OMT
OPPENHEIMER
MEMORIAL TRUST

ONLINE APPLICATIONS "HOW TO" GUIDE

The first time you visit the application portal

Registration Page

- Click on the *Register* button to go to the *Registration Page*
- Please register as an **individual**
- Complete all the mandatory fields to create your account
- Tick off the captcha field and click on the Submit button to submit your details to the system
- After registering, you will receive an email with a link to create a password within the next 5 minutes
- Once the login credentials are received, follow the steps in the Login Page section of this document to enter the system

Once you are registered - logging in

Login Page

- Access the system login page: https://omt.smartsimpleuk.com/s_Login.jsp
- Enter your Email and Password in the corresponding fields and click on the Log In button
- If you do not remember your password, click on *Forgot Password?* below the Log In button. Insert your email address in the Request Password window that pops up, confirm that you are not a robot, and hit *Submit* to receive an email with the instructions to reset your passwor

How to Start an application

- To start an application, go to the *Open Calls* shortcut and click on the *Apply Now* located under the New Frontiers research Award call
- After you click on the Start button, you will see the concept note that you are required to complete. Please click on *Save Draft* to save your concept note as you fill it in, and *Submit* to submit the concept note.
- If your concept note is accepted by OMT, you will receive an email confirming this, and your application form will be automatically generated in draft status. Please note you will not be able to make changes to your concept note at this stage.
- After you click on the *Start* button, you will see the application form that you should complete Please open the application form and complete the mandatory questions. Please click on *Save Draft* to save your application as you work in it.
- The form has sections relating to:
  1. Concept note
  2. Collaborators
  3. You will be able to assign another user as a collaborator on your application. This could be someone in the research office that can assist in completing your application. Please invite the user using the invitations function. They will receive an email with a link to create a profile. Th**ey will be able to edit your application, but will not be able to submit, so please make sure that you (as the primary contact and researcher) submits the application.**
  4. Personal information
  5. Research Experience
  6. Intended Research
  7. Host Institution
  8. References

- If you wish to communicate with the OMT team regarding your application, use the *Notes* tab located in the left side menu
- Please save each page as you complete it. This way you can logout and return to your application at any time
- Please send any queries to newfrontiers@omt.org.za

Important information on References
- You are asked to nominate referees as part of your application
- Referees must be familiar with your current research activities and well-placed to attest to the quality of your work, your leadership ability and academic/research achievements
- Your nominated referees will receive an email notification and link that will allow them to provide the reference directly onto the system. You will receive an email once referees have submitted. You can also follow status of submissions in the referees section in your application
- *Please note, your application cannot be considered until your referees have completed their reference forms*
- Please follow up with your referees directly before the submission closing date
- You will receive notification if references are not submitted before the submission close

How to submit your application
- Fill out all the application fields to be able to submit your application. If you miss a mandatory field, the system will show an error message
- Click on the *Submit* button to submit your application
- You will see a confirmation message and will receive an email within the next 5 minutes with a PDF copy of the application
- The email will indicate the date by which you should receive feedback on whether your application was successful or not
- The application will also move to the Submitted shortcut on your application portal

After you have submitted

Revisions Requests
- After you have submitted your application, it will be reviewed by the OMT team and you may be asked for additional information, or a revision of you application
- If this is the case, you will get a notification email asking you to log in and complete the revisions that the OMT team requested
- Open your application and revise the submission using the guidance provided by OMT in the email
- Once you have finished, click on the *Submit Revisions* button to re-submit your application
- You will get a new confirmation email with a PDF copy of the application including the changes made
- The OMT team will review the application again and can push the application back to you again if needed. This process can be repeated as many times as revisions are required

Application outcome
- If your application is shortlisted for interview, you will be invited to present your research proposal to the review panel (in person)
- If your application is declined, there is no further action
- If you are successful in your interview, you will receive an email containing the grant agreement, and grant terms which needs to be submitted along with confirmation of banking details in order for payment to be made
- Reporting dates will be mutually agreed and will be required to be completed on the portal