

## **Quest Diagnostics Foundation: How to Apply**

Step 1: All applications begin with an eligibility screener through our grants application (GrantsConnect). Quest Diagnostics Foundation will not accept applications submitted outside of this platform.

Step 2: Once eligibility is confirmed, you will be asked to complete the short form proposal. This is a 2 – 3-page proposal intended to provide reviewers with an opportunity to determine how your proposed initiative(s) align with areas of focus and designated priority community. If approved, you will receive an invitation to proceed with the full proposal. If your proposal does not advance you will receive communication of that status and why. In most cases you will receive notice within 1- 2 weeks of the final due date for short proposals.

Step 3: Next, you will complete the full proposal in GrantsConnect. The full proposal format and questions are available on our website, and you are encouraged to build your proposal in a word or google doc before transferring to GrantsConnect. You will be required to include supporting documentation such as project budgets, audited financial statements, letters of support, and other materials as outlined in the RFP.

Step 4: You will receive an email confirmation when your full proposal is submitted. In some instances, a member of the review team will reach out to you to discuss your proposal, may request additional information, and/or may seek to complete a site visit with you and proposed partners included in your proposal.

Step 5: The review period can vary, but in most cases, we seek to make decisions on invited applications within 8 (eight) weeks of proposal receipt. If that timetable needs to be extended, you will hear directly from our team, with updates as appropriate.

Step 6: Once Foundation approval is received, you will receive communications from the team and will sign a formal grant agreement.

## **Getting Started**

The Quest Diagnostics Foundation uses the GrantsConnect platform to manage the grantmaking process, from determining eligibility to monitoring grantee activity post-awarding. First time GrantsConnect visitors will need to create an account.