RONCALLI ADMISSION

Platform

User Guide

Roncalli
INTERNATIONAL
FOUNDATION

CONTENTS

1. Introduction

Welcome to the new version of the Roncalli International Foundation's Admission platform! This new system for managing funding applications and projects is hosted by SurveyMonkey Apply.

The Admission platform is the online tool for organizations carrying out development projects alongside vulnerable populations in countries where the Foundation acts to submit funding applications and manage their projects. All project ideas and funding requests must be submitted via this platform.

If your project funding request is approved, you will need to submit your financial and narrative reports through this platform, as well.

This guide has been elaborated to help you in your use of this new system. However, you can contact the Foundation at any time at admission@roncalli.ca for additional support.

Before you begin the application process, please visit our website for more information on the Foundation's funding criteria to ensure your project is eligible.

The process of submitting a funding application to the Foundation involves the following steps:

Steps for submitting a grant application
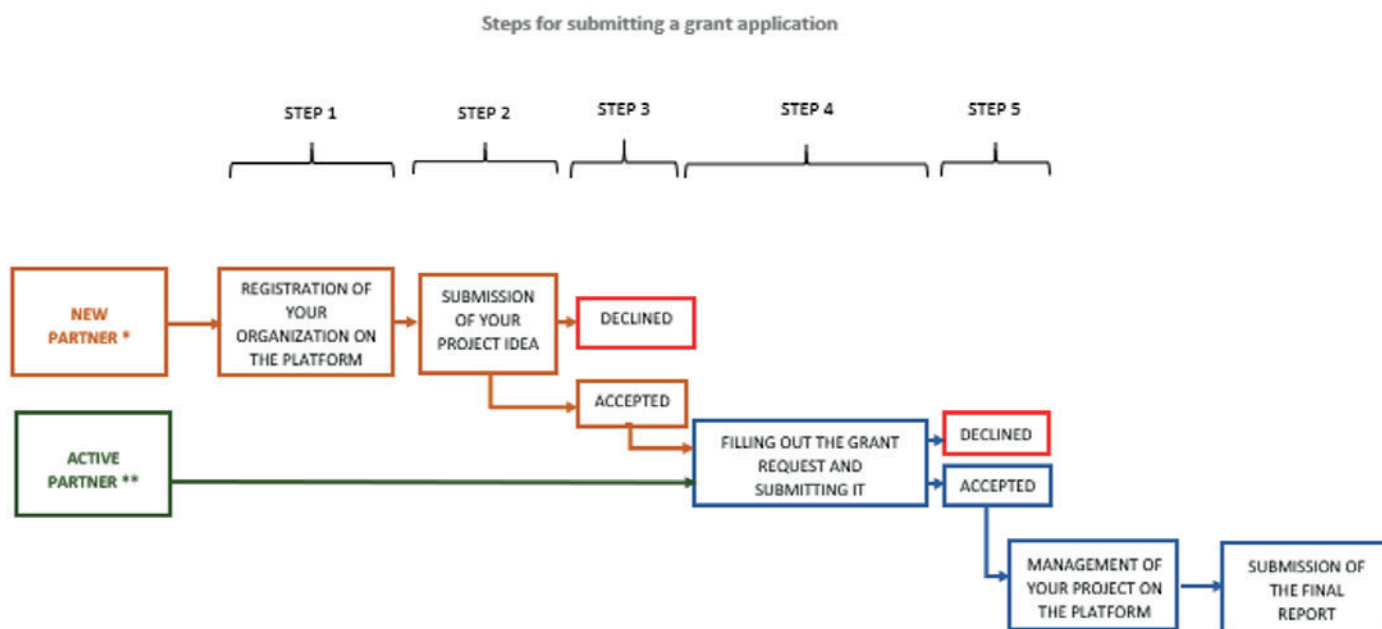
*Organization that is submitting a grant request for the first time or has not received funding from the Foundation in the last 5 years
** Organization that has received funding from the Foundation within the last 5 years

If you are submitting a funding application to the Foundation for the first time, you must create a user account with SurveyMonkey Apply using your professional e-mail address. You will then be able to register the organization on whose behalf you are submitting a project idea. Note that you will have access to the Project Idea form once the Foundation has approved the organization you represent.

If you have been an active partner of the Foundation for the past 5 years, an account in the name of your organization will have already been created. You can therefore log in without having to go through the step of registering your organization or submitting a project idea. The first time you log on to the new platform, you will be asked to confirm your identity and change your password, after which, you will be able to access your account and view past applications and projects.

2. *Accessing the Roncalli Admission platform*

To access the Roncalli Admission platform, go to the following address or copy/paste this link into your browser: https://admission.roncalli.ca

3. *How to create a user account*

To apply for funding from the Roncalli International Foundation, your organization must first have an account.* If your organization does not have an account or if it has been more than 5 years since your last application, you must first create a user account and register your organization.

Identify a person who will be responsible for submitting funding requests and tracking projects on behalf of your organization. This person must create a user account on the SurveyMonkey Apply site before they can log on to the Admission platform.
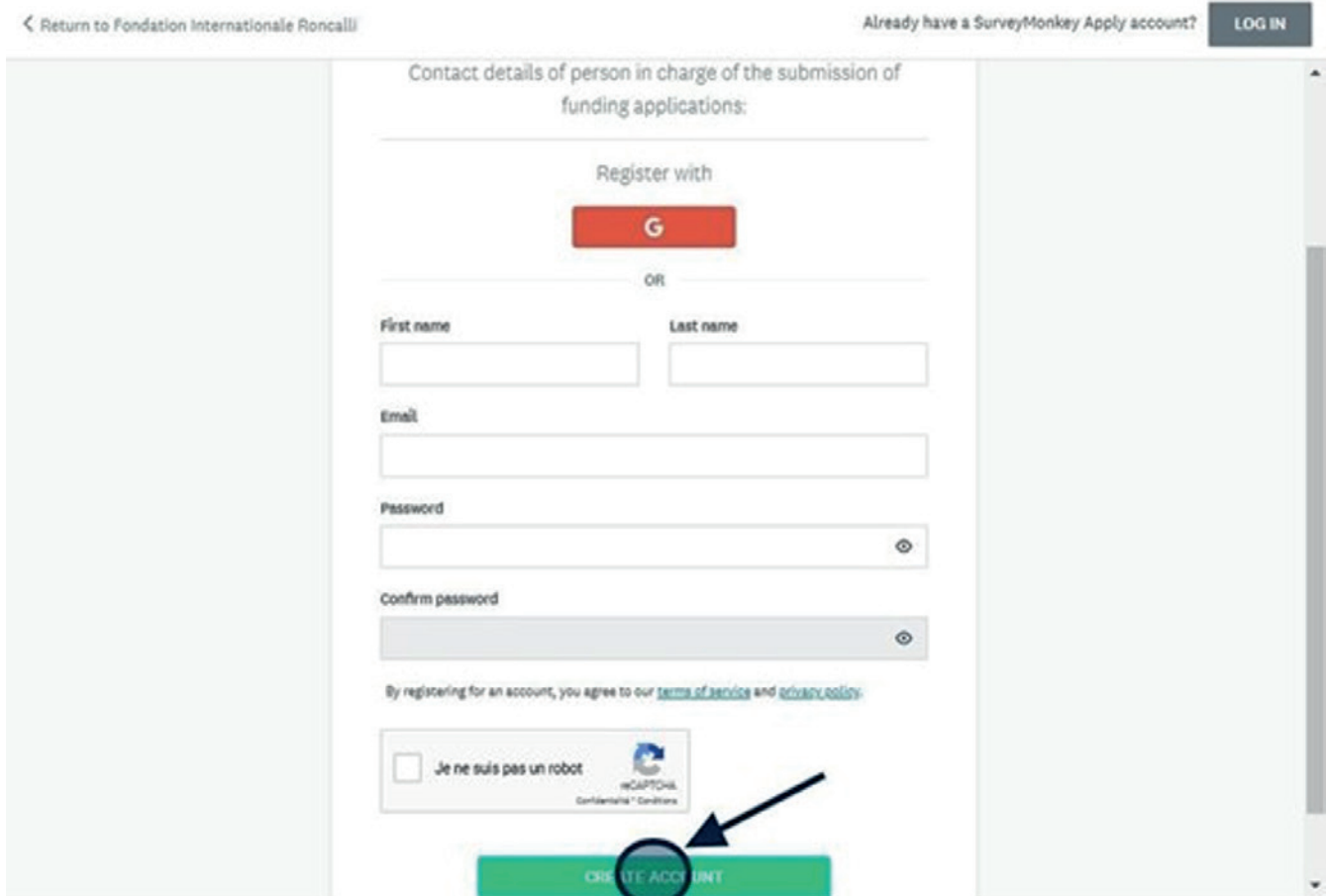
* If you have received funding from the Foundation in the last 5 years, please refer to section 4.

3.1 To create your account go to the Roncalli Admission platform website at https://admission.roncalli.ca. and click on "Register" at the top right of the main page.
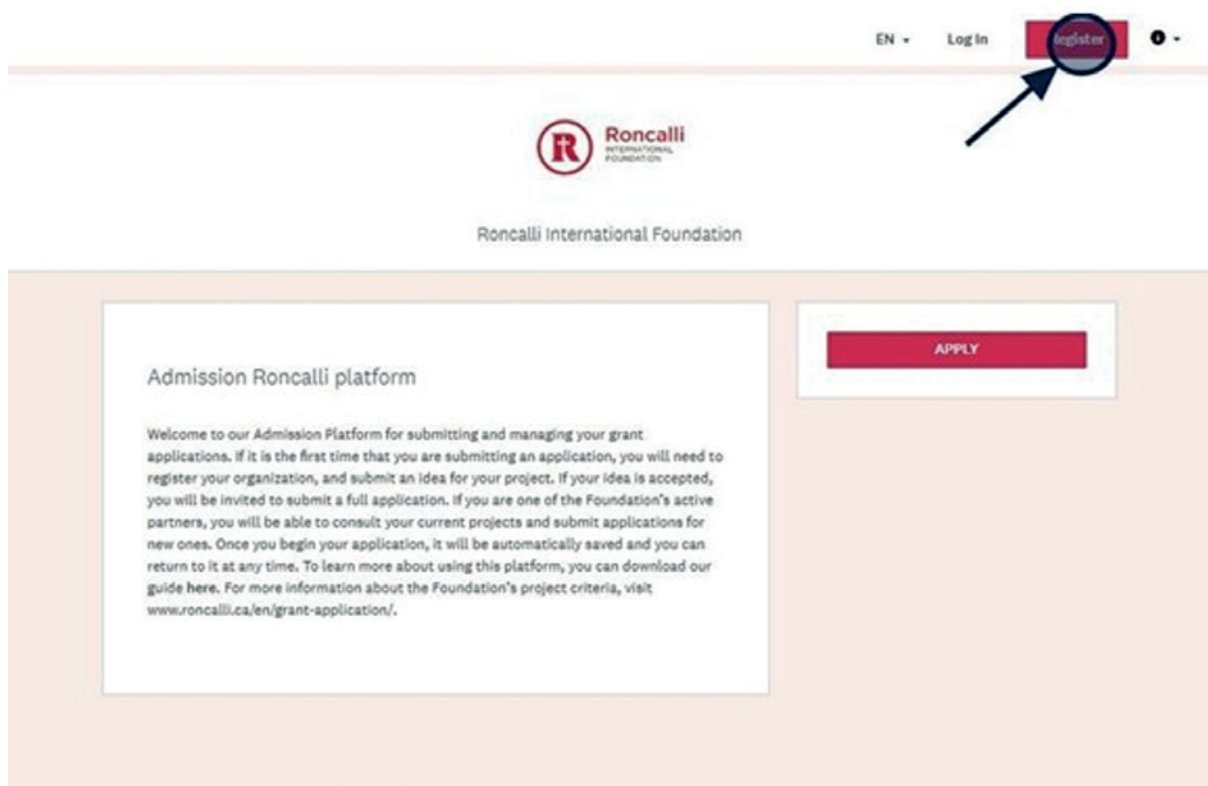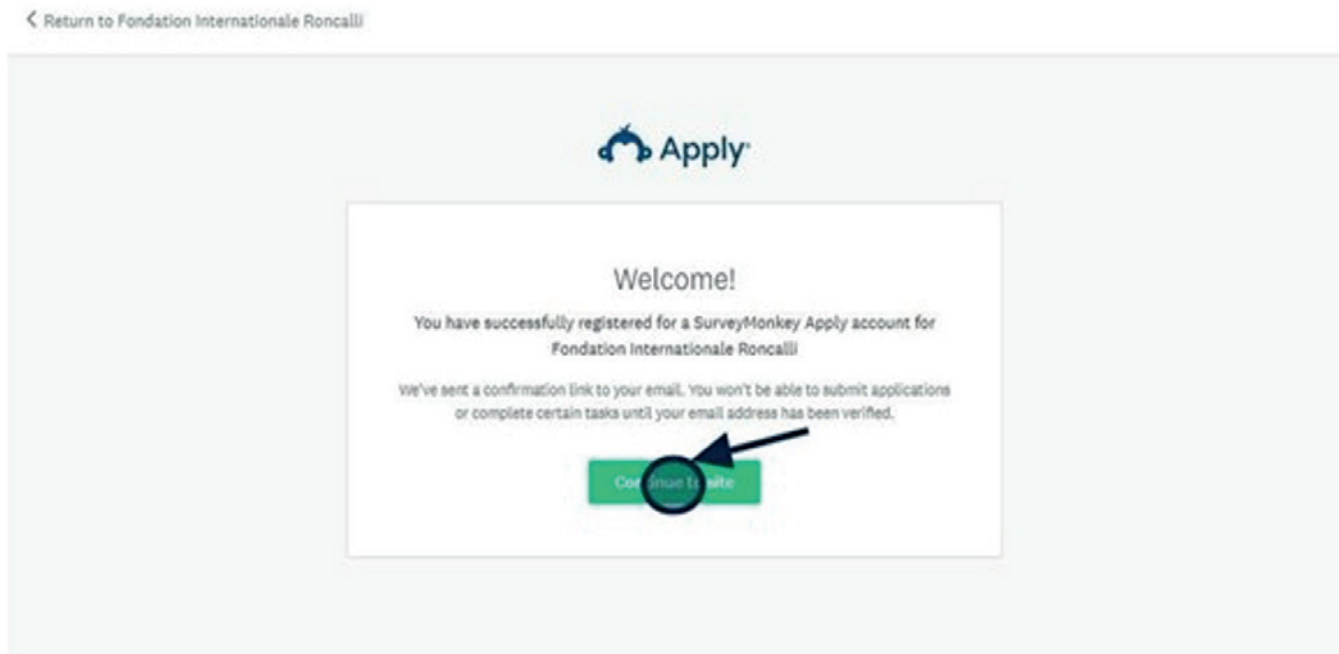
3.2 Fill in the required information and click on "Create an account." It is advisable to choose a different password from the one used for your e-mail. This information is confidential and must not be shared with others.

Contact details of person in charge of the submission of funding applications:

Register with

G

OR

First name   Last name

Email

Password

Confirm password

By registering for an account, you agree to our terms of service and privacy policy.

Je ne suis pas un robot
reCAPTCHA
Confidentialité - Conditions

CREATE ACCOUNT

3.3 Once registration has been successfully completed, the following message will appear, prompting you to click on "Continue to site".

Apply

Welcome!

You have successfully registered for a SurveyMonkey Apply account for Fondation Internationale Roncalli

We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

Continue to site

3.4 Before you can continue, you must confirm your e-mail address. Click on "Send verification link" to confirm your account.
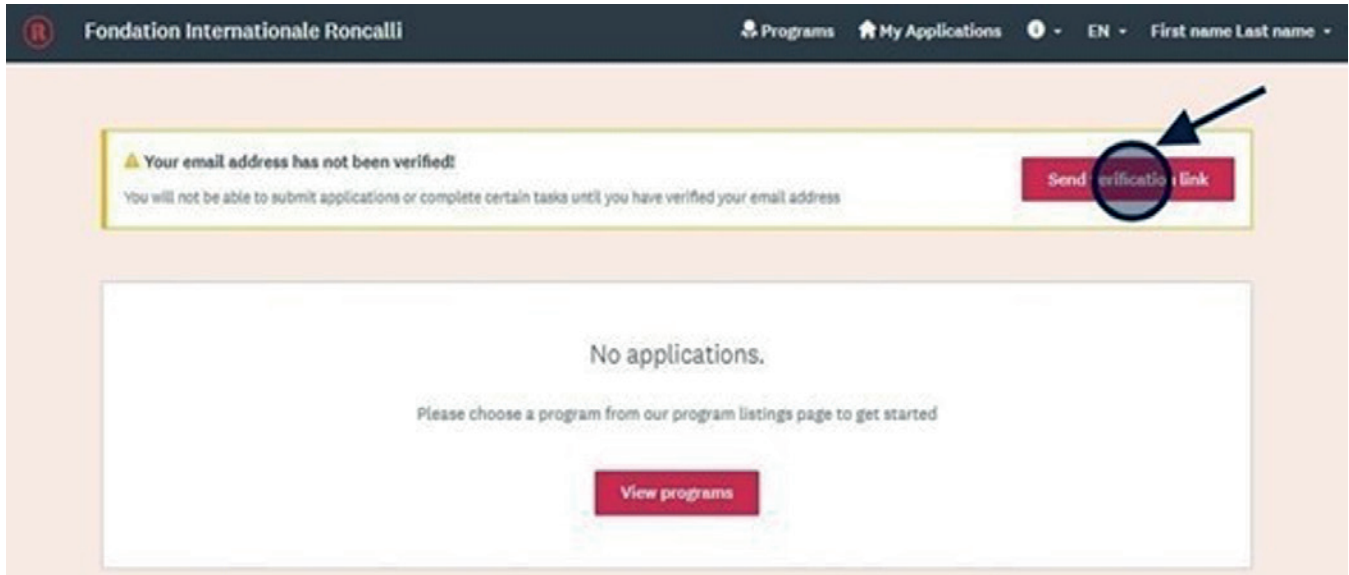
3.5 Check your inbox or spam folder. You should have received an e-mail asking you to validate your account. Please click on "Confirm e-mail address."
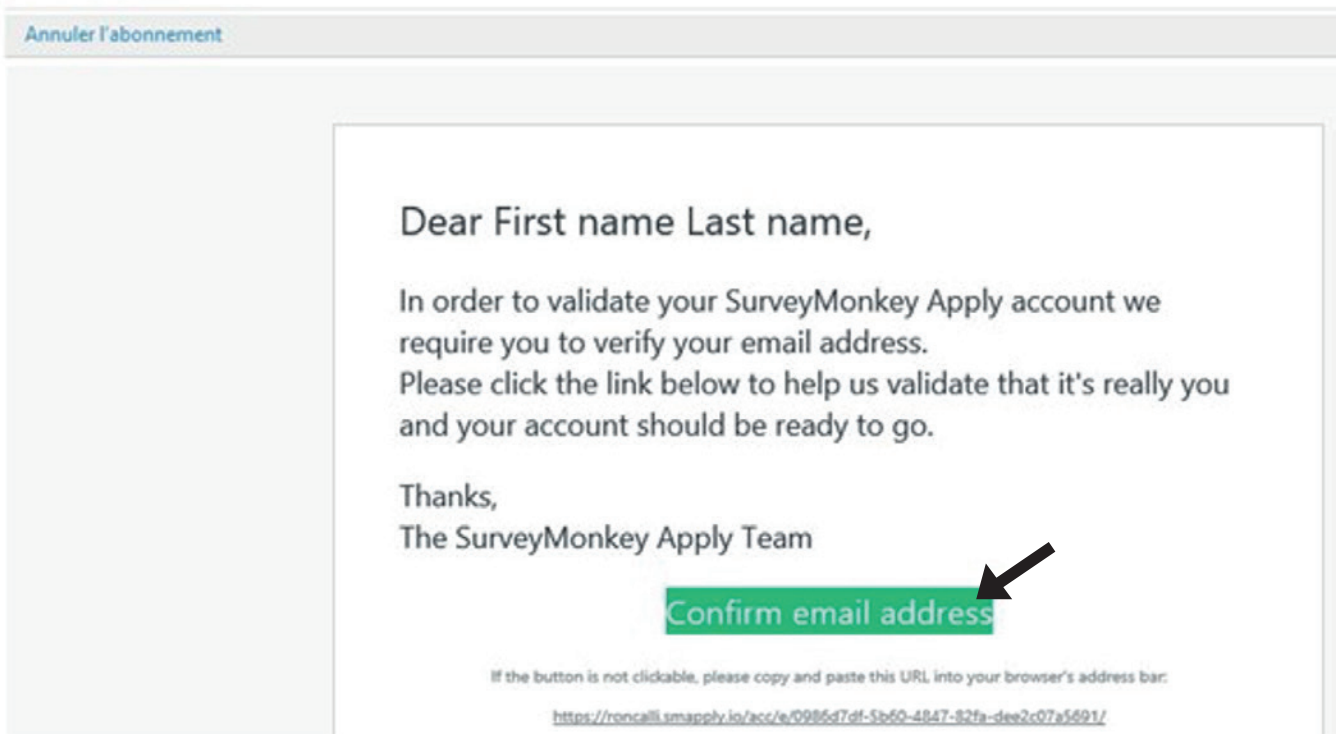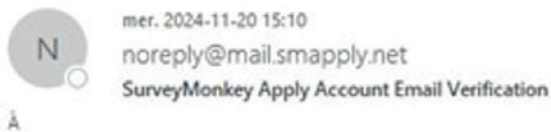
3.6 Click on "Continue" to access the home page of your account.
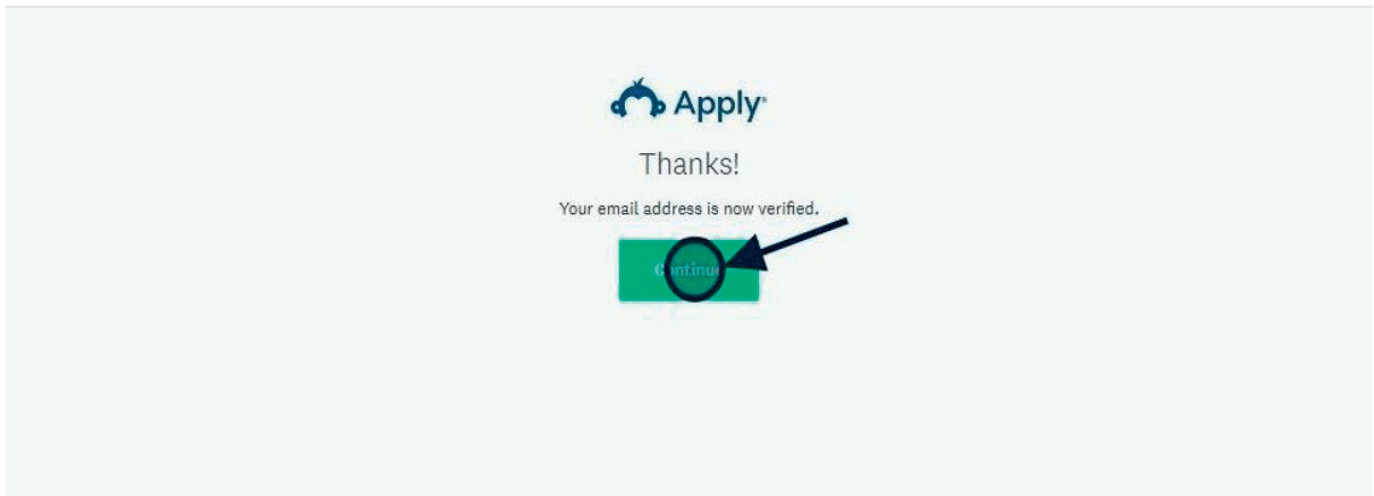
4.   *First-time login for active partners*

If one of your projects has received funding from the Foundation within the last 5 years, then a user account has already been created for your organization. When logging on to the new platform for the first time, you must confirm your identity and follow the procedure to reset your password.

4.1 On the login page, click on "Forgot your password."

4.2 Enter your e-mail address and click on "Send instructions".
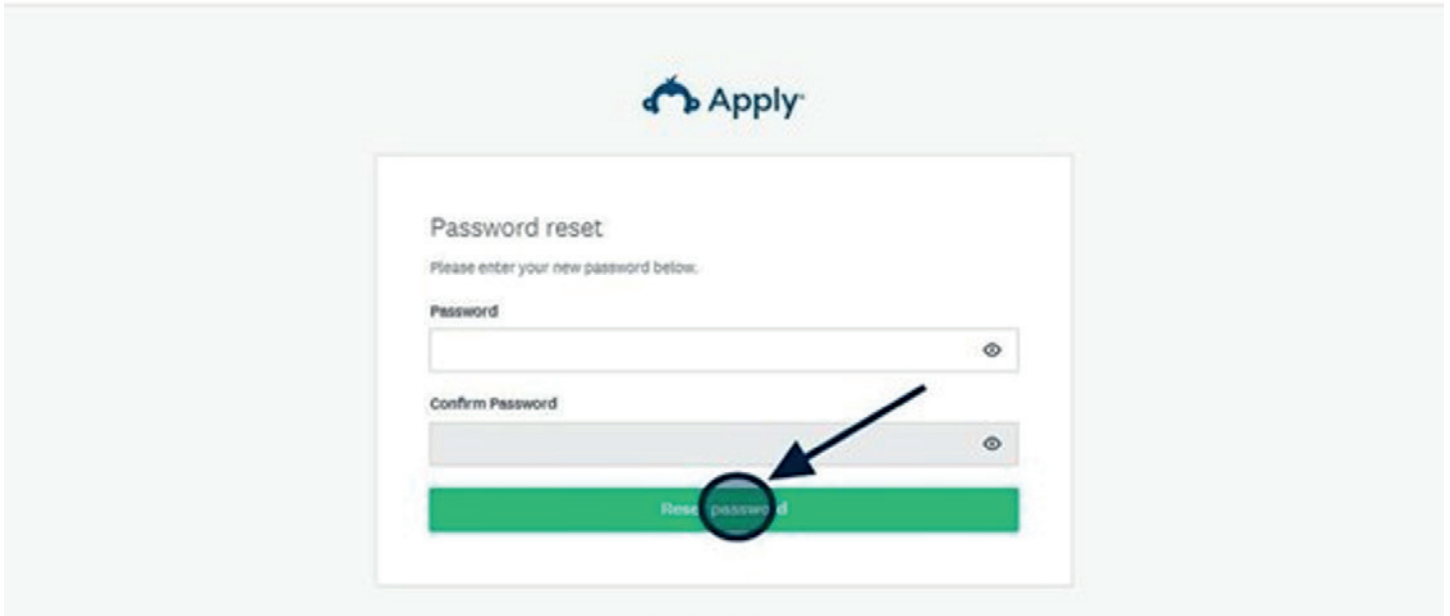
🐙 **Apply**

Forgot your password?

Enter the email address associated with your account and we will send you instructions.

Email

[   ]

SEND INSTRUCTIONS

❮ Back to Log In

4.3 Check your e-mail account's inbox or spam folder. You should have received an e-mail with a link to reset your password. Open the e-mail and click on "Reset password."

N mer. 2024-11-20 16:57
noreply@mail.smapply.net
SurveyMonkey Apply Password Reset

À

Annuler l'abonnement

Fondation Internationale Roncalli

Dear First name Last name,

Someone requested to reset your SurveyMonkey Apply password. If this was not you, you can safely ignore this email.

Thanks,
The SurveyMonkey Apply Team

Reset password

If the button is not clickable, please copy and paste this URL into your browser's address bar:

https://roncalli.smapply.io/acc/p/129143554-af83836977d0d29d0db97ffed4fb7c8c/

4.4 Choose a new password and enter it in the appropriate fields. Then click on "Reset password." It is advisable to choose a different password from the one used for your personal e-mail.

Apply
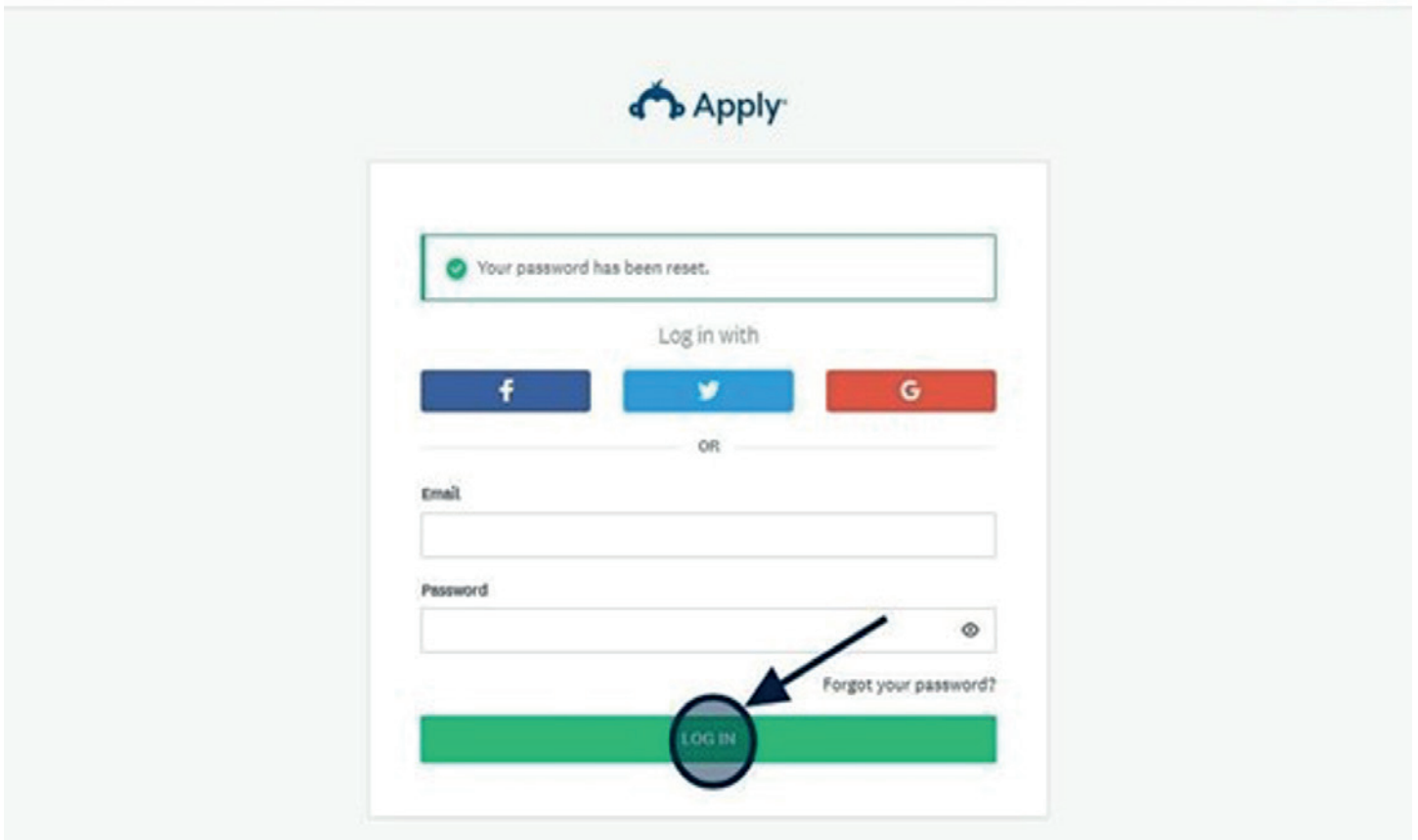
Password reset

Please enter your new password below.

Password

Confirm Password

Reset password

4.5 Once your password has been reset, log in by filling in the required fields with your new password and click on "Log in."

Don't have a SurveyMonkey Apply account?   **REGISTER**

Apply

✓ Your password has been reset.

Log in with

f   y   G

OR

Email

Password

Forgot your password?

LOG IN

5. How to connect to the Admission platform

5.1 To connect to the Admission platform, go to https://admission.roncalli.ca and click "Log In" in the top right-hand corner.
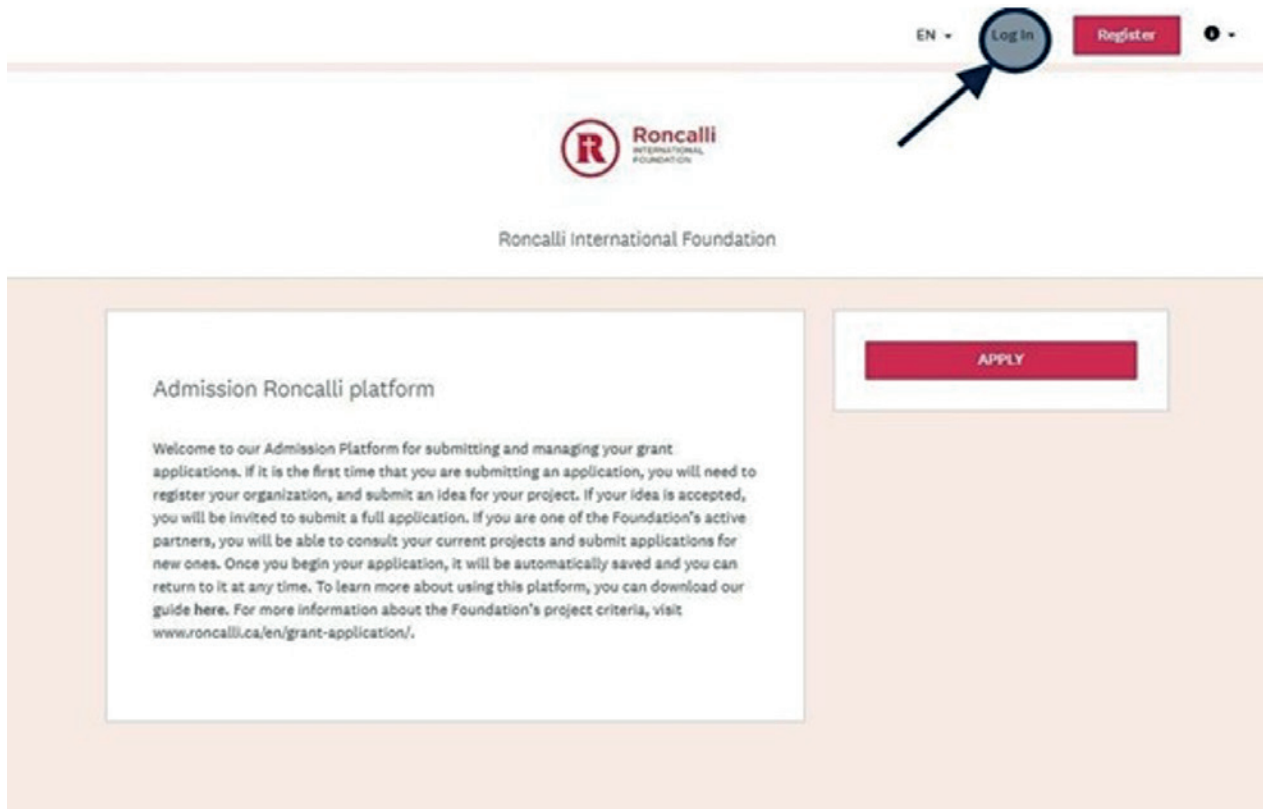
5.2 You will be taken to the login page. Fill in the required fields, then click on "Login" to access your account.
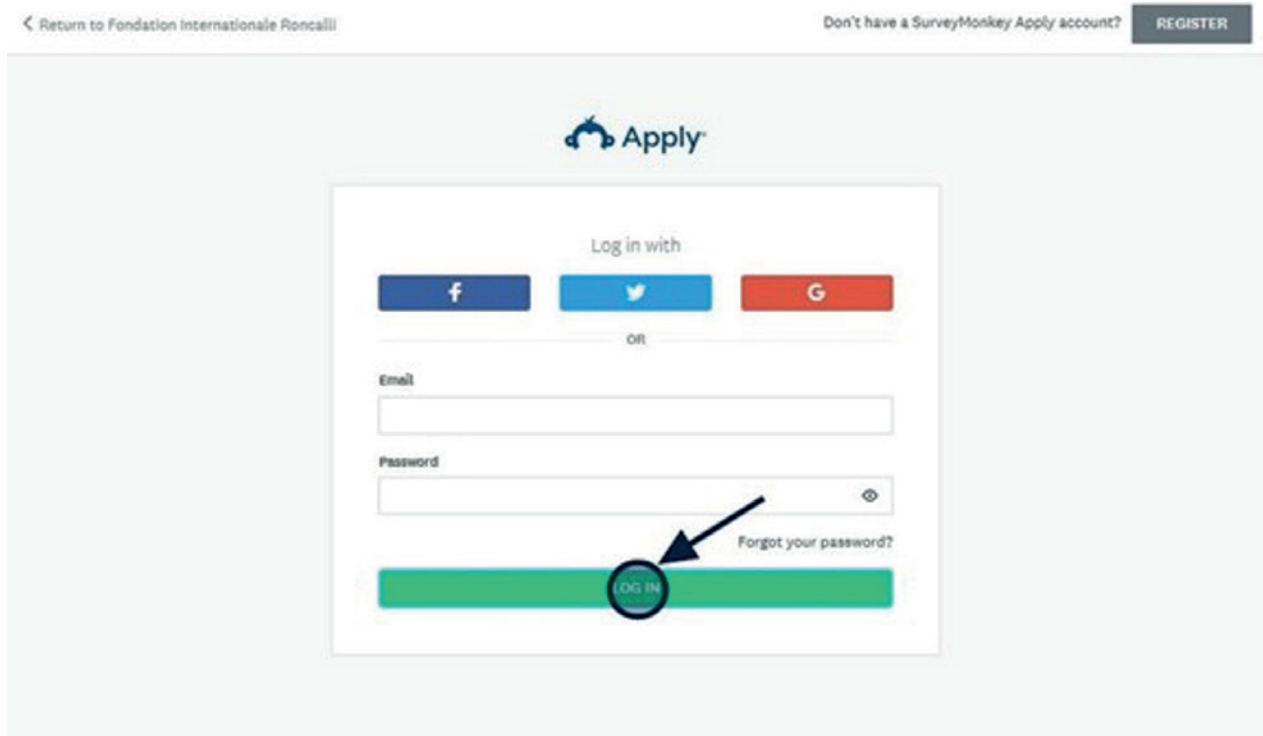
6. Dashboard

6.1 Once you've logged in to your account, you will access your Dashboard with the following choices in the top right-hand corner:

- "Programs" to access forms for submitting new project ideas or funding requests
- "My requests" to manage your current requests and projects
- Choice of language: French (FR-CA), English (EN) or Spanish (ES)
- Your "First and Last Name" to access your account settings (your name, e-mail, to change your password, etc.)
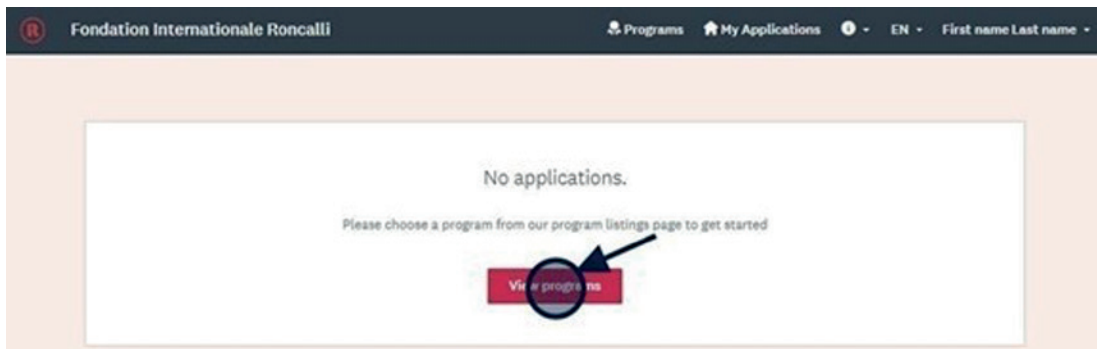
If you have received funding from the Foundation within the last five years, you can skip to step 10.

7. Completing the Organization Registration form

If you are submitting a project to the Roncalli Foundation for the first time, you must first register your organization and submit your project idea before being able to submit a funding request.

To register your organization, you will need to fill in the registration form with your organization's details. You only need to complete this step once, as the information entered will be saved and automatically transferred to the other forms to be filled in.

Once the form has been completed, it will be sent to the Foundation, which must validate your organization. You must wait for this validation before you can submit a project idea.

Once you have registered your organization, to make any changes to the information provided (address, name of director, person responsible for submitting projects, etc.), you must contact the Foundation at admission@roncalli.ca.

7.1 To access the registration form, click on "Programs," then "More."

7.2 Click on "Apply"

7.3 You will be asked to give a title to the project idea you wish to submit. Enter the title and click on "Create application."

7.4 In the "Your tasks" section, click on "Register your organization."

7.5 Fill in the form with the information required to validate your organization.

7.6 At any time, you can click on "Save & continue editing" to save the data you have entered and complete the form at a later time. Please note that the form also saves itself automatically to prevent any loss of data. Once you've entered all the details, click on "Next."

7.7 Once you've entered all the required informationon the following page, click on "Mark as complete."

Roncalli International Foundation

Programs · My Applications · EN · First name Last name

0 of 1 tasks complete

Last edited: Jan 5 2025 10:27 AM (EST)

REVIEW · SUBMIT

3.1 Has your organization implemented a project funded by the Foundation in the last 5 years?

○ Yes

⦿ No

Clear

3.3 How did you hear about the Roncalli International Foundation?

Internet search

4. Terms and Conditions

☑ Declaration of responsibility by the applicant in relation to the information provided, confirmed by the electronic signature (Identity guaranteed by the platform user account).

☑ Commitment, in the case of project approval, to sign and respect an agreement involving implementation, reporting and accountability in accordance with the submitted project and the Foundation's standards.

☑ I consent to the release of the information contained in this form to the appropriate authorities, insofar as such release of information is directly related to and necessary for the proper implementation of the rules applicable to the Roncalli International Foundation.

☑ I declare that all the information provided in the above form is accurate and complete.

☑ I confirm, understand and accept this electronic signature

Signature:

Signature

Date:

Jan 05 2025

PREVIOUS · SAVE & CONTINUE EDITING · MARK AS COMPLETE

7.8 You can review and validate the information you've entered on your form by clicking on "Review." Once you have reviewed the information you can submit the Registration Form by clicking on "Submit."

Please note that once the form has been submitted you will no longer be able to modify any of the information provided. To make any changes to the information provided in the form, please contact the Foundation at admission@roncalli.ca.

7.9 Once you click "Submit," another page will appear and you must click on "Submit."

7.10 Once you have submitted the registration form, you will receive a confirmation e-mail informing you of the next steps.

Roncalli International Foundation

Dear First name Last name,

This is to inform you that your application, **Title of your project** has been submitted for **Admission Roncalli platform** on **Jan 5 2025 10:30 AM (EST)**.

Thank you
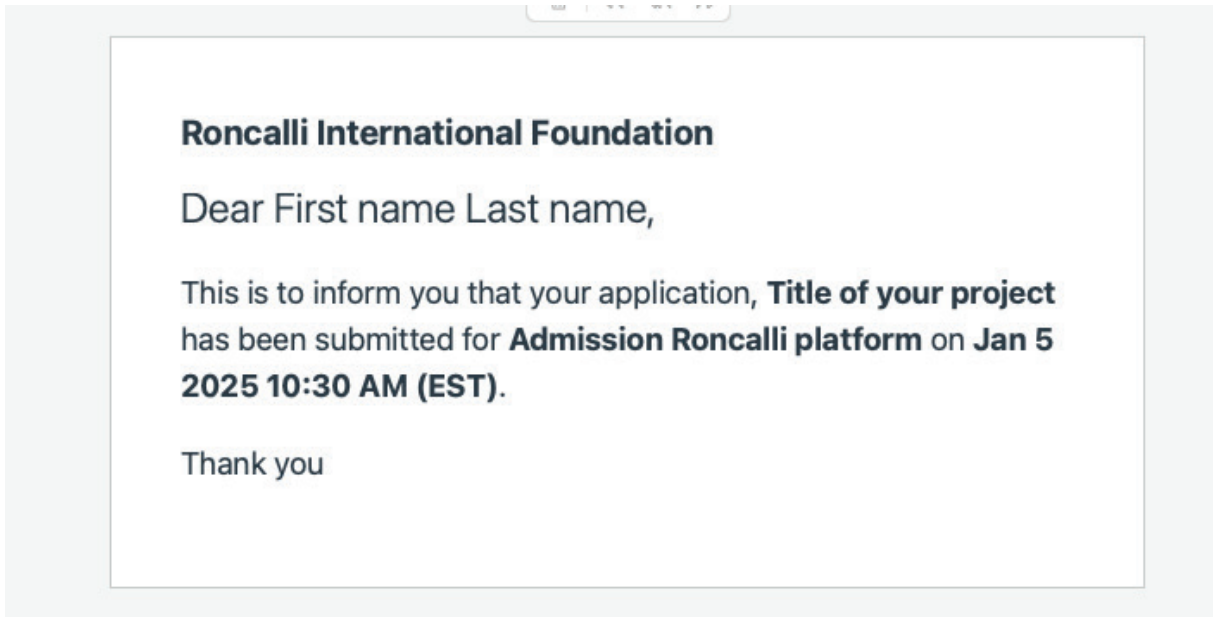
7.11 To view the registration form, click on "Go to my applications."

Roncalli International Foundation   👤 Programs   🏠 My Applications   ℹ️ ▾   EN ▾   First name Last name ▾

✅

Application Submitted!

Thank you for submitting your application.

Go to My Applications

OR

View more Programs

7.12 Click on "View."

Roncalli International Foundation   👤 Programs   🏠 My Applications   ℹ️ ▾   EN ▾   First name Last name ▾

All Applications ▾

...

Admission Roncalli platform
Title of your project
2024-0000012000

✅ SUBMITTED

VIEW

Submitted on: Jan 5 2025 10:30 AM (EST)

7.13 To view the form, click on the link that appears below "Register your organization," under the "Previous tasks" section. You will only be able to view the form, but not modify it.

8. Filling out the Project Idea form

8.1 Once you have submitted the registration form, you must wait for the Foundation to validate your organization's information before you can access the Project Idea form.

Once your organization has been validated, you will receive an e-mail inviting you to submit your project idea.

Roncalli International Foundation

Hello First name Last name,

Your organization has been successfully registered on Roncalli Admission. You are now invited to submit a project idea.

Thank you,

Roncalli International Foundation

You are receiving this email from Roncalli International Foundation .

Unsubscribe | Terms | Privacy
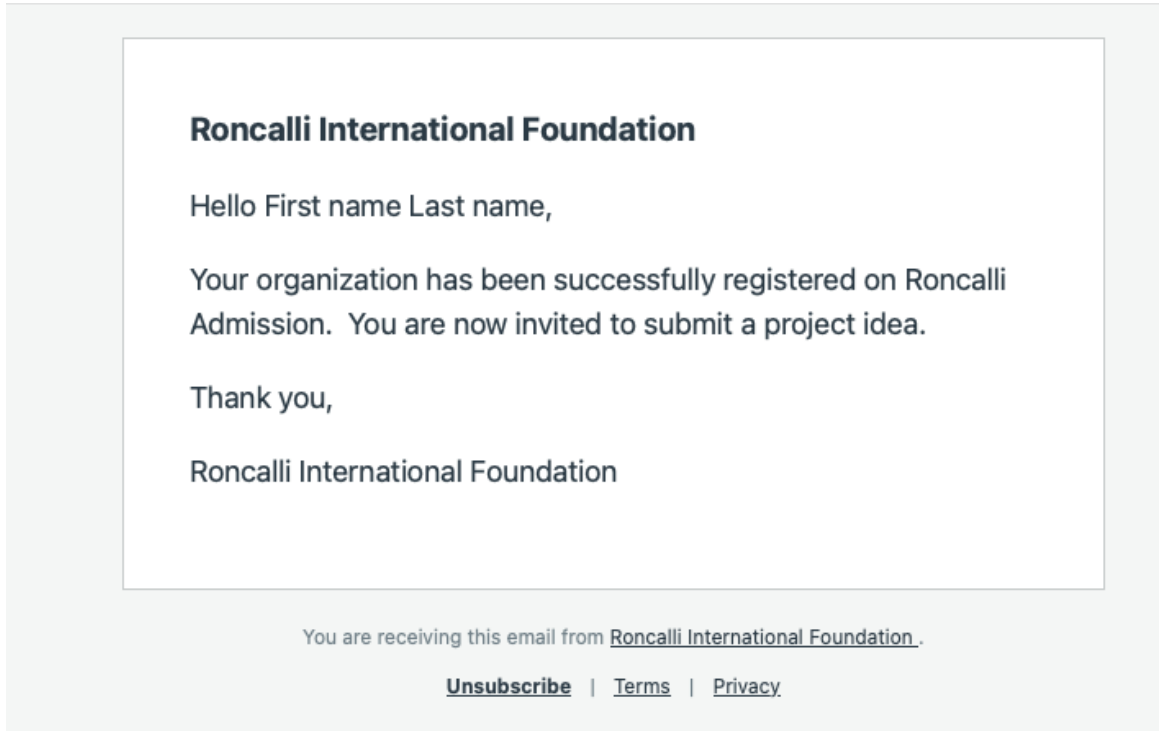
8.2 Once you've received the e-mail, log in to your account and click on "My applications" in the top right-hand corner, and then on "Start."

Roncalli International Foundation   Programs   My Applications   EN   First name Last name

All Applications

Admission Roncalli platform
Title of your project
2024-0000012000

0 of 1 tasks complete

START

Submitted on: Jan 5 2025 10:30 AM (EST)

1 - 1 of 1 Applications

8.3 In the "Your tasks" section, click on "Idea form."

8.4 You will access the Project Idea form already pre-filled with your organization's information.

8.5 Fill in all the other required fields. You can click on "Save & continue editing" to save the data you have entered and continue later. Please note that the form also saves itself automatically to prevent any loss of data.

Once you have fully completed the first page of the form, click on "Next" at the bottom of the page.

8.6 Once you filled in the information required on the second page, click on "Mark as complete" at the bottom of the page.

8.7 Once completed, you can review and validate the information entered on the form by clicking on "Review" in the left-hand column.

Once you have reviewed the information, you can submit the Idea Form by clicking on "Submit" in the left-hand column.

Please note that once the form has been submitted, you will no longer be able to make any modifications.

8.8 Once you click "Submit" a new window will open asking you to confirm that you want to submit your idea. If yes, click on "Submit."

8.9 You can view your project idea without being able to modify it, by clicking on "Go to my applications" then "View."
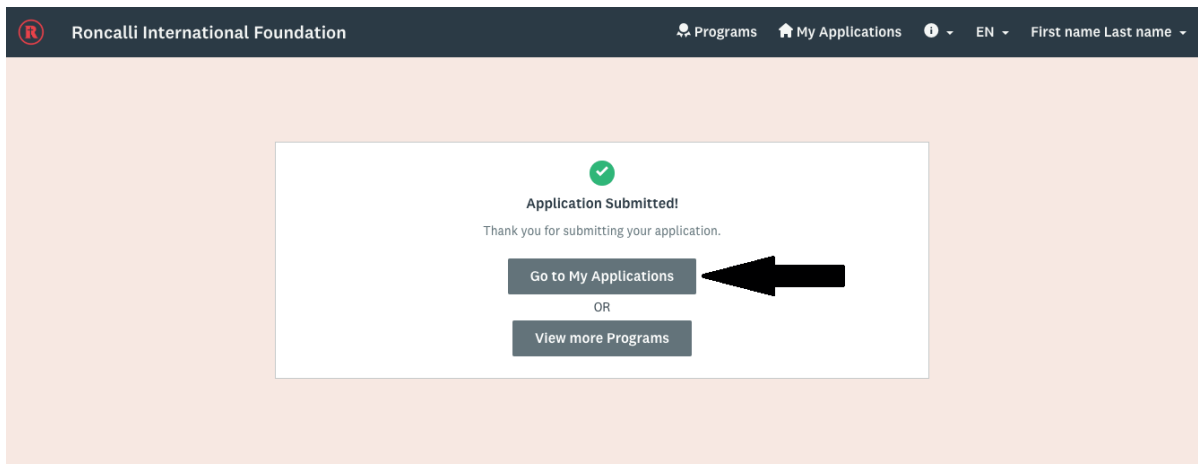
8.10 You will receive an e-mail confirming receipt of your project idea and informing you of the next steps.

Roncalli International Foundation

Hello,

We have received your project idea   Title of your project   . It will be analyzed by the Roncalli team and you will receive an answer within 4 to 8 weeks.

Thank you for your understanding,

Roncalli International Foundation

8.11 If your project idea is refused, you will receive an e-mail informing you of this.

8.12 If your project idea is accepted, you will receive an e-mail inviting you to complete a full funding application.

Roncalli International Foundation

Hello,

We are pleased to announce that your project idea is eligible and that you can now complete the funding application form. Before completing your funding application, please consult our criteria at the following link: **https://roncalli.ca/en/grant-application/**

Please note that it takes 2 to 4 months before you receive an official response from the Foundation. Access to the funding application form does not guarantee that your project will be accepted.

Thank you for your collaboration,

Roncalli International Foundation

9. How to add a collaborator

9.1 You can add collaborators at any time if you would like other people to help you with filling out the various forms by clicking on "Add a collaborator." You can only add one employee at a time.

Please note that other employees may fill out the information in the forms, but YOU REMAIN SOLELY RESPONSIBLE for submitting them.
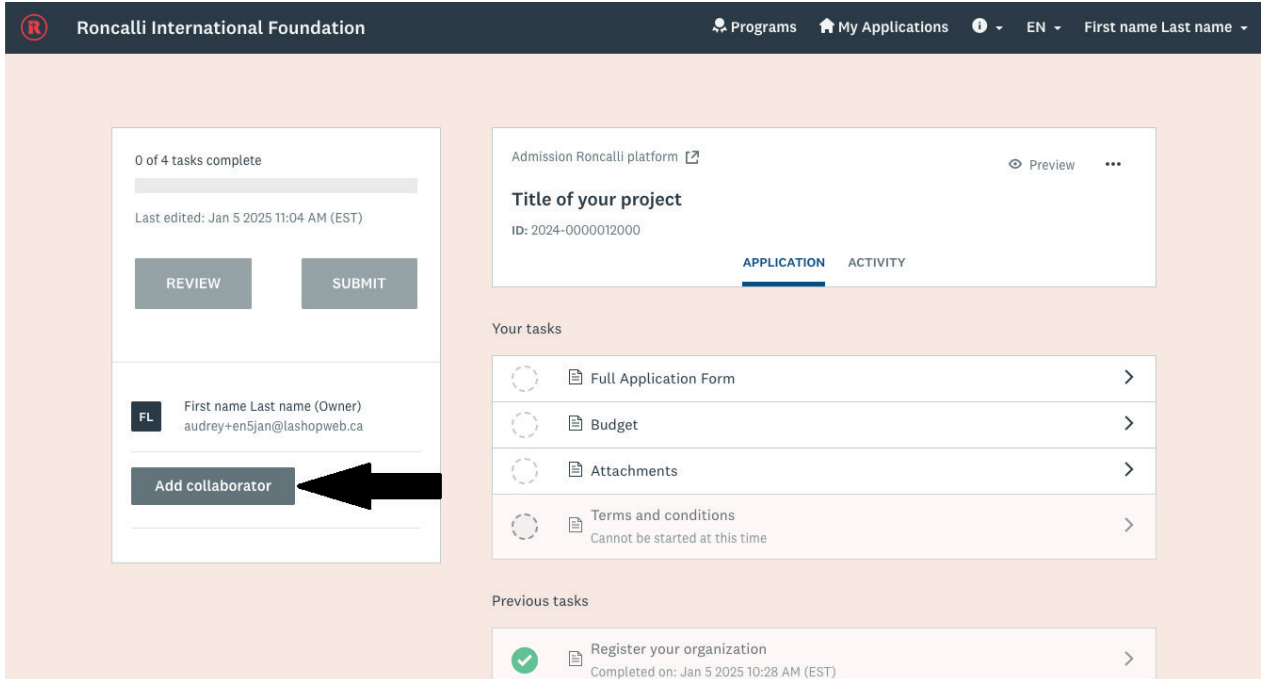
9.2 Enter the collaborator's e-mail address, select their type of access and add a message to be included in the invitation e-mail, then click on "Send invite."
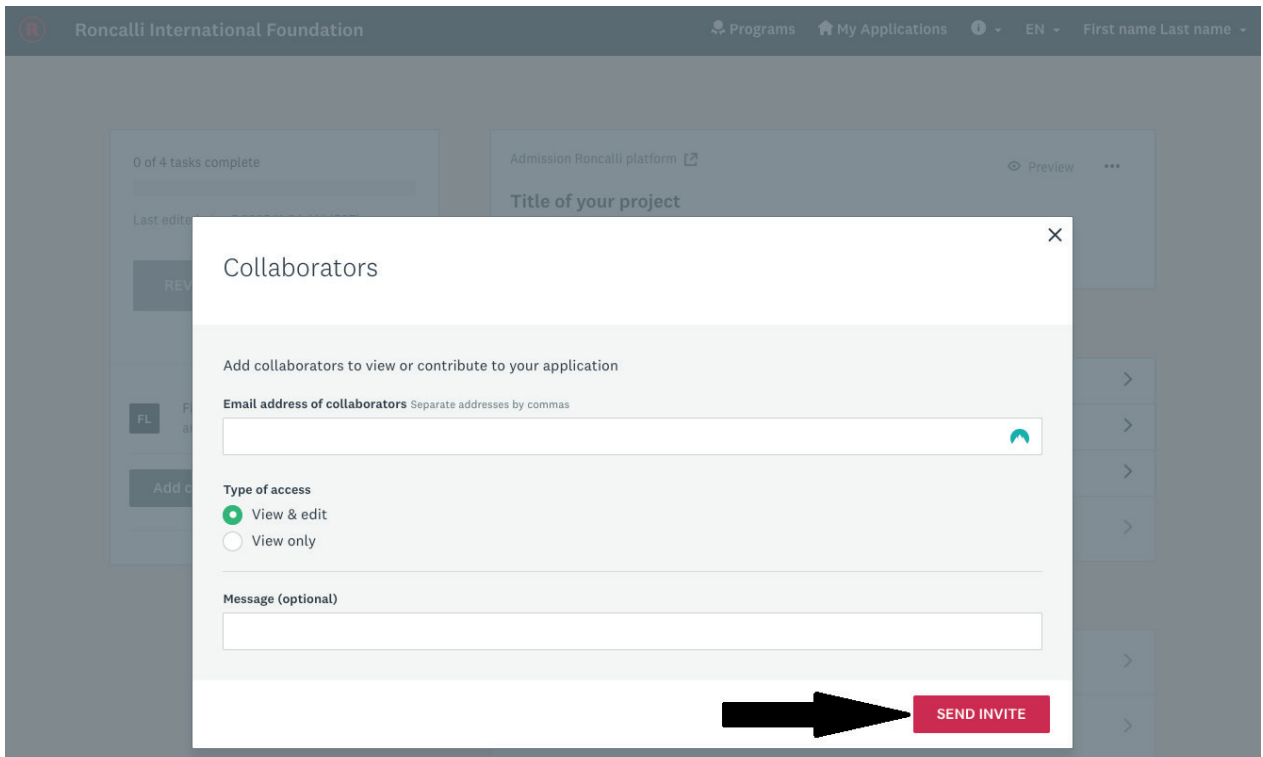
9.3 To change a collaborator's access, to delete a collaborator or to resend an invitation, click on the three small dots next to his or her name, click on your choice and follow the instructions.

10. Completing the Funding Application form

10.1 If you are a new partner and your project idea has been accepted, you have access to the funding application form. Log in to your account, click on "My applications" in the top right-hand corner, and click on "Start."
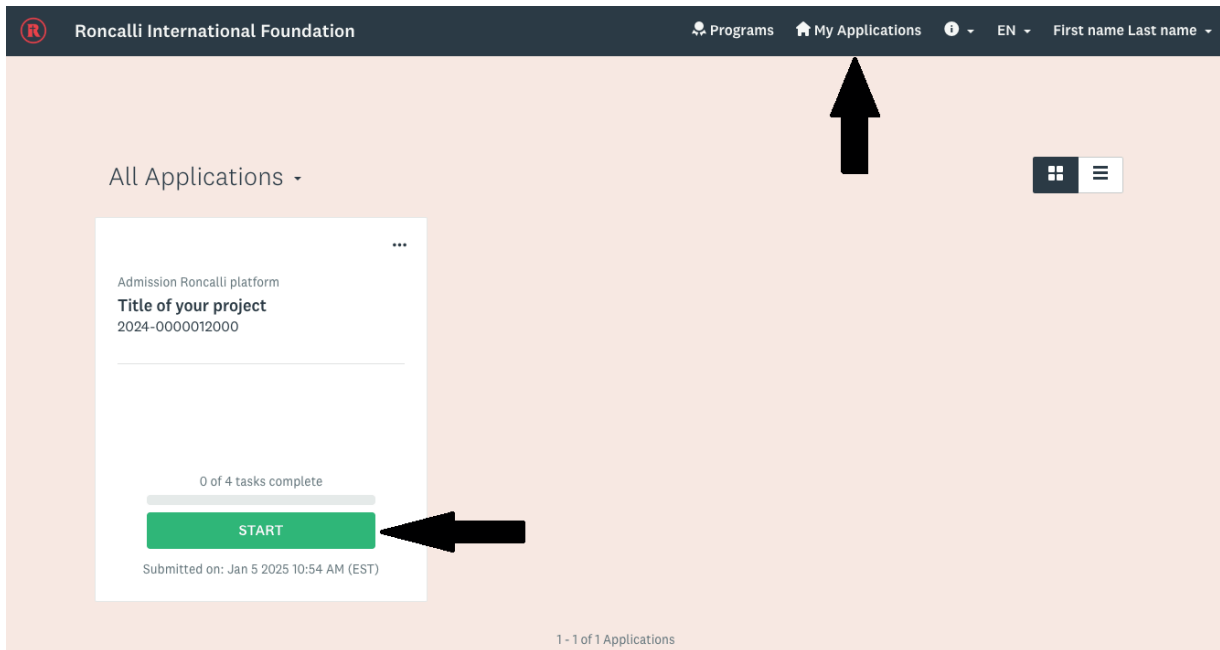
10.2 If you are one of the Foundation's active partners and would like to submit a new funding request, log in to your account and click on "Programs" in the top right-hand corner, then on "More."
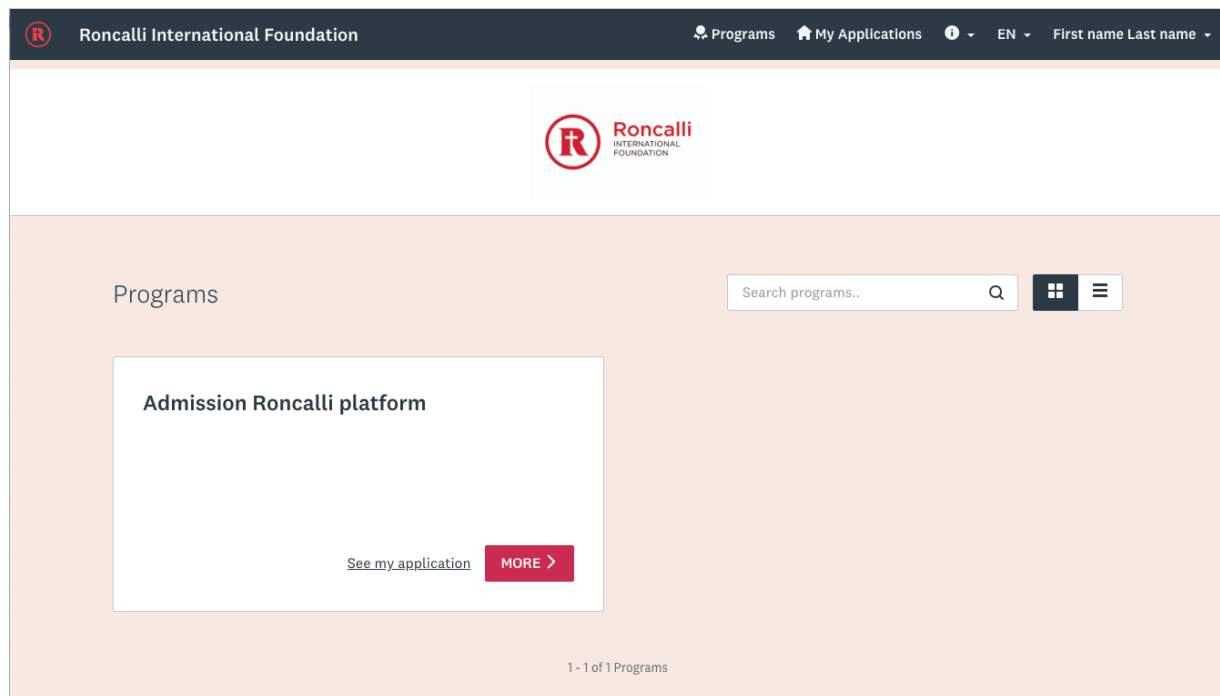
10.3 Then click on "Apply."
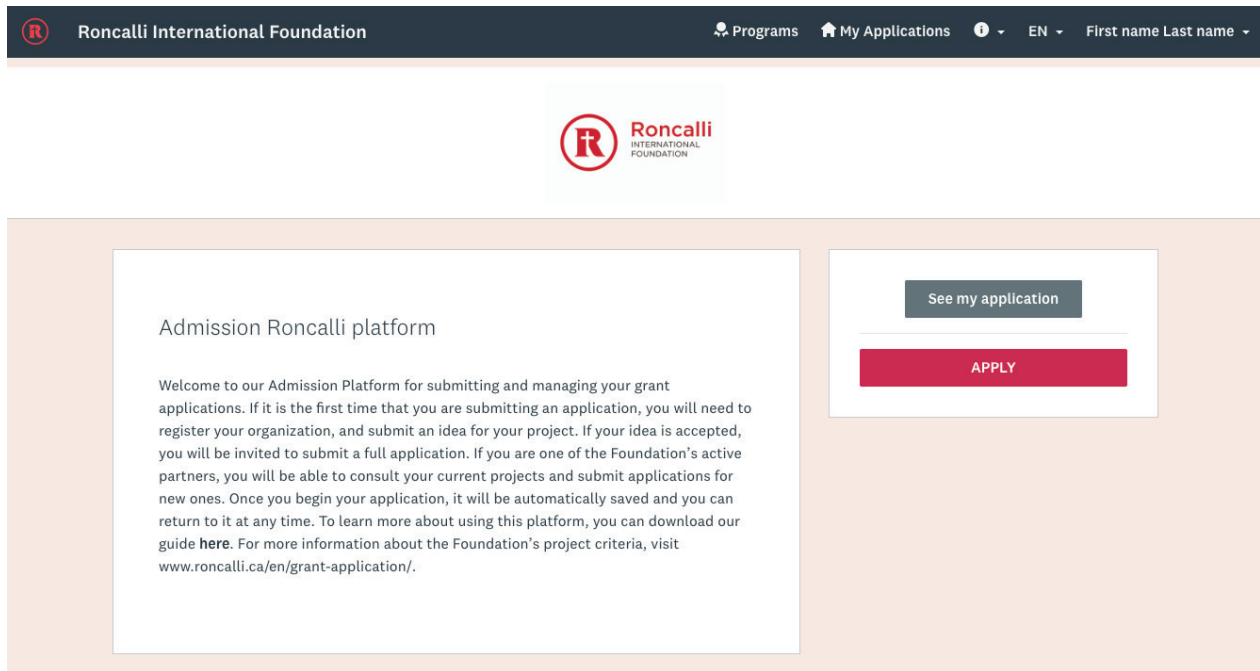
10.4 Give your funding application a title and click on "Create application."
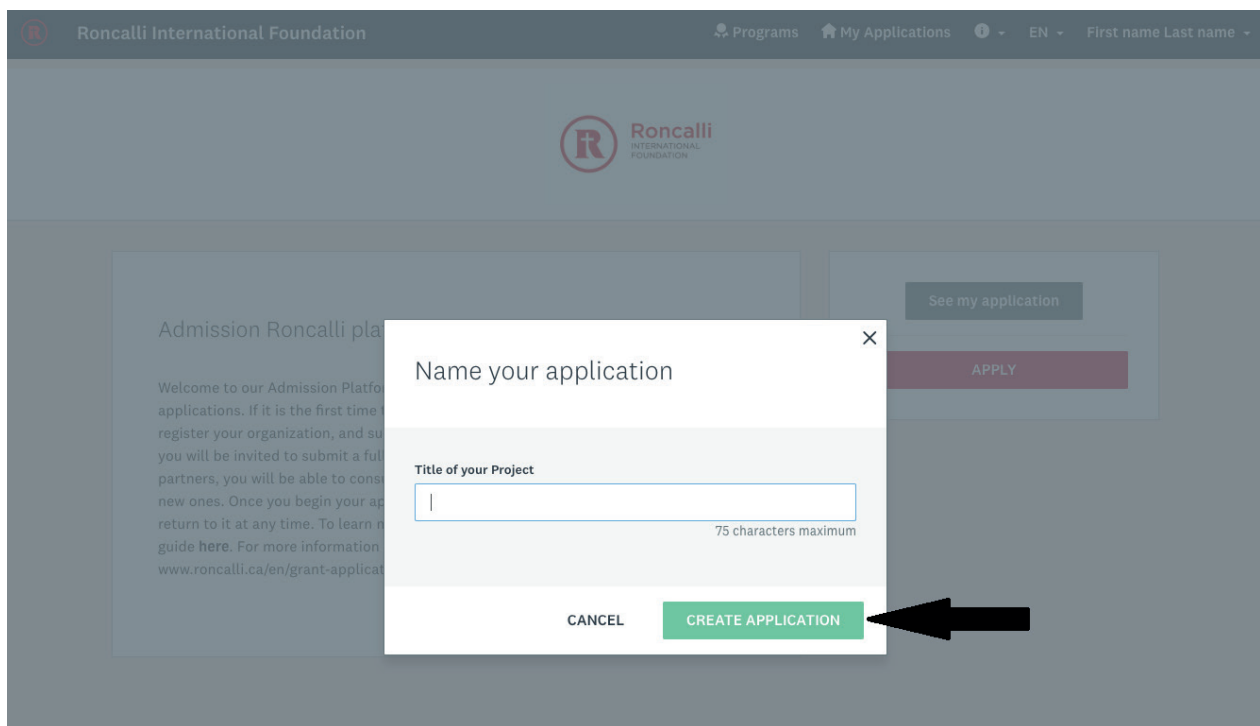
10.5 In the "Your tasks" section, click on "Full application form."

10.6 You will have access to the funding request form already pre-filled with your organization's information.

10.7 Fill in all the other required fields. You can click on "Save & continue editing" to save the data you have entered and continue later. Note that the form also saves itself automatically to prevent any loss of data. Once completed, click on "Mark as complete" at the bottom of the page.

10.8 To insert financial data, click on "Budget" in the left-hand column, choose the "Currency of your budget" and fill in the "Applicant's contribution" and the "Amount requested from the Foundation" columns. Then click on the "Next" button at the bottom of the page.

10.9 For each budget item, please explain the amounts requested from the Foundation by filling in the "Explanation" field and upload the necessary pro forma estimates by clicking on "Upload file." Then click on the "Next" button at the bottom of the page.

10.10 If the information you have entered is correct, click on "Mark as complete" at the bottom of the page.

10.11 Click on "Attachments" in the left-hand column, and upload the requested documents (photos, ID, local reference letter, and other documents as required), clicking on "Upload file" each time. Once all files have been uploaded, click on "Mark as complete" at the bottom of the page.

10.12 Click on "Terms and conditions" in the left-hand column, fill in the required fields and click on "Mark as complete" at the bottom of the page.

10.13 Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking on "Review" in the left-hand column.

Once you have reviewed the information, you can submit the application form by clicking on "Submit" at the bottom of the left-hand column.

Please note that once the form has been submitted, you will no longer be able to make changes.

10.14 Once you click "Submit" a new window will open asking you to confirm that you want to submit your idea. If yes, click on "Submit."

10.15 You can consult your funding request without being able to modify it, by clicking on "Go to my applications," then "View."
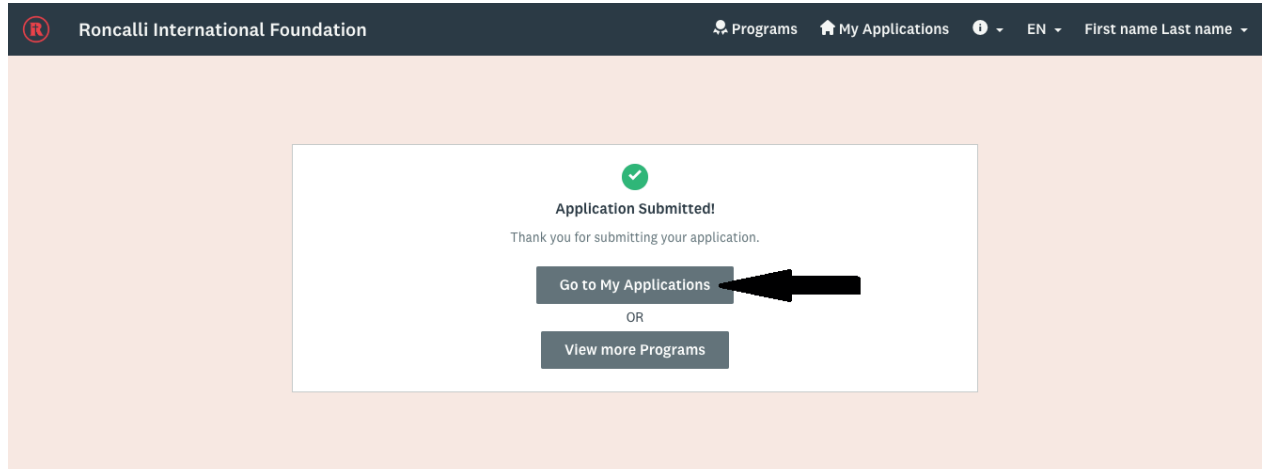
10.16 You will receive an e-mail confirming receipt of your request and informing you of the next steps.

Roncalli International Foundation

Hello,

We have received your Grant Application Form 2024-0000012000, Title of your project.

Analysis of your grant application can take between 2 and 4 months.

We will contact you if we need more information.

Thank you,

Roncalli International Foundation
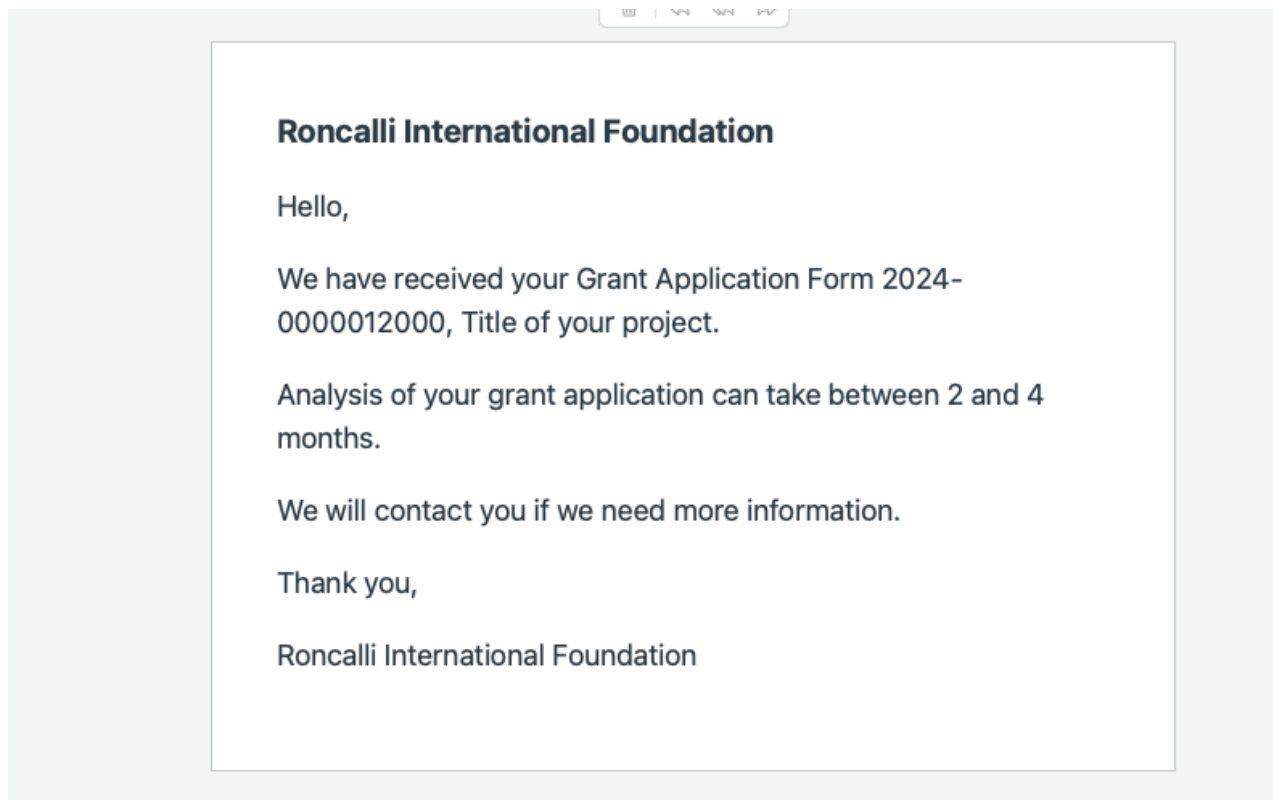
10.17 If your funding application is refused, you will receive an e-mail informing you of this.

10.18 If your funding request is accepted, you will be contacted directly by the Foundation team to inform you of the process for signing the Contribution Agreement to receive the funding.

Once the funding has been sent by the Foundation, you will receive an e-mail inviting you to confirm receipt of the funds and to upload the bank document proving receipt of the funds.

Roncalli International Foundation

Hello,

Please confirm as soon as possible the receipt of the funds for the project Title of your project and upload the bank proof on the Roncalli Admission platform in the "Progress report" section.

This document is mandatory and must indicate the exchange rate and the amount obtained in local currency.

Thank you for your collaboration,

International Roncalli Foundation

11. Completing the Progress Report form

If your application has been accepted and you have received funding from the Foundation for your project, you will need to submit a narrative and financial report on the Admission platform.

11.1 If the Contribution Agreement you have signed with the Foundation provides for the submission of one or more progress reports, you must complete the progress report section. Otherwise, please go to Section 12: "Completing the Final Report form."

Once you have received the e-mail instructing you to upload proof of the bank transfer, log in to your account and click on "Start."
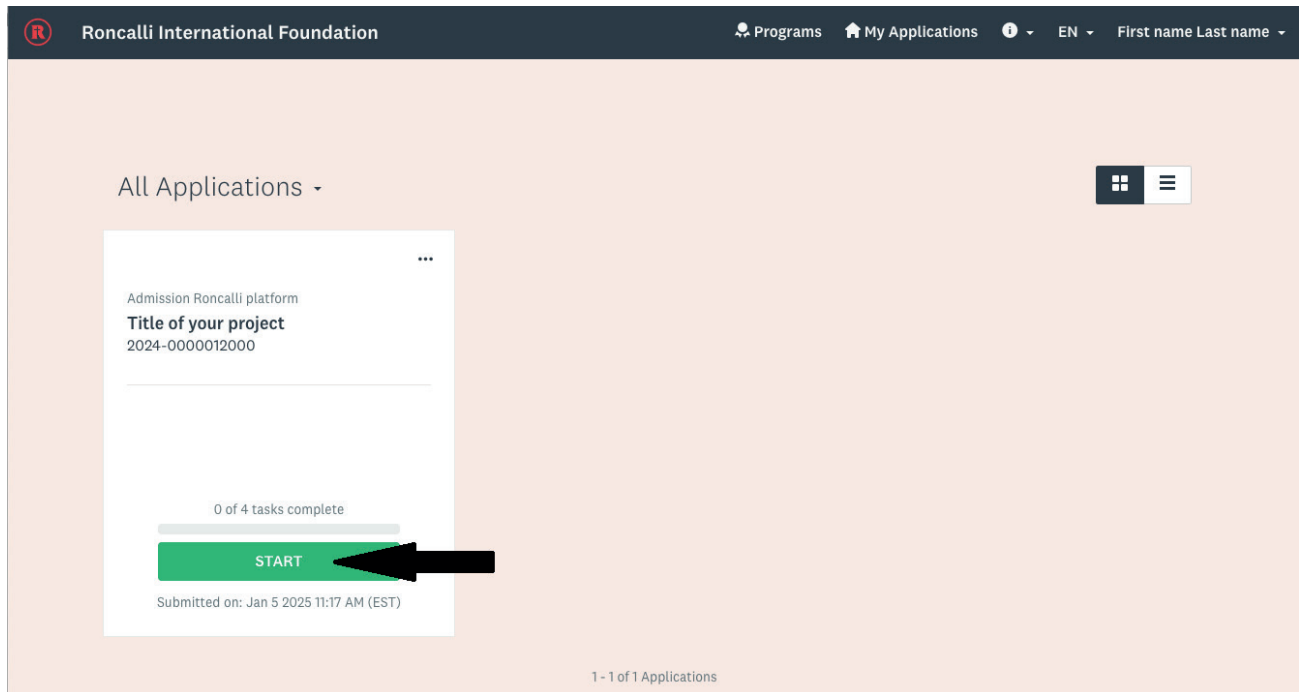
11.2 In the "Your tasks" section, click on "Proof of bank transfer (Progress report)."
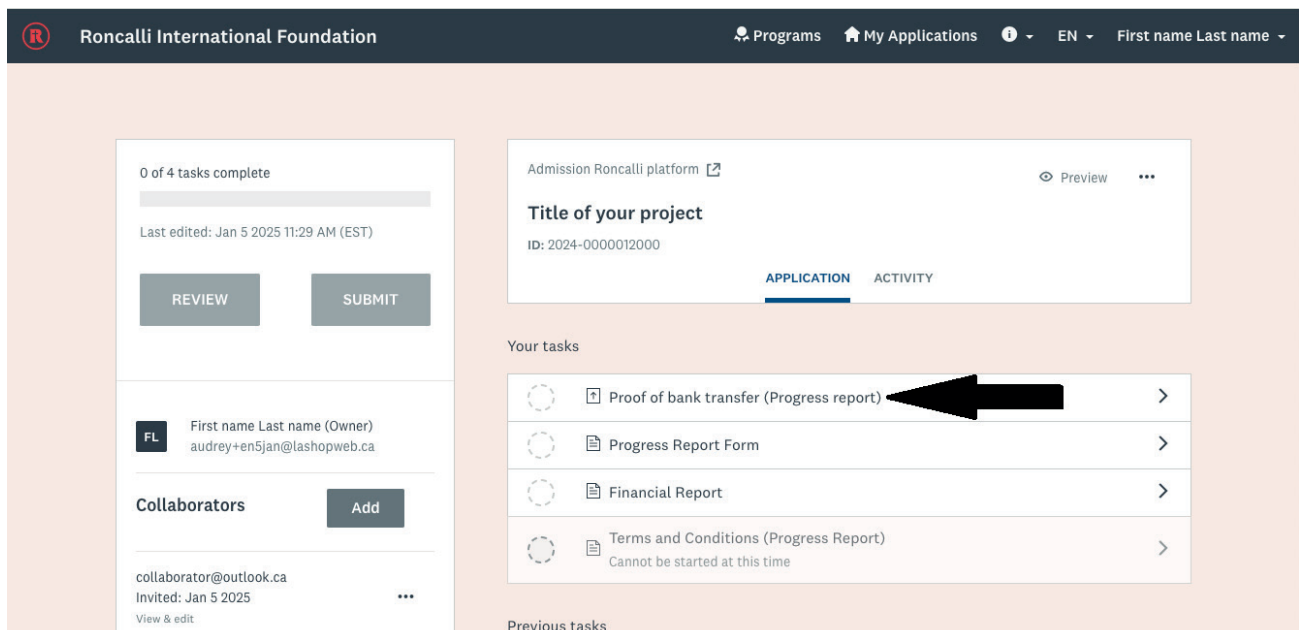
11.3 You can upload the proof of bank transfer by clicking on '"Attach file" and then click on "Mark as complete."
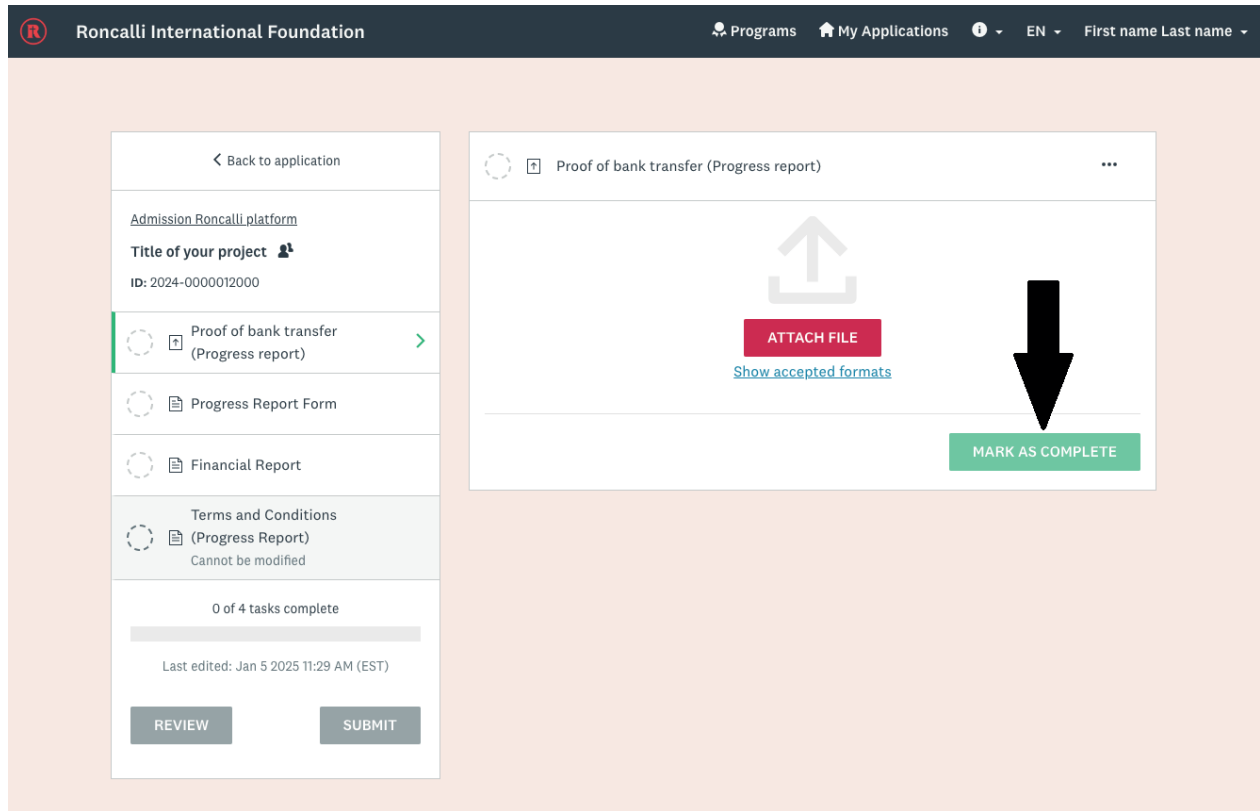
11.4 Click on "Progress report form" in the left-hand column. This will take you to the form already pre-filled with information about your organization, then click on "Next" at the bottom of the page.
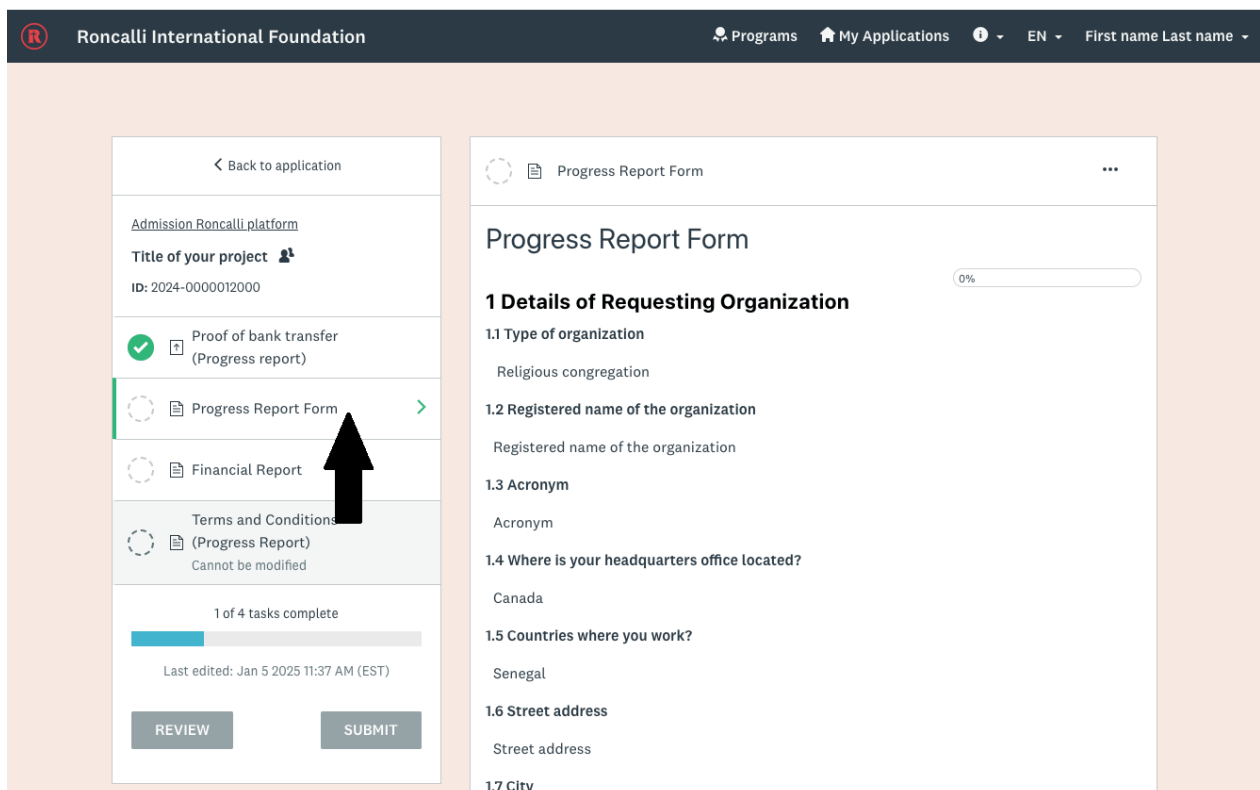
11.5 Fill in the requested fields, then click on "Mark as complete" at the bottom of the page.

11.6 Click on "Financial Report" located in the left-hand column. On the right, you will see the Budget submitted with the funding request.

11.7 Then complete the columns "Actual expenditures - applicant's contribution" and "Actual expenditures of funds from the Foundation." Then click on "Next" at the bottom of the page.

11.8 For each budget line, you must explain the actual expenditure of the amounts requested from the Foundation by filling in the "Explanation" field and you must upload the invoices by clicking on "Upload a file." Then click on the "Next" button at the bottom of the page.

11.9 If the information you filled out is correct, click on "Mark as complete" at the bottom of the page or click on "Previous" to change it.

11.10 Click on "Terms and Conditions" in the left-hand column, fill in the required fields and click on "Mark as complete" at the bottom of the page.

11.11 Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking "Review" in the left-hand corner. Once you have reviewed the information, you can submit the progress report by clicking "Submit" at the bottom of the left-hand column. Please note that once you submit the form, you will no longer be able to make any changes.
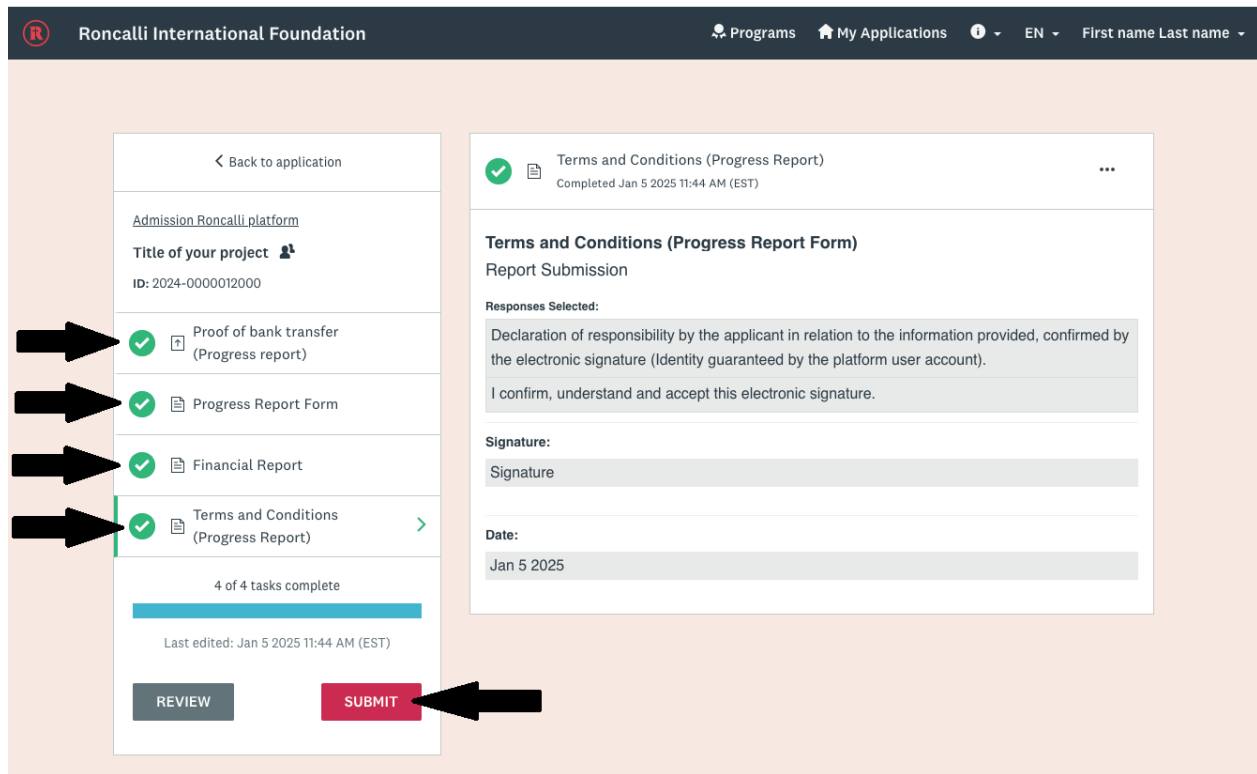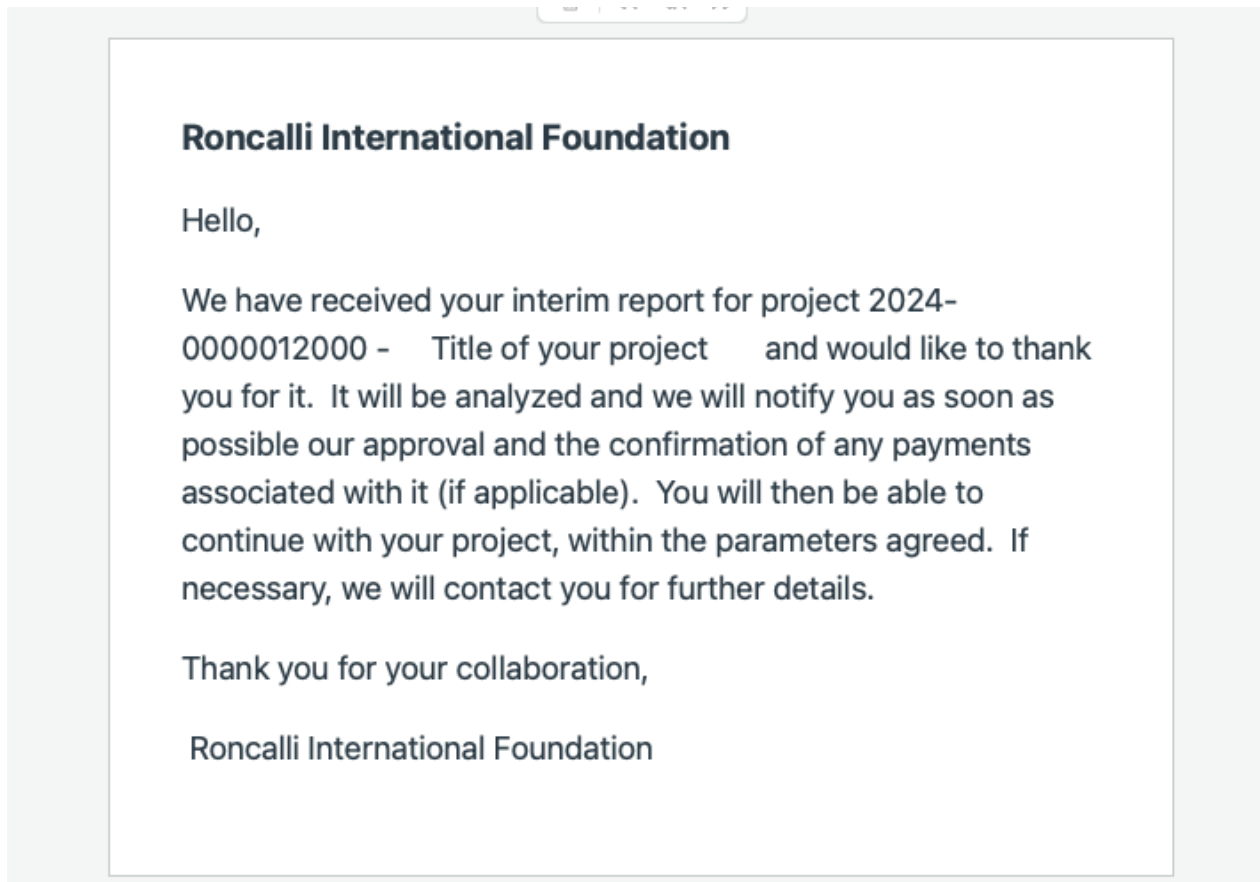

11.12 Once you click "Submit" a new window will open asking you to confirm that you want to submit your idea. If yes, click on "Submit."
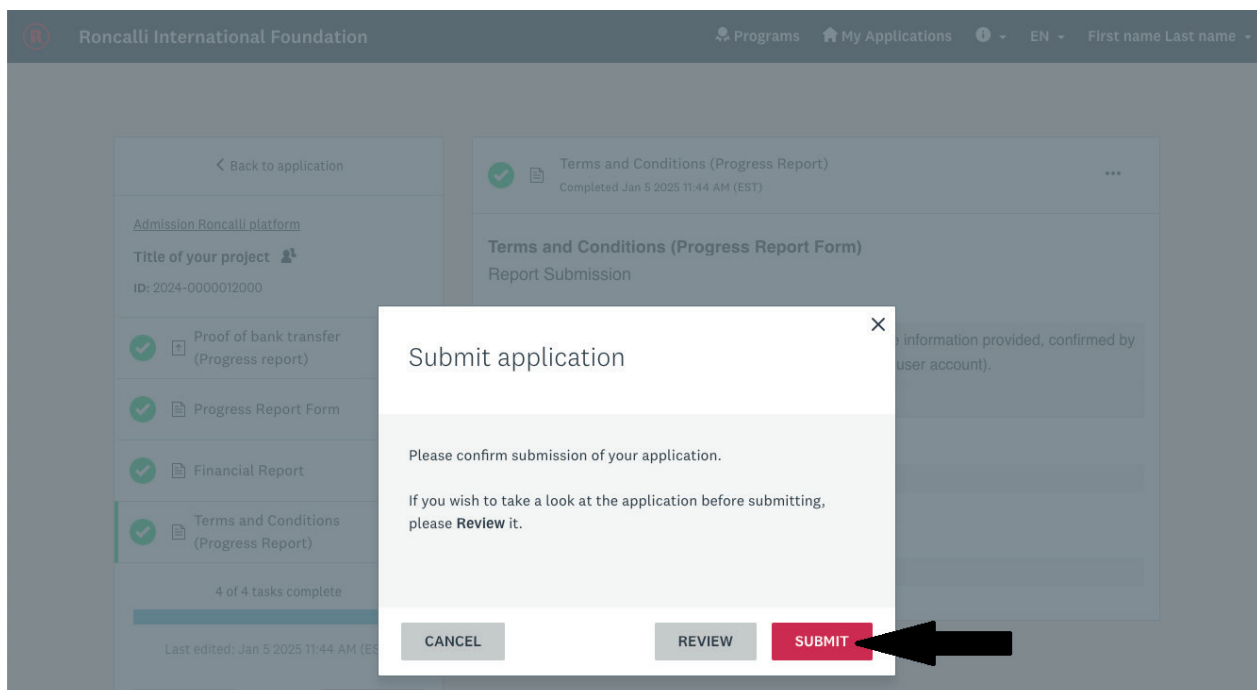
11.13 You can view your progress report without being able to modify it by clicking on "Go to my applications" and then "View."
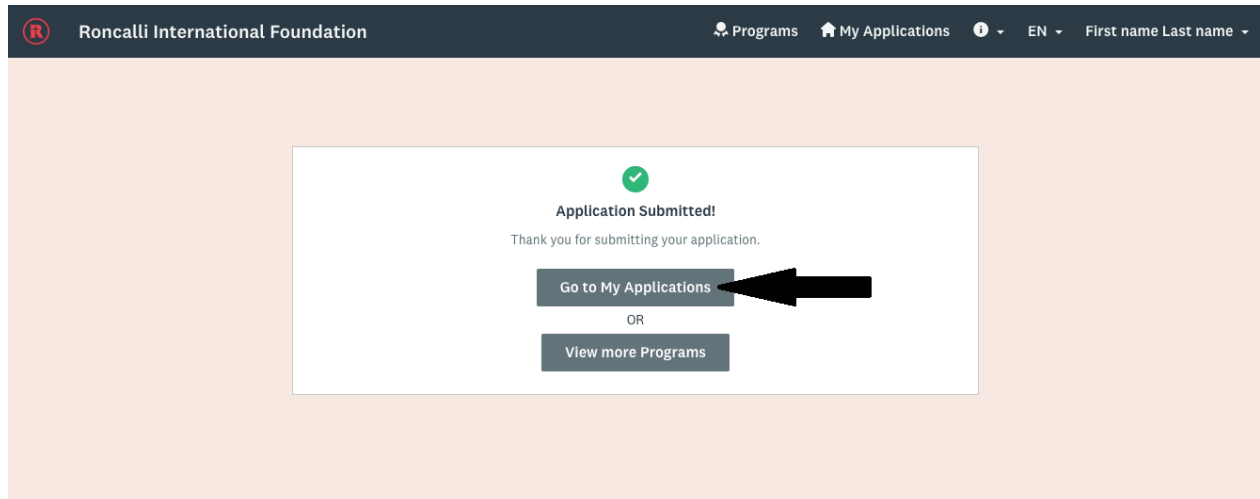
11.14 You will receive an email confirming receipt of your progress report and information on next steps.

Roncalli International Foundation

Hello,

We have received your interim report for project 2024-0000012000 – Title of your project and would like to thank you for it. It will be analyzed and we will notify you as soon as possible our approval and the confirmation of any payments associated with it (if applicable). You will then be able to continue with your project, within the parameters agreed. If necessary, we will contact you for further details.

Thank you for your collaboration,

Roncalli International Foundation

11.15 Once the progress report has been analyzed and approved by the Foundation, you will receive an e-mail informing you that the funding has been sent and inviting you to confirm receipt of funds and to upload the bank proof.

mer. 2024-11-20 15:43
noreply@mail.smapply.net
Confirmation of receipt of funds - Admission Roncalli (EN)

À

Annuler l'abonnement

Fondation Internationale Roncalli

Hello,

Please confirm as soon as possible the receipt of the funds for the project Title of your Project and upload the bank proof on the Roncalli Admission platform in the "Final report" section.

This document is mandatory and must indicate the exchange rate and the amount obtained in local currency.

Thank you for your collaboration,

International Roncalli Foundation

12. Complete the Final Report form

To complete and submit your final report, please follow the instructions below.

12.1 Once you receive the e-mail telling you to upload the proof of bank transfer, log in to your account and click on "Start."

Once the funding has been sent by the Foundation, you will receive an e-mail inviting you to confirm receipt of the funds and to upload the bank proof.

12.2 In the "Your tasks" section, click on "Proof of bank transfer (Final report)."

12.3 Upload the bank transfer proof by clicking on "Attach file" and then click on "Mark as complete."

12.4 Click on "Final Report Form" located in the left-hand column. You will have access to the pre-filled form with your organization's information and click on "Next" at the bottom of the page.

12.5 Fill in the required fields and click on "Mark as complete" at the bottom of the page.

12.6 Click on "Financial report" located in the left-hand column. On the right you will see the table of the budget submitted with the project.

12.7 Complete the columns "Actual expenditures - applicant's contribution" and "Actual expenditures of funds requested from the Foundation." Then click on "Next" at the bottom of the page.

12.8 For each budget line, you must explain the actual expenditure of the amounts requested from the Foundation by filling in the "Explanation" field and you must upload the invoices by clicking on "Upload a file." Then click on the "Next" button at the bottom of the page.

12.9 If the information you filled out is correct, click on "Mark as complete" at the bottom of the page or click on "Previous" to change it.

12.10 Click on "Terms and Conditions" in the left-hand column, fill in the required fields and click on "Mark as complete" at the bottom of the page.

12.11 Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking "Review" in the left-hand column. Once you have reviewed the information, you can submit the idea form by clicking on "Submit" at the bottom of the left-hand column. Please note that once you submit the form, you will no longer have access to make any subsequent changes.

12.12 Once you click "Submit" a new window will open asking you to confirm that you want to submit your idea. If yes, click on "Submit."
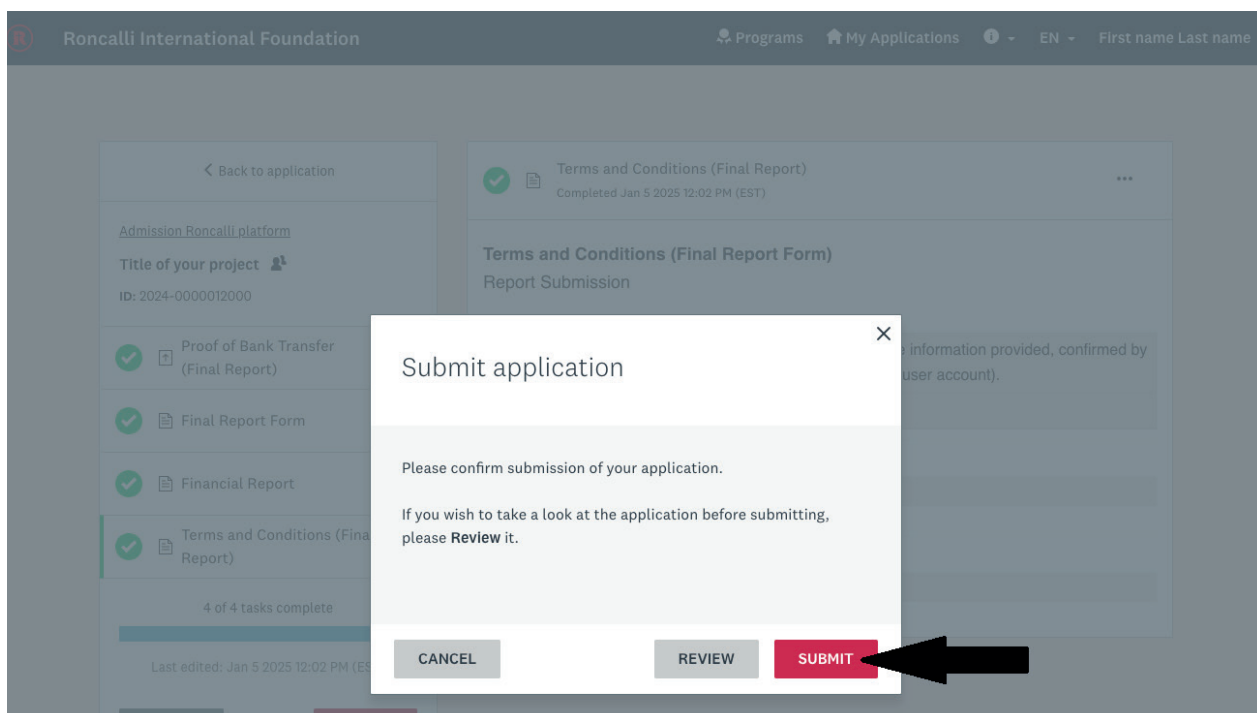
12.13 You can view your final report without being able to modify it by clicking on "Go to my applications" and then "View."
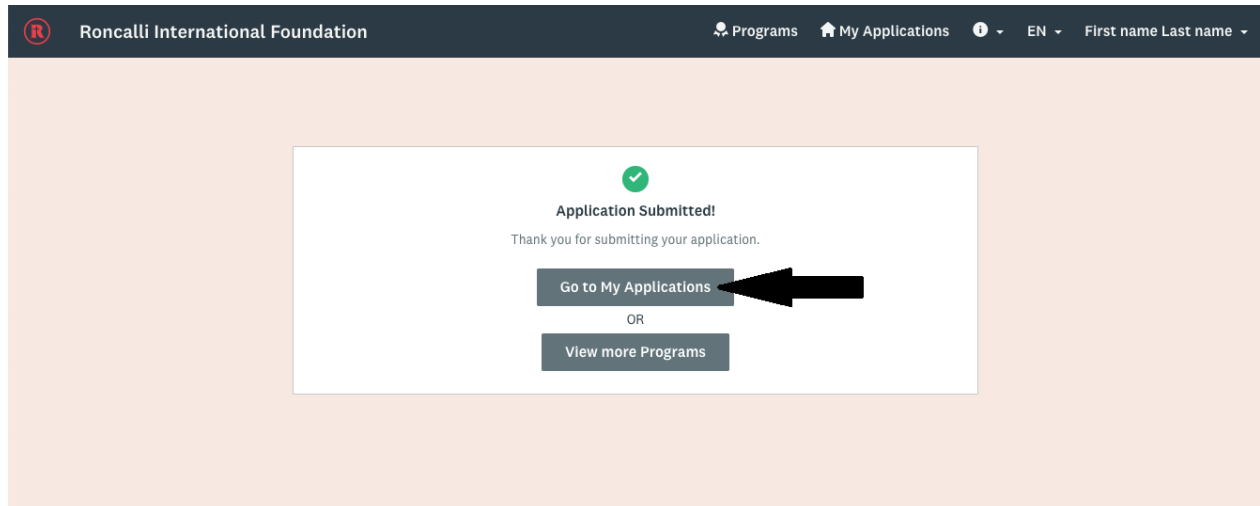
12.14 You will receive an email confirming receipt of your final report and information on the next steps.

Roncalli International Foundation

Hello,

We have received your final report for project 2024-0000012000 and we would like to thank you for it.

It will be forwarded to the persons concerned for analysis.

You will receive an answer from the Foundation as soon as possible. We will contact you for more information if needed.

Thank you for your collaboration,

Roncalli International Foundation

12.15 Once your final report has been analyzed and approved by the Foundation, you will receive an email informing you that your project has been closed. When ready, you can proceed with the submission of a new funding request.

Roncalli International Foundation

Hello,

Thank you for sending the Final Report Form and supporting documents for Title of your project project. We have analyzed and approved the documents and we are glad to inform you that your file is complete and we will proceed to its closure for accounting purposes.

Warmest regards,

Roncalli International Foundation

THANK YOU!