



# GUIDE TO E-FOND ELECTRONIC APPLICATION SYSTEM


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The below shows you the steps to take in creating an electronic application:

The Call and e-application system is accessible from DFC's website via the following link: <http://dfcentre.com/research/calls-for-applications/>. Click on [electronic application form](#).

Register yourself with your e-mail address and password – log on the link “If you have not previously used Danida Fellowship Centre’s electronic application system click here”. If you have several e-mail addresses, please note that acknowledgement of receipt of the application will be sent to the e-mail address used as your user name in the system.

Your partners can access the application by using the same e-mail address and password.

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Have you made an electronic application before at Danida Fellowship Centre you are already registered in the system. You must use the same email address and password as before. You can not create a new user.

Email address  Password

[Forgot your password?](#)

**[If you have \*not\* previously used Danida Fellowship Centre's electronic application, system here](#)**

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To create an application, select the application form “W1 Research in Danida priority countries phase 1” or “W2 Research in growth and transition countries phase 1”.

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**Select application / report from the list**

Completion report \*

Danida Mobility Grants

First year report\*

Midterm report\*

W1 Research in Danida priority countries phase 1

W2 Research in growth and transition countries phase 1


OK (create application/report)

**W1 Research in Danida priority countries phase 1**  
Deadline: 02 Feb 2018  
In 88 days.

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**W2 Research in growth and transition countries phase 1**  
Deadline: 02 Feb 2018  
In 88 days.

The application form consists of 6 steps. Remember to save in the top or bottom of the page in each step.



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pf@dfcen

W1 Research in Danida priority countries pl

<b>Overview</b> <a href="#">Log out</a>	<span style="color: red;">✘</span> <b>Step 1</b> Basic info	<span style="color: red;">■</span> <b>Step 2</b> <a href="#">Project idea</a>	<span style="color: red;">■</span> <b>Step 3</b> <a href="#">Budget</a>	<b>Step 4</b> <a href="#">Document upload</a>	<b>Step 5</b> <a href="#">Review application</a>	<b>Step 6</b> <a href="#">Finish applicator</a>
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Before writing the application, please carefully read the Call for Phase 1 applications - Research collaboration projects in Danida priority countries ("Window 1"), 2018.

After having accessed the application form, your application is automatically saved and is given a specific project identification number (this number is stated on the first page).

You can access your application at any time via the "Edit" link, save, close, and continue work at a later stage. Until the e-application forms and appendices have been submitted, only the applicants and co-applicants who know the

The red X and the green tick are important determining factors. The red X indicates that information in a particular step and that the application cannot be submitted. A green tick indicates that the Step is completed.



<a href="#">Overview</a> <a href="#">Log out</a> 99-0	<input checked="" type="checkbox"/> <a href="#">Step 1</a> <a href="#">Basic info</a>	<input checked="" type="checkbox"/> <a href="#">Step 2</a> <a href="#">Project idea</a>	<input checked="" type="checkbox"/> <a href="#">Step 3</a> <a href="#">Budget</a>	<b>Step 4</b> Document upload	<a href="#">Step 5</a> <a href="#">Review application</a>	<a href="#">Step 6</a> <a href="#">Finish application</a>
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You are encouraged to use Step 5 'See Application' in order to ascertain yourself that the application is complete. It is also encouraged to check that the correct appendixes have been uploaded in Step 4.

The signature page is available in the right side margin in Step 5.