

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/UserFiles2/File/SP5/GSS/3rd-call_Oct-2009/Call-GSS-2009-vr11.pdf

Proposals can only be submitted by completing an online form. For this, follow the steps below:

- 1- Register by creating a username and password via the link <http://www.gcpwms.info/user/register/1489/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, and exchange messages with the GSS staff regarding your proposal.
- 2- Log in to the system via the link <http://www.gcpwms.info/gss/apply/1608>
- 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 Agreement" via the link http://www.generationcp.org/UserFiles2/File/SP5/GSS/3rd-call_Oct-2009/GENOTYPING-SERVICE-REQUEST-AGREEMENT.pdf,
then print it, fill it in, sign and 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 at the bottom also provides you with a space to write down comments, suggestions or questions. These will 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