

How To: CREATE AN ACCOUNT

1. Click “Create New Account”



Logon Page

Email Address*

Password*

Forgot your Password?

Log On | **Create New Account**

Please use a recent version of Chrome, Safari, Firefox or Internet Explorer for your web browser when accessing your application. You can see if your browser is current and download other browsers by visiting the this website: www.shabtracee.org

2. Enter Institution Name - Department, City, and Country, then click “Next Step”



Create New Account

This registration process has multiple steps you must complete before you can apply.

Using the browser's back button will delete your registration information.

Fields with an asterisk (*) are required.

University and Department information
NOTE: You will not be able to change your organization information after registering.

University - Department Name (e.g. Harvard University - Department of Chemistry)*

City*

Country*

Cancel Account Creation | **Next Step**

3. Enter Personal Contact Information, then click “Next Step”



Create New Account

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Using the browser's back button will delete your registration information.

Fields with an asterisk (*) are required.

Your information

Copy Address from Organization

Salutation (e.g. Prof., Dr., Ms., Mr.)*

First Name*

Middle Name

Last Name*

Suffix

Title*

Email (this will be used as your login)*

Email Confirmat

Telephone Number (e.g. +01 617 500 3014)*

Mobile Number

Cancel Account Creation | **Next Step**

How To: CREATE AN ACCOUNT

4. Enter a Password (Your email address is your login), then click “Finish”



Create New Account

This registration process has multiple steps you must complete before you can apply.

Using the browser's back button will delete your registration information.

Fields with an asterisk (*) are required.

Password
Password*

Confirm Password*

Previous Step **Finish**

5. The system will send you a test email. Click “I have received the email” if you did, or bypass by clicking “Continue without checking.” Then click “Continue”

Email Confirmation

You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. To remove 'Administrator (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking
- I have not received the email

Continue Send Email Again



REQUESTS

- Application Dashboard
- Apply**
- TOOLS
- FAQ for File

Apply

Search

2016 Instrumental Access Application Accepting Submissions from 05/10/2016 to 07/29/2016

Application form for Instrumental Access, a Seeding Labs program that provides university departments in low- and middle-income countries with high-quality scientific equipment for research and teaching at an affordable price.

Preview **Apply**

6. Click “Apply” to get started

How To: NAVIGATE THE APPLICATION FORM

Don't forget to save your work by clicking "Save Application" at the bottom of the form!

Application components can be opened or closed by clicking the arrow

- > Case for Need
- > Equipment Needs
- > Facilities, Personnel, and Support Environment
- > Administrative Plan
- > Equipment Use Proposals
- > Letters of Support

Save Application

Submit Application

- > Case for Need
- > Equipment Needs
- > Facilities, Personnel, and Support Environment
- > Administrative Plan
- > Equipment Use Proposals
- ▼ Letters of Support

Letter of Support, Vice Chancellor or Equivalent*

Upload a signed letter of support from the individual who has the authority (e.g. Vice-Chancellor, Dean, DVC Finance, Principal, Institute Director) to support the name, title, and contact information of the author. In addition, application has been submitted to Seeding Labs AND that the institution

Upload a file [5 MiB allowed]

How To: WORK OFFLINE

The “Application Packet” button will include the questions and your saved answers, if any

The “Question List” button in the top right corner of the application form will download the questions as a PDF



requests

Applicant Dashboard
Apply

tools

Fax to File

Application

Application Packet

Question List

Contact: Dr. A. Applicant

1 Applicant Road
Applicant City, USA

test1@test.invalid

i If your organization information does not appear correct, please contact the funder. Thank you.

Organization: University of Seeding Labs - Department of Instrumental
Access

i Fields with an asterisk (*) are required.

▼ Introduction

Welcome to the 2016 Instrumental Access Application!

How To: RETURN TO A SAVED APPLICATION



requests

Applicant Dashboard

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Fax to File



Do NOT click "Apply" on the sidebar unless you wish to start a new application

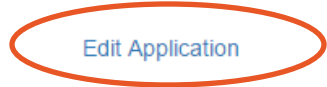
Applicant Dashboard

Applicant Contact:
Dr. A. Applicant
1 Applicant Road
Applicant City , USA

test1@test.invalid

Organization: University of Seeding Labs - Department of Instrumental Access

Process: 2016 Instrumental Access Application
Application Draft 05/19/2016 [Edit Application](#)



To return to a saved application, log back in and click "Edit Application"

How To: SUBMIT YOUR APPLICATION

> Case for Need

> Equipment Needs

> Facilities, Personnel, and Support Environment

> Administrative Plan

> Equipment Use Proposals

> Letters of Support

Save Application Submit Application

When you're ready to submit, click "Submit Application." You should receive a confirmation from the website as well as an automated email message. No further action is required.



If you submit by accident, don't panic; email application@seedinglabs.org and ask us to undo it.

requests

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Confirmation Page

✓ The Application has been submitted.

Continue