



## Online Account Setup, Helpful Tips, and FAQ's

### Online Account Set Up:

1. Creating a New Account
  - a. To access the online portal and set up a new account, please visit <https://www.grantinterface.com/Home/Logon?urlkey=ASPENrrf>
  - b. Once on the page, if you do not already have an account, click on "Create New Account" to complete the registration process and create your logon credentials.
  - c. Each applicant needs their own account in the system even if they are coming from the same institution/organization.
  - d. **If you have changed institutions/organizations since your last online award or grant submission, please CREATE A NEW ACCOUNT.**
  - e. If you think that you have already registered in the system and item d above does not apply to you then please do not create a new account, but rather immediately contact our Coordinator, Education and Research, April Sokalsky at [aprils@nutritioncare.org](mailto:aprils@nutritioncare.org) to receive your username.



### Logon Page

**Email Address\***

**Password\***

[Forgot your Password?](#)

**Welcome to the ASPEN Rhoads Research Foundation's Online Grant Portal**

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password. **If you have changed institutions/organizations since your last online grant submission, please CREATE A NEW ACCOUNT.**

**Not Sure?** If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grants Manager, Sara Fleming, at [saraf@nutritioncare.org](mailto:saraf@nutritioncare.org) to receive your username.

**Application Submission Deadline:**  
June 17, 2020

**General Timeline:**

June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.
Application	Review	Award					Project
Due	Period	Notification					Start

- f. Complete the required information: Organization Information and Applicant Information.
- g. After you have completed the first section, click on “Next” or “Next Step” in the bottom right-hand corner to move on to the next section.

**Create New Account**

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

**Organization Information** ←

<b>Institution / Organization Name*</b>	<b>Department Name</b> <i>if applicable</i>
<input type="text"/>	<input type="text"/>
<b>EIN / Tax ID (##-####-####)</b> <i>if applicable</i>	<b>Web Site</b>
<input type="text"/>	<input type="text"/>
<b>Building Name</b> <i>if applicable</i>	<b>Building Address 1*</b>
<input type="text"/>	<input type="text"/>
<b>Address 2</b>	<b>City*</b>
<input type="text"/>	<input type="text"/>

**User Information** ←

<b>Prefix (Mr, Mrs, Ms, etc.)*</b>	<b>First Name*</b>
<input type="text"/>	<input type="text"/>
<b>Middle Name</b>	<b>Last Name*</b>
<input type="text"/>	<input type="text"/>
<b>Suffix (Sr, Jr, III, etc.)</b>	<b>Credentials</b> Please list your credentials separated by commas.
<input type="text"/>	<input type="text"/>
<b>Position Title*</b>	<b>Primary Email / Username*</b>
<input type="text"/>	<input type="text"/>
<b>Primary Email / Username Confirmation*</b>	<b>Secondary Email Address</b> <small>Please note: This email address should not be used to log into the system. Please use the primary email address for login.</small>
<input type="text"/>	<input type="text"/>

500 characters left of 500

<b>Telephone Number (###-###-#### x###)*</b>	<b>Alternate Number (###-###-####)</b>
<input type="text"/>	<input type="text"/>

After you set your password and click "Create Account" below, please note you will have options to confirm your log in email address or proceed. There may be slight delay before receiving your confirmation email.

Password

h. Create a password that you will use to logon to your online portal account.

**Create New Account**

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

User Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&\*()\_

Password\*  Confirm Password\*

[← Previous](#) [Create Account](#)

- i. Ensure that you received the registration email from the ASPEN Rhoads Research Foundation administrator@grantinterface.com.
- j. If you cannot find this email, check your spam folder. All emails from the system will come from this address, so be sure to add it to your list of safe senders, if necessary.

**Email Confirmation**

ℹ You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from ASPEN Rhoads Research Foundation <administrator@grantinterface.com>, look in your junk or spam folder.

To remove ASPEN Rhoads Research Foundation <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email

Continue without checking

I have not received the email

[Send Email Again](#) [Continue](#)

## Applying for an Award or Grant:

2. Eligibility Quiz (Grants Only – If you're applying for an award skip to number 3)
  - a. Complete the required questions in the eligibility quiz.

ASPEN Rhoads Research Foundation Eligibility Quiz

**Introduction**  
The Foundation is named in honor of Jonathan Rhoads, MD, for his outstanding and renowned contributions to science in the fields of clinical nutrition, nutrition support, and surgery. Through its regular granting cycle, the Foundation funds exceptional scientific research projects submitted by early-career investigators of clinical nutrition and metabolic support in alignment with the priorities outlined in the ASPEN Research Agenda. Future research should include both basic science-oriented investigations aimed at improving our understanding of the science of nutrient regulation in different disease states, as well as clinical and translational research to determine how the practice of nutrition support can continue to be refined and individualized to optimize clinical outcomes.

**Grants**  
The Foundation will offer grants in the following amounts:

- \$50,000 (2020 only) Non-Renewable
- \$25,000 (annually). May be renewable for one year.
- \$10,000 (annually). Non-Renewable

The Foundation would like to thank the supporters that make grant funding possible:

- Abbott Nutrition
- Baxter Healthcare
- B Braun Medical, Inc. and the Aesculap Academy which funds the Norman Yoshimura Grant
- Nestlé Nutrition Institute which funds the Maurice Shils Grant
- Individual Foundation Donors which fund the ASPEN Rhoads Research Foundation Grants, C. Richard Fleming Grant, and Daniel H. Teitelbaum Grant

Multiple submissions will *only* be accepted if the research projects are different. If an applicant submits more than one project, funding will be limited to a maximum of one award.

**Eligibility**  
The Foundation will give preference to individuals who are active in developing a career in nutrition research.

**Early Career**  
Applicants to the ASPEN Rhoads Research Foundation must be Early Career Investigators. The definition of Early Career Investigator is modeled after NIH's guidelines for New Investigators. The Foundation's requirements are listed below.

For an applicant to be considered an Early Career Investigator and be eligible for a Foundation grant, he/she must:

- be within 10 years of completing a terminal research degree, medical residency, or end of post-graduate clinical training (or the equivalent). Applicants who are still in training (e.g., in graduate school [Masters, Pharm.D, PhD, etc], post-doctoral training, fellowship) are also eligible to apply.
- be at or below the rank of Assistant Professor or at the rank of Associate Professor for < 2 years
- commit at least 20% of their time to research in a professional institute that conducts nutrition research.

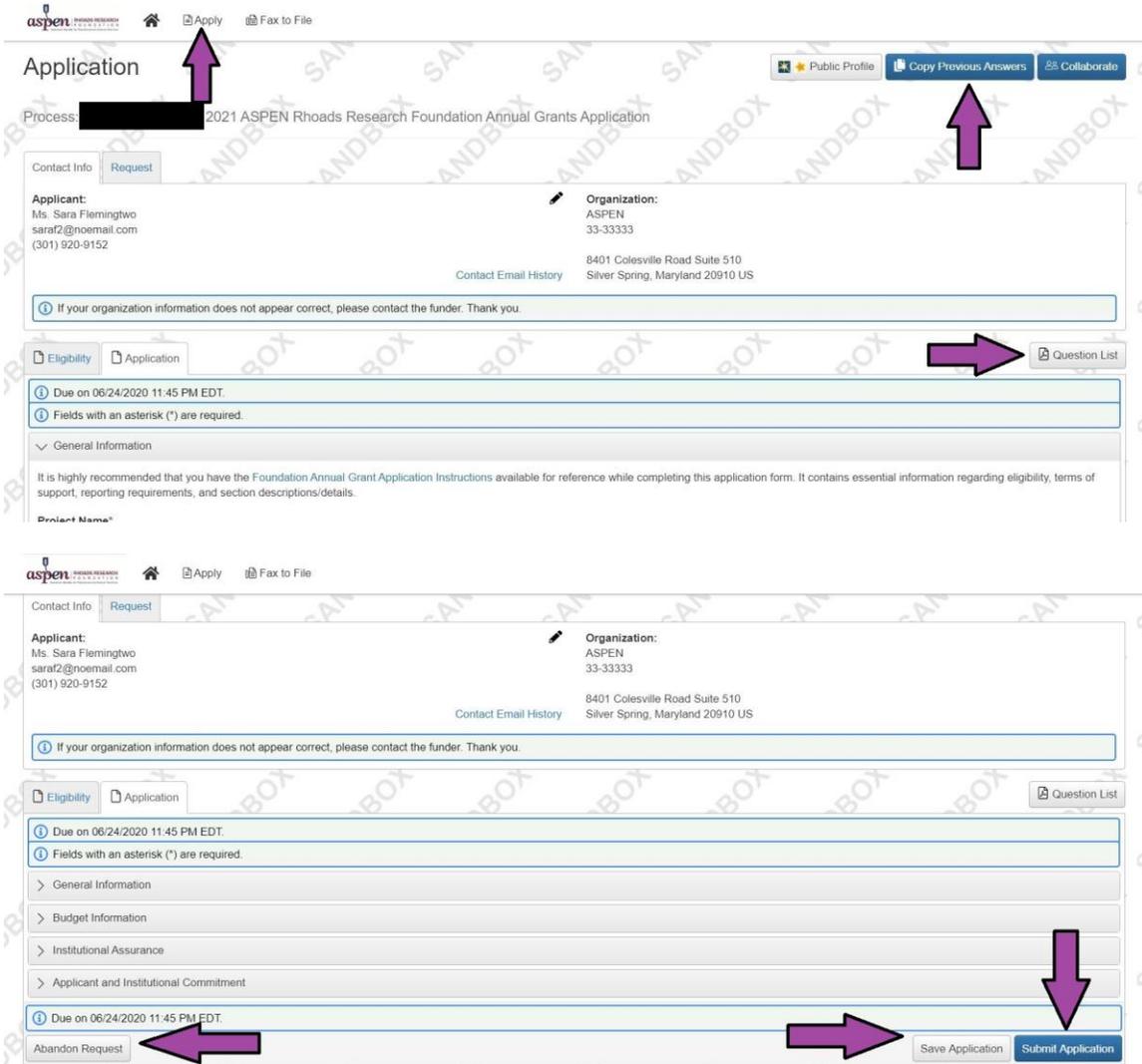
Individuals outside the United States are eligible to apply for Foundation grants

The Foundation Board of Directors recognizes that there may be extenuating circumstances in which an individual may have completed their terminal degree greater than ten years ago, however is just beginning an active nutrition research career. Individuals in this category must submit a letter to request approval to apply for a Foundation grant along with a copy of a current CV no later than May 1st of the grant deadline year. Requests should be sent to [sara@nutritioncare.org](mailto:sara@nutritioncare.org). Requests will be reviewed by the Foundation's Grant Review Committee and the individual will be notified as to whether or not approval to submit a grant application is granted.

Please complete this form to determine if you are eligible to apply.

## 3. Inputting Information into the Application

- a. We recommend you review the questions that are included in the application. You may view, share, or print them by selecting the “Question List” icon at the beginning of the application.
- b. You do not need to complete the entire application at one time. There is a “Save Application” button at the bottom of the screen.
- c. If you leave out required application information, the system will not allow you to submit without completing the missing section(s). You must then select “Update” and then “Submit Application” to finish the submission process.
- d. If you would like to submit another application for a different award or grant research project, select the “Apply” button at the top of your screen and follow the prompts to a new application.
- e. You may also see a button that says, “Copy Previous Answers”. This button will allow you to copy answers from a previous application/request to the current open application. If you have never applied to the ASPEN Rhoads Research Foundation via the online grant portal, there will be no available applications/requests to copy from.
- f. Finally, you will see a button on the bottom left-hand side that says, “Abandon Request”. This button will allow you to completely delete or withdraw your application or request.



#### 4. Collaborate Icon

- The Collaborate Feature allows you to work with another/other individual(s) in the preparing and submission of an online application.
- Invited individuals can be limited to the following functions:

Can View	View the grant application you have been working on
Can Edit	View and make edits to the grant application
Can Submit	View, make edits, and submit the grant application

aspen RHOADS RESEARCH FOUNDATION Apply Fax to File

Application Public Profile Copy Previous Answers Collaborate

Process: ██████████ 2021 ASPEN Rhoads Research Foundation Annual Grants Application

Contact Info Request

**Applicant:**  
Ms. Sara Flemingtwo  
sarat2@noemail.com  
(301) 920-9152

**Organization:**  
ASPEN  
33-33333  
8401 Colesville Road Suite 510  
Silver Spring, Maryland 20910 US

Contact Email History

ⓘ If your organization information does not appear correct, please contact the funder. Thank you.

Collaborate

Invite someone

**Email Address**

✉ Email address / username of the person you are inviting

**Permissions**

- Can view
- Can edit
- Can submit

**Message**

This message from you will be included in the email that is sent to the person you are inviting

Cancel Invite

**Applicant Dashboard:**

aspEN [Apply](#) [Fax to File](#)

### Applicant Dashboard

[Public Profile](#)

**Applicant:**  
Ms. Sara Flemingtwo  
sara2@noemail.com  
(301) 920-9152

**Organization:**  
ASPEN  
33-33333  
8401 Colesville Road Suite 510  
Silver Spring, Maryland 20910 US

[Contact Email History](#)

*If your organization information does not appear correct, please contact the funder. Thank you.*

**Active Requests** (1)   **Historical Requests** (0)

**Eligibility Quizzes**

Quiz Name	Status	Submitted	View Eligibility Quiz
ASPEN Rhoads Research Foundation Eligibility Quiz	Submitted	03/17/2020	<a href="#">View Eligibility Quiz</a>

**Example Application**

Process	Application	Decision	Submitted	Due on	Action
2021 ASPEN Rhoads Research Foundation Annual Grants Application	Draft	Undecided	03/17/2020	Due on 06/24/2020 11:45 PM EDT	<a href="#">Edit Application</a>

### 5. Active Request Tab

- a. An application in the “Active Request” tab has been submitted and waiting approval or has been approved/denied.

### 6. Follow-ups (Grants only – if you’re applying for an award skip to number 7)

- a. If awarded, grant recipients will receive multiple follow-up forms which will need to be completed and submitted to the ASPEN Rhoads Research Foundation via the online grant portal. This may be a letter of acknowledgement, a signed agreement, or progress/financial report forms.
- b. You will receive an email reminding you of the follow-up form due date(s) 14 days before the form is due. If the form is not submitted by the due date, you will receive another email notifying you that the form is past due.

### 7. Documents uploaded by Administrator

- a. Any documents we wish to share can be found in this area.

**Active Requests** (2)   **Historical Requests** (0)

**Process:** Grant Application

Application	Decision	Submitted	Due on	Action
Draft	Undecided	06/10/2019		<a href="#">Edit Application</a>

**Process:** 2018 Application

Application	Decision	Submitted	Due on	Action
Submitted	Approved	06/27/2018	11/26/2018	<a href="#">View Application</a> <a href="#">View Details</a>

**Follow Up Forms**

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Signed Project Grant Award Letter		Overall Award		Complete	<a href="#">View</a>
*2018 Community Reporting Form*		Overall Award	10/05/2019	Assigned	<a href="#">Edit</a>

**Documents uploaded by Administrator**

DESCRIPTION	FILE
Grant Agreement & Check	<a href="#">[File Name].pdf</a>



### Helpful Tips:

- If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons.
- You do not need to complete an application in one session. There is a SAVE button at the bottom of the application.
- The system will auto save as you move from one question to the next and will save every 100 characters in longer text responses. Auto save is noted by the border of the question highlighting in green.
- We will not review your application until it is submitted, so you can save and come back as many times as you would like prior to the due date.
- Applicants who have applications in draft status will receive a reminder email to submit their application prior to the due date.
- If your application is not completely submitted by the due date, it will not move into the review phase of the award or grant process.

### Frequently Asked Questions:

**Q:** What if I forget my password?

**A:** Use the “Forgot your Password?” link on the Log-on page.

**Q:** What if emails from the Foundant system are going to Spam folders?

**A:** Add [administrator@grantinterface.com](mailto:administrator@grantinterface.com) to your contacts, safe senders list or mark as “Not Spam” depending on your email service. All emails from the Foundant system will come from this email address.

**Q:** How do I upload files to my application?

**A:** For application questions that request an uploaded attachment, click the Browse button and then choose the desired document from your computer. The file name of the uploaded file will be indicated under the Browse button. Then save your application (button at the bottom of page). Pay attention to your file names – remove extra periods or replace them with a dash or underscore character.

**Q:** What if my file size is too big to upload?

**A:** You can take the following steps:

- Ensure that unnecessary graphics or attachments are removed
- Reduce the size of your PDF files: Choose File> Save as Other> Reduced Size PDF
- Use this online tool to compress your PDF files into smaller sizes:  
<https://smallpdf.com/compress-pdf>
- Use Foundant’s Fax to File option to create a smaller file
- After taking these steps, contact Foundation staff if your file size is still too large to upload.

**Q:** How do I utilize the “Fax to File” tool?

**A:** Using the “Fax to File” tool can be pretty simple and can be used instead of a scanner to create an electronic version of a document:

- To start, click the Fax to File link on the left-hand side of your screen

- Then click the Request a Fax # button and you will be presented with a toll-free fax number. You have this number for 20 minutes.
- Fax your document to the number provided. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to a PDF. You have 20 minutes to fax your documents before the number expires.
- After you have faxed each separate document click the Finished Faxing button to see your list of files.
- Download your converted documents to your computer and save them.
- Upload the documents to the appropriate questions on the online form.

**Q:** Why am I having trouble uploading my file?

**A:** There are a few different reasons that one may experience file upload issues:

- File names—remove extra periods or replace them with a dash or underscore
- File size - Files that exceed the maximum file size limit will cause an error.

**Q:** How do I delete a file that I have uploaded to a form in Foundant?

**A:** There are two ways to remove an old file from an application:

1. Once the file has been uploaded a delete button will appear below the file name. Click the Delete button to remove the file.
2. A new file can just be uploaded in its place and it will be automatically deleted.

**Q:** Can multiple users be Foundant working on the same application at the same time?

**A:** It is possible, but we do not recommend it. Foundant's auto-save feature could save over important changes made by both users.

**Q:** What if I need to stop in the middle and come back to the application later?

**A:** There is a Save button at the bottom of the application.

**Q:** Which browser do you recommend we use?

**A:** For the best user experience when using Foundant, we recommend using the most updated version of Google Chrome, Firefox or Safari. It is fine to use Internet Explorer, but you may encounter some minor technical issues.

**Q:** What if my organization does not have an EIN?

**A:** The organization EIN is not required upon account creation but highly recommended, especially if your institution/organization resides within the United States. If awarded and applicable, your institutions EIN will be verified and checked before receiving any grant funds.

**Q:** What if I have further questions that you haven't answered here?

**A:** If you have any further questions, please contact the Coordinator, Education and Research, April Sokalsky at [aprils@nutritioncare.org](mailto:aprils@nutritioncare.org).