

Grant in Aid:

Grant In Aid Application Instructions

- (1) Applicant completes the on-line Fourwaves submission form [here](#).

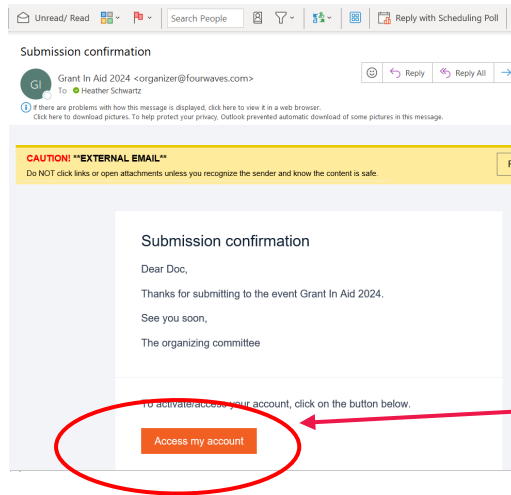
Please pay close attention as you enter email addresses. If an incorrect email is provided, further communication will be delayed.

The completion of the form includes the upload of applicable items noted in the [checklist](#). Once the information is inputted, ensure that you click the "Submit" button.

Submit

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

- (3) An automatic confirmation email is sent to the applicant. The applicant will click "Access my account" and will be sent to the Fourwaves website.



Applicant must click on "Access my account" found in the email.

(4) If you have accessed the Fourwaves system before, you will be asked to login with your email and password. If you have forgotten your password, please view [Reset your password](#). Go to #6 for further instructions.

If you have not accessed the Fourwaves system before, upon clicking "Access my account" the applicant will see the "Activate your account" page. The applicant will need to create a password. The applicant will then click on "Next".

Activate your account

Your Fourwaves account is required to access livestreams, virtual poster sessions and other interactive features. It is also required to edit the events you organize.

First name *

Applicant

Last name *

Research

Create your password *

Applicant must click on "Next" to activate the account.

Next

By submitting this form, you agree to the [Terms of Use](#) and the [Privacy Policy](#).

(5) Upon clicking "next", the Fourwaves webpage will refresh and the applicant will need to complete the applicant profile. The applicant must fill in the box for their affiliation, however, the other boxes are optional. Once complete, the applicant will click on "Finish account activation".

Complete your profile


Help event participants learn more about you. You can update your profile later through your Fourwaves account.

Profile information

Affiliation *

Website

Profile picture



Click to upload or drag and drop
JPEG, JPG or PNG

Bio

B *I* u | x_2 x^2 @

Social networks

 X (Twitter)

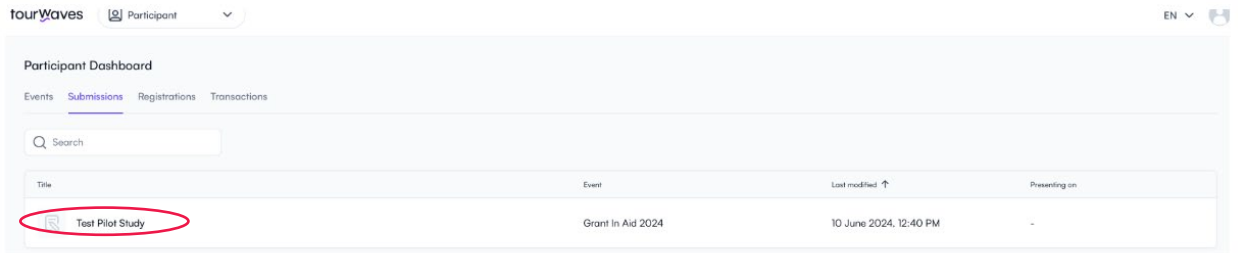
 LinkedIn

I agree to receive emails from Fourwaves regarding product updates for event organizers.

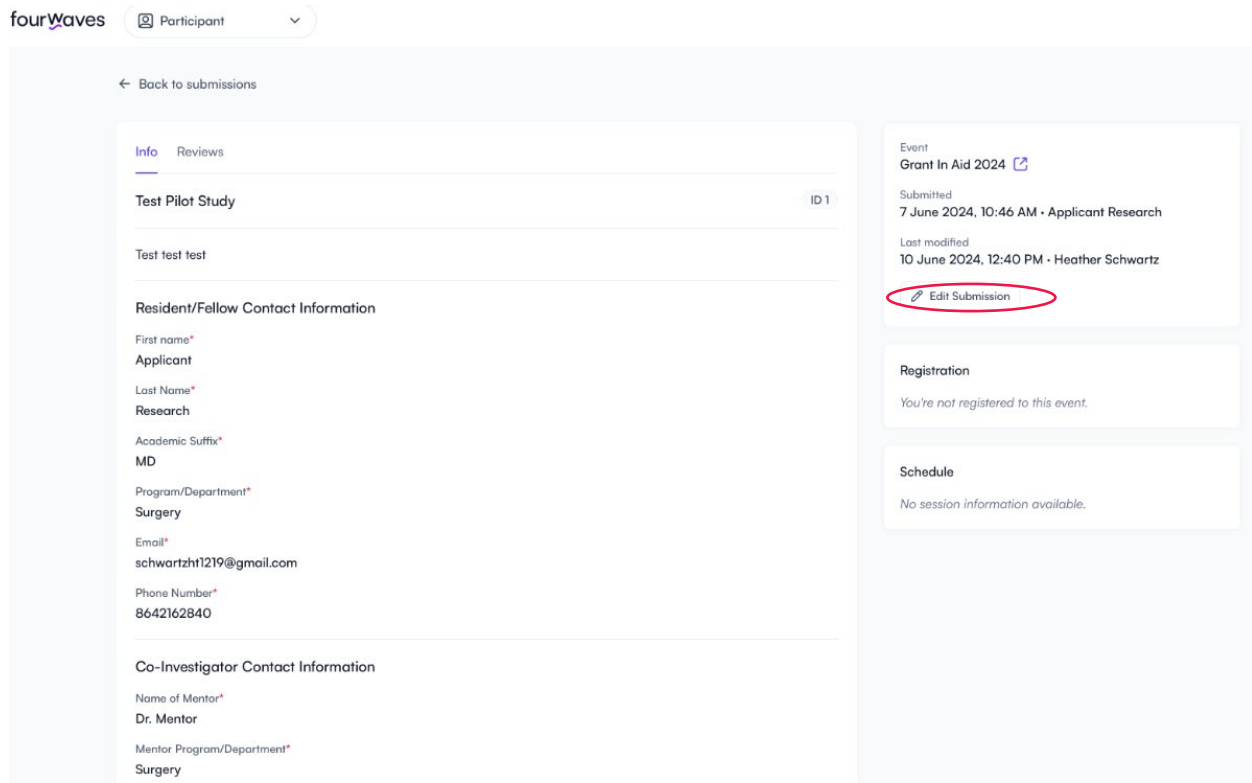
Finish account activation

Applicant must click on "Finish account activation".

(6) Once the applicant clicks the box that says "Finish account activation", the applicant will be taken to the Fourwaves participant dashboard (homepage).



(7) If the applicant clicks on top of their project title, an overview of the application is available to view. If the applicant has any changes that need to be made, click on the "Edit submission" beside the pencil icon on the right side of the screen. Edits to the application can be made until the deadline for submissions.



fourwaves Participant

EN

Mentor Email Address*
hta804@gmail.com

Mentor Approval*

Mentor Approval Grant In Aid 052924.pdf
7 June 2024, 10:46 AM

Project Information

Project Type*
quality improvement/assurance project

Role on Project*
Principal Investigator

End Result*
poster presentation

Proposal*

Call for Proposals_26Jun23_Signed LH.docx
7 June 2024, 10:46 AM

Budget and Budget Justification*

Budget Justification Example 1_7Jun22.docx
7 June 2024, 10:46 AM

Requested Budget*
15,000

Biosketch*

biosketch-blank-fellowship-format-rev-10-...
7 June 2024, 10:46 AM

Expected Milestones*

Project Milestones Example 2_2Feb17.docx
7 June 2024, 10:46 AM

(8) Once the applicant clicks on “Edit submission”, they will be able to edit any text box that was filled out. Once changes are made, click “Save form”.

Submission

Submission deadline is September 4, 2024

Form > Confirmation

Resident/Fellow Contact Information

First name*

Applicant

Last Name*

Research

Academic Suffix*

DO, MD, PharmD, DMD, etc.

MD

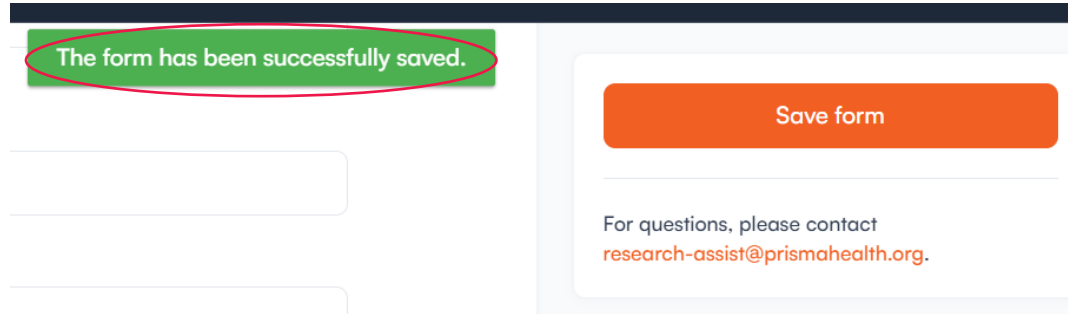
Program/Department*

Surgery

Save form

For questions, please contact
research-assist@prismahealth.org.

(9) The box below will appear once the form has been saved with the changes made.



The form has been successfully saved.

Save form

For questions, please contact
research-assist@prismahealth.org.

The image shows a screenshot of a web form. At the top, there is a dark blue header bar. Below it, a green message box with a white border and a red oval around it contains the text "The form has been successfully saved." To the right of this message is a white sidebar with a light gray border. Inside the sidebar, there is an orange button with the text "Save form". Below the button, there is a horizontal line, followed by the text "For questions, please contact" and the email address "research-assist@prismahealth.org" in orange. To the left of the sidebar, there are three empty white input fields with rounded corners and light gray borders.

If you have any questions related to the process of the application, please contact Heather Schwartz, Program Coordinator, Research Policy & Education at heather.schwartz@prismahealth.org or Microsoft Teams chat/call.