Proposal User Guide for Applicants

July 2017

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

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1. Organization of affiliation (Please write in full) *		
1. Country of residence *	None	
1. Nationality	None	
1. Upload CV -(one page on	y) Choose File No file chosen	
1. Upload institutional letter support *	of Choose File No file chosen	
1. Upload Certificate of Registration (Only if your organization is a private firm	Choose File No file chosen	
Continue		

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

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Please <u>stick here</u> for gold Trans Leader	delines on filling in the form Project Team Members Declaration Review Thank yeur	
Project		
Project Information		
Table of the project *	21 word limit; 21 remaining words State the title of your project	
Thematic focus area *	None Which thematic focus area (described in the call guidelines) does the project idea address?	
Please select the grant ty	ype* None Please select the grant type being applied for: Grant 1 ceiling \$750,000; Grant 2 \$250,000	
Upload Project Proposal t pdf format) *	(Only Choose File No file chosen	
Upload Results Matrix *	Choose File No file chosen	
Total Budget (in USD) *	A About Phy N. C. Lease	
Uppaal ostane budget * Continue	LEAVENT IN THE ADDRESS	

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.

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Please <u>sick here</u> for guidelines	on tilling in the form	
Team Leader	Project Team Members Declaration Review Thank you	
Team Members Scool Team Member	5	
2. Title *	None *	
2. First name *		
2. Surname *		
2. Gender *	Male v	
2. Date of birth *		
2. Email address *		
2. Alternative email address		
2. Mobile number *		
2. Area of expertise *		
2. Role in project *		
	h	
2. Organization of affiliation (Please write in full) *		
2 Country of residence *	None	
2. Nationality *	None	
2. Upload CV -(one page only)	Choose File No file chosen	
2. Upload institutional letter of support *	f Choose File No file chosen	
2. Upload Certificate of	Choose File No file chosen	
Registration (Only if your		
organization is a private firm)		
Third Team Member		
3. Title *	None *	
3. First name *		

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.



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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Please <u>click here</u> for guidelines on	filling in the form	
Team Leader Pro	iect Team Members Declaration Review Thank you	
Review		
Main Applicant	EDIT	
1. Title	Prof	
1. First name	Allan	
1. Surname	jhg	
1. Gender	Male	
1. Date of birth	2017-07-10	
1. Email address	test@test.test	
1. Mobile number	07	
1. Alternative email address	test@test.test	
1. Area of expertise	edf	
1. Role in project	kgyufg	
1. Organization of affiliation (Please write in full)	tgudf	
1. Country of residence	Albania	
1. Nationality	Haiti	
1. Upload CV -(one page only)	ReviewGuidelinesandCriteria.pdf	
1. Upload institutional letter of support	UserGuideScoresheetBioInnovate.docx	
1. Upload Certificate of		
Registration (Only if your		
organization is a private firm)		
Project Information	EDIT	
Title of the project	gerg reg	
Thematic focus area	Agro-produce value addition	
Please select the grant type	Category 1: Product development	
Upload Project Proposal (Only pdf format)	1_ReviewGuidelinesandCriteria.pdf	
Upload Results Matrix	IMPORTANTINFORMATION.doc	

USER GUIDE



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.