CORDAP High Reward Call 2026

New funding call for bold and transformative coral research

Proposal Submission Assistance Document

Version 1.1
Effective Date: November 2026

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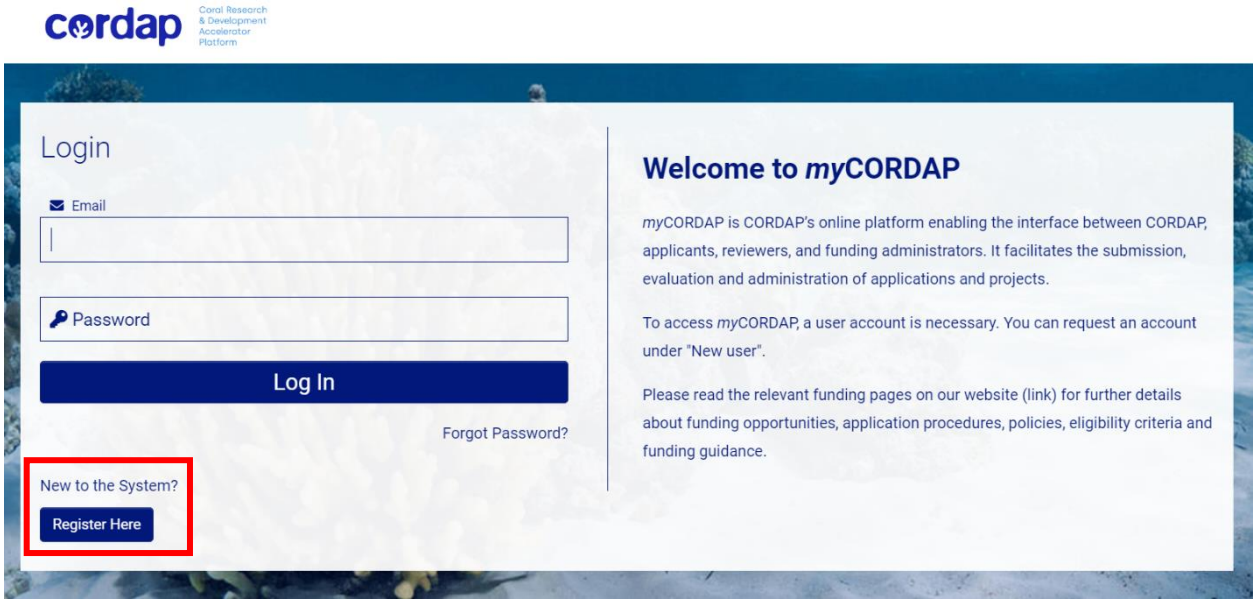
1. Overview

CORDAP uses an online application submission system, *my*CORDAP. The application must be submitted using this system by the lead applicant.

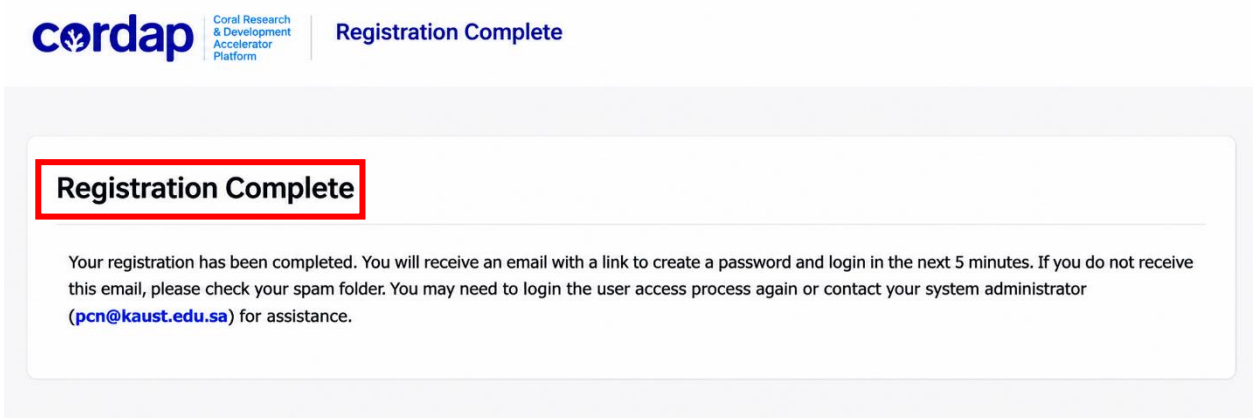
*my*CORDAP is accessed online via web browser; no additional software needs to be installed. The configuration of some browsers and internet infrastructure (popup blockers, firewalls, etc.) may restrict an individual's access to the internet and as a result to the *my*CORDAP system. If you are having any such difficulties, please contact your organization's internal IT support team.

2. Registration



New users will need to register on the system the first time they use it through the ***'Register Here'*** link.

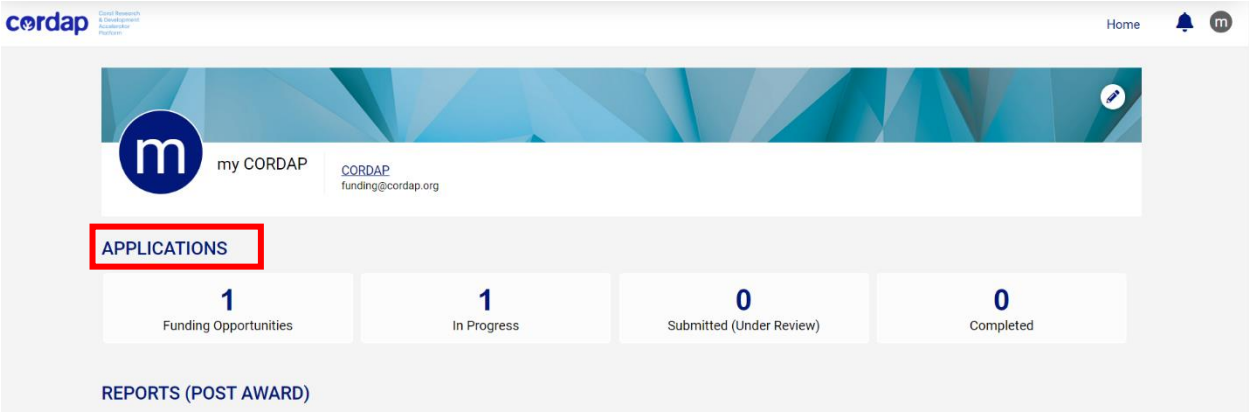
Note: It should be the Lead PI on the proposal who register themselves as a primary contact and submit the application on the team's behalf.



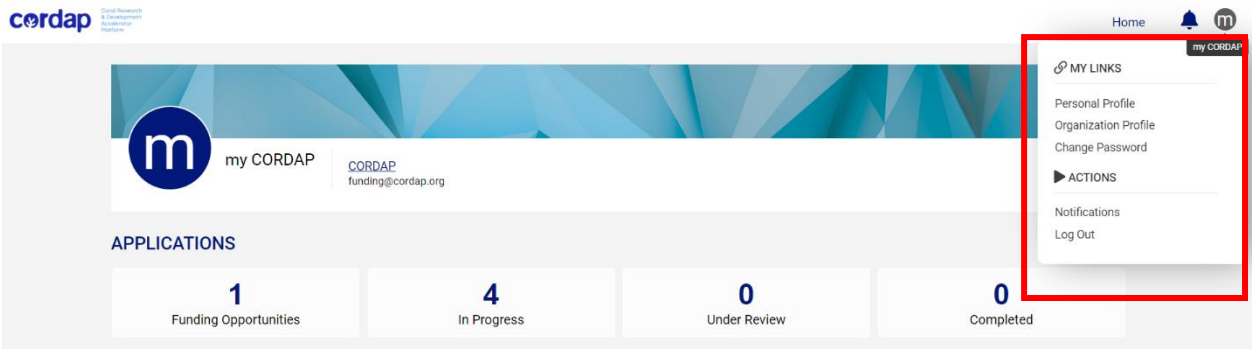
Once you have completed registration, you will be directed to a 'Registration Complete' page, and a temporary link will be sent to the email address you provided during registration. Once you have set your password, you will be directed to your 'Applicant Dashboard' (i.e., homepage).

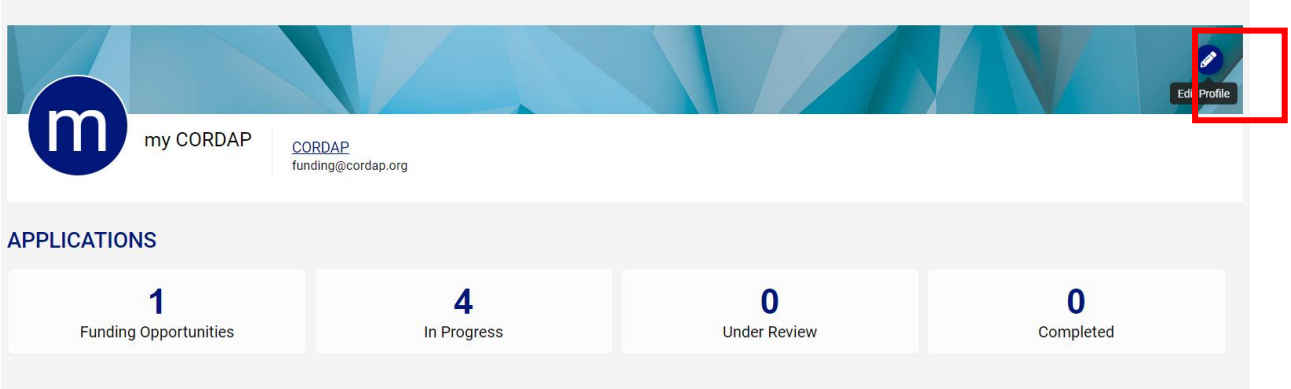
If you have already registered previously as an applicant or reviewer, you can login using your previously created login credentials to access the Applicant Dashboard.

3. Applicant Dashboard (Homepage)



The Dashboard/Homepage is the starting point for creating, accessing, editing, and checking the status of your application(s). You can also manage your contact details, account preferences, and change your password. A separate 'Reports' section will be visible to those who have received support from CORDAP previously.

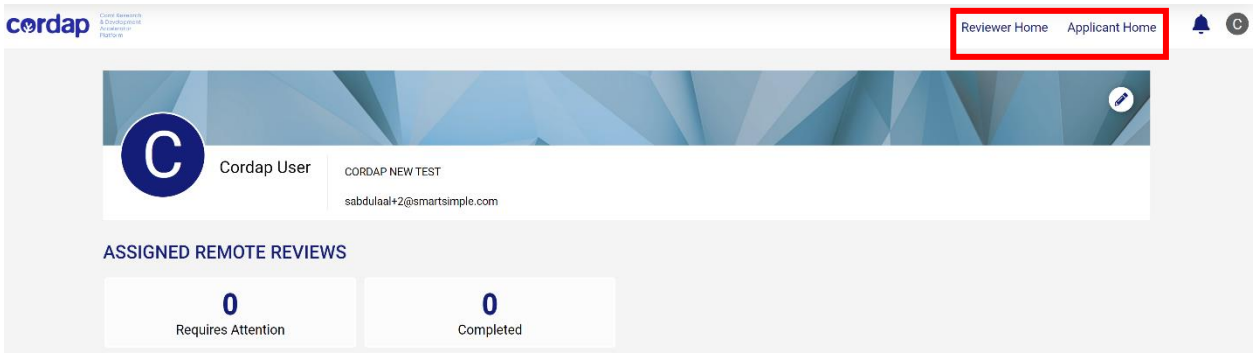


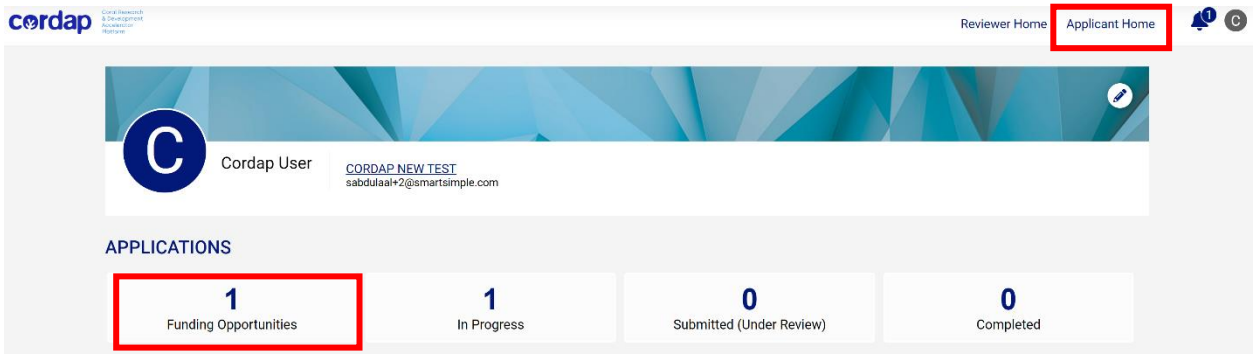


Edit Profile: You can update your contact or organizational details in this section – this information is used to pre-populate details in the ***'Contact Information'*** tab of the application form.

4. Multiple roles on submission portal

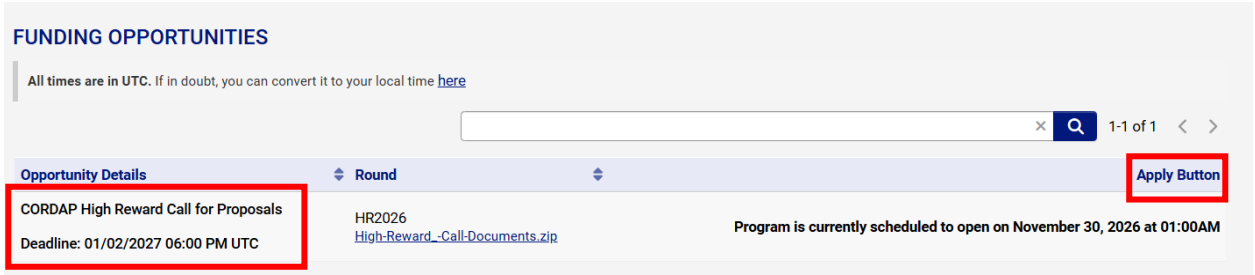
If you have previously reviewed an application for CORDAP and you wish to participate in a funding round as an applicant, use your login credentials to login to your account, which will take you to your Dashboard. In the upper-right, you will see two options: **'Reviewer Home'** and '**Applicant Home.'** Click on the tab 'Applicant Home' to continue as an applicant and submit your application.





5. Creating an application (i.e., proposal)

Only the lead applicant can create an application. The lead applicant can then add co-applicants.

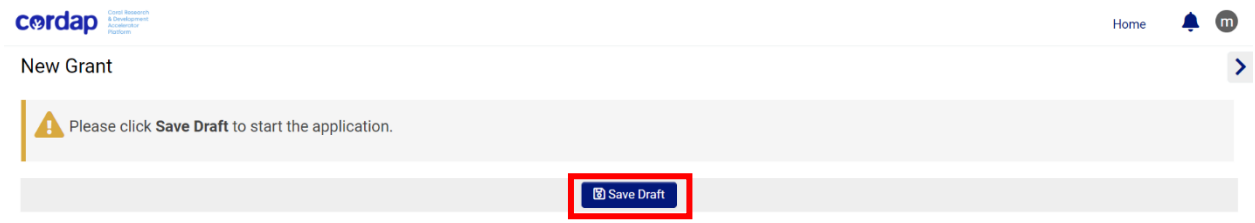


• On your Dashboard/HomePage under ***'Applications,'*** click on '***Funding Opportunities***,' and you will be able to view the current funding opportunities, of which there is currently one: the **High Reward Call.**

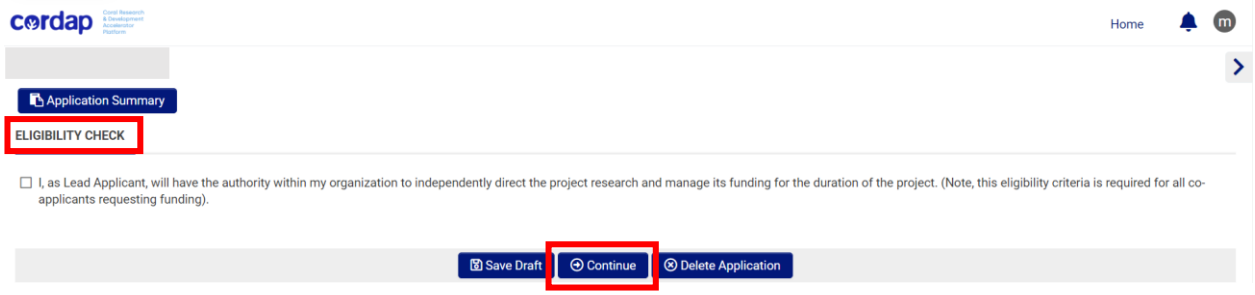
• Click ***'Apply Now'*** and, on the next page, click ***'Save Draft'*** to generate a new application in the system.

You will then be directed to answer an eligibility question to start the application. You can start the application submission procedure after checking the mandatory ***'Eligibility Check'*** box. If you are eligible, check the appropriate box, and click '***Continue***.'

Save Draft



5.1 Eligibility Check

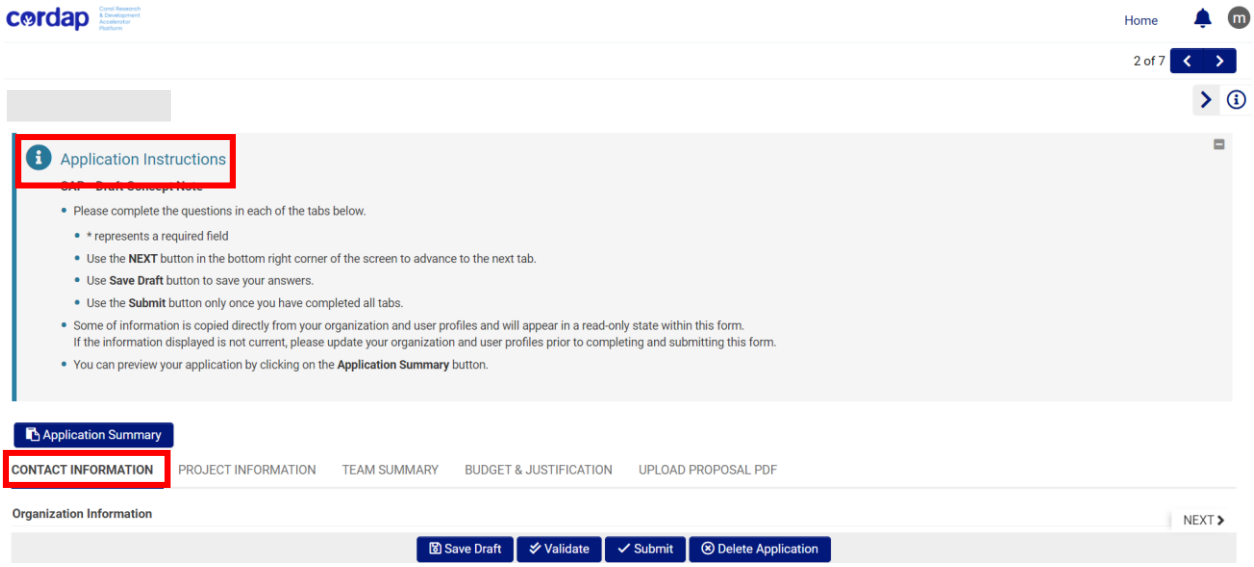


Upon hitting '***Continue***,' you will be taken to the main application page, which has instructions for filling out the different sections of the application.

6. Completing an Application

The application consists of five components (presented as tabs); each must be completed:

- **Contact Information**
- **Project Information**
- **Team Summary**
- **Budget & Justification**
- **Upload Proposal PDF**



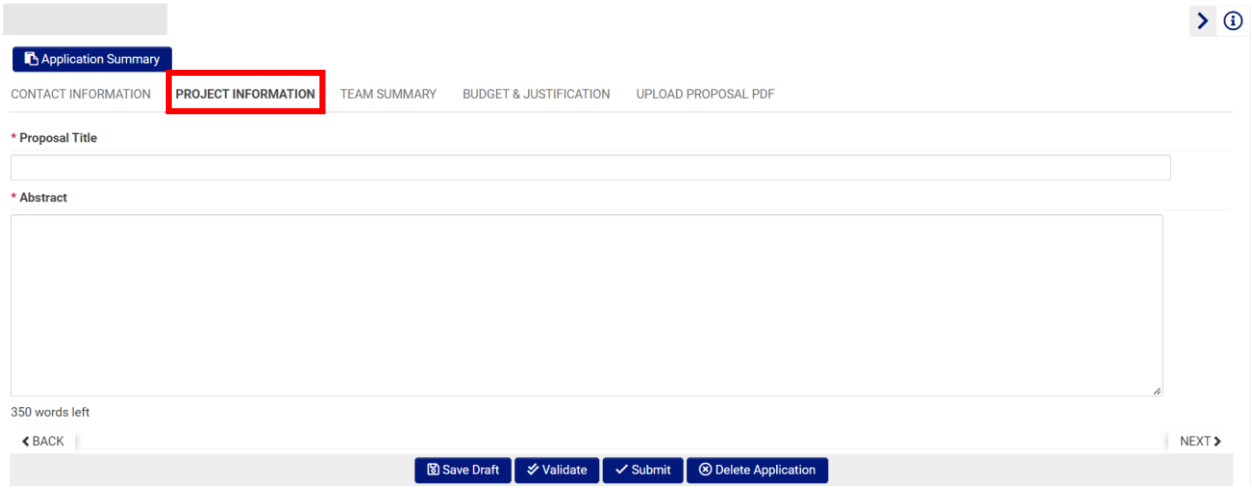
Fill in all required fields in the application form following the instructions below.

6.1 Contact Information

The information in this tab is pre-populated with details you entered during the registration process. In order make changes to this section, you can go to HomePage by clicking on ***'Home'*** and edit your profile as described above to make the necessary changes.

6.2 Project Information

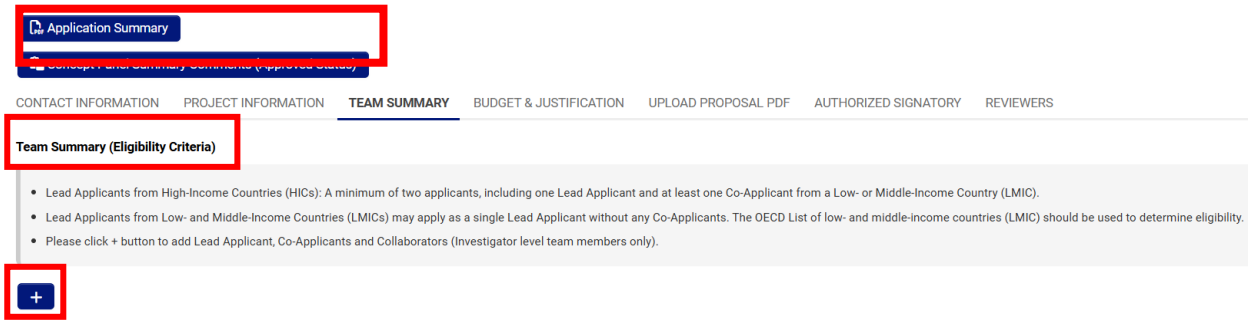
This is where you begin to enter your application's content.



Proposal Title: A good title should paint a quick picture for the reader of the key idea of your project and clearly reflect the focus of your proposal. Avoid using acronyms/abbreviations in the title. Do not make the title too long (preferably <100 characters).

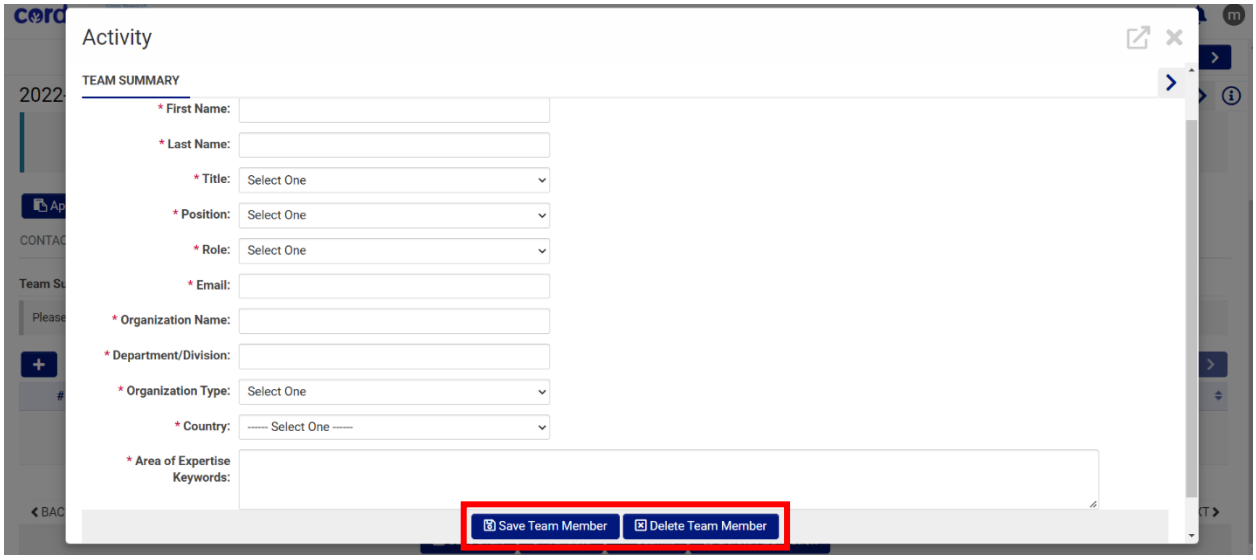
Abstract: The abstract should summarize the significance (need) of the work, the hypothesis, the major objectives of the project, the procedures to be followed to accomplish the objectives, which solutions the project will provide, and what the specific outcomes and the expected potential impact of the work are. Note that the limit is 350 words.

6.3 Team Summary



Adding co-applicants to an application

Click on the '**+**' icon to add co-applicants (team members) along with their details. You are only required to add the details of key team members; this is typically those at the co-investigator level who have the authority and capacity to run their own research programs. The member roles can be a "co-applicant" or "unfunded collaborator" (a team member who will receive no funding). The lead applicant is required to re-enter her/his details again here.



After adding the details of a team member, you can save them by clicking the tab ***'Save Team Member.'*** You can modify this information any time prior to submission. Kindly read the instructions stated under the caption **Team Summary (Eligibility Criteria)**

If you wish to remove a team member before proposal submission, click on the ***'Delete Team Member'*** option.

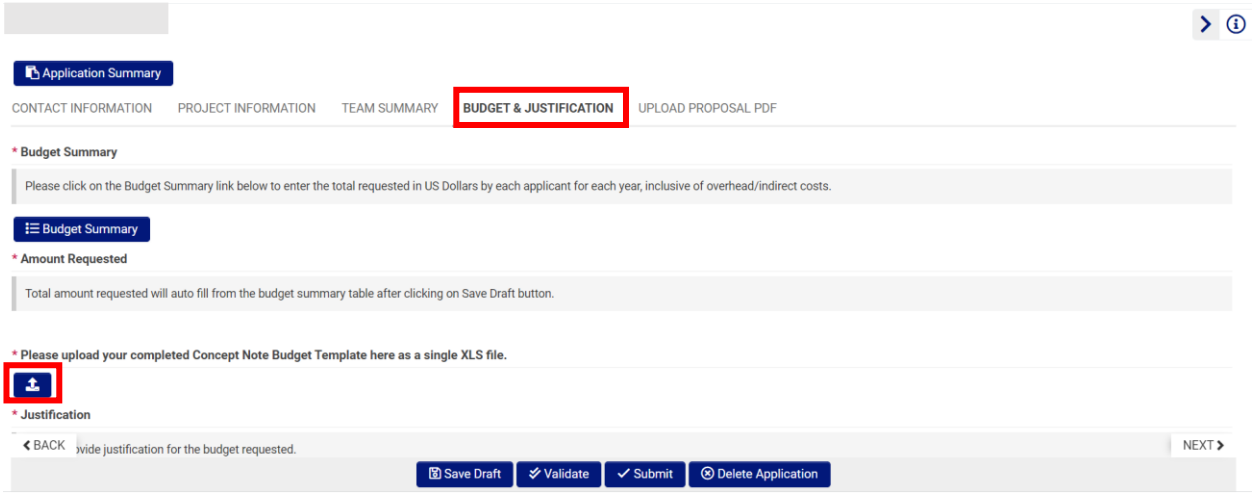
Please note: Do not add information about other personnel/Staff (postdocs, graduate students, interns, etc.) on the application in this tab.

6.4 Budget and Justification

In this section you will be asked to enter high-level budget summary information. It is advisable to wait until your budget planning (based on the Excel template provided) is complete; then, simply copy the respective totals from that file.

The '***Amount Requested***' will be automatically calculated from the figures you enter into the budget summary table.

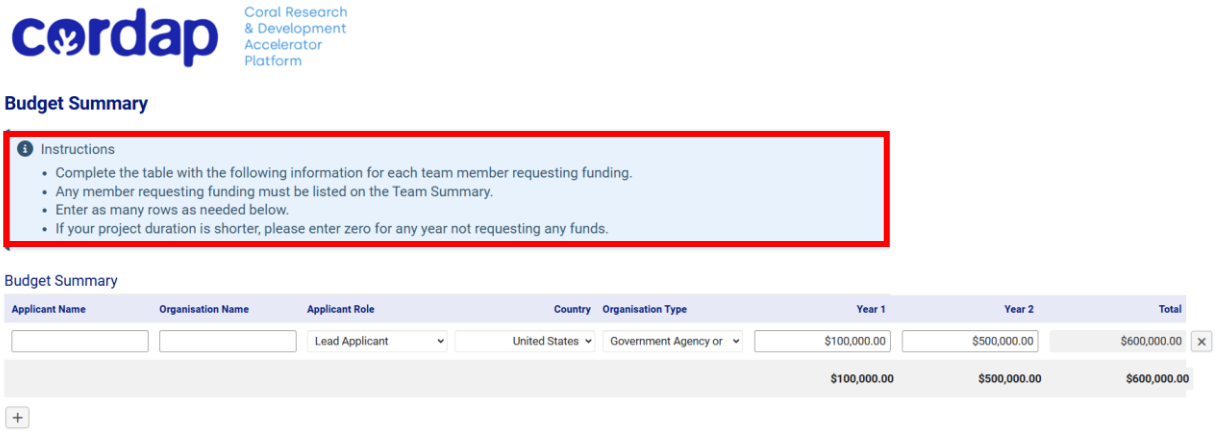
You are also required to upload your completed 'Budget' (based on the template provided) here.

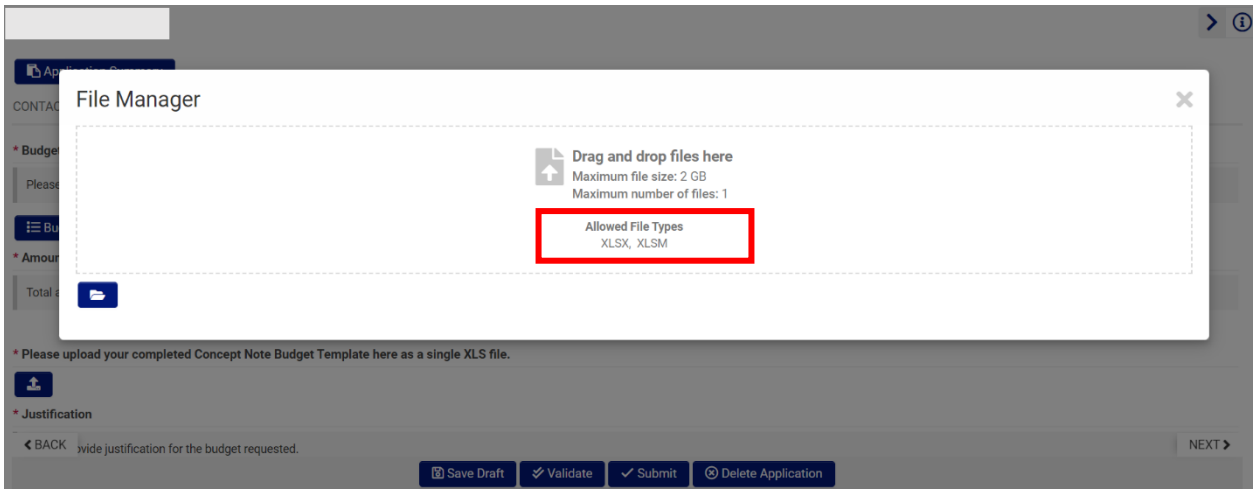


Click on the '***Budget Summary'*** tab and follow the instructions to enter the total budget requests of each team member requesting funding.

If you are only requesting funding for a 1-year project, enter '0' for the remaining years.

The allowed file type in the section is Excel. If an incorrect file type has been uploaded, you can delete the file and upload the correct one.

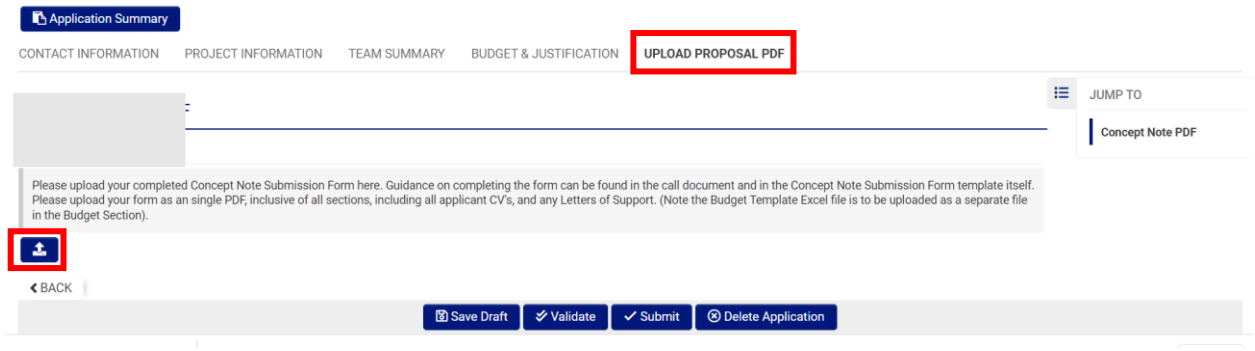




The '**Justification**' tab is to provide the budget narrative. Explain why items are essential in relation to the aims and methodology of the project, as well as meeting its goals. You should not merely restate the proposed expenditures. Detail provided should be commensurate to the amount of the requested line item. At the submission stage, you are trying to demonstrate to the Scientific Advisory Committee (i.e., review panel) that your costs are reasonable, necessary, and provide good value for the funding requested without the requirement of extensive budgetary details.

6.5 Upload Proposal PDF

In this section you will upload your proposal narrative as a single PDF file. This should include applicant CVs (i.e., biographical information).



You can also delete the file and upload an updated version **before** submitting your application.

7. Application Tips

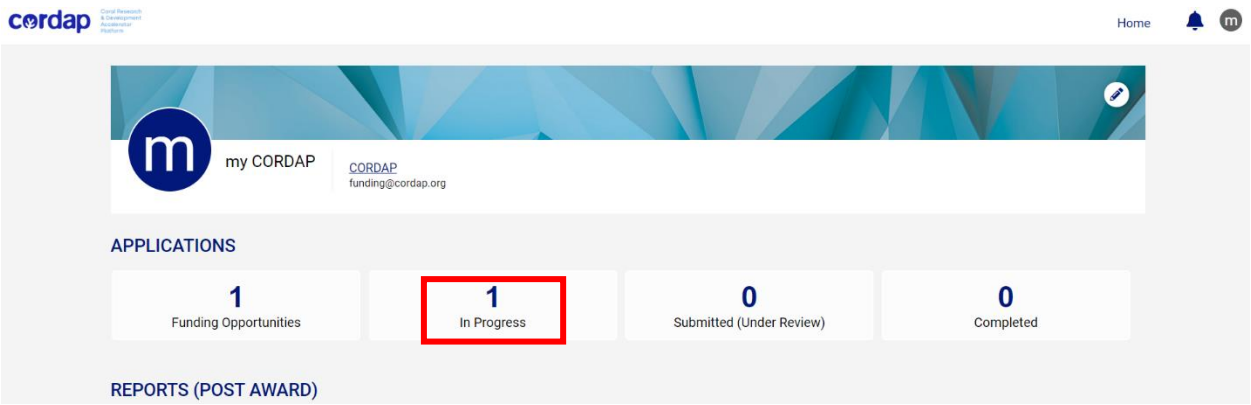
Remember to save your work frequently by clicking on the '***Save Draft***' button. You may save and return to the application form as often as required until you have completed and submitted your application.

When pasting into a text box in the website's forms from other applications (e.g., Microsoft Word), note that the original formatting (e.g., font, bullets, numbering) may be altered or lost.

Word limits: text boxes have word limits. Below the text box, the word count will be displayed. If these are exceeded, you will receive a notification while validating the application, and you will have to reduce the length of the text and save again.

Delete Application: If you wish to delete an application at any stage, you can do so by clicking on the '***Delete Application***' tab. Kindly bear in mind that once an application is deleted, it cannot be retrieved (all information will be lost).

If you wish to start a new application, you can do so by going to your Homepage and starting a new application by clicking on '***Funding Opportunities'*** and following the instructions outlined above.

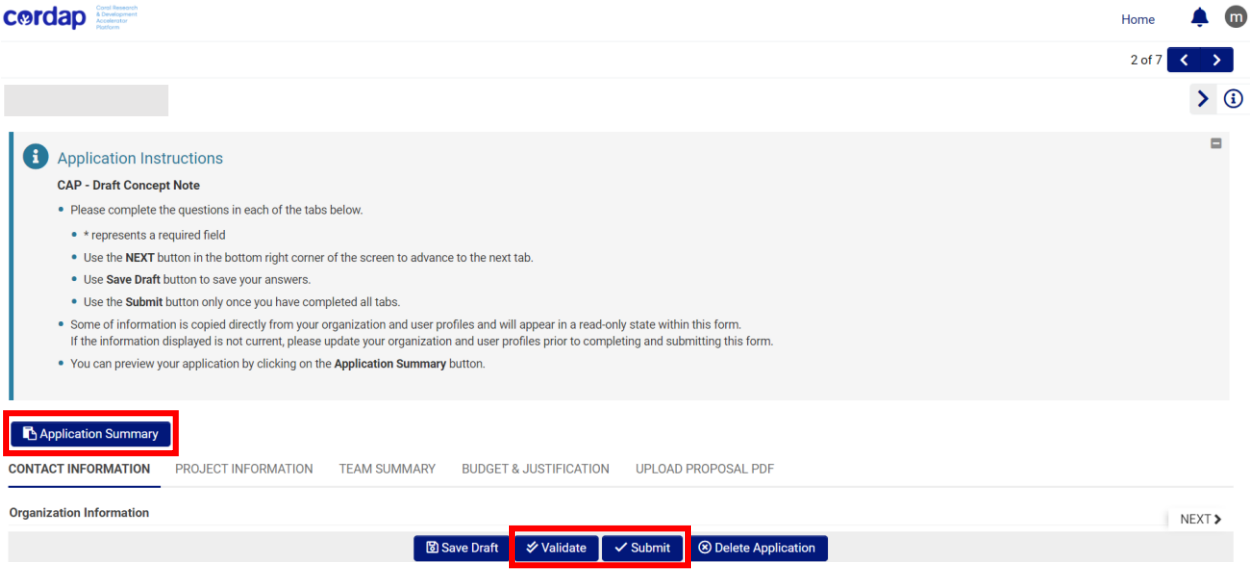


Any incomplete application, or applications in draft status will be displayed as ***'In Progress'*** under the tab '***Applications'*** of your Dashboard/Home page.

A successfully submitted application by the applicant will be displayed in the '***Submitted (under Review)'*** Tab.

After a decision has been made by the CORDAP Scientific Advisory Committee (i.e., reviewer panel), you will be notified by email, and the status of your application will be reflected in the '***Completed'*** tab.

8. Application Summary



You can preview your application at any stage of the application process and view the responses entered in the application by clicking on the ***'Application Summary'*** tab. This will generate a PDF file with all the entered information, which can then be saved and printed.

Uploaded documents will be incorporated as downloadable links embedded within the PDF produced.

9. Application validation (pre-submission checks for completion)

Validate your application before submission to check that you have completed all sections. This step will highlight any omissions in the form.

The ***'Validate'*** button provides a '***Scroll to Top***' function, which allows you to directly access the information/pages with data missing. If the application is complete, you will not receive any notification/alert and can proceed with the submission.

10.Submitting your Application

Enter ***'Submit Button'*** to submit your application. Once you submit, the application is formally submitted, and you may no longer make changes. You will receive an email to your registered email address confirming the submission of your application. Your submitted application will be displayed as ***'Under Review'*** on the '***Applications***' tab of your Dashboard/HomePage.

All applications are submitted directly to CORDAP and do not require approval by institutional/organizational approvers. However, due to the limits on applications from a single organization, you should nevertheless inform your organization of your intent to submit an application.

For any further assistance in completing and submitting your proposal, please see our FAQ's or contact us at pcn@kaust.edu.sa