



User Guide for Submission of Springboard+ Course Proposals

January 2025

Springboard+ is co-funded by
the Government of Ireland
and the European Union.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
Co-funded by the
European Union

HEA | HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS

Providers who wish to submit Springboard+ course proposals must submit their proposals online via **Wizehive**

The deadline for submissions is
1pm on 26th February 2025

Proposals will not be accepted after this deadline or via any other platform



IMPORTANT NOTE

You **must** create an account before you can submit a proposal application, by clicking on the “**Sign Up**” button:

Need an Account?

Sign Up

Setting up a Profile

You are required to create a “Profile” by clicking on the box “Create a Profile to Get Started”.

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission.

If you need to update your profile in the future, click “Edit”.

Create a Profile to Get Started

To create your profile, the course provider name and contact information, along with your own contact information, must be entered:

Course Provider

Course Provider

For new providers, [click here](#) to add your institution.

Address Line 1 *

Address Line 2

City *

County / District *

Contact

Name *

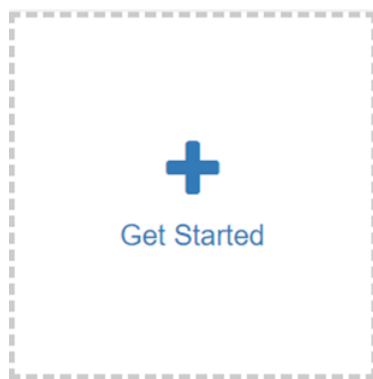
Surname *

Email *

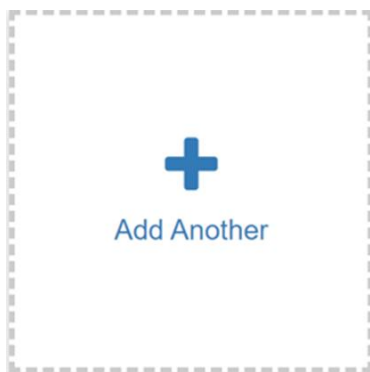
Phone Number

Submission Process:

Once your profile is created, you can then start the submission process by **clicking on the submission card** (see below):



You can add additional proposals by selecting “Add Another”:



IMPORTANT NOTE

Maximum Number of Applications: A **maximum of 30 proposals** is permitted for most providers. **Technological Universities** can submit a **maximum of 60 proposals**, given their significant multi-campus/region nature. Proposals for Micro-credentials and Collaborative proposals are included in the **maximum number of proposals permitted** for all providers.

Springboard+ Proposal Homepage:

You must complete **all sections** as shown on the ‘Proposal Application Overview’ page below. Your submission cannot be submitted unless all 4 sections are completed in full.

1. Springboard+ Funding Proposal	Action Required	Open
2. Course Costs	Action Required	Open
3. Eligible Learner Assessment	Action Required	Open
4. Further Mandatory Information	Action Required	Open

- As shown above, a section for each component of the course proposal **must be completed** before the final proposal can be submitted.
- If “**Action Required**” is noted on any of these sections, click “**Open**” to enter the relevant information for that section.

- Any information entered into these sections can be saved at any time by clicking “[Save Draft](#)” at the top or bottom of the page.



IMPORTANT NOTE

THE APPLICATION FORM DOES NOT AUTO SAVE. Ensure all information detailed in the form is saved by selecting “Save Draft”.

When all required information for a section has been completed and saved, please click the blue “Mark Complete” button at the bottom of the page. It is still possible to edit information at this stage, if required.

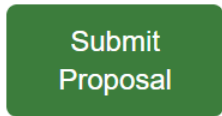
Mark Complete

Proposal Submission:

When all sections have been marked complete, as per below ‘Proposal Application Overview’ page, the option to submit your proposal will become available:

1. Springboard+ Funding Proposal	Complete	Edit
2. Course Costs	Complete	Edit
3. Eligible Learner Assesment	Complete	Edit
4. Further Mandatory Information	Complete	Edit

You can then submit your proposal by clicking the “**Submit Proposal**” button on the top right of the ‘Proposal Application Overview’ page:



IMPORTANT NOTE

Once a proposal has been submitted, **no further changes** to the proposal can be made. Please ensure you review all information entered before clicking “Submit Proposal”.

An automated email will be issued once a proposal has been submitted. The option to reply to this email is not available, however if a provider has any queries, they should contact the Springboard+ Team:

springboard@hea.ie