



Submittable Instructions for Service Providers

If you are a provider submitting an application with or on behalf of a client, please thoroughly review this document before completing an application.

Project HEAL strongly encourages service providers to submit an application *with* an applicant in real time, as opposed to completely on behalf of the applicant. Project HEAL is meant to be a limited, equity-based “scholarship” resource for individuals directly impacted by eating disorders, and is not meant to be a treatment referral program for service providers. All applications are reviewed by Project HEAL staff in accordance with the [timeline expectations](#) outlined, as well as in alignment with our stated [Visions & Values](#). Project HEAL does not guarantee placement for every application submitted.

To Submit an Application with Your Client:

To begin assisting the applicant, a Submittable account must be created using the applicant’s own email account. Please do not create a Submittable account using the provider’s email. The application will be permanently linked to the email address used to create the account, and providers who submit using their own email address will be prevented from submitting applications for other clients in the future.

The applicant must have their own email address and have the ability to correspond electronically with Project HEAL in the case that a Treatment Placement or Cash Assistance offer is made - if your client is not able to correspond with Project HEAL independently or consistently via email or the Submittable platform, they may miss time-sensitive offers for support. Applicants who do not respond within 7 days of an offer for support will not be considered for alternative offers.

Applicants who experience language barriers or have limited access to technology should state this in the application.



To create a Submittable account, you and the applicant will need to:

1. Read through our webpage on “How Applying for Support Works” [here](#).
2. Locate the Treatment Placement, Insurance Navigation, and/or Cash Assistance application and click "Submit" [here](#).
3. Read through the statements listed in the first portion of the application, and check all boxes indicating that the applicant has read and understood all statements.
4. After going through this initial form, you should then be taken to a page that looks like the image below. Please click on "Manage Collaborators" (highlighted in the image) before filling out the form, and have your client enter the email of the provider(s) who will be supporting them in completing the application.

Project HEAL

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Treatment Access Support

To apply for Treatment Access Support, please complete the application in full.

Applicants may take as much time as needed to complete the application - the application will automatically save your progress, and you may return to complete the rest of the application at any time. Applications are reviewed monthly during the first full week of the month, and applicants are notified of services available to them during the second full week of the month.

Submittable is a HIPAA compliant platform.

[Manage Collaborators](#)

Please Note: If you are completing this form for someone else, please complete the items below as they apply to the person seeking treatment, not the person



This should allow the provider to have access to edit and save drafts of the application. Please note that collaborators are not able to submit the final application, and are not able to correspond with Project HEAL through Submittable. If your client experiences language barriers or has limited access to technology, please make sure to leave your name and contact information in the application, as well as the name and contact information of a designated language interpreter, if applicable.

Project HEAL is unfortunately not able to provide consistent language interpretation at this time. We are aware of and committed to addressing this need, as we understand that many folks seeking eating disorder support lack language access.

If you'd like more information on or have questions about the Collaborator function, please visit [this](#) Submittable webpage.