

## Guidance for Submitting an application or Nomination in AAS Ishango Online System

History of changes		
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## 1 General information

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

Applications should be submitted via AAS Ishango Online System by the deadline indicated on the call. 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 AAS Ishango Online System

Before starting the online application, applicants need to be registered on our AAS Ishango Online System. To register please visit our online [AAS Ishango Online System](#). If an applicant is not registered, go to “New Users” section and click the ‘Register’ button and follow the instructions to complete the registration process. If an applicant is already a registered user, go to “Existing Users” and continue with the application process. See example in Fig 1 below:

**AAS-ISHANGO ONLINE SYSTEM** CC Grant Tracker

The African Academy of Sciences (AAS) is a pan-African organisation headquartered in Nairobi, Kenya, with the triple mandate of recognising scientific excellence, implementing major science, technology and innovation (STI) programmes, and providing think tank functions.

Users who register and log onto AAS-ISHANGO ONLINE SYSTEM will be able to undertake the following functions:

- AAS membership nominations (Fellows and Affiliates)
- Conference/workshop applications
- Application to AAS supported funding schemes

For more information on AAS and its programmes please visit our website at: <http://www.aasciences.ac.ke>

For more information, or any comments about the AAS-Ishango Online System, please email the AAS helpdesk at [applications@aasciences.ac.ke](mailto:applications@aasciences.ac.ke)

**Existing users**

Please log in to access your account.

Email

Password

[Forgotten Password?](#)

**New users**

Please register with us to create your account using your institutional email address.

Please note that all new users require validation prior to receiving access to the system. We will endeavour to complete this validation process as soon as possible (within standard working hours) following completion of your initial registration.

[Register](#) [System Help](#)

Fig1: Example of AAS online System Registration

- 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 ones you log in to your AAS Ishango Online Account under *Manage my Details*
- 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](mailto:aas-admin@ccgranttracker.co.uk) mail address to your email contacts to avoid emails from AAS Ishango Online System ending up in your spam/junk folder.

Alternatively, please check regularly your spam/junk folder as some users' servers redirect the AAS Ishango Online System emails to the spam folder

For more information on using the AAS Online Ishango System, please see the 'System Help' guidelines on the registration page.

### 3 AAS Ishango Online 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 or nominations, to update your details (including your professional and academic *Curriculum Vitae*), to manage your grants/applications/nominations or participate as an expert reviewer and manage your reviews.

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 the online form that you will submit.

Use the menu on the left hand side of the page to navigate through different functions in the online system (Figure 2).

The screenshot shows the 'Home' page of the AAS-Ishango Online System. The header is orange with the text 'AAS-ISHANGO ONLINE SYSTEM' and a logo for 'CC Grant Tracker'. The left sidebar contains a menu with links: 'Home', 'My Applications', 'Manage My Details', 'Contact Us', 'Logout', and 'System Help'. The main content area is white and contains the following sections:

- Welcome to AAS Ishango, Ms Angeline Yalwala.**

This home page is your starting point to create and manage your applications and any active grant awards you may have. Please follow the options below to create a new application, to continue to work on an application you've already started or to perform other tasks related to existing grant awards.

Grant applications you create will automatically populate basic contact details directly from your profile. Before proceeding to complete an application form please check and update your basic contact information under the 'Manage My Details' link found on the left hand side of this page.
- Please enter details of your CV**

Please ensure that your details including your CV, are up-to-date as these are required for the submission of an application. You will not be able to edit this information directly from an application form. To edit your details go to [My Details](#) and complete the basic information and update your CV.
- New Grant Application**

To make a new nomination, apply for conferences, workshops or funding click [here](#).
- You have...**

3	unsubmitted grant applications.	<a href="#">Click here</a>
2	submitted grant applications.	<a href="#">Click here</a>

Fig 2. Example of the 'Home Page' section

### 3.1 Starting an online application

To submit an application to an open *Call*, please click on the '*New Application*'. You will be directed to the '*New Applications*' page which lists the AAS *Calls* for that are open and accepting applications. 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. (Figure3).

Figure 3. Example of 'Current Grant Opportunities' page

**AAS-ISHANGO ONLINE SYSTEM** CC Grant Tracker

Ms Angeline Yalwala

**New Applications**

The table below shows the schemes that are currently open for applications.

To create a new application, select the scheme and then the round you wish to apply for and click 'Apply'.

Filter

All	Nominations	Grants	Workshops
+ AESA International Panel of Experts 1 Round			
+ <b>GC Africa Innovation Seed Grants</b> 1 Round			
+ Grand Challenges Africa / Bootcamp 1 Round			
+ Registration for GC Africa Expert Reviewer 1 Round			
+ Registration for GC Africa Innovators Network 1 Round			

African Academy of Sciences  
AAS Data Privacy & Protection Policy

CC Grant Tracker Version 4.5.5.2 © CC Technology Ltd. (2016)

### 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)

**ISHANGO GRANT TRACKER** CC Grant Tracker

GC Africa Innovation Seed Grants  
1550

Application details

- Introduction
- Applicant Details
- Project Proposal
- Budget
- Partnerships
- Validation

Application PDF

**Introduction** Previous Next Save and Close

Scheme guidance System guidance

**GC Africa Innovation Seed Grant - Round 1**

**Thank you for your interest in Grand Challenges Africa schemes.**




Grand Challenges Africa (GC Africa) is a scheme of the Africa Academy of Sciences' Alliance for Accelerating Excellence in Science in Africa (AESA).

AESA implements GC Africa in partnership with the New Partnership for Africa's Development Agency (NEPAD) and the Bill & Melinda Gates Foundation.

Innovation Seed Grant Round 1 is a joint initiative of GC Africa partners and the Paris based, Institut Pasteur.

**APPLICATION DEADLINE: February 17, 2017 18:00 GMT**

Figure 4: Example overview of online application menu page

AAS Ishango Online System allows you to complete your online application over time. To complete your online application at a later time, click 'Save and Close'. AAS Ishango Online 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, AAS Ishango Online 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 AAS Online Ishango Online 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 AAS Ishango Online System. The new application must be submitted by the deadline. In the event that an applicant submits one application several times, 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](mailto:applications@aasciences.ac.ke) to request your application to be returned to you before the deadline.

However note that you can submit more than one application/nomination (if you are submitting for various Schemes)

#### 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/nomination. 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. (Refer to sample below of *online sections and sub-sections of the 'Summary Information' page fig. 5*)



**GC Africa Innovation Seed Grants 1550**

Application details

- Introduction
- Applicant Details**
- Project Proposal
- Budget
- Partnerships
- Validation

Application PDF

### Applicant Details

Previous **Next** Save and Close

**Your details**  
(update via Manage My Details)

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

**Country of residence**

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 African Academy of Sciences**  
Driving Scientific and Technological Development in Africa

Implementing science, technology and innovation projects  
Providing think-tank support

**ISHANGO GRANT TRACKER**

GC Africa Innovation Seed Grants 1550

Application details

- Introduction
- Applicant Details
- Project Proposal**
- Budget
- Partnerships
- Validation

Application PDF

### Project Proposal

Previous Next Save and Close

**Title of Proposal**  
(max 12 words)

Please select the challenge you are applying for

1. Providing new impetus and solutions to meet the Sustainable Development Goal 3 targets for maternal, neonatal and child health (MNCH) in Africa;
2. Finding cutting-edge approaches to advocacy and communication that will motivate citizens of Africa and African governments support investments in scientific research development and innovation to achieve targets set for Sustainable Development Goal 3.

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

## 4.2 Validation and submission process

Before you submit your application, please check the content using AAS Ishango Online 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**

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)

Figure8: Summary 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. See example on figure 9 below:-



Fig 9: Submission of the application

The screenshot displays a web interface for submitting a grant application. A modal dialog box titled "Submit grant application" is prominently featured, asking the user "Are you sure you want to submit this grant application?" with "Yes" and "No" buttons. In the background, the main application form is visible, containing instructions for submission and deletion, and buttons for "Submit" and "Delete". Red circles highlight the confirmation dialog and the "Submit" button.

**Submit grant application**

Are you sure you want to submit this grant application?

Yes No

**Submit the application**  
To submit this grant application, please click on the 'Submit' button.

Please note: you will not be able to make any alterations to the application form once it has been submitted.

Submit

**Delete the application**  
If you are sure you wish to delete the application form, please click on the 'Delete' button.

Please note: once an application has been deleted it cannot be recovered.

Delete

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 AAS Ishango Online 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](mailto: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 AAS Ishango Online System and submission of grant proposal/nomination/applications 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.