GUIDE FOR USING THE ELTON JOHN AIDS FOUNDATION’S CONCEPT NOTE PORTAL

Step 1: Access Concept Note Portal

Please click [here](#) to Access to the Concept Note Portal. Please click on the log in button (please see screenshot below).

**Existing users:** You will be redirected to a page to enter your Username and Password. Please see screenshot below:

![Login Screenshot](#)

**New users:** Click on the ‘Register’ button and this will redirect you to a page where you can enter your First Name, Last Name, and email address. Click ‘Sign Up’. Please see screenshot below for guidance.

![Register Screenshot](#)
You will receive a welcome email to the portal, this will include your username. Please see screenshot below:

Dear [Name],

Welcome to the Elton John AIDS Foundation Community Portal!

To get started, please click on the link below to confirm your email address and set a new password.

https://ejaft.grantee.force.com/login?c=bDTrbX9aBp5kWt9NaIuL66u5k6NLESfHrDx8cN0vQO1rX_wS0o5y8gA0M19v4La_dB9pCF1jy3Z8nQOd5JZv9eWRx53Zr_A1xuPe6vXn01Z3N7YT6nSajPLAb6u3x2rABoQqQ0h

When logging in, please use the following Username: XX

Once you have set your password, you will gain access to the EJAF Community Portal. You will be able to submit a Concept Note for an open Request for Proposals, complete a Grant Application and if you are an Active Grantee, submit Grant Reports and see your Targets, Results and Grant information.

If at any time you forget your password, please click ‘Forgot Password’ on the home screens to set a new one.

Best wishes,

Elton John AIDS Foundation

**Step 2: Access the Request for Proposals**

Once logged in to the Grantee Portal:

1. Click on the ‘Requests for Proposals’ tab to view a list of all Calls for Proposals available.
2. Click on the Request for Proposals record you want to apply for and view the relevant details.

**Step 3: Start Concept Note**

To start a Concept Note:

1. Click on the ‘Start Concept Note’ button
2. Fill in all the required details in the ‘Start Concept Note’ popup.

3. Please select new organisation from the drop down under the organisation section.

   - Please fill in all the sections required in the ‘Organisation’ pop up.
4. Once the Concept Note is created, a message with a link to the Concept Note will appear.

You can then access the Concept Note by:

- Clicking on the link with the name of your concept note in the above message; or
- Navigating to the ‘My Concept Notes’ tab in the navigation bar and clicking on the new Concept Note in the list of your concept notes.

🔍 Please note that you may need to refresh the page for the new Concept Note to display in the ‘Concept Notes’ related list.

Step Four: Fill out the Required Details.

Once the Concept Note is created, please complete the required details.

Please Note: When answering the application questions, please navigate to the information graphic (ℹ️) to additional information on what information to include in your answers to each question. Please see the screenshot below of a question with this graphic on the system.

In addition to answering the Long Questions, you also need to select the Country of Implementation and the Population Groups Supported within your project at the top of the page. Please Note: if the population you will support within your project does not appear in the list, please indicate this in your concept note and select “Young People 10-24” as a placeholder in the list.
Step Five: Upload supporting Documents.

Lower down on the same page, under Proposed Budget, upload a budget for your proposed project (you may choose your own format). Upload the file by clicking on 'Upload Files' in the 'Files' list.

Step 6: Submit the Completed Concept Note

Once you have completed the Concept Note Submission form, you can submit the Concept Note by doing the following.

- Click on the 'Confirm Responses' button at the top of the page. This will check your responses to ensure that all questions have been answered. If the validation passes, the response form will be locked. If not, you will receive an error with further details.

- Please make sure you have uploaded your project budget. Once you have uploaded your budget, please tick the box at the top of the page where it says, 'Budgeted Uploaded?', by clicking on the pencil icon (please see screenshot below):
Click on the ‘Submit Concept Note’ button and then ‘Save’ in the message window that opens. If there are required fields that are not filled, you will receive an error with further details.