Using the ICARS project application portal

Guideline for Ministry users and project teams

ICARS Application Portal

ICARS Project Application Portal

Welcome to the ICARS application submission portal. ICARS accepts applications in English using this portal. Deadlines for submitting applications are 15 February, 15 June, and 15 October. All applications will receive an acknowledgement of receipt within 24 Hours of submission. For more information on the application process, please see our Project Framework.

Please do not hesitate to contact us with any questions.

Address: Ørestads Boulevard 5, 2300 Copenhagen S
Email: contact@icars-global.org

Want to reach a specific member of our staff? Find their contact details here.

You might also be interested in subscribing to our newsletter.

Read more about the submission process   **Contact us**

Ministry

Ministry name

Country

Contact Person

Name

Surname

Job title

Email

Confirm email

Country   Phone number

Expression of interest

Project title

Select files

When applicants visit the ICARS application portal (submission.icars-global.org) they will arrive at the following landing page

Creating a profile

- Enter the details of the contact person from the responsible ministry.

- Upload an EoI in word format and give it a relevant title e.g., EOI_Country_Sector

- Check the tickbox

- Click on the 'apply and create user' button

Logging into an existing profile

LOGIN   GO TO WEBSITE

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If you have previously used the portal you can login to see your project(s) from the top right-hand corner.

Logging into an existing profile

- Enter the email address used when you created the profile, and the password sent to you via email.

- If you didn't receive an email, you can reset the password by clicking on the 'lost your password?' text.

Your profile landing page

Profile:

Welcome to your profile page!
Below you will find all the projects that you have applied for on this platform.
You can login to each project from the list below. You are also able to edit your profile using the 'Edit your profile' button at the bottom of the page.

Follow us

Once logged in to your profile you can access existing projects, create new ones, and edit your profile.

Projects overview

Projects	Date	Action
Note: (TEST) Optimising AMU in county hospitals via a stewardship programme	Date: 2022-11-08 09:58:55	Login to project

Edit your profile

Add new project

Welcome to your project page

- In the beginning the project page will indicate that the EoI has been received.

- While the application is under the 'Received' status, you can still upload a new edited version.

EoI Under Review

- When a document is under 'Review', the applicant can no longer upload or edit.

EoI Accepted

Expression of interest

The Expression of Interest (EoI) should demonstrate an interest to work with ICARS and describe the existing achievements and challenges of a country's National Action Plan (NAP) on AMR. The EoI should include a cover letter from the Responsible Ministry (or ministries), a brief description of three to five priority areas that a project would address, and how these will support or build on National Action Plans.

| Documents uploaded	Date	Action			Status
Note: EOI_Stewardship_Country	Date: 2023-01-02 00:00	Upload new version	View	Download	Accepted

Concept note

The Concept Note contains a description of the existing knowledge gap that the project is trying to address, key implementation research questions, a description of the key interventions and outcomes and impact (Theory of Change) and the envisioned sustainable scale up of successful interventions after the completion of the project.

Documents uploaded	Date	Action	Status
Add item			

- When an EoI has been accepted by ICARS it will reflect in green in the status column.

- The Concept Note section of the co-development process will then open.

- The MoU section will also now be open.

Concept Note upload
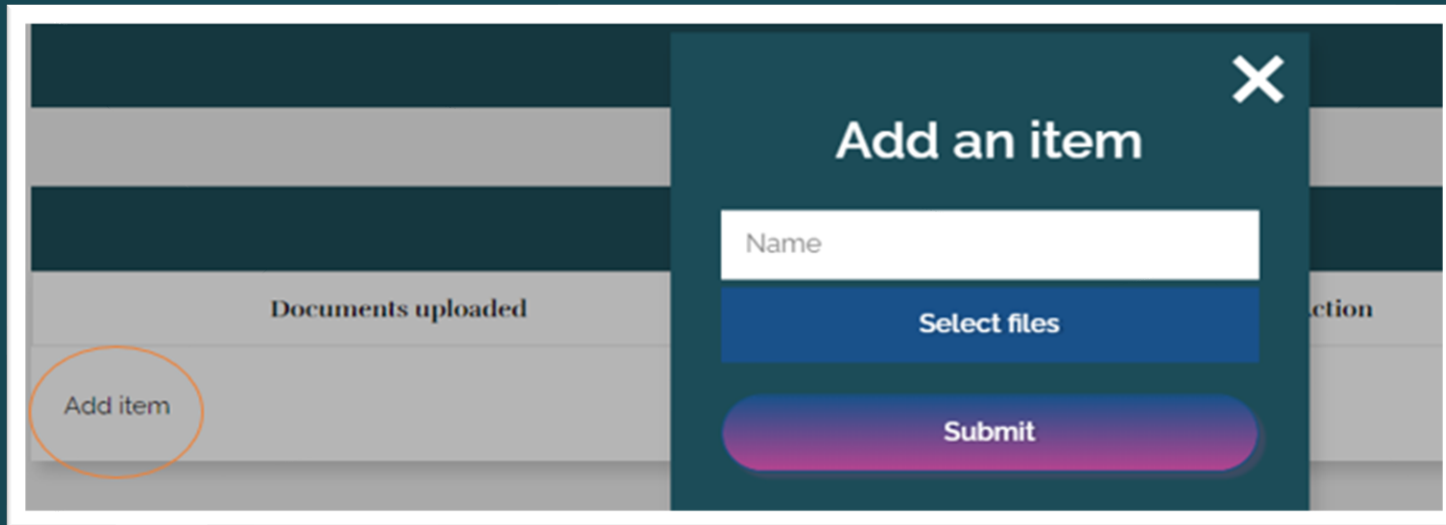
- Once an EOI has been accepted, the Concept Note section will be visible.

- Under the Concept Note box, click on 'Add item'.

- In the pop-up box, type in the file name, select the file, and submit.

Concept Note Uploaded

Expression of interest

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Concept note

The Concept Note contains a description of the existing knowledge gap that the project is trying to address, key implementation research questions, a description of the key interventions and outcomes and impact (Theory of Change) and the envisioned sustainable scale up of successful interventions after the completion of the project.

Documents uploaded	Date	Action			Status
Note: Concept note 1	Date: 2022-11-08 13:36	Upload new version	View	Download	Received

Add item

- Once the Concept Note is uploaded, the document will appear as 'Received'.

- Other documents can be uploaded, for example budgets, by clicking on 'add item'.

Concept Note Review and Revision

- While the Concept Note is under review you can not upload a new version.

- Once the revision process is over, ICARS will upload feedback, and the status will change to 'To Revise'.

- You can now download the feedback document and after making changes, upload a revised Concept Note.

- When the Concept Note is accepted the status will change, no more uploads are required.

Project Proposal Upload

- Once the Concept Note is approved, the Project Proposal section will open.

- You can now upload a Project Proposal in the same way you did the Concept Note.

Memorandum of Understanding

- During the Concept Note phase, ICARS will upload the MoU from the backend of the system.

- The status will be 'To Revise' so you can download the MoU, sign it and re-upload it.

- ICARS will then 'Accept' it removing the possibility of the applicant to upload a new document.

Commitment Letter

- Once the Project Proposal is approved, ICARS will upload the Commitment Letter. As it does not require any signature or edits the status will be 'Accepted' from the start.

- The applicant will be able to download the Commitment Letter for their records.

Documents uploaded	Date	Action			Status
Note: **Commitment Letter**	Date:	Upload new version	View	Download	**Accepted**

Grant Agreement

- ICARS will upload the Grant Agreement from the backend.

- Like with the MoU, the status will be 'To Revise' to enable you to download the Grant Agreement, sign it and reupload it.

- ICARS will then 'Accept' it and remove the possibility of future uploads.

MoU, Commitment Letter and Grant Agreement

ICARS

- The applicant will now be able to see and download the MoU, Commitment Letter and Grant Agreement:

Memorandum of Understanding			
Documents uploaded	Date	Action	Status
Note: Memorandum of Understanding	Date:	Upload new version	View	Download	Received

Commitment letter			
Documents uploaded	Date	Action	Status
Note: Commitment Letter	Date:	Upload new version	View	Download	Accepted

Grant Agreement			
Documents uploaded	Date	Action	Status
Note: Grant Agreement	Date:	Upload new version	View	Download	To Revise

Project Implementation

- Once the Grant Agreement has been double signed and 'Accepted' at the backend, the system opens for Project Implementation.

Project implementation			
Documents uploaded	**Date**	**Action**	**Status**
Add item			

- This stage is for the uploading of **M&E documents and quarterly reports**.
- The applicant must upload all M&E documents: M&E Toolbox, Technical quarterly report and Financial quarterly report and any other supporting documents

Project implementation			
Documents uploaded	**Date**	**Action**	**Status**
Note: Quarter 1 Technical Report	Date: 2022-04-05 09:52	Upload new version / View / Download	Received
Note: M&E Toolbox	Date: 2022-04-05 09:53	Upload new version / View / Download	Received
Note: Q1 Financial Report	Date: 2022-04-05 09:56	Upload new version / View / Download	Received

ICARS

Adding new users

- If you scroll to the bottom of your project page, you can see the list of users associated with the project.

- By clicking on the purple button, you can add users to the Ministry and project team.

Questions

If you have any questions about how to use the application portal you can either contact the ICARS advisor assigned to your project, or email contact@icars-global.org.

@ICARS_global

icars-global.org