

# **Proposal User Guide for Applicants**

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*Version 1.0*

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## 1 Introduction

This is the Online Form provided for applicants to allow them to submit their proposals, fill in details of the team members, provide a summary of their project and upload all the relevant documents.

This user guide will show you a step by step procedure on how to fill in the form.

## 2 Procedure

1. Go to the link:

<http://grants.bioinnovate-africa.org/forms/proposal.php>

The screenshot displays a web browser window with the URL [grants.bioinnovate-africa.org/forms/proposal.php](http://grants.bioinnovate-africa.org/forms/proposal.php). The page title is "BioInnovate Africa Grants Application System Proposals". Below the title, there is a navigation menu with tabs: "Team Leader", "Project", "Team Members", "Declaration", "Review", and "Thank you". The "Team Leader" tab is selected. The form is titled "Team Leader" and contains a "Main Applicant" section with the following fields:

- 1. Title \* (Dropdown menu, currently set to "None")
- 1. First name \*
- 1. Surname \*
- 1. Gender \* (Dropdown menu, currently set to "Male")
- 1. Date of birth \*
- 1. Email address \*
- 1. Mobile number \*
- 1. Alternative email address
- 1. Area of expertise \*
- 1. Role in project \*
- 1. Organization of affiliation (Please write in full) \*
- 1. Country of residence \* (Dropdown menu, currently set to "None")
- 1. Nationality (Dropdown menu, currently set to "None")
- 1. Upload CV (one page only) \* (Choose File, No file chosen)
- 1. Upload institutional letter of support \* (Choose File, No file chosen)
- 1. Upload Certificate of Registration (Only if your organization is a private firm) (Choose File, No file chosen)

At the bottom of the form, there is a "Continue" button.

The first page is the Team Leader section. Please fill in all the relevant information pertaining to the team leader. You **MUST** fill in any information that is indicated with a red asterisk (\*) as this is compulsory. This is true for the rest of the sections as well.

## 2. The second page is the project section

The screenshot displays the 'Project' section of the BioInnovate Africa Grants Application System. The page features a navigation menu with tabs for 'Team Leader', 'Project', 'Team Members', 'Declaration', 'Review', and 'Thank you'. The 'Project' tab is currently active. Below the navigation, the 'Project' section is titled, and a 'Project Information' section is visible. This section contains several form fields: a text input for 'Title of the project \*' with a 21-word limit, a dropdown menu for 'Thematic focus area \*', a dropdown for 'Please select the grant type \*', and four file upload fields: 'Upload Project Proposal (Only pdf format) \*', 'Upload Results Matrix \*', 'Total Budget (in USD) \*', and 'Upload detailed budget \*'. A 'Continue' button is located at the bottom of the form.

*Here you will fill in the project details such as title, budget, and thematic focus area and category type Upload your project proposal, results matrix and detailed budget. Please take note that your project proposal can ONLY be uploaded in PDF format.*

### 3. The third page is the team members' page.

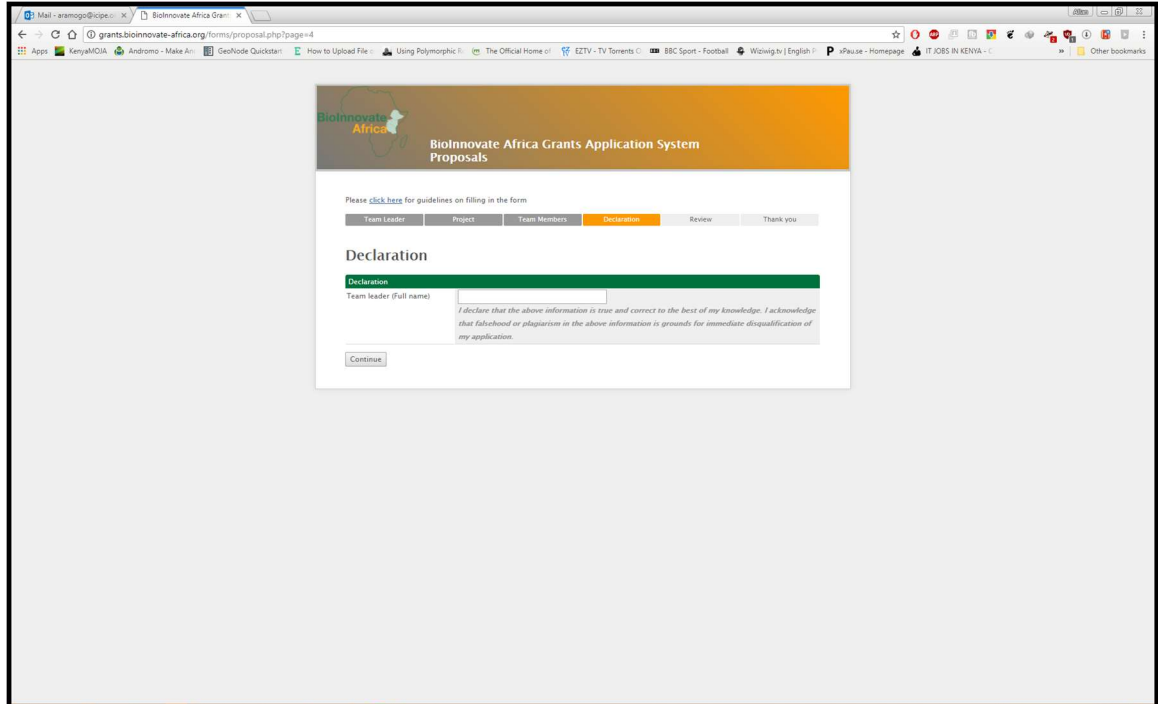
The screenshot displays the 'Team Members' page of the BioInnovate Africa Grants Application System. The page features a navigation bar with tabs for 'Team Leader', 'Project', 'Team Members', 'Declaration', 'Review', and 'Thank you'. The 'Team Members' tab is selected. Below the navigation bar, there is a section titled 'Team Members' with a sub-section for 'Second Team Member'. This section contains a form with the following fields: Title (dropdown), First name (text), Surname (text), Gender (dropdown), Date of birth (text), Email address (text), Alternative email address (text), Mobile number (text), Area of expertise (text), Role in project (text), Organization of affiliation (text), Country of residence (dropdown), Nationality (dropdown), and three file upload fields: 'Upload CV - (one page only)', 'Upload institutional letter of support', and 'Upload Certificate of Registration (Only if your organization is a private firm)'. Below this is the 'Third Team Member' section, which includes fields for Title (dropdown) and First name (text).

*The second and third team members' details are compulsory and are marked with an asterisk (per the call guidelines, there should be a minimum of 3 institutions).*

*The fields for the fourth to seventh members do not have an asterisk but are important for teams with more than 3 and maximum of 7 institutions.*

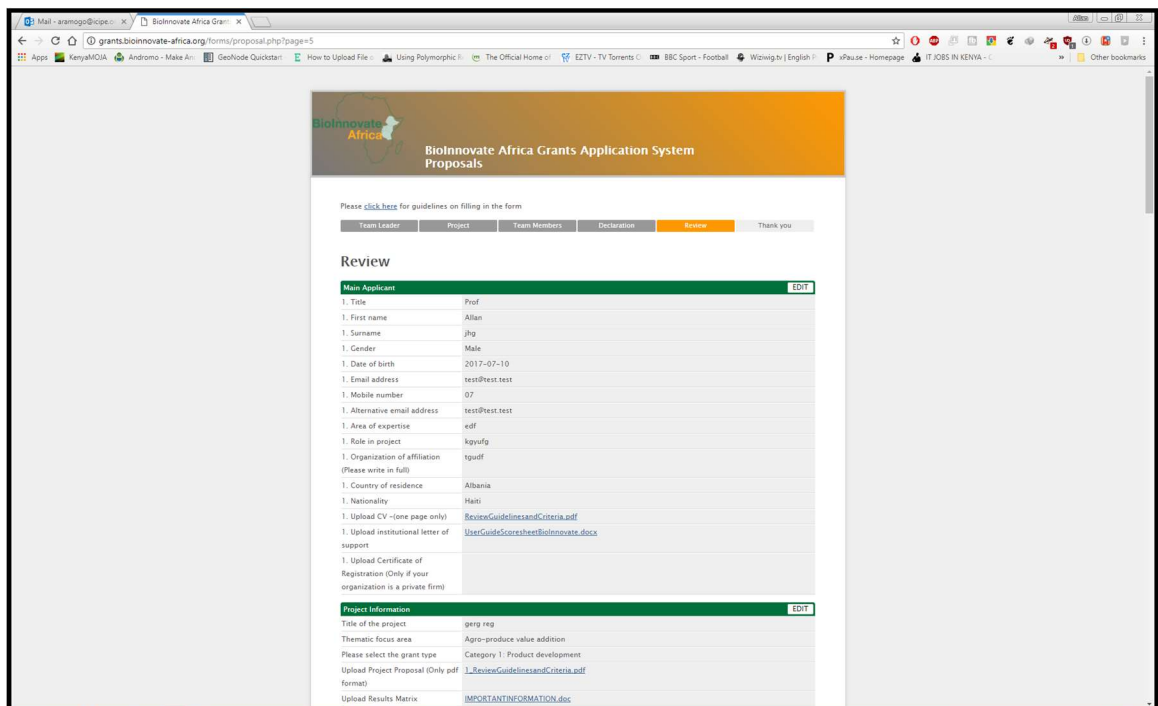
*Please note that the team leader should NOT refill their details here as this would have already been done on the first page.*

## 4. The fourth page is the declaration page



The team leader appends their name to confirm that all that the information provided is true and honest to the best of their knowledge.

## 5. The fifth page is the review page



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*You may edit or change any completed information or uploaded files in this section.  
Take note that once you click the 'CONTINUE' button, your submission is final!*

- 6. After your submission, the system will automatically send you and your team members a confirmation email including your completed information in the application form.*