DICE Digital R&D Fund

Step-by-step Application Guide
1 December 2020

Step 1 - Registration:
Please refer to the GMT Applicant Guide in order to register to use the portal.

Step 2 - Login:
Once registered, log in to your account using the provided password. The screen you will be redirected to is as below.

Scroll all the way to the bottom of this screen to select the ‘DICE Digital R&D Fund 2020’ (underlined in the image below)
Step 3 - Start application:

When you click on the application, you will see the page (image below). Please read through our privacy note and application guidance.

Step 4 - Share application:

At this point you may share your application with your partner. Press create project (image below)

Create you project by entering a project name and click ‘ok’ (please note this is not the official project name and will be used for your internal record only – this may be changed after the application stage, if your project is successful).

You may share the application with your partner at this point, OR proceed to entering your organisation details.
**Step 5 - Organisation details:**

After clicking on the organisation details tab, you will see the screen in the image below. Scroll down to continue to enter your details.
When entering information in this section, you will only be able to proceed when you answer the question ‘is your organisation legally registered in one of the 6 DICE countries?’. Once the section is completed, please enter ‘next’ to access the Applicant Two tab under organisation details.

Please see image below.

Similar to Applicant One, Applicant Two will only be able to proceed further after answering the questions about legal registration. After completion of this section by the partner organisation, you will be able to access the remaining application on the portal.

Note: You may save and exit your application at any point and access it again by logging into the portal and clicking on the ‘my projects’ tab or the ‘saved’ tab.

Step 6 - Completing the application:

After both applicants’ organisation details have been entered, you may proceed to competing the rest of the application. There are a total of seven sections that both applicants must complete.
mutually before submitting your application. Detailed guidelines about the application are present in
the DICE R&D Fund background and guidance notes on the DICE Webpage.

To complete the project budget section, please use the DICE R&D Fund Budget and Activity Timeline Template [here](#). Once the template has been filled and completed, please upload it on the online portal by using the attach function below.

**Step 7 – Submission:**

After submitting the application (see below), you will receive a unique applicantion ID. Please use this for reference for future correspondence. Once you have completed this section and clicked 'Submit', it will not be possible to retrieve your application. All sections of this application form are compulsory and any incomplete or late applications will not be considered.
Thank you again for your interest in the DICE Digital R&D Fund.