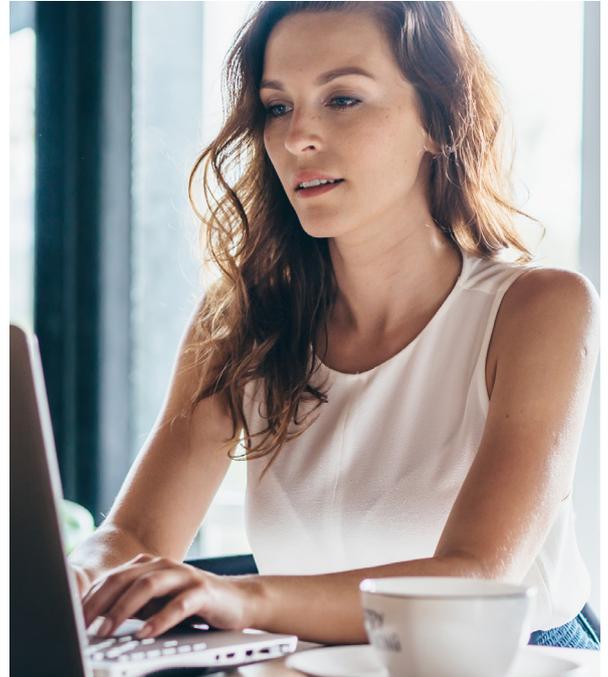


Catalyst Partnership Grants

Grants Management Portal Guide



Key Links

[Catalyst Partnership Grants Guidelines](#)

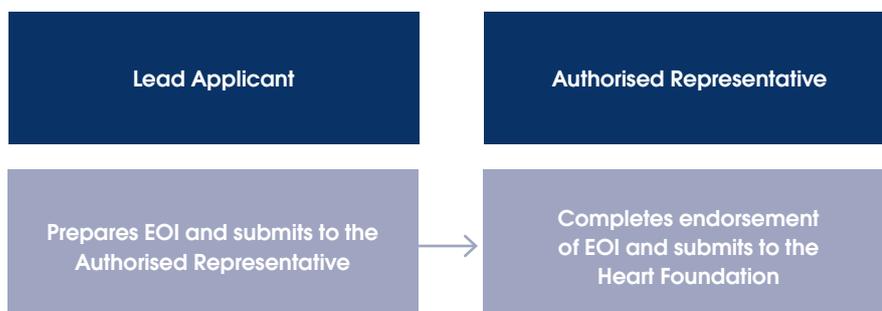
[Catalyst Partnership Grants Website](#)

[Heart Foundation Grants Management Portal](#)

Introduction

This guide will take you through the steps to register in the [Grants Management Portal](#), submit, and endorse an Expression of Interest (EOI) for the Catalyst Partnership Grants.

The following steps must be completed for the EOI to be submitted for review:



The lead applicant is required to register in the portal to submit an EOI. An authorised representative must be registered in the portal to endorse (approve) the EOI on behalf of the applicant organisation. Please refer to the [Catalyst Partnership Grants Guidelines](#) to determine the appropriate authorised representative for your organisation.

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There are four registration options as below:

Registration options

I am registering as:

Non-researcher
Register here to apply for Active Australia Innovation Challenge and Catalyst Partnership Grants.

Researcher
Register here to apply for Research funding opportunities or Catalyst Partnership Grants.

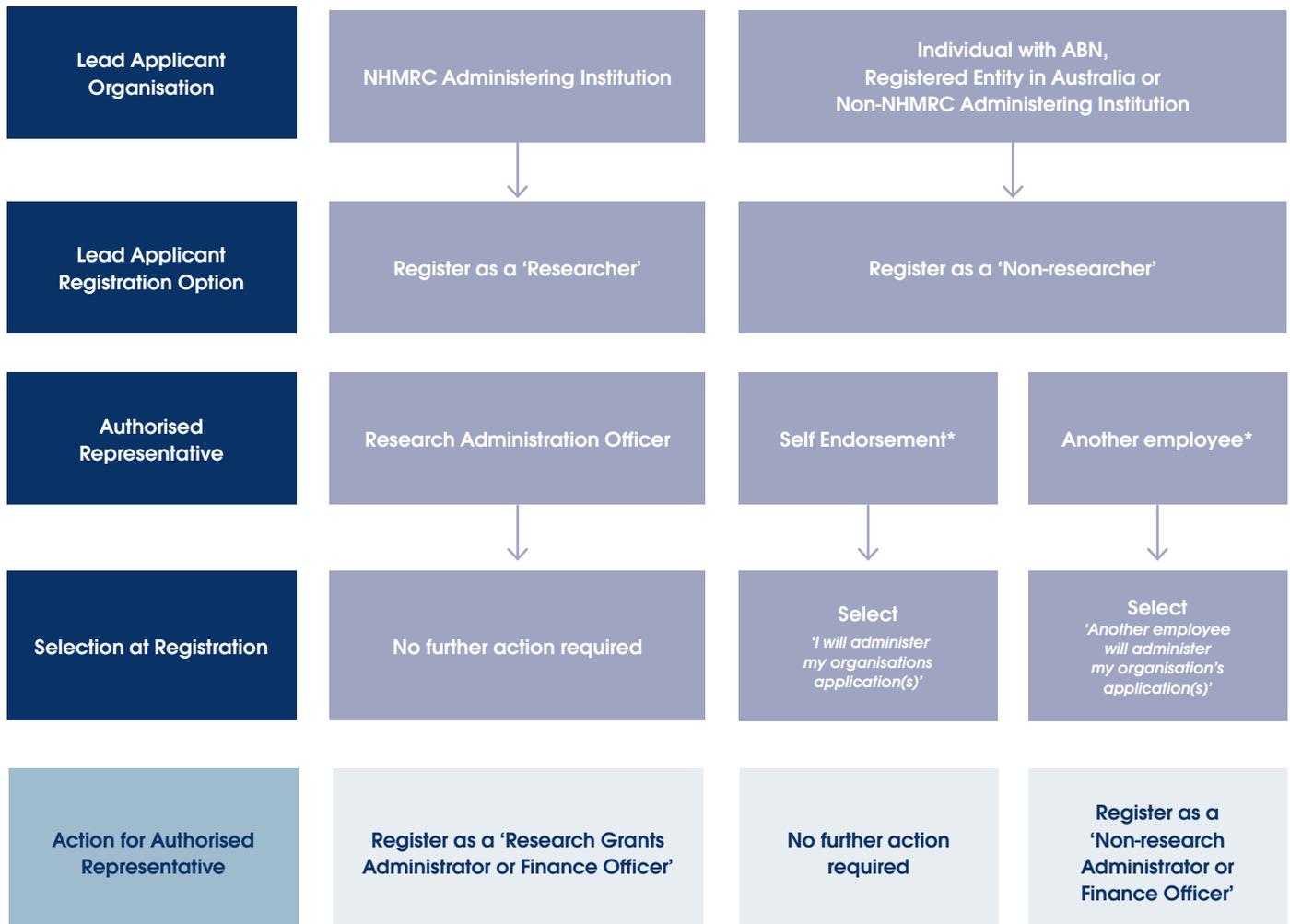
Research grants administrator or finance officer
Register here to administer grants on behalf of an NHMRC authorised administering institution.

Non-research administrator or finance officer
Register here to administer Active Australia Innovation Challenge or Catalyst Partnership Grants on behalf of any other organisation.



If you are registering as the lead applicant, please use the information in Figure 1 to help you determine which selections you need to take to complete your registration and have your EOI endorsed and submitted, then follow the steps outlined in the appropriate section of this guide.

Figure 1 – Registration steps for Catalyst Partnership Grants applicants



*Must meet requirements as an authorised representative as outlined in the [Catalyst Partnership Grants Guidelines](#).

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Registration

On the [Heart Foundation Grants Management Portal](#) home page, click the 'Register' button.

To Register as a 'Researcher'

This option is only for applicants who are submitting their EOI via an NHMRC Administering Institution.

1. Select the 'Researcher' option at registration.
2. Start typing the organisation name in the box, then select the organisation from the list of [NHMRC Administering Institutions](#) that appear. If your organisation is not listed, please contact grantsportal@heartfoundation.org.au.
3. Enter your contact information and complete all required fields.
4. Click 'Submit' to complete your registration. You will receive an email with instructions on setting your password.

To register as a 'Research Grants Administrator or Finance Officer'

This option is only for authorised representatives (Research Administrators and Finance Officers) who are employed by an [NHMRC Administering Institution](#).

1. Select the 'Research Grants Administrator or Finance Officer' option at registration.
2. Start typing the organisation name in the box, then select the organisation from the list of [NHMRC Administering Institutions](#) that appear. If your organisation is not listed, please contact grantsportal@heartfoundation.org.au.
3. Select the Administering Institution employee type.
4. Enter your contact information.
5. Click 'Submit' to complete the registration.

Heart Foundation staff will review your request, confirm your application to register with the primary contact at your organisation, and activate your account upon approval. You will receive email confirmation once your account is active.

To register as a 'Non-researcher'

This option is for applicants who are applying as individuals (with an active ABN), individuals applying on behalf of a registered entity in Australia and researchers not affiliated with an NHMRC Administering Institution.

1. Select the 'Non-researcher' option at registration.
2. Search for the organisation supporting your EOI by entering **either** the ABN (without spaces) **or the organisation's** name. Click 'Search', then select the relevant organisation from the list.
3. Enter your contact information and complete all required fields.
4. When asked if you are registering to apply for a Catalyst Partnership Grant, select 'Yes' from the drop-down list.
5. If you are the authorised representative for your organisation select "I will administer my organisation's application(s)". You do not need to register as an administrator.
6. If you are not the authorised representative for your organisation, select "Another employee will administer my organisation's application(s)". Remember to follow up with the authorised representative at the applicant organisation to ensure that they register as a 'Non-Research Administrator or Finance Officer' and subsequently endorse and submit the application by the EOI close date.
7. Click 'Submit' to complete the registration. You will receive an email with instructions on setting your password.

Please review the [Catalyst Partnership Grants Guidelines](#) for further information regarding authorised representatives.

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To register as a 'Non-research Administrator or Finance Officer'

This option is for authorised representatives who are employed by a registered entity in Australia, including a non-NHMRC Administering Institution.

1. Select the 'Non-research Administrator or Finance Officer' option at registration.
2. Search for the organisation by entering either the ABN (without spaces) or the organisation's name. Click 'Search' then select the name of the organisation from the list.
3. Enter your contact information and complete all required fields.
4. Click 'Submit' to complete the registration.

Heart Foundation staff will review your request and activate your account. You will receive email confirmation once your account is active.

By submitting your registration request, you are confirming that you are eligible to be the authorised representative for the applicant organisation, as outlined in the [Catalyst Partnership Grants Guidelines](#).

To register as a co-applicant

Individuals invited to be a co-applicant on a Catalyst Partnership Grant EOI will receive an invitation email with a link to accept or decline the invitation.

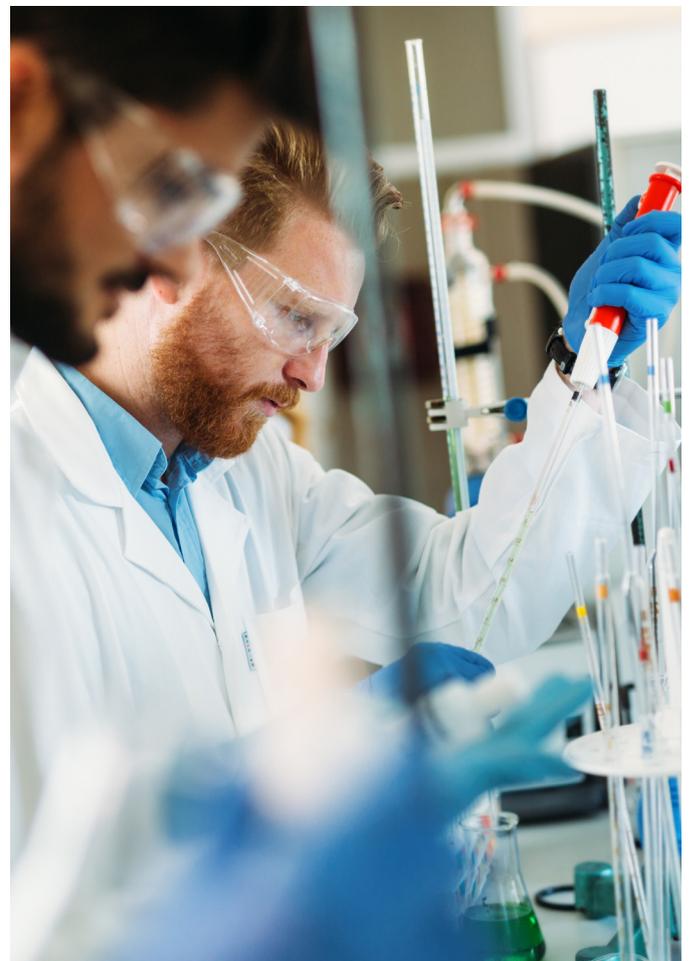
If they have an existing account in the Heart Foundation's Grants Management Portal, accepting the invitation will prompt them to sign in. If they do not have an existing account, upon accepting the invitation, they will be prompted to register as a new user. Please follow the instructions below:

1. Co-applicants can register as either a 'Researcher' or 'Non-Researcher' as appropriate, following the instructions outlined in this guide.
2. Co-applicants selecting the 'Non-Researcher' option will be asked if they are registering to apply for a Catalyst Partnership Grant. They should select 'No' from the drop-down list, unless also applying for a Catalyst Partnership Grant as lead applicant.

3. Co-applicants based overseas must search for the lead applicant's organisation by entering **either** the ABN (without spaces) **or** the organisation's name. Click 'Search', then select the relevant organisation from the list. In the 'Contact Details' section, they must select 'International' from the 'Country' menu, following which a text box will appear allowing them to manually enter their international organisation name.

Co-applicants can view or edit the EOI based on the level of access provided by the lead applicant.

The lead applicant must ensure all co-applicants accept their invitation prior to EOI submission. If a co-applicant fails to accept the invitation and register, the EOI can still be submitted, but their invitation as a co-applicant will be cancelled, and they will no longer be able to accept it.



Catalyst Partnership Grants

EOI preparation and submission

Once you have successfully registered an account and wish to prepare your EOI, follow these instructions:

1. On the Grants Management Portal home page, under Funding Opportunities, click the 'Catalyst' tab.
2. Click 'Program Overview' for details of the opportunity and 'Apply Now' to access the EOI.
3. Review the information and click 'Save draft' to commence your EOI.
4. Complete all required fields to submit your EOI.
5. Use the tabs or navigation buttons to move between sections. Click 'Validate' to identify any incomplete sections.
6. Save your application by clicking 'Save draft' and return to it at any time. When returning to the portal, click on 'My application', select the draft EOI, and click 'Open' to continue.
7. Upon completion of your EOI click "Submit for Endorsement".

Please ensure all co-applicants have accepted their invitations and registered in the portal prior to EOI submission.

Endorsement

If you have registered via the 'Research Administrator or Finance Officer' or 'Non-Researcher Administrator or Finance Officer', follow these instructions to endorse the EOI submission.

1. Log in and click 'Action required – endorsement' to view a list of the EOIs from your organisation.
2. Under the 'Endorsement' tab, you can enter comments and click 'Send back to applicant' for revisions or tick 'confirm' and click the 'Submit' button to finalise the EOI submission.

If you selected 'I will administer my organisations application(s)' on registration, follow these instructions to endorse the EOI submission.

1. After you have submitted your EOI for endorsement, click the 'Pre-Award' button in the top right corner of your screen to access the administration interface.
2. You will be able to access the application under the 'Action Required – Endorsement' button.
3. Navigate to the 'Endorsement' tab, confirm your endorsement and click 'Submit'.

Please ensure that the endorser completes the EOI endorsement and submission by the EOI closing date, 5 July @ 5pm AEST.

FAQs

Not receiving emails?

Please check your spam or junk folder and email filters for emails from heartfoundation@smartsimplemailer.com. If you still experience issues, contact grantsportal@heartfoundation.org.au or call (03) 9321 1581.

How do I reset my password?

Select "Forgot Password?" when signing in and follow the steps provided. If issues persist, contact grantsportal@heartfoundation.org.au or call (03) 9321 1581.

Can I register with multiple organisations?

You can only register with a single NHMRC Administering Institution, which will be populated into your application(s).

If you need to change your organisation, please contact the Heart Foundation via email at grantsportal@heartfoundation.org.au.

How can I get help with my application?

For portal issues, please contact grantsportal@heartfoundation.org.au.

For assistance with your EOI submission, please contact catalyst@heartfoundation.org.au or refer to the [Catalyst Partnership Guidelines](#).