GDN's Applicant and Grantee Portal

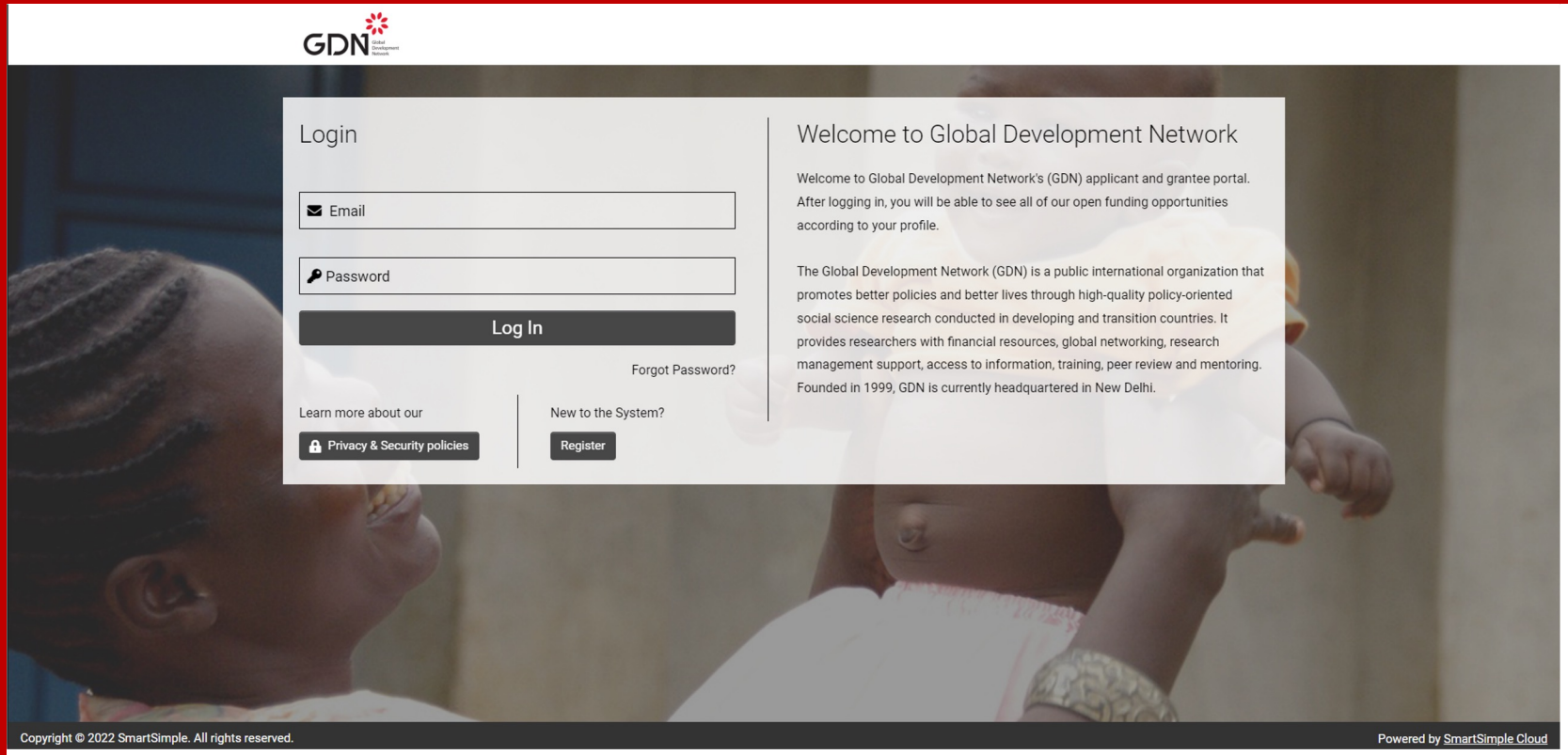
How to register and submit an application for the 2024 Global Development Awards Competition (GDAC)

Local Research for Better Lives

Applicant and Grantee Portal

Access to the portal
Registration per type of application

Access the Applicant and Grantee Portal

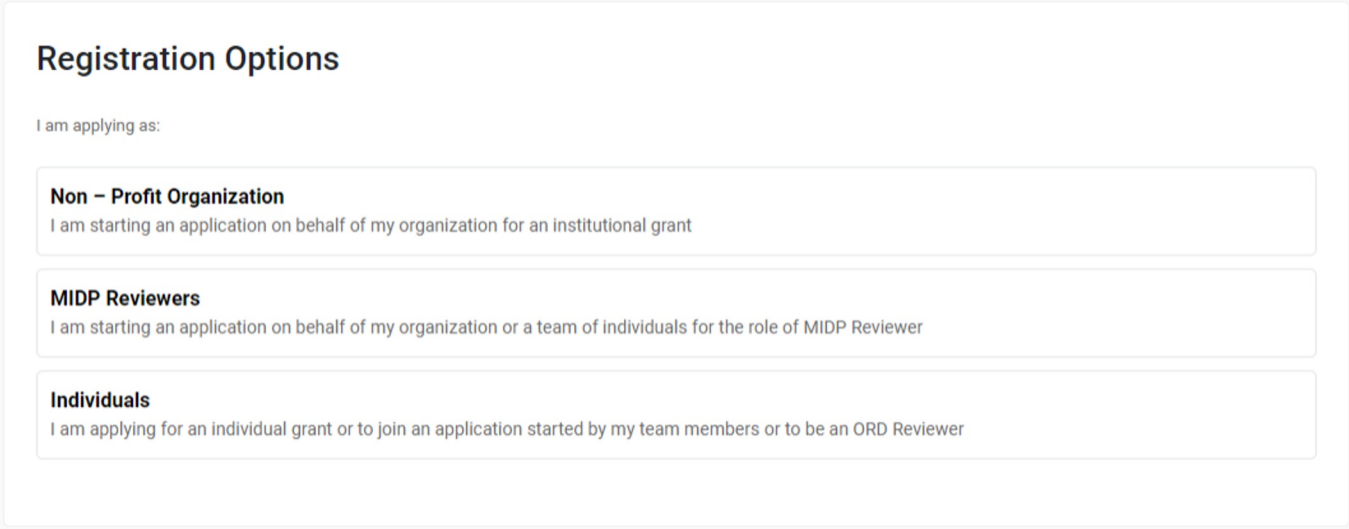


Go to www.gdn.int/gdac/2024/apply

This is the layout of the landing page of the Portal

Note that you will either Login or Register from this

Register your account

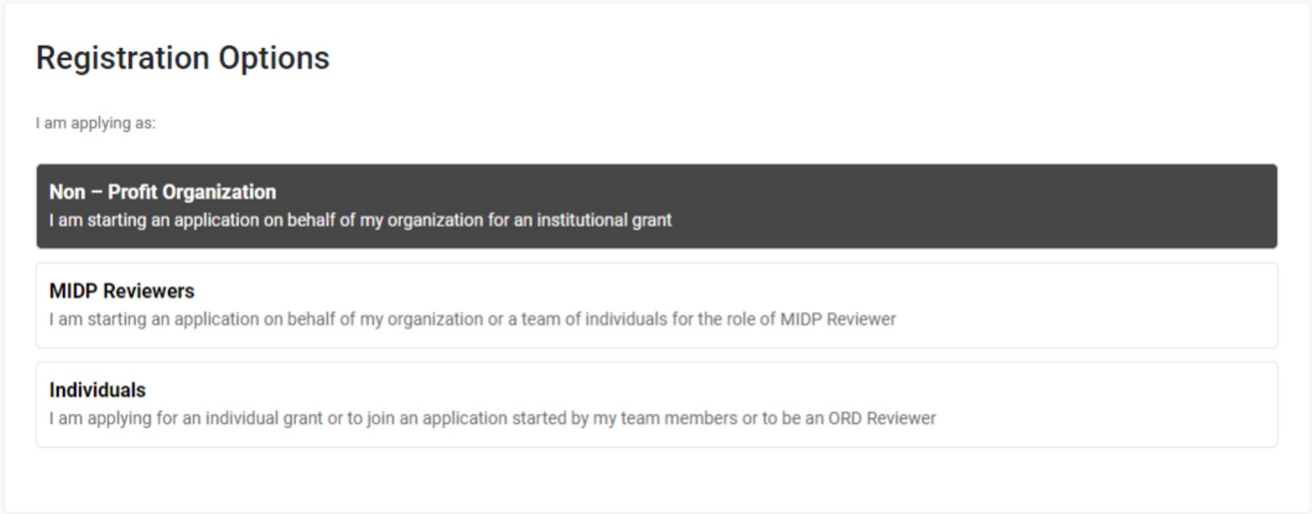


Choose the correct profile

The first step of the registration process is to select under which role your registration will be associated with

Note that you if your application is for MIDP (Non-Profit Organization) or MIDP reviewer, only lead would register with that option and all others would register as Individuals (ORD, ORD Reviewers, Collaborators)

MIDP application

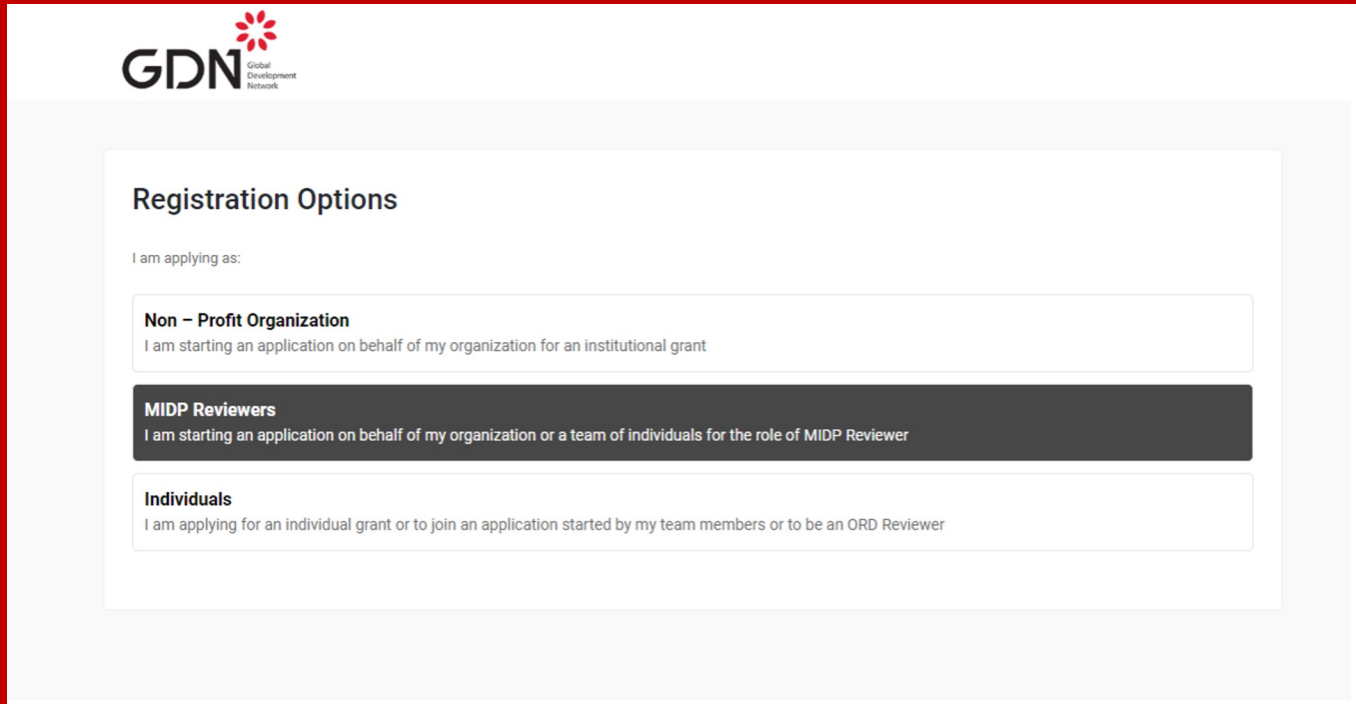


Select Non-Profit Organization

Only the person starting the application shall register as Non-Profit Organization

Note that all other team members will be added as "Collaborators" of the proposal and will receive an invitation from the application (see details later on this document)

MIDP Reviewer application

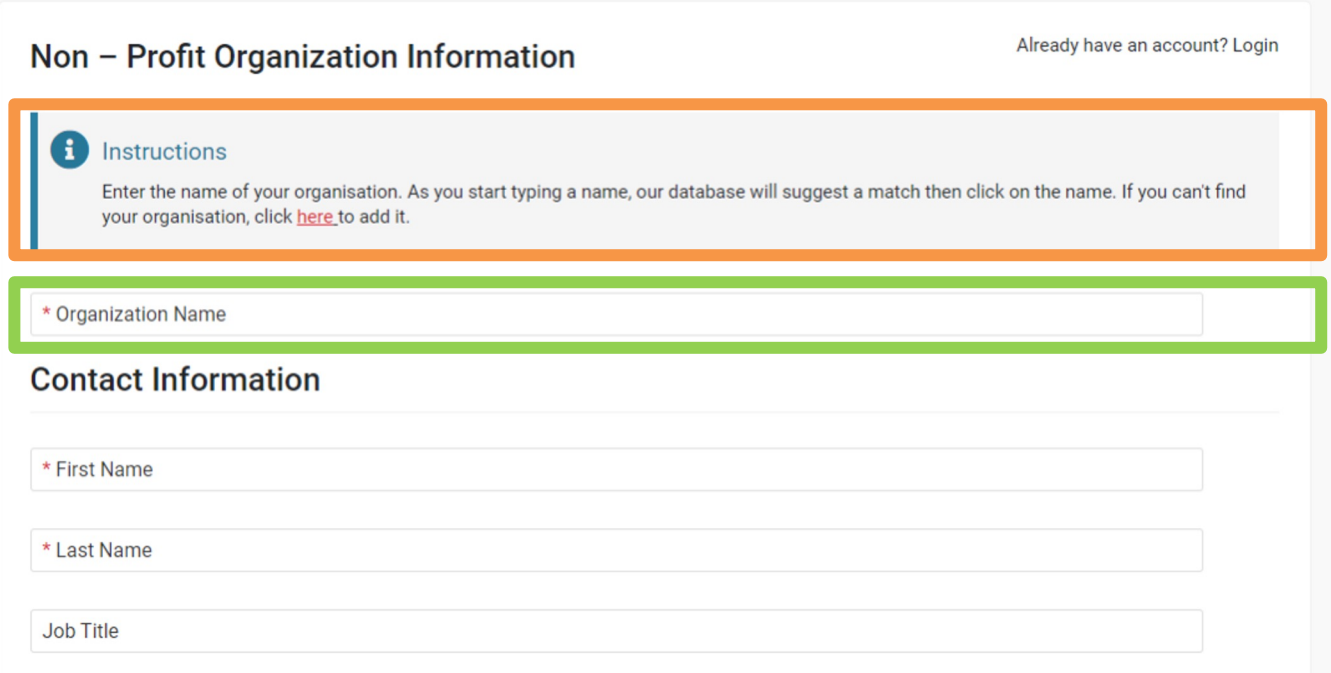


Select MIDP Reviewers

Only the person starting the application shall register as MIDP Reviewers

Note that all other team members will be added as "Collaborators" of the proposal and will receive an invitation from the application (see details later on this document)

MIDP Reviewer organization search
Non-Profit Organization search

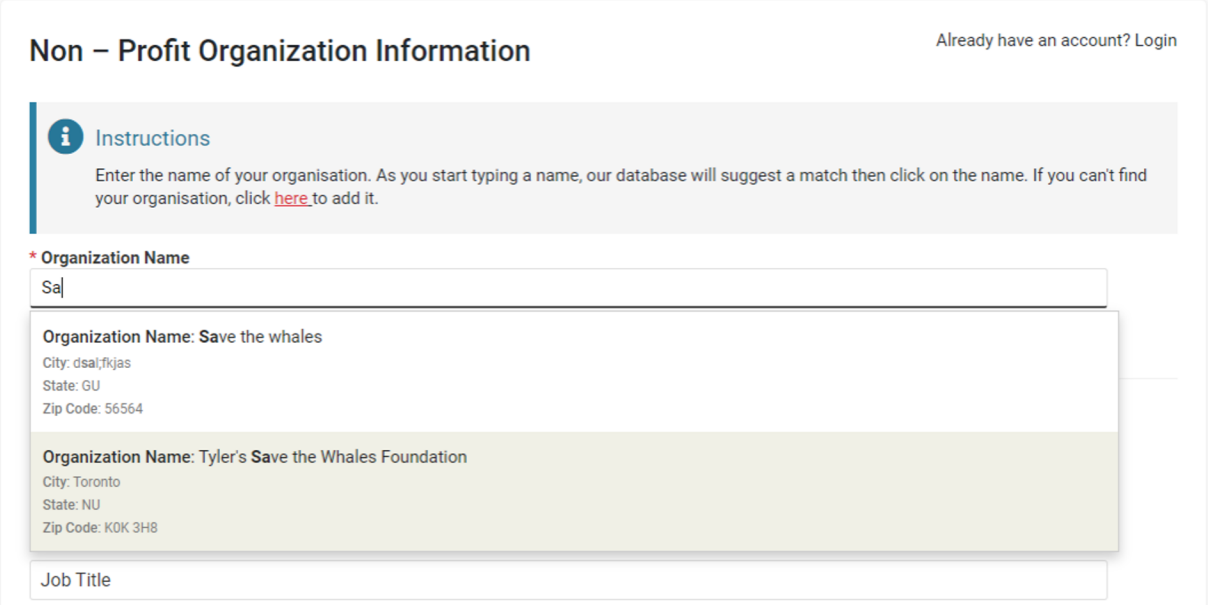


Look for your organization

If your organization exists on our database, once you enter its name in the box highlighted in green, you will only have to provide the remaining details about the individual starting the application

If not, the organization first needs to be created following the link in the text highlighted in orange

MIDP Reviewer organization search
Non-Profit Organization search

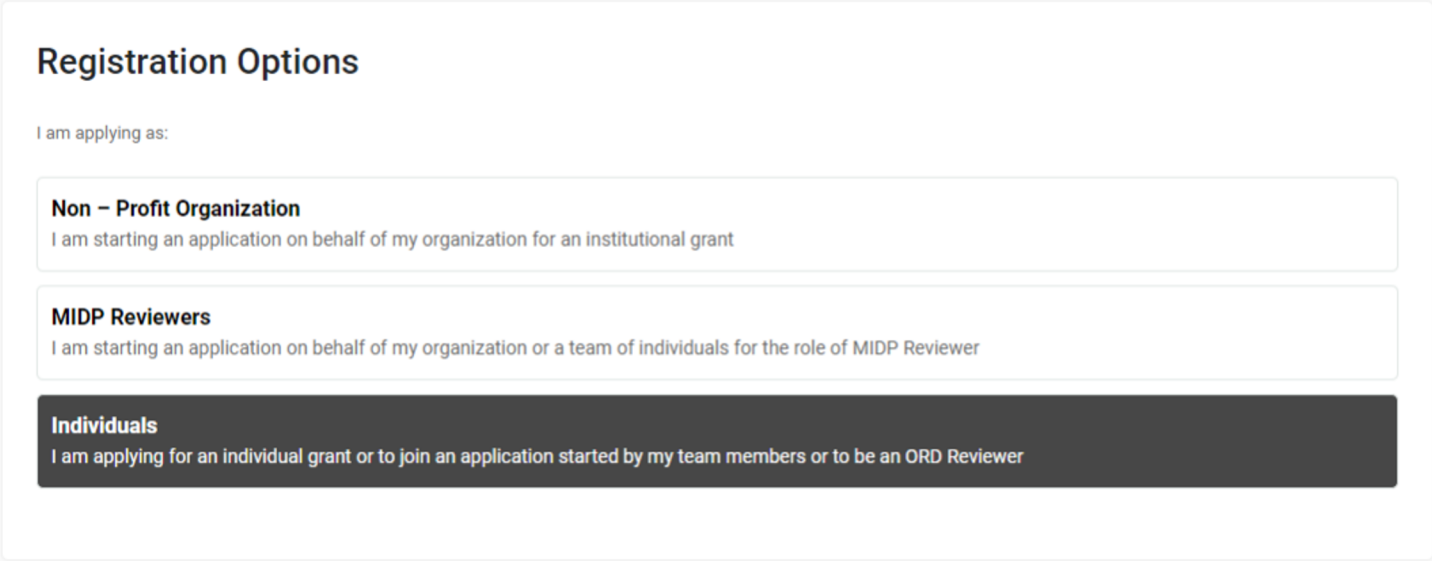


Available organizations

As soon as you start typing, a drop down list of registered organizations will appear. If the organization you are looking for is present, select it and the information pertaining to it will automatically be filled.

If not, then proceed to create the organization and keep in mind the details requested are announced on the respective Call/ToR.

ORD Reviewer registration
ORD Registration



Select Individuals

ORD Applications

Only the person starting the application shall register from the main page, all other team members will be added as “Collaborators” of the proposal and will receive an invitation (see details later on this document)

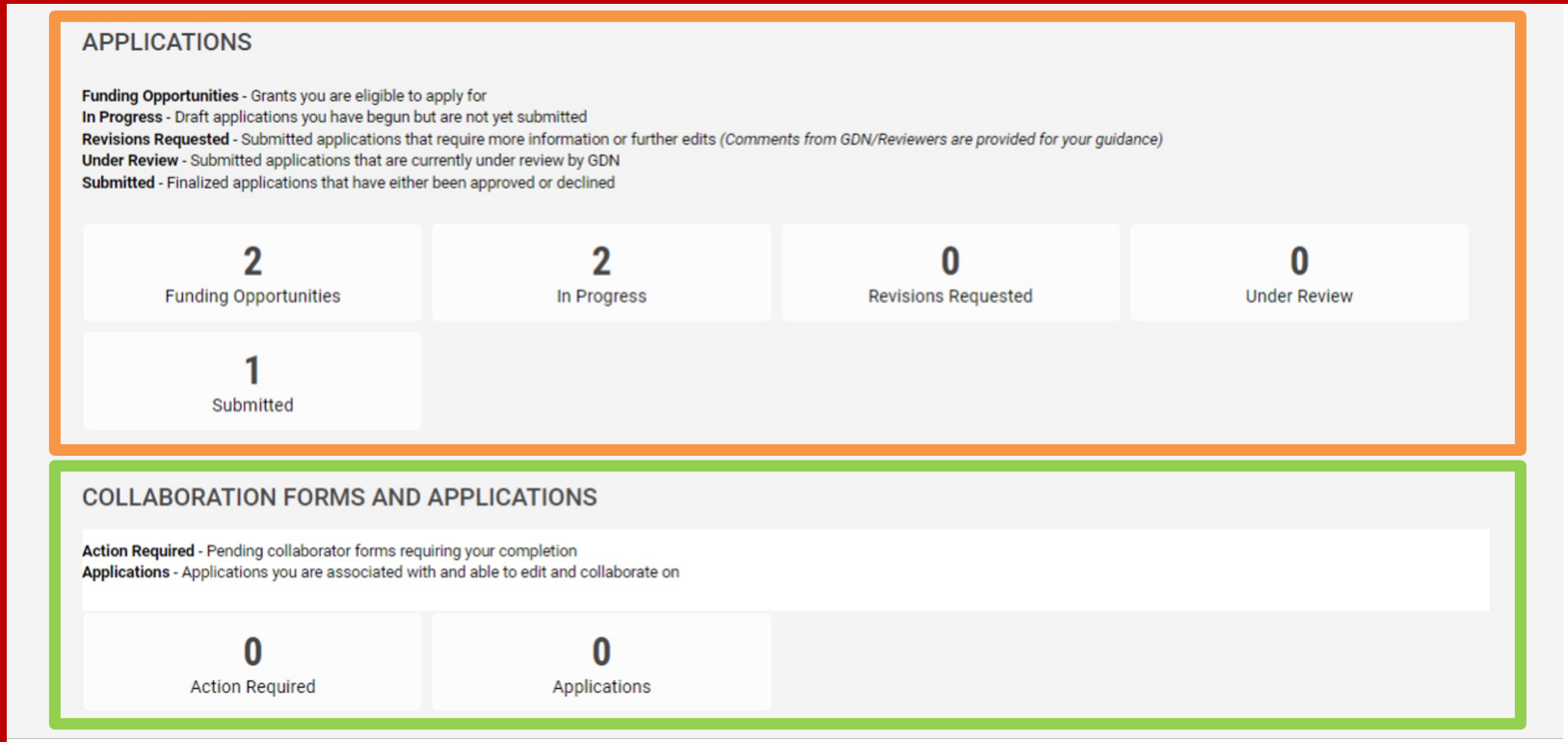
ORD Reviewers

You shall register as an individual

User Portal

Sections and navigation

User portal

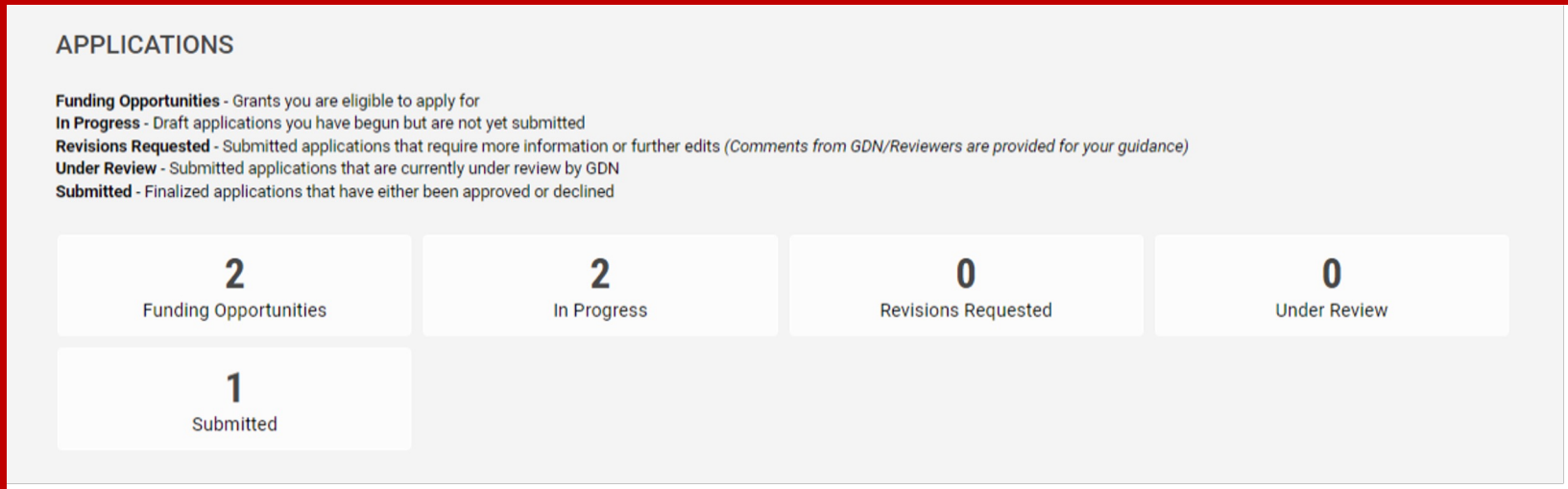


Get familiar with the different sections

If you are the **main applicant (started the application)**, the section highlighted in orange is for you.

If you join the portal after being invited as a **collaborator**, the section highlighted in green is for you.

User portal - main applicant

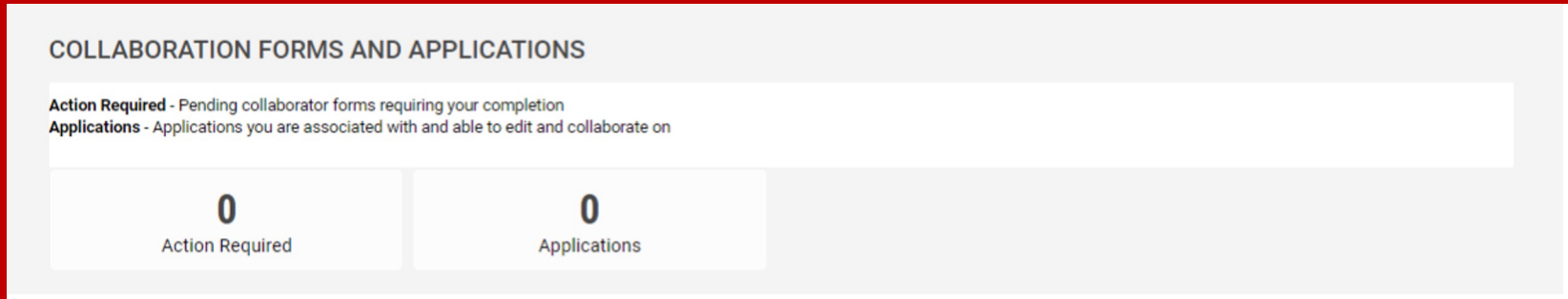


Get familiar with the different sections

As the owner of the application, you will be able to know in which stage it is as per the description provided.

Keep in mind you will only be allowed to submit or be associated with one application!

User portal - collaborator



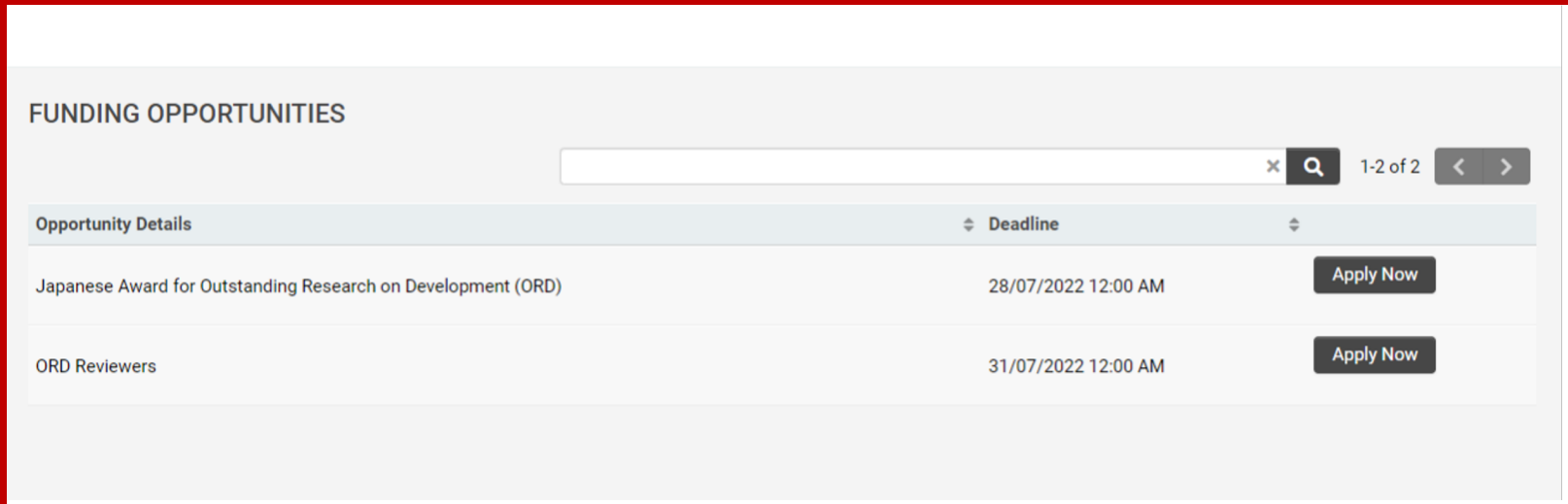
Get familiar with the different sections

As a collaborator, make sure that any item under “Action Required” is addressed. It is probably an indication that you have not filled and submitted the “Collaborator Form” to an application you were invited and accepted to be part of.

You may check the status or edit your application, when possible, under “Applications”.

Keep in mind that if you do not fill the “Collaborator form” ahead of the deadline of the respective call, it can be excluded at the Eligibility Screening stage.

Open calls – Individuals example



Press "Funding Opportunities" from user Portal

You will see all open opportunities according to your profile:

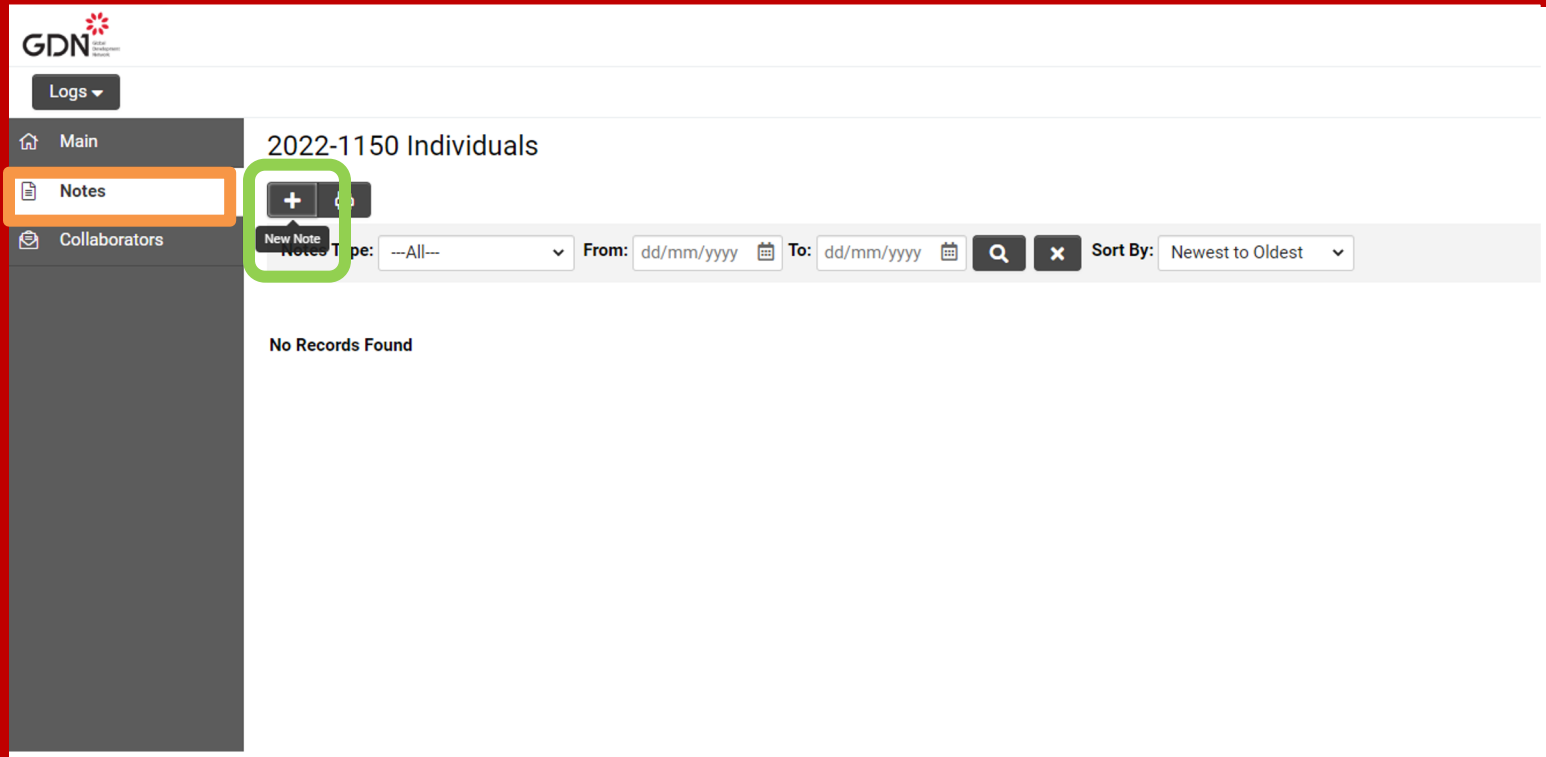
- Individuals - ORD and ORD Reviewers
- MIDP Reviewer – MIDP reviewer application for the main applicant
- Non-Profit Organization – MIDP application for the main applicant

Note that all other team members will be added as "Collaborators" of the proposal and will receive an invitation from the application (see details later on this document)

Interaction with GDN

Notes

Notes

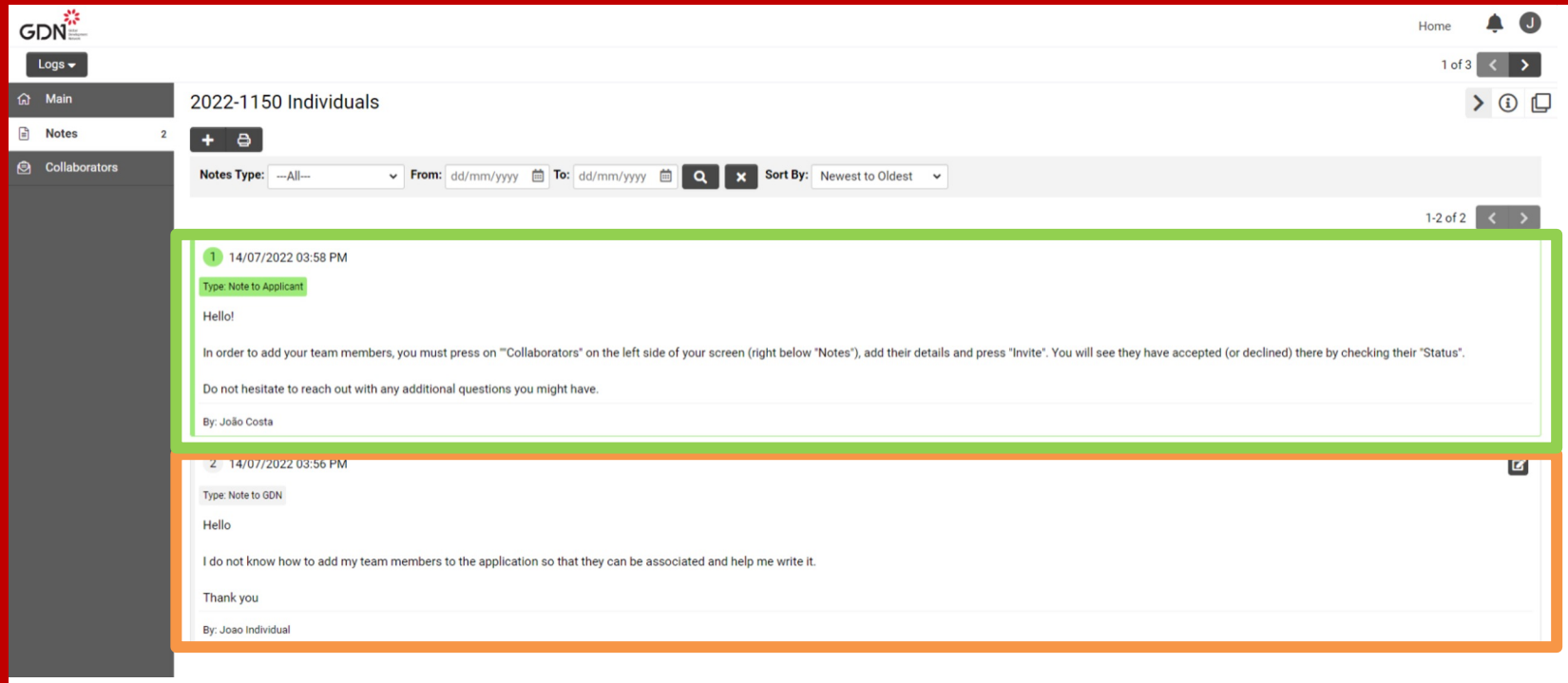


Reach out to GDN

If you need to reach out to GDN you can either send an email or go to to "Notes" (highlighted in orange) and then press "+" to add a new note (highlighted in green)

GDN will receive a notification and will reply on the platform

Notes



Interact with GDN - example

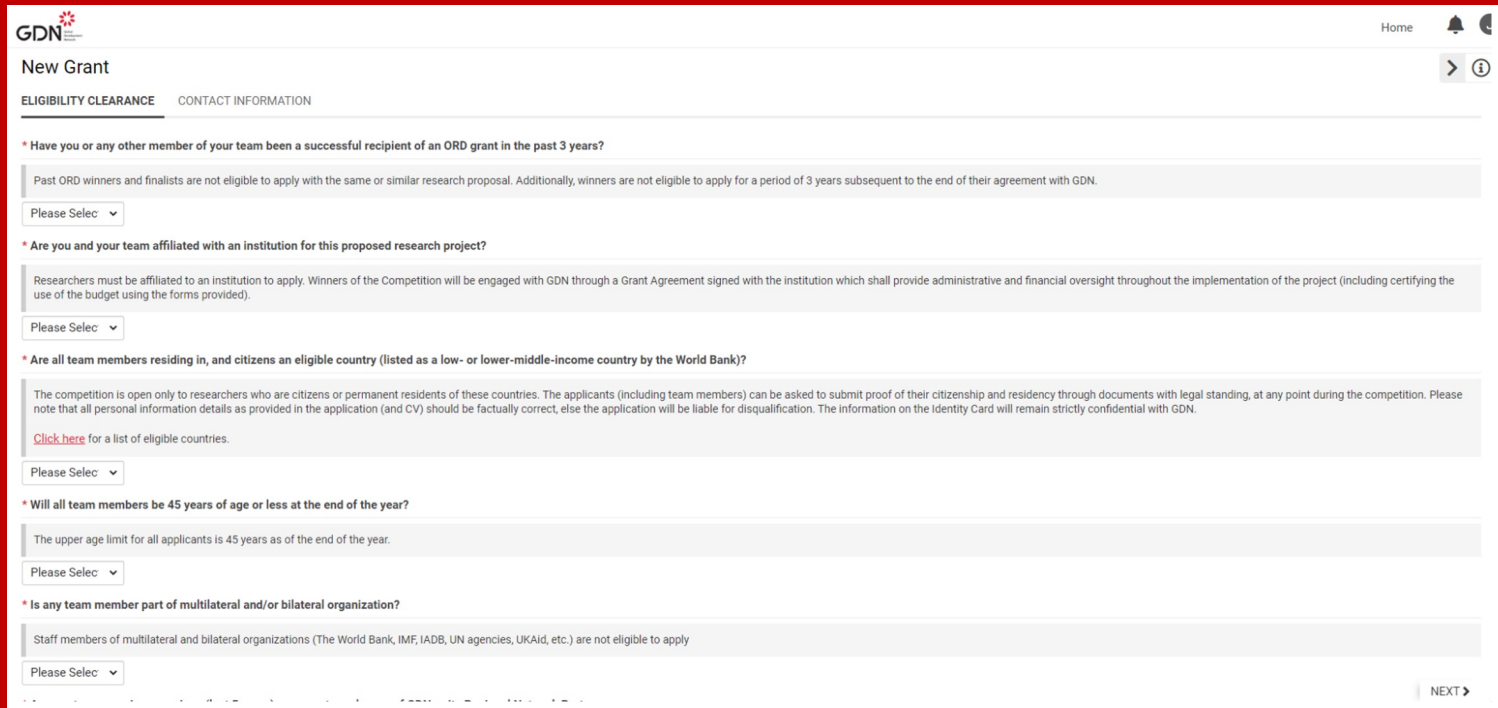
Under “Notes” you can see the request sent by an applicant (highlighted in orange) and the answer from GDN (highlighted in green)

You (and collaborators that have accepted the invitation) will receive a notification that GDN answered. If a follow-up is needed, you must reply on the platform and not as a reply to the email notification

Eligibility Quiz

ORD and MIDP Applications

Eligibility Quiz – ORD example

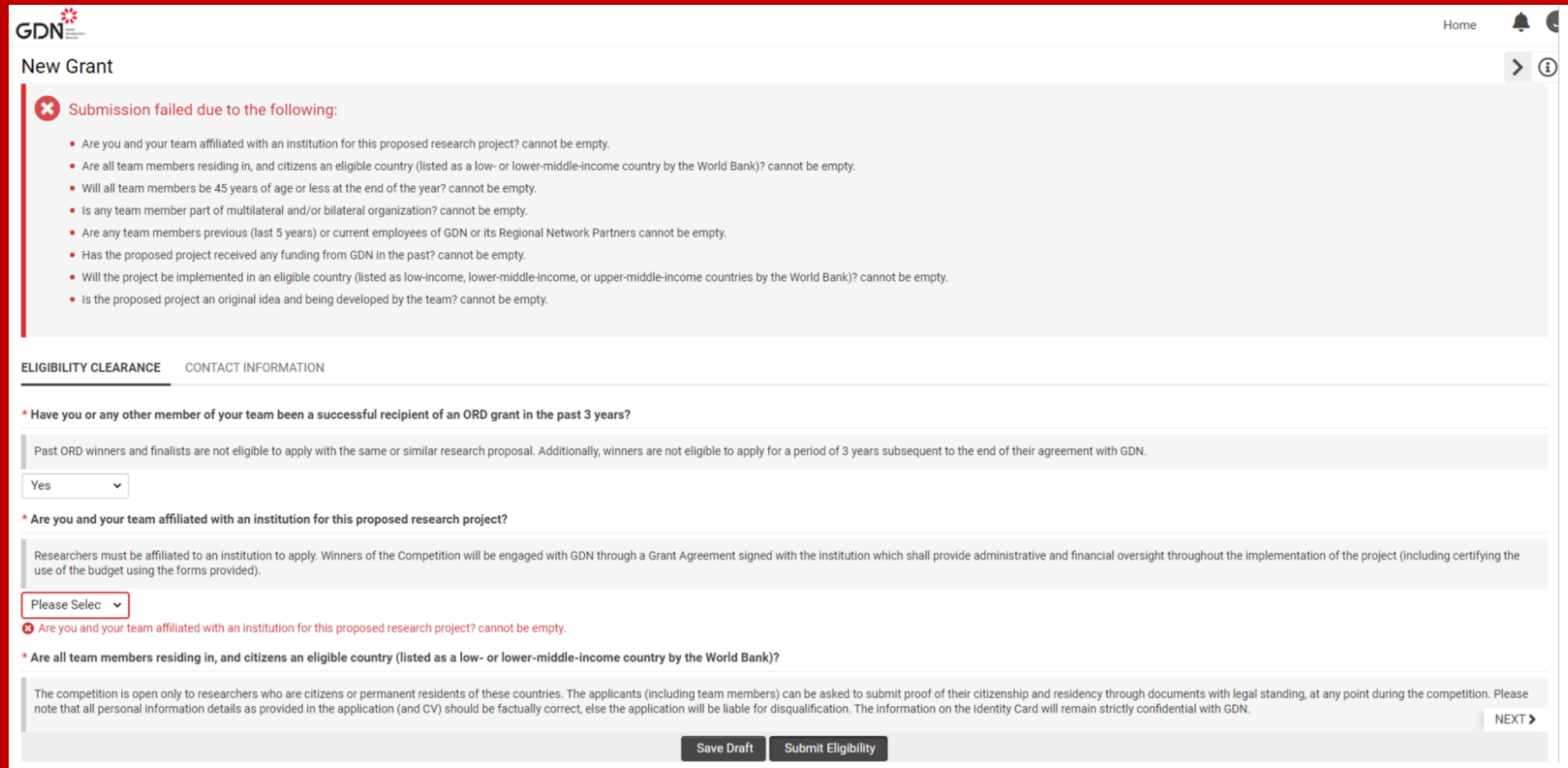


Answer all questions in the quiz

Only the person starting the application shall go through the Eligibility Quiz which is mandatory for ORD and MIDP applications.

Note that this is an initial quiz and that GDN will later double-check all items as per the Call. If you fail to pass then you will not have access to the full proposal.

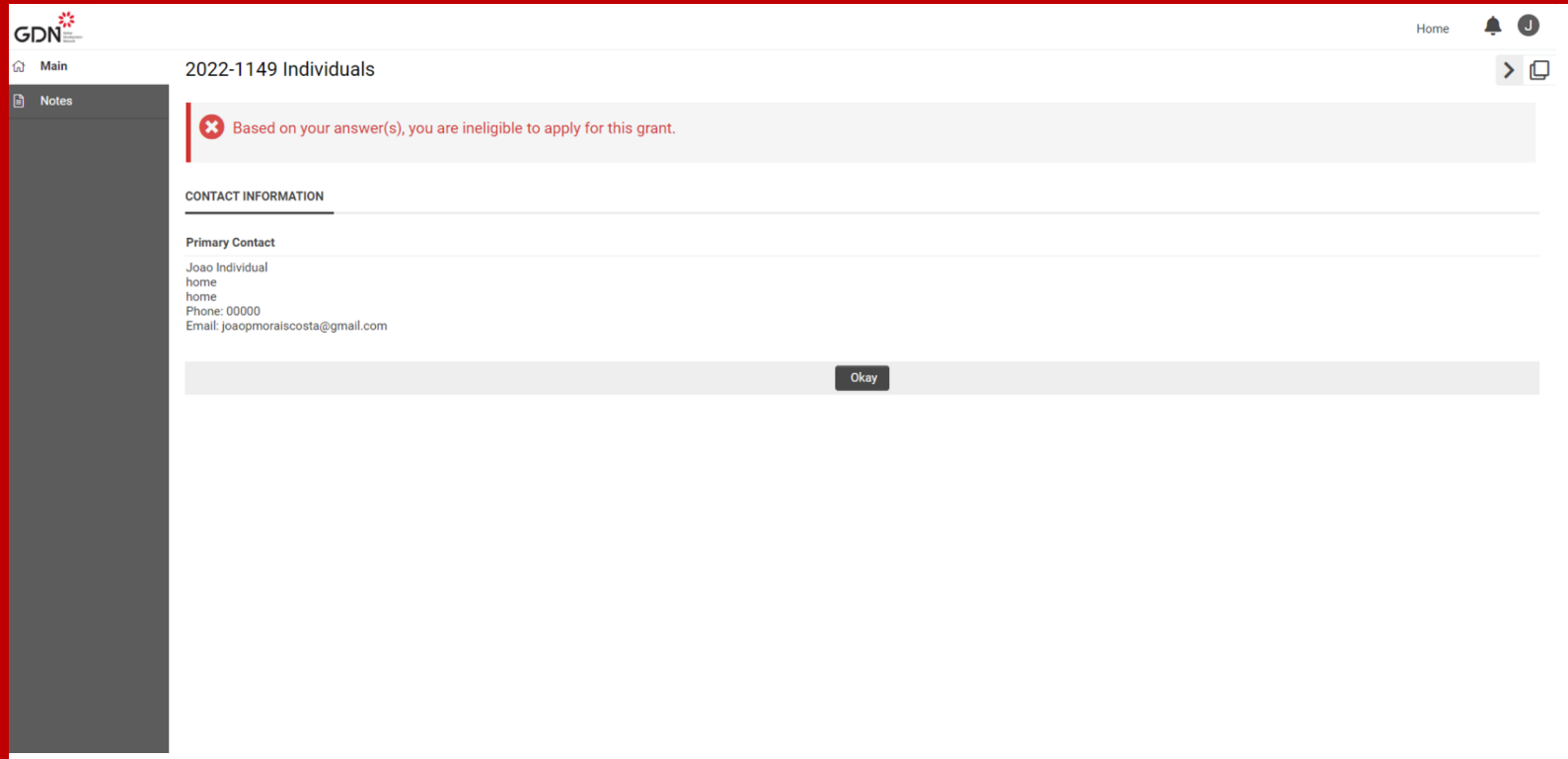
Eligibility Quiz – ORD example



Missing questions from the quiz

If you miss one or more questions, the system will warn you after you press “Submit Eligibility.”

Eligibility Quiz – ORD example

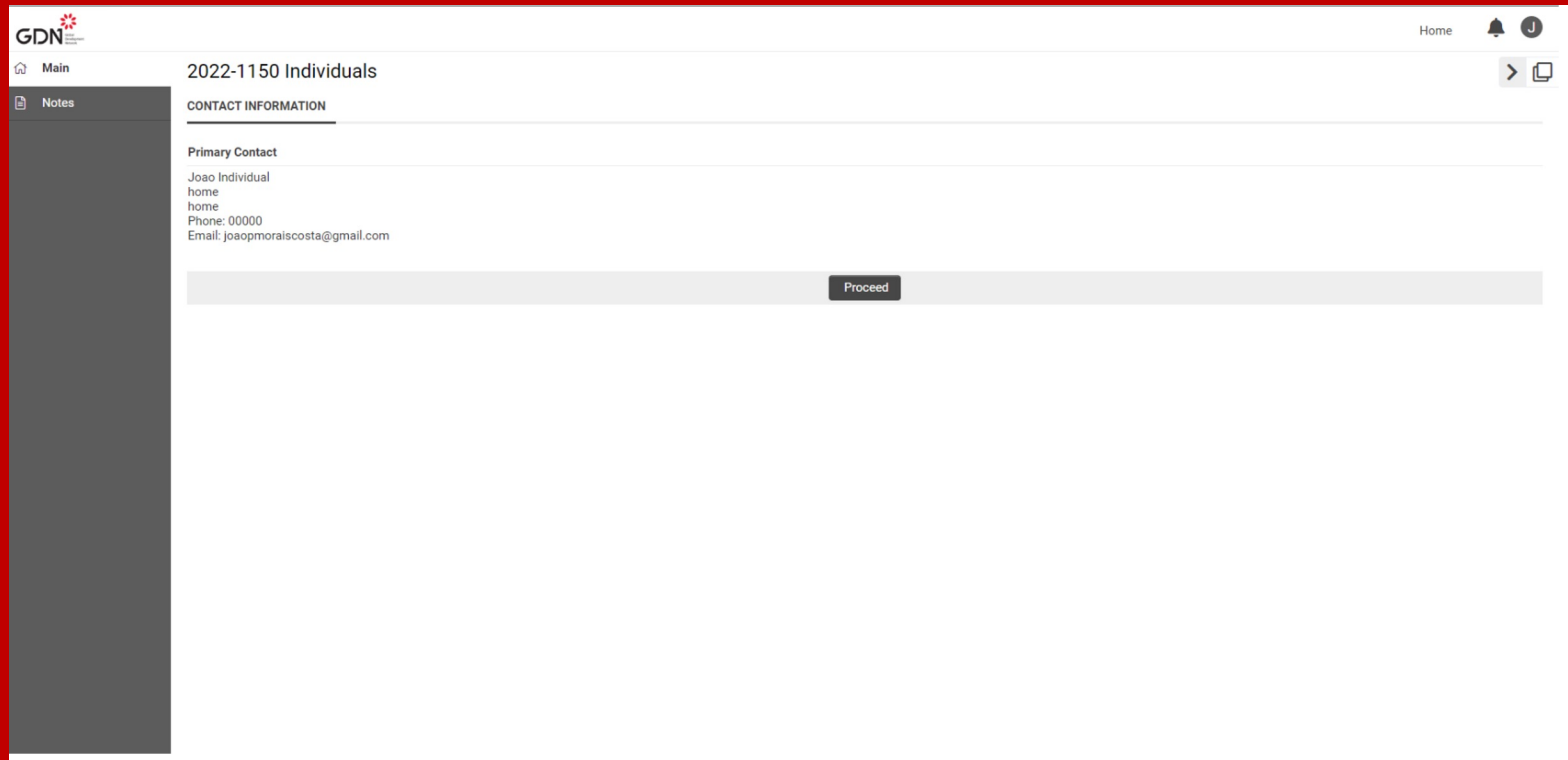


Failed Quiz

If you fail the quiz, you will not be able to proceed to the form for the full proposal. You may try again in case you are sure you are eligible but possibly selected an answer incorrectly.

Reach out to GDN if you believe there is a mistake through the "Notes." (more information down this doc)

Eligibility Quiz – ORD example



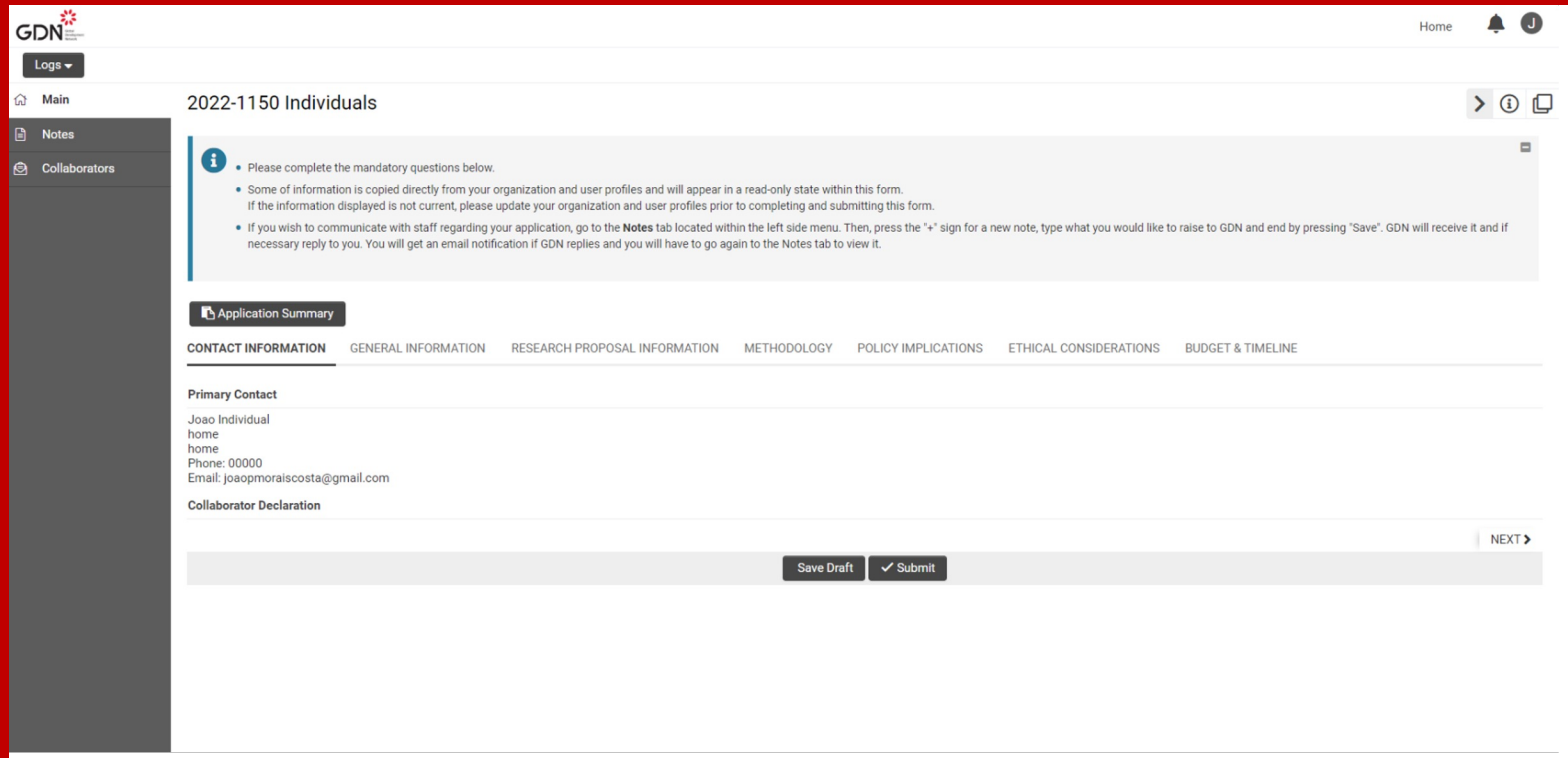
Approved Quiz

If you pass the quiz, The above message will be displayed on your screen. Press “Proceed” to move along to the form with the full proposal.

Team composition (Collaborators)

Invitation
Requirements
Functionalities

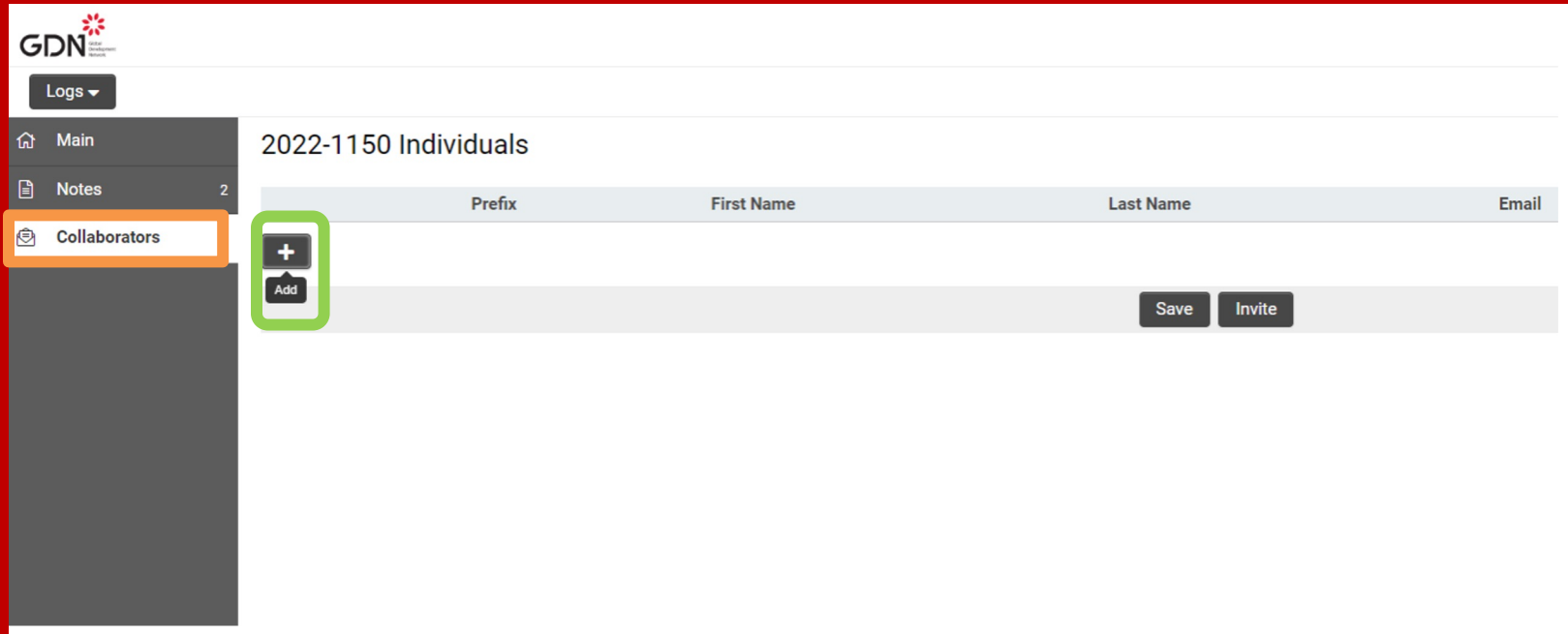
Full proposal – ORD example



Press “Save Draft” to see all fields

Once you arrive to this stage, you need to press “Save Draft.” You are able to navigate through all different sections by pressing on the tab names (e.g. “General Information”, “Methodology”, etc.)

Collaborators – invitation from main applicant

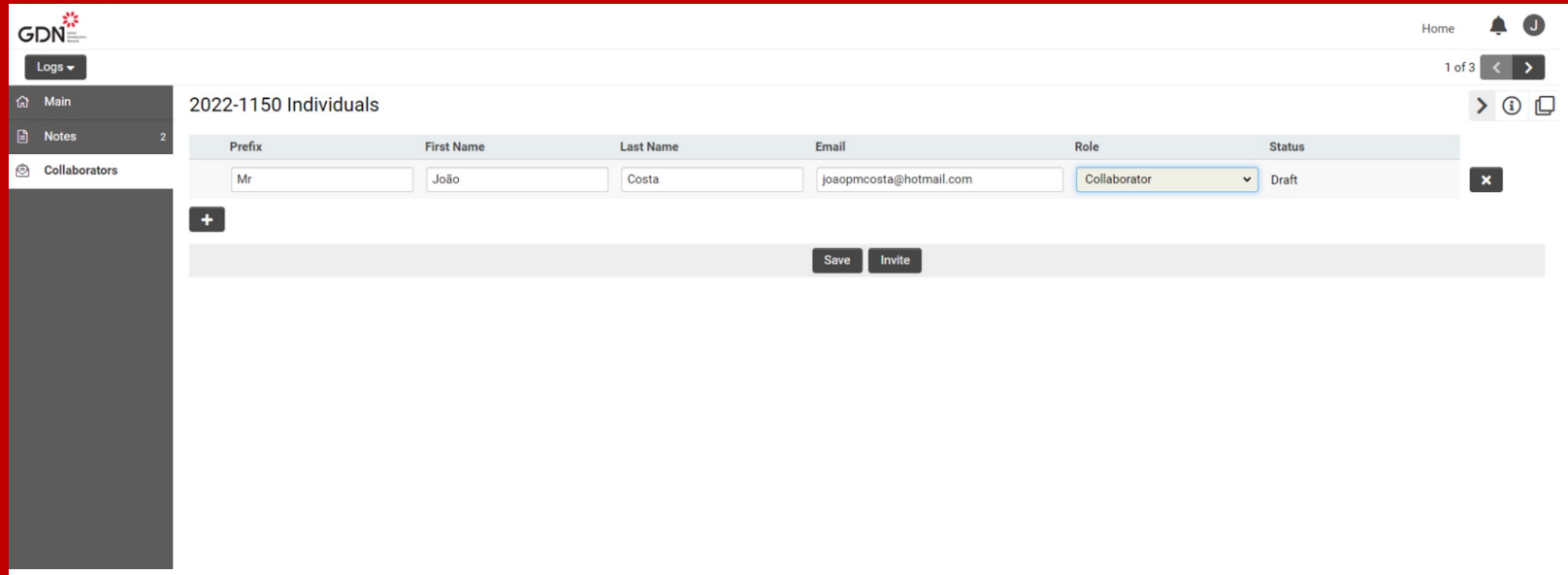


Adding team members (Collaborators)

To add team members to your application go to “Collaborators” (highlighted in orange) and then press “+” every time you want to add a name (highlighted in green)

Collaborators can help edit the application after they accept the invitation and submit the “Collaborator Form” which collects information including CV and role on the application.

Collaborators – invitation from main applicant

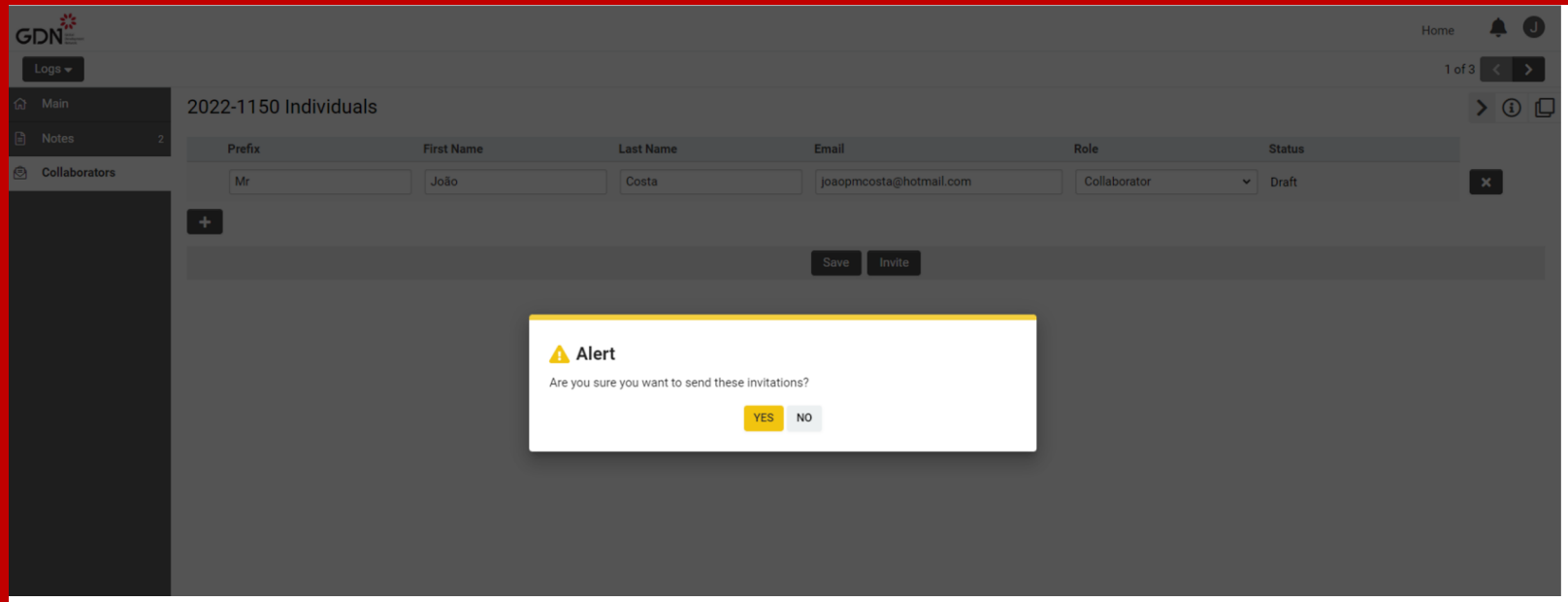


Adding team members (Collaborators)

Provide the required details for all team members you wish to invite. The role is by default ***collaborator*** since the Principal Investigator (ORD)/Project Director (MIDP)/Team leader (MIDP Reviewer) details are provided on the main application form. The status of your collaborator will still be labeled as "draft" until the invitation is sent (see next page).

You may "Save" it for safekeeping while adding new members.

Collaborators – invitation from main applicant

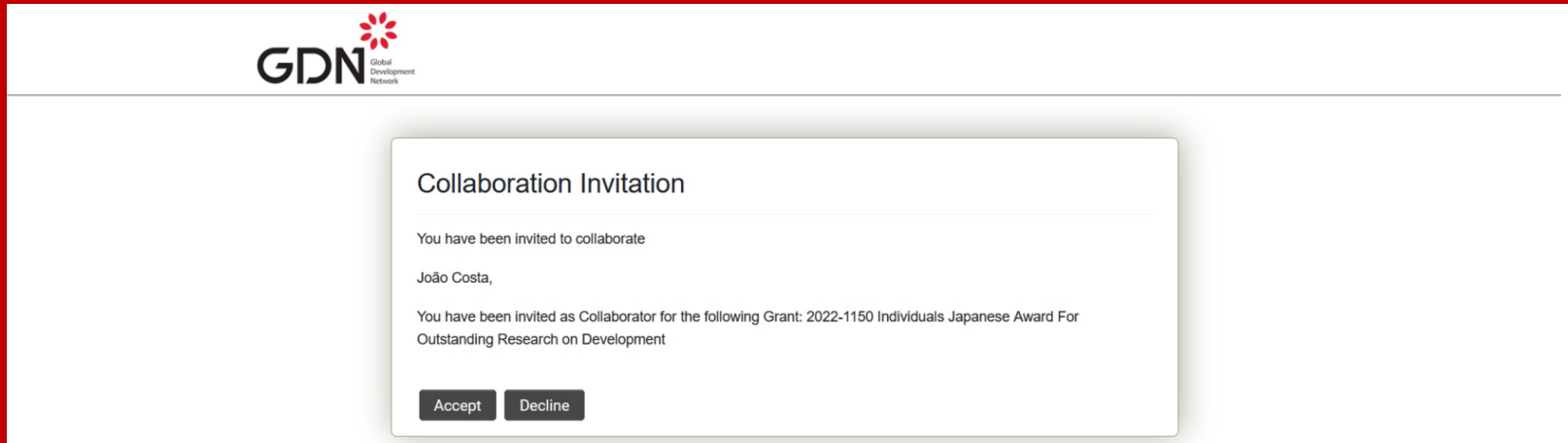


Sending invitations to team members (Collaborators)

Once you have filled all details for all team members, the system will prompt a confirmation message. Only after you confirm and the invitations are sent, will their status change to Invited.

You may add new team members while the call is open and until you submit the full application.

Collaborators – invitation received

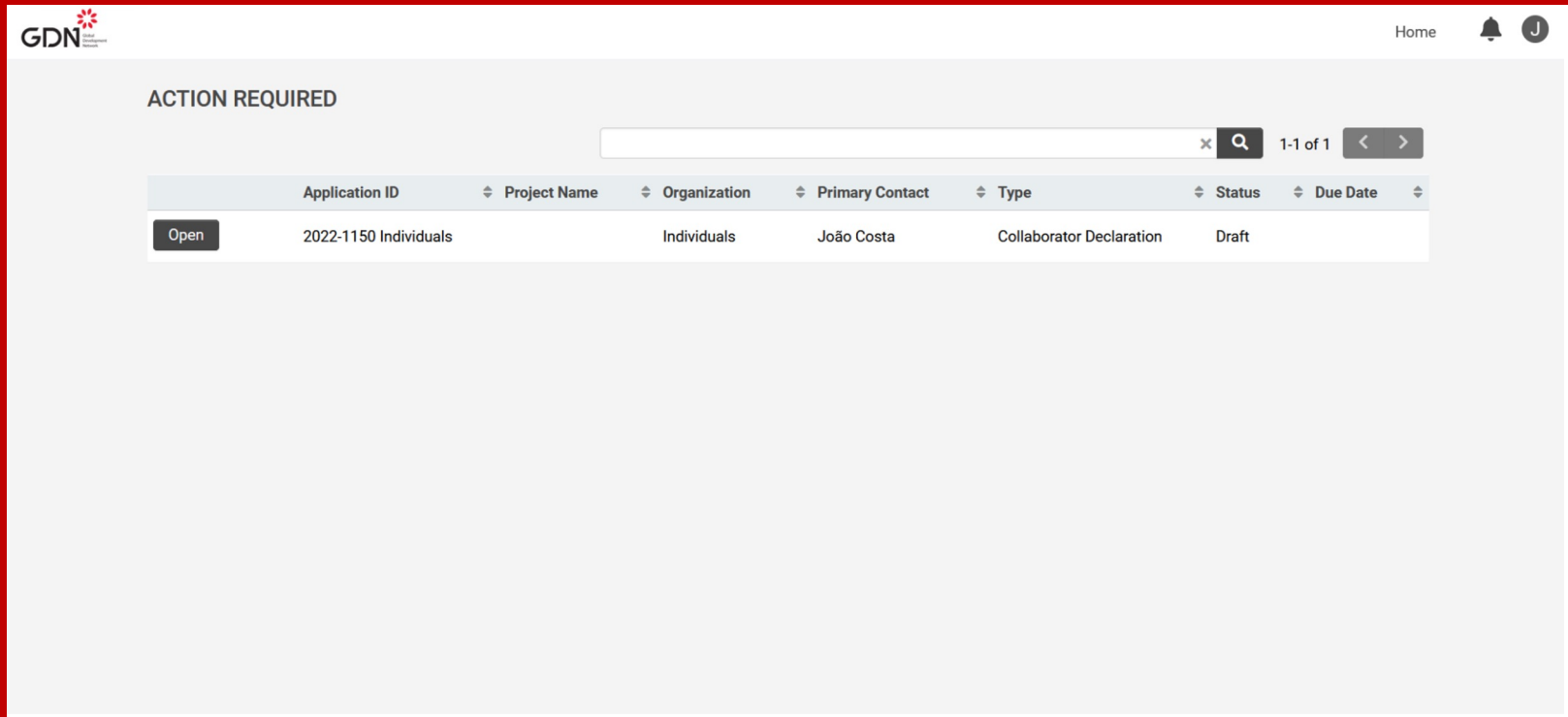


Invitation to Collaborators

The individuals invited will receive an email that will point them to a message similar to the one above and they must accept or decline.

The main application will be able to check the status of the invitation on the tab "Collaborator".

Collaborators – “Action Required”

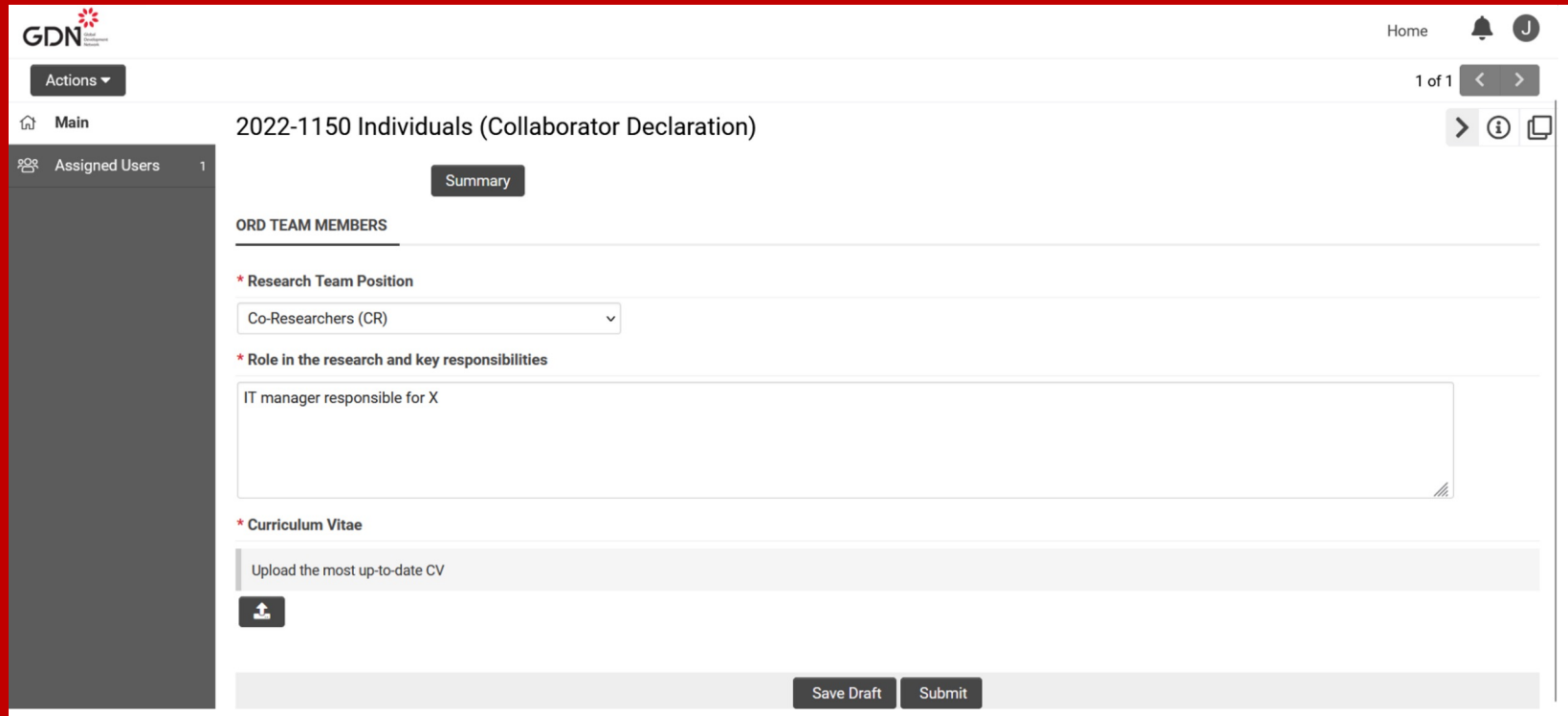


Fill the Collaborator Form

You must fill the form accessible under “Collaborator Forms and Applications” from the User Portal, section “Action Required”.

It is mandatory to fill this in order for the application to advance to the review stage.

Collaborators – Collaborator Declaration/Form



Fill the Collaborator Form

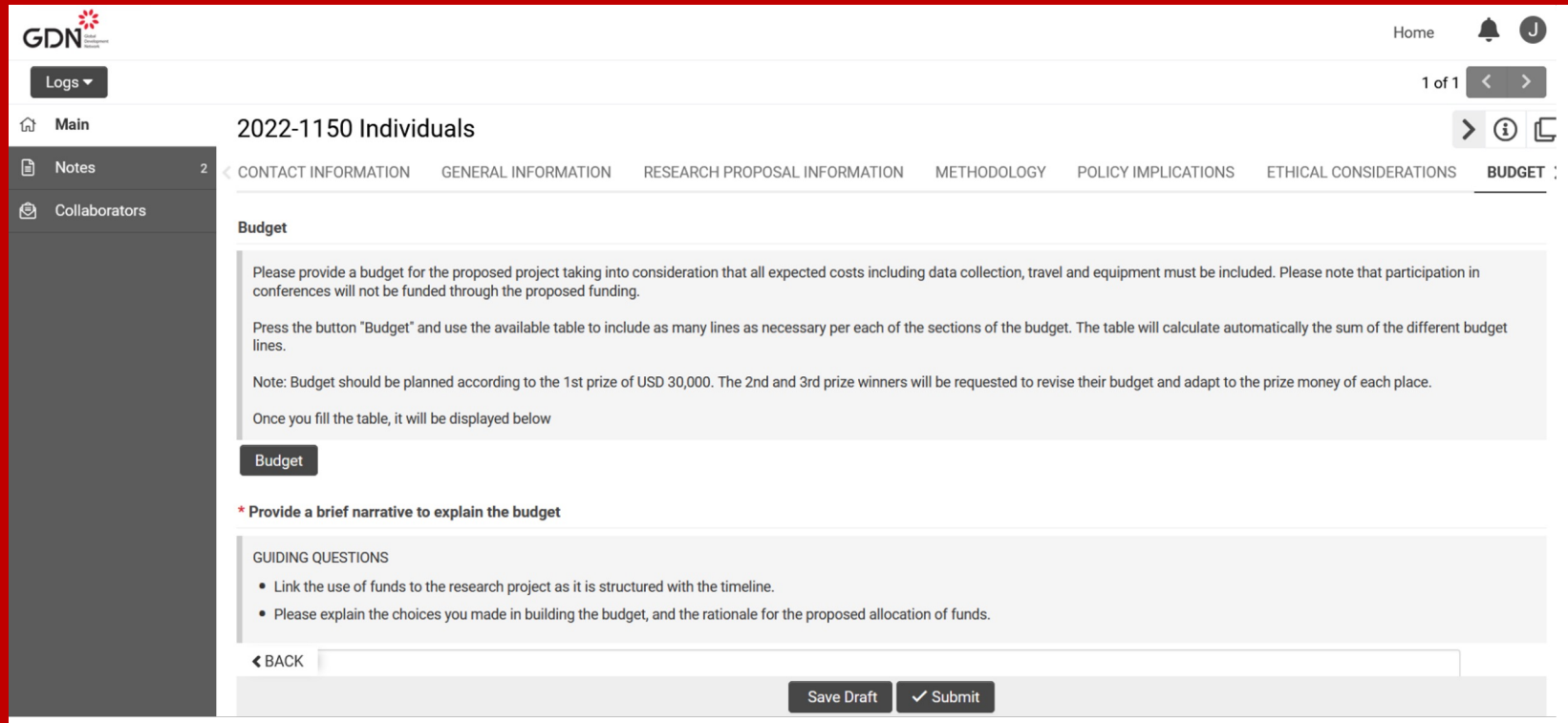
You must fill the form with the indication of your role and responsibilities under the proposed application and upload your full CV.

Take note that it is mandatory to fill this in order for the application to advance to the review stage.

Budget submission

ORD and MIDP Applications

Budget table – ORD and MIDP Applications

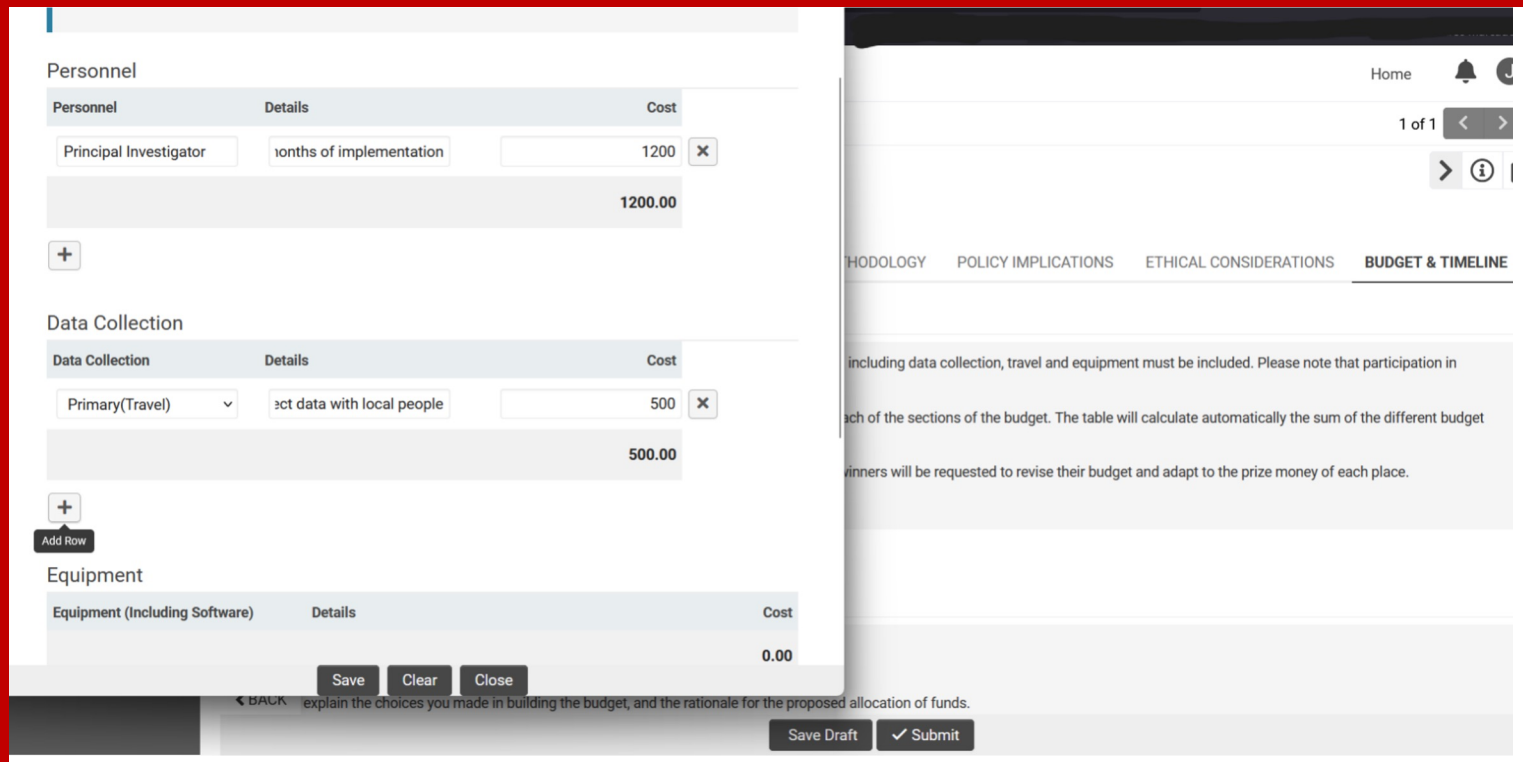


Press "Budget" to fill in the table

The system has a dedicated system for you to input the budget of your application that is then displayed on your screen.

Take note that there are instructions/tips on how to fill table but send us a Note if you face any difficulty

Budget table – ORD and MIDP Applications

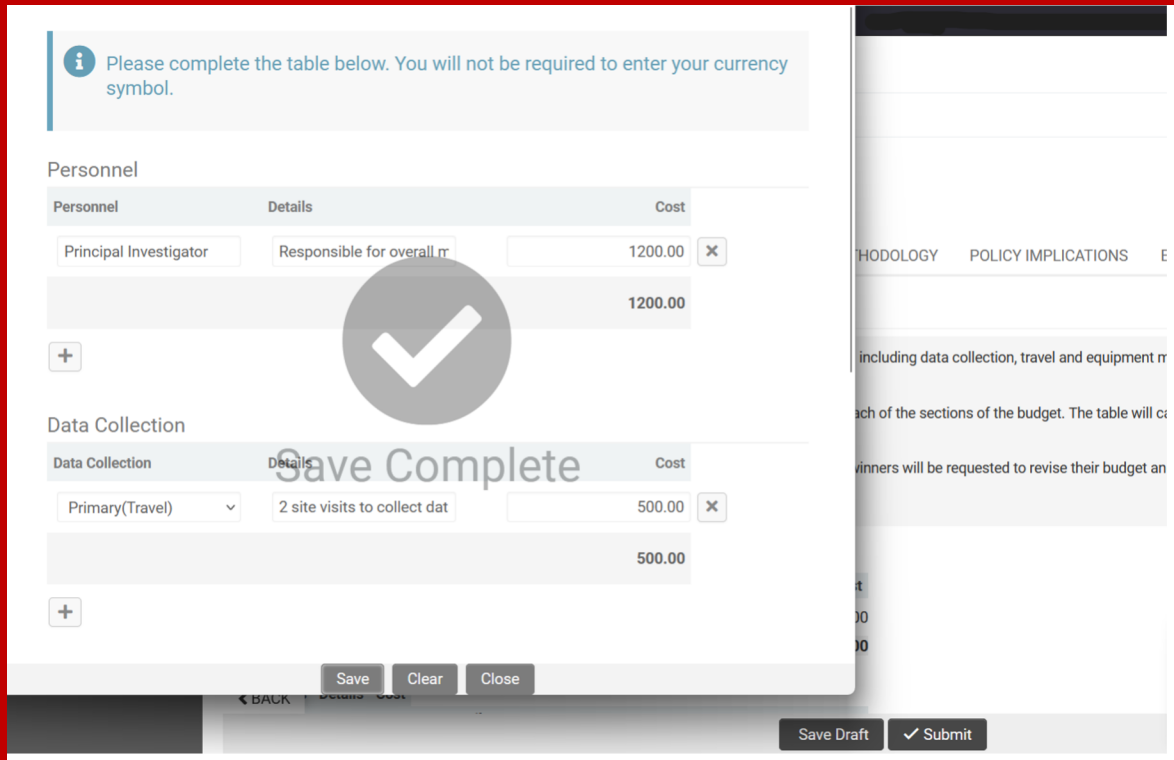


Insert new items per section of the budget

You may add as many new lines as needed per section of the budget by pressing "+" as many times as needed.

Each new line will need to include the details and the total cost. The system automatically calculates the total.

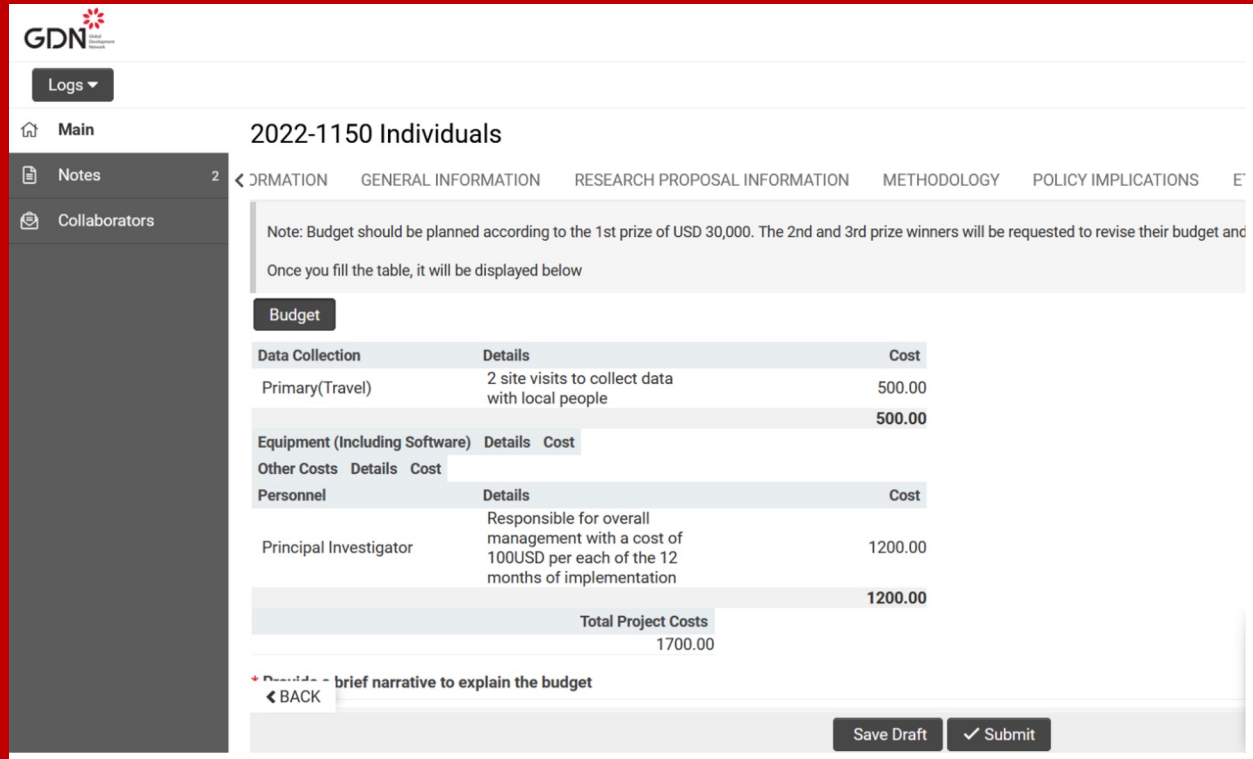
Budget table – ORD and MIDP Applications



Submit the budget

After you have finished inserting all lines, press “Save” and the system displays a confirmation message saying “Save Complete”. Only after you receive this message, press on “Close” (if the system does not automatically close the budget window).

Budget table – ORD and MIDP Applications



Confirm the submitted budget

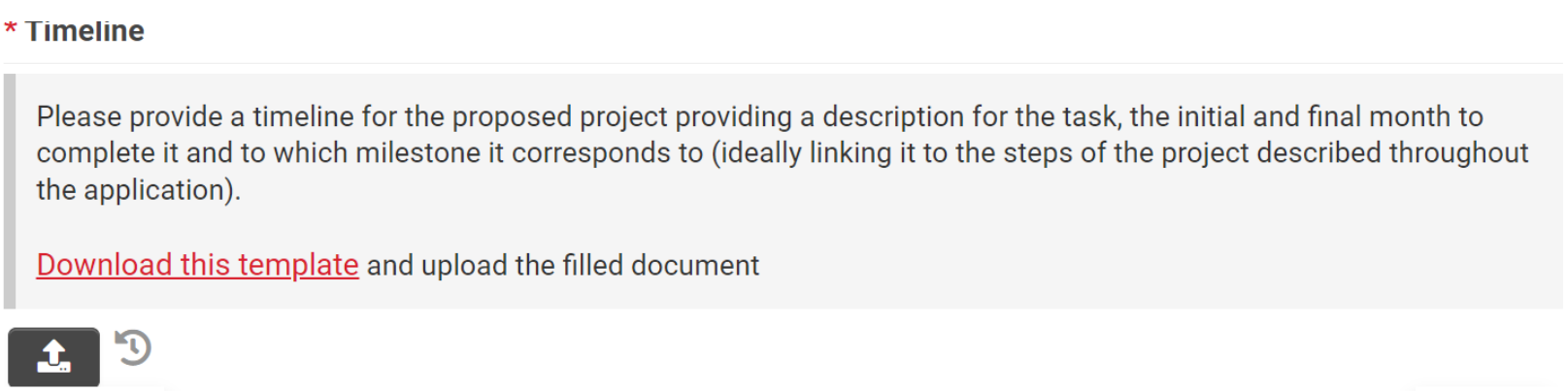
The submitted budget will be displayed on the application and you can check if the values are correct or if you find any discrepancy. If you press "Budget", you can edit it and save it once again.

Send a note to GDN if you see any discrepancy or face issues

Timeline submission

ORD and MIDP Applications

Timeline table – ORD and MIDP Applications



Download the template timeline

Use the provided template to present the timeline for implementation of your project

Take note that you must not use this document to upload other information beyond the timeline for the project

There are instructions/tips on how to fill table but send us a message if you face any difficulty

Timeline – ORD Applications

Proposal Basic Information		
Title of the proposed project		
Category *please indicate with an 'X'*	*Japanese Award for Most Innovative Development Project (MIDP)*	
	Japanese Award for Outstanding Research on Development (ORD)	
MIDP category – NGO *please fill if relevant*		
ORD category – Principal Investigator *please fill if relevant*		

Provide details about your application

Don't forget to fill the box at the top of the template to avoid any misunderstandings.

Take note that this timeline will be assessed by Reviewers to see if the implementation plan is feasible and coherent.

Timeline – ORD Applications

Timeline

Please provide a timeline for the proposed project providing a description for the task, the initial and final month to complete it and to which milestone it corresponds to (ideally linking it to the steps of the project described throughout the application).

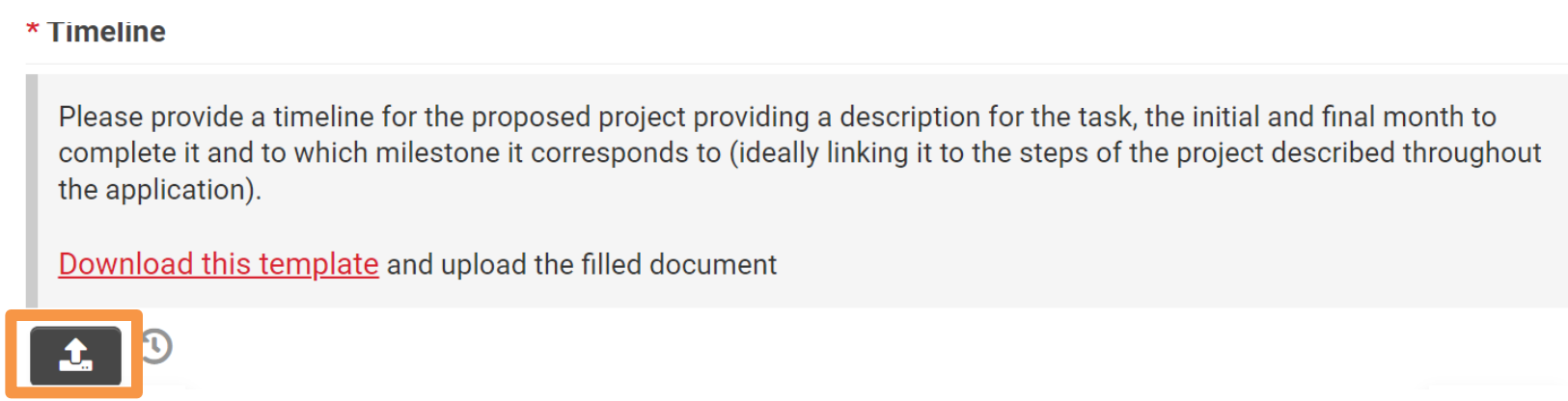
#	Activities	Outputs/Deliverables/Milestones	Initial Month	Final Month
1				
2				
3				

Provide details for each item of the implementation

Each new line will need to include a description, the initial month and final month for it and which output/deliverable/milestone it corresponds to.

Take note that this timeline will be assessed by Reviewers to see if the implementation plan is feasible and coherent.

Timeline table – ORD and MIDP Applications



Upload the filled document

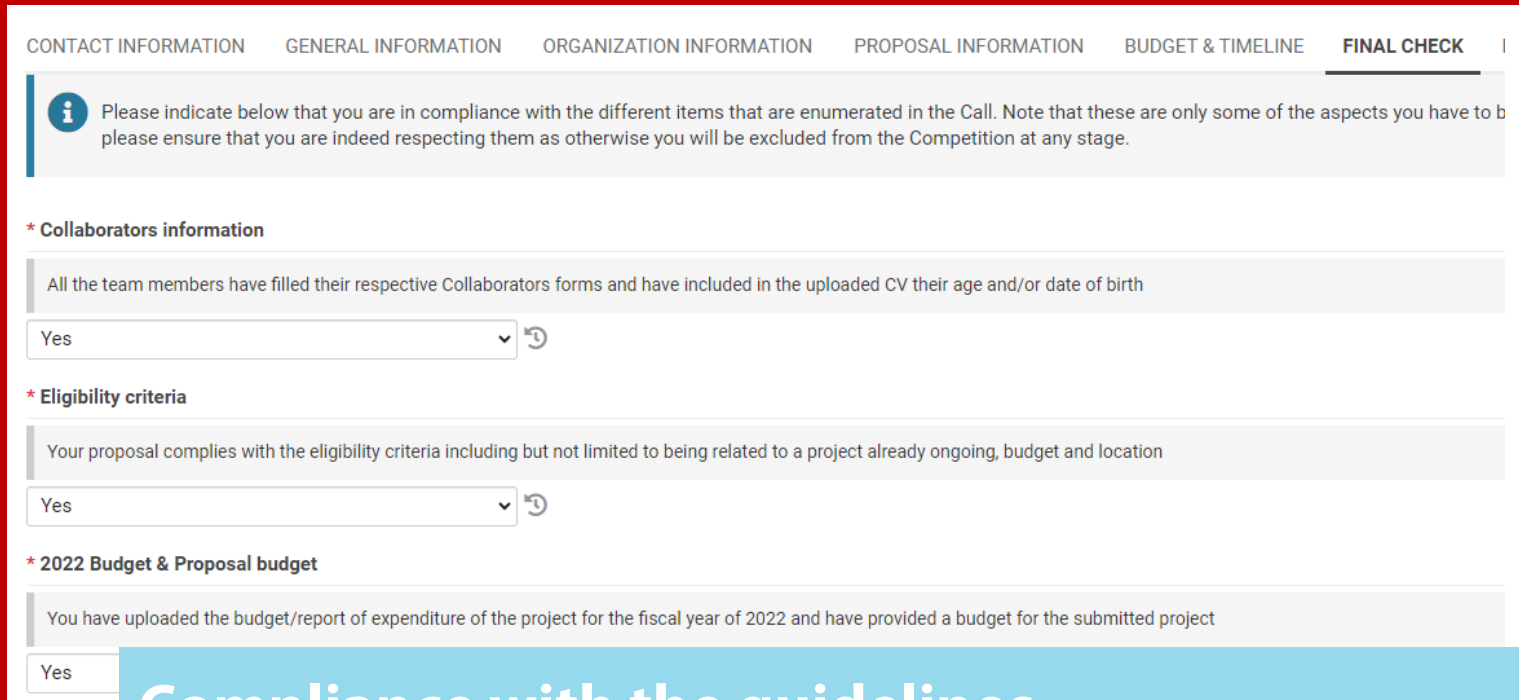
Once you have completed your timeline, upload it by pressing the button (highlighted in orange).

You may reupload a new version if needed. We will consider the latest one. Send a note to GDN if you see any discrepancy or face issues.

Final checks

Before submission

Final check – ORD Applications

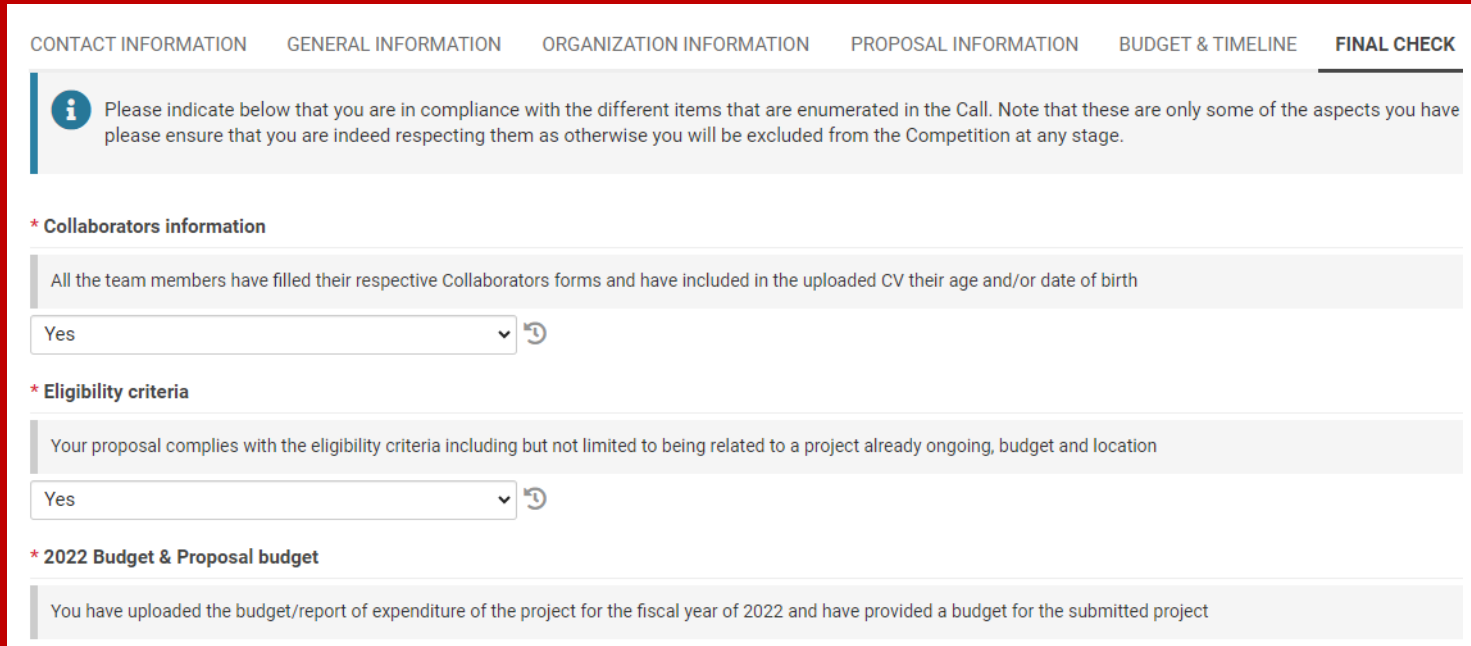


Compliance with the guidelines

Before submission, you must confirm that your proposal is following the rules. Some of the items were already part of the eligibility quiz you had to pass in order to have access to the full proposal.

Take note that your application can be excluded if you do not comply with it (e.g. missing filled forms from the team members or no CVs, team members over 45 years, proposal found to be based on copy-editing from articles, no connection with the theme…)

Final check – MIDP Applications



Compliance with the guidelines

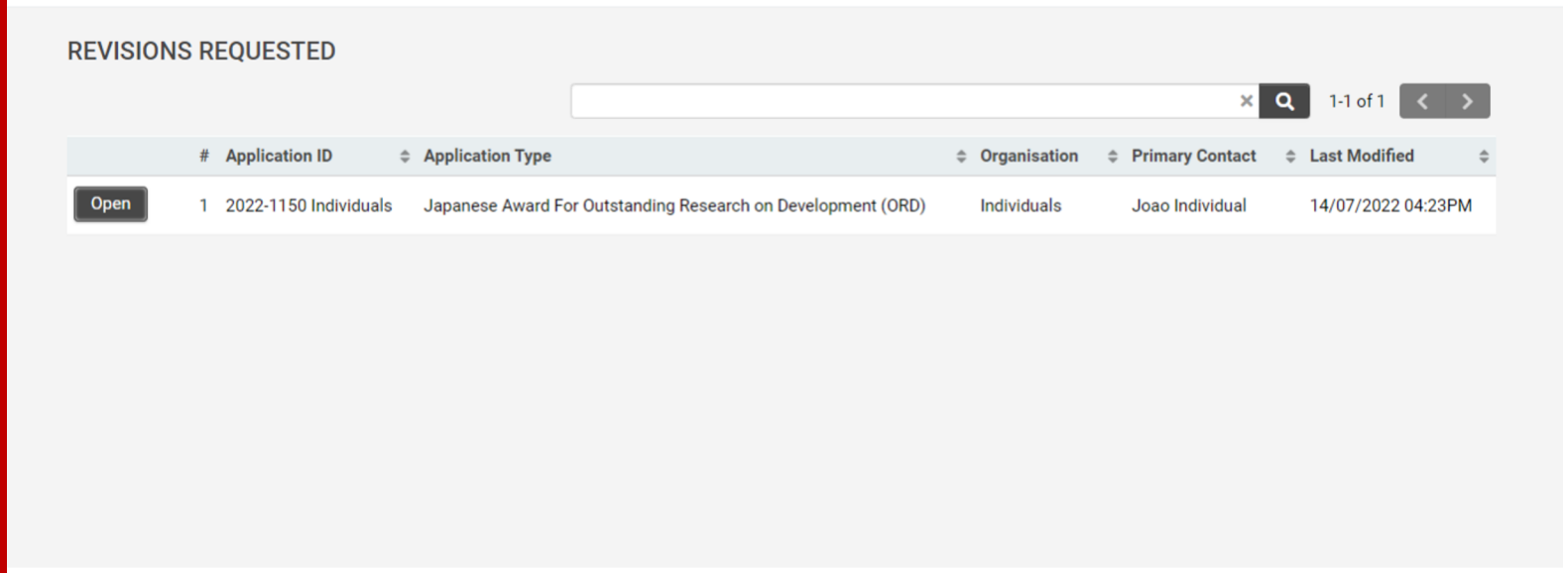
Before submission, you must confirm that your proposal is following the rules. Some of the items were already part of the eligibility quiz you had to pass in order to have access to the full proposal.

Take note that your application can be excluded if you do not comply with it (e.g. missing filled forms from the team members or no CVs, lack of budget from 2022, budget for proposal above the prize money, disconnect from the theme…)

Revisions of application

React to requests

Revisions Requested – edit the application

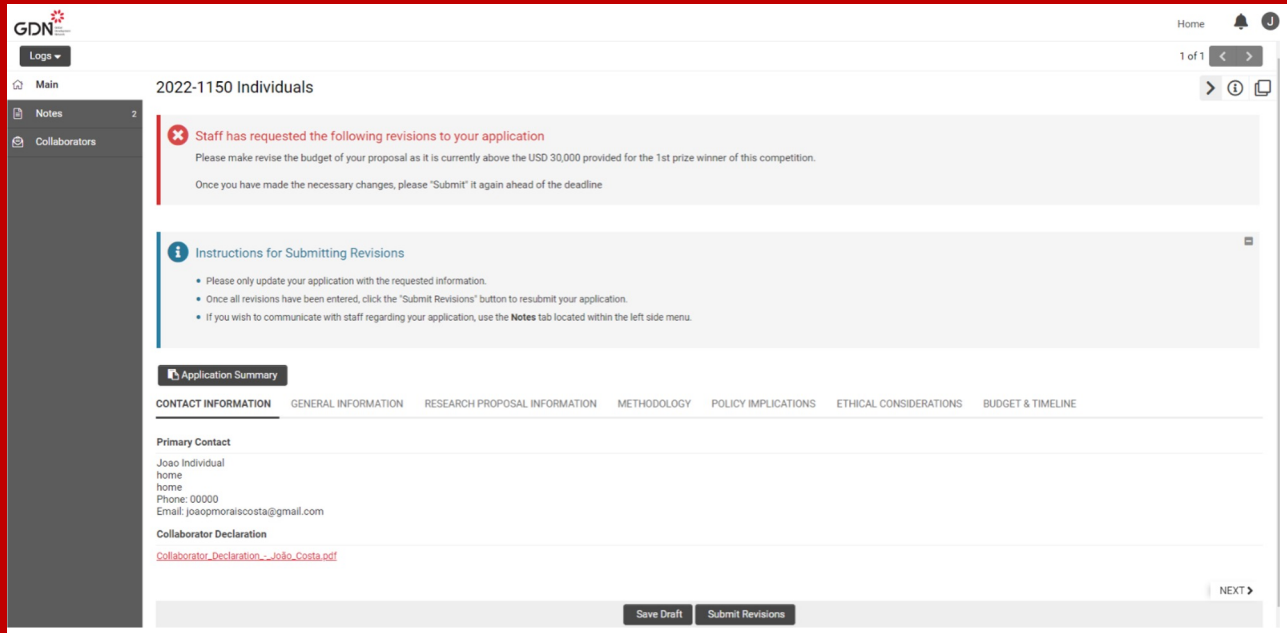


Check Revisions request

Before the review process takes place, GDN might ask you to make some revisions on your application. An email notification will be sent to the main applicant and all collaborators.

To check what was requested, you must enter the platform and go to the “Revisions Request” section and press “Open”.

Revisions Requested – edit the application



Check note from staff and submit revisions

The note from GDN with details on what needs to be addressed will be at the top of the page and you can then edit any item of the application. You may also send a note to request clarifications from the GDN team.

After all changes are made in order to address the issues identified, you must press "Submit Revisions" otherwise the system will not send those changes back to GDN.

GDN's Applicant and Grantee Portal

Do not hesitate to reach out to GDN for any clarification at awards@gdn.int

Check the website for more information on the Competition

www.gdn.int/gdac/2024