



**ONLINE APPLICATION
TECHNICAL GUIDELINES
2012**

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HOW TO APPLY

- Visit: www.fundforteachers.org
- Click on **Apply**. Select your state from the map.
- Select the program that best applies to you by clicking: "View Application Guidelines for XX Program".
- In order to register and apply for a Fund for Teachers grant you must read the Application Guidelines. The Guidelines are designed to assist you in developing your proposal and educating you on the application process.
- After you have read and understand the Application Guidelines, you must register with our site. Register by clicking **REGISTER NOW** on the last page of the Guidelines.

SPECIAL NOTE FOR TEAMS: All members of your team must register with the online application before your team lead can successfully submit your application. Learn more on page 2, under Applying as a Team.

Fund for Teachers.org

FUND FOR TEACHERS

Registration Page

E-mail: _____

Password: _____

Enter Password Again: _____

I have read the [Eligibility Requirements](#)

Passwords are case sensitive and must be between 4-8 characters using a combination of letters and numbers.

If you have previously applied for a Fund for Teachers grant, you must re-register for the current grant year. You may use the same email, but will need to provide a new password.

Registered users may [login here](#) to view your application.

- Register using your most current email address and create a password that contains 4-6 characters. (If you have applied in previous years, you may use the same email address, but create a new password.)
- After successfully registering you will be directed to a login page. Login using your new email address and password combination. You will receive an email confirming your registration. If you do not receive this email, check your spam/junk mail. Make sure to add our address (info@fundforteacher.org) to your safe list.

- After registration you will be asked whether you are applying as a team or as an individual.
- All applicants may only apply once. Applicants may **not** apply for both an individual and a team grant. If you decide during the application process to change your status from team to individual or vice versa, please contact our national office immediately at 1-800-681-2667 or onlineapp@fundforteachers.org.



Fund for Teachers.org

FUND FOR TEACHERS

1. Are you part of a team application?
 Yes, I am a part of a Team
 No, I am submitting an Individual Application (skip steps 2 and 3)

2. Are you the Team Leader creating a new application or are you a Team Member adding your application to the Team?
 I am the Team Lead creating a new Team Lead Application.
 I am a Team Member creating my Team Individual Application.

3. Enter the new Team Code Name or the existing Team Code Name. (If you are starting a new team, you will be the Team Leader.)

Note: The Team Code Name should not include any identifying information including your name, the name of the school or school district.

Things to consider before proceeding with the application:

- Prepare your proposal in a word processor. Do not include any formatting in your document. The application will strip your document of any formatting including: bold, italics, underlining, bullets, and tabs.
- Proofread your proposal. The online application does not have a spell check function.
- Each of the proposal sections is entered into a separate text box within the online application.
- Have all of your contact information ready. This includes your personal and school addresses, phone numbers, fax numbers and principal email address.

Application Deadline: Friday, January 27th, 2012, 5:00 pm CST

For help at anytime during the application process, call us at 1-800-681-2667 or email info@fundforteachers.org

APPLYING AS AN INDIVIDUAL

If you are applying as an individual, select the second option from question one: "I am submitting an Individual Application".

Skip ahead to page 3 for information on completing your Coversheet and entering your proposal into the online system.

APPLYING AS A TEAM

Your entire team must be aware of the following procedures:

- Each team must elect a team lead and create a team name. **Refrain from using identifying information as your team name. (e.g. your last names or school names)**
- The team lead must initiate the online process and setup the team name.
- Each team member will be responsible for registering for an account and completing a coversheet.
- The team lead will be the only team member responsible for entering in the team's proposal and itemized budget.
- The team application will not be complete until ALL members have completed and submitted his/her portion of the online application.

Note: The system will not allow the team lead to advance past the coversheet until all members have completed coversheets and submitted.

If you are the Team Lead:

1. For question one select: "Yes, I am part of a team."
2. For question two select: "I am the team lead, creating a new team lead application."
3. For question three, enter your team name. Remember that your team name must not contain any identifying information such as last names, school names or school districts.
4. Make sure your team members are aware of the exact spelling of your team name.

If you are a Team Member:

1. For question one select: "Yes, I am part of a team."
2. For question two select: "I am a team member, creating my team member application."
3. For question three, enter your team name. Be sure to use the exact spelling that your team lead utilized in the initial registration.

Note: Team members will not be able to register until the team lead has begun the application process.

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COMPLETING YOUR COVERSHEET

DO NOT CREATE YOUR OWN COVERSHEET!!! The online application system creates one for you.

- You will have 30 minutes to enter in your information. After 25 minutes have elapsed you will be given a reminder to save your work. If you do not save your work, you will have to re-enter the information at your next login.
- All fields marked with a red asterisk must be completed.
- Your coversheet must be printed, signed and mailed to the address provided. It must be postmarked by Friday, January 27th, 2012.
- Click Print Coversheet to save your entries, and print for signatures.

- You will be directed to the proposal page, with a link to print your coversheet.

The image shows two screenshots of the Fund for Teachers online application system. The top screenshot is the 'Individual: Cover Sheet' form, which includes fields for Salutation, Legal Name (Last, First, MI), Preferred Name or Nickname, Work Title, Home Address, City, State, Zip, Primary Phone, Alternate Phone, Email, and School Name. A timer indicates 00:26:38 remaining before save. The bottom screenshot shows the 'Individual: Proposal' page with a red 'Print Cover Sheet' button and a timer indicating 00:28:37 remaining before save.

ENTERING YOUR PROPOSAL

- There is an 18,000 character limit (approx. 4 typed pages) for the proposal. This includes spaces and punctuation.
- Each section of the proposal will be entered into text boxes, like these:

The image shows a text box for entering a project description. The text inside the box reads: "Project Description: Describe and outline in detail your proposed fellowship. What key activities will you pursue, and why are they important? What is the time frame for achieving the goals outlined in the rationale and purpose? *". A "Save" button is located at the bottom left of the text box.

- Click "Save" beneath each text box to save each section as you work. All work will be lost if you do not save before you logout.
- Each text box must contain a response. After you have completed the proposal click the "Save and Continue" button at the bottom of the page to continue on to the Itemized Budget. You can also click "Save and Continue" if you need to leave your work to finish later.
- Teams: The system will not allow the team lead to advance past the coversheet until all members have completed coversheets and submitted.

Things to consider before you continue:

Have you spell checked your proposal?

Are you within the 18,000 character limit? A counter appears at the bottom of the page for your reference. Using a word processor can aid you in determining your proposal length. The online application will not let users proceed if they are over the character limit.

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COMPLETING THE ITEMIZED BUDGET

The Itemized Budget is a line item breakout of your expenses by category. Your Itemized Budget must total the initial amount you requested on your Cover Sheet (in whole numbers, do not include any punctuation). The itemized budget page is also where you will enter the length of your fellowship and specific information about your fellowship destinations.

- Enter the length of your fellowship by selecting from the drop down menu.
- To add a destination location, click Manage Destinations. This will open a new page:

Add a new country by selecting from the Destination Country menu. Click Save Destination after making each selection. When you have added all the countries to which you plan to travel, select Close Window to continue with the Itemized Budget.

Destination Country*:

Destination City*:

The following fields appear on the Itemized Budget:

Transportation Type
Lodging Type
Participation Costs
Food Allowance Amount
Material Type
Equipment Fees Type
Other Fees

BEFORE YOU SUBMIT

- Have you checked the information on your Coversheet?
- Have you proofread and spell checked your proposal?
- Make sure your proposal (and team name) do not include any identifying information.
- If you are on a team, have you shared the proposal and budget with all members of your team?
- Fund for Teachers is unable to edit applications once they have been submitted. This includes making additions or corrections to your proposal.

Application Deadline: Friday, January 27th, 2012, 5:00 pm CST

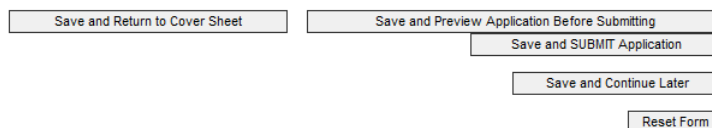
For help at anytime during the application process, call us at 1-800-681-2667 or email info@fundforteachers.org

SUBMITTING YOUR PROPOSAL

Once you have completed the Coversheet, proposal and itemized budget you may submit your application.

Individual Submissions:

On the Itemized Budget Page you are given the following options:



To view your application (and print your Coversheet), click “Preview Application before Submitting”. To submit without printing click “Save and Submit Application”. If you would like to come back to your work later, click “Save and Continue Later”.

Team Submissions:

Team members will only need to submit a Coversheet. At the bottom of the Coversheet, click “Save and Submit Application”.

Team Leads will submit the team’s application only after they have completed their own Coversheet, the proposal and the itemized budget. Following the guide above, click “Save and Submit Application”.

A team application is not complete until all members of the team have registered, completed a Coversheet, submitted his/her portion of the application online, and mailed in their coversheets together.

Things to consider after you submit your application:

- If you are applying as a team, have all members submitted their portion?
- Have you printed your Coversheet?
- You will need to obtain your principal’s signature in order to mail your Coversheet. Give yourself ample time to obtain the signature, so that you don’t miss the postmark date, Friday, January 27th, 2012.

Application Deadline: Friday, January 27th, 2012, 5:00 pm CST

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ACCESSING YOUR APPLICATION

To access your application anytime after registration (or if you forgot to print your coversheet!), go to:
www.fundforteachers.org/application

After login you will be taken to your application homepage:

Your Individual Application			
application date	name	e-mail	status
	Ascherl, Ms. Stephanie	steph00a@hotmail.com	incomplete

This may also read "Your Team Application"

Application Status:

Incomplete: An application has been started but not submitted.

Pending: Applies only to team applications. Every team member has not submitted a portion of the application.

Submitted: Application has been submitted and received online by Fund for Teachers or its designated partner. Coversheet must be signed, mailed and received in order to complete your submission. Teams must submit Coversheets together.

Pre-Submission you will login here to edit your application and ultimately submit.

Post Submission you will be able to view and print your application from this point.

If you are a team lead, you will be able to see each team member's application status.

Frequently Asked Questions

1. What programs do I need to run the Fund for Teachers Online Application?

The Fund for Teachers online application is optimized to run with the latest versions of Internet Explorer and Adobe Reader.

2. Will I receive "spam" or unwanted emails after registering?

No. Fund for Teachers does not sell or distribute your email address. Email addresses are only used to communicate with you regarding your Fund for Teachers application and other Fund for Teachers related business. This may include use by Fund for Teachers local partners. To see the list of local partners working with Fund for Teachers, [click here](#).

3. How are the survey questions used and will they affect my chances of receiving a grant?

The survey questions are used to obtain knowledge regarding our applicant pool. The survey questions are not linked to your proposal and will not be used in the selection process.

4. I did not receive any confirmation emails, what should I do?

If you did not receive any confirmation emails (upon registration or submission), check your spam or junk mail box.

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It may also be helpful to add our email address (info@fundforteachers.org) to your safe list. If you have the ability to do so, add the @fundforteachers.org extension to your safe list as well. This will ensure that all communication from our offices is received in a timely manner.

5. How long do I have before I need to save my work?

Each page has a 30 minute time limit. At the 25 minute mark you will be prompted to save your work. Once you save, the timer will be reset for another 30 minutes.

6. Why doesn't my proposal look like it did in my word processor?

When pasted into the online application, your proposal will be stripped of any formatting. This includes, but is not limited to: bold, italics, underline, bullets, numbering and tab spacing.

7. How many pages is 18,000 characters?

18,000 characters is approximately 4 typed pages. Character count includes spaces and punctuation. In most word processors you are able to distinguish between word and character count. If your proposal exceeds the 18,000 character count, you will not be permitted to advance to the next section of the application.

8. I have already started an application, where can I access it?

If you have already registered and begun an application it can be accessed at www.fundforteachers.org/application.

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