



Grant Application System Tutorial

Overview

This document is designed to provide grant applicants with instructions for the Foundation for Anesthesia Education and Research online grant application system.

You can access the application system via faer.org/programs/grants/application.html. Click “Apply Now.”

If you would like to view a video tutorial of the application system in addition to reviewing this document, visit <http://www.screencast.com/t/vqaw2tb1>. (Note that this tutorial is helpful, but it is not specific to FAER).

Preparing an Application

The following steps are intended to help you prepare your materials before you begin your application.

1. Review the [grant descriptions and requirements](#) on FAER.org to determine which type of grant you will apply for and to ensure you meet all eligibility requirements.
2. Download the forms that you will need to complete your application. These include the biographical sketch, budget form for your specific grant, and the acceptance of conditions form. The forms can be found at faer.org/programs/grants/application.html.
3. Download the formatting instructions that you will use for your research plan, mentoring and personal development plan, as well as the other file uploads and text fields within the application (abstract, resubmission statement, letters of recommendation, and human or animal use approval letter). The formatting instructions can be found at faer.org/programs/grants/application.html.
4. Prepare the following materials and information:
 - a. Contact information (applicant, primary mentor, secondary mentor, department chair, financial officer)
 - b. Biographical sketch (applicant, primary mentor, any additional mentors)
 - c. Budget worksheet
 - d. Abstract (1750 characters, or 250 words, or fewer)
 - e. Resubmission statement (if applicable)
 - f. Research plan
 - g. Mentoring and personal development plan
 - h. Human or animal use approval letter
 - i. Letters of recommendation (department chair, primary mentor, secondary mentor, senior faculty member, second senior faculty member, any additional individuals)
 - j. Acceptance of conditions form

Questions or technical issues? If you experience technical issues or have a question about your application, contact Carol Demulling, program director, at 507-537-7879 or CarolDemulling@faer.org.

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Registration Page

If you already have an account for FAER's online grant application system:

1. Enter your login, which is your email address, in the login field
2. Enter the password that you chose when you set up your account.
3. Press the "Log On" button to enter the application system.

If you have forgotten your password:

4. You can click on the "Forgot your Password" link, enter your user ID, and the system will email your password to your email account.

If you do not have an existing account:

5. Click "Create New Account" to register.

A screenshot of the FAER website's logon page. The top header is dark blue with the FAER logo and the text "FAER FOUNDATION FOR ANESTHESIA EDUCATION AND RESEARCH". Below the header, the page is titled "Logon Page" and contains two input fields: "Email Address*" and "Password*", each with a small green question mark icon to its right. A blue link "Forgot your Password?" is positioned below the password field. At the bottom, there are two buttons: "Log On" and "Create New Account", separated by the word "or". The background of the page is light gray with a faint, repeating "NO DEMO" watermark.

Registering an Account

1. Click "Create New Account."
2. Enter your personal contact information.
3. Enter your institution's contact information, including the name and contact information for your institution's department chair in anesthesiology.
4. Click "Proceed to Next Step."

(See screen capture on next page)



Register

Enter your contact information below.
* = Required Field

User Information Please provide contact information
for the person submitting this request.

First Name*

Middle Name

Last Name*

Suffix

Position Title

Address 1*

Address 2

City*

State/Province*

ZIP*

Country

Work Phone Number*

Cell Phone Number

Fax

Email*

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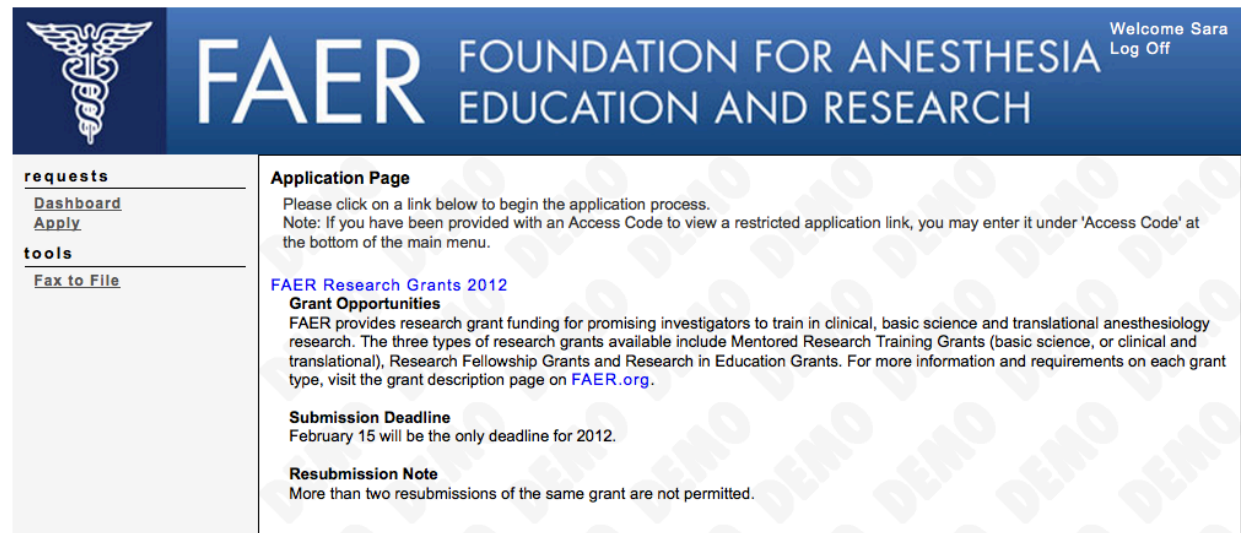
Entering a Password

1. After you have registered your account, you will be taken to the “Set Password” page, where you will choose your password.
 - a. After entering your password twice, click save.
2. If you wish to change your password after your account is created, log on to your account and click “Edit Contact.” This will allow you to change your information.

Navigating the System

After you have registered your account, you will be directed to the application entry page.

1. Apply – This allows you to review the available grants and apply.
2. Dashboard – This is your homepage where you can check on the status of your grants.
3. Fax to File – Instead of scanning a document and uploading it on your own, you can fax the hard copy to your computer and upload it that way. Using Fax to File helps reduce document file size compared to some scanned files.



The screenshot shows the FAER website interface. At the top left is the FAER logo (a caduceus). To its right, the text reads "FAER FOUNDATION FOR ANESTHESIA EDUCATION AND RESEARCH". In the top right corner, it says "Welcome Sara Log Off". Below the header is a navigation menu with "requests" and "tools" sections. Under "requests", there are links for "Dashboard" and "Apply". Under "tools", there is a link for "Fax to File". The main content area is titled "Application Page" and contains the following text: "Please click on a link below to begin the application process. Note: If you have been provided with an Access Code to view a restricted application link, you may enter it under 'Access Code' at the bottom of the main menu." Below this is a section for "FAER Research Grants 2012 Grant Opportunities" which describes the types of grants available and provides a link to the grant description page on FAER.org. There is also a "Submission Deadline" section stating "February 15 will be the only deadline for 2012." and a "Resubmission Note" stating "More than two resubmissions of the same grant are not permitted."

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Starting Your Application

After clicking on the “Apply” link in the left-hand column, you will see a description of the types of FAER research grants currently available.

- 1) Read through the grant program descriptions and information available on FAER.org to decide if you qualify to apply for a grant.
- 2) Click “FAER Research Grants 2012” (in blue) to begin your application.

requests
[Dashboard](#)
[Apply](#)

tools
[Fax to File](#)

Application Page
Please click on a link below to begin the application process.
Note: If you have been provided with an Access Code to view a restricted application link, you may enter it under 'Access Code' at the bottom of the main menu.

FAER Research Grants 2012
Grant Opportunities
FAER provides research grant funding for promising investigators to train in clinical, basic science and translational anesthesiology research. The three types of research grants available include Mentored Research Training Grants (basic science, or clinical and translational), Research Fellowship Grants and Research in Education Grants. For more information and requirements on each grant type, visit the grant description page on [FAER.org](#).

Submission Deadline
February 15 will be the only deadline for 2012.

Resubmission Note
More than two resubmissions of the same grant are not permitted.

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Filling out the Application

- 1) Start filling out the questions on the form, paying close attention to the instructions and requirements for each question.
 - a. Certain types of questions have limitations set by FAER or by the system. Text questions will have a character limit, which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in mega bytes (MB). The size of file you are uploading must be less than the amount of file size allowed on the question.
 - b. Questions with an asterisk* are required.

Tip: You can download a PDF of the question list to help you prepare your application by clicking "Question List" at the top of the application page.

- 2) As you fill out your application, you can copy and paste text from a Word document, or other word publishing software, into the system. FAER recommends using copy and paste for such sections as: budget justification, abstract, and resubmission statement (if applicable).

Tip: You can download required forms for uploading and application upload formatting instructions at faer.org/programs/grant/application.

- 3) You can save your application as draft and come back to it after any given time to complete it. Simply click "Save as Draft" at the bottom of the application page and then log out. FAER will not check for completeness until the application is submitted.
 - a. Applications will auto save every 20 minutes.
 - b. The system will automatically log you off after 40 minutes of inactivity.
- 4) Once you have completed your application, click "submit" at the bottom of the application page. After the application is submitted, there will be a confirmation page stating that the form has been submitted. You can always refer to your "Application Status Page" to see what stage the application is in, if in doubt.

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Uploading Files

1. To upload a file, click the **Browse** button to the right of the question and choose the desired document from your computer and then save your application.
2. A file size limit is noted next to the **Browse** button and the system will not accept files greater than this limit.
3. If applicants have uploaded a file and clicked save, the filename of the uploaded file will be indicated under the Browse button. There is no need to upload another document. If a filename is noted in this message you may upload a new document to overwrite the previous document.
4. Uploading a new document will erase the previous document and upload the new one.

NOTE: Only one document can be uploaded to a field.

Using Fax to File

Fax to file is a helpful tool that allows you to make digital files from hard copies of documents, such as letters of recommendation or the acceptance of conditions form. If you do not have access to a scanner, you can use fax to file. Fax to file also helps reduce document file size compared to some scanned files.

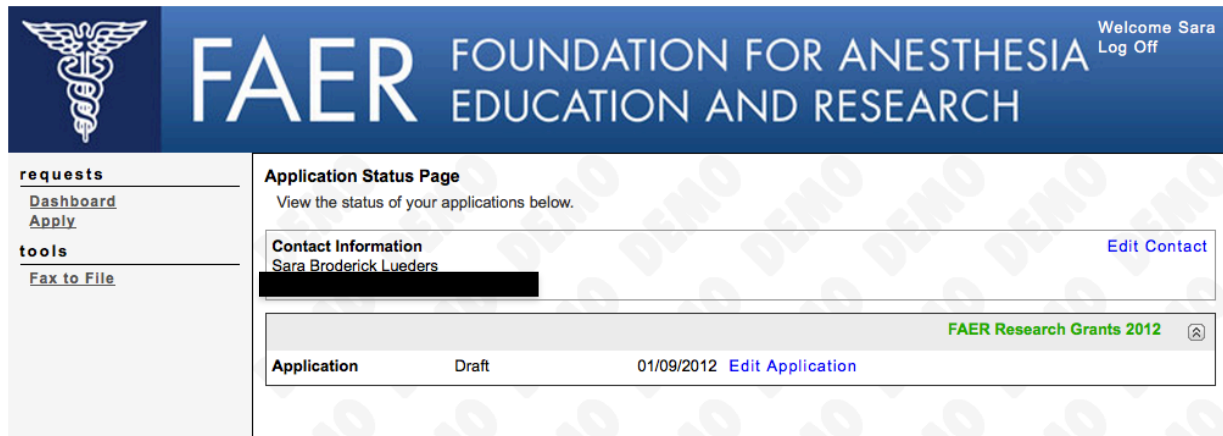
1. To start, click the **Fax to File** link on the left-hand side of the screen.
2. Then click the **Request a Fax #** button and you will be presented with a toll-free *fax* number.
 - o You have this number for 20 minutes.
3. **Fax** you document to the number provided.
 - o Send a separate *fax* for each document and do not include a cover sheet.
 - o All *faxed* documents will be automatically converted to .pdf format.
 - o You have 20 minutes to *fax* your documents before the number expires.
4. After you have *faxed* each separate document click the **Finished Faxing** button to see your list of *files*.
5. Download your converted documents to your computer and save them.
6. Upload the documents to the appropriate questions on the online form.

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Accessing Forms After Save and Submit

The “Application Status” page is where you can check on the status of your applications and access your application for historical record keeping. The “Application Status” page is your homepage. You will be automatically directed there when you login.

1. If you saved your application to work on it later, you can edit the saved form from the “Application Status” page.
2. If you have submitted your grant application, then you can only view your grant and print it. You will not be able to edit your application.
 - a. If you submit your grant prior to the February 15 deadline and need to make changes to it, contact the FAER office for assistance. (You will only be able to make changes if it is before February 15).
 - b. Once you submit your application, the FAER grant program director will review it for completeness. If there are any issues with your application in terms of completeness or formatting, you will be notified immediately.



The screenshot shows the FAER website interface. At the top, there is a blue header with the FAER logo and the text "FAER FOUNDATION FOR ANESTHESIA EDUCATION AND RESEARCH". On the right side of the header, it says "Welcome Sara" and "Log Off". Below the header, there is a sidebar on the left with links for "requests" (Dashboard, Apply) and "tools" (Fax to File). The main content area is titled "Application Status Page" and contains a "Contact Information" section for Sara Broderick Lueders with an "Edit Contact" link. Below this is a table of applications:

FAER Research Grants 2012			
Application	Draft	01/09/2012	Edit Application