

Coral Accelerator Program 2024

Full Proposal Submission Assistance Document

Version 1.3

Effective Date: December 2024

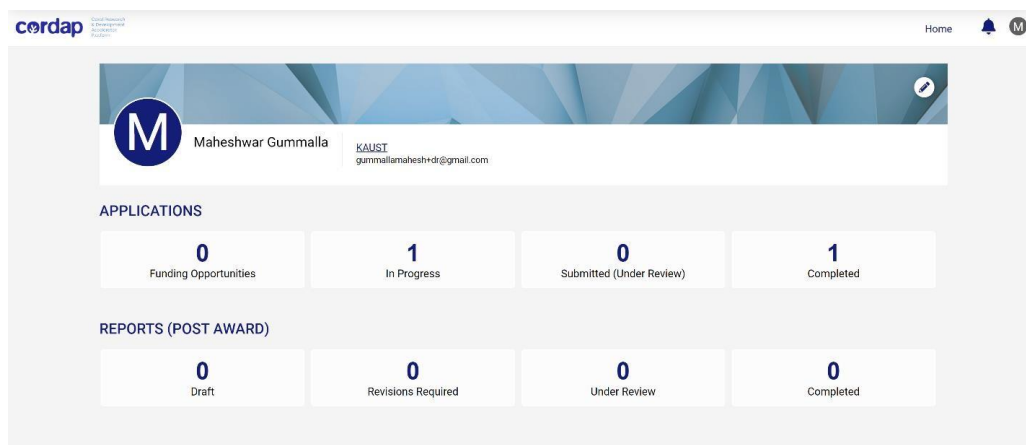
1. Overview

CORDAP uses an online application submission system, *myCORDAP* for all submissions.

myCORDAP 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 *myCORDAP* system. If you are having any such difficulties, please contact your organization's internal IT support team.

2. Applicant Dashboard (Homepage)

Login to [myCORDAP](#) and login using the previously created credentials. Use the Forgot Password option on the home page to reset your password if you are unable to login to your account. The Full Proposal application will be available in the tab '**In Progress**'. Click on this Tab.



Click on **Open** to view the Full Proposal form.



#	Application ID	Application Type	Project Name	Organization	Primary Contact	Modified Date	Amount Requested	Status
1	2022-Coral Accelerator Program_1133	Coral Accelerator Program	The Coral Research & Development Accelerator Platform – CORDAP	KAUST	Maheshwar Gummalla	22/11/2022 07:29AM	\$1,500,000.00	Full Proposal Application

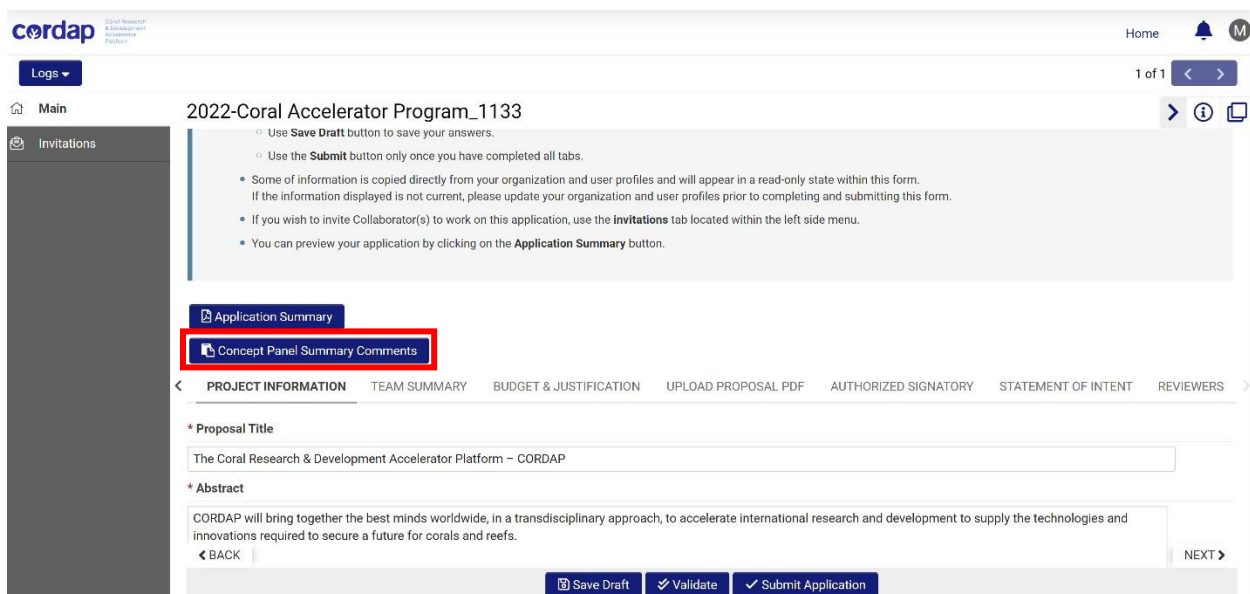
The Full Proposal will be prepopulated with the information from your Concept Note Application. The files uploaded in the concept note application stage will also be available on your portal for information.

Full Proposal templates for uploading are available for download here (<https://cordap.org/full-proposal-docs/>)

Please fill in all the relevant sections with the instructions and help text provided.

You can view the Feedback of the Concept Note Review Panel by clicking on the Tab **‘Concept Panel Summary Comments’**

Please take into account the feedback provided by the committee while preparing the full proposal application.



2022-Coral Accelerator Program_1133

- 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.
- If you wish to invite Collaborator(s) to work on this application, use the **invitations** tab located within the left side menu.
- You can preview your application by clicking on the **Application Summary** button.

Application Summary

Concept Panel Summary Comments

PROJECT INFORMATION TEAM SUMMARY BUDGET & JUSTIFICATION UPLOAD PROPOSAL PDF AUTHORIZED SIGNATORY STATEMENT OF INTENT REVIEWERS

* **Proposal Title**

The Coral Research & Development Accelerator Platform – CORDAP

* **Abstract**

CORDAP will bring together the best minds worldwide, in a transdisciplinary approach, to accelerate international research and development to supply the technologies and innovations required to secure a future for corals and reefs.

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Save Draft Validate Submit Application

The **'Invitation'** is a feature that allows the Lead Applicant to invite and give Co-Applicants access to their Full Proposal draft submission system to edit and complete sections but they do not have the ability to 'Submit' the proposal. Only the Primary contact has access to the **"Submit Application"** button.

The invited user will receive an invitation to Accept/Decline. If they do not have an account in the system, they will be redirected to the registration page to register and create an account. After they successfully complete the registration process by accessing the link received on their email, they will be able to see the application they are invited to under their "In Progress" tab on their Dashboard.

The screenshot shows the CORDAP web application interface. The top navigation bar includes the CORDAP logo, a 'Home' link, a notification bell, and a user profile icon. A 'Logs' dropdown menu is visible. The main content area is titled '2022-Coral Accelerator Program_1133'. On the left sidebar, the 'Invitations' tab is highlighted with a red box. The main content area contains instructions: 'Enter the details of the Collaborators/Co-PI/Co-I/Partner you wish to invite to this application below. You can invite as many Collaborators/Co-PI/Co-I/Partner as you wish.' and 'When you are ready, click on Invite to send the invitations out.' Below this is a table with columns: Title, First Name, Last Name, Email, Role, and Status. A blue '+' button is located below the table. At the bottom right of the table area are 'Save' and 'Invite' buttons.

Authorized Signatory

An Authorized Institutional Signatory (AIR) is an individual within an organization with the authority to sign contracts for, and make commitments on behalf of, that organization.

Statement of Intent

At the time of submitting a Full Proposal, each participating institution will be required to complete and submit a 'Statement of Intent to Collaborate' in which they acknowledge and agree to abide by CORDAP's Award Terms and Conditions. Please fill in the form with the instructions provided and upload it all Sol's as a single PDF.

Reviewers

The Full Proposal will go through an external independent expert review evaluation process. You can add up to three suggested reviewers who have relevant expertise in the proposed research to review your application. It will be the discretion of the office whether to approach these individuals or not.

You can also add names of restricted reviewers whom you wish we should not contact for the review of your proposal. The Office will not approach these individuals.

Document Upload Checklist

1. Full Proposal Template (Single PDF including Research Narrative, Project Management, Intervention Plan (if applicable) and bio information forms (CV))
2. Full Proposal Budget Template
3. Statement of Intent to Collaborate (from each applicant organization, combined as a single PDF)
4. Optional: Letters of Support (single PDF upload of any, or all, letters of support combined)

For any further assistance in completing and submitting your proposal, please see our FAQ's or contact us at funding@cordap.org