



## Funding Schemes Site Online Application Portal FAQs

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As part of the Office of Global and Research Engagement's progressive development of an international partnerships portfolio and collaborative funding opportunities, it uses an online grants management system, SurveyMonkey Apply for its Funding Schemes Site. This site, which is accessible from any web enabled device, is designed to facilitate the administration of various internally funded schemes, improving the accuracy and speed of application processing.

The site is also used by other areas within the Research Portfolio of the University administering internal funding schemes. This document contains some basic information to help you understand and use the site.

<https://sydney.edu.au/award-schemes>

### Which web browsers are recommended for accessing the site?

The site works with any browser, including those on mobile devices. Browsers recommended for accessing the site are:

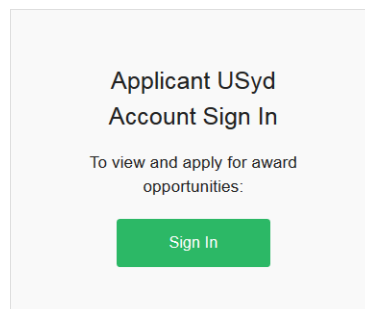
- Mozilla Firefox
- Google Chrome
- Safari

Internet Explorer is not recommended as some formatting may not display correctly.

### How can I access the Funding Schemes Site?

**For University of Sydney staff and students**, using the link above, the site is accessible via UniKey login.

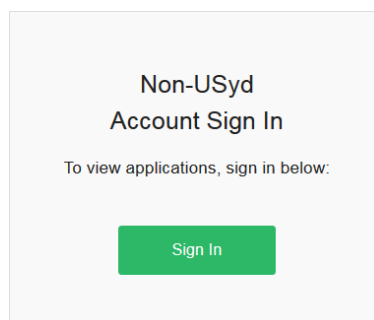
For any questions regarding your login with UniKey or password please contact ICT Service Desks: Email [ict.support@sydney.edu.au](mailto:ict.support@sydney.edu.au), or Phone +61 2 9351 2000 (select option 2 for ICT) anytime between 7am – 9pm, Monday to Friday.



Upon login, University of Sydney users will be guided through a series of eligibility questions to determine which funding schemes they may apply for – a list of available schemes can then be viewed and selected.

**For applicants from Partner Universities**, you will need to ask your collaborating University of Sydney Chief Investigator to login to the application and add you as a “Collaborator”, as access for users external to the University of Sydney is by invitation only.

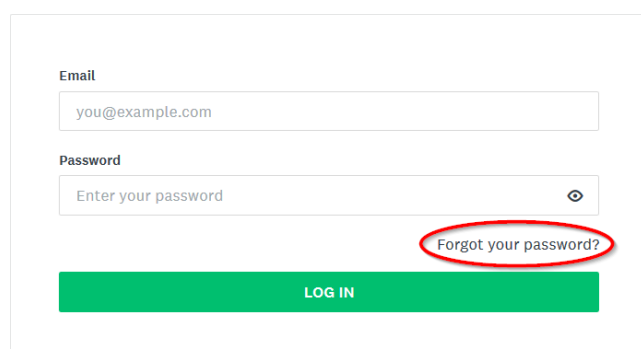
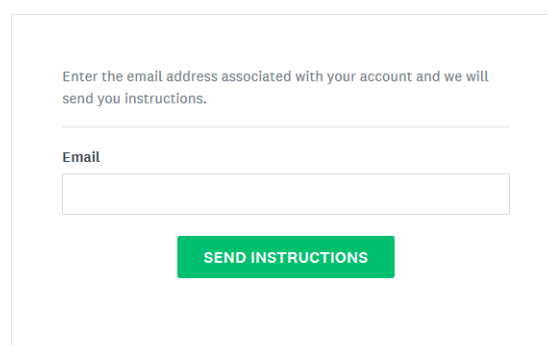
After you have been listed as a “Collaborator” on the relevant application, you will receive an automated email from SurveyMonkey Apply to access the application. Click on the link in the email and you will be taken to the Funding Schemes Site. Then click on the green Non-USyd Account Sign In button.

A screenshot of a web page titled "Non-USyd Account Sign In". Below the title, it says "To view applications, sign in below:". At the bottom, there is a green button labeled "Sign In".

If this is the first time you have used the site, you will now be required to set up your password.

To do this click on “Forgot your password?”

Then enter your email and click on Send Instructions

A screenshot of a login form. It has two input fields: "Email" with the placeholder "you@example.com" and "Password" with the placeholder "Enter your password". To the right of the password field is an eye icon. Below the password field is a red circle containing the text "Forgot your password?". At the bottom is a green button labeled "LOG IN".A screenshot of a "Send Instructions" form. It has a single input field for "Email". Below the field is a green button labeled "SEND INSTRUCTIONS".

Once you have received instructions by email and set up your password you will be able to Sign In and access the application as a Collaborator using the Non-USyd Account Sign In button.

## Can more than one person access or edit an application form?

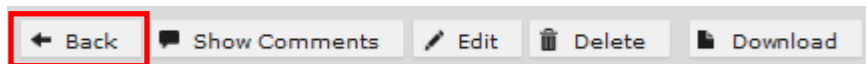
Access by more than one person from the University of Sydney to view or edit an application is possible.

When adding a Collaborator to your application you can select if you want to give them access to read only or edit. Granting a Collaborator access to edit effectively gives them the same access you have to edit and submit your application.

Please note that because the Funding Schemes Site uses UniKey access and Single-Sign-On, if you have already accessed the site from your computer, in order for another individual to access the site they will either need to use a different computer, or logon to your computer before being able to log in to the site.

## How do I return to the application form after uploading a document?

Sometimes after uploading a document you will be directed to a preview of the uploaded document. To return to the application form, simply click on “Back” on the top right of the screen.



It is not advised to use the Back button on the browser.

## Can I save and return to an application?

Yes. Applications can be saved and returned to for editing at a later stage at any time prior to submission. You must click on “Save and Continue Editing”.

## How do I seek endorsement for an application?

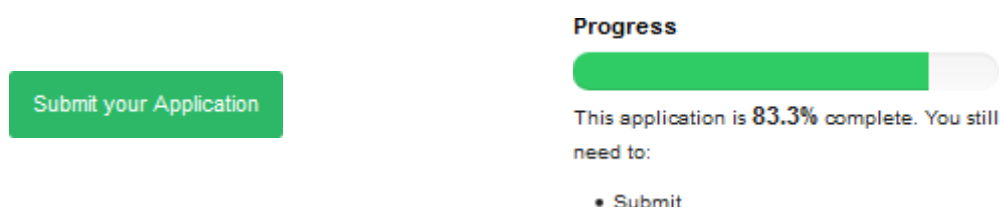
After completing the online Application Form, an email will automatically be sent to the USyd Chief Investigator with an attached pre-filled Endorsement Coversheet. This will need to be signed and dated by the USyd Chief Investigator and their Head of School or Head of Research Centre, then uploaded to the Funding Schemes site. The use of Adobe electronic signatures is acceptable.

If you make changes to your Application Form after completion, a new Endorsement Coversheet will be sent to the USyd Chief Investigator.

If you would like to obtain a copy of your completed Ignition Grants Application Form you will need to “View” and download it as a pdf. You can then print or send a soft-copy to your endorser.

## How do I submit an application?

After completing all required tasks, which includes completion of the online Grants Application Form, upload of all supporting documents, and Endorsement Coversheet (see FAQ above), the “Submit your Application” button at the bottom of the screen will become enabled. The progress bar at the top left of the screen will also indicate that this is the only item left to do for submission.



Be sure to click the “Submit your Application” button. This will then make the Progress bar 100% complete and a new screen will appear requesting you to confirm your intention to submit.

### Submit your application

You are now submitting your submission.

Please be advised that you may no longer be able to make further changes to this submission.



After clicking on “Continue”, an automated email will be sent to the applicant confirming submission.

## **Can I edit my application after I submit?**

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No. Applications are not editable after submission. Submitted applications can be viewed and download as a pdf.

You will need to contact the OGRE Administrator at [ip.ipdf@sydney.edu.au](mailto:ip.ipdf@sydney.edu.au) for application changes or corrections required post-submission.

## **Can I submit more than one application?**

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No. Only one application per USyd Chief Investigator can be submitted per round of the Ignition Grants.

## **Further information**

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Enquiries should be directed to the Office of Global and Research Engagement at [ip.ipdf@sydney.edu.au](mailto:ip.ipdf@sydney.edu.au).

UniKey login issues should be directed to ICT ([ict.support@sydney.edu.au](mailto:ict.support@sydney.edu.au)) or +61 2 9351 2000 (select option 2 for ICT).