

## How to Submit an Application for an Open Grant Opportunity

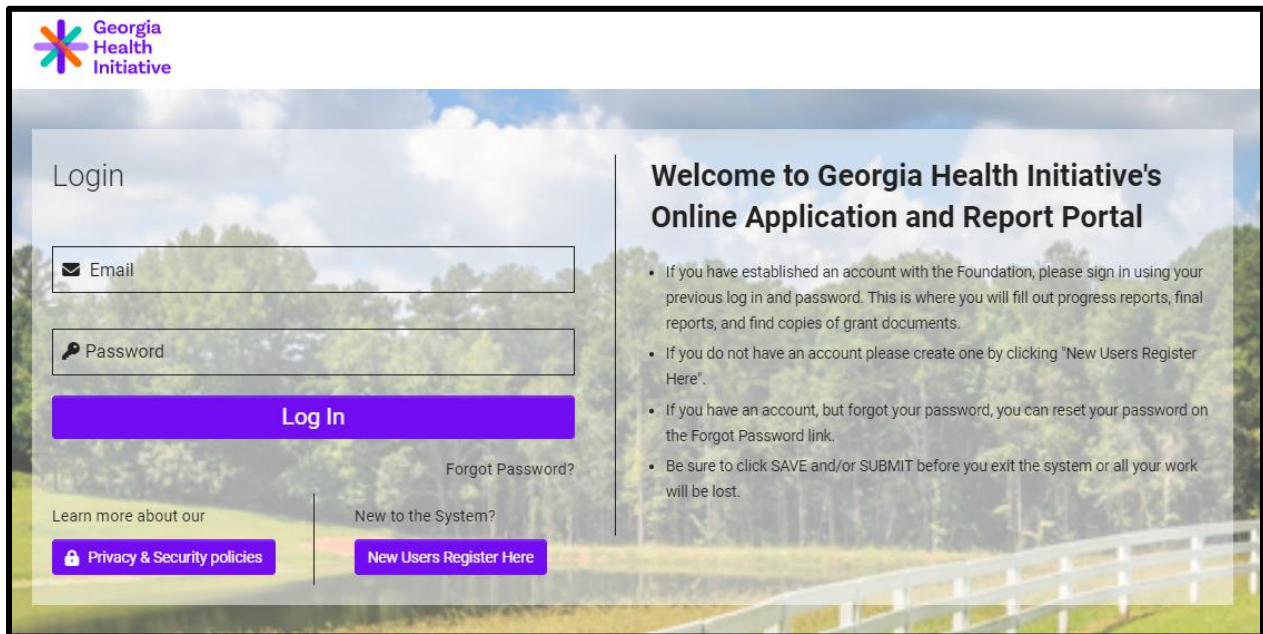
Below are detailed instructions on how to access and use the SmartSimple system.

Step 1 begins with instructions for those who do not yet have a SmartSimple account and provides a walkthrough of how to register and receive credentials to access the system.

If you already have a SmartSimple account, you can jump down to Step 2, which provides instructions on how to upload and submit documents required as part of the application for the current funding opportunity.

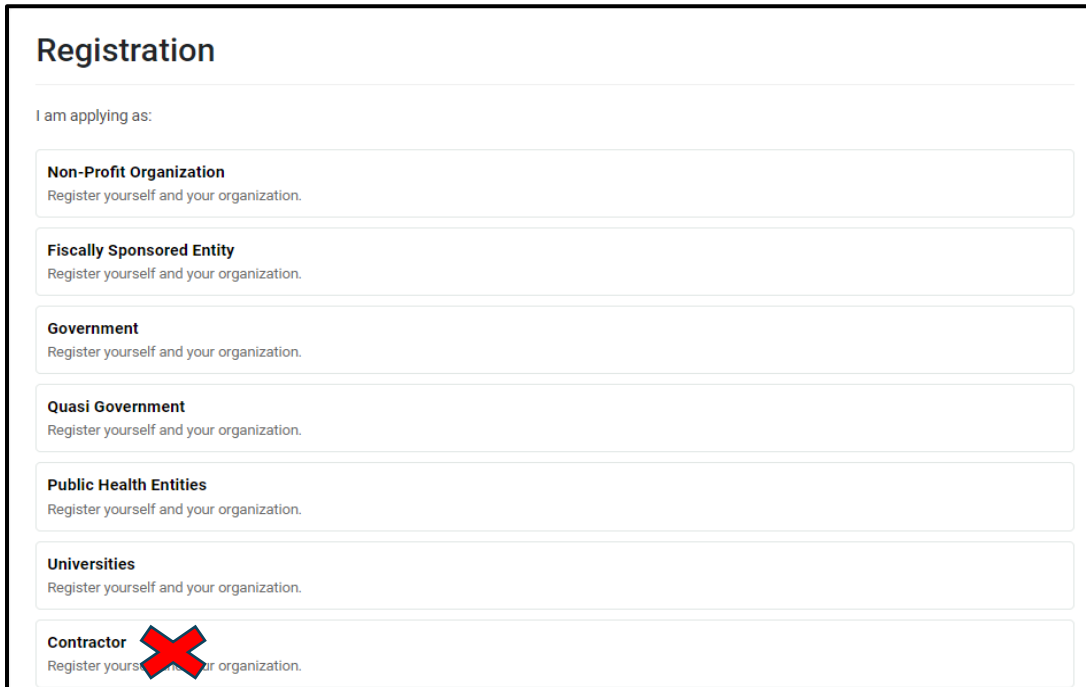
### Step 1: New User Registration

1. Visit [https://georgiahealthinitiative.us-1.smartsimple.com/s\\_Login.jsp?lang=1&prole=0](https://georgiahealthinitiative.us-1.smartsimple.com/s_Login.jsp?lang=1&prole=0) (see image below)




2. To create an account, click on the **“New Users Register Here”** button that will take you to the Registration Page.
3. Once on the **‘Registration’** page, select your organization type from among the following options: **Non-Profit Organization, Fiscally Sponsored Entity, Government, Quasi Government, Public Health Entities, Universities or Contractor.** (see image below).

Please note that you should NOT select Contractor when registering in response to this grant opportunity.

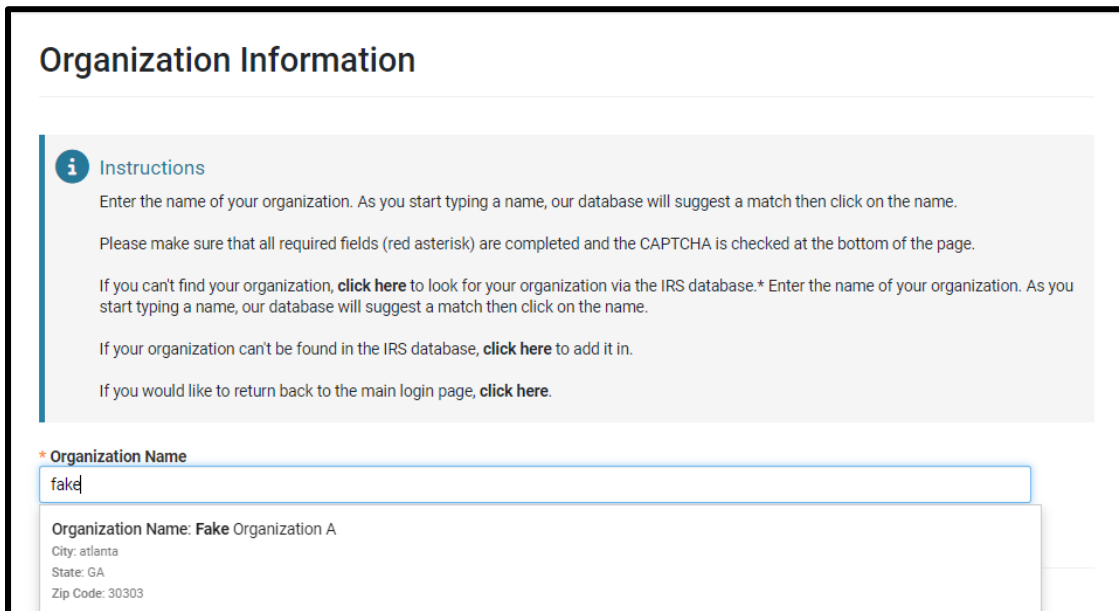


**Registration**

I am applying as:

- Non-Profit Organization**  
Register yourself and your organization.
- Fiscally Sponsored Entity**  
Register yourself and your organization.
- Government**  
Register yourself and your organization.
- Quasi Government**  
Register yourself and your organization.
- Public Health Entities**  
Register yourself and your organization.
- Universities**  
Register yourself and your organization.
- Contractor**   
Register yourself and your organization.

4. After selecting your correct option, you will see a textbox right after the instructions to search for your organization within the system (see image below).



**Organization Information**

**Instructions**

Enter the name of your organization. As you start typing a name, our database will suggest a match then click on the name.

Please make sure that all required fields (red asterisk) are completed and the CAPTCHA is checked at the bottom of the page.

If you can't find your organization, [click here](#) to look for your organization via the IRS database.\* Enter the name of your organization. As you start typing a name, our database will suggest a match then click on the name.

If your organization can't be found in the IRS database, [click here](#) to add it in.

If you would like to return back to the main login page, [click here](#).

\* **Organization Name**

fake

Organization Name: Fake Organization A  
City: atlanta  
State: GA  
Zip Code: 30303

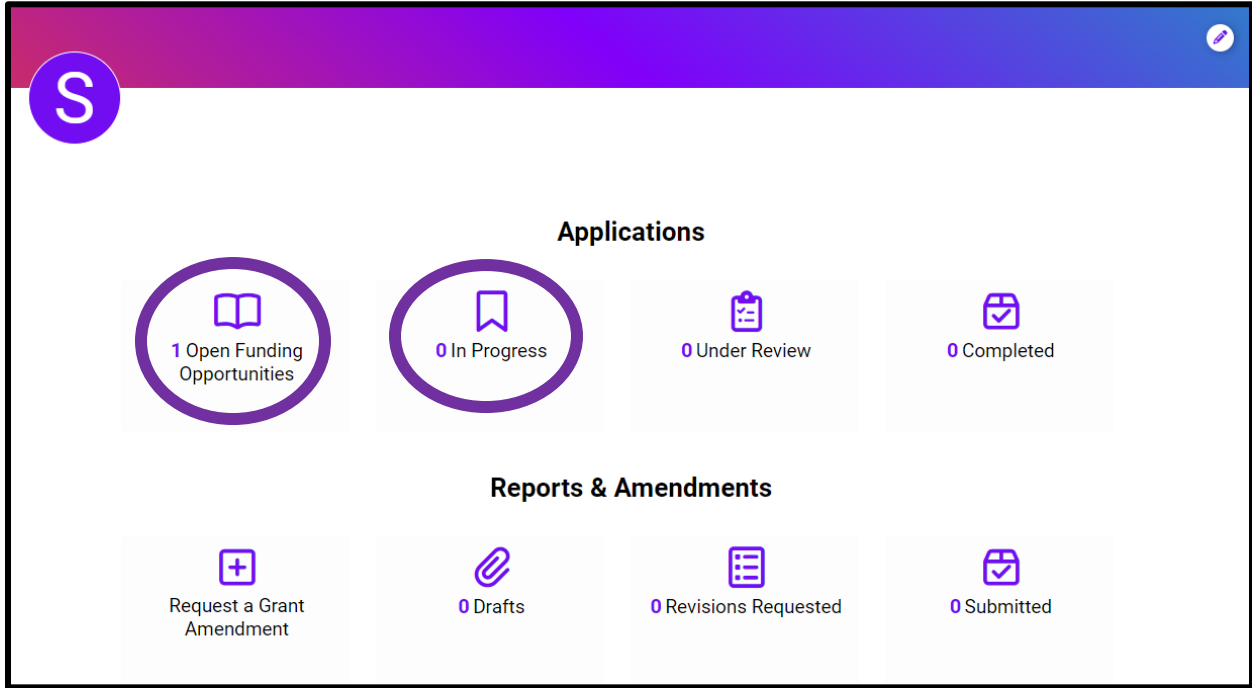
5. Type in the name of your organization to see if you are already within the SmartSimple database. If so, SmartSimple will allow you to select your organization. Once you have selected your

organization, complete the '**Contact Information**' section, check off the **I'm not a robot** box and hit the **Submit** button.

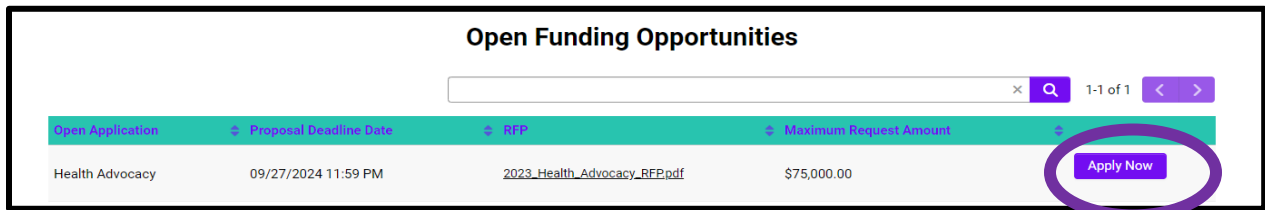
6. If the name of your organization does not prepopulate within the SmartSimple database and if you had indicated on the previous screen that your organization is designated as a '**Non-Profit Organization**,' in the instruction box select the '**Click Here**' label to search for your organization via the IRS database.
  - a. If you still cannot find your organization through the IRS Database, in the instruction box select the '**Click Here**' label again where indicated to add your organization name into the system manually. Complete all the mandatory fields in the '**Organization Information**' section and '**Contact Information**' section. Then check off the **I'm not a robot** box and hit the '**Submit**' button to send the form.
7. If the name of your organization does not prepopulate within the SmartSimple database and if you have indicated on the previous screen that your organization is designated as a **Fiscally Sponsored Entity, Government, Quasi Government, Public Health Entities, or University**, please note that your organization will not be located within the IRS database. Therefore, you can skip the step of searching for your organization within the IRS database and can simply select the '**Click Here**' label within the instruction box to add it to the system. Complete all the mandatory fields in the '**Organization Information**' and '**Contact Information**' section. Check off the **I'm not a robot** box and hit the **Submit** button to send the form.
8. After registering, you will receive a confirmation email with a link embedded. If you do not receive an email after a few minutes, please check your junk folder.
9. Once you receive the confirmation email, click on the link provided to create your password. Please note that the link will expire after 5 minutes. Then follow the steps in the **Login Page** section of this document to enter the system. You are now ready to proceed to Step 2 to submit your materials to submit your application for this funding opportunity.

## Step 2: Submit Your Application in Response to this Open Grant Opportunity

1. Log into SmartSimple using your credentials: [https://georgiahealthinitiative.us-1.smartsimple.com/s\\_Login.jsp?lang=1&prole=0](https://georgiahealthinitiative.us-1.smartsimple.com/s_Login.jsp?lang=1&prole=0). If you have forgotten your password, click on "**Forgot Password?**" and follow the prompts to reset your password.
2. After logging into your account, you will be routed to your home page. This is where you will be able to apply for this open funding opportunity in compliance with all requirements. (see image below)



3. Select **'Open Funding Opportunities'** to begin a new application in response to this open call RFP. (see image below).



4. Find the open RFP that you are applying for. Note that you can click on a hyperlink to a PDF version of the RFP for your reference and review to assist while you are completing your application.
5. Select **'Apply Now'** to begin a new application. Please note that at any time while you are working on your submission, you can click **'Save Draft'** to save the information and return to finish it later if needed. If so, note that when you log back into SmartSimple, your draft application will appear under **"In Progress."** You can click to return to your application in progress and save again or submit once final.

**Please Note the Following:**

### SmartSimple Portal Instructions

- Once you hit the “Submit” button for your application, you will not be able to return to the document to make any changes or further edits.
- Only one application will be reviewed from each organization. Please ensure that only one person from your organization submits an application through the SmartSimple system.

For questions or assistance, please contact Samantha Beasley, [samantha@georgiahealthinitiative.org](mailto:samantha@georgiahealthinitiative.org).