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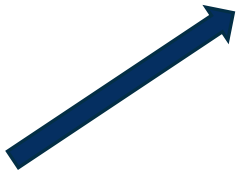
https://webportalapp.com/sp/login/hci_pillar3

Access the portal at this link



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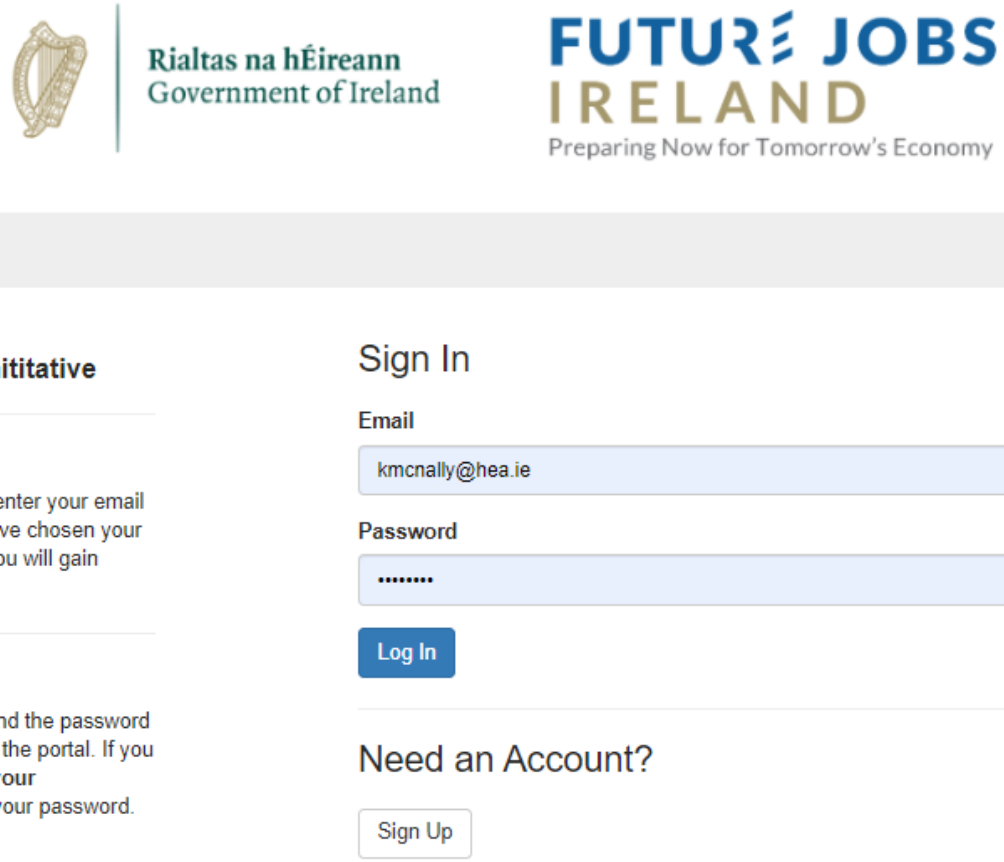

Step 1: Sign up for an account be clicking ‘Sign Up’

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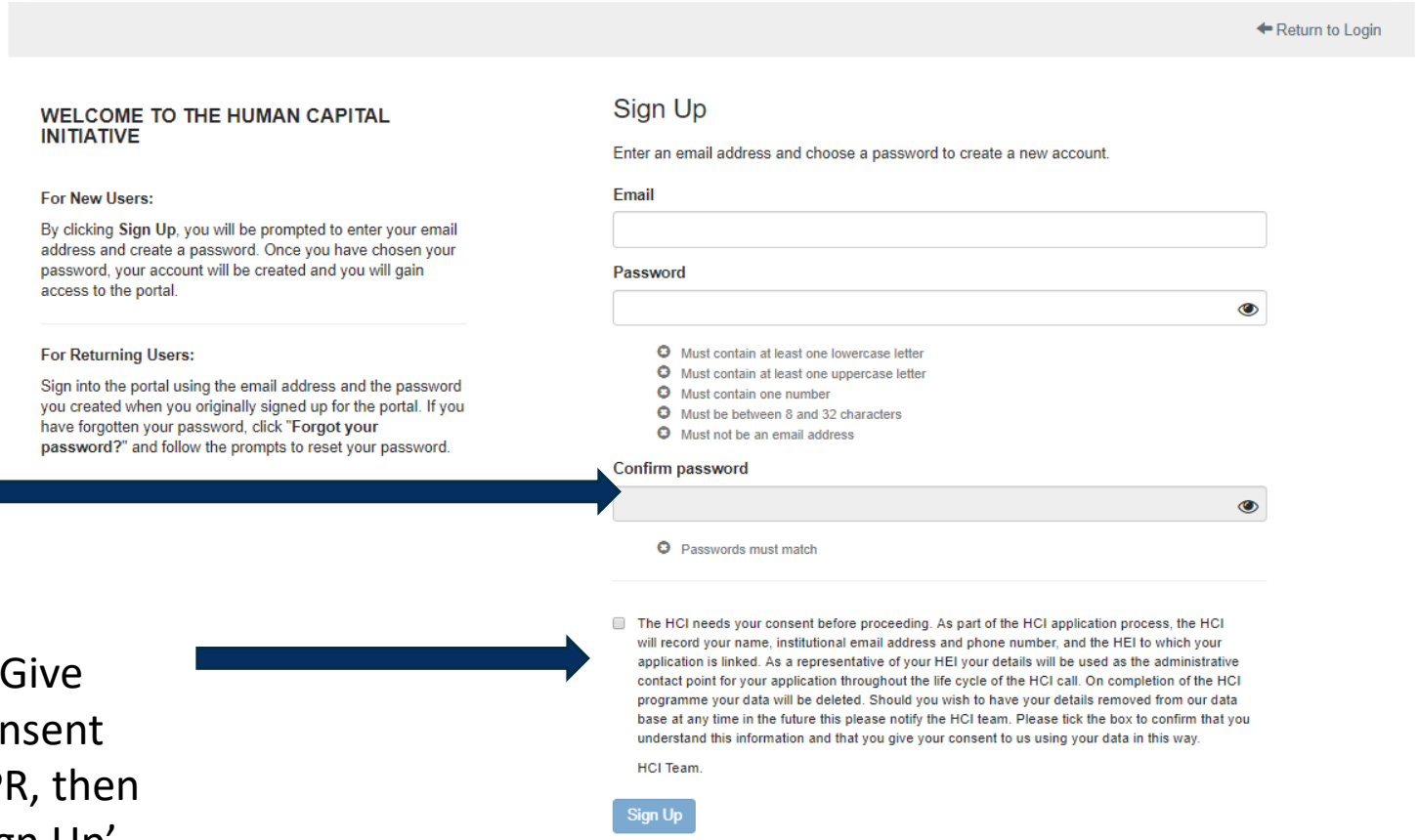
Step 2: Fill in your email. Pick and confirm your password.

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



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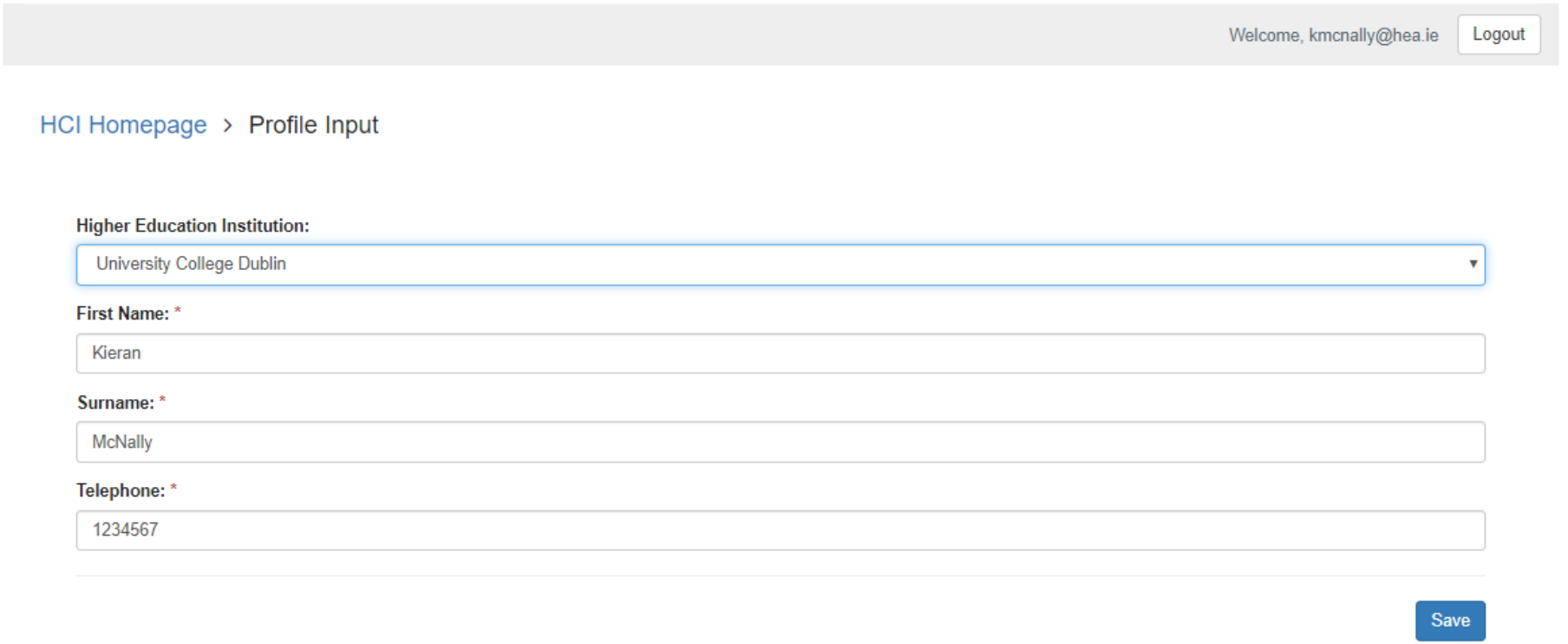
Step 4: You will now be asked to fill out your profile.



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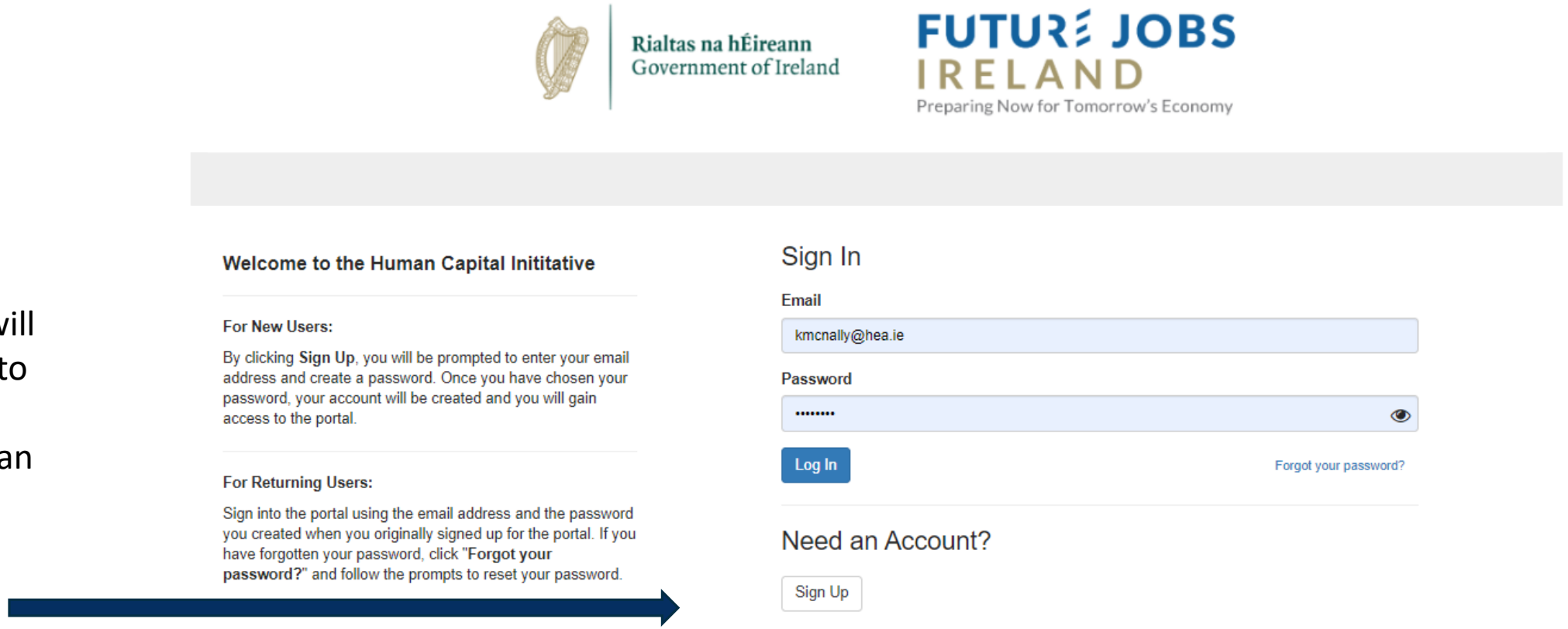
Step 5: You will be returned to the login in screen and can now login.



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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.

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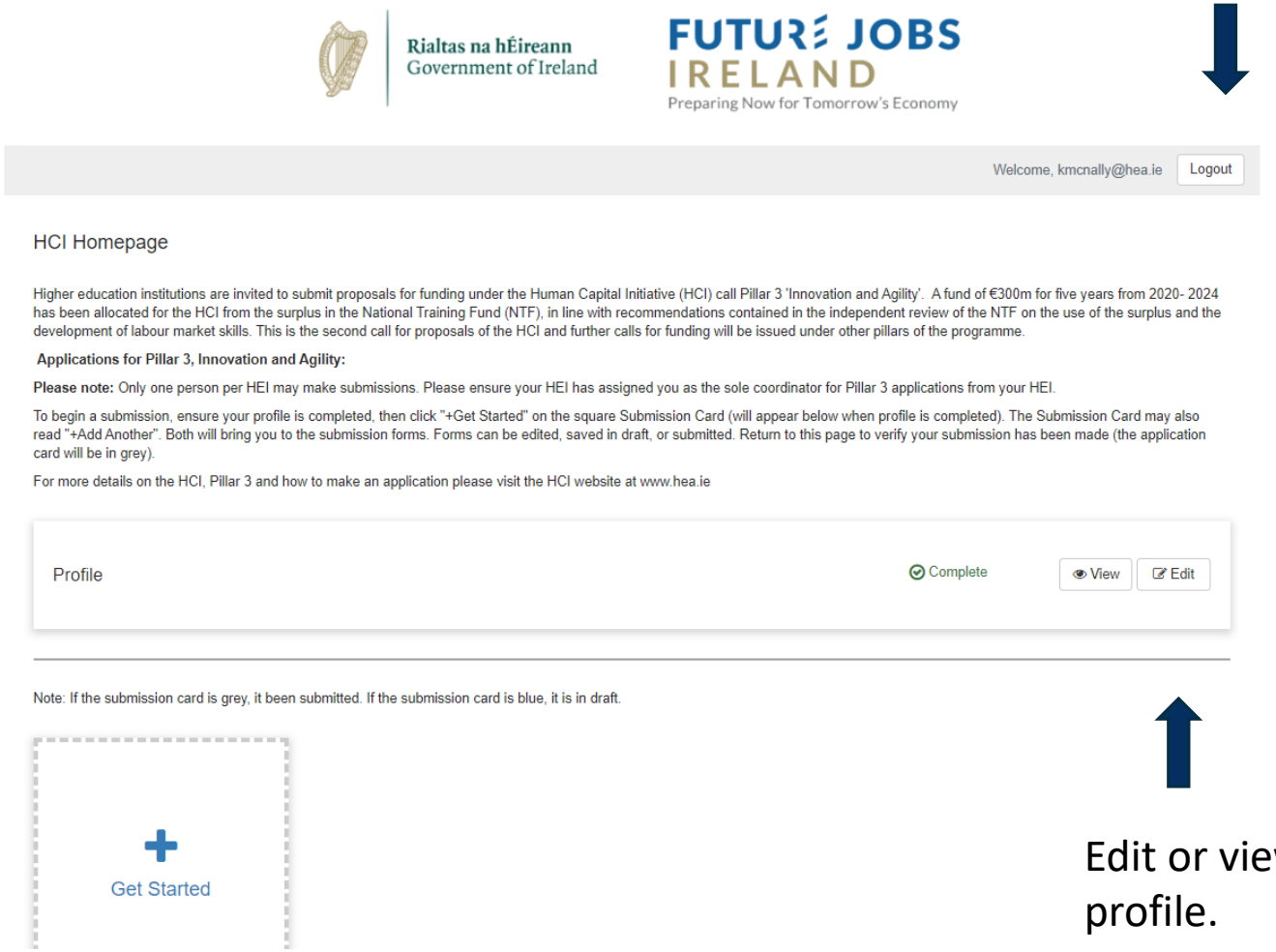
Log out at any time.



Click 'Get Started' to start a proposal

Edit or view profile.

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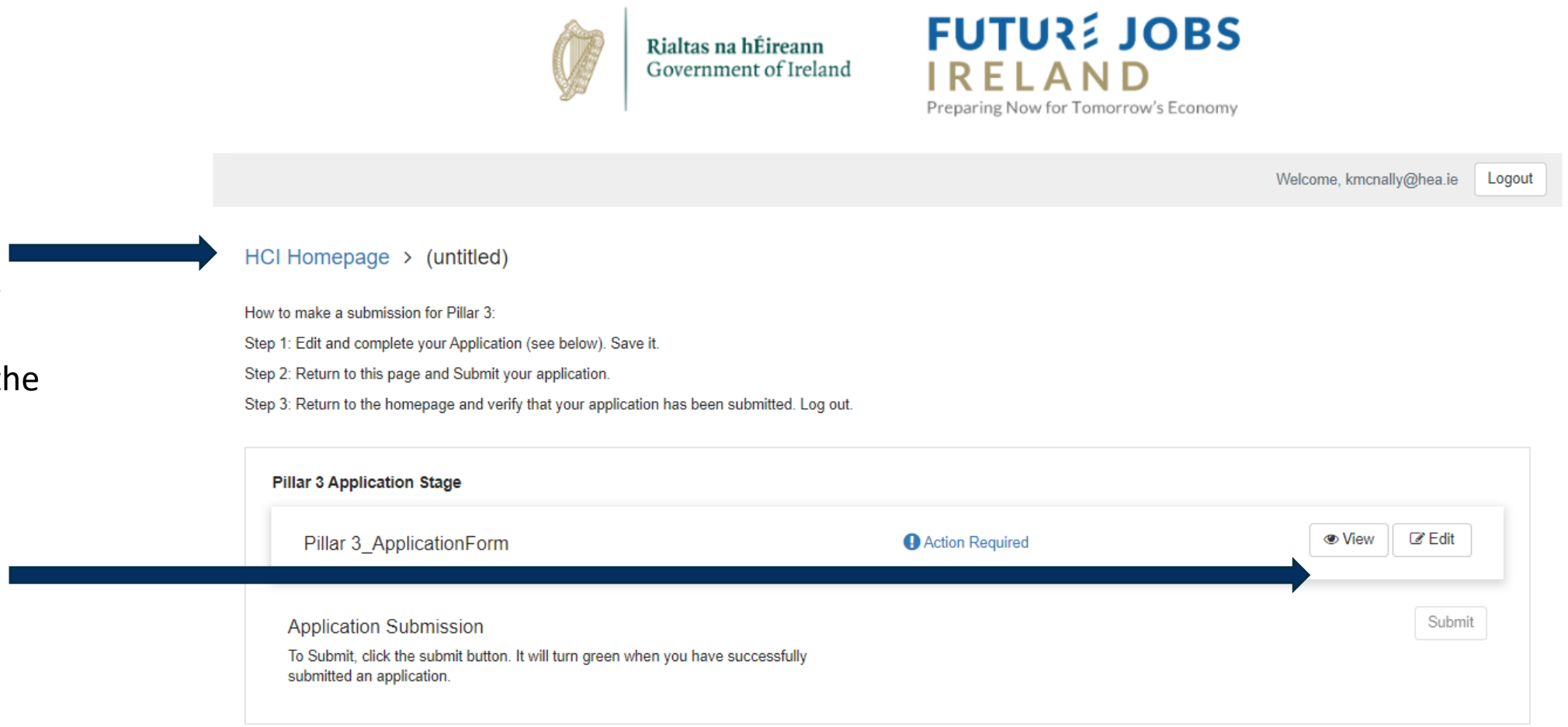
You can navigate through the portal by clicking on the blue links

Edit and view your application proposal form here



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Fill out the application proposal.

HCI Homepage > Dublin City University > Pillar 3_ApplicationForm Input Draft

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:

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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/.)

+ Select a file

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

+ Select a file

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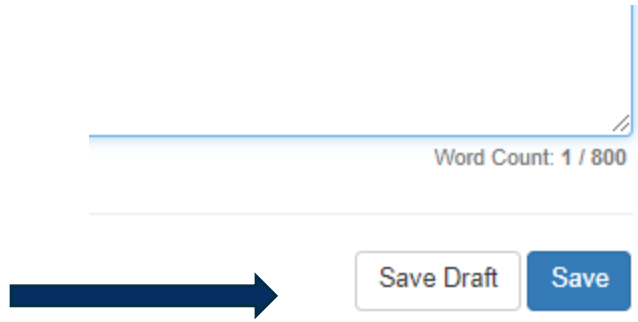
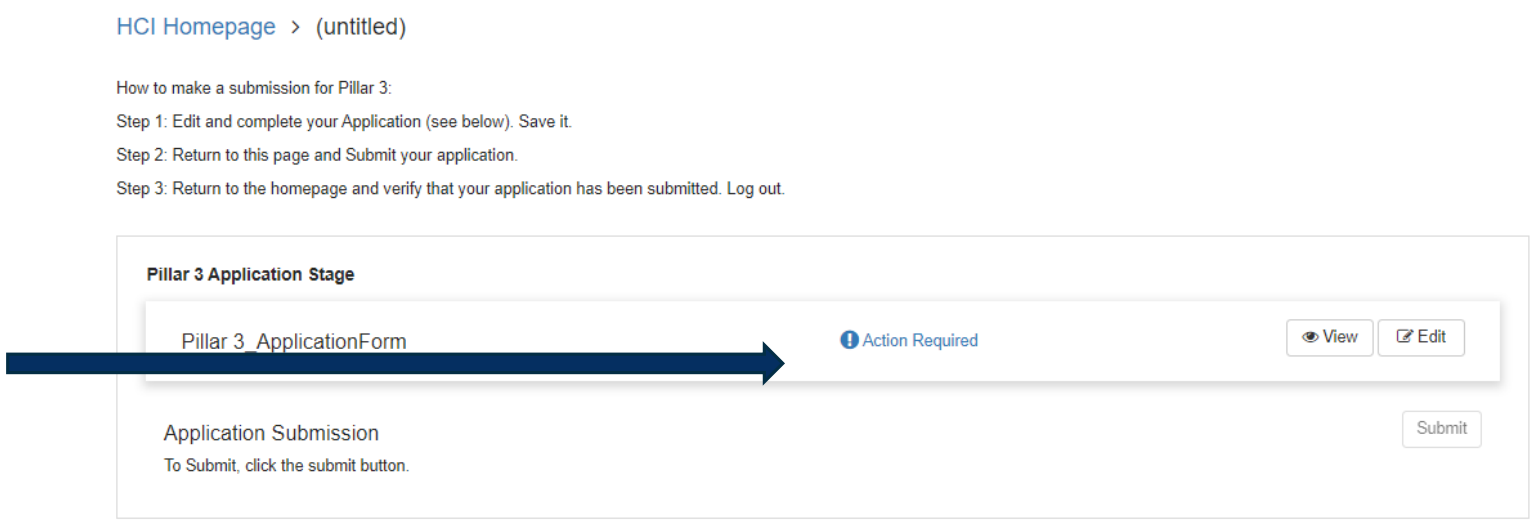
You can save your application at any time in draft form



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.



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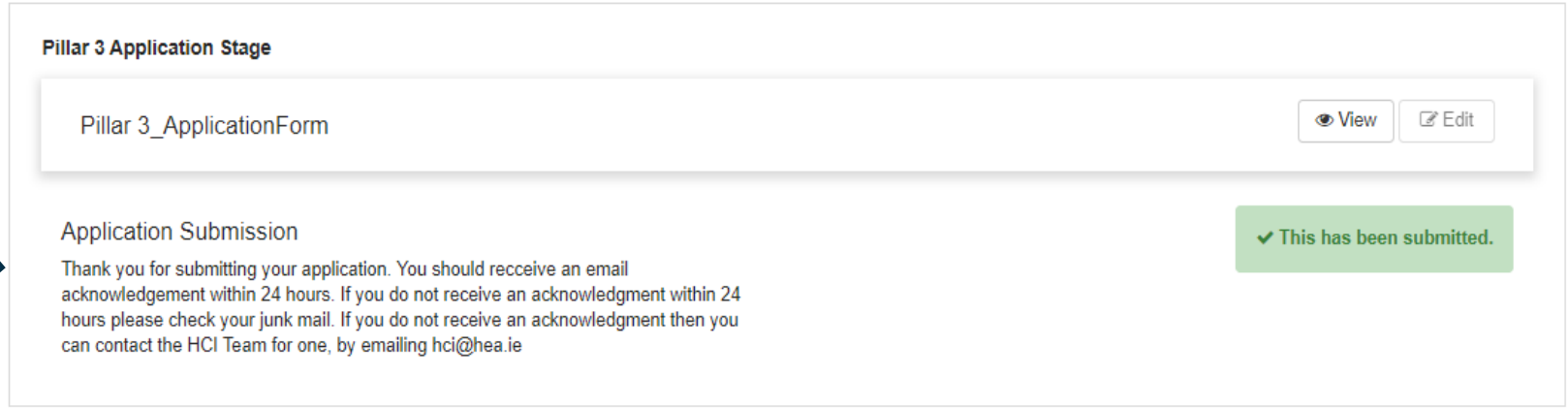
Once your application has filled all the required fields a green 'Complete' sign will appear.

Once the button turns green you can submit the application

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

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.



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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:

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.

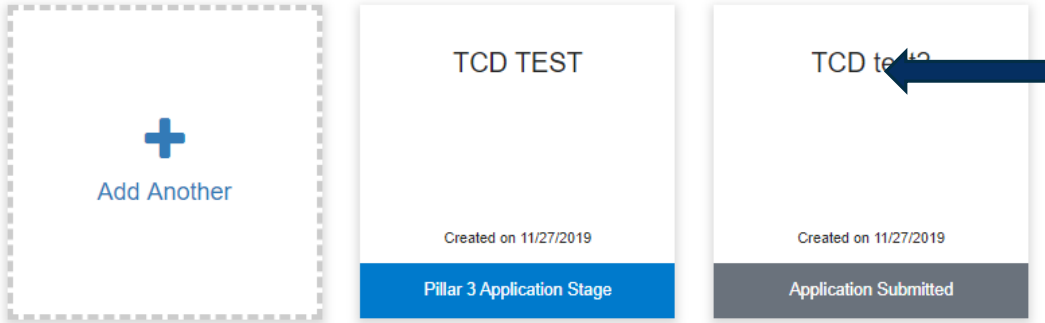
To begin a submission, ensure your profile is completed, then click "+Get Started" on the square Submission Card (will appear below when profile is completed). The Submission Card may also read "+Add Another". Both will bring you to the submission forms. Forms can be edited, saved in draft, or submitted.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

Return to the home page to add another submission



Any submissions made will be visible and highlighted in grey

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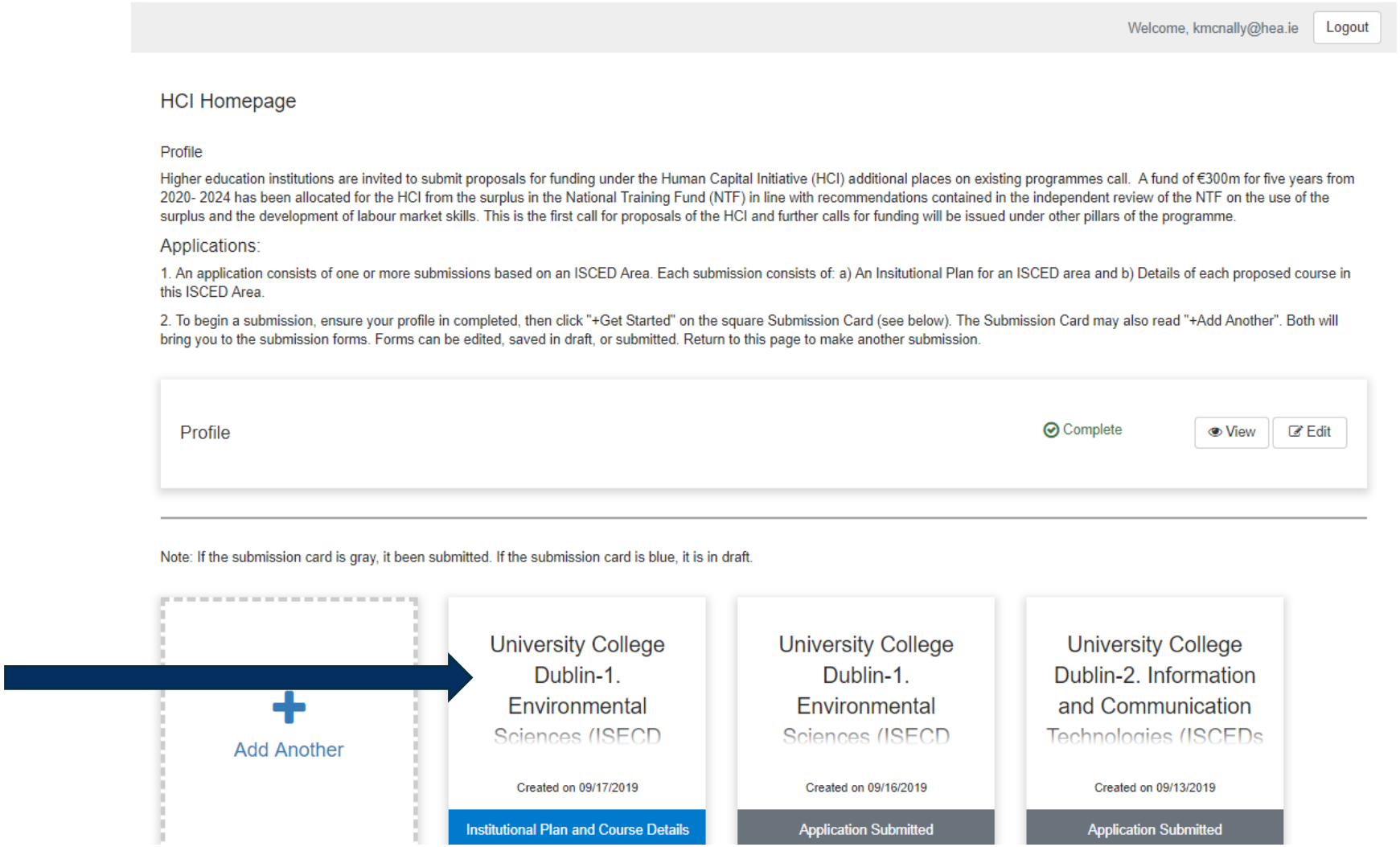

Submissions still in draft status will be highlighted in blue. Click on them to complete and submit

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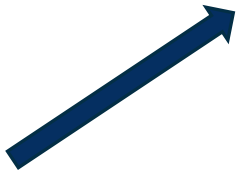

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For further information visit www.hea.ie

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Questions? Email: hci@hea.ie