

# Quick Guide to the EPA Grant Application Portal


**Please read these slides carefully as they will provide you with important advice about submitting your proposal**

## Further Reading

-  Read the *Call Technical Description*
-  Read *STRIVE Terms & Conditions of Award* and *STRIVE Guide for Applicants* carefully before submitting your proposal

## Running into difficulties using the Portal?

-  Read *the User Guide for Applicants* available on the Portal
-  Contact us at [research@epa.ie](mailto:research@epa.ie)

 User Guide for Applicants  
Click here to view the User Guide for Applicants for the EPA Grant Application & Project Management Portal

## The Application is now a 2-step process:

1. **Submission of proposal** by Applicants
2. **Authorisation of your submission** by your Research Office or Managing Director

Only proposals submitted by Applicants before the Call Deadline AND authorised by your Research Office or Managing Director before the Organisation Approval Deadline **WILL BE VALID.**

### **Important Steps**

- ✓ Register to use the system
- ✓ Use the Online Form & download the templates
- ✓ Ensure that your project partners are registered
- ✓ Submit before the Call Deadline
- ✓ Next Steps: Authorisation of your proposal

**Remember: Do not leave it to the last minute**

# Registration

To submit a proposal you need to be a **Registered User** on the portal.

## Not sure if you are a Registered User or a new User??

Go to the EPA Application Registration Page

([http://epa.smartsimple.ie/files/347278/f92681/grant\\_applicant\\_registration.html](http://epa.smartsimple.ie/files/347278/f92681/grant_applicant_registration.html)) and complete the form.

## If you are a new User: Check if your organisation is already on the system

- ✓ **Yes** – Complete the Registration Form
- ✓ **No** - Follow the on-screen guidance and **send a request for your organisation to be validated. Please allow at least 1 working day for this step. You will then be able to complete the Registration Form**

## Forgot my username & password

Your registered **username** is **your email address**.

Go to the Log In screen (<http://epa.smartsimple.ie>) and click on **Forgot my Password** – a new password will be emailed to you automatically.

☺ **Tip: Remember to do this step as soon as possible! Do it NOW! We advise you to change your password once logged in**

# The Online Application Form

Go to the EPA Portal (<http://epa.smartsimple.ie>) & log in.

## Create your draft application form



Click here to Create a draft Application Form

What is the Call Area (e.g. Climate Change, Water, etc)?

Am I applying for a Research Fellowship, Scholarship or a Project?

☺ **Tip: Check the Call Description!**

**The proposed Project Coordinator should create, complete & Submit the form**

## Familiarise yourself with the form BEFORE writing your proposal:

- ✓ Check what information is to be completed **directly on the form** / what needs to be **uploaded**
- ✓ Check the **word limit** of the required text boxes
- ✓ Download the **templates** to be completed (using the [Click here](#) links on the form)
- ✓ Check the **maximum number of pages** for upload and requested **file format**

**Click Save Draft** to enable the Upload buttons on your screen. This will also refresh your application when uploading files!

Save Draft

# Adding Project Partners

All project partners **must be registered** on the EPA Portal.

Ask your proposed partner for their **Personal Identification Number (PIN)** as you will need it to complete the form

☺ **Tip: Check if your proposed partner is a Registered User as soon as possible**



Personal Settings

[Click here to access you personal settings](#)

## **Where do I find my PIN?**

Click on the **Personal Settings** Icon – Your PIN will be listed below your personal details.

## **My proposed partner does not have a PIN:**

Please follow the on-screen guidance: an email will be sent to your proposed partner asking him/her to register and to send you their PIN once a Registered User.

☺ **Tips: Ensure that your proposed partner's email address is correct!**

**Ensure that he/she registers & sends you his/her PIN!**

**Allow enough time for this step – do it as soon as possible**

# Complete the Form

You can **Save Draft** as many times as you want.

Save Draft

You can log out and come back later – your proposal will be available under the **Draft Submissions** icon



Draft Applications

Click here to see the list of your draft applications.

**Remember:** you will **NOT** be able to submit your proposal if you:

- upload the wrong file format, or
- go over the indicated page limit.

**Ensure you upload files within the page limits & in the required file format,** and allow sufficient time for revisions before you submit.

You can export your application as PDF for your own review before submission.

Export as PDF

Click on **Submit** will submit your application for authorisation by your organisation.

Submit

☺ **Tip: Only Click Submit once you have checked that you have completed all the form & uploaded all your documents (including the Budget Spreadsheet).**

# Remember

## **Start Early:**

- ✓ If you are a new User, you will need to register; you may need to request to have your Organisation validated before registering.
- ✓ When adding a project partner, they also need to be Registered Users before you can complete your form

## **Respect the page/word limit & File format:**

- ✓ Missing data, wrong file format or excessive number of pages will prevent you from submitting your proposal.

## **Click on *Save Draft* regularly!**

## **Only click on *Submit* once you have fully completed the form**

- ✓ Check that you have completed all fields and uploaded all the documents (incl. budget spreadsheet) before submitting

☺ ***Tip: Do not wait until the last moment before submitting your proposal! Call deadlines are absolute and strictly enforced***

# Next Steps

Once submitted, your proposal **MUST** be authorised by the relevant person in your organisation (i.e. Research Office; Managing director, etc.).  
Authorisation **MUST** be done before the **Organisation Approval Deadline**.

## **Who is the Grant Authoriser?**

- Research Offices for universities, ITs, etc.
- Managing Directors or appropriate designated staff for companies (this cannot be the Applicant)

## **The Grant Authoriser can:**

- **Authorise** your submission – **Your proposal is then VALID – No further action required**
- **Decline** your submission – **Your proposal will NOT be processed**
- **Ask for revisions** – **Your proposal will only be valid if revised, submitted & authorised before the Organisation Approval Deadline**

☺ **Tip: Once you have submitted your proposal for authorisation by your organisation – follow-up with your Research Office / Managing director**

**Only authorised proposals can be sent for evaluation.**