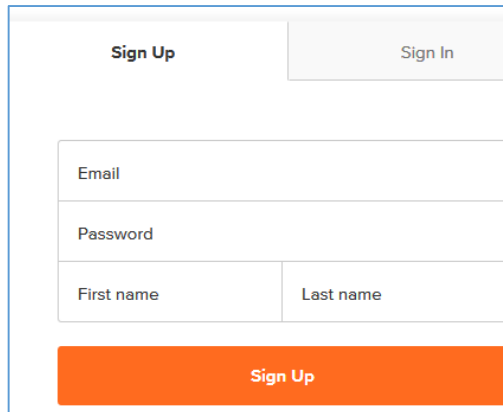
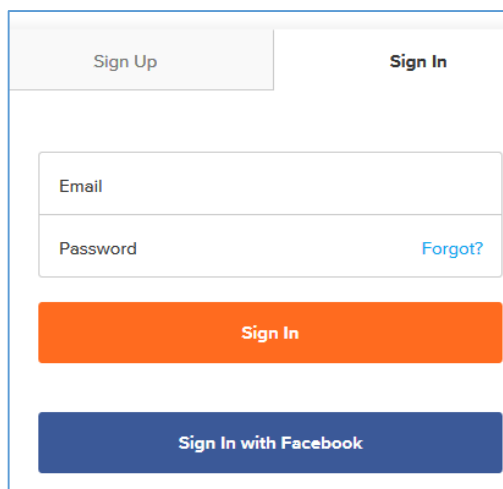


**Quick Reference Guide for Applicants Using Submittable**

**If you have not used Submittable before,** you'll be asked to create an account. Here is the screen you'll see. It is a simple process to sign up:



**If you already have an account,** click Sign In and you'll see this:



Once you login to Submittable, you'll be taken to the program page:





After scrolling down and reading through the proposal guidelines, you'll arrive at the submission window where you'll begin entering your information:

Proposal Title \*

Amount Requested \*

Project Director (PD) Name \*

NOTE: the proposal document you are asked to upload is one pdf file – but has 8 components. Please ensure that all components are there before uploading it into your application

**Proposal Document (PDF) \***

Acceptable file types: pdf.

Choose Files

At the bottom of the page is the Submit button to forward your application to the committee...and a SAVE DRAFT button if you cannot complete your submission in one sitting.

Submit

Save Draft

After you submit your application, the system will confirm it for you in a new screen

**Success!**

You'll receive updates on your submission status by email. You can also check its status at any time in [your Submittable account.](#)

You will also receive a confirmation email from Notre Dame International for your records. In this example, you see the title of our Test proposal "Global Gateway Research Project #1." On your confirmation, you will see YOUR project's title.

Still have questions? Contact [intprogs@nd.edu](mailto:intprogs@nd.edu)

Thank you for your submission: Global Gateway Research Project #1.

We will be in contact if more information is needed.

In Notre Dame,  
Notre Dame Research  
Notre Dame International