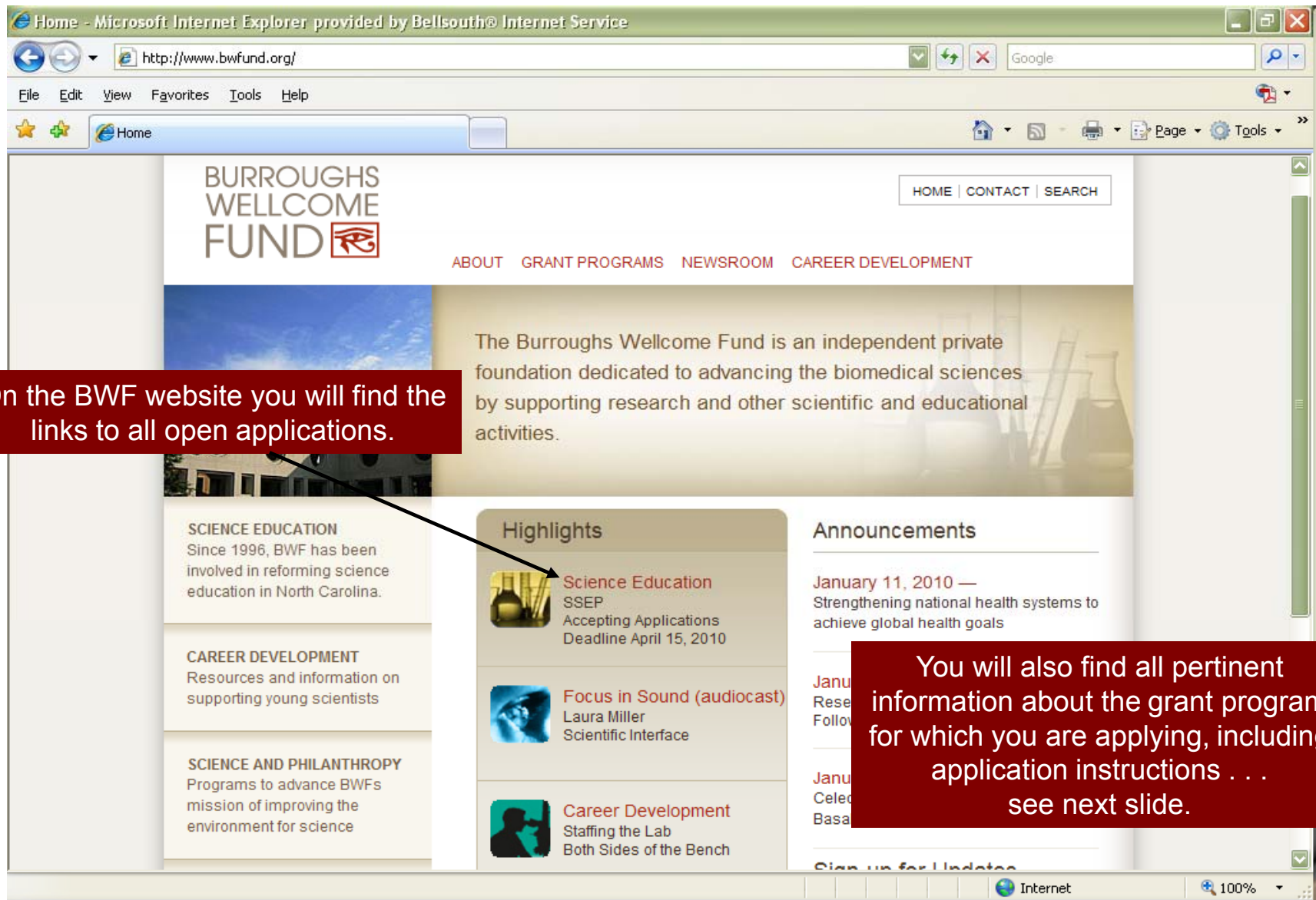




**How to Use
the Online Application Submission System**

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



Application Page on BWF Website

The screenshot shows a web browser window titled "SSEP Program Application - Microsoft Internet Explorer provided by Bellsouth® Internet Service". The address bar shows the URL "http://www.bwfund.org/pages/161/Program-Application/". The page features a header with a laboratory glassware image and the text "STUDENT SCIENCE ENRICHMENT PROGRAM". A breadcrumb trail reads: "Home > Grant Programs > Science Education > Student Science Enrichment Program > Program Application". On the left is a navigation menu with expandable sections: "Grant Programs", "Science Education", "Student Science Enrichment Program" (which is expanded to show "Background", "Eligibility", "Selection", "Proposal Sections", "Grant Recipients", "Evaluation", "Progress Reporting", and "Advisory Committee"), and "Progress Reporting". The main content area is titled "PROGRAM APPLICATION" and includes the "Application Deadline: April 15, 2010 by 4:00 p.m. Eastern Time" and the note "Accepting electronic applications only." Below this are several links: "Program Goals", "Proposal Sections", "Forms", "Application Instructions", "Online Application System", "Application Sections", "Assistance with Application", and "Application Checklist". At the bottom of the main content area are two links: "Apply for the Grant (Begin a new application)" and "Edit the Application (Access a saved application)".

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

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 \(Access a saved application\)](#)


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

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FUND 

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 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 "https://www.grantrequest.com/SID_227/Default.asp". The page content includes a "WELCOME FUND" logo, a navigation bar with links "Contact Us", "FAQs", "Forms", and "Logout", and a section titled "Principal Investigator Information" with form fields for "First Name", "Middle Name", and "Last Name".

Annotations and instructions:

- If you need to send an email to BWF staff, click the 'Contact Us' link.** (Points to the "Contact Us" link in the navigation bar)
- If you wish to return to the BWF website, click the 'Logout' link.** (Points to the "Logout" link in the navigation bar)
- To preview your application at any time, click here.** (Points to the "Review My Application" link in the page navigation)
- 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 in the page navigation)
- If you wish to print your application, click here.** (Points to the "Printer Friendly Version" link in the page navigation)
- To navigate to the different pages of the application, click on the page numbers here.** (Points to the page numbers 1 through 6 in the page navigation)
- If you wish to review the FAQs for the application, click here.** (Points to the "FAQs" link in the navigation bar)
- NOTE: You can upload all attachments on the last page of the application.** (Points to the "6" page number in the page navigation)

Navigating the Application Continued

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WELLCOME

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>

Additional Details

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

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

WELLCOME FUND

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	

Application Name Project Title Submitted Action

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.

Review and Submit

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

Attachments

uploaded to apply. More details on specific BWF website. The requested attachments are:

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

Do not include a cover letter or supplemental materials not specifically

All files **MUST** be converted to pdf format prior to uploading. For assistance, see 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]

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's Bio Sketch.pdf	12/01/2009 02:22:41 PM	102 KB
Project Plan	Research Plan.doc		
Budget	Budget Worksheet.xls		
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

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: arvoughm@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 on the application pages

-OR -

by calling 919-991-5100

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