

The Lalor Foundation Fellowship Program Online Application Guide

First Read the fellowship program guidelines to determine your eligibility.

Register Prior to submitting a paper proposal to the Lalor Foundation, applicants must complete a one-time online registration. You will need to supply your contact information and create a password to log in. **The foundation prefers that the proposed fellow register.** DO NOT create more than one registration. If you have questions about registration, contact technical support (below in Tips for Using Registration System).

Be sure to save your password where you can find it again. You will need it to work on your application and to submit reports if your application is approved.

Click Apply Once you are in the system, click **Apply** on the top left side of your screen.

Enter Access Code The Access Code routes your proposal to the foundation. Each of GMA's foundation clients has its own Access Code; it is **not** the same as your password. Enter the code: **fellow** (all lowercase) in the Access Code box on the top right-hand side of your screen.

Click Link to Open Form Click Enter to open the application abstract space, budget and Appendix C upload.

Save frequently. If you want to leave your application before it is complete, click on *Save as Draft* at the bottom of the screen; the next screen will confirm that you have saved your application. If you do not see the confirmation, there is an error on your page that needs to be fixed before you can continue. You can come back later and continue by signing in *with your password* and continuing to work on the registration material.

Please Type Carefully: Resist the urge to type in full caps. Also, please use initial caps for names and titles. What you type is what the Scientific Review Committee will read.

Submit When Complete: Check your application carefully while in draft. You will not be able to make changes after clicking submit. Click *submit* once when you are done in order to remove the material from draft status. After clicking submit, a new screen will appear confirming receipt of the application. If you do not see the confirmation, there is an error on your page that needs to be fixed before you can submit.

Please Note: The entire fellowship application is now online. Please do not send any part of your application by mail. All materials, including independent expert reviews and letters of reference, must be submitted through the online application.

Click to access the online grantmaking system: <https://www.grantinterface.com/gma/Common/LogOn.aspx>

Tips for Using the System

Can't find the application form? If you don't see the link to the application form, you probably did not enter the access code in the field on the left side of your screen after you registered and logged in.

Make a PDF of your application. If you would like make a pdf of your submission for your own use, use the Print Packet function. You can choose to save or print this pdf for your records. Do not send us a copy of the Print Packet. Before clicking "submit," review your entire application.

What is the deadline? The deadline for receipt of all application materials (including independent expert review letters and letters of reference) is midnight EST on January 15. If January 15 falls on a weekend, the deadline date will be the following Monday.

Did we get it? Once you click **submit**, your proposal is on its way. Log in to check the status of your proposal submission. If you see **Awaiting Foundation Action** beside the project name, your proposal was submitted properly.

Need tech support? Tech support is available between 9:00 a.m. and 4:00 p.m. Eastern Time. Call the Grants Manager at GMA Foundations at 617-391-3085 or email online@gmafoundations.com. Questions regarding the foundation and proposals in general should be directed to the fellowship manager at fellowshipmanager@gmafoundations.com.

Have suggestions? Write online@gmafoundations.com with comments, tips and ideas that can improve the online application system. Your feedback helps us make improvements.

Go to the login page: Click the link to go to the online registration portal to prepare your application. <https://www.grantinterface.com/gma/Common/LogOn.aspx>