



— Massachusetts —
COMMUNITY HEALTH AND
HEALTHY AGING FUNDS

Navigating Application Portal &
Developing an application

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Introductions



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Agenda

Topic	Time
Navigating Application Portal & Developing Application	20 minutes
Your Questions	40 minutes

The Application Portal – Basic Steps

1. Follow the link on the MA Health Funds website
2. Create an account / Login
3. Complete Eligibility Questions (if starting new application)
4. Complete Part A: Basic Information
5. Complete Part B: Proposal
6. Certification
7. Other Attachments
8. Save or submit

The Application Portal – How to get there

Online Application

Applications will be submitted through an online portal. Click the link below to **start a new application**.

Funding Opportunity	Application Link	Start a new application
PSE Application	https://www.grantrequest.com/SID_2364?SA=SNA&FID=35191	
CHIP Application	https://www.grantrequest.com/SID_2364?SA=SNA&FID=35196	
Healthy Aging Application	https://www.grantrequest.com/SID_2364?SA=SNA&FID=35185	

*Please note that every time you click the application link will start a new form.

To **continue your started application** go to your Account using the link below

<https://www.grantrequest.com/AccountManager.aspx?sid=2364>

Continue your saved application

Accessing the Portal

1. Follow the link provided. This is the page you will see the first time



Health Resources in Action

Advancing Public Health and Medical Research

[Contact Us](#) | [Logout](#)

Please Sign In

Welcome to Health Resources in Action's online portal for application and report submission.

NEW Users: Click the "Create an Account" link below to get started.
We recommend creating your account with a general email inbox.

RETURNING Users: If you have an account, enter your email address and password to login.
If needed, click the "Forgot Password" link below to reset your password.

E-mail

[Create an Account](#)

Password

[Forgot Password?](#)

Login

2. Create an Account

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Continue

[Return to login](#)

The Application – Eligibility Reminders

Please complete the following questions to verify your eligibility for the Massachusetts Community Health & Healthy Aging Funds' Policy, Systems, and Environmental Change funding opportunity.

I am starting a new application for the Massachusetts Community Health & Healthy Aging Funds' Policy, System, and Environmental (PSE) Change funding opportunity. (Go to your [Account Page](#) to return to a saved application)

-Select One- ▾

I understand the deadline to submit a proposal for the Massachusetts Community Health & Healthy Aging Funds' Policy, Systems, and Environmental Change Funding Opportunity is **Friday, June 17, 2022, 11:59pm EST.**

-Select One- ▾

I am representing a non-profit 501(c)3 or groups with a 501(c)3 fiscal sponsor, municipality, or quasi-governmental entity (such as a regional planning agency).

-Select One- ▾

I am representing a Massachusetts-based organization.

-Select One- ▾

The Application – Instructions and Important Links

The screenshot shows a web application interface with a dark blue header. In the top right corner, there are three links: 'Contact Us', 'Application Materials' (circled in red), and 'Logout'. Below the header is a navigation bar with several tabs: 'Instructions' (highlighted in green), 'Part A: Basic Information', 'Part B: Proposal', 'Certifications', 'Attachments', and 'Review My Application'. The main content area is titled 'Instructions' and includes a 'Printer Friendly Version' link. A red asterisk indicates a required step: '* Required before final submission'. A bold instruction reads: ***Please read the following instructions before you begin.*** Below this are three bullet points:

- The MA Community Health and Healthy Aging Funds Request for Proposals and Policy, Systems, and Environmental Change (PSE) Information and Application Questions are accessible via the **Application Materials** link in the upper right corner.
- Please save your work as you complete the application by clicking **Save and Continue**. You can also return to a saved application by clicking **Save and Finish Later**. To return to a saved application, visit your [Account Page](#).
- If you have any questions related to the MA Community Health and Healthy Aging Funds or PSE funding stream, click the **Contact Us** link in the upper right corner. If you need assistance or have questions regarding the applicant portal and submitting your application, please contact Chenchen Hensz at chensz@hria.org.

 At the bottom, there are two buttons: 'Save & Finish Later' and 'Save & Continue', both circled in red.

Go to your Account to continue your started application

Online Application

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Funding Opportunity

Application Link

PSE Application

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CHIP Application

https://www.grantrequest.com/SID_2364?SA=SNA&FID=35196

Healthy Aging Application

https://www.grantrequest.com/SID_2364?SA=SNA&FID=35185

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To **continue your started application** go to your Account using the link below

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The Application – Part A: Basic Information

A large, empty white rectangular area, likely a placeholder for content or a form. It occupies the majority of the page below the title.

The Application – Part B: Proposal



The Application – Review and Submit



Reminders

- Log into the online portal before the deadline to create an account and familiarize yourself with its format
 - Contact Chenchen at chensz@hria.org with any technical challenges as soon as possible.
- You can save your application and finish later.
- The new application and your account are different links
- Consider submitting before the deadlines!