



## HOW TO APPLY

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- **System Requirements** - Our online application is optimized to run with the latest versions of Internet Explorer and Adobe Reader.
- **Register** – After reading through the Application Guidelines you will arrive at the **APPLY Now** button. *If applying as a team, each member completes this step individually.* Register using your email address and a password with 4-6 characters; previous applicants may use the same email, but must create a new password. You will receive an email confirmation when registration is complete.
- Add [info@fundforteachers.org](mailto:info@fundforteachers.org) to your safe list and check your spam/junk folder if you don't receive after a few minutes.

### BEFORE YOU BEGIN

- ✓ Confirm eligibility
  - Employed full-time as a PreK-12th grade teacher and spends at least 50% of their work week in direct instruction with students in a classroom or classroom-like setting;
  - Intends to continue teaching in the consecutive school year; and
  - Has taught for at least three years as a PreK-12th grade teacher.
- ✓ Review Tips for Writing, Excerpts from Awarded Proposals, and Application Guidelines
- ✓ Turn off Pop-Up Blockers
- ✓ Compose your application in a word processor to later transfer into the application

- **Team or Individual** - Apply for only one category. If you decide to change your status during the application process, email [onlineapp@funforteachers.org](mailto:onlineapp@funforteachers.org).
- **Save your work**- The system automatically logs you out after 30 minutes. Save regularly. The timer restarts every time you save.

### TEAMS

1. Select a team lead
2. Create a team name (names that could easily identify you or your school)
3. Register
4. Team lead registers, inputs team name in the system & completes personal cover sheet
5. Each team member registers under team name, completes a personal cover sheet and submits
7. Team Lead completes proposal and budget sections
8. Submit application

**Application Deadline: Thursday, January 29, 2015, 5:00 pm CST**

For help at any time during the application process, call us at 1-800-681-2667 or email [onlineapp@fundforteachers.org](mailto:onlineapp@fundforteachers.org)

## COMPLETING YOUR COVER SHEET

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- Cover sheets are to be signed digitally by the grant applicant and their principal. Signatures serve only to validate/confirm an applicant's eligibility. Principal signatures are not an approval for applicant's project.
- Each member of a team must complete their own cover sheet.
- Once the applicant signs their cover sheet, an email will be sent to the principal for their signature.
- Applicants will receive email notification when their principal has signed.

## ENTERING YOUR PROPOSAL

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- Cut and paste each section from a word processor into appropriate text boxes on the application, saving each section as you go. The application allows for 18,000 characters in total.

**Project Description:** Describe and outline in detail your proposed fellowship. What key activities will you pursue, and why are they important? What is the time frame for achieving the goals outlined in the rationale and purpose? \*

Save

- For teams, only the leader completes this portion, after all members' cover sheets are submitted.

## COMPLETING THE ITEMIZED BUDGET

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- Breakout expenses by category, include all expenses necessary to complete the fellowship. You also enter the length of your fellowship and destination information in this section.
- To add a destination, click Manage Destinations for a drop down option.

Add a new country by selecting from the Destination Country menu. Click Save Destination after making each selection. When you have added all the countries to which you plan to travel, select Close Window to continue with the Itemized Budget.

Destination Country\*:

Destination City\*:

## SUBMITTING YOUR PROPOSAL

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- After you complete the cover sheet, proposal and itemized budget, you are ready to submit. You may save, preview and print prior to submitting.
- Team leads submit the actual application after completing the proposal and itemized budget; a team member submits his or her cover sheet only.

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## **ACCESSING YOUR APPLICATION**

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- Prior to submitting your application, you can log in to update/review a proposal at [www.fundforteachers.org/application](http://www.fundforteachers.org/application). A “Pending” status indicates not all team members have completed their portion. After submission you may view or print. Further edits cannot be made.

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