UPDATED GRANT PORTAL REGISTRATION INSTRUCTIONS

Registering your residency program in the new POMA Foundation grants portal

Register your program first

The POMA Foundation's new online grant portal links grants to organizations, not individuals. This means your residency program must be registered first.

In the future, authorized program users can log in using their individual accounts and apply for any grant (Resident Wellness, Bright Ideas, Community Enhancing), and all your org info will be pre-populated into the application. You can also see past applications.

Identifying someone besides the program director as the project lead in an application

If anyone besides the program director will lead the grant-funded project (ex: resident or faculty), you need to "collaborate" with that individual, and they should be named as primary contact in the grant application.

The POMA membership requirement applies to the individual running the program, whether that's the program director or the person identified as the primary contact in the grant application.

Steps to "collaborate"

1. Register the residency program in the portal first. Enter the Program Director's name and contact information in the CEO/Executive Officer section. Enter their title as 'Program Director.'

Registration field	Recommended person
CEO/Executive Officer	Residency program director
User creating the account	Program coordinator or other continuing staff member, using their own email
Application/project contact	Resident leading the project, if appropriate

2. The PD/staff member starts the grant, opens the grant summary page, and invites the resident/faculty to "collaborate." They will be invited to create a log in.
    a. You decide what level of access for this person:
        i. View: Review
        ii. Edit: Complete or revise
        iii. Submit: Complete and submit
3. The resident/faculty logs in and completes the application.

This process *avoids multiple accounts* for your residency program in the portal and *ensures you have continued access* to your residency program account.

Link to new grant portal

- https://www.grantinterface.com/Home/Logon?urlkey=poma

Tutorial on inviting a resident/faculty to "Collaborate"

- https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration
- Open "Invite Collaborators to Your Request" for screen shots

Questions? Contact Angie at angie@poma.org.

New account registration details

Category	Information typically requested
Organization	Legal name, EIN/tax ID, mailing address, telephone number, and website
Primary contact/user	First and last name, title, email address, telephone number, and mailing address if different from the organization's
Executive officer, if requested	Name, title, email address, and contact information; applicants may be asked whether they are the executive officer
Login credentials	An email address and a password that meets the portal's requirements