





# The Lalor Foundation Fellowship Program Online Application Guide

**First** – Read the fellowship program guidelines to determine your eligibility.

**Register** – Prior to submitting a 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 potential fellow register.** DO NOT create more than one profile. If you have questions about registration, contact technical support (in the System FAQ below).


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


Use this link to access the online system: <https://www.grantinterface.com/gma/Common/LogOn.aspx>

**Click Apply** – Once you are registered and logged-in to the system,  **Apply** click on the top left side of your screen next to the home  icon.

**Enter Access Code** – The Access Code routes your proposal to the correct foundation. Each of GMA Foundations’ 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 at the top right-hand side of your screen and click **Enter Code**.

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|--|---|
| <input type="text" value="Enter Access Code"/> | <input type="button" value="Enter Code"/> |
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**Open Form** – Click  **Apply** under **Enter Code** to open the application form and begin working on your proposal.

**Tip - Save Frequently.** If you want to leave your application before it is complete, click **Save Application** 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 working by signing in, finding the correct application on your home  dashboard, and clicking **Edit Application**.

**Tip - Type Carefully.** Resist the urge to type in full caps, but please use caps for the first letters in names and titles. What you type is what the scientific review committee will read.

**Submit When Complete** – Check your application carefully while it is in draft status. You will not be able to make changes after submitting. Click **Submit Application** once you are done reviewing your application for correctness and completeness. 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 online. Please do not send any part of your application by email or mail. All materials, including independent expert reviews and letters of reference, must be submitted through the online application.

## System FAQ

**When does the application open?** The application opens on September 1 of the preceding year. If September 1 falls on a weekend, the application will open on the following work day (usually Monday).

**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 work day (usually Monday).

**What do I put for “Additional Executive Officer Information” when registering in the system?** Where the system asks for Executive Officer information, you should input information for the Official Signing for the Sponsoring Institution. This information should be the same as in the actual application for Official Signing for the Sponsoring Institution.

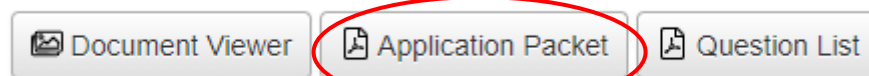
**Whose information do I put for the Official Signing for Sponsoring Institution?** The Official Signing for the Sponsoring Institution is an administrator or director who oversees the research projects occurring at an institute or university. This person could be a proposal manager, president or vice president of the department, grants administrator, grants and contracts officer, i.e., the official who will manage the administrative needs of the fellowship if the foundation funds your proposal.

**Whose information do I put for the Institutional Officer to Receive Funds?** The Institutional Officer to Receive Funds is the person who will process the finances of your fellowship. This person could be a finance controller, bursar, director, award manager, i.e., the official we will send the funds to if awarded. The Signing Official and Institutional Officer may be the same person if they perform both of the above functions.

**Do signatures need to be in ink?** No. We will accept a certified digital signature (such as through Adobe Acrobat or a similar product) as well.

**I can't find the application form!** If you don't see the **Apply** link to begin the application, you probably did not enter the Access Code in the correct field.

**I want to make a PDF of my application.** If you would like to make a pdf of your submission for your own use, use the **Application Packet** function while in your draft or submitted application. You can choose to save or print this pdf for your records. Do not send us a copy of the pdf packet.




**How can my reviewers/referee/mentor see my application?** Your third-party contacts will not be able to see your application or personal information through the online system. You will need to be in touch with your reviewers/referee/mentor separately with any information they may need regarding your application. We suggest sending your third-party contacts a pdf of your completed application while it is still in draft status for their review purposes.

Further, you, the applicant, will not be able to see your third-party contacts' portions of the submission at any point. Only GMA staff and the scientific review committee will have access to your reviewers'/referee's/mentor's letters.

**How do reviewers/referees/mentors submit their external letters of support?**

The online application has designated spaces in which you must enter the email addresses of your chosen reviewers, reference, and sponsor/mentor. When you enter the email addresses and send an email using the "Compose Email" function, the system will automatically generate a separate email to those individuals with instructions for uploading their reviews.

**Did you get my application?** Once you click **Submit Application**, your proposal is on its way. You can log-in to check the status of your proposal submission at any point. If you see **Application - Submitted** under the project name on your home  dashboard, you submitted your proposal properly. You will see the status **Undecided** after **Decision** for up to 30 days after the trustee meeting in March, but you should receive an email notification of the foundation's decision within 1-2 weeks of the meeting.

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|-------------|-----------|
| Application | Submitted |
| Decision    | Undecided |

**Can my reviewers/referee/mentor still upload their letters after I submit my application?** Your reviewers, referee, and mentor can still upload their portions of the application after you hit **Submit Application**. However, all application materials, including third-party letters, must be submitted by midnight EST on January 15.

**Need tech support?** Tech support is available between 9:00 a.m. and 4:00 p.m. Eastern Time. Email Fellowship manager Sarah Kain at GMA Foundations at [skain@gmafoundations.com](mailto:skain@gmafoundations.com) or [fellowshipmanager@gmafoundations.com](mailto:fellowshipmanager@gmafoundations.com).

**Have suggestions?** Write [online@gmafoundations.com](mailto:online@gmafoundations.com) with comments, tips and ideas that can improve the online application system. Your feedback helps us make improvements.