

# Using the ICARS project application portal

Guideline for Ministry users and project teams



INTERNATIONAL  
CENTRE FOR  
**ANTIMICROBIAL  
RESISTANCE**  
SOLUTIONS

# 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](mailto: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

### Contact Person

### Expression of interest

Select files

When applicants visit the ICARS application portal ([submission.icars-global.org](http://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

**Ministry**

Ministry name

Country

**Contact Person**

Name

Surname

Job title

Email

Confirm email

Country Phone number

**Expression of interest**

Project title

Select files

I understand and agree to the Privacy Policy\*

Apply and create user



# Logging into an existing profile

LOGIN

GO TO WEBSITE

## ICARS Project Application Portal

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**Ministry**

  
  
**Contact Person**

**Expression of interest**

Select files

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

A screenshot of the ICARS login page. At the top center is the ICARS logo. Below it is a white login form with a blue border. The form contains two input fields: "Username or Email Address" and "Password". The "Password" field has a small eye icon to its right. Below the fields are a "Remember Me" checkbox and a blue "Log In" button. Underneath the form is a link that says "Lost your password?", which is highlighted with a pink rectangular box. Below that is a link that says "Go to ICARS Global". At the bottom of the form area, there is a language selection dropdown menu showing "English (United States)" and a "Change" button next to it.

- 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



## Optimising antimicrobial use via a stewardship programme

Ministry : Ministry of Health

Country : Country

### 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	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	Received

Add item

- 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



## Optimising antimicrobial use via a stewardship programme

Ministry : Ministry of Health  
Country : Country

### 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	<del>Upload new version</del> View Download	Under Review

Add item

- 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	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	Accepted

## Concept note

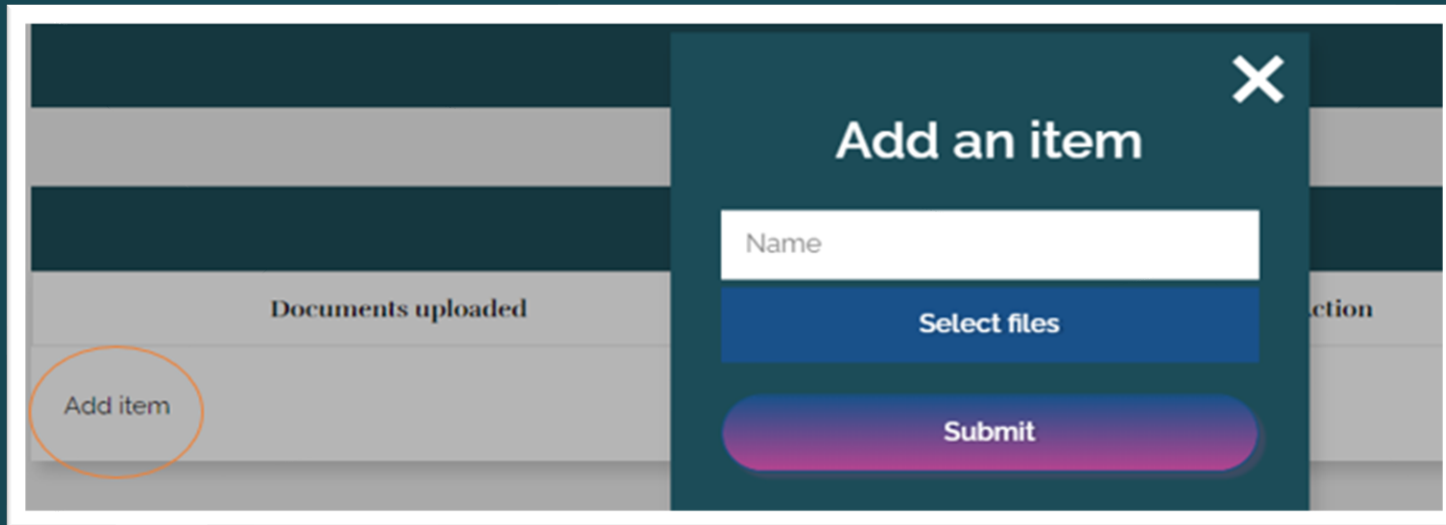
The Concept Note contains a description of the existing knowledge gap that the project is trying to address, key implementation research questions, a description of the key interventions and outcomes and impact (Theory of Change) and the envisioned sustainable scale up of successful interventions after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

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.

**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	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	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



Concept note			
Documents uploaded	Date	Action	Status
Note: Concept note	Date: 2022-04-04 11:03	<input type="button" value="Upload new version"/> <input type="button" value="View"/> <input type="button" value="Download"/>	Under Review
Add item			

Concept note			
Documents uploaded	Date	Action	Status
Note: Concept note	Date: 2022-04-04 11:03	<input type="button" value="Upload new version"/> <input type="button" value="View"/> <input type="button" value="Download"/>	To Revise
Add item			

Concept note			
Documents uploaded	Date	Action	Status
Note: Concept note	Date: 2022-04-04 11:03	<input type="button" value="Upload new version"/> <input type="button" value="View"/> <input type="button" value="Download"/>	Accepted

- 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

The purpose of the Memorandum of Understanding (MoU) is to provide the overall framework for cooperation between the Parties, with a view to the country. The MoU ICARS and the Re...

The Project Pro... project, including objectives, the management arra... of the research search, the aim and vernance and ailed budget, and the Monitoring and Evaluation (M&E) toolbox, which includes the Logic Framework (Log Frame), Gantt Chart and Risk Register. The proposal must also be accompanied by a budget which covers all activities and work packages proposed.

Documents uploaded	Date	Action	Status
Note: Project proposal	Date: 2022-12-09 00:00	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	Received

Add item

- 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.

Memorandum of Understanding <span>▼</span>			
Documents uploaded	Date	Action	Status
Note: Memorandum of Understanding	Date:	<input type="button" value="Upload new version"/> <input type="button" value="View"/> <input type="button" value="Download"/>	Received

Action	Status
<input type="button" value="Upload new version"/> <input type="button" value="View"/> <input type="button" value="Download"/>	Accepted





# 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:	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	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.

Grant Agreement			
Documents uploaded	Date	Action	Status
Note: Grant Agreement	Date:	<input type="button" value="Upload new version"/> <input type="button" value="View"/> <input type="button" value="Download"/>	To Revise



Action	Status
<input type="button" value="Upload new version"/> <input type="button" value="View"/> <input type="button" value="Download"/>	Accepted



# MoU, Commitment Letter and Grant Agreement



- 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:	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	Received

Commitment letter			
Documents uploaded	Date	Action	Status
Note: Commitment Letter	Date:	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	Accepted

Grant Agreement			
Documents uploaded	Date	Action	Status
Note: Grant Agreement	Date:	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	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
<a href="#">Add item</a>			

- 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: <b>Quarter 1 Technical Report</b>	Date: 2022-04-05 09:52	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	Received
Note: <b>M&amp;E Toolbox</b>	Date: 2022-04-05 09:53	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	Received
Note: <b>Q1 Financial Report</b>	Date: 2022-04-05 09:56	<a href="#">Upload new version</a> <a href="#">View</a> <a href="#">Download</a>	Received



# Adding new users

Users

Add user

ICARS			
<b>Name:</b> icars-global	<b>E-mail:</b> contact@icars-global.org	<b>Phone:</b>	<b>Role:</b> Info mail
<b>Name:</b> Sephy	<b>E-mail:</b> sephy@icars-global.org	<b>Phone:</b> 000000000	<b>Role:</b> Communications Officer
<b>Name:</b>	<b>E-mail:</b>	<b>Phone:</b>	<b>Role:</b>

Ministry			
<b>Name:</b>	<b>E-mail:</b>	<b>Phone:</b>	<b>Role:</b>

- 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](mailto:contact@icars-global.org).

**@ICARS\_global**

**icars-global.org**

