THE University of Vermont MEDICAL CENTER

Community Health Investment Fund

Announcement 8/18/2025: Accepting Applications for Fiscal Year 2026 Funding
Application Deadline: Friday, September 26th

This grant is open to federally recognized nonprofits and government agencies. Projects must mainly serve people in Chittenden and Grand Isle counties. For translation or interpretation services, contact Virginie Diambou (vdiambou@cvoeo.org) or Shiferaw Gemeda (sgemeda@cvoeo.org) at the Champlain Valley Office of Economic Opportunity.

यो अनुदान संघीय रूपमा मान्यता प्राप्त गैर-नाफा संस्थाहरू र सरकारी एजेन्सीहरूका लागि खुला छ। परियोजनाहरूले मुख्य रूपमा चित्टेंडेन र ग्रान्ड आइल काउन्टीका मानिसहरूको सेवा गर्नुपर्दछ। अनुवाद वा व्याख्या सेवाहरूका लागि, च्याम्पलेन भ्याली कार्यालयको आर्थिक अवसरको लागि भर्जिनी डियाम्बु (vdiambou@cvoeo.org) वा शिफेराव जेमेदा (sgemeda@cvoeo.org) लाई सम्पर्क गर्नुहोस्।

Boni grant ezali na esika po na ba nonprofit oyo ezali na mbulamatari ya federa mpe ba agence ya gouvernement. Bilembeteli bongo bisengeli kosalela bato na makomoko ya Chittenden mpe Grand Isle. Mpo na ndenge ya traduction to interprétation, komituna na Virginie Diambou (vdiambou@cvoeo.org) to Shiferaw Gemeda (sgemeda@cvoeo.org) na Bureau ya Champlain Valley ya opportunité économique.

该赠款面向联邦认可的非营利组织和政府机构。项目必须主要服务于奇滕登县和大岛县的居民。如需翻译或口译服务，请联系Virginie Diambou (vdiambou@cvoeo.org)或Shiferaw Gemeda (sgemeda@cvoeo.org)， 联系方式为香普莱恩谷经济机会办公室。

Esta subvención está abierta a organizaciones sin fines de lucro reconocidas a nivel federal y agencias gubernamentales. Los proyectos deben servir principalmente a personas en los condados de Chittenden y Grand Isle. Para servicios de traducción o interpretación, comuníquese con Virginie Diambou (vdiambou@cvoeo.org) o Shiferaw Gemeda (sgemeda@cvoeo.org) en la Oficina de Oportunidad Económica del Valle de Champlain.

هذه المنحة مفتوحة للمنظمات غير الربحية المعترف بها فيدراليًا والوكالات الحكومية. يجب أن تخدم المشاريع بشكل أساسي الأشخاص في مقاطعتي شيتندن وغراند آيل. للحصول على خدمات الترجمة أو التفسير، يرجى التواصل مع فيرجيني ديامبو (vdiambou@cvoeo.org) أو شيفراو جيميدا (sgemeda@cvoeo.org) في مكتب الفرص الاقتصادية في وادي شامبلين.

Cette subvention est ouverte aux organismes à but non lucratif reconnus au niveau fédéral et aux agences gouvernementales. Les projets doivent principalement servir les personnes dans les comtés de Chittenden et de Grand Isle. Pour des services de traduction ou d'interprétation, contactez Virginie Diambou (vdiambou@cvoeo.org) ou Shiferaw Gemeda (sgemeda@cvoeo.org) au Bureau d'Opportunités Économiques de la Vallée de Champlain.

Ruzuku hii inapatikana kwa mashirika yasiyo ya kiserikali yanayotambuliwa na shirikisho na mashirika ya serikali. Miradi inapaswa kuwahudumia watu katika kaunti za Chittenden na Grand Isle. Kwa huduma za tafsiri au ufasiri, wasiliana na Virginie Diambou (vdiambou@cvoeo.org) au Shiferaw Gemeda (sgemeda@cvoeo.org) katika Ofisi ya Fursa za Kiuchumi ya Bonde la Champlain.

Deeqdan waxaa loo furay ururada aan dowliga ahayn ee la aqoonsan yahay iyo hay'adaha dowladda. Mashruucyada waa inay si weyn u adeegaan dadka ku sugan kuwan Chittenden iyo Grand Isle. Wixii adeegga tarjumaadda ama fasiraadda, la xiriir Virginie Diambou (vdiambou@cvoeo.org) ama Shiferaw Gemeda (sgemeda@cvoeo.org) xafiiska Fursadaha Dhaqaalaha ee Champlain Valley.

ทุนนี้เปิดให้กับองค์กรไม่แสวงหาผลกำไรที่ได้รับการรับรองจากรัฐบาลกลางและหน่วยงานของรัฐ โครงการต้องให้บริการแก่ประชาชนในเขต Chittenden และ Grand Isle เป็นหลัก สำหรับบริการการแปลหรือการตีความ กรุณาติดต่อ Virginie Diambou (vdiambou@cvoeo.org) หรือ Shiferaw Gemeda (sgemeda@cvoeo.org) ที่สำนักงานโอกาสทางเศรษฐกิจ Champlain Valley.

Ova donacija je otvorena za savezne, priznate neprofitne organizacije i vladine agencije. Projekti moraju prvenstveno služiti ljudima u okruzima Chittenden i Grand Isle. Za usluge prevođenja ili interpretacije, kontaktirajte Virginie Diambou (vdiambou@cvoeo.org) ili Shiferaw Gemeda (sgemeda@cvoeo.org) u Uredu za ekonomsku priliku Champlain Valley.

Este subsídio está aberto a organizações sem fins lucrativos reconhecidas federalmente e agências governamentais. Os projetos devem atender principalmente pessoas nos condados de Chittenden e Grand Isle. Para serviços de tradução ou interpretação, entre em contato com Virginie Diambou (vdiambou@cvoeo.org) ou Shiferaw Gemeda (sgemeda@cvoeo.org) no Gabinete de Oportunidade Econômica do Vale de Champlain.

Iyi chibalo chibili pa malonda achembeno na mimbo yachuma. Mishina ikwete kuteleka abantu mu mulu wa Chittenden na Grand Isle. Ukuwama amafunde pakupita mu chibinda mwabukali, mulangeni Virginie Diambou (vdiambou@cvoeo.org) kana Shiferaw Gemeda (sgemeda@cvoeo.org) ku Champlain Valley Office of Economic Opportunity.

Uwo muriyoni urafunguwe ku mashirahamwe atari ay'iterambere akundwa n'igihugu canke ibiro vy'igihugu. Imirimo igomba guha akamaro cane abantu bo mu makantoni ya Chittenden na Grand Isle. Ku bijanye n'ibikorwa vy'ukuvyerekana canke gufasha mu kwiyumvira, hamagara Virginie Diambou (vdiambou@cvoeo.org) canke Shiferaw Gemeda (sgemeda@cvoeo.org) ku biro vya Champlain Valley vy'amaîhirwe y'ubukungu.

Uyu mushahara ufunguriwe imiryango itari iya leta yemerewe ku rwego rw’igihugu n’inzego za leta. Imishinga igomba guha serivisi z’ingenzi cyane abantu mu turere twa Chittenden na Grand Isle. Ku bijyanye na serivisi zo guhindura cyangwa gusobanura, hamagara Virginie Diambou (vdiambou@cvoeo.org) cyangwa Shiferaw Gemeda (sgemeda@cvoeo.org) kuri ofisi y’Amahirwe y’Ubukungu y’Ikibaya cya Champlain.

این کمک هزینه برای سازمان‌های غیرانتفاعی مورد تأیید فدرال و آژانس‌های دولتی باز است. پروژه‌ها باید عمدتاً به مردم شهرستان‌های چیتندن و گرند آیل خدمت کنند. برای خدمات ترجمه یا تفسیر، با ویرژینی دیامبو (vdiambou@cvoeo.org) یا شیفرائو گمدا (sgemeda@cvoeo.org) در دفتر فرصت‌های اقتصادی در دره چامپلین تماس بگیرید.

دا مرسته د فدرالي منل شوو غیرانتفاعي سازمانونو او دولتي ادارو لپاره پرانستي ده. پروژې باید په عمده توګه د چیتندن او ګرند آیل ولسوالیو خلکو ته خدمت وکړي. د ژباړې یا تفسیر خدمتونو لپاره، له ویرژینی دیامبو (vdiambou@cvoeo.org) یا شیفروا ګمدا (sgemeda@cvoeo.org) سره د چامپلین د اقتصادي فرصت دفتر کې اړیکه ونیسئ.

Fund Overview

University of Vermont Medical Center's Community Health Investment Fund (CHIF) currently invests over $1 million annually in programs and initiatives through a competitive grant process. Investments help address the top health priorities identified in the triannual Community Health Needs Assessment (CHNA). The fund was established in its current form following a generous endowment from the Vermont Health Foundation in 2011.

The Fund is overseen by UVM Medical Center's Community Health Investment Committee (CHIC). The 15-member committee includes seven community members appointed by the Vermont Health Foundation (VHF) and eight UVM Health-affiliated staff. The UVM Health Network Office of Culture, Experience and Community Health manages the day-to-day operations of the fund and supports community members in the application, reporting and grant award process.

Funding Eligibility

- Applicants for funding must be federally recognized nonprofit or government organizations; fiscal sponsors allowed.
- Projects must primarily support community members living in the UVM Medical Center's primary health service area of Chittenden and/or Grand Isle counties.
- Project must align with one or more of the 2025 top community health priorities:
    - **Building Community Connectedness:** Events, Activities and Spaces for Interpersonal connections
    - **Engaging on Mental Health:** Youth and Adult Mental Health including Substance Use Disorder
    - **Increasing Healthcare Access:** Wait Times, Specialists, Hours of Operation, Health Services Locations
- Projects that also align with one or more of the secondary health priorities may be considered more competitive:
    - **Addressing Cultural Humility and Inclusive Health Care:** Educating communities and providers to be more accepting of differences
    - **Improving Community Safety:** Crime, Bullying and Safe Neighborhoods
    - **Tackling Cost of Living:** The Rising Costs of Housing, Food, Childcare & Transportation
- Additional areas of assessment as part of our competitive process include:
    - Support and inclusion of populations most impacted by health disparities
    - Projects with clear goal(s) and measurable impact
    - Inclusion of goals toward financial sustainability
    - Projects that utilize collaboration
    - Projects that reference evidence-based or notable successful models, or demonstrate unique, innovative ways to address community needs
    - Prioritization of diversity, equity and inclusion efforts
    - Demonstration of an organization's mission alignment with project parameters

Important Dates

- Application opens: Monday, August 18th
- **Application deadline: Friday, September 26th at 11:59pm**
- Six listening sessions will be held to discuss the application and answer community member questions. Registration is not required. To join via phone, please email Justin.graham@uvmhealth.org 48 hours prior to the session
    - Monday, August 25, 12pm – 1pm: **Join Zoom Meeting**
    - Friday, August 29, 8am – 9am: **Join Zoom Meeting**
    - Tuesday, September 9, 8am – 9am: **Join Zoom Meeting**
    - Wednesday, September 10, 12pm – 1pm: **Join Zoom Meeting**
    - Monday, September 15, 4:30pm – 5:30pm: **Join Zoom Meeting**
    - Monday, September 22, 2pm-3pm: **Join Zoom Meeting**
- Applicants notified of first round review: Friday, October 17th
- Questions and Answer period: October 17th – October 31st
    - Selected applicants be asked to complete additional follow-up questions via email
- Final funding decisions: Friday, November 15th

Grant Types

There are three categories of funding available as part of this application, see below. The Fund's fourth grant type, Emerging Need, follows a different process and will be available later in the year.

Program Grants	Collective Impact - Planning Grant	Collective Impact - Implementation Grant
• Minimum request of $10,000 • Maximum request of $60,000 • Supports projects or programs within an organization • Initiatives are often ongoing and delivered weekly, monthly or seasonal • Often used for fully imagined pilot projects or scaling up existing successful initiatives • Optional multi-year, contingent on committee review	• Maximum request of $40,000 • One year of funding with the option to apply for Collective Impact Implementation Grant • Often used to understand systems, bring community partners together, and assess areas of need • Intent must be to address systems level change • Education and understanding of Collective Impact Model required	• Maximum request of $100,000 • Funding match of 50% required (in-kind, cash, or combination) • Often used to implement large systems level changes, develop new systems, develop policy • Budget needs to include a portion towards evaluation, data collection, impact measures • Optional multi-year, renewable up to three years contingent on committee evaluation

Directions for Applying

1. STOP! You may have to create an account first.
2. If you do not already have an account, create an account at: UVM Medical Center Community Health Investment Fund. Directions on how to create an account can be found later in this document.

If you have an account or once you've created an account:

3. Login using this link or the link above.
4. On the "APPLY" page (you should be directed to this page after logging in as an existing user or creating an account) find the box in the upper right-hand corner for "Access Code"
5. **Enter "UVMMC2026"** for the Access Code
6. You should be directed to the Application form **"FY26 UVM Medical Center Community Health Investment Fund, Grant Application"**
7. Complete the application and submit. You may save your work as you go.
8. You should receive an automated email acknowledging your submission.

If you're unsure if you or your organization may have an existing account, or are having password issues, please reach out to Justin.Graham@uvmhealth.org. Again, instructions on creating an account and applying for a grant can be found in the materials below.

Sample Application

Note: Applicants must complete questions in our online grant platform, Foundant. A notation is made on certain questions where only an applicant applying for a specific grant category should respond. When no notation is provided, applicants should answer the question. All text box or text area questions have character limits.

Area of Assessment	Question / Response option
General	Funding requests must primarily support community members living in Chittenden and/or Grand Isle counties. Does your project meet this requirement? Yes; No
General	Has this project received funding from the Community Health Investment Fund at any point in the past? (Formerly funded projects and organizations may apply for funding.) Yes; No; Unsure
General	If applicable, does your organization have ongoing partnerships with any part of the UVM Medical Center, UVM Health Network or UVM's health-related colleges? Please include connections beyond this funding request. Text area
General	What type of grant are you applying for? Please refer to the Letter of Intent announcement materials for additional information. - Collective Impact - Implementation Grants require a 50% funding match of in-kind or cash - Emerging Need Grants are one-time investments and follow a different application process for more information, please contact Justin.Graham@uvmhealth.org Radio Button List: Program (min. $10,000; max. $60,000), Multi-year Collect Impact - Planning (max. $40,000), Single-year Collect Impact - Implementation (max. $100,000), Multi-year
General (Collective Impact only)	If applying for a Collective Impact Grant, please complete the steps below. Once complete, upload your Readiness Tool document to this question as a confirmation that you have completed all required steps. • Read: Stanford article on Collective Impact. • Sign up on the Collective Impact Forum website • Watch video: Tackling Complex Social Problems through Collective Impact - Collective Impact Forum • Complete: Readiness Tool (upload tool document) File Size: 5
General	Organizational Name Text Box
General	Organization Mission Statement Text Area
General	Organizational Website Text Box
General	Project Name Text Box
CHNA Alignment	Project Summary: Please provide a description of your project. Your description may include: • The problem or need to be addressed • A clear description of activities, scope and frequency of work (# hours, meeting times, etc.) • The system or systems to be improved • Population(s) served (location, demographics) • Desired or intended outcome(s) Text Area

SDoH Alignment (Network)	Please select the social determinants of health domain(s) your project addresses. Select all that apply. For a more detailed description of each domain, please reference the Healthy People 2030 descriptions here: https://odphp.health.gov/healthypeople/priority-areas/social-determinants-health Checkbox: Economic Stability Education Access and Quality Health Care access and Quality Neighborhood and Built Environment Social and Community Context
CHNA Alignment	Health Priority Area: Please select the local top Health Priority Area(s) your project will address. Select all that apply. Checkbox: Building Community Connectedness: Events, Activities and Spaces for Interpersonal connections Engaging on Mental Health: Youth and Adult Mental Health including Substance Use Disorder Increasing Healthcare Access: Wait Times, Specialists, Hours of Operation, Health Services Locations
CHNA Alignment (optional)	Health Priority Area: If applicable, please select any additional local health priority areas your project will address. Select all that apply. Checkbox: Addressing Cultural Humility and Inclusive Health Care: Educating communities and providers to be more accepting of differences Improving Community Safety: Crime, Bullying and Safe Neighborhoods Tackling Cost of Living: The Rising Costs of Housing, Food, Childcare & Transportation
General (optional)	Project Anticipated Start Date (if known) DATE
CHNA Alignment (optional)	The UVM Medical Center recognizes that community programs are often open to all, regardless of identity. We understand that some programs have eligibility requirements, i.e. age or disability status for Meals on Wheels. We seek to better understand our investments to ensure we are investing in populations experiencing the highest levels of health disparities as defined by our Community Health Needs Assessments. Please select the Population(s) of Focus below **only if**: A. 25% or more of the people served by this project hold that identity or B. The project is intentionally designed for a particular identity and expected involvement will meet or exceed 25% Select all that apply. (Checkbox) Black, Indigenous, and People of Color People who are non-binary, genderqueer, fluid, and transgender People with language access needs People with disabilities People who are LGBTQ+ Older adults over 65 years of age Refugees and newly immigrated individuals People experiencing poverty or lower socio-economic status Youth Other
CHNA Alignment (Optional)	Population(s) of Focus: The committee understands that not all organizations collect demographic or identity data on the people they serve. The committee also recognizes that this data can be difficult to collect and can create barriers to access. If applicable, please elaborate on the Populations of Focus

	selections made above and/or share any relevant qualitative or quantitative data on populations served in the text box below. Text Area
Project Budget, Funding aligned with scope of work	Funding Amount Requested: Please indicate the amount of funding requested. The committee expects to see a range of funding requests. Please make sure to 'right-size' your request applicable to the scope or work described in your application. Program Grants ($10,000 - $60,000) Collective Impact - Planning (max. $40,000) Collective Impact - Implementation (max. $100,000) Currency
Project Budget, Funding aligned with scope of work	Project Budget Please upload a copy of your budget (optional template below). Collective Impact Implementation grant requests require a 50% match (cash or in-kind). Attachment: 2
Project Budget, Funding aligned with scope of work	How will funds be used? Could parts of this project happen with partial funding? If so, which parts? - Please use this space to provide supporting narrative to compliment your attached budget. Text Area
Project Timeline	Project Timeline: Provide a detailed timeline for year 1, and references to year 2 and 3 activities Attachment: 2
Data Collection, Impact, Success and Sustainability	How many people do you estimate serving by your project? Integer
Data Collection, Impact, Success and Sustainability	Why do you think your project will be successful? If applicable, please include: - Citations and links to other similar models - References to indigenous or cultural knowledge - Data sources that support your approach - Communication or involvement from people with lived experience Text Area

Data Collection, Impact, Success and Sustainability	How will you measure the impact of your project? What outcomes define success for this project?
	- Please describe what your process will be for data collection.
	- Focus on year (1) work and measures.
	- Include any anticipated indirect benefits or outcomes of your project.
	- Consider the Results Based Accountability framework in your response:
	  ○ How much did we do?
	  ○ How well did we do it?
	  ○ Is anyone better off?
	Text Area

Collaboration, Mission Appropriate, Non-duplicative	Please describe how you collaborate with community partners to build on existing knowledge, expertise, and resources while also ensuring your project does not duplicate existing efforts. - Consider listing any project partners, collaborators, and their roles. - Collective Impact Grant applicants must list at least (3) collaborators and their project roles. - Collective Impact Grant applicants must describe how communication and partner engagement will be managed throughout the project. Text Area
Commitment to Equity, Organization Equity	The Committee seeks partners who are making progress toward being more inclusive. We know that health equity is impossible without listening to and learning from people who face greater health disparities*—like those stemming from racism, poverty, sexual and gender identity, disability, or housing status.

	Please describe how your organization integrates health equity and inclusive practices in your work—like in your leadership, staff, volunteers, and the people you serve. How will your project help reduce health disparities* in our community, lift up the voices of people with lived experience, and include those who often face unfair barriers to getting the help they need? Applicants may reference the DEI Organizational Evolution chart to better describe their work. Text Area
OTHER	If selected to streamline our funding allocations: - W9 (Attachment) - IRS DETERMINATION LETTER (attachment) Organizational LOGO (optional) (attachment)
OTHER (Optional)	Is there anything that you wanted to share? Text Area
Quality Improvement (Optional)	The Committee is interested in providing collective support beyond funding (i.e. assessment design and data collection training, health equity training). Are there training or professional development opportunities that you or your colleagues would be interested in? Please describe. Text Area Please provide your level of agreement with the following statement(s): LIKERT: I found the application questions non-duplicative and comprehensive. LIKERT: I found the application process to be less cumbersome and less difficult than other grant processes. LIKERT: The directions were clear and I had all the information and resources I needed to successfully complete the application. Please provide feedback on our process. Text Area

Sample Budget*

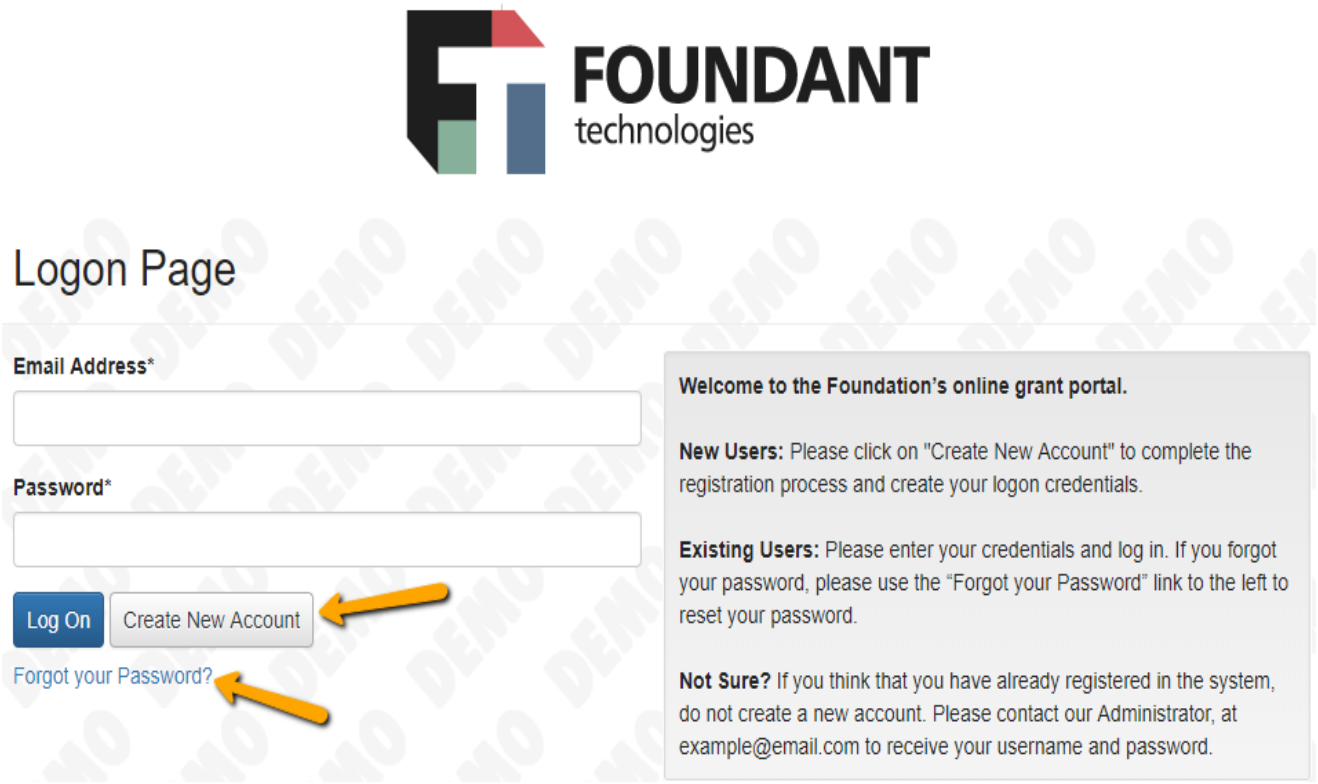
Revenue Source(s)	Amount	Notes (secured, in process)
UVMMC CHIF Grant		In process
Operational budget		
Sliding fee		Estimated
TOTAL REVENUE		

Expenses	Amount	Notes (description/calculation)
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Advertising/Marketing		
Education/Training		
Contractual Needs		
Other		
Indirect Costs		
TOTAL EXPENSES		

*Budgets submitted should include all revenue and expenses for the project or program.

Creating a New Account and Site Access

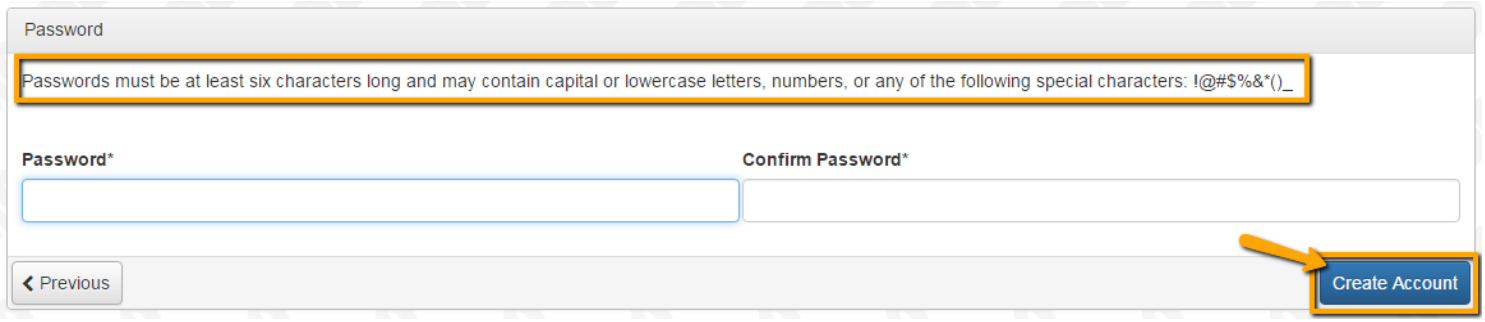
You will access the system via the log on page. [UVM Medical Center Community Health Investment Fund]
It's recommended that you bookmark this page in your internet browser for ease of access. If at any time after creating an account, you can't remember your password, you may click on the Forgot Your Password button, enter your email address, and you will be sent a link to reset your password.



STEP BY STEP Account Creation

- Creating a new account is a multi-step process;
  - with the first section collecting **Organization Information**;
  - the second section collecting **User Information**;
  - and sections three and four collecting **Executive Officer** information.
- After Organization Information has been entered click on the "**Next**" button.
- The next section is the "**User Information**" section, or YOUR information.
  - If your address is the same as your organization's you may use the "**Copy Address from Organization**" button to automatically pull the address information from the organization address fields into the address fields in this section.
  - It is very important to note that the email address entered in the **Email/Username** field becomes the Applicant's **Username** in the system**.**
- Once the fields on the "**User Information**" section are completed, click on the "**Next**" button.
  - Please note that should you need to navigate to the previous section in the registration process, you must use the "**Previous**" button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using their browser's "back" button you will lose all registration information entered.

- In the next section you indicate if you are the Organization's Executive Officer.
    - If you are the executive officer, select "**Yes**." You are taken to a section of optional fields that includes only the fields that were not required in the **"User Information"** section.
    - If you are not the executive officer, select "**No**," and complete the required Executive Officer fields.
- Once the executive officer's information is entered, click on the "**Next"** button to create a password.
- Password requirements are listed at the top of the section, so the applicant can create their password accordingly.
- Once the password is created, the applicant clicks the "**Create Account"** button.

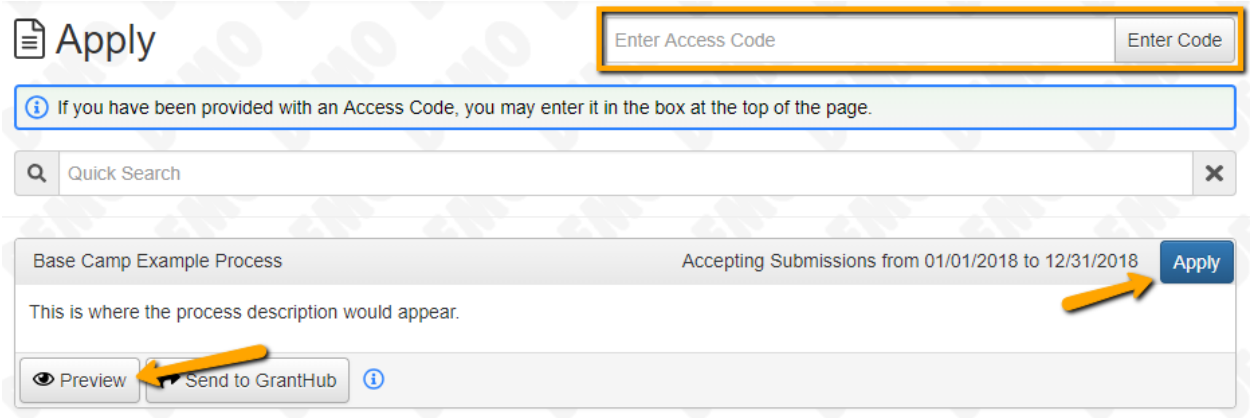


EMAIL CONFIRMATION:
Upon clicking Create Account you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the onscreen instructions and click the "Continue" button to finish the registration process. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.

Applying for Funding Step by Step

Upon completing registration and accessing the system for the first time, you will land on the **Apply Page**. This page will show you any currently open opportunities that you can apply for, as well as any relevant deadlines and other applicable information related to them.

- If you've been provided an access code, you may enter it in the upper right-hand corner to reveal the opportunity you have been invited to apply to. **ACCESS CODE ABOVE**
- You can preview the application without having to save any work by clicking on the "Preview" button.
- To start a request, click on the blue **"Apply"** button under the opportunity you'd like to apply to.
    - Clicking Apply will take you into a form to complete and submit. Depending on the Foundation the form will likely be an LOI or Application. In this example, you are taken directly into the application.

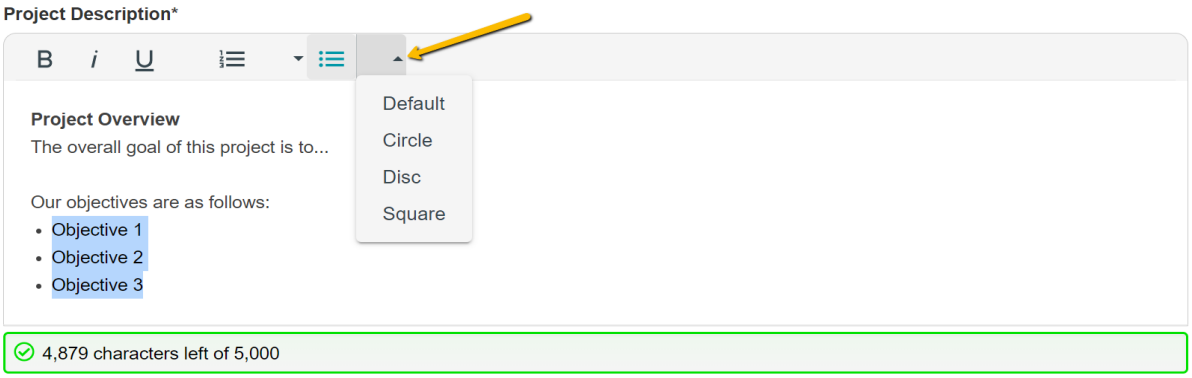


Once in the form, note that your contact and organization information automatically populates at the top of the form.

- You may update your contact information and view your email history.
    - If the Foundation allows applicants to update organization information you will see the edit icon next to the Organization Information.
    - If not, you must contact the Foundation directly to change organization information.
- If you'd like a PDF copy of the application, you can click the Question List button.
- Once you've completed the form, you may click the Application Packet button to download a copy of the questions and your responses.
- Please note that if the form has a specific deadline it will be listed at the top of the form.
    - Depending on the Foundation you may or may not be able to submit after the deadline has passed.
        - If the past due message is reflected in orange, you may still submit the form.
        - If the past due message is reflected in red, you no longer have the option to submit the form.
            - If you are not allowed to submit, you will receive a message should you attempt to submit.

Work your way through the form responding to the fields.

- Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.
- As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.
- You may collapse question groups as you go, once you've finished all of the questions in that group, as an indicator to yourself that you've completed that section and reduce scrolling.
- Some fields have character limits.
    - Responses that are longer than the set limit will be saved, ***but*** an error message will appear informing the applicant that the limit has been exceeded.
        - You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File **upload fields** will only accept one file, per field.
    - Upload fields have size limits.
        - If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing the applicant that the file is too large and the file **will not** be saved.
    - Upload fields may also have File Type restrictions.
        - If you attempt to upload a file type in an unaccepted file type acceptable file type you will receive a warning that the file type is not acceptable and you will not be able to upload the file.
    - Once a file has been uploaded, it may be **deleted** by clicking the **red X** next to the file name and a new file can be uploaded.
- For some text questions, you might see a rich text editor bar. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.
    - Click a button in the editor (e.g. the B button for bold text) and then type. The formatting will be applied to the text that you type (e.g. the text you type will be bold).
        - Click the button in the editor again to stop using that formatting when you continue typing.
    - Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
    - Highlight existing text and click the button in the editor again to remove the formatting.
    - When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.



- Even though the system is auto-saving there is still a "**Save"** button at the bottom of the form.
    - When you click save you are taken to a confirmation page so you know the save was successful.
        - If you click "**Continue**" you will be taken back into the form so you can continue working.
        - If you save and exit the system, you will access the **draft of the form** from your **Dashboard** the next time you log in.
            - Pick back up where you left off by clicking the "**Edit**" link to the right of the request.

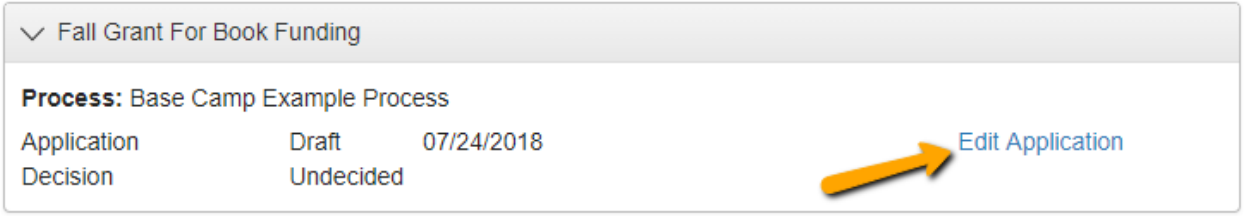
    - You may abandon the request if it is the first form to be submitted for this request.
        - Once the first form, either an LOI or Application, has been submitted you must contact an administrator to withdraw the request from consideration.
        - After selecting Abandon Requests, you must type in Abandon Request and select OK
        - The request will then be visible in the Historical Requests tab just as it would if an administrator had abandoned the request.

When all of the fields are complete, submit the application.

- If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
    - An error message appears listing the fields that need to be completed or edited.
    - These fields are outlined in red so they are easy to identify as the applicant scrolls through the form.
- When a form is submitted successfully, the applicant will be taken to a confirmation page.
    - When you click "**Continue"** you are taken to your dashboard where you can VIEW your submitted request.
    - Note, that once an application has been submitted you can no longer edit it.

Your Applicant Dashboard

Your dashboard houses current and historical requests.
The active request tab houses all current requests. These are the requests still requiring action, awaiting a decision and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

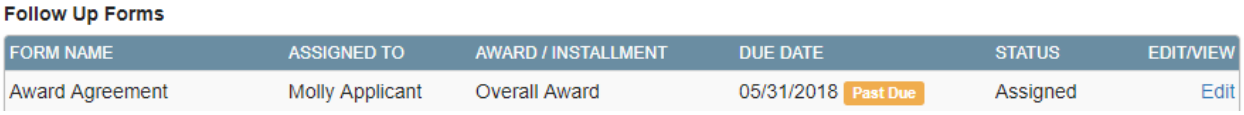


- You may continue working on saved forms by clicking the edit option next to the form.

- You may view forms that have been submitted but note that once submitted you can not edit them.
- You can also see the request's decision status.
    - The status will be "Undecided" until the site administrator posts a decision.
        - Timing on decision status updates vary depending on the foundation.

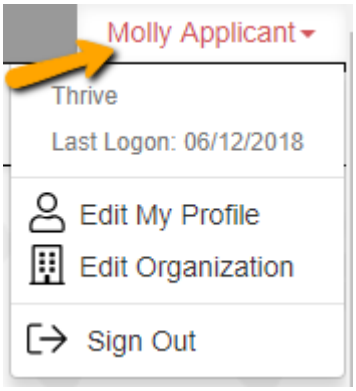
If your request is approved you may be assigned Follow Up Reports to be completed and submitted through the system.

- Follow ups are completed and submitted just like any other form.
- If you've been assigned multiple follow up forms, you must complete them sequentially by due date.
- Follow ups that are past due will be marked as such.
    - If the past due message is reflected in orange, you may still submit the form.
    - If the past due message is reflected in red, you no longer have the option to submit the form.



Denied requests and requests marked closed by the site administrator are housed in the Historical Request tab.

If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Be sure to click save in the bottom right once you've finished.



Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").