Coral Accelerator Program 2022
Concept Note Submission Assistance Document

Version 1.1
Effective Date: September 2022

Contents

1. Overview

CORDAP uses an online application submission system, *my*CORDAP. For all calls, both the Concept Note applications and Full applications must be submitted using this system by the Lead Applicant.

*my*CORDAP is accessed through the internet; no additional software needs to be installed. You can access the system online from any location. 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.

Registration Complete

Your registration has been completed. You will receive an email with a link to create a password and login in the next 5 minutes. If you do not receive this email, please check your spam folder. The link will be active for 24 hours and will expire if not activated. You may need to begin the user access process again or contact your system administrator (funding@cordap.org) for assistance

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' (Homepage).

3. Applicant Dashboard (Homepage)

The Dashboard/Home page is the starting point to create, access, edit and check the status of your applications. You can also manage your details, or change your password.

The Reports section is only applicable to applicant funded awards

CORDAP Coral Accelerator Program 2022

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

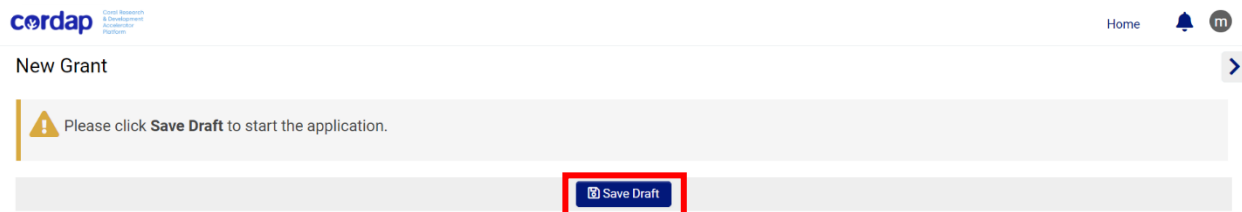## 4. Creating an application

Only the Lead Applicant can create the application. Lead applicant can add other Co-Applicants on an application.

• On your Dashboard/Home Page under ***'Applications'***, click Funding opportunities and you will be able to view the Funding opportunities, of which there is currently one, the **Coral Accelerator program (CAP).**

• Click **'Apply Now'** then on the next page click **'Save Draft'** button which creates 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, then Continue.
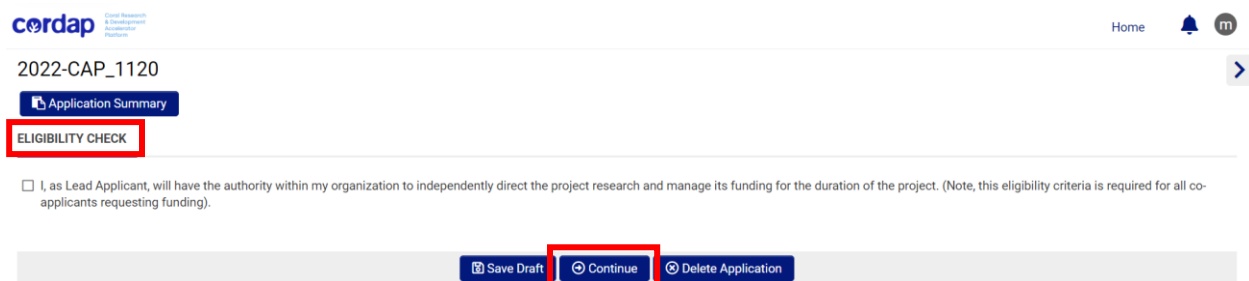
Save Draft

4.1 Eligibility Check

Press 'Continue' to navigate to the main application page with instructions for filling out the different sections of the application.

5. Completing an Application

In this page seen below, there are 5 Tabs, each one requires completion:

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

Fill in all the required details in the application form following the instructions provided as help text.

5.1 Contact Information

The information in this tab is prepopulated from the registration process. In order make changes to this section you can go to Home Page by clicking on *'Home'* and edit your profile to make the necessary changes.

5.2 Project Information

This is where you begin to enter your application 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. Don't make the Title too long. (Keep it to 100 character limit (even though the system allows more))

Abstract: The abstract should summarize the significance (need) of the work, the hypothesis and major objectives of the project, the procedures to be followed to accomplish the objectives, what solutions will the project provide and what will be specific outcomes and the potential impact of the work.

5.3 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 (Co-Investigator level, team members who have the authority and capacity to run their own research programs). The member roles can be a co-applicant or unfunded collaborator (which is basically an unfunded co-applicant). The Lead Applicant is not required to re-enter her/his details again here.

After adding the details of a team member you can save it by clicking the tab *'Save Team Member'.* Team member record under 'Save Draft' can be modified.

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

Please Note: Do not add information about other Personnel/Staff (postdocs etc.) on the application in this tab.

5.4 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 and Excel template is complete, and then copy the 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 Concept Note Budget Template here.

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

If you are only requesting funding for a 1 year, or 2 year project, enter '0' into the remaining years.

The allowed file type in the section is an excel file. 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 the goals of the project. You should not merely restate the proposed expenditure. Detail provided should be commensurate to the amount of the requested line item. At the Concept Note stage you are trying to demonstrate to the Panel that your costs are reasonable, necessary and provide good value for the funding requested without the requirement of a lot of detail.

5.5 Upload Proposal PDF

In this section you will unload your proposal narrative, as a single PDF file. This should include applicant CV's (Biographical Information), and any letters of support you deem necessary at this stage. Note submission of the Statement of Intent to Collaborate is NOT required at the Concept Note stage.

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

6. Application Hints

Remember to 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.

Pasting into a text box -When pasting from other software (e.g. Microsoft Word) into text boxes, it is possible that the original formatting (e.g. font, bulleting numbering) may be altered or lost

Word limits -Text boxes have word limits. Below 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 an application once deleted cannot be retrieved again and you will lose all the information you entered previously.

If you wish to start a new application you can do so by going to your '*Home page*' and starting a new application by clicking on '*Funding Opportunities'*.
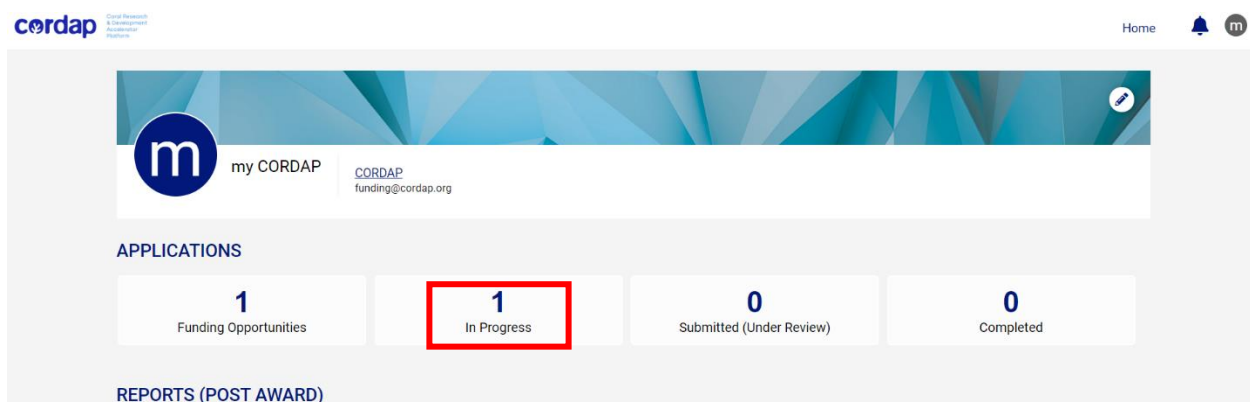
Any incomplete application, or applications in draft status will be displayed as '*In Progress'* under the tab '*Applications'* of your Dashboard/Home page.

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

After a decision has been made by the Panel of Experts, you will be notified by email, and the status of your application will be reflected in the '*Completed'* Tab

7. 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 be saved and printed.

Uploaded documents will be incorporated as downloadable links into the PDF (**Application Summary**) of your application form.

8. Validation

Validate your application before submission to check 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 you can go ahead with submission.

9. Submitting an Application

Enter *'Submit Button'* to submit your application. Once you hit 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/Home Page.

Concept Note applications - All Concept Note 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 make your organization aware 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 funding@cordap.org

CORDAP Coral Accelerator Program 2022