

## What is the eTDR Community Portal?

The eTDR Community portal is TDR's new web site for publishing Calls for Proposals and interacting with applicants, grantees and expert reviewers.

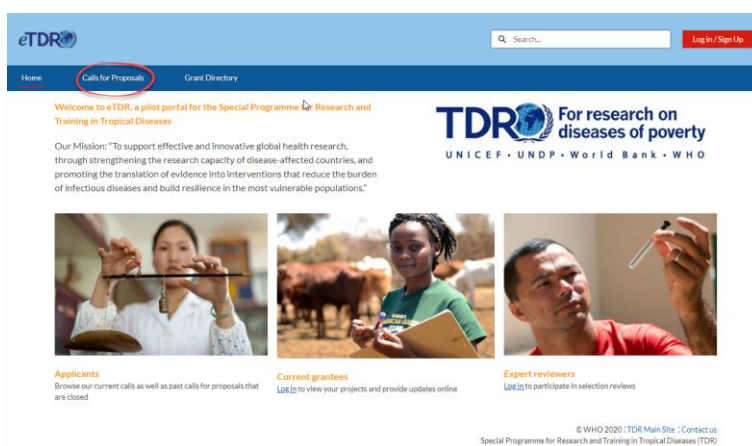
The eTDR Community portal is available 24 hours per day, 7 days per week.

## View and Apply to Calls for Proposals

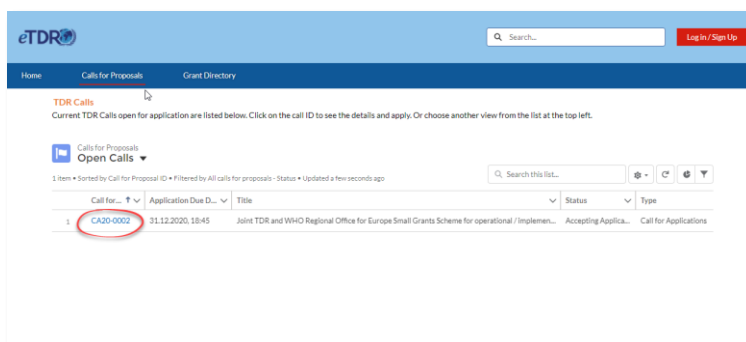
Follow the steps below to locate and apply for calls:

- 1) Follow the link to the eTDR Community Portal:  
<https://who.my.site.com/etdr/s/>

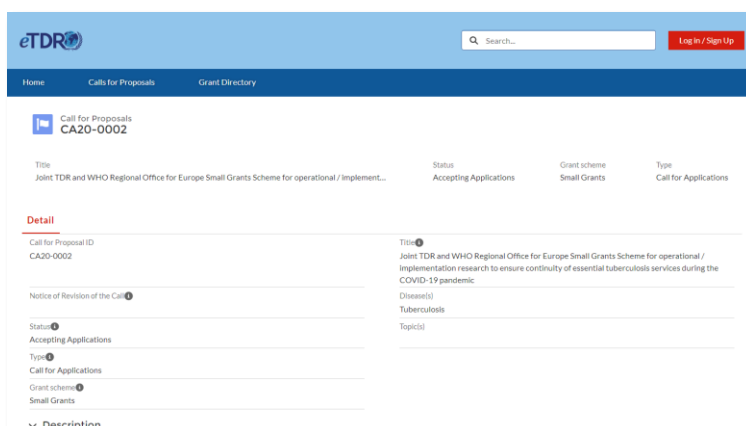
- 2) Go to the **Calls for Proposals** tab to view all current and past calls.



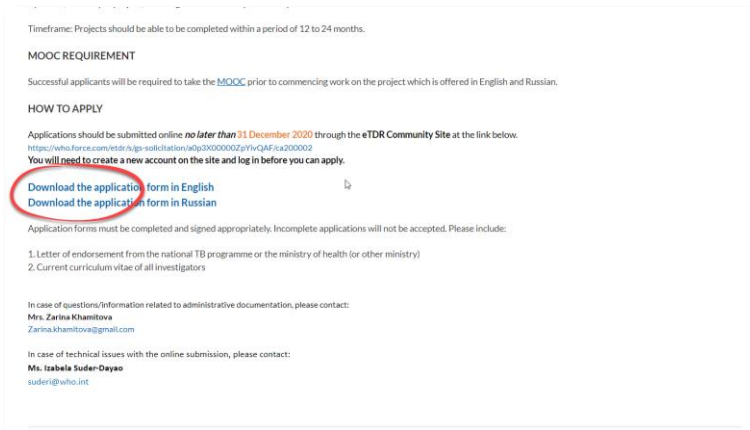
- 3) Click on the **Call ID Number** to see the details for the Call.



- 4) Review the Call details.

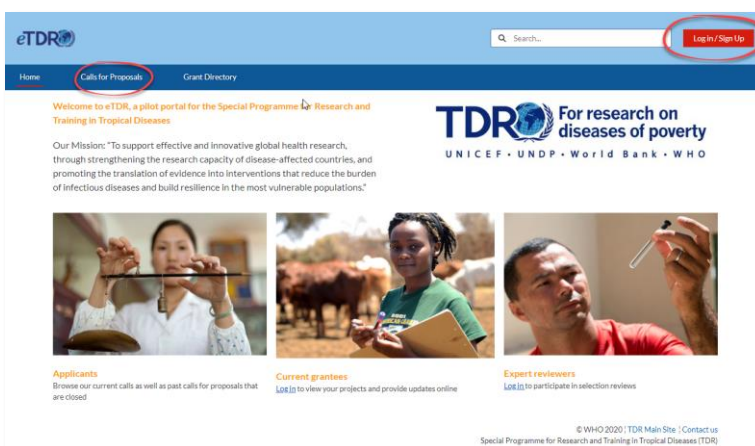


- 5) Find the links for the **Application Forms** in the description of the call download them to complete offline.



- 6) When you are ready to submit your application, you will need to be logged in to the eTDR Community site.

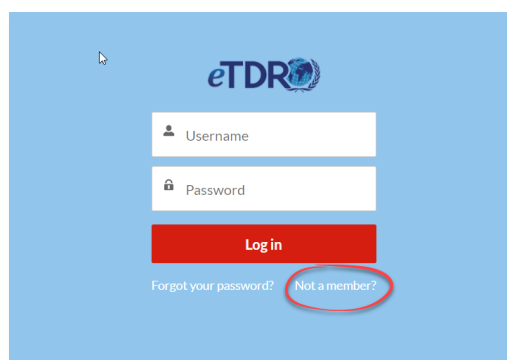
**Click the Log in / Sign Up button in the top right-hand corner.**



- 7) Login using your eTDR username and password.

(or)

Choose **'Not a member'** to create a new account.

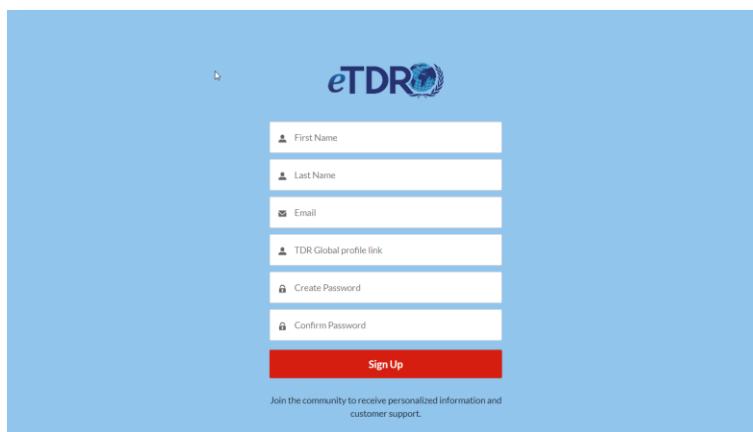


# eTDR Community Portal Guide for Applicants



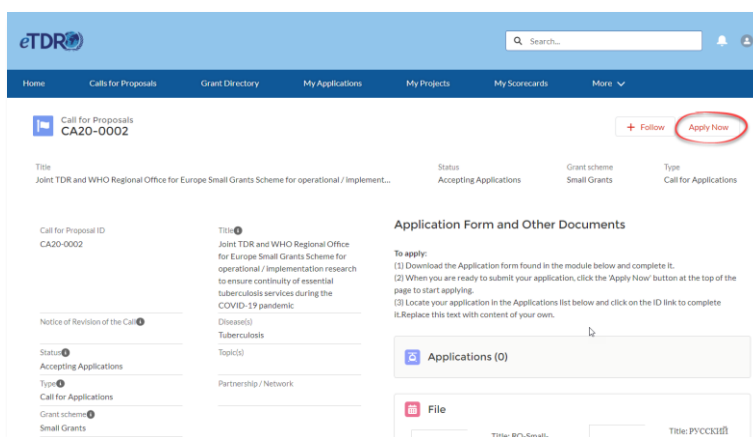
- 8) Fill out the form to create a new account, then click **Sign Up**.

Once your account is created, you will return to the call, and be able to see additional details.

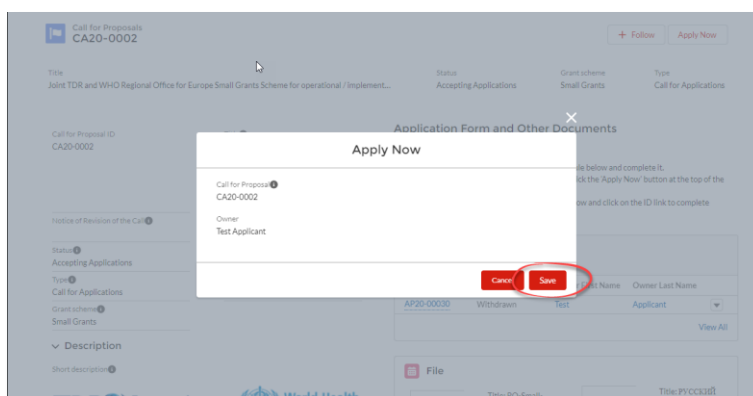


- 9) To Apply, first **download all Application Forms and other documents** listed in the Call description and **complete your written application form**.

- 10) When you are ready to apply, click the **Apply Now** button in the top right corner. *You must be logged in to see this button.*



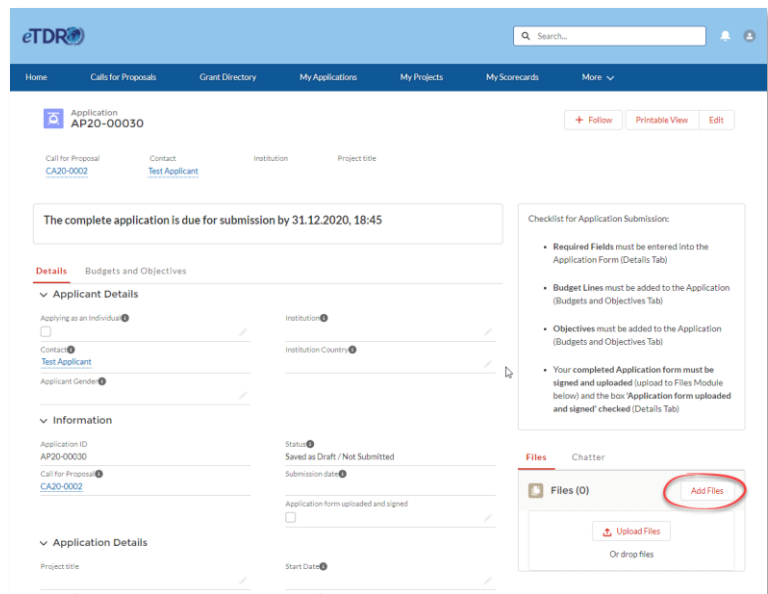
- 11) Click **Save** to save your draft Application.



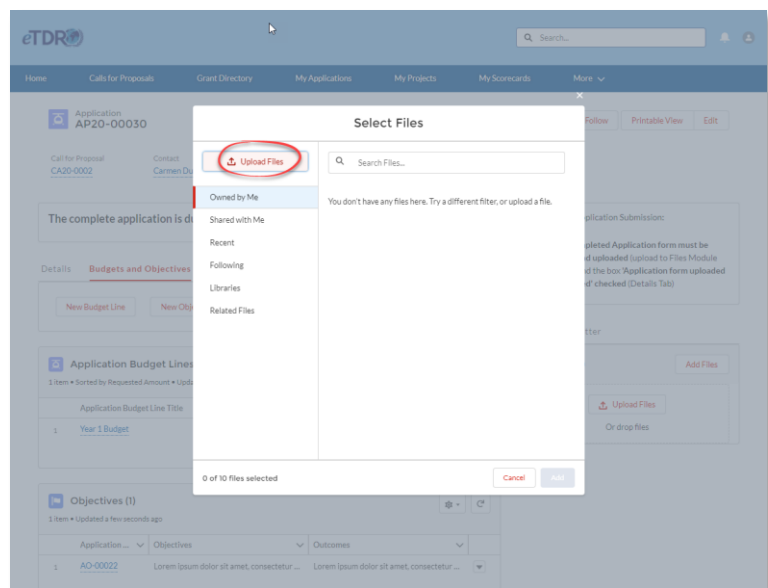
# eTDR Community Portal Guide for Applicants



12) Click **Add Files** to attach your completed application form and other required documents to your Application.



13) Click **Upload Files** to choose a file from your computer and attach to the Application.



14) Click to **Edit** button to open the online application form and complete the required fields.

15) Click **Save**.

16) Navigate to the **Budget and Objectives** tab.

17) Click **New Budget Line** and enter the budget by year. **Create one budget line per year of the proposed project.**

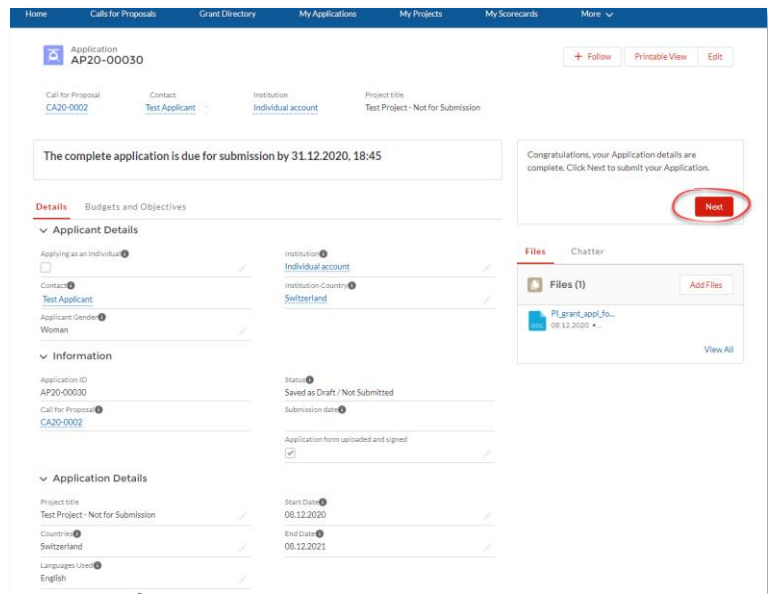
18) Click **New Objective** to add an objective to your online form. **Enter all Objectives from your completed application form.**

# eTDR Community Portal Guide for Applicants



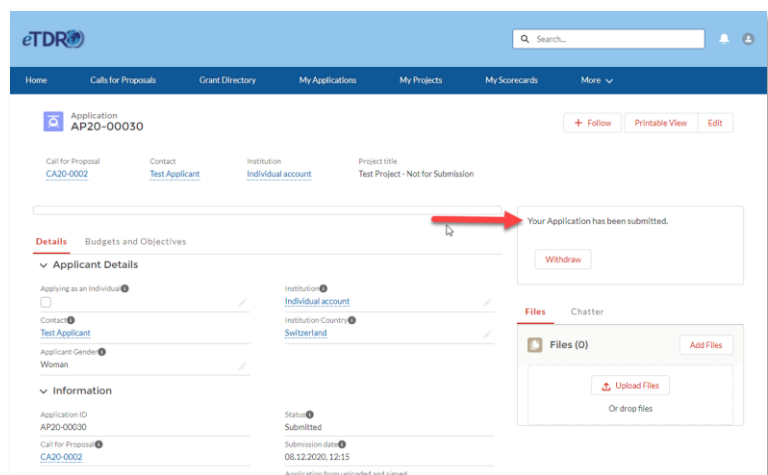
19) When you have completed the requirements of the online form, the **Next** button will appear.

Click to **Next** to submit your application.



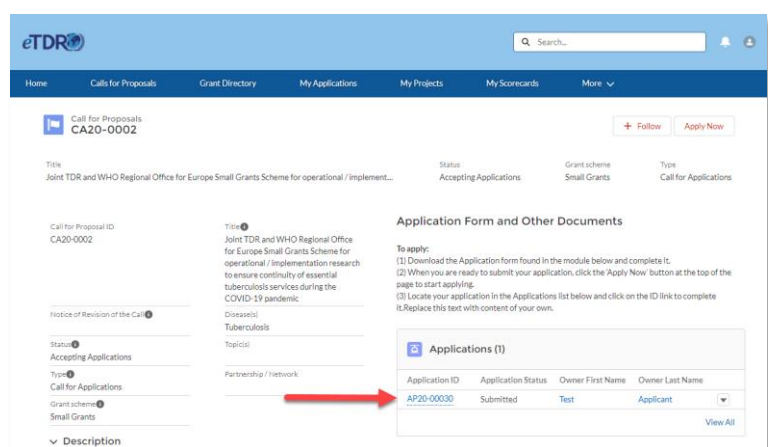
20) 'Your Application has been submitted' will appear.

You can click **Withdraw** to remove your application from the selection process at any time before the due date for submission.



21) Your Application will appear in a list on the Call details page.

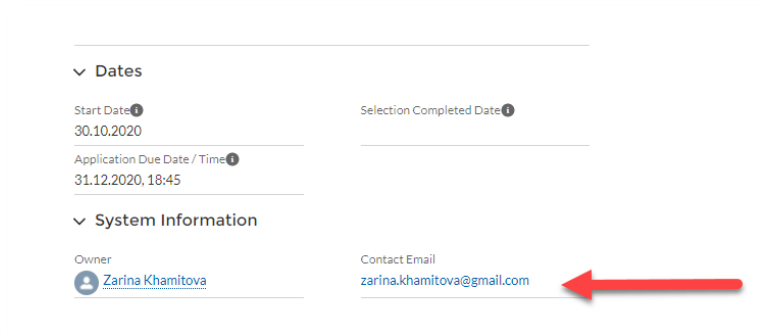
You may edit the application at any time before the submission date.



### Problems or Questions?

You can contact the responsible TDR officer **indicated at the bottom of the Call details** screen by email.


Please include the **Call and / or Application ID** for reference.



The screenshot shows a user interface with two main sections: 'Dates' and 'System Information'. Under 'Dates', there are fields for 'Start Date' (30.10.2020), 'Application Due Date / Time' (31.12.2020, 18:45), and 'Selection Completed Date'. Under 'System Information', there is an 'Owner' field with a profile icon and the name 'Zarina Khamitova', and a 'Contact Email' field with the address 'zarina.khamitova@gmail.com'. A red arrow points to the contact email field.

Dates	
Start Date	Selection Completed Date
30.10.2020	
Application Due Date / Time	
31.12.2020, 18:45	

System Information	
Owner	Contact Email
 Zarina Khamitova	zarina.khamitova@gmail.com

*End of Guide*