How to Submit Your Application in Blackbaud

The HRSN Integration Fund Grant Application and accompanying materials can be found on the COMMBUYS Page (https://www.commbuys.com/bso/ The Grant Application contains all requirements and instructions for completing a Response; this resource details the steps involved in **submitting** a Response via Blackbaud.

1. Create a new account

To start and submit your HRSN Integration Fund application, go to https://hria.org/tmf/hrsn-integration-fund and click the application submission link:
https://us.grantrequest.com/application.aspx?sid=2364&fid=35444

If you do not already have an account, please follow the on-screen instructions for creating a new account.

The screenshots below are for demonstration purposes only.

Contact Us | Logout

Default ⌄

Please Sign In

Welcome to the grants application and reporting submission portal for Health Resources in Action. Through this portal, you can manage submissions for:

- Health Resources in Action
- The Medical Foundation
- Kaiser Permanente Center for Gun Violence Research and Education

NEW Users: Click the "Create an Account" link below to get started.
The Account must be created with the Applicant's email address.

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

Password

Create an Account

Forgot Password?

Login

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 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

Continue

Return to login

Once you create your account and log in, click on the HRSN Integration Fund application. You will be brought to several eligibility requirements. NOTE: You must meet all eligibility requirements and select yes for all. Otherwise, you may not be eligible, and the portal will not allow you to log in. If this happens and you do meet all the eligibility requirements, go back to the *New Application* URL and begin again.

Tips

- Be sure to save your work as you go. You can *Save* and *Continue* to the next section or *Save* and *Finish Later.*
- The links for starting a new application and continuing a saved application are different. To continue a saved application, you should **login to your Account Page.**

- Log into the online portal well before the deadline to create an account and familiarize yourself with its format. Consider submitting before the deadline if you can in case you encounter any challenges.

- We recommend you use Microsoft Edge when using Blackbaud.

Unable to Create a New Account/ Log In / Access Saved Application

- You might have issues setting a password when you create a new account if someone in your organization has created an account in the past. Click "Forgot Password" to see if you receive an email from the system. If you continue having issues creating a new account, please reach out to hrsnintegration@hria.org.

- Clear your browser cache before logging in. Please follow these instructions here: How do I clear my browser cache, cookies, and temporary Internet files (blackbaud.com)

- Use this link to log in for your saved proposal: https://www.grantrequest.com/AccountManager.aspx?sid=2364

- Make sure you are using the right email to log in.

2. **Submitting the Cost Response form (Budget) and Programmatic Response**

When you complete your Cost Response, be sure to save and attach it to your application in the online portal. To do so:

- Save the file as .xlsx, or .xls document with the following document naming convention: Grant name, your organization's name, and the document title (e.g., *HRSNintegration_Health Resources in Action_CostResponse)*
- Go to your saved application on your Account Page.
- On the Attachments page, add your Cost Response document. Make sure the file type is xls. or xlsx.

When you complete your Programmatic Response, be sure to save and attach it to your application in the online portal. To do so:

- Save the document as a .doc, or .docx document with the following naming convention: Grant name, your organization's name, and document title (e.g., *HRSNintegration_Health Resources in Action_ProgrammaticResponse*).

- For the remaining documents listed in **Sections 4.3 and 4.4 of the Grant Application** (e.g. Cover Letter, Business Response, Tax Exempt Designation Letter, Supplier Diversity Program (SDP) Plan Form, Massachusetts Substitute Form W-9) save each document with the following naming convention: Grant name, your organization's name, and document title (e.g., *HRSNintegration_Health Resources in Action_Cover Letter*). Upload it using the same steps described above for uploading the Programmatic Response and Cost Response.

4. **Required HRSN Integration Fund Attachments/Final Submission Checklist**

Again, you must upload ALL the attachments below to complete your submission.

- Cover Letter as described in Section 4.4 (file type .doc, .docx, or .pdf)

- Business Response as described in Section 4.4 (file type .doc, .docx, or .pdf)

- Programmatic Response as described in Section 4.5 (file type .doc, .docx, or .pdf)

- Cost Response as described in Section 4.6 (file type .xls, or xlsx)

- Tax Exempt Designation Letter for Applicants not requesting funding to establish and operationalize Hubs and only as appropriate for Applicants requesting funding to establish and operationalize Hubs as described in Section 4.4 (file type .pdf, or .png, or .jpg)

- Massachusetts Substitute Form W-9 as described in Section 4.4 (file type .pdf, or .png, or jpg)

- The Contractor Authorized Signatory Form for a corporation or for sole proprietor (file type .pdf, or .png, or jpg)

- Supplier Diversity Program (SDP) Plan Form (file type .pdf, or .png, or jpg)

If you have questions or need support using Blackbaud, please email us at hrsnintegration@hria.org.