Georgia's Innovation and Technology Agency

Grants Web Portal

Applicants

User Manual

The project of design, development and implementation of the Grants Management Web Portal (https://grants.gov.ge/) under Georgia's Innovations and Technology Agency, has been funded by the World Bank within the National Innovation Ecosystem Project – GENIE – P152441 – Loan # IBRD – 8595- GE.

The Applicants User Manual (of the Grants Management Web Portal) has been prepared by "Idea Design Group" in scope of Georgia's Innovations and Technologies Grants Management Web Portal Development and Implementation Project.
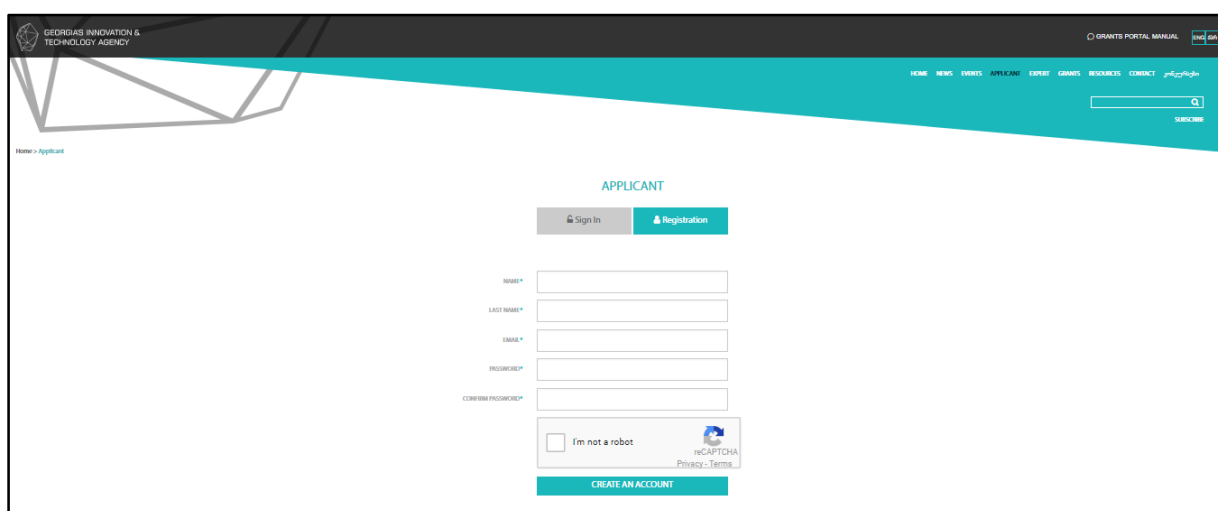
Contents

Part I. Registration

The applicant role user is able to register on the grants web portal (https://grants.gov.ge/) and create a profile.

Only after registration on the web portal, the applicant can track and participate in the grant contests announced by the Georgia;s Innovations and Technology Agency.

Please kindly note, that without the registration on the website the applicant does not have an opportunity to submit a request for any announced grant by GITA!

In order to create an applicant account, the user has to choose "Applicant" menu item from the main menu and click on the "Registration" button.

Fig. I.1.1

Once the user chooses "Applicant" form the main menu, applicant's authorization and registration webpage will be displayed on the screen. (See Figure I. 1.1)

The process of registering on the web portal has two steps. First, applicant should fill in the fields with relevant information. He/she should write: name and surname in the fields of "Name" and "Surname"; active email address - in the field of the "e-mail". Applicant should write password twice. Once in the

"Password" field and should repeat the same combination in "Confirm Password" field. After that the user should mark "I am not a robot" and click on the "Create an account" button to complete the first stage of the registration on the web portal.

After clicking on "Create an account" button, the email with an activation link will be sent to the indicated email address. Activating profile and authorization is possible only after opening this link. Otherwise it is impossible to use the profile. (See Figure I.1.2). Please kindly note that the activation link received on the email is valid during the next 24 hours.
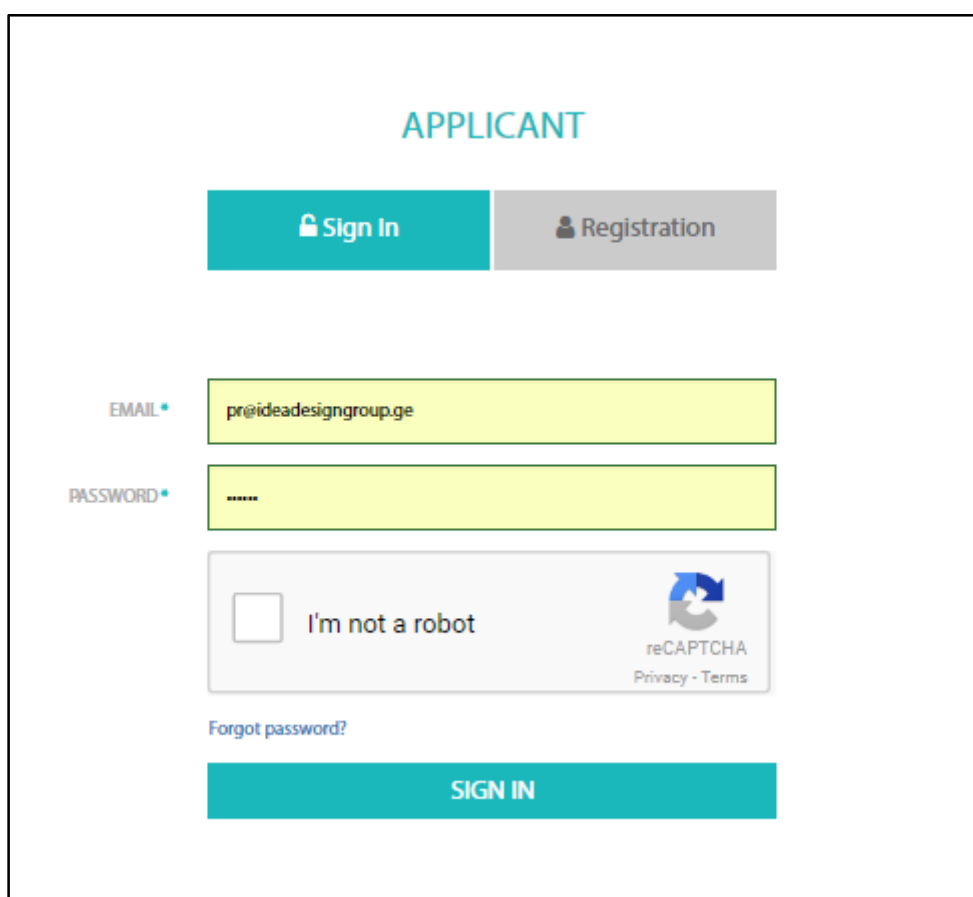

Fig. I.1.2
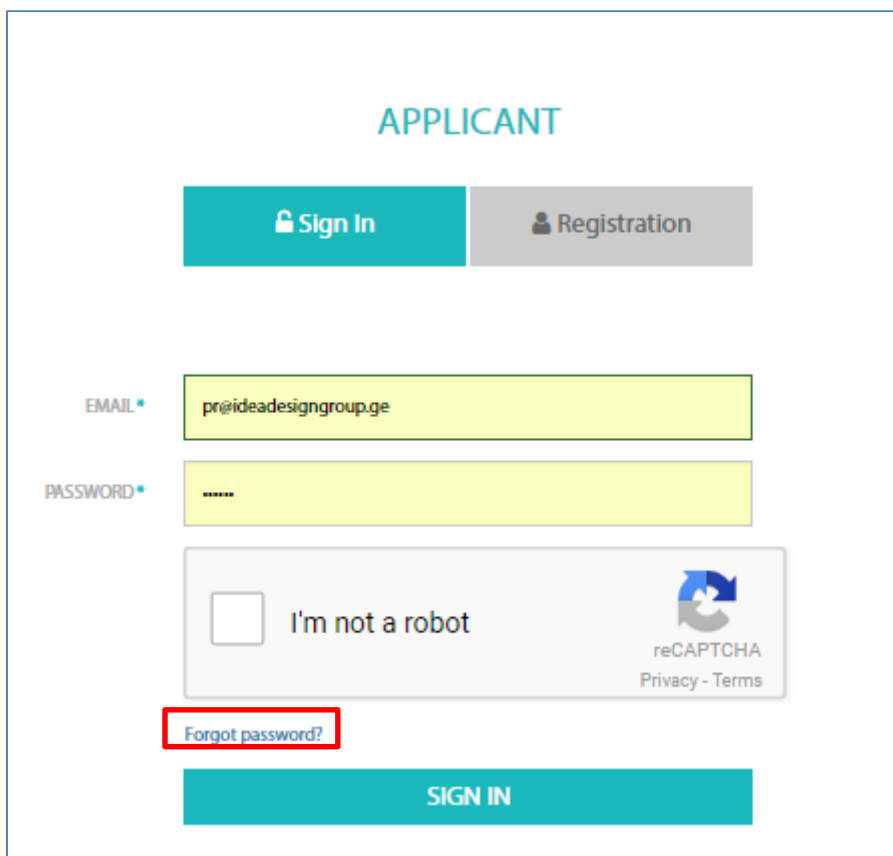
Part II. Authorization and password recovery

The applicants can have access to grants management web portal only after authorization.

In order to login on the web portal the applicant should enter the applicant's webpage, which will be displayed only using the "applicant" menu item from the main menu.

II.1. Authorization

Applicants authorization page is shown on the figure number II.1.1. It is necessary to fill the fields with the relevant data, in order to login to user's account.

Fig. II.1.1

II.2. Password Recovery

If the user forgot the password, it can be restored from the authorization page (see Figure 2.1.1) using "Forgot Password?" Link. After clicking on it, the password reset page appears on the screen.
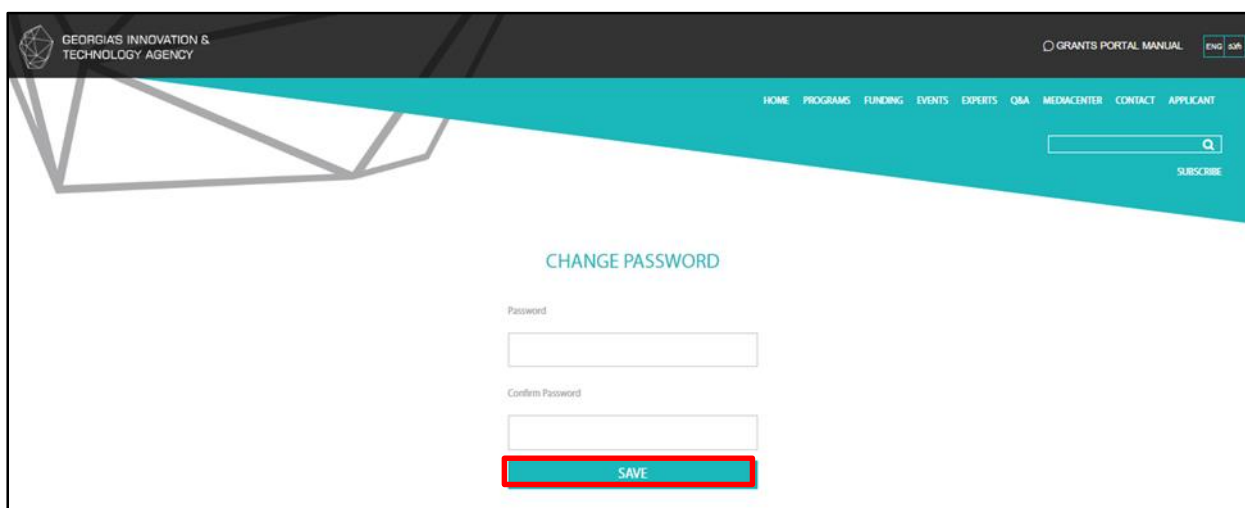
Fig. II.2.1

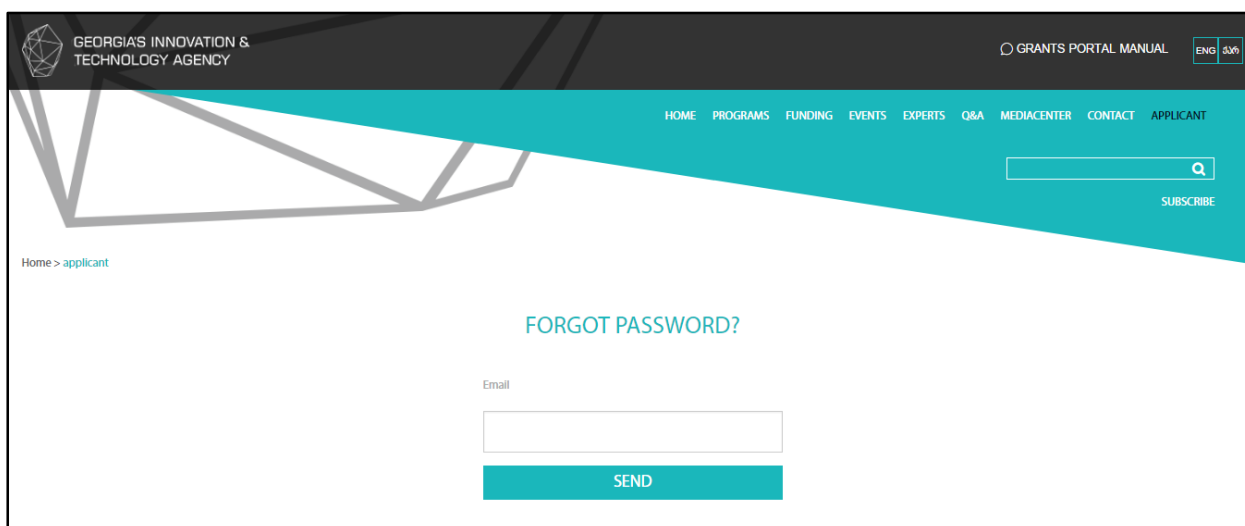It is necessary to indicate applicant's email in the field and press "Send" button, in order to restore the password. If the email address is valid, a message with the link will be sent on it. After opening this link, applicant will be able to indicate new password. Changing password link is active for 24 hours, since the receiving it on the email.

Fig. II.2.2

In order to create a new password, applicant should enter new password in "new password" field, then repeat the same symbols combination in the "Repeat password" field and press the "Save" button.
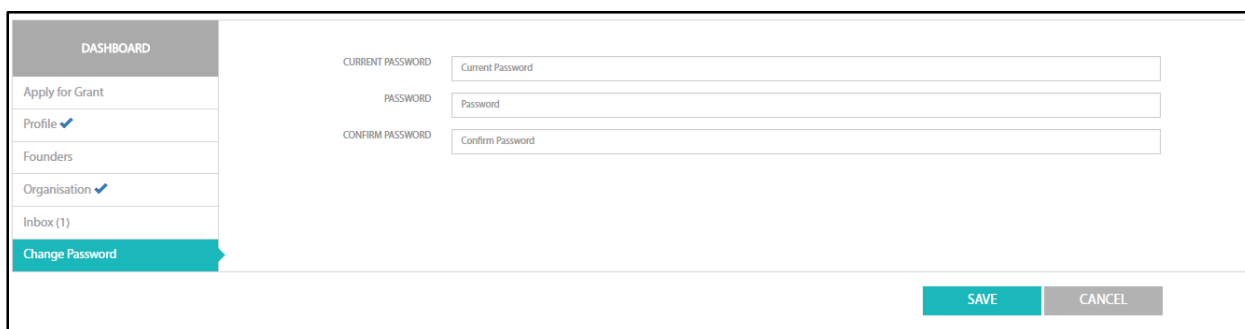
Fig. II.2.3

The user is able change the password after login the web portal using the "Change Password" function (See Figure II.2.3).

In order to change password, applicant should choose "Change Password" menu, then fill boxes with an appropriate fields: "Current Password" – enter the password that is active while authorization, "Password" – enter new password, "Confirm Password" – enter the same combination of symbols inserted in "Password" field. At the end applicant should press the button "Save" (See Figure II.2.3).

III Part. Applicants Left-hand Manu

This chapter describes the features and capabilities of the Applicant's left-hand menu interface.

III.1. Profile

After login, the profile page will be displayed. There is information about the Identified / authorized user.

When user logged in in the web portal, the profile buttons appear in the upper right corner of the screen directly after authorization. By clicking the "Log out" button, the applicant profile closes and the user will be redirected to the public page of the website (see Figure III.1.1).

Please kindly note that authorized users, except for their own cabinet, can also see different sections of web portal. In order to return to applicant's cabinet, the user should click on his/her own name in the upper right corner of the website (see Figure III.1.1).

By clicking on his name, the user will return to his cabinet
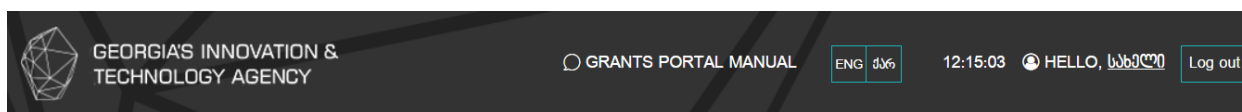
Fig. III.1.1

Profile includes information about the user. There are mandatory (marked as " * ") and optional fields as well.

Move from the lower part of the page to the top
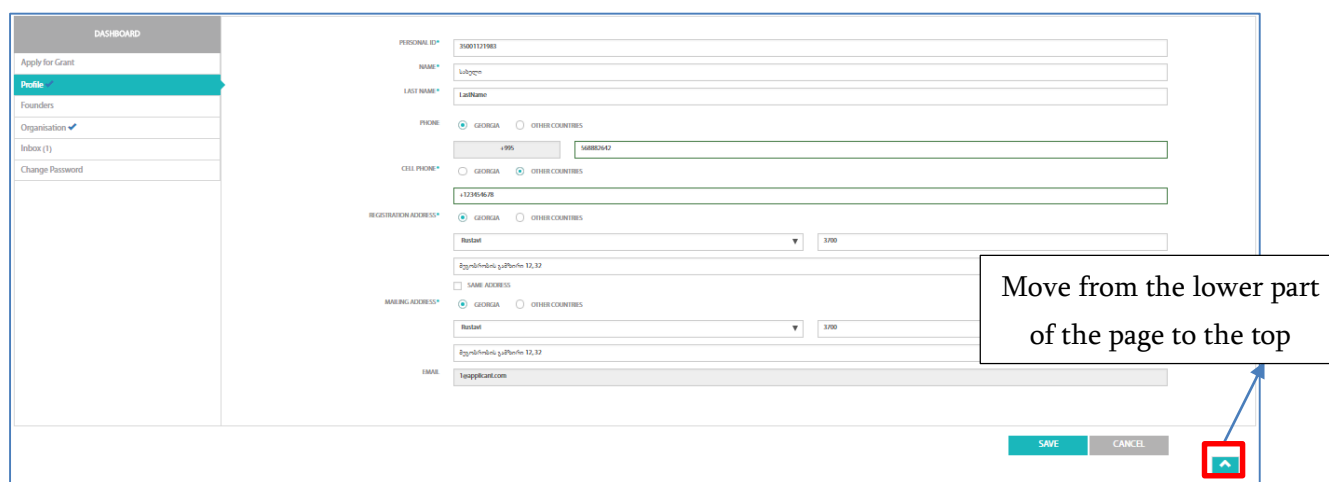
Fig. III.1.2

№	Data	Description
1.	Personal ID	The user's Personal ID should contain 11 symbols (numbers)
2.	Name	Applicant's name according to the ID card
3.	Surname	Applicant's surname according to the ID card
4.	Phone/Cell Phone	First of all, should be checked "Georgia" or "other countries". In case of choosing "Georgia", the country's telephone index will automaticaly be filled and the rest of number should be combined with 9 digits. In case of "other countries", it is necessary to insert the full telephone number in one general field.
5.	Registration/Mailing Address	The registration address is the applicant's registration address according to ID Card.

		First of all, it should checked "Georgia" or "other countries". In case of selecting "Georgia", applicant should indicate the city from the dropdown field on the right side and appropriate postal code. In the next text field applicant should enter detail address. If "other countries" checked, it is necessary to enter the full address including city, postal code and detailed address in the general text field. Please kindly note that Mailing address fields should be filled in the same way as the registration address. If the two addresses are identical it is enough to mark "Same Address" check-box.
6.	Email	The Email is always automatically filled with the specified email address indicated during registration by user. Please kindly note that changing the e-mail address indicated in the registration is no longer possible since it is the username of the applicant

There are two buttons, "Save" and "Cancel" in the bottom-right corner.

The 'Save' button keeps the information stored. Information can be stored even if the information on the page is incomplete (See Figure III.1.3).

The "Cancel" button eliminates the changes that the user has made after he last press the save button.

Fig. III.1.3

It is important to pay attention to the symbols containing the red-colored circular frame that can appear only in the two sub-points of the Applicants Interface menu: "Profile" and "Organization" (Figure III.1.4).

These simbols focus on the fact that the information in these two menus is incomplete.

Please kindly note that fulfilling the "profile" is mandatory in all cases, the user will not be able to send an application with an incomplete profile.

 Filling the "organization" page may not be mandatory in order to apply on some grants, so it is necessary to review the guides attached on announced grants before the user intends to send an application. So the user will find out if it is obligatory or not to complete the details of the organization.
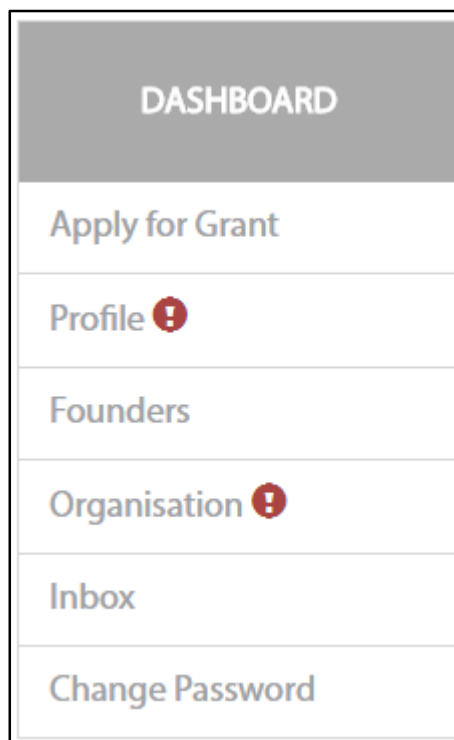

Fig. III.1.4

III.2 Organization

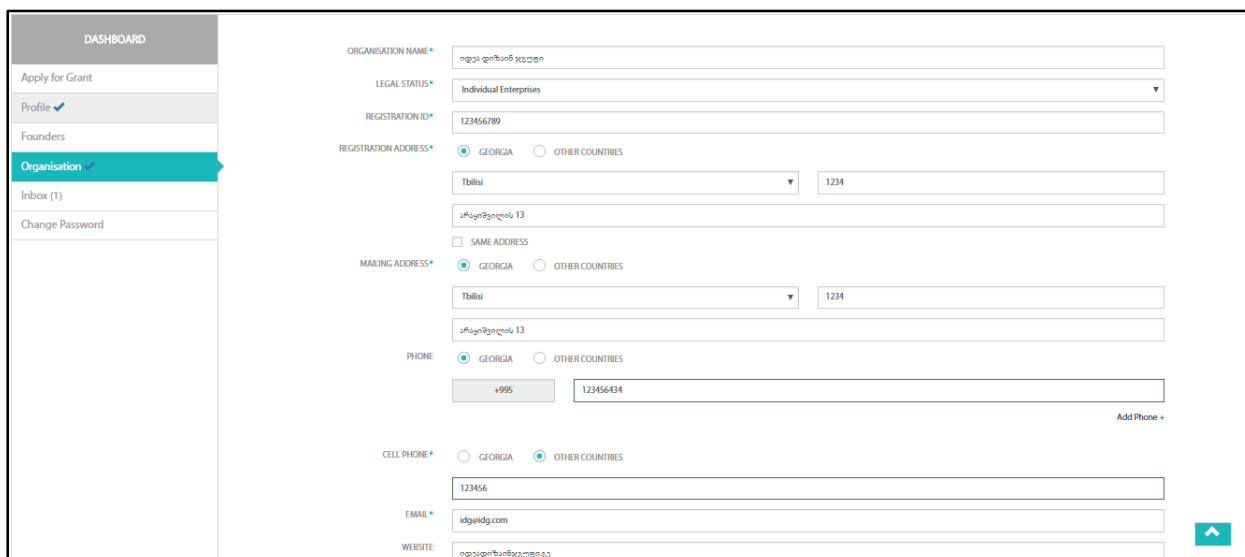The next item of the applicant's left-side menu is the "organization" ..

Fig. III.2.1

There are information fields on the page of the Organization, some of which are mandatory (marked with " * " symbols) and some are optional.

The web portal allows the applicant to keep an incomplete organization card.

While submitting the application, System will verify the completion of the organization card data, if it is required then the system will deliver the relevant notification and the applicant will not be able to send the application until completion of the organization tab.

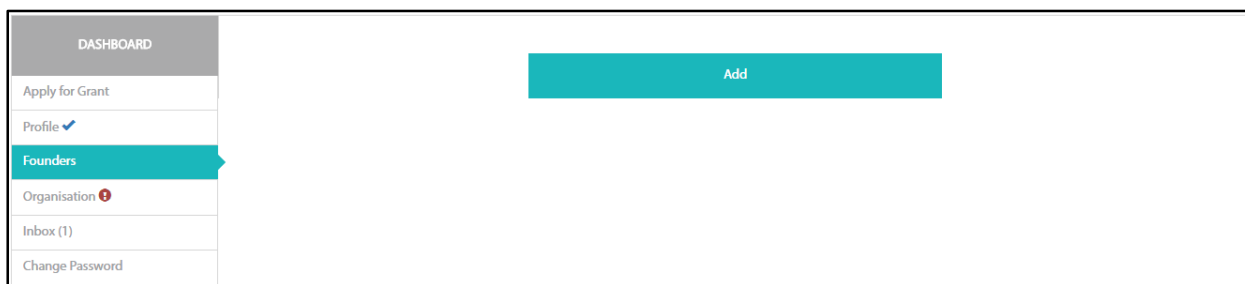| №	Data	Description
1.	Organization Name	The full name of the organization
2.	Legal Status	The legal status of the organization should be indicated, from the dropdown field.
3.	Registration ID	Organization's identification code, combined with 9 or 11 digits
4.	Registration Address	Registration address of the Organization. First of all, it should checked "Georgia" or "other countries". In case of selecting "Georgia", user should indicate the city from the dropdown field on the right side and appropriate postal code. In the next text field, it is necessary to enter detail address.

		If "other countries" checked, it is necessary to enter the full address including city, postal code and detailed address in the general text field. .
5.	Mailing Address	This is an actial address of the office of organization. Please kindly note that Mailing address fields should be filled in the same way as the registration address. If these two addresses are identical, it is enough to mark "Same Address" check box.
6.	Phone/ Cell Phone	Organization's contact phone / cell phone. First of all, should be checked "Georgia" or "other countries". In case of choosing "Georgia", the country's telephone index will automaticaly be filled and the rest of number should be combined with 9 digits. In case of "other countries", it is necessary to insert the full telephone number in one general field.
7.	Email	Official email of the organization
8.	Website	Company official website (if any)

In the lower part of the organization tab, it is necessary to add the founders and indicate their share %-s.

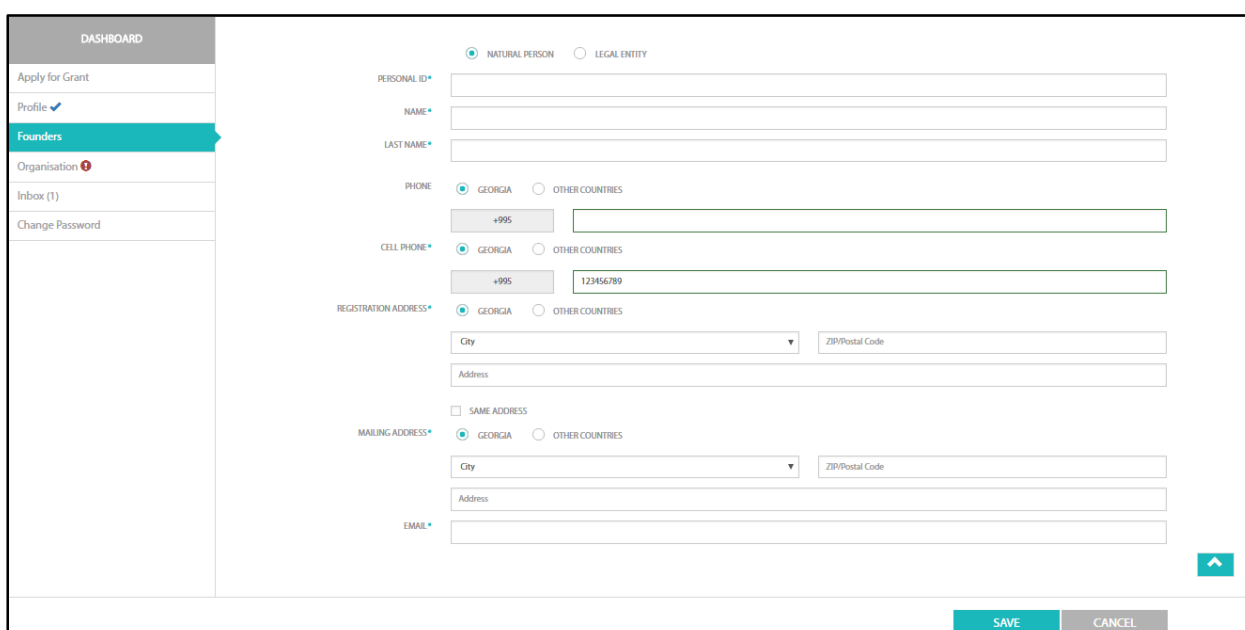It is necessary that the sum of shares were 100%.

III.3 Founders

The next menu item in the left menu of the applicant cabinet is "founders", which reflects the information about organization founders.

Fig. III.3.1

If you still do not have any of the founders' data in the founders page, one large "Add" button appears in the central part of the screen, using this button applicant is available to add the data about founder.

Fig. III.3.2

It is necessary to fill the fields shown in the figure III.3.2, in order to add a founder.

First of all, it should be indicated the founder is a person or a legal entity, by marking a checkbox.

If a Founder is a person, data should be filled as shown in the data-table below:

№	Field Name	Description
1.	Personal ID	Personal ID, which should contain combination of 11 digits
2.	Name	Faunders's name
3.	Last Name	Faunders's last name
4.	Phone/ Cell Phone	Contact numbers of the founder.

№	Field Name	Description
		First of all, should be checked "Georgia" or "other countries". In case of choosing "Georgia", the country's telephone index will automaticaly be filled and the rest of number should be combined with 9 digits. In case of "other countries", it is necessary to insert the full telephone number in one general field.
5.	Registration/ Mailing Address	Registration/Mailing address of the founder

First of all, it should checked "Georgia" or "other countries". In case of selecting "Georgia", user should indicate the city from the dropdown field on the right side and appropriate postal code. In the next text field, it is necessary to enter detail address.

If "other countries" checked, it is necessary to enter the full address including city, postal code and detailed address in the general text field.

Please kindly note that Mailing address fields should be filled in the same way as the registration address.

If these two addresses are identical, it is enough to mark "Same Address" check box. |
| 6. | Email | The valid e-mail of the founder |

If the Founder is **Legal Entity**, information fields should be filled as shown in the table below:

№	Field Name	Description
1.	Legal Status	The legal form of the organization should be indicated, from dropdown list. This field is given only if the founder is a Legal Entity.
2.	Tax ID	Identification number of a legal entity that must be composed of 9 digits and only in case of individual enterprise should be combination of 11 digits
3.	Name	Name of the Legal entity
4.	Phone/Cell Phone	Contact number of a Legal entity First of all, should be checked "Georgia" or "other countries".

		In case of choosing "Georgia", the country's telephone index will automaticaly be filled and the rest of number should be combined with 9 digits. In case of "other countries", it is necessary to insert the full telephone number in one general field.
5.	Registration Address	The registration address of the founder company. First of all, it should checked "Georgia" or "other countries". In case of selecting "Georgia", user should indicate the city from the dropdown field on the right side and appropriate postal code. In the next text field, it is necessary to enter detail address. If "other countries" checked, it is necessary to enter the full address including city, postal code and detailed address in the general text field.
6.	Mailing Address	This is an address of the office of the founder company. Please kindly note that Mailing address fields should be filled in the same way as the registration address. If these two addresses are identical, it is enough to mark "Same Address" check box.
7.	Email	The official contact email of the founder company

At the end of the page, there are two buttons in the right corner: "Save" and "Cancel" (Figure III.3.3).

By Clicking on "Save" button applicant keeps the data in the system. Information can be saved even if the form is incomplete. The data on the founder shall be reflected in the table of founders as well (see Figure 3. 3).

The "Cancel" button ignores the changes that the user has made after the last storage operation.

SAVE   CANCEL

Fig. III.3.3

| Add |
#	Name	Personal ID	Email		Edit	Delete
1	Name	01019066340	gkint15@freeuni.edu.ge		✏️	🗑️

Fig. III.3.4

Some of the founders (if any) can be added with the "Add" button placed in the right corner of the image (Figure III.3.4). Each line of the table corresponds to the data of one founder. Each row shows the name of the founder, personal ID and e-mail. At the end of the line, there are the "Edit" and "Delete" buttons.

✏️	🗑️

  1   2

1. In case of pressing the button "Edit" (green pencil), the founder's detailed information page will be displayed on the screen (see Figure III.3.2). It is available to make and save changes in data of a Founder.
2. In case of pressing the "Delete" button, the founder will be removed from the founders' table.

Please kindly note, that after adding founders in the "Faunders" menu, it is necessary to move to the the "organization" menu and define their shares.

III.4 Apply for Grant

The most important point of the applicant's cabinet is the menu item "Apply for Grant", which has three subdivisions "Grants", "My Applications" and "Projects".

III.4.1 Grants

When selecting "Grants", the announced grants data appears in the central part of the screen. If the applicant has not submitted the application to the grant, then we call it new grant. In the upper part of

the grants table is the filter bar, that allows you to find grants according to the grant number, name, budget, maximum grant amount or start-end dates.

Fig. III.4.1

Each line has two buttons at the end:

Fig. III.4.1.2

The button "Apply" is enable only if the grant has an "active" status, using "apply" button the user will be redirected on the application submission webpage (see Figure III.4.3).
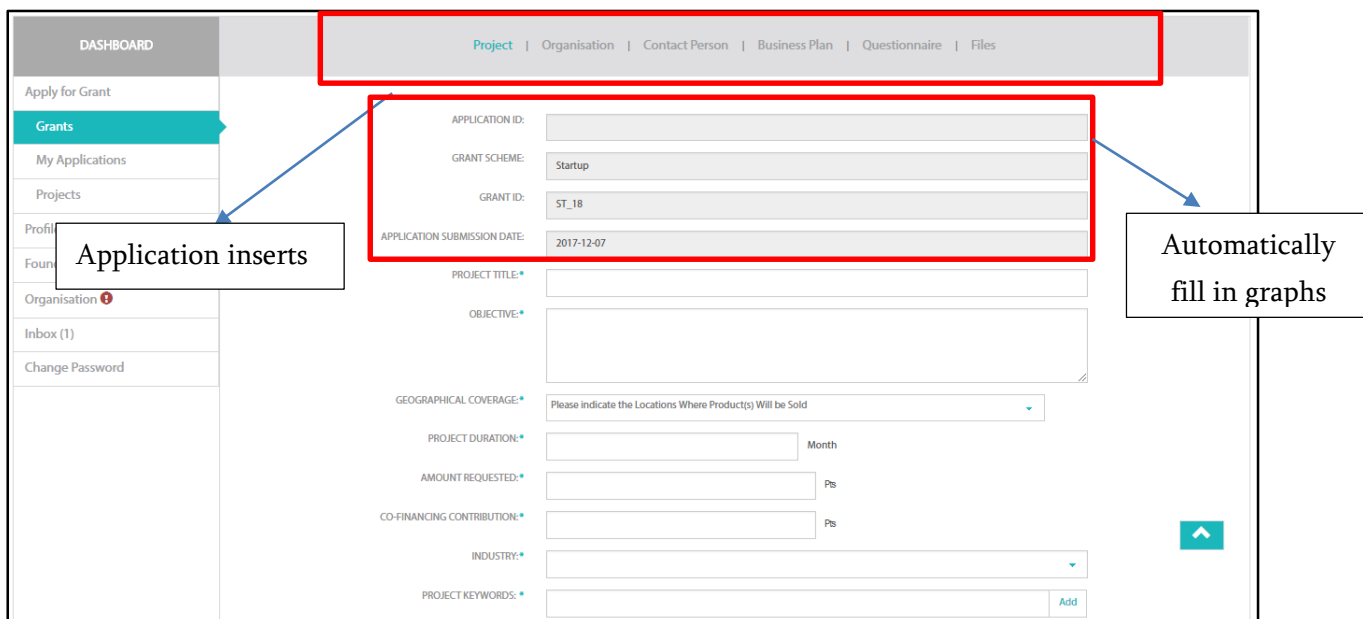
Fig. III.4.1.3

Each of the tabs should be filled by user, but there are several fields that are automatically filled by the system (see Figure III.4.1.3).

The requaried data that the applicant should fill un order to submit the application is indicated by the " * " symbol.
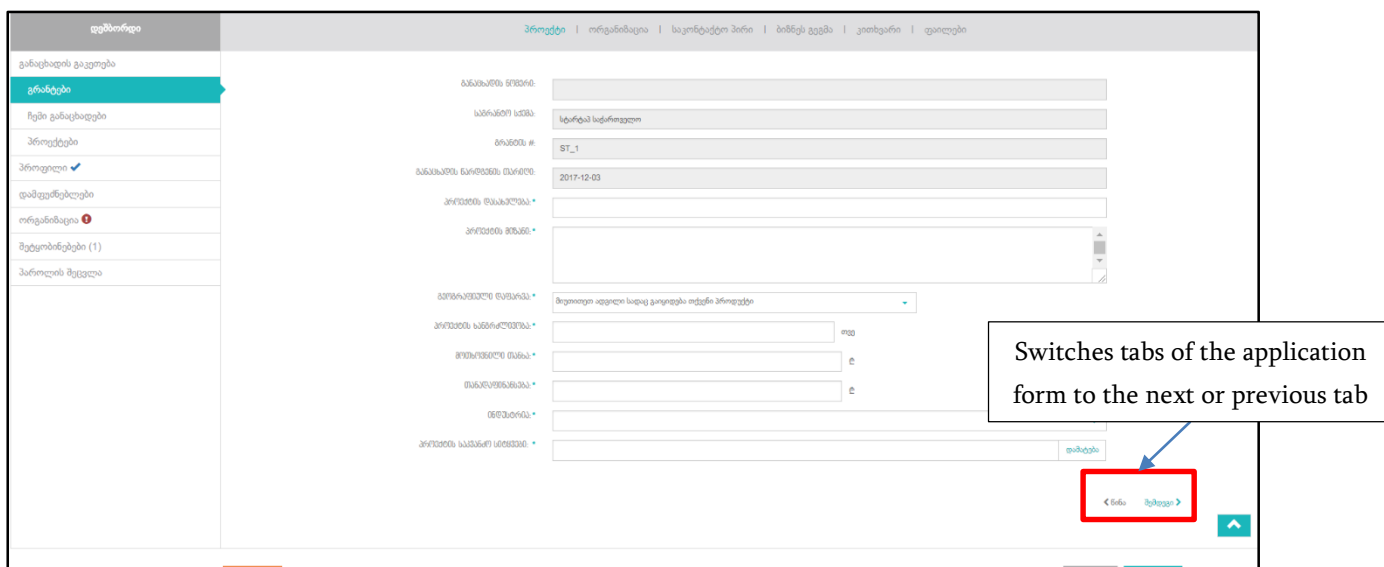

Fig. III.4.1.4

"Project" tab data should be filled according to the table below:

Data	Definition

Project title	Project title
Objective	Description of the purpose of this project
Geographical Coverage	Specified geographical location (continents or countries names, one or more), where the applicant operates, should be selected form the dropdown list.
Project Duration	Project implementation period in months
Amount Requested	The requested grant amount
Co-Financing Contribution	The amount of co-financing by the applicant
Industry	Main industry value should be indicated from the dropdawn list,
Project Keywords	Keywords (TAGS) describing the project content. It is possible to inticate several tags

There are three buttons on the bottom: "Save", "Cancel" and "Send".

The "Save" button keeps an application. The application can be saved even if it is incomplete.

The "Cancel" button discards the changes that the applicant has made after the last using of the save button.

By using the "Send" button the applicant can send the completed application only when all required fields are filled in.

(See Figure III.4.1.5). It may not be possible to send the relevant information to the organization requested under the specific grant scheme.

The next tab is "Organization", which is automatically filled out from the left vertical Menu "Organization" page of the Applicant Cabinet. It may not be necessary to send the relevant information of the organization within a specific grant scheme.

If the organization's data is not necessary (not required), then the application tab will display the data that was filled in the profile and the data from the organization page will be submitted in the form of the application in the same state.

Fig. III.4.1.5

If the full information about the organization is filled in the applicant profile, the system shows the founders' information that has been transferred from the founders page as well (Figure III.4.1.6).

სურ. III.4.1.6

If the application is sent by the consortium, then the organization's application is required to activate the relevant parameter of the consortium (Figure III.4.1.7).

Fig. III.4.1.7

If the application is filled on behalf of the consortium, then all the information should be entered in the same way as in case of the main organization. If the number of member organizations of the consortium is more than two, then using the "Add" button which is located in the lower part of the page, it is available to add new organization with its relevant data.

It is important for each organization to indicate the data of the relevant founders (Figure III.4.1.8).

Fig. III.4.1.8

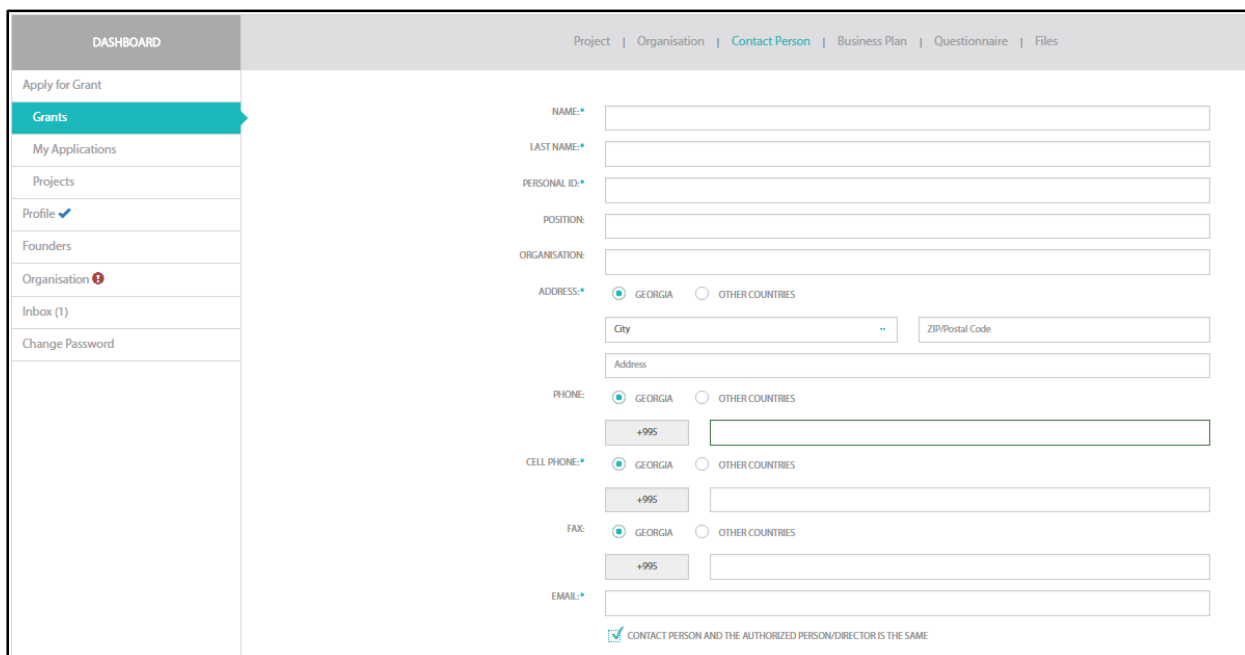The next tab of the application submission form is the "Contact Person" (Figure III.4.1.9).

Fig. III.4.1.9

Information about Contact Person is filled in the same way as about the user in the Profile. All mandatory data are indicated by the '*' symbol.

If the contact person and the authorized person are different in the application, then the information about an authorized person shall be filled similarly, except when the contact person and the authorized person are the same (see Figure III.4.1.10).

სურ. III.4.1.10

The next tab is a "Business Plan" (Fig. III.4.1.11).

Using these buttons, the detailed information will drop down or roll up
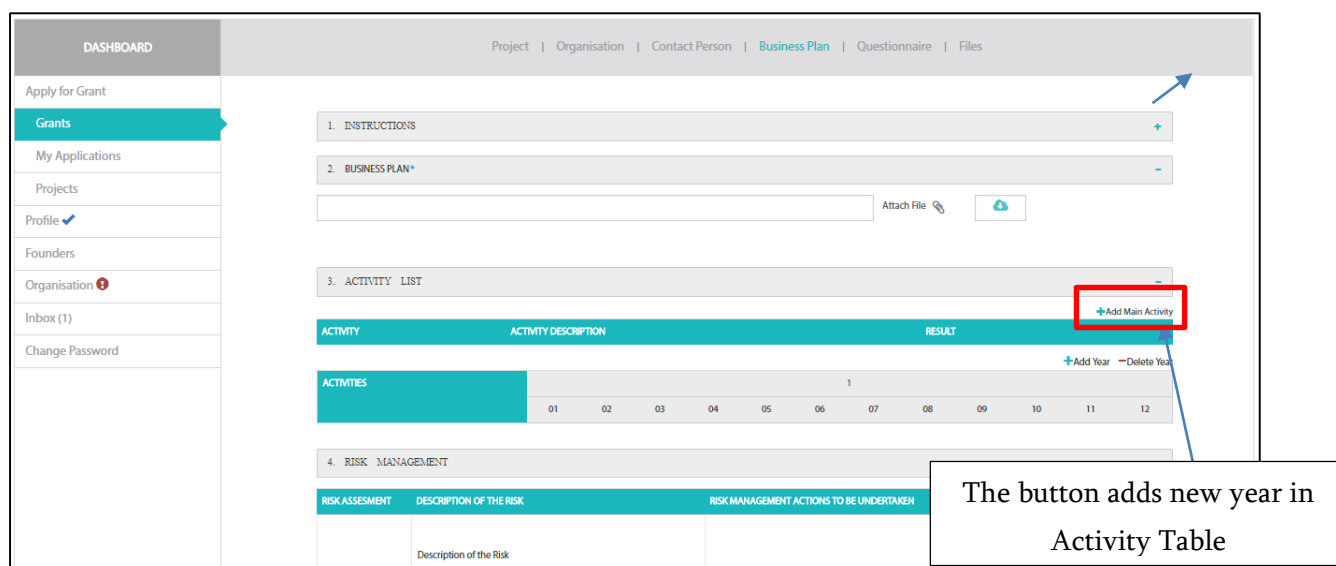
სურ. III.4.1.9

Fig. III.4.1.11

1   2

1. Pressing the button "Attach File" it is available to select and upload file corresponding to the business plan.

2. Clicking the button "Download template" applicant is able to download a business plan template within the scope of this grant, which should be filled and uploaded using the button "Attach File".

In the tab of "Business Plan", it might be required to make a detailed list of activities implemented in the project (Fig. III. 4. 1.12).
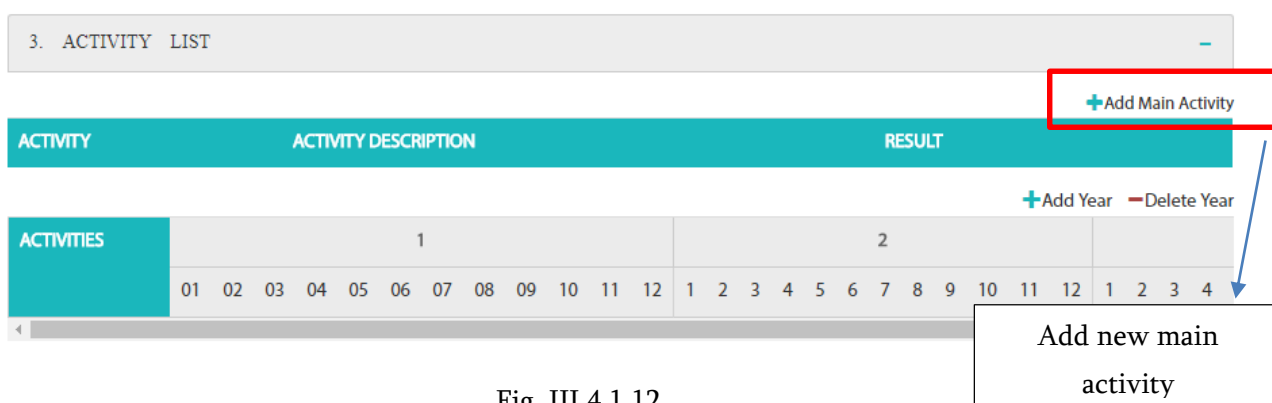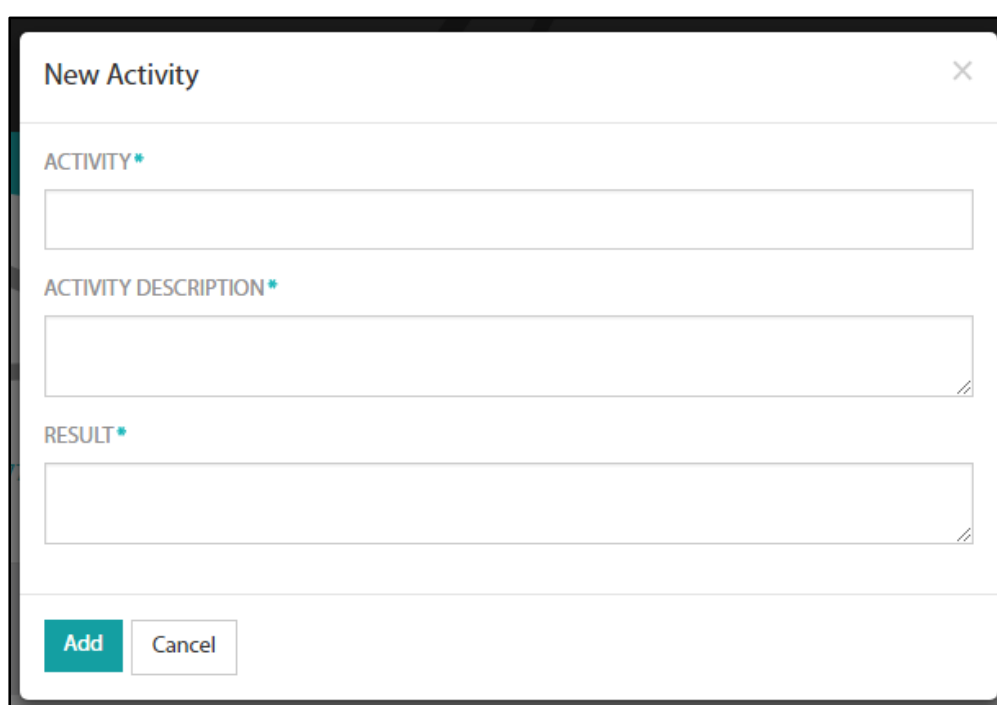
Fig. III.4.1.12

After pressing the "Add Main Activity" button, a new window appears on the screen (Figure III. 4.1.13). The user is able to fill required fields in the popup window.
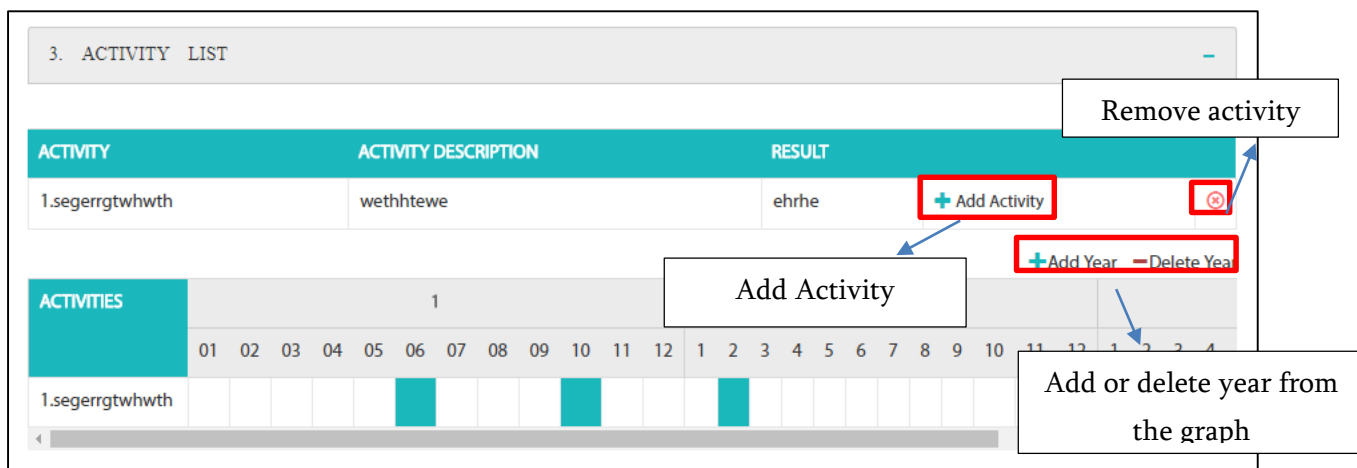
Fig. III.4.1.13

Once the fields are filled in according to the requested information, the applicant should click the 'Add' button and the relevant data of this activity will be automatically shown in the Activity List.

It is important that the applicant removes or adds the activity line using the corresponding buttons (see Figure III.4.1.14). In addition to each activity in the table of activities, it is possible to add also the sub-activities.

Fig. III.4.1.14

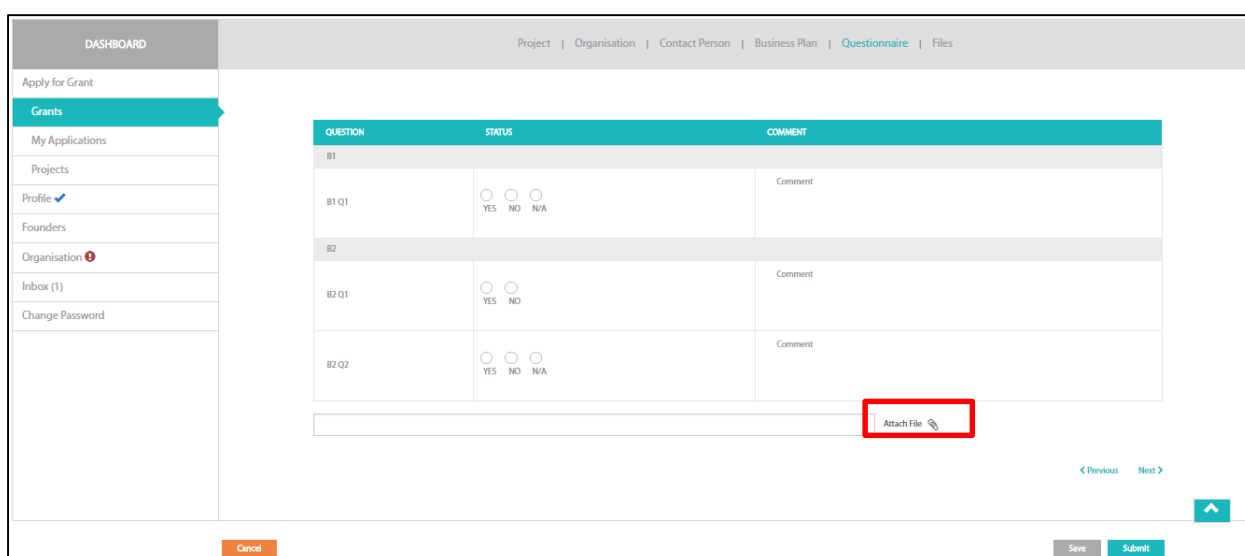The list of activities added by the applicant is automatically reflected in the schedule of the project implementation activity timeline. Here the applicant should indicate the activity plan in the calendar according to months. Any drawer can be selected by clicking (Figure III.4.1.14), which indicates that the applicant plans to perform the relevant activity in the indicated month.

There is 12-month schedule shown in theactivity timeline by default, but if the duration of the project is longer, it is possible to add the years using appropriate button.

The following tab is a "Questionary", which is mandatory to fill (In case of existance) (Figure III. 4.1.15).

Fig. III.4.1.15

Applicant should select the answer from the answers given along the questions. He/She can also use the "Comment" field (Optional) in order to expand the answer by addition of any kind of note.

In the bottom of the questionnaire tab is the "Attach File" button, by clicking the button the applicant can upload the file (s) (one or more) as required by the questionnaire.
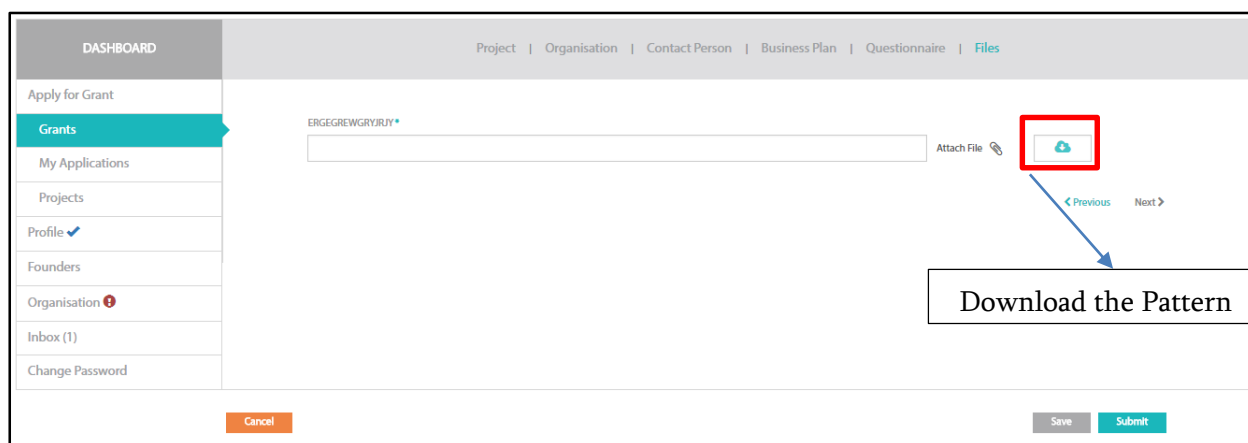
Fig. III.4.1.16

The next tab is the "Files", where is the list of all the required documents to submit an application.

Documents that should be presented in a special form have their templates at the end of the line, which can be downloaded using the so-called "Cloud" button. The applicant can download this template and fill it according to its data.

After completion of the application, the applicant is able to send it by using the "Submit" button. At this time the system checks if all the mandatory fields are filled and in case of defects, the special symbols (red circles) will appear near incompletely filled tabs.

If the application is filled completely, then the window appears on the screen in which the rules and terms of application submission are presented. The applicant must carefully review the information and confirm before submitting the application (see Figure III.4.1.17).

Fig. III.4.1.17

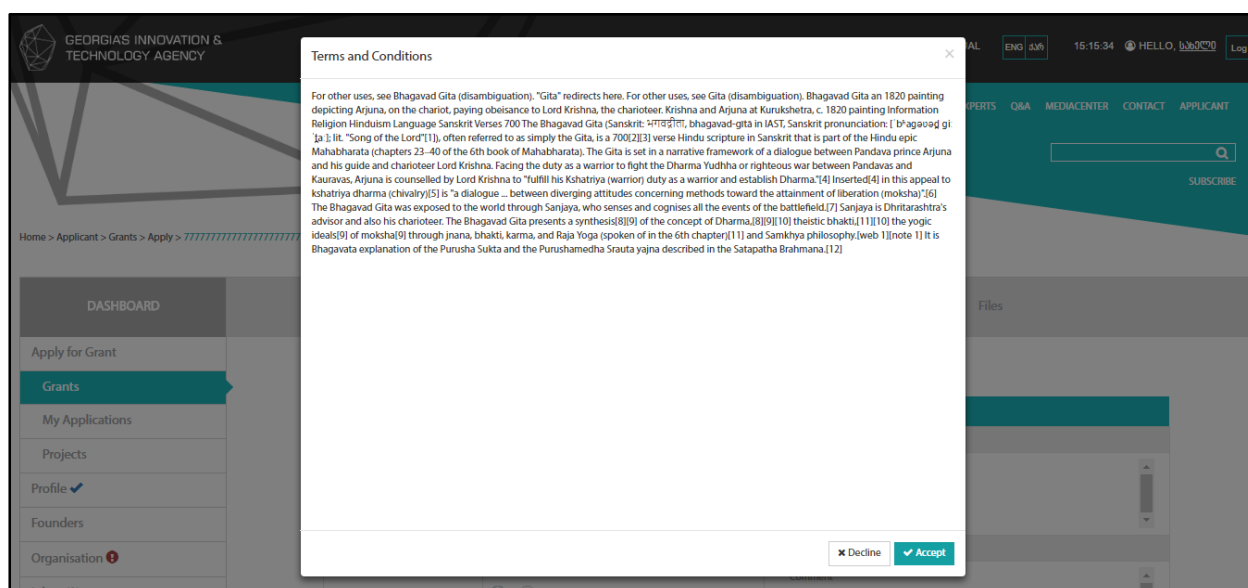The application will be sent only after the applicant will press the "Accept" button. In other cases (pressing "disagree" or closing window by "x" symbol) application will not be sent.

After submitting the application, it is not possible to change application data, so it is recommended to check all the details before submitting it.

III.4.2 My Applications

The next menu item under the Grants menu is "My Applications", which contains such applications that have already been sent or the applicant has started to fill it. If the applicant has filled up the application with a specific grant and has not sent yet, but has saved some data, then by clicking the button "Continue" System will be redirected to the page where the saved version of the application draft will be displayed. (see Figure III.4.2.1).

Fig. III.4.2.1

The following buttons may appear along each application line:

   1   **2**   **3**   **4**

1. Application has "Cancel" button only if the user has started to fill the data and has saved information it at least once, but have not been sent. By using this button the user can remove this application from the "My Application" list.

2. Application has "Continue" button only if the user has started to fill the data and has saved information it at least once, but have not been sent. By using this button, the user has the ability to move to the saved version of the application and continue the filling process.

3. By using the button "View Grant", web portal's relevant information page displays on the screen. (Fig. III.4.2.2)
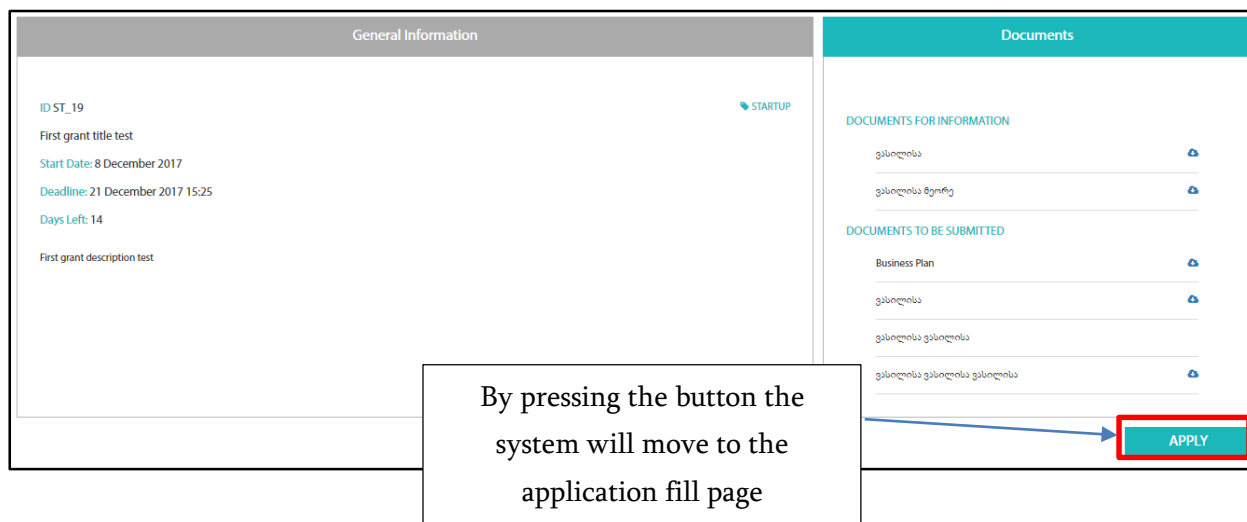

Fig. III.4.2.2

4. The application has "View Application" button, if it has already been sent. By clicking on the button, system will be transferred to the page, where user will be able to view detailed information about application in read-only view .
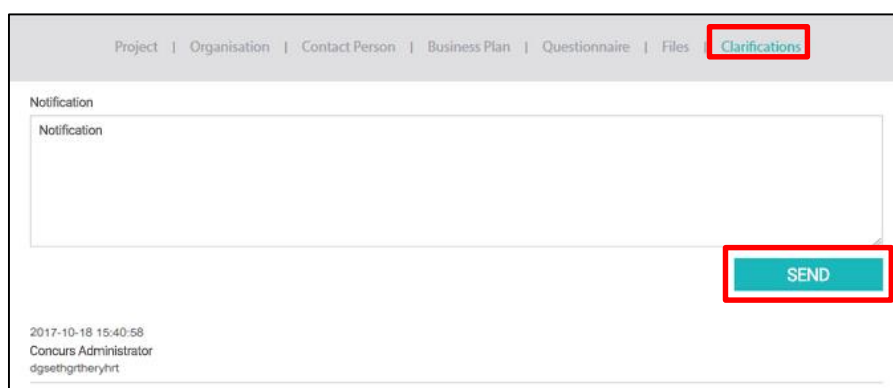

Fig. III.4.2.3

On the application web page, there is a new tab called "Specification" where user is able to view the full history of the communication during the evaluation process of the application between the secretary and the applicant (see Figure III.4.22).

If it is requested to verify the message received from the Secretary for the current situation, then the relevant field and "Send" button appears in order to send the notification message.

III.4.3 Projects

The next menu item of the "Apply for Grant" is "Project", which reflects information about the already financed projects.

III.5 Notifications (Inbox)
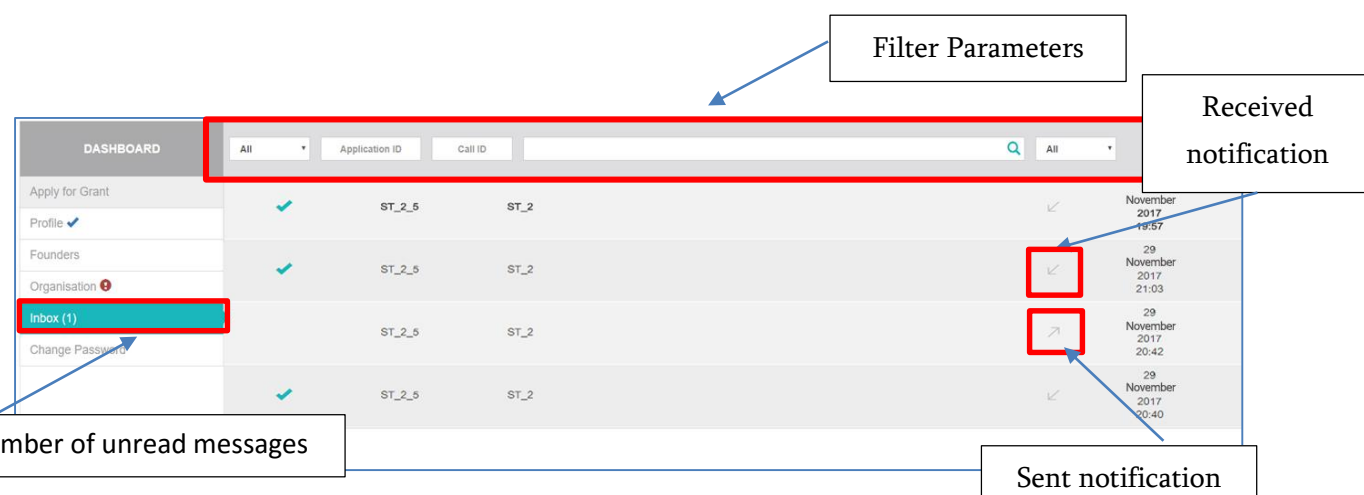
The next menu item in the left-side menu is "Inbox".

Fig. III.5.1

Notifications might be fileterd by the status (see Figure III.5.2), Application or Call ID, notification title, dates and received/sent messages.
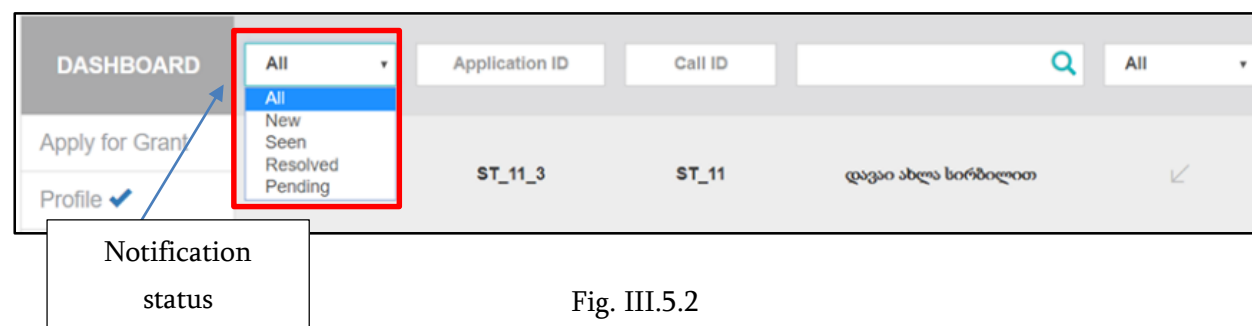

Fig. III.5.2

The Applicant might receive several kinds of notifications in Inbox. For example: The request from the Secretay to specify the application, which will have the following symbol along the line - 🛈 . The messages with this symbol are important, because they require answer from the applicant within the indicated deadline.

There might be a notification in Applicant's Inbox, reminding user about the expiry of the deadline, to react on the messages that should be answered in time.

Also, the notification is sent even when the specific grant (on which the user has started to fill the application) deadline has almost came.
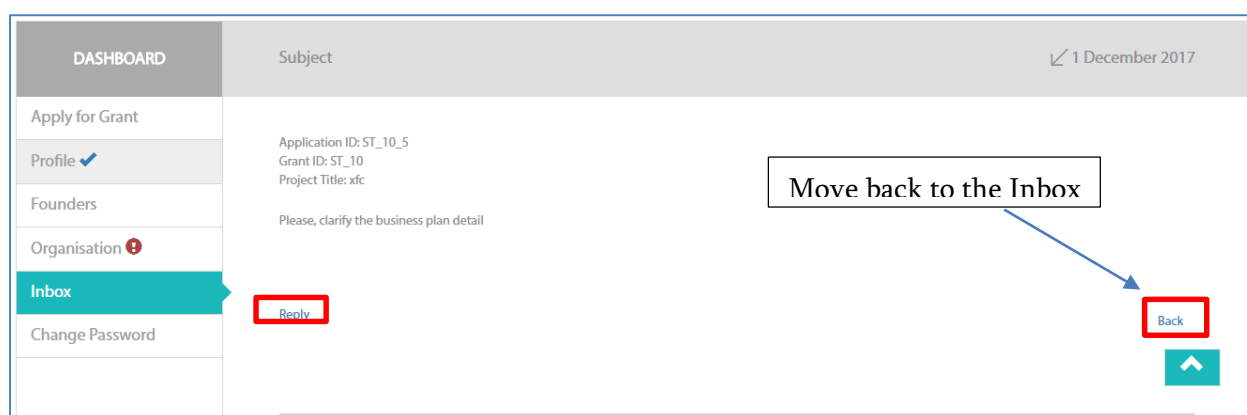

Fig. III.5.3

After clicking on any notification, detailed page of the selected message appears on the screen (Fig. III.5.3). By Clicking on "Reply" button, the "Clarifications" tab (on the detailed page of the application) displays on the screen.

In the "Clarifications" tab, user can view the whole communication and also send a response using the "Send" button.
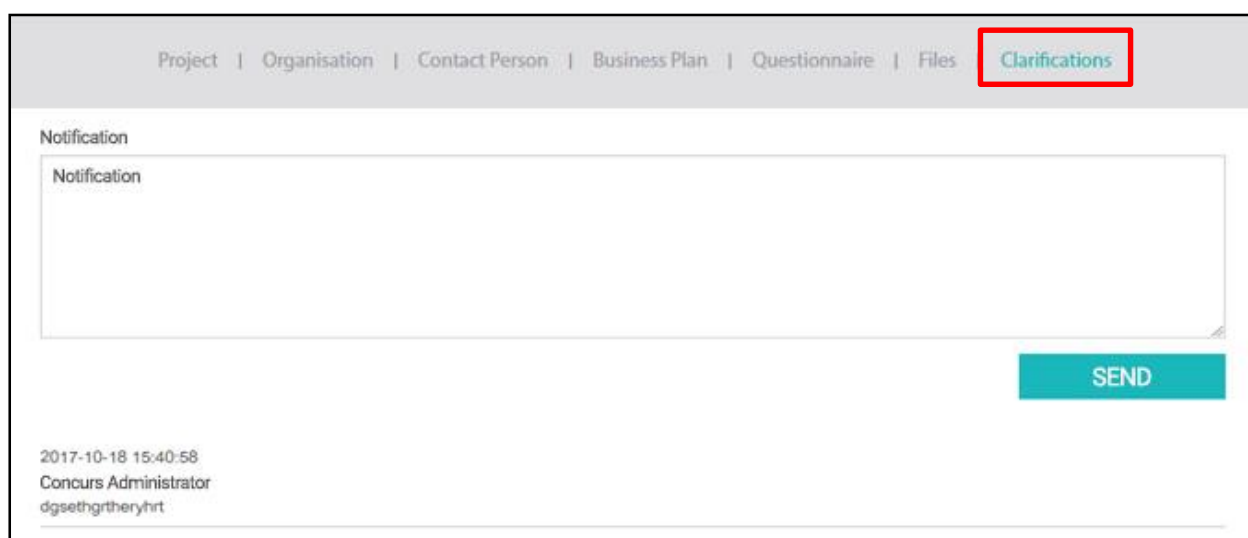
Fig. III.5.4

III.6 Change Password

The last menu item of the applicant's cabinet is "Change Password". After clicking on "Change Password", system moves to the changing password webpage (see Figure III.6).
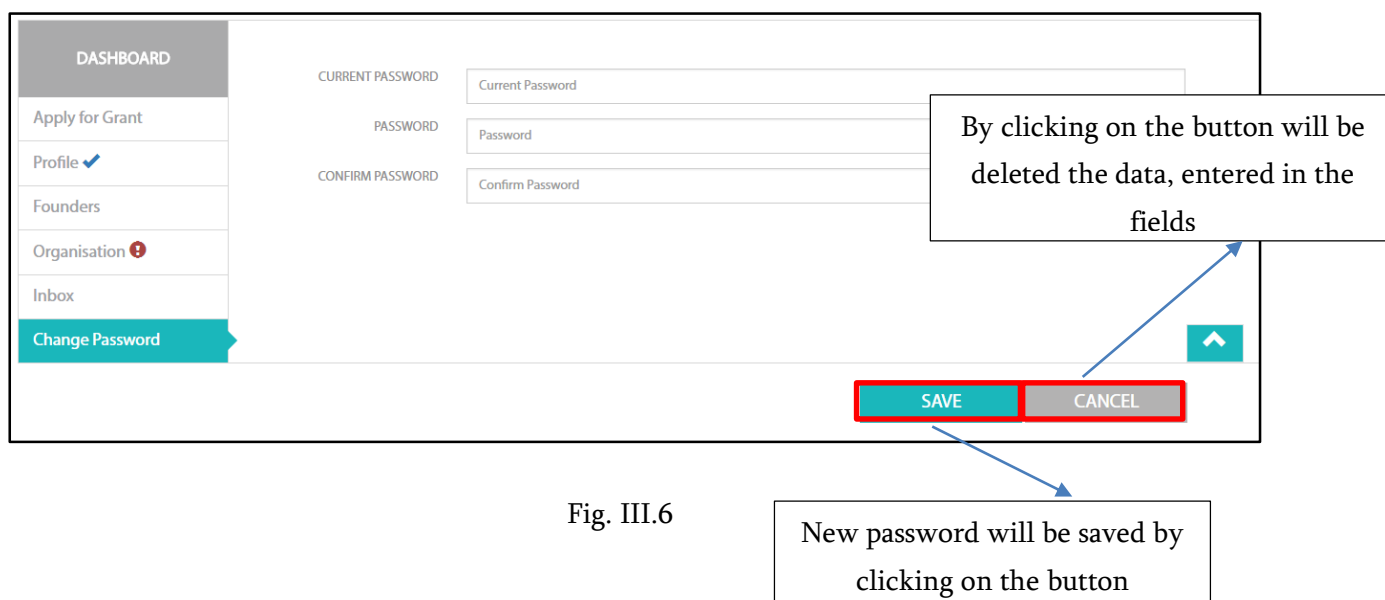

Fig. III.6

By clicking on the button will be deleted the data, entered in the fields

New password will be saved by clicking on the button

In order to change the user password, the applicant must fill the fields as written below: current password should be entered in the "Current Password" field, new password should be entered twice, in the field of "Password" and "Confirm Password" fields. At the end the user should press "Save" button.

In case of any questions or misunderstanding about the usage of an Applicant's Cabinet, please ask for detailed information through the Grants web portal contact page.

Web-portal management team will definitely return with detailed answers.