



Australia's National Institute for Aboriginal and Torres Strait Islander Health Research

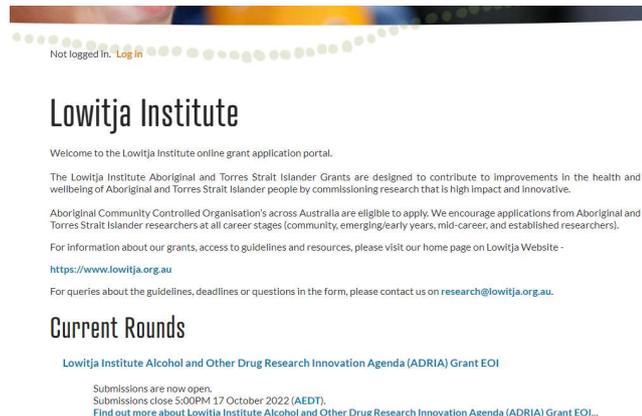
# “SmartyGrants- How to Apply” Guide

## Contents

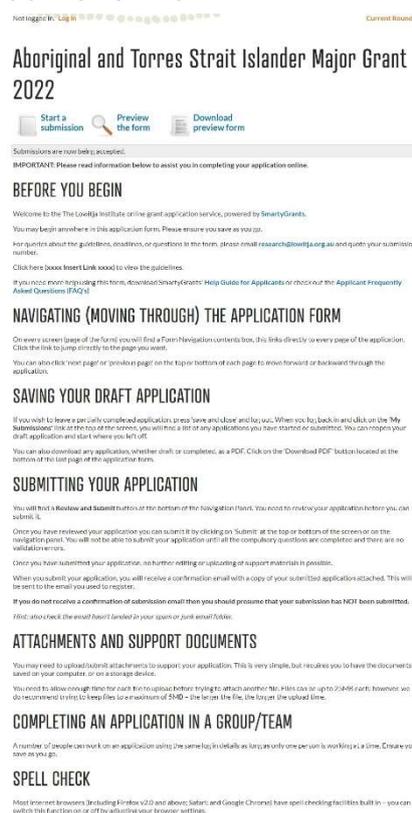
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# Navigating the SmartyGrants System

1. You will access SmartyGrants through the *Lowitja Institute website* application portal. Users will begin at the Lowitja Institute grant home page. Users can view all current grant rounds open for submission, and any upcoming grant rounds they may be eligible for. Please make sure you select the correct grant round.



2. To begin, select the appropriate grant round and this will open the application form for you to start your submission.
3. Next, users will see key information related to the grant application and the following options in the top ribbon:
  - i. Start a Submission
  - ii. Preview the Form
  - iii. Download Preview Form



## Apply and Register

1. When you are ready to start your application click, **Start a submission**.

Not logged in. [Log in](#) Current Rounds

### Aboriginal and Torres Strait Islander Major Grant 2022

[Start a submission](#) [Preview the form](#) [Download preview form](#)

Submissions are now being accepted.

**IMPORTANT: Please read information below to assist you in completing your application online.**

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2. Next, users will be prompted to create an account, in order to complete the application. If you are already registered, please sign in.
  - i. Users are encouraged to record their registration details in a safe place, as the same details (username and password) will be required to log back into SmartyGrants if successful in a Lowitja grant and/or for any future grant applications.

### 1. Login or Register

You must register before you can make an online submission.  
Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.  
It only takes a moment to register and you can get started on your submission straight after registering.  
Fields marked with \* must be completed.

**Login** **Register**

If you're already registered or have started an online form log in here.

If you haven't registered or started filling in a form, register here.

Email Address: \*

Password: \*

Forgotten your password?  
By clicking Log In you agree to Our Community's Privacy Policy and Terms of Use.

[Log in](#) [Register](#)

### 2. Registration

Fields marked with \* must be completed.

Your Name: \*

Organisation:

Email Address: \*

Confirm Email Address: \*

Your password must:

- Include at least 8 characters
- Include upper case letters
- Include lowercase letters
- Include a non-alphanumeric character (i.e., a symbol)

Password: \*

Confirm Password: \*

By clicking Register you agree to Our Community's Privacy Policy and Terms of Use.

[Register](#)

4. Once you have filled out the form, click **Register**. Once registered, an activation email will be sent to your registered email.

Not logged in. [Log in](#)

**Thank you for registering.**  
An activation email will be sent to [douglasfarmer@example.com](mailto:douglasfarmer@example.com).  
Please follow the link in this email to complete your registration.  
If you do not receive an email, please check your spam folder. If you require further assistance, please [contact SmartyGrants](#).

5. Access you're nominate email account, there will be an email from SmartyGrants to activate your account. Click on the link to activate your account and copy your activation code from the email to use. If you are having any issues with activating the registered account, please contact [service@smartygrants.com.au](mailto:service@smartygrants.com.au) for further assistance.

## Application Process

1. Once you have signed in, users will see an overview of the newly started submission, the instructions, and the user's unique submission number.
  - i. Users are encouraged to record the submission number in a safe place as it can be used to identify the application.

### New submission for Aboriginal and Torres Strait Islander Major Grant 2022

A new submission has been created for you. You can fill it all in now or come back at any time to continue working on it. Please make sure you save your submission regularly; your submission is saved whenever you click 'Save' or you move to another page. Click the Submit button when you're ready to submit.

You may be logged out automatically after 20 minutes if you don't save, which will cause you to lose any unsaved work.

Your submission number is:

00006-TEST

If you want to contact us about your submission you can quote this number to help us find it quickly.

Next Page >

2. Click "**Next Page**" and the grant application will appear.
  - i. Users are encouraged to save their application every 10-15 minutes to ensure all work is saved.

### Aboriginal and Torres Strait Islander Major Grant 2022 — 00006-TEST

In progress, last saved today, 8:02pm (AEDT)

Save Progress Save and Close Next Page >

#### Applicant Eligibility Information

\* indicates a required field.

#### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, please go to [The Lowitja Institute Privacy Policy](#).

Before starting this grant application for the Lowitja Institute Major Project Grant commencing in 2023, you should ensure that you have read and understood the *Lowitja Institute Aboriginal and Torres Strait Islander Major Project Research Grant Guidelines - Instruction to Applicants* [[Insert hyperlink to guidelines](#)].

To be eligible for this grant you must meet the following criteria:

- An Aboriginal and Torres Strait Islander person must be leading the research project. A non-Indigenous person can be the project lead, but not undertake the Chief Investigator role.
- An Aboriginal Community Controlled Organisation that is governed by a majority of identified board members (above 51%) of Aboriginal and Torres Strait Islander people, who have been elected by the local Aboriginal and Torres Strait Islander community with an Incorporation Number

#### Form Navigation

##### 1. Applicant Eligibility Information

2. Contact Details (Not Applicable)

3. Organisation Details (Not Applicable)

4. Project Details (Not Applicable)

5. Project Details (cont.) (Not Applicable)

6. Budget (Not Applicable)

7. Certification (Not Applicable)

Review and Submit

## Review and Submit Application

1. Once users complete the last page of the application form, click “**Review Form**” in the navigation panel.
2. The application will be displayed in PDF format which can be downloaded by clicking “**Download PDF**”. A copy of the application will also be sent to the user once the application has been successfully submitted.

### Aboriginal and Torres Strait Islander Major Grant 2022 — 00006-TEST

Submissions are now being accepted.

#### Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

[Download PDF](#) [Clear](#) [Submit](#)

Some changes to your application are required before it can be submitted. Check the highlighted items and fix them before the application is submitted.

- Applicant Eligibility Information**
- Privacy Notice**

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#### Form Navigation

1. Applicant Eligibility Information
2. Contact Details (Not Applicable)
3. Organisation Details (Not Applicable)
4. Project Details (Not Applicable)
5. Project Details (cont.)

3. If there are incomplete sections of the application, the SmartyGrants application will not allow you to submit. Any section that requires further detail or was missed will be indicated in a similar box to the below image. You will be able to return to the items that require attention by clicking on any highlighted items. And review your application again once completed missing details.

Some changes to your application are required before it can be submitted. Check the highlighted items and fix them before the application is submitted.

## Confirmation

Once the application is submitted, users will receive a confirmation email that the application has been received. This will also include the unique submission number as well as a PDF copy of the complete application form. If you do not receive a confirmation email from SmartyGrants, please contact [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or [research@lowitja.org.au](mailto:research@lowitja.org.au).

If you require any support in completing the application form, please contact [research@lowitja.org.au](mailto:research@lowitja.org.au) for further assistance.