

MSD Grant Portal Technical User Guide

This technical guide will be broken up into two primary sections:

1. **Initial Account Creation** - How to create a new account and log in.
2. **Getting Started** - How to create a new proposal, and return later to edit and submit.

For any technical support questions, please contact: msdcrgrants@versaic.com.

2019 MSD Fellowship for Global Health Program

If you have been invited to apply for the 2019 Fellowship cycle, please visit the following site:

<http://msdgranting.com/>

The screenshot shows a web browser window with the URL <https://msdcr.versaic.com/login>. The page features the MSD logo (INVENTING FOR LIFE) and a heading: "Welcome to the Office of Corporate Responsibility (OCR) and our company's Foundation Grant Portal". Below the heading is a paragraph about philanthropy and a paragraph about the OCR and Foundation's funding. There is a "Create an account" section with a "Create" button, and a "LOG IN" button next to a "Forgot your Password?" link. The login form has fields for "Username (email)" (containing "testemail@test.com") and "Password (case sensitive)". At the bottom, there is a "powered by Versaic" logo and links for "Privacy Policy" and "Terms Of Use".

NOTE: Once you have created an account and log in (see next page for account creation details), click “Get Started” and you will select the “[I have been provided a submission code for my request](#)” option and click “Next” — after which you will be able to enter the code, click “Next” and be brought to the application:

The screenshot shows a selection screen titled "MSD Grant Portal". The question is "Have you been invited to submit an application or provided a submission code?". There are three radio button options: "I have been provided a submission code for my request" (selected), "I have been invited to apply by a contact at MSD", and "I am submitting a new grant without any of the above". At the bottom, there are two buttons: "<< Back" and "Next >>". Red arrows point to the selected radio button and the "Next >>" button.

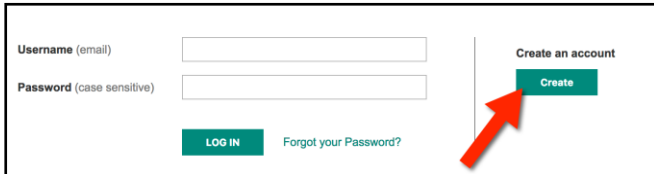


The screenshot shows a screen titled "Submission Code" with the MSD logo. It asks the user to "Enter Submission Code" and has a text input field with the placeholder "TypeCodeHere". At the bottom, there are two buttons: "<< Back" and "Next >>". A red arrow points to the "Next >>" button.

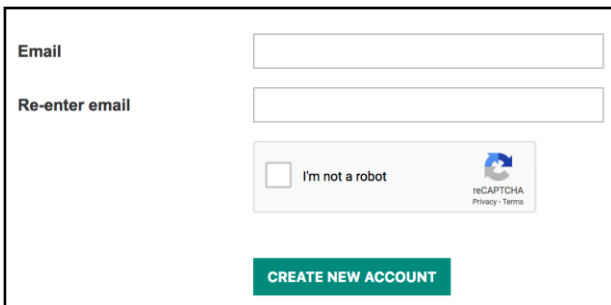
Initial Account Creation

Creating a New Account

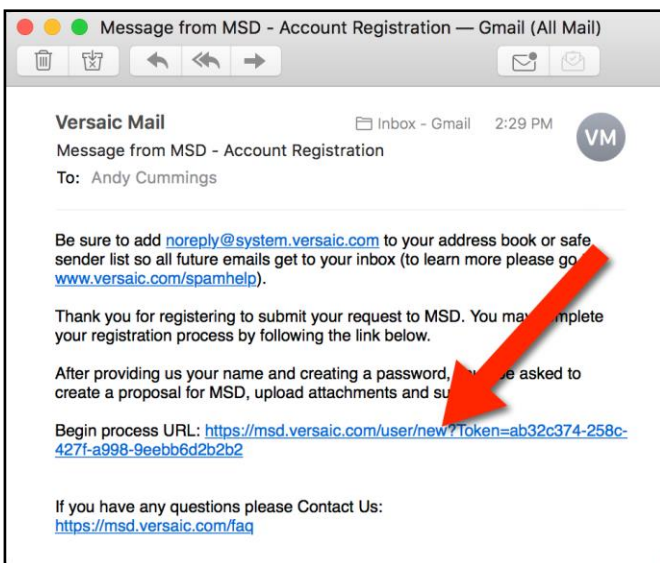
1. Click “Create” in the “Create an account” section to the right on the first page...



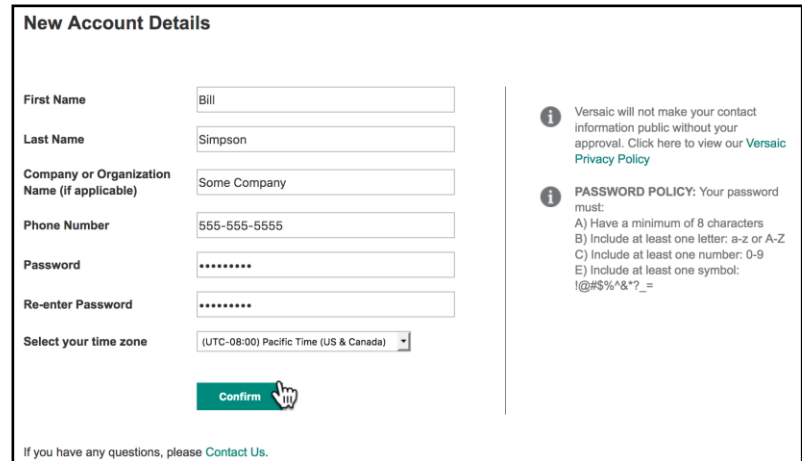
2. Enter your email address twice and check the “not a robot” box, and click “Create New Account”...



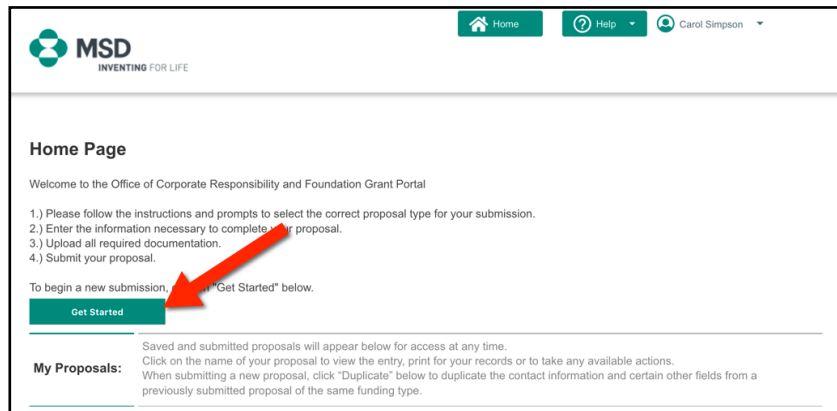
3. An email will be sent to your email to complete the account registration. Click the link in the email provided...



4. You will be asked for some basic information, and to create a new password (please note the “Password Policy” to the right)...



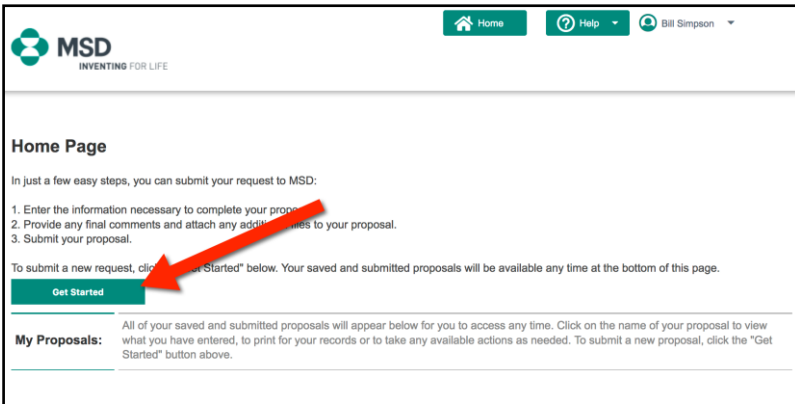
5. Once complete you will be logged in to your Home page with your newly created account. You can now click “Get Started” to create your first Grant Proposal...



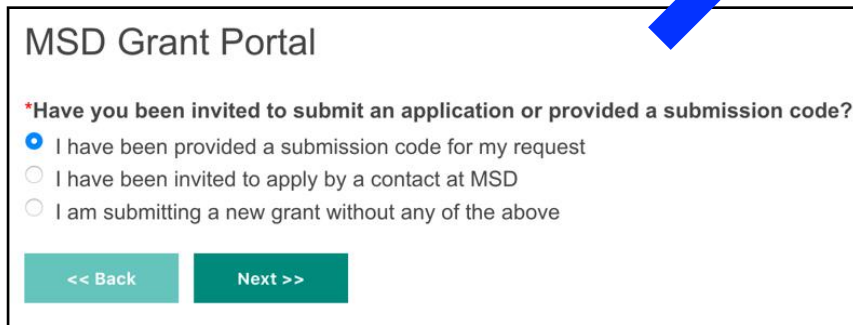
You will be able to return to the system and log in with your username (which is your email) and the password you created any time.

Getting Started

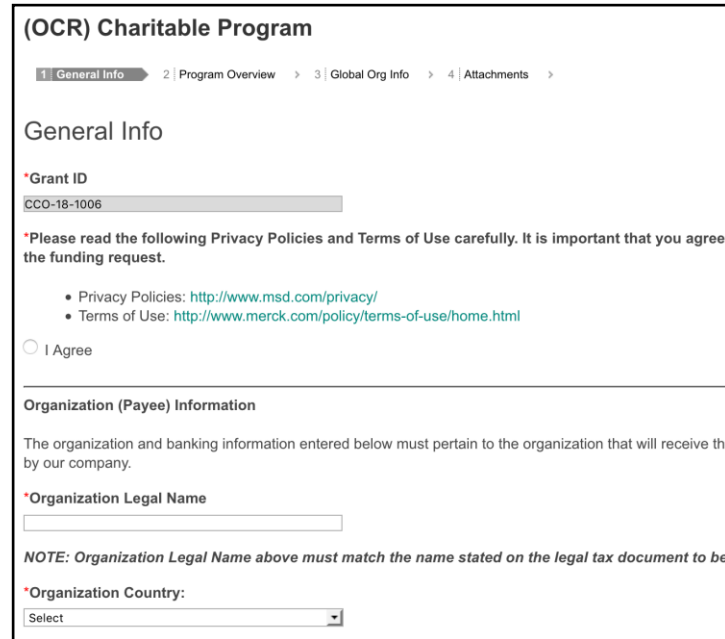
1. To submit a new Proposal, log in to the grant portal and click “Get Started” to begin...



2. You may be asked a few up front questions to determine the appropriate application type. Answer these questions, clicking “Next” to proceed.



3. You will be brought to the first page of the application where you will provide details about your organization and contact information...



4. From this point forward, answer all required questions on the page in order to the next. At the bottom of each page click “Next” to continue to the next page (or “Back” to the previous), you can “Save” your work and stay on the current page or “Save & Close” to save and return later. The “Submit” button will appear only when you are finished and can Submit. Clicking “Cancel” will close the application without saving any of your work on the current page.



If you have started a proposal but have not submitted it, it will show up on your Home Page like you see below (with the status “Not Completed”). Click on the Proposal Name to view and continue/edit your proposal...

