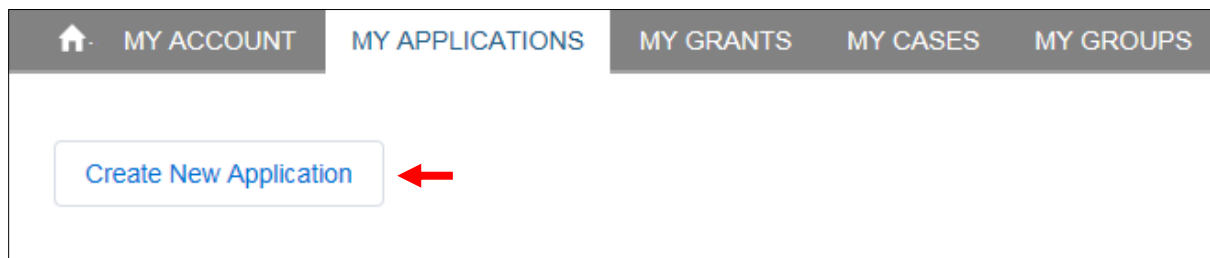


TECHNICAL INSTRUCTIONS: How to fill in the IFS Application

These technical instructions describe how to complete your IFS application on the IFS Community online platform. For content guidelines on what to include in your IFS please see the document called “*Guidelines for Application (content)*” which is available on the IFS Community.

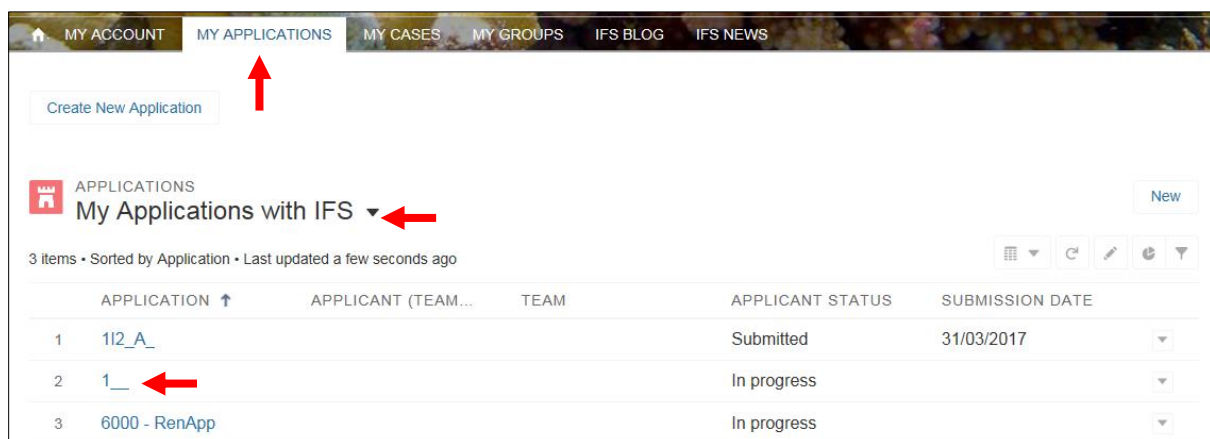
HOW TO CREATE AN APPLICATION

- Click on the tab **MY APPLICATIONS**
- Click on the button **Create New Application**
- Enter the requested information
- Click on the button **Create Application**



HOW TO FIND YOUR APPLICATION

- Click on the tab **MY APPLICATIONS**
- Select the list view **My Applications with IFS**
- Click on the reference number of the application that you want to work on

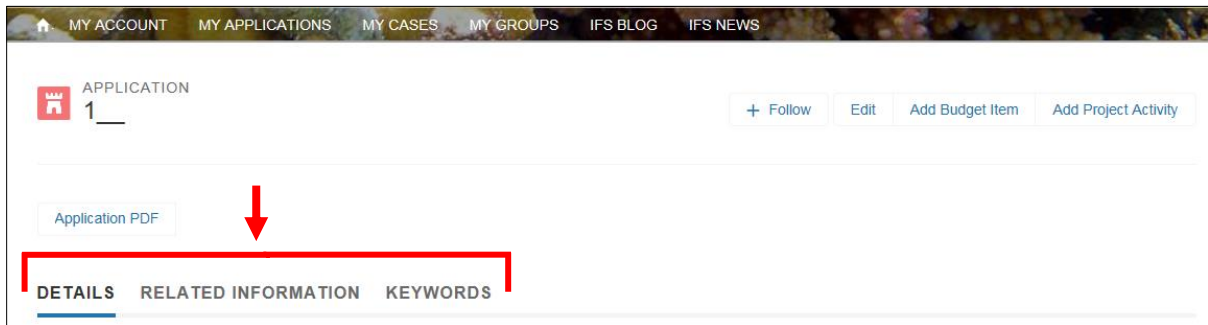


WHICH APPLICATIONS CAN I SEE?

You can only read and edit the applications you have created. Once you have submitted an application to IFS, you can no longer edit it. You can still read your submitted applications, but not make changes to them.

HOW TO ENTER INFORMATION IN YOUR APPLICATION

In the Application you have three tabs: **DETAILS**, **RELATED INFORMATION**, and **KEYWORDS**

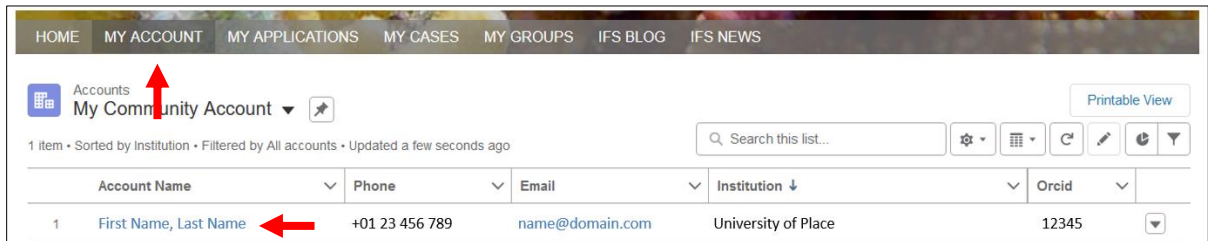


- **DETAILS** shows an overview of the information about you and your application. If you want to correct this information, it has to be done in **MY ACCOUNT** (see below).
- **RELATED INFORMATION** is where you enter the more detailed information about your project, in the Application Sections, Budget, Project Timeline and Additional Files.
- **KEYWORDS** is where you enter your keywords for this project. Details on how to do this are give further down in this document.

HOW TO UPDATE YOUR PERSONAL INFORMATION

Your personal information, including your contact details and information about your institution, are stored in **MY ACCOUNT**. To change these:

- Click on the tab **MY ACCOUNT**
- Click on your name under **Account Name**



- Click on **Edit**, updated your information, then click on **Save**



HOW TO ENTER INFORMATION IN THE RELATED APPLICATION SECTIONS

In the related Application Sections you will have to enter the more detailed information on your project. Please refer to the *IFS Application Content Guidelines* whilst preparing your application. The website link to the Guidelines will also appear in each section.

To add text in an Application Section:

- On your Application, click on **RELATED INFORMATION**
- Click **View all** to see **all** sections (**there are more than sections than the 6 shown here**)
- Click on the name of the section that you wish to fill-in and click **Edit**

APPLICATION SECTION NAME	LAST MODIFIED DATE
Section 1 - Project Overview	02/04/2017 15:55
Section 2 - Institutions	02/04/2017 15:55
Section 3 - Language Skills	02/04/2017 15:55
Section 4 - Education	02/04/2017 15:55
Section 5 - Employment	02/04/2017 15:55
Section 6 - Research to Date	02/04/2017 15:55

[View All](#)

- Enter your information for each section
- Click on the **Save** button. This will bring you back to **DETAILS**, then click on **RELATED INFORMATION**
- Repeat these steps for each application section. You can fill in the sections in any order you like.

HOW TO ADD PROJECT ACTIVITIES FOR YOUR PROJECT TIMELINE

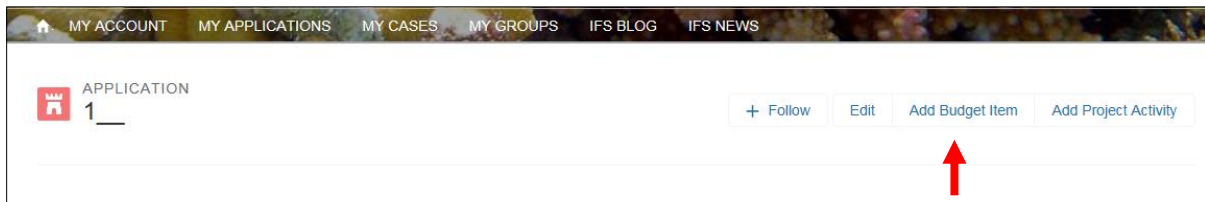
- On the Application click on **Add Project Activity**

- In the **Project Timeline** enter the name of the activity
- Select the **Expected Start Date** and **Expected End Date**. The duration of each Project Activity is automatically calculated.
- Click on **Save**
- Repeat the steps above for all your Project Activities
- You can update the information for any Project Activities by selecting it and clicking **Edit**

If you want to remove a project item, you cannot do that. It has to be done by IFS. Instead write "NOT VALID" as **Project Timeline**. Project Activities that are marked this way will be removed by IFS after you submit your application.

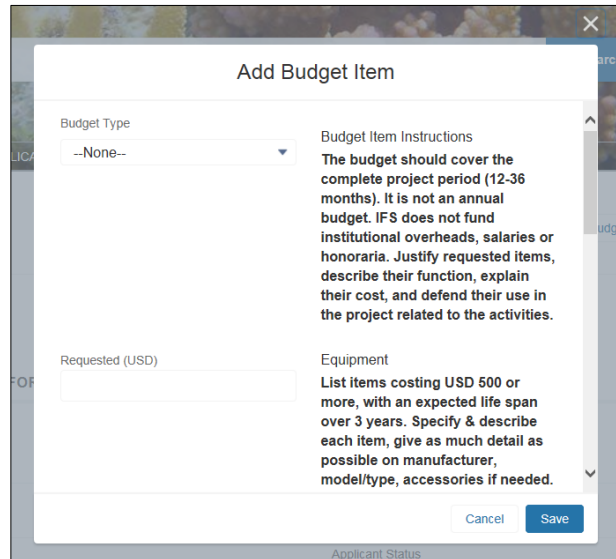
HOW TO ADD A BUDGET REQUEST TO YOUR APPLICATION

- On the Application click on [Add Budget Item](#)



- Select the **Budget Type**, e.g. Equipment. There is a help text for each budget type. Scroll down to see them all
- In the **Budget Item** enter the budget item name, e.g. Microscope
- Enter the amount requested in **Requested (USD)**
- Enter a **Budget Justification** (explanation) for the requested item
- Click on [Save](#)
- Repeat the steps above for all your Budget Items
- You can update the information any Budget Item by selecting it and clicking [Edit](#)

The Budget sums are accumulated automatically. You can see the total sum of your requested budget as well as the requested sum per budget type under **DETAILS** of your Application.



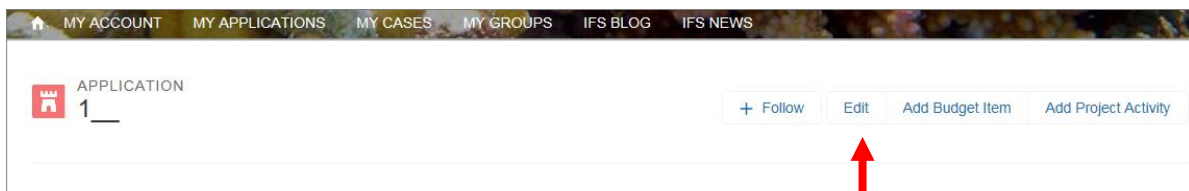
If you want to remove a budget item, you cannot do that. It has to be done by IFS. So, write "NOT VALID" as **Budget Item** and specify "0" (zero) as amount. Budget items that are marked this way will be removed by IFS after you submit your application.

HOW TO ADD KEYWORDS TO YOUR APPLICATION

The keywords you select will help us identify relevant reviewers for your application. We recommend that you wait until you have filled in most of the application sections before you do this.

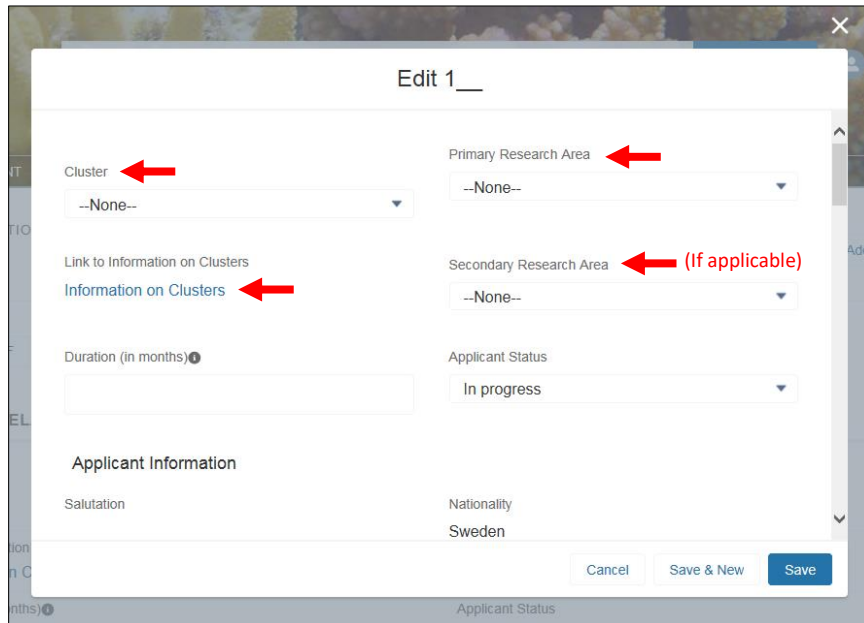
To find be able to select keywords for your application, you must first select your **Primary Research Area**. You may also select a **Secondary Research Area** if applicable for your application.

Go to your Application and click on [Edit](#).



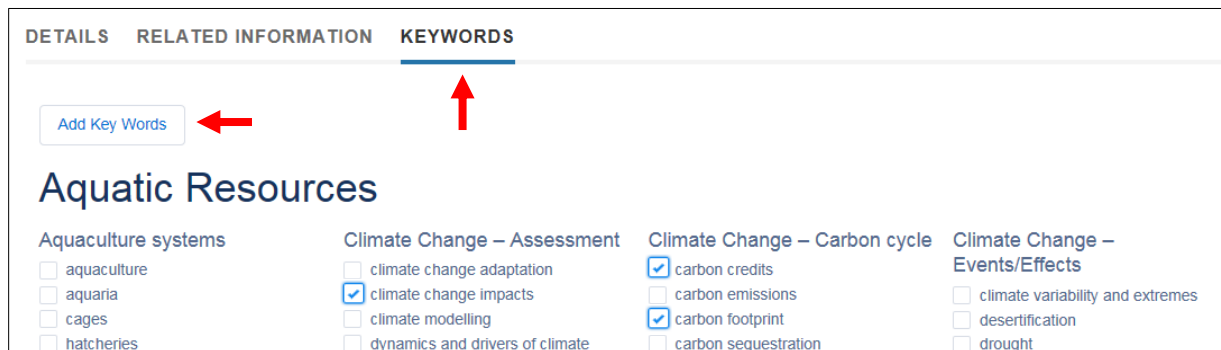
In the window that opens you will find fields with basic information about the application. This is where you can select the **Cluster** that your project belongs to (click on the [Information on Clusters](#) link to read more about IFS clusters) and select the **Research Area** that your project belongs to. Do not change the **Applicant Status** until you are ready to submit your application, as detailed at the end of this document.

- Select **Primary Research Area** and **Secondary Research Area** (if applicable) from the drop-down lists
- Select the IFS Cluster that your project belongs to
- Click on [Save](#)



Your selection of Research Area(s) will generate keywords related to that area. Keywords are grouped under subheadings to facilitate your search for words that best describe your project. We recommend that you carefully check the entire list before deciding on which keywords you want to select.

Once you have selected your research area, click on **KEYWORDS**.



- Here you will find the groups and keywords related to your selected Research Area
- To select a keyword, tick the box next to it
- Choose keywords that **best represent your project**
- You may select up to **10 keywords**
- Once you are satisfied with your selection, Click on [Add Key Words](#) after which you will see this:

Key words added successfully

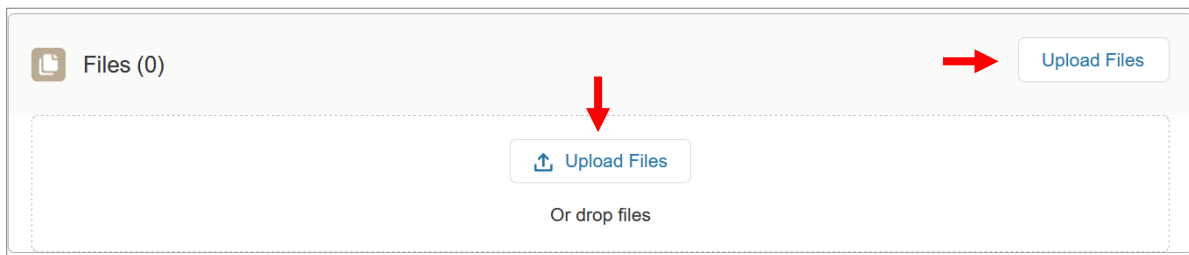
Please note that if you want to update your keywords after you have clicked [Add Key Words](#), your previous keywords will disappear, and you will have to select all your keywords again. Your keywords are now shown on your Application and can be seen by selecting the **RELATED INFORMATION** tab on the Application and by scrolling down to **Application Keywords**.

Application Keywords (4)	
APPLICATION KEYWORD NAME	KEYWORD
AK-00080	Climate Change – Carbon cycle - carbon for
AK-00081	Climate Change – Carbon cycle - carbon cr
AK-00082	Climate Change – Assessment - climate ch
AK-00083	Climate Change – Events/Effects - flooding/
View All	

HOW TO UPLOAD ADDITIONAL FILES

To upload additional files to your application, select the **RELATED INFORMATION** tab on the Application and scroll down to **Files**

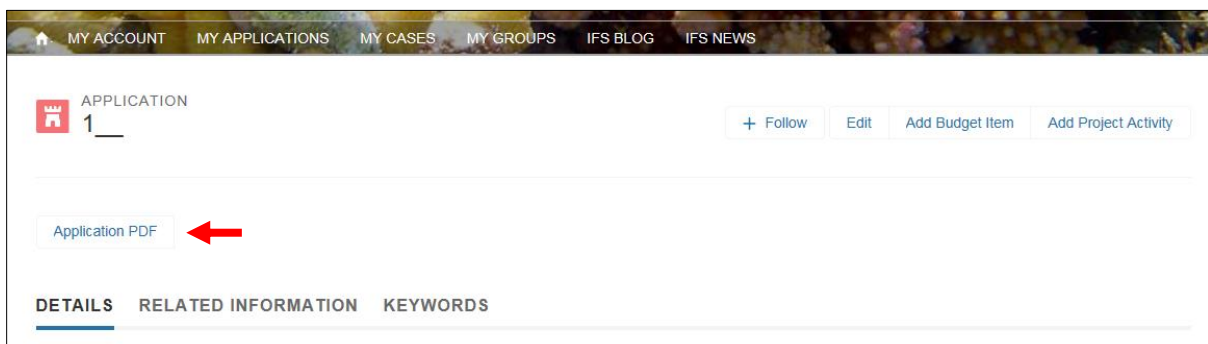
- Ensure that you name your files according to the IFS Application Guidelines
- Click on **Upload Files** and select the files you want to upload, or simply drag-and-drop them into the box where it says **Or drop files**



HOW TO CHECK YOUR APPLICATION PDF

At any point in the application process, you may view your Application PDF. The Application PDF is the version of your application which will be evaluated after you submit your application, therefore it is very important that you check that all your information is correctly displayed in the Application PDF before you submit your application.

- On the Application click on **Application PDF**
- The PDF file will of your application will be downloaded to your computer for you to access



HOW TO SUBMIT YOUR APPLICATION

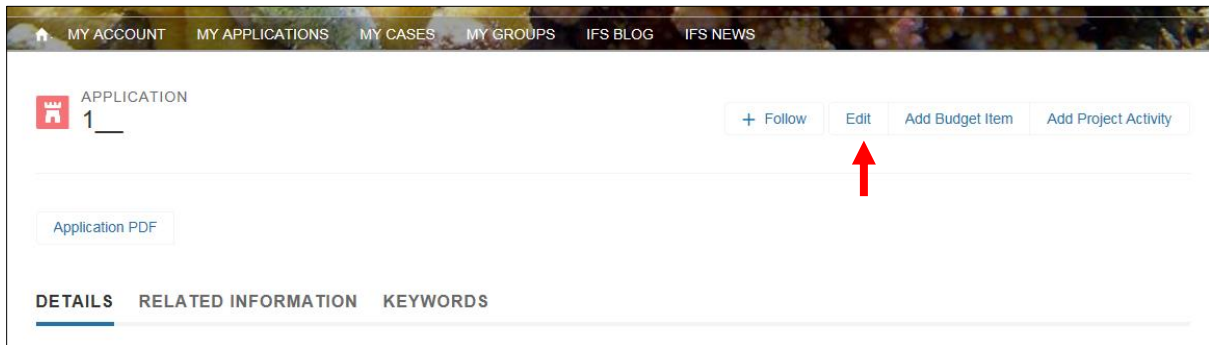
After you have submitted your application, you can no longer make any changes to it. It is therefore important that you check the application carefully before changing the status to **Submitted**.

Before Submitting:

- Check that you have completed all the information in the Application, the Application Sections, the Budget Items, the Project Activities, added your Keywords, and uploaded your Additional Files
- Check your Application PDF to ensure all the information displayed is correct

To Submit your application:

- On the Application, click on **Edit**



- In the box **Applicant Status**, select **Submitted**
- Click on **Save** to submit your application
- You will receive an email confirmation of receipt

