



Partnership Collaboration Awards (PCA) Funding Schemes Site FAQs

As part of the Office of Global Engagement's progressive development of an international partnerships portfolio and collaborative funding opportunities, an online application system, FluidReview by SurveyMonkey, is being piloted. This new application portal, which is accessible from any web enabled device, is designed to facilitate the administration of various internally funded schemes, improving the accuracy and speed of application processing.

The site will also be piloted by other areas of the University administering internal funding schemes and this document contains some basic information to help you understand and use the site.

<https://sydney.edu.au/award-schemes>

Which web browsers are recommended for accessing the site?

The site works with any browser, including those on mobile devices. Browsers recommended for accessing the site are:

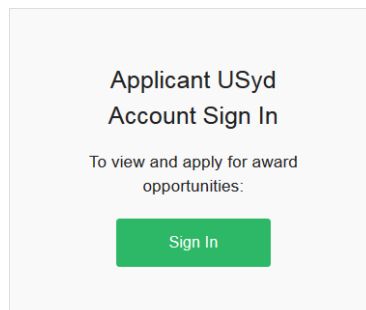
- Mozilla Firefox
- Google Chrome
- Safari

Internet Explorer is not recommended as some formatting may not display correctly.

How can I access the Funding Schemes Site?

For University of Sydney staff and students, using the link above, the site is accessible via UniKey login.

For any questions regarding your login with UniKey or password please contact ICT Service Desks: Email ict.support@sydney.edu.au, or Phone +61 2 9351 2000 (select option 2 for ICT) anytime between 7am – 9pm, Monday to Friday.



Upon login, University of Sydney users will be guided through a series of eligibility questions to determine which funding schemes they may apply for – a list of available schemes can then be viewed and selected.

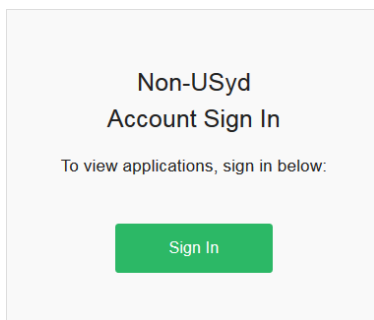
For applicants from Partner Universities applying for Partnership Collaboration Awards, you will need to ask your collaborating University of Sydney Chief Investigator to login to the application and list you as a “Member”, as access for users external to the University of Sydney is by invitation only.

TASK	STATUS	ACTIONS
Add partner university applicant Add the details of the person from University of Edinburgh who will be able to edit the application. This may be the UEdin Chief Investigator or somebody else on their behalf. Please note that this CANNOT be a University of Sydney staff or student.	INCOMPLETE	▶ Start

Note for the USyd Chief Investigator: Do not add University of Sydney staff as “Members” to the application. This functionality is only to be used for collaborators from Partner Universities who do not have a UniKey. Details of staff and students from the University of Sydney who are collaborating on the project should be listed in the Partnership Collaboration Awards (PCA) Application Form.

Only one person from a Partner University can be added as a “Member” on each application. If you would like a different individual from the Partner University to edit the application (i.e., support staff to the co-investigator) then that individual will need to be listed as the “Member” by the USyd Chief Investigator. They would then become the only person from the Partner University who can access the application.

After you have been listed as a “Member” on the relevant application, you will receive an automated email from FluidReview to access the application. Click on the link in the email and you will be taken to the Funding Schemes Site. Then click on the green Non-USyd Account Sign In button.



If this is the first time you have used the site, you will now be required to set up your password.

To do this click on “Forgot your password?”

Then enter your email and click on Send Instructions

Once you have received instructions by email and set up your password you will be able to Sign In and access the application as a Member using the Non-USyd Account Sign In button.

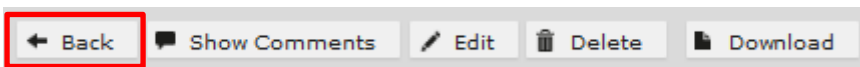
Can more than one person access or edit an application form?

Access by more than one person from the University of Sydney to view or edit an application is not possible. If you would like another individual to complete the data entry on your behalf, then that individual will need to sign in to the Funding Schemes Site using their UniKey. In this case, the details of the Chief Investigator can be entered on the application, but the CI will not be able to access the application using his/her UniKey.

Please note that because the Funding Schemes Site uses UniKey access and Single-Sign-On, if you have already accessed the site from your computer, in order for another individual to access the site they will either need to use a different computer, or logon to your computer before being able to log in to the site.

How do I return to the application form after uploading a document?

Sometimes after uploading a document you will be directed to a preview of the uploaded document. To return to the application form, simply click on "Back" on the top right of the screen.



It is not advised to use the Back button on the browser.

Can I save and return to an application?

Yes. Applications can be saved and returned to for editing at a later stage at any time prior to submission. You must click on "Save and Continue Editing".

How do I seek endorsement for an application?

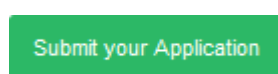
After completing the Partnership Collaboration Awards (PCA) Application Form, an email will automatically be sent to the USyd Chief Investigator with an attached pre-filled Endorsement Coversheet. This will need to be signed and dated by the USyd Chief Investigator and their Head of School or Head of Research Centre, then uploaded to the Funding Schemes site. The use of Adobe electronic signatures is acceptable.

If you make changes to your Partnership Collaboration Awards (PCA) Application Form after completion, a new Endorsement Coversheet will be sent to the USyd Chief Investigator.

If you would like to obtain a copy of your completed Partnership Collaboration Awards (PCA) Application Form you will need to "View" and download it as a pdf. You can then print or send a soft-copy to your endorser.

How do I submit an application?

After completing all required tasks, which includes completion of the Partnership Collaboration Awards (PCA) Application Form, upload of all supporting documents, and Endorsement Coversheet (see FAQ above), the "Submit your Application" button at the bottom of the screen will become enabled. The progress bar at the top left of the screen will also indicate that this is the only item left to do for submission.



Progress



This application is **83.3%** complete. You still need to:

- Submit

Be sure to click the "Submit your Application" button. This will then make the Progress bar 100% complete and a new

screen will appear requesting you to confirm your intention to submit.

Submit your application

You are now submitting your submission.

Please be advised that you may no longer be able to make further changes to this submission.

Cancel

Continue

After clicking on “Continue”, an automated email will be sent to the applicant confirming submission.

Can I edit my application after I submit?

No. Applications are not editable after submission. Submitted applications can be viewed and download as a pdf.

You will need to contact the OGE Administrator at ip.ipdf@sydney.edu.au for application changes or corrections required post-submission.

Can I submit more than one application?

No. Only one application per USyd Chief Investigator can be submitted per round of the Partnership Collaboration Awards (PCA).

Further information

Enquiries relating to the Partnership Collaboration Awards (PCA) should be directed to the Office of Global Engagement at ip.ipdf@sydney.edu.au or +61 2 9351 4832.

UniKey login issues should be directed to ICT (ict.support@sydney.edu.au) or +61 2 9351 2000 (select option 2 for ICT).