# HIRN Catalyst Award

## Submission Guide for Applicants

**Objective:** The goal of this document is to provide suggestions on how to utilize the Online application system [SurveyMonkey Apply (SMA)] to submit an application for the HIRN Catalyst Award. The application portal is accessible at: https://coh.smapply.org  and the landing screen will be displayed as shown in Screenshot 1.
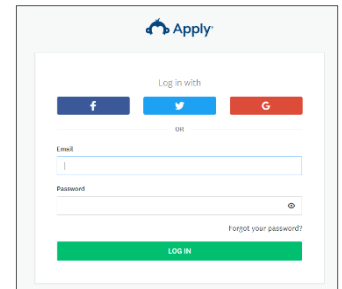
**Screenshot 1**



*Account Creation*:  First time users should should select the "Register" button in the top right corner to create an account. Returning users should select "Log In" in the top right corner. Once you have created an account you will login securely by utilizing the 'Sign In' functionality. (*Refer to Screenshots 1 & 2*)

**Screenshot 2**



**Application Initaition**: Once you login, the screen will display the application in progress. The first time you login it will say 'no applications' (*Refer to Screenshot 3*). To initiate a new application, click the green "View Programs" (*Refer to Screenshot 4*). Then, selec the "more" button under the HIREC Catalyst Initiative and then proceed to select the "Apply" button (*Refer to Screenshot 5*).
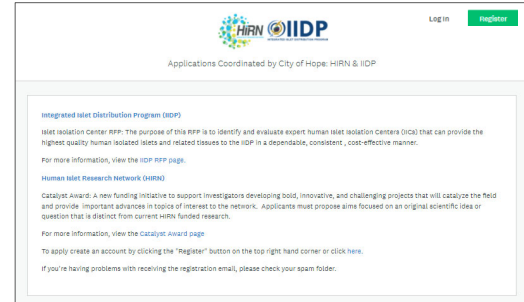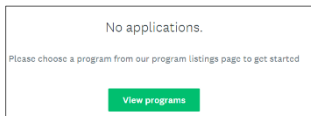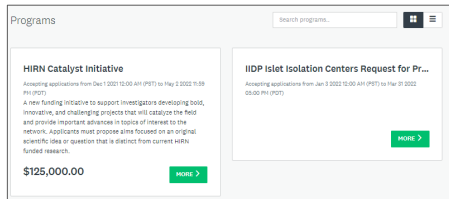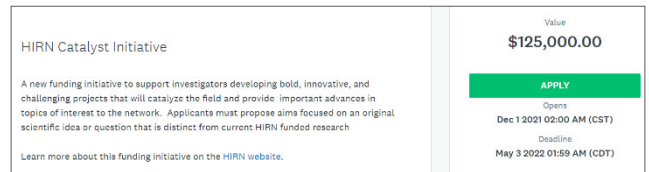
**Screenshot 3**



**Screenshot 4**



**Screenshot 5**



**Screenshot 6**



**Application Forms**: The submission is organized into two sections: (1) Applicant Information and (2) Proposal Information. You must complete both modules for the application to be complete and submitted (*Refer to Screenshot 6*).  With each section details questions will be displayed and the response should be entered direclty into the the online portal OR file upload.  Once have completed the section you will be asked to either "Save & continue editing" OR "Mark as complete". Once you select "Mark as Complete" you will be unable to edit further. Once you have completed the appliation you will need to select "Submit". The application has been submitted and you will receive a confirmation email.