



## How to Submit your Application

### Step-by-Step Instructions

(Corrected 27 June)

All applications for the T-AP Digging into Data Challenge need to be submitted via the web-based submission system found on the competition website, <http://diggingintodata.org/about/application-materials>. All of the funders will have electronic access to your application. The application website will be available from 15 April to 29 June, 2016. Applications must be received by 23:59 EDT on 29 June, 2016.

### How to Prepare Your Application Prior to Uploading to the DiD Website

Your first step is to consult the [Main RFP](#), particularly the section entitled **Application's Contents** found on page 7. You will note that there are ten distinct parts to the application. Each of these parts should be saved as a separate PDF document. You won't need the online application system until after you are completely done creating these ten PDF files. The ten files are:

- 1) **Statement of Significance.** Please name this file Significance.pdf.
- 2) **Table of Contents.** Please name this file TOC.pdf.
- 3) **Narrative.** Please name this file Narrative.pdf.
- 4) **References Cited.** Please name this file References.pdf.
- 5) **Data Management Plan (DMP).** Please name this file DMP.pdf.
- 6) **Project Management, Dissemination, and Communications Plan (PMDC).** Please name this file PMDC.pdf
- 7) **Budget & Justification of Resources.** Please name this file Budgets.pdf. You will need one budget for each national team. So if you have a US team, a Finnish team, and a UK team, you will have three budget documents. Please combine them into a single PDF file.
- 8) **Résumés.** Please name this file Resumes.pdf. Please combine all your resumes/CVs into a single file.
- 9) **Letters of Commitment.** Please name this file Letters.pdf. Please combine all your letters into a single file.
- 10) **Appendices.** Please name this file Appendices.pdf. Please combine all your appendices into a single file.

Please refer to the RFP if you have any questions about the content for each of these files. **Important note: You must upload all ten files.** So, for example, if you have no Letters of Commitment to upload, then simply create a document that says “No letters of commitment to upload” and save it as a PDF called Letters.pdf and upload that. The key is to make sure you have all ten files ready to upload.

**A note about converting to Adobe PDF:** Please convert the files to PDF from a word processor or other application. By properly converting from, say Microsoft Word or Open Office to Acrobat PDF, your text will remain fully searchable. Don’t scan in the documents except in those rare cases where your original document is only available on paper. Important: If you are combining multiple documents into a single PDF, always “combine” or “append” them to create a regular PDF. There is a feature in some PDF programs that allows you to attach one PDF to another. Please don’t do that, as our system won’t see the attachment. Just create regular PDF file. Also, don’t use encryption or passwords on your PDFs, as we won’t be able to read them!

**In addition to the ten files above, you should also prepare a brief abstract** (1000 character maximum) about your project, written for a general audience. You can prepare it using any word processing software. Just keep it handy, because you will want to paste it into the application system once you are ready to upload (this will be discussed in the next section).

## How to Upload Your Application to the DiD Website

Before proceeding, make sure that you have exactly ten PDF files that contain the contents of your application, as described above. You are now ready to upload these files to the DiD website. Please go to the competition website, under [Application Materials](#) and click the link to apply. Then follow the on-screen instructions. Below, we will go through each screen to show you what it will look like.

### Step 1: Indicate the national teams participating on your project

For the first step, you simply need to select the national teams on your project. Make sure you click at least three. Then click “Continue.” For the purposes of this example, we’ll assume there are three teams that are collaborating on the project: an Argentinian team, a German Team, and an American team. Here’s what the screen will look like:

- Argentina
- Brazil
- Canada
- Finland
- France
- Germany
- Mexico
- The Netherlands
- Portugal
- United Kingdom
- United States

Continue

## Step 2: Principal Investigators, Institutions, Grant Administrators, and Project Description

For our example, since we indicated three countries, the system will now bring up three “coversheets” – one for Argentina, one for Germany, and one for the US. There are four sections on each coversheet that need to be filled out:

**Amount Requested:** The total amount (in the local currency) you are requesting from that nation’s funders.

**Principal Investigator:** Fill out name and contact details for the Principal Investigator. Note that even if your team has multiple PIs, you will need to pick one lead PI per country for the purposes of the grant.

**Institution:** Fill out name and address for the institution of the Principal Investigator. Again, even if multiple institutions are working together, you must pick one lead institution and one lead PI and fill out their information on the form.

**Grant Administrator:** Fill out name and contact details for the grant administrator. This person is typically a sponsored research official who handles grant matters on behalf of the institution.

Here’s a sample of what a filled-out coversheet would look like. Again, there will be a separate coversheet for each nation:

Germany Team Information		Amount requested (EUR)
		190000
<b>Principal Investigator</b>	<b>Institution</b>	<b>Grant Administrator</b>
Name Anna Müller	Name Freie Universität Berlin	Name Werner Schmidt
E-mail address annam@fu-berlin.de	Street address Kaiserswerther Str. 16-18	E-mail address werners@fu-berlin.de
Telephone number +49 30 838-731 80		Telephone number +49 30 838-731 80
Street address Kaiserswerther Str. 16-18	City Berlin	Street address Illtis Strasse 1
	Province Berlin	
City Berlin	Postal code 14195	City Berlin
Province Berlin	Country Germany	Province Berlin
Postal code 14195		Postal code 14195
Country Germany		Country Germany

## Project information

After filling out the coversheets, there are five questions below the coversheet which you need to answer.

**Project Title:** Please provide the title of your project.

**Project Disciplines:** Please indicate the major disciplines in your project. Just a short list is fine (e.g. "history, computational linguistics" or "sociology, psychology, and library science" etc.).

**Name/email of overall project point of contact:** Please give us the name and email for one person who can be the overall project point of contact. The person can be from any country.

**Start date and duration of project:** Please let us know the date you intend to start the project. It should be no earlier than June 2017. Also please let us know the project duration in months (maximum of 36 months).

**Project Description:** Please provide a short abstract (1000 characters or less, including spaces). Please note this description will be used in a number of circumstances so please make it as clear as possible.

Here's a sample of what the Project Information might look like:

### Project information

<b>Project title (maximum 125 characters)</b> Using Computational Techniques to Gain a Better Understanding of the Economy of Ancient Athens
<b>Project disciplines (maximum 125 characters)</b> Classics, Economics, Computational Linguistics
<b>Name/email of overall project point of contact (maximum 125 characters)</b> Camila Fernandez, cfernandez@rec.uba.ar
<b>Start date and duration of project (maximum 125 characters)</b> June 1, 2017. 28 month duration
<b>Project description (maximum 1000 characters)</b> For this project, a classicist from Germany, an economist from the United States, add a linguist from Argentina will collaborate to investigate the economy of ancient Athens... (etc.)

Continue

## Step 3: Upload your Attachments

In the next section, you will upload, one at a time, your ten attachments. **You may only upload ten attachments** (see the first section of these instructions which discusses the attachments in more detail).

The first of the ten files is the Statement of Significance. First, you will click the "Choose File" (or "Browse") button to locate the Statement of Significance file (Significance.pdf) on your computer. Then click the "Upload Statement of Significance" button to upload it. Then it will prompt you for the Table of Contents, and so on, until you've uploaded all ten. Once you have uploaded ALL your documents, then you can click "No more files to upload."

**Important: Do not use your browser's "Back" button while uploading.**

**Here's what the screen will look like:**

### **Attachment #1: Statement of Significance**

The form data you supplied has been saved to a PDF file. Now you will upload your attachments. These files must be flat Adobe PDF files -- if you submit files with internal attachments, or Adobe XML forms, they will cause errors. Be sure to upload your files in the following order (see the Digging into Data 2016 RFP for details):

1. Statement of significance (Significance.pdf)
2. Table of contents (TOC.pdf)
3. Narrative (Narrative.pdf)
4. References cited (References.pdf)
5. Data management plan (DMP.pdf)
6. Project management, dissemination, and communications plan (PMDC.pdf)
7. Budget(s) (Budgets.pdf)
8. Résumés (Resumes.pdf)
9. Letters of commitment (Letters.pdf)
10. Appendices (Appendices.pdf)

Do not use your browser's back button while uploading your attachments.

<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload statement of significance"/>
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### **Step 4: Submit Final Application**

When you're done uploading all ten of your files, click the button that says "No more files to upload."

You will now see a summary page that lists all the files you've uploaded. Please click the "Submit Application" button to officially submit your application to the DiD competition.

**You must click Submit Application to officially submit it!**

Here is what the page will look like:

## Final Step: Submit Your Digging into Data Application

Here are the files you've uploaded:

Files uploaded:

- Attachments-ATT01-Significance.pdf
- Attachments-ATT02-TOC.pdf
- Attachments-ATT03-Narrative.pdf
- Attachments-ATT04-References.pdf
- Attachments-ATT05-DMP.pdf
- Attachments-ATT06-PMDC.pdf
- Attachments-ATT07-Resumes.pdf
- Attachments-ATT08-Letters.pdf
- Attachments-ATT09-Budgets.pdf
- Attachments-ATT10-Appendices.pdf
- Coversheet.pdf

Click the button to submit your Digging into Data 2016 application. You will be assigned a tracking number and will be sent an e-mail message confirming your submission. Please be patient -- it may take a minute or two to merge all of the PDF files you've uploaded. Do not click the Submit button more than once.

Submit application

## Step 5: Confirmation Page and Your Tracking Number

After submitting your application, you will see a confirmation page that looks similar to the following example:

### Results

Your Digging into Data application has been received. The tracking number is HJ-250080. A confirmation email message has been sent to the project directors and grant administrators designated in the application.

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**If by some chance, you realize that you've made a mistake, you will need to start from the beginning and upload your application again.** As long as we receive your second application prior to the deadline, we will accept it and discard the earlier version.

Need help? Digging into Data Challenge is being administered by the Office of Digital Humanities at the National Endowment for the Humanities. Please feel free to e-mail us with questions at: [did@neh.gov](mailto:did@neh.gov).