



ONLINE APPLICATION SUBMISSION GUIDE

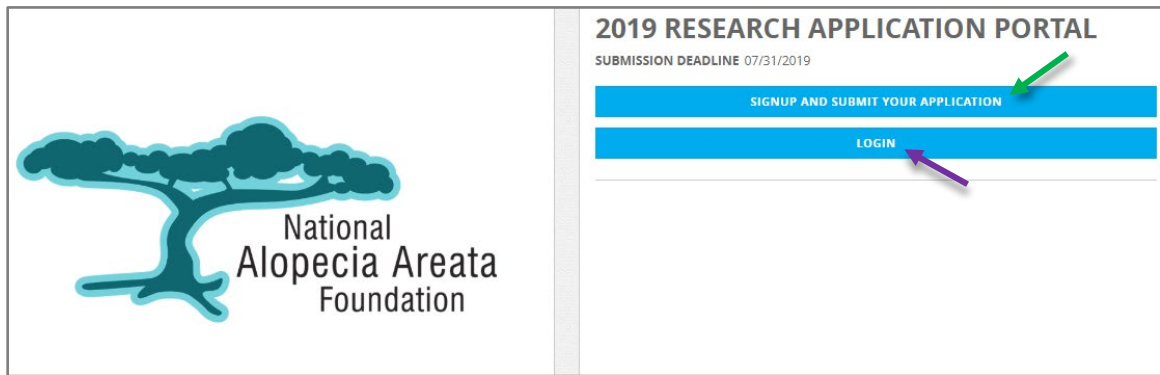
Applications must be submitted through NAAF's online application portal by **5:00 pm ET on July 31, 2019**.

Access and Submit Online Applications at:

www.naaf.org/apply

GETTING STARTED

- 1 To begin your application, **Login** to your account or register to create an account using the **Sign-Up and Submit Your Application** button.



- 2 To create an account, enter your name, email address and password and click **Submit**.
- 3 Select which type of funding application you plan to submit and click **Save and Advance**.

Application Type

* SELECT WHICH TYPE OF FUNDING APPLICATION YOU PLAN TO SUBMIT.

RESEARCH GRANT

PILOT & FEASIBILITY GRANT

MENTORED INVESTIGATOR AWARD

BRIDGE GRANT

SAVE AND ADVANCE

Email

Password

Retype Password

First Name

Last Name

SUBMIT

- 4 Complete the online submission form that asks for general applicant, project and institutional information using the built-in "fillable" fields.

PREPARING YOUR APPLICATION

Complete applications with all accompanying materials must be uploaded as a single electronic file (either Microsoft Word or Adobe PDF) in the specified field. Application templates are available for download at www.naaf.org/grants.

Format Specifications

- English (US spelling preferred)
- 11-point or larger font (Calibri, Arial, Helvetica, Palatino, Garamond or Times New Roman)
- 8 ½ x 11 page size (single column format)
- Half-inch margins (1.27 cm) on all sides
- Single-spaced with consecutively numbered pages
- Only PDF files will be accepted

Tips for Converting Documents (.doc or .docx) to PDFs (.pdf)

- Open the document in Microsoft Word, click the File tab and click Save As
- In the File Name box, enter a name for the file (file names should be kept short and cannot include brackets, quotations or any special characters)
- In the Save As type list, choose PDF (*.pdf) and click Save

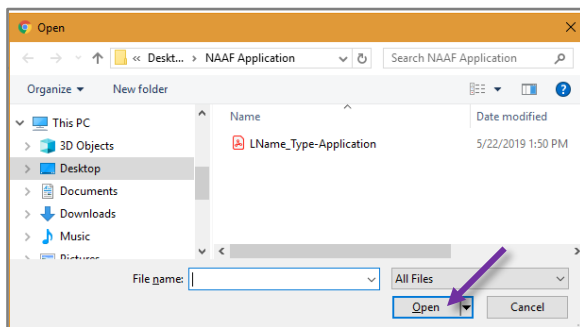
Tips for Merging Files into One PDF

- Within Adobe Acrobat, click on the Tools menu and select Combine Files.
- Click Add Files to select the files you want to include in your PDF. Add as many files as you wish.
- Adjust the order (including individual pages) by dragging and dropping each to the desired location. Double-click on a file to expand and rearrange individual pages. Press the Delete key to remove unwanted content.
- When finished arranging files, click Combine Files and Save.

UPLOADING YOUR APPLICATION

You will be asked to complete a checklist to ensure your application contains all the necessary parts before you upload. To upload your single electronic application file:

- 1 Click the **Choose File** button and a new window will open.



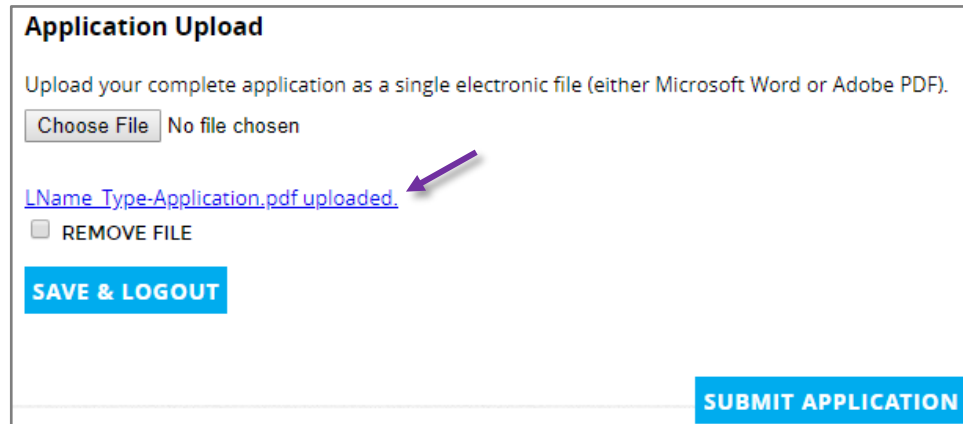
Application Upload

Upload your complete application as a single electronic file (either Microsoft Word or Adobe PDF).

Choose File No file chosen

- 2 Locate the appropriate PDF file from your computer to upload. Once you have located the appropriate file, click **Open**.

- The name of the file you uploaded should appear as a hyperlink under the **Choose File** button. There may be a delay between when you upload your document and when the respective file is visible. The file should appear after you click the **Back** button and return to the page.



Application Upload

Upload your complete application as a single electronic file (either Microsoft Word or Adobe PDF).

No file chosen

[LName_Type-Application.pdf uploaded.](#)

REMOVE FILE

- Be sure to click **Save and Logout** OR **Submit** before exiting your application to save your data.

EDITING YOUR SUBMISSION

You may login to edit your submission at any time until the deadline on **July 31, 2019 at 4:59 pm ET.**

- To edit your application, **Login** to your account and click the **Submission** tab (left).
- Click the blue **EDIT** button (top).
- Scroll through and make your revisions.
- Be sure to click **Save and Logout** OR **Submit** to save your revisions.

QUESTIONS?

If you have technical questions about the about the application submission portal, please contact support@reviewr.com.

Questions regarding NAAF's research funding cycle may be directed to Abby Ellison at abby@naaf.org.