



EPA Research Programme 2014-2020

2016 Quick guide to the SmartSimple 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 <http://www.epa.ie/pubs/reports/research/opencalls/currentcalldocuments/>:

- 2016 Guide for applicants
- 2016 Terms and Conditions for support of grant awards
- 2016 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 the EPA on-line portal (SmartSimple), please contact: research@epa.ie.

What is the purpose of this Guide...

This guide shows you how to use SmartSimple to make an application for a grant award.

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

For hints and tips of what to include in the application upload and the budget template, refer to the '2016 Guide for applicants'

Click the links below to quickly navigate this document

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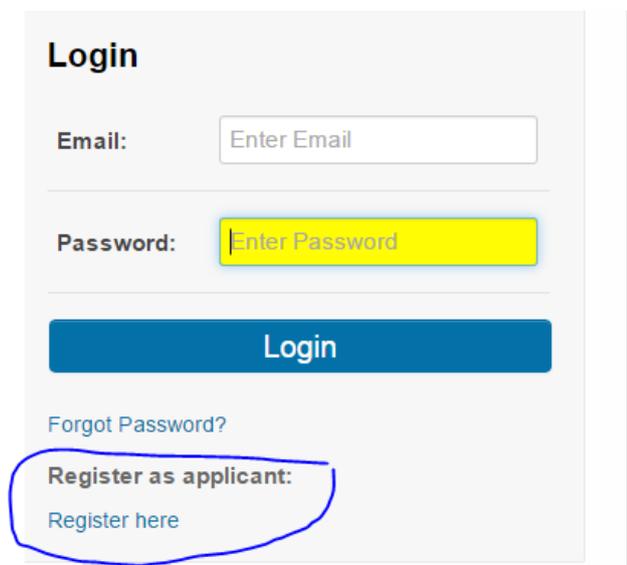
How to register myself as a user of the on-line system

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 by clicking on the [SmartSimple home page](#)



Login

Email:

Password:

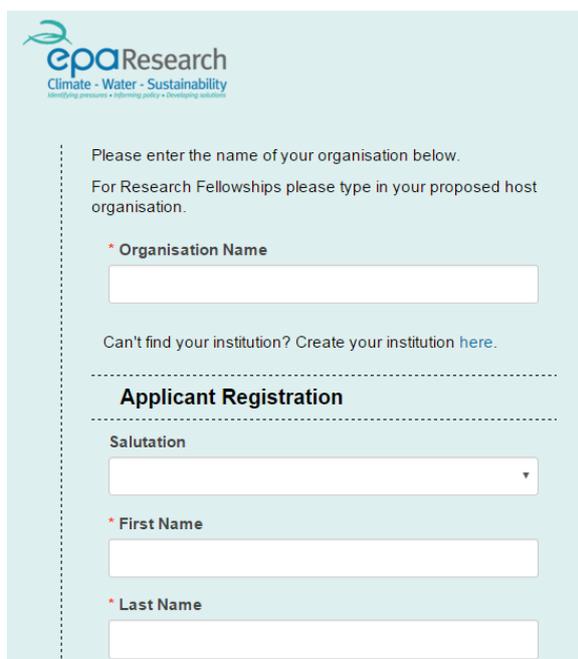
Login

[Forgot Password?](#)

Register as applicant:

[Register here](#)

2. The applicant registration page will be displayed:




Climate - Water - Sustainability
improving processes • improving policy • developing solutions

Please enter the name of your organisation below.
For Research Fellowships please type in your proposed host organisation.

* Organisation Name

Can't find your institution? Create your institution [here](#).

Applicant Registration

Salutation

* First Name

* Last Name

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.

* Organisation: trinity|

If your organisation is not on

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

If your organisation does not appear automatically, click on the link located under the field entitled Organisation Name.as shown in the screenshot below. This will bring you to a registration page that will allow you to simultaneously register yourself and your organisation.

For Research Fellowships please type in your proposed host organisation.

* Organisation Name

Can't find your institution? Create your institution [here.](#)

Applicant Registration

. You will receive an email from donotreply@epa.ie confirming that your organisation's details added to the SmartSimple 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.

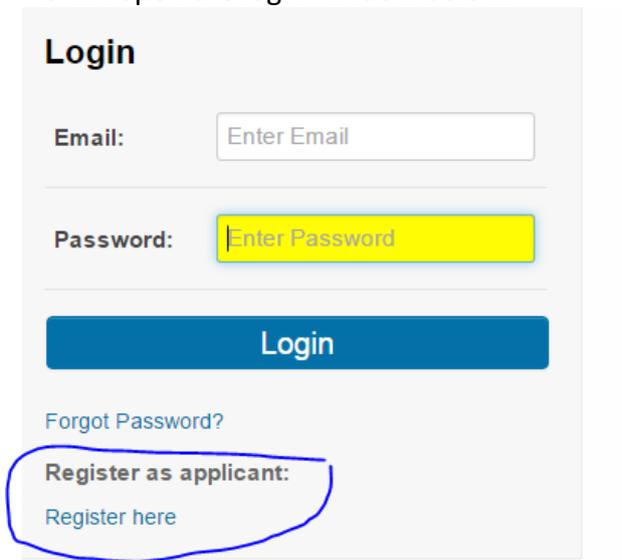
* By ticking this box and registering as a user of the Site, you are confirming that you have fully read and understand the EPA Privacy Policy ([click here to view the EPA Privacy Policy](#)).

Submit

6. Click the 'Submit' button.
7. If you have completed the registration successfully, you will receive separate emails from donotreply@epa.ie providing you with login details and confirmation that your organisation has been set up on the system or a reason as to why it hasn't. Once you have received both emails you will be able to log in and use the system

How to login to the system as a registered user

1. Click on the [portal link](#):
2. This will open the login window below.



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

How to navigate through the icons on the home screen

Once you login, you will see your customised home page, which will be similar to the example below:

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

 Awarded Grants View your active grants	 Technical Progress Reports (TPR) 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
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Event Support

 **Apply for Event Support**
Apply for event support

OPEN CALLS

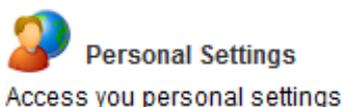
 Create a New Application Form Click on this icon to create a new application form	 Draft Applications Click here to view draft applications not yet submitted	 Submitted Applications Click here to view your submitted applications	 2015 Call Documentation
---	--	---	--

Further information on selected icons related to making an application are provided below:

Section headed: General	
 <p>Personal Settings Access you personal settings</p>	Personal Settings gives you the option to change your personal details at any time.
 <p>Change Password Change your password</p>	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.
Section headed: Using this Portal	
 <p>Using this Portal View the user guides for this on-line portal</p>	User guides providing guidance on how to use t the portal are provided here
Section headed: Open Calls	
 <p>Create a New Application Form Click on this icon to create a new application form</p>	Click on this icon to create a new application form
 <p>Draft Applications Click here to view draft applications not yet submitted</p>	If you save your application to return to it at a later time, it will be saved here
 <p>Submitted Applications Click here to view your submitted applications</p>	Once you are happy with your application, and submit it for authorization, it will be stored here.
 <p>Open Call Documentation</p>	This icon contains the guide for applicants, terms and conditions for support of grant awards, and the call technical description

How to 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: <input type="text" value="CCRP"/> Last Name: <input type="text" value="Test Applicant"/> Position: <input type="text" value=""/> Salutation: <input type="text" value="Ms"/> Phone: <input type="text" value="123456"/> Phone Ext: <input type="text" value=""/> Email: <input type="text" value="ccrp.applicant@epa.ie"/>	Company: <input type="text" value="Test Organisation-EPA Support"/> <input type="button" value="Lookup..."/> Address: <input type="text" value="Test Address"/> Address 2: <input type="text" value=""/> City/Town: <input type="text" value="Test City"/> County: <input type="text" value=""/> Country: <input type="text" value="Ireland"/> Postal Code: <input type="text" value=""/> Latitude / Longitude: <input type="text" value=""/>
---	--

Last Updated: 30 May 2012 12:00PM Updated By: CCRP Test Applicant

Additional Information

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

CGPP Applicant

Type of Organisation (CGPP Only):
 Sector:

3. Please ensure 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

How to change login password

1. You will be required to change your password the first time they login, You may also change it at any time by clicking on the Change Password Icon



Change Password

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.

How to create a new application form

Applying for a grant is a 2-step process – 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. You must have organisational approval before the proposal is valid.

Deadline dates are specified in the Technical Description.

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:

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

Call Topic Reference:

- 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. : Please ensure that you have chosen the correct Call Topic Reference as this determines the pre population of a number of fields on the application form including Pillar and Project Type—. For some call topic references the project type will be pre populated as OPEN meaning that a medium scale or large scale can be applied for. Details of the scale and duration of each project type can be found in the Guide for Applicants.
4. Once you have selected the call topic reference click 'create a new proposal'
5. CLICK 'Save Draft' to save your proposal and enable upload buttons.

How to 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.

How to complete the on-line application screen

1. Please ensure that you complete all required on-screen fields. These fields come in several types, as outlined below:

Field type	What is required
Mandatory	Mandatory fields are indicated by a red asterisk (*). You can leave a mandatory field blank while an application is in draft. However, all mandatory fields must be complete before clicking 'submit'
Dropdown menu	Select one of the options available from the dropdown menu.
Free-text	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.
Tick-box	Select one of the options available from the tick boxes available on screen.
Numeric	Only numeric characters (i.e. no commas, full stops or symbols) should be used in these fields.
Auto-Populated	Some fields will auto-populate from the information supplied by you at registration or by the EPA. You cannot amend such fields.
Template uploads	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.

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

How to upload my project description

Three important things to note:

1. You **MUST** use the template (application forms not in the template layout will be invalid)
2. The upload will only be accepted in pdf format
3. Do not exceed the max page allowance for your type of project – if exceeded, your application will be deemed to be invalid

1. Scroll down the application screen to the '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, a pop up message similar to the one below 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:

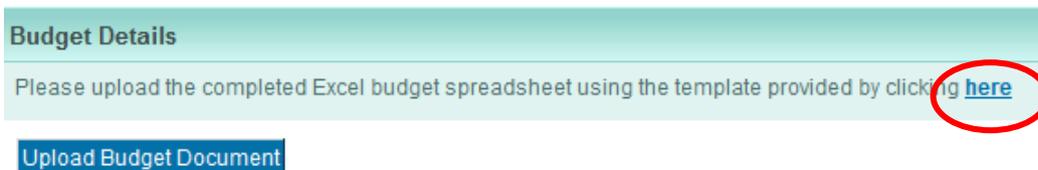
- Click on the 'Upload' button
- Click the **Delete** 'Delete' button in the 'Attach File' Window; and
- Repeat steps 6-11.

How to upload my budget template

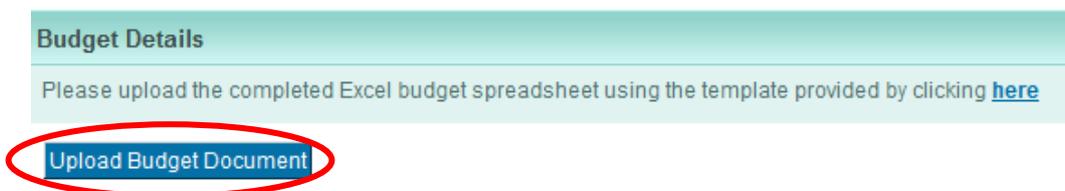
Two important things to note:

1. **You MUST use the template (application forms not in the template layout will be invalid)**
2. **The upload will only be accepted in xls format**

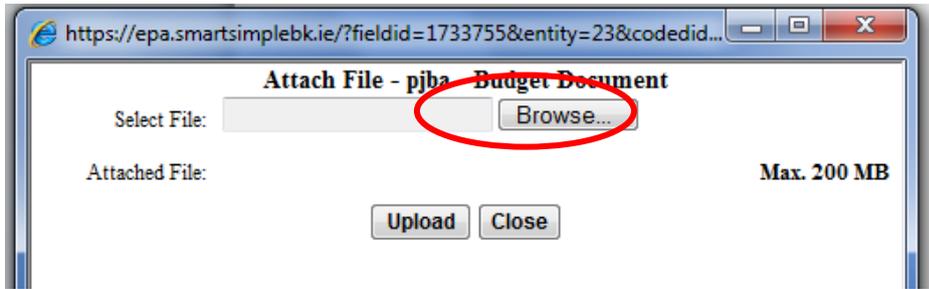
1. Scroll down the application screen to the 'Budget Details' section
2. Download the template by clicking 'here'.



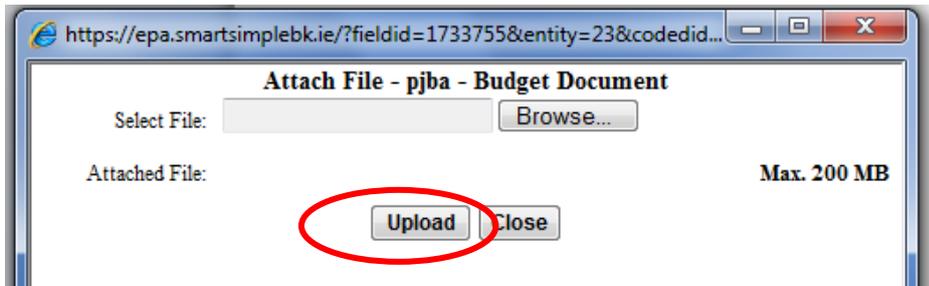
3. Complete the template. Please refer to the 'Guide for Applicants' and the instructions on the template
4. Save your completed template on your computer in xls format.
5. Click 'Upload budget document'



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, a pop up message similar to the one below 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.

How to 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



Personal Settings

Access your personal settings

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

Edit Contact - CCRP Test Applicant

Print Preview

First Name: CCRP	Company: Test Organisation-EPA Support Lookup...
Last Name: Test Applicant	Address: Test Address
Position: -	Address 2:
Salutation: Ms	City/Town: Test City
Phone: 123456 Phone Ext.:	County:
Email: ccrp.applicant@epa.ie	Country: Ireland
	Postal Code:
	Latitude: / Longitude:

Last Updated 30 May 2012 3:41PM 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:

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

How to 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 at [here](#).

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

Assign Project Participant / Coordinator 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

4. 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

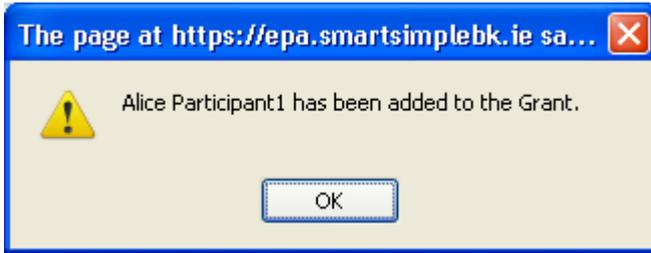
Address

City

Associate Project Participant with Application

Close

5. A confirmation pop-up message similar to the one below will appear on the screen.



6. Click 'OK'
7. Click 'Close'
8. To complete the update, click 'save draft'
9. 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

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

How to 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. On the application screen, scroll down to the section headed 'Adding project participants and their organisations'. Click 'here'



2. The 'adding a project participant' window will open. Complete requested fields. Click 'submit'.

3. You must enter a valid email address for your participant, as the registration request is sent via email.
4. A pop-up message similar to the one below will appear.

5. Your proposed participant will receive an automated email asking them to register on Smartsimple
6. It is recommended that you also 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 contained in this Guide under the section titled '...Add a project participant (who has a EPA PIN number)')

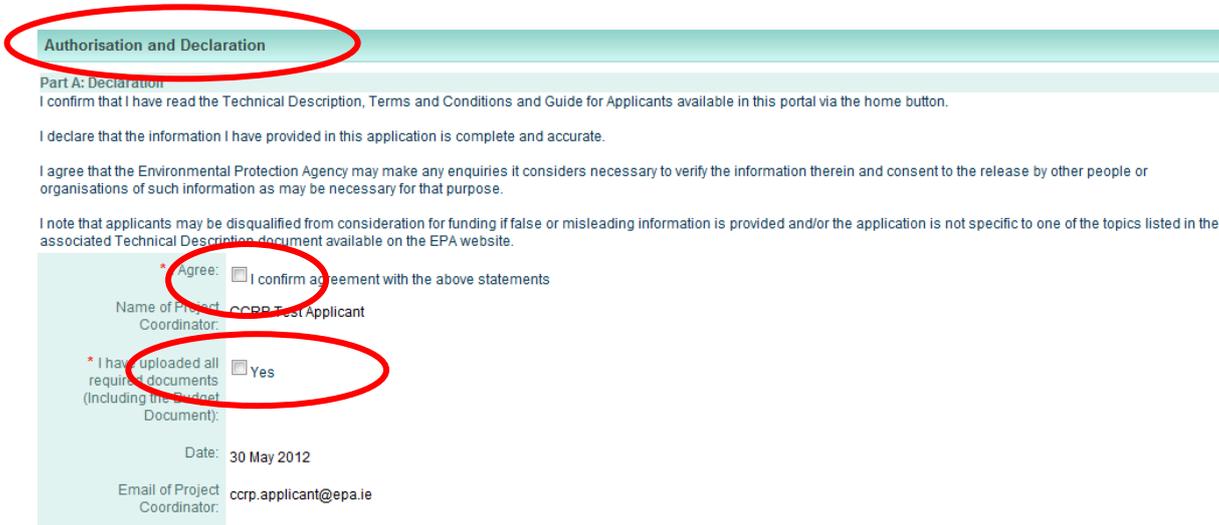
How to submit the completed application form for authorisation

- 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.
<input type="checkbox"/>	I have completed and uploaded my budget form, using the template from the portal.
<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



3) Click 'save draft'

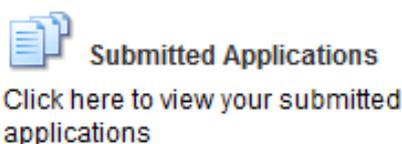
4) Click 'submit'. A pop-up message similar to the one below will appear



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, a pop up message will appear confirming that you have successfully submitted your application pending organisation approval. You will also receive an automated email from 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.



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

Error message	What it means	What do I do?
	Wrong file format or not respected the page limit	Click 'ok' and amend your upload
	Forgotten to tick the 'i agree' box in the declaration section	Click 'ok' and complete the 'declaration' section
	Your total project cost requested is less than the total grant aid requested	Click 'ok' and amend the relevant fields.
	You did not complete a compulsory field	Click 'ok' and complete the relevant field.

Another issue that cause error messages include the use of comma's in any fields containing numbers.

Please ensure that you do not leave it to the last minute to press the submit button. The system automatically locks down at the deadline. Any proposal not submitted by the deadline is not a valid proposal and will not under any circumstances be deemed eligible by the EPA.

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) 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) 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.



Submitted Applications

Click here to view your submitted applications

- 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 immediately.

Under option 3:

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



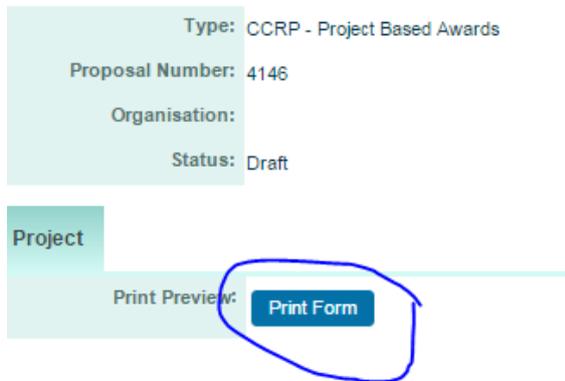
Draft Applications

Click here to view draft applications not yet submitted

- 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 the Print Form Button on the application form



The screenshot shows a light blue header area with the following text: 'Type: CCRP - Project Based Awards', 'Proposal Number: 4146', 'Organisation:', and 'Status: Draft'. Below this is a 'Project' section with a 'Print Preview:' label and a blue 'Print Form' button. A blue hand-drawn circle highlights the 'Print Form' button.

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



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.
4. Your application will not be visible to you during the evaluation 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
1617	CCRP - Project Based Awards	Test Organisation-EPA Support	Test_Alice Applicant
Activity	Tracking Template Name	Status	
Evaluation - Negotiation	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.	Summary of Technical Queries raised by Evaluators and Compiled by EPA ARS.pdf

Technical Queries Response: Multiple files... Single file...

* Latest Technical Query Responses uploaded:

Technical Queries Status: Technical Queries Submitted to Applicant

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

Budget Queries:

#	File Name
1.	LHM Budget Queries for the Applicant.xls

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.	Summary of Technical Queries raised by Evaluators and Compiled by EPA_RS.pdf

Technical Queries Response: Multiple files... | Single file...

* Latest Technical Query Responses uploaded: [Dropdown]

Technical Queries Status: Technical Queries Submitted to Applicant

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

Budget Queries:	#	File Name
		LHM Budget Queries for the Applicant.xls

Budget Queries Response: Multiple files... | Single file...

* Latest Budget Query Responses uploaded: [Dropdown]

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.	LHM Budget Queries for the Applicant.xls

Budget Queries Response: Multiple files... | Single file...

Budget Queries Response:	#	File Name
	1.	Applicants Responses to LHM Budget Queries.doc
	2.	Applicants Responses to LHM Budget Queries.xls

* Latest Budget Query Responses uploaded: [Dropdown with 'Yes' selected]

Budget Queries Status: Budget Queries 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 reviewed.
11. If further revisions are required, you will be notified by email via donotreply@epa.ie. Repeat steps 2-9 as required.
12. If no further revisions are required, you will be notified email from 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.