

Step 1: To submit an LOI please click [here](#).

*If the link does not automatically take you to the LOI submission portal please copy and paste this URL into your web browser https://webportalapp.com/sp/login/df_signature_grant. You should see the webpage displayed below.



Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password



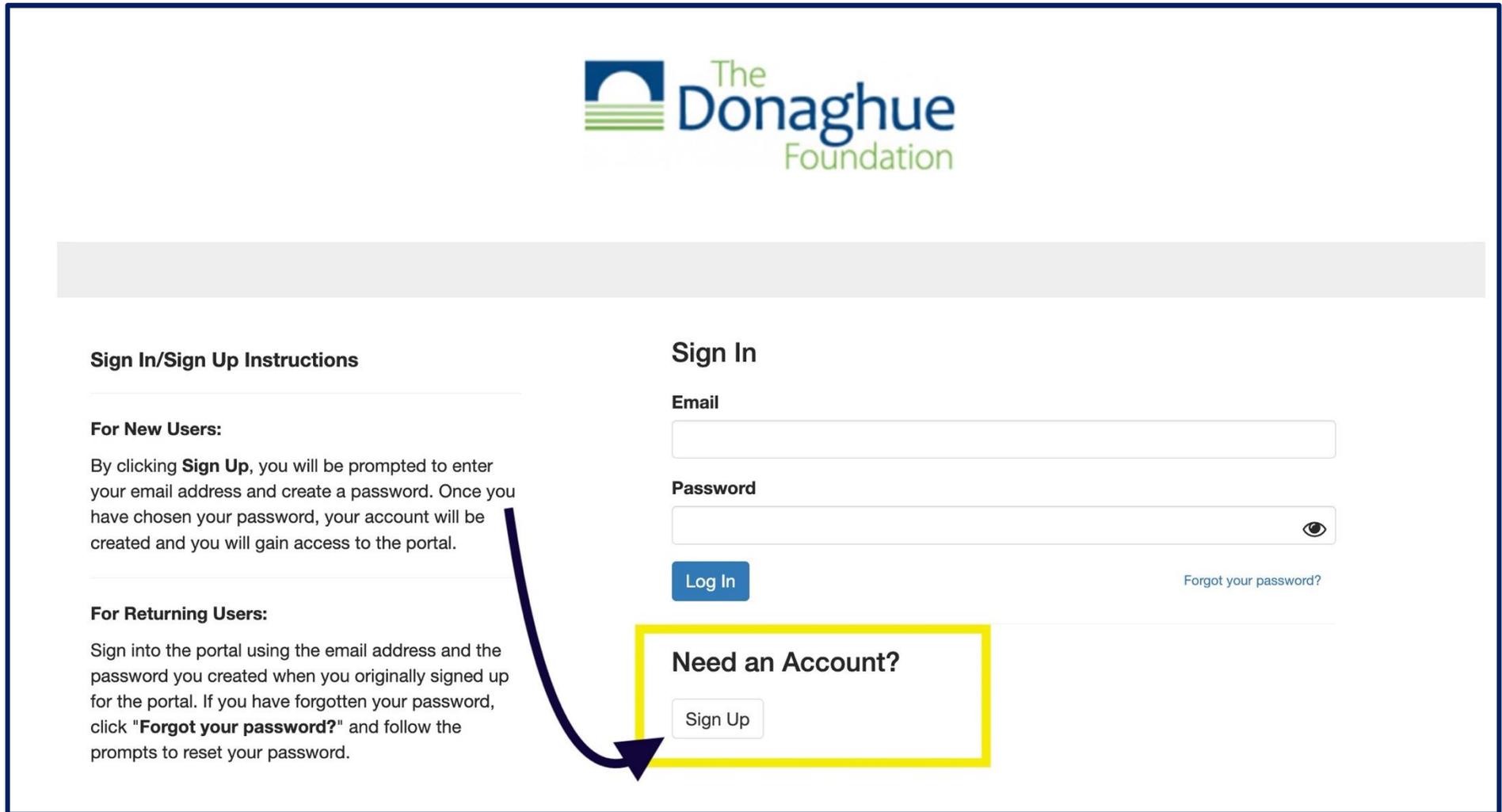
Log In

[Forgot your password?](#)

Need an Account?

Sign Up

Step 2: Please click "sign up" to create an account. Creating an account is required to submit an LOI.



The Donaghue Foundation

Sign In/Sign Up Instructions

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Sign In

Email

Password 

[Log In](#) [Forgot your password?](#)

Need an Account?

[Sign Up](#)

Step 3: Create your WizeHive account. Please be sure to follow ALL password requirements. Once all information has been entered correctly please click "Sign Up".



[Return to Login](#) ↗

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Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- ✔ Must contain at least one lowercase letter
- ✔ Must contain at least one uppercase letter
- ✔ Must contain one number
- ✔ Must be between 8 and 32 characters
- ✔ Must not be an email address

Confirm password

- ✔ Passwords must match

Sign Up





Step 4: Please complete all **three** sections of the applicant profile. Once all information has been entered correctly, please click “Create Profile”. Please utilize the “Save Draft” button to ensure your changes are saved as you are inputting the requested information.



Profile ▾

[Save Draft](#)[Create Profile](#)

Last saved at 9:45:05 AM

Applicant Information

First Name *

Last Name *

Credentials *

Please separate each credential with a comma (e.g. PhD, MD, MBA, MPH)

Title *

Organization *



Organizational Address

Street Address ***City *****State *****Zip Code *****Organizational Web Address *****Email ***

Please enter the preferred email of the applicant

Demographic Information

We request that the PI provide gender, race, and ethnicity information. This section is not mandatory but it will help the Foundation assess its success in attracting a diverse pool of letter of intent submissions.

To which gender identity do you identify?

- Woman
- Man
- Transgender
- Non-binary/non-conforming
- Other
- Prefer not to respond

Race

- American Indian or Native American
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to respond

Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino
- Prefer not to respond

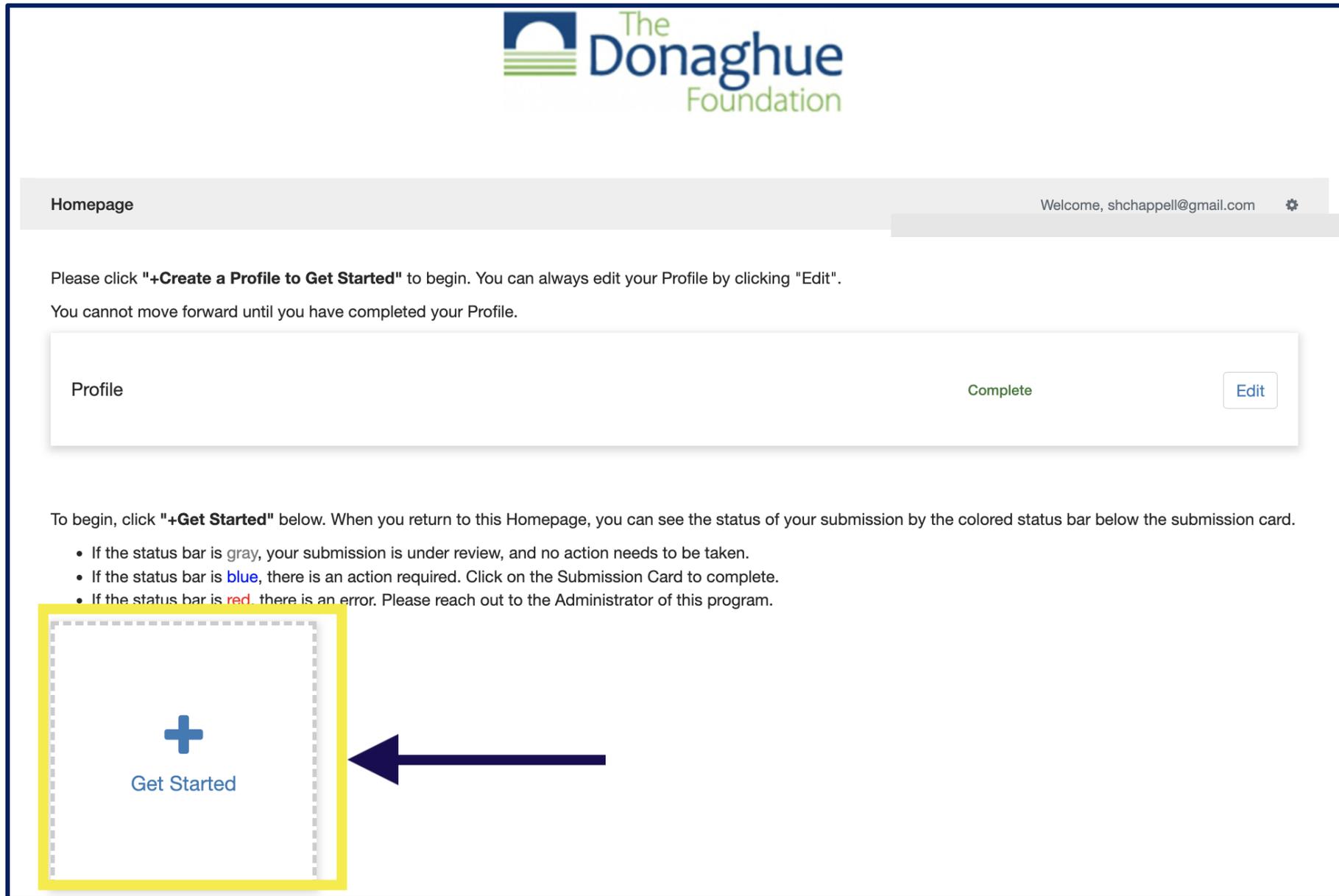


Last saved at 9:45:05 AM

Save Draft

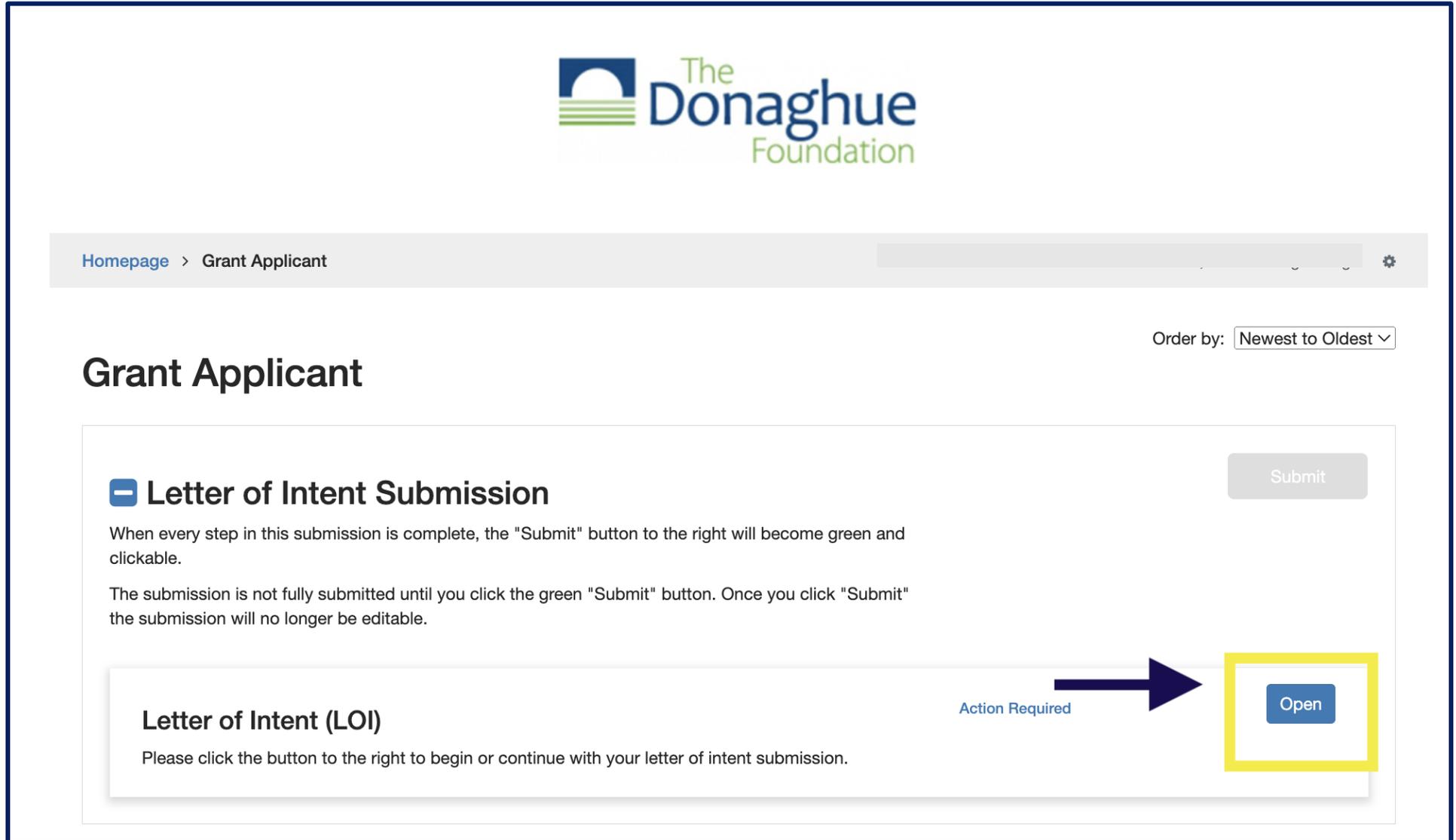
Create Profile

Step 5: Once your profile has been marked **“Complete”** please click **“Get Started”** to begin filling out the LOI form.



The screenshot shows the homepage of The Donaghue Foundation. At the top, the logo is displayed. Below it, a navigation bar shows 'Homepage' on the left and 'Welcome, shchappell@gmail.com' with a settings gear icon on the right. The main content area contains instructions: 'Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.' Below this is a profile status bar with the text 'Profile' on the left, 'Complete' in green in the center, and an 'Edit' button on the right. Further down, instructions state: 'To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.' A bulleted list follows: '• If the status bar is gray, your submission is under review, and no action needs to be taken. • If the status bar is blue, there is an action required. Click on the Submission Card to complete. • If the status bar is red, there is an error. Please reach out to the Administrator of this program.' At the bottom, a 'Get Started' button with a blue plus sign is highlighted with a yellow border, and a dark blue arrow points to it from the right.

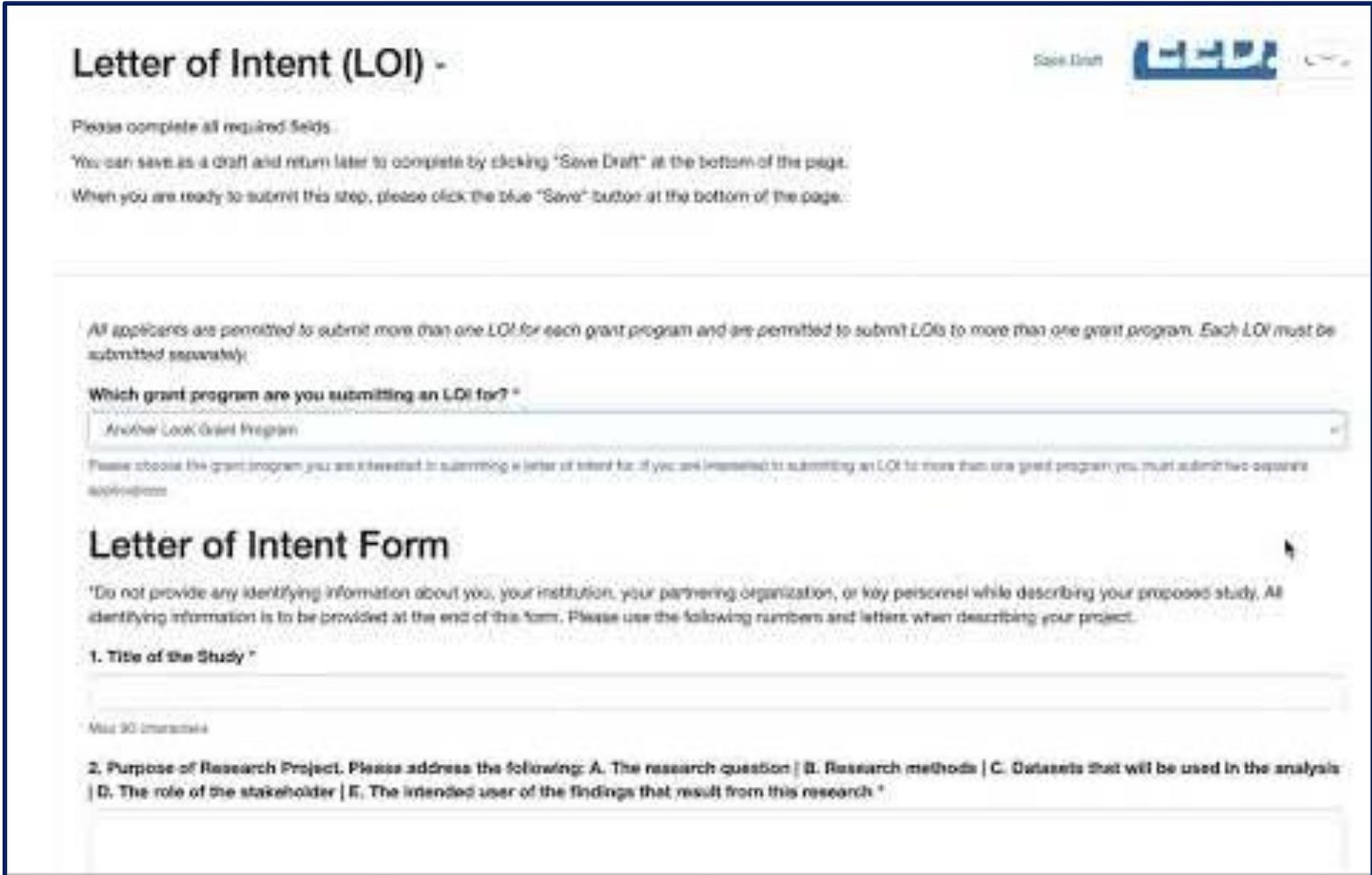
Step 6: Once you get to the Letter of Intent (LOI) submission page, please click “Open”.



The screenshot shows the 'Grant Applicant' page on The Donaghue Foundation website. At the top, there is a breadcrumb trail: 'Homepage > Grant Applicant'. Below this, the page title 'Grant Applicant' is displayed on the left, and a sorting dropdown menu 'Order by: Newest to Oldest' is on the right. The main content area features a section titled 'Letter of Intent Submission' with a minus sign icon. To the right of this section is a grey 'Submit' button. Below the section title, there is a text box with instructions: 'When every step in this submission is complete, the "Submit" button to the right will become green and clickable. The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.' Below this text box is a white callout box with the title 'Letter of Intent (LOI)' and the text 'Please click the button to the right to begin or continue with your letter of intent submission.' To the right of the callout box, the text 'Action Required' is followed by a large blue arrow pointing to a blue 'Open' button, which is highlighted with a yellow square border.

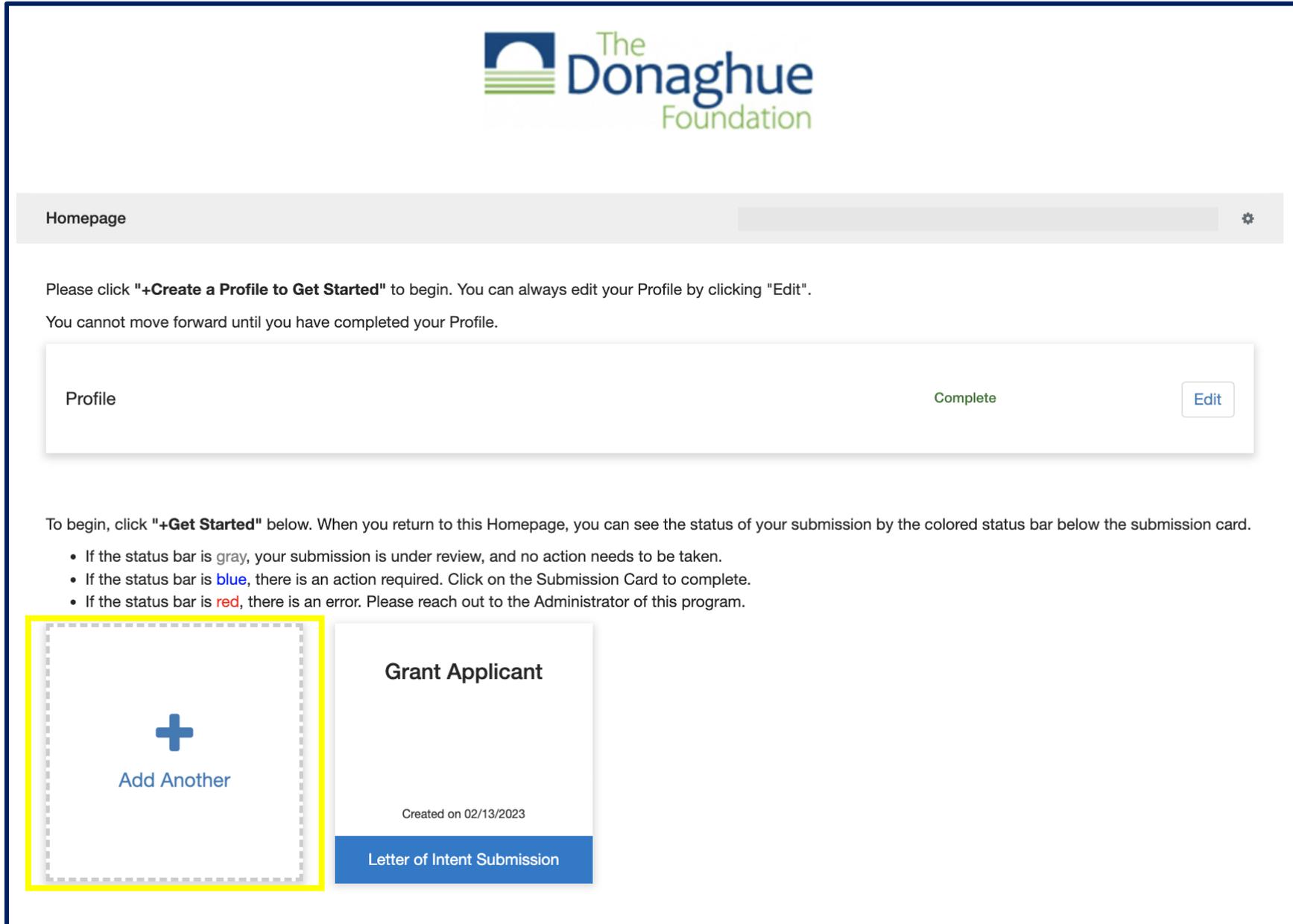
Step 7: Complete all required fields on the LOI form. (Please click the image to play the video.)

*Should the below video not load please click [here](#).



The screenshot shows a web form titled "Letter of Intent (LOI) -". In the top right corner, there are buttons for "Save Draft" and "Save". Below the title, there are instructions: "Please complete all required fields.", "You can save as a draft and return later to complete by clicking 'Save Draft' at the bottom of the page.", and "When you are ready to submit this step, please click the blue 'Save' button at the bottom of the page." A note states: "All applicants are permitted to submit more than one LOI for each grant program and are permitted to submit LOIs to more than one grant program. Each LOI must be submitted separately." A dropdown menu is labeled "Which grant program are you submitting an LOI for? *" and currently shows "Another Look Grant Program". Below this, a note says: "Please choose the grant program you are interested in submitting a letter of intent for. If you are interested in submitting an LOI to more than one grant program, you must submit two separate applications." The main heading is "Letter of Intent Form". A note reads: "Do not provide any identifying information about you, your institution, your partnering organization, or key personnel while describing your proposed study. All identifying information is to be provided at the end of this form. Please use the following numbers and letters when describing your project." The form has two sections: "1. Title of the Study *" with a text input field and a "Max 90 characters" limit, and "2. Purpose of Research Project. Please address the following: A. The research question | B. Research methods | C. Datasets that will be used in the analysis | D. The role of the stakeholder | E. The intended user of the findings that result from this research *" with a larger text input field.

Step 8: To submit more than one LOI please click “Add Another” and repeat steps 5-7.



The screenshot shows the user interface for submitting a Letter of Intent (LOI). At the top, the Donaghue Foundation logo is displayed. Below it, a navigation bar shows 'Homepage' and a settings gear icon. The main content area contains instructions: 'Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.' Below this is a profile status bar with 'Profile' on the left, 'Complete' in the center, and an 'Edit' button on the right. Further down, instructions state: 'To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.' A bulleted list explains status bar colors: gray for 'under review', blue for 'action required', and red for 'error'. At the bottom, there are two cards: one with a blue plus sign and the text 'Add Another' (highlighted with a yellow border), and another titled 'Grant Applicant' with a date 'Created on 02/13/2023' and a blue button labeled 'Letter of Intent Submission'.