

Coral Accelerator Program 2024

Concept Note Submission Assistance Document

Version 1.1

Effective Date: September 2024

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1. Overview

CORDAP uses an online application submission system, [myCORDAP](#). For all calls, both the “Concept Note” applications and full applications must be submitted using this system by the lead applicant.

[myCORDAP](#) 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 [myCORDAP](#) system. If you are having any such difficulties, please contact your organization’s internal IT support team.

2. Registration

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Login

✉ Email

🔑 Password

Log In

[Forgot Password?](#)

New to the System?

Register Here

Welcome to myCORDAP

myCORDAP is CORDAP's online platform enabling the interface between CORDAP, applicants, reviewers, and funding administrators. It facilitates the submission, evaluation and administration of applications and projects.

To access myCORDAP, a user account is necessary. You can request an account under "New user".

Please read the relevant funding pages on our website ([link](#)) for further details about funding opportunities, application procedures, policies, eligibility criteria and funding guidance.

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

Note: The Lead PI on the proposal should register in the system and start the application from their account.

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. You may need to begin the user access process again or contact your system administrator (funding@cordap.org) for assistance

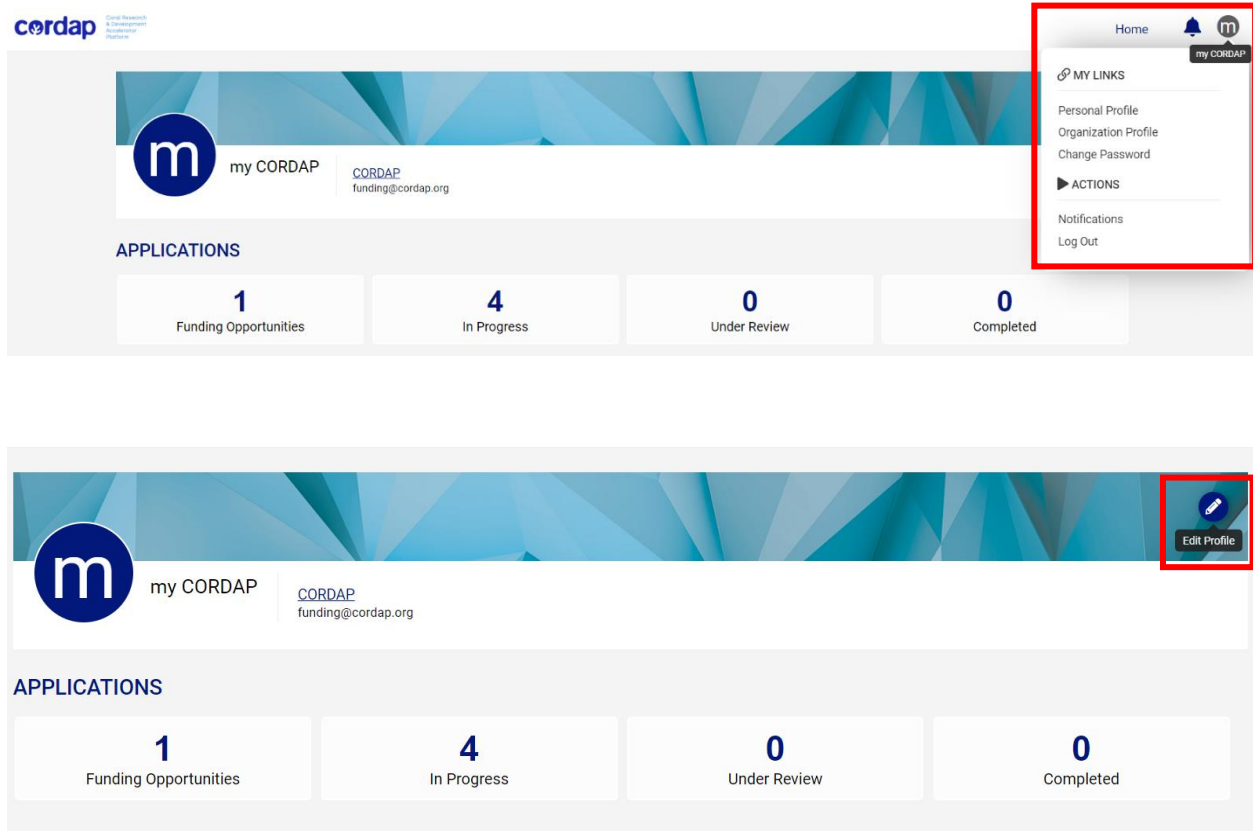
Once you have completed registration, you will be directed to a 'Registration Complete' page, and a temporary link will be sent to the email address you provided during registration. Once you have set your password, you will be directed to your 'Applicant Dashboard' (i.e., homepage).

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 screenshot displays the CORDAP Applicant Dashboard. At the top left is the CORDAP logo. The top right has links for 'Home', a notification bell, and a user profile icon. The main header area features a blue geometric background with a circular profile picture placeholder containing the letter 'm', followed by the text 'my CORDAP' and 'CORDAP funding@cordap.org'. Below this is a section titled 'APPLICATIONS' (highlighted with a red box). This section contains four cards showing application statistics: '1 Funding Opportunities', '1 In Progress', '0 Submitted (Under Review)', and '0 Completed'. At the bottom of the dashboard, there is a link for 'REPORTS (POST AWARD)'.

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 the CAP 2024 one 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.

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Reviewer Home **Applicant Home**

C Cordap User CORDAP NEW TEST
sabdulaal+2@smartsimple.com

ASSIGNED REMOTE REVIEWS

0 Requires Attention **0** Completed

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Reviewer Home **Applicant Home**

C Cordap User CORDAP NEW TEST
sabdulaal+2@smartsimple.com

APPLICATIONS

1 Funding Opportunities **1** In Progress **0** Submitted (Under Review) **0** Completed

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

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

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Home

FUNDING OPPORTUNITIES

Search 1-1 of 1

Opportunity Details	Round	Apply Button
Coral Accelerator Program	2022	Apply Now
Deadline: 01/11/2022 04:00 PM UTC	Forms_SS.zip, Guidance_document_v1_(2).pdf	

- 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 **Coral Accelerator program (CAP).**
- 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

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Home

New Grant

⚠ Please click **Save Draft** to start the application.

Save Draft

5.1 Eligibility Check

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Home

2022-CAP_1120

Application Summary

ELIGIBILITY CHECK

☐ I, as Lead Applicant, will have the authority within my organization to independently direct the project research and manage its funding for the duration of the project. (Note, this eligibility criteria is required for all co-applicants requesting funding).


Save Draft **Continue** Delete Application

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**

2022-CAP_1120 

Application Instructions

CAP - Draft Concept Note

- Please complete the questions in each of the tabs below.
 - * represents a required field
 - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
 - Use **Save Draft** button to save your answers.
 - Use the **Submit** button only once you have completed all tabs.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- You can preview your application by clicking on the **Application Summary** button.

Application Summary

CONTACT INFORMATION

PROJECT INFORMATION

TEAM SUMMARY

BUDGET & JUSTIFICATION

UPLOAD PROPOSAL PDF

Organization Information

NEXT 

 Save Draft  Validate  Submit  Delete Application

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.

2022-CAP_1120 

Application Summary

CONTACT INFORMATION

PROJECT INFORMATION

TEAM SUMMARY

BUDGET & JUSTIFICATION

UPLOAD PROPOSAL PDF

* Proposal Title

* Abstract

350 words left

 BACK

NEXT 

 Save Draft  Validate  Submit  Delete Application

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

2022-CAP_1120 > ⓘ

If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.

- You can preview your application by clicking on the **Application Summary** button.

Application Summary

CONTACT INFORMATION PROJECT INFORMATION **TEAM SUMMARY** BUDGET & JUSTIFICATION UPLOAD PROPOSAL PDF

Team Summary

Please click + button to add co-applicants and collaborators

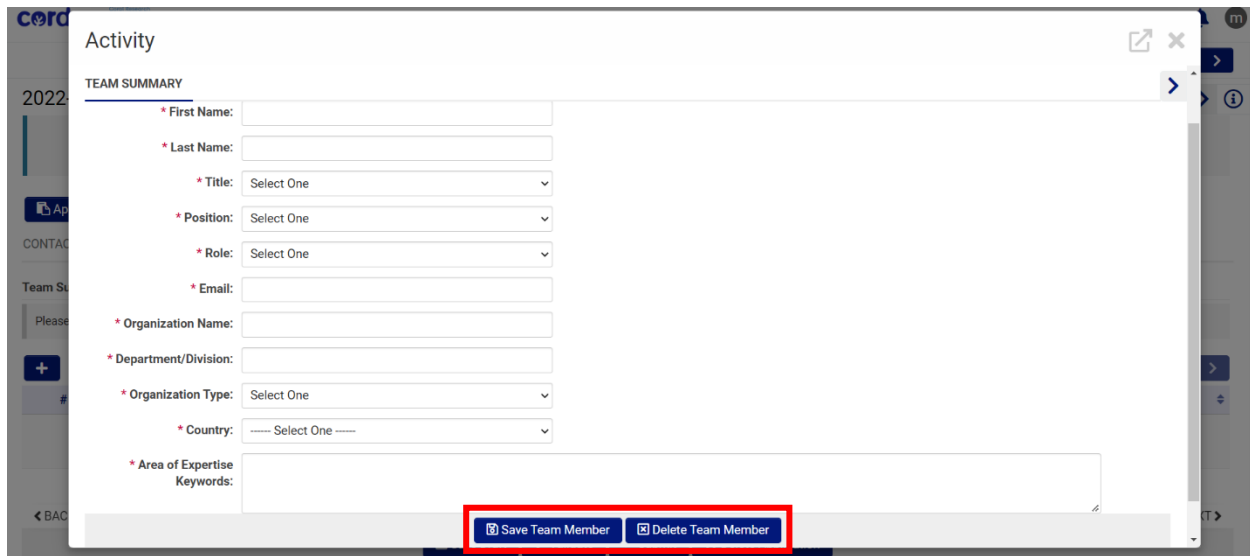
+ 0 of 0 < >

#	First Name	Last Name	Title	Position	Role	Organization	Status
No Results Found							

< BACK Save Draft Validate Submit Delete Application NEXT >

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 not required to re-enter her/his details again here.



Activity

TEAM SUMMARY

* First Name:

* Last Name:

* Title:

* Position:

* Role:

* Email:

* Organization Name:

* Department/Division:

* Organization Type:

* Country:

* Area of Expertise
Keywords:

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.

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 'Concept Note Budget' (based on the template provided) here.

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Application Summary

CONTACT INFORMATION

PROJECT INFORMATION

TEAM SUMMARY

BUDGET & JUSTIFICATION

UPLOAD PROPOSAL PDF

* Budget Summary

Please click on the Budget Summary link below to enter the total requested in US Dollars by each applicant for each year, inclusive of overhead/indirect costs.

Budget Summary

* Amount Requested

Total amount requested will auto fill from the budget summary table after clicking on Save Draft button.

* Please upload your completed Concept Note Budget Template here as a single XLS file.



* Justification

← BACK provide justification for the budget requested.

NEXT →

Save Draft

Validate

Submit

Delete Application



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Budget Summary



Instructions

- Complete the table with the following information for each team member requesting funding.
- Enter as many rows as needed below.
- If your project duration is shorter, please enter zero for any year not requesting any funds.

Budget Summary

Name	Applicant Role	Year 1	Year 2	Year 3	Total
<input type="text"/>	Select One	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00

Add Row

Save

Clear

Close

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- or 2-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 screenshot shows a 'File Manager' dialog box overlaid on a web form. The dialog box has a title bar with 'File Manager' and a close button. Inside, there is a large dashed box for file upload. Text inside the box says 'Drag and drop files here', 'Maximum file size: 2 GB', and 'Maximum number of files: 1'. Below this, a red box highlights the text 'Allowed File Types: XLSX, XLSM'. At the bottom left of the dialog is a file folder icon. The background web form is partially visible, showing tabs like 'Application Summary', 'CONTACT INFORMATION', 'PROJECT INFORMATION', 'TEAM SUMMARY', 'BUDGET & JUSTIFICATION', and 'UPLOAD PROPOSAL PDF'. The 'BUDGET & JUSTIFICATION' tab is active, and the 'Justification' section is visible with a 'BACK' button and a 'NEXT' button.

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 Concept Note 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) and any letters of support you deem necessary at this stage. Note that submission of the 'Statement of Intent to Collaborate' is NOT required at the Concept Note stage.

The screenshot shows the 'Upload Proposal PDF' section of the CORDAP application. The 'Application Summary' tab is active, and the 'UPLOAD PROPOSAL PDF' tab is highlighted with a red box. Below the tabs, there is a section titled 'Concept Note PDF' with a dropdown arrow. Underneath, there is a section titled '* Upload Concept Note PDF' with a text box containing instructions: 'Please upload your completed Concept Note Submission Form here. Guidance on completing the form can be found in the call document and in the Concept Note Submission Form template itself. Please upload your form as a single PDF, inclusive of all sections, including all applicant CVs, and any Letters of Support. (Note the Budget Template Excel file is to be uploaded as a separate file in the Budget Section).' A red box highlights the upload icon (a blue square with a white upward arrow) at the bottom left of the text box. At the bottom of the page, there are buttons for 'Save Draft', 'Validate', 'Submit', and 'Delete Application'.

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

7. Application Tips

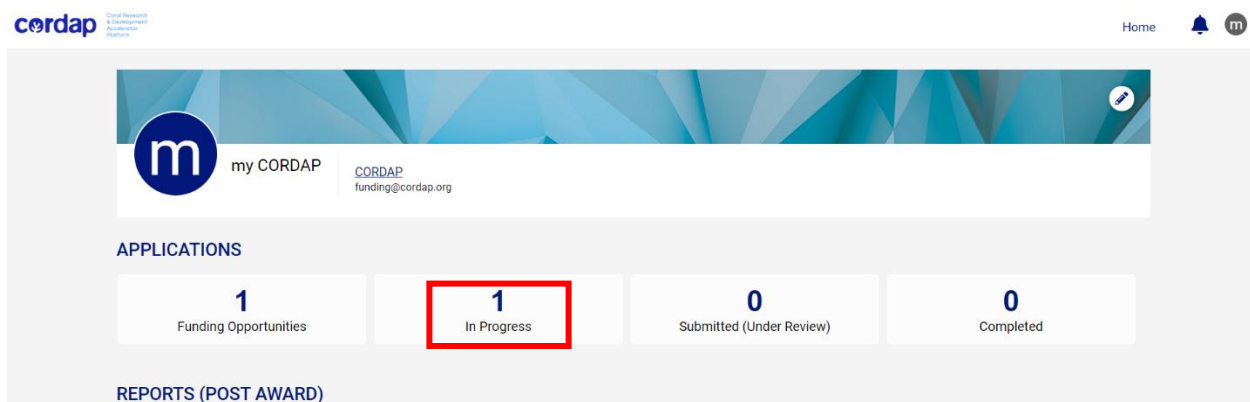
Remember to save your work frequently by clicking on the **'Save Draft'** button. You may save and return to the application form as often as required until you have completed and submitted your application.

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

2022-CAP_1120

Application Instructions

CAP - Draft Concept Note

- Please complete the questions in each of the tabs below.
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- You can preview your application by clicking on the **Application Summary** button.

Application Summary

CONTACT INFORMATION PROJECT INFORMATION TEAM SUMMARY BUDGET & JUSTIFICATION UPLOAD PROPOSAL PDF

Organization Information

Save Draft Validate Submit Delete Application

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.

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 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 funding@cordap.org.