

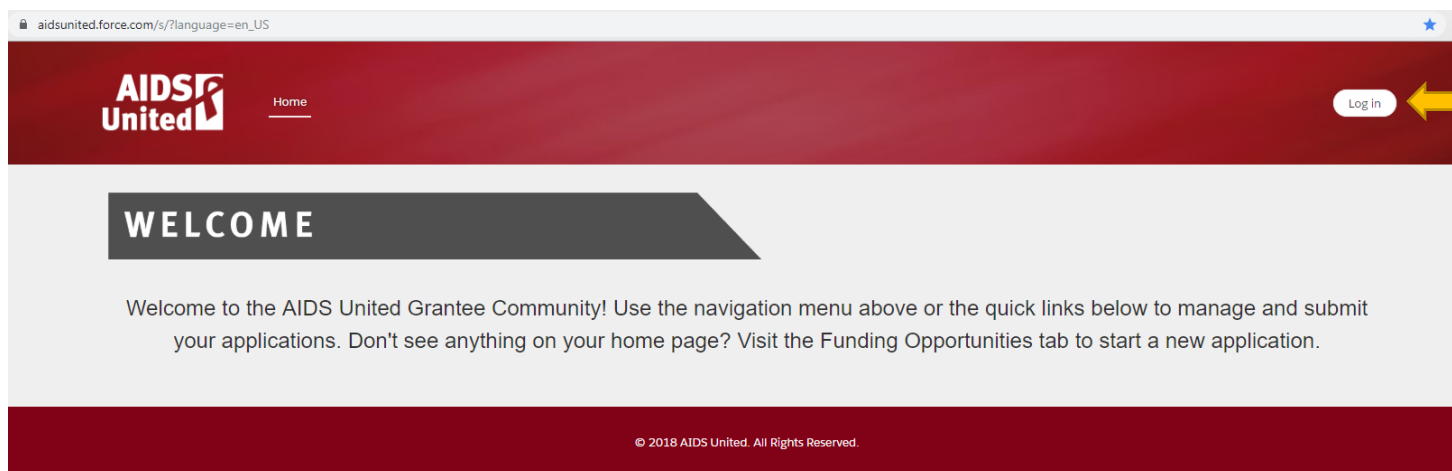
Navigating the AIDS United Grantee Community Portal POP Year 7 (2022-2023) Pre-Application

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 and save all your responses offline in a Microsoft Word document or an equivalent so that, should you accidentally lose your work when completing the application form itself, you won't need to create your answers again. Please follow that best practice when applying for AIDS United grants!

Finally, 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 below.

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 (arrow #1) and password (arrow #2). Then click the “Log in” button (arrow #3) and proceed to page 5 below.
- b. Note the “Forgot your password?” link below the “Log in” button (arrow #4).
- c. If you *do not have an account*, click “Not a member? Sign up Here.” (arrow #5).

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, there are two white input fields: the first is labeled 'Email' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a dark red 'Log in' button. At the bottom of the form, there is a link that reads 'Forgot your password? /Not a member? Sign up Here.'. Five yellow arrows with red numbers point to specific elements: arrow #1 points to the Email field, arrow #2 points to the Password field, arrow #3 points to the Log in button, arrow #4 points to the 'Forgot your password?' link, and arrow #5 points to the 'Sign up Here.' link.

AIDS United

Email

Password

Log in

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

#1

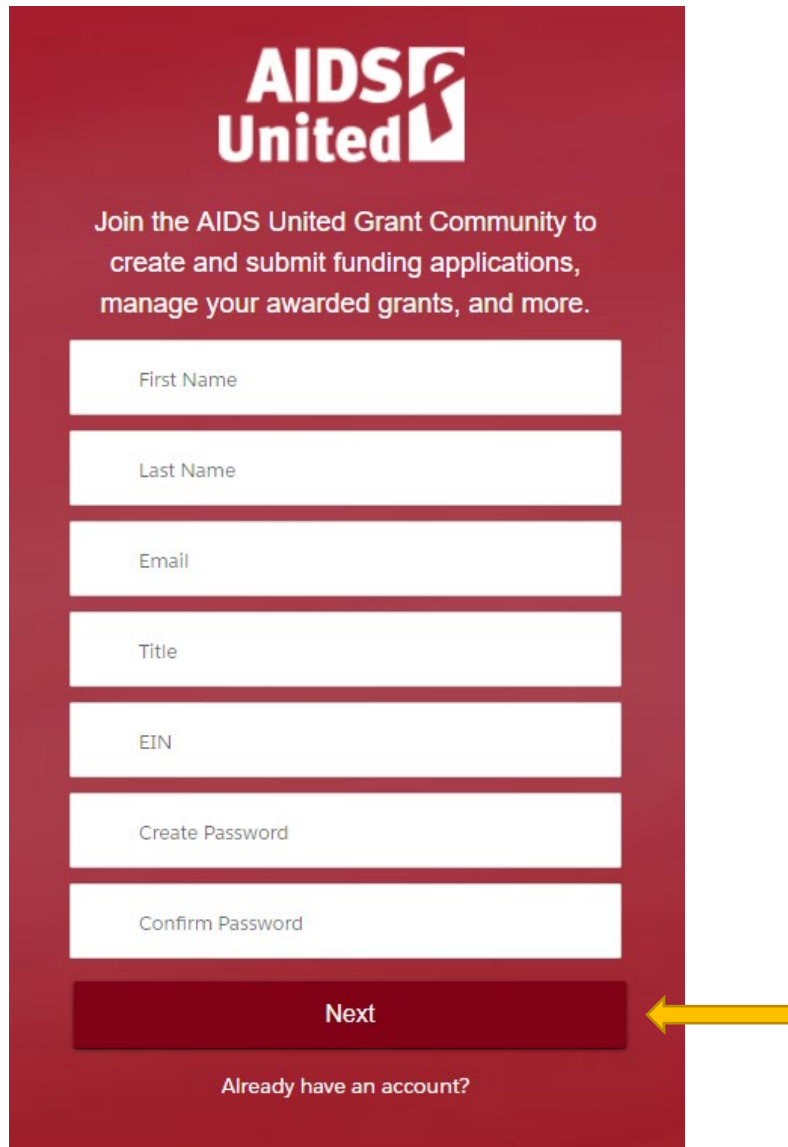
#2

#3

#4

#5

- i. If you're setting up an account for the first time, enter the required information:
 1. First name
 2. Last name
 3. Email
 4. Your job title
 5. Your organization's EIN (be sure to enter the correct EIN so that your new account can be linked to your organization's record.)
 6. And two password creation fields (your password must be at least 8 characters long).
- ii. When you've entered all that information, click the "Next" button (indicated by the yellow arrow).



The image shows a registration form for AIDS United. At the top is the AIDS United logo, which includes a red ribbon. Below the logo is a heading: "Join the AIDS United Grant Community to create and submit funding applications, manage your awarded grants, and more." The form consists of several white input fields stacked vertically on a dark red background. The fields are labeled: "First Name", "Last Name", "Email", "Title", "EIN", "Create Password", and "Confirm Password". Below these fields is a dark red button with the word "Next" in white. A yellow arrow points to the "Next" button from the right. At the bottom of the form, there is a link that says "Already have an account?"

AIDS United

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

First Name

Last Name

Email

Title

EIN

Create Password

Confirm Password

Next

[Already have an account?](#)

- iii. On the second account creation screen, enter your organization's contact information:
 1. Organization name
 2. Billing street
 3. Billing city
 4. Billing state
 5. Billing zip code
 6. Organization phone number
 7. Organization website (optional)
- iv. When you've entered all of that information, click the "Sign Up" button (indicated by the yellow arrow). (The button above it takes you back to the previous page.)

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

Organization/Account Name

Billing Street

Billing City

Billing State/Province

Billing Zip/Postal Code

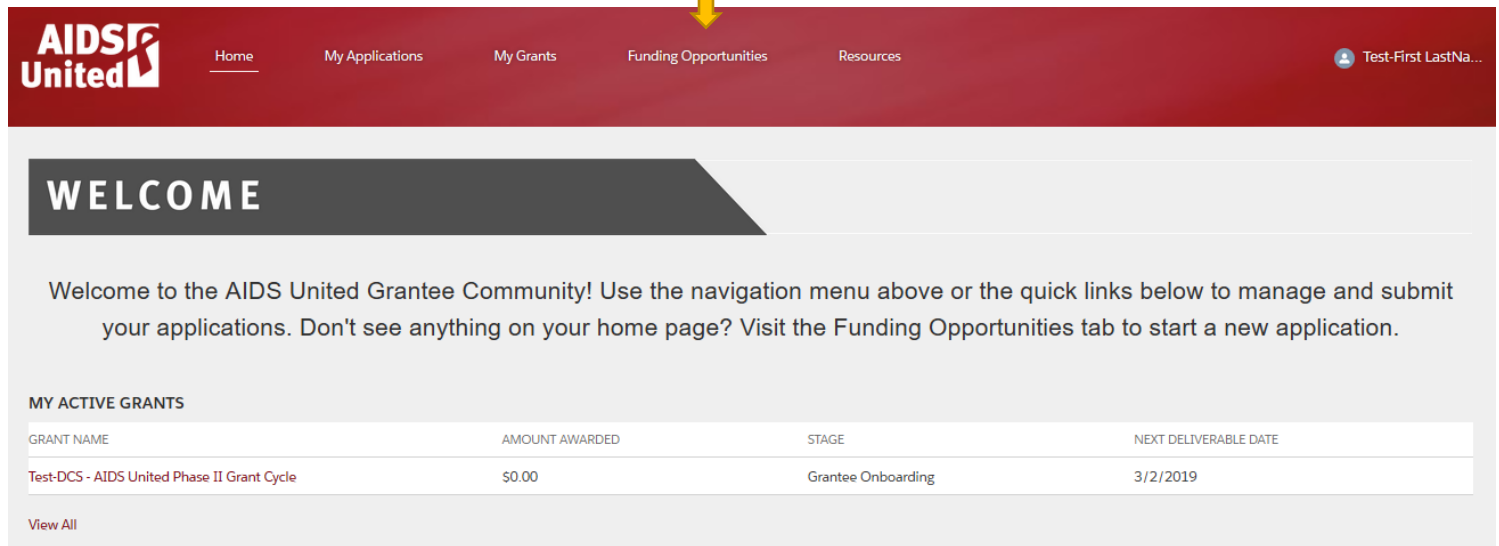
Organization/Account Phone

Website

Back

Sign Up

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



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

WELCOME

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.

MY ACTIVE GRANTS

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](#)

- In Funding Opportunities, you'll see the POP grant cycle name.

Click on an RFP Name below to start an application and to view further details about our open and upcoming funding opportunities.

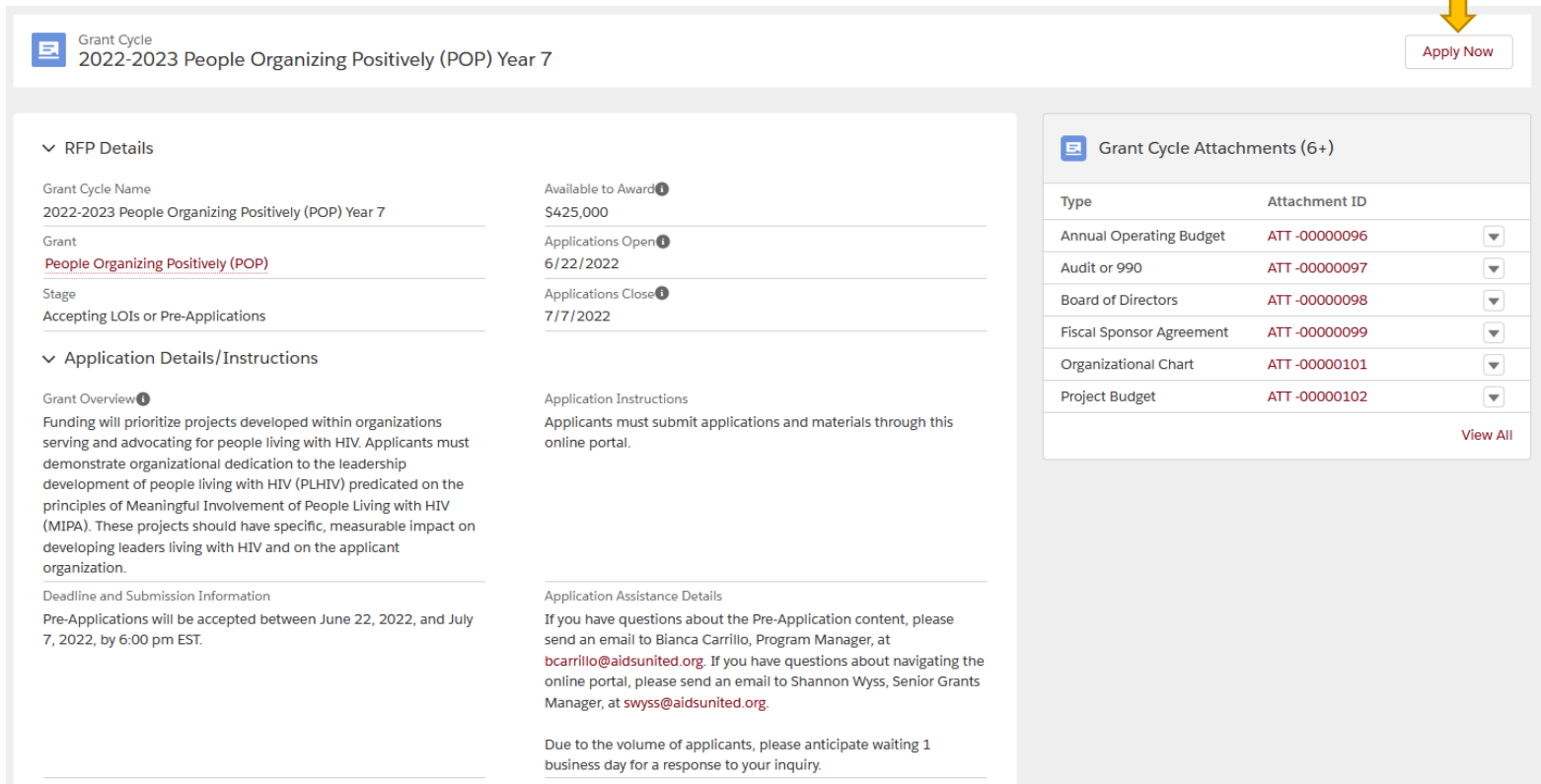
OPEN FUNDING OPPORTUNITIES

Grant Cycle Name	Applications Open	Applications Close	Available to Award
2022-2023 People Organizing Positively (POP) Year 7	6/22/2022	7/7/2022	\$425,000

[View All](#)



5. 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.



Grant Cycle
2022-2023 People Organizing Positively (POP) Year 7

Apply Now

▼ RFP Details

Grant Cycle Name
2022-2023 People Organizing Positively (POP) Year 7

Grant
People Organizing Positively (POP)

Stage
Accepting LOIs or Pre-Applications

Available to Award
\$425,000

Applications Open
6/22/2022

Applications Close
7/7/2022

▼ Application Details/Instructions

Grant Overview
Funding will prioritize projects developed within organizations serving and advocating for people living with HIV. Applicants must demonstrate organizational dedication to the leadership development of people living with HIV (PLHIV) predicated on the principles of Meaningful Involvement of People Living with HIV (MIPA). These projects should have specific, measurable impact on developing leaders living with HIV and on the applicant organization.

Deadline and Submission Information
Pre-Applications will be accepted between June 22, 2022, and July 7, 2022, by 6:00 pm EST.

Application Instructions
Applicants must submit applications and materials through this online portal.

Application Assistance Details
If you have questions about the Pre-Application content, please send an email to Bianca Carrillo, Program Manager, at bcarrillo@aidsunited.org. If you have questions about navigating the online portal, please send an email to Shannon Wyss, Senior Grants Manager, at swyss@aidsunited.org.

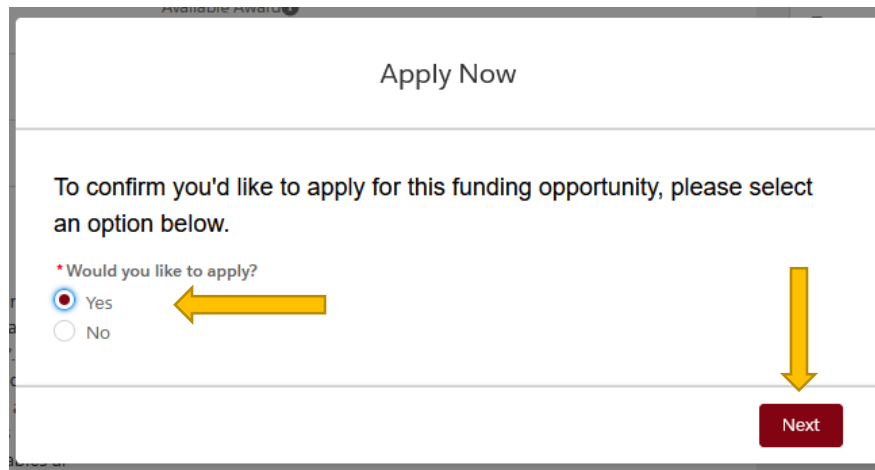
Due to the volume of applicants, please anticipate waiting 1 business day for a response to your inquiry.

Grant Cycle Attachments (6+)

Type	Attachment ID
Annual Operating Budget	ATT -00000096
Audit or 990	ATT -00000097
Board of Directors	ATT -00000098
Fiscal Sponsor Agreement	ATT -00000099
Organizational Chart	ATT -00000101
Project Budget	ATT -00000102

View All

6. On the next screen, click “Yes” (the left-pointing arrow) and “Next” (the down arrow) to confirm that you would like to apply.



Apply Now

To confirm you'd like to apply for this funding opportunity, please select an option below.

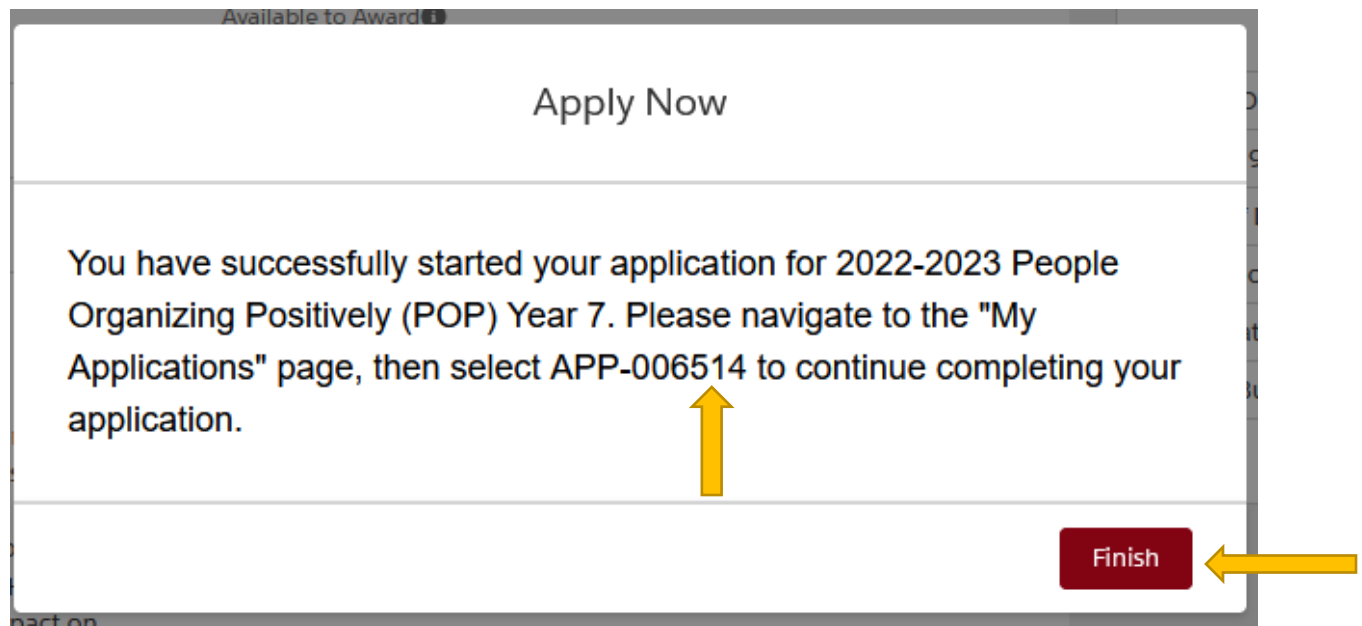
* Would you like to apply?

☒ Yes

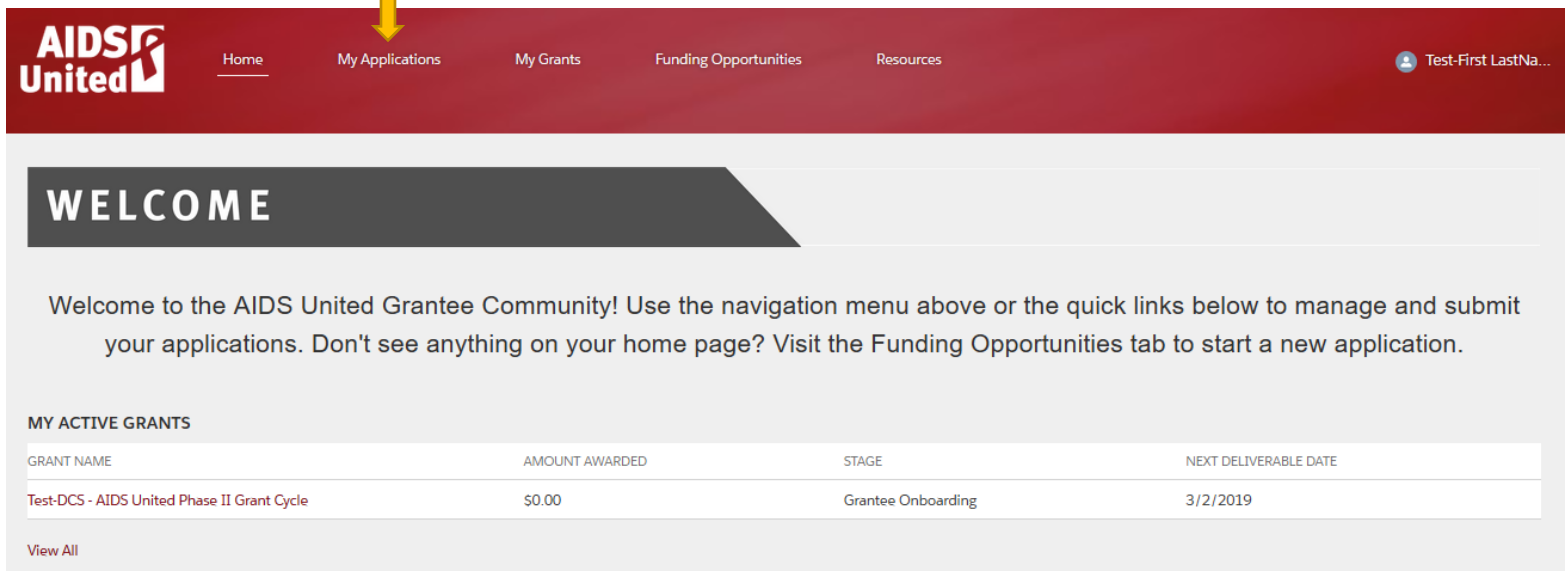
☐ No

Next

7. On the confirmation box that appears, note the last four digits of your application number (the up arrow) and click the “Finish” button (the left-pointing arrow).



8. Next, go to the “My Applications” tab.



9. There you will see the application you just created, as well as any other applications you have submitted in the past through AIDS United’s Grantee Community Portal. Two things to note:
- Your new application will show up at the bottom of the list.
 - If your application for this grant cycle does not show up, click the “View All” button to be taken to a longer list of your applications (the up arrow below).

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-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-006245	2021-2022 Syringe Access Fund (SAF) Round 12		LOI Accepted

[View All](#)



10. Click the application name that you made a note of above, to the left of the initiative name. *The application name will begin with “APP-” and be followed by a six-digit number.* (You will not have multiple versions of applications as below. This is one of our test accounts.)

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-006107	Test Grant Cycle - Do Not Apply (OLD)		Withdrawn
APP-006109	Test Grant Cycle - Do Not Apply (OLD)		Application Started
APP-006315	HRSA CCTA 2IS (Using Innovative Intervention Strategies)	1	Application Started
APP-006316	HRSA CCTA 2IS (Using Innovative Intervention Strategies)		Application Started
APP-006359	HRSA CCTA 2IS (Using Innovative Intervention Strategies)		Application Started
APP-006381	HRSA CCTA 2IS (Using Innovative Intervention Strategies)		Application Started
APP-006426	iFORWARD (2022)		Application Started
APP-006434	HRSA CCTA 2IS (Using Innovative Intervention Strategies)		Application Started
APP-006498	Conexiones Positivas Piloto (2022)		Application Started
APP-006499	Conexiones Positivas Piloto (2022)		Application Started
APP-006509	2022-2023 People Organizing Positively (POP) Year 7	4. Proposed Project Name	LOI Accepted
APP-006510	2022-2023 People Organizing Positively (POP) Year 7	4	LOI Submitted
APP-006511	2022-2023 People Organizing Positively (POP) Year 7	4	LOI Submitted
APP-006512	2022-2023 People Organizing Positively (POP) Year 7	4	LOI Submitted
APP-006514	2022-2023 People Organizing Positively (POP) Year 7		Application Started

View



11. You will then be taken to the application screen. **Verify your contact information on the first page** and click “Edit” (the down arrow) to make any updates.
- Then click on your name (the up arrow), 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
-------------------------	----------------------	-------------------------	----------------------	--------------------------

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 ⓘ

Award Notifications ⓘ
Primary

Declined Notification ⓘ
Primary

▼ Organization Details

Account
Test-Karmel James

Organization Type

Organization Phone ⓘ

Billing Street ⓘ

Organization EIN ⓘ
123456789

Billing City ⓘ

12. You will then proceed across the numbered tabs at the top of the application, entering your responses. For your pre-application, **you will need to look at tabs 1 (which you did above) and 2 only**. You can ignore tabs 3, 4, 5, and 6.

Application Details

GRANT	APPLICATION STATUS	APPLICATIONS OPEN	APPLICATIONS CLOSE	MAXIMUM AWARD AMOUNT
People Organizing Positively (POP)	LOI Submitted	6/17/2022	7/7/2022	\$425,000

Program Contact and Attachment Summary

PRIMARY PROGRAM CONTACT	REQUIRED ATTACHMENTS	UNSUBMITTED ATTACHMENTS	SUBMITTED NARRATIVES	SUBMITTED QUESTIONNAIRES
-------------------------	----------------------	-------------------------	----------------------	--------------------------

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

Basic Information & Organization Profile

13. In tab 2, you will find the pre-application form, which will load after a few seconds. On the first page, you may or may not see an email address field below the blue text. If you do, verify that it's correct and then hit "Next." If you don't see an email field, just click "Next."

1. Basic Information & Organization Profile

2. Letter of Inquiry or Pre-Application

3. Evaluation Questionnaire

4. Application Narrative

5. Application Attachments

6. Submit

Unless it has been submitted, your LOI or Pre-Application form will load momentarily.

Please contact the primary program contact listed above if you have any questions.

Pre-Application

Basic Information

Thank you for your interest in this initiative.

Please complete the pre-application in order to be considered for the next application stage.

The Pre-Application deadline is July 7, 2022, at 6:00pm ET.

Before you proceed with this section, please be sure to look over and update, if needed, all of your organization's information in tab 1 of this application form.

Next

14. You'll then get to the second page of the pre-application form, the only one with questions for you to answer.

People Organizing Positively Year 7 (2022-2023) Pre-Application

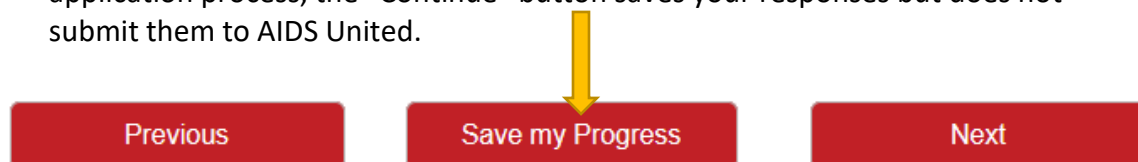
Budget and Organizational Information

The Pre-Application deadline is July 7, 2022, at 6:00pm ET.

* 1. Requested Amount of Funding (Amount requested must be between \$35,000 and \$45,000. DO NOT USE COMMAS OR DOLLAR SIGNS IN THIS FIELD.)

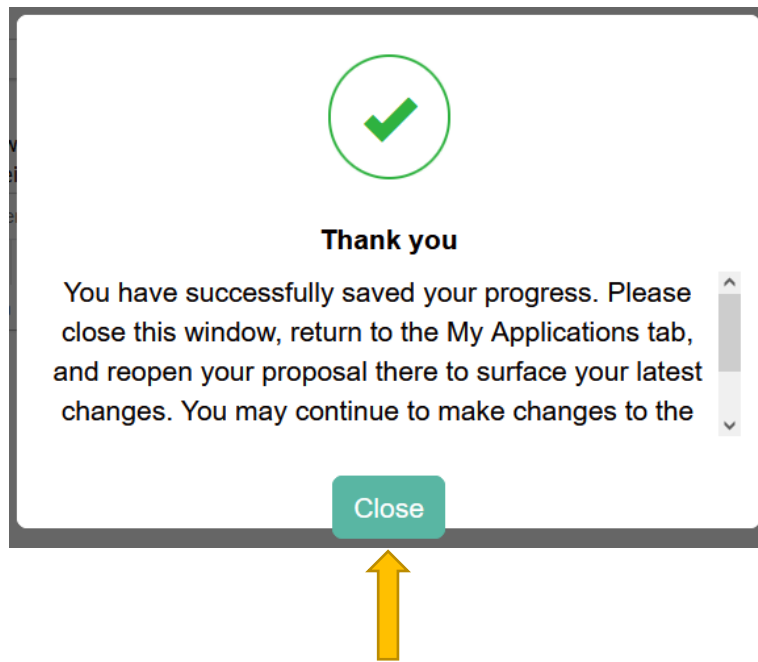
* 2. What is your organization's annual operating budget? (Cannot exceed \$1 million. DO NOT USE COMMAS OR DOLLAR SIGNS IN THIS FIELD.)

15. Navigate through the page by filling out fields.
16. If you are pasting your responses from another document where you've saved your answers, you'll find that right-clicking in rich text fields 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.
17. Note that you can save your progress at any point by clicking the middle red button on the bottom of this page and then hitting the green "Continue" button on the subsequent window, which is shown at step 24. At this point in your application process, the "Continue" button saves your responses but does not submit them to AIDS United.



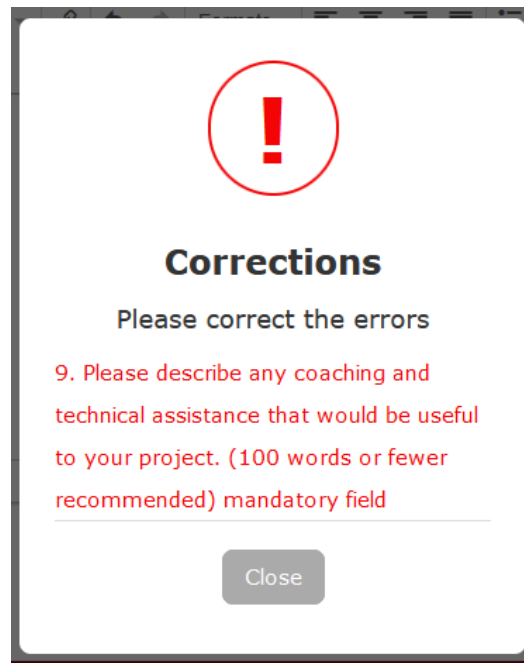
18. You can then log out and return to your application as many times as you would like before you submit.

- a. You will receive this confirmation of your save. Click the “Close” button when finished reading it.



- 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 (shown in step 8).
 - ii. Refresh the page on your web browser.
 - iii. Click on the Application Name (as described in step 10).
 - iv. If you don’t go through these three steps, the form will not pull your saved responses back in.

19. If you receive **error messages** when trying to proceed to another page or trying to save your application to work on later, you likely have not filled in a required field or have put in a figure that is outside the allowable range (e.g., the amount you're requesting is too high for the initiative to which you're applying). See, for example, the error below, which is telling the applicant that they have left out answers that are mandatory. Click the "Close" button (the gray field below) and correct the indicated fields.



20. Once you have filled out all of your responses in tab 2, you will be ready to submit your pre-application. **Please note that the submission process is multi-step and is described in detail below.**

21. First, you will upload your Representation Table shown by the down arrow below.

The screenshot shows a web form titled "2. Letter of Inquiry or Pre-Application" with a progress bar at the top indicating steps: 1. Basic Information & Organization Profile, 2. Letter of Inquiry or Pre-Application (active), 3. Evaluation Questionnaire, 4. Application Narrative, 5. Application Attachments, and 6. Submit.

Below the progress bar, a message states: "Unless it has been submitted, your LOI or Pre-Application form will load momentarily." Below this, a yellow arrow points down to the "Attachment" section.

The "Attachment" section has a heading "Attachment" and a sub-heading "* Please upload your Representation Table". It features a file upload button with a document icon and a text box. To the right, it says "You can download [AIDS United's template](#), which is required."

Below the attachment section is the "Review and Submit" section. It contains three red buttons: "No. Take me back to the first page.", "No. Just save my progress.", and a third button that is partially obscured by a yellow arrow pointing to the "I confirm" checkbox. The third button is labeled "Yes. I wish to review then submit my LOI/Pre-Application." Below this is a checkbox labeled "I confirm". At the bottom of the section is a grayed-out button labeled "Review my LOI/Pre-Application".

22. Second, you will need click the "I confirm" box above and the "Review my LOI/Pre-Application" button (the latter is grayed out below because the box isn't checked), which will take you through a review of each page so you can confirm that all of your answers are full and accurate.

23.

24. Once you have confirmed all of your responses, you will return to the page above. Click “Submit my LOI/Pre-Application,” which will have become active, as shown below.

The screenshot shows two sections of a web form. The top section, titled 'Attachment', has a grey header. Below it, a red box contains the text '* Please upload your Representation Table' and a file upload button labeled 'AIDS United - 2022 ...'. To the right, it says 'You can download [AIDS United's template](#), which is required.' The bottom section, titled 'Review and Submit', also has a grey header. It contains a red button labeled 'No. Take me back to the first page.' followed by the text '* Yes. I wish to review then submit my LOI/Pre-Application.' and a checkbox labeled 'I confirm' which is checked. At the bottom of this section are two red buttons: 'Review my LOI/Pre-Application' and 'Submit my LOI/Pre-Application'. A yellow arrow points to the 'Submit my LOI/Pre-Application' button.

25. You will then land on a page that gives you the final opportunity to go back and edit your response. If you are sure you're ready to submit and have read all the text on the page, click the “I confirm” button, and hit “Submit.”

The screenshot shows a web page with a navigation bar at the top containing six tabs: '1. Basic Information & Organization Profile', '2. Letter of Inquiry or Pre-Application' (which is highlighted), '3. Evaluation Questionnaire', '4. Application Narrative', '5. Application Attachments', and '6. Submit'. The main content area has a red border. It starts with the text 'Unless it has been submitted, your LOI or Pre-Application form will load momentarily.' followed by 'Please contact the primary program contact listed above if you have any questions.' Below this is a red note: '**Note that you must hit "Continue" at the bottom of the following page for your pre-application to be fully submitted.** That screen is also one from which you can PDF-print your pre-application or print a hard copy.' This is followed by instructions: 'If you have completed the form and are ready to submit, please check the "I confirm" box and then use the "Submit" button below. You will be taken to a final page where you will be able to review all of your responses.' A red reminder follows: 'As a reminder, please note that tabs 4, 5, and 6 of this online form are not needed for the Letter of Inquiry. Those tabs will only be used by organizations invited to submit a full proposal.' Then, it says 'Should you have any questions about any portion of the application, please reach out to the POP team at bcarrillo@aidsunited.org.' At the bottom, there is the text '* Yes. I wish to submit my LOI/Pre-Application.' and a checked checkbox labeled 'I confirm'. A red 'Submit' button is at the very bottom. A yellow arrow points to the 'I confirm' checkbox.

26. 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! Two other notes:
- 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, as described in step #17.)
 - This is the page where you can save offline or print if you would like a record of your pre-application as submitted to AIDS United.

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

Unless it has been submitted, your LOI or Pre-Application form will load momentarily.

Please contact the primary program contact listed above if you have any questions.

Please describe how your organization currently implements and embodies the principles of the Meaningful Involvement of People Living with HIV (MIPA). Please provide examples of PLHIV leadership development at your organization and examples of your commitment to MIPA in your community. (250 words)

Test response


Please describe how people living with HIV have been involved in the development of this grant, their engagement if awarded, and how their efforts will be compensated. (250 words)

Test response

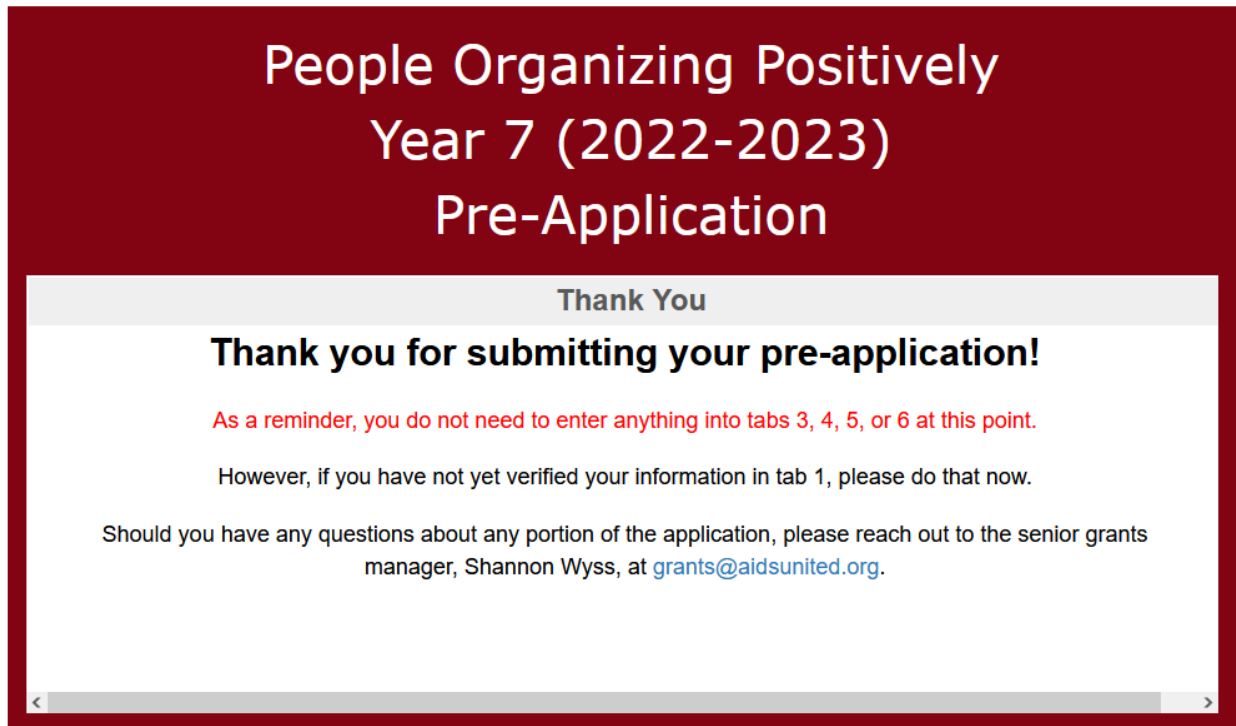
Please describe any coaching and technical assistance that would be useful to your project. (100 words)

9

Continue Close



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



28. At this point, you can log out of the system. However, if you would like to download your submitted pre-application, navigate to tab 5 at the top of your screen.

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

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

Application Attachments (This tab is for full proposals only, NOT for LOIs or Pre-Applications.)

Application Attachments (6+) New

Attachment ID	Type	Required?	Attachment Status
APAT - 00009172	Annual Operating Budget	Required	Pending Application Submission
APAT - 00009173	Audit or 990	Required	Pending Application Submission
APAT - 00009174	Board of Directors	Required	Pending Application Submission
APAT - 00009175	Fiscal Sponsor Agreement	Optional	Pending Application Submission
APAT - 00009176	Organizational Chart	Required	Pending Application Submission
APAT - 00009177	Project Budget	Required	Pending Application Submission

[View All](#)



30. The next screen will show you all attachments for this funding opportunity. You do not need to submit any of these now; they will only be relevant for those submitting a full proposal. The LOI (up arrow) contains a PDF of your submitted pre-application and Representation Table from tab 2.) Click on the Attachment ID for the LOI with “Submitted” in the “Attachment Status” column to access your submitted pre-application materials.

Applications > APP-006514
Application Attachments

9 items • Sorted by Attachment ID • Updated a few seconds ago

Attachment ID ↑	Type	Required?	Attachment Status	Number of Atta...
1 APAT - 00009172	Annual Operating Budget	Required	Pending Application Submission	
2 APAT - 00009173	Audit or 990	Required	Pending Application Submission	
3 APAT - 00009174	Board of Directors	Required	Pending Application Submission	
4 APAT - 00009175	Fiscal Sponsor Agreement	Optional	Pending Application Submission	
5 APAT - 00009176	Organizational Chart	Required	Pending Application Submission	
6 APAT - 00009177	Project Budget	Required	Pending Application Submission	
7 APAT - 00009178	Memoranda of Agreement or Understanding/Letters of Support	Optional	Pending Application Submission	
8 APAT - 00009179	LOI		Pending Narrative Submission	
9 APAT - 00009180	LOI		Submitted	2

31. From the next screen, you can download your submitted pre-application, which is stored with the filename SignedForm.pdf. Downloading from the Files or Notes & Attachments section will yield the same document.

Application Attachment
APAT - 00009180

Edit Clone Printable View

Type ⓘ
LOI

Template? ⓘ

Required? ⓘ

Attachment Status ⓘ
Submitted

Attachment Details ⓘ
This attachment is your submitted LOI for Step 1 to apply for the 2019-2020 Southern HIV.

Created By
Dupont Solutions, 6/17/2022 6:34 PM

Attachment ID
APAT - 00009180

Application
APP-006514

Grant Cycle Attachment ⓘ

Number of Attachments
2

Template Link ⓘ

Template Link (Español) ⓘ

Last Modified By
Dupont Solutions, 6/17/2022 6:34 PM

Files (2)

Upload Files

AIDS United - 2022 Hig... Jun 17, 2022 • 127KB • ...	SignedForm.pdf Jun 17, 2022 • 33KB • pdf
---	---

View All

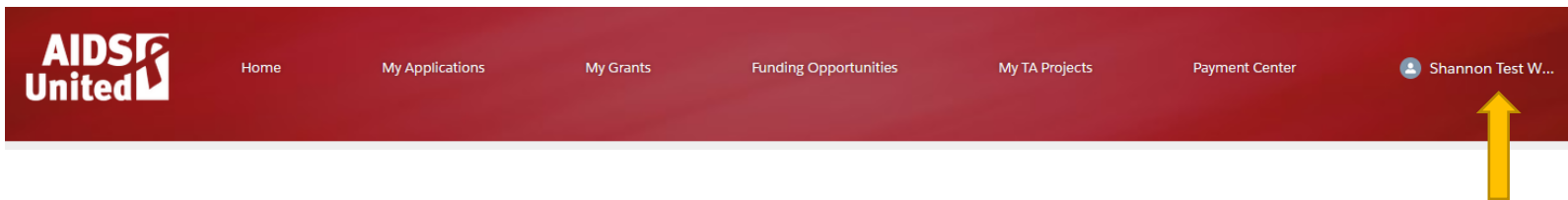
Notes & Attachments (2)

Upload Files

AIDS United - 2022 Hig... Jun 17, 2022 • 127KB • ...	SignedForm.pdf Jun 17, 2022 • 33KB • pdf
---	---

View All

32. When you're ready to sign out, click your name in the upper-right corner of the window and select "Logout":



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 request for pre-applications 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 when you write:

- 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!**