3. Evaluation Questionnaire 4. Application Narrative 5. Application Attachments 6. Submit

Basic Information & Organization Profile

Complete the first section of the application by clicking the "Edit" button and verifying all of the information below. You must complete all details. If your organization is not recognized by the IRS as a 501(c) 3, please provide your fiscal sponsor's details below.

Save any changes you make to ensure your information is retained. You will be able to make updates to this section until your entire application is submitted. Once you review and perform the final submission in the tabs above, you will be unable to make additional changes.

Save my Progress Next

11. Tab 4, Application Narrative, is where you'll find the proposal form itself. Click on that tab and give the form a second or two to load. You will then see this:

Strengthening Public Health Systems and Services

Full Proposal

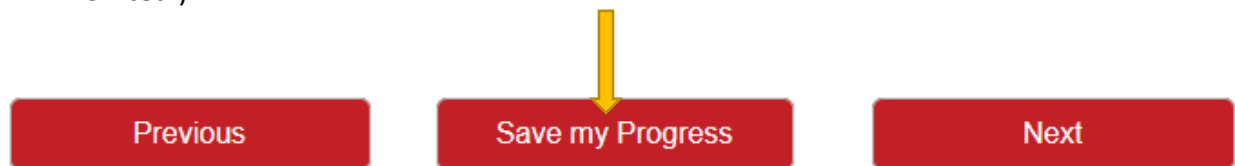
Basic Information

Save my Progress

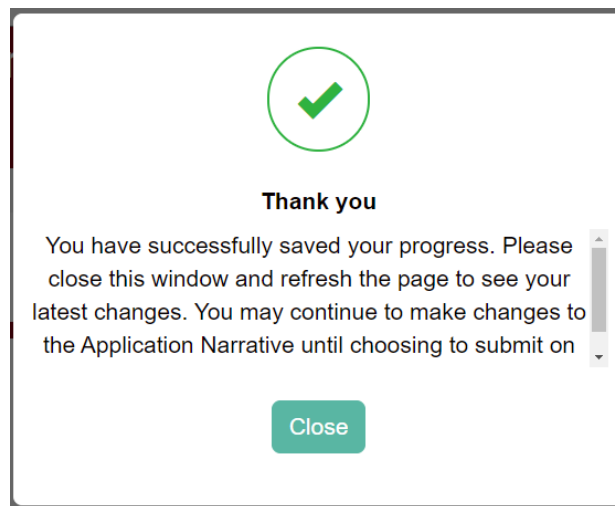
Next

- a. Your email address may or may not be prepopulated. If you get an email field that's blank, enter your address and click <Next>. If there's no email field, as above, just hit <Next>.

12. Navigate through the proposal by filling out fields and clicking “Next” or “Save my Progress,” as appropriate.
13. If you are pasting your responses from another document where you’ve saved your answers, you’ll find that right-clicking in rich text boxes does not bring up a paste option. To paste in your answers, hit Control-V if you have a PC or Command-V if you have a Mac. Those key combinations will allow you to paste something that you’ve copied into almost everything on your computer or online.
14. Note that you can save your progress at any point by clicking the red “Save my Progress” button on the bottom of each page and then hitting the green “Continue” button on the subsequent window shown at step 19. On that screen, the “Continue” button saves your responses but does not submit them to AIDS United.)



15. You can then log out and return to your application as many times as you would like before you submit.
 - a. You will receive this confirmation of your save:



- b. After you've received that confirmation, you will need to take these steps to access your application again:
 - i. Click on the "My Applications" tab at the top of your screen.
 - ii. Refresh the page.
 - iii. Click on the Application Name (APP-XXXXXX).
 - iv. If you don't go through these three steps, the form will not pull your saved responses back in.

16. Once you have filled out all of your responses in tab 4, you will be ready to submit that portion of your application. **Please note that the submission process is multi-step.** First, you will need click the "I confirm" box and the "Review my Narrative" button (the latter is grayed out below), which will take you through a review of each page so you can confirm that all of your answers are full and accurate.

Review and Submit

You have reached the end of the narrative portion of this application.

You may continue to save your progress and make further changes while the application window is open by using the "Save my Progress" buttons on each page.


If you have completed the narrative and are ready to conduct a final review of your responses, upload your attachments, and submit, please confirm and use the "Review my Narrative" button below. After you click that button, you will be taken back to the first page of this form. Navigate through the pages, verifying that your answers are full and correct. **When you have finished your review, you will return to this page and will be able to click the "Submit" button below.**

Please note that once you complete your review and submit your form, you will no longer be able to make updates to this portion of the application.

No. Take me back to
the first page.

No. Just save my progress.

* Yes. I wish to review and
submit my narrative.

☐ I confirm 

Review my Narrative

17. Once you have confirmed all of your responses, you will return to the page above. Click “I confirm” again and you will be able to click “Submit my LOI.”

No. Take me back to the first page.

* Yes. I wish to review and submit my narrative.

☒ I confirm

Review my Narrative

Submit my Narrative



18. You will then land on a page that will give you the final opportunity to go back and edit your response. If you are sure you are ready to submit and have read the text on the page, click the “I confirm” button and hit “Submit,” which will turn red once you’ve clicked “I confirm.”

Once you have submitted your narrative here, please proceed to the Attachments tab, upload your attachments, and submit.

No. Take me back to the first page.

* Yes. I wish to submit my narrative.

☒ I confirm

Submit



19. The application will bring up a white form with all of your answers filled in, the bottom of which you see below. You must hit “Continue” on the bottom of this page for your application to be fully submitted! (You will also see this page if you want to save your responses and come back to finish later. In that case, the “Continue” button saves your responses but does not submit them to AIDS United.)

RFP Narrative Submission

Zoom:      

and/or your ability to incorporate a new role within your program. (Points Value: 15)

Test response

4. Please describe how your program employs and/or involves people who use drugs. (Points Value: 15)

Test response

5. Describe any project partners and their role in the implementation of this project. Please do not merely list organizational mission statements but describe how each major partner will be involved in implementation. (Points Value: 10)

Test response

Evaluation

1. Briefly describe your plan for evaluating the success of the work for which you are requesting funding. (Points Value: 15)

Test response

Continue

Close



20. The next screen will show you a confirmation of your submission, although you will likely have to scroll up to see it.

Strengthening Public Health Systems and Services Full Proposal

Thank You

Thank you for submitting your narrative!

You have successfully completed this portion of the application.

Please note that submitting your narrative does not mean you are finished with your full proposal. Proceed to tabs 5 and 6 of the application form in order to submit your materials for consideration.

Should you have any questions about any portion of the application, please reach out to the senior grants manager, Shannon Wyss, at grants@aidsunited.org.

21. Then navigate to tab 5 at the top of your screen to add your attachments.

22. Give the attachments list a few seconds to load, and then click “View All” in the bottom right of the screen:

1. Basic Information & Organization Profile2. Letter of Inquiry3. Evaluation Questionnaire4. Application Narrative5. Application Attachments6. Submit

Application Attachments (This tab is for full proposals only, NOT for LOIs.)

Application Attachments (6+)

Attachment ID	Type	Required?	Attachment Status
APAT - 00005208	Fiscal Sponsor Agreement	Optional	Pending Application Submission
APAT - 00005209	Annual Operating Budget	Required	Pending Application Submission
APAT - 00005210	Organizational Chart	Required	Pending Application Submission
APAT - 00005211	Memoranda of Agreement	Optional	Pending Application Submission
APAT - 00005212	Project Workplan or Implementation Plan	Optional	Pending Application Submission
APAT - 00005213	Board of Directors	Required	Pending Application Submission


View All

23. The next screen will show you all attachments for this funding opportunity. (The last or second-to-last one is a PDF of your submitted narrative from tab 4.) If you click on the “Type” heading below, the list will sort alphabetically in case it’s not already that way. Click on any Attachment ID for the place to upload.


Applications > APP-006200

Application Attachments

8 items • Updated a minute ago



	Attachment ID	Type	Required?
1	APAT - 00006468	Project Budget	Required
2	APAT - 00006469	Audit	Required
3	APAT - 00006470	Annual Operating Budget	Required
4	APAT - 00006471	Board of Directors	Required
5	APAT - 00006472	Memoranda of Agreement	Optional
6	APAT - 00006473	Fiscal Sponsor Agreement	Optional
7	APAT - 00006474	Submitted Narrative	Required
8	APAT - 00006475		



24. Here, you'll see the same details as on the previous screen, as well as an indication of whether there's a template available and an upload prompt. You can browse to or drag & drop your attachments on the right.

Application Attachment
APAT - 00005214

Return to Attachment List

Application

APP-006040

Attachment ID

APAT - 00005214

Attachment Status

Pending Application Submission

Attachment Details

Type

Project Budget

Required?

Optional

Template?

Yes

Template Link

<https://drive.google.com/file/d/1e09wxs6r-F-lqNTnFPbzbbnrgbh9TvuV/view?usp=sharing>

Files (0)

Upload Files

Upload Files

Or drop files

25. Click the “Done” button when your file has finished uploading:

26. To return to your attachments list, you can do one of two things:

- Click the “Return to Attachment List” button on the upper part of the screen, toward the middle. This will open up the attachments list in a new tab and might force you to log in again, which could lead to you having multiple tabs open by the time you finish uploading all the attachments that you need. All of your attachments will be saved if you take this approach. But this is potentially annoying. So we recommend the approach below.
- Hit your browser’s “back” button to go back to the attachments list.

27. In either case, you will see an indication that your attachments have been successfully uploaded in the Number of Attachments column (this will only show on the “View All” attachments page):

Applications > APP-006200

Application Attachments

8 items · Updated a few seconds ago

⚙

	Attachment ID	Type	Required?	Attachment Status	Number of Attachments
1	APAT - 00006468	Project Budget	Required	Pending Application Submission	1
2	APAT - 00006469	Audit	Required	Pending Application Submission	
3	APAT - 00006470	Annual Operating Budget	Required	Pending Application Submission	
4	APAT - 00006471	Board of Directors	Required	Pending Application Submission	
5	APAT - 00006472	Memoranda of Agreement	Optional	Pending Application Submission	
6	APAT - 00006473	Fiscal Sponsor Agreement	Optional	Pending Application Submission	
7	APAT - 00006474	Submitted Narrative	Required	Submitted	1
8	APAT - 00006475			Pending Narrative Submission	

28. Continue uploading all of your attachments until they're finished, verifying that any attachments that are optional might be required for your request type, such as Memoranda of Agreement/Letters of Support. Note two things:
- You can upload multiple attachments at each upload prompt, which will likely be relevant only for Memoranda of Agreement/Letters of Support.
 - When you've uploaded all of your attachments, return to your application and go to Tab 6, Submit. Read the text, confirm that you'd like to submit with the "Yes" radio button, and click the "Next" button at the bottom right.

1. Basic Information & Organization Profile

2. Letter of Inquiry

3. Evaluation Questionnaire

4. Application Narrative

5. Application Attachments

6. Submit

Review & Submit (This tab is for full proposals only, NOT for LOIs.)

Please review each section of the application for accuracy, and ensure you've submitted any required narratives and all attachments in tab 5 before proceeding. Once you have verified your information is accurate and complete, confirm below and select "Next".

WARNING: Once you submit your application, you will be unable to edit it further. Please ensure all information is complete before proceeding with this step.

Application Submission

Are you sure you wish to submit your application?

*

☐ Yes

☐ No

Next


29. You will get the confirmation message below, as well as an email confirming your submission. ***If you do not receive a confirmation email*** from noreply@salesforce.com with the subject line "Thank You for Your Submission" and it's not in your spam folder, then ***you have not fully submitted your proposal. Please go back and make sure you submitted in tab 6.*** If you have, please contact AU at grants@aidsunited.org right away. Our senior grants manager will confirm your submission.

Application Submission

Thank you for submitting your application.

30. When you return to your My Applications tab, you will now see that your proposal has been submitted and shows up in the My Completed Applications section:

MY COMPLETED APPLICATIONS		
Application Name	Grant Cycle	Project Title
APP-006033	2021-2022 Southern HIV Impact Fund	Test 1
APP-006035	2021-2022 Southern HIV Impact Fund	
APP-006036	2021-2022 Southern HIV Impact Fund	
APP-006037	2021-2022 Southern HIV Impact Fund	2
APP-006040	2021-2022 Southern HIV Impact Fund	1. Name of Project



Have questions during the application process?

If you have any questions regarding the ***content of the application***, please reach out to the team as directed in the letter of intent, request for pre-applications, or request for proposals document that you received from AIDS United.

If you have any questions regarding ***navigating the online portal or other technical issues***, please contact Shannon Wyss, Senior Grants Manager, at swyss@aidsunited.org.

Please include the following information:

- Your web browser;
- What happened and where you were in the application form when it happened; and
- A screen shot of what you saw that was unexpected.

**Thank you for your interest in a grant from AIDS United and
for your work in the struggle against HIV!**