



## Guide to Submitting a Project Idea

Please read through these instructions carefully before accessing the online Project Idea form.

### Accessing the online Project Idea form

Please read through the following instructions;

The first time you begin to develop a Project Idea form for this round, you need to enter the online form via this link:

[https://www.GrantRequest.com/SID\\_722?SA=SNA&FID=35006](https://www.GrantRequest.com/SID_722?SA=SNA&FID=35006)

### Have you submitted a Project Idea through a previous round of the Grants Program?

#### If YES,

You will need to access the email address and password you used to create your Account. Your password was emailed to you the first time you signed in.

#### If NO,

You will be given the opportunity to create a new account (see below - create a new account) when you start to develop your Project Idea form.

### Create a new account or sign in to my current account

Click on My Account at the top corner of any page of the form, or you can click Save & Finish Later at the bottom of any page. This will take you to the 'Please Sign In' screen.

**Please Sign In**

E-mail  Password

[New Applicant?](#) [Forgot Password?](#)

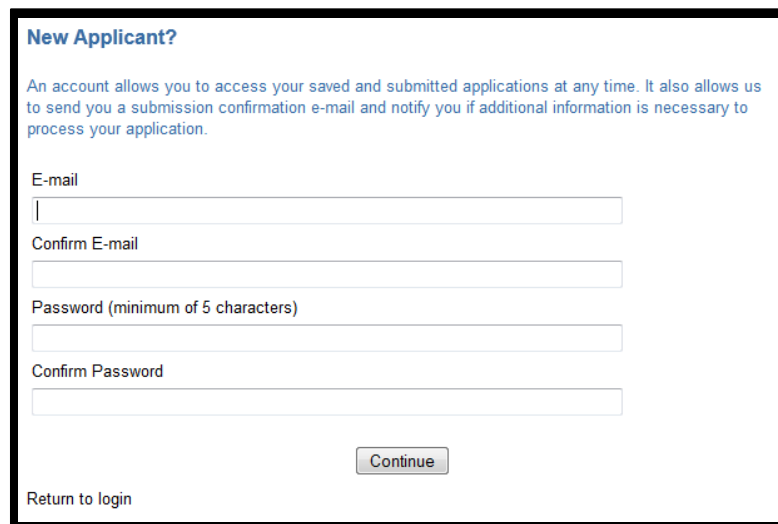
At the Sign In page you may:

- log into your current account by entering the email address you used previously and click the login button.
- create a new account by selecting 'new applicant'.
- Request your password.

Please use a current email address you can access to create your new account. You will be sent a link to enter your 'My Account' page when you log in for the first time.

### For New Applicants:

Click on 'New applicant' on the login screen and complete the details, then click 'Continue'.



**New Applicant?**

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (minimum of 5 characters)

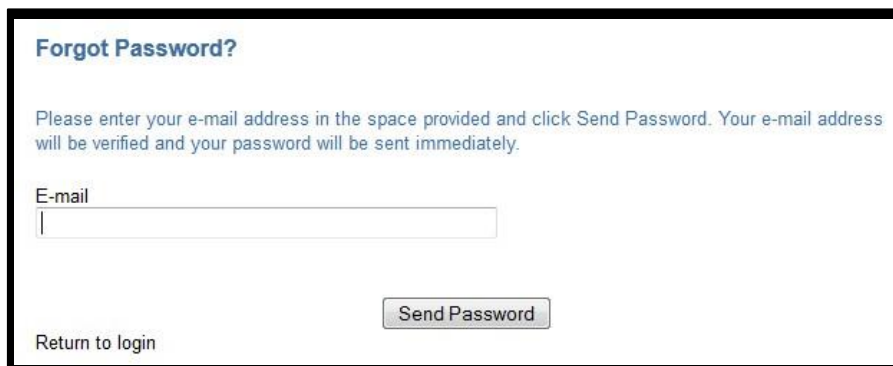
Confirm Password

[Return to login](#)

### Forgot Your password?

If you forgot your account password - click 'Forgot password' at the login screen (see example below).

Enter in your email address and click 'Send Password'. Your email address will be verified and your password emailed to you.



**Forgot Password?**

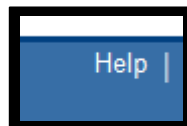
Please enter your e-mail address in the space provided and click Send Password. Your e-mail address will be verified and your password will be sent immediately.

E-mail

[Return to login](#)

### Help! I am having problems setting up / accessing my account

If you have any problems logging into your account or receiving your password, please click the Help button at the top of the screen. This will redirect you to the help email address.



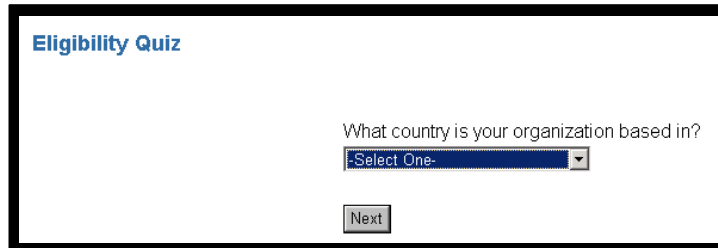
### What will I see when I complete my online form?

There are three pages that you need to complete – Organization Information, Contact Details and your Project Idea Information.

Examples of these pages are below. Please note that you must complete all required fields; no fields may be left unanswered.

## Eligibility Quiz

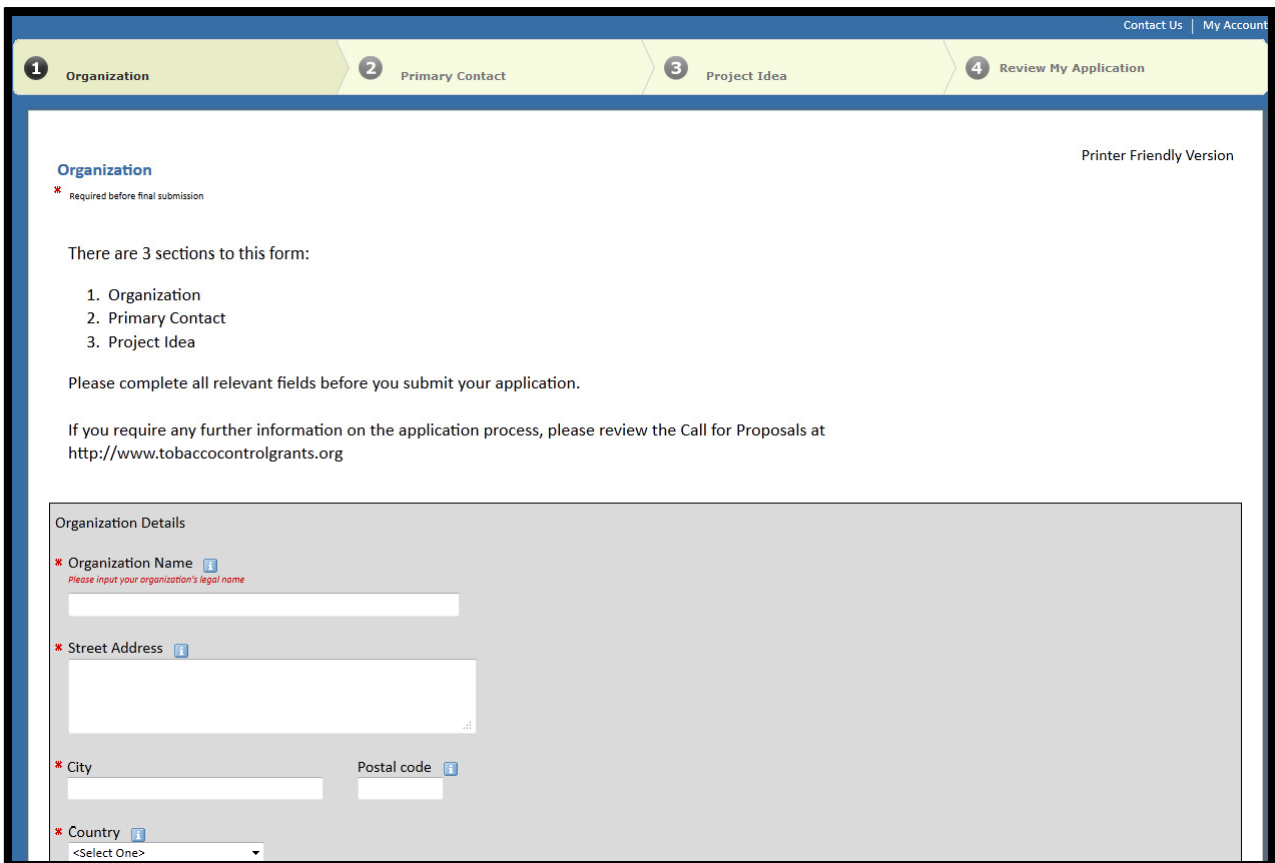
You must complete the 3-part eligibility quiz and meet the eligibility requirements according to the Call for Proposals. If you successfully selected eligible criteria from all three questions you may proceed to the form. If you do not select the appropriate questions you must review the Call for Proposals.



Eligibility Quiz

What country is your organization based in?

## Page 1 – Organization



Contact Us | My Account

1 Organization 2 Primary Contact 3 Project Idea 4 Review My Application

**Organization** Printer Friendly Version

\* Required before final submission

There are 3 sections to this form:

1. Organization
2. Primary Contact
3. Project Idea

Please complete all relevant fields before you submit your application.

If you require any further information on the application process, please review the Call for Proposals at <http://www.tobaccocontrolgrants.org>

Organization Details

\* Organization Name  Please input your organization's legal name

\* Street Address

\* City  Postal code

\* Country

## Page 2 – Primary Contact

**Primary Contact**

\* Required before final submission

Primary Contact Details

Title i First Name i Last Name / Surname

<Select One> [input field] [input field]

Position in Organization i [input field]

Primary Contact Email Address i [input field]

Alternative Email Address [input field]

Phone Number i  
Include country code eg. (+91) [input field]

Alternative Phone Number  
Include country code eg. (+91) [input field]

Secondary Contact Details

Please provide the name and details of a second contact person

## Page 3 – Project Idea

There are two sections to this page: Project Classifications and Project Details. The classifications tie into the Call for Proposals eligibility criteria and must fit the context of your Project Idea.

If you need clarification on the questions click the blue 'i' button for extra clarification, or refer back to the Call for Proposals.

Printer Friendly Version | E-mail Draft

### Project Idea

\* Required before final submission

If you copy and paste text into this form, any formatting will be lost. Please check your text before you submit.  
If you notice any errors once your Project Idea is submitted, please email [info@tobaccocontrolgrants.org](mailto:info@tobaccocontrolgrants.org) and explain the error.  
Please DO NOT resubmit your Project Idea.

\* What round are you submitting your Project Idea in? i

Rd 22

Project Classifications

\* What is the primary program focus of your project? i  
Select 1 option only from the list

Ad Bans  
 Article 5.3  
 Cessation  
 NCDs and Tobacco  
 Pack Warnings  
 Smoke Free  
 Smuggling  
 Tax / Price  
 Tobacco Control Policy (General)

\* What are the approaches / strategies you will be using in your project? i  
Select up to 3 different options from the drop-down lists. At least one must be selected. Please do not duplicate your entries

<Select One> [v]  
<Select One> [v]  
<Select One> [v]

**Project Details**

\* **Project Title** ⓘ  
No more than 20 words

Word count 0 of 25

\* **Purpose of the project and measurable objectives** ⓘ  
No more than 50 words

Word count 0 of 60

\* **Context (MPOWER policies)**  
No more than 300 words

Word count 0 of 320

\* **Partners (Governmental or non-governmental)**  
No more than 200 words

Word count 0 of 250

\* **Project strategies and activities**  
No more than 200 words

\* **Describe the present policy environment and the political will to support the proposed policy changes, and any strategies needed to increase support**  
No more than 200 words

Word count 0 of 220

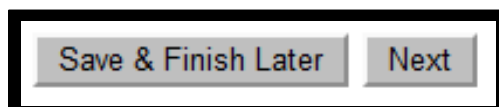
**How do I know which page I am on?**

On the top of each page you will see the pages available, and your current page will be in a slightly darker colour. You can click on any of these pages to move to the appropriate page.



**How to save your current project idea form:**

At the bottom of the first and second pages is the option to 'Save & Finish Later'. Click this button to enter your Account details, or you will automatically be taken to your 'My Account' page if you previously logged in.



At the bottom of the third page you can either 'Save & Finish Later', or 'Review & Submit'. Simply click 'Save & Finish Later'.



### How to submit your Project Idea:

After you complete the three pages of the form you will be directed to the 'Review My Application' page. The system will alert you if you omitted any required fields. These fields must be completed before your form can be successfully submitted.

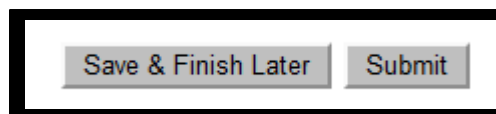


We strongly suggest you print your Project Idea (click Printer Friendly Version) at this point and read through your Project Idea application before you submit. Once you click submit from this page you **WILL NOT** be able to make any further changes to your Project Idea.



### I have reviewed my form and am ready to submit

After you complete the required information on the 'Review My Application' page click 'Update'. Read through your Project Idea and if you have no further required fields to complete, you will have the option to 'Submit'.



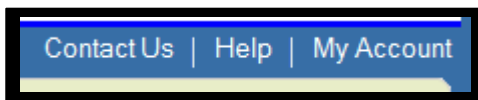
### How do I know my Project Idea has been submitted?

After you click 'Submit' you will receive a message stating 'Your application has been submitted'. You will receive an email confirming your Project Idea was submitted along with a tracking number. Please keep a record of this number.

### What if I have questions?

Most questions can be answered in the Call for Proposals section of the website. The Call for Proposals will provide clear information about the criteria for submission. If you have any further questions about your Project idea, please click the 'Contact Us' link at the top of the online form.

Please note that the administration team works in different countries around the world so you may not receive an immediate response. We recommend you make sure you give yourself sufficient time before the deadline to ask any questions. The deadline will not be changed due to problems with submitting.



**If you made a mistake in your submitted Project Idea:**

Please **DO NOT** complete another Project Idea. Please email [help@tobaccocontrolgrants.org](mailto:help@tobaccocontrolgrants.org) and explain the error in detail and provide your tracking number from your submission email. We will review each request and will make the necessary changes. Please note that spelling errors will not be corrected.

**My Account**

Your account page will highlight your applications that are 'In Progress' and also 'Submitted'. Click on the 'show button above action to move between these two pages.

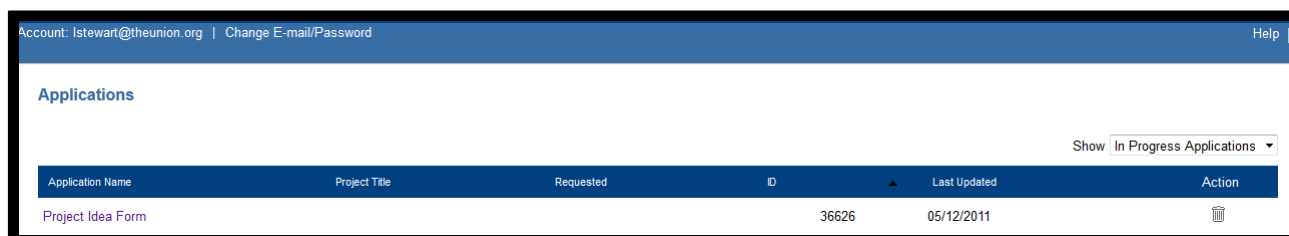
When you create a new application it will appear in your 'In Progress' list. Click on the application name to open your Project Idea.

If you wish to change the account holder, click on 'Change E-mail/Password' and you can enter in any new details. This is important if your main submitter leaves your organisation, as you can then transfer any previous submissions to a new person.

A screenshot of a web form with a black border. It contains two sections: "Change E-mail Address" and "Change Password". The first section has an "E-mail" label, a text input field, and an "Update" button. The second section has a "Change Password" label, a note "If you wish to change the password you will use to log in, you may do so below.", a "Password (minimum of 5 characters)" label, two text input fields (one for password, one for confirm), and an "Update" button.

If you wish to delete any old applications click the bin icon on the right hand side under 'Action'. Once you delete a form IT CANNOT BE RETRIEVED so make sure you do not delete any current applications.

If you require help at any stage of your application click the 'Help' button at the top right of the page and you can email [help@tobaccocontrolgrants.org](mailto:help@tobaccocontrolgrants.org) for assistance.



### **I have already started a Project Idea form but not yet submitted – how do I get back to it?**

Do not try and re-open your account through the link you used the first time to start a Project Idea. Doing so will result in multiple forms in your 'My Account' in progress applications list.

Instead, copy and paste the link below into your browser and you will be taken to your 'My Account' page, or to the Sign In page.

[https://www.GrantRequest.com/SID\\_722](https://www.GrantRequest.com/SID_722)

Please note: you will receive this link via email when you first create an account through the online system.

### **What if I want so submit more than one Project Idea?**

You are welcome to submit more than one Project Idea for consideration. Please click on the original link provided when you first developed a Project Idea form (see Accessing the online Project Idea form). This will activate a blank form for you to complete. Then follow the procedures for submission as normal.

### **General information**

We are not able to accept late submissions, so please begin your project idea early and ahead of the submission deadline.

We recommend you log into your account early on to give yourself time to familiarize yourself with the online form and your account.

We will not accept any Project Ideas submitted via email. This is due to the high volume of Project Ideas submitted each round to the Grants Program. If you have technological difficulties, please email the Grants team so we assist you to submit successfully through the online form.

If you would like to print your Project Idea after it has been submitted, simply log into your 'My Account' page and click on the appropriate Project Idea form in the 'Submitted' section.

All Project Ideas must be submitted in English. If you require translation assistance, please contact [help@tobaccocontrolgrants.org](mailto:help@tobaccocontrolgrants.org).

Good luck with your Project Idea submission!