HESIF Application Portal

User Guide

Completing the submission of a HESIF Application will consist of the following 5 steps which are explained in further detail below.

> **Step 1**: Create an account on the submission portal
> **Step 2**: Create a Project Coordinator Profile
> **Step 3**: Begin the Application
> **Step 4**: Complete Submission Forms
>> I.   Project Details
>> II.   HESIF Application Form
>> III.   HESIF Appendices 1
>> IV.   HESIF Appendices 2
>> V.   HESIF Appendices 3
> **Step 5**: Submit your application

<mark>IMPORTANT NOTE:</mark>   As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled `Save Draft` and the other labelled `Save` . The `Save Draft` button is used to save that section of your application while allowing you to remain on that page. When saved in DRAFT format, the applicant can return to the form later and continue the process. The `Save` button is used to save that section of your application and return you to the list of sections. Once a form is SAVED it cannot be edited*. Please ensure you save only in DRAFT until the form is completed and ready to be submitted.

* If a form is unintentionally saved before being completed the applicant must contact hesif@hea.ie and request the form to be released for completion.

Navigating to other sections of the application form

The `Save Draft` button is used to save that section of your application while allowing you to remain on that page. To navigate to a different page or section of the application you can click on the links at the top of the application form portal.

To begin, click the 'Sign Up' button under 'Need an Account?'. Enter your email and desired password, click the box confirming that you have read the data collection notice, then click 'Sign Up' at the bottom of the page.
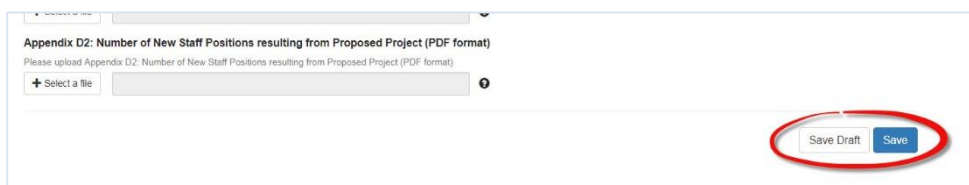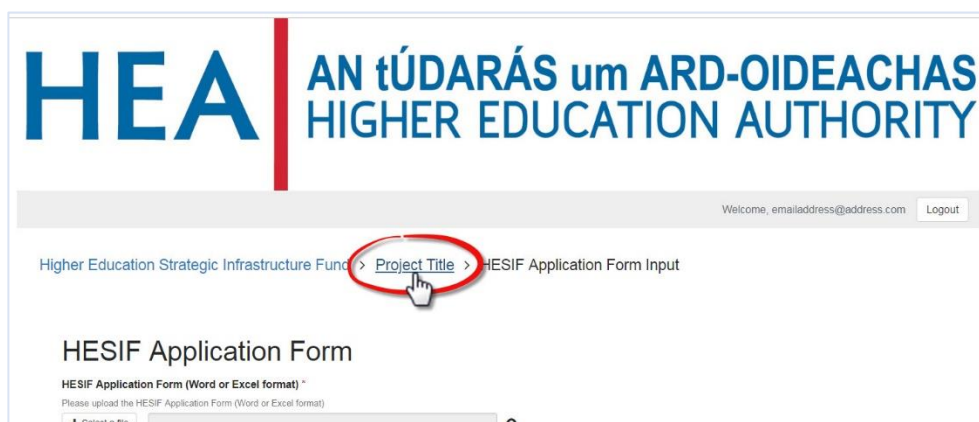

Step 2: Create a Project Coordinator Profile

Once you have logged in, you will be asked to create a 'Project Coordinator Profile". Click on '+ Create a Profile to Get Started' to begin creating the Project Coordinator Profile.

To complete the Project Coordinator Profile please enter the Institution name, Project Coordinator name and Project Name. This section can still be edited after your application is already submitted.

When you have entered your profile information, click the 'Save' button to progress to the next step.

Step 3: Begin the Application

IMPORTANT NOTE: You will see that there are two buttons on the right side of your 'Profile' section. The button that looks like an eye can be used to view the details you have entered. The button that looks like a pencil can be used to edit your profile.

When you are ready, you can begin work on your application. Click the large box on the left labelled '+ Get Started'.

You will see a list of five (5) sections to be completed as part of this application. Given below is a list with brief descriptions of the content required for each section:

- *Project Details* – This section is where you will enter the Project Title, Project Coordinator email address, Total Project Cost (Incl. VAT) and the Total Exchequer Funding Required. These details are separate from your Project Coordinator profile and **can not** be edited after the application has been submitted.
- *HESIF Application Form* – The first 2 fields in this form are for upload of the HESIF Application. The applicant is required to submit 2 copies of the application. One copy must be in either .DOC or .XLS format and the second copy must be in .PDF format.
  The second two fields in this form allow the applicant to upload the HESIF Appendices as one complete document in both .PDF and .XLS format.

If you would prefer to upload the appendices as individual files (In both .PDF and word or excel format) The following two sections should be used. However, if the appendices have already been uploaded as one complete multi-page document in the previous section, the following two sections (HESIF Appendices 1 and HESIF Appendices 2) can be skipped.

- *HESIF Appendices 1* – This section is for upload of **Appendices A1 to D2**. The Applicant must upload each appendix in both .PDF and .XLS format.
- *HESIF Appendices 2* – This section is for upload of **Appendices E to L**. The Applicant must upload each appendix in both .PDF and .XLS format.
- *HESIF Appendices 3* – This section is optional and is provided to the allow the applicant to upload up to 13 additional files deemed necessary to the application. These files may include maps, drawing or other documents in .PDF, .DOC or .XLS format etc.

Just as with your 'Profile', you can use the 'eye' and 'pencil' buttons (which will appear on the right side of each section in the list) to either preview or make edits to that specific part of the application. **Please note that once the application is submitted, you will no longer be able to edit these five sections**, although you can still use the 'eye' button to view them.

Step 5: Submit your application

Once you have completed and saved all five sections of the application, scroll down to the bottom of the list and click the green 'Submit' button. **Please note that once you click this button, your application will be submitted for review and it can no longer be edited.**

Once you have submitted your application(s), click the 'Logout' button at the top-right of the screen to safely log out and leave the website.