



EPA Research Programme 2014-2020

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/>:

- 2017 Guide for applicants
- 2017 Terms and Conditions for support of grant awards
- 2017 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 '2017 Guide for Applicants'.

Click the links below to quickly navigate this document

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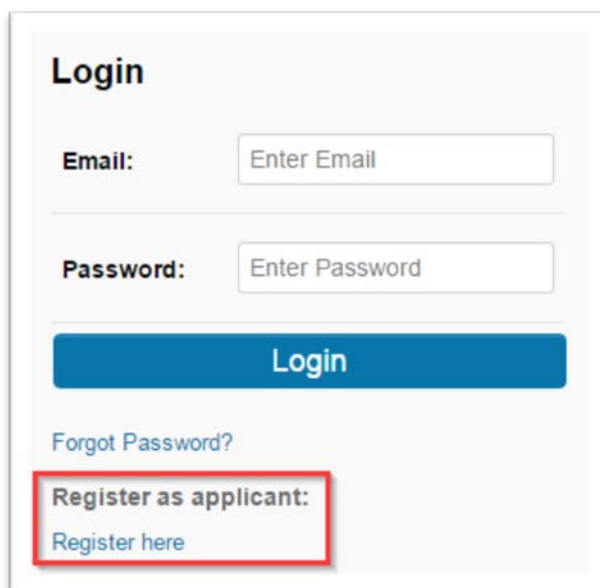
How to register as a user of the on-line system

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'

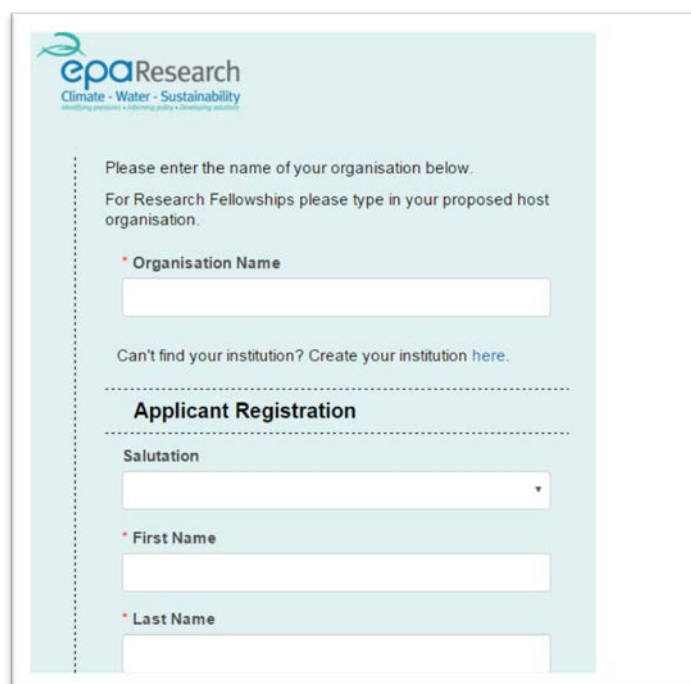
New user...

1. Open the registration form by clicking on the [SmartSimple home page](#).



The image shows a login form titled "Login". It contains two input fields: "Email:" with a placeholder "Enter Email" and "Password:" with a placeholder "Enter Password". Below these fields is a blue button labeled "Login". Under the button is a link "Forgot Password?". At the bottom, there is a red-bordered box containing the text "Register as applicant:" and a link "Register here".

2. The applicant registration page will be displayed:



The image shows the "Applicant Registration" page for epaResearch. The header includes the epaResearch logo and the tagline "Climate - Water - Sustainability". The main content area has a dashed line on the left and contains the following text: "Please enter the name of your organisation below. For Research Fellowships please type in your proposed host organisation." Below this is a text input field for "Organisation Name". A link "Can't find your institution? Create your institution here." is provided. The section is titled "Applicant Registration" and contains three input fields: "Salutation" (a dropdown menu), "First Name", and "Last Name".

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

The screenshot shows a form with a label '* Organisation:' and a text input field containing 'trinity'. Below the input field, a table of suggestions is displayed. The first suggestion is highlighted in yellow.

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.

The screenshot shows a form with a label '* Organisation Name' and a text input field. Below the input field, there is a link: 'Can't find your institution? [Create your institution here.](#)'.

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.
6. Click the 'Submit' button.

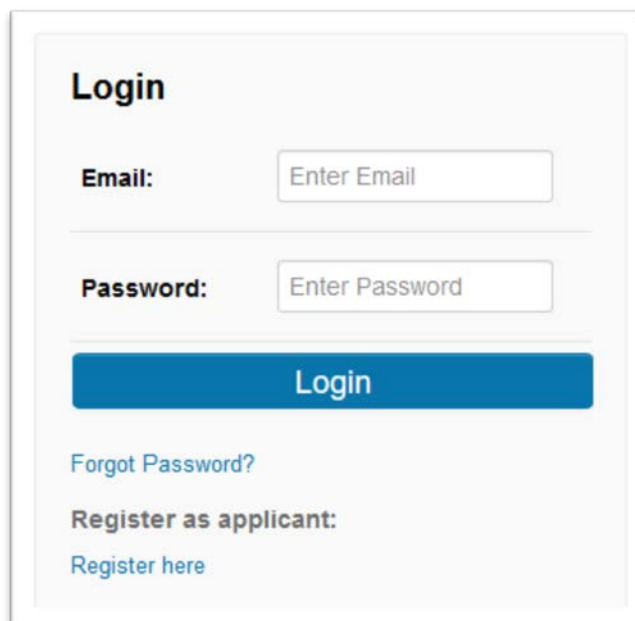
The screenshot shows a form with a checkbox and a text box. The text box contains the following text: '* By ticking this box and registering as a user of the Site, you are confirming that you have fully read and understand the EPA Privacy Policy ([click here to view the EPA Privacy Policy](#)).'

Below the text box is a button labeled 'Submit'.

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.

A login form with a light gray background. At the top, the word "Login" is in bold black text. Below it, there are two input fields. The first is labeled "Email:" and contains the placeholder text "Enter Email". The second is labeled "Password:" and contains the placeholder text "Enter Password". Below these fields is a blue button with the word "Login" in white. Under the button, there is a link "Forgot Password?" in blue. At the bottom, there is a label "Register as applicant:" in bold black text, followed by a link "Register here" in blue.

Login

Email:

Password:

Login

[Forgot Password?](#)

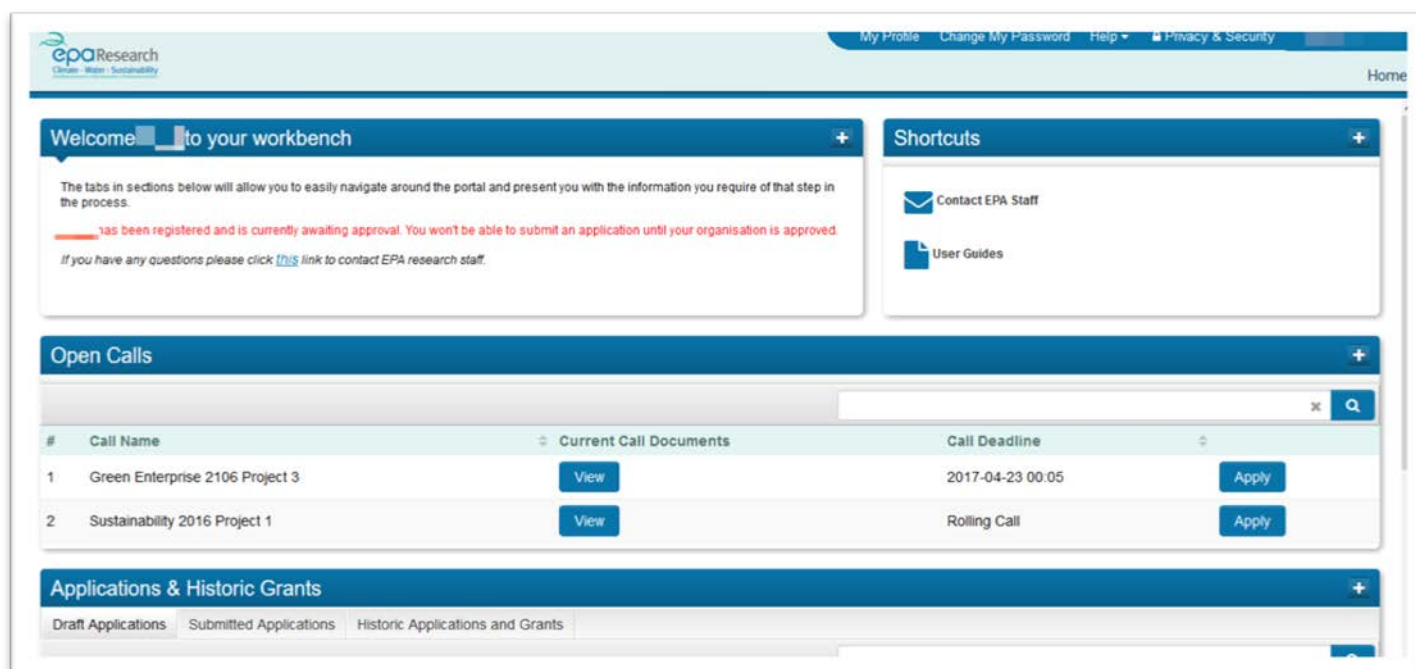
Register as applicant:

[Register here](#)

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 password?**, enter your email address when prompted, and a password will be sent to you.

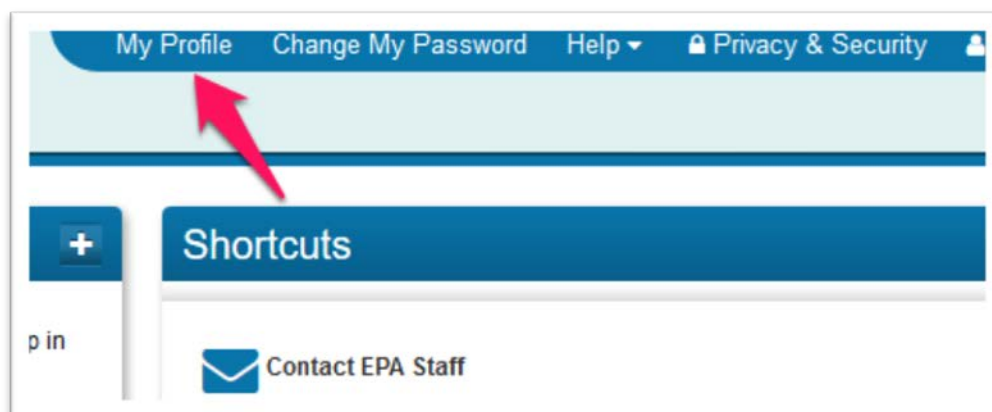
How to navigate through the icons on the home screen

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



How to update personal information

1. To view your personal details, as held in the database, click the **My Profile** link in the header:



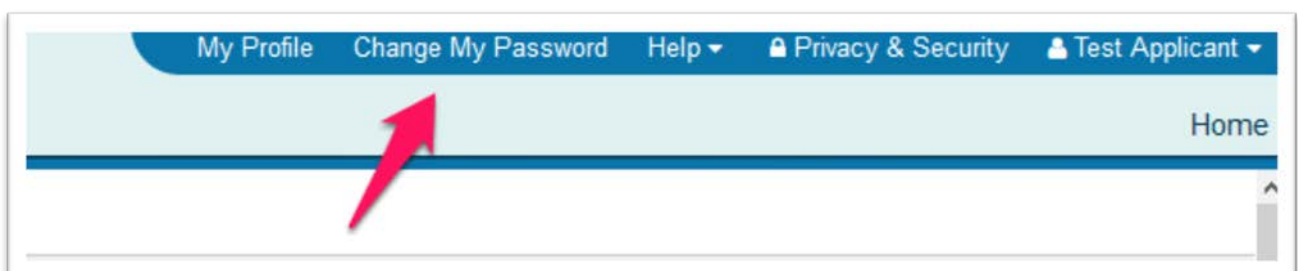
2. Your details will be displayed in an editable table:

The screenshot shows the 'My Profile' page for 'Mr. Test Applicant'. The page has a header with the EPA Research logo and navigation links: 'My Profile', 'Change My Password', 'Help', and 'Privacy & Security'. Below the header are buttons for 'View', 'Options', and 'More'. The main content area is titled 'Mr. Test Applicant' and has a 'Main' tab selected. It contains a form with various fields for personal and company information. On the left, fields include 'First Name' (Test), 'Last Name' (Applicant), 'Status' (Active), 'Position' (1166025), 'Salutation' (Mr.), 'Phone' and 'Phone Ext.' fields, 'Email' (test.user@test.fake), and a 'Profile Photo' placeholder. On the right, fields include 'Company' (test 2) with a 'Lookup...' button, 'Address', 'Address 2', 'City/Town', 'Country' (Ireland), 'County', 'Postal Code', 'Latitude' (0.0), and 'Longitude' (0.0). A 'Save' button is at the bottom right of the form area.

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 your 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 My Password** link in the header.



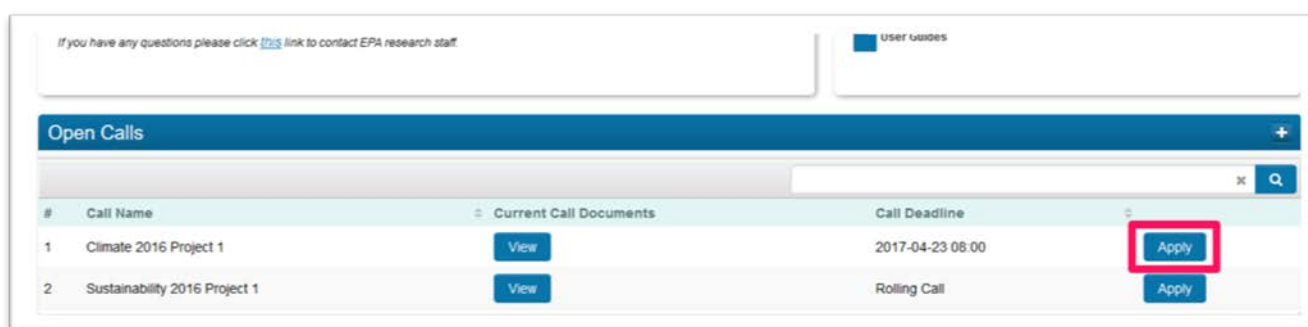
2. Choose a secure password that meets the following minimum-security criteria:
 - a. Minimum length should be at least six characters.
 - b. Includes a mix of symbols, letters and numbers.
 - c. Cannot be the same as your previous password.
3. Click **Submit** to confirm your new password.
4. Passwords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

How to create a new application

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 also 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 on the Home page.

1. Click on the **Apply** button next to the call you'd like to apply to



2. 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 project can be applied for. Details of the scale and duration of each project type can be found in the Guide for Applicants.
3. Click **Save Draft** to save your proposal and enable the upload buttons.

How to save the application as a draft, and 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. Navigate to **Applications & Historic Grants** section on your homepage - all your Draft applications will be visible under **Draft Applications** tab.

If you have any questions please click [this](#) link to contact EPA research staff.

User Guides

Open Calls

#	Call Name	Current Call Documents	Call Deadline	
1	Climate 2016 Project 1	View	2017-04-23 08:00	You have already created an Application for this Call.
2	Sustainability 2016 Project 1	View	Rolling Call	Apply

Applications & Historic Grants

[Draft Applications](#) [Applications](#) [Historic Applications and Grants](#)

#	Proposal Number	Project Type	Project Title	Institution	Created Date	Status	Edit
1		CCRP - Project Based Awards			16/04/2017	Draft	Open

- Click on **OPEN** button of the application that you wish to complete, and it will open in editable format.

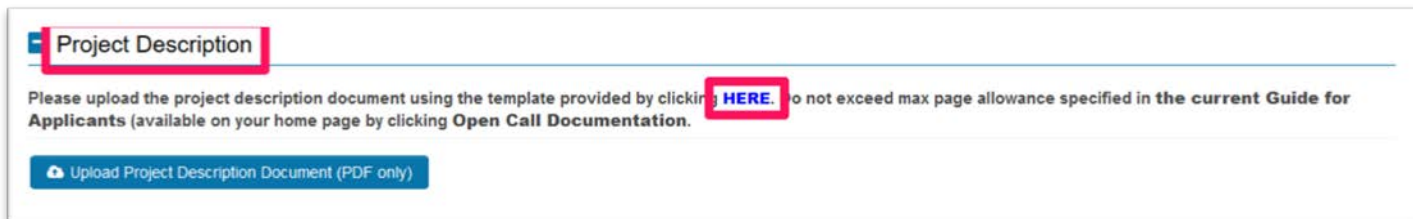
How to complete the on-line application

- 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 – please note if copying and pasting only words up to the maximum 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 already be auto-populated. 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.

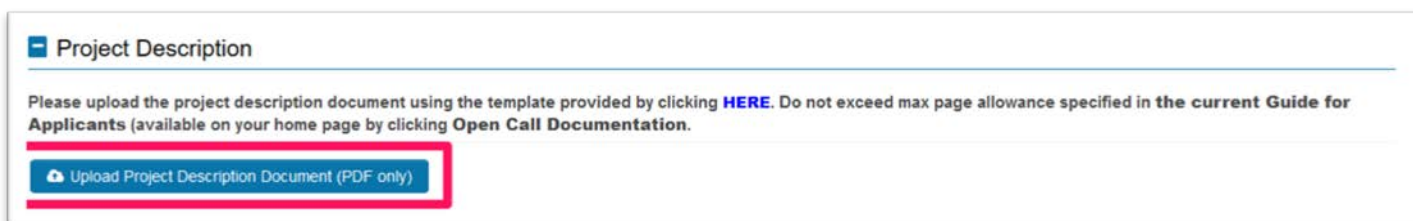
How to upload the project description

1. Scroll down the application screen to the **Project Description** section. Download the template by clicking 'HERE'.



The screenshot shows the 'Project Description' section of the application. At the top, the title 'Project Description' is highlighted with a red box. Below it, a text instruction reads: 'Please upload the project description document using the template provided by clicking [HERE](#). Do not exceed max page allowance specified in the current Guide for Applicants (available on your home page by clicking [Open Call Documentation](#).' The word 'HERE' is also highlighted with a red box. At the bottom of the section, there is a blue button labeled 'Upload Project Description Document (PDF only)'.

2. Complete the template. Please refer to the **Guide for Applicants**, which provides tips and hints on making an application.
3. Save your completed template on your computer.
4. Click **Upload Project Description Document** (upload must be in pdf format only).



This screenshot is identical to the previous one, but the blue button 'Upload Project Description Document (PDF only)' is now highlighted with a red box.

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



The screenshot shows a 'File Upload' dialog box. It has a title bar with a close button (X). Inside, there is a 'Select File:' label followed by a text input field and a 'Browse...' button. The 'Browse...' button is highlighted with a red box. Below this, there is an 'Attached File:' label and a 'Max. 1GB' limit. At the bottom, there are 'Upload' and 'Close' buttons.

6. Attach your application form by clicking **Upload**.



This screenshot shows the 'File Upload' dialog box after a file has been selected. The 'Select File:' text input field now contains 'TEST_PDF.pdf'. The 'Browse...' button is still present. The 'Attached File:' label is now followed by a progress bar and the 'Max. 1GB' limit. The 'Upload' button is highlighted with a red box.

7. If upload is successful, you'll be able to see your file as attached.



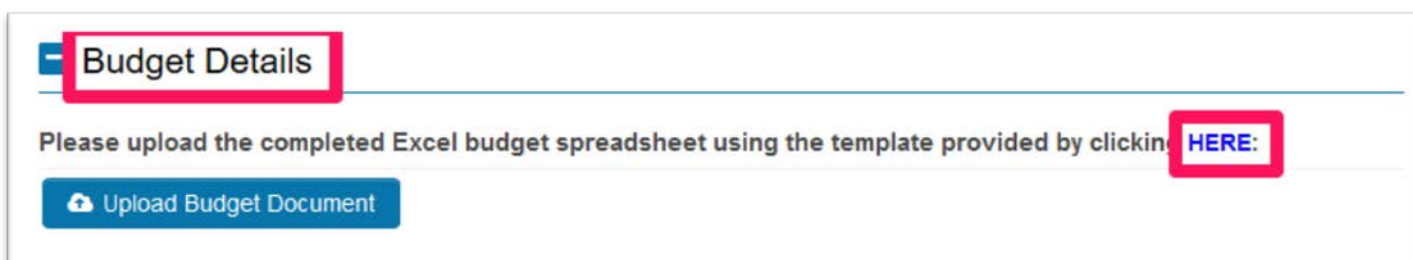
8. Click **Close**.
9. Finally, to complete the upload, press **Save Draft**.

Note: To replace / delete a document previously uploaded:

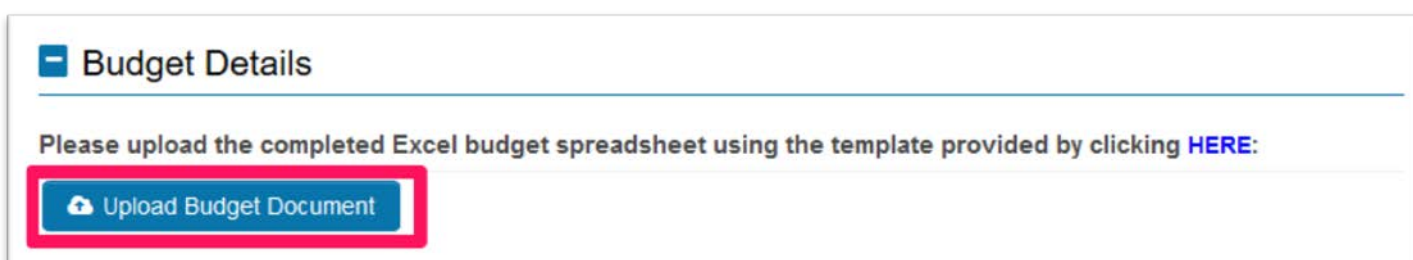
- Click the **Delete** button  and Repeat steps 6-11.

How to upload the budget template

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.

The 'File Upload' dialog box has a title bar with a close button (X). Below the title bar, there is a 'Select File:' label followed by a text input field and a blue 'Browse...' button. The 'Browse...' button is highlighted with a red rectangular box. Below this, there is an 'Attached File:' label and a 'Max. 1GB' limit indicator. At the bottom of the dialog, there are two buttons: 'Upload' and 'Close'.

7. Attach your application form by clicking **Upload**.

The 'File Upload' dialog box is shown with a file selected, indicated by a small thumbnail icon next to the 'Select File:' label. The 'Browse...' button is still present. The 'Attached File:' label now shows a small thumbnail icon. The 'Max. 1GB' limit is still present. The 'Upload' button is highlighted with a red rectangular box. The 'Close' button is also visible.

10. If upload is successful, you'll be able to see your file as attached.

The 'File Upload' dialog box shows the file successfully uploaded. The 'Attached File:' label now shows a larger thumbnail icon. A red arrow points to the 'Close' button. The 'Max. 1GB' limit is still present. The 'Upload' button is no longer visible, and the 'Email', 'Delete', and 'Close' buttons are now visible at the bottom.

11. Click **Close**.

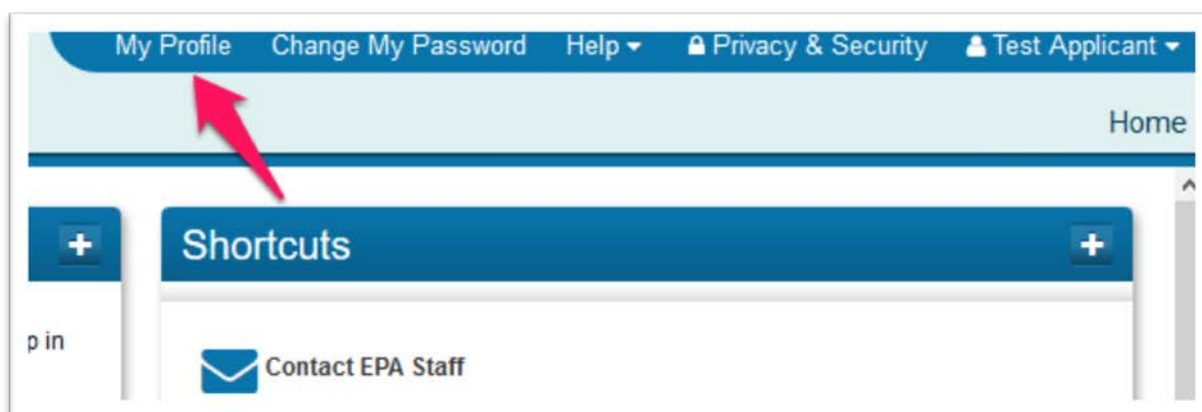
12. Finally, to complete the upload, press **Save Draft**.

Note: To replace/delete a document previously uploaded:

- Click the **Delete** button  and repeat steps 6-11

How to find your EPA PIN number

- Every registered user is given a unique personal information number (EPA PIN).
- To find your EPA PIN, click **My Profile** link in the header.



3. Your EPA PIN number is shown at the bottom of the page.

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)

Only the lead researcher from a partner organisation should be added as a project participant

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**, then select the **Click here to Add a Participant** button.

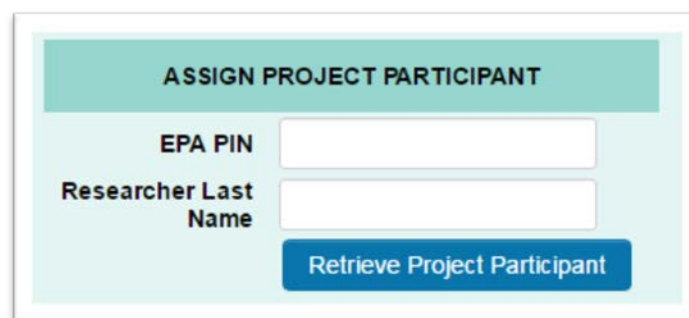
Adding Project Participants and their Organisations

For instructions on how to add a project participant, please see the **current Quick guide to the on-line portal (making an application)** - available on the home screen by clicking the **Using This Portal** icon.
For participants who are not registered: you will need to request them to register.

Request Participant
Signup: [Request](#)

Assign Project Participant
/ Co-Supervisor: [Click Here to Add a Participant](#)

3. The **Assign Project Participant** window will open. Complete the **EPA PIN** and **Researcher Last Name** fields. Click **Retrieve Project Participant**.



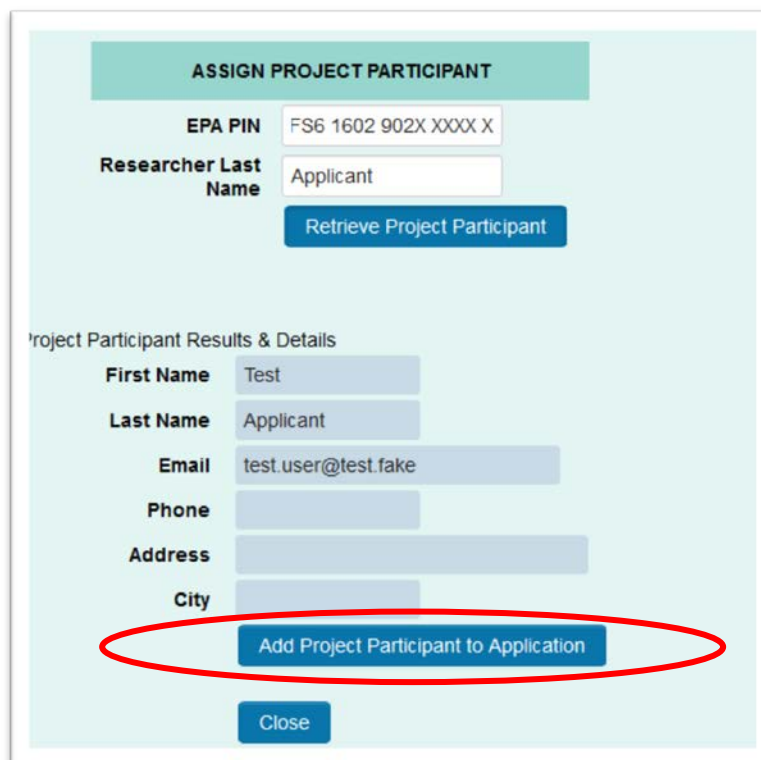
ASSIGN PROJECT PARTICIPANT

EPA PIN

Researcher Last Name

[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 **Add Project Participant to Application**.



ASSIGN PROJECT PARTICIPANT

EPA PIN

Researcher Last Name

[Retrieve Project Participant](#)

Project Participant Results & Details

First Name

Last Name

Email

Phone

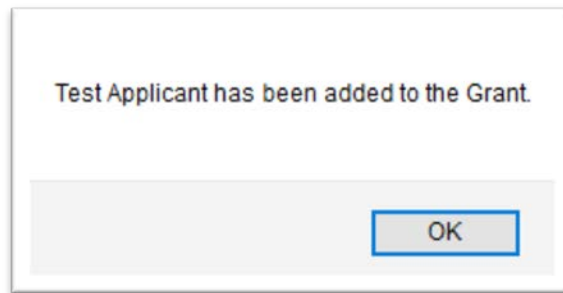
Address

City

[Add Project Participant to 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 Co-ordinator and Participants** table.

Project Co-ordinator and Participants:		
Full Name	Role	Organisation
	Project Coordinator	test 2
Test Applicant	Project Participant	test 2

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

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 register.

1. On the application screen, scroll down to the section headed **Adding Project Participants and their Organisations**. Click **Request**.

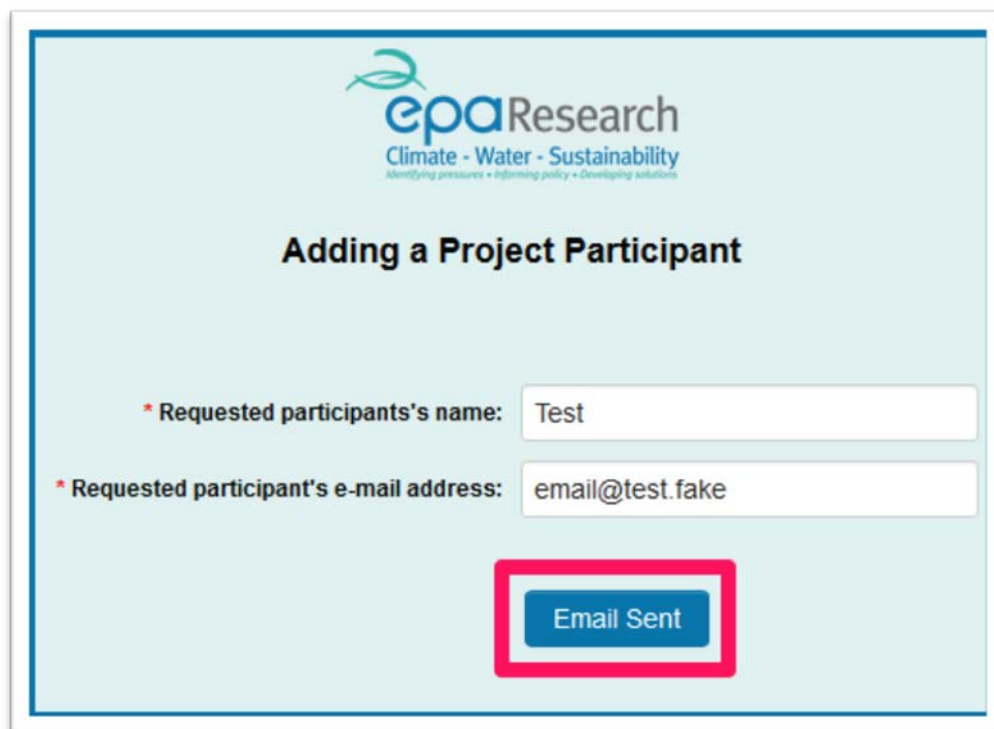
A screenshot of a web application interface. At the top, a pink header bar contains the text "Adding Project Participants and their Organisations". Below this is a light blue informational box with text about the quick guide and registration. Underneath, there are two buttons: "Request Participant Signup" and "Request". The "Request" button is highlighted with a red rectangle. At the bottom, there is a label "Assign Project Participant / Co-Supervisor:" followed by a blue button labeled "Click Here to Add a Participant".

2. The **Adding a Project Participant** window will open. Complete requested fields. Click **Send Request**.



The screenshot shows a web form titled "Adding a Project Participant" under the "epaResearch" logo. The logo includes the text "Climate - Water - Sustainability" and "Identifying pressures • Informing policy • Developing solutions". The form has two input fields: "Requested participants's name:" and "Requested participant's e-mail address:". A blue button labeled "Send Request" is at the bottom.

3. You must enter a valid email address for your participant, as the registration request is sent via email.
4. **Send Request** button caption will change to **Email Sent**.



This screenshot shows the same form as the previous one, but with the input fields filled. The "Requested participants's name:" field contains the text "Test", and the "Requested participant's e-mail address:" field contains "email@test.fake". The blue button at the bottom now says "Email Sent" and is highlighted with a red rectangular border.

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 an 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.

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 confirm that my organisation and any partner organisations will adhere to the commitments of the National Policy Statement on Ensuring Research Integrity in Ireland and will abide by the Guidelines included in the European Code of Conduct for Research Integrity.

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.

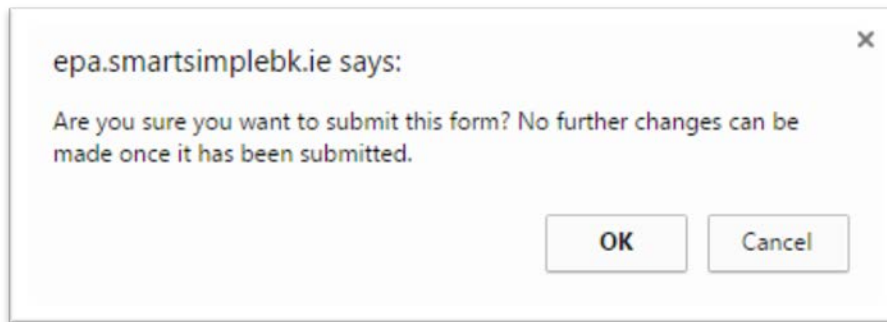
IF YOUR ORGANISATION OR ANY OF YOUR PARTNER ORGANISATIONS IS/ARE A HIGHER EDUCATION INSTITUTION: I confirm that my organisation and any partner organisations has/have attained the Athena Swan Bronze Institutional award or that it is / they are committed to attaining the award by 2019.

*** I Agree:** ☐ I confirm agreement with the above statements

*** I have uploaded all required documents:**

(Including the Budget Document) ☐ Yes

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 your 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 going to the **Applications & Historic Grants** section on your Home Page and selecting the **Submitted Applications** tab.

If you have any questions please click [this](#) link to contact EPA research staff.

Open Calls

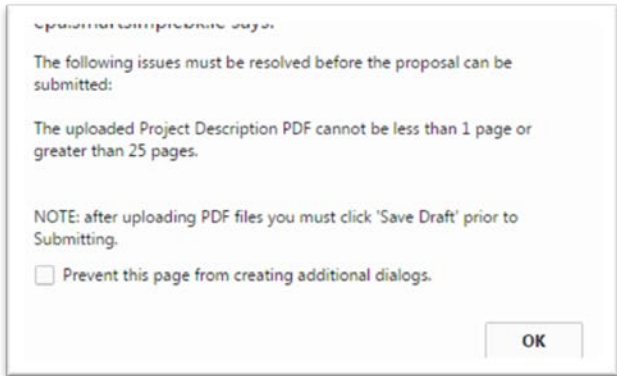
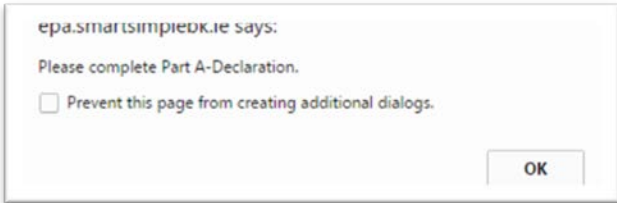
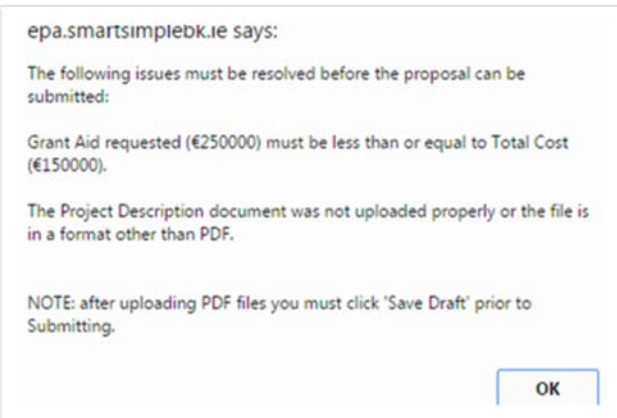
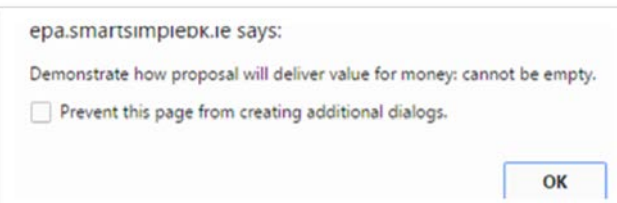
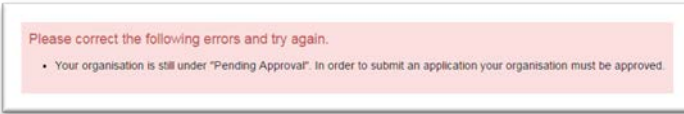
#	Call Name	Current Call Documents	Call Deadline	
1	Climate 2016 Project 1	View	2017-04-23 08:00	You have already created an Application for this Call.
2	Sustainability 2016 Project 1	View	Rolling Call	Apply

Applications & Historic Grants

Draft Applications Submitted Applications **Applications and Grants**

#	Proposal Number	Project Type	Project Title	Institution	Created Date	Status	Open
1	4579	CCRP - Project Based Awards	Test	test 2	16/04/2017	Submitted - Pending Institution Approval	Open

Possible Error Messages

Error message	What it means	What do I do?
	You have tried to upload the wrong file format or not respected the page limit	Click 'ok' and amend your upload
	You have forgotten to tick the 'I agree' box in the declaration section	Click 'ok' and complete the declaration section
	The 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.
	Your organisation has not yet been approved by the EPA	You cannot submit the application until you receive an email from donotreply@epa.ie notifying you that your organisation has been approved.
Another issue that causes an error message is the use of commas in any fields containing numbers.		

Please ensure that you do not leave it to the last minute to submit the application. 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. 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.
4. 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 going to the **Applications & Historic Grants** section and selecting the **Submitted Applications**

The screenshot displays the EPA application portal. At the top, there is a header with a link to contact EPA research staff. Below this, the 'Open Calls' section is visible, listing two calls: 'Climate 2016 Project 1' and 'Sustainability 2016 Project 1'. The 'Applications & Historic Grants' section is highlighted, and the 'Submitted Applications' tab is selected. A red arrow points to this tab. Below the tab, a table lists submitted applications. The first application is '4579', a 'CCRP - Project Based Awards' project titled 'Test', submitted on '16/04/2017' with a status of 'Submitted - Pending Institution Approval'. The 'Open' button is visible next to the application.

#	Proposal Number	Project Type	Project Title	Institution	Created Date	Status	Open
1	4579	CCRP - Project Based Awards	Test	test 2	16/04/2017	Submitted - Pending Institution Approval	Open

Under option 2:

- You will be notified (by automated email from donotreply@epa.ie) that the proposal has not been authorised by your organization. The reason for this will be provided in the email
- You can also view the reason for this decision by viewing your proposal. You can do this by going to **Submitted Applications** tab under **Applications & Historic Grants** section on your **Home** page.

If you have any questions please click [this](#) link to contact EPA research staff.

Open Calls

#	Call Name	Current Call Documents	Call Deadline	
1	Climate 2016 Project 1	View	2017-04-23 08:00	You have already created an Application for this Call.
2	Sustainability 2016 Project 1	View	Rolling Call	Apply

Applications & Historic Grants

Draft Applications Submitted Applications **Applications and Grants**

#	Proposal Number	Project Type	Project Title	Institution	Created Date	Status	Open
1	4579	CCRP - Project Based Awards	Test	test 2	16/04/2017	Submitted - Pending Institution Approval	Open

- 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 email research@epa.ie immediately and prior to the organisation approval deadline.

Under option 3:

- You will be notified (by automated email from donotreply@epa.ie) that the proposal requires revision. Details of the required revisions will be contained in the email.
- You can access the application to make the necessary revisions by going to **Applications & Historic Grants** section on your homepage - it will be visible under **Draft Applications** tab.

If you have any questions please click [this](#) link to contact EPA research staff.

User Guides

Open Calls

#	Call Name	Current Call Documents	Call Deadline	
1	Climate 2016 Project 1	View	2017-04-23 08:00	You have already created an Application for this Call.
2	Sustainability 2016 Project 1	View	Rolling Call	Apply

Applications & Historic Grants

[Draft Applications](#) [Applications](#) [Historic Applications and Grants](#)

#	Proposal Number	Project Type	Project Title	Institution	Created Date	Status	Edit
1		CCRP - Project Based Awards			16/04/2017	Draft	Open

- 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.
- Any revisions / subsequent re-authorisations **must** be made before the organisation approval deadline, or the application is invalid.

Printing your application

1. To print the application form, click the **Print Form** Button on the application form

Main Transactions

Type: CCRP - Project Based Awards Created Date: 16/04/2017

Project/Proposal Number: 4579 Project Coordinator: Test Applicant

Organisation: test 2 Modified Date: 16/04/2017 20:05

Status: Draft

Project

Print Preview [Print Form](#)

Call Deadline: 2017-04-23 08:00:00

Organisation Approval Deadline: 2017-04-30 18:00:00

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

Export as PDF

EPA Research Programme 2014-2020
Project Based Awards

At this moment the application can not be submitted, because your organisation has not yet been approved formally by EPA.

Project

Submission Date:

Proposal Number:

Project Code:

Created Date:

Pillar:

Sub Pillar:

Project Overview

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

The evaluation process

- All valid, authorised submissions will be sent for evaluation.
- For indicative timeframe, please see Call Technical Description.
- You will be notified in writing of the outcome of this process.
- Your application will not be visible to you during the evaluation process.

The negotiation process

- 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.
- Login to the portal; go to **Submitted Applications** tab under **Applications & Historic Grants** section on your Home page.
- Click on the **Evaluation-Negotiation OPEN** button

Applications & Historic Grants					
Draft Applications Submitted Applications Historic Applications and Grants					
Submitted Applications					
Proposal Number	Project Status	Project Title	Institution	Created Date	View
1	Grant Negotiation	Test project #1	test 2	2015-07-08 11:53:15	Open
Report Type Name		Report Status		Due Date	View/Edit
Evaluation - Negotiation		Revision Required		26/04/2017	Open

- View the technical and budget queries by clicking the appropriate hyperlinks.
- 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. [Technical_queries_test.docx](#)

Technical Queries

Upload

Response:

☐

File Name

Size

☐

1. [Technical_queries_test - response.docx](#)

12 KB

Technical Queries Status: Pending

Budget Queries

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

Budget Queries:

File Name

1. [Budget_queries_test.xlsx](#)

Budget Queries

Upload

Response:

☐

File Name

Size

☐

1. [Budget_queries_test - response.xlsx](#)

8 KB

Budget Queries Status: Pending

6. Click **Save Draft**.
7. 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.
8. Once you are happy with your responses, click **Submit**.
9. Your responses will be reviewed.
10. If further revisions are required, you will be notified by email via donotreply@epa.ie. Repeat steps 2-8 as required.
11. 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.