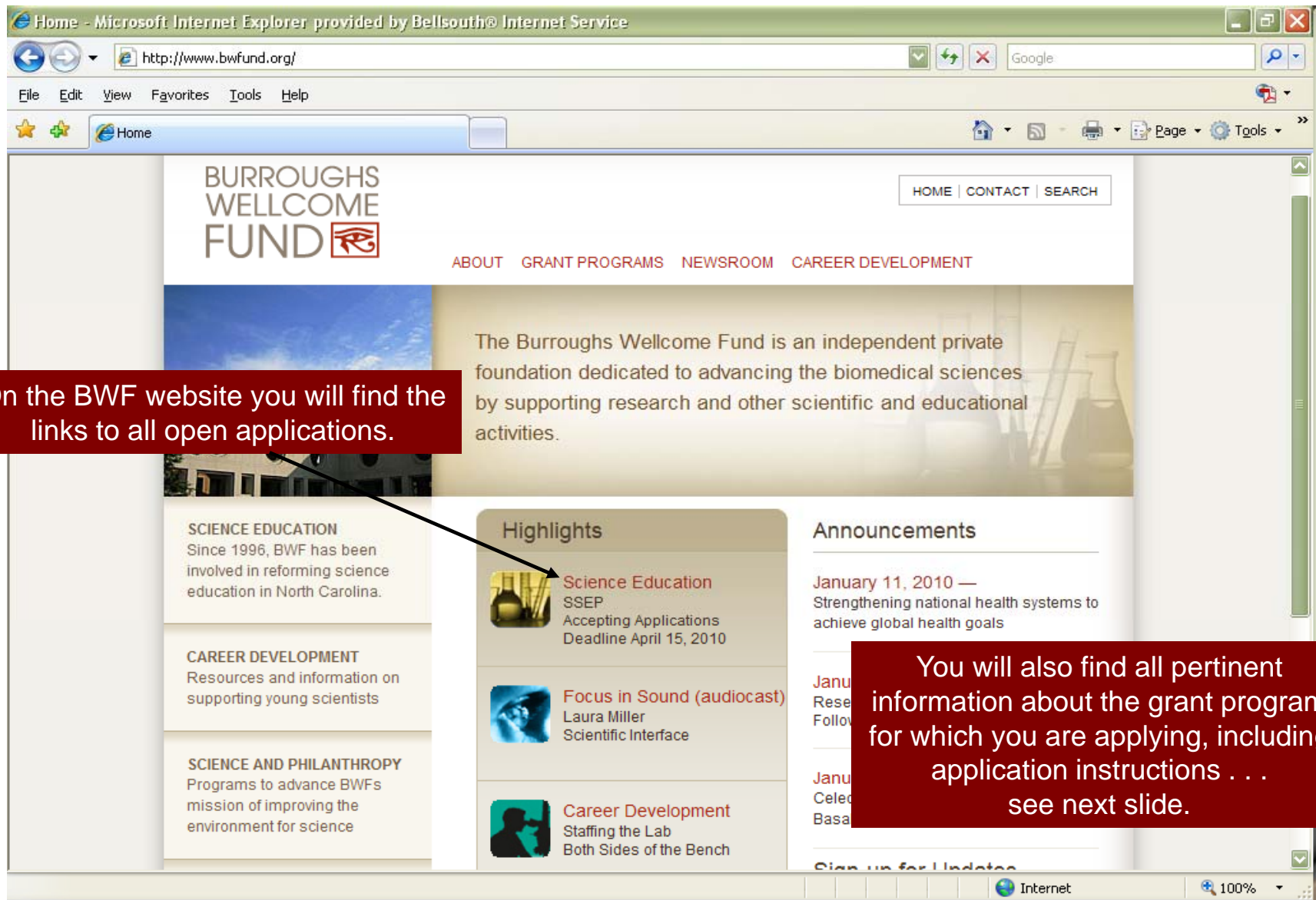




**How to Use
the Online Application Submission System**

Begin by going to the BWF website: www.bwfund.org



Application Page on BWF Website

SSEP Program Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service

http://www.bwfund.org/pages/161/Program-Application/

On each program's application page you will find important information on how to complete an application.

STUDENT SCIENCE ENRICHMENT PROGRAM

Home > Grant Programs > Science Education > Student Science Enrichment Program > Program Application

PROGRAM APPLICATION

Application Deadline: April 15, 2010 by 4:00 p.m. Eastern Time
Accepting electronic applications only.

[Program Goals](#)
[Proposal Sections](#)
[Forms](#)
[Application Instructions](#)
[Online Application System](#)
[Application Sections](#)
[Assistance with Application](#)
[Application Checklist](#)

IMPORTANT: Please read ALL INFORMATION very carefully before beginning your application.

IMPORTANT: There are separate links for applicants beginning a new application vs. applicants returning to complete a saved application.

[Apply for the Grant \(Begin a new application\)](#)
[Edit the Application \(Access a saved application\)](#)

Internet 100%


System Login Page

Account Login - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp?CT=CT&SA=SNA&FID=35021

File Edit View Favorites Tools Help

Account Login

BURROUGHS
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Account Login

[Contact Us](#) [Help](#) [Logout](#)

Please Sign In

Welcome to The Burroughs Wellcome Fund (BWF)! Enter your e-mail and password below to access the BWF grants system. If you are a new BWF applicant, please create a log in by entering your e-mail and choosing the first option below. Please note as of January 2010, BWF launched a new application system. Former applicants to BWF will need to create an account on the new system.

E-mail Address:

☐ I am a new online applicant

☒ I am a returning online applicant.

My password is:

[Forgot your password? Click here](#)

Done

100%

If you are a new applicant, you will need to create a new account.

If you are a returning applicant, you can enter your existing login and password.

If you have forgotten your password, click here and it will be emailed to you.

IMPORTANT: It is imperative that you use your functional work email address as your login email. This is the address that will be used to send automatic notifications about your application.

Eligibility Quiz

Student Science Enrichment Program Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp

rules for radicals

File Edit View Favorites Tools Help

Student Science Enrichment Program Application

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Student Science Enrichment Program Application

Contact Us FAQs Forms Logout

Is your program eligible for the

Is your organization a 501(c)(3) nonprofit or a K-12 public school?

-Select One-
-Select One-
Yes
No
-Select One-

Can you serve students outside North Carolina?

What population of students will your program serve?

-Select One-

What is the purpose of the grant request?

-Select One-

Submit

Done Internet 100%

Most BWF applications have an eligibility quiz in which you will need to answer questions to ensure you meet the criteria for receiving funding.

Qualifying questions

Answers are located in the dropdown list under each question.


Failing the Eligibility Quiz

Student Science Enrichment Program Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp

File Edit View Favorites Tools Help

Student Science Enrichment Program Application

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Student Science Enrichment Program Application

[Contact Us](#) [FAQs](#) [Forms](#) [Logout](#)

Is your program eligible for the quiz?

If your answers to the eligibility quiz do not reflect the program guidelines, you will fail the quiz and receive a corresponding message.

Your responses to the quiz questions have indicated that your proposal may not meet our eligibility guidelines. Please contact the Burroughs Wellcome Fund (919/991-5107 or mscott@bwfund.org) to discuss your eligibility prior to beginning the application.

Is your organization a 501c(3) nonprofit or a K-12 public school?

Yes

Does your program serve students outside North Carolina?

Yes

What population of students will your program serve?

Middle school students

What is the purpose of the grant request?

Student engagement in hands-on activities

Internet 100%

Navigating the Application

If you pass the eligibility quiz, you will see the first page of the application.

The screenshot shows a web browser window titled "BWF Standard Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service". The address bar shows the URL "https://www.grantrequest.com/SID_227/Default.asp". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features a "WELCOME FUND" logo and a navigation bar with links: [Contact Us](#), [FAQs](#), [Forms](#), and [Logout](#). Below the navigation bar, there is a section titled "Principal Investigator Information" with form fields for "First Name", "Middle Name", and "Last Name". A series of page numbers (1 through 6) are displayed, with "Review My Application" and "Printer Friendly Version" highlighted. An "Email Draft" link is also visible. Several red callout boxes provide instructions: "If you need to send an email to BWF staff, click the 'Contact Us' link." points to the "Contact Us" link; "If you wish to return to the BWF website, click the 'Logout' link." points to the "Logout" link; "To preview your application at any time, click here." points to the "Review My Application" link; "If you wish to email a draft of your application to anyone, click here. NOTE: BWF does NOT accept emailed applications." points to the "Email Draft" link; "If you wish to print your application, click here." points to the "Printer Friendly Version" link; "To navigate to the different pages of the application, click on the page numbers here." points to the page numbers; "If you wish to review the FAQs for the application, click here." points to the "FAQs" link; and "NOTE: You can upload all attachments on the last page of the application." points to the page numbers. The browser's status bar at the bottom shows "Internet" and "100%".

If you need to **send an email to BWF staff**, click the 'Contact Us' link.

If you wish to **return to the BWF website**, click the 'Logout' link.

To **preview your application** at any time, click here.

If you wish to **email a draft** of your application to anyone, click here.
NOTE: BWF does NOT accept emailed applications.

If you wish to **print** your application, click here.

To **navigate to the different pages** of the application, click on the page numbers here.

If you wish to review the **FAQs** for the application, click here.

NOTE: You can **upload all attachments** on the last page of the application.

Navigating the Application Continued

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Follow all on screen instructions when completing your application.

An asterisk indicates that completion of this field is required for submission of the application.

Logout

Page 1 2 3 4 5 6 [Review My Application](#) [Printer Friendly Version](#) [Email Draft](#)

Principal Investigator Information

* Prefix
<Select One>
<Select One>
* Dr.
Justice
Mr.
Mrs.
* Ms.
Rabbi

* Last Name
[Text Field]

* Suffix
<Select One>

Complete the application fields by selecting from a dropdown list or by directly typing the requested information into the field.

Internet 100%

Uploading Attachments

Most BWF applications require attachments be included as part of the application.

BWF Standard Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp

File Edit View Favorites Tools Help

BWF Standard Application

Contact Us Help Forms Logout

* Required before final submit Page 1 2 3 4 5 6 Review My Application Printer Friendly Version Email Draft

Attachments

Following is a list of sample attachments that must be included in the files are available on the BWF website.

- Letter of Nomination
- Scientific Abstract
- Research Plan
- Curricula Vita
- Budget (template provided)
- Support Letters

Do not include personal letters or supplemental materials not specifically requested.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: Project Plan (Required) [v]

File Name: [] Browse...

Upload

Cancel

IMPORTANT:
ALL attachments MUST be uploaded as PDF files.
For assistance in converting files, please visit the FAQs on the BWF website.

Step 1: Choose the title of the attachment from the dropdown list.

Step 2: Click the 'Browse' button to search your system and select the document you wish to upload.

Step 3: Click the 'Upload' button to attach the document to your application.

Uploading Attachments Continued

Student Science Enrichment Program Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp

File Edit View Favorites Tools Help

Student Science Enrichment Program Application

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Once you have successfully uploaded an attachment, you will see it in a list of 'Uploaded Files' near the top of the Attachments page (the last page of the application).

Attachments

Uploaded Files

| Title | File Name | Uploaded | Size | Remove? |
|------------------------------|---------------------------------------|------------------------|-----------|--------------------------|
| Project Plan | Research Proposal.pdf | 12/04/2009 11:30:52 AM | 3,142 KB | <input type="checkbox"/> |
| Total size of uploaded files | | | 3,142 KB | |
| Available | | | 22,458 KB | |

Remove

If you wish to remove an uploaded file, first click the box in the 'Remove?' column and then click the 'Remove' button.

the BWF website. The requested attachments are:

- Project Plan (consisting of project narrative, recruitment, staff capacity, organizational capacity, evaluation, and replication/ dissemination/linkage to other activities.)
- Curricula vitae
- Budget (template provided below)

Done

Internet 100%

Save and Finish Later

BWF Standard Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp

File Edit View Favorites Tools Help

BWF Standard Application

Country
(applicant must reside in U.S. or Canada)
<None>

* Office Phone
(format xxx/xxx-xxxx)

Extension

Office Fax
(format xxx/xxx-xxxx)

Mobile Phone
(format xxx/xxx-xxxx)

* E-mail

If you wish to save your work and continue the application at a later time, click the 'Save & Finish Later' button.

Save & Finish Later Next

Internet 100%

Save and Finish Later Continued

My Account - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp?SA=DELETE&AID=20101

File Edit View Favorites Tools Help

My Account

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My Account

Contact Us Help Logout

Applications Requirements

Account: c

Change E-mail/Password

Below you will find all open and submitted applications to the Wellcome Fund. You can email copies of these applications to other individuals of your choice by clicking on the e-mail icon under the action column heading. BWF will not accept email versions of the applications.

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

| Application Name | Project Title | Requested | ID | Last Updated | Action |
|--|------------------|-----------|-------|--------------|--------|
| Student Science Enrichment Program Application | | | 20448 | 12/03/2009 | |
| | The Best Project | | | 12/04/2009 | |
| | | | | 12/04/2009 | |

NOTE: When deleting an application, the system will ask you to confirm the deletion at the top of the page.

You have the ability to log back into your account and continue working on any open application. Just click on the link for that application.

You can also delete or email an application by clicking the appropriate icon in the 'Action' column.

NOTE: BWF does NOT accept emailed applications.

Application Name Project Title

Submitted Action

Internet 100%

Review and Submit

BWF Standard Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp

File Edit View Favorites Tools Help

BWF Standard Application

Attachments

You have the ability to review your application prior to submitting it.
IMPORTANT: Once submitted, your application **CANNOT** be changed or unsubmitted.

- Curricula Vita
- Budget (template provided)
- Support Letters

Do not include a cover letter or supplemental materials not specifically requested.

All files MUST be converted to pdf format prior to uploading. For assistance, please refer to the FAQs on the BWF website.

Upload
The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: Project Plan (Required) [v]

File Name: [] [Browse...]

[Upload]

[Save & Finish Later] [Review & Submit]

Done Internet 100%

Once you have completed the fields and uploaded all attachments, click the 'Review & Submit' button located at the bottom of the last page of the application. This will allow you to review your application before submission.

Review and Submit Continued

Student Science Enrichment Program Application - Microsoft Internet Explorer

https://www.grantrequest.com/SID_227/Default.asp

File Edit View Favorites Tools Help

Student Science Enrichment Program Application

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Your application is missing information that is required before it can be submitted.

The application cannot be submitted without the following required attachments. Please click [here](#) to return to the Attachments page.

- Budget Justification
- Documentation of Nonprofit Status

Student Science Enrichment Program

You have accessed the application to the Burroughs Wellcome Fund Student Science Enrichment Program. Please review the instructions on the BWF website prior to beginning the application. To complete the application, provide responses on pages 2-5 of the form and upload the requested materials on page 6. All applications should be submitted no later than April 15, 2010, by 4:00 p.m. (ET). No exceptions.

You are not required to complete the application at a later time. Once the application is complete, click the "Review My Application" link to access the "Submit" button.

Program Director Information

Provide contact information for the program director below. The program director will receive notifications related to this grant proposal. The program director should be the owner of this account on the grant application system. The account owner will be able to view the status of the application and will receive any automatic notifications from the system.

→ Prefix
This is a required field.
<Select One> ▼

→ First Name
This is a required field.

Done Internet 100%

When you click the 'Review & Submit' button, if any of the required fields and/or attachments are missing, you will receive this message.

The system will indicate the required attachments and fields that are missing. These must be attached/completed prior to submission.

Submit

Student Science Enrichment Program Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp

File Edit View Favorites Tools Help

Student Science Enrichment Program Application

Attachments

Uploaded Files

| Title | File Name | Uploaded | Size |
|-----------------------------------|--------------------------|------------------------|-----------|
| Curricula Vitae | Candidate Bio Sketch.pdf | 12/01/2009 02:22:41 PM | 102 KB |
| Project Plan | Research Plan.doc | | |
| Budget | Budget Worksheet.doc | | |
| Budget Justification | Budget Justification.doc | | |
| Documentation of Nonprofit Status | Nonprofit Status.doc | | |
| Total size of uploaded files | | | 6,467 KB |
| Available | | | 19,133 KB |

Save & Finish Later Submit

Internet 100%

Once you've correctly completed and reviewed your application, click the 'Submit' button located at the bottom of the page where you review your application.
This submits the application to BWF.

IMPORTANT: Once submitted, your application **CANNOT** be changed or unsubmitted.

Submit Continued

My Account - Microsoft Internet Explorer provided by Bellsouth® Internet Service

https://www.grantrequest.com/SID_227/Default.asp

File Edit View Favorites Tools Help

My Account

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My Account

Contact Us Help Logout

Applications Requirements

Account: aroughm@bwhfund.org

Change E-mail/Password





Thank You! Your Burroughs Wellcome Fund application has been submitted. You should receive an email confirmation shortly.

Below you will find all open and submitted applications to the Burroughs Wellcome Fund. Please note you have the ability to e-mail copies of these applications to other individuals of your choice by clicking on the e-mail icon under the action column heading. BWF will not accept email versions of the applications.

Open

The following applications have been started but have no name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

| Application Name | Project Title | Requested | ID | Last Updated | Action |
|--|---------------|-----------|-------|--------------|---|
| Student Science Enrichment Program Application | | | 20448 | 12/03/2009 |   |
| BWF Standard Application | | | 20482 | 12/04/2009 |   |

Submitted

These applications have already been submitted. To view a summary of the application information, click the application name.

| Application Name | Project Title | Requested | ID | Submitted | Action |
|------------------|---------------|-----------|----|-----------|--------|
|------------------|---------------|-----------|----|-----------|--------|

Done

Internet 100%

When you click the 'Submit' button, you will see your BWF account screen.

You'll see a message confirming the successful submission of your application

Application Submission

Once your application is submitted it will go through an extensive review process by BWF staff and by the program advisory committee.

You will be notified by BWF staff when a decision is made regarding your application.

Questions and Inquiries

If you have any questions about your eligibility, completing the online application, or the process itself, please don't hesitate to contact BWF staff

by using the "Contact Us" link
located near the top left on the application pages

-OR -

by calling 919-991-5100

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