## Instructions for applying to the iCRAG-Public Perception and Understanding Call

Applications must be submitted via the online application portal before the deadline of **12pm**, **Wednesday, 6th March 2019**. If you have any queries, please email: ppu.call@icrag-centre.org

**Online application portal**

The application portal is available at this link: iCRAG Public Perception and Understanding Call. It allows researchers to submit their applications to iCRAG via the internet with the help of a web browser, which looks like this:

N.B. Applicants are advised not to fill in their details until they are ready to upload their completed application form and budget table, as there is no 'save draft' facility. The fully-completed application can be submitted by the applicant. Submitted applications can no longer be changed and can only be submitted once.

Essentially you are completing the application form as normal, but instead of submitting a hard copy, you will upload a copy of the application in PDF format via an online application portal.

Please note that you are restricted to one entry in the online system.

**Preparing an application**

The application consists of three parts:

- An information sheet, to be filled out directly in the online submission system. The information is a replicate of the information in sections 1-3 of the application form. Its purpose is for ease of processing and completing the eligibility check;
- Your application form, to be uploaded to the online submission system (one PDF file). The following naming convention must be used: Surname, name_research theme
- After the submission, you will receive an email to confirm receipt of the application.

**How to create a single PDF file for the application?**
You can create PDF-files using Pdf995, Ghostscript&GSview or Adobe Acrobat. Pdf995 and Ghostscript&GSview can be obtained free via the Internet; Adobe Acrobat is a commercial product. If you are in any doubt, we recommend that you contact your IT department.