

## Navigating the AIDS United Grantee Community Portal

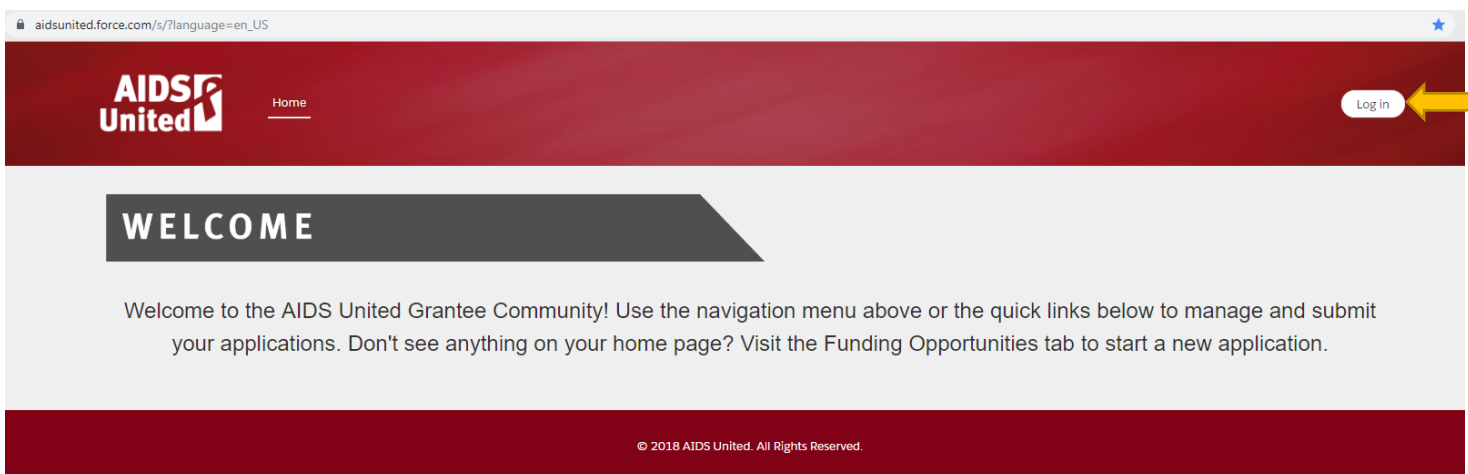
**Note:** When accessing the Grantee Community, *do not use Internet Explorer or Microsoft Edge*. Please use only Chrome, Firefox, or Safari.

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!

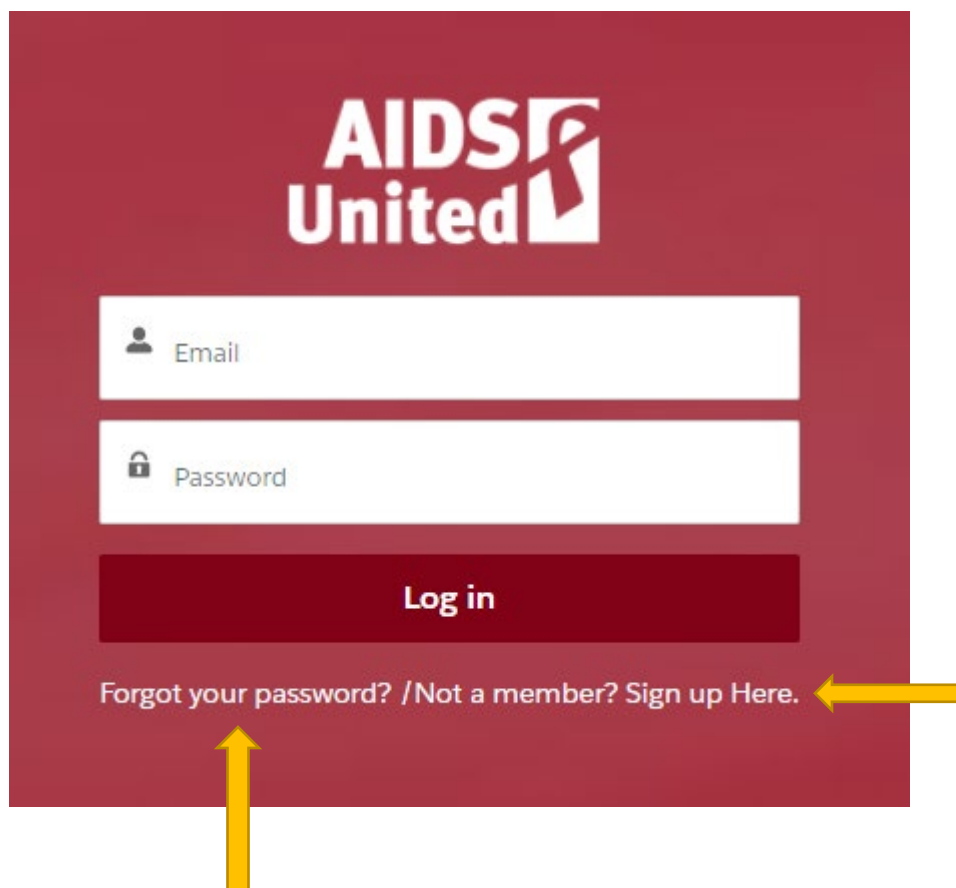
Additionally, note two things about the screen shots in this document:

- 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. The form is set against a dark red background. At the top, the AIDS United logo is displayed in white. Below the logo are two white input fields: the first is labeled 'Email' with a person icon, and the second is labeled 'Password' with a lock icon. A dark red 'Log in' button is positioned below these fields. At the bottom of the form, the text 'Forgot your password? / Not a member? Sign up Here.' is written in white. Two yellow arrows point to this text: 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.

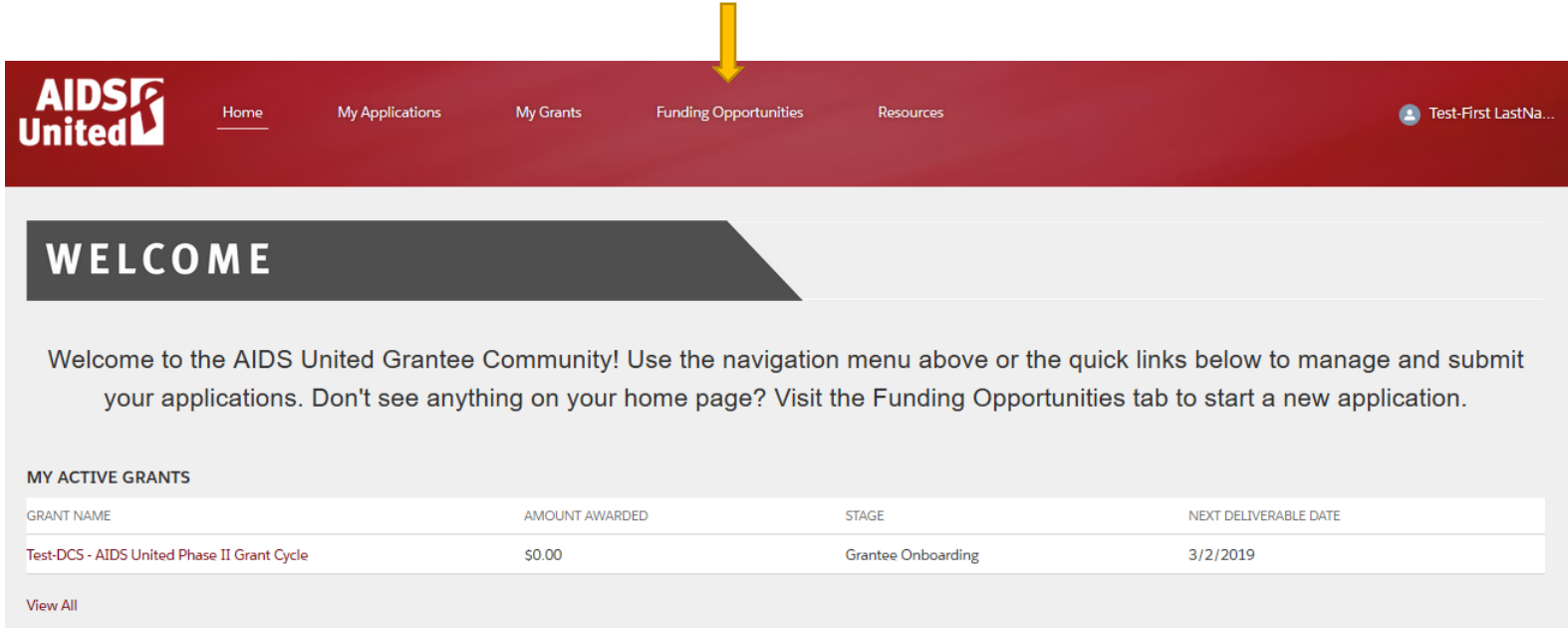


Join the AIDS United Grant Community to  
create and submit funding applications,  
manage your awarded grants, and more.

  
  
  
  
   
  
  
  
[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.

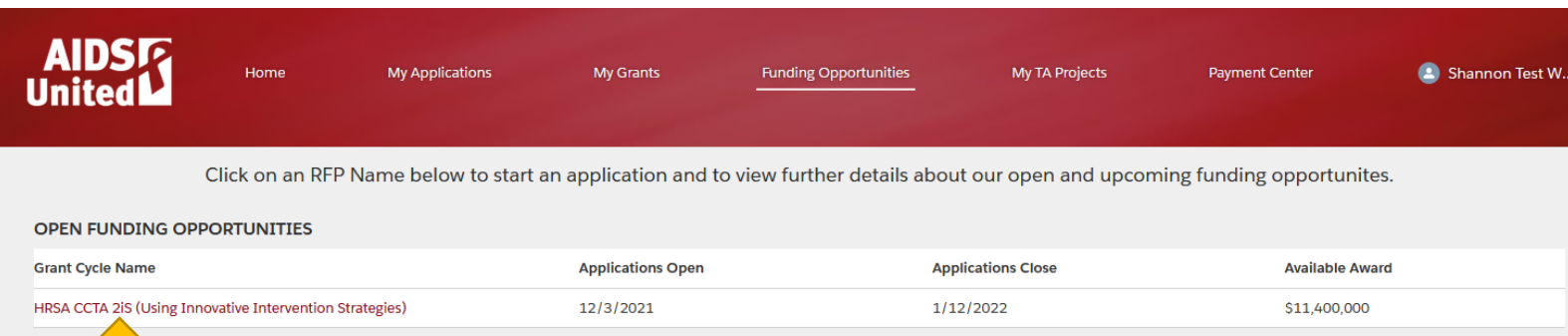


The screenshot shows the AIDS United Grantee Community dashboard. The top navigation bar is dark red with the AIDS United logo on the left and a user profile on the right. The navigation menu includes Home, My Applications, My Grants, Funding Opportunities (highlighted with a yellow arrow), and Resources. Below the navigation bar is a large grey banner with the word 'WELCOME' in white. A welcome message follows: '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' with a table showing one active grant.

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

[View All](#)


4. In Funding Opportunities, you'll see the HRSA CCTA 2iS (Using Innovative Intervention Strategies) 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 a user profile on the right. The navigation menu includes Home, My Applications, My Grants, Funding Opportunities (highlighted with a yellow arrow), My TA Projects, and Payment Center. Below the navigation bar is a grey banner with the text: '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' with a table showing one open funding opportunity.

Grant Cycle Name	Applications Open	Applications Close	Available Award
HRSA CCTA 2iS (Using Innovative Intervention Strategies)	12/3/2021	1/12/2022	\$11,400,000

- On the next page, read the application details and instructions. If you decide to submit an application, 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.

 Grant Cycle  
HRSA CCTA 2IS (Using Innovative Intervention Strategies)

Apply Now

▼ RFP Details

Grant Cycle Name

Test Grant Cycle - Do Not Apply!

Grant

HRSA CCTA 2IS

Stage

Accepting Applications

▼ Application Details/Instructions

Grant Overview

This initiative will focus on supporting the implementation of intervention strategies to improve HIV-related health outcomes in the below focus areas. The purpose of this initiative is to: 1) apply the HAB IS framework to identify innovative intervention strategies in four focus areas; 2) implement and evaluate the intervention strategies in up to 20 sub-awarded RWHAP-funded sites; 3) provide TA to support implementation at the sites; and, 4) develop accessible dissemination products to promote the replication and scale-up of the intervention strategies in HIV service delivery organizations nationally. The selected intervention strategies have demonstrated effectiveness in improving health outcomes across the HIV care continuum in three priority populations and one area of opportunity to improve service delivery among:

- (1) People with Substance Use Disorder (SUD)
- (2) Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) youth (13-24 years old)
- (3) People who are or have been justice involved
- (4) Using Telehealth Services

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 January 12, 2022, at 11:59pm ET will NOT be reviewed.

Grant Cycle Attachments (6+)

Type	Attachment ID	
Audit or 990	ATT -00000070	▼
Representation Table	ATT -00000072	▼
Memoranda of Agreement ...	ATT -00000074	▼
Annual Operating Budget	ATT -00000069	▼
Board of Directors	ATT -00000071	▼
Fiscal Sponsor Agreement	ATT -00000073	▼

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 your new grant application, 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. You will not have multiple test applications for the same funding opportunities as is shown below from our senior grants manager’s screen.
  - c. 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, click on the Funding Opportunities tab.

### MY ACTIVE APPLICATIONS

Application Name	Grant Cycle	Project Title	Application Status
APP-006107	Test Grant Cycle - Do Not Apply (OLD)		Withdrawn
APP-006109	Test Grant Cycle - Do Not Apply (OLD)		Application Started
APP-006199	SSPs & COVID-19 (CDC-RFA-OT18-1802)		Application Started
APP-006216	SSPs & COVID-19 (CDC-RFA-OT18-1802)		Application Started
APP-006231	2021-2022 Syringe Access Fund (SAF) Round 12	1	LOI Accepted

[View All](#)

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 (the down arrow in the screen shot below).
- a. Then click on your name (up arrow in the screenshot below), select “My Profile,” and verify your **email address and pronouns** (the latter are optional).

**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

Secondary Contact ⓘ

▼ Organization Details

Account  
Test-Karmel James

Organization Type

Organization EIN ⓘ  
123456789

Award Notifications ⓘ  
Primary

Declined Notification ⓘ  
Primary

Organization Phone ⓘ

Billing Street ⓘ

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 the top portion of the HRSA CCTA 2iS application. It features two main sections: 'Application Details' and 'Program Contact and Attachment Summary'. Below these are navigation tabs numbered 1 through 6. Tab 1, 'Basic Information & Organization Profile', is highlighted with a yellow oval and is the active tab. The content area below the tabs shows the 'Basic Information & Organization Profile' section, which includes instructions for completing the first section of the application 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.

- b. 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:

The screenshot shows the 'Basic Information' form within the HRSA CCTA 2iS application. The form has a dark red header with the title 'HRSA CCTA 2iS (Using Innovative Intervention Strategies), 2022-2025 Full Proposal'. Below the header is a section titled 'Basic Information' which contains a required email field labeled '\* Your Email' and two buttons: 'Save my Progress' and 'Next'.

## HRSA CCTA 2iS (Using Innovative Intervention Strategies), 2022-2025 Full Proposal

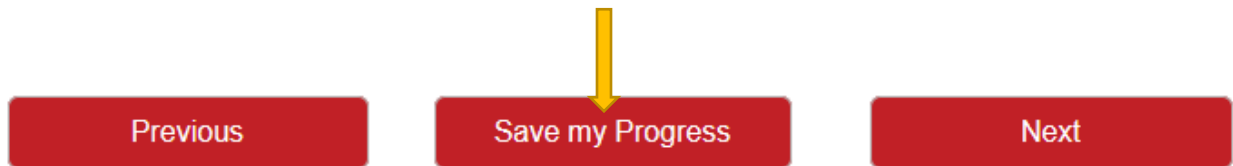
### Basic Information

\* Your Email

Save my Progress   Next

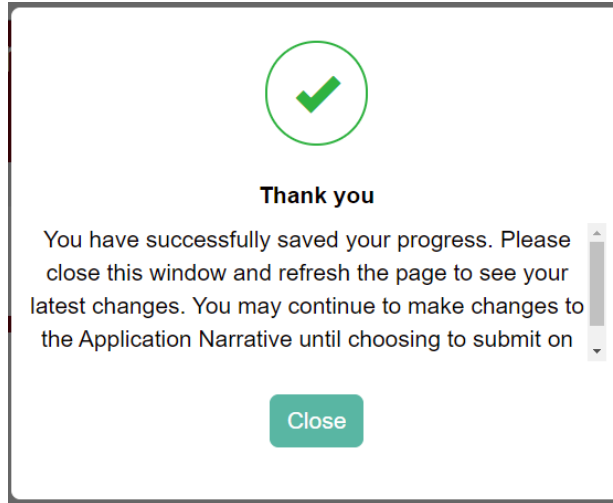


- b. Your email address may or may not be prepopulated on that screen. If you get an email field that's blank, enter your address and click <Next>. If there's no email field, just hit <Next>.
11. Navigate through the proposal by filling out fields and clicking "Next" or "Save my Progress," as appropriate.
12. 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 always 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.
13. 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 18 below. On that screen, the "Continue" button saves your responses but does not submit them to AIDS United.



14. You can then log out and return to your application as many times as you would like before you submit.

- a. **We recommend that applicants click “Save my Progress” at the end of the first full page of the application.**
- b. You will receive this confirmation of your save:



- c. 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.

15. 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

16. 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 Narrative."

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



17. 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 in the last tab of this application form.

No. Take me back to the first page.

\* Yes. I wish to submit my narrative.

☒ I confirm.



Submit Narrative

18. 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.)

The screenshot shows a web browser window titled "RFP Narrative Submission". The page contains three sections of text, each followed by a "Test response" label. The first section discusses intervention implementation, the second is "Evaluation Capacity (15 points)" regarding data collection, and the third is "Program Integration (10 points)" regarding service incorporation. At the bottom right, there are two buttons: a green "Continue" button and a red "Close" button. A yellow arrow points directly to the "Continue" button.

RFP Narrative Submission

Zoom: [Icons]

intervention based on level of requested funding. This should include a proposal of why the intervention is deemed acceptable by your organization and appropriate to the clients you serve, strategies you have taken and will take to ensure successful implementation (e.g., stakeholder engagement, planning process, training, and quality management), and your organization's capability to enroll at least 30 clients for the selected intervention. Please describe how your organization meaningfully involves people with HIV, particularly people from the populations of focus, in identifying program priorities and strategies that address the local HIV epidemic (more information in meaningful involvement of people with HIV is available from the resource linked in the full RFP). Describe the outcome/impact your organization would like to achieve with the selected intervention.

Test response

Evaluation Capacity (15 points)—This section should describe your organization's experience and capacity to collect client-level data and conduct data entry, plan for staffing of Data Manager and back-up Data Manager positions, and experience working with client data protections on research or program evaluation activities. Please clearly describe your organization's ability to meet the requirements detailed in the Program Expectations section and intervention-specific Appendix.

Test response

Program Integration (10 points)—This section should describe how your organization intends to incorporate this intervention strategy as part of your scope of services during and past the funding period, given your organization's policy and financial environment. Describe how the organization plans to incorporate new staff, if applicable.

Test response

Continue Close

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

## HRSA CCTA 2iS (Using Innovative Intervention Strategies), 2022-2025 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 the rest of 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](mailto:grants@aidsunited.org).

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

21. 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
<a href="#">APAT - 00005208</a>	Fiscal Sponsor Agreement	Optional	Pending Application Submission
<a href="#">APAT - 00005209</a>	Annual Operating Budget	Required	Pending Application Submission
<a href="#">APAT - 00005210</a>	Organizational Chart	Required	Pending Application Submission
<a href="#">APAT - 00005211</a>	Memoranda of Agreement	Optional	Pending Application Submission
<a href="#">APAT - 00005212</a>	Project Workplan or Implementation Plan	Optional	Pending Application Submission
<a href="#">APAT - 00005213</a>	Board of Directors	Required	Pending Application Submission

New

View All

22. 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-006309  
Application Attachments

10 items • Sorted by Type • Updated a few seconds ago

New

⚙️ ↺ ⏏

Attachment ID	Type ↓	Required?	Attachment Status	Number of Atta...	
1 <a href="#">APAT - 00007343</a>	Other Supporting Documents	Optional	Pending Application Submission		⌵
2 <a href="#">APAT - 00007351</a>	Submitted Narrative	Required	Submitted	1	⌵
3 <a href="#">APAT - 00007348</a>	Representation Table	Required	Pending Application Submission		⌵
4 <a href="#">APAT - 00007346</a>	Project Budget	Required	Pending Application Submission		⌵
5 <a href="#">APAT - 00007349</a>	Memoranda of Agreement or Understanding/Letters of Support	Optional	Pending Application Submission		⌵
6 <a href="#">APAT - 00007350</a>	Fiscal Sponsor Agreement	Optional	Pending Application Submission		⌵
7 <a href="#">APAT - 00007345</a>	Board of Directors	Required	Pending Application Submission		⌵
8 <a href="#">APAT - 00007347</a>	Audit or 990	Required	Pending Application Submission		⌵
9 <a href="#">APAT - 00007344</a>	Annual Operating Budget	Required	Pending Application Submission		⌵
10 <a href="#">APAT - 00007352</a>			Pending Narrative Submission		⌵

23. 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-lqNTnFPzbzbnrgbh9TvuV/view?usp=sharing>

Files (0)

Upload Files

Upload Files

Or drop files

24. Click the “Done” button when your file has finished uploading. Be sure to pay attention to which attachments are required and, of those that are optional, which you may need or want to submit.

25. 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, 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.

26. 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	



27. Continue uploading all of your attachments until they're finished, verifying which attachments are required. Note two things:

- a. You can upload multiple attachments at each upload prompt, which will likely be relevant only for Memoranda of Agreement/Letters of Support or, if your initiative offers it, Other Supporting Documents.
- b. 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 Profile2. Letter of Inquiry3. Evaluation Questionnaire4. Application Narrative5. Application Attachments6. 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


28. 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](mailto: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](mailto:grants@aidsunited.org) right away. Our senior grants manager will confirm your submission.

### Application Submission

Thank you for submitting your application.

29. 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](mailto: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!**