



ORCID Global Participation Fund

ProposalCentral Proposal Submission Instructions

PROPOSAL PROCESS (via ProposalCentral)

Please complete and/or review for accuracy the following sections. Submissions that do not meet the requirements will not be considered.

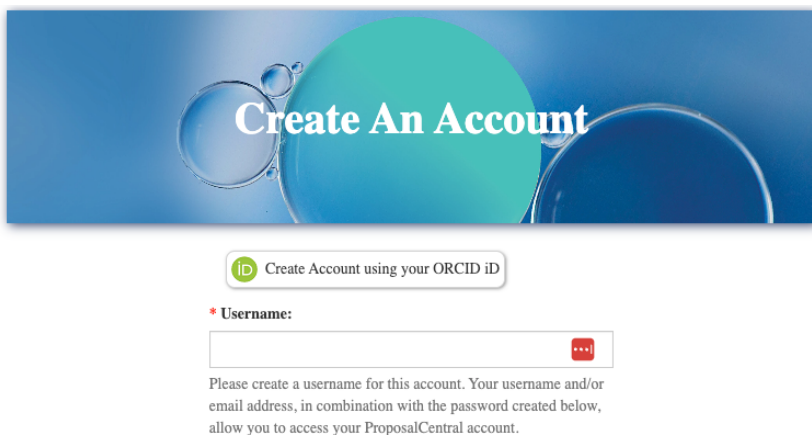
Starting a New Proposal

To start a proposal, go to <https://info.orcid.org/global-participation-program/global-participation-fund/> and click the “SUBMIT A GPF PROPOSAL” button. This action will prompt you to log into the ProposalCentral proposal portal. Sign in with your credentials, or click the “Need an account?” link to create an account.

Creating a new account

Each user must have a ProposalCentral account to access the ORCID grant application. If you do not yet have an account, please create one:

1. At <https://proposalcentral.com/>, with the “Applicant or Awardee” tab selected, click the “Need an account?” link displayed below the “LOGIN” button to display the “Create An Account” page.



Create An Account

Create Account using your ORCID iD

* Username:

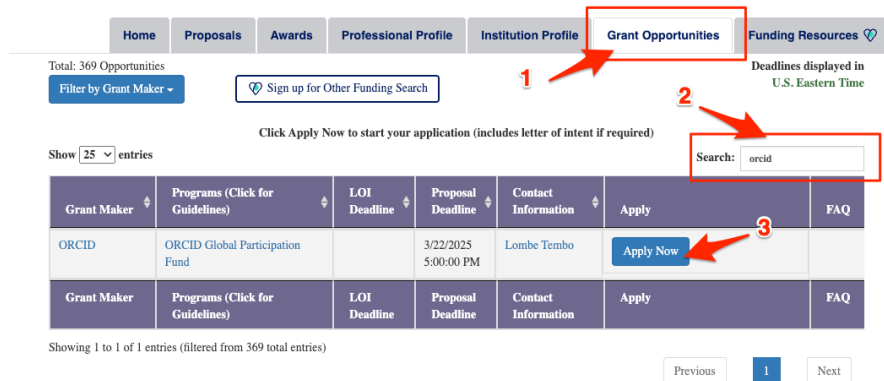
Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your ProposalCentral account.

2. After creating your new account, the system will display your current Professional Profile. When creating a new account, your profile will be empty. ORCID will not use the information in your Professional Profile to evaluate your grant; you do not need to complete this profile.

Navigating to the ORCID Grant opportunity

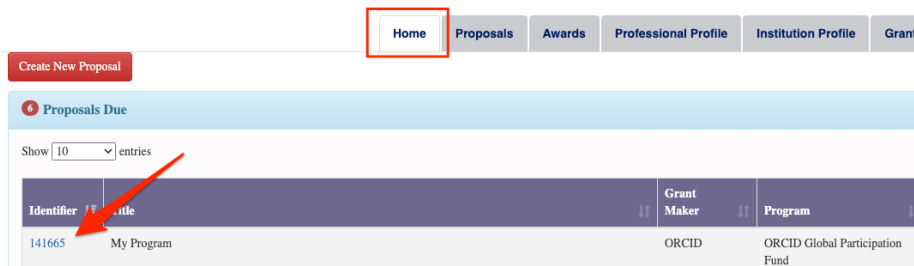
Once you log into the system, if you do not see the ORCID Global Participation Fund, navigate to it:

1. Click the “Grant Opportunities” tab to see all grants available on ProposalCentral.
2. Search for ORCID to find the Global Participation Fund.
3. Click the “Apply Now” button for the ORCID grant program to begin the proposal.



Returning to In-progress Proposals

At any time, you may click the “Save” button within your application to save your in-progress work. To return to the saved proposal, login with your credentials that you used to start the proposal. If necessary, click on the “Home” tab to see a list of your proposals. Click on the link in the “Identifier” column for your proposal to open the proposal and continue working on it.



The Proposal Sections

The proposal has eight (8) sections for you to complete:

1. [Proposal Title and Amount](#)
2. [Organization/Institution & Contacts](#) (begin this section as early as feasible)
3. [Principal Investigator](#)
4. [Proposal Access Rights](#)
5. [Proposal Narrative](#)
6. [Attachments](#)
7. [Attestation](#)
8. [Validate](#)

Section 1: Proposal Title and Amount

To establish your proposal, you must enter and save your Project Title in this section. You will not be able to navigate to any of the other sections until your proposal is established.

1. Review the information about the grant program to ensure that your project is eligible. In particular, review the “About the Grant Programs” section. Proposals for projects that do not address grant objectives will not be considered.
2. Enter your project title and click the Save button on the bottom of the page to establish your proposal. This action will open the rest of the proposal for editing.

Proposal Title and Amount

3. Enter the other information in this section:

- **Grant Program:** the program to which you are applying. Please carefully review the program objectives in the “Amount the Grant Programs” section to ensure that your project will be considered.
- **Funding Requested:** enter how much funding you are seeking. This amount should not exceed \$20,000 USD, the maximum size of allowed for these grants. A detailed budget will be requested in the “Attachments” section of the proposal.
- **Funding Request Notes:** *(optional)* Use this optional field to provide additional context about your funding request amount, if applicable.

* **Project Title**
Please provide a short name for your proposed project

* **Grant Program** Grants for Community Development and Outreach
 Grants for Technical Integration

* **How much funding are you requesting?**
Please add total request amount in USD, not to exceed \$20,000

Funding Request Notes (if applicable)
0 out of 200 characters
You will be requested to upload a budget document where you will explain your budget in more detail.

Privacy Policy Acknowledgement

We will only use your personal information to administer your grant application and communicate with you regarding the Global Participation Fund. You can unsubscribe at any time by contacting grants@orcid.org. See our [Privacy Policy](#) for more information.

* **Privacy Policy Acknowledgement** I have read and acknowledge ORCID's Privacy Policy

4. Read the Privacy Policy Acknowledgement and accept before continuing.
5. Click the “Next>>” button to move to the next page. If the “Next>>” button is not visible, click the “Save” button first to reveal the “Next>>” button.

TIP: Any fields with a red asterisk are required. Although required, fields do not need to be completed to navigate to other sections of the proposal. If any fields with the red asterisk are not completed, you will get an error at the “validation step” of the proposal, and will not be able to submit your proposal until all validation errors are addressed.

Section 2: Organization/Institution & Contacts

IMPORTANT: Please complete this section as early as feasible. Organizations/institutions that are not yet in ProposalCentral must be approved before you will be able to submit your proposal. You will be able to continue working on your proposal while you are waiting for this approval.

In this section you will include information about the organization/institution that is applying for the grant. Grants may only be awarded to non-profit organizations, NGOs, or government entities and do not need to be a current ORCID member. (Please refer to [the FAQ](#) for additional information.)

Organization/institution information comes from the institutional profile in ProposalCentral’s database. If your institution is not yet in the database, you will provide this information and it will need to be approved by ProposalCentral to be include in the database.

1. Search to see if the institution is in the database.
 - Click the “Change Institution” button to display the Institution Profile search form.

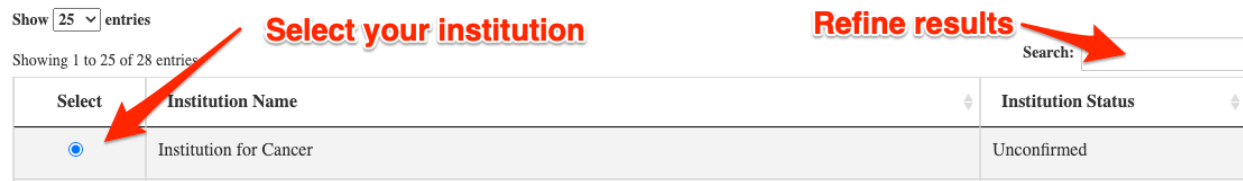
The screenshot shows a navigation bar with tabs: Home, Proposals, Awards, Professional Profile, Institution Profile (highlighted with a red box), Grant Opportunities, and Funding Resources. Below the navigation bar is a search form with the following fields:

- Institution Name (partial):** A text input field containing "My insitution". Below it, a note states: "A maximum of 100 results will be returned based on the search text."
- Institution City:** A text input field with the placeholder text "Enter entire city name."
- Institution State:** A dropdown menu with "Select State" selected.
- Institution Country:** A dropdown menu with "Select Country" selected.

At the bottom of the form are three buttons: "Display Results" (highlighted with a red arrow), "Reset Filter", and "Cancel". Below the form is a button labeled "Request a new Institution Profile".

- Enter information into the institution profile search form to identify if your institution is listed in the database. You may enter partial information, for example only a portion of the institution name, or you might omit the institution city in the form.

- Click the “Display Results” button to display a list of institutions from the database that match your criteria.



- If you see your institution in the list, click the circle next to the institution name to select it, and click the “Select” button at the bottom of the page to add this institution to your proposal. Continue to step #2 of these instructions for Section 3: Organization/Institution & Contacts.
- You may further refine your results by searching within the results list. To do so, type values into the “Search” box at the top of the results list table.

2. What to do if you do not see your institution after a search.

If you do not see your institution in the list, try the following:

- **100 or more entries?** Note how many entries are listed in your search results by looking at the text at the top left above the results table. If the number of entries is greater than or equal to 100 (for example “Showing 1 to 25 of 100 entries”), you should add more information to the institution profile search form and redisplay the results by clicking the “Display Results” button. A maximum of 100 results will be returned by the system, so if 100 are found, it is possible that your institution is in the database, but not within the first 100 returned during the search.
- **Information that is too specific?** If you have entered a lot of information into the institution profile search form, it is possible that your institution is in the database with information similar to, but not exactly what you have typed. Try again with less information, perhaps omitting the Institution City, or only using the most unique words in the institution name.

If you still do not see your institution, you will need the institution to be added to the ProposalCentral system. You can either request assistance from ProposalCentral (recommended) or you can follow instructions to make a request through the system:

Request assistance to add an institution

If any information is missing or incorrect or if you cannot find your institution, contact the PC Support Team at pcsupport@altum.com or +1 703-964-5840 (in the USA: 800-875-2562). The team is available Monday-Friday 8:30 AM- 5:00 PM US Eastern Time.

Manually add an institution to ProposalCentral

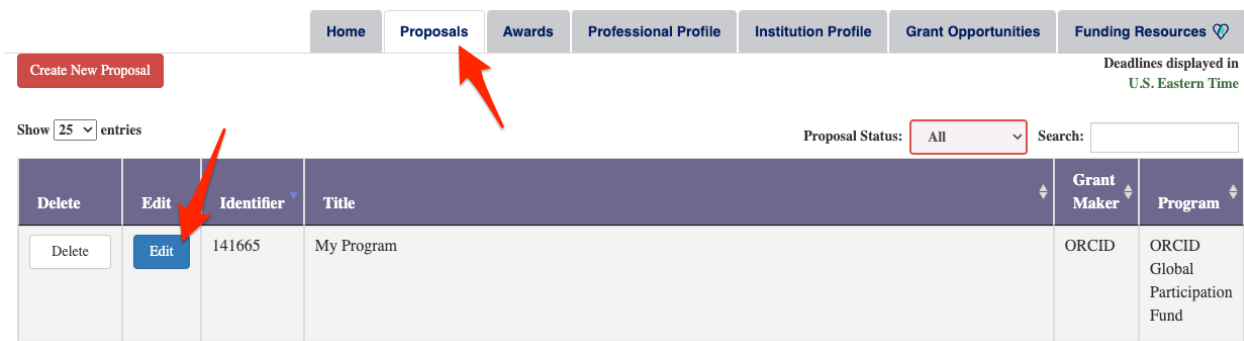
To initiate the addition of an institution in ProposalCentral, click the “Request a new Institution Profile” button at the bottom of the institution search page to display a form to add your institution. Fill out this form and click the “Save” button at the bottom of the page. Note that new institutions must be approved by ProposalCentral before you will be able to add them to your proposal.

The following fields are required for ORCID grant proposals:

- **Institution Legal Name**
- **Authorized Institution Representative:** this is the person that may change information in the Institution Profile. You must include a name, position/title, and email address.
- **Institution Address:** please include the full mailing address and phone number for the institution.

3. Include additional organization information.

- If necessary, return to your grant proposal by clicking on the “Proposals” tab, and then clicking on the “Edit” button for the proposal that you have been working on to display the in-progress proposal.



In the “Proposal Sections” on the left side of your proposal, click on the “Organization/Institution & Contacts” section to complete this section.

- In addition to connecting the profile for the proposing organization to the proposal, you will need to supply the following information:
 - **Institution Website:** Please provide the website address for the proposing institution.
 - **Organization Identifier and Type:** Please help us identify the proposing organization by providing an organization identifier. We are flexible about the identifier that you provide; examples include a national organization ID, a ROR ID, an LEI, or even a social media profile. For these fields you will include the identifier and tell us what type of identifier you have provided.
 - **Signing Official:** in the event that you are awarded a grant based on your proposal, we will reach out to the person who is authorized to sign an agreement on behalf of the institution. Please include the name, professional title, and email address for this person.

4. Click the “Next>>” button at the top or bottom of the page to save your changes and navigate to the section of the proposal.

Section 3: Principal Investigator

In this section you will confirm information about you as the Principal Investigator for this proposal. The information you populated in the Professional Profile (and/or used to create an account) will automatically populate here. The only information required about you is your name and email address; other information included in your Professional Profile will not be considered as part of your ORCID GPF grant proposal.

If needed, update your Professional Profile by clicking the blue “Edit Professional Profile” button to open your profile. If you need to correct your Name or Email address, click the blue “Edit Account Information” button to update.

Click the “Next>>” button at the top or bottom of the page to save your changes and navigate to the section of the proposal.

Section 4: Enable Other Users to Access this Proposal (OPTIONAL)

In this optional section, you may invite others on your team to view and edit the grant proposal. Use this section to grant access to your proposal to any other users in the system. The people that you invite must already have a ProposalCentral account. (They may create an account by navigating to [_](#) and clicking the “Need an account?” link.)

Auto Notify	Role	Name	Email	Permissions	Delete
<input type="checkbox"/>	PI	Paglione, Laura	[Redacted]	Administrator	[Delete]
<input type="checkbox"/>		Tembo, Lombe	[Redacted]	View	[Delete]

Save

Give User Proposal Access

User ID/Email [Input Field] [Red Arrow] Find the existing user

Find User

1. If you decide to enable other users, enter the person’s email address or ProposalCentral User ID and click the “Find User” button to add the person to the “Proposal Access Rights” list.
2. You may adjust the type of access person that the person has from the “Proposal Access Rights” list by changing the value in the “Permissions” column on the row for the person. There are three possible choices for this value:
 - “Administrator” level permissions allow them full control of the proposal.
 - “Edit” level permissions allow them to edit the proposal, but not delete it.
 - “View” level permissions allow them to view the proposal but not make any changes.
3. Click the “Next>>” button at the top or bottom of the page to save your changes and navigate to the section of the proposal.

Section 5: Proposal Narrative

The narrative section contains the information that will be used when evaluating your proposal. We invite you to review the [GPF Grant Program FAQ](#) for additional information.

Complete each question in this section. A red asterisk denotes that the answer is required to validate and submit your proposal. The character limits listed will include the spaces that you use.

Click the “Next>>” button at the top or bottom of the page to save your changes and navigate to the section of the proposal.

Section 6: Attachments

You may submit attachments with your proposal to support and/or explain your proposal. You must attach a copy of your proposal budget as an attachment. Click the blue “Attach Files” button to attach the required Budget and the optional Supporting Materials documents.

Click the “Next>>” button at the top or bottom of the page to save your changes and navigate to the section of the proposal.

Section 7: Attestation

In this section you will read and confirm the attestation statement. Review the attestation and click Confirm.

Click the “Next>>” button at the top or bottom of the page to save your changes and navigate to the section of the proposal.

Section 8: Validate

In this section you will perform a validation to ensure that nothing is missing from your proposal. By clicking the “Validate” button on this page, the system will check your proposal for any missing or incomplete information. Anything that is missing will be listed at the top of this page after the validation. You may navigate to the sections that need attention by clicking on the section names in this list or clicking on the names in the “Proposal Sections” area on the left side of the page.

When your proposal passes the validation (e.g., no errors or omissions are listed after you validate), click the “Next>>” button at the top or bottom of the page to save your changes and navigate to the section of the proposal.

Section 9: Print Proposal

On this page, you will be able to print a PDF of your proposal by clicking the blue “Print Proposal” button.

Section 10: Submit

The Submit section is the final step of the proposal process. Do not forget to review your proposal before you click the “Submit” button.

GETTING HELP

Technical Issues

ProposalCentral's support team can be reached at pcsupport@altum.com or +1 703-964-5840 (in the USA: 800-875-2562). The team is available Monday-Friday 8:30 AM- 5:00 PM US Eastern Time.