



**Science, Technology, Research & Innovation for the
Environment (STRIVE) Programme 2007 – 2013**

**EPA Grant Application and Project
Management Portal**

USER GUIDE FOR APPLICANTS

April 2011 – Version 1.3

POWERED BY SMARTSIMPLE

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National Development Plan 2007-2013**

Introduction

This document is a guide for grantees using the EPA Grant Application and Project Management Portal. It describes the functionality and interfaces of the **EPA Grant Application and Project Management Portal** to Applicants who want to submit a proposal in response to an EPA Call for Research Proposals.

Any member of the public can register as a user on this web-based computer application, and create online applications for project funding under the current open EPA Research Funding calls.

The system also supports online completion of proposal evaluations, in addition to ongoing management and reporting against successful proposals.

Please read this document carefully prior to using the EPA Grant Application and Management Portal.

In reading this document, it is important that you have read the related call technical descriptions provided by the EPA. This document does not replace, but is complimentary to, the STRIVE Terms & Conditions of Grant Award and the STRIVE Guide for Applicants available on the EPA website (www.epa.ie).

Applications Steps

1. Registration as an Applicant (Validation of organisation where required)
2. Create a draft Application Form & Download the template
3. Complete the Application Form (including adding project partners where required)
4. Submit the Application Form **before the Call Deadline**
5. Where required by the Research Office / Managing Director, revise & resubmit the Application form **before the Call Authorisation Deadline**
6. Authorisation by Research Office / Managing Director **before the Call Authorisation Deadline**

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More Information

For further information and assistance with the EPA Grant Application and Project Management Portal, please contact: research@epa.ie.

Disclaimer

Although every effort has been made to ensure the accuracy of the material contained in this User Guide, complete accuracy cannot be guaranteed. The Environmental Protection Agency does not accept any responsibility whatsoever for loss or damage occasioned or damages claimed to have been occasioned, in part or in full, as a consequence of any person acting, or refraining from acting, as a result of a matter contained in this document.

Overview of the EPA Grant Application and Project Management Portal

The EPA Grant Application and Project Management Portal is a web-based system which enables you to:

- ◆ Create a researcher profile via the Registration Page (when a call for proposals is open);
- ◆ Complete & submit an EPA Grant application.

If your proposal has been recommended for funding following the evaluation process, you will use the EPA Grant Application and Project Management Portal to respond to any technical and financial queries raised during the evaluation of your proposal.

If your proposal is awarded, you will use the EPA Grant Application and Project Management Portal to manage the active grant with the following activities:

- ◆ Project Management & Interim Reporting:
 - ✓ View and download/upload meeting documentation;
 - ✓ Submission of Technical Progress Reports;
 - ✓ Submission & review of Financial Cost Statements;
- ◆ Final Reporting:
 - ✓ Submission & review of Final/Synthesis Report;
 - ✓ Submission of End of Project Questionnaire;
 - ✓ Submission of Metadata for the datasets/resources generated by your project;
 - ✓ Submission & review of Final Financial Cost Statement;
- ◆ Miscellaneous Requests:
 - ✓ Submission of no-cost time extension requests;
 - ✓ Submission of travel outside the EU requests;
 - ✓ Submission & review of budget reallocation forms.

Research Office/Managing Director Interaction:

Staff in your organisation's Research Office/Managing Director will also use the EPA Grant Application and Project Management Portal to authorise your proposal (except for submissions for Researcher Travel Support Grants, Event Support and Small-Scale Studies). They will review any proposal you submitted on the EPA Grant Application and Project Management Portal and can:

- ◆ Authorise any proposal you created before submission to the EPA;
- ◆ Require revision of proposals you created before submission to the EPA;
- ◆ Review and decline the proposal you created.

Important: Please note that all proposals MUST be authorised by the relevant person in your organisation (e.g. Research Offices for universities; Managing Director for companies, etc.) for the proposal submission to be valid.

Grant Evaluators Interaction

The Evaluation process will be carried out using the EPA Grant Application and Project Management Portal. Via the Evaluator's portal, Grant Evaluators will be able to:

- ◆ View & review your proposal;
- ◆ Complete & submit an Evaluation Form.

Reviewers / Steering Committee Members Interaction

Via the Reviewers Portal, Steering Committee Members will be able to:

- ◆ View and download/upload meeting documentation;
- ◆ View/download Technical Progress Reports and carry out their review;
- ◆ View/download Final Reports and carry out their review.

System Requirements

The EPA Grant Application and Project Management Portal is accessed using the Internet so there are no special requirements such as application programs that need to be installed on your computer. You can access the portal from any computer connected to the Internet from any location.

In order to access the system, all users must have access to a computer meeting the minimum specifications listed below.

Minimum Hardware Requirements

Processor	Pentium P233
RAM	64MB
VDU	1024x768 display
Display	16 bit display colours

Minimum Software Requirements

Operating System	Microsoft Windows 95 or higher MAC OS 8 or higher
Screen Resolution	800x600 or higher
Browser	Internet Explorer 5.0 or higher Netscape 4.78 or higher Mozilla 1.73 or higher Mozilla Firebird or later
Session Cookies	Must support session cookies and must be enabled
JavaScript	Must be supported by the browser and must be enabled
Popups	Must be allowed

Registration

Prior to completing and submitting a proposal for funding you will need to register as an applicant on the EPA Grant Application and Project Management Portal.

Pre-registered users (i.e. already in receipt of STRIVE and CCRP grants) do not need to register. In case of doubt, you can complete a registration form.

1. You can register by completing the online Applicant Registration form located at the following link:

http://epa.smartsimple.ie/files/347278/f92681/grant_applicant_registration.html

The “Applicant Registration” page will be displayed, similar to that shown below.

Applicant Registration

Please enter the name of your organisation below.

For Research Fellowships please type in your **Proposed** Host Institution.

* Organisation:

If your organisation does not appear in the box above, please [click here to review the complete list](#) and enter the name as it appears on the list.

If your organisation is not on the list please e-mail its details ([Click here to view the requested details for validation](#)) to research@epa.ie to request that it is added. You will receive e-mail confirmation from the EPA once your organisation has been registered and it is available in the list above. You will then be able to begin the registration process.

* Gender:

* Salutation:

* First Name:

* Last Name:

* Address:

* City/Town:

* Country:

Postal Code:

* Phone:

* Email:

* Confirm Email:

By clicking Submit and registering as a user of the Site, you are confirming that you have fully read and understand the EPA Privacy Policy ([click here to view the EPA Privacy Policy](#))

Welcome to the Environmental Protection Agency (EPA) grant application and project management portal. This application provides the facilities to enable the online submission, evaluation and management of:

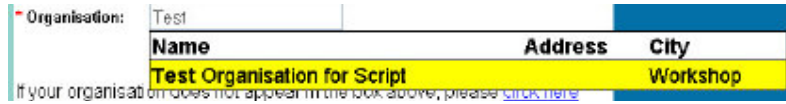
- Applications for funding
- Technical Progress Reports
- Cost Statements
- Final Reports
- Other miscellaneous requests e.g. budget reallocation, time extension

To complete and submit an application for funding you need to register yourself as a user on the EPA grant and project management portal. You can do this by completing the Applicant Registration Form located to the right hand side of this screen.

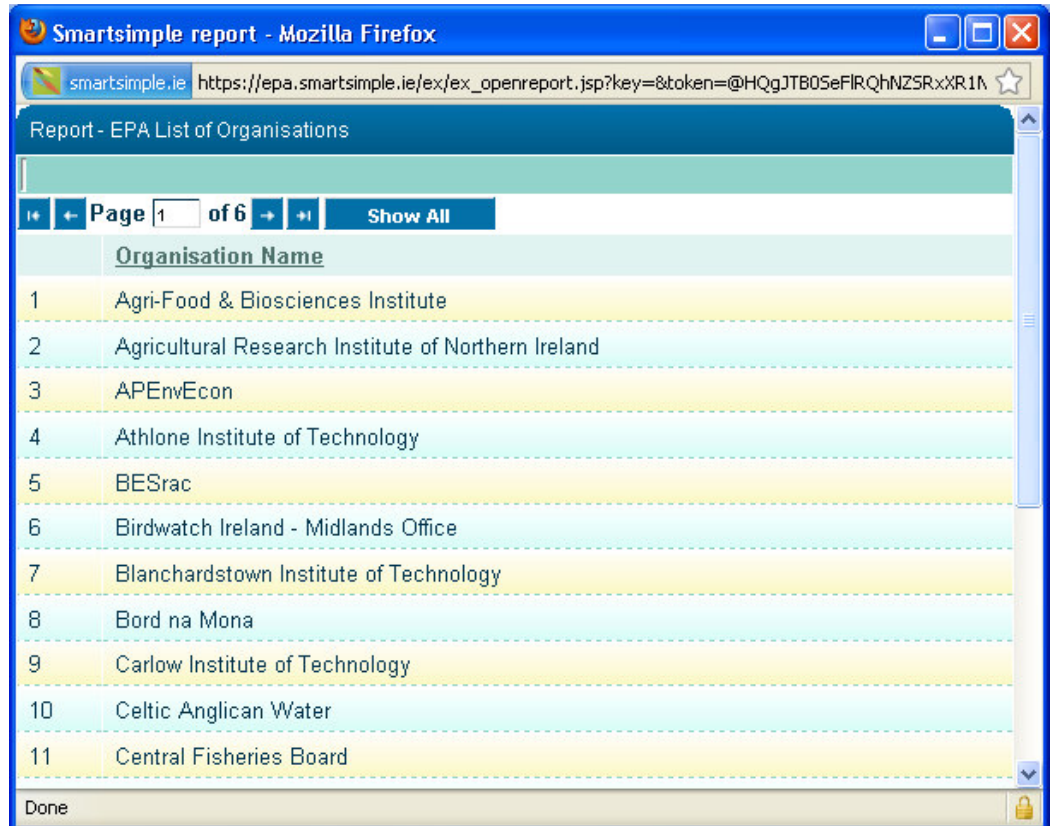
It is important to note that the organisation to which you belong must be registered before you as an individual can register. If your organisation is already registered in the system it will appear once you begin to type it in the field entitled Organisation. If your organisation does not appear on the list please click the link contained in the Registration form to submit a request to register your organisation.

Note: Please ensure that your spam filter will not block the email address donotreply@epa.ie. Preferably add this address to your contacts/address book before registering

- Your organisation must be registered before you as an individual can register. If your organisation is already registered in the system, it will appear (predictive text) once you begin to type it in the field entitled Organisation.

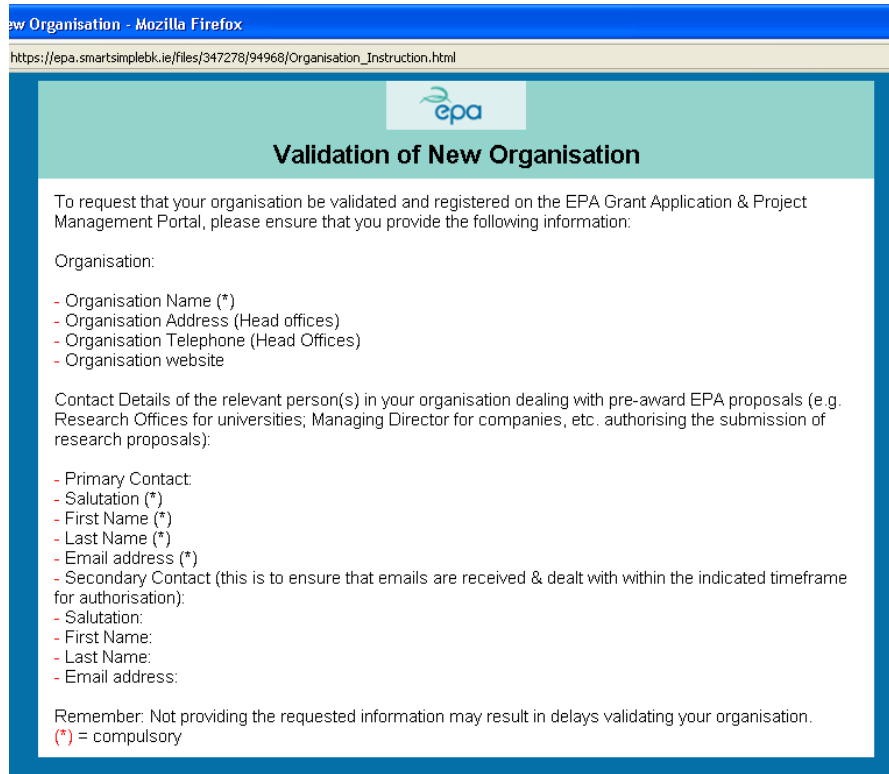


- Applicants for Research Fellowships should enter the name of their proposed Host University.
- The list of organisations currently validated on the EPA Grant Application and Project Management Portal can be viewed by clicking on the link: "click here to review the complete list". You can view all the organisations on one screen by clicking the "Show All" Button **Show All** or scrolling page by page using the arrow signs **←** **Page 1 of 6** **→** **+** **-**. Clicking on the column header "Organisation Name" **Organisation Name** will sort the organisation names by alphabetical order.



5. If your organisation does not appear on the list:

- a) Click on the link “view the requested details for validation”. This will open a pop-up window providing a list of the information required to validate an organisation.



- b) To request that your organisation be validated and registered on the EPA Grant Application & Project Management Portal, please ensure that you provide the following information:

Organisation:
Organisation's Name (*)
Organisation's Address (Head offices)
Organisation's Telephone (Head Offices)
Organisation's website

Contact Details of the relevant person(s) in your organisation dealing with pre-award EPA proposals (e.g. Research Offices for universities; Managing Director for companies, etc. authorising the submission of research proposals):

Primary Contact:
Salutation (*)
First Name (*)
Last Name (*)

Email address (*)

Secondary Contact (this is to ensure that emails are received & dealt with within the indicated timeframe for authorisation):

Salutation:

First Name:

Last Name:

Email address:

Not providing the requested information may result in delays validating your organisation.

(*) = compulsory

- c) Click the link contained in the Applicant Registration form to submit a request to register your organisation. This will open an email to: research@epa.ie
 - d) You will receive an email notification from the EPA once we have validated the request for your organisation to be registered. You will then be able to complete the registration process.
6. Please ensure that your spam filter will not block the email address donotreply@epa.ie. Preferably you should add this address to your contacts/address book before registering.
 7. When you have completed the Applicant Registration form, you must read the EPA Privacy Policy. By submitting the Registration form, you will confirm that you have read and agreed to the EPA Privacy Policy.

By clicking Submit and registering as a user of the Site, you are confirming that you have fully read and understand the EPA Privacy Policy
[\(click here to view the EPA Privacy Policy\)](#)

Submit

8. Click the "Submit" button.
9. The following confirmation message will be displayed:

Applicant Registration

THANK YOU

You have successfully registered to the EPA online Application Portal. An email containing your username & password will be sent to you shortly. If you do not receive the email please check your spam filters. You may now close this window .

10. You will receive an automated email from donotreply@epa.ie providing you with your log in details to use for the EPA Grant Application and Project Management Portal. The email will also contain your Personal Identification Number (EPA PIN), which will be required for you to be associated as a Project Participant in a proposal.

From: donotreply@epa.ie [mailto:donotreply@epa.ie]
To: Test Applicant
Subject: Confirmation of successful registration for the EPA grant application and project management portal

Dear Mr. Test-Applicant,

You have successfully registered as an applicant for the EPA grant application and project management portal.

Please use the details below to complete your application:

Login link: <http://epa.smartsimple.ie>
Username: Test.Applicant@epa.ie
Password: GQFOPARCL

You can change your password when you login by clicking the Change Password icon. If at some stage you require to change your host organisation you will need to contact research@epa.ie.

If you are a Project Participant on an application you will need to provide the following EPA Pin to the Project Coordinator so that you can be associated with the grant request.
EPA PIN: A887 A5S5 708C AC3X XXXX X

This is an auto-generated email. Please do not respond to this email address. If you have any queries in relation to its content, please contact research@epa.ie.

Regards,

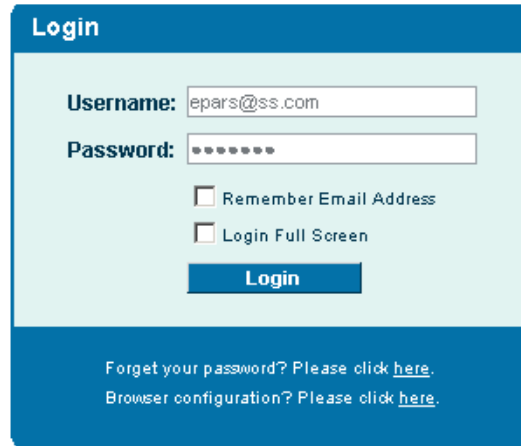
EPA STRIVE Programme

11. You can now log on to the EPA Grant Application and Project Management Portal to create/view the online application form and download the templates to be completed.

Applicant Portal

Logging on to the EPA Grant Application and Project Management Portal

The **EPA Grant Application and Project Management Portal** live link is <http://epa.smartsimple.ie/> - Clicking on this link will bring you to the Login window below.



The screenshot shows a login window with a blue header and footer. The main area is light blue. It contains the following elements:

- Username:** A text input field containing "epars@ss.com".
- Password:** A password input field with masked characters "*****".
- Remember Email Address
- Login Full Screen
- Login** button
- Footer text: "Forget your password? Please click [here](#)." and "Browser configuration? Please click [here](#)."

Input your username, which is your e-mail address, and password, which will have been sent to you in an auto-generated email from donotreply@epa.ie

- The tick box entitled "Remember E-mail address" saves your e-mail address to the box.
- The tick box entitled "Login Full Window" has the same effect as pressing F11 on your keyboard.
- The "click here" option for "Forgot your password" will prompt you for your e-mail address and resend a new password to you.
- The "click here" option for "Browser Configuration", informs you of the browser you are using.

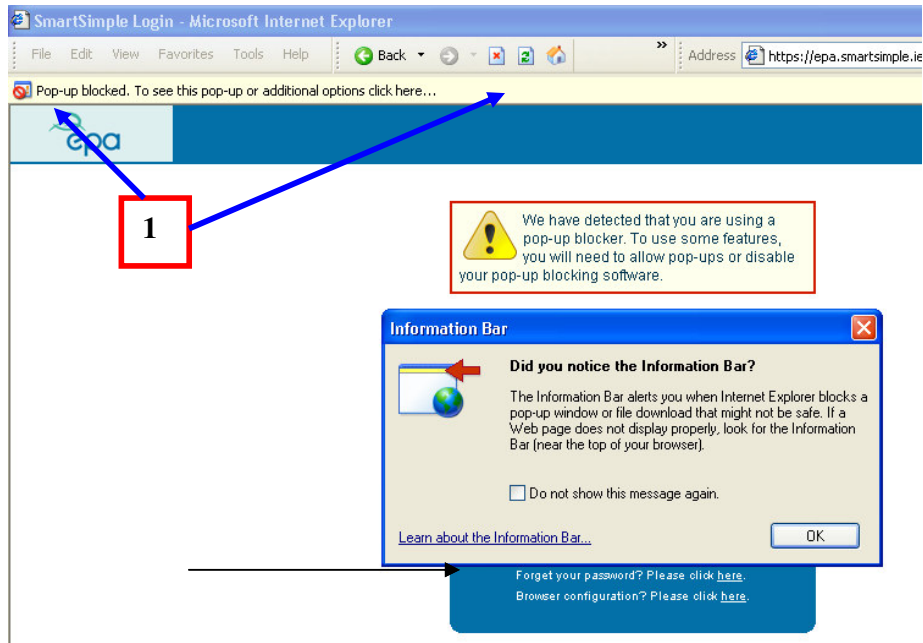
Enabling Pop-ups

Please ensure that your browser settings permit pop-ups from the web site address.

EPA Online Grant Application and Project Management Portal – User Guide for Applicants – **Version 1.3**

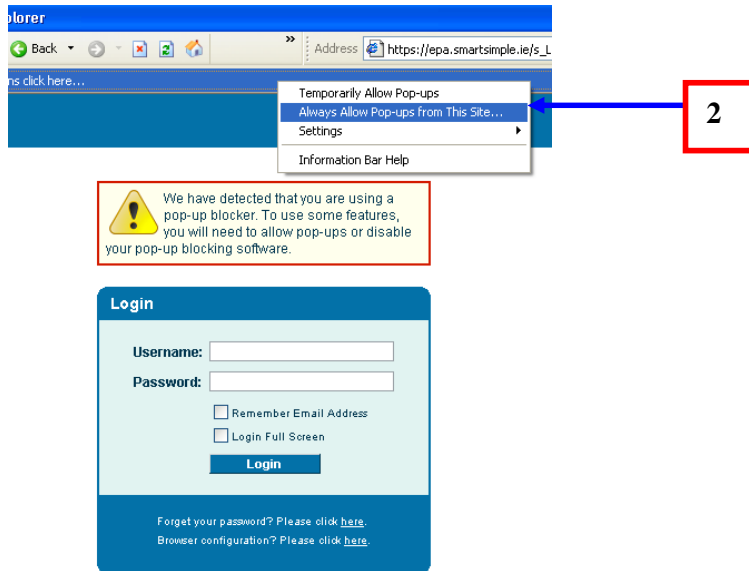
If you do not enable pop-ups when logged on to EPA Grant Application and Project Management Portal, many functions will appear not to work simply because the associated pop-up windows cannot be displayed.

1. When you log on to the **EPA Grant Application and Project Management Portal** for the first time, the following window may be displayed. Right click on the bar indicated to un-block the pop-ups.

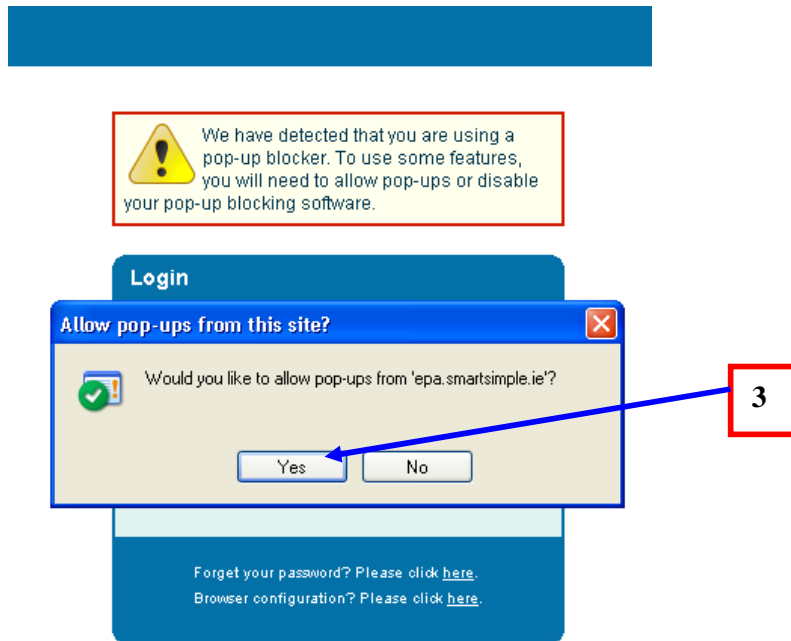


2. This will bring you to the window below. Choose the option "Always allow pop-ups from this site".

EPA Online Grant Application and Project Management Portal – User Guide for Applicants – **Version 1.3**



3. The window below will then become visible. Please answer "Yes" to the question "Would you like to allow pop-ups from <https://epa.smartsimple.ie?>"



Home Page

Once you log on to the **EPA Grant Application and Project Management Portal**, you will be presented with your Home page, as shown below.

EPA Online Grant Application and Project Management Portal – User Guide for Applicants – **Version 1.3**



Personal Settings

Click here to access your personal settings



Change Password

Click here to change your password

Active Awards: Project Management



Awarded Grants

Click here to see your Awarded Grants.



Technical Progress Reports

Click here to submit your Technical Progress Reports



Financial Reports

Click here to Submit your Financial Reports (Cost Statements)



Meetings

Click here to see the list of meetings

EPA Portal: User Guides



Quick Guide to the Application Process

Click here to view the quick guide to the Application Process



User Guide for Grantees

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



User Guide for Applicants

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



Contact Staff

Click here to contact EPA Staff at research@epa.ie

Guides and Documentation



CCRP Call Technical Description

Click here to view the call technical description documents for the CCRP Call



STRIVE Call Technical Description

Click here to view the call technical description documents for the STRIVE Call



Research Terms and Conditions

Click here to see the EPA Terms & Conditions, Guides for Applicants & Guide for Grantees

Open Calls - STRIVE: Start an Application



New STRIVE - Project Based Award Application

Click here to start a STRIVE - Project Based Award application



New STRIVE - Research Fellowship Application

Click here to start a STRIVE - Research Fellowship application



New STRIVE - Cleaner Greener Production Programme - CGPP Application

Click here to start a STRIVE - Cleaner Greener Production Programme - CGPP application

Open Calls - CCRP: Start an Application



New CCRP - Project Based Awards Application

Click here to start a CCRP - Project Based Awards application



New CCRP - Research Fellowship Application

Click here to start a CCRP - Research Fellowship application

Open Calls - Drafts & Submissions (Pre-Award)



Draft Applications

Click here to see the list of your draft applications.





Submissions

Click here to see the list of your submissions.

Home Page Banner

The page banner (blue banner across the top of the window) will remain the same while you are logged on to the EPA Grant Application and Project Management Portal. It provides the following links:

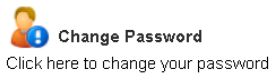
- a.  **Home** brings you to your Home page. You can use this to return to your Home page at any time.
- b.  **Logout** logs you out of the EPA Grant Application and Project Management Portal.

You can adjust the font size by using the “Grow” / “Decrease” font size buttons.



Icons

The following icons are visible across your Home page:



Change Password gives you the option to change your password at any time. It is recommended that you change your password the first time you log on to the EPA Grant Application and Project Management Portal.



Personal Settings gives you the option to change your personal details at any time.

Active Awards: Project Management



Awarded Grants displays a list of your EPA grant awarded projects. You can click on any application in the “Awarded Grants” list to view a particular project.



Technical Progress Reports

[Click here to Submit Technical Progress Reports](#)

Technical Progress Reports facilitates the submission of technical progress reports for grant awarded projects via a pre-generated list of Technical Progress Reports as required during the lifetime of the project.



Financial Reports

[Click here to Submit Financial Reports \(Cost Statements\)](#)

Financial Reports facilitates the submission of financial reports for grant awarded projects via a pre-generated list of Financial Reports (Cost Statements) as required during the lifetime of the project.



Meetings

Meetings

Meetings displays a list of the meeting activities associated with your EPA grant awarded projects. You can click on any activities in the “Meetings” list to view the information related to a particular meeting.

EPA Portal: User Guides



User Guide for Applicants

Application Guide provides user guidance on how to apply for EPA funding on the EPA Grant Application & Management Portal.



User Guide for Grantees

[User Guide for Grantees](#)

User Guide for Grantees provides guidance on how to use the EPA Grant Application & Management Portal for Project Management.



Quick Guide to the Application Process

Quick Guide to the Application Process gives you a short introduction on how to apply for EPA funding using the EPA Grant Application & Project Management Portal.



Contact Staff

Contact EPA Staff at research@epa.ie

Contact Staff provides an e-mail link to EPA support.

Guides and Documentation:



STRIVE Call Technical Description

Calls Documentation gives the details of the STRIVE & CCRP calls.



EPA Terms and Conditions

EPA Terms and Conditions gives details of the EPA Terms and Conditions.

Open Calls - Drafts & Submissions (Pre-Award):



Draft Applications

[Click here to see the list of draft applications.](#)

Draft Applications displays a list of all the proposals for funding that you have created via the **EPA Grant Application and Project Management Portal** but have not yet submitted, i.e. your work-in-progress application forms. If your proposal has been rejected or requires revision, it will appear in “Draft Applications”. You can click on any application in the “Draft Applications” list to view or edit an application form. Please note you can only create a draft application form when a call for proposals is open.



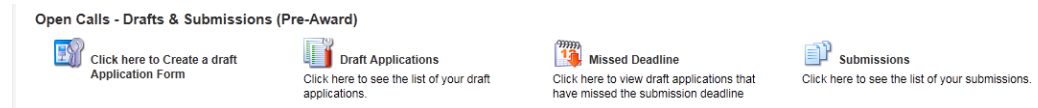
Submissions

[Click here to see the list of grant submissions.](#)

Submissions displays a list of all the proposals you have submitted but which have not been grant awarded. You can click on any application in the “Submissions” list and view a particular proposal. Please note you can only submit an application form when a call for proposals is open.

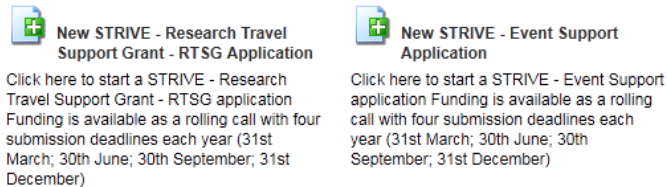
Open Calls for Research Proposals

When a call for research proposals is open, an icon entitled: *Click here to Create a draft Application Form* will be made available on your Home page in the Section: *Open Calls – Draft & Submissions (Pre-Award)*. You will be asked for the Call Area (e.g. are you creating an application form in response to an EPA **Climate Change** Research Call; EPA **Water** Research Call; EPA **Sustainable Environment** Call; EPA **Cleaner Production** Call?) and grant type, and will provide you with a link to the relevant application form.



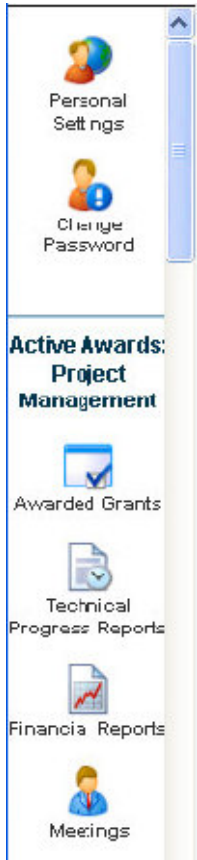
Application forms for Research Travel Support Grants (RTSG) & Event Support grants (rolling deadlines) – are available under the relevant icons in the Section: *Open Calls - Applications for Researcher Travel Support Grants (RTSG) and Event Support Grants*

Open Calls - Applications for Researcher Travel Support Grants (RTSG) and Event Support Grants



Left Hand Side Menu

Please note that all the icons detailed above are also visible on the left hand side bar of your Home page. This side bar will remain visible at all times making it possible to move easily between functions without having to return to the Home page first.




Definitions

Application Form/Grant View: This is the form, which contains all the information in relation to your application/grant.

Activities: Specific to the management of your project, there are two types of activities:

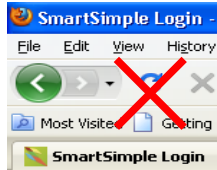
- **Pre-generated activities:** Technical Progress Reports and Financial Reports (Cost Statements), which have been pre-generated for the lifetime of your project, based on the project start and completion dates. These activities should be completed via their specific icons on the Home page.
- **Other activities:** These are activities that you can create as required during the lifetime of your project. These include miscellaneous requests (Budget re-allocation, no-cost time extension, approval of travel outside EU); submission of final reports (Final Report, Synthesis Report and State of Knowledge Report for Fellowship projects) and submission of Metadata & Datasets.


Transaction List: Transaction lists are sub-windows (with fields to be completed) opening from a link on an activity/form. Information regarding your project can be entered and saved on a transaction list, and then be attached to the particular activity/form (e.g. adding research team members details in a Technical Progress Report; adding a paper/conferences, etc.). Once the information on a Transaction List has been saved, the window can be closed. The information will be attached to the activity/form once the  "Save Draft" button on the activity/form has been clicked.

EPA Research Officer: This refers to the EPA Research Team member administering your project.

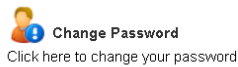
Getting Started

Important Tips



To refresh the View of an Activity/Form, for example, following creation of a Transaction List window, upload of document, etc., click on the  "Save Draft" button. The "Refresh" Button in your Internet Browser should **not** be used, as this will log you out of the EPA Grant Application and Project Management Portal.

Change Password



The "Change Password" icon gives you the option to change your password at any time. It is recommended that you choose a password that is secure and meets the following minimum-security criteria:

1. Minimum length should be at least six characters.
2. Includes a mix of symbols, letters and numbers.
3. Cannot be the same as your previous password.

Passwords are case sensitive.

Change Password	
View Contact	Edit Contact
Old Password:	••••••
New Password:	
Confirm New Password:	
Policy:	Minimum Characters - 6
Submit	

View Personal Information

You can **view your personal details** by clicking on the "Personal Settings" Icon



in your Home portal.

EPA Online Grant Application and Project Management Portal – User Guide for Applicants – **Version 1.3**

This will open your Contact Details View in **Edit** Mode. Please ensure that your Personal details are kept up-to-date.

Edit Contact - Alice Applicant

View | Print Preview

*First Name: Test

*Last Name: Applicant

Position: Head of Centre

Salutation: Prof.

Phone: 1235 Ext. 111

Email: Test.Applicant@test.com

Primary Contact:

Organisation: Test Organisation for Script

Address: Test Address-Line1

Address 2: Test Address-Line2

City/Town: Test Town

County: Test County

Country: Ireland

Postal Code: Only where relevant

Latitude / Longitude: /

Last Updated: 02 June 2010

Updated By: Alice Wemaere

Additional Information

Default | CGPP Applicant

* Applicant Gender: Female

Mobile:

Department: Geography

EPA Pin: A887 BFSS 708C B07X XXXX X

Click the "Save" button to save any changes made.

EPA PIN Number

Every researcher (e.g. Applicant, Project Participant) registered on the EPA Grant Application & Management Portal is given a unique EPA Personal Information Number (PIN). This unique identifier is used to reference project participants when creating an EPA application form.

EPA Pin: A8E7 BFSS 708C B07X XXXX X

The purpose of the PIN number is to ensure that you can only associate colleagues to your proposals if they have provided their PIN number. Likewise, only the colleagues with whom you have shared the PIN number can associate your profile with their proposals.

This PIN number is last field displayed in the "Additional Information" Section, under the "Default" tab.

EPA Online Grant Application and Project Management Portal –
User Guide for Applicants – **Version 1.3**

Additional Information	
Default	CGPP Applicant
* Applicant Gender:	Female ▾
Mobile:	<input type="text"/>
Department:	Geography
EPA Pin:	A887 BFS5 708C B07X XXXX X

The PIN number is also provided in the email sent once an Applicant Registration form is completed and submitted.

From: donotreply@epa.ie [mailto:donotreply@epa.ie]
To: Test Applicant
Subject: Confirmation of successful registration for the EPA grant application and project management portal

Dear Mr. Test-Applicant,

You have successfully registered as an applicant for the EPA grant application and project management portal.

Please use the details below to complete your application:

Login link: <http://epa.smartsimple.ie>
Username: Test.Applicant@epa.ie
Password: GQFOPARCL

You can change your password when you login by clicking the Change Password icon. If at some stage you require to change your host organisation you will need to contact research@epa.ie.

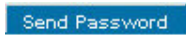
If you are a Project Participant on an application you will need to provide the following EPA Pin to the Project Coordinator so that you can be associated with the grant request.
EPA PIN: A887 A5S5 708C AC3X XXXX X

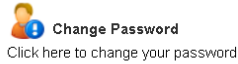
This is an auto-generated email. Please do not respond to this email address. If you have any queries in relation to its content, please contact research@epa.ie.

Regards,



EPA STRIVE Programme

Notes:

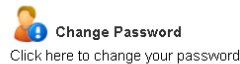
- a) Clicking on the "Send Password" button  will reset your password automatically and an automated email will be sent with your new password. **It is recommended to use the dedicated "Change**

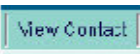


Password” Icon if you need to change your password.

- b) Do **NOT** tick the “Primary Contact”  box
- c) To view guidance on how to use the “Lookup”  button, please refer to the [“Lookup Button \(Organisation\)”](#) section.


You can also **view your personal details** by:




- Clicking on the “Change Password” Icon
 1. This will open the “Change Password” Window;
 2. Click on the  “View Contact” Tab in the top menu – This will open the “View Contact” Window.


Or by:

- Clicking on your name in the Grant View (see the [View your Grants](#) section).

To amend your details, click on the  “Edit” Tab on the top menu.

Saving / Editing Forms

 “**Save Draft**” button will save the details of a new application/activity on the **EPA Grant Application and Project Management Portal** at “Draft” Status. This will also refresh the information on your application/activity following the creation of a Transaction List window, upload of document, etc. You can save a draft form and log out of the EPA’s Grant Application and Project Management Portal. It is good practice to regularly click on the “Save Draft” button when working on an application or activity.


 In order to edit fields on a draft application, you must click on the “**EDIT**” button on the top left hand side of the form.



“Submit” button will submit your form. Once the “Submit” button has been clicked, you cannot make any further change to your application / activity. The status of your application / activity will automatically change to “Submitted”. This is associated with an automated confirmation email sent to you and a notification email to the EPA Research Team member administering your project.

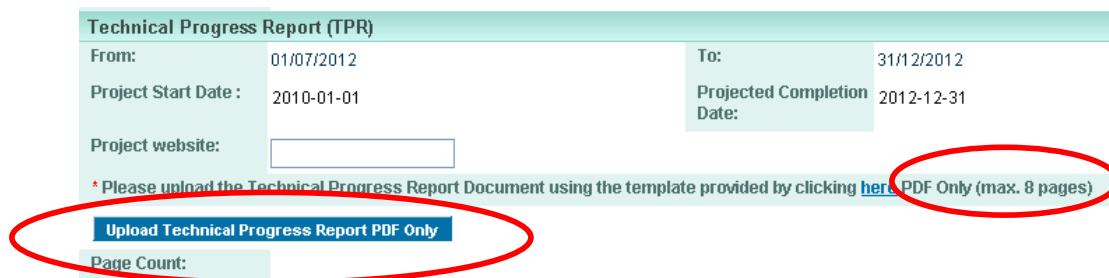
Document Upload

You will be requested to upload your project description, CV, etc to the **EPA Grant Application and Project Management Portal** when completing your application form, as shown in the screenshot below.

To enable the Upload Features on the form/activity you are working on, you will need to click on the  “Save Draft” button first.

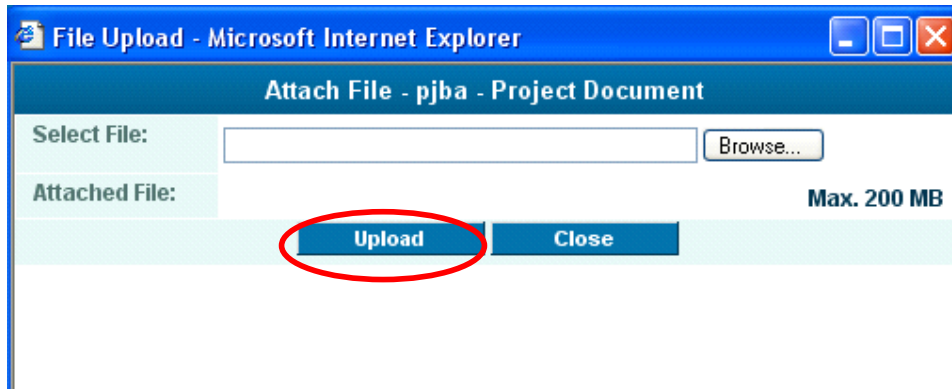
There are two types of uploads on the EPA’s Grant Application and Project Management Portal:


1. **Upload of specific documents** via a button which names the document to be uploaded – generally such uploads must be in PDF format and are limited to a certain number of pages depending on the document to be uploaded. (If these instructions are not followed, an error message will appear when you attempt to submit your form/activity.)

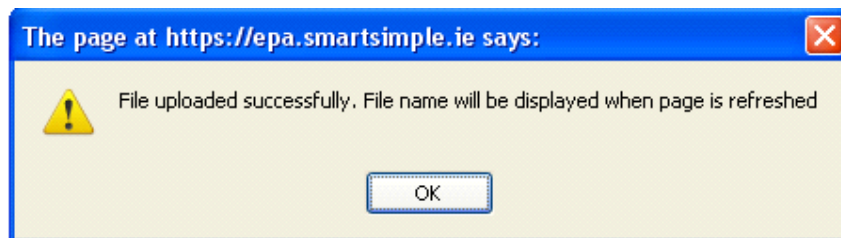




Technical Progress Report (TPR)			
From:	01/07/2012	To:	31/12/2012
Project Start Date :	2010-01-01	Projected Completion Date:	2012-12-31
Project website:	<input type="text"/>		
* Please upload the Technical Progress Report Document using the template provided by clicking here . PDF Only (max. 8 pages)			
Upload Technical Progress Report PDF Only			
Page Count:	<input type="text"/>		

- a. Click on the “Upload” button provided. This will bring you to the “Attach File” window.




- b. Select the file you wish to upload by clicking on the "Browse" button and choosing the appropriate file.
- c. Click the "Upload" button. Once the file has been uploaded, the message shown below will appear. (**Note:** do **not** click on the "Refresh" button in your internet browser, as this will log you out of the EPA's Grant Application and Project Management Portal. You should then click on the  "Save Draft" button once you are back to the main activity window (see step e below)).



- d. Click "OK" to close this pop-up and then click the  "Close" button on the "Attach File" window to return to the main activity window.
- e. Click the  "Save Draft" button (rather than refresh as indicated in 1c above). The file will then appear on the activity.

Note: To replace/delete a document previously uploaded:

- Click on the "Upload" button on your application/activity form;

- ❑ Click the  "Delete" button in the "Attach File" Window; and
- ❑ Repeat steps a-e to replace a document.

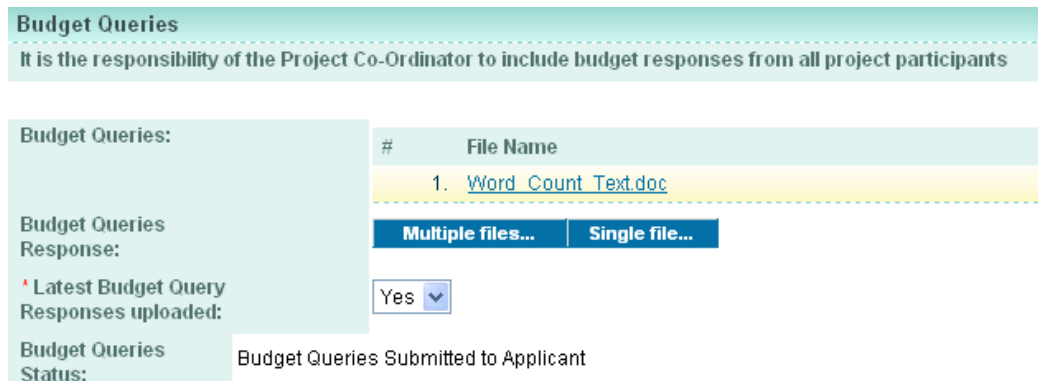
2. **General document upload** where the format and document size is not specified. There are two options in relation to uploading general documentation. These are single file and multiple files uploads.

If you wish to upload a single document only, you should use the single file upload option.

If you wish to upload multiple files at the same time, you should use the multiple file upload button. Please note that use of the multiple file upload button is dependant on the settings of your computer. It should also be noted that the pop up message stating that files have been successfully uploaded does **not** appear when using the general document upload functionality.

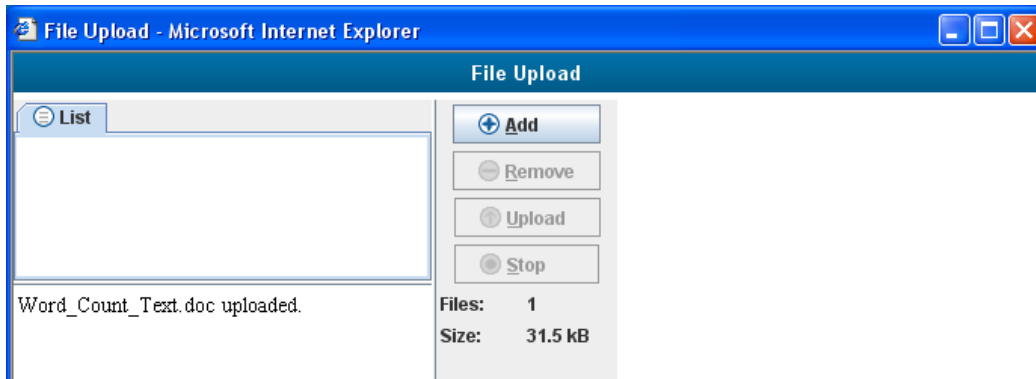
The steps required to upload multiple files are detailed below (when using the single file option you will see the same windows as those that appear when uploading a specific document).


- a. Click the "Multiple Files" button as shown below.



The screenshot shows a web interface for "Budget Queries". At the top, a teal banner contains the text "Budget Queries" and "It is the responsibility of the Project Co-Ordinator to include budget responses from all project participants". Below this, there is a table with two columns: "#", which is highlighted in yellow, and "File Name". The table contains one row with the value "1." in the first column and "[Word_Count_Text.doc](#)" in the second. Below the table are two buttons: "Multiple files..." and "Single file...". To the left of the table, there are labels for "Budget Queries:", "Budget Queries Response:", "* Latest Budget Query Responses uploaded:", and "Budget Queries Status:". The "Response" label is next to the table. The "Responses uploaded" label is next to a dropdown menu showing "Yes". The "Status" label is next to the text "Budget Queries Submitted to Applicant".

- b. This will bring you to the window below where you should click on the "Add" button and choose the files you wish to upload.



- c. The files that you wish to upload will appear as a list.
- d. Click on the "Upload" button. As stated above, you will **not** be given confirmation that the documents have been uploaded.
- e. Close the "File Upload" Window.
- f. Once you return to the activity window, click the  "Save Draft" button to attach the uploaded files to the activity (i.e. the files will then appear on the activity).

Note: To replace/delete a document previously uploaded:


- Click on the "Multiple files" button on your application/activity form;
- Click the "Remove" button in the "Attach File" Window; and
- Repeat steps a-f to replace a document.

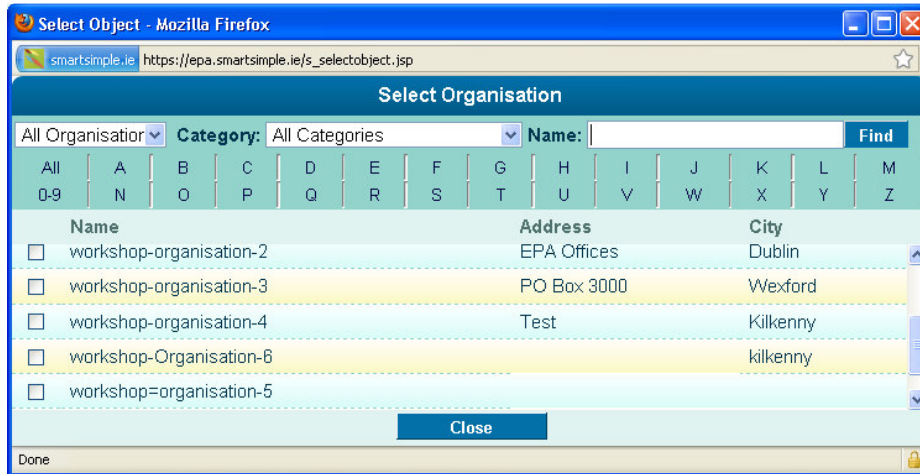
Lookup Button (Organisation)


The "Lookup" button will be available when amending your personal details.

* Organisation: 

The "Lookup" button allows you to view the list of registered organisations on the EPA's Grant Application and Project Management Portal.


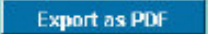
- Click on the "Lookup" button to open the "Select Organisation" window.
- You can customise the listing in this window using the tabs available on the top menu, or by typing the organisations name in the "Name" Field and clicking the  "Find" button.



- ❑ Select the organisation by ticking the box  located beside the organisations "Name" field.
- ❑ Click the "Close" button.
- ❑ The "Organisation" field will auto-populate with the selected organisation.

* Organisation:


Print Form Facility

To print an application or activity, you can click on the  "Print Form" button. This will open a Web View Form of your application or activity, with live hyperlinks for all documents attached to it. You can export this form as a PDF document, by clicking on the  "Export as PDF" button on top of the Web View Form. The file can then be saved and/or printed.

Session Timeout

The session timeout feature will automatically log out any user if their session remains inactive for 60 minutes (this may vary depending on your own network settings).

Logging Out

When you are finished using the EPA Grant Application and Project Management Portal, you should log out from the system by clicking the “Logout”  button.

The EPA portal will automatically log you out if you:

- Leave the browser session idle for more than 60 minutes;
- Attempt to navigate to another site using the same browser window.

The Online Application Form

Create your Online Application form¹

- 1) Log in to the EPA Grant Application and Project Management Portal
- 2) Click on the Icon entitled: *Click here to create a Draft Application Form*



Click here to Create a draft
Application Form

Note: Application forms for Research Travel Support Grants (RTSG) & Event Support grants (rolling deadlines) – are available under the relevant icons in the Section: *Open Calls - Applications for Researcher Travel Support Grants (RTSG) and Event Support Grants*

Open Calls - Applications for Researcher Travel Support Grants (RTSG) and Event Support Grants



New STRIVE - Research Travel Support Grant - RTSG Application

Click here to start a STRIVE - Research Travel Support Grant - RTSG application Funding is available as a rolling call with four submission deadlines each year (31st March; 30th June; 30th September; 31st December)



New STRIVE - Event Support Application

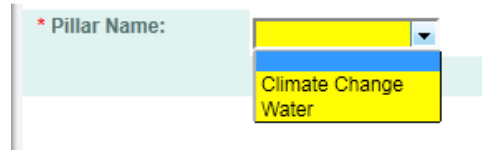
Click here to start a STRIVE - Event Support application Funding is available as a rolling call with four submission deadlines each year (31st March; 30th June; 30th September; 31st December)

- 3) A “New Grant” Window will open on your screen

New Grant	
Created:	05/04/2011
Project Coordinator:	Test_Alice Applicant
Please select the relevant Call Area in the field below (i.e. Pillar Name) – Refer to the Technical Description document in case of doubts	
* Pillar Name:	<input type="text"/>

- 4) In the field entitled “Pillar Name” – select the correct Call Area from the dropdown menu (e.g. are you creating an application form in response to an EPA **Climate Change** Research Call; EPA **Water** Research Call; EPA **Sustainable Environment** Call; EPA **Cleaner Production** Call?). Please note that only the options relevant to calls currently open will appear in the dropdown menu list.

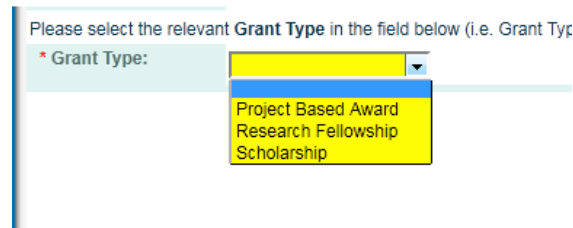
¹ This does not apply to Researcher Travel Support Grants and Event Support Grants



* Pillar Name:

- Climate Change
- Water

- 5) In the field entitled “Grant Type” – select the correct type from the dropdown menu (i.e. Project Based Award; Research Fellowship; Scholarship). **The Grant Type is specified in the Call Technical Description under each individual topic.** Please ensure that you select the **correct Grant Type as this will determine the template form that will be created.**



Please select the relevant Grant Type in the field below (i.e. Grant Type)

* Grant Type:

- Project Based Award
- Research Fellowship
- Scholarship

- 6) To create your draft Application form, click on the Create New button



- 7) Your form will load automatically. It is pre-populated with the information you entered on your Applicant Registration form. Click the Save Draft button to create the draft application. You will be able to access this draft form by clicking on the Draft Submissions Icon.

Open Calls - Drafts & Submissions (Pre-Award)



[Click here to Create a draft Application Form](#)



[Draft Applications](#)
Click here to see the list of your draft applications.



[Missed Deadline](#)
Click here to view draft applications that have missed the submission deadline



[Submissions](#)
Click here to see the list of your submissions.

New Grant			
Type:	STRIVE - Project Based Awards	Created:	03/12/2009
Proposal Number:		Project Coordinator:	Shane Applicant
Organisation:	workshop-organisation	Modified Date:	
Status:	Draft		

The points below offer basic guidance:

- In order to make all fields active you must click on **SAVE DRAFT**
- After you have uploaded a file, you must click on **SAVE DRAFT** for it to be attached to the application
- If you have uploaded an incorrect document you can remove & replace it by repeating the step above
- Please note that you can save a draft form and log out of the system. Your form will be available by clicking on the Draft Applications Icon. If you must click on **EDIT** on the top left hand side of this form.

It is essential that you read all of the instructional documentation, guides, and terms & conditions related to the EPA Grant Application and Management. These can be found by clicking on the Home button at the top right hand side of this webpage

Proposal Number:	~1352
Print Application - Read Only View:	View Form
Call Deadline:	2009-04-30 23:59:59
Organisation Approval Deadline:	2009-05-10 23:59:59
Submission Date:	

Your Online Application form

Online Guidance

Please read the online text which provides you with guidance on how to complete your form.

Type of Information to be completed

To complete & submit an Online Application form, you will be requested to:

1. Complete Text Fields;
2. Complete Numerical Fields;
3. Complete Fields with dropdown menu options;
4. Upload documents;
5. Where relevant, Assign project participant;
6. Complete the Declaration Section.

Important: Please familiarise yourself with the Online Application form layout and fields to be completed online before writing the proposal.

Mandatory fields

Mandatory fields are indicated by a red asterix (*). You can leave a mandatory field blank while an application is at the Draft status. However when you attempt



to submit the application, the submission will be rejected unless you enter data into all mandatory fields.



Examples of mandatory fields are shown below.

* Thematic Area:	<input type="text"/>
Sub Thematic Area:	<input type="text"/>
* Project Type:	<input type="text"/>
* Project Title (Title should be self-explanatory and concise):	<input type="text"/> 15 words left
* Projected Duration (Months):	<input type="text"/>

Collapsing/Expanding Section

The system provides the ability to expand or collapse certain areas or sub-sections of the form. The Expand and Collapse functionality is provided by the "+"

 and "-"  icons displayed to the right of the screen area they control.

- ◆ Clicking on the "-"  symbol will collapse the form area;
- ◆ Clicking on the "+"  symbol will expand an area of a form.

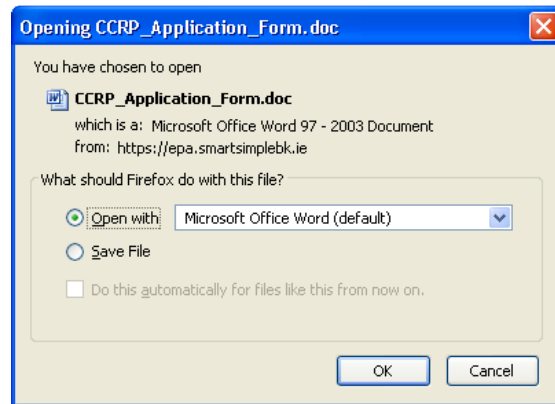
Downloading the Templates

The template of documents to be uploaded are available from the "here" links on the form. To download a template:

- 1) Click on the "here" link



- 2) Select "Open with" or "Save file" on the Download window



3) Save the template on your computer to be completed offline

Important: Before writing your proposal, please take note of the specified file format and page limits of the Uploads.

Important: Where a template is provided, it MUST be used to submit an application. Any deviation will invalidate the proposal.

An example of upload field where no template is provided includes the CV upload fields for Research Fellowships and CGPP applications.

Complete the Online Application form

Online Fields

Complete the online fields as indicated on the online form shown above taking note of the following:

Fields with Dropdown list

Please select one of the options available from the dropdown menu.

Important: In the cases of "Project type", "Thematic Area" and "Sub Thematic Area" (CCRP projects only) fields, please refer to the Call Technical Description document. The values for these fields will be specified under each specific topic.

Project Types:

A screenshot of a web form showing a dropdown menu for 'Project Type'. The dropdown is open, displaying four options: 'Developing Environmental Research Potential', 'Desk Study', 'Medium Scale Project', and 'Large Scale Project'. The 'Project Type' label is highlighted in yellow. To the left, the form fields are labeled: '* Project Type:', '* Project Title (Title should be self-explanatory and concise):', and '* Projected Duration (Months):'.

→ Refer to the Call Technical Description document

Please note that for:

- ◆ STRIVE & CCRP Research Fellowships Application, the "Project Type" field will be auto-populated with: Research Fellowships
- ◆ STRIVE – Cleaner Greener Production Programme – CGPP Application, the "Project Type" field will be auto-populated with: Cleaner Production

Thematic Areas for STRIVE applications:

A screenshot of a web form showing a dropdown menu for 'Thematic Area'. The dropdown is open, displaying six options: 'Air Quality, Atmospheric Deposition and Noise', 'Sectoral Impacts on Biodiversity', 'Climate Change', 'Environment and Health', 'Environmental Technologies', and 'Water and the Aquatic Environment'. The 'Thematic Area' label is highlighted in yellow. To the left, the form fields are labeled: '* Thematic Area:', 'Sub Thematic Area:', 'Old Mis Measure:', '* Project Type:', '* Project Title (Title should be self-explanatory and concise):', and '* Projected Duration'.

→ Refer to the Call Technical Description document

Thematic Areas for CCRP applications:

A screenshot of a web form showing a dropdown menu for 'Thematic Area'. The dropdown is open, displaying two options: 'Air Quality, Atmospheric Deposition and Noise' and 'Climate Change'. The 'Thematic Area' label is highlighted in yellow. To the left, the form fields are labeled: '* Thematic Area:', 'Sub Thematic Area:', 'Old Mis Measure:', and '* Project Type:'.

→ Refer to the Call Technical Description document

Sub-thematic Areas for CCRP applications:

* Sub Thematic Area:	<input type="text"/>
* Project Title (Title should be self-explanatory and concise):	GHG emissions, Sinks and Mitigation Socio-economics and Technology Impacts and Adaptation Air Quality and Transboundary Air Pollution Cross-Cutting
* Projected Duration (Months):	<input type="text"/>

→ Refer to the Call Technical Description document

Sub-thematic Areas for STRIVE applications:

Sub Thematic Area:	<input type="text"/>
Old Mis Measure:	Air Quality, Atmospheric Deposition and Noise Sectoral Impacts on Biodiversity Climate Change
* Project Type:	Environment and Health Environmental Technologies Socio-Economic Soils and Landscapes
* Project Title (Title should be self-explanatory and concise):	Waste, Resource Management and Chemicals Water and the Aquatic Environment
* Projected Duration (Months):	<input type="text"/>

→ Select the most relevant sub-thematic area

Free-text fields

Please note that in some cases, word limits are applied to free-text fields e.g. Project Title, Research Summary and Statement on Expected Outputs

Text limits are usually indicated in the text on top of the Text fields. The actual word count of the text field is also shown below the Text fields.

* Provide a short statement on the expected outputs (i.e. peer-reviewed publications, report for policy makers, research capacity building, etc...) (100 Words)
This is a compulsory text field with a word-count limit of 100 words
<input type="text"/>
87 words left

If the text that you have entered / copied in the text box is above the limit, the following error message will appear:



Important: Please note the word limits before writing your proposal. If copying & pasting text into a text field with a word count limit, only the words up to the word-count limit will be copied into the field. Any extra words will NOT be copied.

Tick-box fields

Please select one of the options available from the tick boxes available on screen. The screenshot below provides an example of Tick boxes on the STRIVE – Cleaner Greener Production Programme – CGPP Application form.

Numeric fields

There are two numeric fields to be completed on the Application form, namely:

- ◆ Total Cost of Project Requested (€) Only Numeric Characters - Do not use comma, full stop or symbols
- ◆ Total Grant Aid Requested (€) Only Numeric Characters - Do not use comma, full stop or symbols

Only numeric characters (i.e. no commas, full stops or symbols) should be used in these fields.

Important: Please ensure that the “Total Cost of Project Requested” is equal or greater than the “Total Grant Aid Requested” as you will not be able to submit your application if this is not the case.

Auto-Populated Fields

Some fields will auto-populate from the information supplied on the Applicant Registration form – see below example where address fields have auto-populated

Applicant Details	
* Position:	<input type="text"/>
* Department/Centre:	<input type="text"/>
Address 1:	123 Water Rd
Address 2:	Wexford
City/Town:	Wexford

You cannot amend such fields.

Date Fields

Date Fields are an example of auto-populated fields on the application form.

Add Project Participants

In the section entitled: “Adding Project Participants & their Organisation”, you can select the project participants to be associated with your proposal.

Adding Project Participants and their Organisations

Signup Instructions: **To add a Project Participant**, you will need to check with the proposed participant(s) if they are already registered user on the EPA's Online Grants Management Portal.

- **For participant(s) who are already registered:**
 1. Please ask the participant(s) to provide you with their PIN number
 2. Click on the Assign Project Participant Button below.
- **For participants who are not registered:** you will need to request them to register. To do so, please click [here](#) Participants will be provided with a PIN number upon completion of the registration form.

Assign Project Participant / Co-Supervisor:

Project Coordinator and Participants

First Name	Last Name	Role	Organisation
Alice	Applicant	Project Coordinator	Test Organisation for Script

All project participants must be registered on the EPA Grant Application and Project Management Portal. Your proposed participant will need to provide you with her/his Identification Number (PIN) as you will need it to complete the form (refer to the [EPA PIN Section for more information](#)). The EPA PIN is listed in your [personal details](#) and also on the [confirmation email](#) received after submission of the Applicant Registration form.

Important: Check if your proposed partner is a Registered User as soon as possible.

Proposed project participant has already an EPA Pin

- 1) Ask your proposed participant to provide you with his/her PIN.
- 2) Click on the “Open” button in the field entitled: “Assign Project Participant/Co-supervisor”.
- 3) The “Assign Project Participant” window will open.
- 4) Complete the fields

ASSIGN PROJECT PARTICIPANT

EPA PIN: A887 CFS5 708C DCCX XXXX X

Researcher Last Name: Participant1

- 5) Click on the “Retrieve Project Participant” button

6) The project participant's details will appear on the window.

ASSIGN PROJECT PARTICIPANT

EPA PIN A887 CFS5 708C DCCX XXXX X

Researcher Last Name Participant1

Retrieve Project Participant

Project Participant Results & Details

First Name Alice

Last Name Participant1

Email Alice.Participant1@test.com

Phone

Address

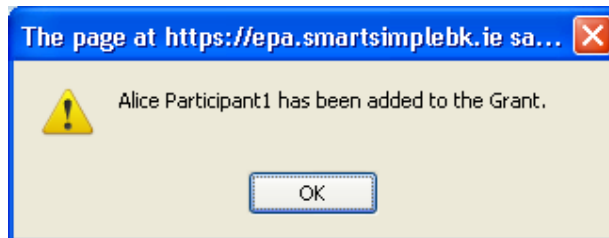
City

Associate Project Participant with Application

Close

7) If this information is correct, please click on the "Associate Project Participant with Application" **Associate Project Participant with Application** button.

8) A confirmation pop-up window will appear on the screen.



9) Click the "OK" button to close the pop-up window

10) Click on the "Close" button on the "Assign Project Participant" window.

11) Click the "Save draft" **Save Draft** button on the application form to update the information. The name of the project participant who has been associated with the application will appear in the Project Coordinator & Participants Table.

Project Coordinator and Participants			
First Name	Last Name	Role	Organisation
Alice	Applicant	Project Coordinator	Test Organisation for Script
Alice	Participant1	Project Participant	Test Organisation 2

12) To add more project participants, repeat the steps 1-9 above

Proposed project participant does not have an EPA Pin

The proposed project participant must register.

1) Click on the “here” link in the “Signup Instructions”.

• **For participants who are not registered:**
you will need to request them to register. To do so, please click [here](#)
Participants will be provided with a PIN number upon completion of the registration form.

2) The “Adding a Project Participant” Window will open.

3) Complete the Requested Fields

The screenshot shows a web form titled "Adding a Project Participant" with the EPA logo at the top. The form contains three input fields with the following text: "1. Your Name" (Alice Applicant), "2. Requested Participants Name" (Alice Participant2), and "3. Requested Participants E-mail Address" (Alice.Participant2@te). A "Submit" button is located at the bottom of the form.

Important: Please ensure that you are entering a valid email address in the field: “Requested Participants E-mail Address” as a Registration Request will be emailed to your proposed project participant.

4) Click on the “Submit” button

5) A pop-up window will appear.

Validation Participant Details

THANK YOU

Your requested Project Participant will now be notified via e-mail. He/She must sign up to the system and send you his/her Personal Identification Number. You will then be able to add him/her as Participant in your proposal.
We advise you to contact him/her to ensure that this step is carried out as soon as possible.
You can now close this window.

- 6) Your proposed participant will receive an automated email asking him/her to register on the EPA Grant Application and Project Management Portal.

Subject: EPA Call for Research Proposal - Request to be added as a Project Participant

Dear Alice Test_Participant,

Alice Applicant has requested that you be added as a Project Participant to their proposal.

If this is a valid request and:

- a) You are already registered on the EPA Online Grants Management Portal, you will have been provided with a password and PIN number. Please provide Alice Applicant with your PIN number for the system so that you can be associated with the proposal.
- b) You are not registered on the EPA Online Grants Management Portal, please click the link below to enter your details and register as a participant:

[https://epa.smartsimple.ie/files/347278/f92681/grant_applicant_registration.htm](https://epa.smartsimple.ie/files/347278/f92681/grant_applicant_registration.html)
l

Once registered, you will be provided with a password and PIN number. To be associated with the proposal, please provide your PIN number to Alice Applicant.

This is an auto-generated email. Please do not respond to this email address. If you have any queries in relation to its content, please contact research@epa.ie.

Regards,

EPA STRIVE Programme

Important: Please contact the Project Participant to ensure that this step is carried out as soon as possible.

- 7) Once the proposed project participant has registered and provided you with his/her EPA PIN (available from the Email of confirmation of registration), you

can then add your project participant on your application (see Section:
“[Proposed project participant has already an EPA Pin](#)”).

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

Uploading Files

There are several upload fields in the Application Form.

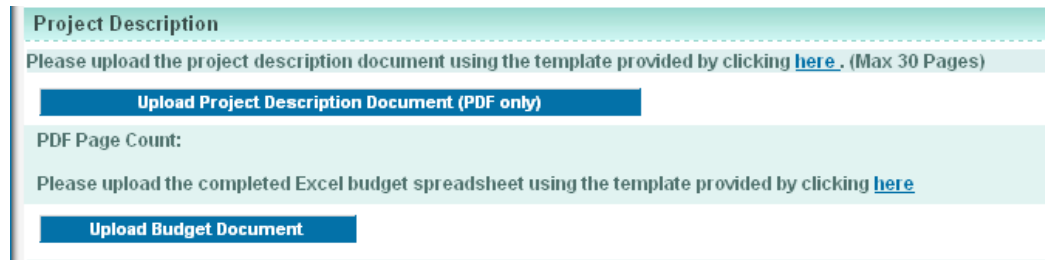
- 1) The upload fields need to be activated by clicking on the “Save Draft” button:

Before clicking the “Save Draft” button



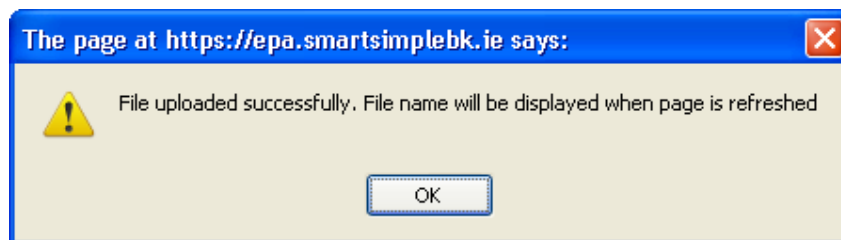
The screenshot shows a form section titled "Project Description". It contains the following text: "Please upload the project description document using the template provided by clicking [here](#). (Max 30 Pages)", "Click Save before adding attachment", "PDF Page Count: @pjba - Project Document.numofpages@", "Please upload the completed Excel budget spreadsheet using the template provided by clicking [here](#)", and "Click Save before adding attachment".

After clicking the “Save Draft” button



The screenshot shows the same form section after clicking "Save Draft". The text is now: "Please upload the project description document using the template provided by clicking [here](#). (Max 30 Pages)", "Upload Project Description Document (PDF only)", "PDF Page Count:", "Please upload the completed Excel budget spreadsheet using the template provided by clicking [here](#)", and "Upload Budget Document".

- 2) Once you have uploaded a document the following window will appear.



- 3) Click “OK” to close the window
- 4) Click the “Save Draft” button on your application form to refresh your application.

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Project Description	
Please upload the project description document using the template provided by clicking here . (Max 30 Pages)	
Proj_Desc_Doc_less_than_30pgs.pdf	<input type="button" value="Upload Project Description Document (PDF only)"/>
PDF Page Count:	20
Please upload the completed Excel budget spreadsheet using the template provided by clicking here	
Budget_Document.xls	<input type="button" value="Upload Budget Document"/>

For more information on the Upload Facility, please refer to the Section:
["Document Upload"](#).

Important: you will NOT be able to submit your proposal if you upload the wrong file format or do not respect the page limit.

Declaration

Once you are satisfied that you have completed all the fields, uploaded all the requested documents using the correct templates, respecting the page limit and file format and assigned all your project participants, you can now complete the declaration:

- 1) Read the declaration statements carefully;
- 2) Tick the "I agree" tick box;
- 3) Click the "Save Draft" button.

Part A: Declaration	
I confirm that I have read the Technical Description, Terms and Conditions and Guide for Applicants available in this portal via the home button.	
I declare that the information I have provided in this application is complete and accurate.	
I agree that the Environmental Protection Agency may make any enquiries it considers necessary to verify the information therein and consent to the release by other people or organisations of such information as may be necessary for that purpose.	
I note that applicants may be disqualified from consideration for funding if false or misleading information is provided and/or the application is not specific to one of the topics listed in the associated Technical Description document available on the EPA website.	
I Agree:	<input type="checkbox"/> I confirm agreement with the above statements
Name of Project Coordinator:	Shane Applicant
Date:	08 December 2009
Email of Project Coordinator:	Shane.Applicant@epa.ie

Saving your Draft Application

You can access your application as many times as you wish, saving the information you have entered using the "Save Draft" button at the bottom of the form.

You can access your draft application by clicking on the “Draft Applications”




Click here to see the list of draft applications.

icon on your Home page. To open your draft application, please select the correct application.

The screenshot shows a web browser window with a blue header. In the top right corner, there are links for 'Home', 'Logout', and a search icon. The main content area is titled 'Report - Grants List - Draft'. Below the title is a table with the following data:

Proposal Number	Type	Project Title	Institution	Project Coordinator	Status
1568	CCRP - Project Based Awards	Test Project-Based Award CCRP Application	Test Organisation for Script	Alice Applicant	Draft

By clicking the “Edit”  Tab, you will be able to edit your form.

The screenshot shows a form titled 'Edit Grant - 1360'. At the top, there are two buttons: 'New' and 'View'. Below these, the form displays the following information:

Type: STRIVE - Project Based Awards
Proposal Number: 1360

Note when in View mode, the Edit option is displayed, and when in Edit mode, the View option is displayed.

Important: Only Click Submit once you have checked that you have completed all the form & uploaded all your documents (including the Budget Spreadsheet) Click “Submit” will submit your proposal for authorisation by your organisation (except for submissions for Research Travel Support Grants, Event Support and Small Scale Studies).

Printing your Application

You can print/save a PDF copy of your application by clicking on the “View Form” button.

Proposal Number:	1263
Print Application - Read Only View:	View Form
Call Deadline:	2009-04-30 23:59:59
Organisation Approval Deadline:	2009-05-10 23:59:59
Submission Date:	09 December 2009

This will open a Web View Form of your application or activity, with live hyperlinks for all documents attached to it. You can export this form as a PDF document, by clicking on the [Export as PDF](#) "Export as PDF" button on top of the Web View Form. The file can then be saved and/or printed.

Submit your Application for authorisation by your Organisation

Important: Only click on the Submit button once you are satisfied that you have fully completed your application.

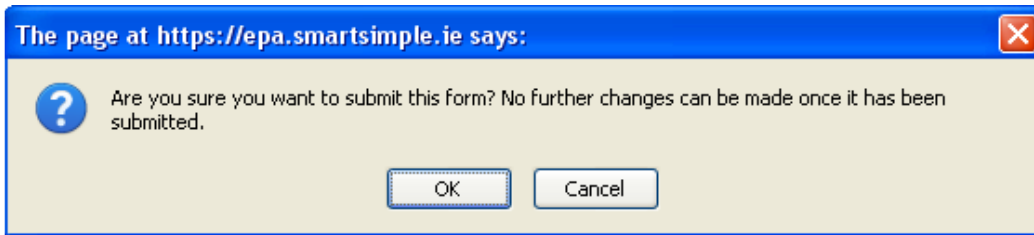
Pre-Submission Checklist

Checklist:

- ✓ Check that you have completed all compulsory fields
- ✓ Check that you have used the correct call icon; project type, thematic area & sub-thematic area (where relevant)
- ✓ Check that your Total Project Cost Requested is greater or equal to the Total Grant Aid Requested.
- ✓ Check that you have uploaded all the requested documents using the correct template where provided, and respecting the file format and page limits where relevant.
- ✓ **Check that you have uploaded your budget template**
- ✓ **Check that you have completed the Declaration Section**

Submission of your proposal for authorisation by your organisation

- 1) To ensure that your application form reflects all your changes, click the "Save Draft" button one last time!
- 2) Click on the "**Submit**" button at the bottom of the screen to submit your application for authorisation by your organisation.
- 3) The message below will then appear. Click "OK" and the form will then be submitted.



If you wish to amend your form further, click the “Cancel” button.

Important: you will NOT be able to submit your proposal if you upload the wrong file format or do not respect the page limit.

Once you click “OK”, your proposal will be checked automatically for missing data, wrong file format and page numbers for the upload field with a page limit. Once it has completed successfully, the on-screen message highlighted below will appear, confirming that an e-mail has been sent to your Research Office/Managing Director requesting them to authorise the proposal. You will also receive an automated email from donotreply@epa.ie confirming that your proposal has been successfully submitted pending your institution approval.

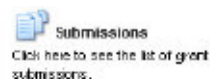
Type:	STRIVE - Project Based Awards	Created:	12/06/2010
Proposal Number:	1574	Project Coordinator:	Alice Applicant
Organisation:	Test Organisation for Script	Modified Date:	12/06/2010 14:34
Status:	Submitted - Pending Institution Approval		

Proposal Number:	1574
Application Details:	Print Form
Call Deadline:	2010-07-16 23:59:59
Organisation Approval Deadline:	2010-7-30 23:59:59

**Application Successfully submitted pending authorisation by your Research Office.
An automatic notification email has been sent to your Research Office.
Only proposals authorised by the relevant person in your organisation will be valid.**

The content of your application will then be locked. You can still access the

application by clicking on the “Submissions”
page.



icon on the Home

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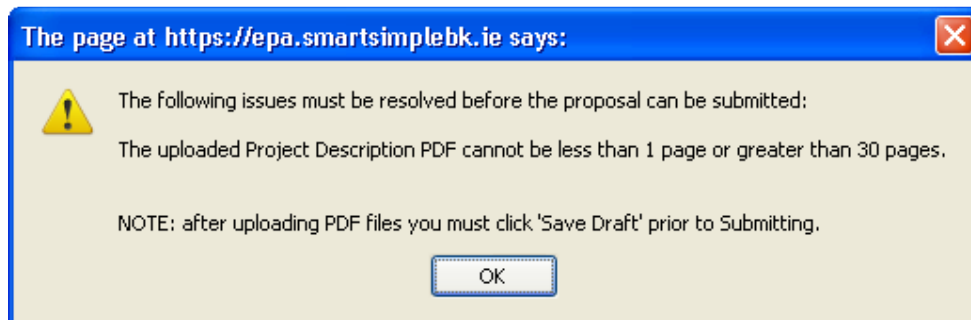
Report - Grant List				
Proposal Number	Type	Institution	Project Coordinator	Status
1568	CCRP - Project Based Awards	Test Organisation for Script	Alice Applicant	Submitted - Pending Institution Approval
	Activity	Tracking Template Name	Status	Date
1569	CCRP - Research Fellowship	Test Organisation for Script	Alice Applicant	Submitted - Pending Institution Approval
	Activity	Tracking Template Name	Status	Date
1570	STRIVE - Project Based Awards	Test Organisation for Script	Alice Applicant	Submitted - Pending Institution Approval
	Activity	Tracking Template Name	Status	Date
1571	STRIVE - Research Fellowship	Test Organisation for Script	Alice Applicant	Submitted - Pending Institution Approval
	Activity	Tracking Template Name	Status	Date

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

Note: There is no Authorisation-step for submissions for Researcher Travel Support Grants, Event Support and Small Scale Studies.

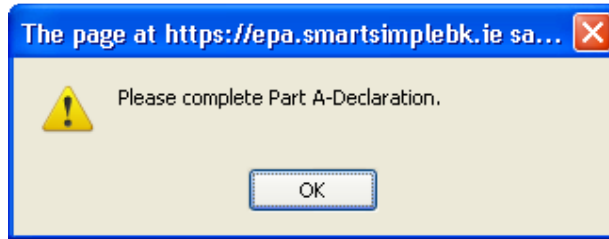
Error Messages on "Submit"

If you have used the wrong file format or not respected the page limit, you will not be able to submit your proposal. The following error message will appear:



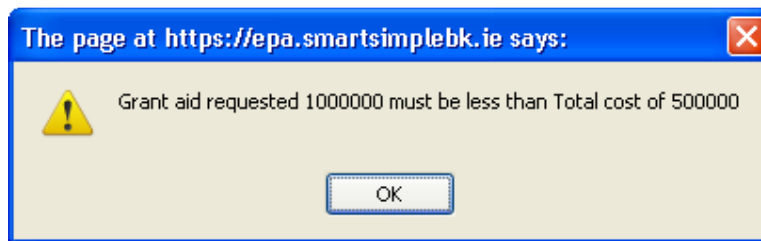
⇒ **Click "OK" and check the files that you have uploaded**

If you have forgotten to tick the "I agree" box in the Declaration Section. The following error message will appear:



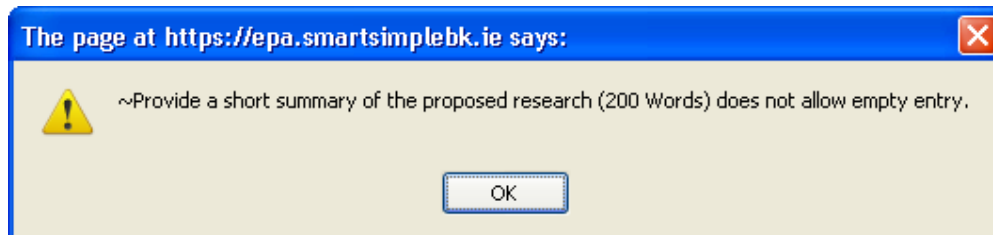
⇒ Click "OK" and complete the "Declaration" section

Your Total Project Cost Requested is less than the Total Grant Aid Requested. The following error message will appear:



⇒ Click "OK" and amend the relevant fields.

You did not complete a compulsory field. An error message similar to the one below will appear:



⇒ Click "OK" and complete the relevant field.

Proposal Authorisation Process²

Overview of the Process

Staff in your organisation’s Research Office/Managing Director will also use the EPA Grant Application and Project Management Portal to authorise the submission of your proposal. They will review any application you submitted on the EPA Grant Application and Project Management Portal and can:

- ◆ Authorise any application you created before submission to the EPA;
- ◆ Require revision of applications you created before submission to the EPA;
- ◆ Review and decline the application you created.

Important: The Authorisation Deadline is strictly 2 weeks after the Call Deadline. Proposals which have not been authorised by your institution will not be considered further.

The proposal is authorised by your Research Office/Managing Director

You will be notified that your application has been authorized by automated email from donotreply@epa.ie. You can access & view your proposal by clicking the



“Submission” icon in your Home page. The status of your application will now be: Submitted – Approved by Institution.

Report - Grant List				
Proposal Number	Type	Institution	Project Coordinator	Status
1568	CCRP - Project Based Awards	Test Organisation for Script	Alice Applicant	Submitted - Approved By Institution
	Activity	Tracking Template Name	Status	Date
1569	CCRP - Research Fellowship	Test Organisation for Script	Alice Applicant	Submitted - Approved By Institution
	Activity	Tracking Template Name	Status	Date
1570	STRIVE - Project Based Awards	Test Organisation for Script	Alice Applicant	Submitted - Approved By Institution
	Activity	Tracking Template Name	Status	Date
1571	STRIVE - Research Fellowship	Test Organisation for Script	Alice Applicant	Submitted - Approved By Institution
	Activity	Tracking Template Name	Status	Date
1578	CCRP - Project Based Awards	Test Organisation for Script	Alice Applicant	Submitted - Declined by Institution
	Activity	Tracking Template Name	Status	Date

² Not relevant for Researcher Travel Support Grant, Event Support and Small Scale Studies applications

The proposal has not been authorised by your Research Office/Managing Director

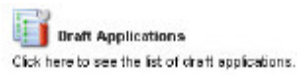
You will be notified that your application has been declined by automated email from donotreply@epa.ie. You can view the reason/justification for this decision by



viewing your submissions by clicking the “Submission” icon on your Home page. The justification will be visible in the Authorisation section of the application. The status of your application will now be: Submitted – Declined by Institution. **It will not be processed any further.**

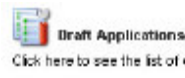
The proposal requires revision

In the case where your Research Office/Managing Director requires that you revise your proposal, you will receive an automated email from donotreply@epa.ie asking you to log in and revise your proposal. Your proposal will be at the status: Submitted – Pending Revision by Applicant, and will be



available from the “Draft Applications” icon in your Home page.


1. Log in to the EPA Grant Application and Project Management portal



2. Click on the “Draft Applications” icon

Report - Grants List - Draft					
Proposal Number	Type	Project Title	Institution	Project Coordinator	Status
1578	CCRP - Project Based Awards	Test CGPP Award STRIVE Application-2	Test Organisation for Script	Alice Applicant	Submitted - Pending Revision by Applicant

3. Click on the proposal which requires revision

4. By clicking the “Edit”  Tab, you will be able to edit your form.

Edit Grant - 1360

[New](#) [View](#)

Type: STRIVE - Project Based Awards

Proposal Number: 1360

5. Review the justification provided by your Research Office/Managing Director in the “Justification” box in the “Authorisation” Section.

Part A: Declaration	
I confirm that I have read the Technical Description, Terms and Conditions and Guide for Applicants available in this portal via the home button.	
I declare that the information I have provided in this application is complete and accurate.	
I agree that the Environmental Protection Agency may make any enquiries it considers necessary to verify the information therein and consent to the release by it for that purpose.	
I note that applicants may be disqualified from consideration for funding if false or misleading information is provided and/or the application is not specific to one of available on the EPA website.	
I Agree:	I confirm agreement with the above statements
Name of Project Coordinator:	Alice Applicant
Date:	13 June 2010
Email of Project Coordinator:	Alice.Applicant@test.com
Part B: Authorisation	
I hereby authorise/do not authorise (as per choice below) the participation of the project co-ordinator on behalf of the lead organisation in the above project.	
Authorisation:	
Name:	Alice RO2
Institution Name:	Test Organisation for Script
Position:	Research Offices - Funding: Pre-Award Section
Contact Address:	Research Offices - Test Organisation
Date:	13 June 2010
Provide Justification / Reason if not authorised or revision is required - this will be made visible to the applicant	
You forgot to upload your completed Budget Template - please revise & re-submit. Thanks	

6. Amend your form where required
 7. Click the “Save Draft” button to save your changes
 8. Once you are satisfied that the changes have been made, click on “Submit” to submit your application for authorisation by your organisation.
- Your proposal will then be “Submitted – Pending Institution Approval” and your Research Office/Managing Director will receive an automated notification requesting them to review the proposal and to authorise it.

Important: The revision of the proposal and its review & approval by the Research Office/Managing Director should be made before the Call Organisation Approval Deadline.

Your proposal has not been authorised before the Organisation Approval Deadline

The Organisation Approval deadline is strictly enforced. Proposals cannot be authorized once this deadline has passed. If your proposal has not been authorised by your Research Office/Managing Director before the Organisation Approval deadline, **it will not be valid.**

Evaluation Process

All valid submissions (i.e. authorised by your institution) will then be processed for the evaluation stage. You will be notified in writing of the outcome of this process.

If your proposal has been recommended for funding following the evaluation process, you will use the EPA Grant Application and Project Management Portal to: respond to any technical and financial queries raised during the evaluation of your proposal.

Negotiation Process³

Overview of the Process

If your proposal has been recommended for funding following the evaluation process, you will use the EPA Grant Application and Project Management Portal to respond to any technical and financial queries raised during the evaluation of your proposal.

On completion of the Evaluation Process, you will be notified by letter of the outcome of the evaluation of your proposal. If your proposal has been recommended for funding, you will also be notified by automated email from donotreply@epa.ie when you are required to respond to technical and financial queries. Please note that you will have 14 days to respond to these queries.

View and Respond to the Budget & Technical Queries

View the Budget and/or Technical Queries

1. Log into the EPA Grant Application and Project Management Portal.
2. Click on the **Submissions** Icon.



Submissions

Click here to see the list of your submissions.

3. Your proposal is now at the *Grant Negotiation* Status. Under the name of your proposal will appear a link for the **Evaluation-Negotiation** activity (*Revisions Required* Status).

Report - Grant List			
Proposal Number	Type	Institution	Project Coordinator
1617	CCRP - Project Based Awards	Test Organisation-EPA Support	Test_Alice Applicant
Activity		Tracking Template Name	Status
Evaluation - Negotiation		Evaluation - Negotiation	Revision Required

4. Click on the "**Evaluation-Negotiation**" link.

³ **Not relevant for Researcher Travel Support Grant, Event Support and Small Scale Studies applications**

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The screenshot displays the 'Activity' page for a grant application. It is divided into several sections: 'Project', 'Technical Queries', and 'Budget Queries'. Each section includes a table of queries and options to upload responses. A yellow banner at the bottom indicates that the user has checked out the record and has exclusive access.

Activity		
Back	View Grant	
Print Preview		
Project Number:	1617	
Type:	Evaluation - Negotiation	
Created By:	LHM Group E-mail	Create Date:
Last Updated:	15 October 2010 1:45PM	
Project		
Project Title:	Test Guidance	
Lead Organisation:	Test Organisation-EPA Support	Proposal Reference Number:
Project Co-ordinator:	Test_Alice Applicant	
Submission Date:		
Technical Queries		
It is the responsibility of the Project Co-Ordinator to include technical responses from all project participants		
Technical Queries:	#	File Name
	1.	Summary of Technical Queries raised by Evaluators and Compiled by EPA RS.pdf
Technical Queries Response:	Multiple files... Single file...	
* Latest Technical Query Responses uploaded:	<input type="button" value="v"/>	
Technical Queries Status:	Technical Queries Submitted to Applicant	
Budget Queries		
It is the responsibility of the Project Co-Ordinator to include budget responses from all project participants		
Budget Queries:	#	File Name
	1.	LHM Budget Queries for the Applicant.xls
Budget Queries Response:	Multiple files... Single file...	
* Latest Budget Query Responses uploaded:	<input type="button" value="v"/>	
Budget Queries Status:	Budget Queries Submitted to Applicant	
Updated by:	Alice Applicant	
You have checked out this record and have exclusive access.		
		Save Draft Submit

5. You can then view and download the Budget & Technical Queries by clicking on the hyperlinks in the **Technical Queries** and **Budget Queries** Sections.

Upload your Responses to the Budget and/or Technical Queries

Responses to Budget Queries

6. Log into the EPA Grant Application and Project Management Portal.
7. Click on the **Submissions** Icon.



Submissions

Click here to see the list of your submissions.

8. Under the name of your proposal will appear a link for the **Evaluation-Negotiation** activity (*Revisions Required* Status).
9. Click on the "**Evaluation-Negotiation**" link.

10. Upload the Budget queries response in the section: **Budget Queries Responses** (this is a multiple field upload, you can therefore upload more than one file).
11. Select the **Yes** (i.e. Response uploaded) option in the **Latest Budget Query Responses uploaded:** dropdown menu.

Budget Queries
It is the responsibility of the Project Co-Ordinator to include budget responses from

Budget Queries:

#	File Name
1.	LHM Budget Queries for the Applicant.xls

Budget Queries Response:

Multiple files... Single file...

#	File Name
1.	Applicants Responses to LHM Budget Queries.doc
2.	Applicants Responses to LHM Budget Queries.xls

* Latest Budget Query Responses uploaded: Yes

Budget Queries Status: No Budget Queries Submitted to Applicant

12. Click on the **Save Draft** button.
13. The Budget Queries Status goes to: *Budget Query Responses have been submitted by Applicant.*

Responses to Technical Queries:

14. Upload the response in the section: **Response to Technical Queries** (this is a multiple field upload, you can therefore upload more than one file).
15. Select the **Yes** (i.e. Response uploaded) option in the **Latest Technical Query Responses uploaded:** dropdown menu.

Technical Queries
It is the responsibility of the Project Co-Ordinator to include technical responses from all project participants

Technical Queries:

#	File Name
1.	Summary of Technical Queries raised by Evaluators and Compiled by EPA RS.pdf

Technical Queries Response:

Multiple files... Single file...

#	File Name
1.	Proposed Amendments to Project Description in response to Technical Queries.doc

* Latest Technical Query Responses uploaded: Yes

Technical Queries Status: No Technical Queries Submitted to Applicant

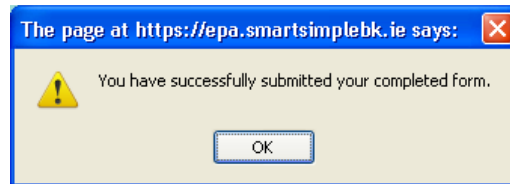
16. Click on the **Save Draft** button.
17. The Technical Queries Status goes to: *Technical Query Responses have been submitted by Applicant.*

Important:

- You do not have to upload Financial **and** Technical Responses at the same time
- If you do not upload the Financial **or** Technical response – you will need to select the “**No**” option in the relevant **Latest Query Responses Uploaded** dropdown menu.

Submit your Responses

18. To submit your response(s), click on the **Submit** button
- If you have uploaded responses to **both** Technical & Budget Queries:
 - The status of the **Evaluation-Negotiation** Activity goes to *Submitted*;
 - Click the **OK** button on the popup window:



- If you have uploaded responses to only Technical **or** Budget Queries:
 - The status of the **Evaluation-Negotiation** Activity stays at *Revisions Required* (you are able to upload outstanding responses at a later stage).

Notification when additional (Budget and/or Technical) queries have been submitted

In the case where following the review of your responses, additional clarifications/amendments are required, you will be notified by automated email from donotreply@epa.ie.

19. On receipt of such notification, please log onto the EPA Grant Application and Project Management Portal and review these additional queries following the same steps as described above (Points 1 to 18).

Notification when all queries have been resolved (end of the Negotiation Process)

In the case where following the review of your responses, all queries have been resolved, you will be notified by automated email from donotreply@epa.ie that the Negotiation Process has now been successfully completed

20. On receipt of such notification, please contact the EPA Research Staff managing your project and provide him/her with a proposed project Start Date (and Student Details (Name; Address; Email & Gender))

On receipt of this information, the EPA Research Staff will then proceed with the Grant Offer process.

Grant Offer & Grant Award Processes

The Grant Award documentation will be sent to you by post. You will be requested to return a signed and stamped copy of the Acknowledgment Letter of Receipt of Grant Award to the EPA Research Staff managing your project. Please note that any correspondence and documents will refer to your project using its project code rather than proposal number.

On receipt of this signed letter, the EPA Research Staff will change the status of your project to “Grant Awarded” on the EPA Grant Application and Project Management Portal. Where appropriate, the advance payment will then be processed. You will be notified by automated email from donotreply@epa.ie once the payment has been made.

Please note that once your project is at the “Grant Awarded” status, you will be able to access it via the “Awarded Grants” icon on your Home portal.