

Support request process:

- ◆ Fill-out the Information Collection Tool or online form as thoroughly as possible. Please provide complete and comprehensive information so that we know the type of support you need.
- ◆ A Grants Development Consultant will contact you to follow-up on your request and outline the support that is available and next steps.

Helpdesk requests can be submitted via:

- ◆ **UPstream™** - You may submit the request online at <http://upstream.grantsoffice.com/RequestResearch.aspx>. If you do not have an UPstream account, or if you have a question concerning your account, please contact the Helpdesk at helpdesk@grantsoffice.com.
- ◆ **Email** - You may submit your research request via email to our Helpdesk at helpdesk@grantsoffice.com.
- ◆ **Hard copy** - A copy may be faxed to (585) 473-1436 or mailed to 69 Cascade Drive, Suite 102, Rochester, NY 14614.

Please contact the Helpdesk with any questions at (585)-473-1430, Option 2.

Submitter Contact	
Name	
Phone	
E-mail	
Project Contact Information	
Organization	Florida Hospitals
Name & Title	
E-mail	
Address	
City, state, & zip code	
County	
Phone	
Fax	
Web address	
Estimated project cost	
Does the project have the approval of Florida Hospitals' administration? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the team currently seeking or approved for funding for this or a similar project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the team identified a grant writer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Nature of Request

What type of grant support services are you seeking? Do you have a current project in mind and need to identify funding sources? Have you identified an appropriate funding opportunity but need consultation, grantwriting, or proposal review services? Have you secured grant funding but need assistance with post-award administration?

Project Description

Regardless of the type of support services you are seeking, please provide a brief description of the project(s) involved.