

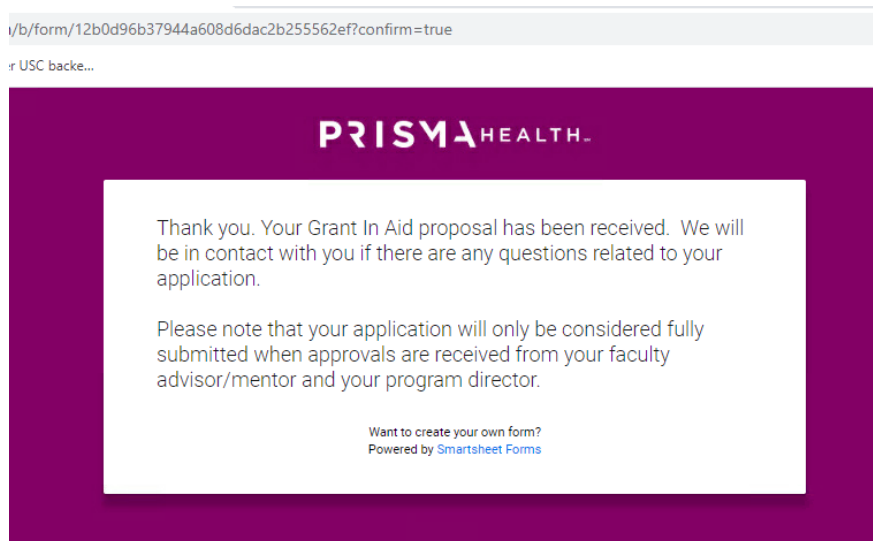
Grant in Aid: Application Instructions

- (1) Applicant completes the on-line Smartsheet form at <https://app.smartsheet.com/b/form/12b0d96b37944a608d6dac2b255562ef>. It is recommended that the Chrome browser be utilized when completing the application.

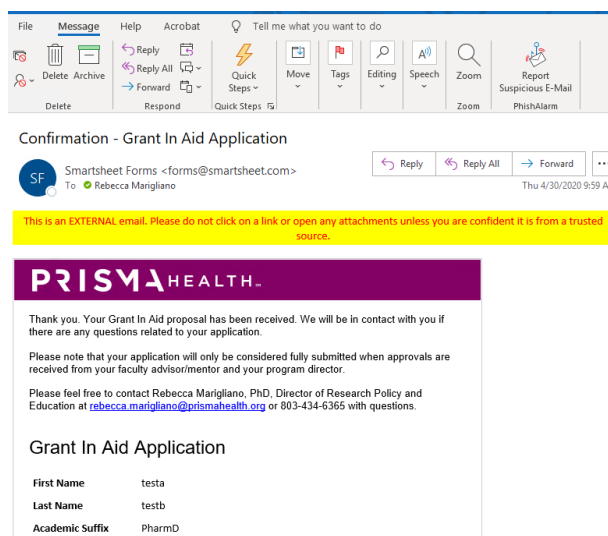
Only Prisma Health emails should be entered into the application.

Please pay close attention as you enter email addresses. If an incorrect email is provided, the approval process will not function properly.

- (2) The following screen pops-up after the application is submitted:

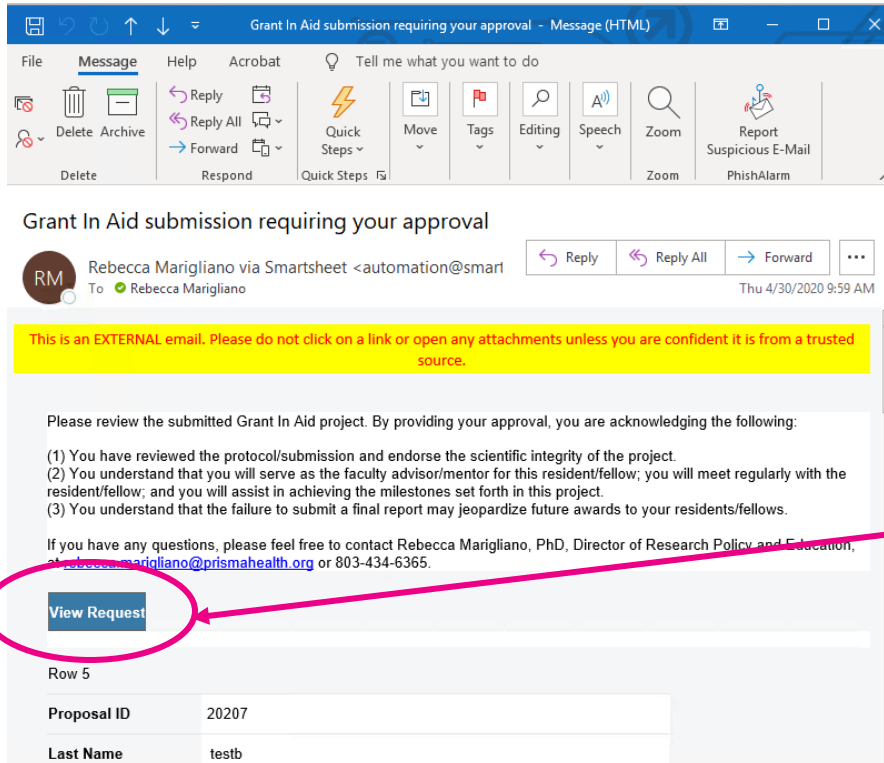


- (3) An automatic confirmation email is sent to the applicant, if "Send me a copy of my responses" is selected and an email is provided:



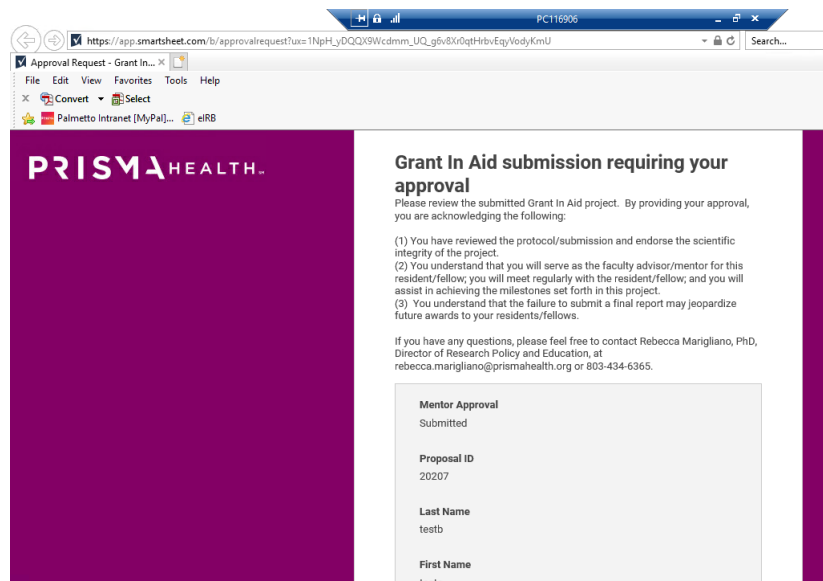
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- (4) An automatic email is then sent to the individual identified as Co-Investigator 1 (Faculty Advisor/Mentor) requesting review/approval of the application:



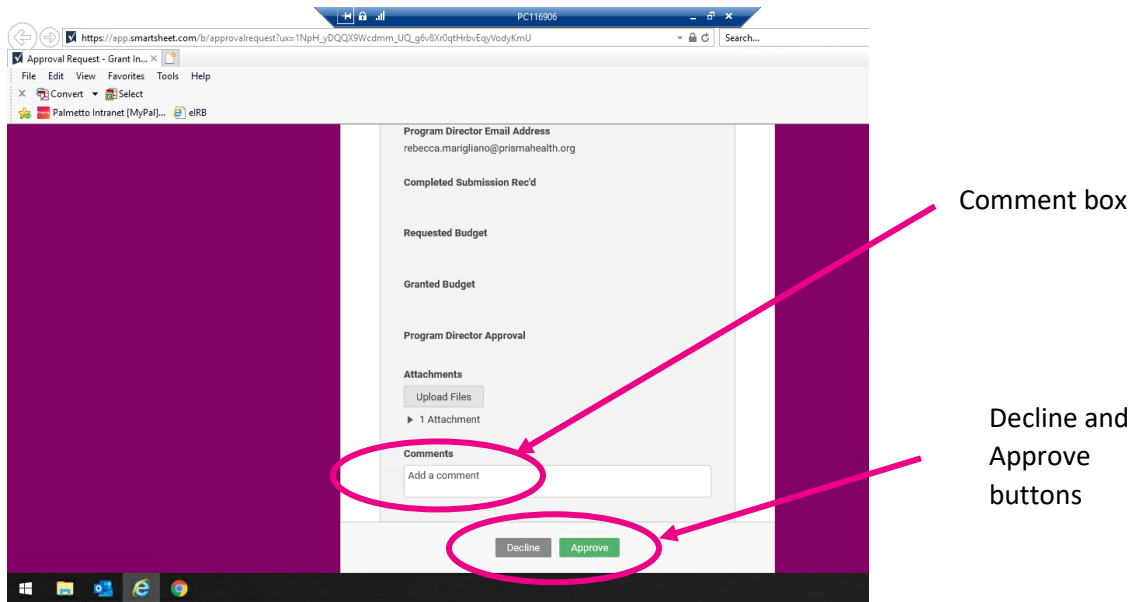
The advisor/mentor must click on “View Request” found in the email.

- (5) Upon clicking the “View Request” the advisor/mentor is taken to Smartsheet on-line. Submitted application information can be reviewed.

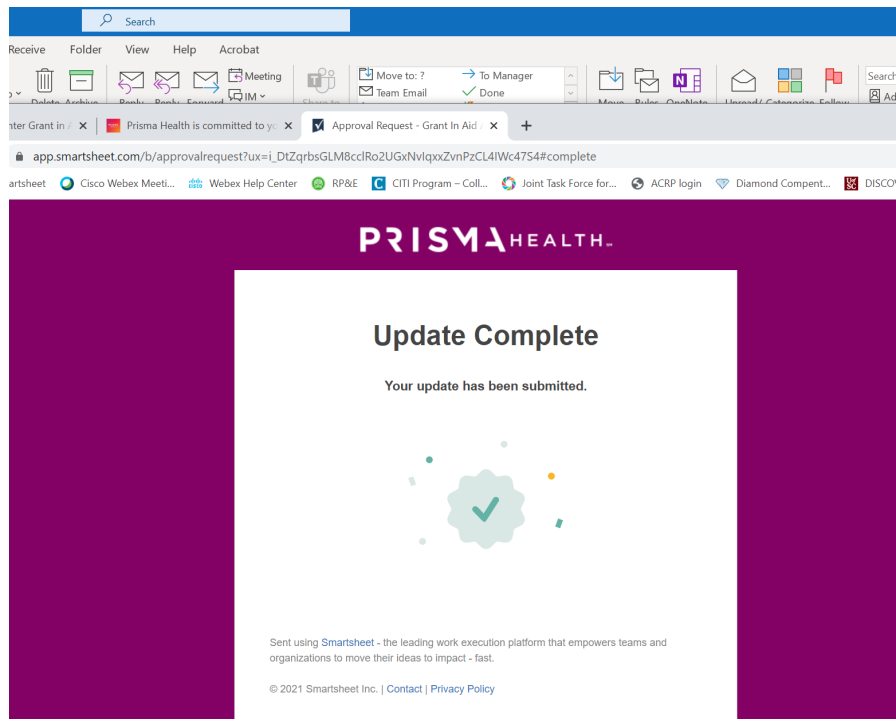


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- (6) At the bottom of the page, the advisor/mentor has the ability to provide a comment about the application and select "Decline" or "Approve".

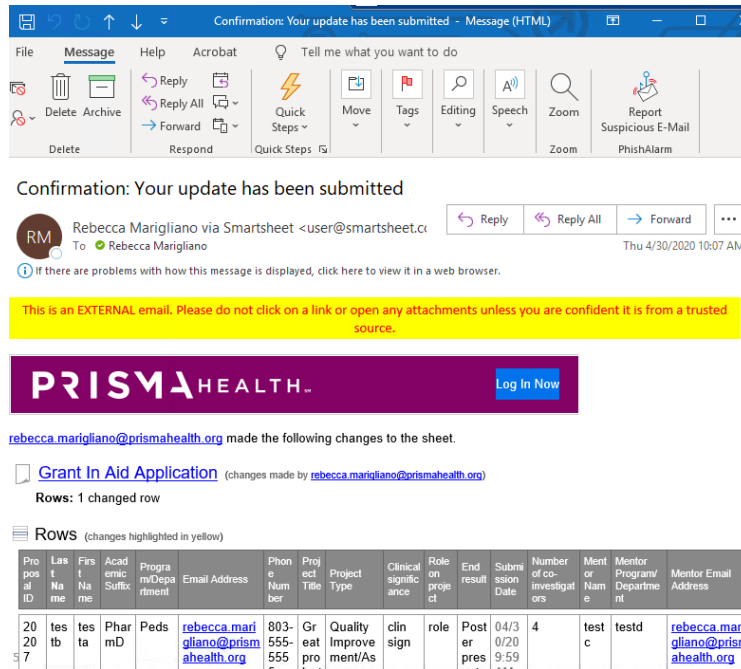


- (7) The advisor/mentor will then receive the following message:

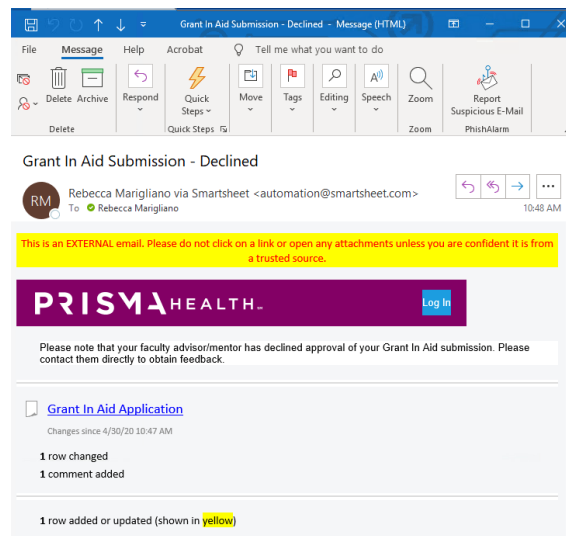


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- (8) Also, the advisor/mentor will receive an automatic confirmation email, if they check the box "Send me a copy of my responses". An email is provided:

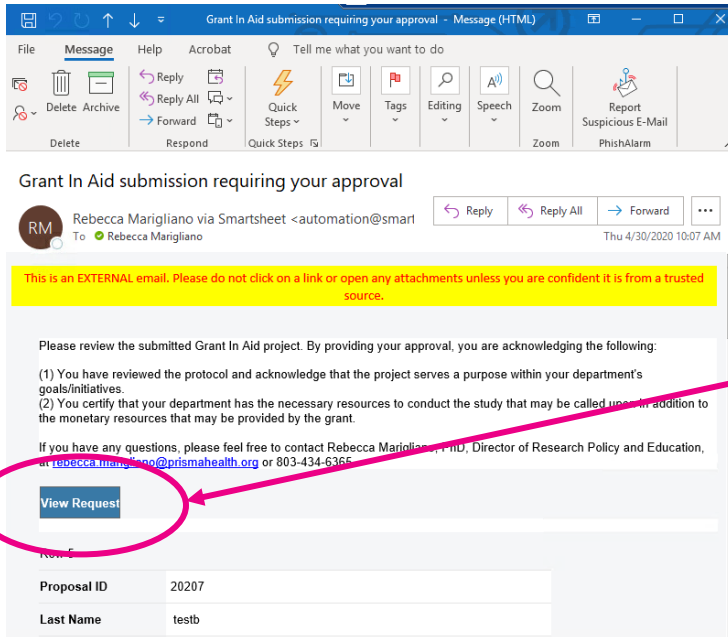


- (9) If the project is declined by the advisor/mentor, the applicant will get an email providing a declination notification. If the advisor/mentor provided a comment, it will be listed in the email. Please work directly with your advisor/mentor to address the issue(s). Please contact Rebecca Marigliano, PhD, Director of Research Policy & Education (Rebecca.Marigliano@prismahealth.org) when you have reached a resolution to determine next steps in the continuation of the application.



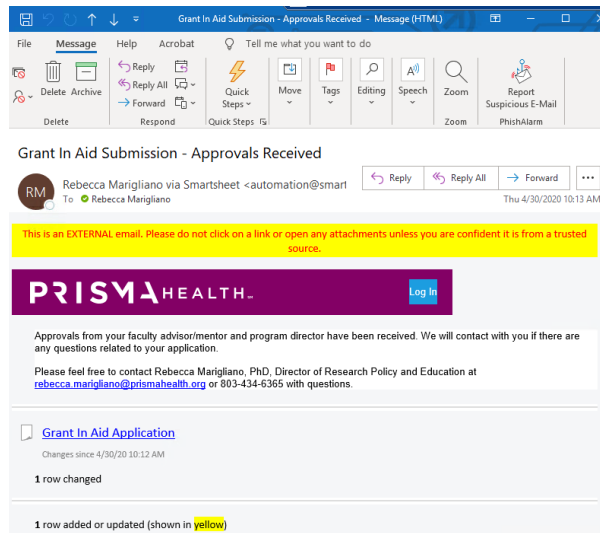
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- (10) If the project is approved by the advisor/mentor, then an automatic email is sent to the individual identified the program director requesting review/approval of the application. Similar steps identified in numbers 5-9 should be repeated for the program director.



The program director must click on “View Request” found in the email.

- (11) After the program director provides their approval, a final automatic confirmation email is sent to the applicant, indicating that the approvals have been received.



If you have any questions related to the process of the application, please contact Rebecca Marigliano, PhD, Director of Research Policy & Education at Rebecca.Marigliano@prismahealth.org or Microsoft Teams chat/call.