



IDEAS Program
FY19 RFP
Attachment A – Application Instructions

Helpful Tips for IDEAS Program Applicants

Thank you for your interest in the IDEAS Program (Increase and Diversify Education Abroad for U.S. Students). 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 IDEASProgram@worldlearning.org. Please include "IDEAS FY19 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
- 4-7 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 'Select a file' button



2. Choose a file from your computer and click 'Open'
3. Files can be deleted by clicking on the red trash can icon next to the downloaded file.

Webinar

Prospective applicants are encouraged to join a webinar hosted by World Learning on **Wednesday, December 18, 2019 at 2:00pm EST**. The purpose of the webinar will be to provide an overview of the grant competition for the IDEAS Program. Information for joining the webinar is listed below. A recording of the webinar and related materials will be posted on the IDEAS Program [website](#).

Wednesday, December 18, 2019 at 2:00 PM EST | 1 hour
Meeting number: 641 107 833
Password: StudyAbroad

You can join the webinar by:

Option 1: Click on the following link to join via your computer or tablet:

<https://worldlearning.webex.com/worldlearning/j.php?MTID=e9ed7e80607a68f933b769a3934bf14aa>

or

Option 2: Dial the following number to join by phone:

+1-415-655-0001

Access code: 641 107 833

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. Click on the 'Sign Up' button under 'Need an Account?'
3. Enter your email address and password, following the password restrictions.
4. Click the blue 'Sign Up' button

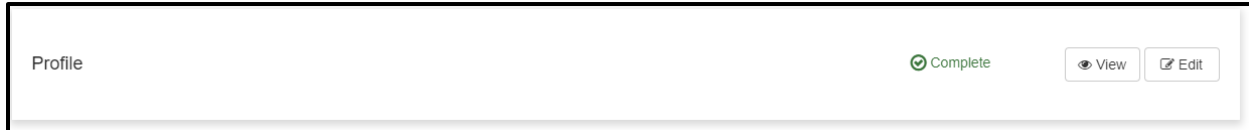
Apply for the Grant Competition

Step 2: Create a Profile

1. Once you have signed up your email and created a password, you will be directed to the Homepage where you will create your institution profile.
2. Start by clicking on the '+Create a Profile to Get Started' button
3. Enter all required information
4. You may save a draft of your profile by clicking on the 'Save Draft' button. Please note that you will not be able to start an application without a completed profile.



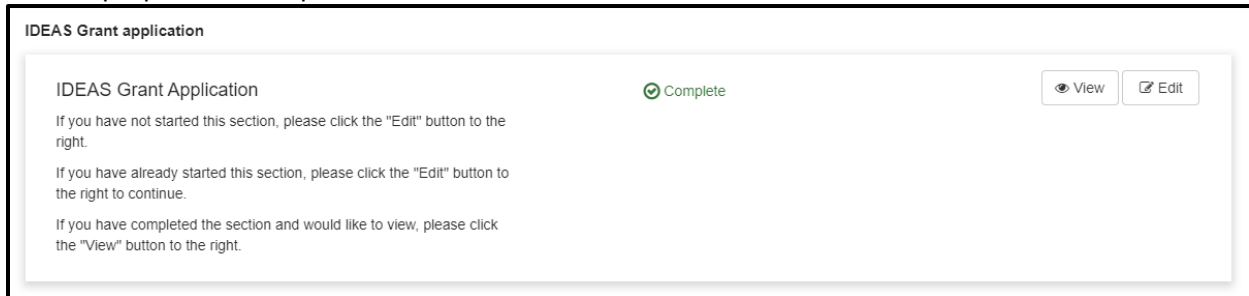
- Once you have successfully completed your profile, click the 'Save' button. You will now be able to start your application
- Please note that you may view or edit your institution profile by clicking on the 'View' or 'Edit' buttons in the Profile box.



- To navigate back to the Homepage screen from the application at any time, click the blue 'Homepage' button at the top of the screen.

Step 3: Start a New Application

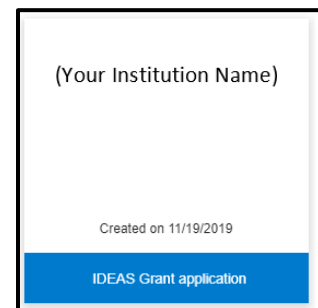
- To create a new Application, click the 'Get Started' button at the bottom of the Home Page.
- On the screen pictured below, you will select 'Edit' to begin filling out your application. The 'View' button can be used to print the application or review it as it would be seen during the proposal review process.



- You may save a draft of your application at any time by clicking on the 'Save Draft' button at the bottom of the screen.
- To return to the Application page or Homepage, click on the 'Homepage' or '(Institution Name)' button at the top of the screen.

Step 4: Return to Complete an Existing Application

- 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://webportalapp.com/sp/ideas_applications
- 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 blue bar titled "IDEAS Grant application"
- Click on the 'Edit' button to continue filling out your application.





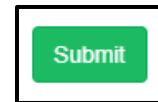
Step 5: Track Your Progress

1. You can track your application progress on the Homepage of the application. To navigate back to the Homepage from your Profile or Application, click on the blue 'Homepage' text at the top of the screen.
2. If the status bar below your institution name is gray in color, your application is in a review status, and no action needs to be taken at the moment.
3. If the status bar is blue, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
4. If the status bar is red, that means that there is an error and you should reach out to an administrator of this program.
5. On the application page, an 'Action Required' or 'Completed' notification will also show next to the 'View' and 'Edit' Buttons



Step 6: Submit Application

1. Once you have completed all required sections of the application, click the blue 'Save' button at the bottom of the screen.
2. Your application status should show as 'Complete' and the Submit button on the application screen will become green and clickable. Once you click the green 'Submit' button, you will no longer be able to edit your application.
3. Your application is not fully submitted until you click the green 'Submit' button.
4. 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 below the login boxes.
2. 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.
3. Once you click the link, enter your email address in the Username field and click 'Reset Password'. Instructions on changing your password will be emailed to you.
4. 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 IDEASProgram@worldlearning.org. Please include "IDEAS FY19 Application" in the subject line.