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 password

Once logged in - Your personal portal view

Applicant's Portal
The applicant's portal is the first page you will see after logging in.

You can update your profile anytime by clicking on the small pencil icon located on the top-right of the banner.

The relevant shortcuts for this milestone are the following:

Concept notes (only applicable to New Frontiers Research Awards)
- *In progress: These are concept notes started, but not submitted*
- *Submitted:* Concept notes submitted will be invited to submit a full application (status will move to "in progress – see below)
- *Declined:* Concept notes not invited to make a full application will be housed here

Applications
- *Open Calls:* here you will find the funding opportunities that are available for applications
- *In Progress:* here you will find your application that you are busy with (and have not yet submitted)
- *Submitted:* your applications that have been submitted

Your application(s) will be available to you on this portal. Once the application has been submitted you will not be able to edit the details unless the OMT team requests a revision.

How to Start an application
- To start an application, go to the *Open Calls* shortcut and click on the *Apply Now* located under the Harry Oppenheimer Fellowship call
- After you click on the *Start* button, you will see the application form that you should complete
- Please click on *Save Draft* to start your application and complete the mandatory questions below

- - The form has sections relating to:
  1. Personal information
  2. Research Proposal
  3. References
  4. Collaborators
     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. **They 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.**
- 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 hfo@omt.org.za

Important information on References
- You are asked to nominate referees as part of your application
- Referees must be highly-placed, and of international standing who are familiar with the candidate's work. Referees should be properly briefed about the nature of the Award and its significance so that their remarks are directed appropriately.
- 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