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Government of Ireland

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IRELAND

Preparing Now for Tomorrow's Economy

**THE HCI ONLINE APPLICATION SYSTEM
TECHNICAL GUIDELINES**



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NB: Please read the Call Documentation before attempting to complete the online application.

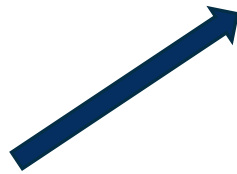


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https://webportalapp.com/sp/login/hci_pillar3

Access the
portal at this
link





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Welcome to the Human Capital Initiative

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

[Forgot your password?](#)

Need an Account?

Step 1: Sign up
for an account
by clicking 'Sign
Up'





[← Return to Login](#)

WELCOME TO THE HUMAN CAPITAL INITIATIVE

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Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- ⊕ Must contain at least one lowercase letter
- ⊕ Must contain at least one uppercase letter
- ⊕ Must contain one number
- ⊕ Must be between 8 and 32 characters
- ⊕ Must not be an email address

Confirm password

- ⊕ Passwords must match

The HCI needs your consent before proceeding. As part of the HCI application process, the HCI will record your name, institutional email address and phone number, and the HEI to which your application is linked. As a representative of your HEI your details will be used as the administrative contact point for your application throughout the life cycle of the HCI call. On completion of the HCI programme your data will be deleted. Should you wish to have your details removed from our data base at any time in the future this please notify the HCI team. Please tick the box to confirm that you understand this information and that you give your consent to us using your data in this way.

HCI Team.

Step 2: Fill in your email. Pick and confirm your password.

Step 3: Give your consent for GDPR, then click 'Sign Up'



Step 4: You will now be asked to fill out your profile.

[HCI Homepage](#) > Profile Input

Higher Education Institution:

University College Dublin

First Name: *

Kieran

Surname: *

McNally

Telephone: *

1234567

Save



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Sign In

Email

Password

[Forgot your password?](#)

Need an Account?

Step 5: You will be returned to the login in screen and can now login.





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Submitting a Proposal:

1. A proposal consists of one form and its supporting documents.
2. You can submit one or more proposal.

Log out at any
time.



Welcome, kmcnally@hea.ie [Logout](#)

HCI Homepage

Higher education institutions are invited to submit proposals for funding under the Human Capital Initiative (HCI) call Pillar 3 'Innovation and Agility'. A fund of €300m for five years from 2020- 2024 has been allocated for the HCI from the surplus in the National Training Fund (NTF), in line with recommendations contained in the independent review of the NTF on the use of the surplus and the development of labour market skills. This is the second call for proposals of the HCI and further calls for funding will be issued under other pillars of the programme.

Applications for Pillar 3, Innovation and Agility:

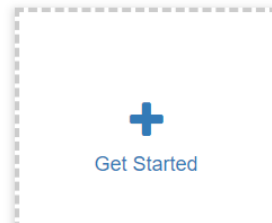
Please note: Only one person per HEI may make submissions. Please ensure your HEI has assigned you as the sole coordinator for Pillar 3 applications from your HEI.

To begin a submission, ensure your profile is completed, then click "+Get Started" on the square Submission Card (will appear below when profile is completed). The Submission Card may also read "+Add Another". Both will bring you to the submission forms. Forms can be edited, saved in draft, or submitted. Return to this page to verify your submission has been made (the application card will be in grey).

For more details on the HCI, Pillar 3 and how to make an application please visit the HCI website at www.hea.ie

Profile Complete [View](#) [Edit](#)

Note: If the submission card is grey, it been submitted. If the submission card is blue, it is in draft.



Click 'Get
Started' to
start a
proposal



Edit or view
profile.





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Welcome, kmcnally@hea.ie

Logout

You can navigate through the portal by clicking on the blue links



[HCI Homepage](#) > (untitled)

How to make a submission for Pillar 3:

Step 1: Edit and complete your Application (see below). Save it.

Step 2: Return to this page and Submit your application.

Step 3: Return to the homepage and verify that your application has been submitted. Log out.

Edit and view your application proposal form here



Pillar 3 Application Stage

Pillar 3_ApplicationForm

i Action Required

View

Edit

Application Submission

To Submit, click the submit button. It will turn green when you have successfully submitted an application.

Submit



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[HCI Homepage](#) > [Dublin City University](#) > [Pillar 3_ApplicationForm Input](#) **Draft**

Fill out the application proposal.



HCI Pillar 3 Innovation and Agility Application Form

Please Consult the Application Guide and Pillar 3 Call Document for details on how to complete the sections below. Scroll to the bottom to save a draft of your application.

Is this an individual or collaborative application?

- Individual
- Collaborative

A) Lead Contact Details:

Lead Higher Education Institution (responsible for administration, reporting obligations, and lead recipient of any funding awarded)

Full Title and Role of Lead Contact *

Lead Contact's Email: *

Lead Contact's Telephone Number:

PLEASE DO NOT CLOSE THIS WINDOW



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You can upload
supporting
documents at the
bottom of the form



Please upload your budget details (see excel sheet on [https://hea.ie/skills-engagement/human capital initiative/.](https://hea.ie/skills-engagement/human-capital-initiative/))

+ Select a file



Please upload your institutional sign off form (see [https://hea.ie/skills-engagement/human capital initiative/.](https://hea.ie/skills-engagement/human-capital-initiative/))

+ Select a file





You can save
your
application at
any time in
draft form



Word Count: 1 / 800

Save Draft Save



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[HCI Homepage](#) > (untitled)

How to make a submission for Pillar 3:

Step 1: Edit and complete your Application (see below). Save it.


Step 2: Return to this page and Submit your application.

Step 3: Return to the homepage and verify that your application has been submitted. Log out.

If the application is still in draft a blue action required sign will be visible.

The submit button will be greyed out. Click edit and finish the application.

Pillar 3 Application Stage

Pillar 3 ApplicationForm	 Action Required	View	Edit
--------------------------	---	----------------------	----------------------

Application Submission
To Submit, click the submit button.

[Submit](#)



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Once your application has filled all the required fields a green 'Complete' sign will appear.

Once the button turns green you can submit the application

Please note that once you submit your proposal you cannot edit it again.



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Welcome, kmcnally@hea.ie

Logout

[HCI Homepage](#) > TCD TEST

How to make a submission for Pillar 3

Step 1: Edit and complete your Application (see below). Save it.

Step 2: Return to this page and Submit your application.

Step 3: Return to the homepage and verify that your application has been submitted. Log out.

Pillar 3 Application Stage

Pillar 3_ApplicationForm

✔ Complete

View

Edit

Application Submission

To Submit, click the submit button.

Submit



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When you submit an application your submission will be acknowledged here and by email within 24 hours.



If an acknowledgement of a proposal is not received within 24 hours, it is the responsibility of the proposer to contact the HEA and advise that the acknowledgment was not received.

Pillar 3 Application Stage

Pillar 3_ApplicationForm

View

Edit

Application Submission

Thank you for submitting your application. You should receive an email acknowledgement within 24 hours. If you do not receive an acknowledgment within 24 hours please check your junk mail. If you do not receive an acknowledgment then you can contact the HCI Team for one, by emailing hci@hea.ie

✓ This has been submitted.



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HCI Homepage

Higher education institutions are invited to submit proposals for funding under the Human Capital Initiative (HCI) call Pillar 3 'Innovation and Agility'. A fund of €300m for five years from 2020- 2024 has been allocated for the HCI from the surplus in the National Training Fund (NTF), in line with recommendations contained in the independent review of the NTF on the use of the surplus and the development of labour market skills. This is the second call for proposals of the HCI and further calls for funding will be issued under other pillars of the programme.

Applications for Pillar 3, Innovation and Agility:

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Profile ✔ Complete View Edit

Note: If the submission card is grey, it been submitted. If the submission card is blue, it is in draft.

+
Add Another

TCD TEST
Created on 11/27/2019
Pillar 3 Application Stage

TCD test
Created on 11/27/2019
Application Submitted

Return to the home page to add another submission



Any submissions made will be visible and highlighted in grey





HCI Homepage

Profile

Higher education institutions are invited to submit proposals for funding under the Human Capital Initiative (HCI) additional places on existing programmes call. A fund of €300m for five years from 2020- 2024 has been allocated for the HCI from the surplus in the National Training Fund (NTF) in line with recommendations contained in the independent review of the NTF on the use of the surplus and the development of labour market skills. This is the first call for proposals of the HCI and further calls for funding will be issued under other pillars of the programme.

Applications:

1. An application consists of one or more submissions based on an ISCED Area. Each submission consists of: a) An Institutional Plan for an ISCED area and b) Details of each proposed course in this ISCED Area.
2. To begin a submission, ensure your profile is completed, then click "+Get Started" on the square Submission Card (see below). The Submission Card may also read "+Add Another". Both will bring you to the submission forms. Forms can be edited, saved in draft, or submitted. Return to this page to make another submission.

Profile ✔ Complete

[View](#) [Edit](#)

Note: If the submission card is gray, it been submitted. If the submission card is blue, it is in draft.

+

Add Another

University College
Dublin-1.
Environmental
Sciences (ISECD)

Created on 09/17/2019

Institutional Plan and Course Details

University College
Dublin-1.
Environmental
Sciences (ISECD)

Created on 09/16/2019

Application Submitted

University College
Dublin-2. Information
and Communication
Technologies (ISCEDs)

Created on 09/13/2019

Application Submitted

Submissions still in draft status will be highlighted in blue. Click on them to complete and submit

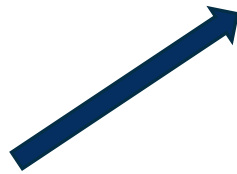


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Questions? Email: hci@hea.ie