

How to submit a GSS proposal: A step-by-step guide

Start by reading the GSS Call for proposals carefully at http://www.generationcp.org/UserFiles/File/Call_GSS_2008.pdf

Proposals must be submitted by filling in an online form. For this, follow the steps below:

- 1- Register by creating a username and password via the link <http://www.cropster.org/gcpwf/user/register/274/gss/0>. After registering, you will receive a confirmation email with instructions on how to activate your account and log in.
***Note:** By activating your account, the system will create a space where you will be able to review the state of your proposal, modify its content at will, and exchange messages with the GSS staff regarding your proposal.*
- 2- Log in to the system via the link <http://www.cropster.org/gcpwf/gss/apply/1>
- 3- Once there, click on the "**GSS**" button on the left-hand side of the screen. This will open an online form. Explore the form to get familiar with it and then fill it in with your proposal details.
- 4- This form may be filled in on separate sessions, if needed. Make sure you hit the "**Save and continue editing**" button every time you make changes.
- 5- Download the "Genotyping Request Form" via the link <http://www.generationcp.org/UserFiles/File/GENOTYPING-SERVICE-REQUEST-FORM.pdf>, then print it, fill it in, have it signed by your Unit administrative superior and convert it into digital file (ie: PDF, jpg, tiff)
- 6- Prepare a list of the germplasm you intend to submit, in either Excel or Word format.
- 7- You may submit additional documents (images, text, pdf, spreadsheets, etc) to support your proposal.
- 8- Once ready, the documents mentioned in steps 5, 6, and 7 above can be uploaded into your proposal. Find two uploading tools at the bottom of the form and follow the instructions provided.
- 9- The form also provides you with a space to write down comments, suggestions or questions. These will be automatically be directed to the GSS Coordinator.

- 10- Once your proposal is ready for submission, simply hit the **"Save and send for review"** button, located at the bottom of the form.
- 11- Your completed form will be reviewed, and responses to your comments will be provided along with instructions and guidance in due course.
- 12- Comments will be exchanged with you within this space, and e-mail alerts will notify you of postings.
- 13- For specific questions or comments, please contact the GSS coordinator Humberto Gómez at h.gomez@cgiar.org