

Environmental Protection Agency An Ghníomhaireacht um Chaomhnú Comhshaoil



EPA's Grant Management System – User Guide for Applicants

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EPA Research Programme 2021-2030

EPA's Grant Management System - User Guide for Applicants

Introduction

This document is a guide for applicants using the EPA's Grant Management System (System). It describes the functionality and interfaces of the System to Applicants who want to submit a proposal in response to an EPA Research Call. The system can be accessed using the following link:

https://epa.smartsimple.ie/s_Login.jsp

The system also enables the online completion of proposal evaluations and the ongoing management and reporting related to successful proposals.

Please read this document carefully prior to using the System.

You will need to refer to the following documentation which is available to download from the EPA's Grant Management System, or from the <u>Call Documents page on the EPA Website</u>:

- 1. EPA Research Call Technical Description Document
- 2. EPA Research Guidelines and Terms & Conditions

The above documents are available to download from the System or the EPA website (<u>www.epa.ie</u>).

More Information

For further information and assistance with using the System, please contact: <u>research@epa.ie</u>.

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.



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Enabling Pop-ups

Please ensure that your browser settings permit pop-ups from the web site address displayed by the System (<u>https://epa.smartsimple.ie/s_Login.jsp</u>).

IMPORTANT: If you do not enable pop-ups when logged on to System, some functions will appear not to work because the associated pop-up windows cannot be displayed.

Applicant Functions - Overview

The EPA's Grant Application and Project Management Portal (System) is a web-based system which enables you to:

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

If your proposal has been recommended for funding following the evaluation process, you will use the System to respond to any technical and/or financial queries raised during the evaluation of your proposal.

Research Proposal Authoriser Interaction

Your organisation's Research Proposal Authoriser(s)¹ will also use the System to authorise your proposal (except for submissions for Event Support Grants). They will review any proposal you submitted on the System and can:

- Authorise a proposal you have created before it is submitted to the EPA;
- Request revision of a proposal you have created before it is submitted to the EPA;
- Decline a proposal you have created.

They will also use the System to accept offers of funding made in relation to successful applications.

IMPORTANT: Please note that all proposals must be authorised by the relevant Research Proposal Authoriser in your organisation for the proposal submission to be valid.

Grant Evaluators Interaction

The Evaluation process will be carried out using the System. Grant Evaluators will be able to:

- View and review your proposal
- Complete and submit an Evaluation Form

Lead Applicant's declarations.

¹ Means the person (or persons) authorised on behalf of the Lead Organisation to confirm support of the application and agreement with the



Post-Award (Grantee) Functions

If your proposal is awarded funding, you will also use the System to manage the grant award. Please refer to the **EPA's Grant Management System – User Guide for Grantees** for further details and guidance on using the Portal to manage your grant awards.

Reviewers/Steering Committee Members Interaction

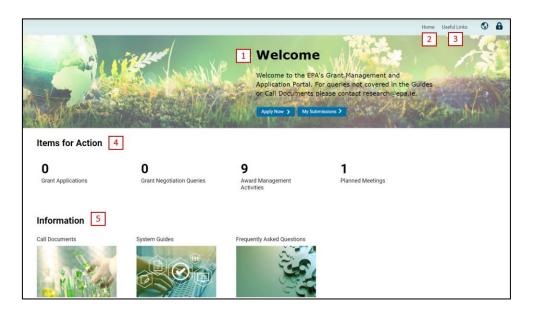
Steering Committee Members will be able to:

- View and download/upload meeting documentation
- View/download Project Progress Reports
- View/download Final Deliverables and carry out their review

Applicant Workbench

Log into the System to load the Applicant Workbench. The Workbench is laid out in the following sections:

- 1) Welcome Banner which includes the Apply Now and My Submissions Buttons
- 2) Home button clicking on this from anywhere in the system will bring you back to the Home page
- 3) Useful Links clicking on this will take you to a new page that includes links to templates and documents that are available on the EPA website, including:
 - a. EPA Research Report guidance and templates
 - b. Evidence Synthesis Report guidance and templates
- 4) Items for Action
- 5) Information





Welcome Banner

The welcome banner includes the following:

- 1) A link to Open EPA Research Calls via the Apply Now Button
- 2) A link to Grant Applications and Grant Management Activities via the My Submission Button



Items for Action

The Items for Action Section provides links to

- 1) Grant Applications that require your attention
- 2) Award Management Activities that require your attention
- 3) Grant Negotiation Queries
- 4) Planned Meetings

Items for Action				
1	2 0	³ 0	4 0	
Grant Applications	Award Management Activities	Grant Negotiation Queries	Planned Meetings	

Information Section

The Information Section provides links to

- 1) Call Documents and PDF guides
- 2) System Guides
- 3) EPA Research Call Frequently Asked Questions (FAQ's)





Open Calls

Clicking on the Apply now button in the Welcome banner will bring you to the Open Calls page which lists all the current open calls. The section includes the following:

- 1) A list of available call topics under the headings of Fast Track to Policy, Climate Evidence, Healthy Environment, Green Circular Economy, Natural Environment, Innovation and Demonstration and Event Support
- 2) A link to the Call Technical Description Documents
- 3) The date and time of a call's Submission and Approval deadlines
- 4) An Apply button for each call topic

Open Calls															
	CLIMATE EVIDENCE (3)	HEALTH	Y ENVIRO	NMEN	IT (3)	REE	N CIRCULAR ECO	NOMY (2)	NAT		IENT (2)	INNOVATION AND	DEMONSTRAT	TION (1)	EVENT : >
													×Q	1-2 of 2	< >
#	Hub	¢	Topic Number		Grant Type		Submission _‡ Deadline	Approval Deadline	¢	Max Amount ≑	Max Term (Months)		l Description	¢	:
1	Protecting and Restoring O Natural Environment	ur	Topic 1		Project Bas Award	ed	11/05/2021 16:00	12/05/202 16:00	1	€350,000.00		36 Test_Tech_De	escription_Tem	<u>plate.pdf</u>	Apply
2	Protecting and Restoring O Natural Environment	ur	Topic 2		Project Bas Award	ed	11/05/2021 16:00	12/05/202 16:00	1	€100,000.00		12 Test_Call_Do	cuments.pdf		Apply

IMPORTANT: It is essential that you choose the correct Call Topic Reference by referring to the Call Technical Description Documents as **mistakes will not be rectified**.

Grant Applications and Award Management Activities

Clicking the My Submissions button in the Welcome banner will bring you to a page displaying Grant Applications and Award Management Activities.

Grant Applications

Under the header Grant Applications, you will find details under separate tabs of Awarded Grants, Applications in Progress and Unsuccessful Applications. You can also view and edit Draft Grant applications via the Grant Applications icon under the Items for Action heading on your home page.

The **Applications In Progress tab** displays a list of all the applications for funding that you have created via the System but have not yet been awarded, i.e. work-in-progress applications. You can click on any application in the list of Draft Applications to view or edit an application at any point up until it has been submitted by clicking on the OPEN button. Please note you can only create one draft application per call topic reference and you can only create an application when a call for proposals is open.

Grant A	pplicati	ons									
AWARDE	D GRANI	'S (4) 🗛	PPLICATIONS IN PR	OGRESS (31)	JNSUCC	ESFUL APPLICATIONS (3)				
										×	Q 1-31 of 31 <
	#	Proposal Number		Lead Organisatio	n \$	Grant Type	¢	Project Type	4	Project Title	≑ Status
Open	1	1073	Holly Dayin	EPA Research Te Organisation		Innovation and Demonstration Fund		Innovation and Demonst Fund	tration		Draft
Open	2	1072	Holly Dayin	EPA Research Te Organisation	st	Event Support Grant		Event Support Grant			Draft
Open	3	1069	Holly Dayin	EPA Research Te Organisation	st	Project Based Award		Medium Scale Project		DEMO PROJECT - 04/05/2021	Draft
Open	4	1045	Holly Dayin	EPA Research Te Organisation	st	Collaborative Award		International Collaboratio JPIS	ions -	Collaborative Test Collaborative Test Collaborative Test Collaborative Test Collaborative Test Collaborative Test 09 01 21	tive Grant Negotiation



Award Management Activities

Under the header Award Management Activities you will find details (under separate tabs of Periodic Reports, Requests, Deliverables, Financials, Post Completion Dissemination, Meetings and Event Support) of all activities related to the ongoing management of awarded grants.

Award Ma	Award Management Activities										
PERIODIC F	REPORTS (7) REQUESTS (2)	DELIVERABLES (4)	FINANCIALS (1) POS	ST-COMPLETION DISSEMINATION (0)	MEETINGS (6) EVENT SUPPORT G	RANTS (0)					
	# Project Number	Project Status	Lead Applicant	Lead Organisation	🗢 Туре	Activity Status					
Open	1 2021-ID-1051	Grant Awarded	Holly Dayin	EPA Research Test Organisation	Cost Statement	Approved					
Open	2 2021-ID-1051	Grant Awarded	Holly Dayin	EPA Research Test Organisation	Project Progress Report	Draft					
Open	3 2021-NE-1060	Draft	Holly Dayin	EPA Research Test Organisation	Cost Statement	Pending Financial Review					

Please refer to the EPA's Grant Management System – User Guide for Grantees for further details.

The Online Application Form

Create your Online Application form

Log in to the System and click on the Apply Now button to view a list of the calls for which applications can be submitted.

To begin the application process, select the Hub tab which relates to the call topic reference that you wish to apply for e.g. Natural Environment). In the following example the chosen call topic reference is Protecting and Restoring our Natural Environment Topic 2. To open the online application form, click the Apply button at the end of the row. You can open the call technical description document by clicking on the link beside the Apply button

	Open Calls									
	CLIMATE EVIDENCE (3) HEALTHY	ENVIRONN	MENT (3) GREEN (CIRCULAR ECONOM	Y (0) NATU	RAL ENVIRONMENT (3)	INNOVATION AND DEMONSTRATION (1)	EVENT : >		
							× Q 1-3 of 3	< >		
#	Hub	Topic Number	Grant Type	Submission Deadline	Approval Deadline		Max Term (Months) ⁺ Call Technical Description Document ⁺			
1	Protecting and Restoring our Natural Environment	Topic 1	Project Based Award	12/05/2021 16:00	13/05/2021 16:00	€350,000.00	36 Test_Technical_Description.pdf	Apply		
2	Protecting and Restoring our Natural Environment	Topic 2	Project Based Award	11/05/2021 16:00	13/05/2021 16:00	€100,000.00	12 Test_Technical_Description.pdf	Apply		
3	Protecting and Restoring our Natural Environment	Topic 3	Project Based Award	12/05/2021 16:00	13/05/2021 16:00	€500,000.00	48 Test_Technical_Description.pdf	Apply		

IMPORTANT: It is essential that you choose the correct Call Topic Reference by referring to the Call Technical Description Documents as **mistakes will not be rectified**.

Please note that:

- You can only submit an application using the online application form
- Applications can only be submitted when a call for proposals is open.
- You can only submit one proposal per call topic reference.
- Application forms for Event Support grants (rolling calls) are also available under the Open Calls section.



Once you have clicked on the Apply button an application form displaying basic information about the proposal that you are about to apply for will be created. Check that you have chosen the correct Call Topic Reference and note the maximum Amount of budget available and Term of the project. **To begin completing the application form, click on the Apply Button at the bottom of the form.**

Protecting and Restoring Our Natural Environment 2024 Call Topic 1								
✓ Call Details								
IMPORTANT INSTRUCTIONS FOR APPLICANTS:								
Check that you have chosen the correct Call Topic Reference by referring to the Technical Description Document	nt before clicking on the Apply button at the bottom of the screen.							
• If you have chosen the incorrect Call Topic Reference, click on the back arrow in the top, left-hand corner of you	our screen to return to the list of current funding opportunities.							
Please note: mistakes in the selection of a Call Topic Reference will not be rectified.								
Call Topic Reference: Protecting and Restoring Our Natural Environment 2024 Call Topic 1								
Theme: Test								
Max Amount; €600,000.00								
Max Term (Months): 48								
✓ Call Dates								
Call Open Date: 14/03/2024 08:03	Submission Deadline for 21/03/2024 00:00 Applicants:							
✓ Institution Deadline								
Approval Deadline for 28/03/2024 00:00 Lead Organisation:								
✓ Apply								
IMPORTANT: Before clicking on the APPLY button please check you have chosen the correct call topic - mistakes will not be rectified.								
	APPLY							

Once the Apply button has been clicked the full form will load automatically after a few seconds and will be displayed under six tabs entitled General Project Scope, Project Team & Work Allocation, Outputs & Impact Delivery, Budget Details and Declarations & Authorisation. Each tab has a percentage complete Indicator to let you know how your application is progressing. A unique proposal number will be generated and displayed on the top right-hand corner of the Application together with a countdown timer which details the amount of time available to complete your proposal before the applicant submission deadline.

← -									
1074 🚽	•[ر	Jnique Propoosal Number							
3 days	4 12 53 hrs min sec	Countdown timer	Total Complete Percentage						
Total Com	Total Complete 6%								
GENERAL	PROJECT SCOPE 29%	PROJECT TEAM & WORK ALLOCATION	OUTPUTS & IMPACT DELIVERY	BUDGET DETAILS 0%	DECLARATIONS & AUTHORISATION				
Fields mar	rked with a red asterisk (*) are	e compulsory and must be completed.							

To submit an application your organisation must be pre-approved by the EPA - if it is not a warning message advising you of this and the necessary action to take will be displayed.

Three buttons are available at the bottom of the Application which allow you to save your application, check for errors and submit your proposal.





Save Draft

You can save your application at any time by clicking on the Save Draft button and return to it later.

Check for Errors

Clicking on the Check for Errors Button will provide a list of reasons why your application cannot be submitted.

074
Submission failed due to the following:
Abstract for Publication cannot be empty.
 Is gender dimension in the scope of this project? cannot be empty.
 Does your project require ethical approval? cannot be empty.
 Is the proposed research multi/trans-disciplinary? cannot be empty.
-king on the reason that the submission failed will bring directly to the field that requires attention

Clicking on the reason that the submission failed will bring directly to the field that requires attention.

* Abstract for Publication
O Abstract for Publication cannot be empty.
* Is gender dimension in the scope of this project?
×
S Is gender dimension in the scope of this project? cannot be empty. ×
✓
Obes your project require ethical approval? cannot be empty.
✓
${f S}$ Is the proposed research multi/trans-disciplinary? cannot be empty. $ imes$
✓

Submit Proposal

Clicking on the Submit Proposal button will allow you to Submit your proposal if you have completed it correctly. If it has not been completed correctly a list of reasons will appear at the top of the screen similar to those displayed when you click the Check for Errors button. Clicking on the reason that the submission failed will bring directly to the field that requires attention.



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

Edit your Application

To edit an application that you have already created and saved, click on the Grant Applications icon in the Items for Action section on the home page – choose the proposal that you wish to edit and click on the Open Button. You will then be brought to your saved application – Click on the Edit button to continue completing your application.

cpaRes	earch										
÷ •	Edit	•	_								
1074											
Submi	ssions	will c	lose in								
3 days	6 hrs	9 min	44 sec								
GENERAL	PROJ	ECT S	COPE	PROJECT TEAM & WORK ALLOCATION	OUTPUTS & IMPACT DELIVERY	BUDGET DETAILS	DECLARATIONS & AUTHORISATION				
	Gran	nt Typ	e: Proj	ject Based Award							
		Statu	s: Drat	ft							
Project/Pro	posal N	umbe	r: 107	74							
L	ead Ap	plican	t: Holl	Holly Dayin							
Lead	Organ	isatio	n: EPA	A Research Test Organisation							
	Print P	reviev	v: 🚺	Create PDF							
				Call Submission Deadli	ne: 18/05/2021 16:00:00						

Mandatory fields

Mandatory fields are indicated by a red asterisk (*). You can leave a mandatory field blank while an application is at the Draft status. However, when you attempt to submit the application, you will not be able to unless you enter data into all mandatory fields.

Expanding Text Fields

The system provides the ability to expand or collapse certain text fields on the form. To expand field click on bottom right hand corner of field and drag downwards.

* Abstract for Publication	
	To expand field click on bottom right hand corner of field and drag downwards
500 words left	

Downloading the Templates

The templates for documents to be uploaded are available by clicking on the download buttons on the form – Guidance in relation to completing each template is available in the template itself.



IMPORTANT:

- Before writing your proposal, please take note of the specified file format and page limits for uploads
- Where a template is provided, it **must** be used to submit an application any deviation will invalidate the proposal

Complete the Online Application form

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

- 1. Inviting Co-Applicants
- 2. Declarations & Authorisation

Inviting Co-Applicants

Under the tab on the online application form entitled Project Team & Work Allocation, you can select any Co-Applicants that you want to be associated with your proposal. Please note that only the lead researcher from each co-applicant organisation (i.e. no more than one person per co-applicant organisation) should be invited.

Before Inviting co-applicants please refer to the definitions below

- 1. **Co-applicant (IE/NI Organisation)** Means an individual from a host organisation located on the island or Ireland² who is providing an essential intellectual and/or technical contribution to the proposed research and who may or may not receive funding through the Grant.
- 2. **Co-applicant (Non-IE/NI Organisation)** Means an individual from a host organisation not located on the island of Ireland³ who is providing an essential intellectual and/or technical contribution to the proposed research and who may or may not receive funding through the Grant.

Please follow the Instructions on the online application form to proceed with inviting co-applicants. Once invited Co-Applicants will receive a system generated email which will ask the recipient to Accept or Decline the invitation by clicking on a link provided in the email. Clicking on the link will bring the recipient to a page similar to the one shown below which contains instructions on how to Accept or Decline the Invitation.

² For the avoidance of doubt an applicant organisation is considered to be located on the island of Ireland where it has an established legal presence here and is registered for all relevant employee and corporate taxes in the respective jurisdictions of either Northern Ireland or the Republic of Ireland.

³ For the avoidance of doubt an applicant organisation is considered to be located on the island of Ireland where it has an established legal presence here and is registered for all relevant employee and corporate taxes in the respective jurisdictions of either Northern Ireland or the Republic of Ireland.





All Co-Applicants must be registered on the System. If your proposed Co-Applicant is not already registered on the system they will be directed to the New Applicant Registration page and will be required to accept the EPA's Privacy Policy, Terms of Use of EPA Websites, Confidentiality Declaration and Conflict of Interest Declaration and complete the registration form before being added to the proposal as a Co-Applicant.

You will be able to see whether or not Co-applicants have accepted your invitation in the table directly below the Invite Co-Applicant instructions on the online application form. Once a Co-Applicant has accepted an invitation the Projects Co-Applicants Table will automatically populate with their details and will be colour-coded as follows:

- Green indicates the user registration request has been accepted by the EPA.
- Amber indicates the user registration request is pending EPA approval.
- **Red** indicates the user registration request has been declined by the EPA and this user cannot participate as a co-applicant on your proposal therefore please **revoke their invitation**.

Proj	ject Co-Applica	ants Table						
Thi	is table will complete	automatically and will only include	the i	ames/details of the co-applicants who	o have accepted you	r invitation to collaborate on this proposal.		
•	Green - indicates the	e user registration request has bee	n ac	cepted by the EPA.				
•	Amber - indicates th	ne user registration request is pend	ing E	PA approval.				
•	Red - indicates the u	user registration request has been	decli	ned by the EPA and this user cannot p	participate as a co-ap	plicant on your proposal therefore please re	evoke their invitati	on.
#	First Name	Last Name	\$	Email	\$	Company	¢	Conta
1	Alice	Tickband		alicetickband100@gmail.com		EPA Research Test Organisation		Co-ap
2	Morris	Russell		morris.russell@testfake.ie		Bodgit Grabbit & Scarper		Co-ap
3	Test	Person		test.person@fake.ie		EPA Research Test Organisation		Co-ap

IMPORTANT:

Only Co-Applicants who have accepted your invitation prior to the Submission deadline for Applicants will be added to your proposal. Please ensure that all Co-Applicants accept your invitation prior to this deadline.



Revoking an Invitation

To revoke an invitation, open the envelop icon button to open the table of invited co-applicants, locate the person whose invitation you wish to revoke and click on the X at the end of the row where their name appears:

nvitations								
 Click on the + button to add the details of the co-applicant you wish to invite to collaborate on this proposal. You can save any details you have entered by clicking on the Save Draft button. To send the invitations you must click on the Send Invitation button. To reissue an invitations to a person who has not yet responded, click on the Re-send invite button to the left of their name (NB – this button is only available once an invitation has been issued). To cancel an invitation, click on the X button at the end of the row where the person's name appears. 								
Salutation First Name Last Name Enter your email address. IMPORTANT: Generic email addresses (e.g. Info@, research@, etc) will not be accepted by the EPA.					Status			
Mr	Morris	Russell	morris.russell@testfake.ie	Co-applicant (Non-IE/NI Organisation)	Accepted	×		
Mrs	Test	Person	test.person@fake.le	Co-applicant (IE/NI Organisation)	Accepted	×		
Ms	Alice	Tickband	alicetickband100@gmail.com	Co-applicant (IE/NI Organisation)	Accepted	×		
•								
			Save Draft Send Invitation					

The following warning message will now appear – click on the Yes button to confirm your request:

An email will now be automatically issued from the system to notify the person that they have been removed as a co-applicant on your proposal.

Declarations and Authorisation

To full complete your application, you must complete the Declarations contained under the Declarations and Authorisation tab:

- 1. Read the declaration statements carefully
- 2. Confirm your agreement by ticking the boxes under each of the following headings
 - a. Privacy and Terms of Use
 - b. Consent of Participants
 - c. Research Integrity Compliance
 - d. Ethical Approval
 - e. Athena Swan Charter
 - f. Project Co-Applicants
 - g. Attached Documents
 - h. Lead Applicant's Statement
- 3. Click the Save Draft button



Submit your Application for Approval by your Organisation

IMPORTANT: When you are ready to submit your proposal click on the Submit Proposal button. This will submit your proposal for authorisation by your organisation .

Pre-Submission Checklist

Che	ecklist:
~	Check you have selected the correct call topic reference and project type
~	Check the Total Project Cost Requested is greater or equal to the Total Grant Aid Requested.
~	Check you have uploaded the correct documents using the correct templates where provided and respected the file format and page limits where relevant.

Submission of your proposal for authorisation by your organization

- 1. To ensure that your application form reflects all your changes, click the Save Draft button before submitting the proposal.
- 2. Click on the Submit Proposal button at the bottom of the screen to submit your application for authorisation by your organisation.
- 3. The message below will then appear. Click on Yes to confirm you wish to submit the proposal or click on No if you wish to amend your application.



Once you have clicked Yes and submitted your application the message below confirming that the application has been sent for organisational review by your Research office/Managing Director will appear. You will also receive an automated email from <u>donotreply.epa@smartsimple.ie</u> confirming that your proposal has been successfully submitted and is pending approval by your organisation.

Submission is successful.
Thank you. You have successfully submitted your proposal for organisational review.



The content of your application will now be locked for editing, however you can still view the application by clicking on the Submissions button in the Welcome banner section of your Home page and then clicking on the Applications in Progress tab.

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

Proposal Authorisation Process

Overview of the Process

Your organisation's Research Proposal Authoriser(s) will use the System to authorise the submission of your proposal. They will review any application you have submitted and can:

- Authorise your application
- Request revision of your application
- Decline your application

IMPORTANT: The Authorisation Deadline detailed in the Technical Description document is not negotiable. Proposals which have not been authorised by your Organisation prior to the deadline will not be considered further.

Proposal is Authorised by Institution

You will be notified that your application has been authorised by automated email from <u>donotreply.epa@smartsimple.ie</u>. You can continue to view the application on a read-only basis by clicking on the My Submissions button in the Welcome banner section of your Home page, clicking on the Applications in Progress tab and then clicking on the Open button beside the proposal that you wish to view.

a 7	Welcome
	Welcome to the EPA's Grant Management and Application Portal. Guidance on using the system is available from the Information section below.
	Apply Now > My Submissions >



Grant Applications			
AWARDED GRANTS (3) APPLICATIONS IN PROGRESS (3)	30) UNSUCCESFUL APPLICATIONS (6)		
	_		× Q 1-30 of 30 <
# Proposal Number Applicant Lead Applicant	Organisation	Project Title	♦ Status
Open 1 1074 Holly Dayin EPA Re Organis	esearch Test Project Based Award Desk Study sation	Test	Submitted Pending Organisation Approval

Proposal is Declined by Institution

You will be notified that your application has been declined by automated email from <u>donotreply.epa@smartsimple.ie</u>. The email will contain the reason given by your Research Office / Managing Director for not approving your proposal for submission to the EPA.

You can continue to view the application on a read-only basis (for a period of six months after which the application will be removed from the system) by clicking on the My Submissions button in the Welcome banner section of your Home page, clicking on the Unsuccessful Applications tab and then clicking on the Open button beside the proposal that you wish to view.

0) -	Welcome						
	Welcome to the EPA' Application Portal. G available from the In Apply Now > My Subm	uidance on u	sing the sys	tem is			
Grant Applications				+			
AWARDED GRANTS (3) APPLICATIONS IN PROG	RESS (29) UNSUCCESFUL APPLICATIONS (7)						
				× Q 1-7 of 7 < >			
# Proposal Number + Lead Ap Open 1 1074 Holly Da		Project Type Desk Study	Project Title Test	Status Submitted Declined by Organisation			
	CDA Dessearch Test Organisation Project Dated Award	Medium Coole Project		5/0001 Missed Deadline			

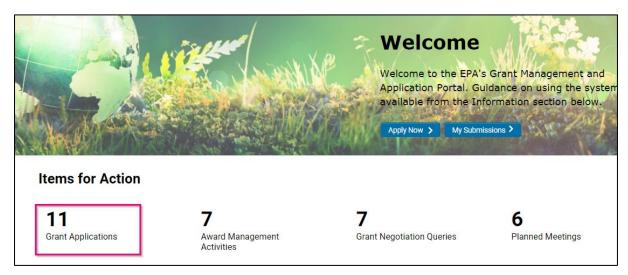
You can also view the reason for the decision, provided by your Research Proposal Authoriser(s), for not approving the proposal by clicking on the Declarations and Authorisation tab of your application and scrolling to the "Provide Justification / Reason if not authorised or revision is required" box at the bottom of the page. It will not be processed any further.

Revision is Required to Proposal

In the case where your Research Proposal Authoriser requires that you revise your proposal, you will receive an automated email from <u>donotreply.epa@smartsimple.ie</u> asking you to log in and revise your proposal.

You can access your application by clicking on the Grant Application icon under the Items for Action Section on your home page and clicking on the Open button for the relevant proposal.





You can review the justification provided by your Research Proposal Authoriser by clicking on the Declarations and Authorisation tab of your application and scrolling to the "Provide Justification / Reason if not authorised or revision is required" box at the bottom of the page.

1074
GENERAL PROJECT SCOPE PROJECT TEAM & WORK ALLOCATION OUTPUTS & IMPACT DELIVERY BUDGET DETAILS DECLARATIONS & AUTHORISATION
Applicant Email
Date
15/05/2021
✓ Authorisation - Lead Organisation
Authorisation Confirmation
 I confirm that I am the appropriate person to review and authorise, decline or request revisions of this proposal on behalf of the lead organisation. I confirm that this organisation supports the proposal as presented by the lead applicant and agrees with the declarations made above.
Yes
Name
Teresa Green
Authoriser Email
teresa.green@testfake.ie
Date
15/05/2021
Provide Justification / Reason if not authorised or revision is required
Test Reason for revisions reqd to proposal by Organisation Research Office / Managing Director

Amend your form where required then click on the **Save Draft** button to save your changes. Once you are satisfied with the changes have been made, click on **Submit Proposal** button to re-submit your application for authorisation by your organisation.

You can continue to view the application on a read-only basis by clicking on the My Submissions button in the Welcome banner section of your Home page and then clicking on the Applications in Progress tab and clicking on the Open button beside the proposal that you wish to view.

Grant Applicat	tions					
AWARDED GRAM	NTS (3) APPLICA	TIONS IN PROGRESS (30) UNSU	CCESFUL APPLICATIONS (6)			
						× Q 1-30 of 30 <
#	# Proposal Number +	Lead Applicant ¢ Lead Organisation	Grant Type	Project Type	Project Title	≎ Status
Open 1	1 1074	Holly Dayin EPA Research Test Organisation	Project Based Award	Desk Study	Test	Submitted Pending Organisation Approval



IMPORTANT: The revision of the proposal and its review and approval by the Research Proposal Authoriser should be completed before the Approval Deadline for Lead Organisation.

Proposal is not Authorised Prior to Deadline

The Organisation Approval deadline is strictly enforced. Proposals cannot be authorised once this deadline has passed. If your proposal has not been authorised by your Research Proposal Authoriser before the Organisation Approval deadline, **it will not be valid** and its status will automatically change to Missed Deadline.

Evaluation Process

All valid submissions (i.e. authorised by your organisation) will proceed to the evaluation stage. You will be notified in writing of the outcome of this process.

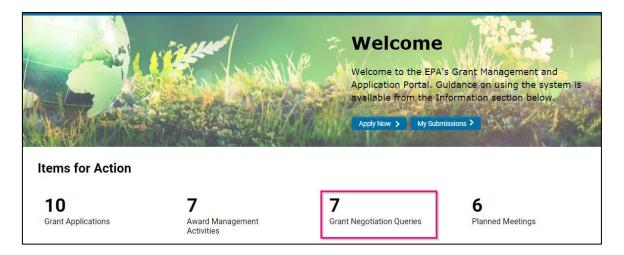
Negotiation Process

Overview of the Process

You will be notified by email from <u>donotrely.epa@smartsimple.ie</u> of the outcome of the evaluation of your proposal. If your proposal has been recommended for funding the email will contain details in relation to the requirement to respond to technical and financial queries. **The time limit for responding to the queries will be noted in the automated email.**

View and Respond to the Budget and Technical Queries

- 1. Log into the System.
- 2. You can access the queries raised by clicking on the Grant Negotiation Queries icon under the Items for Action section on your Home page. This will bring you to a page listing the technical and budget queries for each proposal for which a response is required.



3. You can then view and download the queries raised by clicking on the Open button of the relevant technical or budget query activity.



Grant N	legot	iation Queries			
				× Q 1-7 of 7	< >
	#	Proposal Number	Project Leader	Activity Type	÷
Open	1	1007	Holly Dayin	Technical Queries	
Open	2	1012	Holly Dayin	Budget Queries	
Open	3	1024	Holly Dayin	Budget Queries	
Open	4	1024	Holly Dayin	Technical Queries	
Open	5	1037	Holly Dayin	Technical Queries	
Open	6	1045	Holly Dayin	Budget Queries	
Open	7	1064	Holly Dayin	Technical Queries	

4. Download and view the Budget Queries and prepare a response, then upload it using the Response to Financial Queries button indicated below, complete all drop-down fields and the tick box to indicate this is the latest response, then click on the Save Draft button followed by the Submit Response button.

Budget Queries							
✓ Financial Queries							
It is the responsibility of the Lead Applicant to include financial responses from all project participants. Responses must include: 1. Responses to the Financial Queries using the form uploaded by the EPA, and a revised budget (if applicable) 2. Responses to the Financial Queries must include any budgetary considerations arising from the Technical Queries.							
* Upload Financial Queries							
Budget Queries							
Test_PJBA_Upload_09_01_21.pdf							
* *Will the technical queries have an impact on the proposed budget?							
Response to Financial Queries							
A Response to Financial Queries							

5. Download and view the technical queries and prepare a response, then upload it together with a completed matrix template for Deliverables using the Upload Response Documents button indicated below, complete all other required fields including the tick box to indicate this is the latest response, then click on the Save Draft button followed by the Submit Response Button



Technical Queries
It is the responsibility of the Lead Applicant to include technical responses from all project participants. Responses must include:
 Responses to the Technical Queries document (in Word Format) - please respond using the same document uploaded by the EPA A revised Project Description Document, highlighting the changes made and attached as a PDF Completed Matrix Template for deliverables, using the template available to download using the button below
* Technical Queries
Image: Second system Technical Queries Image: Second system File Name ▲
Technical_queries_test.docx Download matrix template for completion
Upload response to Techniacl Queries and completed Matrix template for Deliverables * Upload completed Matrix, response to Technical Queries and revised Project Description Document
▲ Upload Response Documents

Further revisions / clarifications are required in relation to Budget and/or Technical queries

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

On receipt of such notification, please log onto the System and review these additional queries following the same steps as described above.

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 <u>donotreply.epa@smartsimple.ie</u> that the Negotiation Process has now been successfully completed and the EPA will proceed with the Grant Offer process. At this point the proposal will be assigned it's own unique project code that will be used in all future correspondence related to your application.

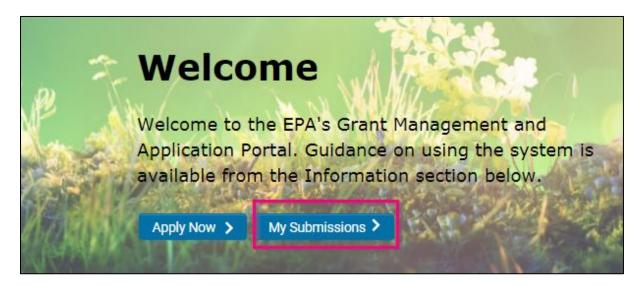
Grant Offer and Grant Award Processes

An offer of grant award will be sent to you by email from <u>donotreply.epa@smartsimple.ie</u>. This email will also cc staff in the Research Proposal Authoriser(s) in your organisation and will explain that the Notification of Grant Award and the Acknowledgement of Receipt of Grant Award are available to download from the System. The email will also advise that a person designated as Research Proposal Authoriser for your organisation (contacts cc'd above) must log into the System to follow the necessary steps to accept the offer.

Once the offer has been accepted, the status of your project will change to Grant Awarded on the System. Where appropriate, the advance payment will then be processed. You will be notified by automated email from <u>donotreply.epa@smartsimple.ie</u> 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 by clicking on the My Submissions button in the Welcome banner section of your Home page and then clicking on the Awarded Grants tab and clicking on the Open button beside the proposal that you wish to view.



Grant Appl	icatio	ns					
AWARDED G	RANTS	S (3) APPLICA	TIONS IN	PROGRESS (3	0)	UNSUCCESFUL APPLICATION	S (
		_					
	# I	Project Number	≑ Lea	d Applicant	¢	Lead Organisation	¢
Open	1 :	2021-ID-1051	Holl	y Dayin		EPA Research Test Organisation	

Please refer to the **EPA's Grant Management System – User Guide for Grantees** for further details and guidance on using the System to manage your grant awards.