

# AIMS

## Applicant user guide to the online application system

October 2018, v5.0

This user guide is for applicants applying for funding from the Health Foundation using AIMS, our online application system. We welcome any feedback that will help us improve AIMS or this user guide. Please share your comments with the programme team.

Only forms submitted through <https://AIMS.health.org.uk> will be considered. Please access all the supporting information documents from our website before using AIMS, and have these to hand when you are completing your application. Please also familiarise yourself with AIMS at an early stage of your form, as we may not be able to respond to all technical queries close to the deadline for forms. We will however endeavour to resolve all technical issues in a timely fashion.

We aim to resolve all technical issues (e.g. not able to submit a form) within five working days. If you need to log a technical issue, or have any queries about the programme or the process that cannot be answered by the specific programme supporting information documents, then please contact the programme team, whose contact details can be found in the programme guidance.

### Key tips:

- We recommend that you save the AIMS online application system address into your favourites so it is easy to access, and use the latest version of Firefox or Chrome.
- Please register with the contact details of the person who should receive all the information regarding the form.
- If you are applying on behalf of an organisation and registering for the first time, please tick the 'Register with Organisation' box and, when you are directed to the AIMS home page, register with the details of the organisation via the 'Contacts' tab. Otherwise, you will not be able to apply on behalf of the organisation.
- To access your form after logging back in, please click on the Task 'Application form submission' link in the Task column for the relevant form, as seen in Section 3B.

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**Step 1: Register as a new user**

**Step 2: Select the programme you would like to apply to**

**You will be directed to select one of the following options in the supporting information and guidance. Please ensure you are familiar with this before creating a form on AIMS.**

Option A: If you are applying for an individual fellowship, such as GenerationQ or Q.

Option B: If you are applying for a large Health Foundation programme on behalf of an organisation or a team, such as our Behavioural Insights or Advancing Applied Analytics programmes.

Option C: If you are applying for a small Health Foundation project on behalf of an organisation or a team, or submitting a tender response.

**Step 3: Complete the form**

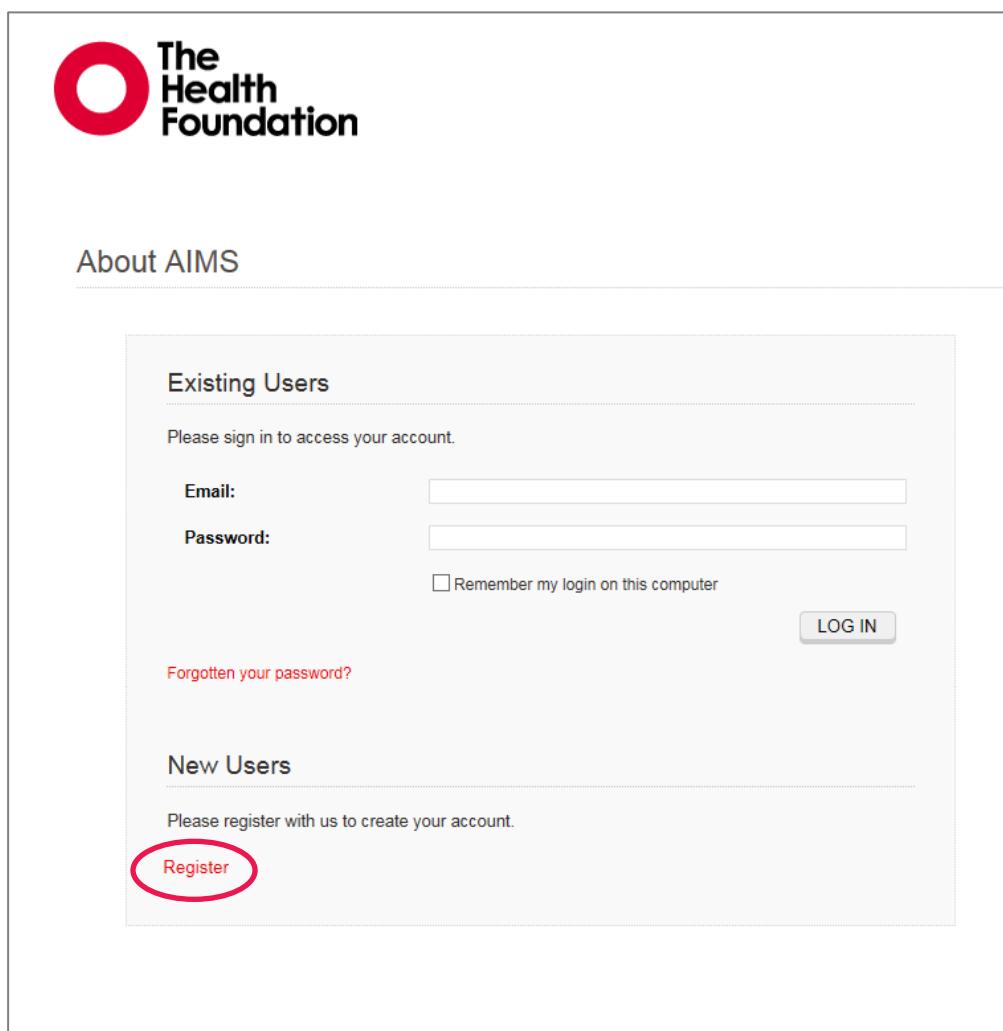
- A: Navigating through the form
- B: Returning to your form
- C: Specific question guidance
- D: Submitting your form for assessment
- E: Viewing your form after submission

## Step 1: Register as a new user

Before you can apply for a programme, you must register as a new user with AIMS. You only need to do this the first time you use the system. After that, you can log in with your email address and password.

To register as a new user, please go to <https://AIMS.health.org.uk> and click on the 'Register' button at the bottom of the page, as shown below.

**Key tip:** Please register with the contact details of the person who should receive all the information regarding the form.



The screenshot shows the 'About AIMS' page with the 'The Health Foundation' logo at the top. Below it, there are two sections: 'Existing Users' and 'New Users'. The 'Existing Users' section contains fields for Email and Password, a 'Remember my login' checkbox, and a 'LOG IN' button. A link for 'Forgotten your password?' is also present. The 'New Users' section contains a link to 'Please register with us to create your account.' A red circle highlights the 'Register' button in this section.

**About AIMS**

**Existing Users**

Please sign in to access your account.

Email:

Password:

Remember my login on this computer

**LOG IN**

[Forgotten your password?](#)

**New Users**

Please register with us to create your account.

**Register**

This takes you to the new user registration screen, as shown below. Please enter the information requested, noting that if a question has a red asterisk at the end, this is a mandatory field and you will not be able to continue until you have entered this information.

**Key tip: If you are registering to apply for an individual fellowship such as GenerationQ or Q, please do not tick the 'Register with Organisation' box. This is because these programmes only accept forms from individuals.**

**If you are registering for any other funding programme or project, or submitting a tender response,** please ensure that you are registering with the email address of the person who should receive all correspondence for the form. To do so, please tick the 'Register with Organisation' box when registering; this is because these programmes only accept forms from organisations (not individuals).

The screenshot shows a registration form titled 'Register'. It includes fields for First names, Last name, Email, Password, and Password confirmation. There is also a checkbox for 'Register with organisation'. The 'OK' button is circled in red.

Field	Value
First names:	John
Last name:	Smith
Email:	John@Smith.com
Password:	*****
Password confirmation:	*****
Register with organisation	<input checked="" type="checkbox"/>

\* required

Once you have done so, click on the 'OK' button.

## **Step 2: Select the programme you would like to apply to**

Once you have registered with the email address of the person who will receive all correspondence for the form, you will be directed to the AIMS home page. There are three pathways to the form (option A, B or C). You will be directed to select one of the following options in the supporting information and guidance. Please ensure you are familiar with this before creating a form on AIMS.

Option A: If you are applying for an individual fellowship, such as GenerationQ or Q, refer to the bottom of this page, page 5.

Option B: If you are applying for a large Health Foundation programme on behalf of an organisation or a research team, such as our Behavioural Insights or Advancing Applied Analytics programmes, refer to page 6 – 8.

Option C: If you are applying for a small Health Foundation project on behalf of an organisation or a team, or submitting a tender response, refer to page 9.

### **Option A: If you are applying for an individual fellowship, such as GenerationQ or Q**

Please click on the 'Create Application' tab to begin your form, as shown below.

The screenshot shows the AIMS home page for The Health Foundation. At the top, there is a logo and the text 'The Health Foundation'. Below the logo, there are four tabs: 'Tasks', 'Contacts', 'Create Application', and 'Reports'. The 'Create Application' tab is highlighted with a red oval. Below the tabs, there is a section titled 'Tasks' with a sub-instruction: 'Please click on the 'Create Applications' tab above to begin your application. If you are applying on behalf of a team, please click on the 'Create Application' tab above to begin your application.' The rest of the page is mostly blank.

Select the scheme you would like to apply for by clicking on the relevant tile, as shown below.

The screenshot shows a programme selection screen for The Health Foundation. At the top, there is a logo and the text 'The Health Foundation'. Below the logo, there are four tabs: 'Tasks - Test', 'Contacts', 'Create Application', and 'Reports'. Below the tabs, there is a section titled 'Programme' with a sub-instruction: 'Select the programme below that you wish to apply to.' A note below states: 'If the programme that you would like to apply for is not listed, you may not have registered correctly. Please click on the 'Contacts' tab above, select the 'Organisation Registration' option and enter your organisation details. Then click on 'Create application' and select to apply on behalf of that organisation.' There are two tiles: 'Improvement Science Fellowships' (which is circled in red) and 'Q'. In the top right corner, there is a link 'Change Password'.

Please now go to page 10 for the next step in the process – **Step 3: Complete the form**.

**Option B: If you are applying for a large Health Foundation programme on behalf of an organisation or a research team, such as our Behavioural Insights or Advancing Applied Analytics programmes**

If you are applying for a programme on behalf of an organisation, you will first need to register to apply on behalf of that organisation. To do this, click on the 'Contacts' tab, and then click on 'Organisation Registration' in the drop down menu, as shown below.

The screenshot shows the 'Edit My Details' section of the application interface. At the top left is the 'The Health Foundation' logo. Below it is a navigation bar with tabs: Tasks, Contacts, Create Application, and Reports. The 'Tasks' tab is selected. Under the 'Tasks' tab, there is a sub-menu with 'Edit My Details' highlighted. A red oval highlights the 'Organisation registration' option in this sub-menu. Below the sub-menu, there is a note: '(i) Please click the Organisation registration tab above to begin your application.' At the bottom of the screen are various search filters: Applicant: All, Scheme: All, Started Date: All, Task: All, and a 'FILTER' button.

First search for your organisation to ensure it is not already in our database. You can do this by entering the organisation name in the search box and clicking on the 'Search' button, as shown below. Please make sure that you have not included any abbreviations in your search and you know the exact name of your organisation, otherwise there may be a risk that you create a duplicate organisation.

The screenshot shows the 'Organisation Search' section of the application interface. At the top left is the 'The Health Foundation' logo. Below it is a navigation bar with tabs: Tasks, Contacts, Create Application, and Reports. The 'Tasks' tab is selected. Under the 'Tasks' tab, there is a sub-menu with 'Organisation Search' highlighted. A red oval highlights the 'Organisation Name:' input field where the word 'Organisation' has been typed. Below the input field is a 'SEARCH' button.

If you cannot see your organisation in the list that is returned, then please create a record for the organisation. To do this, click on the underlined 'Create Organisation' link, as shown overleaf.



Tasks    Contacts    Create Application    Reports

### Organisation Search

- ⓘ Scroll down to see results or click here
- ⓘ Please enter the name of the organisation below and click 'Search' to check it is not already registered.

#### Search Parameters

Organisation Name:	Application
	<input type="button" value="SEARCH"/>

[Create Organisation](#)

Organisation Name ▲

Full Address

No organisations were found for the information you entered - Create a new organisation by clicking on 'Create Organisation'

Create Organisation

Enter the contact information for the organisation, using the registered head office address where possible, and click on the 'Save' button, as shown below.



Tasks    Contacts    Create Application    Reports

### Edit My Details - Add Organisation

#### Organisation details

- ⓘ Please enter the details for your Organisation. Click the "Save" button below to create the organisation or click the "Close" button to return to the Organisation search.

#### Main

Organisation Name: \*

Website:

#### Address

Address Line 1: \*

Address Line 2: \*

Address Line 3:

Address Line 4:

Country: \*

Region:

Postcode: \*

Main Address:

\* required

Once you have successfully registered the organisation, you will see the screen overleaf. Please click on the 'Create Application' tab at the top of the menu to begin your form.

The Health Foundation

Tasks Contact Create Application Reports

Edit My Details - Add Organisation

Organisation details

Please enter the details for your Organisation. Click the "Save" button below to create the organisation or click the "Close" button to return to the Organisation search.

Main

Organisation Name: \*

Website:

Address

Address Line 1: \*

Address Line 2: \*

Address Line 3:

Address Line 4:

Country: \*

Region:

Postcode: \*

Main Address:

**SAVE** **CLOSE**

\* required

You will need to select the organisation that you are applying on behalf of. This will then give you access to the relevant form. You can see this in the 'Party Name' column. To select the organisation, click on the underlined 'Select' link at the end of the row, as shown below.

The Health Foundation

Change Password Logout Help AMS 3.2.8 You're using Explorer 11 on Windows

Welcome, An Applicant

Tasks Contacts Create Application Reports

Contact Selection

If you are applying for a fellowship or for Q, please select the option to apply for yourself.  
For all other programmes, please select the relevant organisation.

ID	Contact Type	Party Name	
31201	Yourself	Applicant Organisation	<a href="#">Select</a>
31293	Organisation		

Once you have selected this, choose the programme you would like to apply for from the drop down menu and click on the 'Add' button, as shown below. This will send you to the form.

The Health Foundation

Change Password

Tasks - Test Contacts Create Application Reports

Programme

App. ID: 623010 Applicant: Anna Wright Program: Q Project title: Project Title Task: & Application form submission

Select the programme below that you wish to apply to.

If the programme that you would like to apply for is not listed, you may not have registered correctly. Please click on the 'Contacts' tab above, select the 'Organisation Registration' option and enter your organisation details. Then click on 'Create application' and select to apply on behalf of that organisation.

Advancing Applied Analytics	Behavioural Insights	Efficiency Research Programme	Innovating for Improvement	Insight Research Programme	Scaling Up Improvement
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**Option C: If you are applying for a small Health Foundation project on behalf of an organisation or a team, or submitting a tender response**

Follow the steps for Option B above, from page 6 – 8

When you come to select the form, select one of the options below as directed.

The screenshot shows the 'Create Application' section of the The Health Foundation website. At the top, there is a red circular logo with a white circle inside, followed by the text 'The Health Foundation'. Below the logo is a navigation bar with four items: 'Tasks - Test', 'Contacts', 'Create Application' (which is highlighted in green), and 'Reports'. The main content area is titled 'Programme'. A sub-instruction says 'Select the programme below that you wish to apply to.' Below this, there are four options: 'Award', 'Award - By Invitation Only', 'Contract', and 'Contract - By Invitation Only'. The 'Award - By Invitation Only' option is highlighted in light grey.

On the next screen, click into the drop down menu and select the call name in the drop down for 'Programme call', as directed

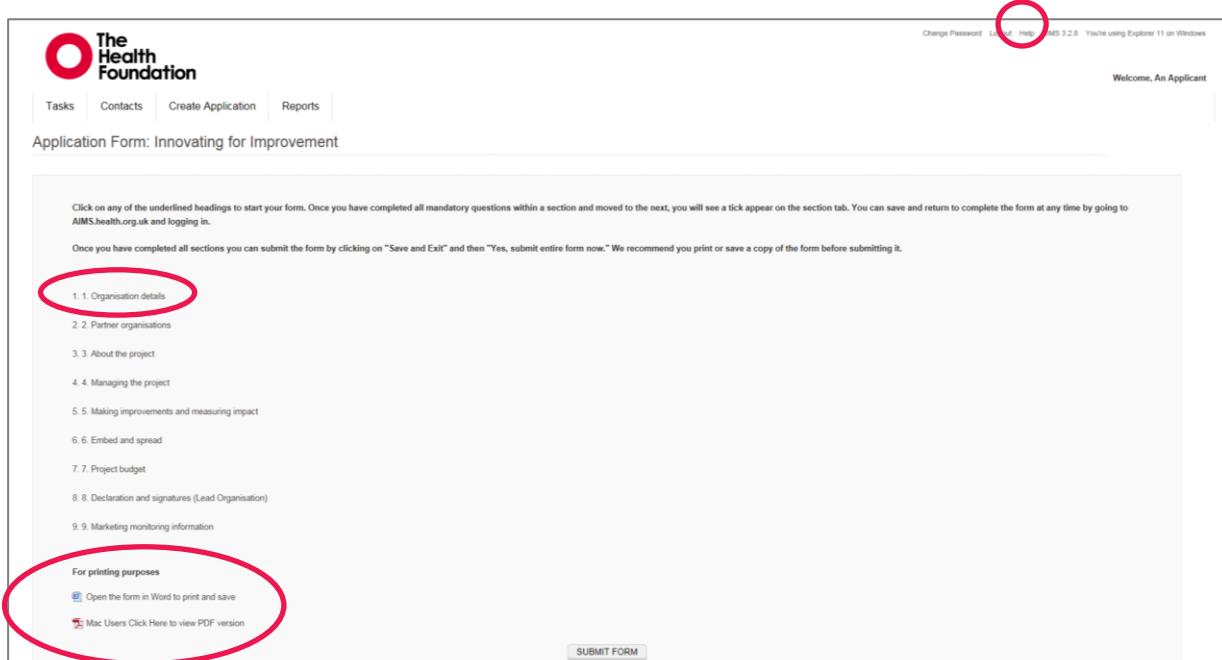
The screenshot shows the 'Programme Call' selection screen. At the top, it features the same red circular logo and 'The Health Foundation' text as the previous screen. The navigation bar includes 'Tasks - Test', 'Contacts', 'Create Application', and 'Reports'. The main title is 'Programme Call'. Below this, there is a dropdown menu labeled '\*Select the relevant call\* ▾'. To the left of the dropdown, there is a note 'Programme Call: \*' and a small note at the bottom left saying '\* required'. To the right of the dropdown is an 'OK' button.

## Step 3: Complete the application form

### A: Navigating through the form

Once you have selected the programme you wish to apply for, you will then be directed to the form landing page, as shown below. You can click on any of the headings to go to a section, but we recommend starting with section one and proceeding section by section. You can review your document any time in Microsoft Word or as a PDF by clicking on the links at the bottom of the contents page. If using Microsoft Word please remove any formatting by clicking on the  button.

You can draft your answers in the Microsoft Word document and then copy them across in unformatted text to the online form later if you choose. Please see section 3C for information on accessing your form at a later date.



The Health Foundation

Tasks | Contacts | Create Application | Reports

Welcome, An Applicant

Application Form: Innovating for Improvement

Click on any of the underlined headings to start your form. Once you have completed all mandatory questions within a section and moved to the next, you will see a tick appear on the section tab. You can save and return to complete the form at any time by going to AIMS.health.org.uk and logging in.

Once you have completed all sections you can submit the form by clicking on "Save and Exit" and then "Yes, submit entire form now." We recommend you print or save a copy of the form before submitting it.

1.1. Organisation details

1.2. Partner organisations

1.3. About the project

1.4. Managing the project

1.5. Making improvements and measuring impact

1.6. Embed and spread

1.7. Project budget

1.8. Declaration and signatures (Lead Organisation)

1.9. Marketing monitoring information

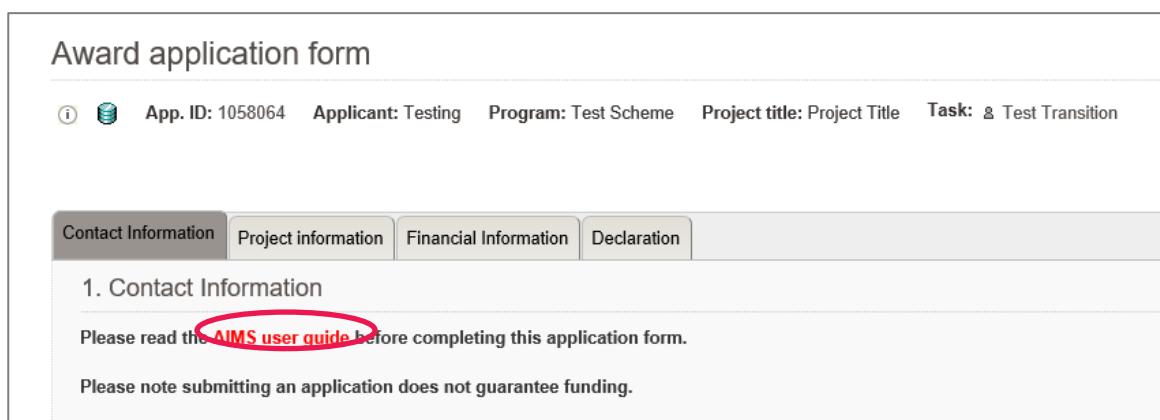
For printing purposes

Open the form in Word to print and save

Mac Users Click Here to view PDF version

SUBMIT FORM

Each section links to the specific programme supporting information documents at the top of each tab. You can also access this applicant user guide at any time by clicking on the 'Help' link at the top of each page. This is shown below.



Award application form

App. ID: 1058064 | Applicant: Testing | Program: Test Scheme | Project title: Project Title | Task: & Test Transition

Contact Information | Project information | Financial Information | Declaration

1. Contact Information

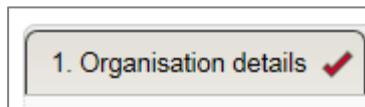
Please read the [AIMS user guide](#) before completing this application form.

Please note submitting an application does not guarantee funding.

You should answer every question in each section before moving to the next section. If a question has a red asterisk at the end of it (as shown below), this indicates a mandatory question. You will not be able to submit your form until you have entered all mandatory information.

The screenshot shows a section of the AIMS application form titled '1.2 Lead organisation'. It includes fields for 'Organisation name\*', 'Company/Charity Registration Number (where appropriate)', 'VAT Number (if applicable)', 'Type of organisation\*', and 'Website\*'. The 'Organisation name\*' and 'Type of organisation\*' fields are circled in red to indicate they are mandatory.

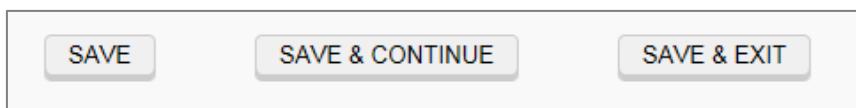
Once all mandatory questions have been answered you will see a red tick on the tab, as shown below.



Alternatively, you can return to the contents page at any time by clicking on the 'Return to Index' link to review which sections of your form are complete. You can also navigate through the form by clicking on the relevant underlined section, or in the form itself by clicking on the relevant light grey tab, as shown below. It will then turn a darker grey so you can clearly see which section you are working on.

The screenshot shows the top navigation bar of the AIMS application form. The '1. Organisation details' tab is highlighted in a darker shade of grey, indicating it is the active section. Other tabs like '2. Partner organisations', '3. About the project', etc., are shown in a lighter shade. A red circle highlights the '1. Organisation details' tab, and another red circle highlights the 'Return to Index' link in the top right corner.

At the bottom of each section are three options, as shown below.



**Save** – This saves the section you are working on and you remain on the same section.

**Save & Continue** – This saves the section you are working on and moves you to the next section.

**Save & Exit** – This saves the section you are working on and takes you to the submission screen where there is also the option to exit the form and log out of AIMS. If you take this option you can log in to continue with your form at a later date by going to

<https://AIMS.health.org.uk> and logging in as an existing user. Please see Section 3B for information on how to access your form at a later date.

**Key tip:** The form automatically saves at regular intervals but we would advise that when completing long sections, or if you need to leave your online form for any period of time, that you manually save your progress.

## B: Returning to your form

To return to your form at any time, please log in to continue with your form at a later date by going to <https://AIMS.health.org.uk> and logging in as an existing user with the email address and password that you registered with. If you have forgotten your password, you can request to reset your password, as shown below.

The screenshot shows the 'About AIMS' page with the 'Existing Users' login section. A red oval highlights the 'Forgotten your password?' link located below the password input field.

**About AIMS**

**Existing Users**

Please sign in to access your account.

Email:

Password:

Remember my login on this computer

**LOG IN**

**Forgotten your password?**

Once you have logged in, you will be directed to the AIMS home page which displays all the tasks, or forms, currently in progress. To access the form, please click on the Task 'Application form submission' link in the Task column for the relevant form, as seen below.

You can return to this home page at any time by clicking on the 'Tasks' tab.

The screenshot shows the AIMS Tasks page. The 'Tasks' tab is selected, and a red oval highlights the 'Application form submission' link in the 'Task' column of the first row of the table.

**Welcome, An Applicant**

**Tasks**

Please click on the 'Create Applications' tab above to begin your application.

Applicant: All Scheme: All Started Date: All Task: All FILTER

Appl. ID	Applicant	Scheme	Project Title	Enabled Date	Started Date	Deadline Date	Task			
41115	An Applicant	Improvement Science Fellowships	Project Title	06-05-2016		18-04-2016	Application form submission			
41089	Applicant Organisation	Innovating for Improvement	Project Title	06-05-2016	06-05-2016		Application form submission			
41079	An Applicant	Q	Project Title	06-05-2016	06-05-2016		Application form submission			
31600	An Applicant	Improvement Science Fellowships	Project Title	07-04-2016		18-04-2016	Application form submission			

## C: Specific question guidance

### Uploading supporting documents

You can see the specific requirements underneath the question where you upload the document. Please take note of the **maximum number** of files that can be uploaded, the **maximum file upload size** and the **allowed file types**, as shown below, and ensure you upload the correct type and size of document. Please select 'Save' or 'Save & Continue' at the bottom of the page to ensure the file is attached correctly.

The screenshot shows a text input field with a character limit of 2000. Below it is a file upload section with a 'Browse...' button and a 'Max File Upload Size (mb): 10' limit. A red oval highlights the 'Allowed file types Excel, PDF, Ms Word' text. Another red oval highlights the file upload controls.

4.2 How will the project be managed on a day-to-day basis? [\[Click for guidance\]](#)

( You may enter up to 2000 characters. )

2000 characters left

Project plan:  
Allowed file types Excel, PDF, Ms Word

Email docx [VIEW](#) [REMOVE](#)

Select replacement file to upload:  [Browse...](#)

Max File Upload Size (mb): 10 Allowed File Type(s): doc, docx, pdf, xls, xlsx

Please select 'Save' or 'Save & Continue' to ensure file(s) are attached correctly. This can be found at the bottom of the page.

### Budget questions

Certain budget questions contain calculation fields which calculate and automatically populate the relevant answers. These look different to the white answer fields as they are greyed out, and you will not be able to type over these (as shown below).

The screenshot shows a budget entry for 'Activity One' with a total of £1,500.00. The 'Total' field is highlighted with a red oval. It contains two identical entries: £ 1,500.00 and £ 1,500.00.

7.2 Set-up Phase  
*The Health Foundation funding*

Activity

The Health Foundation funding

Total

Activity One

£ 1,500.00 \*

£ 1,500.00

Total:

£ 1,500.00

£ 1,500.00

### Save and add questions

Some questions have the 'Add' button, which is a multi-function button. To save the information entered in these fields, please click on the 'Add' button by scrolling to the far right of the question (this may sometimes be shown on both ends of the row). **If you do not do so after entering each row of information, the data will not be saved.** You will notice that a new row appears each time you save information. Please ignore this row as it will be automatically removed at a later stage.

The screenshot shows a table for entering previous posts. The 'ADD' button is circled in red at the bottom right of the table area.

1.7 Previous posts held, full or part time

ADD is a multi-function button. You should click on ADD to save the data entered in each row. You will be left with a blank row when you have completed this question in order for the last row to be saved.

Year	Position	Institution / Organisation
1968		
Year	Position	Institution / Organisation
Please select: <input type="button" value="▼"/>		

DELETE ADD

## D: Submitting your form for assessment

Once you have completed all the mandatory questions in all sections, you can submit your form. To submit your form, you can either select the 'Save & Exit' button, or go to the last section of the form and click on the 'Save & Continue' button, which will direct you to the submission screen, which can be seen below.

**We highly recommend that you save a copy of your form before submitting it by clicking on the relevant link, as shown below. Please note that Mac users can only select the PDF option.**

The screenshot shows the AIMS application interface. At the top, there is a navigation bar with tabs: Tasks, Contacts, Create Application, and Reports. Below the navigation bar, the title "Submit Form" is displayed. A message box contains the text: "Your details have been saved. Do you want to submit your entire form now?". Two options are listed: "Open the form in Word to print and save" and "Mac Users Click Here to view PDF version". At the bottom right of the message box, there are three buttons: "YES, SUBMIT ENTIRE FORM NOW", "NO, ENTER MORE DETAILS FIRST", and "EXIT". The "YES, SUBMIT ENTIRE FORM NOW" button is highlighted with a red oval.

Once you are ready to submit your form, select the 'Yes, submit entire form now' button. To continue working on the document, choose 'No, enter more details first'.

If you have not completed all the mandatory questions, the following screen will appear showing you which questions need to be answered. Please print a copy of this list, or make a note of the questions, and go back to the form to complete these questions.

The screenshot shows the AIMS application interface. At the top, there is a navigation bar with tabs: Tasks, Contacts, Create Application, and Reports. Below the navigation bar, the title "Problem with your input" is displayed. A message box contains the text: "You have not completed all the mandatory questions and so are unable to submit your form. Please make a note of the unanswered questions below, and go back to the form by clicking on the 'Tasks' tab above or by using the back button on your browser." Below this message, a list of unanswered questions is provided: "5.3: response(s) missing", "6.1: response(s) missing", "6.2: response(s) missing", "8.1: response(s) missing", and "8.2: response(s) missing".

To go back to the form to complete these mandatory questions, you can either click the back button on your browser, or click on the 'Tasks' tab at the top right. This redirects you to the AIMS home page, which shows a table of outstanding tasks. To return to the form, click on the underlined link in the 'Task' column, as shown overleaf.

If you have logged out before completing your form, you will also be able to access your form in the same way next time you log in.

The Health Foundation

Welcome, An Applicant

Tasks    Contacts    Create Application    Reports

Tasks

Please click on the 'Create Applications' tab above to begin your application.

Applicant ID	Applicant	Scheme	Project Title	Enabled Date	Started Date	Deadline Date			
41115	An Applicant	Improvement Science Fellowships	Project Title	06-05-2016		16-04-2016	Application form submitted		
41099	Applicant Organisation	Innovating for Improvement	Project Title	06-05-2016	06-05-2016		Application form submitted		
41079	An Applicant	Q	Project Title	06-05-2016	06-05-2016		Application form submission		
31600	An Applicant	Improvement Science Fellowships	Project Title	07-04-2016		16-04-2016	Application form submission		

Once you have successfully submitted your form, you will be directed back to the AIMS home page and a message will appear on screen confirming that your form has been submitted successfully. You will also receive a confirmation email.

## E: Viewing your form after submission

If you would like to go back to your form after submitting it, please click on the 'Reports' tab and then click on 'My Applications' in the drop down menu, as shown below.

The Health Foundation

Welcome, An Applicant

Tasks    Contacts    Create Application    Reports

AIMS Reports - My Applications

My Applications

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type	Other Processes
41115	An Applicant	Improvement Science Fellowships	London	Project Title	06-05-2016 16:42	Application in progress	Main Contact	
41115	An Applicant	Improvement Science Fellowships	London	Project Title	06-05-2016 16:42	Application in progress	Applicant	
41099	Applicant Organisation	Innovating for Improvement	London	Project Title	06-05-2016 16:30	Application in progress	Main Contact	
41079	An Applicant	Q	London	Project Title	06-05-2016 16:18	Application in progress	Applicant	
31600	An Applicant	Improvement Science Fellowships	London	Project Title	07-04-2016 14:25	Application in progress	Applicant	
31600	An Applicant	Improvement Science Fellowships	London	Project Title	07-04-2016 14:25	Application in progress	Main Contact	
31299	Applicant Organisation	Efficiency Research Programme	London	ffdsdfs	07-04-2016 11:05	Assessment in progress	Main Contact	

Then select the relevant form by clicking on the underlined unique ID, as shown below.

The Health Foundation

Welcome, An Applicant

Tasks    Contacts    Create Application    Reports

AIMS Reports - My Applications

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type	Other Processes
41115	An Applicant	Improvement Science Fellowships	London	Project Title	06-05-2016 16:42	Application in progress	Main Contact	
41115	An Applicant	Improvement Science Fellowships	London	Project Title	06-05-2016 16:42	Application in progress	Applicant	
41099	Applicant Organisation	Innovating for Improvement	London	Project Title	06-05-2016 16:30	Application in progress	Main Contact	
41079	An Applicant	Q	London	Project Title	06-05-2016 16:18	Application in progress	Applicant	
31600	An Applicant	Improvement Science Fellowships	London	Project Title	07-04-2016 14:25	Application in progress	Applicant	
31600	An Applicant	Improvement Science Fellowships	London	Project Title	07-04-2016 14:25	Application in progress	Main Contact	
31299	Applicant Organisation	Efficiency Research Programme	London	ffdsdfs	07-04-2016 11:05	Assessment in progress	Main Contact	

Then open the document with the title 'Form Created: [Name of the programme to which you have applied]', as shown overleaf. This will open the form in a new window for you to view or print.

The screenshot shows the AIMS application interface for 'The Health Foundation'. At the top, there's a navigation bar with links for 'Tasks', 'Contacts', 'Create Application', and 'Reports'. On the right, it says 'Welcome, An Applicant' and shows system information like 'Change Password', 'Logout', 'Help', 'AIMS 3.2.8', and 'You're using Explorer 11 on Windows'. Below the navigation, the 'Application' section is displayed with tabs for 'Summary', 'Documents' (which is selected), and 'Financial Amounts'. A message at the top of the 'Documents' tab says 'Recommended browser for opening files is Firefox. If you are using another type of browser, please open the document in Microsoft Word.' Below this, a file list table is shown with columns for 'Title', 'Type', 'Size', and 'Date'. The first item in the list is circled in red, showing the title 'Form Created: Application Form: Improvement Science Fellowships'.

Please contact the programme team if you have any questions about AIMS or if you would like to make any comments to help us improve this applicant user guide.

Good luck!