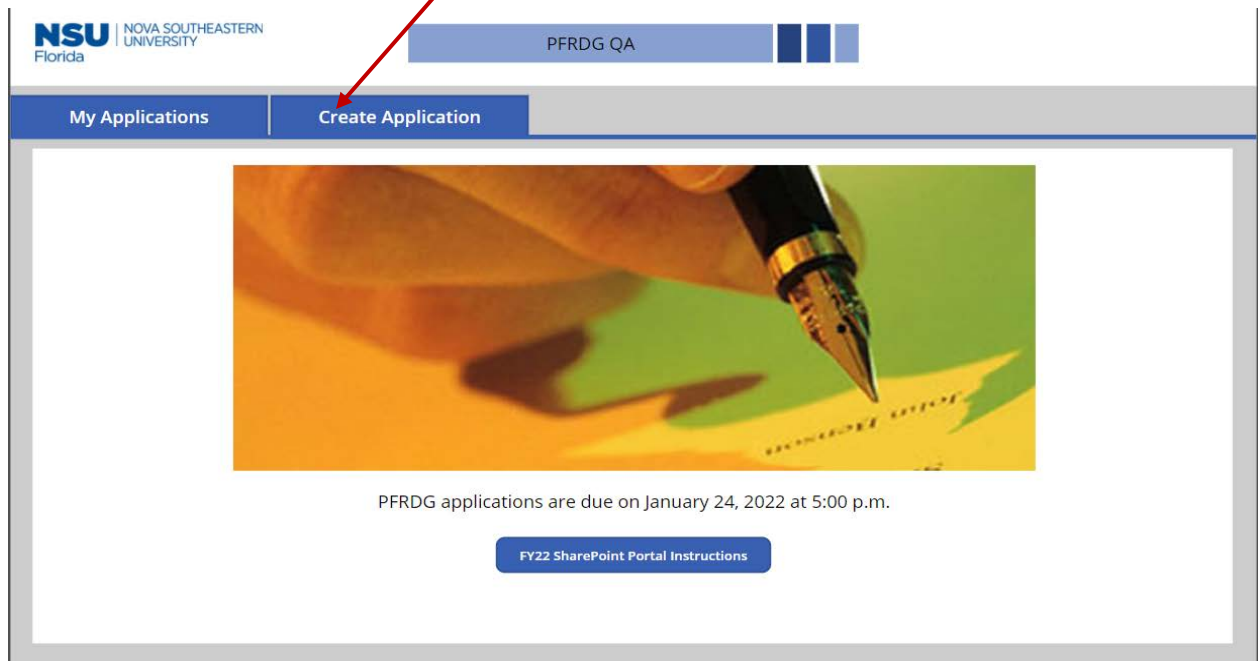


FY2023 President's Faculty Research and Development Grant

Application Portal Instructions

*It is recommended to have the [Request for Proposal](#) and the [Scoring Rubric](#) visible for reference when completing this application

1. To access the Power Apps portal, please follow this link: <https://apps.powerapps.com/play/7dad8fcf-8eb2-4246-b550-8fd3406508ca?tenantId=2c2b2d31-2e3e-4df1-b571-fb37c042ff1b&skipAppMetadata=true>
 - a. Use your NSU credentials to log into the application
2. To create a new application, click on "Create Application"



3. Begin completing each section of the application form by typing in the required fields (*) or using the drop downs.
 - a. Click on the next section using the left-hand navigation to continue completing the application.
 - b. You may switch between sections by using the left-hand navigation bar.
4. You may save your application at any time by hitting the "Save" button in the top right corner of the application.
 - a. You can access your saved application by clicking on the "Home" button in the top left corner, then click on "My Applications", and press the arrow at the very end of the application you wish to access.
5. All fields that are marked with a red asterisk (*) are required fields and MUST be filled to submit the application.
 - a. If you attempt to submit the application with one of these fields missing, the section with the error will be highlighted in red. Once the required field has been filled in, the red highlight will disappear, and you may submit your application.
 - b. If a field is optional, leaving it blank will not prevent submission, so please double check your application thoroughly prior to submission to make sure all intended responses have been completed.

General Info
Principal Investigator
NSU Faculty/Named Personnel
NSU Students
Dean's Information
External Collaborators
Research Compliance
Proposal Narrative
Line Item Budget
Attachments (Upload Files)


6. Completing Proposal Narrative section:

- a. All fields are required and must be completed to submit your application (you may wish to create your responses first in a Word document and cut and paste into the form fields). Make sure to follow instructions in the Request for Proposal document.
- b. Each box within this section has a character limit at the top of the box; the number of characters used will be noted at the top right of each box. If you exceed the allotted number of characters, the box will be highlighted in red and you will be unable to submit the application until the character limit is at, or below, the allotted amount.

7. Completing Line-Item Budget section:

- a. This section is required – at least one of the budget lines needs to be completed as well as its corresponding text box.
- b. The total amount requested should be equal to the sum of all line items that have been filled in.
- c. The total amount will automatically be tabulated.

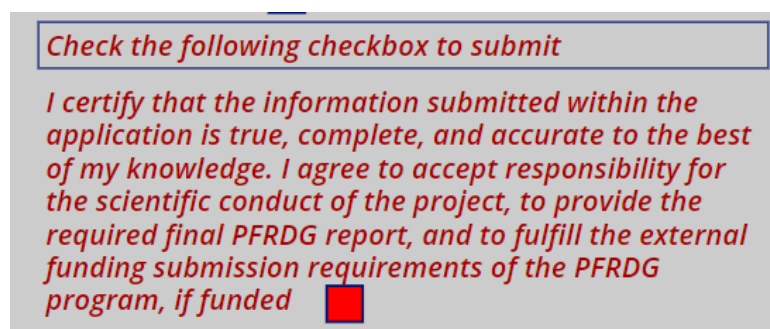
8. Completing Attachments (Upload Files) section:

- a. To upload a document, click on “  Attach file”.
- b. This will bring you to your files folder and will allow you to add the necessary documents to your application.
- c. Please upload ALL documents as a PDF file.
- d. To successfully upload your documents, you must save your application.
- e. Required attachments include Deans Commitment Form(s), Curriculum Vitae, and References.
 - i. A Dean’s Commitment form is required for the applicant’s Dean as well as any other internal NSU collaborator’s Dean.



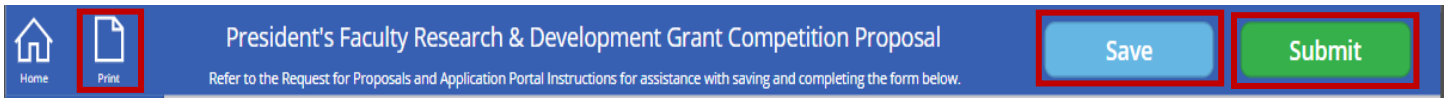
9. Certification Statement

- a. At the end of the application, you will find a certification statement – you must review and check the box to indicate you are in agreeance to the statement.
- b. This is a required field, and you will not be able to submit without checking the box.**



10. Saving/Submitting

- a. As previously noted, you may save your work at any time during the creation of your application by clicking on the light blue “Save” button in the top right corner of your screen.
 - i. It is recommended to save your application as frequently as possible.
- b. Once you have reviewed your application for completeness and accuracy - ensuring that all fields have been completed, all attachments have been uploaded in a PDF format, and the certification statement has been checked - you may submit your application by clicking on the green “Submit” button in the top right corner of your screen.
 - i. You will receive a confirmation email noting that your application has successfully been submitted (*if you do not receive this email within 24 hours of your submission, please contact pfrdg@nova.edu).
- c. There is a “Print” feature that will allow you to print your entire application to PDF.
 - i. For this feature to be enabled, your application must at least be saved. You can also print your application after it has been submitted.
 - ii. Once you hit the “Print” button, a message will pop up at the top of the screen stating that you have successfully printed your application, and you will receive an email with the PDF version of your application.



a.

b.