

CORDAP Decision Support System for Corals (CDSS-C) 2026 Submission Assistance Document

Version 1.1

Effective Date: March 2026

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.

The screenshot displays the myCORDAP Applicant Dashboard. At the top left is the 'cordap' logo with the text 'CORDAP Decision Support System for Corals' below it. On the top right, there are links for 'Home', a notification bell, and a user profile icon labeled 'M'. The main header area features a blue geometric background with a circular profile picture containing the letter 'M'. To the right of the profile picture, the user's name 'Maheshwar Gummalla' and email 'KAUST gummallamahesh+dr@gmail.com' are displayed. Below the header, the dashboard is divided into two main sections: 'APPLICATIONS' and 'REPORTS (POST AWARD)'. The 'APPLICATIONS' section contains four cards: 'Funding Opportunities' (0), 'In Progress' (1), 'Submitted (Under Review)' (0), and 'Completed' (1). The 'REPORTS (POST AWARD)' section contains four cards: 'Draft' (0), 'Revisions Required' (0), 'Under Review' (0), and 'Completed' (0).

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

REPORTS (POST AWARD)			
0	0	0	0
Draft	Revisions Required	Under Review	Completed

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

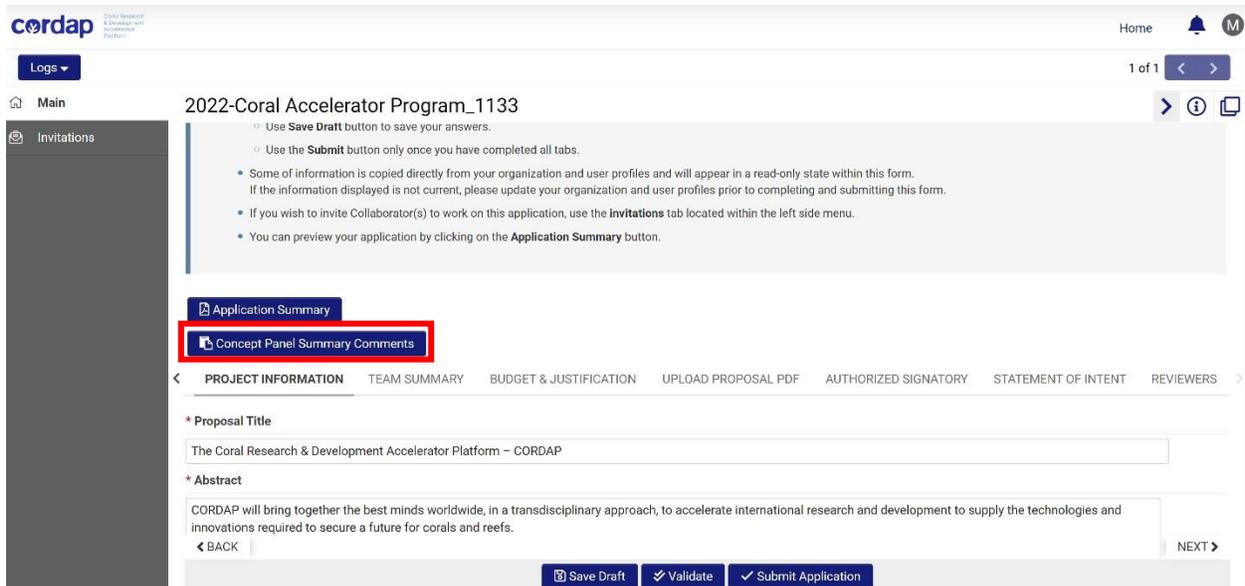


The screenshot shows the CORDAP dashboard with a table of applications in progress. The table has columns for #, Application ID, Application Type, Project Name, Organization, Primary Contact, Modified Date, Amount Requested, and Status. The first application is highlighted with a red box around the 'Open' button.

#	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

Proposal templates for uploading are available for download here ([Call for Tenders - CORDAP](#))

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



The screenshot shows the CORDAP proposal form for '2022-Coral Accelerator Program_1133'. The form includes instructions and a list of instructions. The 'Application Summary' and 'Concept Panel Summary Comments' tabs are highlighted with red boxes. The form also includes a 'PROJECT INFORMATION' section with fields for 'Proposal Title' and 'Abstract'.

Instructions:

- 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

* Proposal Title

The Coral Research & Development Accelerator Platform – CORDAP

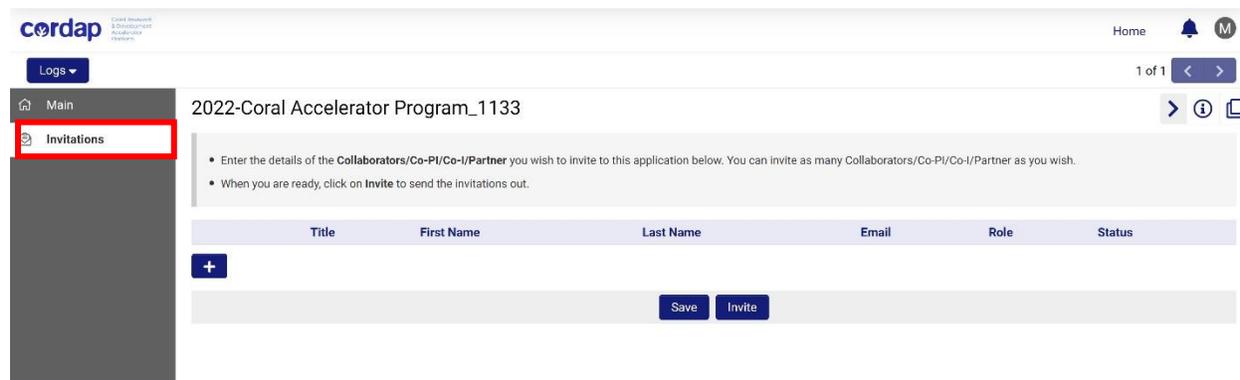
* Abstract

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.

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.



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. Proposal Template (Single PDF including Research Narrative, Project Management, 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 pcn@kaust.edu.sa