

Guidance for Applicants: Submitting an application in AAS Ishango Grants Management

History of changes		
Version	Date	Changes
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1 General information

Please ensure that you read the call text carefully prior to submission of your application and make sure that you have provided all necessary information. Incomplete applications may not be accepted.

Applications should be submitted via AAS Ishango Grants Management System by the deadline indicated on the Request for Proposal. AAS-AESA calls will not allow submission of an application after the specified deadline and so you are advised to submit your application as early as possible to avoid any last minute technical problems. Late applications cannot be accepted.

2 Account registration on Online Ishango Grants System

Before starting the online application, applicants need to be registered on our grants management system. To register please visit our online [Ishango Grants System](#). If an applicant is not registered, then please click 'Register' and follow the instructions to complete the registration process.

- You may find the following notes useful:
- Your username is your email address
- After registration, an email will be sent to you to confirm your registration and login details
- The online system will use your email address for all correspondence so please register under an email that you use regularly and ensure to keep your details up to date. Do not create multiple registrations using different emails
- Should you need to change your email address and/or any other details, you can do this at your Ishango grant management user account
- If you have an existing user account the system will automatically detect it when you enter your username and you will be invited to log in
- The system allows you to store the answers to security questions to assist the secure retrieval of your password should you forget it
- Should you forget your password; the system will assist you to recover your password by answering the security questions you stored when you registered the first time. Please click the 'Forgotten Password?' link on the Registration and Login Page, and a temporary password will be sent to your email address. After login with the temporary password, the system will request a password of your choice (which will become your permanent password).
Please add aas-admin@ccgranttracker.co.uk mail address to your email contacts to avoid emails from Online Ishango Grants System ending up in your spam/junk folder.
Alternatively, please check regularly your spam/junk folder as some users' servers redirect the Online Ishango Grants system emails to the spam folder

For more information on using the online Ishango Grants system, please see the 'System Help' guidelines on the registration page of Ishango Grants System.

3 AAS Ishango Grants System home page

On completion of your registration, you will be directed to your user 'Home' page. The 'Home' page is your starting point to submit your applications, to update your details (including your professional and academic *Curriculum Vitae*), to manage your grants or participate as an expert reviewer.

Before starting an application, please ensure you have completed your professional details (name, surname, employing institution, gender, etc.) in 'My Details' section as this information is used to automatically populate sections in your application form.

Use the menu on the left hand side of the page to navigate through different functions in the online system
(Figure 1).

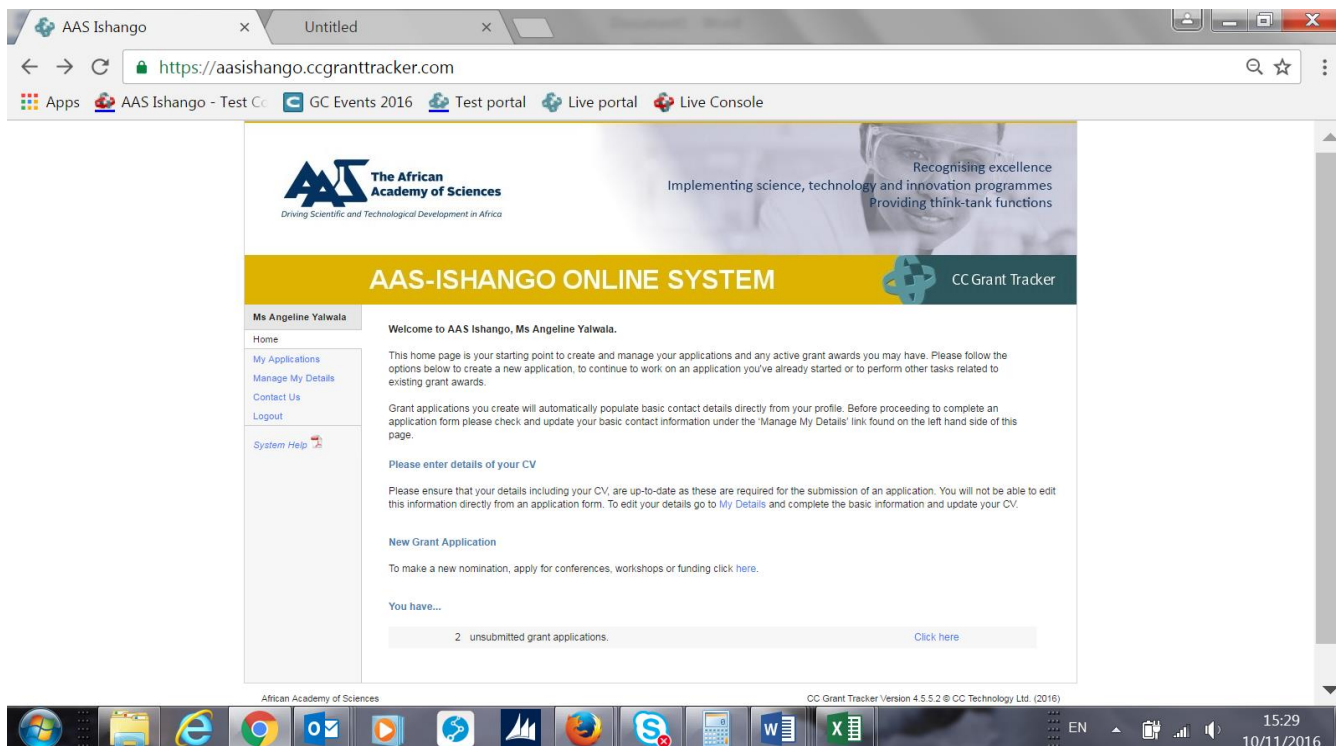


Figure 1. Example of the 'Home Page' section

3.1 Starting an online application

To submit an application to an open *Call for Proposals*, please click on the 'New Application' link and follow the instructions (Figure 2).

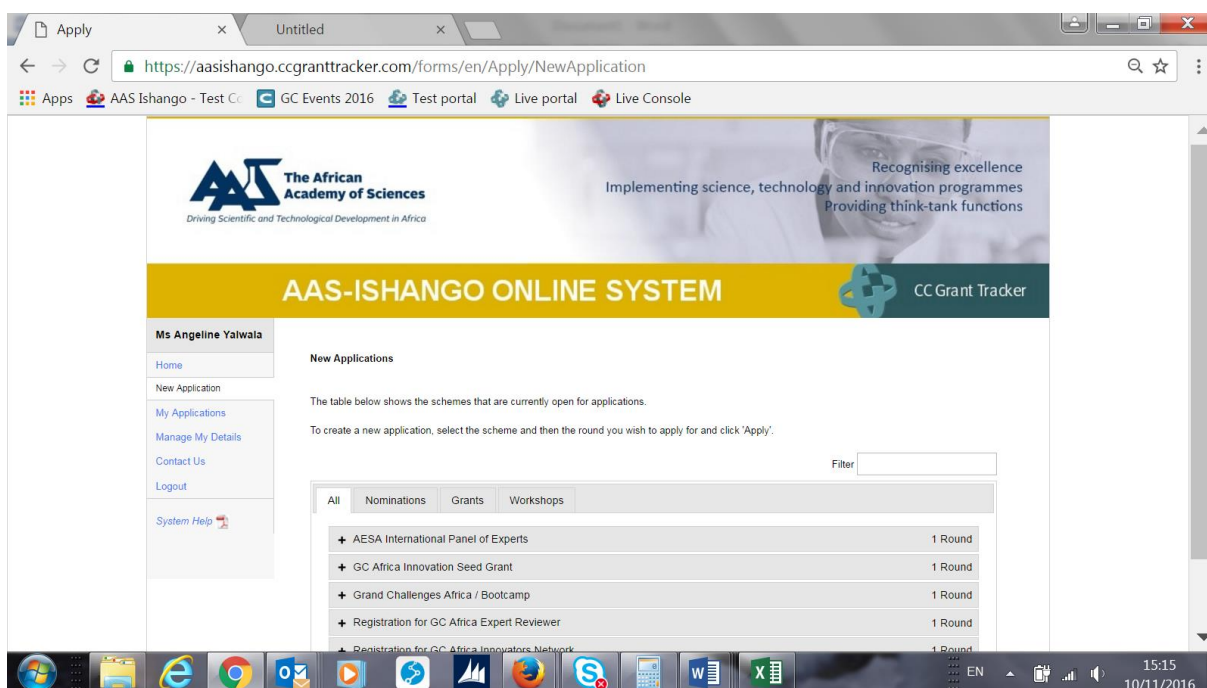


Figure 2 Example of 'My Applications' page.

You will be directed to the 'Current Grant Opportunities' page (Figure 3) which lists the AAS *Calls for Proposals* that are open and accepting applications.

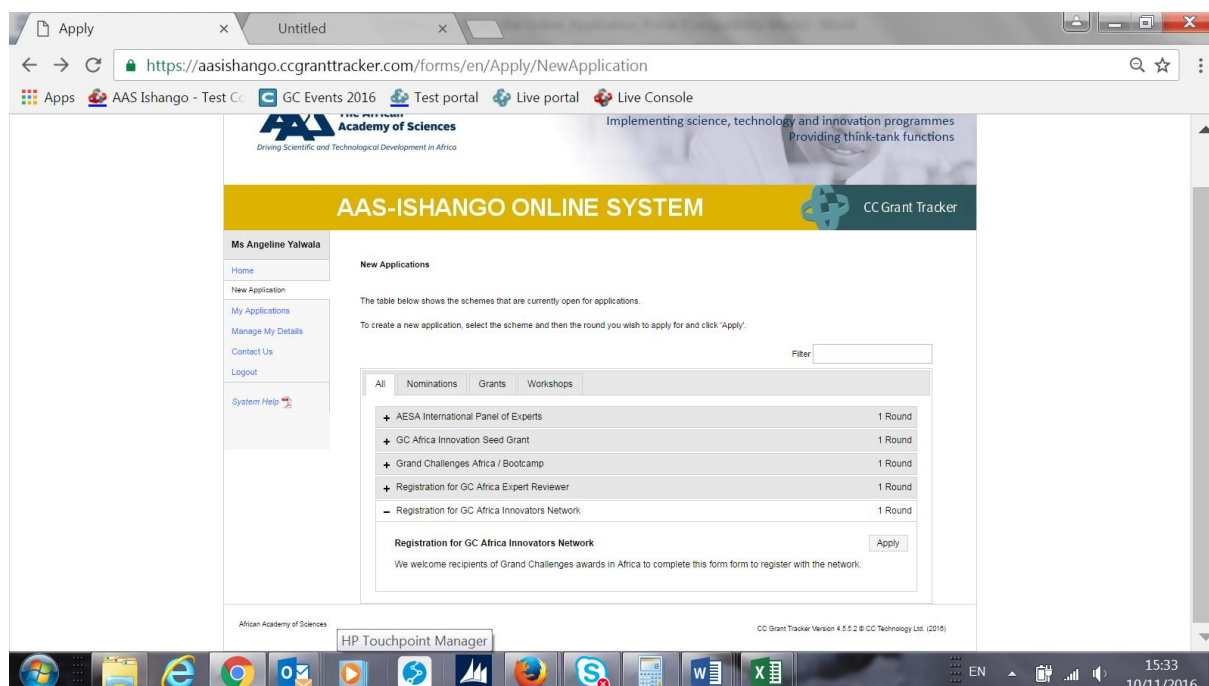


Figure 3. Example of 'Current Grant Opportunities' page

Click the 'More info' link to get further information on the call you intend to apply. Click 'Apply' when ready to start the submission of your application.

3.2 Submitting your online application

When preparing your online application, please click 'Next' to go to the next section of the online application form (available at the top and bottom of the screen page) or, go directly to another section by clicking on the link to the required section using the menu on the left hand side of the page (Figure 4)

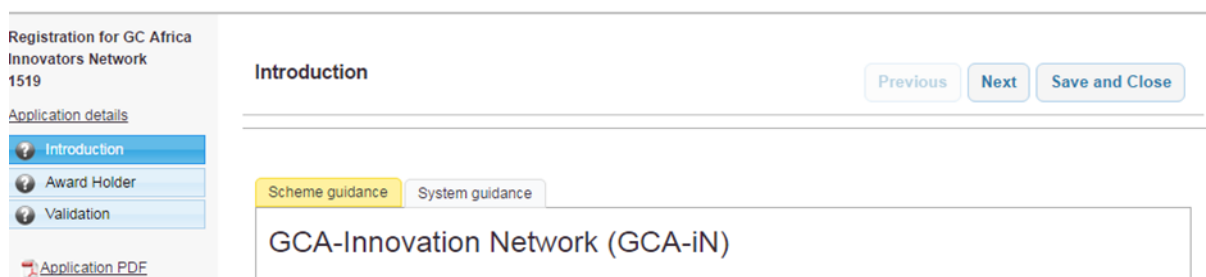





Figure 4: Example overview of online application menu page

Online Ishango Grants System allows you to complete your online application over time. To complete your online application at a later time, click 'Save and Close'. Online Ishango Grants System has an autosave function, however, before you log out you should always click 'Save and Close'. After successfully completion of each section of the online form, the question mark symbol  for the section on the left hand side of the menu will become a green tick symbol ; otherwise, it will be displayed with a red cross  alerting you that certain mandatory fields in the application are incomplete.



This icon provides a notes field to assist you in tracking your progress in completing your application form. Click on the icon to add your comments or reminders in each section of the form.



This icon contains instructions specific to each question in the application.



This icon indicates a mandatory field. The field has to be completed prior to submission of the application form. You will not be able to submit the application unless you have completed all mandatory fields.

To view a summary of your application, please open or print the pdf copy of your application. To do this go to the 'Details' link on the top left of the screen

Before accepting the submission of your application, Online Ishango Grants System carries out an automated validation check to ensure completeness of each section and field in the application. The validation check will highlight if any mandatory fields of the application form are left uncompleted. The validation check does not constitute the admissibility and/or eligibility check and cannot guarantee that the contents of the application and any uploaded files are in line with the requirements of the *Call for Proposals*.

Application submission is not complete until the validation check has been completed successfully. Upon successful submission of your online application, a confirmation email will be sent to you through the Online Ishango Grants System system (please check your spam/junk folder in case you do not receive the confirmation email). If you have not received a confirmation email, then your application has not been submitted and you should repeat the validation and submission procedure.

Once the application has been submitted, you will not be able to retrieve and edit the application. If you notice an error in your submitted application, it is possible to change this **before** the application deadline. Please note that it is not possible to make changes to a submitted application **after** the application deadline has passed.

For changes **before** the deadline, please submit a new application via Online Ishango Grants System. The new application must be submitted by the deadline. In the event that an applicant submits more than one application, only the latest version of the submitted application received before the deadline will be processed by AAS. The earlier versions of the submitted application will be discarded. You may also email applications@aasciences.ac.ke to request your application to be returned to you before the deadline.

4 Instructions on completing the online form

Please check the published *Call Text* to ensure that you understand the scope and requirements of the Call before you start your application. Please refer to the online application form for detailed instructions on how to fill the application information.

The online application form may include call-specific questions. These must be completed as part of the application form.

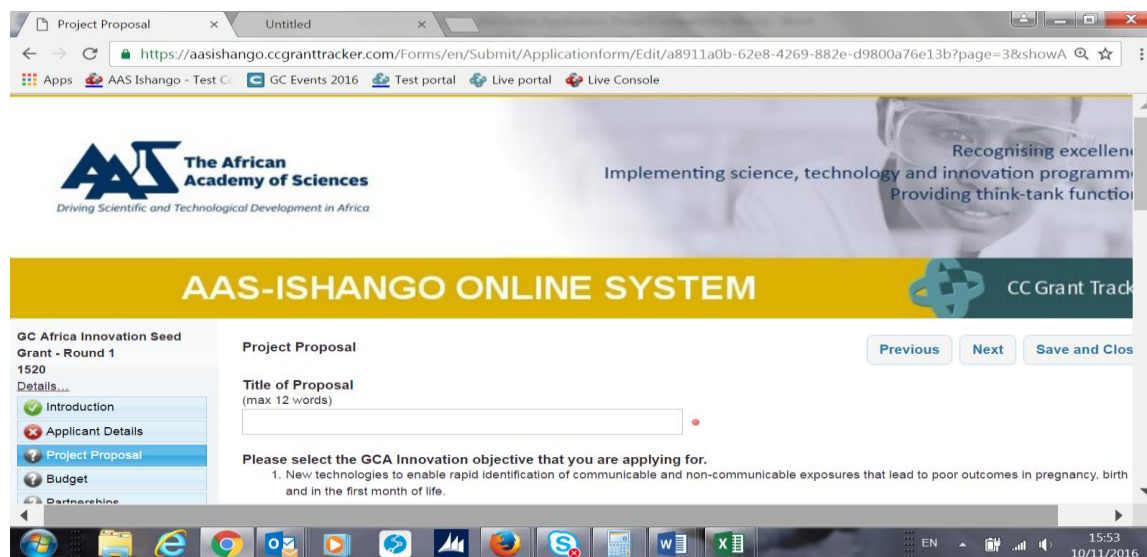
The screenshot displays the 'Applicant Details' section of the AAS-ISHANGO ONLINE SYSTEM. The header includes the AAS logo and the text 'The African Academy of Sciences' and 'Driving Scientific and Technological Development in Africa'. The main title is 'AAS-ISHANGO ONLINE SYSTEM' with a 'CCGrant Tracker' logo. The left sidebar shows a navigation menu with options: Introduction, Applicant Details (selected), Project Proposal, Budget, Partnerships, and Validation. The main content area is titled 'Applicant Details' and includes a 'Your details' section with a table of personal information. The table has columns for Title, Forename(s), Surname, Nationality, ORCID ID, Telephone No., Position, Address Line 1, Address Line 2, Address Line 3, Postcode, Country, Email Address, and Organisation. The data entered is: Title: Ms, Forename(s): Angeline, Surname: Yalwala, Nationality: Kenyan, ORCID ID: 0000-0003-2128-8237, Telephone No.: +254777777777, Position: Researcher, Address Line 1: P. O. Box 125, Address Line 2: , Address Line 3: , Postcode: , Country: Kenya, Email Address: angela.yalwala@gmail.com, Organisation: KEMRI-Wellcome Trust. There are 'Previous', 'Next', and 'Save and Close' buttons at the bottom right of the form.

Title	Forename(s)	Surname	Nationality	ORCID ID	Telephone No.	Position	Address Line 1	Address Line 2	Address Line 3	Postcode	Country	Email Address	Organisation
Ms	Angeline	Yalwala	Kenyan	0000-0003-2128-8237	+254777777777	Researcher	P. O. Box 125				Kenya	angela.yalwala@gmail.com	KEMRI-Wellcome Trust

Figure 5. Online sections and sub-sections of the 'Summary Information' page

4.1 Research proposal

4.1.1 Project proposal – Innovation Seed Grant call



The screenshot shows the 'Project Proposal' form in the AAS-ISHANGO ONLINE SYSTEM. The header includes the AAS logo and the text 'The African Academy of Sciences'. The main title is 'AAS-ISHANGO ONLINE SYSTEM' with a 'CC Grant Tracker' link. The left sidebar shows a navigation menu with 'Introduction', 'Applicant Details', 'Project Proposal' (selected), 'Budget', and 'Partnerships'. The main content area is titled 'Project Proposal' and contains a 'Title of Proposal' field (max 12 words) and a section for selecting the GCA Innovation objective. The objective list includes '1. New technologies to enable rapid identification of communicable and non-communicable exposures that lead to poor outcomes in pregnancy, birth and in the first month of life.' Buttons for 'Previous', 'Next', and 'Save and Close' are visible.

Figure 6. Example of 'Grand Challenges: Project proposal'

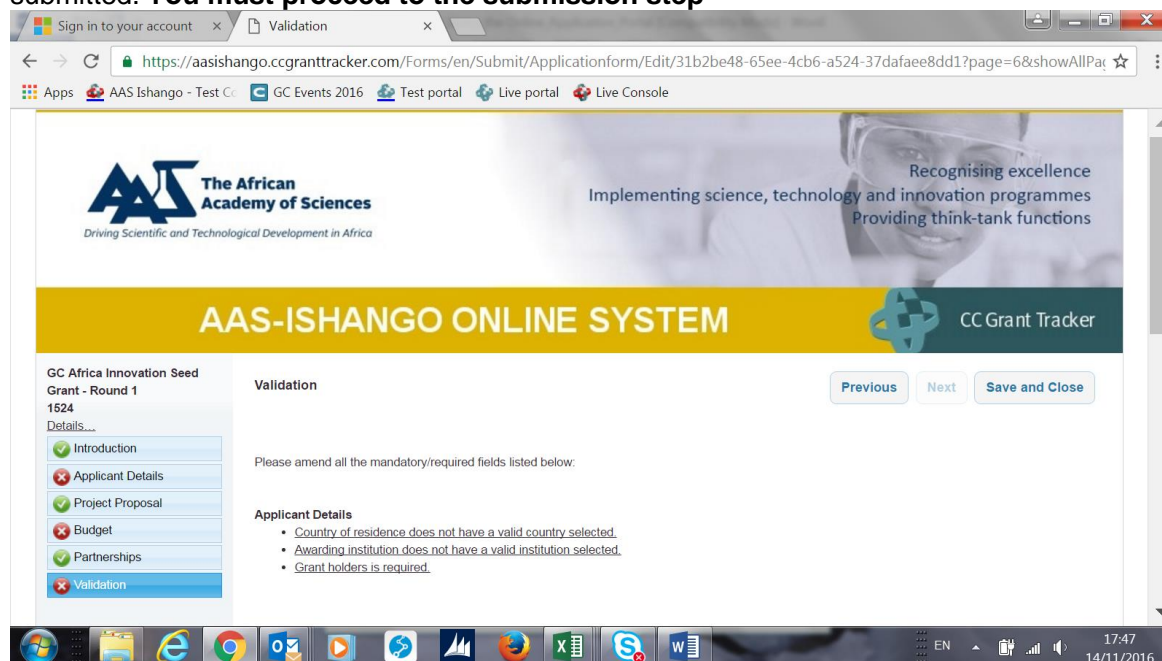
4.2 Validation and submission process

Before you submit your application, please check the content using Online Ishango Grants System automated validation check:

- ☐ The Attachment Summary lists the files uploaded as supporting documents of your application, where applicable
- ☐ The Validation section checks whether all of the mandatory (red dot) fields have been completed and that the required files, where applicable, have been uploaded

Click the 'Validation' section to generate a report showing any missing/incomplete information. Click on each highlighted link to return to the section that requires completion prior to submission (Figure 7).

When you have successfully completed the validation check, the message below will be displayed. Please note that completion of the validation check does not mean that the application has been submitted. **You must proceed to the submission step**



The screenshot shows the 'Validation' section of the AAS-ISHANGO ONLINE SYSTEM. The header and sidebar are identical to Figure 6. The main content area is titled 'Validation' and contains a message: 'Please amend all the mandatory/required fields listed below:'. Under the heading 'Applicant Details', there are three items with red dots indicating errors: 'Country of residence does not have a valid country selected.', 'Awarding institution does not have a valid institution selected.', and 'Grant holders is required.' Buttons for 'Previous', 'Next', and 'Save and Close' are visible.

Figure 7. Example 'Validation' section

Click 'Save and Close' to proceed to the submission of the application.

You are now redirected to the application 'Details' page. This page gives you a summary of your application and provides different functions depending on how you would like to proceed with the application (Figure 8)

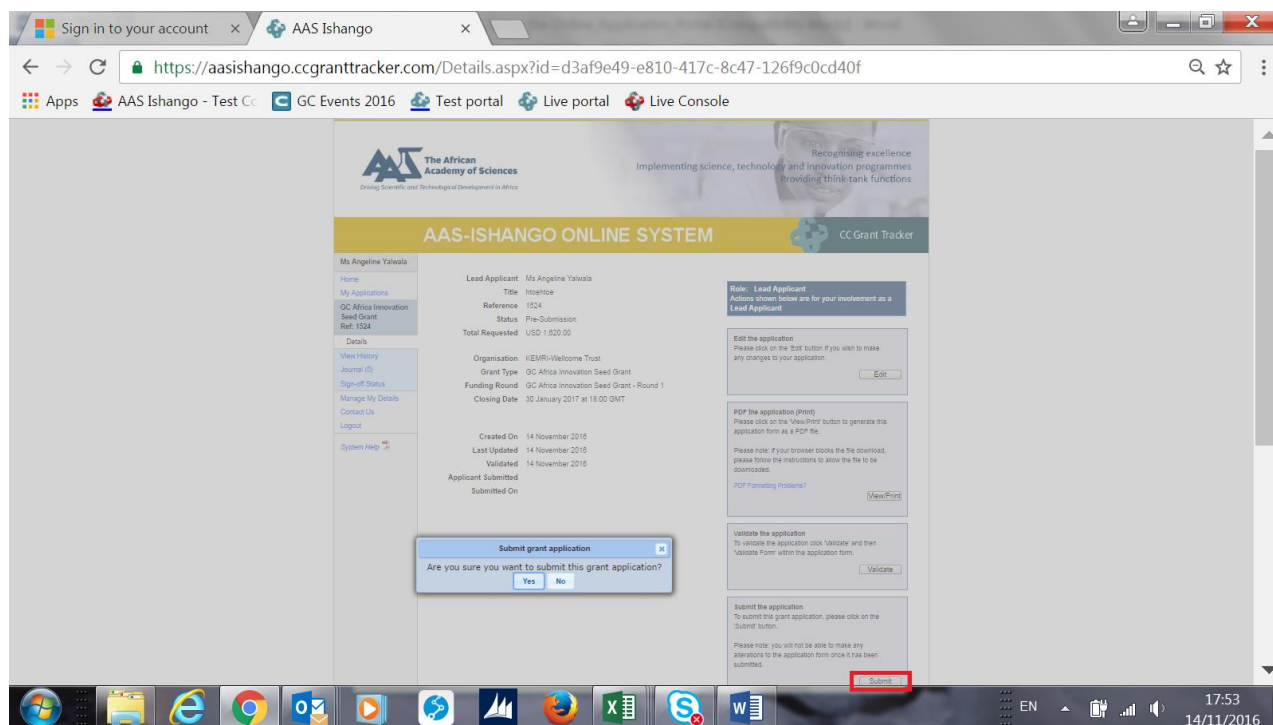


Figure 8: Submission of the application

To submit the application, click 'Submit' and confirm that you are ready to submit by clicking 'Yes' on the dialog box that appears. When you have successfully submitted your application, a confirmation email acknowledging receipt of the application will be sent to the main applicant and all co-applicants where applicable.

The confirmation email states your application reference number, which you must quote in all correspondence with AAS. If you do not receive a confirmation email (please check your spam/junk email) then your application has not been submitted successfully. Please note that a temporary, pre-submission reference number is allocated to your application during the drafting stage. This number is replaced by the Online Ishango Grants System application reference number upon submission.

5 Contact information

For technical questions about Ishango online management System, please contact AAS via email: applications@aasciences.acke

6 Personal data protection

In view of the duty of care that the African Academy of Sciences (AAS) owes to applicants, and in light of the obligations to applicants under the Kenya Data Protection Bill 2012, the AAS will at all times ensure "fair processing and usage" of data/information that it collects from partners, consultants and applicants during grant/award application process and throughout the life of the grant/award (including all information relating to the grant/award application and, as applicable, any subsequent grant/award made).

Registration with Online Ishango Grants System and grant proposal submission will involve the recording and processing of personal data. These data will be held securely, processed lawfully and retained for no longer than necessary by AAS. Data may be used to compile lists, including project details, of AAS grants, which will be made publicly available. By submitting the application, the participants in the project give AAS their consent to do so.

AAs will publish the summary details of awarded projects, including the names of all participants, the proposal abstract and the grant amount on its website and in other public media. Further, these data may be used to compile invitation lists for AAS conferences and alumni events.