# 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.
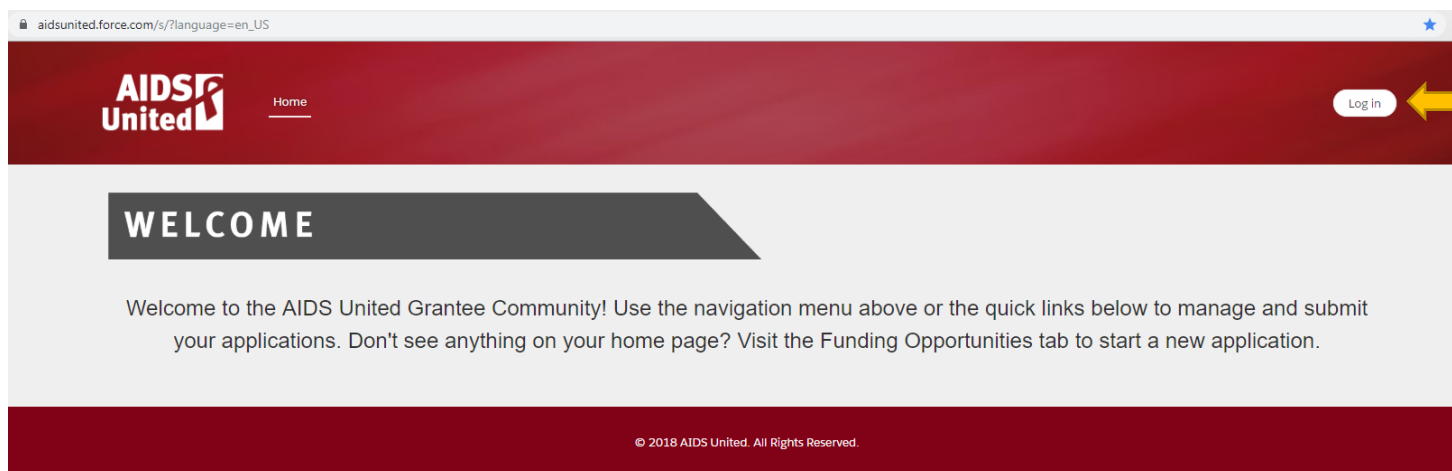
a. If you *have an account*, enter your email address (arrow #1) and password (arrow #2). Then click the "Log in" button (arrow #3) and proceed to page 5 below.
b. Note the "Forgot your password?" link below the "Log in" button (arrow #4).
c. If you *do not have an account*, click "Not a member? Sign up Here." (arrow #5).
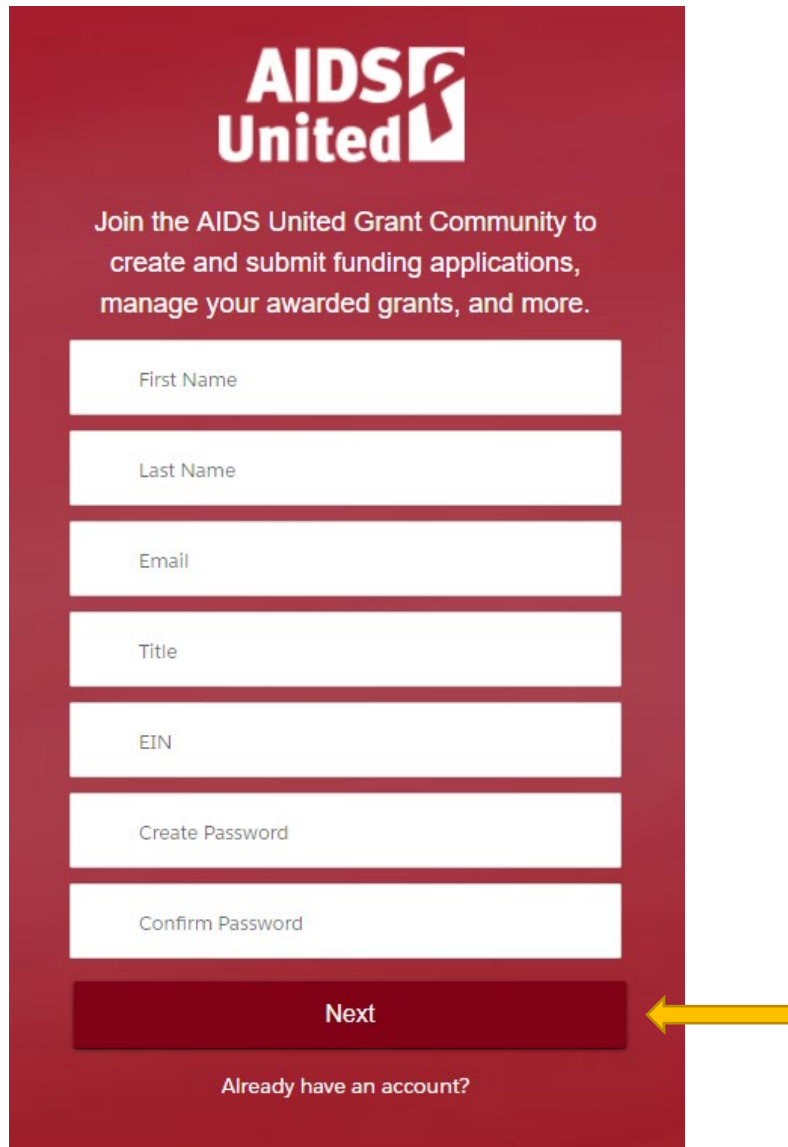
i. If you're setting up an account for the first time, enter the required information:
   1. First name
   2. Last name
   3. Email
   4. Your job title
   5. Your organization's EIN (be sure to enter the correct EIN so that your new account can be linked to your organization's record.)
   6. And two 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).

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
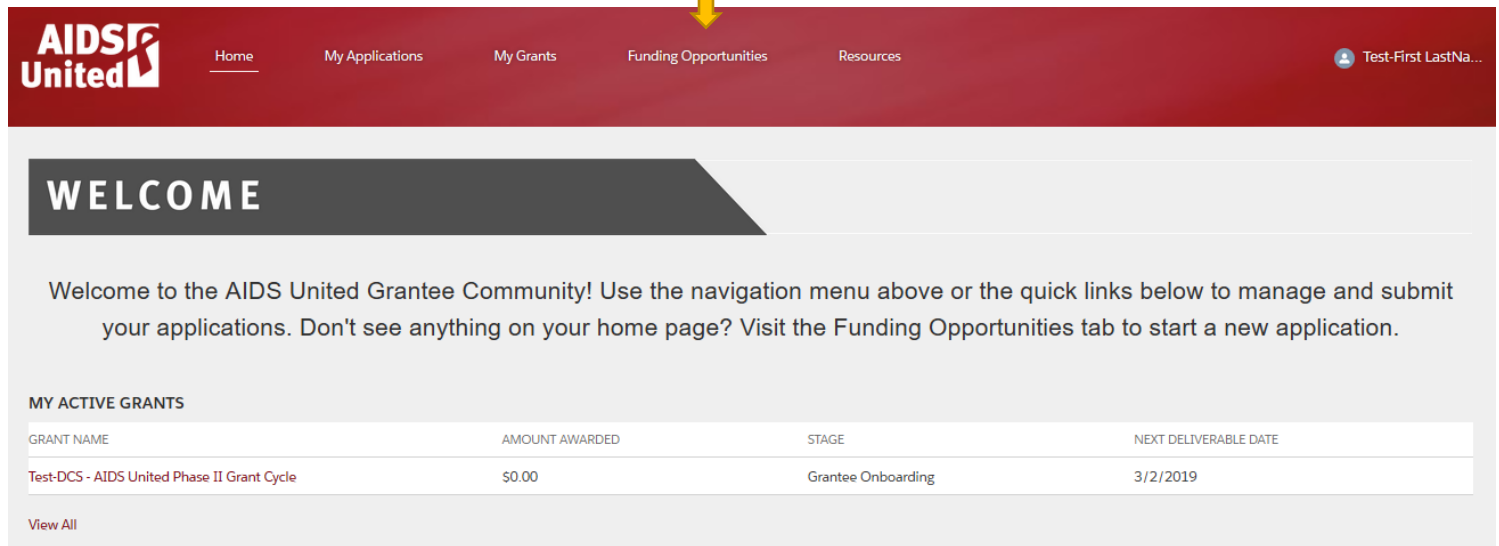
Billing Zip/Postal Code

Organization/Account Phone

Website

Back

Sign Up

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

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

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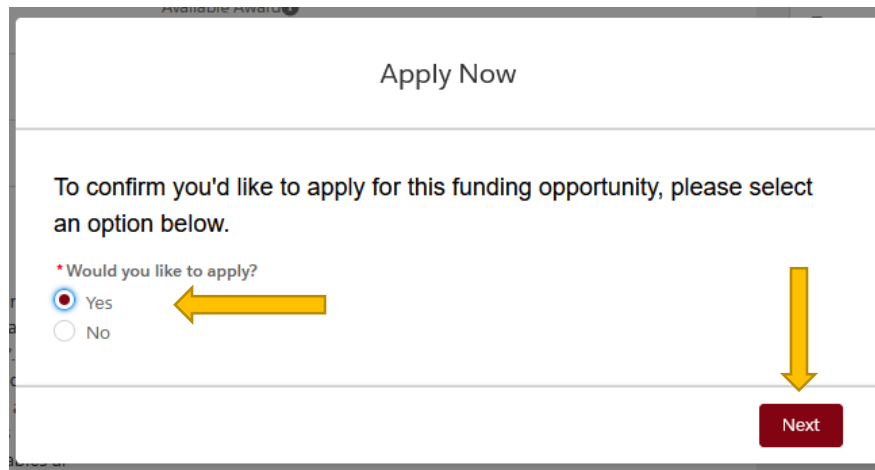
Due to the volume of applicants, please anticipate waiting 1 business day for a response to your inquiry.

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).

Available to Award ⓘ

Apply Now

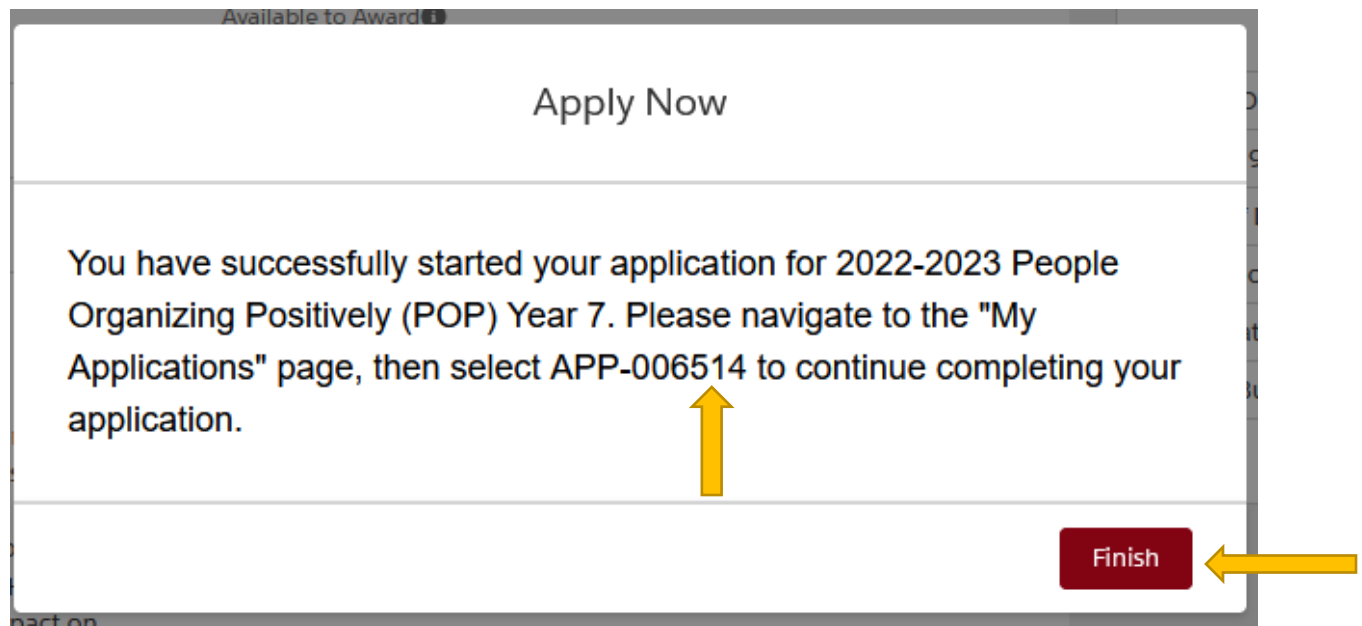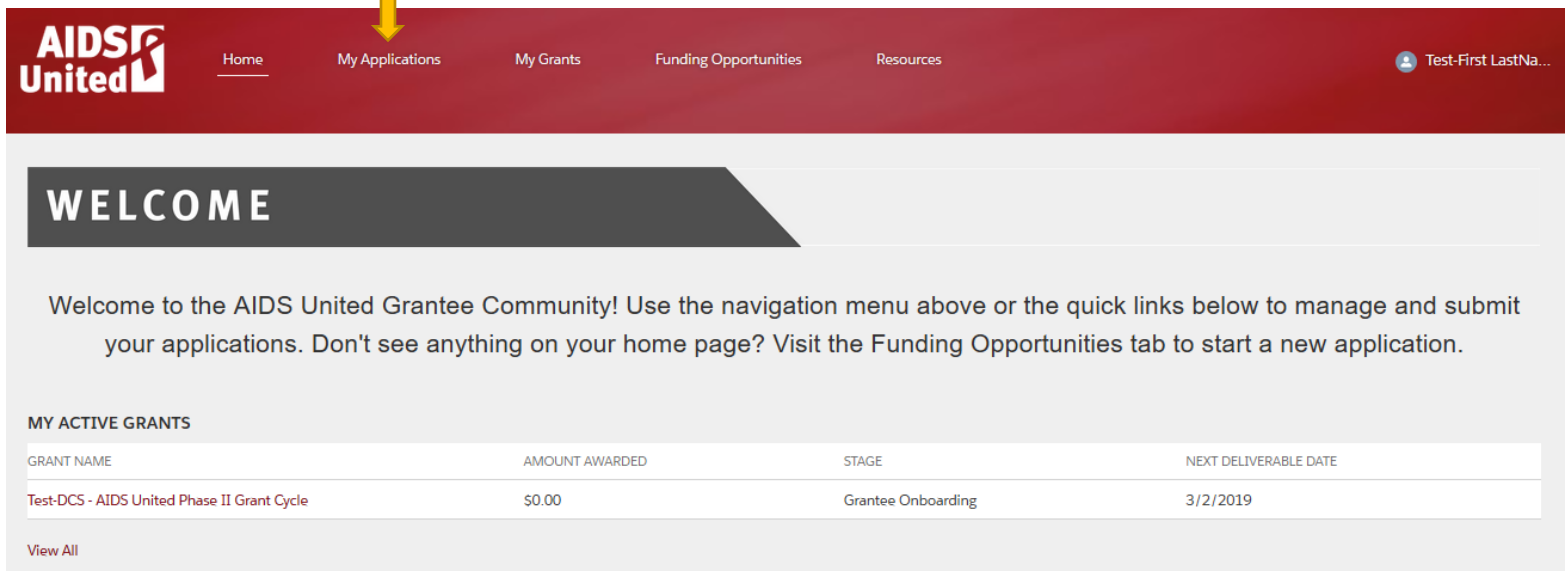You have successfully started your application for 2022-2023 People Organizing Positively (POP) Year 7. Please navigate to the "My Applications" page, then select APP-006514 to continue completing your application.

Finish

8. Next, go to the "My Applications" tab.

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

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:
   a. Your new application will show up at the bottom of the list.
   b. 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.
    a. Then click on your name (the up arrow), select "My Profile," and verify your ***email address and pronouns*** (the latter are optional).

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.)

[$ Dollars]

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

[$ Dollars]

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.

[Previous]   [Save my Progress]   [Next]
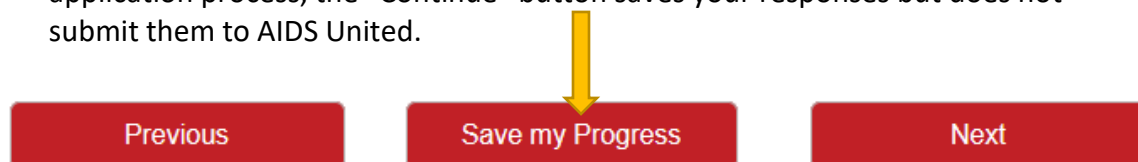
18. You can then log out and return to your application as many times as you would like before you submit.
    a. You will receive this confirmation of your save. Click the "Close" button when finished reading it.
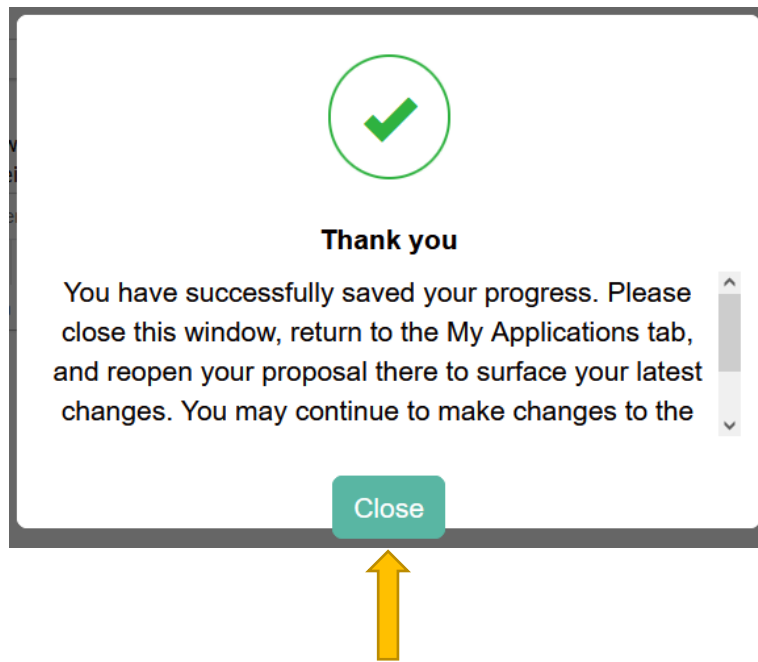
    b. After you've received that confirmation, you will need to take these steps to access your application again:
        i. Click on the "My Applications" tab at the top of your screen (shown in step 8).
        ii. Refresh the page on your web browser.
        iii. Click on the Application Name (as described 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.
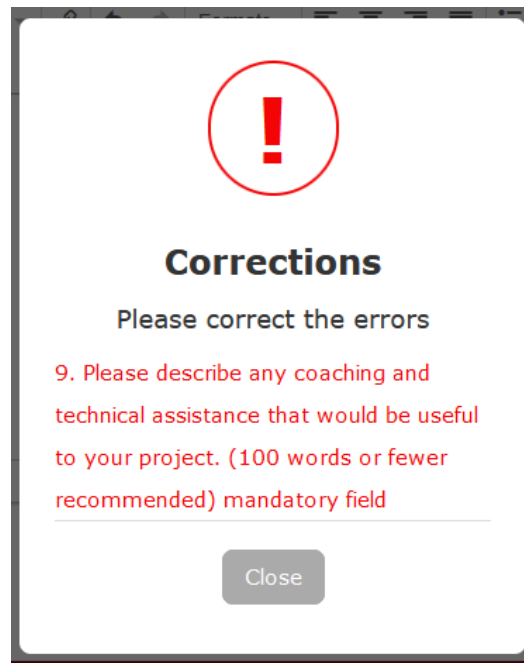
20. Once you have filled out all of your responses in tab 2, you will be ready to submit your pre-application. ***Please note that the submission process is multi-step and is described in detail below.***

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

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.

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."

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:

  a. 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.)

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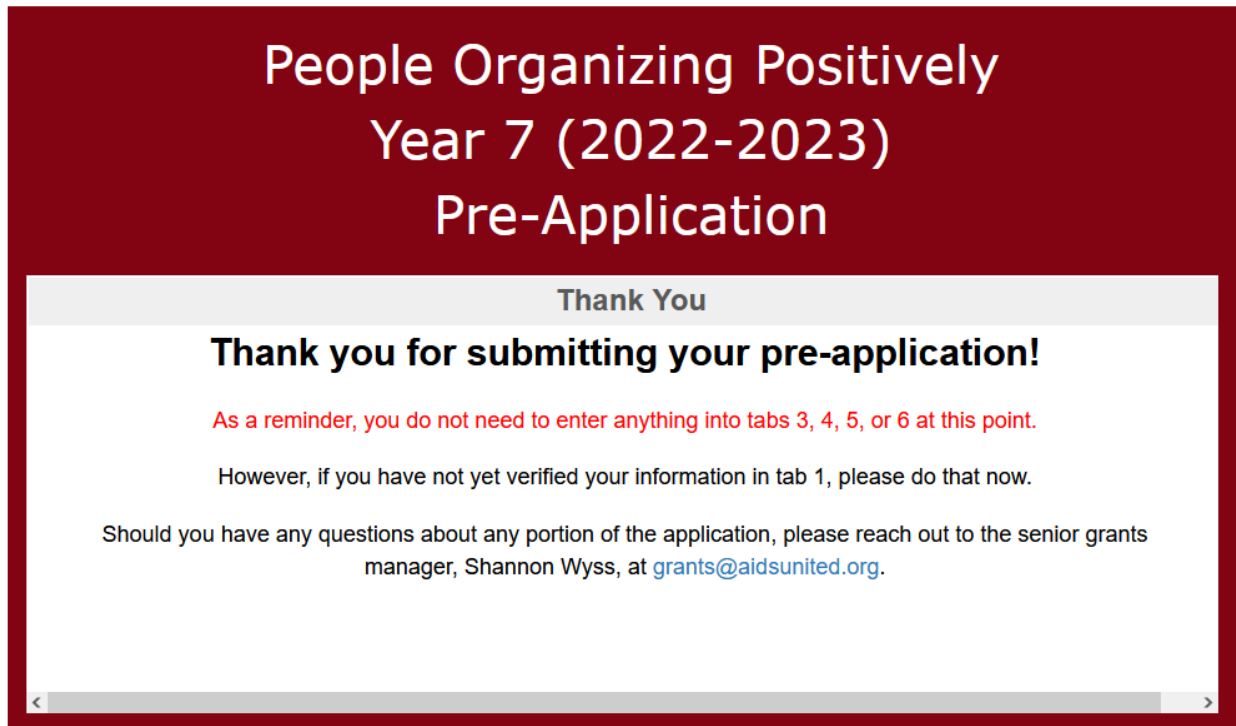
28. At this point, you can log out of the system. However, if you would like to download your submitted pre-application, navigate to tab 5 at the top of your screen.

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

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

New

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

Files (2)

Upload Files

AIDS United - 2022 Hig...
Jun 17, 2022 · 127KB ·...

SignedForm.pdf
Jun 17, 2022 · 33KB · pdf

View All

Type		Attachment ID
LOI		APAT - 00009180
Template?		Application
		APP-006514
Required?		Grant Cycle Attachment

Attachment Status
Submitted

Number of Attachments
2

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

Template Link

Template Link (Español)

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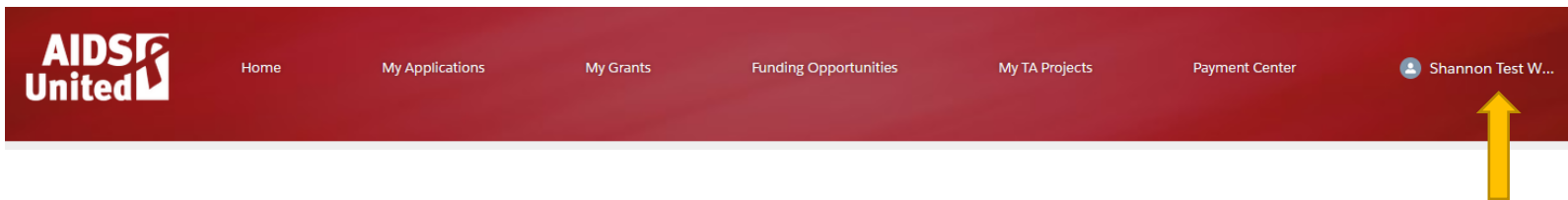
Last Modified By
Dupont Solutions , 6/17/2022 6:34 PM

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!