

## Cycle 19: U.S. – Egypt S&T Joint Fund Online Application Instructions

- To begin a proposal, select “Create New Account” at <https://www.grantinterface.com/Home/Logon?urlkey=usegypt>.
- To create a new account, only one person per proposal can register. For others to have access to the joint proposal, the email address and password created at registration will need to be shared.
- The one person per proposal who registers will be referred to in the application system as “the applicant.” Whoever is listed as “the applicant” does not impact who are the proposal’s official Egyptian PI and U.S. PI/Partner. The names of the PIs will be requested after the account is created. However, for technical reasons, the online application system needs one individual listed as the official “applicant.”
- If you wish to save your proposal, but not submit, please select “Save Application” on the bottom of the application screen. After you have saved your application, you can re-access it from the “Applicant Dashboard” page by selecting “Edit Application.” The Applicant Dashboard page can be found by selecting the icon that looks like a home on the top of the application screen.
- One way to keep a copy of your proposal for your own records, after you have saved or submitted it, is to select the “Application Packet” button on the top of the application screen. This will create a single PDF file of the data you inputted online and the proposal file upload(s).
- Upon submission of the proposal, a screen will appear entitled “Confirmation Page.” It will note that the application has been submitted. This screen confirms that the proposal has been submitted to NAS and STDF. However, **THIS DOES NOT CONFIRM THAT THE PROPOSAL IS ELIGIBLE FOR PEER REVIEW.** This eligibility will be determined at a later date.
- Upon submission of the proposal, a confirmation of submission email will be sent to the individual listed as “the applicant.” This confirmation email will not automatically be sent to the PIs listed in the proposal. Whoever is listed as the proposal’s “applicant” should ensure that both the U.S. and Egyptian PIs have a copy of the confirmation of submission email.
- After you have submitted your proposal, you can still log into the “Applicant Dashboard” page. On that page, you will have the option to “View Application.”
- After you submit your proposal, you may “re-open” it (i.e. take the proposal out of “submitted” status) to make further changes BEFORE the deadline. To re-open a submitted proposal, please email the request to [usegyptjointfund@nas.edu](mailto:usegyptjointfund@nas.edu). When doing so, please note the following:
  - In the email requesting that the proposal be re-opened, please include the official applicant name, the proposal title, and the names of both PIs.
  - NAS staff may need an entire business day to reply to your message. The [usegyptjointfund@nas.edu](mailto:usegyptjointfund@nas.edu) email account will not be monitored Saturdays, Sundays, or during U.S. federal holidays.
  - No requests to re-open applications will be accepted after March 7, 2018.
  - After a proposal is re-opened, it is imperative that you submit it again. A previously submitted, but later re-opened proposal that is not submitted again will be found ineligible for further review.