

**Washington AIDS Partnership
Spring 2012-Round 47 Online Application FAQ**

I work for a Washington AIDS Partnership (WAP) grantee organization. We would like to apply for funding as part of the Spring 2012 Round 47. How do I access the online application?

Washington AIDS Partnership (WAP) staff will email the Round 47 Request for Proposals to current and former WAP grantees. The email will include the online application link and password. If you did not receive this email and would like to apply, please contact Jennifer Jue (jue@washingtongrantmakers.org).

My organization has never received funding from WAP. How do I access the online application?

First-time applicants and/or organizations that have not been funded before by WAP are required to submit a letter of inquiry (LOI) before submitting a full proposal. Please visit WAP's [website](#) to access the current Request for Proposals which outlines the LOI process. WAP staff will respond to LOI submissions within two-three days, notifying applicants if they are invited to submit a full proposal. If you are invited to apply, you will receive the online application link and password by email.

I have the online application link and password. How do I access WAP's online application?

First, click on the link to access WAP's online application. You will be asked to sign into an existing WAP online account. If this is your first time using the system, click on the "new applicant?" text link, located below the email box. You will be taken to a new page and will be asked to enter an email address and password. Please read the response to the question below about what email should be used when setting up an account. If you have previously created an account with this system, enter your email address and password you used to create that account on the log-in page and click the log-in button.

Once you've created an account/entered your email and password, you will be taken to a new page where you will be asked to enter an additional password. Don't get confused! This is the page where you will enter the Application Password which you should have received by email. Enter the application password and click "ok."

I'm ready to set up my account. Does it matter what email address I use?

Ideally, WAP would like to have one account for each organization within WAP's grant system. Each account can only be linked to one email address. There are definite benefits to having just one account associated with WAP's grant system. That account would receive all the emails, and would be able to view in-process and submitted applications. If an application is funded, that account would receive "report is due" email notices and submit those reports. If you have multiple accounts in the system, e.g. Sarah submits the application, and Mollie sets up an account to submit a report, neither of them can view each other's work.

WAP would strongly recommend that you choose one staff email address to be the "account" email for the WAP grant system. It could be the ED/CEO's, development staff, or whoever you deem appropriate. And just because you have one account for your organization does not mean that only person can use it. You can share the email address and password among the appropriate staff.

The online application is asking for a tax ID. Why?

Based on the tax ID you enter, we will be able to confirm that your organization is a 501(c)(3) nonprofit organization. WAP only funds 501(c)(3) nonprofit organizations, with very few exceptions. By entering this number, your application will be linked with your organization in WAP's grants database. It is very important that you enter the correct tax ID!

Why is there an Eligibility Quiz?

After you have logged into the system and entered the application password, you will be asked to complete an eligibility quiz which ensures that your organization fits within WAP's funding eligibility requirements. The five short questions focus on nonprofit status, geographic scope, if you have read WAP's Request for Proposals and this FAQ, if your organization meets the LOI requirement, and if your organization's ED/CEO has signed off on your application. Please review WAP's Request for Proposals which details organizations eligible to apply for funding (available on WAP's [website](#)). If you meet the eligibility requirements when answering the questions (choose between yes/no and then click "submit"), you will be taken to the first page of the application.

If your answers to the eligibility quiz indicate that your organization does not meet the eligibility requirements, you will receive an error message and will not be allowed to complete the application. If you feel you have received this message in error, please contact Jennifer Jue (jue@washingtongrantmakers.org).

Why are you asking if my organization's executive director/CEO knows about this application?

All applicants must certify that their organization's executive director/CEO has been informed about and signed off on their application. This is addressed in the eligibility quiz. By answering yes, applicants certify that this has taken place.

I have started the application but I need to finish it later. How do I log out and log back in?

If you need to log out, make sure to click the "Save & Finish Later" button at the bottom of the page to save what you have entered. You will be returned to your account page. Click "exit" at the top of the page which will log you out.

To log back in, go to this link, https://www.grantrequest.com/SID_1366/Default.asp?CT=CT&SA=AM, and enter the email address and password you used to create your account, and click "log-in." You will be taken to your account page which should show a record of the application you started. On the right side, there is a drop down menu where you can choose between viewing a list of in-progress or submitted applications. If your application is funded, your account page is where you will also access report forms (called "requirements" in this system), under the "requirements" tab at the top of the page.

Be sure to save your work often! The system may time out if you leave your computer idle for too long.

Every time I click on the application link, it seems like the system wants me to start a new application but I've already started one. What's going on?

To access an application you have already started and saved, please go to this main log-in link, https://www.grantrequest.com/SID_1366/Default.asp?CT=CT&SA=AM. If you click on the original application link, the system thinks you want to start a new application. So don't do that!

How often do I need to save my application and will the system time out if I leave the window open?

You should save your application often by clicking the "Save & Finish Later" button at the bottom of each application page. Once you click on that, you will be returned to your account page. You can re-access your in-progress application on your account page. The system will time out after 30 minutes if you leave the application open but are idle/not clicking through it. As a result, your answers may be lost if you have not saved your application recently. A good tip is for you to compile your answers in a Word document before entering them into the system so that you won't loss any information if the system times out or your internet/computer crashes.

I have forgotten my password. What do I do?

If you have forgotten your password, click on the "Forgot your password?" text link on the main log-in page (https://www.grantrequest.com/SID_1366/Default.asp?CT=CT&SA=AM) and a temporary password will be sent to the email address you provided when setting up your account.

I'm confused. What's the difference between WAP's funding categories and request types? What types of requests are usually supported under WAP's four funding categories?

For Round 47, WAP has four funding categories: HIV prevention, medical morale, public policy, and technical assistance. Under these categories, WAP will support three types of requests: program support requests, general operating requests, and technical assistance requests. WAP typically only funds general operating requests under its prevention category; most requests under this category are program support requests. Most requests under the medical morale and public policy funding categories are program requests. Organizations interested in applying for technical assistance funding would submit a technical assistance request.

Some questions/fields in the online application have a red asterisk. What does this signify?

Any questions/fields in the application that have a red asterisk are required and you will not be able to submit the application without completing these questions/fields. All applicants must answer questions on the

Organization Info, Contact Info, and Request Tabs; questions on one of the request-specific tabs (Program Support, General Support, or Technical Assistance Tabs); and submit attachments.

Applicants must fill out questions based on what the type of funding support they are requesting. Specifically, whether they are applying for program support, general operating support, or technical assistance funding. Questions for each of these types of requests are located on the Program Support Tab, General Support Tab, and the Technical Assistance Tab of the application. You must decide which request type your application falls under (program support, general operating, or technical assistance), and then answer the corresponding questions on the correct page.

I'm confused. Why are there different pages for program support, general support, and technical assistance requests? Which do I answer and are these required?

As noted above, applicants must fill out questions based on the type of funding support they are requesting. Specifically, whether they are applying for program support, general operating support, or technical assistance funding. Questions for each of these types of requests are located on the Program Support Tab, General Support Tab, and the Technical Assistance Tab of the application. You must decide which request type your application falls under (program support, general operating, or technical assistance), and then answer the corresponding questions on the correct page. For example, if you are applying for a program request under the prevention funding category, you would answer the main application questions on Organization Info, Contact Info, and Request Info Tabs; the program support-only questions on Program Support Tab; and submit attachments at the end of the application.

When I copy bullets and/or words in single or double quotation marks into the application answer fields, I get these weird characters. Why is that?

Microsoft Word 2010 has hidden formatting for bullets, single/double quotation marks, and other special characters. When you copy and paste these types of text from Microsoft Word 2010 into the answer fields, weird characters will show up, in addition to the text you copied. A fix is to copy your text from Microsoft Word 2010 into Microsoft Notepad and then copy into the answer field if you are trying to use bullets or quotation marks. In general, the application does not support bullets beyond:

- Bullet example

What attachments do I need to submit and how do I submit them?

Required and optional attachments are listed on the first page of the application and explained on the attachment page of the application, including upload instructions. Microsoft Office file types are strongly preferred (Word and Excel) to Adobe Acrobat PDFs. Please limit file size when possible and the use of graphics/logos in your attachments.

Can I review my application before I submit it?

There are several ways you can review your application. You can view your full application by clicking the "Review My Application" Tab located at the top of the application form on the far right side. This will show every question/answer field in your application in one webpage. This is a very important step in the application process as you will be able to see the fields that are blank that require an answer (required questions have a red asterisk). As a reminder, all applicants must answer questions on the Organization Info, Contact Info, and Request Tabs; questions on one of the request-specific tabs (Program Support, General Support, or Technical Assistance Tabs); and submit attachments. If you try to submit your application without answering all the required questions, the system will not let you submit it.

You can also view your application by clicking the "Printer Friendly Version" link located at the top of the application form on the far right side. This will open a new webpage with a more printer-friendly version of your application. Finally, you can also email a draft of your application to yourself and others. Click on the "Email Draft" link at the top of the application form, located next to the "Printer Friendly Version" link. When you click on the link, it will take you to a new webpage where you can email the application. In addition, all applicants will be emailed a copy of the completed application upon submission.

What’s the difference between the “Save & Finish Later” and “Submit” buttons? How do I submit my application?

The “Save & Finish Later” button allows you to save your application and finish it later by logging back into the system. It’s located at the bottom of each page of your application. Make sure to save your application often. Keep in mind that every time you click “Save & Finish Later”, you will be taken back to your account page. You can access the application again by clicking on the specific application name link. The “Submit” button is exactly what it implies...you click on this to submit your application and it is located on the bottom of each page of your application.

Is there a way to edit my application once it is submitted?

Once you have submitted your application, you will be unable to edit it. Please use all the options available for reviewing your application before clicking the “Submit” button. This includes making sure your attachments are correct and uploaded. If you are submitting multiple applications, please be sure to check request-specific questions to ensure that you are answering the appropriate questions for each application.

I have not received any emails from your new system. What’s going on?

Confirmation emails (“welcome to the system” email and “application submitted” email) through WAP’s online system will be addressed from “WAP,” using this email address: Khatri@washingtongrantmakers.org. Please make sure that this email address is on your safe senders list.

I’m having trouble with the system and my question/issue is not addressed in this FAQ or WAP’s Request for Proposals. Who should I contact?

If this FAQ or WAP’s Request for Proposals does not address your question or issue, there are two WAP staff members available to assist you:

- For proposal content questions (i.e. what should I apply for/do I fall in this category/have you reviewed my LOI): Jennifer Jue, Program Officer, jue@washingtongrantmakers.org
- For application questions/issues: Sapna Khatri, Program Associate, khatri@washingtongrantmakers.org