

SMALL GRANT ONLINE SUBMISSION OVERVIEW

Registering and Logging In

Registering

- Log on to the [Application Submission Website](http://www.onsfoundation.org/apply/re/small) through the link found on the ONS Foundation Website at: <http://www.onsfoundation.org/apply/re/small>.
- Click on “Register Now”
- Type in your email address as your User Name and then enter your first and last name
- An email will immediately be sent to you with a temporary password

Logging In

- The login screen will remain in view so that you can login as a “Registered User” as soon as your temporary password is received.
- Type in your user name (email address)
- Copy or type the temporary password into the appropriate area and click “Login”
- You will be taken to a new screen to create your own password.
- Type in your new password in both spaces and hit Enter
- This will take you to the main application entry screen

Saving and Returning

- ALWAYS click on the “Save” button before leaving the application screen.
- You can save the information and documents you have entered and return at a later time to complete the application submission process by clicking on “Save” or “Save and Return” and then “Log Off in the top left corner.
- It is recommended that you save the information entered periodically throughout the submission process by clicking on either “Save” or “Save and Return.”
- **There is a 60 minute time-out system. If the application page remains open without any information being entered for 60 minutes, any information not already saved will be lost.**
- When uploading documents that you may want to review, click “Save” or “Save and Return.” The filename or information you entered will then be converted to a link that you can now click on to open and review as needed. *(Note: you will not be able to make any changes to the document once it is uploaded. See Making Corrections and Replacing Documents below).*

Accessing the Application

- Log on to the [Application Submission Website](http://www.onsfoundation.org/apply/re/small) through the link found on the ONS Foundation Website at: <http://www.onsfoundation.org/apply/re/small>.
- Check the title at the top to be sure you have accessed the correct application type
- If you have not already completed the required application forms from the ONS/ONS Foundation website, they can be downloaded from the selections at the top of the application form page. You will need to save them as either a Word or PDF document in your system prior to uploading to the application submission system.
- **A star (*) symbol at the end of the field name indicates this is a Mandatory Response. You will not be able to “Validate” or “Submit” your application if any of these fields are missing information.**
- To help reduce the amount of information on your screen, look for a [-] sign on the right-hand side of your screen. Clicking on this will condense that section to one line and make it easier for you to go through the different sections of the application. When you need to return to that section, simply click the [+] sign and it will open again for data entry.

Entry Instructions – Title Page

Demographics

- Enter the information requested in each of the fields in this section
- The information can either be entered manually or pasted from another document
- Dates can be entered either by using the calendar drop-down box or manually, but MUST be a numerical entry. A variety of numerical formats will be accepted.
- Application fee payment code –TYPE in the code that you received from ONS e-source

IRB

Pending

- If your study includes human subjects or animals and has been submitted for IRB approval but not yet approved, click “Pending” and move to the field to upload your proof of submission.
- If your institution does not permit you to submit for IRB approval until after award notification is received, click the appropriate box (“To be submitted upon notification of funding”) and move to the field to upload your institution’s policy on IRB submission.
- Upload the proof of submission to the IRB or a copy of your institution’s policy that IRB cannot be submitted until funding is approved, in either a Word or PDF format by clicking the “Browse” button to access the file directly from your system. In doing this, you will automatically see the file name appear in the field. *(You will not be able to access this downloaded file until you have clicked “save”. Your file will then become a link and can be opened for review by clicking on that link.)*

Approved

- If your study includes human subjects or animals and IRB has been approved, click “Yes” and enter the approval date and IRB Assurance ID Number.
- Upload the proof of IRB approval in a PDF format by clicking the “Browse” button to access the file directly from your system.

Immediate Supervisor

- Enter the Name, Title and Address for your immediate supervisor/ *(This should be the Principal investigator’s immediate supervisor or, for graduate students, the advisor or chair of the thesis/dissertation committee).*
- You must first save the email in an HTML, Text, Word or PDF format. Upload the email from the supervisor, approving the proposed study, by clicking on the “browse” button and downloading the file directly from your system.

Acceptance of Terms and Responsibilities

- Please read this paragraph, which outlines our terms and your responsibilities, if grant funds are awarded.
- Check the box, indicating that you accept the terms and responsibilities included here.

Research Team

- Enter the information requested for each field.
- Indicate the role each person will play on the research team (i.e., co-investigator, consultant, statistician, etc.).
- If there are members of the team that have not yet been determined, such as research assistants, simply enter TBD in the name, credentials and institution fields and just enter the “role” that you will be filling later on.

Entering/Uploading Application Documents

Uploading Documents

- Documents with signatures should be uploaded in a PDF format
- **Multiple uploads are not acceptable within the same field.** Therefore, when multiple documents are needed for one field (i.e., biosketches, letters of support, consent forms, human subject protection education certificates, etc.) they should be combined and scanned into one PDF document prior to uploading. (Helpful Hint: If you receive documents from different sources in different formats, it is easier to print and scan them into one document rather than trying to copy and paste them together, prior to uploading.)
- To Upload a document, click on the “Browse” box to access your document. Click on the file within your system. That file name will immediately appear in the desired field. (To open an uploaded document, you must click “Save.” The filename will automatically become a link that you can then use to open the document).

Making Corrections and Replacing Documents

- You cannot make corrections to any document that has been uploaded. It can only be deleted and replaced by uploading a corrected version of the document, if a change is needed.
- Once you have uploaded files and saved them, they can be removed and replaced at any time up until the application is submitted.
- Open your pending application and scroll down to find the file to be replaced.
- Click the “Delete or Remove” button and then click “Save” or “Save and Return”.
- Then return to that area and click the “browse” button to upload the corrected file.
- **Once the entire application has been submitted, absolutely no changes can be made to your application.**

Checking Status of Application

- Once you have entered the desired information into your application, click “Save”.
- Scroll to the top of the screen and click on “My Apps” icon. This will take you to the screen showing your *application status*.
- This table will show the type of application submitted, date created, date of last update, status, and status date.
- The three icons at the end represent the “edit” (✎), “validate” (✓) and “submit” (⇒) functions.
- Until you have completed the application submission and validation process, the status of your application should show “In Progress”.

Review Process

- Please review all components of your application before you hit “Submit”. It is your responsibility to review all aspects of your application to be sure that you have included all of the requested and required components and that they appear the way you want them to.
- Make sure that you have entered the requested information in each of the “required” response fields marked with an asterisk (*).
- If you need to print your application, you can print all of the visible fields in one document. The remaining fields with uploaded documents will have to be opened and printed individually.

Validation Process

- After logging in, click on the “My Apps” icon at the top left of the screen. Your application status will appear with three icons to the right (Pencil=Edit, Checkmark=Validate, and Arrow=Submit
- Click on the “Validate” button to the right of the application status
- The application will open up showing any missing areas in **RED**. Note: *only the “required”*

fields will show a red error message if information is missing. Any other areas that have not been completed will not have a message as some of this information is optional.

- Complete the application by entering any missing information and then click “Save.”
- Once all of the required areas are entered, a message will appear at the top of the screen saying “Application Validated.” The application is now ready to be submitted.

“Submit” Process

- Once the application has been validated and the “*Application Validated*” message appears at the top of the screen, the “Submit” button will turn **Green** and the application is ready to submit.
- Once you click the “Submit” button, the application status will show as “Submitted”
- A Submission Confirmation message will immediately appear at the top of the screen (in blue) detailing the submission date and time.
- At this time, you will also have the option to view or print the final application submission, if needed. Any documents that were uploaded will only appear with the file name so they will need to be opened and printed separately.

Questions/Help

If you have questions, problems or technical difficulties during the submission process, please contact the ONS Foundation Research Department at either research@onsfoundation.org or 412-859-6298.