

# Requesting Assistance

## **STEP 1:**

Log onto SHO Website

## **STEP 2:**

Complete Grant Inquiry Form and submit electronically to Grants and Funding Coordinator (GFC)

## **STEP 3:**

Notification will be given to the requester regarding status of the request.

## **STEP 4:**

If determined to move forward, the requester will be directed to the complete and electronically submit the Grant Funding Information Form

## **STEP 5:**

Research will be performed and the Shared Services Steering Committee will score and prioritize all requests

## **STEP 6**

Approval/Denial of request will be relayed to the requester

## **STEP 7:**

If request is approved, the grant application will be completed and submitted with the assistance of program staff of the requesting hospital(s)

## **STEP 8:**

Grant will be approved or denied

## **STEP 9:**

If the grant is approved, follow up, grant management, evaluation and reporting will be completed according to the guidelines of the funding agency

## **STEP 10:**

Upon completion of all grant requirements, the grant will be closed