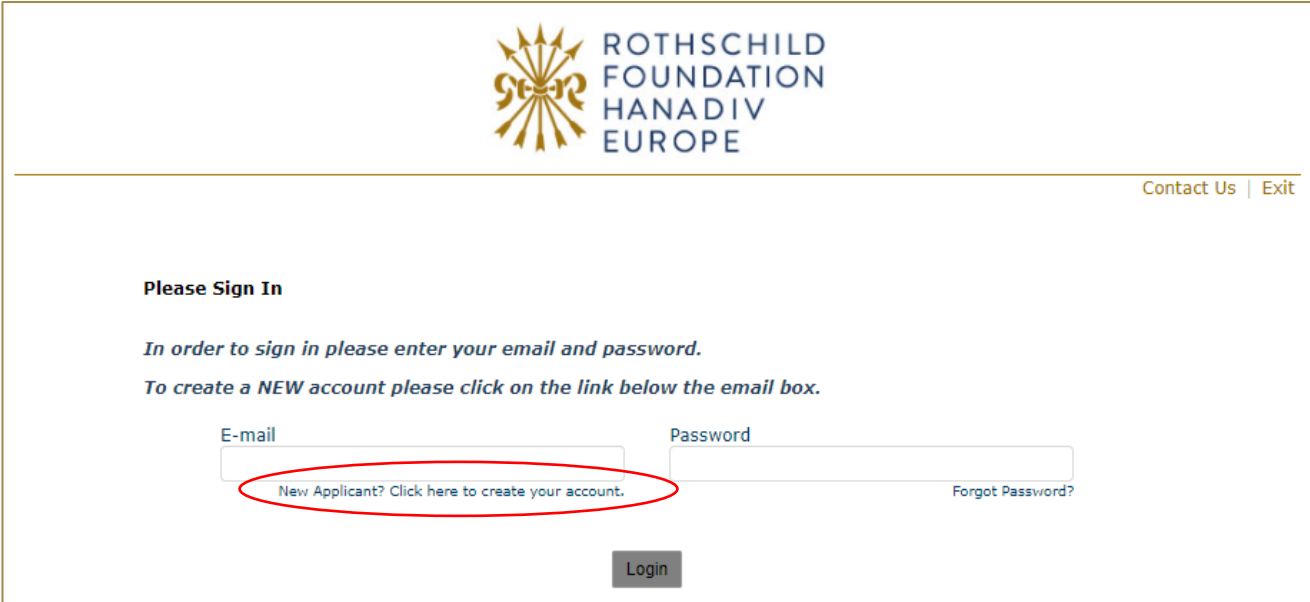


Guidance to submitting an application online

Registration / Logging In

1. You will be asked to either log-in or create your new online account. To create a new account, click on **New Applicant? Click here to create your account**, then go to step two. If you have an account move to step three.

For existing account holders, as of October 2022 the password policy has changed, and you may be asked to reset your password to meet the new password requirements.



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Please Sign In

In order to sign in please enter your email and password.

To create a NEW account please click on the link below the email box.

E-mail Password

New Applicant? Click here to create your account. Forgot Password?

Login

2. If you are registering, you will be asked to register your email address and create a password.

Once registered you will be taken directly to your application where you can begin to complete the application. See guidance further down about 'Saving your Application and Finishing Later'.

You will receive a confirmation email that your account has been created. The email contains a link to access your account at any time, so please keep this email safe. This link is also available on the website and below.

Now that you have created your account and started an application, please do not click on the 'Apply Now' button on our website as you will create duplicate application forms in your account.

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Continue

- Logging In:** If you have previously created an account via our online application and reporting system, please enter your account details. If you forgot your password you can reset your password via a link that will be emailed to your registered email address. If you do not receive this email check your junk/spam inbox. Once logged in you will be taken directly to your application where you can begin to complete the application.

Now you have created an application, please do not click on the 'Apply Now' button on our website as you will create duplicate application forms in your account.

See guidance further down about 'Saving your Application and Finishing Later'.



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Please Sign In

In order to sign in please enter your email and password.

To create a NEW account please click on the link below the email box.

E-mail

[New Applicant? Click here to create your account.](#)

Password

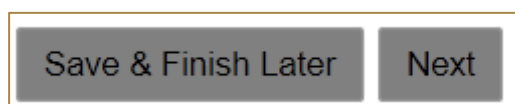
[Forgot Password?](#)

Filling in Your Application

1. You can navigate through the application form by clicking on the tabs along the top of the page. Question with a red * are compulsory questions and you will not be able to submit unless they have been completed. You will still be able to go from one tab to the next, but you will not be able to submit until they have been completed.

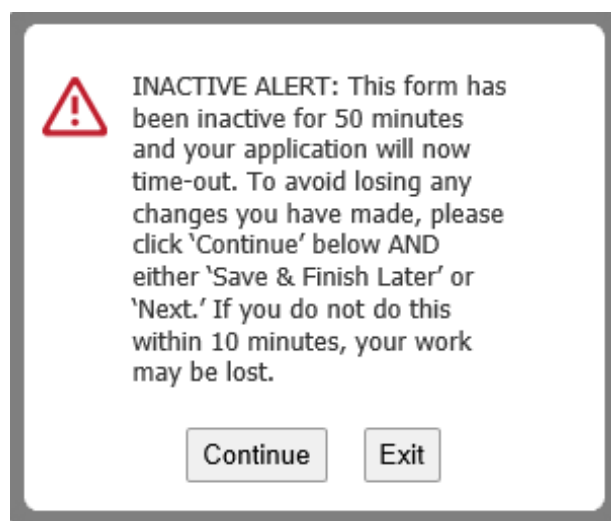


2. You can also move from page to page using the Next button at the bottom of each page:



3. **Please note that your application page must remain 'active' when completing the form -** Typing into a text box does not count towards activity. If left inactive for 50 minutes, you will receive the alert below. In order to continue working on the form or to save the changes made so far, you must press the 'continue' button on the alert AND click either 'Save and Finish Later' or click 'Next' to navigate to the next page. Clicking on the above options at any time during your proposal will reset the inactivity timer.

Clicking on 'Continue' on the alert does not reactivate your form.



Adding Attachments

1. A list of required attachments (supporting documentation) can be found on the Attachments tab. Browse from your local PC and select your document then click Upload.

To note: Please ensure that no non-Latin characters or any symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *,) appear in the title of the documents you intend to upload. JPG files are not admissible


along with files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat"). Valid file extensions are provided in the attachments page of your application under each uploadable heading.

2. Where instructed, please download and save the **templates provided** locally to your PC where you can fill-in the required information, save and upload to the matching attachment.
3. When you have successfully uploaded a supporting document, the document will be visible under **Uploaded Files** in your application. From here you can see the size of your file, the total size of the combined uploaded files, and the available storage for any additional supporting documents that are required. Please note that you have a combined total of 25 MB to upload.

You can also remove your uploaded document by ticking the small box field next to the document, then clicking Remove.

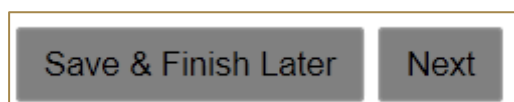
Uploaded Files				
Title	File Name	Uploaded	Size	Remove?
1. Budget Table - use form provided. Valid file types: xls,xlsx.	single-stage-budget-form.xlsx	31/08/2021	23 KB	<input type="checkbox"/>
Total size of uploaded files			23 KB	
Available			25,577 KB	
				<input type="button" value="Remove"/>

4. If you try and upload an invalid file type you will receive the following error message at the top of the page. Please ensure you upload the correct file types.

 **You are trying to upload a file with an unaccepted file type. Please upload a file of one of the following types: xls,xlsx**

Saving Your Application & Finishing Later

1. If you are part way through your application you can opt to save and finish later by selecting Save & Finish Later at the bottom of the page.



2. You will be directed to your online account where a copy of the application you started will be saved. Access your application form from here to continue filling in your application, do not click on the 'Apply Now' button on the website as this creates duplicate blank application forms in your account.

Applications Requirements

Applications

Below you can see your In Progress applications
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click Requirements or Applications above to switch your view.


Show In Progress Applications ▾

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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- You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account and continue your application. This link is also available on our website: https://www.GrantRequest.co.uk/SID_48?SA=AM
- From your account you can delete or send a copy of your application to yourself or others.

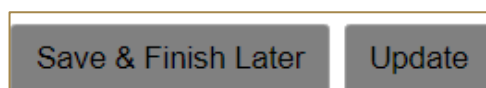
Review Your Application before submitting

- The final step is to review your application before submitting. Whilst reviewing you will be advised if any required fields are incomplete and that all required attachments have been uploaded. If any required fields have not been completed, you will see the message below in red.


 **Please correct the problems indicated below.**

- Name of organisation is a required field.
- Country of organisation is a required field.
- Project title is a required field.

Please complete the required field then click on **Update** at the bottom of the page.



If the error message is in relation to your attachments, you will see the message below in red explaining what document is missing. Click 'here' in the error. You will be taken to the attachments section. Upload the missing required document then select **Review and Submit**.

 **There was a problem processing your request.**

- The application cannot be submitted without the following required attachments. Please click [here](#) to return to the Attachments page.
 - Budget costs using template provided

- Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.
- Scroll through and review your responses and if you are happy to submit your application please select **Submit** at the bottom of the page.

Please note once you have submitted your application the application cannot be changed.

4. On submission you will be directed to your account where you will see a message stating your form has been submitted. You will also receive email confirmation.

Applications

Thank You! Your form has been submitted.

Below you can see your In Progress applications.
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click on **Requirements** above to see any Reports we have asked from you.

5. Your application has now been moved from In Progress Applications to Submitted Applications. You can access a copy of your application by changing the drop-down option from In Progress Application to Submitted Applications. You will also receive a confirmation email that your application has been submitted.

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Account: info@rothschildfoundation.eu | [Change E-mail/Password](#) [Contact Us](#) | [Exit](#)

Last Log in: 28/07/2021 09:48 GMT01:00

[Applications](#) [Requirements](#)

Applications

Below you can see your In Progress applications
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click **Requirements** or **Applications** above to switch your view.

Show **Submitted Applications** ▼

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
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Contact us

If you have any problems using our online application system or require **technical support** please contact info@rothschildfoundation.eu.