Emory Request for Applications User Guide

1. Access the application at the following link: [Emory Healthcare Innovation RFA 2023](#)

2. Create a Blackbaud Account. When creating an account, the password must be 12 characters in length and include 1 upper case, 1 lower case, 1 number, and 1 special character.

3. Once application is saved you can access and complete your application [here](#)

4. Add mail@grantapplications.com to your address book to avoid system emails going to Spam.

5. When you 'Save and Finish Later' or 'Submit' your application, you will receive an email which includes a full copy of the application for your records.

6. There is a spell check option enabled on all narrative sections. Please avoid formatting such as bullet lists.

7. The application will time out after 60 minutes of inactivity. To reengage, you will want to sign back in.