

# How to Register via the AOA Grants Submission Portal

- Step 1.** Access the web portal via the link on the AOA's web page <http://grants.osteopathic.org/Accounts/LogOn>. Users will see the following page. Existing users should Log On using their username and password. New users should register.

PHYSICIANS | RESIDENTS | MEDICAL STUDENTS | PATIENTS | MEDIA

ABOUT AOA | CONTACT US | A A A

**AOA** AMERICAN  
OSTEOPATHIC ASSOCIATION

Advancing the distinctive philosophy and practice of osteopathic medicine

HOME AOA WEB PORTAL

Welcome to the Web Portal

Log In Page

Log In

Login ID (Email address)

Password

Organization

Use this link to Register

**New Users: Click "Register"**

**Step 2.** New registrants are asked for registration information. The fields are all required.

**NOTE:** *Your email address becomes your username.*

Log In Page

### Create a Profile

**Account Information**

First Name  \*      Last Name  \*

Email Address  \*

Password  \*

Re-enter your Password  \*

Password Hint  \*

**Step 3.** Select “Individual Applicant”.

Portal Access\*  Individual Applicant      Use this if you are the Principal Investigator (PI).

**Step 4.** Type in your organization name and click “**Search**”. If your organization is in our system, it will populate and you need to click on it. If your organization is not in our system, then “Create a new organization”.

- If your organization is in the system:

**Organization Information**

Search approved organizations by name

Select an organization from the search results or select 'Create a new organization' \*

- Create a new organization
- American Osteopathic Association (AOA) -

- If your organization is not in the system, highlight “Create a new organization”:

**Organization Information**

Search approved organizations by name

Select an organization from the search results or select 'Create a new organization'

**NOTE:** Go to “Page 8”, “Create a New Organization” for instructions.

**Step 5.** Click on the button “Copy Address Information from Organization”

**Personal Information**

Address (line 1)  \*  
Address (line 2)   
City  \*  
State  \* Zip   
Primary Phone #  \* Phone Type  \*  
Secondary Phone #  Phone Type  \*

[Use this link to Log In](#)

**NOTE:** If the address does not populate into the form fields below, then enter the information.

**Step 6.** Enter your personal information. (Address should be your organization’s address, not your personal address)

**Personal Information**

Address (line 1)  \*  
Address (line 2)   
City  \*  
State  \* Zip   
Primary Phone #  \* Phone Type  \*  
Secondary Phone #  Phone Type  \*

**Step 7.** Click “Register”.

[Register](#)

[Use this link to Log In](#)

**Step 8.** Once you register, you will see the following screen:

PHYSICIANS | RESIDENTS | MEDICAL STUDENTS | PATIENTS | MEDIA

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**AOA** | AMERICAN OSTEOPATHIC ASSOCIATION

Advancing the distinctive philosophy and practice of osteopathic medicine

HOME | AOA WEB PORTAL

Log In Page

### Email Confirmation

#### Confirm Email Address

Please enter the confirmation code that was emailed to you when you registered.

Confirmation Code

[Log In](#)

**Copy and Paste Your Confirmation Code Here.**

**Step 9.** Check your email for the confirmation code. Copy and paste the confirmation code into the box.

**Step 10.** Click “Log-In” and you will see the following screen:

Advancing the distinctive philosophy and practice of osteopathic medicine

HOME AOA WEB PORTAL

Welcome Gloria of GMS's Embroidery Enterprise  
**Individual Applicant**  
 My Profile  
 Log Out

Welcome to the Web Portal

Thank you for taking the time to register with us. Some web portal roles require approval before you can use those features. If you registered with an organization, then your organization administrator will need to set your organization permissions.  
 Use one of the portal menus ("Individual Applicant") to get started.

Click Here

About the AOA  
 AOA Membership

Advocacy  
 Legislative Priorities

DO Profiles  
 Order Physician Credentialing Reports

**Step 11.** You will see the following screen:

PHYSICIANS | RESIDENTS | MEDICAL STUDENTS | PATIENTS | MEDIA

ABOUT AOA | CONTACT US | A A

AOA® AMERICAN OSTEOPATHIC ASSOCIATION

Advancing the distinctive philosophy and practice of osteopathic medicine

HOME AOA WEB PORTAL

Welcome Gloria of American Osteopathic Association (AOA)  
**Individual Applicant**  
 Home  
 Available Grants  
 My Saved Applications  
 My Awards  
 Reports  
 My Profile  
 Log Out

Welcome Individual Grant Applicant

Use the Individual Applicant menu to get started.

Saved Applications

You have no saved applications

Available Applications

AMERICAN OSTEOPATHIC ASSOCIATION GRANT APPLICATION  
 This is a test application.

Click Here

- **Available Grants:** This page lists the Request for Applications (RFA) that we have available. If the RFA is currently accepting applications online you will be able to click on the RFA name to open an application.
- **My Saved Applications:** This is where you will go when you are in the process of submitting an application.

- **My Awards:** This is where you will go to see if your grant is approved, when your reports are due, and when you will receive disbursements.

**Step 12.** When you click on the grant that you want to apply, you will see the following screen:

Exit Save Save and Exit Printer Friendly Version

## AMERICAN OSTEOPATHIC ASSOCIATION GRANT APPLICATION

\* indicates required field

Save Your Changes - Click save every 15 minutes while making changes

FORM A: Application Face Page
FORM B-C: Personnel & Biosketch(es)
FORM D: Career Goals

FORM E: Budget Worksheet
Form F: Budget Justification
FORM G: Resources

FORM H: Project Summary/Abstract
FORM I: Statement of Relevance
The Research Plan

Appendix

<b>American Osteopathic Association Grant Application</b>	 <small>AMERICAN OSTEOPATHIC ASSOCIATION TREATING OUR FAMILY AND YOURS</small>	
<small>Internal Use Only: ID Number:</small>		
Title of Project: <input style="width: 90%;" type="text" value=""/>		
Amount of Request: <input style="width: 80%;" type="text" value=""/>		
<b>GRANT CATEGORY</b>		
Is this New or Resubmission?		
<input style="width: 95%;" type="text" value=""/>		
<b>PRINCIPAL INVESTIGATOR INFORMATION</b>		
Name: (Last, First, Middle) Gloria Dillard	Degrees: <input style="width: 80%;" type="text" value=""/>	Application Organization: <input style="width: 80%;" type="text" value=""/>
Position Title:		

**NOTES:**

- Anything **highlighted and/or has an asterisk** is a required field. You will not be able to submit your application without completing all the required fields.
- Remember to save your application every **10-15 minutes**.
- *Pay close attention to any **RED** language.*
- If something is highlight and/or has an asterisk and it does not pertain to your project, input **“NA”**.
- Once you have submitted your application and need to make changes before the submission deadline, you may do so by contacting the AOA and we will assist you in reopening the application.
- If you want to log-out and come back later, remember to **save** your application. When you return, just log in and click **“My Saved Applications”**.

- Make sure that you download and review all the grant instructions.
- When you sign-in after initial registration, you will see the following screen:

HOME AOA WEB PORTAL

Log In Page

## Welcome to the Web Portal

### Log In

Login ID (Email address)

Password

Organization

[Use this link to Register](#)

**About the AOA**  
AOA Membership  
AOA Fundraising Committee

**Advocacy**  
Legislative Priorities  
Public Policy

# Creating a New Organization

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New organizations must be approved by the back office before you can use them to log in

Organization  \*

Tax ID  \*

Address (line 1)

Address (line 2)

City  \*

State  \* Zip

Phone #  \*

Website

**Personal Information**

Address (line 1)  \*

Address (line 2)

City  \*

State  \* Zip

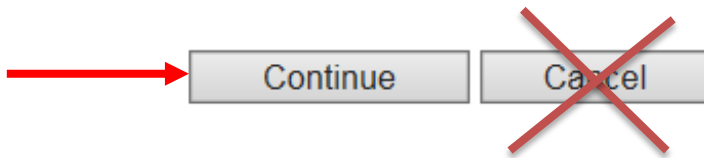
Primary Phone #  \* Phone Type  \*

Secondary Phone #  \* Phone Type  \*

[Use this link to Log In](#)

Once you complete this screen and click “**Register**”, you will see the following notice:

There is currently no Organization Admin for the organization you selected. Click Cancel to select the Organization Admin role, otherwise select Continue.



Ignore and click “**Continue**”.

Go to “Step 8”.