**Online Application Registration**

**Please read the following information before deciding to proceed with registration. Thank you.**

 **Choose one of the two options below.**

**Register Your Organization for an Online Application Account**

After clicking “Begin Registration,” you will be taken to a set of questions that will determine your eligibility for funding. If you meet our eligibility criteria, you will then be asked to provide some basic information about your organization. The information will then be submitted to us for review, and we will contact you at the email address you provide with further instructions on how to submit an application.

Thank you. If you have any questions about registration, please see Applicant FAQs link below.

**Documents you may be required to upload, if relevant to your organization:**

If your organization is incorporated or legally registered you will be asked to upload a copy of your certificate of registration.

If your organization operates as a 501(c)(3) you will be asked to upload a copy of your determination letter.

If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA), you will be asked to upload a copy of the agreement.

Click Begin Registration

**Note: Passwords will expire in 180 days. Accounts without login activity will be deactivated after 1 year. For additional information please refer to our Applicant FAQs.**

**Online Application Registration
Disclaimer Step 1 of 4**

To accept the Privacy Policy Disclaimer, click Agree. To end your registration process, click Disagree.

**Privacy Policy Disclaimer**

This Privacy Notice describes our policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognize that information privacy is an ongoing responsibility, and so from time to time we will update this Privacy Notice as we undertake new personal data practices or adopt new privacy policies.

We collect personal information from those who choose to interact with us. With a few exceptions, this information is limited to the kinds of information that can be found on a business card: first name, last name, job title, employer name, work address, work email, and work phone number. We use this information to provide certain benefits, including distributing information updates, event invitations, and the like. We do not knowingly attempt to solicit or receive information from minors. We do not sell personal information to anyone and only share with third parties who are facilitating the delivery of our offerings.

You may use this site without giving us your personal data. With certain offerings, some personal information is necessary so that we can provide you with what you requested.

**How to contact us**
Use the Need Assistance link below to contact us.

**How we collect and use your personal information you give to us**
We receive data from you to review applications to become the recipient of a grant. We may use this information to refine our offerings to better tailor them to your needs and to communicate with you about other offerings.

**When and how we share information with others**
As a recipient of funding from other entities, we are required to provide certain information regarding parties who are beneficiaries of these funds.  Such information may be shared in the course of fulfilling standard compliance and reporting requirements in adherence with the terms of the entity’s grant to us, as well as to comply with applicable laws.  These requirements also include provisions to protect individuals’ privacy.

We do not reveal your personal data to third-parties for their independent use unless: (1) you request or authorize it; (2) the information is provided to an event co-sponsor on a per-event basis; (3) the information is provided to comply with the law, enforce an agreement we have with you, or to protect our rights, property or safety, or the rights, property or safety of our employees or others; (4) the information is provided to our agents, vendors or service providers who perform functions on our behalf; (5) to address emergencies or Acts of God; or (6) to address disputes, claims, or to persons demonstrating legal authority to act on your behalf. We may also gather aggregated data about site visitors and disclose the results of such aggregated (but not personally identifiable) information to our partners or service providers.

To protect personally identifiable information, our internal systems follow appropriate best practice information security protocols. When sharing information, we make every effort to remain transparent about our activities, while still protecting sensitive and/or personally identifiable information.

**Use of this Website**
As is true of most other websites, this website collects certain information automatically and stores it in log files. The information may include internet protocol (IP) addresses, the region or general location where your computer or device is accessing the internet, browser type, operating system and other usage information about the use of this website, including a history of the pages you view. We use this information to help us design our site to better suit our users’ needs. We may also use your IP address to help diagnose problems with our server and to administer our website, analyze trends, track visitor movements, and gather broad demographic information that assists us in identifying visitor preferences. Our website also uses cookies. It does not track users when they cross to third party websites, does not provide targeted advertising to them, and therefore does not respond to Do Not Track (DNT) signals.

·         **Cookies**
Cookies are pieces of data that a Web site transfers to a user’s hard drive for record-keeping purposes.

The Site uses cookies to aggregate traffic data (e.g., what pages are the most popular). These cookies may be delivered in a first-party or third-party context. We may also use cookies in association with e-mails delivered by us. Our Site also captures limited information (user-agent, HTTP referrer, last URL requested by the user, client-side and server-side clickstream) about visits to our Site. We may use this information to analyze general traffic patterns and to perform routine system maintenance. You have many choices with regards to the management of cookies on your computer. All major browsers allow you to block or delete cookies from your system. To learn more about your ability to manage cookies, please consult the privacy features in your browser.

You may set your browser to block these cookies.

·         **Do not track**
We do not track our customers when they cross to third party websites, do not provide targeted advertising to them, and therefore do not respond to Do Not Track (DNT) signals.

**Security of your information**
We endeavor to apply best available safeguards to protect the privacy and security of your personal data and to use it only consistent with your relationship with us and the practices described in this Privacy Notice. To help protect the privacy of data and personally identifiable information you provide to us, we maintain physical, technical and administrative safeguards. We update and test our security technology on an ongoing basis. We restrict access to your personal data to those employees who need to know that information to provide benefits to you. In addition, we train our employees about the importance of confidentiality and maintaining the privacy and security of your information. We commit to taking appropriate disciplinary measures to enforce our employees’ privacy responsibilities.

**Changes and updates to the Privacy Notice**
By using this Site or otherwise communicating with us, you agree to the terms and conditions contained in this Privacy Notice and/or any other agreement that we might have with you. If you do not agree to any of these terms and conditions, you should not use this Site. You agree that any dispute over privacy or the terms contained in this Privacy Notice, or any other agreement we have with you, will be governed by applicable laws. You also agree to arbitrate such disputes in the United States, and to abide by any limitation on damages contained in any agreement we may have with you.

As our organization may change from time to time, this Privacy Notice is expected to change as well. We reserve the right to amend the Privacy Notice at any time, for any reason, without notice to you, other than the posting of the amended Privacy Notice at this Site. You should check our Site frequently to see the current Privacy Notice that is in effect and any changes that may have been made to it. The provisions contained herein supersede all previous notices or statements regarding our privacy practices and the terms and conditions that govern the use of this Site.

To access the most up-to-date version of this Privacy Policy at any time, please click on the link in the footer at the bottom of this page.

To accept the Privacy Policy Disclaimer, click Agree. To end your registration process, click Disagree.

Disagree Agree

**Online Application Registration
Eligibility Quiz Step 2 of 4**

 Required for Save

 Required for Submit

**Eligibility Quiz**

To determine eligibility please answer the following questions.

|  |  |
| --- | --- |
| **\*Organization Name (Legal)**Type your answer in the text box | **Organization acronym/AKA**Type your answer in the text box |
| We do not make grants to individuals. We only make grants to organizations or groups.**\*Are you registering to apply on behalf of an organization or group?** | We do not make grants to governmental bodies, government entities, political parties, or state institutions. We only make grants to non-governmental entities.**\*Is your organization a government entity or political party?** |
| Select Yes or No | Select Yes or No |

**\*Select the Project Target Country(s) from the list below. Double-click your selection, and it will move to the next column labeled ‘chosen’.**



**\*All proposed projects must be consistent with our general objectives. Double-click your selection, and it will move to the next column labeled ‘chosen’.**

**Please select below which goal your project addresses:**

       

|  |  |
| --- | --- |
|  |  |

Cancel Continue

**Online Application Registration
Organization Information Step 3 of 4**

 Cancel Continue

 Required for Save

 Required for Submit

[Organization Profile](https://nedqa-volitionintdev.cs165.force.com/applicantregistrationedit?id=a3N6s0000000F1bEAE" \l "a1Tq0000003jvo1EAA)[Attachments](https://nedqa-volitionintdev.cs165.force.com/applicantregistrationedit?id=a3N6s0000000F1bEAE" \l "a1Tq0000003jvyCEAQ)

**Unique Organization Information**

Your Organization is eligible to apply. To begin, please fill out the information below. Please note that answers provided below do not impact funding decisions.

**\*Is your organization located in the United States?**



|  |
| --- |
| If you answer **yes** to your organization location in the United States, you will be required to answer the following questions:**Does your organization have an Employer identification Number (EIN)? Yes or No**[*An Employer Identification Number (EIN) is a nine-digit number provided by Internal Revenue Service (IRS) which is often used by a business to open bank accounts, applying for business licenses, filing tax reports, filing electronic returns and taxes*](https://nedqa-volitionintdev.cs165.force.com/applicantregistrationedit?id=a3N6s0000000F1bEAE)Employer Identification Number (EIN)**Does your organization operate as a 501(c)(3) tax-exempt organization? (If you answer Yes, you will be required to upload your determination letter before continuing)****Does your organization have a Negotiated Indirect Cost Rate Agreement (NICRA)? (If you answer Yes, you will be required to upload your agreement before continuing)** |

**\*Is your organization incorporated or legally registered? (If you answer Yes, you will be required to upload a copy of the certificate of registration of incorporation)**

  

**If yes to the above question, does your registration expire?**

   

**If yes to the above question, what is the valid through date? Only required if you have an expiration date.**



**If you answer “No” to the question about incorporation or registration, please explain why your organization is not incorporated or legally registered.**



**Organization Profile**

|  |  |  |
| --- | --- | --- |
| **\*Organization Legal Name**Type your answer in the text box | **Organization acronym/AKA**Type your answer in the text box | **\*In what year was your organization established/formed?** |
| **\*Type of Organization** | **Type of Organization (if other is selected)** | **\*For Profit or Non Profit** |
| **\*Preferred Language (Select one from the list below)**--None--ArabicEnglishFarsiFrenchPortugueseRussianSpanish |  |  |

**Organization Address**

This is the address associated with your Organization

|  |  |  |
| --- | --- | --- |
| **\*Street** | **Address Line 2** | **\*City** |
| **\*Country (select from drop-down list)**  | **State / Province** | **Postal Code** |
| **\*Organization Phone Number** | **Organization Fax Number** | **\*Organization Email** |
| **Organization Skype** | **Organization Website** |  |

**Does your Organization have additional office locations? (If Yes. You can provide more details after registration)**



**Online Application Registration
Organization Information Step 3 of 4**

 Cancel Continue

 Required for Save

 Required for Submit

[Organization Profile](https://nedqa-volitionintdev.cs165.force.com/applicantregistrationedit?id=a3N6s0000000F1bEAE#a1Tq0000003jvo1EAA)[Attachments](https://nedqa-volitionintdev.cs165.force.com/applicantregistrationedit?id=a3N6s0000000F1bEAE#a1Tq0000003jvyCEAQ)

 Add

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attachment Name | Classification | Description | Last Modified Date | Created By |

Cancel Continue

If you click continue and a red error bar appears, review all fields with a  and a  to ensure you entered an answer.

## Online Application Registration Primary Representative Step 4 of 4

 Back Cancel Continue

 Required for Save

 Required for Submit

### Organization Representative

Upon approval of your request, your account information will be sent through email, to the Primary Representative.

After your organization account is enabled, the Primary Representative will be able to add additional contacts and users.

Primary Representative (Required)- This person is the primary user of the system, receiving emails for the organization and managing other users. This person will be responsible for submitting documents like applications, reports, amendment requests, etc.

### Primary Representative

|  |  |  |  |
| --- | --- | --- | --- |
| **Prefix**  | **\*Legal First Name** | **Legal Middle Name** | **\*Legal Last Name** |
| **Preferred Name** | **Preferred Pronoun** | **\*Position Title** | **\*I have signing authority for my organization**

|  |
| --- |
| Yes |
| No |

*Authorized to sign legally binding agreements on behalf of the organization, such as a grant award, amendment, etc.* |
| **\*Contact Email** | **Mobile Phone Number** | **\*Organization Phone Number + Ext** | **Contact Skype** |

 Back Cancel Continue

**Click the box to certify you’re a human and not a robot.**

**CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) is a type of security measure known as challenge-response authentication. CAPTCHA helps protect you from spam and password decryption by asking you to complete a simple test that proves you are human and not a computer trying to break into a password protected account.**

The success note reads in English: **Thank you! We have received your request for registration. Upon approval, you will receive an email confirmation with further instructions to complete and submit your application.**