



Guide to Submitting a Project Idea

Please read through these instructions carefully before accessing the online Project Idea form.

Accessing the online Project Idea form

Have you read through the instructions below?

The first time you begin to develop a Project Idea form for this round, you need to enter the online form via the link provided on the website, or by copying the pasting the link below into your browser:

https://www.GrantRequest.com/SID_722?SA=SNA&FID=35006

Have you submitted a Project Idea through a previous round of the Grants Program?

Yes, I have

You will need to have access to the email address and password you used to create your Account previously. Your password would have been emailed to you the first time you signed in.

No, I have not

When you start to develop your Project Idea form, you will be given the opportunity to create a new account (*see below - create a new account*)

How to I create a new account or sign in to my current account?

You can either click on My Account at the top corner of any page of the form, or you can click Save & Finish Later at the bottom of any page. This will take you to the 'Please Sign In' screen.

Please Sign In

E-mail Address:

I am a new online applicant

I am a returning online applicant.

My password is:

[Forgot your password? Click here](#)

The Sign In page allows you to do two things:

- log into your current account by entering your email address you used previously, select "I am a returning online applicant", enter your password and click 'Continue'
- create a new account by selecting 'I am a new online applicant' and click 'Continue'.

Please make sure you have access to the email address you use to create your new account. You will then be sent a link to enter your 'My Account' page for the first time.

What if I have forgotten my password?

If you have forgotten your account password - click 'Forgot your password? Click here' at the login screen (*see example above*).

Enter in your email address and click 'Send Password'. Your email address will be verified and your password emailed to you.



A screenshot of a web form for sending a password. It features a text input field labeled "E-mail Address:" with a white background and a grey border. Below the input field is a grey button with the text "Send Password". At the bottom of the form, there is a link that says "Click here to go back to the login page". The entire form is enclosed in a black rectangular border.

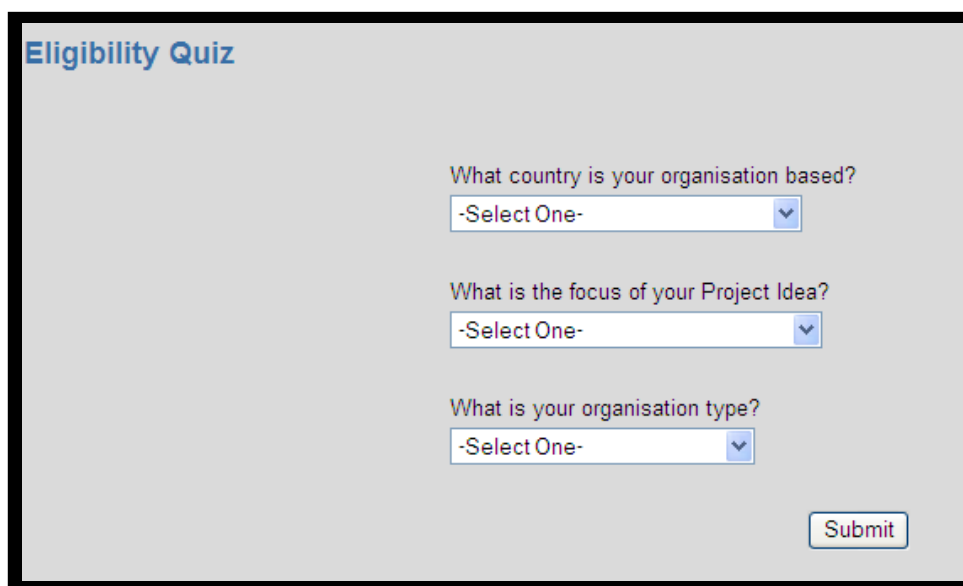
Help! I am having problems setting up / accessing my account

If you have any problems logging into your account or receiving your password, please click the Help button at the top of the screen. This will redirect you to the help email address.



What is the Eligibility Quiz?

Before you are able to complete a Project Idea form, you will need to complete an Eligibility Quiz. You must meet the criteria for eligibility in order to access the Project Idea form. If you do not meet the criteria for eligibility, please re-read the Call for Proposals for information on eligibility. If you have read through the Call for Proposals and still need assistance with your eligibility, please email help@tobaccocontrolgrants.org.



A screenshot of the "Eligibility Quiz" form. The title "Eligibility Quiz" is in blue at the top left. The form contains three questions, each with a dropdown menu:

- What country is your organisation based? (Dropdown: -Select One-)
- What is the focus of your Project Idea? (Dropdown: -Select One-)
- What is your organisation type? (Dropdown: -Select One-)

A "Submit" button is located at the bottom right of the form. The entire form is enclosed in a black rectangular border.

What will I see when I am completing my online form?

There are three pages that you will be requested to complete – Organization Information, Contact Details and your Project Idea Information.

Examples of what you will see on the page are below. Please note that you must complete all information marked with a *. These are required fields and must not be left blank.

Page 1 – Organization

The screenshot shows the 'Project Idea Form' interface. At the top, there are links for 'My Account' and 'Contact Us'. Below this, a navigation bar indicates 'Page 1 2 3' with links for 'Review My Application' and 'Printer Friendly Version'. A red asterisk icon is followed by the text '* Required before final submit'. The word 'Organization' is highlighted with a red circle. Below this, the text reads: 'There are 3 sections to this form:' followed by a numbered list: '1. Organization', '2. Primary Contact', and '3. Project Idea'. Further down, it says 'Please complete all relevant fields before you submit your application.' and 'If you require any further information on the application process, please review the Call for Proposals at <http://www.tobaccocontrolgrants.org>'. At the bottom, there is a red asterisk icon followed by 'Organization Name' and the instruction 'Please input the organization's legal name' in red. Below this is a white text input field.

Page 2 – Primary Contact

The screenshot shows the 'Project Idea Form' interface for the 'Primary Contact' section. At the top, there are links for 'My Account' and 'Contact Us'. Below this, a navigation bar indicates 'Page 1 2 3' with links for 'Review My Application' and 'Printer Friendly Version'. A red asterisk icon is followed by the text '* Required before final submit'. The word 'Primary Contact' is highlighted with a red circle. Below this, there are several red asterisk icons followed by labels: 'Title' with the instruction 'Dr / Prof / Mr / Ms etc' in red below it, 'First Name', 'Last Name', and 'Position in Organization'. Each label is followed by a white text input field.

Page 3 – Project Idea

Project Idea Form
[My Account](#) [Contact Us](#)

* Required before final submit

Page [1](#) [2](#) **3** [Review My Application](#) [Printer Friendly Version](#)

Project Idea

If you copy and paste text into this form, any formatting will be lost. Please check your text before you submit.

* Project Title
No more than 20 words

* Describe the overall purpose of your project
No more than 50 words

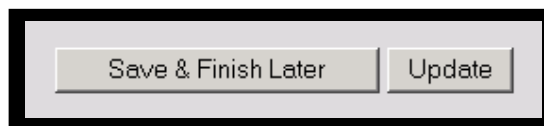
How do I know which page I am on?

On the top of each page you will see that the page you are currently on is in bold.

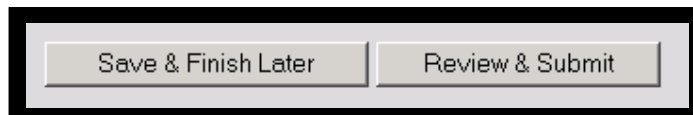


How do I save the project idea form I am currently working in?

At the bottom of the first and second pages will be the option to 'Save & Finish Later'. Click this button and you will either be prompted to enter your Account details, or you will automatically be taken to your 'My Account' page if you have logged in previously.



At the bottom of the third page you will have a slightly different option. You can either 'Save & Finish Later', or 'Review & Submit'. Simply click 'Save & Finish Later'.



How do I submit my Project Idea?

When you have completed the three pages of the form you will then be able to move into the 'Review My Application' page. The system will alert you if you have missed entering any required fields by this symbol. ➡ These fields must be completed before your form can successfully be submitted.

We strongly suggest you print your Project Idea (click Printer Friendly Version) at this point and read through your Project Idea application before submitting. Once you have clicked submit from this page you **WILL NOT** be able to make any further changes to your Project Idea.

I have reviewed my form and am ready to submit

When you have filled in all the required information on the 'Review My Application' page click 'Update'. Once you have taken the time to read through your Project Idea and have no further required fields, you will then be given the option to 'Submit'.

How do I know my Project Idea has been submitted?

When you click 'Submit' you will receive a message saying 'Your form has been submitted'. You will receive an email advising your Project Idea has been submitted, and in this email you will be provided with a tracking number. Please keep a record of this number.

Your 'My Account' page has two sections – Open and Submitted. Your active Project Idea will remain in the Open section of your account until you have reviewed and submitted it. When you have clicked 'Submit' and received the confirmation message, your Project Idea will then be listed under the Submitted section of your 'My Account' page.

Application Name	Requested Amount	Last Updated	Action
Grants Project Idea Form		Jun 19, 2008	Delete

What if I have questions?

We request that you carefully read through the Call for Proposals via the website. This will give you clear information about the criteria for submission. If you have any further questions about your Project idea, please click the 'Contact Us' link at the top of the online form.



I have made a mistake in the Project Idea I submitted – what do I do?

Please **DO NOT** complete another Project Idea. This can become confusing when we are processing your form. Please email help@tobaccocontrolgrants.org explaining in detail what the error is, and providing your tracking number from your submission email. We will review each request in turn and will make any necessary changes. Please note that spelling errors will not be corrected.

I have already started a Project Idea form but not yet submitted – how do I get back to it?

Do not try and re-open your account through the link you used the first time to start a Project Idea. You will end up with multiple forms in your 'My Account' open applications list.

Instead, copy and paste the link below into your browser and you will be taken either directly to your 'My Account' page, or to the Sign In page.

http://www.grantrequest.com/SID_722/?SA=AM

Please note: you will have received this link via email when you first create an account through the online system.

What if I want so submit more than one Project Idea?

You are very welcome to submit more than one Project Idea for consideration. Please click on the link provided for the first time you begin to develop a Project Idea form (*see Accessing the online Project Idea form*). This will activate a blank form for you to complete. Then follow the procedures for submission as normal.

General information from us to you

Please do not leave it to the last minute to submit your Project Idea. We may not be able to assist in time before the deadline if you need help to submit. We are not able to accept late submissions.

We recommend you log into your account early on to give yourself time to familiarize yourself with the online form and your account.

We will not accept any Project Ideas submitted via email. This is due to the high volume of Project Ideas submitted each round to the Grants Program. If you have technological difficulties, please email the Grants team so we assist you to make sure your Project Idea is submitted successfully through the online form and before the deadline.

If you would like to print your Project Idea after it has been submitted, simply log into your 'My Account' page and click on the appropriate Project Idea form in the 'Submitted' section.

All Project Ideas must be submitted in English. If you require translation assistance, please contact help@tobaccocontrolgrants.org.

Good luck with your Project Idea submission!