AASM Foundation Application User Guide

Create Your Account

1. Visit https://www.grantinterface.com/Home/Logon?urlkey=aasm to access the online portal.
   - If you have already created an account, enter your information and click Log On.
   - If you have already created an account but have forgotten your password, click Forgot Your Password to reset it.
   - If you have not created an account, click Create New Account.

2. If you clicked Create New Account, you will be asked to complete registration information. After filling out all the information, click **Create Account**.

3. The next page asks you to verify that you received your confirmation email. This helps ensure that you will receive communications about your application. Click **Continue**.

Email Confirmation

(i) You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *AASM Foundation <administrator@grantinterface.com>*, look in your junk or spam folder.

To remove *AASM Foundation <administrator@grantinterface.com>* from your spam filter, use the link below.

Click Here for a tutorial about removing email addresses from spam filters.

○ I have received the email
○ Continue without checking
○ I have not received the email

Send Email Again   Continue

Accessing and Submitting an Application

1. Click **Apply** to reach the Apply page, which lists the available funding opportunities.
   - This page will provide an overview of each open program as well as the eligibility and ineligibiltiy criteria. Applicants are responsible for ensuring that they are eligible for their desired program prior to applying.
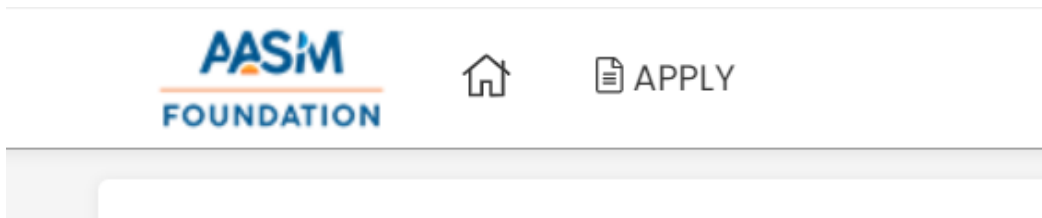
2. Click **Preview** for any funding opportunity on the page if you would like to view the first form without starting a request. Click **Apply** for a funding opportunity when you are ready to start a request.
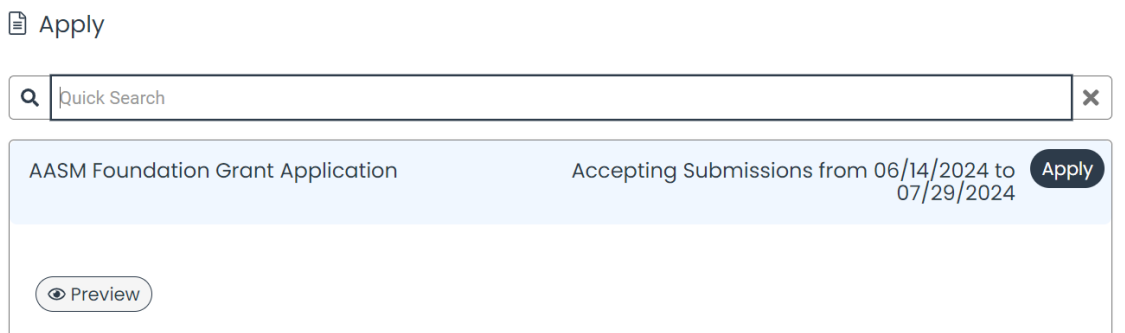
3. If there is a deadline to submit the form, it is listed at the top of this page.

4. Click Question List to download a copy of the form.

5. Complete the questions on the form.
   - Required questions are marked with an asterisk.
   - The system auto-saves your work every 100 characters you type and when you click out of a question. You can also click Save Application at any time.

6. Click **Submit Application** when you are ready to submit the form. The form cannot be edited once submitted.
   - If you decide to withdraw your application before submitting it, click Abandon Request instead.
   - If any required fields are not completed, the system will prompt you to fill them in. Complete those questions and then click **Submit** again on the form.
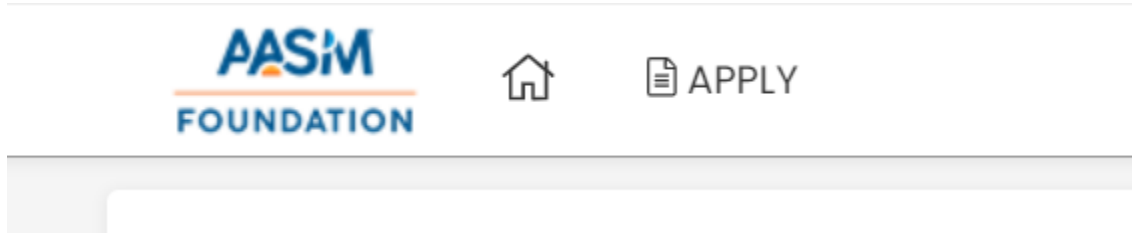

7. You will receive a confirmation message when your form is successfully submitted. Click **Continue** to access your Applicant Dashboard.

Dashboard

1. Click the **Home** icon to access your Dashboard.

2. There are two tabs on your Dashboard.
   - **Active Requests tab** - Contains your draft applications, submitted applications still under consideration, and any approved applications that are still active.
   - **Historical Requests tab** - Contains any of your other requests that are no longer active.
   - The actions you can take on forms for a request depend upon the form's status.
   - Click **View Application** to see a form you have already submitted.
     Click **Edit Application** to continue working on a form you have not yet submitted.

Applicant Dashboard

| Active Requests 2 | Historical Requests 0 |

Sleep Research Project

Process: AASM Foundation Grant Application

| Application | Draft | 06/14/2024 | Due by 07/29/2024 11:59 PM EDT | Edit Application |
| Decision | Undecided | | | |

Project Title

Process: AASM Foundation Grant Application

| Application | Submitted | 06/14/2024 | View Application |
| Decision | Undecided | | |

3. Click your **name** in the upper-right corner of the page to view additional options.
   - Click Edit My Profile to update your contact information or password.

- Click Sign Out to log out of the site.
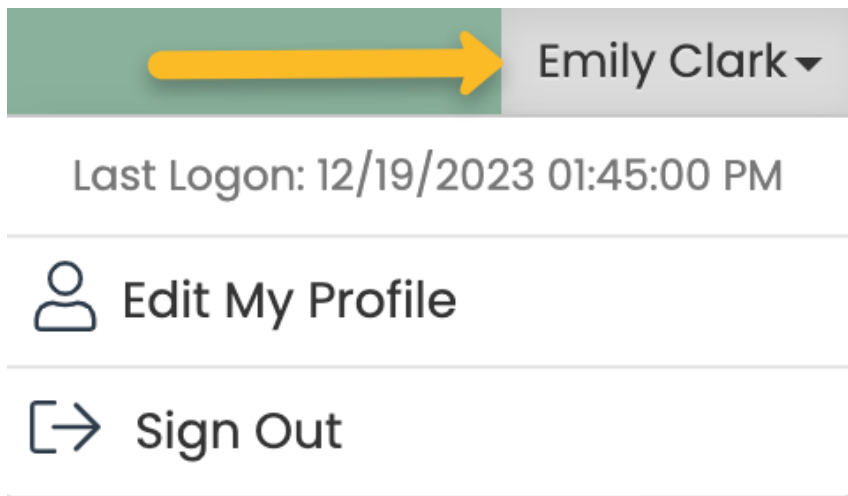
Additional Guidance

- Some questions have character limits. You will not be allowed to submit the form until the length of your responses to these questions fits within the character limits.
- Responses that are longer than the limit will be saved, but an error message will appear informing you that the limit has been exceeded.
- File upload questions only accept one file per question.
- If you attempt to upload a file that is larger than the limit, you will receive an error message informing you that the file is too large, and the file will not be saved.
- If you attempt to upload a file in an unaccepted file type, you will receive a warning that the file type is not acceptable; you will not be able to upload the file.
- Once a file has been uploaded, it can be deleted by clicking the X icon next to the file name.
- The "Authorized Representative" section of the application form must be completed by a grant administrator or other similar individual at your organization. The steps to invite a collaborator to your application are available at https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration

  Note: This feature is only needed for the "Authorized Representative" Section of the application. The Contact Principal Investigator or Contact Project Leader(s) can submit all other materials.