

# AN APPLICANT'S GUIDE TO NAVIGATING THE INNOVATION FUND PORTAL



**PARTNERS** *of the* **AMERICAS**  
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Welcome to the *100,000 Strong in the Americas* Innovation Fund **Application Portal**! All of your application tasks will be managed and completed via this online portal, which can be accessed on our website at [100kstrongamericas.org/application-portal/](https://100kstrongamericas.org/application-portal/).



**If you prefer, you can also access the portal directly at [https://webportalapp.com/sp/100k application portal](https://webportalapp.com/sp/100k).**

**\*\*We recommend that you bookmark this page.\*\***

## HOW TO LOG IN

### Are you a first-time applicant?

Click "Sign Up".

### Are you a return applicant?

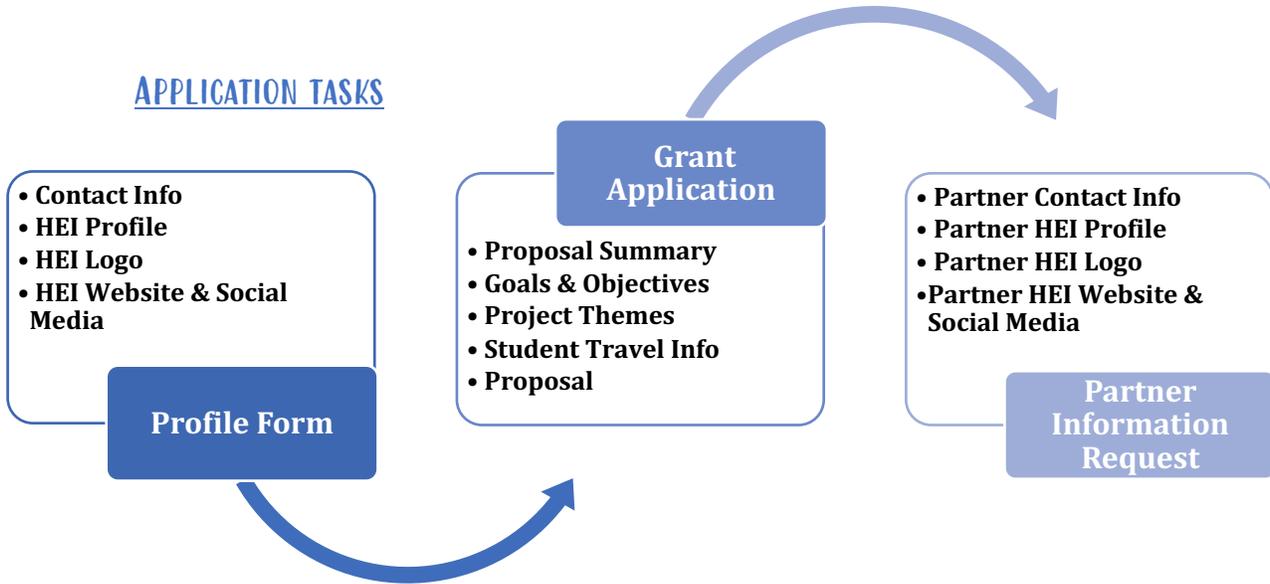
Sign in using your institution's email address. If necessary, reset your password.

<p><b>Login Instructions</b></p> <hr/> <p><b>For New Users:</b></p> <p>By clicking "<b>Sign Up</b>", you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.</p> <hr/> <p><b>For Returning Users:</b></p> <p>Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "<b>Forgot your password?</b>" and follow the prompts to reset your password.</p>	<p><b>Sign In</b></p> <p><b>Email</b></p> <input type="text"/> <p><b>Password</b></p> <input type="password"/> <p><b>Log In</b> <a href="#">Forgot your password?</a></p> <hr/> <p><b>Need an Account?</b></p> <input type="button" value="Sign Up"/>
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### Need assistance?

If you have not received an email to reset your password or have trouble accessing your account, please contact [100kstrongamericas@partners.net](mailto:100kstrongamericas@partners.net).

After logging into the portal, you will be directed to the Homepage, where you will be required to complete three (3) forms.



## STEP 1: CREATE A PROFILE

The first task is to create a profile.

Please click **"+Create a Profile to Get Started"** to begin. You cannot move forward to the Application until you have completed your Profile.

You can always edit your Profile by clicking "Edit" or view your Profile by clicking "View".

Profile	Complete	<a href="#">Edit</a>
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### For first-time applicants:

**Complete the Profile form.** The form will ask for your professional contact information and pertinent information about your higher education institution (HEI). The form will also ask for your institution's branding information. Note that this will only be used for promotional purposes *if* your proposal is selected for funding.

### For return applicants:

Here, you may **edit your Profile** and update the information at any time.

## STEP 2: COMPLETE A GRANT APPLICATION

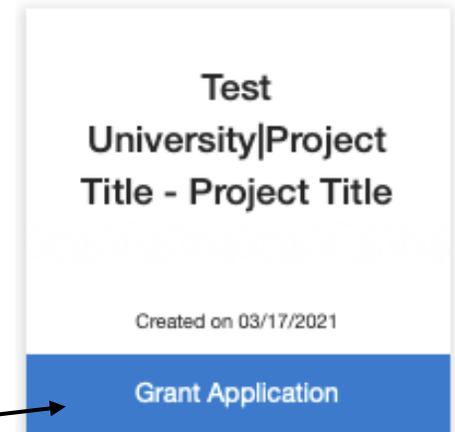
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The Homepage is also where you can track the **current status of your Grant Application(s)**.

The status is depicted by a **colored bar** underneath each Application.

- **Blue:** Your Application is in a specific stage and there is an action required. Click on the colored bar to proceed.
- **Gray:** Your Application is under review or the current stage is complete, and no action needs to be taken.
- **Red:** There is an error. Please email [100kstrongamericas@partners.net](mailto:100kstrongamericas@partners.net).

Click on the colored bar to proceed with your Application



You will then arrive at a screen, where you will see your next two tasks: Application Form and Partner Information Request (*see Step 3 below*).

The **Application Form** will ask for specific information about your proposed partnership and program. This includes:

- Partner Institution(s) and Country(ies)
- Summary of proposed project
- Goals & objectives of your proposed project
- Themes of your proposed project
- Description of credit that students will receive through your project.
- # of students that will travel and estimated dates of travel



After you have completed the form, you will be asked to [upload the following proposal contents separately and in the appropriate format](#), as shown below.

1. **Technical Narrative (PDF)**
2. **Budget**
  - a. Budget Summary (Excel) – Template provided.
  - b. Budget Narrative (Word)– Sample provided.
3. **Supporting Documents (PDF)**
  - a. Letters of support



- b. CVs of Project Directors
- c. Additional materials

Please refer to the [request for proposal \(RFP\)](#) and/or [Proposal Format & Design webpage](#) for detailed information on the proposal contents and format requirements.

**Application Form**

In the Application Form, you will be required to upload separately the following sections of your proposal. Please make sure that you have these documents separated and ready for upload at the time of submission.

1. **Proposal Narrative** (PDF): Cover Page, Table of Contents, and Technical Narrative
2. **Budget**: Summary Table (Excel) and Narrative (Word/PDF)
3. **Supporting Documents** (PDF): Letters of Support, CVs of the Project Team, and any additional materials

Action Required

[Open](#)

Click "Open" to view or begin the Application.



### What if I'm not ready to submit my application?

You will be able to **save your progress and return to the application later** by clicking on the "Save Draft" button. When you are ready to submit, click the **Mark Complete** button.

**Application Form** ▾

[Save Draft](#)
[Mark Complete](#)
[Close](#)

Please complete the Application Form below. You can save as a draft and return later to complete by clicking "Save Draft".

When you are ready to submit this application, please click the "Mark Complete" button.

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*For questions or issues regarding the application process, contact [100kstrongamericas@partners.net](mailto:100kstrongamericas@partners.net).*

Last saved at 4:04:05 PM

## STEP 3: SEND INFO REQUEST TO YOUR HEI PARTNER(S)

Another form that you will be required to complete, as part of the application process, is the **Partner Information Request**. You must provide at least one contact person at your partner institution(s), who will be collaborating with you on the implementation of your proposed project.



We highly recommend that you send these requests as early as possible, so that you do not risk submitting your proposal late if your partner institution is delayed in responding to this request.

**Partner Information Request** Action Required **Open**

As part of the Application, you must provide at least one contact person at your partner institution(s), who will be collaborating with you on the implementation of your proposed project. This will be done by sending an email request to your contact(s) to complete a form and provide their institutional information and contact information.

To begin, please click the **"Open"** button to the right.

Click "Open" to access the form.

You will need to create a new request for each partner institution.

**Partner Information Request** Close

Please use this screen to send and track your request(s) to your partner institution(s).  
Click the **"New Request"** button to begin. [Click here to view a copy of the form that your partner\(s\) must complete.](#)  
For questions about this form or process, please contact [100kstrongamericas@partners.net](mailto:100kstrongamericas@partners.net).

The minimum required requests have been sent. Please check back to ensure they have been completed.

Minimum required: 1      Maximum allowed: 100      Show: All **+ New Request**

Partner University A	Sent 03/31/2021 04:51pm EDT	<span>Remind</span> <span>View</span> <span>Delete</span>
Partner University B <span style="background-color: #ccc; padding: 2px;">draft</span>		<span>Edit</span> <span>Delete</span>

Click "+New Request" for each partner institution.



What if there are multiple people at the partner institution who are involved in the project? Do I need to send separate requests to each of them?

No, the form that your partners will complete will allow up to two project contacts, which is sufficient for your application.



The request form is a simple form that will ask you to enter your partner institution, the name of your contact, and a message to explain why they are receiving the email request (*i.e., to assist you in completing your grant application to the Innovation Fund.*)

**Partner University B** Delete Save Draft Send Close

Please provide the name and email of the person(s) who is/are partnering with you on your Innovation Fund project. You can always return and edit your request by clicking "Save Draft" button.

Once you click the "Send" button, the recipient(s) will receive a link to a form that they will need to complete.

**Name of Partner HEI**

Please enter official name in original language including accent marks (tildes). Do not translate.

**Name of Partner Contact**

**Email of Partner Contact**

**Message to Partner Contact**

This will be included in the email message to the recipient of your request. We recommend that you provide context to the recipient on this request.

Once you have sent the request, your partner contact(s) will receive an email with a link to a form that is similar to the Profile Form in that it asks for:

- **Institutional Information**
  - Name, address
  - Type
- **Branding Information**
  - Logo
  - Social media profiles
- **Primary Project Contact**
- **Secondary Project Contact, if applicable**



### How will I know when my partner institution has completed the request form?

You will know that they have submitted the forms when the text next to the name of the institution in the request page changes from "Sent" to "Completed". Note that you can also send a reminder at any time to your partner institution by clicking the **Remind** button.

Partner University A	Sent 03/31/2021 04:51pm EDT	<span>Remind</span> <span>View</span> <span>Delete</span>
Partner University A	✔ Completed 03/31/2021 05:39pm EDT	



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## STEP 4: SUBMIT YOUR APPLICATION

Once you have completed all required forms/tasks, the text next to Application Form and Partner Information Request will change from “Action Required” to “Complete”, and the **Submit** button will appear. This means that you are ready to submit!

**Grant Application**

When all required information is provided and all steps completed, the “Submit” button to the right will turn green, which means that your Application is ready for submission.

**The Application will not be completed until you click the “Submit” button.**

**Warning: Once you click “Submit”, your Application will no longer be available for edits.**

**Submit**

Click “Submit” to complete your Application!

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**Application Form** Complete **Edit**

In the Application Form, you will be required to upload separately the following sections of your proposal. Please make sure that you have these documents separated and ready for upload at the time of submission.

1. **Proposal Narrative** (PDF): Cover Page, Table of Contents, and Technical Narrative
2. **Budget**: Summary Table (Excel) and Narrative (Word/PDF)
3. **Supporting Documents** (PDF): Letters of Support, CVs of the Project Team, and any additional materials

To begin with the Application, please click the “**Open**” button.

You may save your changes and return at any time by clicking the “**Edit**” button to the right.

Once you have completed the Application, you may return here to view or print your submission by clicking the “**View**” button to the right.

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**Partner Information Request** Complete **Open**

As part of the Application, you must provide at least one contact person at your partner institution(s), who will be collaborating with you on the implementation of your proposed project. This will be done by sending an email request to your contact(s) to complete a form and provide their institutional information and contact information.

To begin, please click the “**Open**” button to the right.