



Department  
of Health

# AIMS Application Form

H&SCVF 2015 - 16

<p><b>Title:</b> Guidance on how to complete the Application form on AIMS</p>
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# AIMS Application

H&SCVF 2015 - 16

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# Step 1

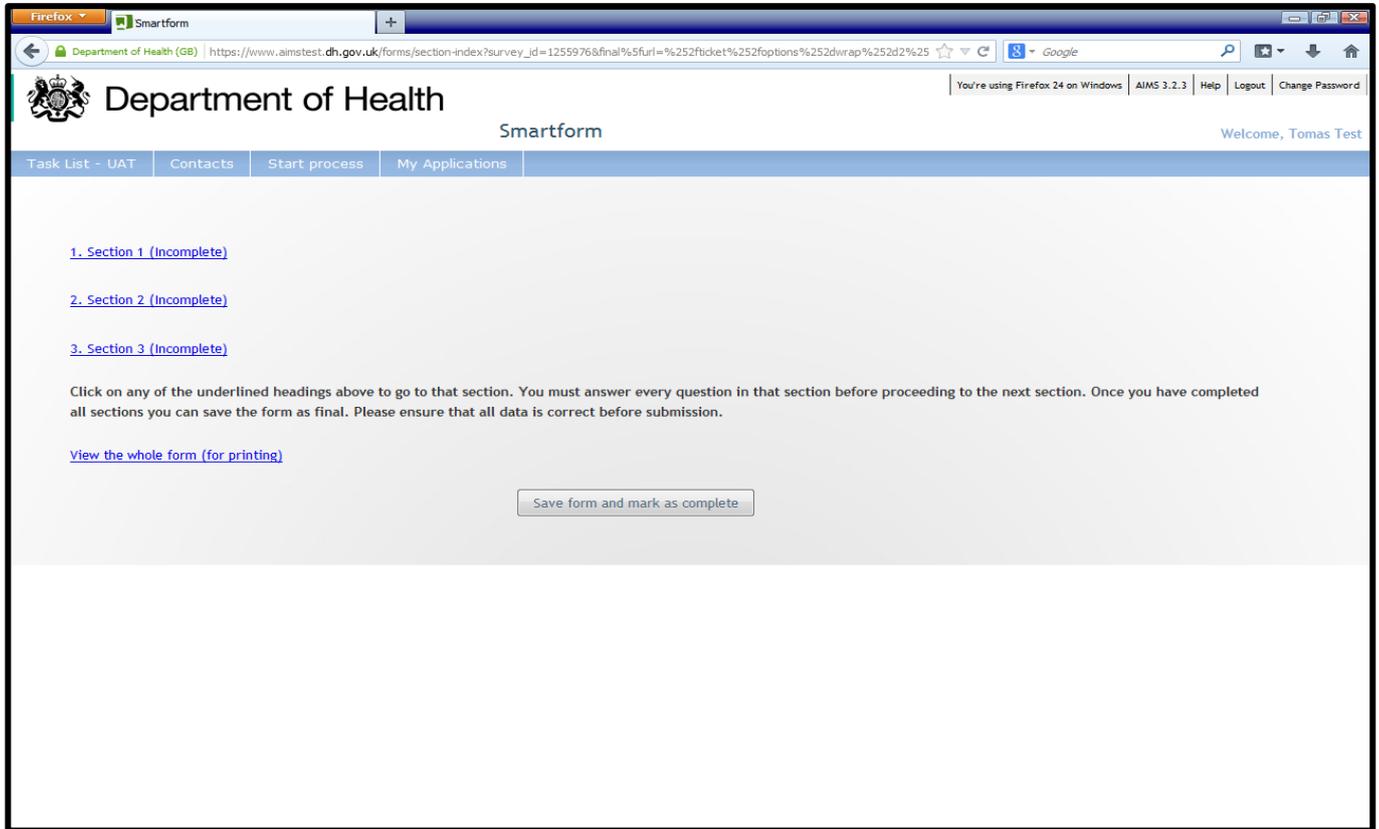
The screenshot shows a web browser window with the following elements:

- Browser:** Firefox, Task List - UAT
- Address Bar:** Department of Health (GB) | https://www.aimstest.dh.gov.uk/ticket/inbox-aims
- Page Header:** Department of Health logo, "Task List - UAT", and "Welcome, Tomas Test".
- Navigation:** Task List - UAT, Contacts, Start process, My Applications.
- Notification:** "You have a total of 10 tasks in your Task List. 10 tasks are assigned to you and 9 are started."
- Task Filter:** Applicant: -All-, Scheme: -All-, Funding Theme: -All-, Task: -All-, Filter button.
- Task List Table:**

Appl. ID	Applicant	Scheme	Project Title	Funding Theme	Task deadline	Task
1273681	TW Test	H&SCVF Local	xxxxxxxxxxxxxx	Commissioning (Theme 2)		<a href="#">Create H&amp;SCVF Local Application</a>

From your 'Task List' click on the task 'Create XXXX Application'. This will open up the Application Form.

# Step 2



The Application Form is made up of 3 Sections, all to be completed. To begin click on 'Section 1'.

# Step 3

Department of Health (GB) | <https://www.aimstest.dh.gov.uk/forms/one?survey%5fid=1255976&page%5fno=1&final%5furl=%252Fticket%252Foptions%252Dwrap%2>

1.16 Please explain how the relationship(s) between any partners will be managed. [\[READ THIS\]](#) \*

( You may enter up to 4000 characters. ) 4000 characters left

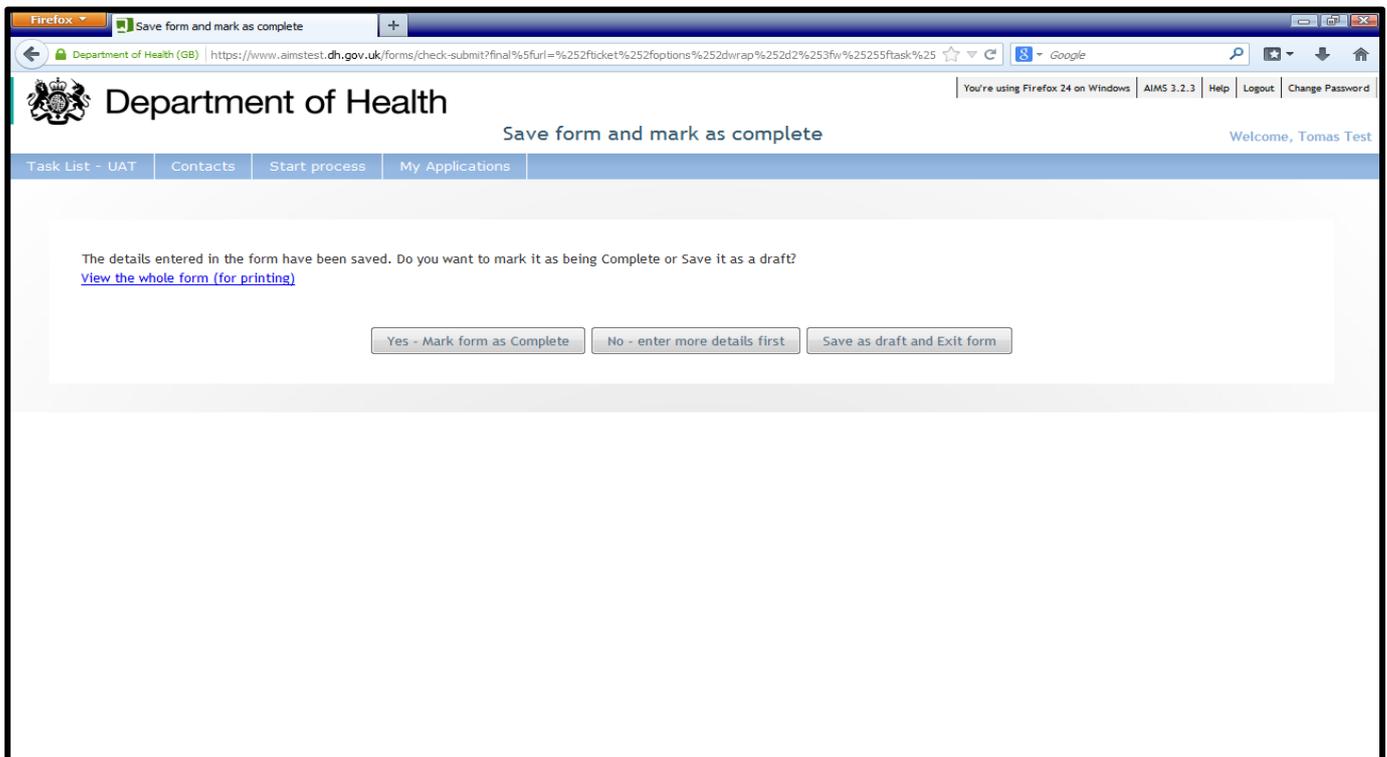
1.17 Number of Paid Staff \*

1.18 Number of Volunteers \*

Save Draft Save Draft & Continue with the form Save Draft & Return to Current Task

At the end of each section of the form click 'Save Draft & Continue' if you wish to proceed to the next section, click 'Save Draft & Exit' if you wish to save the form and come back to it later. Note: There is an auto-save function that will save your work every 3 minutes.

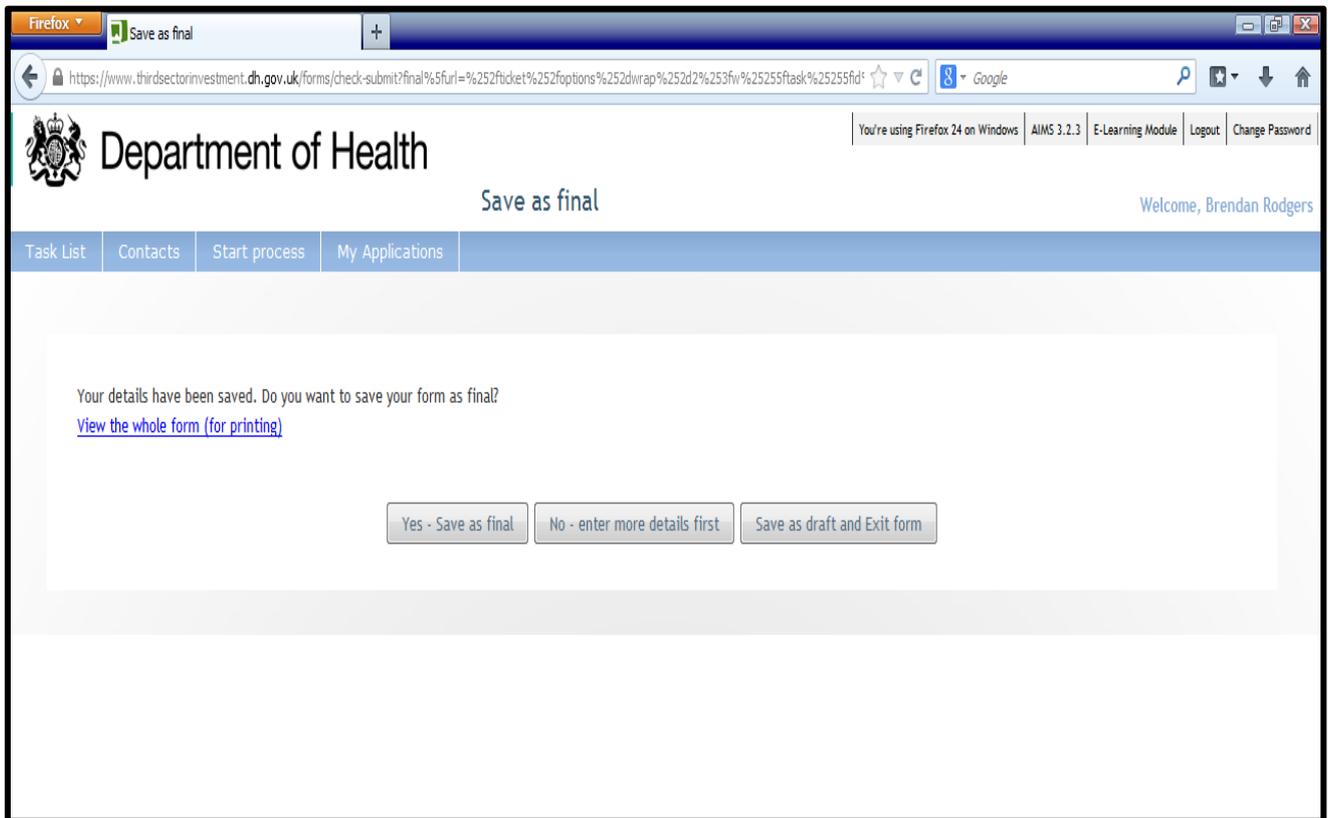
# Step 4



The screenshot shows a web browser window with the URL <https://www.aimstest.dh.gov.uk/forms/check-submit?final%5furl=%252fticket%252foptions%252dwrap%252d2%253fw%2525ftask%25>. The page header includes the Department of Health logo and the text "Department of Health". The main heading is "Save form and mark as complete". A navigation bar contains links for "Task List - UAT", "Contacts", "Start process", and "My Applications". The main content area displays a confirmation message: "The details entered in the form have been saved. Do you want to mark it as being Complete or Save it as a draft?" with a link to "View the whole form (for printing)". Below the message are three buttons: "Yes - Mark form as Complete", "No - enter more details first", and "Save as draft and Exit form". The browser's address bar shows "Department of Health (GB)" and the page title is "Save form and mark as complete". The user is identified as "Welcome, Tomas Test".

Once all sections of the form are complete, and the attachments have been uploaded click Yes – Mark form as complete

# Step 5



The screenshot shows a Firefox browser window with the URL <https://www.thirdsectorinvestment.dh.gov.uk/forms/check-submit?final%5Furl=%252Ficket%252Foptions%252dwrap%252d2%253fw%25255ftask%25255fd>. The page header includes the Department of Health logo and the text 'Department of Health'. The main heading is 'Save as final' and the user is greeted with 'Welcome, Brendan Rodgers'. A navigation bar contains 'Task List', 'Contacts', 'Start process', and 'My Applications'. The main content area displays the message: 'Your details have been saved. Do you want to save your form as final?' with a link '[View the whole form \(for printing\)](#)'. Below this are three buttons: 'Yes - Save as final', 'No - enter more details first', and 'Save as draft and Exit form'.

One final prompt before you submit. This is an opportunity to open and save a Word version of the form for your records. Otherwise click 'Yes – Save as Final', this completes the form and will be sent to the Grants Hub for assessment.