



## HELPS & GUIDELINES

**General Issues      Technical Issues      Application Issues      Budget Issues**

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### GENERAL

1. When you call, please try to have specific questions ready. If you receive the voicemail message, please leave your name, phone number and most importantly, the best time to reach you.

### TECHNICAL

#### Requirements

1. IE 5.0+ or higher with JavaScript and Cookies enabled. A screen resolution of 800x600 or better to avoid left/right scrolling.
2. Do not use a MAC or any other web browser besides IE.
3. It is a good idea to test your system with some sample text before you begin any long sessions.
4. When completing your application, it is best to communicate early and often if you have technical difficulties.

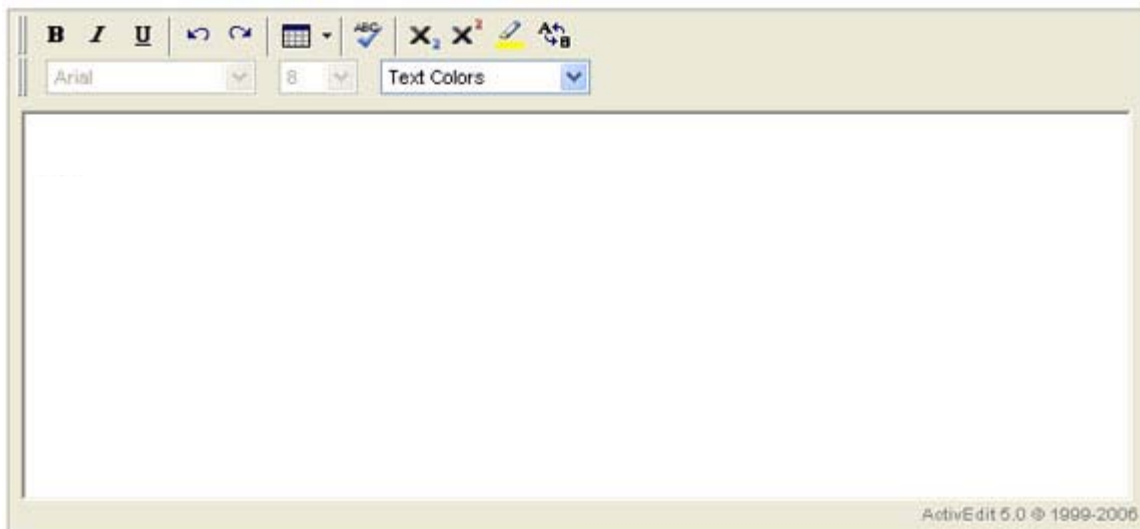
#### General

1. Be sure to write down your password and username for future reference.
2. DO NOT change registered name mid-application process.
3. You may complete this online application in several sessions or in one sitting. If you choose to complete the application in several sessions, remember to LOGOUT at the end of each visit.
4. It is a good idea to print the *Instruction Sheet*. This way you can still work on the application data should you encounter technical problems.

5. All text should be typed directly into the text boxes provided. For your convenience, a preview of your document is available throughout the application process each time you click "update." **DO NOT** attempt to cut and paste.
6. You will receive a warning if you have exceeded the application's word count.
7. This application is set to automatically log you out after 30 minutes of "inactivity"; thus, when entering large amounts of text it is a good practice to save ("Update") your work periodically!

### Using the Text Editor

1. Throughout this application, you will be utilizing the editor tool (a non-functioning sample is seen below) to complete the individual sections of the application. This editor's word processor-*like* functionality allows you to easily create and format your document directly within the text area.



2. For a brief description of each icon's function, simply hover your cursor over the icon on any active editing page.

## APPLICATION

### General

1. **WE DO NOT MAIL OUT APPLICATIONS.** Applications will only be accepted online, not via U.S. mail, fax or as an e-mail attachment.
2. Once you access the application, there is nothing to "download." All information should be typed directly into the boxes provided.
3. Please clarify the *registrant's* relationship to the organization he/she represents (President, Grants Officer, Consultant, Administrative Assistant, etc.)

4. Once an organization is registered, anyone from that organization can work on the application. However, the representative listed must be able to answer all programmatic and technical questions about the application.
5. For footnotes, you must simply type them all in at the end of a section once you are finished the main text (remember, they are included in your word count). Text editors for the web are very limiting.
6. Please allow yourself time to experiment with tables and keep them as simple as possible.
7. Please do not include/send any unsolicited attachments. Any videos, publications, annual reports, or other material of this kind that is received will be discarded.
8. **Your information is neither put into our database nor considered complete until you click the "SUBMIT FINAL APPLICATION" button. This button will appear only after all boxes on the application have been checked as completed.**
9. Once you have done a final submit of your application, you should receive the message, *"We have received your application. Sierra Veale will contact you within the next few days **only if any part of your application appears missing or incomplete.**"* **If you do not see this message, please call Sierra Veale at (443) 287-5138.**
10. Please be aware that once you "SUBMIT COMPLETED APPLICATION" no further changes can be made.
11. Once the deadline has passed, the application will be disabled and no more applications can be received. Please allow ample time to resolve any technical issues you may encounter.

## Letters

1. All letters must be on organization's letterhead and show original signatures. Please fax only; there is no need to mail a separate copy.
2. All letters should be addressed to:

Sierra Veale  
Johnson & Johnson Community Health Care Program  
Johns Hopkins Bloomberg School of Public Health  
624 N. Broadway  
Room 261  
Baltimore, MD 21205

3. Good collaborative and endorsive letters of support strengthen your application. Collaborating letters of support are letters from those people/organizations who

will be working directly with your proposed program. You may include as many of these as you need. Endorsing letters of support are from those people who are affected by your program and or organization. Please include no more than two of these.

4. Memorandums of Understanding or Notice of Grant Awards may be submitted in lieu of Collaborating Letters of Support. If sending these documents, please send only those pages that list the monies and dates. Please do not send the entire agreement.
5. When submitting your IRS tax-exempt documentation, if the name of your organization is on a master list that has a comprehensive approval, (e.g. some religious organizations) please send only the page that has your organization listed. Please do not send the entire document.
6. **Important:** If the name of the organization on the tax-exempt documentation differs from the one on the application, *please* send official documentation that explains the relationship.

## **Faxes**

1. Please use our [Fax Coversheet](#) for all facsimile transmittals.
2. If possible, please fax all material at once.
3. If the faxing of a document is the only thing you have left to do in order to complete your application, please check the boxes, submit the application as complete and continue trying to fax until you are successful. Don't let faxing problems keep you from making a timely submission.
4. When items are faxed, they will not show up on your actual application but are included in a separate process. That is why we ask you to manually check the box once your documents have been faxed. You will only be contacted if anything appears to be missing.

## **BUDGET**

1. Each section **MUST** be completed in order to submit your application. When uploading the budget as a stand-alone document, simply add a note to that particular section stating "Please see attached" and click "Update".
2. Please use only Excel when creating your budget.
3. Please note that no matter what you name your budget, it will upload as *budget.xls*.