The Stanley Medical Research Institute

RESEARCH GRANT APPLICATION INSTRUCTIONS

GENERAL GUIDANCE

The research grant application process includes three easy steps:

Step One - Create an Account
You must create an account before you can apply for a grant. If you are submitting multiple grant applications, you must create a different account for each application.

Step Two – Complete Application Form
After you log on, you are required to select the Project Category, Levels of Funding, and enter your first name and last name in the appropriate fields before you can move beyond page one. The system will allow you to save information entered, exit, and return to the application form as needed before you submit the application.

Step Three – Submit Application
Click on the Submit Button; the system will display the completed application form. Click on the Confirm Button; the system will confirm that all required fields have been completed and required documents have been uploaded. If all required fields have been completed and required documents have been uploaded, then a dialogue box will appear asking if you are certain that you want to submit this application. Click OK to submit the application or Cancel to make additional changes. After you successfully submit the application, the system will allow you to print a copy of the application for your records. However, you will no longer be able to access your application electronically. The system will send the primary investigator a confirmation email that will include a grant application identification number and instructions on what to do if additional changes need to be made to the submitted application.

Note: *After you click on the Confirm Button, if the system detects that you have left any required fields blank or have not uploaded all required documents, you will receive error messages prompting you to enter and/or upload the missing information. Click on the OK Button in the error message dialogue box, then click on the Edit Button to go to the individual page, and then enter or attach the missing information. Then click on the Submit Button and the Confirm Button again. If multiple required fields are left blank and/or required documents are not uploaded, you will need to repeat the process until all required information is entered into the application form.*

Operation Buttons and Links

Page Buttons
Page Buttons are labeled 1 through 5. When you click on a Page Button, the system will save your current application form and move to the designated page.

Save Button
If the screen on a specific page remains inactive for 20 minutes or longer, any information that you have entered but not saved will be lost. Therefore, periodically click on the Save Button to save information as you enter it into the application form.

Reset Button
If you enter information on a specific page without saving it, moving to another page, or exiting the system, you can delete this information by clicking on the Reset Button. However, the Reset Button will not delete any information that has been saved.

Exit Button
Click on the Exit Button to log out of the application or session. Your current application form will automatically be saved.

Submit Button
When you have completed your application form, click on the Submit Button to submit the application. After you click on the Submit Button, you will need to confirm the submission (see Confirm Button).

Confirm Button
After you click on the Submit Button, click on the Confirm Button at the bottom of the page. The system will confirm that all required fields have been completed and required documents have been uploaded. If the system detects that any required fields are blank or required documents were not uploaded, you will receive error messages prompting you to enter or upload the missing information. Click on the OK Button in the error message dialogue box, then click on the Edit Button to go to the individual page, and then enter and/or attach the missing information. Then click on the Submit Button and the Confirm Button again. If multiple required fields are left blank and/or required documents are not uploaded, you will need to repeat the process until all required information is entered into the application form.

Edit Button (on the confirm page)
Click on Edit Buttons to go to individual pages to edit fields.

Print Link
Prior to submitting your application, you may use the Print Link on each page to print out a copy of the application form for proofreading purposes. After you successfully submit the application, the system will allow you to print a final copy of the application for your records.

UPLOAD FUNCTION

You are required to create separate Microsoft Word documents with different names for each file that you plan to upload (e.g., Primary Investigator's CV, Co-Investigator's CV, Sources of Research Funds).

To upload a file, click on the appropriate Browse Button. At the next screen, click on the Browse Button, select the document you want to upload, and then click on the Upload Button. You should see a message indicating that your document was successfully uploaded. Click on the Close Window Button to return to the application. The file name for the uploaded document will appear when you click on the Save Button, move to another page, or exit the application.

After you upload a file, a Delete link will appear next to the file name. You can click on the Delete link to delete an uploaded file/document. If you want to replace an uploaded file/document with a newer version, delete the current file/document first and then upload the revised file/document.

PREVIEW RESEARCH GRANT APPLICATION FORM

If you have thoroughly read the application instructions and have questions, or if you experience problems while completing the online application form or do not receive a confirmation email after your application has been submitted, please contact Ms. Rhoda Marte by email at marter@stanleyresearch.org or by telephone at (301) 571-0760, ext. 118.