Grand Challenges in Global Health

Online Application Submission Instructions

While the Foundation for the National Institutes of Health (FNIH) administers and manages the Grand Challenges in Global Health Initiative, your full application will be shared with the Bill & Melinda Gates Foundation.

All submissions will be treated as CONFIDENTIAL.

Step 1: Account Log In

https://www.grantrequest.com/SID_373

To access the online application go to: https://www.grantrequest.com/SID_373

Arrow 1

• Enter the same **e-mail address and password** that you used for the submission of your Letter of Intent (LOI).

Arrow 2 and box

• Select **"I am a returning online applicant."** and click on **[Continue]**

Arrow 3

• **Forgot Your Password?**

  If you don't recall your password, please select the link at the bottom center of the page to have the system send it to your e-mail account.

• **Which E-mail?**
  If you don't recall the e-mail address used to submit your LOI, please send an e-mail request to:

  grants@grandchallengesgh.org

  You can change the password and/or e-mail associated with your account once logged in.

Step 2: Review the Homepage

- **Change E-mail/Password:** Once you have logged in, you will have access to a link at the top of the page that will allow you to change your E-mail/Password **(box)** .

  The homepage is divided into the following 3 sections

- **New:** Here you will find a link for each application you have been invited to submit. <u>Note</u>: All of the links will have the same name, "Full Application – GCGH", so you will need to remember which application each link takes you to.

- **Open:** Here you will find links to any application that has been started and saved.

- **Submitted**: Here you will find links to all the letters of intent and full applications you have submitted.

  <u>Click the link in the "**New**" section to view and begin completing your full application.</u>

Step 3: The Online Application

Familiarize yourself with the following standard links and buttons found on the online application:

Arrow 1 (links, from left to right)

- **Exit:** to leave the application and go to the GCGH home page.
- **Application Instructions**: to access a copy of the latest application form and instructions , budget template, and FAQs.
- **Contact Us**: opens an e-mail addressed to the GCGH.

Arrow 2 (links, from left to right)

- **Page Numbers**: to navigate to each page of the application.
- **Review My Application**: to see the entire application on one Web page.
- **Printer Friendly**: to view and print the whole application with your complete entries.

Arrow 3 (buttons)   *IMPORTANT*

- **[Save and Finish Later]:** Click on this button periodically and always before exiting. Otherwise, you will lose information you entered during the session.
- **[Next]:** used to navigate to the next page.

Step 4: Reviewing and Entering Data
(Pages 1 to 4 of the application)

- Review each page of an application and <u>prepare all of the information you need before starting your entries</u>.

- When cutting and pasting information from another document, all formatting (i.e. underline, bold, special characters, etc.) will be lost.

- Some data on the application comes from the information submitted in your Letter of Intent (LOI) and cannot be changed.

- New information entered in text boxes must be in alpha/numeric characters only. Separate boxes are available in certain sections for you to indicate changes to the information submitted in your LOI.

- Some Information is also selected from drop down menus.

- *IMPORTANT*: If you are submitting several applications, you must save and exit your browser before opening a second application. Otherwise, you may end up saving the information in the wrong application.

5

Step 5: Uploading Attachments
(Page 5 of the online application)

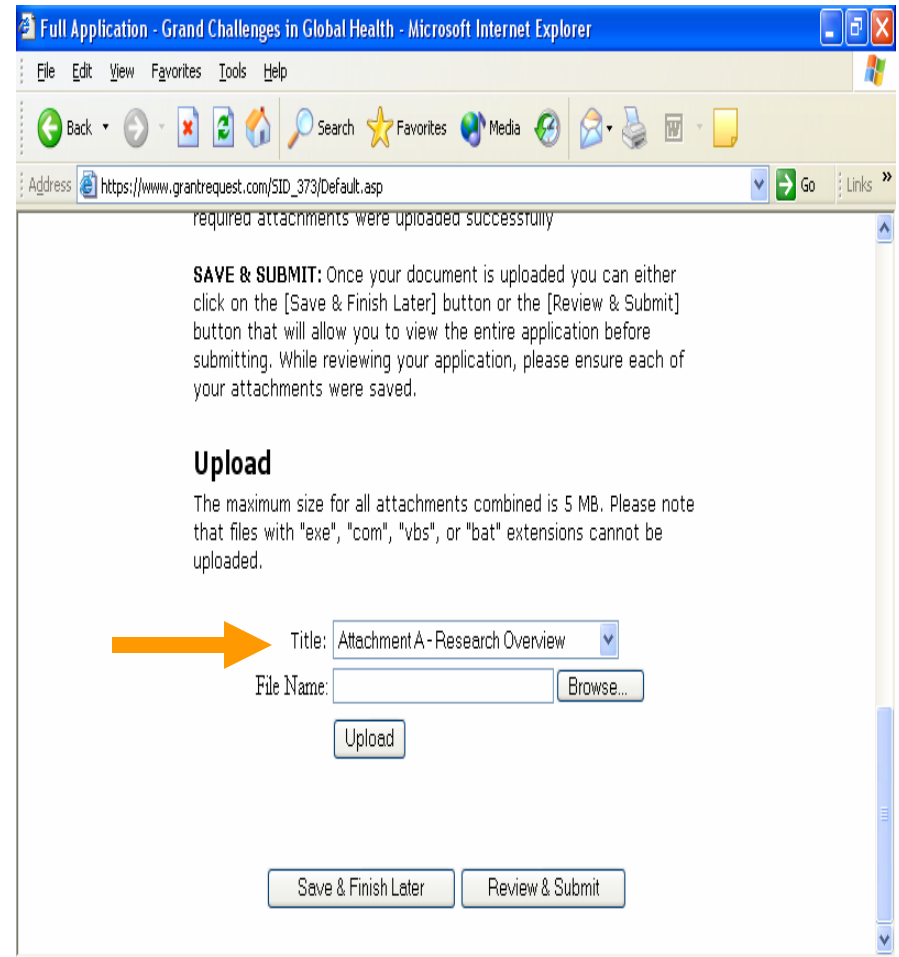 **IMPORTANT**: Be sure to download and read the latest version of the application form and instructions, budget template, and FAQs available at:

http://www.gcgh.org/subcontent.aspx?SecID=363

• Ensure that <u>all attachments are in the specified Word, RTF, PDF or Excel formats</u> as described on the form and in the application instructions.

• To attach your files, select the file name on the "Title" pull down menu **(arrow)**, Click on [Browse…] to find your file, then click on the [Upload] button to attach it.

 NOTE: Large files may take a few minutes to upload. File information will appear at the top of the screen after the upload is complete.

• *IMPORTANT -* Make sure to <u>click </u>on either the [Save & Finish Later] button or the [Review & Submit] button. Otherwise, your uploaded files will not be saved.

-Bottom of page 5 of the online application

Step 6: Final Review & Submission

- Be sure that you have entered all of your information and uploaded all required files..

- Then click on the [Review & Submit] button at the bottom of <u>page 5</u> to view the entire application before submitting.

- The system will prompt you to fix certain errors and will not allow you to submit the application until they are all corrected.

- *IMPORTANT*: File uploads can take up to five minutes or more depending on the speed of your connection and Internet traffic. When reviewing your application verify that all of your attachments were saved.

- Once you have made your changes, click on the [Update] button. After a final review, click on the [Submit] button at the bottom of the page. You will receive a confirmation e-mail within a few minutes of your submission.

Questions

- Start by reviewing the latest Frequently Asked Questions (FAQS) at: http://www.gcgh.org/subcontent.aspx?SecID=363

- Please direct any inquiries to grants@grandchallengesgh.org or call 301-402-4968.