ECA Grants

Applicant User Manual

Version 1.0

August 2022

Context

This document will serve as a user guide to help researcher applicants to navigate the ECA Grants platform and apply for ECA grants.

With the use of this document, applicants will be able to:

- Apply for a Grant
- Manage grant application(s) and receive feedback from reviewers
- Check the status of applications
- Sign up to the ECA research mailing list to receive updates regarding the current grant cycle, upcoming funding opportunities, and other updates from the ECA's research team
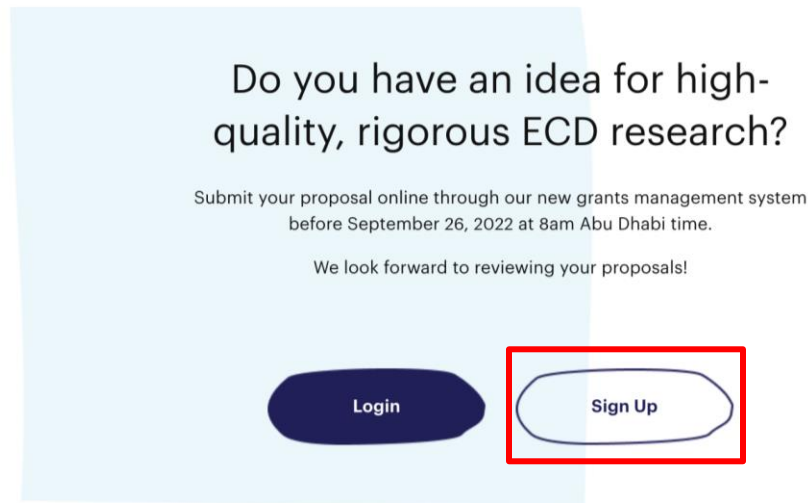- Manage personal information and change their password

Registration

To access the grant application form, applicants will need to first register, the registration form can be accessed on the ECA research grants page at www.eca.gov.ae/research.
This form can be accessed by clicking on the *Login/Sign Up* button on the top right:
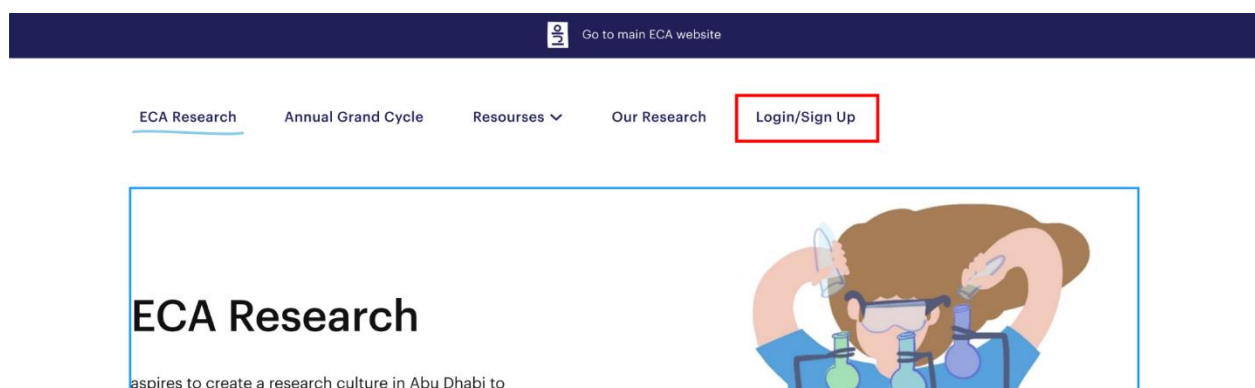
Or by clicking on the *Sign Up* button on the [grants page](www.eca.gov.ae/research/grants):

www.eca.gov.ae/research/grants

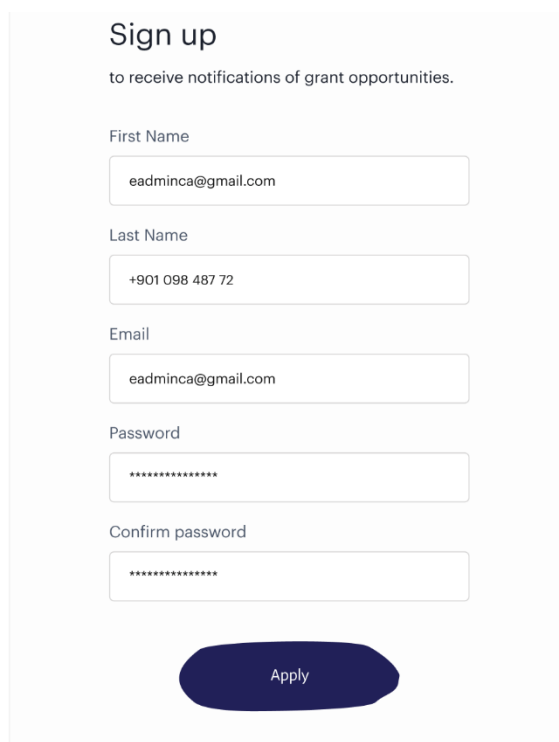Do you have an idea for high-quality, rigorous ECD research?

Submit your proposal online through our new grants management system before September 26, 2022 at 8am Abu Dhabi time.

We look forward to reviewing your proposals!

Login   **Sign Up**

To register, complete the form, as below:

Sign up

to receive notifications of grant opportunities.

First Name

eadminca@gmail.com

Last Name

+901 098 487 72

Email

eadminca@gmail.com

Password

****

Confirm password

****

Apply

Logging in

If you have already signed up, the log in can be accessed through the same buttons as illustrated above or by using the following link www.eca.gov.ae/login.

Alternatively, the log in can be accessed through the ECA official website www.eca.gov.ae by following the below steps:
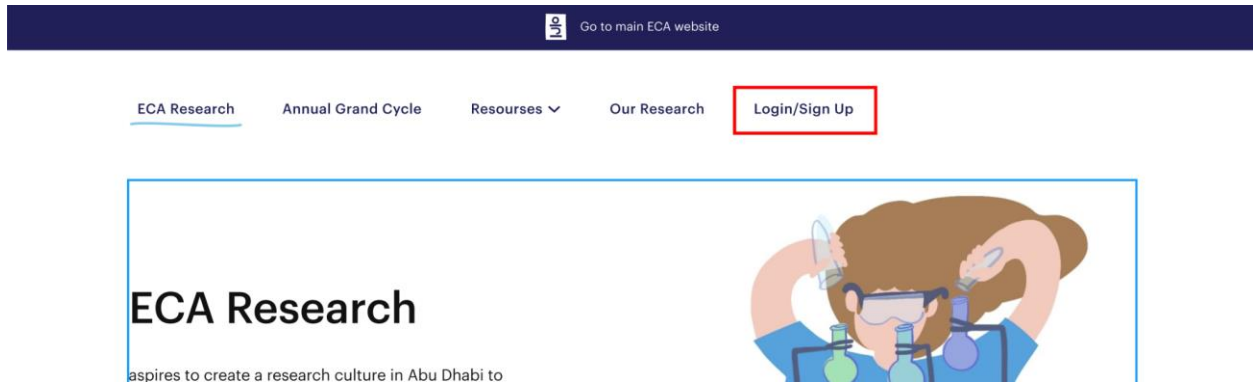
1. Click on the enter here button to visit the ECA Corporate Website.
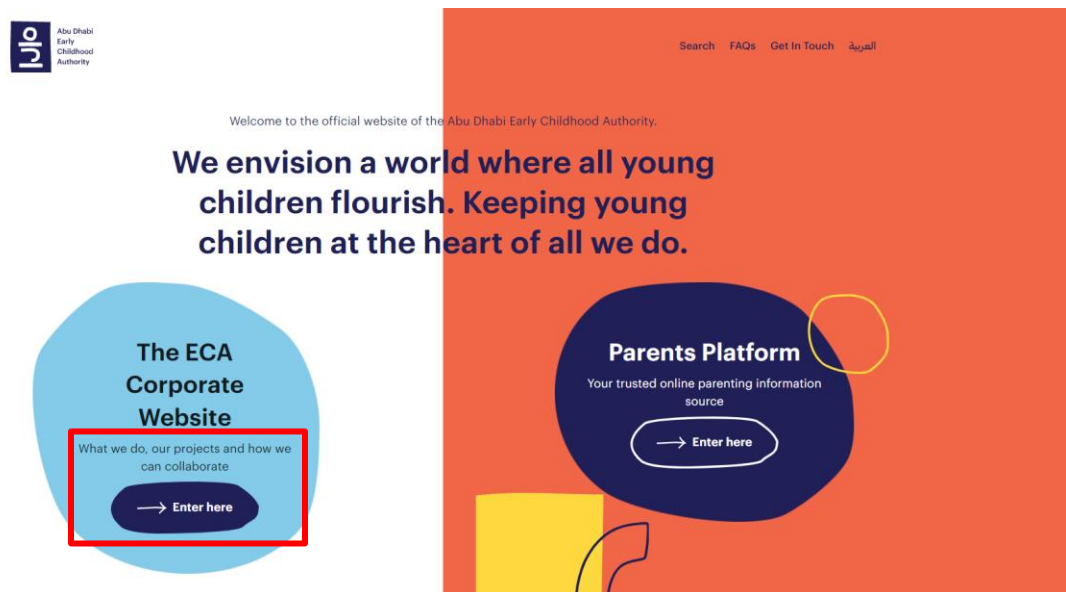
2. Under the '*Making Impact*' menu click on '*Research & Grants*' to be able to log in.
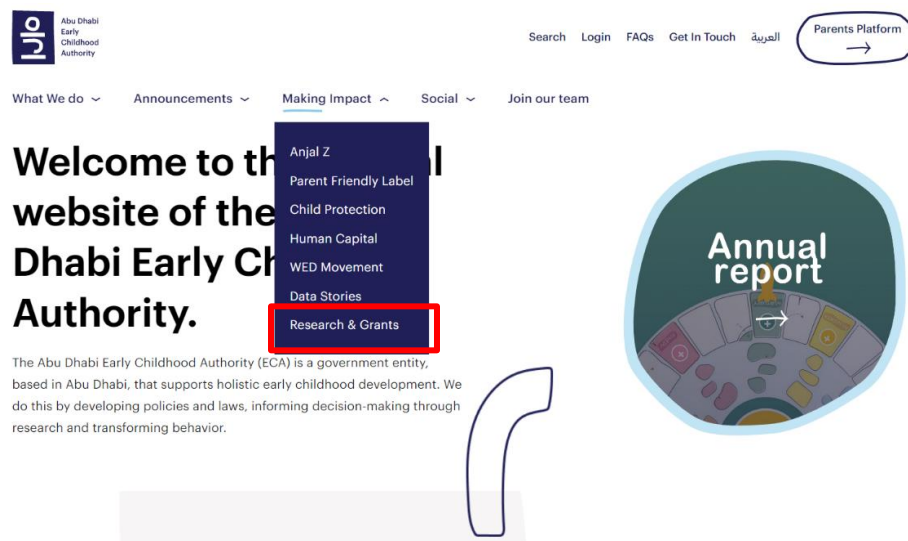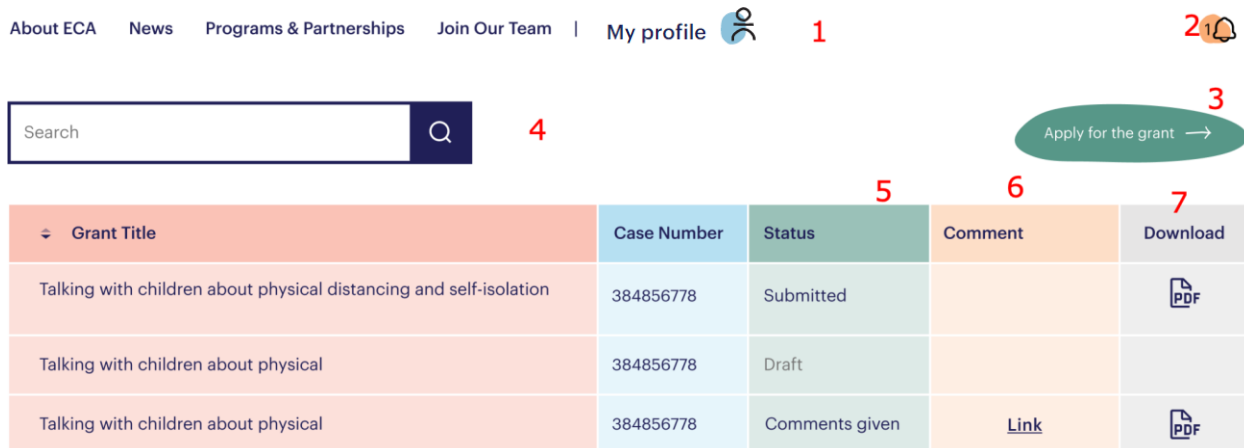
3. Click on the *Login/Sign Up* link in the navigation bar on the top right

Applicant Dashboard

After registration/log in you will be redirected to your personal dashboard where you will find the following functionality:

1. Personal profile menu where you will be able to edit personal information and to change password.
2. Notification pop-up. You will see a notification when there are status updates on your application, any comments, or the result of your application.
3. Application button which will redirect you to the application form.
4. Search feature that will find any grants by name.
5. Status column where you will be able to see such the status of your application, such as:

a. Draft – your application has been saved as a draft

b. Submitted – your application has been submitted and can no longer be edited

c. Open – your application has been submitted

d. Comments given - reviewer has left comments or questions on your proposals. In this case you will see a link in the comment column. By clicking on it you will be able to see the comment and to leave an answer

e. Approved* - grant has been awarded

f. Declined* - grant has been declined

*When the status reads as approved or declined, a link will be visible which directs applicants to feedback on their proposal.

6. Comments - by clicking on it you will be able to see the comment and to leave an answer

7. Download column where you can download your application file.

Application Form

After successful registration or login, you will be able to apply for a grant using the Grant Proposal form:

Fill in all the requested information and attach the needed files for proposal. You can save the application as a draft, in case you want to work on it later, or you can submit the application by clicking *Send Request*. After sending the application to review you will not be able to edit the proposal.