



Capacity Building Program for U.S. Study Abroad
2019 RFGP
Attachment A – Application Instructions

Helpful Tips for Capacity Building Program for U.S. Study Abroad Applicants

Thank you for your interest in the Capacity Building Program for U.S. Study Abroad. Below are some tips to help you complete your application.

Password and Login Information

- Your username will be the email address you used when you registered for the applicant portal. Write down your password and keep this information in a safe place! If you forget your password, you'll need to reset it.
- If you forgot your password, DO NOT continue guessing your password. If you type the incorrect password a few times, you will be locked out of the account. If you cannot remember your password, please always click on the Forgot Password link.

Request for help with your account

- If you have difficulties with your account, please contact academicexchange@worldlearning.org. Please include "CB-SA 2019 Application" in the subject line.
- Please include as much information as possible (including the name and email address you used register) with your message to explain the problem. If possible, include screenshots.
- Note that it may take up to 2-3 business days to receive a response to your question.

Questions Regarding the Program

- For questions regarding the program please refer to the program website: <http://www.studyabroadcapacitybuilding.org/>

Required Documents

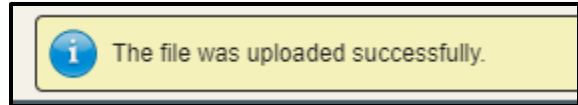
To complete your application, you will need the following information in .doc, .docx, .pdf, .jpg, or .jpeg format. Please note that only one document per section may be uploaded.

- 1 page executive summary of your grant proposal
- 4-6 page program description (including a plan for sustainability after grant funding ends, statement of need, and project management plan)
- Monitoring and Evaluation Plan
- Calendar of Activities
- Budget and Budget Narrative
- CVs of relevant staff members

In order to upload the documents:



1. Click the 'Attach' button
2. Select 'Choose File'
3. Choose a file from your computer and click 'Open'
4. Click the 'Upload' button
5. A notification message confirming successful upload:



6. When all files are successfully uploaded, the page should appear as such:

Please upload a 1-page executive summary of your grant proposal & 4-6 page program description (including plan for sustainability after grant funding ends, statement of need, and project management plan)

✓ Photo3.png [X]

Calendar of Activities

✓ USA Study Abroad logo.png [X]

Upload Budget Document

✓ USA Study Abroad logo.png [X]

Upload Monitoring and Evaluation Plan

✓ cb-sa3.png [X]

Upload Budget Narrative

✓ CB-SA App Header with Logo.jpg [X]

Upload CVs of relevant staff members (if applicable)

✓ CB-SA 1070x150.png [X]

7. Files can be deleted by clicking on the 'X' next to the downloaded file.

Webinar

Prospective applicants are encouraged to join a webinar hosted by World Learning on **Thursday, February 21, 2019 from 3:00pm to 4:00pm Eastern time**. The purpose of the webinar will be to provide an overview of the grants competition for the Capacity Building Program for U.S. Study Abroad. Information for joining the webinar is listed below. A recording of the webinar and related materials will be posted on the Capacity Building Program for U.S. Study Abroad's [website](#).

Thursday 3:00 pm Eastern Time | 1 hour

Meeting number: 319 926 264

Password: 3fW6UZwS

Click on this link to join from your computer:

<https://worldlearning.webex.com/worldlearning/j.php?MTID=m256c330ea1d6b5aa39fab9d4d2034f63>

To join by phone dial:

+1-240-454-0887 United States Toll (San Jose)

Access code: 319 926 264



Please Follow Steps 1-6 to Complete the Application

Step 1: Create an Account

1. Click on the 'Apply for the Grant Competition' link on the website, you will be directed to the Applicant Portal
2. Enter your first name, last name, and a valid email address and click Sign Up

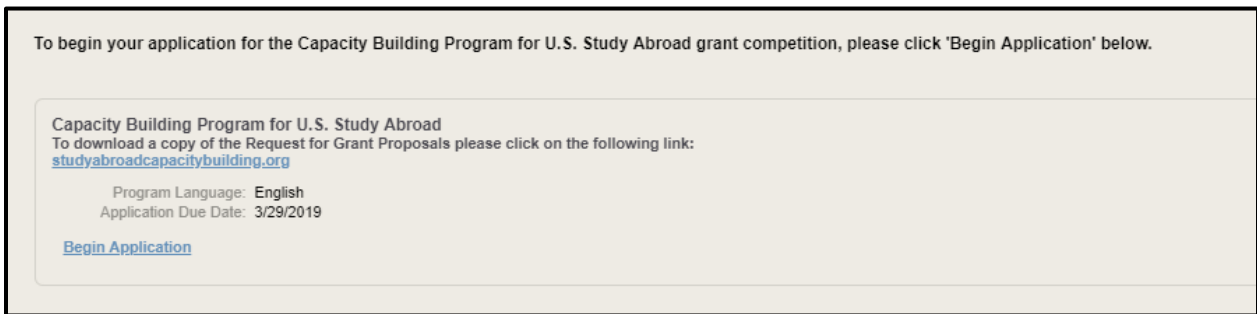


Step 2: Create a Login & Password

1. Check your email. The credentials required to start a new application will be emailed to the email address that you enter.
2. In your inbox, you will see an email from AcademicExchange@worldlearning.org. If you do not receive this email in your inbox, please be sure to check your junk and spam folders. Please follow the instructions in this email to complete your portal registration.
3. The new password link will direct you to create a new password for use with the CB-SA application site. Enter a password that meets the password criteria and click Change Password. When you complete the change, you'll automatically be directed to the Start Application page.

Step 3: Start a New Application

1. To create a new Application, click the Begin Application button at the bottom of the Home Page.



Step 4: Return to Complete an Existing Application

1. Once you have started an application, you can return to it at any time until the application deadline. To return to an existing application, browse to the following link: https://wl.force.com/CapBuild/WL_SiteLogin
2. Enter your email address and password information and click Log In. You will automatically be directed to the Home Page.



- When you return, to complete an application, the Home Page view will list your in-progress application. You can continue your existing application by clicking the Edit Application button.

Current Applications

The list below shows the applications you are working on or have completed. Please note that once you "Submit" an application, you cannot edit it anymore. You can only "View" your submitted application.

Capacity Building Program for U.S. Study Abroad application.

Application Due Date: 3/29/2019
 Application Status: **Draft**
 Application Progress:

[Edit Application](#)

Applications close in 49 days

Step 5: Track Your Progress

- You can track your application progress on the 'Instructions' tab of the application.
- Once each section shows 100% progress, (e.g. Grant Proposal), you have successfully completed that section.
- You can return to each section and make changes or edits. You can skip sections if you need to gather additional information, however, every required field on the application must be completed before you will be allowed to submit your application for consideration.

Capacity Building Program for U.S. Study Abroad [Return To Home](#)

Application Due Date: Mar. 29, 2019

INSTRUCTIONS | CONTACT | GRANT PROPOSAL | FEDERAL AWARD EXPERIENCE | SUBMIT

Filling Out Your Application

- The application is divided into several different sections. You must complete all sections and all required fields before submitting the application.
- Required fields are marked with a red bar. All required fields must be completed prior to submitting your application.
- Use the tabs at the top of the page to move through the application sections.
- Use the "Save" button at the bottom of each page to save your work. We recommend that you click "Save" often. You will lose your work if you leave a page without clicking "Save" first. If a tab cannot be saved, you will receive a message describing the problem. Correct the problem and try to save again.
- Tracking Your Application - On the bottom right of this page and on the Submit tab, you will see your progress in the application.
- The page will timeout after 2 hours of inactivity.

Submit Application

- Please remember that you must complete all required questions AND click submit before the deadline in order to be considered.
- When you have completed the application, go to the "Submit" tab and submit your application. You will receive a confirmation email to let you know that your application was successfully received.
- You will not be able to make edits to your application once you have submitted it.
- You will be notified if your application was selected to receive a grant in May 2019.

Print Application

- If you would like to print the application at any point, please go to the 'Submit' Tab, scroll to the bottom of the page, and click on 'Print Application'. The application will print with whatever information you have saved up to that point.

Questions

- For any other questions or information, please email us at academicexchange@worldlearning.org

Application Status

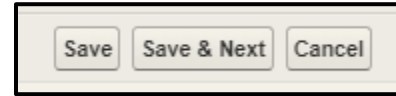
Contact	100%
Grant Proposal	100%
Federal Award Experience	100%

Section Tabs

- Move through the CB-SA application by clicking on the tabs at the top of the application page.



5. At the bottom of each tab, there is a Save & Next button that enables you to save your data and move to the next section.
6. Saving your information will preserve it when you navigate away from the tab, and you will be automatically moved to the next section of the application. You can return to each tab to make changes or edits; however, every required field must be completed before you will be allowed to submit your application.
7. Please note that your session will time out after two hours of inactivity.



Step 6: Submit Application

1. Once you have completed all sections of the application, and all sections show 100% completion, check the box to agree to the terms and click Submit to submit the application.
2. You will receive an email confirming the submission of your application.

Additional Guidance

Forgotten Password

1. If you have forgotten your password and you need to reset it, you can do so from the Login page and click the Forgot Password link at the top righthand side of the page. If you forgot your password, DO NOT continue guessing your password. If you type the incorrect password a few times, you will be locked out of the account. If you cannot remember your password, please always click on the Forgot Password link.
2. Once you click the link, enter your email address in the Username field and click Continue. Instructions on changing your password will be emailed to you.
3. Once you click the link sent to your email address, you will be directed to the Change Your Password page. Please make sure your new password meets the requirements listed.

Contact World Learning for Assistance: If you have question or if you need help completing your application, email academicexchange@worldlearning.org. Please include "CB-SA 2019 Application" in the subject line.