

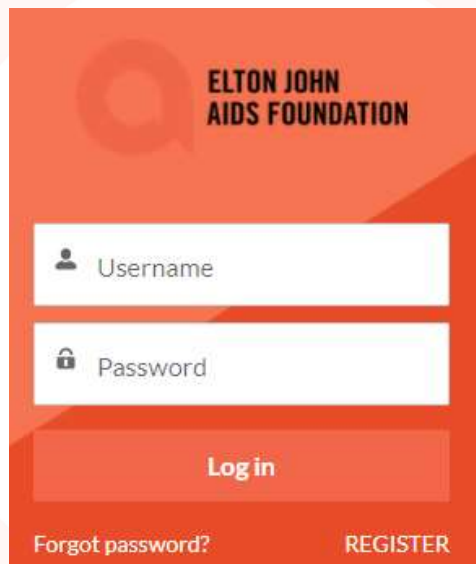
GUIDE FOR USING THE ELTON JOHN AIDS FOUNDATION'S CONCEPT NOTE PORTAL

Step 1: Access Concept Note Portal

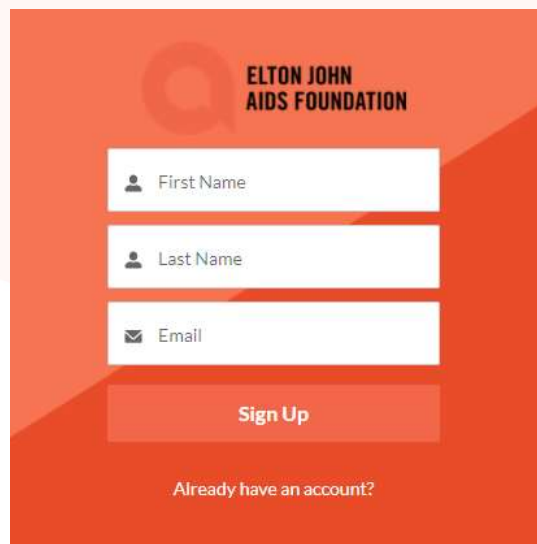
Please click [here](#) to Access to the Concept Note Portal. Please click on the log in button (please see screenshot below).



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

A screenshot of the login page. It has an orange background with the Elton John AIDS Foundation logo at the top. Below the logo are two white input fields: 'Username' with a person icon and 'Password' with a lock icon. A red 'Log in' button is positioned below these fields. At the bottom, there are links for 'Forgot password?' and 'REGISTER'.

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.

A screenshot of the registration page. It has an orange background with the Elton John AIDS Foundation logo at the top. Below the logo are three white input fields: 'First Name' with a person icon, 'Last Name' with a person icon, and 'Email' with an envelope icon. A red 'Sign Up' button is positioned below these fields. At the bottom, there is a link that says 'Already have an account?'.



ELTON JOHN AIDS FOUNDATION

You will receive a welcome email to the portal, this will include your username. Please see screenshot below:

Dear XX

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://ejafgrantees.force.com/login?c=bOVtqiIiwCnkpFTZ9MLErTIVWNILSwt.RN.ERE2HsDMNI9b01Fx_mSdOytkpMORh4la_dDguCF.hg3ZBnQOdrSuxwR9wqrVMtxs93z.AXksPe6cVn01E8NTYTIn5AyFuMBIw2arA8x0gQdY

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 screen 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.

Request for Proposals Name	Date Opened	Due Date for Concept Notes
RADIAN: Unmet Need Fund	19/07/2021	16/09/2021 13:00

[View All](#)

Step 3: Start Concept Note

To start a Concept Note:

1. Click on the 'Start Concept Note' button

Request for Proposals
RADIAN: Unmet Need Fund

[Start Concept Note](#)

Request for Proposals Name
RADIAN: Unmet Need Fund

Program
RADIAN

Applicable Countries
Albania; Armenia; Azerbaijan; Belarus; Bosnia and Herzegovina; Bulgaria; Croatia; Estonia; Georgia; Kazakhstan; Kyrgyzstan; Latvia; Lithuania; Moldova; Montenegro; North Macedonia; Romania; Russia; Serbia; Slovenia; Tajikistan; Turkmenistan; Ukraine; Uzbekistan

Date Opened
19/07/2021

Due Date for Concept Notes
16/09/2021 13:00

Due Date for Applications



2. Fill in all the required details in the 'Start Concept Note' popup.

Start Concept Note

Note
Для перевода на русский язык наведите курсор на значок после каждого вопроса

* Are you a non-profit organisation? ⓘ
--None--

* Will you support Key Populations/PLHIV? ⓘ
--None--

* Country of project implementation ⓘ
--None--

* Select Country of Implementation ⓘ
--None--

* Project Name

* Organisation ⓘ

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

* Organisation

+ New Organisation

- Please fill in all the sections required in the 'Organisation' pop up.

Organisation Information

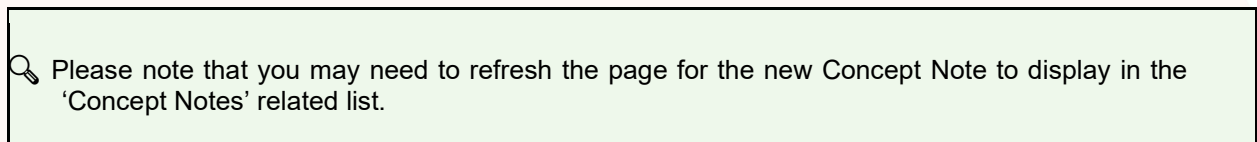
* Organisation Name <input type="text"/>	* Income (last year) <input type="text"/>
Parent Organisation <input type="text" value="Search Organisations..."/>	* Expenditure (last year) <input type="text"/>
* Registration Number <input type="text"/>	* Organisation Currency GBP - British Pound
* Registration Date <input type="text"/>	* Last Financials Date <input type="text"/>
* Nonprofit? --None--	Region --None--
* No. of Employees --None--	
* No. of Volunteers --None--	

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.



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 () 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.


Long Questions






























Please answer all questions in the survey form below. When you have finished filling in the form, please click the "Confirm Responses" button. This will check your responses to ensure that all questions have been answered. If the responses are confirmed, the response form will be locked. If not, you will receive an error with further details.

[Confirm Responses](#)

Your Concept Note / Ваша концептуальная заявка

Before submitting your concept note, please read carefully the RADIANT Unmet Need Fund Opportunity Announcement (download at eltonjohnaidsfoundation.org/radian), including the sections on What We Will Fund, Eligibility Requirements, and Selection Criteria. / Перед подачей вашей концептуальной заявки, пожалуйста, ознакомьтесь внимательно с Объявлением о конкурсе по конкурсу RADIANT «Насущные нужды» (скачать здесь: eltonjohnaidsfoundation.org/radian), включая разделы Особенности финансируемых проектов, Квалификационные требования и Критерии отбора.

* 1. Executive Summary: What are the main expected results and activities of your project? (150 words) / Краткое резюме: Каковы основные ожидаемые результаты и мероприятия вашего проекта? (150 слов) 

Salesforce Sans 12 B I U                             

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.

Proposed Budget

Please upload a budget in USD. When you are done, please check the "Budgeted Uploaded" checkbox above to confirm that you have uploaded your budget. You will not be able to Submit your Concept Note until you have confirmed that your Budget was uploaded. / Загрузите, пожалуйста, бюджет в долларах США, нажав на кнопку "Upload Files" ("Загрузите файлы"). После этого поставьте галочку в поле "Budget Uploaded" (Бюджет загружен) выше, чтобы подтвердить, что вы загрузили свой бюджет. Вы не сможете отправить концептуальную заявку, пока не подтвердите, что бюджет загружен.

Each application can request up to \$1,500,000 USD. The Foundation will assess each application's budget in relation to the proposed results. / Максимальная запрашиваемая сумма каждой заявки составляет 1.500.000 долларов США. Фонд будет оценивать бюджет каждой заявки в сопоставлении с ожидаемыми результатами проекта.

Files (0)				Upload Files
Title	Owner	Last Modified	Size	

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.

Long Questions

Please answer all questions in the survey form below. When you have finished filling in the form, please click the "Confirm Responses" button. This will check your responses to ensure that all questions have been answered. If the responses are confirmed, the response form will be locked. If not, you will receive an error with further details.

Confirm Responses

Your Concept Note / Ваша концептуальная заявка

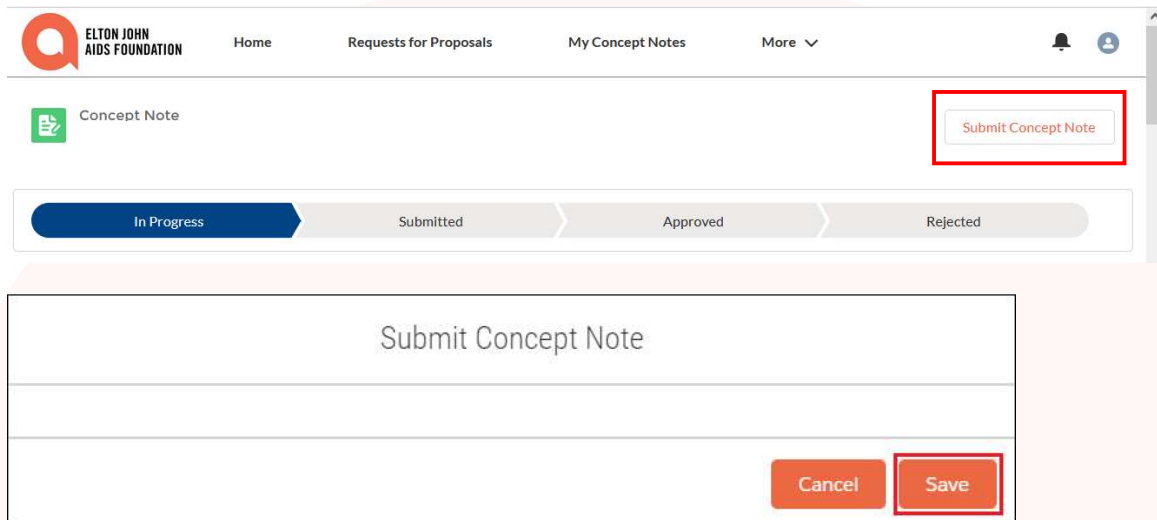
Before submitting your concept note, please read carefully the RADIANT Unmet Need Fund Opportunity Announcement (download at eltonjohnaidsfoundation.org/radian), including the sections on What We Will Fund, Eligibility Requirements, and Selection Criteria. / Перед подачей вашей концептуальной заявки, пожалуйста, ознакомьтесь внимательно с Объявлением о конкурсе по конкурсу RADIANT «Насущные нужды» (скачать здесь: eltonjohnaidsfoundation.org/radian), включая разделы Особенности финансируемых проектов, Квалификационные требования и Критерии отбора.

- 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):

Budget Uploaded? ⓘ

☐

- 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.



The screenshot displays the Elton John AIDS Foundation web application interface. At the top, the navigation bar includes the logo, 'Home', 'Requests for Proposals', 'My Concept Notes', and a 'More' dropdown menu. Below the navigation bar, the 'Concept Note' section is visible, featuring a 'Submit Concept Note' button highlighted with a red rectangle. A progress bar below this section shows four stages: 'In Progress' (active), 'Submitted', 'Approved', and 'Rejected'. A modal window titled 'Submit Concept Note' is open, containing two empty text input fields and two buttons at the bottom: 'Cancel' and 'Save' (highlighted with a red rectangle).