

# 2013 Quick guide to the on-line portal (making an application)

***POWERED BY SMARTSIMPLE***

## **Disclaimer**

Please read this document carefully prior to using the on-line portal.

This document does not replace, but is complimentary to the following documents, available for download on [www.epa.ie](http://www.epa.ie):

- 2013 STRIVE guide for applicants
- 2013 STRIVE terms and conditions for support of grant awards
- 2013 Call Technical Descriptions

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.

## **More Information**

For further information and assistance with on-line portal, please contact: [research@epa.ie](mailto:research@epa.ie).

# What is this Guide for...

This guide shows you how to use the on-line portal to make an application for a grant award

For details of the topics in the call, refer to the 'Call Technical Description'

For hints and tips of what to include in the application upload and the budget template, refer to the '2013 STRIVE guide for applicants'

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Click the hyperlinks below to quickly navigate this document

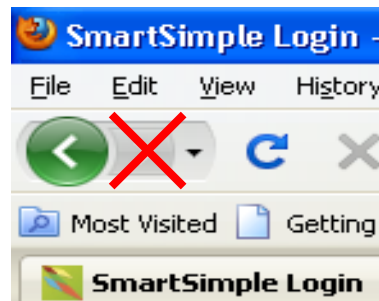
## How to...

- [Do five things to make life easier for myself](#)
- [Register myself as a user of the on-line portal](#)
- [Login to the portal as a registered user](#)
- [Ensure my computer is compatible with the portal](#)
- [Navigate through the icons on the home screen](#)
- [Update personal information](#)
- [Change login password](#)
- [Create a new application form](#)
- [Save my application form as a draft, to return to it later](#)
- [Complete the on-line application screens](#)
- [Upload my project description](#)
- [Upload my budget template](#)
- [Find my EPA PIN number](#)
- [Add a project participant \(who has a PIN number\)](#)
- [Add a project participant \(who does not have a PIN number\)](#)
- [Submit the completed application form for authorisation](#)
- [Error Messages on 'Submit' – what have I done wrong?](#)
- [Authorisation process – three possible outcomes, and what to do in each case](#)
- [Print my application](#)
- [what to expect during the evaluation process](#)
- [what to expect during the negotiation process](#)
- [Research travel support grants \(RTSG\) and Event Support](#)

## ...Do five things to make life easier for myself

Our top five things to make life easier on yourself are:

1. Before your start - **Enable pop-ups** from the portal
2. Before your start - **Add** [donotreply@epa.ie](mailto:donotreply@epa.ie) to your email contacts list
3. While using the portal - Make **'Save Draft'** your friend – and click it often
4. While using the portal – **don't** press the refresh button – it will log you out. Press 'save draft' instead



5. **Don't forget your dates!** Confirm (a) the application deadline and (b) the organisation approval deadline, and make sure you don't miss either of them.

Applying for a grant is a 2-step process – you must have organisational approval before the proposal is valid. It is YOUR responsibility to ensure that the application is submitted before the application deadline, and it is also YOUR responsibility to ensure that your organisation approves your submission before the organisation deadline

Deadline dates are specified in the Technical Description

## ...Register myself as a user of the on-line system

### Already registered...

If you have been awarded a grant since 2007, or have applied for a grant since 2010, you will already be a registered user of the system. Jump to: 'How to... Login to the system as a registered user'

### New user...

1. Open the registration form: [http://epa.smartsimple.ie/files/347278/f92681/grant\\_applicant\\_registration.html](http://epa.smartsimple.ie/files/347278/f92681/grant_applicant_registration.html)
2. The applicant registration page will be displayed:

The screenshot shows the 'Applicant Registration' form on the EPA website. The form is titled 'Applicant Registration' and includes the EPA logo. It contains several sections of text and input fields. On the left, there are instructions for users, including a note about spam filters. On the right, there are input fields for 'Organisation', 'Gender', 'Salutation', 'First Name', 'Last Name', 'Business Address', 'City/Town', 'Country', 'Phone', 'Email', and 'Confirm Email'. A 'Submit' button is located at the bottom right. A checkbox at the bottom right is labeled with a note about the EPA Privacy Policy.

3. Begin by typing in your organisation name. (Applicants for research fellowships should enter the name of their proposed host university). If your organisation is already registered in the system, it will appear (predictive text) once you begin to type.

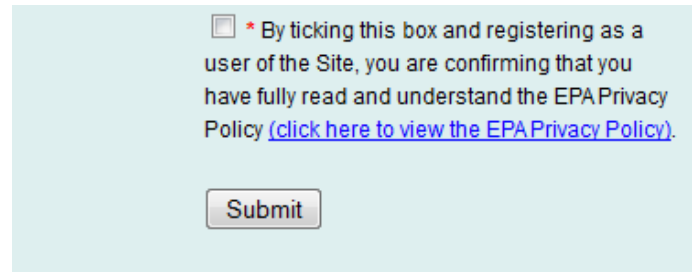
This screenshot shows a close-up of the 'Organisation' input field. The text 'trinity' is entered into the field. Below the field, a dropdown menu is open, displaying a table of suggestions. The table has three columns: 'Name', 'Address', and 'City'. The first row is highlighted in yellow and contains the text 'University of Dublin, Trinity College (TCD)', 'College Green', and 'Dublin'.

Name	Address	City
University of Dublin, Trinity College (TCD)	College Green	Dublin

If your organisation does not appear automatically, email [research@epa.ie](mailto:research@epa.ie). The EPA will contact you regarding details of your organisation which will then be added to the database. Once the organisation is on the database, the EPA will email you advising that you can continue with your registration.

4. Complete all the boxes in the registration form.

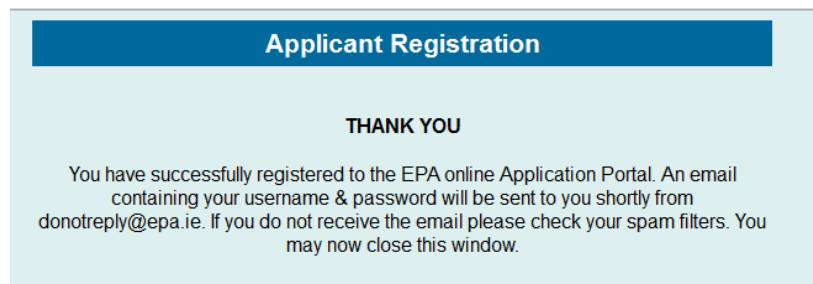
5. Read the EPA privacy policy. Tick the box confirming that you have read and understood the privacy policy.



\* By ticking this box 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

6. Click the 'Submit' button.
7. If you have completed the registration successfully, the message below will display automatically



**Applicant Registration**

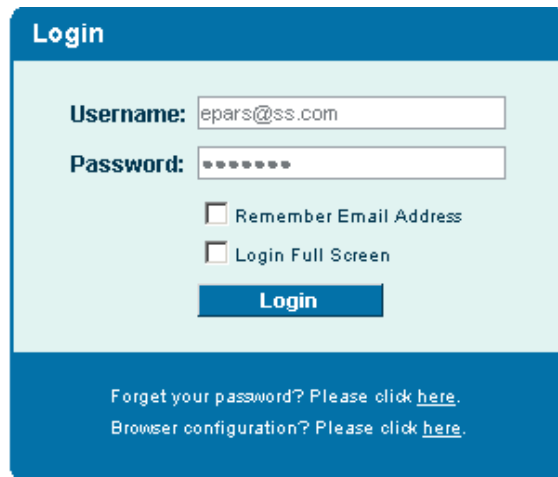
**THANK YOU**

You have successfully registered to the EPA online Application Portal. An email containing your username & password will be sent to you shortly from [donotreply@epa.ie](mailto:donotreply@epa.ie). If you do not receive the email please check your spam filters. You may now close this window.

8. You will also receive an automated email from [donotreply@epa.ie](mailto:donotreply@epa.ie). This will include login details.
9. You are now a registered user of the portal.

## ...Login to the system as a registered user

1. Click on the portal link: <https://epa.smartsimple.ie/>
2. This will open the login window below.



The screenshot shows a login window with a blue header and a light blue background. The title is "Login". There are two input fields: "Username:" with the value "epars@ss.com" and "Password:" with a masked password of seven dots. Below the password field are two checkboxes: "Remember Email Address" and "Login Full Screen", both of which are unchecked. A blue "Login" button is positioned below the checkboxes. At the bottom of the window, there are two links: "Forgot your password? Please click [here](#)." and "Browser configuration? Please click [here](#)."

3. Login using:
  - a. Your e-mail address as your username
  - b. Your password (in the registration confirmation email from [donotreply@epa.ie](mailto:donotreply@epa.ie))
4. Click login, and you are now at your home screen
5. Forgot your password: click 'Forgot your password', enter your email address when prompted, and a password will be sent to you.

## ...Ensure my computer is compatible with the portal

The portal is accessed using the internet. You can access the portal from any computer connected to the internet.

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

### Minimum Hardware Requirements

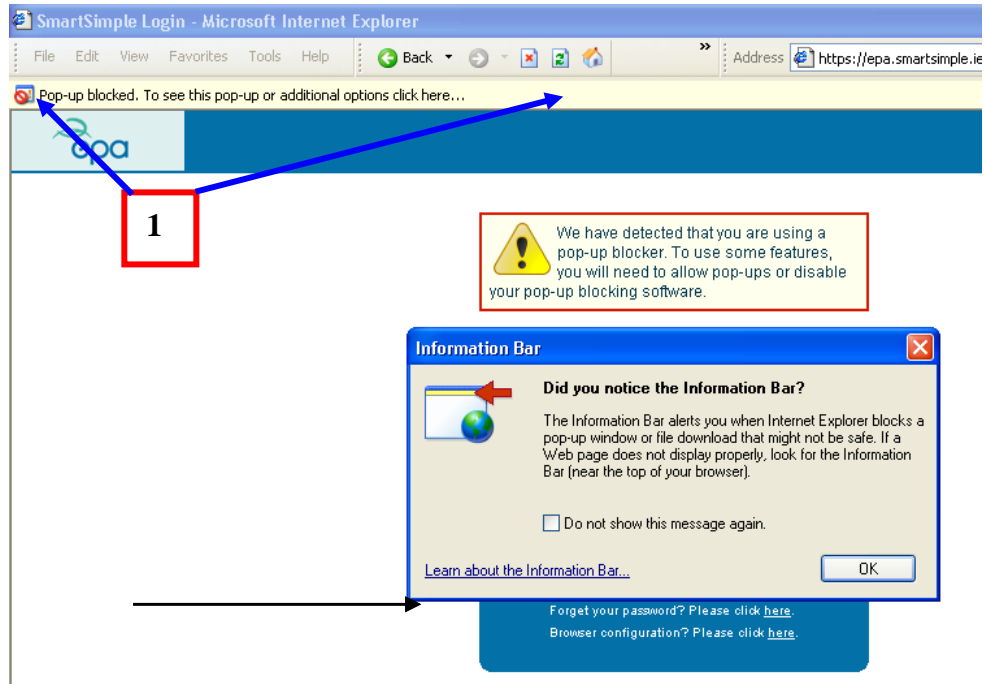
<b>Processor</b>	Pentium P233
<b>RAM</b>	64MB
<b>VDU</b>	1024x768 display
<b>Display</b>	16 bit display colours

### Minimum Software Requirements

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

## ...Enable pop-ups

1. You must enable pop-ups to use the portal correctly
2. When you logon to portal for the first time, the following window may be displayed. Right click on the bar indicated to un-block the pop-ups.



3. Choose the option 'Always allow pop-ups from this site'
4. Answer yes to the question 'Would you like to allow pop-ups from https://epa.smartsimple.ie?'



## ...Navigate through the icons on the home screen

Once you login, you will see your customised home page, which will look something like the example below (don't worry if not exactly as per your view, these icons are customised per user):

**General**

- Personal Settings**  
Access your personal settings
- Change Password**  
Change your password
- Contact Staff**  
Contact EPA Staff
- EPA Privacy Policy**  
View the EPA Privacy Policy

**Using this Portal**

- Using this Portal**  
View the user guides for this on-line portal

**Awarded Grants - Managing My Grants**

- Guide for Grantees**  
To ensure grants are managed correctly, it is essential that you read this guide
- Awarded Grants**  
View your active grants
- Technical Progress Reports**  
Submit your Technical Progress Report
- Financial Reports**  
Submit your Cost Statement
- Meetings**  
List of meetings
- Historic Applications and Grants**  
View historic applications and completed grants










**OPEN CALLS**

- Create a New Application Form**  
Click on this icon to create a new application form
- Draft Applications**  
Click here to view draft applications not yet submitted
- Submitted Applications**  
Click here to view your submitted applications
- Open Call Documentation**

**Travel Support & Event Support**

- Apply for a Travel Support Grant**  
Apply for research travel support grant
- Apply for Event Support**  
Apply for event support

The following icons are required to make an application:

<b>Section headed: General</b>	
 <b>Personal Settings</b> Access you personal settings	Personal Settings gives you the option to change your personal details at any time.
 <b>Change Password</b> Click here to change your password	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 login.
<b>Section headed: Using this Portal</b>	
 <b>Using this Portal</b> View the user guides for this on-line portal	User guides for the portal, in case you get stuck
<b>Section headed: Open Calls</b>	
 <b>Create a New Application Form</b> Click on this icon to create a new application form	Click on this icon to create a new application form
 <b>Draft Applications</b> Click here to view draft applications not yet submitted	If you save your application to return to it at a later time, it will be saved here
 <b>Submitted Applications</b> Click here to view your submitted applications	Once you are happy with your application, and submit it for authorization, it will be stored here.
 <b>Open Call Documentation</b>	This icon contains the guide for applicants, terms and conditions for support of grant awards, and the call technical description
<b>Travel Support &amp; Event Support</b>	
 <b>Apply for a Travel Support Grant</b> Apply for research travel support grant	Use this icon to apply for travel support
 <b>Apply for Event Support</b> Apply for event support	Use this icon to apply for event support

The page banner (blue banner across the top of the window) will remain the same while you are logged into the portal. It provides the following links:



You can use this to return to your home page at any time.



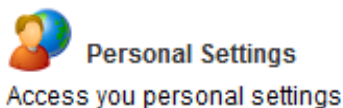
Logs you out of the portal



Increases or decreases the font size

## ...update personal information

1. To view your personal details, as held in the database, click the personal setting icon:



2. Your details will be displayed in an editable table:

Print Preview

First Name:	CCRP	Company:	Test Organisation-EPA Support <a href="#">Lookup...</a>
Last Name:	Test Applicant	Address:	Test Address
Position:	-	Address 2:	
Salutation:	Ms	City/Town:	Test City
Phone:	123456	County:	
Phone Ext.:		Country:	Ireland
Email:	ccrp.applicant@epa.ie	Postal Code:	
		Latitude: / Longitude:	
Last Updated:	30 May 2012 12:00PM	Updated By:	CCRP Test Applicant

**Additional Information**

* Applicant Gender:	Female
Mobile:	
Department:	
EPA Pin:	A881 85S5 7084 2C8X XXXX X

**CGPP Applicant**

Type of Organisation (CGPP Only):	
Sector:	

Save

3. We recommend that you keep your details up-to-date
4. To save any changes, press 'save'
5. Please note that this is where to find your EPA PIN

## ...change login password

1. We recommend that all new users change their password the first time they login, by clicking the 'change password' icon:



**Change Password**

Click here to change your password

2. Choose a secure password that meets the following minimum-security criteria:
  - a. Minimum length should be at least six characters.
  - b. Includes a mix of symbols, letters and numbers.
  - c. Cannot be the same as your previous password.
3. Click 'submit' to confirm your new password
4. Passwords are case sensitive.

## ...Create a new application form

1. Click on the icon titled 'Create a New Application Form'
2. Each project identified in the Technical Description has a unique Call Topic Reference. From the drop-down box, choose the Call Topic Reference that corresponds to the project you wish to apply for:

Call Topic Reference:

For applications related to the **Cleaner Greener Production Programme (CGPI Project 1)** for all other calls please choose the call topic reference indicated in t

Climate Change Call Project 10
Climate Change Call Project 4
Climate Change Call Project 5
Climate Change Call Project 6
Climate Change Call Project 7
Climate Change Call Project 8
Climate Change Call Project 9
Climate Change Call Project 10
Climate Change Call Project 11
Climate Change Call Project 12
Climate Change Call Project 13
Climate Change Call Project 14
Climate Change Call Project 15
Climate Change Call Project 16
Climate Change Call Project 17
Sustainable Environment Project 1
Sustainable Environment Project 2
Sustainable Environment Project 3
Sustainable Environment Project 4
Sustainable Environment Project 5
Sustainable Environment Project 6
Sustainable Environment Project 7
Sustainable Environment Project 8
Sustainable Environment Project 9
Sustainable Environment Project 10
Sustainable Environment Project 11
Sustainable Environment Project 12
Sustainable Environment Project 13
Sustainable Environment Project 14
Sustainable Environment Project 15
Sustainable Environment Project 16

3. **DOUBLE CHECK:** Are you sure you've picked the correct Call Topic Reference – you will be applying for the wrong project if you get this wrong
4. Once you're sure, click 'create a new proposal'
5. The application form will then appear, with a pop-up reminding you to 'click save draft' – Click 'ok' on the pop-up
6. **CLICK 'Save Draft' IMMEDIATELY**
7. On the blue banner, press the 'Home' key to return to the home page
8. To return to your draft application click the 'draft applications' icon



### Draft Applications

[Click here to view draft applications not yet submitted](#)

9. Your draft application form is stored here until you are ready to submit

## ...Save my application form as a draft, to return to it later

1. You can save your draft application at any stage by clicking 'Save Draft'
2. When you are ready to work on the application again, log back into the system
3. Click the 'draft applications' icon on your homepage



### **Draft Applications**

[Click here to view draft applications not yet submitted](#)

4. Your draft application form is stored here. Click on the application that you wish to complete, and it will open in editable format.

## ...Complete the on-line application screens

1. Click the 'draft applications' icon on your home page



### Draft Applications

Click here to view draft applications not yet submitted

2. Your draft application form is stored here. Click on the application that you wish to complete, and it will open in editable format.
3. Ensure that you complete all required on-screen fields. These fields come in several types, as outlined below:

Field type	What is required
<b>Mandatory</b>	Mandatory fields are indicated by a red asterix (*). You can leave a mandatory field blank while an application is in draft. However, all mandatory fields must be complete before clicking 'submit'
<b>Dropdown menu</b>	Select one of the options available from the dropdown menu.
<b>Free-text</b>	Word limits are applied to free-text fields – be careful if copying and pasting, as only the words up to the word-count limit will be copied into the field. Any extra words will NOT be copied.
<b>Tick-box</b>	Select one of the options available from the tick boxes available on screen.
<b>Numeric</b>	Only numeric characters (i.e. no commas, full stops or symbols) should be used in these fields.
<b>Auto-Populated</b>	Some fields will auto-populate from the information supplied by you at registration or by the EPA. You cannot amend such fields.
<b>Template uploads</b>	Where a template is provided, it MUST be used to submit an application. Any deviation will invalidate the proposal.  Before writing your proposal, take note of the specified file format and page limits of the uploads.

4. Don't forget to click 'save draft' on a regular basis, to ensure you don't lose any of your work.



## ...Upload my project description

Three important things to note:

- ✓ You MUST use the template (application forms not in the template layout will be invalid)
- ✓ The upload will only be accepted in pdf format
- ✓ Do not exceed the max page allowance for your type of project – if exceeded, the upload will be rejected by the EPA

1. Scroll down the application screen to 'project description' section. Download the template by clicking 'here'.



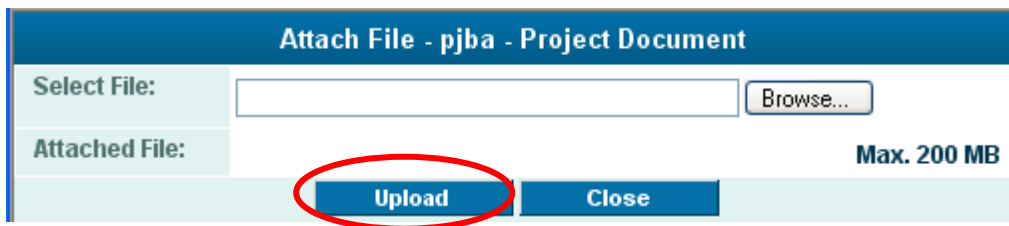
2. Complete the template. Please refer to the 'guide for applicants', which provides tips and hints on making a good application.
3. Save your completed template on your computer. Convert it into pdf format and save again.
4. Click 'upload project description document (pdf only)'



5. Select the file you wish to upload by clicking on the 'browse' button and choosing the appropriate file.



6. Attach your application form by clicking 'upload'



7. If upload is successful, the following pop-up will appear.



8. Click 'OK'
9. Click 'close'
10. Finally, to complete the upload, press 'Save draft'

**Note:** To replace/delete a document previously uploaded:

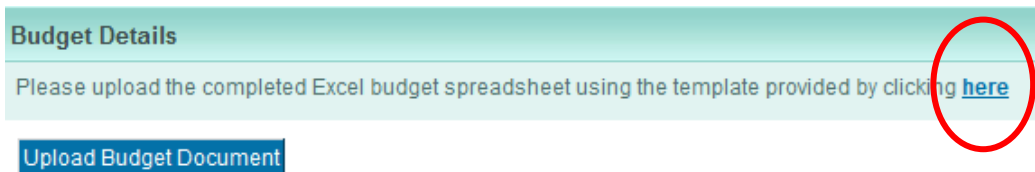
- ❑ Click on the 'Upload' button
- ❑ Click the **Delete** 'Delete' button in the 'Attach File' Window; and
- ❑ Repeat steps 6-11.

## ...Upload my budget template

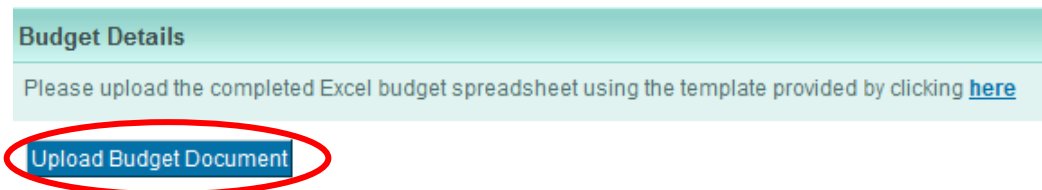
Two important things to note:

- ✓ You MUST use the template (application forms not in the template layout will be invalid)
- ✓ The upload will only be accepted in xls format

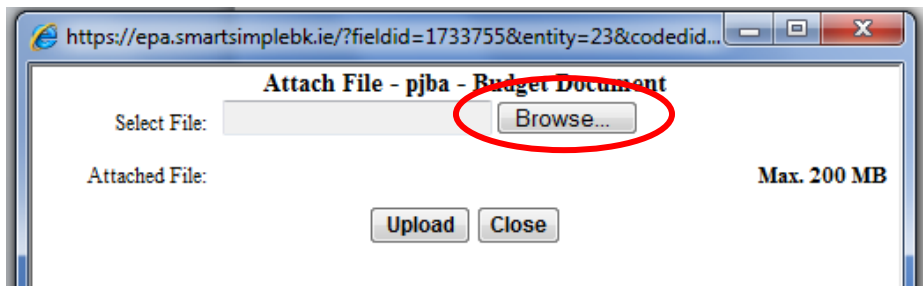
1. Scroll down the application screen to 'Budget Details' section
2. Download the template by clicking 'here'.



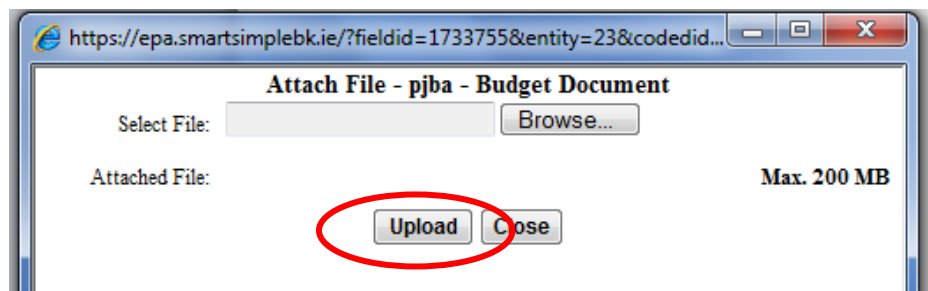
3. Complete the template. Please refer to the 'Guide for Applicants' and the instructions on the template
4. Save your completed template on your computer in xls format.
5. Click 'Upload budget document'



6. Select the file you wish to upload by clicking on the 'Browse' button and choosing the appropriate file.



7. Attach your application form by clicking 'upload'



8. If upload is successful, the following pop-up will appear.



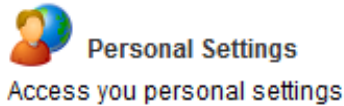
9. Click 'OK'  
10. Click 'close'  
11. Finally, to complete the upload, press 'Save draft'

**Note:** To replace/delete a document previously uploaded:

- ❑ Click on the 'Upload' button
- ❑ Click the **Delete** 'Delete' button in the 'Attach File' Window; and
- ❑ Repeat steps 6-11.

## ...find my EPA PIN number

1. Every registered user is given a unique personal information number (EPA PIN).
2. To find your EPA PIN, click the 'personal settings' icon on your home page



3. Your EPA PIN number is shown on the 'additional information' section

### Edit Contact - CCRP Test Applicant

Print Preview

First Name:	<input type="text" value="CCRP"/>	Company:	<input type="text" value="Test Organisation-EPA Support"/> <a href="#">Lookup...</a>
Last Name:	<input type="text" value="Test Applicant"/>	Address:	<input type="text" value="Test Address"/>
Position:	<input type="text" value="-"/>	Address 2:	<input type="text"/>
Salutation:	<input type="text" value="Ms"/>	City/Town:	<input type="text" value="Test City"/>
Phone:	<input type="text" value="123456"/>	County:	<input type="text"/>
Phone Ext.:	<input type="text"/>	Country:	<input type="text" value="Ireland"/>
Email:	<input type="text" value="ccrp.applicant@epa.ie"/>	Postal Code:	<input type="text"/>
		Latitude: / Longitude:	
Last Updated	30 May 2012 3:41PM	Updated By	CCRP Test Applicant

### Additional Information

* Applicant Gender:	<input type="text" value="Female"/>
Mobile:	<input type="text"/>
Department:	<input type="text"/>
EPA Pin:	<input type="text" value="A881 85S5 7084 2C8X XXXX X"/>

### CGPP Applicant

Type of Organisation (CGPP Only):
Sector:

4. The EPA PIN is used if:
  - a. you want to add a project participant to your application
  - b. another applicant wants to add you as a project participant to their application

## ...Add a project participant (who has an EPA PIN number)

1. Ask your proposed participant to provide you with their EPA PIN
2. On the application screen, scroll down to the section headed 'adding project participants and their organisations'. Click 'Click here to add a Participant'



**Adding Project Participants and their Organisations**

For instructions on how to add a project participant, please see the [2012 Quick guide to the on-line portal \(making an application\)](#) - available c

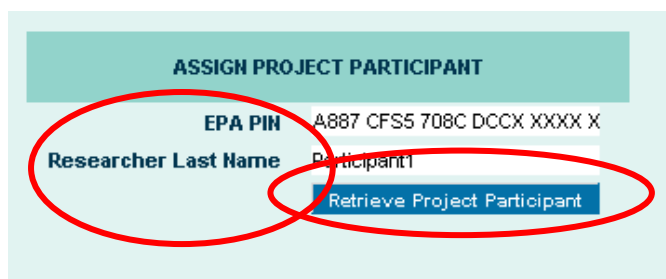
For participants who are not registered: you will need to request them to register. To do so, please click [here](#).

Assign Project Participant / Co-Supervisor: **Click Here to Add a Participant**

Project Coordinator and Participants

Full Name	Role	Organisation
CCRP Test Applicant	Project Coordinator	Test Organisation-EPA Support

3. The 'assign project participant' window will open. Complete the 'EPA PIN' and 'researcher last name' fields. Click 'retrieve project participant'



**ASSIGN PROJECT PARTICIPANT**

**EPA PIN** A887 CFS5 708C DCCX XXXX X

**Researcher Last Name** Participant1

**Retrieve Project Participant**

- The proposed participant's details will appear. If this is the person that you wish to add as a participant, click 'associate project participant with application'

**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: [Redacted]

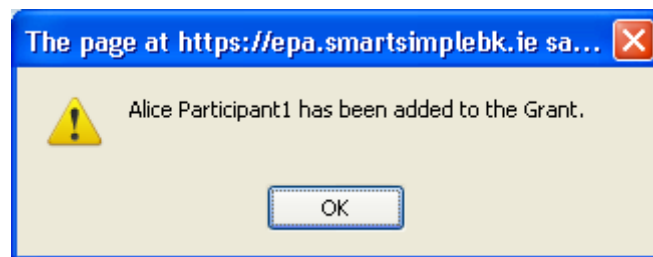
Address: [Redacted]

City: [Redacted]

[Associate Project Participant with Application](#)

[Close](#)

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



- Click 'OK'
- Click 'Close'
- To complete the update, click 'save draft'
- The name of the project participant will now 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

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

## ...Add a project participant (who does not have a EPA PIN number)

If your proposed participant is not registered, you must invite them to do so.

- 1) Scroll down the application screen to the section titled 'adding project participants and their organisations'. Click 'here'
- 2) On the application screen, scroll down to the section headed 'Adding project participants and their organisations'. Click 'here'

**Adding Project Participants and their Organisations**

For instructions on how to add a project participant, please see the [2012 Quick guide to the on-line portal \(making an application\)](#) - available c

For participants who are not registered: you will need to request them to register. To do so, please click [here](#).

Assign Project Participant / Co-Supervisor:

Project Coordinator and Participants

Full Name	Role	Organisation
CCRP Test Applicant	Project Coordinator	Test Organisation-EPA Support

- 3) The 'adding a project participant' window will open. Complete requested fields. Click 'submit'.

**epa**

### Adding a Project Participant

Please provide the information requested below.

**1. Your Name**

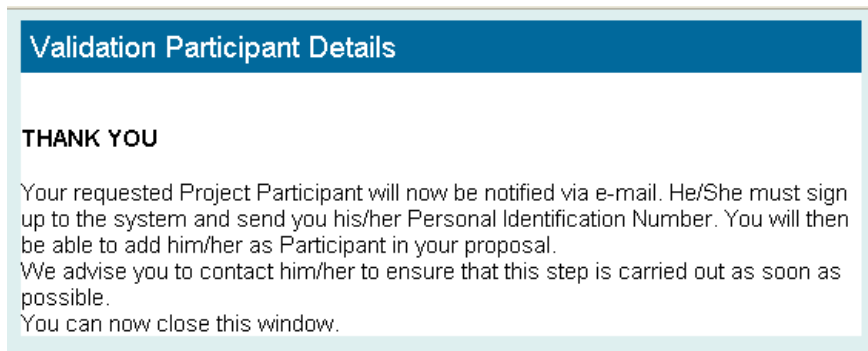
**2. Requested Participants Name**

**3. Requested Participants E-mail Address**

You must enter a valid email address for your participant, as the registration request is sent via email.



- 4) A pop-up window will appear.



- 5) Your proposed participant will receive an automated email asking them to register
- 6) We recommend that you contact the participant yourself, to ensure that they register on time. It is your responsibility, not the EPA's, to ensure all participants are registered.
- 7) Once the proposed project participants have registered, ask them to send you their EPA PIN.
- 8) You can then add them as a participant (details of how to do so are in this Guide under the section titled '...Add a project participant (who has a EPA PIN number)')

## ...Submit the completed application form for authorisation

1) Check that you have done the following:

<input type="checkbox"/>	I have double checked that the Call Topic Reference I selected (to create my application form) is correct
<input type="checkbox"/>	I have read the Technical Description, and my proposal is relevant to the project I am applying for
<input type="checkbox"/>	I have read the terms and conditions for support of grant awards award
<input type="checkbox"/>	I have completed all fields on the application screen
<input type="checkbox"/>	I completed and uploaded my project description, using the template from the portal and with reference to the '2012 guide for applicants'.
<input type="checkbox"/>	I have completed and uploaded my budget form, using the template from the portal and with reference to the '2012 guide for applicants'.
<input type="checkbox"/>	I have added all project participants (if necessary)

2) Then scroll down the application screen to the section titled: 'authorisation and declaration'. Check the boxes confirming that you agree with the declaration and that you have uploaded the appropriate documents

### Authorisation and Declaration

#### 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:  I confirm agreement with the above statements

Name of Project Coordinator: CCRP Test Applicant

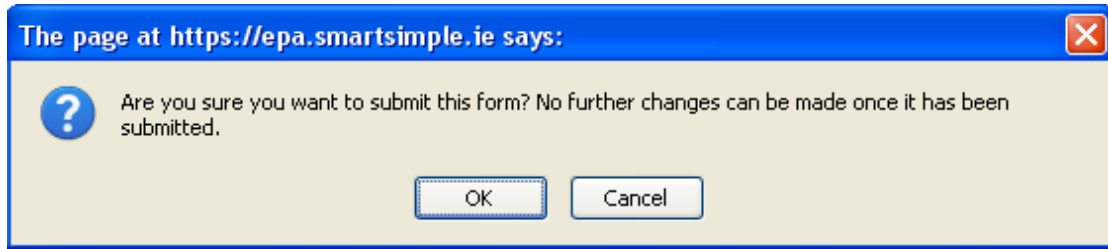
\* I have uploaded all required documents (Including the Budget Document):  Yes

Date: 30 May 2012

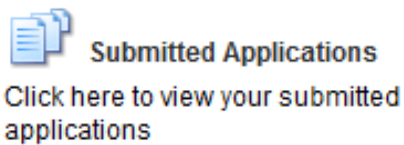
Email of Project Coordinator: ccrp.applicant@epa.ie

3) Click 'save draft'

4) Click 'submit'. The following pop-up will appear

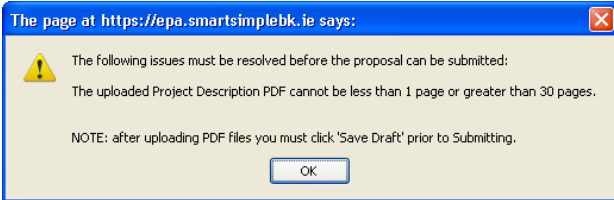
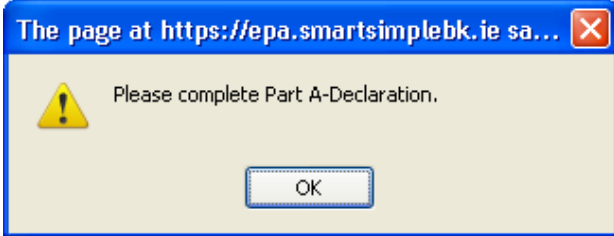
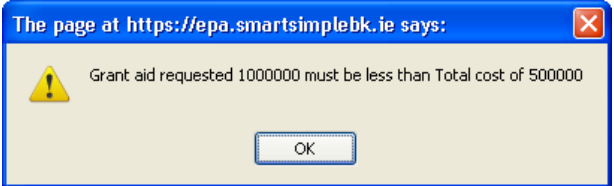
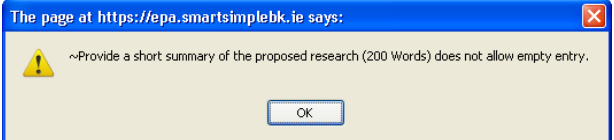


- 5) Click 'OK' to submit your form
- 6) The system will check the proposal to ensure uploads are in the correct format and that all mandatory fields have been completed. If all is in order, the following message will appear. You will also receive an automated email from [donotreply@epa.ie](mailto:donotreply@epa.ie) confirming that your proposal has been successfully submitted pending organisational approval.
- 7) The content of your application is now locked. You can still view the application by clicking on the 'submitted applications' icon on the Home page.



- 8) Note: There is no authorisation-step for submissions for researcher travel support grants, event support and small scale studies. Simply press submit when your application is complete

## ... Error Messages on 'Submit' – what have I done wrong?

Error message	What it means	What do I do?
 <p>The page at <a href="https://epa.smartsimplebk.ie">https://epa.smartsimplebk.ie</a> says:</p> <p>The following issues must be resolved before the proposal can be submitted: The uploaded Project Description PDF cannot be less than 1 page or greater than 30 pages.</p> <p>NOTE: after uploading PDF files you must click 'Save Draft' prior to Submitting.</p> <p>OK</p>	Wrong file format or not respected the page limit	Click 'ok' and amend your upload
 <p>The page at <a href="https://epa.smartsimplebk.ie">https://epa.smartsimplebk.ie</a> sa...</p> <p>Please complete Part A-Declaration.</p> <p>OK</p>	Forgotten to tick the 'i agree' box in the declaration section	Click 'ok' and complete the 'declaration' section
 <p>The page at <a href="https://epa.smartsimplebk.ie">https://epa.smartsimplebk.ie</a> says:</p> <p>Grant aid requested 1000000 must be less than Total cost of 500000</p> <p>OK</p>	Your total project cost requested is less than the total grant aid requested	Click 'ok' and amend the relevant fields.
 <p>The page at <a href="https://epa.smartsimplebk.ie">https://epa.smartsimplebk.ie</a> says:</p> <p>Provide a short summary of the proposed research (200 Words) does not allow empty entry.</p> <p>OK</p>	You did not complete a compulsory field	Click 'ok' and complete the relevant field.

## ...Authorisation process – three possible outcomes, and what to do in each case

- 1) Once submitted, the application goes to your organisation for authorisation
- 2) The appropriate person in your organisation will be notified of the application submission by email
- 3) If your application has not been authorised before the organisation approval deadline, it will not be valid and will not be evaluated
- 4) The organisation has a limited time to review and authorise, as specified in the Call Technical Description document. If this deadline is missed, the application is not considered valid and is not sent for evaluation. It is the applicant's responsibility to ensure that organisational approval is received on time.
- 5) Within that limited time, the organisation has the opportunity to review the application. Following review, they have three options:
  - Option 1. Authorise the application;
  - Option 2. Decline the application;
  - Option 3. Request revisions.

### Under option 1:

- You will be notified (by automated email from [donotreply@epa.ie](mailto:donotreply@epa.ie)) that the proposal has been authorised by your organisation
- You need do nothing further – the EPA will send the application for evaluation
- You can view your proposal by clicking the 'submitted applications' icon on your home page.

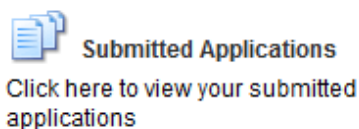


**Submitted Applications**

Click here to view your submitted applications

### Under option 2:

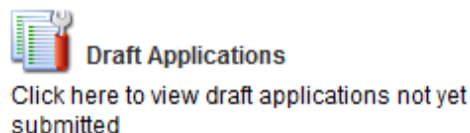
- You will be notified (by automated email from [donotreply@epa.ie](mailto:donotreply@epa.ie)) that the proposal has not been authorised by your organisation
- You can view the reason/justification for this decision by viewing your submissions by clicking the 'submitted applications' icon on your home page.



- The justification will be visible in the 'authorisation-part B' section on the application screen.
- Your application will not be sent for evaluation
- In this case, we recommend that you discuss the matter with the relevant person in the organization. If the application was declined in error, please mail [research@epa.ie](mailto:research@epa.ie) at once.

### Under option 3:

- You will be notified (by automated email from [donotreply@epa.ie](mailto:donotreply@epa.ie)) that the proposal requires revision
- You can access the application by clicking the 'draft applications' icon on your home page.



- The revisions requested by your organisation are in the 'justification' box in the 'authorisation – part B' section.
- Amend your form as required. Click 'save draft'. Once you are satisfied, click 'submit'
- Your application will then go through the authorisation process again.
- **VERY IMPORTANT:** Any revisions / subsequent re-authorisations must be made before the organisation approval deadline, or the application is invalid.

## ...Print my application

1. To print off the application form, click

[Print Form](#)

2. This will open a web version of your application (with hyperlinks for all uploaded documents)
3. Turn this web view into pdf by clicking 'export as pdf' at the top of the web view

The screenshot shows a web page titled "Web Page View Actions" with a blue header. Below the header is a light green bar containing a button labeled "Export as PDF", which is circled in red. The main content area features three logos: NDP (National Development Plan 2007 - 2013), SSTI (Strategy for Science, Technology and Innovation), and EPA (Environmental Protection Agency). Below the logos is the text "Science, Technology, Research & Innovation for the Environment (STRIVE) Programme 2007 - 2013" and "APPLICATION FORM for Project-Based Awards". A grey box contains the following information: "Status: Draft", "Call Deadline: 2011-09-13 17:00:00", "Submission Date:", "Initial Project Duration (Months)", and "Proposal Number: 2122". Below this is a section titled "Section A: Details of Project Co-ordinator". At the bottom, a table shows "Lead" and "Test Organisation-EPA Support".

4. The application can then be saved as pdf and/or printed.

## ...what to expect during the evaluation process

1. All valid, authorised submissions will be sent for evaluation.
2. For indicative timeframe, please see Call Technical Description
3. You will be notified in writing of the outcome of this process.

## ...what to expect during the negotiation process

1. If your proposal has been recommended for funding, you must use the portal to respond to any technical and financial queries raised during the evaluation process. You will have 14 days to respond to any technical and financial queries
2. Login to the portal, and click on the 'submitted applications' icon on the home page.



### Submitted Applications

[Click here to view your submitted applications](#)

3. Click on the 'Evaluation-Negotiation' link to view evaluator queries

Report - Grant List			
Proposal Number	Type	Institution	Project Coordinator
<a href="#">1617</a>	CCRP - Project Based Awards	Test Organisation-EPA Support	Test_Alice Applicant
Activity		Tracking Template Name	Status
<a href="#">Evaluation - Negotiation</a>		Evaluation - Negotiation	Revision Required



4. View the technical and budget queries by clicking the appropriate hyperlinks

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

Technical Queries:	#	File Name
	1.	<a href="#">Summary of Technical Queries raised by Evaluators and Compiled by EPA_RS.pdf</a>

Technical Queries Response: [Multiple files...](#) | [Single file...](#)

\* Latest Technical Query Responses uploaded:

Technical Queries Status: Technical Queries Submitted to Applicant

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

Budget Queries:	#	File Name
	1.	<a href="#">LHM Budget Queries for the Applicant.xls</a>

Budget Queries Response: [Multiple files...](#) | [Single file...](#)

\* Latest Budget Query Responses uploaded:

Budget Queries Status: Budget Queries Submitted to Applicant

5. Prepare and upload responses to technical and budget queries

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

Technical Queries:	#	File Name
	1.	<a href="#">Summary of Technical Queries raised by Evaluators and Compiled by EPA_RS.pdf</a>

Technical Queries Response: [Multiple files...](#) | [Single file...](#)

\* Latest Technical Query Responses uploaded:

Technical Queries Status: Technical Queries Submitted to Applicant

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

Budget Queries:	#	File Name
	1.	<a href="#">LHM Budget Queries for the Applicant.xls</a>

Budget Queries Response: [Multiple files...](#) | [Single file...](#)

\* Latest Budget Query Responses uploaded:

Budget Queries Status: Budget Queries Submitted to Applicant

6. Select 'yes' (i.e. response uploaded) option dropdown menu. You need to do this separately for Technical and budget query responses

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

Budget Queries:	#	File Name
	1.	<a href="#">LHM Budget Queries for the Applicant.xls</a>

Budget Queries Response:	#	File Name
		Multiple files... Single file...
	1.	<a href="#">Applicants Responses to LHM Budget Queries.doc</a>
	2.	<a href="#">Applicants Responses to LHM Budget Queries.xls</a>

\* Latest Budget Query Responses uploaded:

Budget Queries Status:   Submitted to Applicant

7. Click 'save draft'
8. You do not have to upload financial and technical responses at the same time. However, the status will remain at 'draft' and the responses cannot be submitted until both technical and financial query responses have been uploaded.
9. Once you are happy with your responses, click 'submit'
10. Your responses will be evaluated.
  - a. If further revisions are required, you will be notified by email via [donotreply@epa.ie](mailto:donotreply@epa.ie). Repeat steps 2-9 as required.
  - b. If no further revisions are required, you will be notified email from [donotreply@epa.ie](mailto:donotreply@epa.ie) that the negotiation process has now been successfully completed. You must now contact the EPA with a proposed project start date and/or student details. On receipt of this information, the EPA will then proceed with the grant offer process.

## ...Research Travel Support Grants (RTSG) & Event Support

1. RTSG and event support is applied for on a rolling basis.
2. To apply, click on the appropriate icon on the home page and complete and submit your application

### Travel Support & Event Support



**Apply for a Travel Support Grant**

Apply for research travel support grant



**Apply for Event Support**

Apply for event support