

RONCALLI ADMISSION

Platform

User Guide



Roncalli
INTERNATIONAL
FOUNDATION



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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.

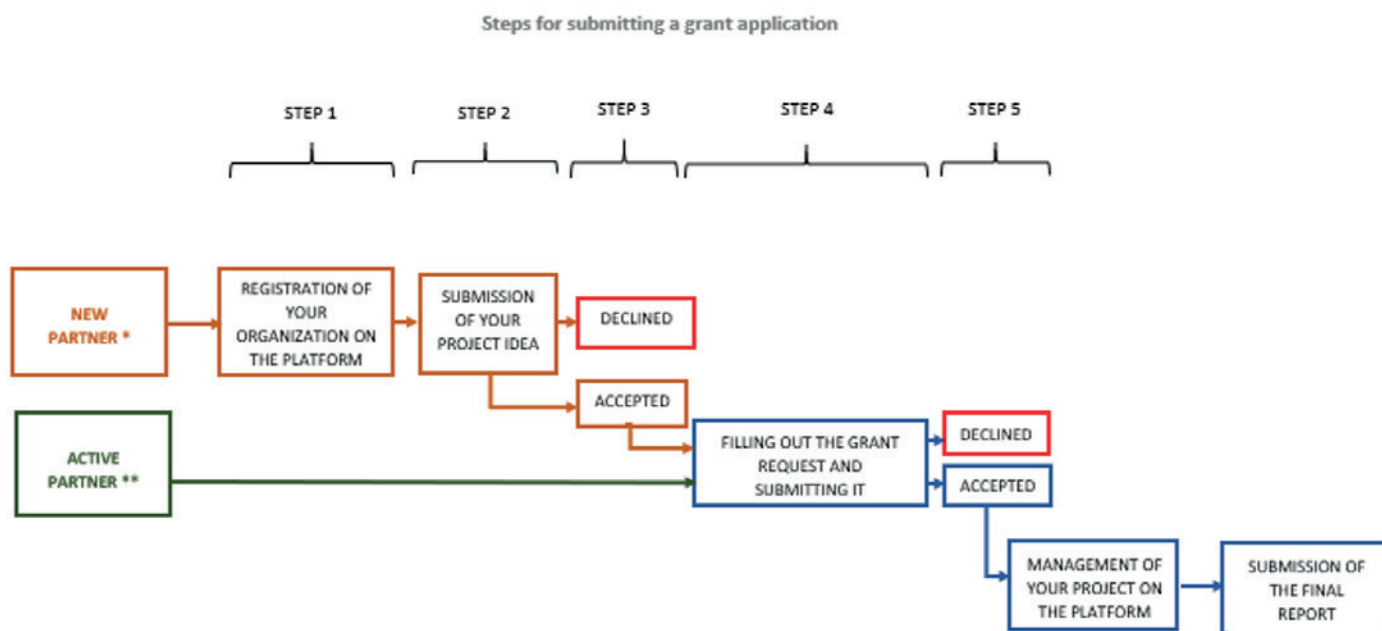
The Admission platform is the online tool for organizations carrying out development projects alongside vulnerable populations in countries where the Foundation acts to submit funding applications and manage their projects. All project ideas and funding requests must be submitted via this platform.

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:



*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>

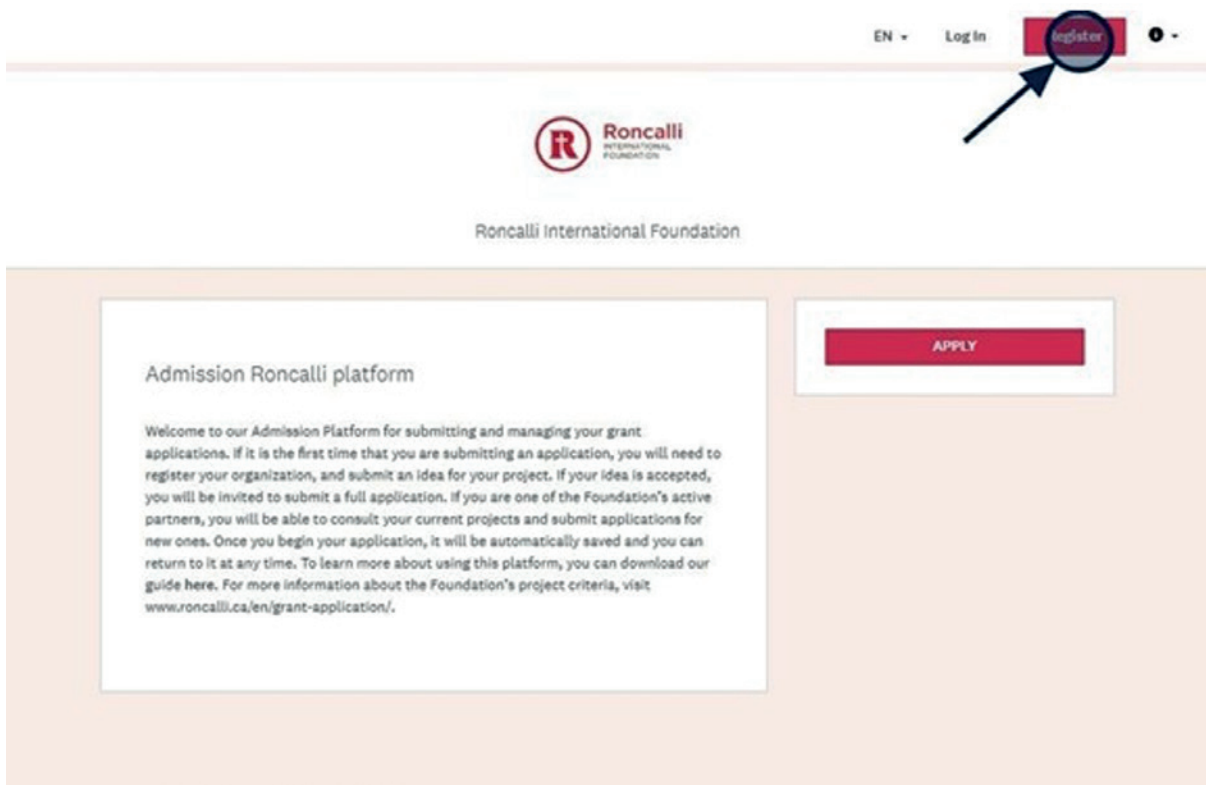
3. How to create a user account

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.

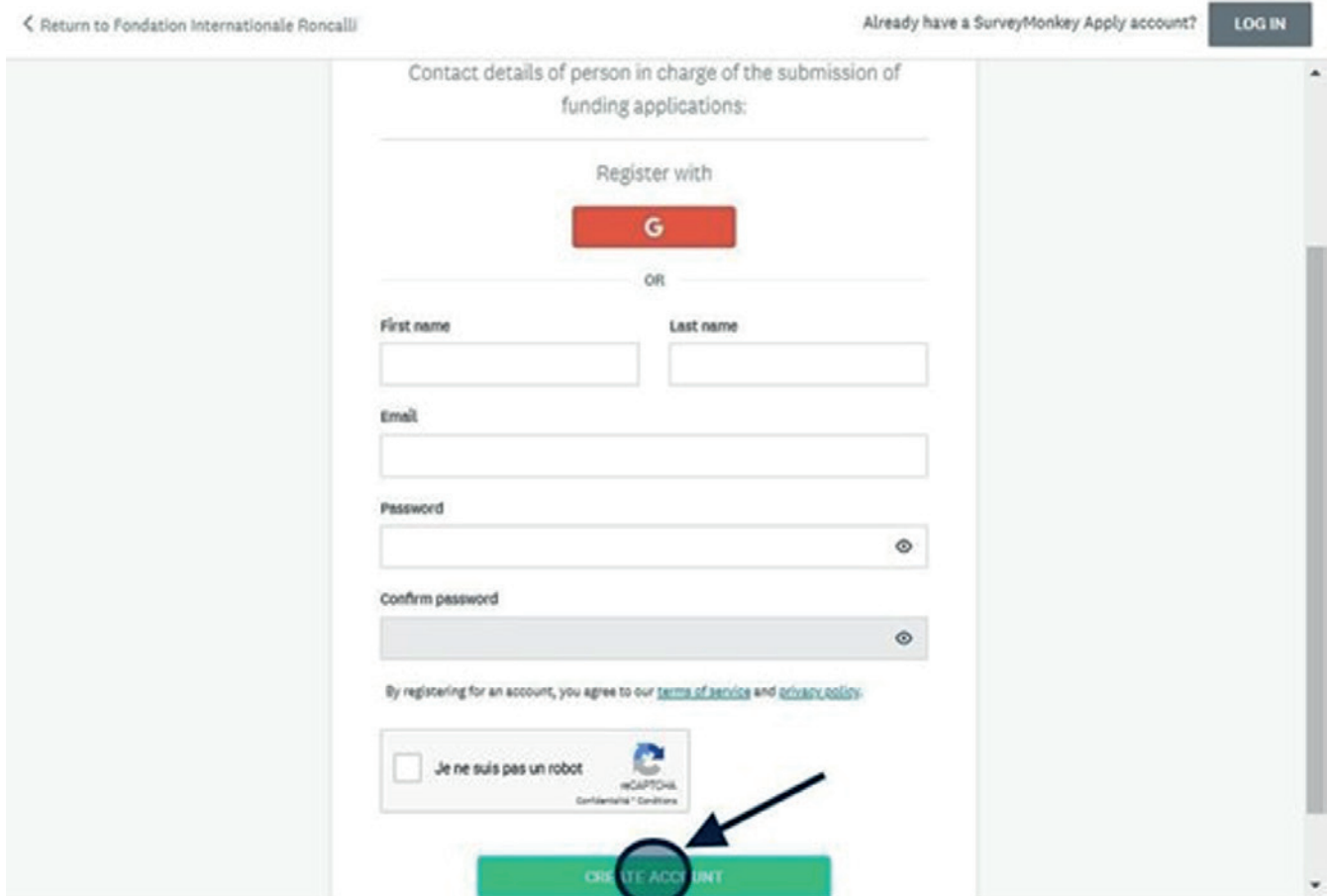
Identify a person who will be responsible for submitting funding requests and tracking projects on behalf of your organization. This person must create a user account on the SurveyMonkey Apply site before they can log on to the Admission platform.

* 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.

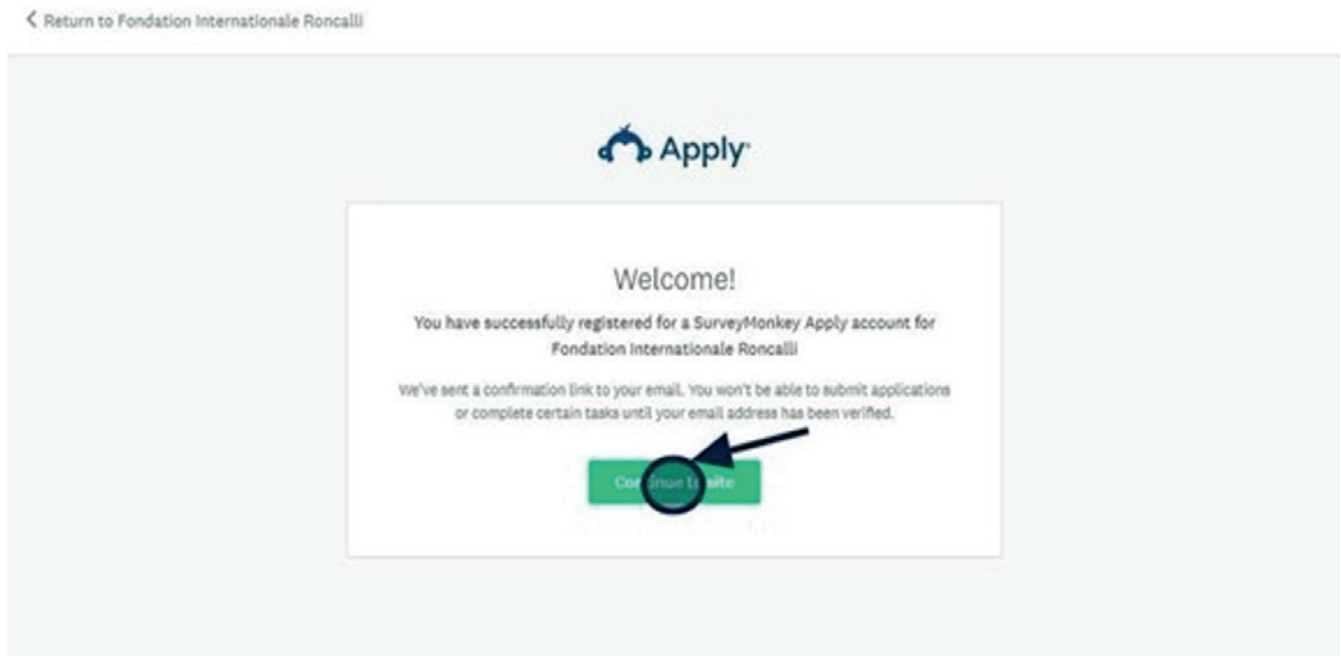


3.2 Fill in the required information and click on “Create an account.” It is advisable to choose a different password from the one used for your e-mail. This information is confidential and must not be shared with others.

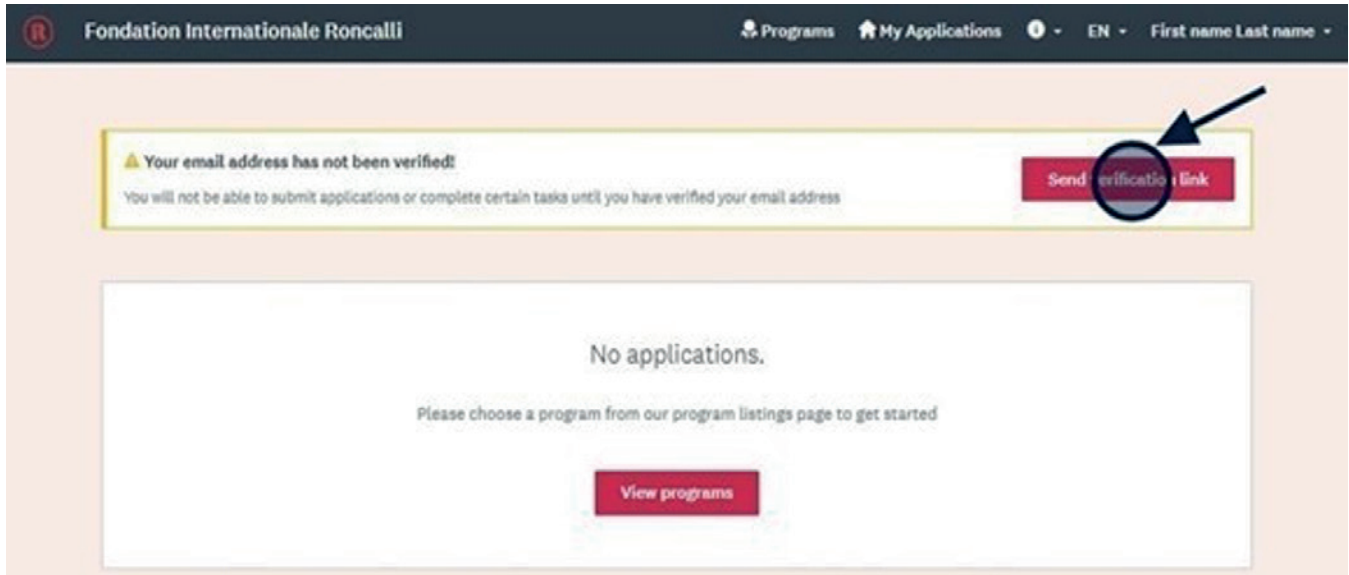


The screenshot shows the registration page for SurveyMonkey Apply. At the top left, there is a link to "Return to Fondation Internationale Roncalli". At the top right, there is a link for "Already have a SurveyMonkey Apply account?" and a "LOG IN" button. The main heading is "Contact details of person in charge of the submission of funding applications:". Below this, there is a "Register with" section featuring a red button with a "G" logo. Underneath, it says "OR" and provides input fields for "First name" and "Last name". There are also fields for "Email", "Password", and "Confirm password", each with a visibility toggle icon. A checkbox labeled "Je ne suis pas un robot" with a reCAPTCHA logo is present. At the bottom, a green button labeled "CREATE ACCOUNT" is circled in black, with an arrow pointing to it from the right.

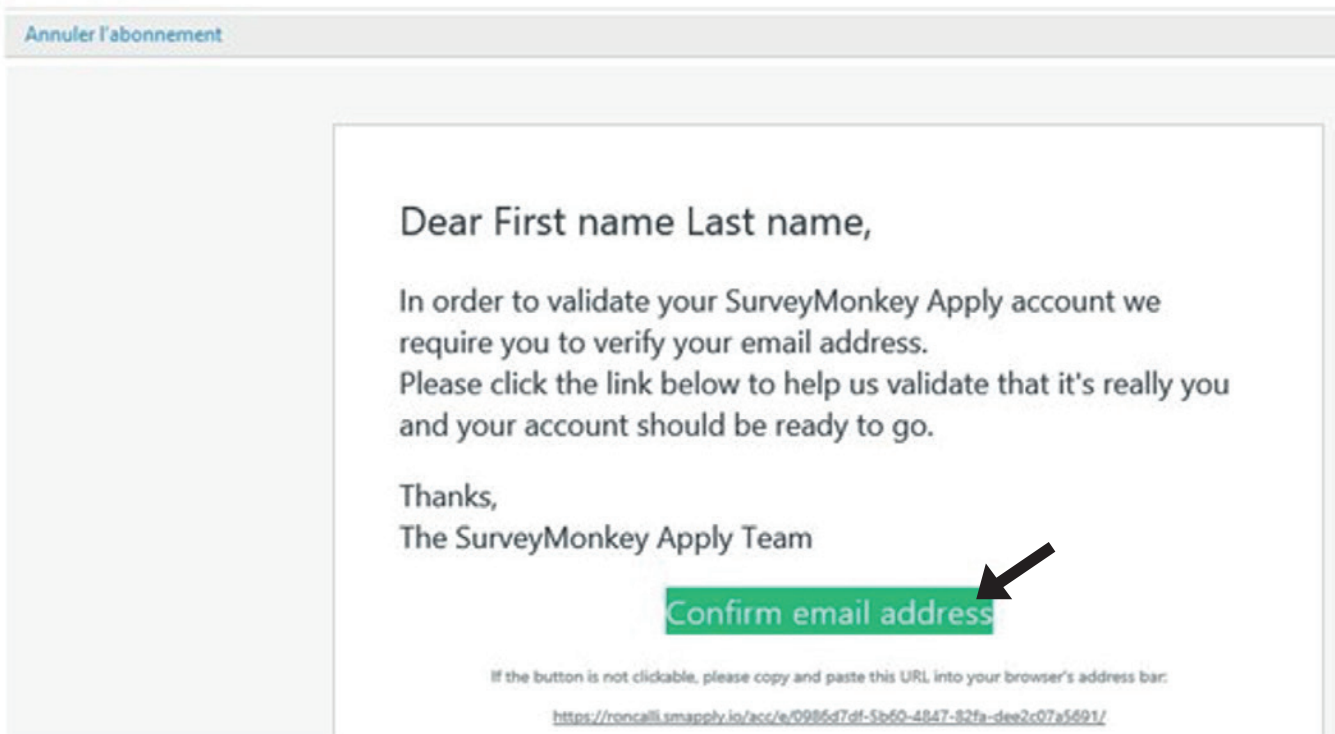
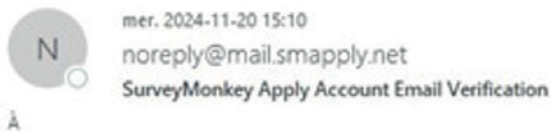
3.3 Once registration has been successfully completed, the following message will appear, prompting you to click on “Continue to site”.



3.4 Before you can continue, you must confirm your e-mail address. Click on “Send verification link” to confirm your account.

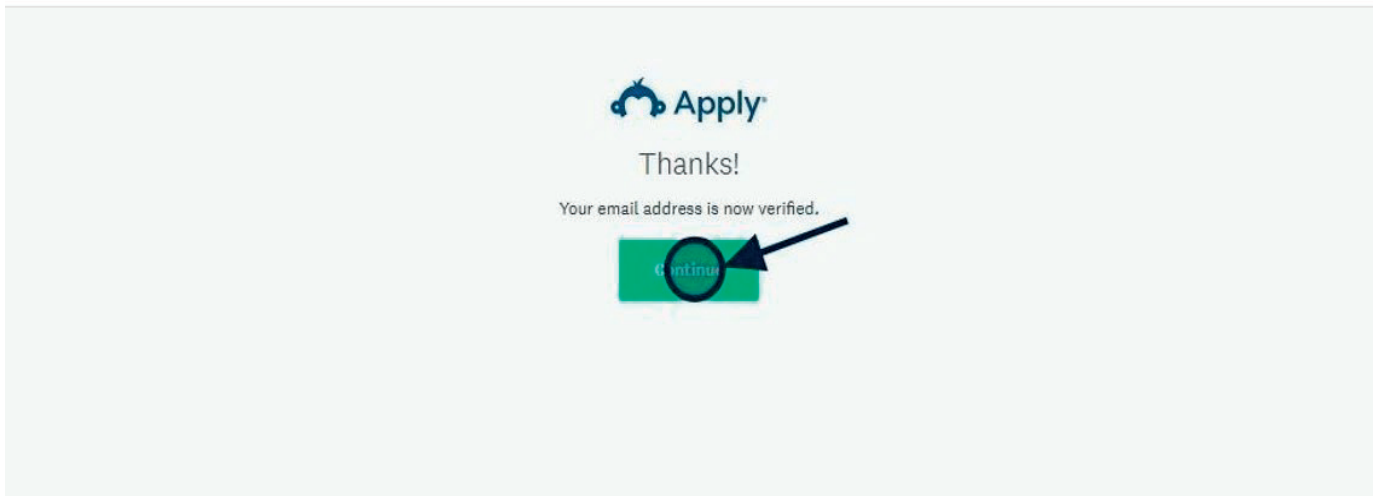


3.5 Check your inbox or spam folder. You should have received an e-mail asking you to validate your account. Please click on “Confirm e-mail address.”



3.6 Click on “Continue” to access the home page of your account.

[Return to Fondation Internationale Roncalli](#)



4. *First-time login for active partners*

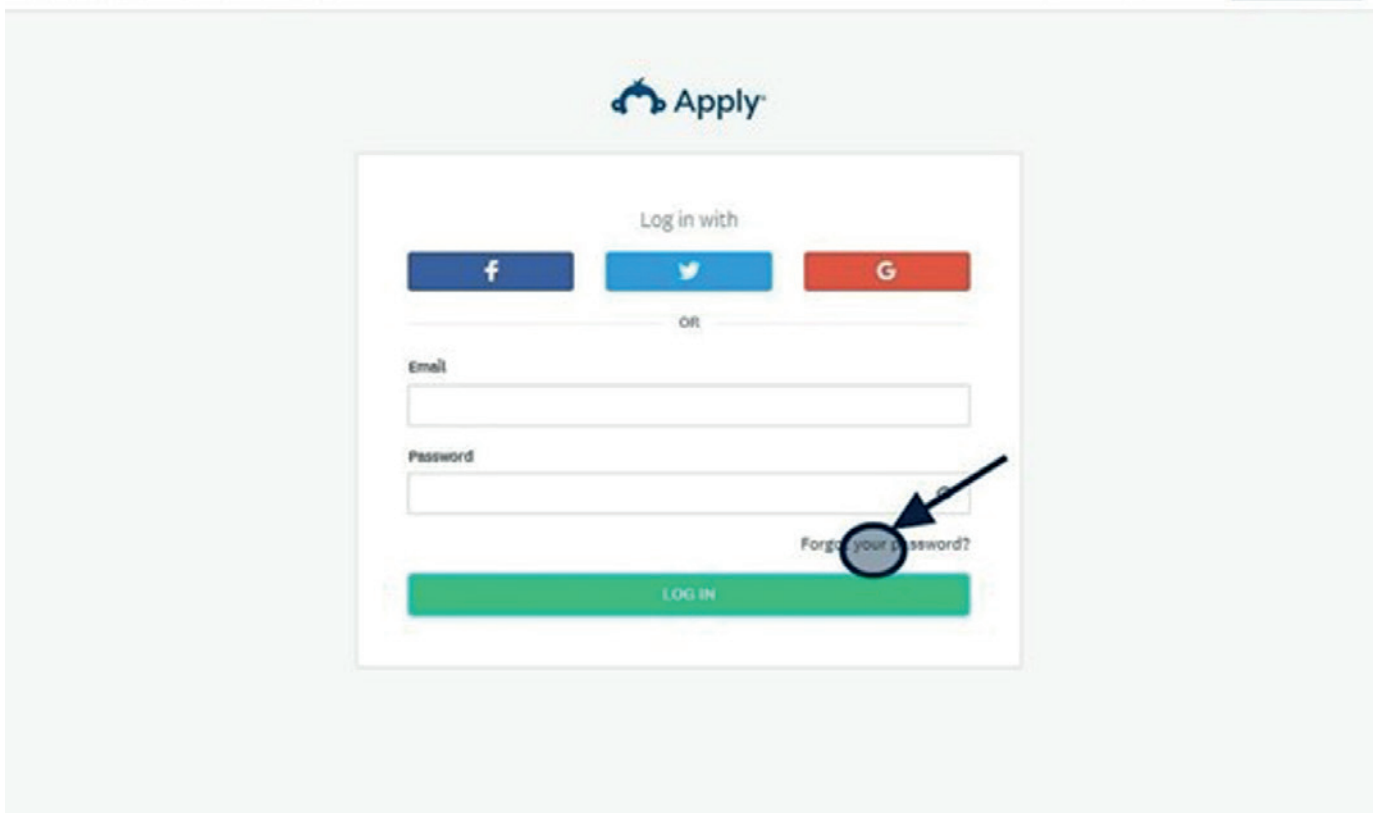
If one of your projects has received funding from the Foundation within the last 5 years, then a user account has already been created for your organization. When logging on to the new platform for the first time, you must confirm your identity and follow the procedure to reset your password.

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

[Return to Fondation Internationale Roncalli](#)

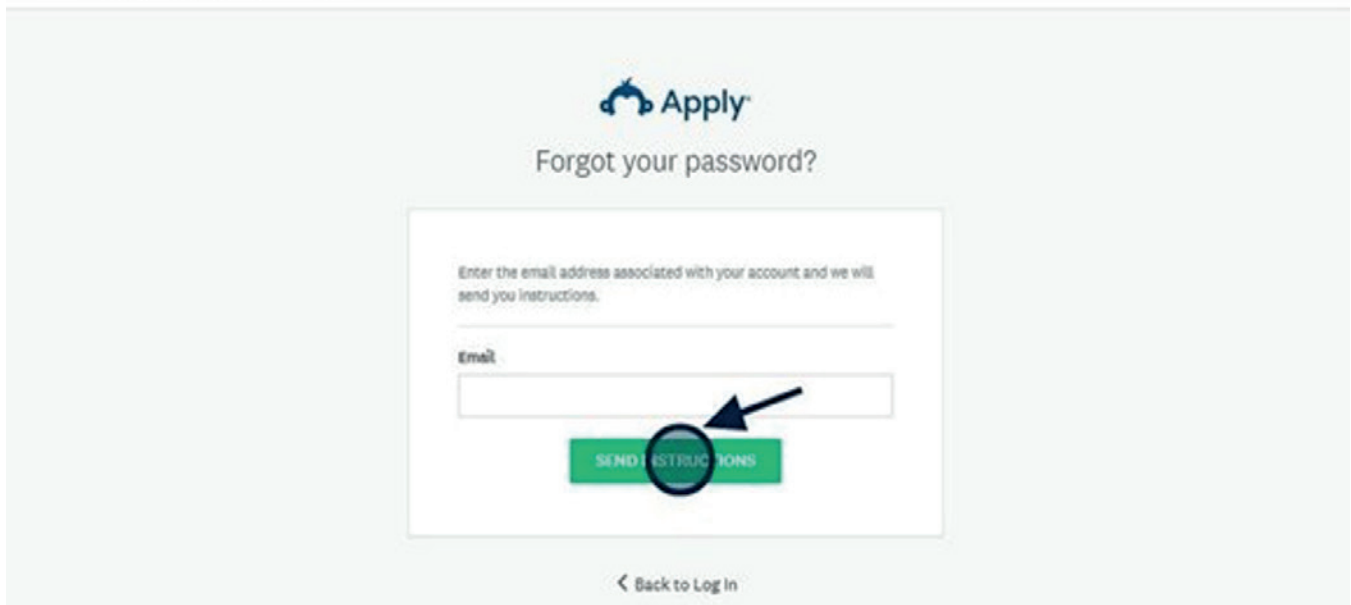
Don't have a SurveyMonkey Apply account?

[REGISTER](#)



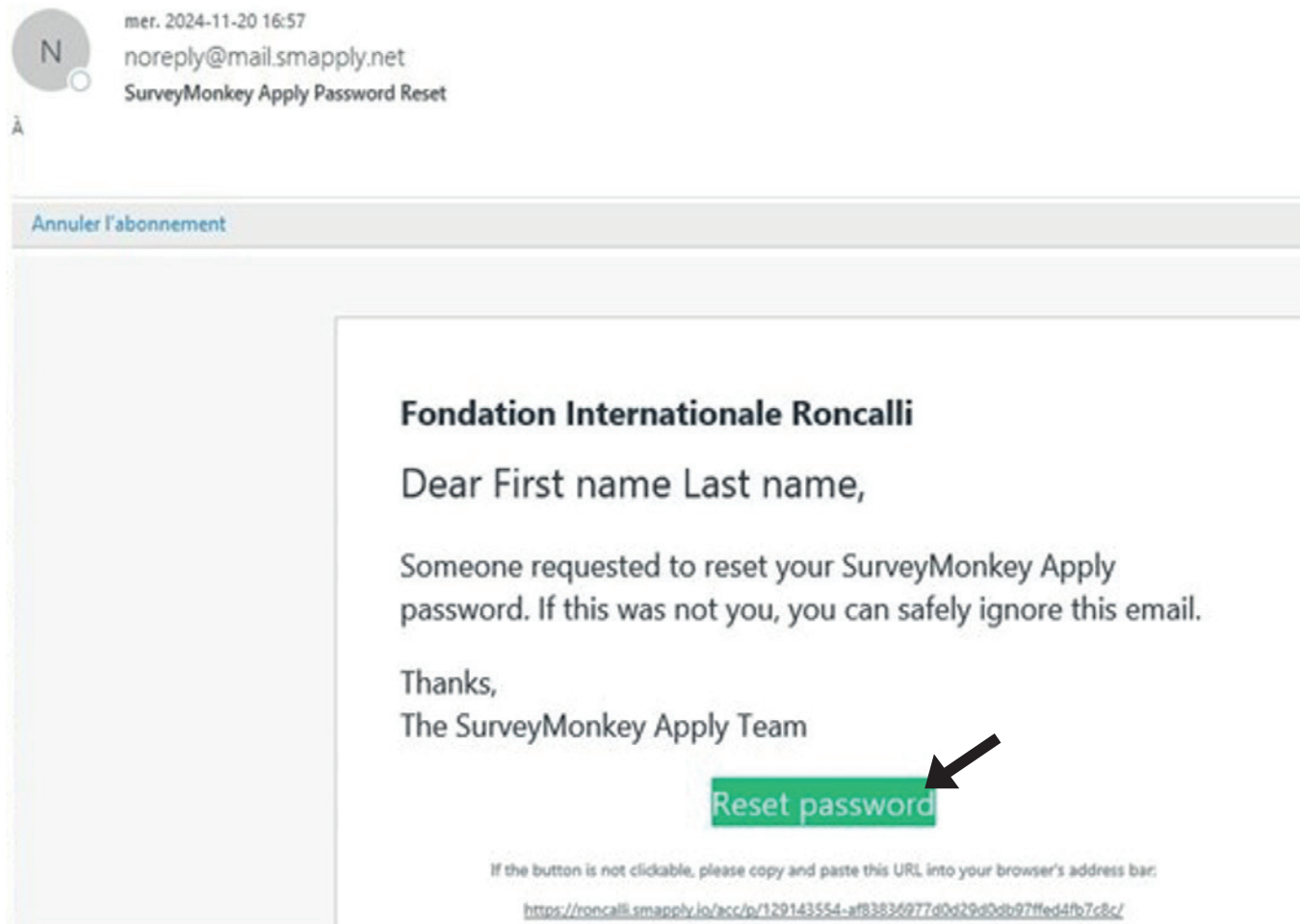
4.2 Enter your e-mail address and click on “Send instructions”.

[← Return to Fondation Internationale Roncalli](#)



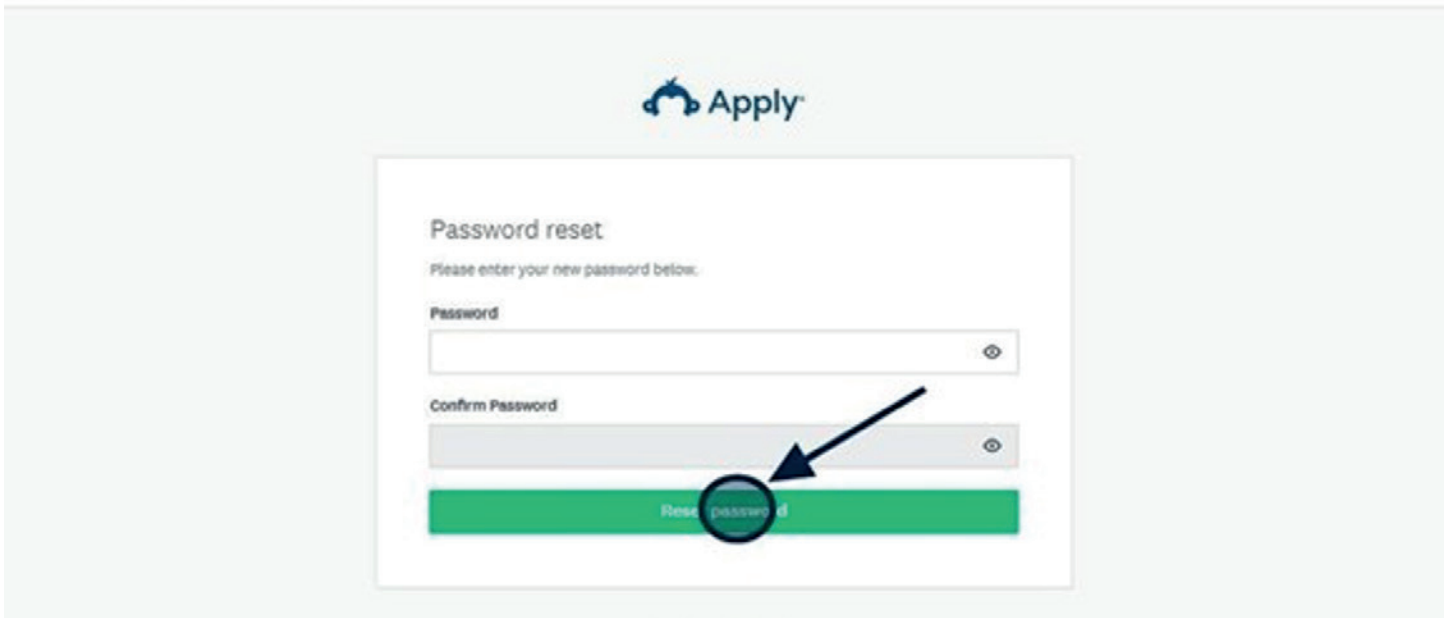
The screenshot shows the SurveyMonkey Apply password reset interface. At the top, there is a navigation link: [← Return to Fondation Internationale Roncalli](#). Below it is the SurveyMonkey Apply logo and the heading "Forgot your password?". A central white box contains the instructions: "Enter the email address associated with your account and we will send you instructions." Below this is an "Email" input field. A green button labeled "SEND INSTRUCTIONS" is positioned below the input field, with a black arrow pointing to it. At the bottom of the white box is a link: [← 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.”



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.

[Return to Fondation Internationale Roncalli](#)



The screenshot shows the 'Apply' logo at the top center. Below it is a 'Password reset' form. The form contains the following elements:

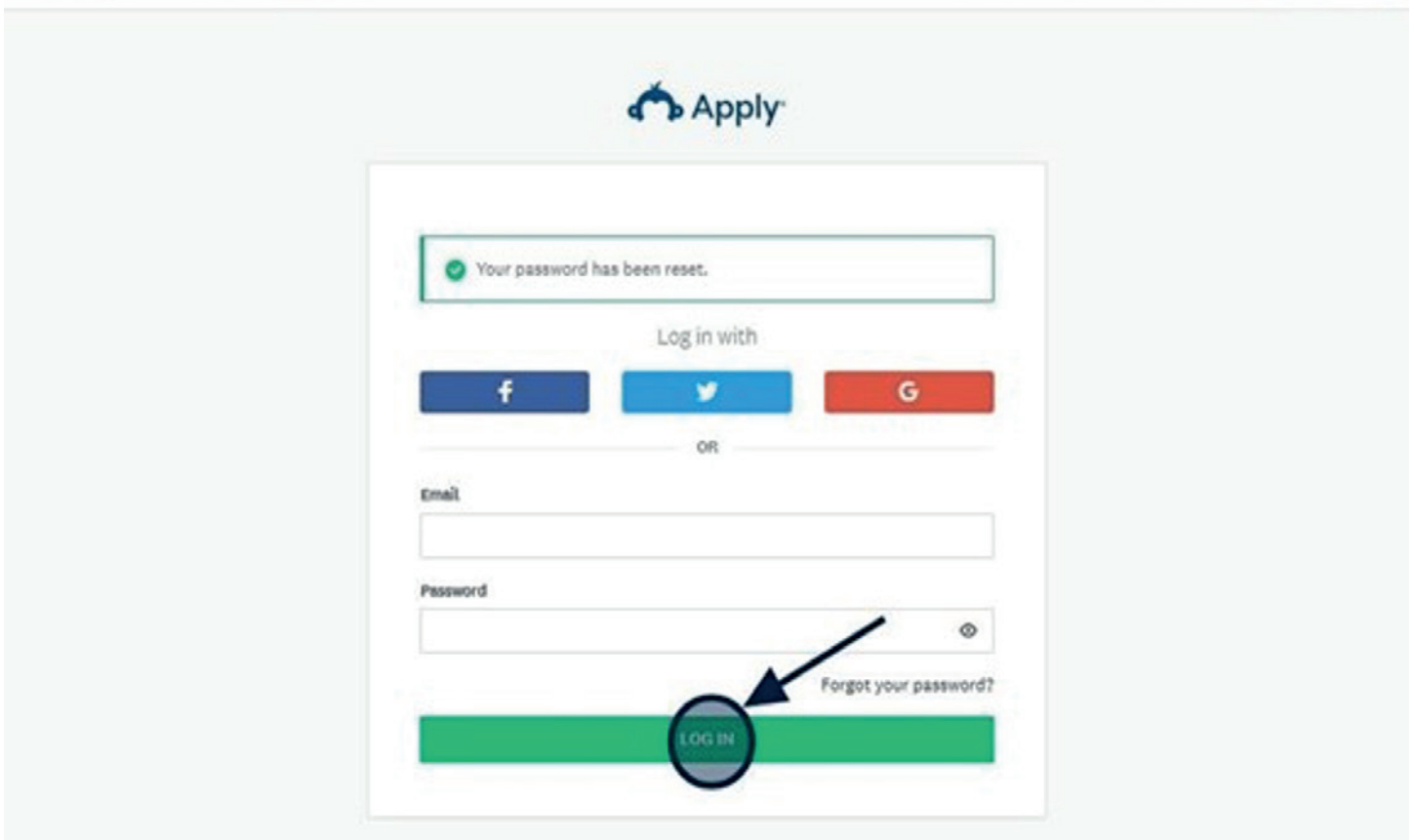
- A heading: "Password reset"
- A sub-heading: "Please enter your new password below."
- A "Password" input field with a toggle icon on the right.
- A "Confirm Password" input field with a toggle icon on the right.
- A green button labeled "Reset password" at the bottom center. An arrow points to this button, which is also circled in black.

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.”

[Return to Fondation Internationale Roncalli](#)

Don't have a SurveyMonkey Apply account?

[REGISTER](#)

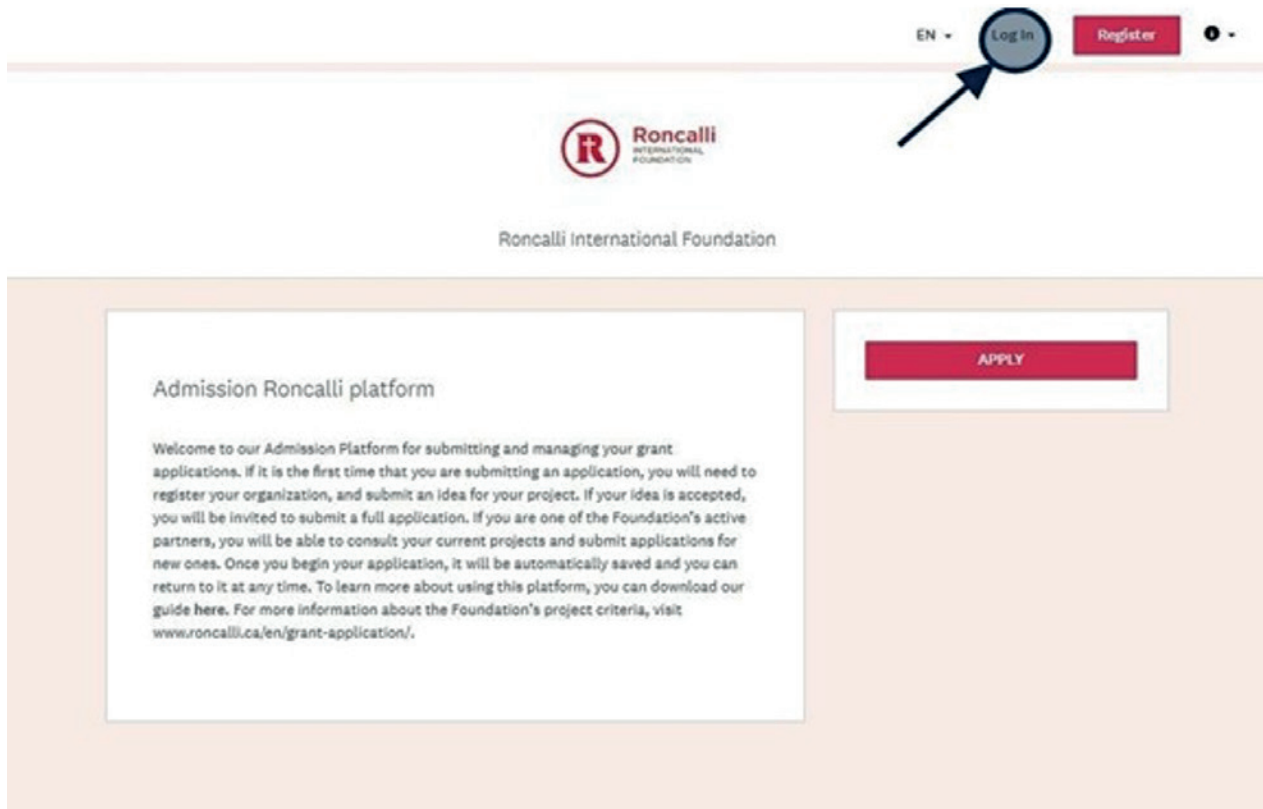


The screenshot shows the 'Apply' logo at the top center. Below it is a 'Log in' form. The form contains the following elements:

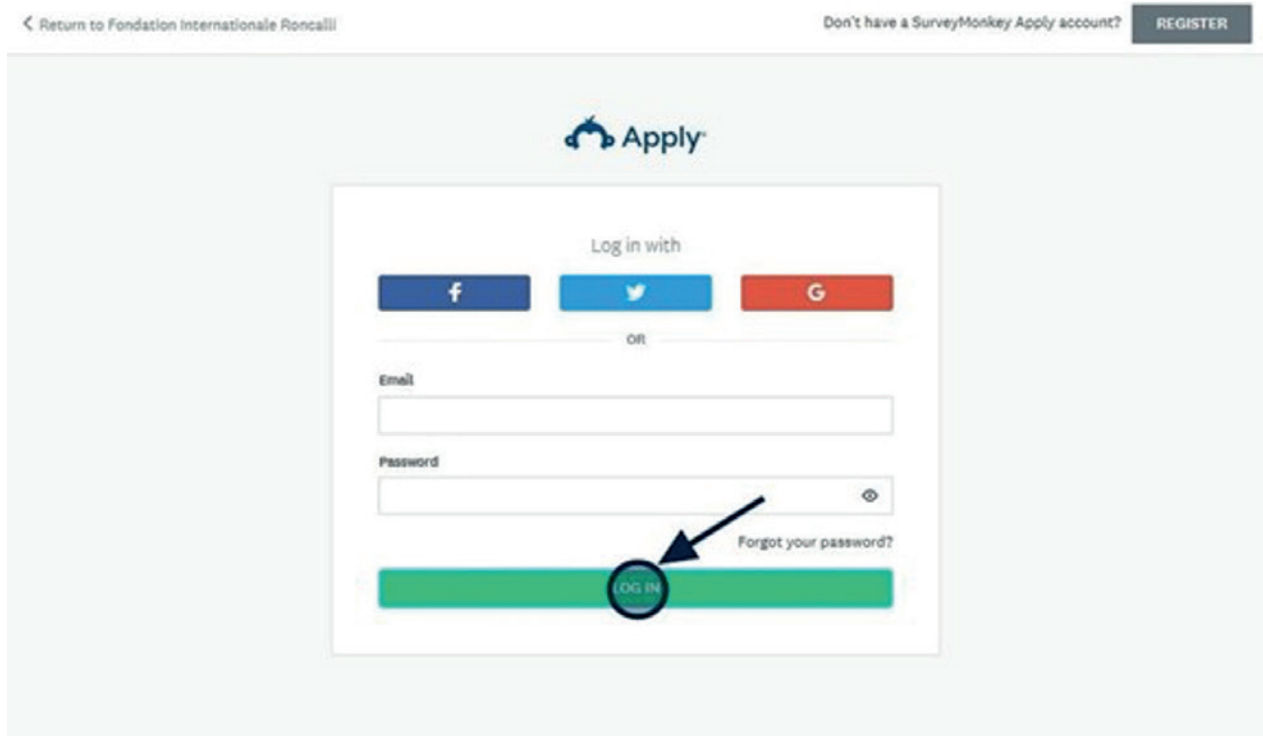
- A green notification box at the top: "Your password has been reset."
- A "Log in with" section with three buttons: Facebook (f), Twitter (bird), and Google (G).
- An "OR" separator.
- An "Email" input field.
- A "Password" input field with a toggle icon on the right.
- A green button labeled "LOG IN" at the bottom center. An arrow points to this button, which is also circled in black.
- A link labeled "Forgot your password?" to the right of the password field.

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.



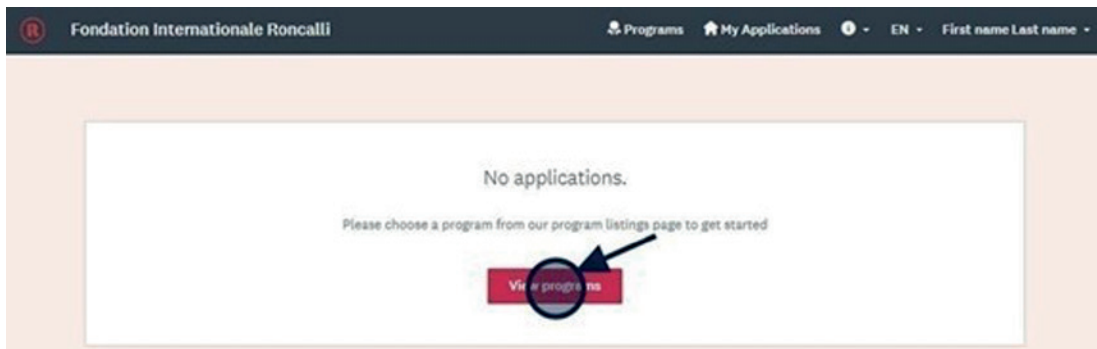
5.2 You will be taken to the login page. Fill in the required fields, then click on “Login” to access your account.



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

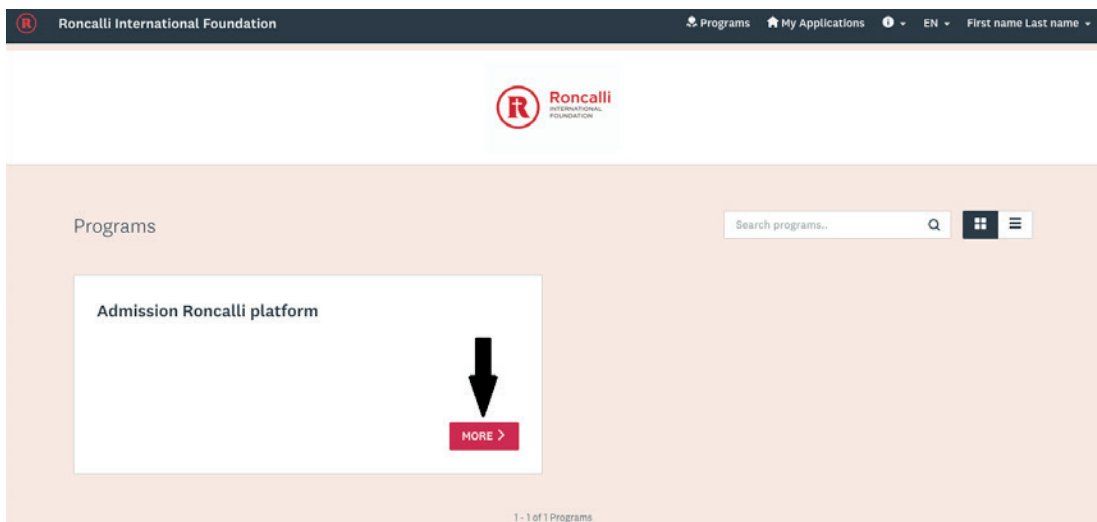
If you are submitting a project to the Roncalli Foundation for the first time, you must first register your organization and submit your project idea before being able to submit a funding request.

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.

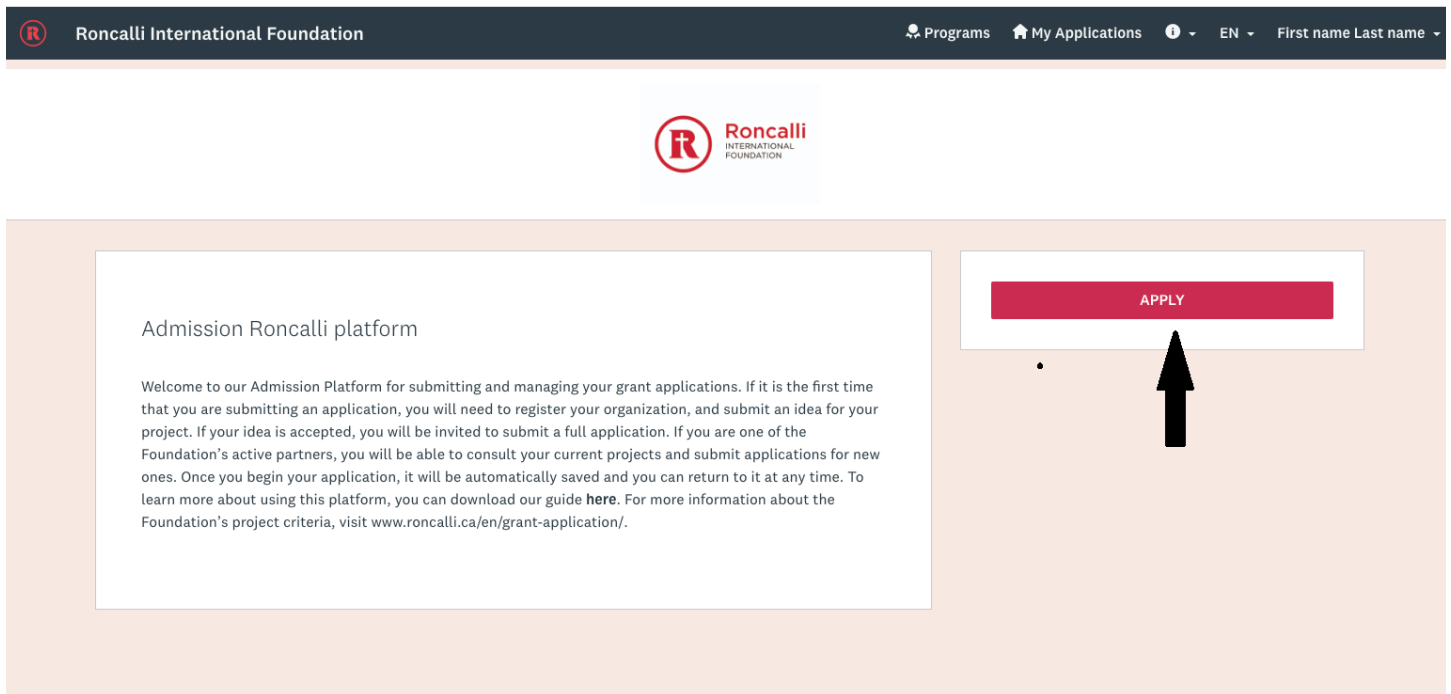
Once the form has been completed, it will be sent to the Foundation, which must validate your organization. You must wait for this validation before you can submit a project idea.

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”



The screenshot shows the top navigation bar of the Roncalli International Foundation website. The header includes the logo, the text "Roncalli International Foundation", and navigation links for "Programs", "My Applications", "EN", and "First name Last name". Below the header is a large white box with the Roncalli International Foundation logo and the heading "Admission Roncalli platform". The main content area contains a welcome message and a prominent red "APPLY" button. A black arrow points directly to the "APPLY" button.

Roncalli International Foundation

Programs My Applications EN First name Last name

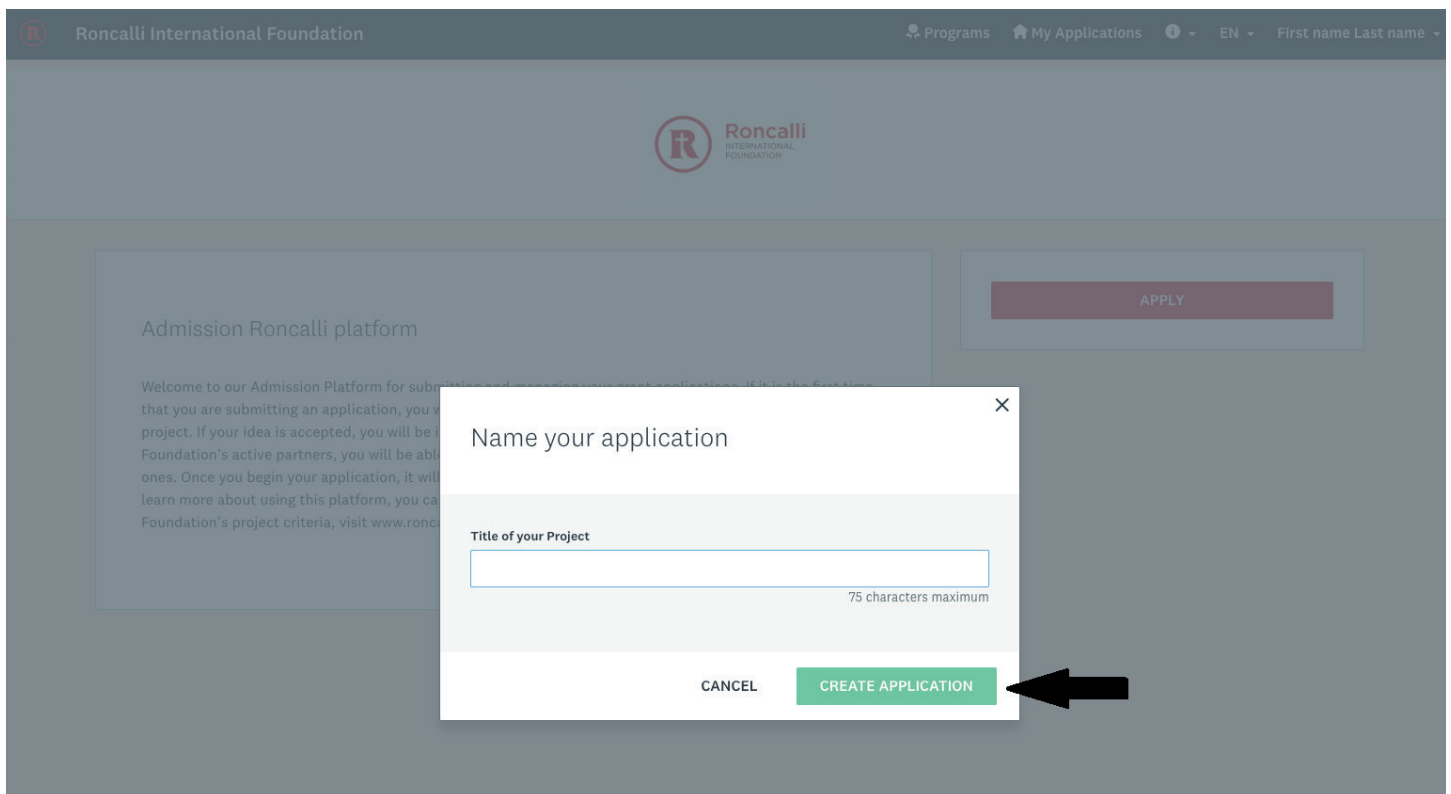
Roncalli INTERNATIONAL FOUNDATION

Admission Roncalli platform

Welcome to our Admission Platform for submitting and managing your grant applications. If it is the first time that you are submitting an application, you will need to register your organization, and submit an idea for your project. If your idea is accepted, you will be invited to submit a full application. If you are one of the Foundation's active partners, you will be able to consult your current projects and submit applications for new ones. Once you begin your application, it will be automatically saved and you can return to it at any time. To learn more about using this platform, you can download our guide [here](#). For more information about the Foundation's project criteria, visit www.roncalli.ca/en/grant-application/.

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.”



The screenshot shows the same admission platform interface as in the previous image, but with a modal dialog box open. The dialog box is titled "Name your application" and contains a text input field labeled "Title of your Project" with a character limit of "75 characters maximum". At the bottom of the dialog, there are two buttons: "CANCEL" and "CREATE APPLICATION". A black arrow points to the "CREATE APPLICATION" button.

Roncalli International Foundation

Programs My Applications EN First name Last name

Roncalli INTERNATIONAL FOUNDATION

Admission Roncalli platform

Welcome to our Admission Platform for submitting and managing your grant applications. If it is the first time that you are submitting an application, you will need to register your organization, and submit an idea for your project. If your idea is accepted, you will be invited to submit a full application. If you are one of the Foundation's active partners, you will be able to consult your current projects and submit applications for new ones. Once you begin your application, it will be automatically saved and you can return to it at any time. To learn more about using this platform, you can download our guide [here](#). For more information about the Foundation's project criteria, visit www.roncalli.ca/en/grant-application/.

APPLY

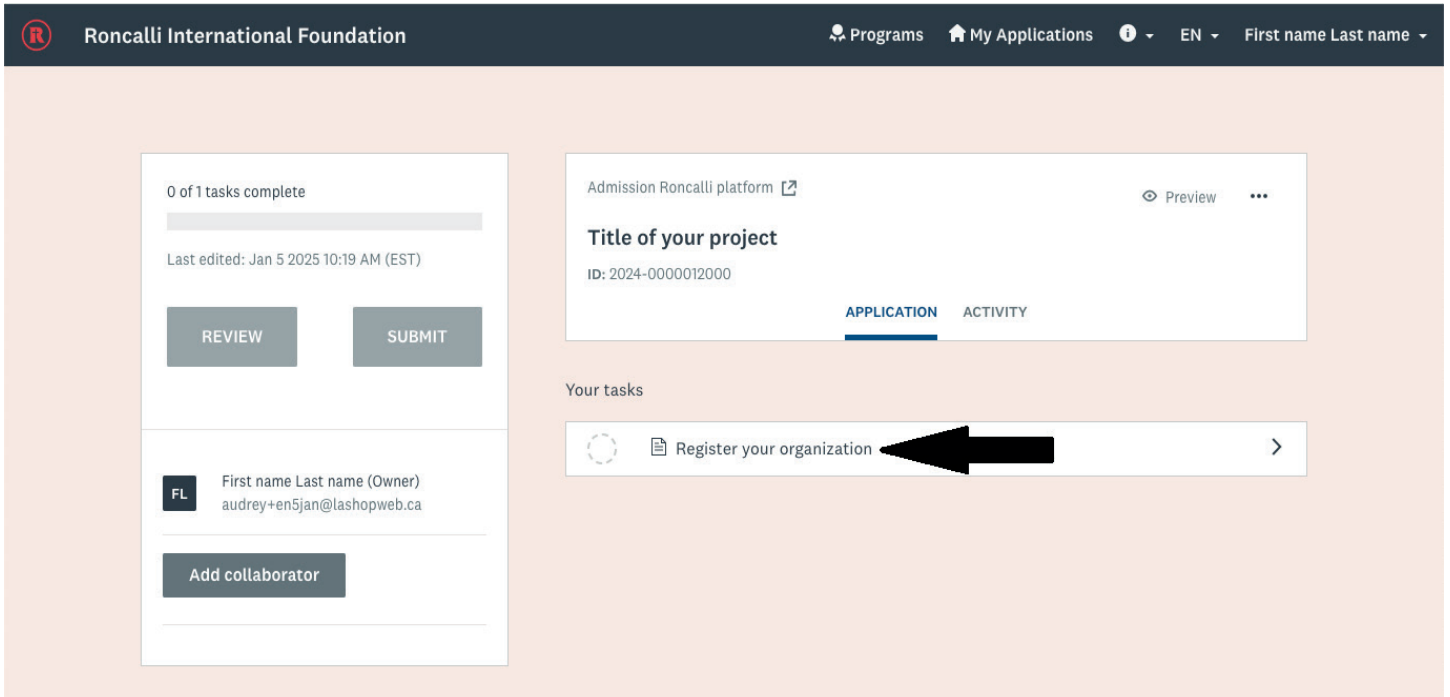
Name your application

Title of your Project

75 characters maximum

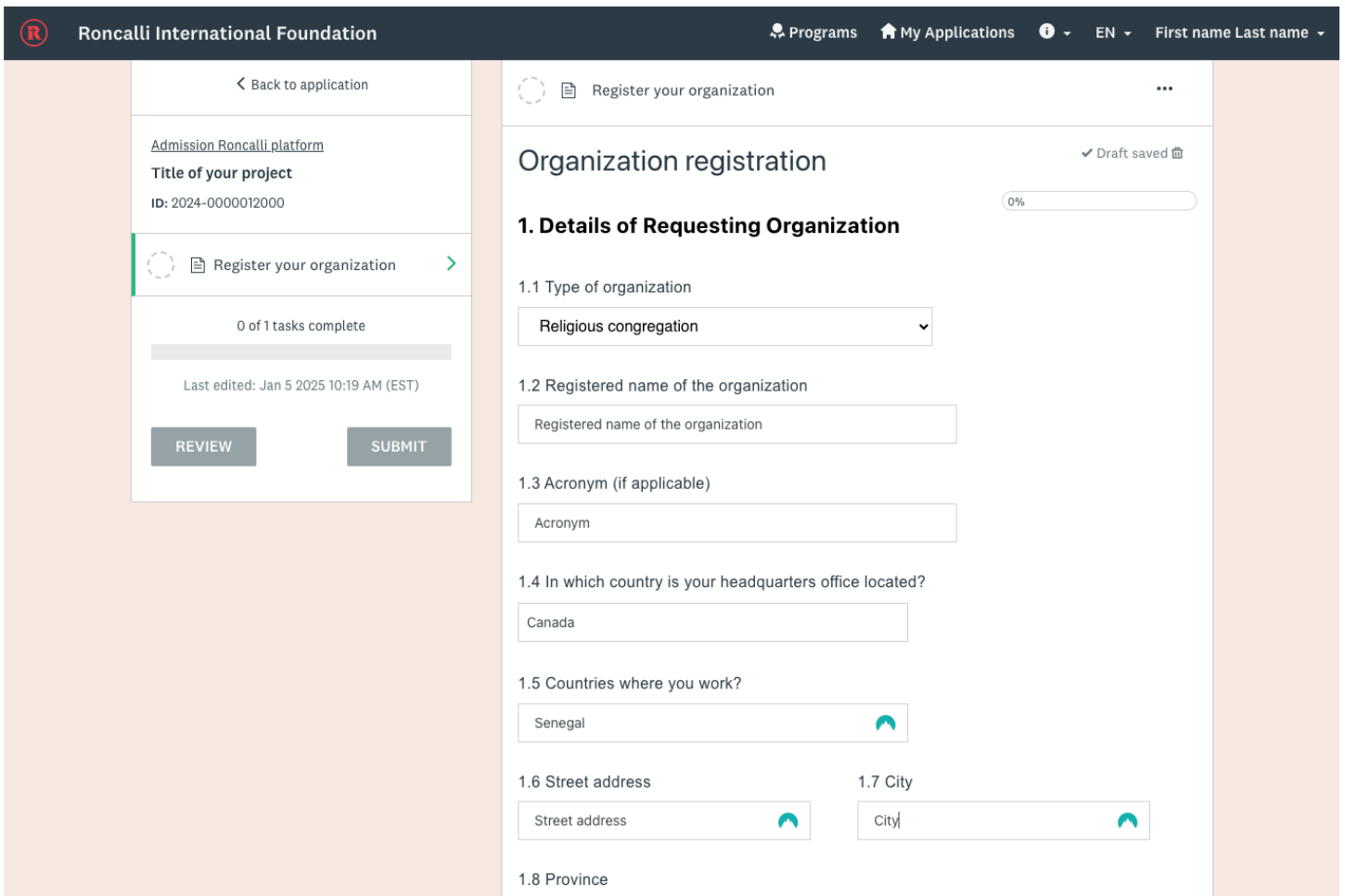
CANCEL CREATE APPLICATION

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



The screenshot shows the Roncalli International Foundation dashboard. The top navigation bar includes the logo, the name 'Roncalli International Foundation', and user information: 'Programs', 'My Applications', 'EN', and 'First name Last name'. The main content area is divided into two columns. The left column shows a progress bar for '0 of 1 tasks complete', the last edited date 'Jan 5 2025 10:19 AM (EST)', and buttons for 'REVIEW' and 'SUBMIT'. Below this is a user profile for 'First name Last name (Owner)' with email 'audrey+en5jan@lashopweb.ca' and an 'Add collaborator' button. The right column shows the 'Admission Roncalli platform' with a 'Preview' button and a 'Title of your project' section with ID '2024-0000012000'. Below this is the 'Your tasks' section, which contains a single task: 'Register your organization'. A large black arrow points to this task.

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



The screenshot shows the 'Register your organization' form. The top navigation bar is the same as in the previous screenshot. The left sidebar shows a 'Back to application' link and a progress bar for '0 of 1 tasks complete'. The main content area is titled 'Organization registration' and shows a progress bar at '0%'. The form is divided into sections: '1. Details of Requesting Organization' and '1.1 Type of organization' (with a dropdown menu set to 'Religious congregation'). Other sections include '1.2 Registered name of the organization' (with a text input field), '1.3 Acronym (if applicable)' (with a text input field), '1.4 In which country is your headquarters office located?' (with a dropdown menu set to 'Canada'), '1.5 Countries where you work?' (with a dropdown menu set to 'Senegal'), '1.6 Street address' (with a text input field), '1.7 City' (with a text input field), and '1.8 Province' (with a text input field). A 'Draft saved' indicator is visible in the top right corner of the form area.

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.”

Roncalli International Foundation Programs My Applications EN First name Last name

2. Details of the person responsible for submitting projects

2.1 Title
Sister

2.2 First Name(s)
First Name(s)

2.3 Last Name
Last Name

2.4 Email
email@outlook.ca

2.5 Phone Country Code
(ex. +1; +237, +591, etc.)
1

Phone Number
1234567890

2.6 Position in the organization/Job title
Position in the organizatio

2.7 Preferred language of communication
English

SAVE & CONTINUE EDITING NEXT

7.7 Once you've entered all the required information on 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: Date:

Signature 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."

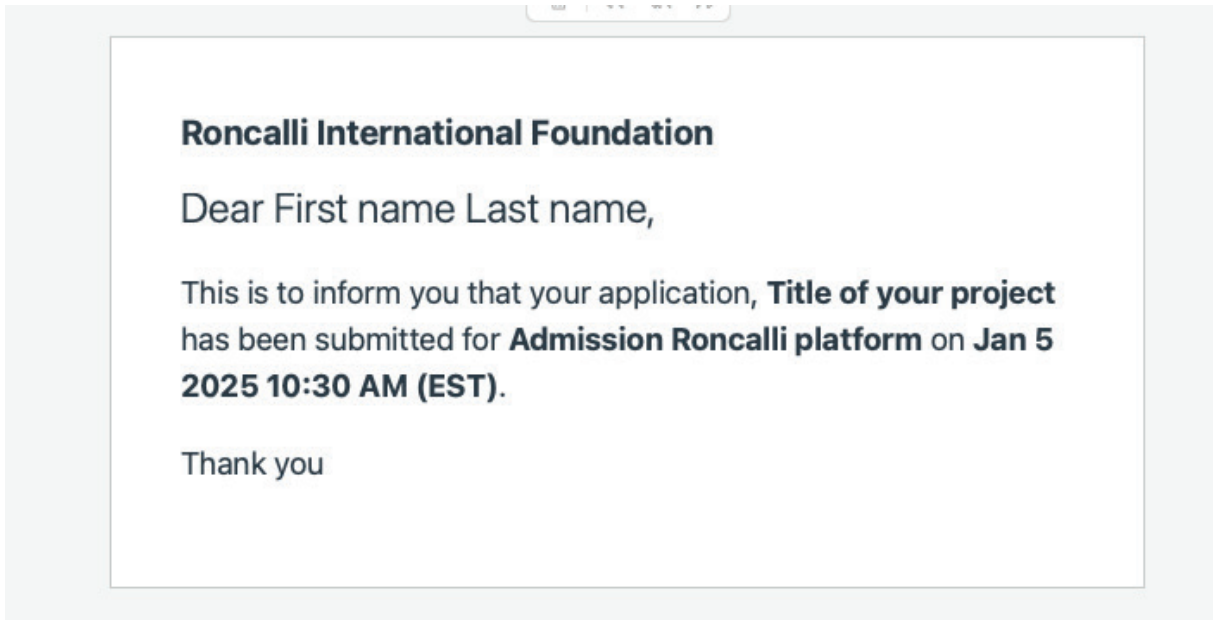
Please note that once the form has been submitted you will no longer be able to modify any of the information provided. To make any changes to the information provided in the form, please contact the Foundation at admission@roncalli.ca.

The screenshot shows the 'Register your organization' form in the Roncalli International Foundation system. The form is titled 'Organization registration' and '1. Details of Requesting Organization'. It includes several sections with input fields: '1.1 Type of organization' (Religious congregation), '1.2 Registered name of the organization' (Registered name of the organization), '1.3 Acronym (if applicable)' (Acronym), '1.4 In which country is your headquarters office located?' (Canada), '1.5 Countries where you work?' (Senegal), and '1.6 Street address' (Street address). On the left side, there is a sidebar with a progress indicator showing '1 of 1 tasks complete' and a 'SUBMIT' button highlighted with a black arrow.

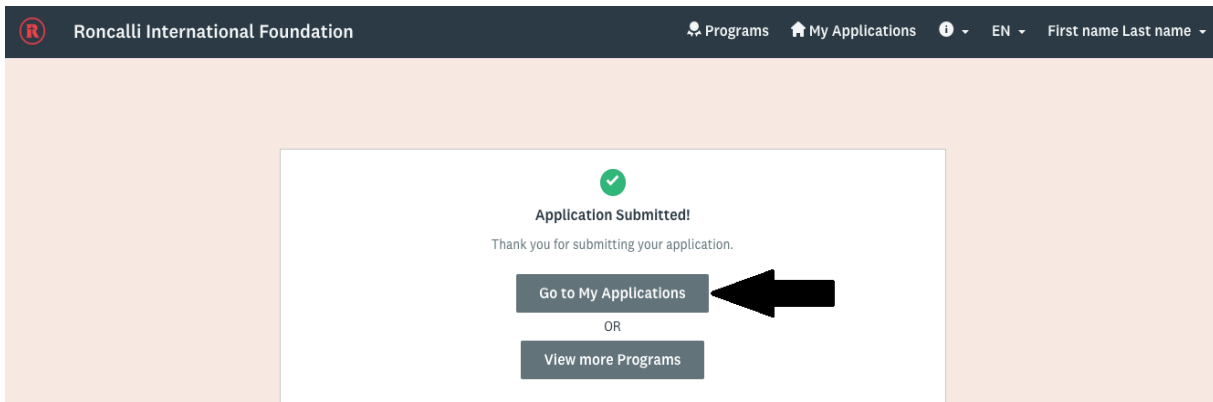
7.9 Once you click "Submit," another page will appear and you must click on "Submit."

The screenshot shows the same 'Register your organization' form, but with a 'Submit application' dialog box overlaid. The dialog box contains the text: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' At the bottom of the dialog box, there are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a black arrow.

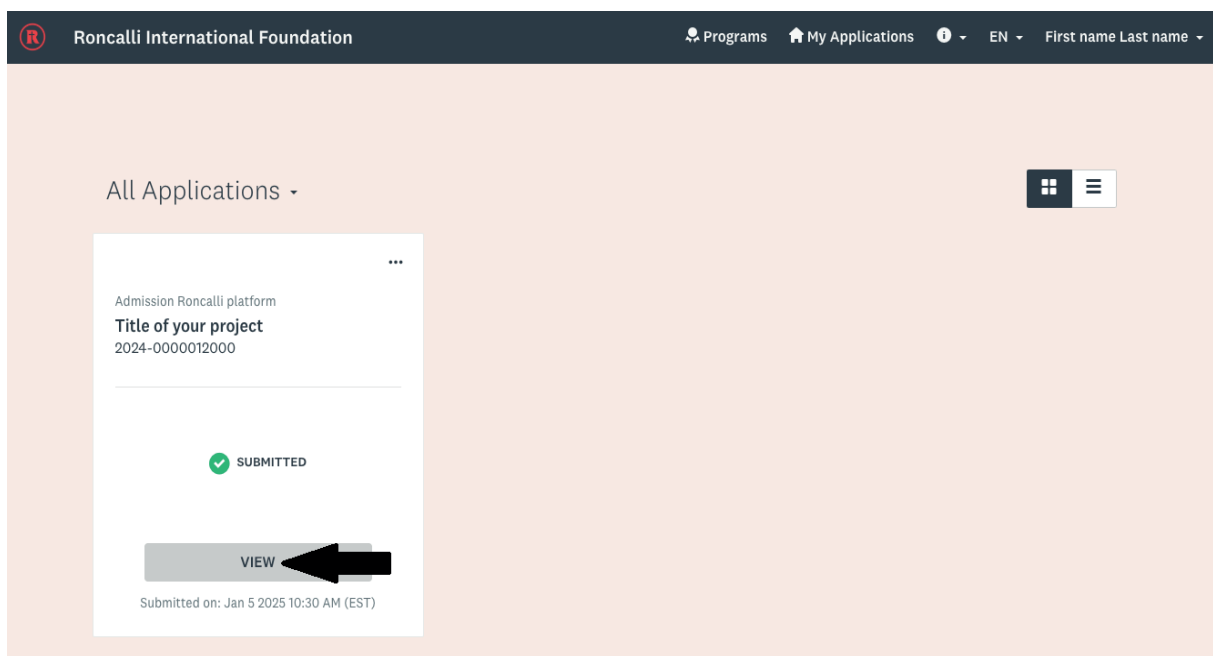
7.10 Once you have submitted the registration form, you will receive a confirmation e-mail informing you of the next steps.



7.11 To view the registration form, click on “Go to my applications.”



7.12 Click on “View.”



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.

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

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

FL First name Last name (Owner)
audrey+en5jan@lashopweb.ca

Add collaborator

Admission Roncalli platform [Preview](#)

Title of your project
ID: 2024-0000012000

APPLICATION | ACTIVITY

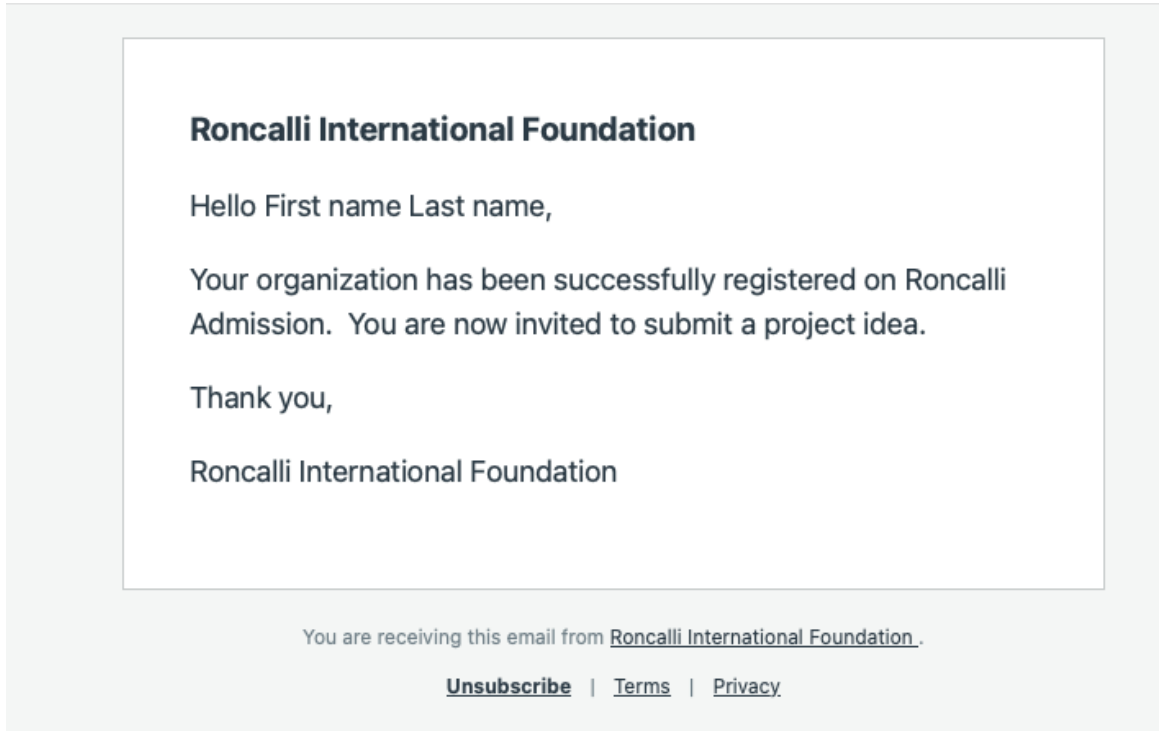
Previous tasks

✓ Register your organization [Completed on: Jan 5 2025 10:28 AM \(EST\)](#)

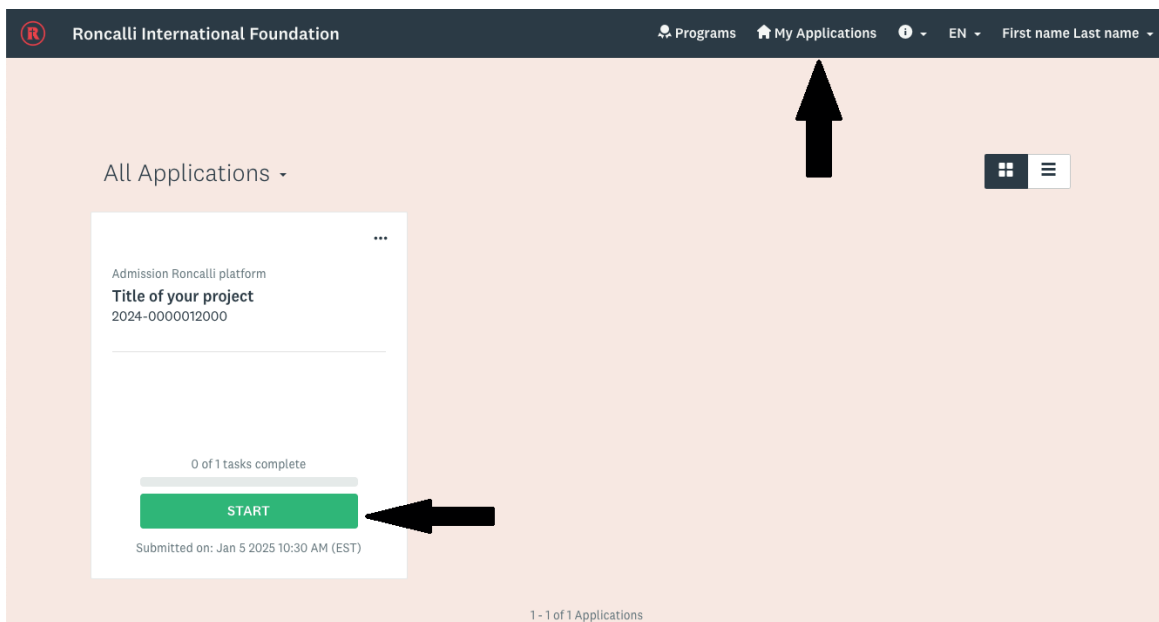
8. Filling out the Project Idea form

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.



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."



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

0 of 1 tasks complete

Last edited: Jan 5 2025 10:38 AM (EST)

REVIEW SUBMIT

FL First name Last name (Owner)
audrey+en5jan@lashopweb.ca

Add collaborator

Admission Roncalli platform [🔗](#) Preview ⋮

Title of your project
ID: 2024-0000012000

APPLICATION ACTIVITY

Your tasks

Idea Form

Previous tasks

Register your organization
Completed on: Jan 5 2025 10:28 AM (EST)

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

Back to application

Admission Roncalli platform
Title of your project
ID: 2024-0000012000

Idea Form

0 of 1 tasks complete

Last edited: Jan 5 2025 10:38 AM (EST)

REVIEW SUBMIT

Idea Form

0%

1 Details of Requesting Organization

1.1 Type of organization
Religious congregation

1.2 Registered name of the organization
Registered name of the organization

1.3 Acronym (if applicable)
Acronym

1.4 In which country is your headquarters office located?
Canada

1.5 Countries where you work?
Senegal

1.6 Street address
Street address

1.7 City
City

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.

Roncalli International Foundation

Programs My Applications EN First name Last name

What activities will you implement to address this problem?

5.6 Duration of the project

Start Date: Nov 28 2024 End Date: Aug 20 2025

6. Budget

6.1 Local currency: XAF - Central African CFA...

6.2 Total project budget in local currency: 15400000

6.3 Amount requested in local currency: 1450000

SAVE & CONTINUE EDITING NEXT

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

Roncalli International Foundation

Programs My Applications EN First name Last name

Idea Form

0 of 1 tasks complete

Last edited: Jan 5 2025 10:43 AM (EST)

REVIEW SUBMIT

Name of organization providing the reference:

Email address of the person responsible for the organization providing the reference: mail@outlook.ca

Upload reference letter from organization :

1. ReferenceLetterFromOrga .png

Terms and Conditions

- Please note that the submission of this idea does not necessarily guarantee access to the funding application form.
- Attestation of the truthfulness of the information provided: I declare that all the information provided in the above form is accurate and complete.
- Consent to the release of information: 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.

Signature: Signature Date: Jan 05 2025

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

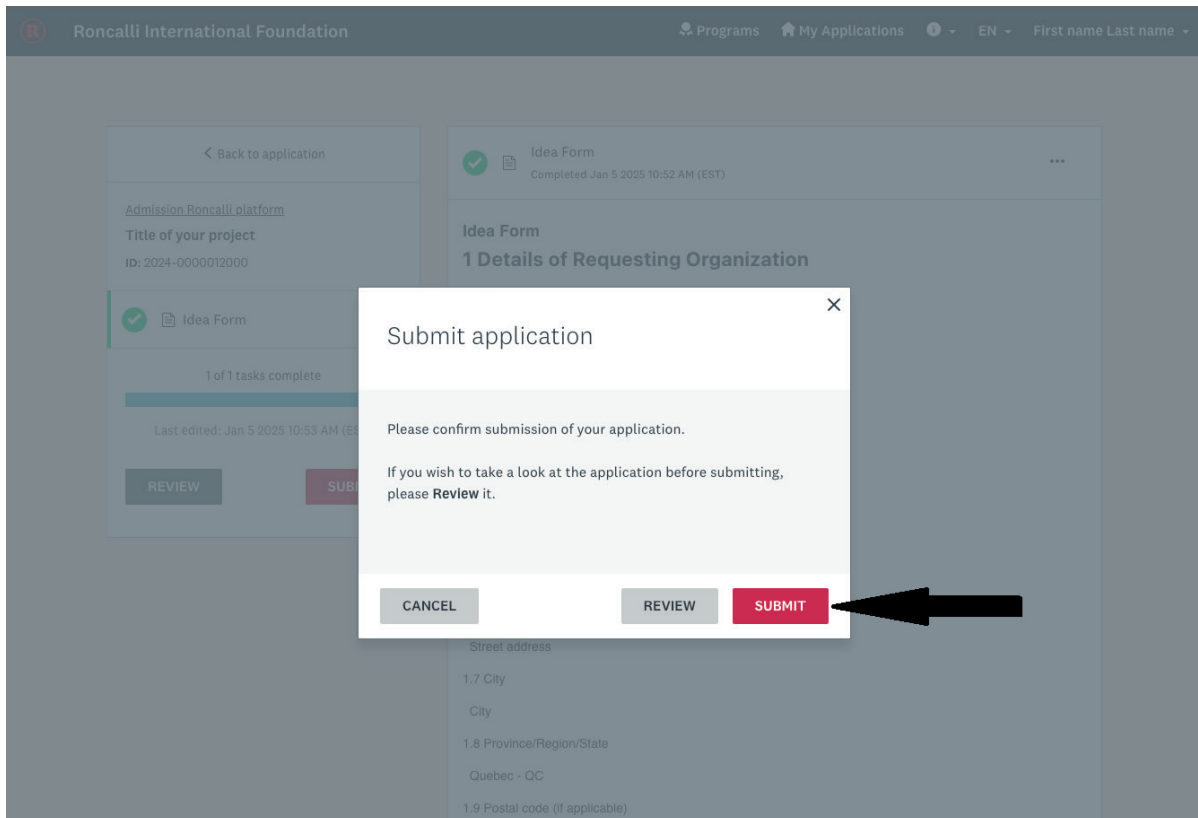
8.7 Once completed, you can review and validate the information entered on the form by clicking on “Review” in the left-hand column.

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

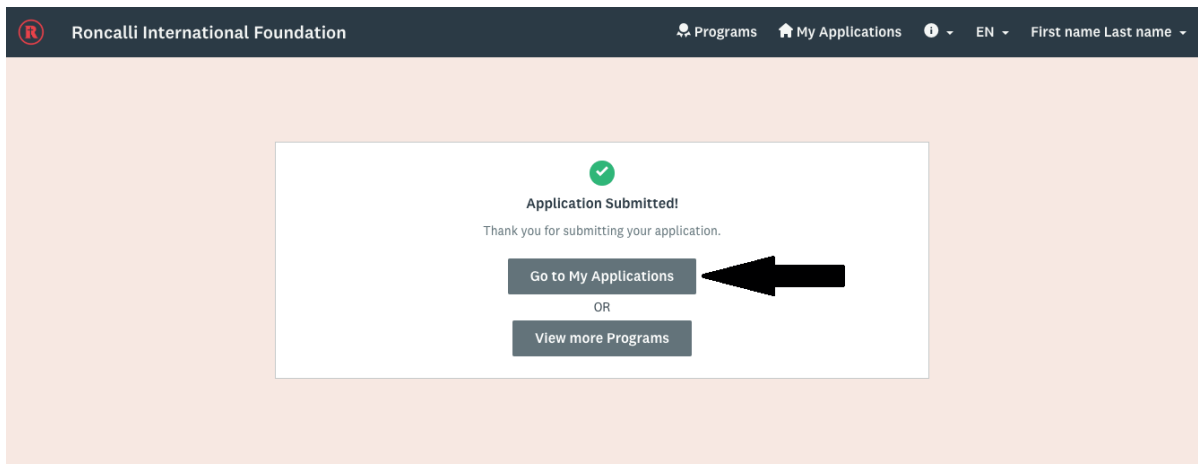
Please note that once the form has been submitted, you will no longer be able to make any modifications.

The screenshot displays the 'Idea Form' submission interface for the Roncalli International Foundation. The top navigation bar includes the foundation's logo, name, and user options like 'Programs', 'My Applications', and a language dropdown set to 'EN'. The left sidebar contains a 'Back to application' link, project details (Title: 'Admission Roncalli platform', ID: '2024-0000012000'), a progress indicator for 'Idea Form' (1 of 1 tasks complete), and two buttons: 'REVIEW' and 'SUBMIT'. A large black arrow points to the 'SUBMIT' button. The main content area shows the form's completion status and a list of organization details under the heading '1 Details of Requesting Organization'. The details include: 1.1 Type of organization (Religious congregation), 1.2 Registered name of the organization, 1.3 Acronym (if applicable), 1.4 In which country is your headquarters office located? (Canada), 1.5 Countries where you work? (Senegal), 1.6 Street address, 1.7 City, 1.8 Province/Region/State (Quebec - QC), 1.9 Postal code (if applicable) (H0H0H0), and 1.10 Phone Number.

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.

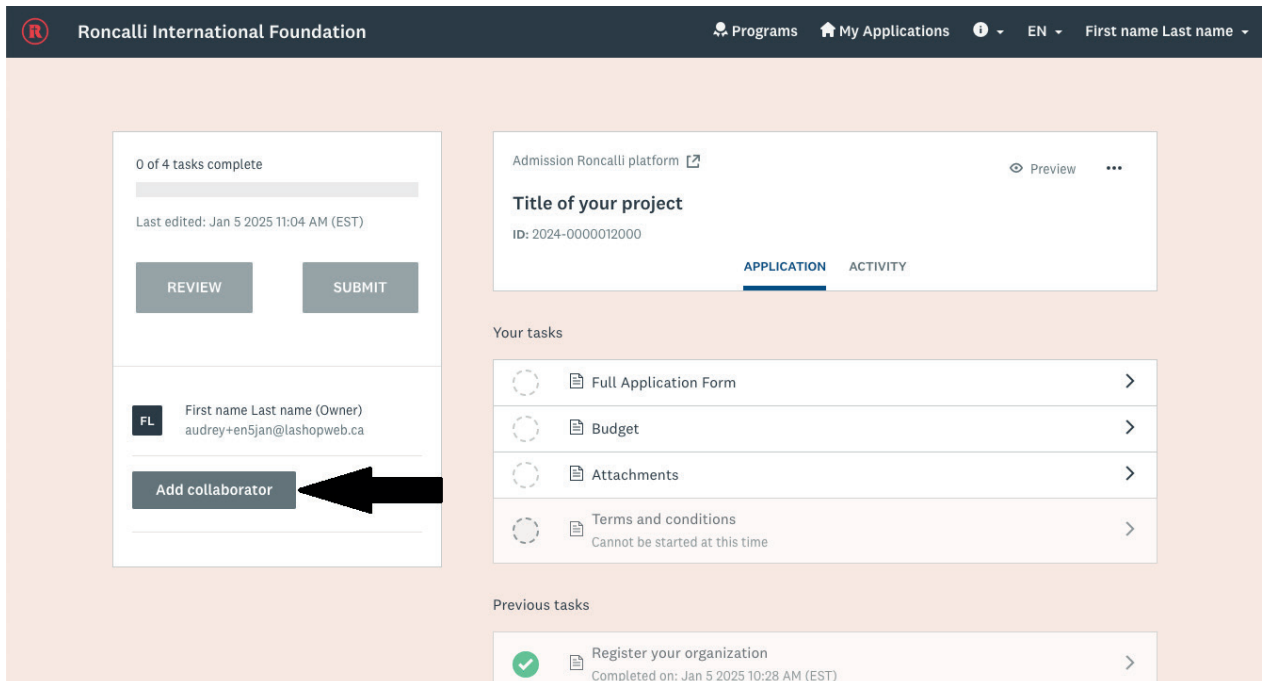
Thank you for your collaboration,

Roncalli International Foundation

9. How to add a collaborator

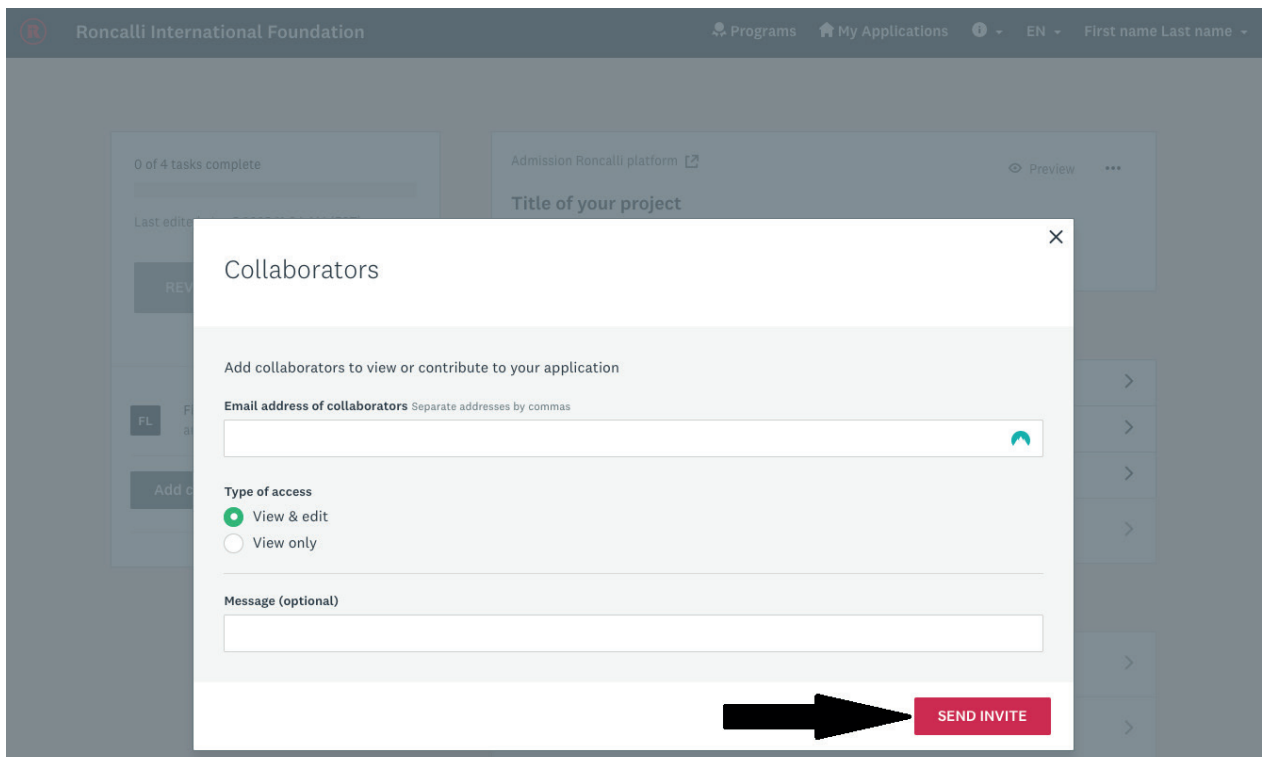
9.1 You can add collaborators at any time if you would like other people to help you with filling out the various forms by clicking on “Add a collaborator.” You can only add one employee at a time.

Please note that other employees may fill out the information in the forms, but **YOU REMAIN SOLELY RESPONSIBLE** for submitting them.



The screenshot shows the Roncalli International Foundation application interface. The top navigation bar includes the logo, the name 'Roncalli International Foundation', and user information: 'Programs', 'My Applications', 'EN', and 'First name Last name'. The main content area is divided into two columns. The left column shows a progress bar for '0 of 4 tasks complete', the last edit date 'Jan 5 2025 11:04 AM (EST)', and buttons for 'REVIEW' and 'SUBMIT'. Below this is the user profile for 'First name Last name (Owner)' with email 'audrey+en5jan@lashopweb.ca' and a prominent 'Add collaborator' button highlighted by a black arrow. The right column displays the 'Admission Roncalli platform' with a 'Preview' link and a 'Title of your project' section with ID '2024-0000012000'. Below the title are tabs for 'APPLICATION' and 'ACTIVITY'. A 'Your tasks' list includes 'Full Application Form', 'Budget', 'Attachments', and 'Terms and conditions' (marked as 'Cannot be started at this time'). A 'Previous tasks' section shows 'Register your organization' completed on 'Jan 5 2025 10:28 AM (EST)'.

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.”



The screenshot shows the 'Collaborators' modal form overlaid on the application interface. The modal has a title bar with a close button (X). The main content area is titled 'Collaborators' and contains the instruction 'Add collaborators to view or contribute to your application'. It features a text input field for 'Email address of collaborators' with a note 'Separate addresses by commas' and a small globe icon. Below this are radio buttons for 'Type of access': 'View & edit' (selected) and 'View only'. There is also a text input field for 'Message (optional)'. At the bottom right of the modal, a red 'SEND INVITE' button is highlighted by a black arrow.

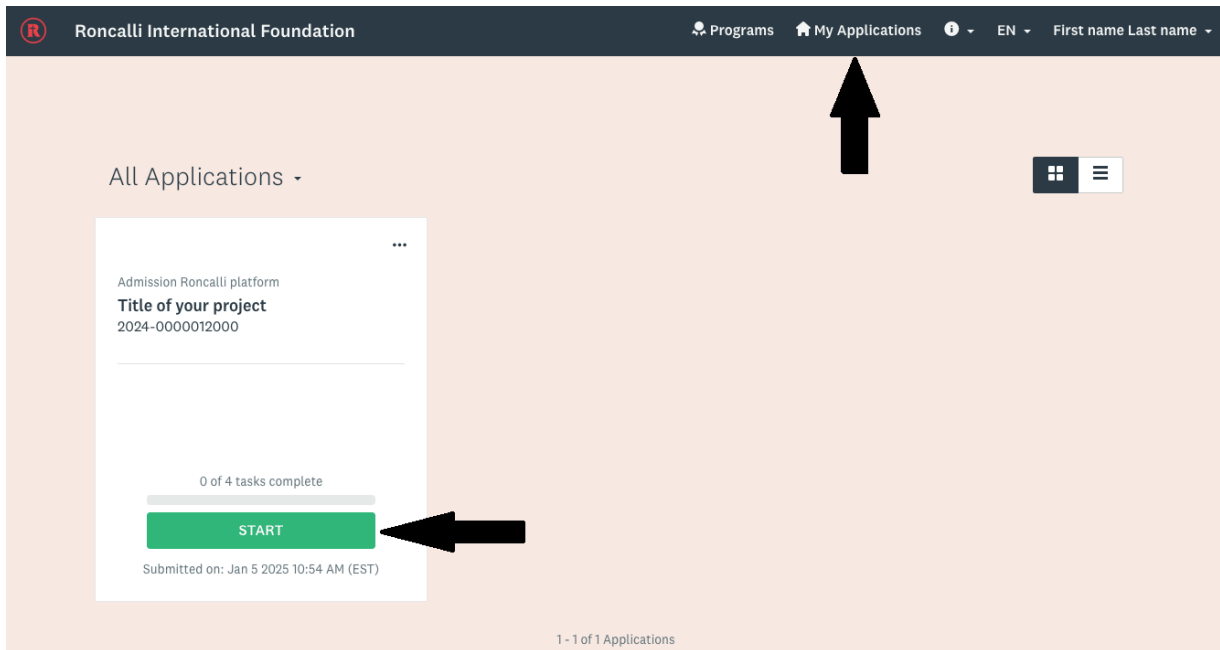
9.3 To change a collaborator's access, to delete a collaborator or to resend an invitation, click on the three small dots next to his or her name, click on your choice and follow the instructions.

The screenshot displays the Roncalli International Foundation application management interface. At the top, the header includes the organization's name, navigation links for 'Programs' and 'My Applications', and user information. The main content area is divided into several sections:

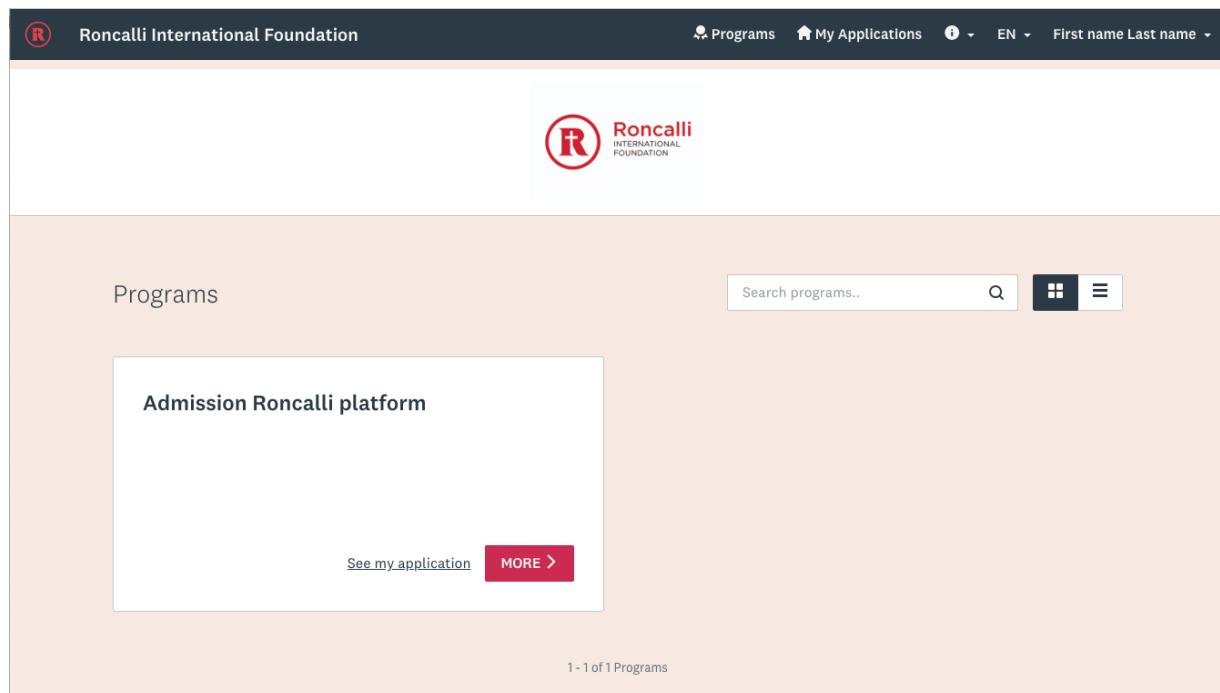
- Progress Bar:** Shows '0 of 4 tasks complete' with a progress indicator and 'Last edited: Jan 5 2025 11:04 AM (EST)'. Buttons for 'REVIEW' and 'SUBMIT' are present.
- Project Information:** Displays 'Admission Roncalli platform' with a 'Preview' link and a project ID: '2024-0000012000'. Tabs for 'APPLICATION' and 'ACTIVITY' are shown.
- Your tasks:** A list of tasks including 'Full Application Form', 'Budget', 'Attachments', and 'Terms and conditions' (marked as 'Cannot be started at this time').
- Collaborators:** A section for managing team members. It shows the owner 'First name Last name (Owner)' and a collaborator 'collaborator@outlook.ca' invited on 'Jan 5 2025'. A three-dot menu next to the collaborator's name is highlighted with a black arrow, revealing options: 'Change access', 'Remove', and 'Resend invite'.
- Previous tasks:** A list of completed tasks, including 'Register your organization' and 'Idea Form', both completed on 'Jan 5 2025'.

10. Completing the Funding Application form

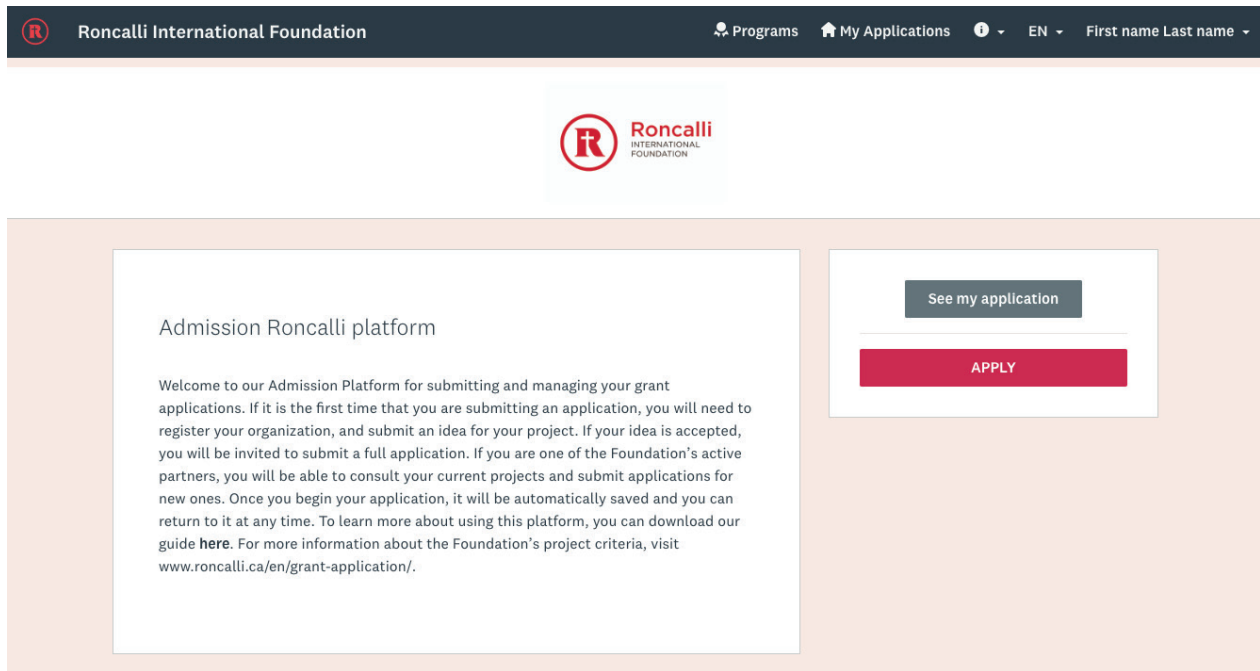
10.1 If you are a new partner and your project idea has been accepted, you have access to the funding application form. Log in to your account, click on “My applications” in the top right-hand corner, and click on “Start.”



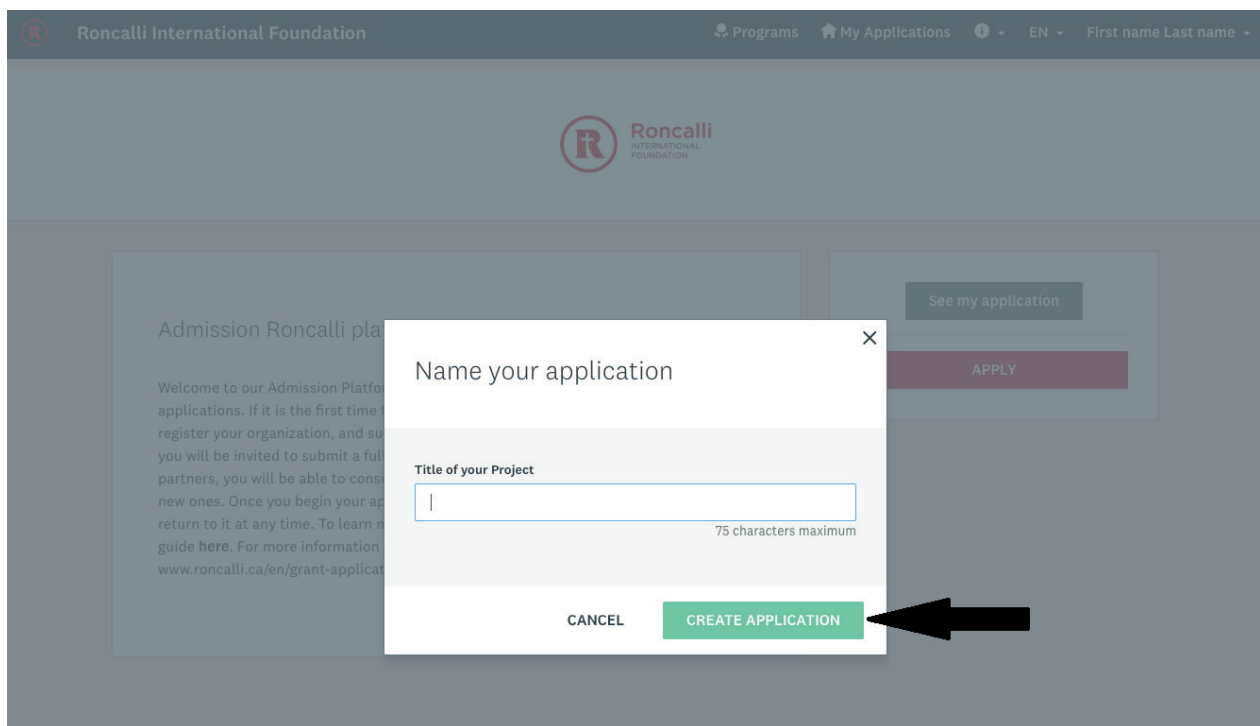
10.2 If you are one of the Foundation’s active partners and would like to submit a new funding request, log in to your account and click on “Programs” in the top right-hand corner, then on “More.”



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.”

0 of 4 tasks complete

Last edited: Jan 5 2025 11:04 AM (EST)

REVIEW SUBMIT

FL First name Last name (Owner)
audrey+en5jan@lashopweb.ca

Collaborators Add

collaborator@outlook.ca
Invited: Jan 5 2025

View & edit

Admission Roncalli platform [Preview](#) ...

Title of your project
ID: 2024-0000012000

APPLICATION ACTIVITY

Your tasks

- Full Application Form
- Budget
- Attachments
- Terms and conditions
Cannot be started at this time

Previous tasks

- Register your organization
Completed on: Jan 5 2025 10:28 AM (EST)
- Idea Form
Completed on: Jan 5 2025 10:52 AM (EST)

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

< Back to application

Admission Roncalli platform

Title of your project
ID: 2024-0000012000

Full Application Form

Budget

Attachments

Terms and conditions
Cannot be modified

0 of 4 tasks complete

Last edited: Jan 5 2025 11:04 AM (EST)

REVIEW SUBMIT

Full Application Form ...

Full Application Form - New Partner

1. Details of Requesting Organization

1.1 Type of organization
Religious congregation

1.2 Registered name of the organization
Registered name of the organization

1.3 Acronym
Acronym

1.4 In which country is your headquarters office located?
Canada

1.5 Countries where you work?
Senegal

1.6 Street address
Street address

1.7 City
City

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.

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

5.11 What impact will the project have on the environment?

5.12 Number of participants reached directly

Total Participants:

Indicate how many women:

5.13 Which target group will be reached directly?

Which target group will be reached directly?

5.14 Number of participants reached indirectly?

5.15 Project Duration

Start Date: End Date:

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.

Roncalli International Foundation | Programs | My Applications | EN | Audrey Gilbert

< Back to application

Admission Roncalli platform
Title of your project
id: 2025-000012004

Full Application Form - Partner

Budget

Attachments

Terms and conditions
Cannot be modified

1 of 4 tasks complete

Last edited: Jan 6 2025 10:53 AM (EST)

REVIEW SUBMIT

Budget

Full Application - Budget

0%

Budget

Currency of your budget

Start typing to search

Budget Items:

	Applicant's contribution	Amount requested from the Foundation
Labor costs and wages	<input type="text"/>	<input type="text"/>
Materials/Supplies	<input type="text"/>	<input type="text"/>
Equipment and furniture	<input type="text"/>	<input type="text"/>
Transportation	<input type="text"/>	<input type="text"/>
Other expenses	<input type="text"/>	<input type="text"/>
Administrative fees	<input type="text"/>	<input type="text"/>
Total	0	0

SAVE & CONTINUE EDITING NEXT

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.

The screenshot shows the 'Full Application - Budget' page. On the left is a sidebar with a progress indicator showing '1 of 4 tasks complete' and buttons for 'REVIEW' and 'SUBMIT'. The main content area is titled 'Full Application - Budget' and shows a progress bar at 33%. Below the title, it says 'Provide additional information about your budget' and 'Currency of your budget: XAF - Central African CFA Franc'. A table shows 'Labour costs and wages' with columns for 'Applicant's contribution', 'Amount requested from the Foundation', and 'Total'. The values are 50000, 50000, and 100000 respectively. Below the table is an 'Explanation:' field with a large black arrow pointing down to it.

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

The screenshot shows the 'Full Application - Budget' page with the progress bar at 66%. The table below the 'Labour costs and wages' section is expanded to show multiple budget items. The table has columns for 'Budget items', 'Applicant's contribution', 'Amount requested from the Foundation', and 'Total'. The items listed are Labour costs and wages, Materials/Supplies, Equipment and furniture, Transportation, Other expenses, and Administration fees, each with 50000 in the first two columns and 100000 in the third. A 'Total' row shows 300000 in the first two columns and 600000 in the third. At the bottom of the page, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE'. A large black arrow points to the 'MARK AS COMPLETE' button.

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.

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Full Application Form
- Budget**
- Attachments
- Terms and conditions
Cannot be modified

1 of 4 tasks complete

Last edited: Jan 5 2025 11:14 AM (EST)

REVIEW SUBMIT

Budget

Full Application - Budget

Currency of your budget: XAF - Central African CFA Franc 66%

Budget items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
Total	300000	300000	600000

PREVIOUS SAVE & CONTINUE EDITING **MARK AS COMPLETE**

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.

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Full Application Form
- Budget
- Attachments
- Terms and conditions**

3 of 4 tasks complete

Last edited: Jan 5 2025 11:15 AM (EST)

REVIEW SUBMIT

Terms and conditions

Terms and Conditions (Application)

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 confirm, understand and accept this electronic signature.

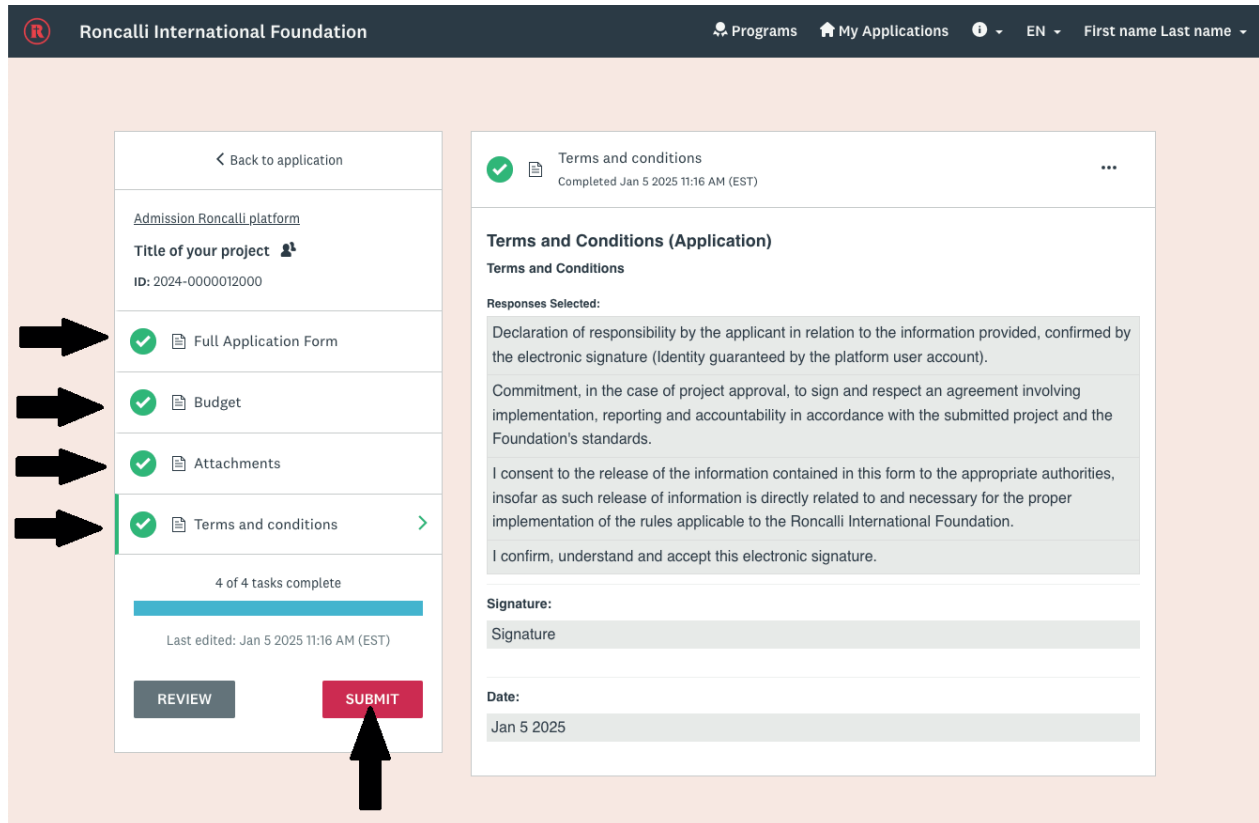
Signature: Date:

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

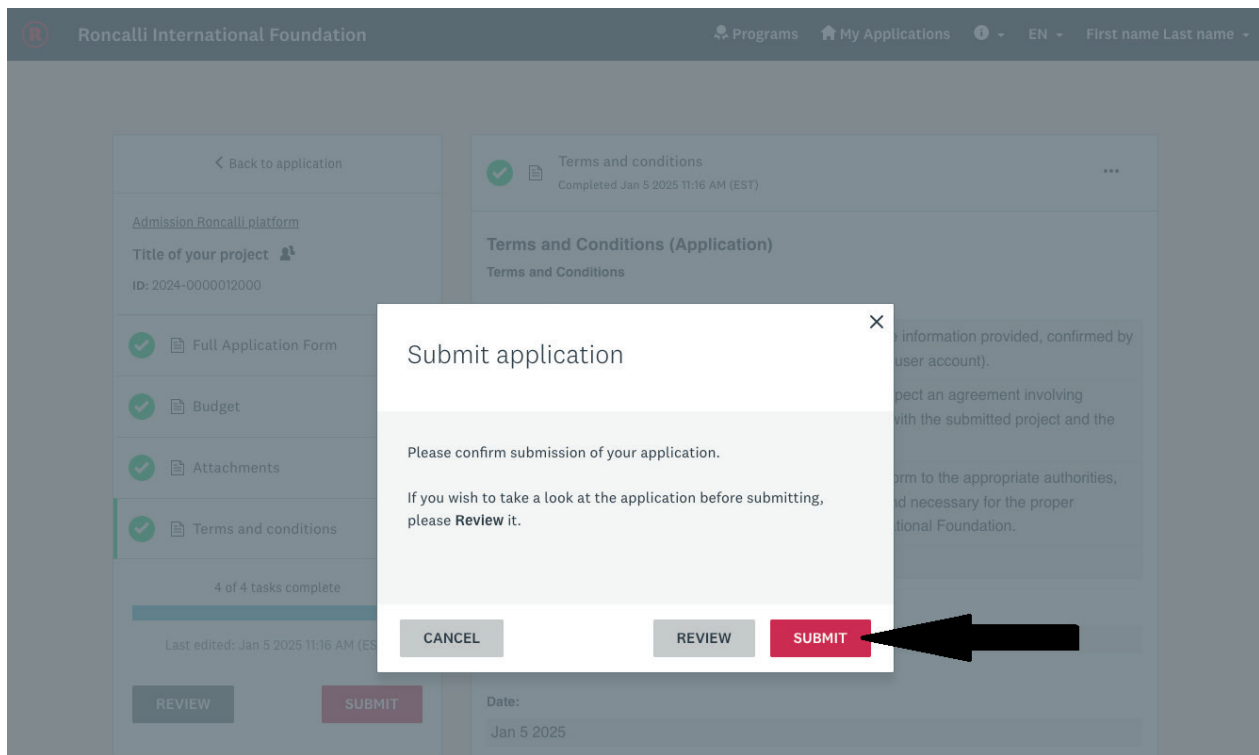
10.13 Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking on “Review” in the left-hand column.

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

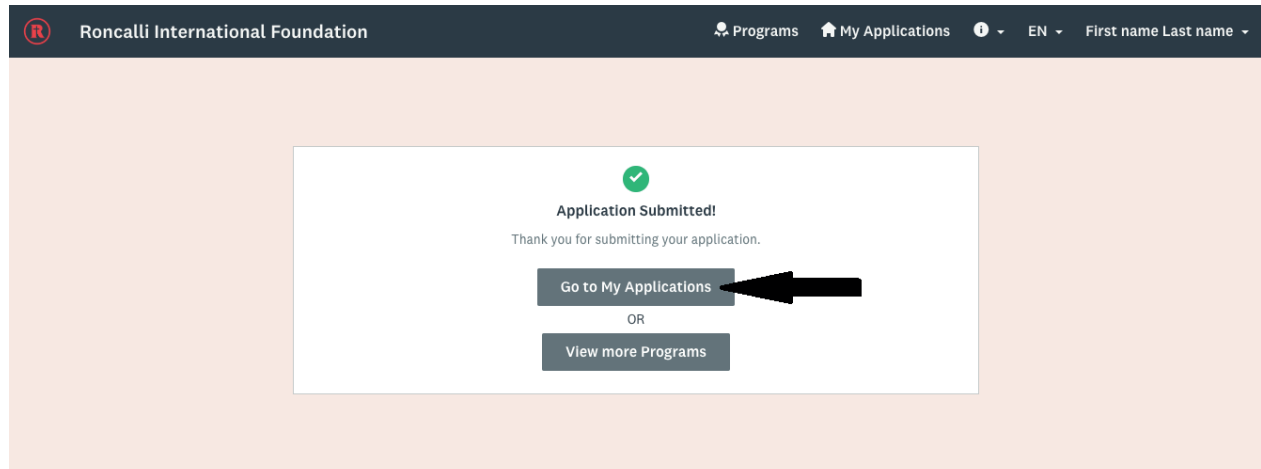
Please note that once the form has been submitted, you will no longer be able to make changes.



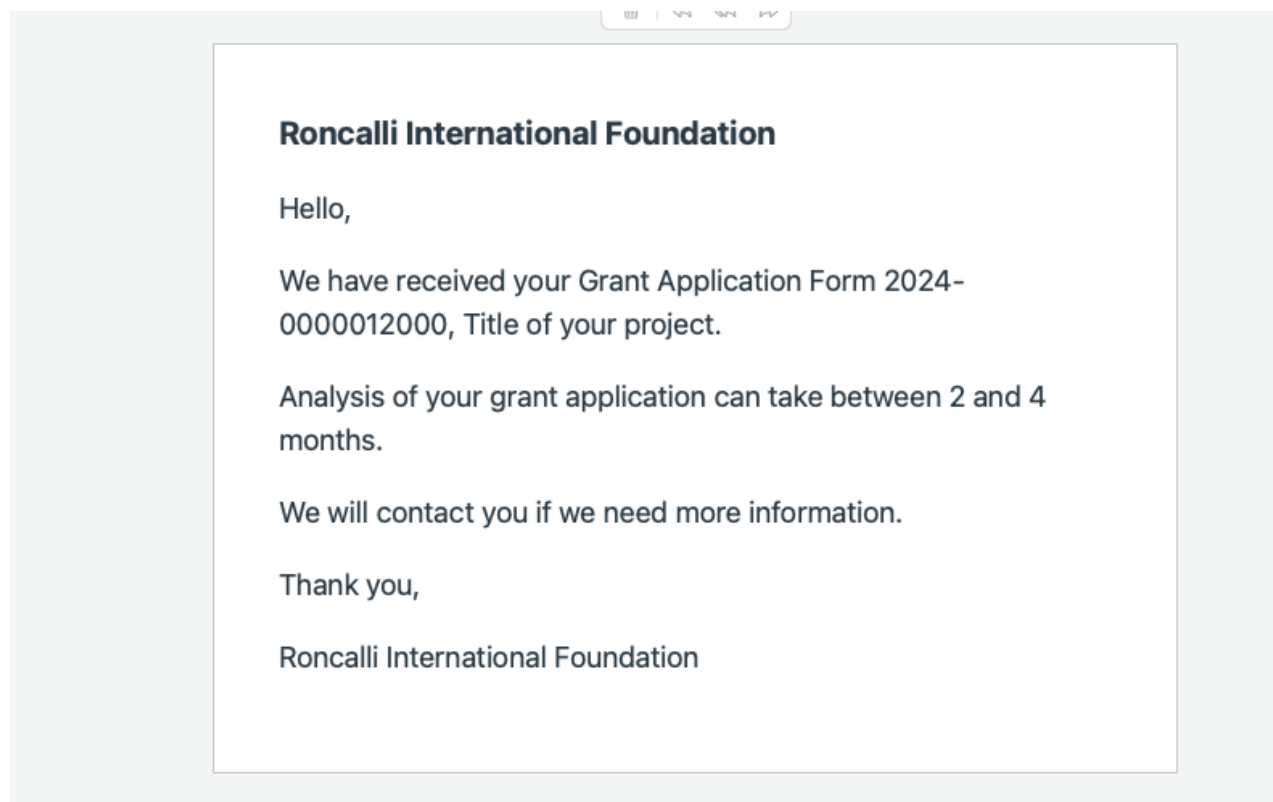
10.14 Once you click “Submit” a new window will open asking you to confirm that you want to submit your idea. If yes, click on “Submit.”



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.



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,

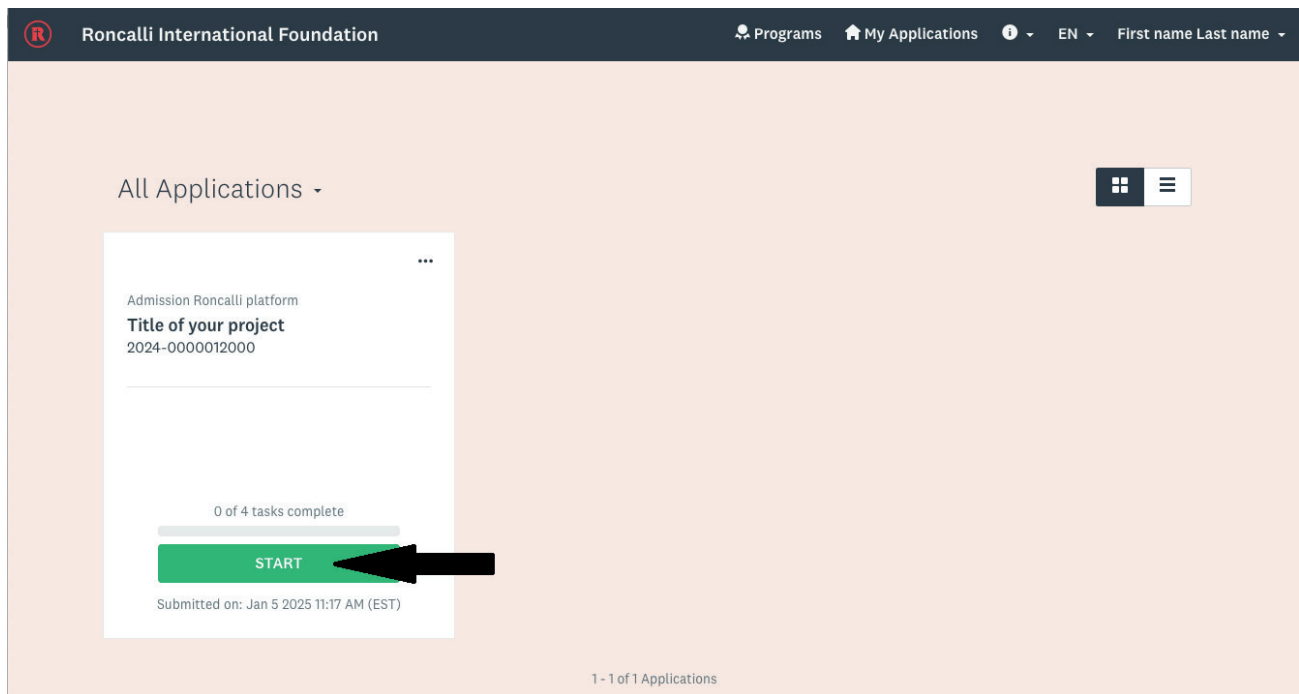
International Roncalli Foundation

11. Completing the Progress Report form

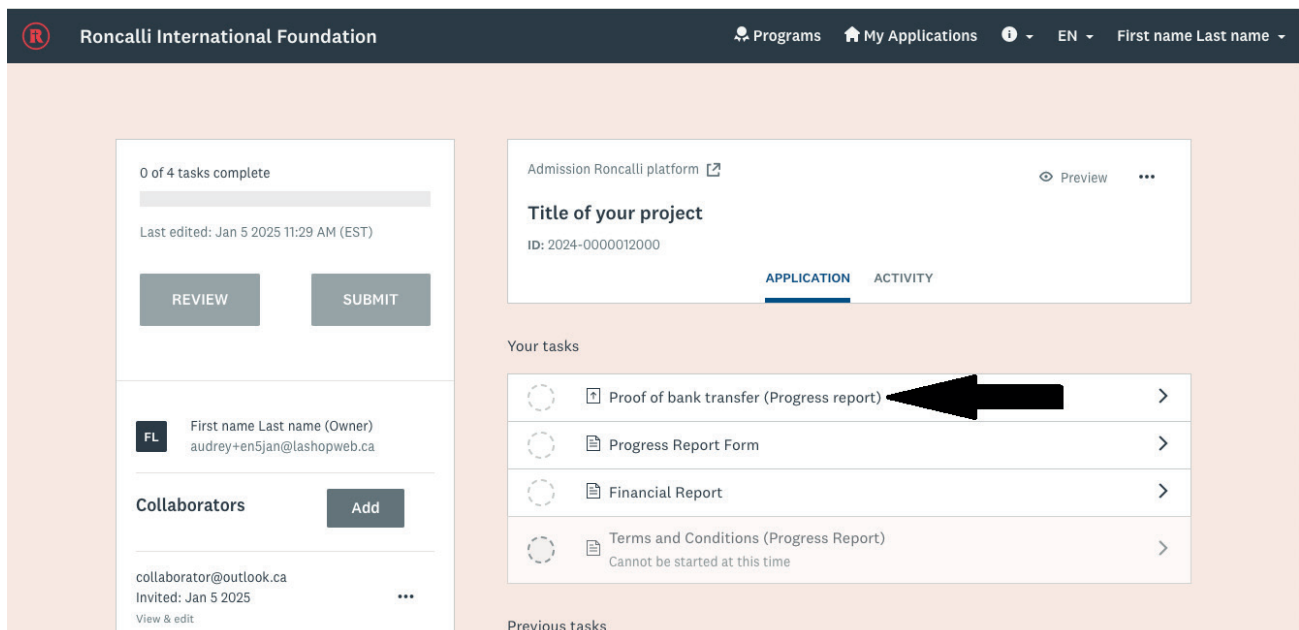
If your application has been accepted and you have received funding from the Foundation for your project, you will need to submit a narrative and financial report on the Admission platform.

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.”

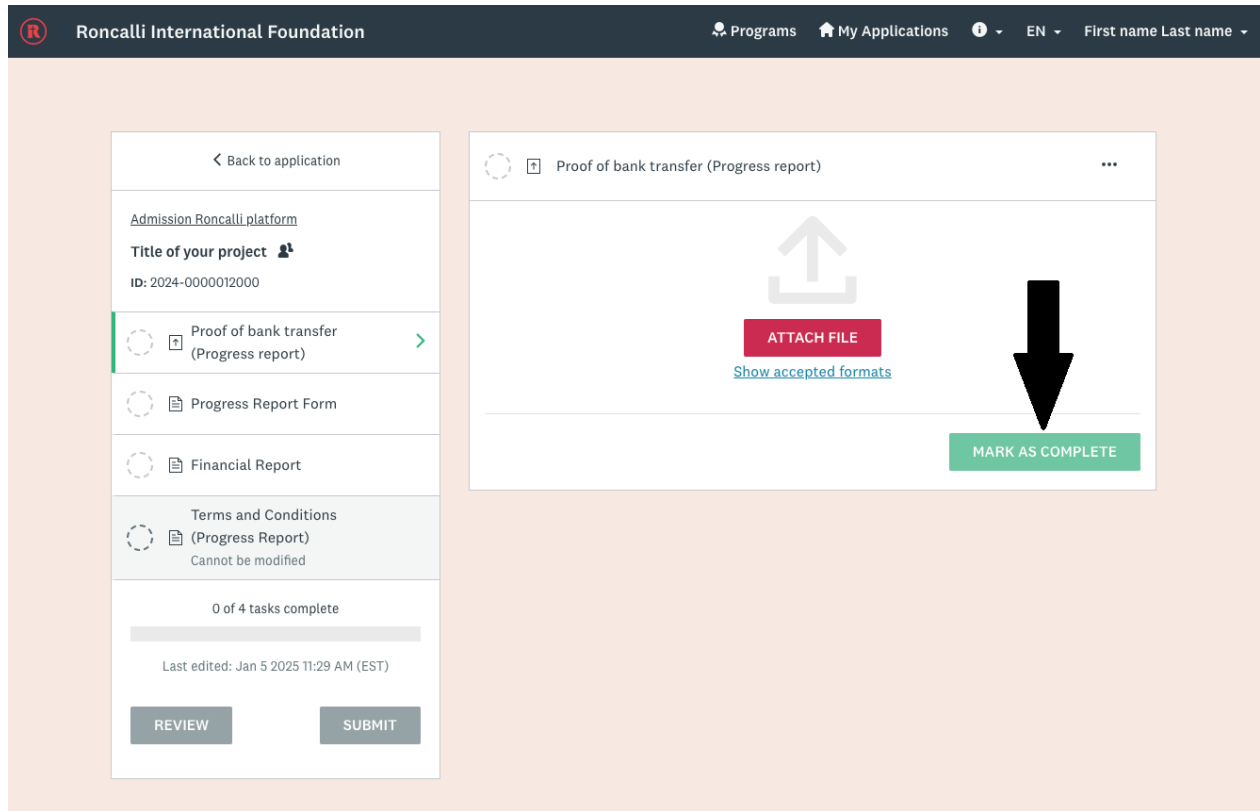
Once you have received the e-mail instructing you to upload proof of the bank transfer, log in to your account and click on “Start.”



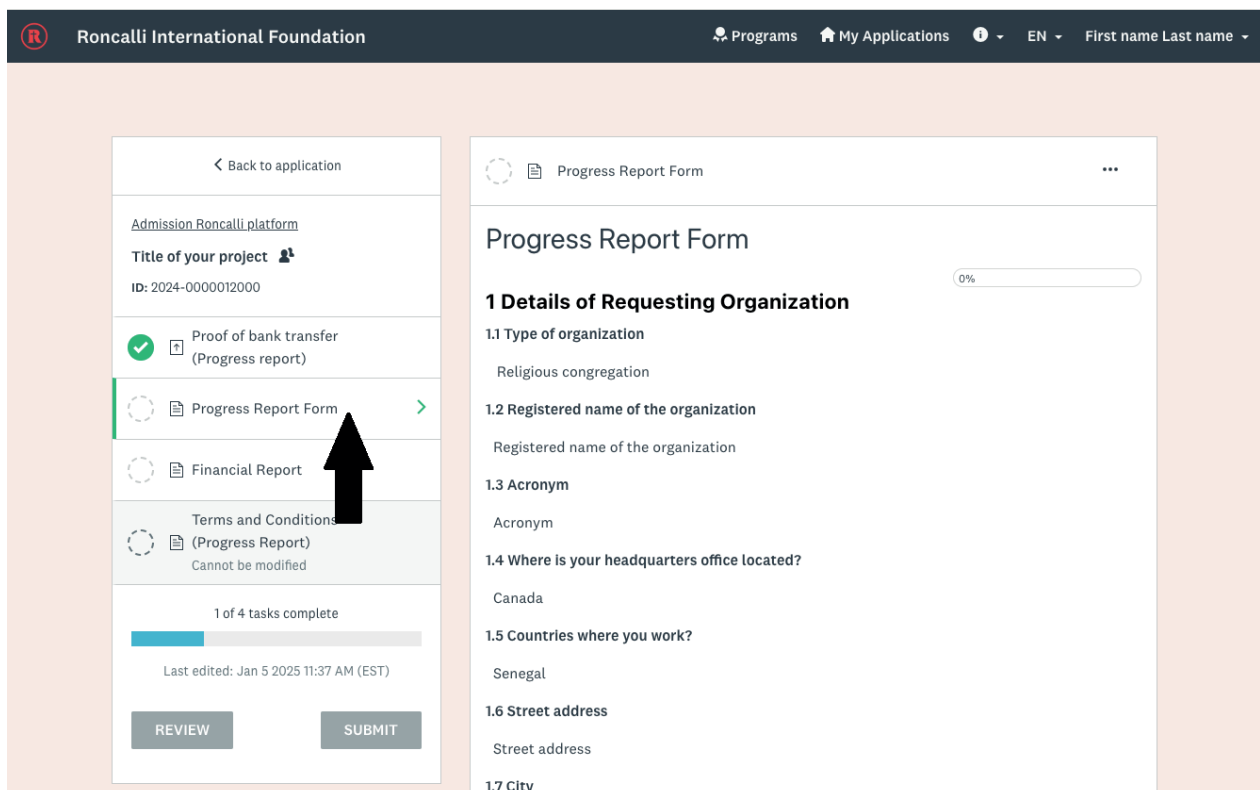
11.2 In the “Your tasks” section, click on “Proof of bank transfer (Progress report).”



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.

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

6.8 Testimonies or participants' stories / experiences:

Testimonies or participants' stories / experiences:

7 Photos

Upload photos:

1. Photo .png

Upload another file

Explanation for the above:

Explanation for the above

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.

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Proof of bank transfer (Progress report)
- Progress Report Form
- Financial Report**
- Terms and Conditions (Progress Report) - Cannot be modified

2 of 4 tasks complete

Last edited: Jan 5 2025 11:40 AM (EST)

REVIEW | SUBMIT

Financial Report

Progress report financial report

Currency of project: XAF - Central African CFA Franc

Budget submitted with project proposal

Budget Items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
Total	300000	300000	600000

Actual expenditures

Actual expenditures | Actual expenditures of funds

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.

The screenshot shows the 'Financial Report' section of the application. On the left, a progress bar indicates '2 of 4 tasks complete' with a 'REVIEW' and 'SUBMIT' button. The main area displays a budget table with the following data:

wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
Total	300000	300000	600000

Below the table, the 'Actual expenditures' section has two columns: 'Actual expenditures applicant's contribution' and 'Actual expenditures of funds requested from the Foundation'. Each row from the budget table has a corresponding input field in these columns. The 'Total' row shows '0' in both columns. Two large black arrows point from the 'Total' row of the budget table to the 'Total' row of the 'Actual expenditures' form.

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.

The screenshot shows the 'Progress report financial report' section. On the left, a progress bar indicates '2 of 4 tasks complete' with a 'REVIEW' and 'SUBMIT' button. The main area displays the 'Progress report financial report' with a 33% progress bar. Below the progress bar, there is a section for 'Labour costs and Wages' with a table:

Applicant's contribution	60000
Amount requested from the Foundation	50000
Total	110000

Below the table, there is an 'Explanation:' field with a large text area. A large black arrow points from the 'Total' row of the 'Labour costs and Wages' table to the 'Explanation:' field. At the bottom, there is an 'Upload invoices' section with an 'Upload a file' button. A large black arrow points to the 'Upload a file' button.

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.

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

Back to application

Admission Roncalli platform

Title of your project ID: 2024-0000012000

- Proof of bank transfer (Progress report)
- Progress Report Form
- Financial Report**
- Terms and Conditions (Progress Report) Cannot be modified

2 of 4 tasks complete

Last edited: Jan 5 2025 11:43 AM (EST)

REVIEW SUBMIT

Financial Report

Progress report financial report

66%

Budget items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	60000	50000	110000
Materials/Supplies	60000	50000	110000
Equipment and furniture	60000	50000	110000
Transportation	60000	50000	110000
Other expenses	60000	50000	110000
Administration fees	60000	50000	110000
Total	360000	300000	660000

PREVIOUS SAVE & CONTINUE EDITING **MARK AS COMPLETE**

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.

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

Back to application

Admission Roncalli platform

Title of your project ID: 2024-0000012000

- Proof of bank transfer (Progress report)
- Progress Report Form
- Financial Report
- Terms and Conditions (Progress Report)**

3 of 4 tasks complete

Last edited: Jan 5 2025 11:43 AM (EST)

REVIEW SUBMIT

Terms and Conditions (Progress Report)

Terms and Conditions (Progress Report Form)

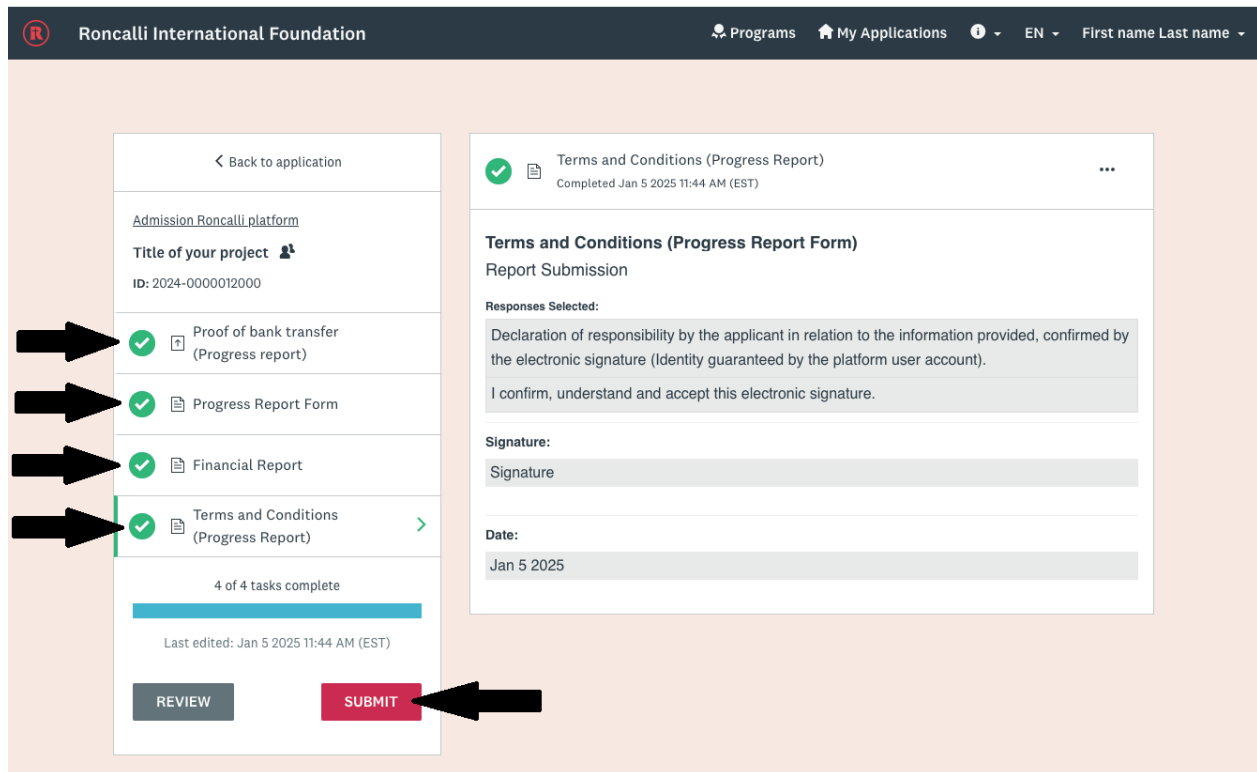
Report Submission

- Declaration of responsibility by the applicant in relation to the information provided, confirmed by the electronic signature (identity guaranteed by the platform user account).
- I confirm, understand and accept this electronic signature.

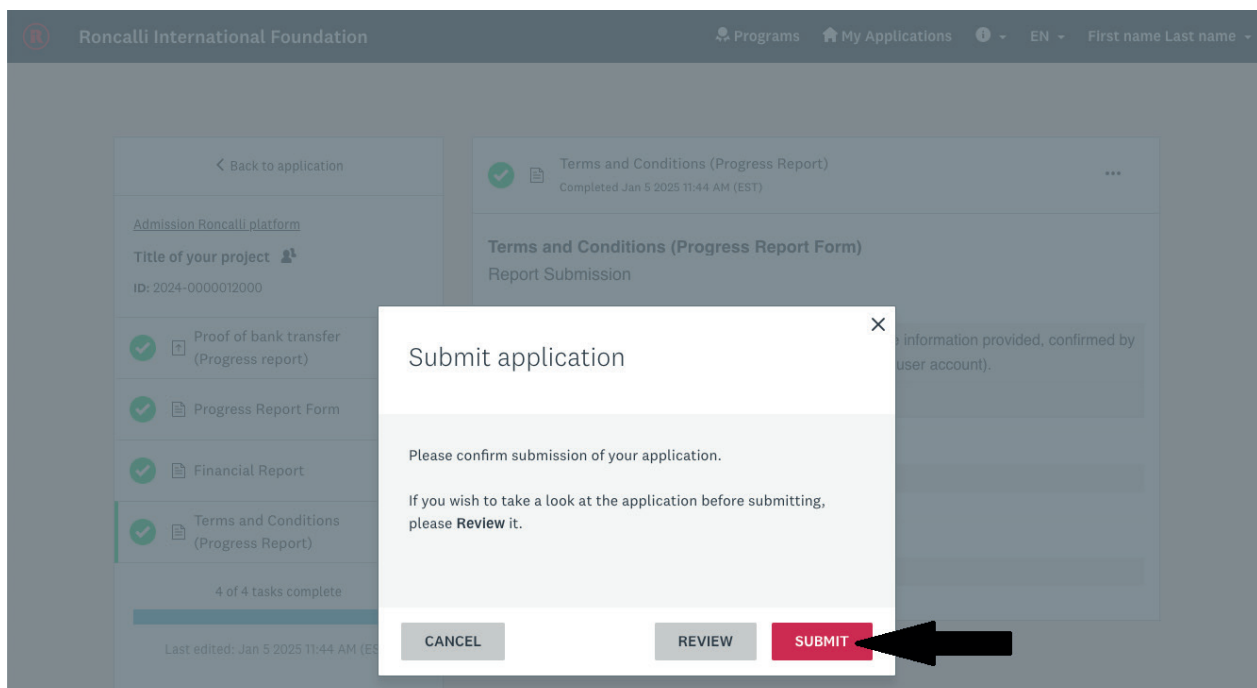
Signature: Date:

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

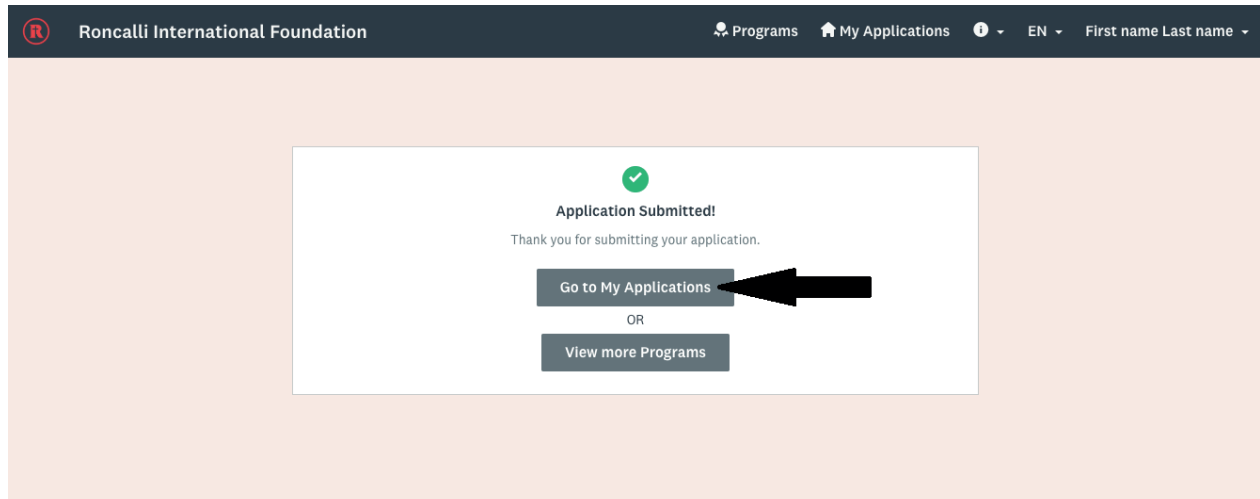
11.11 Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking “Review” in the left-hand corner. Once you have reviewed the information, you can submit the progress report by clicking “Submit” at the bottom of the left-hand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



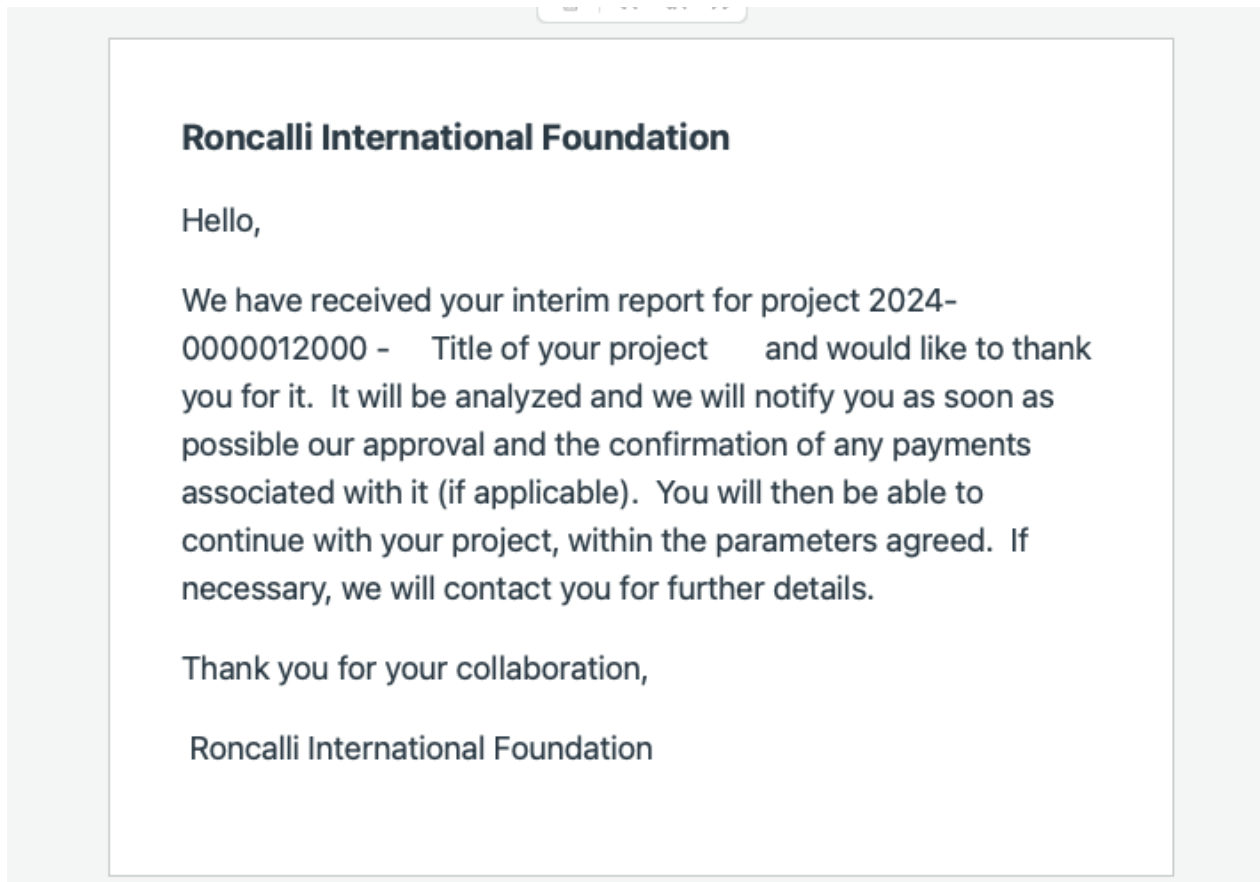
11.12 Once you click “Submit” a new window will open asking you to confirm that you want to submit your idea. If yes, click on “Submit.”



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.



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)



[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.

Roncalli International Foundation

Programs My Applications EN First name Last name

All Applications

Admission Roncalli platform

Title of your project
2024-0000012000

0 of 4 tasks complete

START

Submitted on: Jan 5 2025 11:44 AM (EST)

1 - 1 of 1 Applications

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

Roncalli International Foundation

Programs My Applications EN First name Last name

0 of 4 tasks complete

Last edited: Jan 5 2025 11:48 AM (EST)

REVIEW **SUBMIT**

FL First name Last name (Owner)
audrey+en5jan@lashopweb.ca

Collaborators **Add**

collaborator@outlook.ca
Invited: Jan 5 2025

Admission Roncalli platform [Preview](#)

Title of your project
ID: 2024-0000012000

APPLICATION **ACTIVITY**

Your tasks

- Proof of Bank Transfer (Final Report)**
- Final Report Form
- Financial Report
- Terms and Conditions (Final Report)
Cannot be started at this time

Previous tasks

- Register your organization**
Completed on: Jan 5 2025 10:28 AM (EST)
- Idea Form

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

The screenshot displays the application interface for the Roncalli International Foundation. The top navigation bar includes the logo, 'Programs', 'My Applications', a user profile icon, 'EN', and 'First name Last name'. The main content area is split into two panels. The left panel shows a sidebar with a 'Back to application' link, project details (Admission Roncalli platform, Title of your project, ID: 2024-0000012000), a list of tasks (Proof of Bank Transfer (Final Report), Final Report Form, Financial Report, Terms and Conditions (Final Report)), a progress bar (0 of 4 tasks complete), and 'REVIEW' and 'SUBMIT' buttons. The right panel is titled 'Proof of Bank Transfer (Final Report)' and features a large upload icon, an 'ATTACH FILE' button, a link for 'Show accepted formats', and a 'MARK AS COMPLETE' button. A black arrow points from the 'ATTACH FILE' button to the 'MARK AS COMPLETE' button.

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.

The screenshot displays the application interface for the Roncalli International Foundation, showing the 'Final Report Form' step. The top navigation bar is identical to the previous screenshot. The left sidebar now shows the 'Proof of Bank Transfer (Final Report)' task as completed with a green checkmark, and the 'Final Report Form' task as the current active step, indicated by a black arrow pointing to it. The progress bar shows '1 of 4 tasks complete'. The main content area is titled 'Final Report Form' and contains a section '1 Details of Requesting Organization' with the following fields: '1.1 Type of organization' (Religious congregation), '1.2 Registered name of the organization' (Registered name of the organization), '1.3 Acronym' (Acronym), '1.4 Where is your headquarters office located?' (Canada), '1.5 Countries where you work?' (Senegal), '1.6 Street address' (Street address), and '1.7 City' (City). 'REVIEW' and 'SUBMIT' buttons are visible at the bottom of the sidebar.

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

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

Click to go back, hold to see history

7 Files

Others:

1. File .png

8 Photos

Upload photos (jpg, png):

1. photo .png

Upload another file

Explanation for the above:

Explanation

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.

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Proof of Bank Transfer (Final Report)
- Final Report Form
- Financial Report**
- Terms and Conditions (Final Report) - Cannot be modified

2 of 4 tasks complete

Last edited: Jan 5 2025 11:58 AM (EST)

REVIEW | SUBMIT

Financial Report

Final Financial Report

Currency of project: XAF - Central African CFA Franc

Budget submitted with project proposal

Budget Items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
Total	300000	300000.0	600000

Actual expenditures:

Actual expenditures applicant's contribution

Actual expenditures of funds requested from the Foundation

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.

The screenshot shows the 'Financial Report' section of the application. On the left, a progress bar indicates '2 of 4 tasks complete' and 'Last edited: Jan 5 2025 11:58 AM (EST)'. The main area displays a budget summary table:

wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
Total	300000	300000.0	600000

Below the table, there is a form for 'Actual expenditures:' with two columns: 'Actual expenditures applicant's contribution' and 'Actual expenditures of funds requested from the Foundation'. The form includes input fields for 'Labor costs and wages', 'Materials/Supplies', 'Equipment and furniture', 'Transportation', 'Other expenses', and 'Administrative fees', along with a 'Total' row. Arrows point from the 'Total' row of the budget table to the 'Total' row of the actual expenditures form.

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.

The screenshot shows the 'Final Financial Report' form. On the left, a progress bar indicates '2 of 4 tasks complete' and 'Last edited: Jan 5 2025 11:59 AM (EST)'. The main area displays the 'Final Financial Report' form with the following details:

- Title of your project:** ID: 2024-0000012000
- Proof of Bank Transfer (Final Report):** Completed
- Final Report Form:** Completed
- Financial Report:** In progress
- Terms and Conditions (Final Report):** Cannot be modified

The form includes a progress bar for the 'Final Financial Report' section, which is currently at 33%. Below the progress bar, there is a section for 'Labour costs and wages:' with a table:

Applicant's contribution	50000
Amount requested from the Foundation	50000
Total	100000

Below the table, there is an 'Explanation:' field with a large text area for input. An arrow points from the 'Total' row of the table to the 'Explanation:' field. At the bottom, there is an 'Upload invoices' section.

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.

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Proof of Bank Transfer (Final Report)
- Final Report Form
- Financial Report
- Terms and Conditions (Final Report) Cannot be modified

2 of 4 tasks complete

Last edited: Jan 5 2025 12:01 PM (EST)

REVIEW SUBMIT

Financial Report

Currency of project: XAF - Central African CFA Franc 66%

Budget items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
Total	\$300000	\$300000	\$600000

PREVIOUS SAVE & CONTINUE EDITING **MARK AS COMPLETE**

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.

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Proof of Bank Transfer (Final Report)
- Final Report Form
- Financial Report
- Terms and Conditions (Final Report)

3 of 4 tasks complete

Last edited: Jan 5 2025 12:01 PM (EST)

REVIEW SUBMIT

Terms and Conditions (Final Report Form)

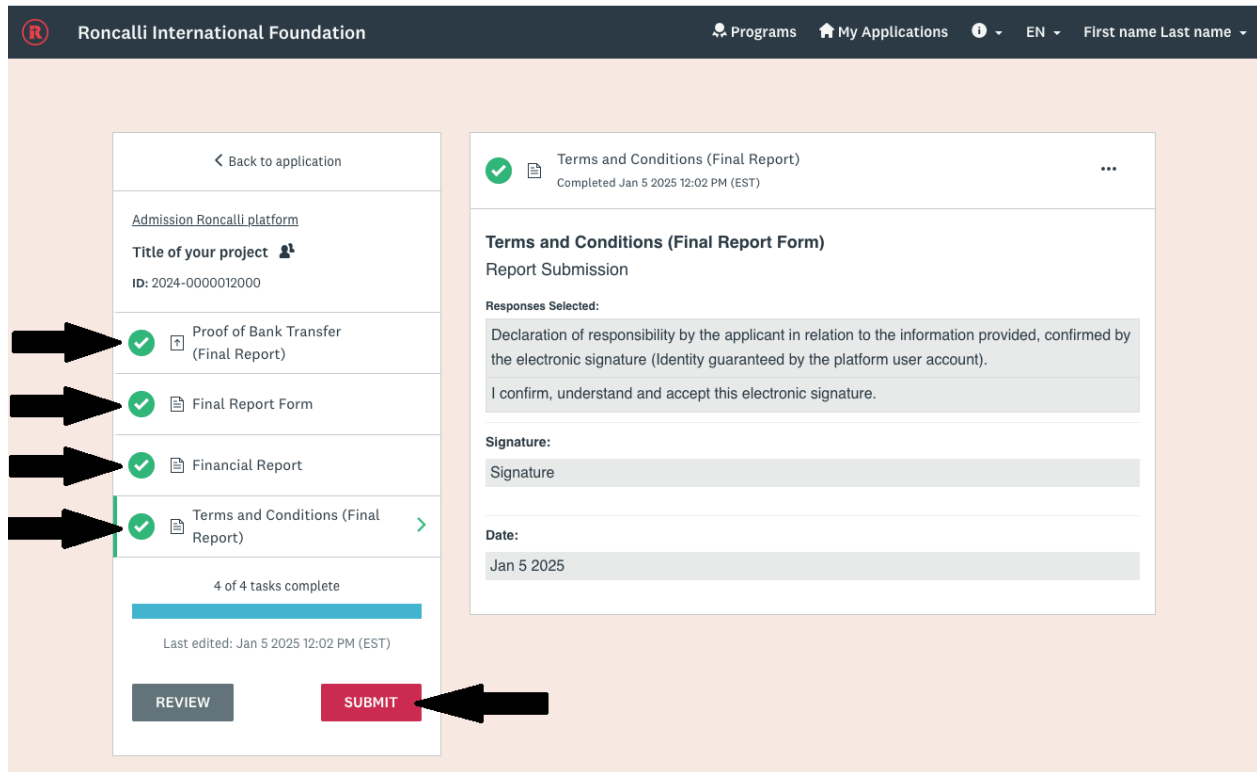
Report Submission

- Declaration of responsibility by the applicant in relation to the information provided, confirmed by the electronic signature (Identity guaranteed by the platform user account).
- I confirm, understand and accept this electronic signature.

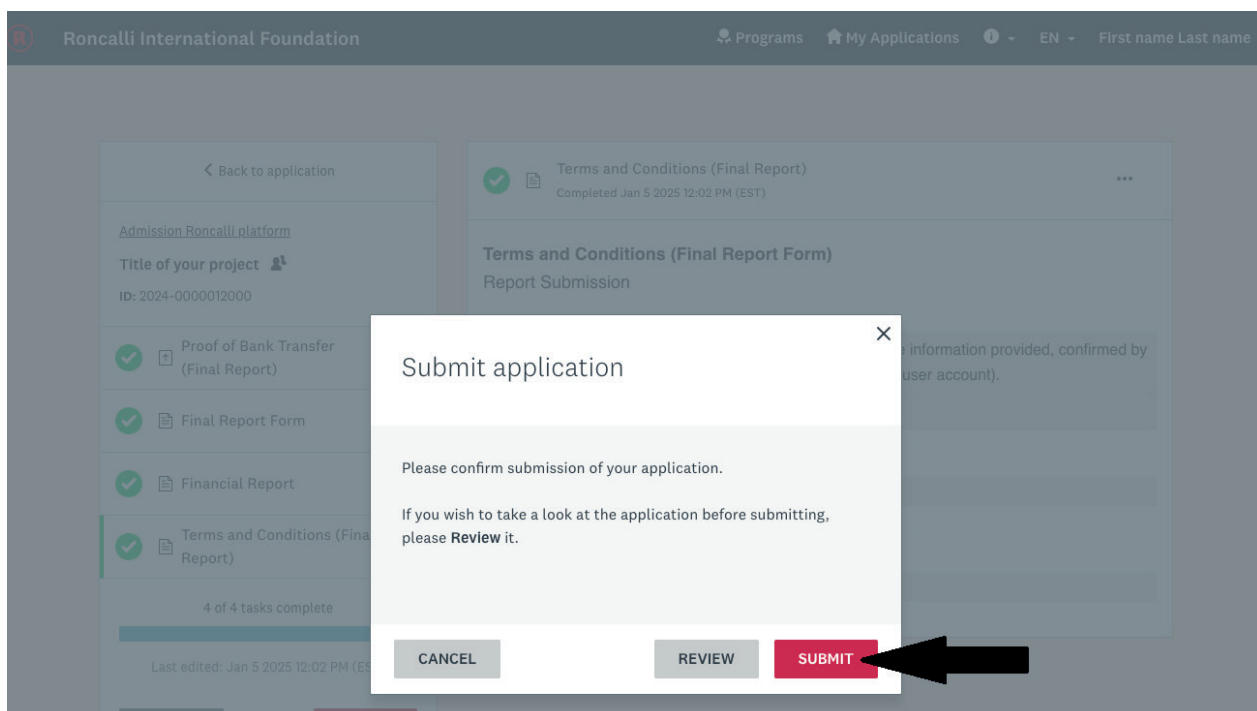
Signature: Date:

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

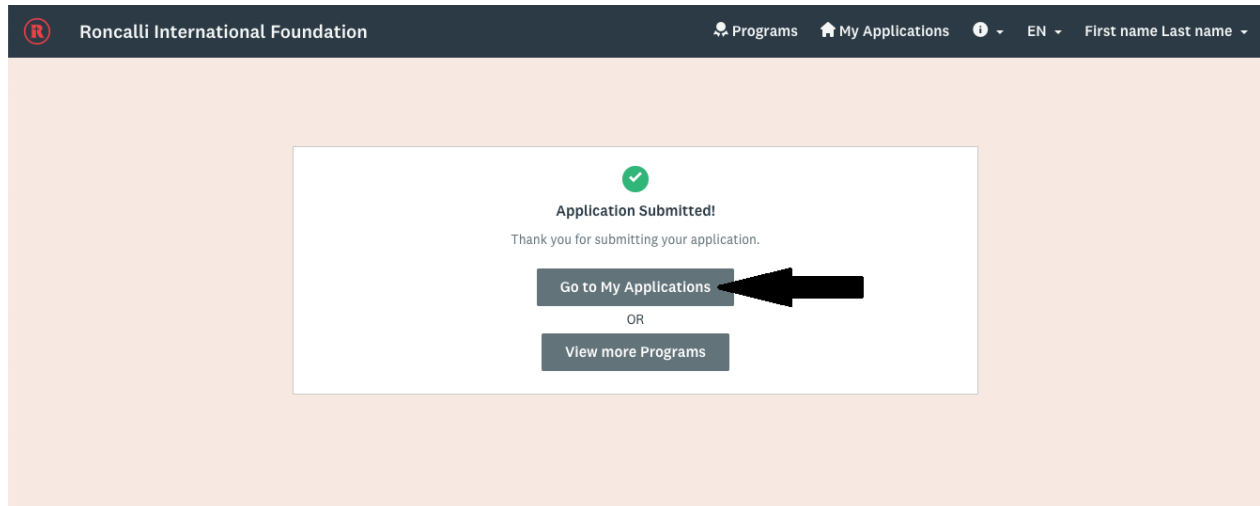
12.11 Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking “Review” in the left-hand column. Once you have reviewed the information, you can submit the idea form by clicking on “Submit” at the bottom of the left-hand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



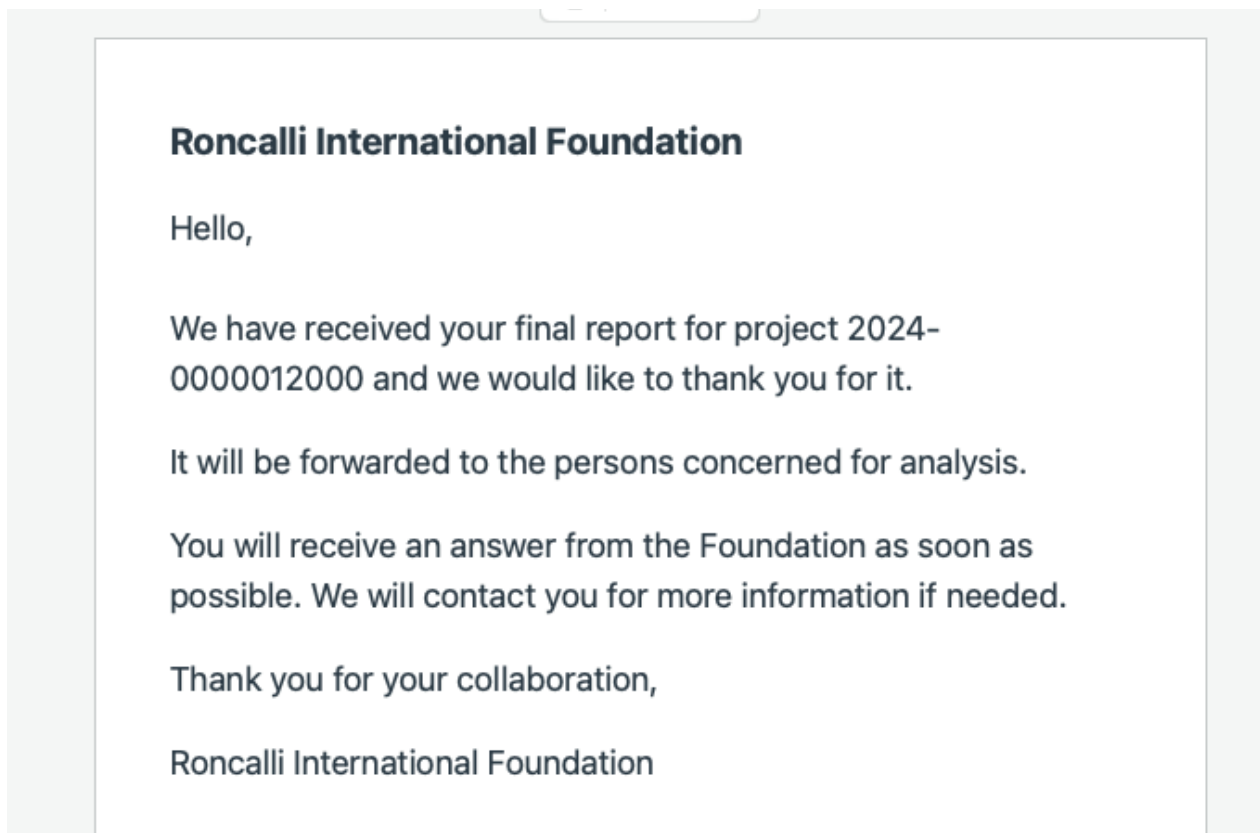
12.12 Once you click “Submit” a new window will open asking you to confirm that you want to submit your idea. If yes, click on “Submit.”



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.



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!

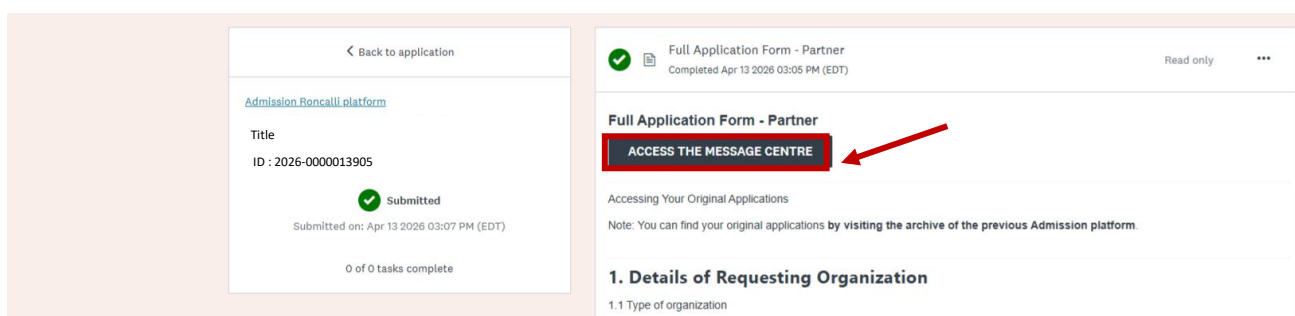
Procedure to access the messaging service on the Admission Platform

If you have submitted a full application form on the Admission platform, you have access to a **messaging service** that allows you to communicate with the Foundation's team regarding your application. Please note that the Foundation may also contact you through this messaging service.

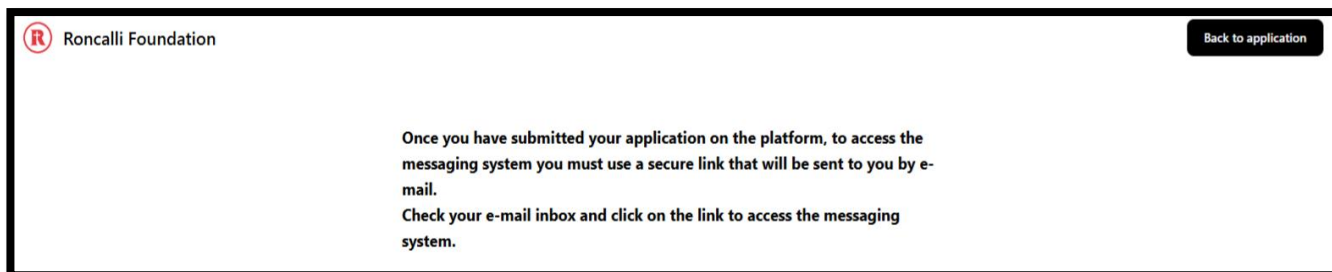
To activate the messaging service, your funding application must first be submitted.

If your full application form is approved, the messaging service will also be available at the top of your interim or final report form.

1. To start a conversation, simply click on « **Access the message centre** » at the top of your submitted application form.



2. A confirmation message will appear on the screen. Then, check the inbox of the email address associated with your account and click on the secure link you received to access the messaging service directly.



3. Once you have received the email in your inbox, click on the secure link.

Hi,

You requested access to the messaging system.

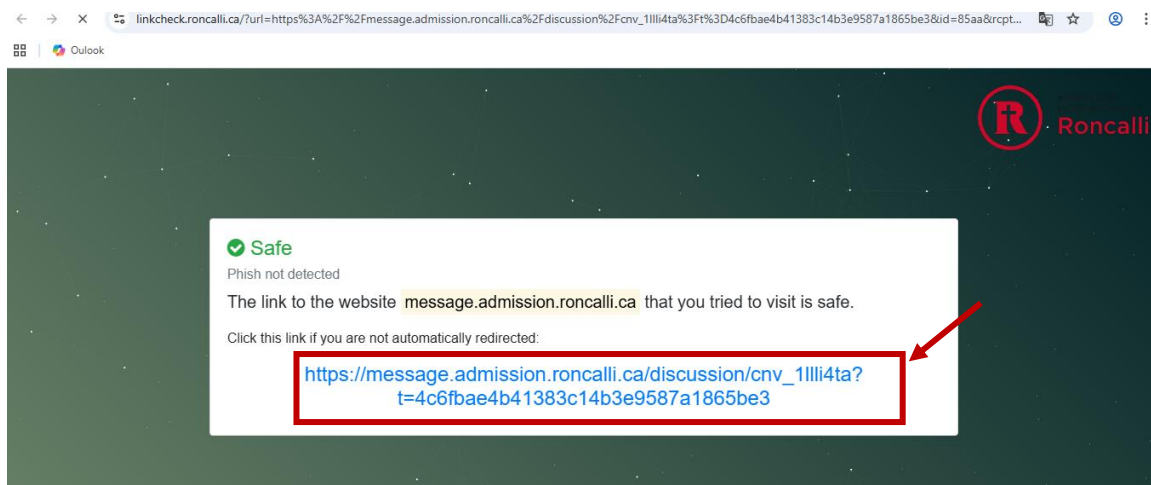
Please use the secure link below to access it:

https://message.admission.roncalli.ca/discussion/cnv_1md9ivxa?t=5a53b788c9be4d44351c9bb5dc9a741d

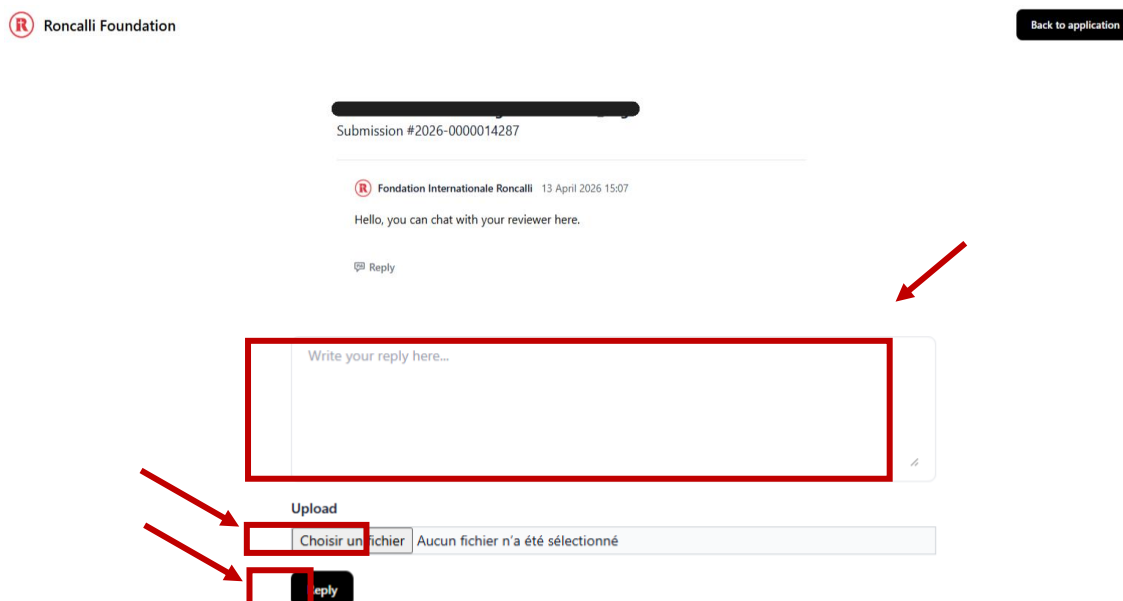
You can also access the conversation directly in Apply: <https://admission.roncalli.ca/>

Best regards,
Roncalli Foundation Team




4. A new page will open in your browser. If the messaging page does not open automatically, click on the redirection link to access it.



5. This link will redirect you to the MESSAGING page, where you can write your message and attach a document if needed. Please note that only one file can be added per message. Once your message is ready, click on « **Reply** » to send it.



- When a member of the Foundation team replies, you will receive an email notification containing a secure link allowing you to access the messaging service, read the message, and continue the exchange if needed.

 **Fondation Roncalli** <postmaster@message.admission.roncalli.ca>   Répondre

À :

Hi,

You have received a new message concerning your application #2026-0000014287.

To view and reply to this message, please click on the following link:

https://message.admission.roncalli.ca/discussion/cnv_1md9ivxa?t=81a4832872d794502046285c5fb056f

You can also access the message directly from your account on the platform. Log in to the platform and go to your full application form or final report to find the « Access the message centre» button:

[ACCESS THE MESSAGE CENTRE](#)

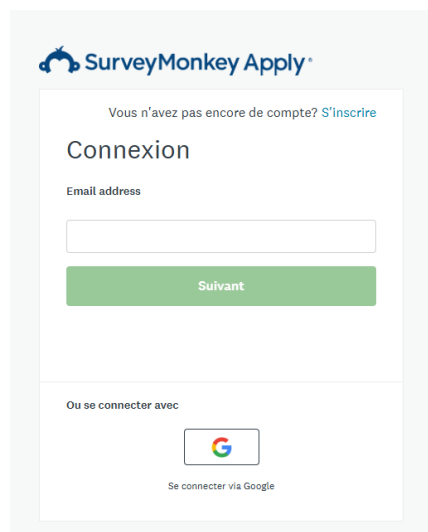
Best regards,
Roncalli Foundation Team

Process to Update Personal Information (First Name, Last Name, Email Address) on the Admission Platform

If you would like to update the identity of the person responsible for your user account and/or modify your contact email address, you can follow the steps below:

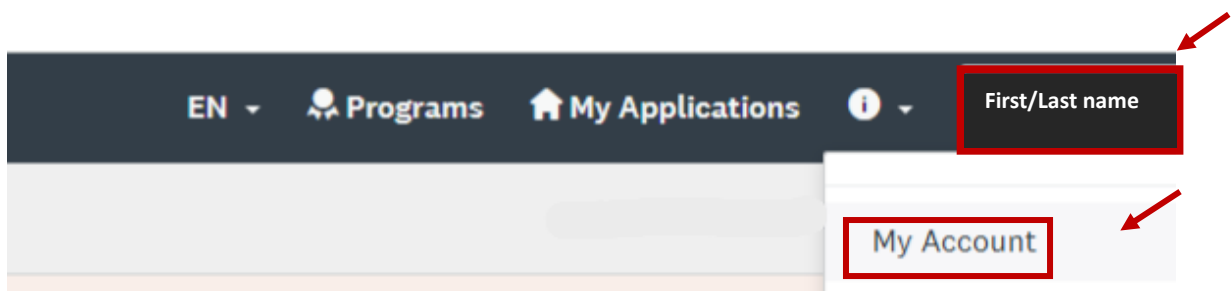
1. Log in to your account using your usual credentials.

<https://admission.roncalli.ca>



The screenshot shows the SurveyMonkey Apply login page. At the top, it says "SurveyMonkey Apply". Below that, it asks "Vous n'avez pas encore de compte? S'inscrire". The main heading is "Connexion". There is a label "Email address" above a text input field. Below the input field is a green button labeled "Suivant". At the bottom, it says "Ou se connecter avec" and features a Google logo with the text "Se connecter via Google" below it.

2. Once logged in, click on your « **First Name, Last Name** » located in the top right corner of the screen, then select « **My Account** ».



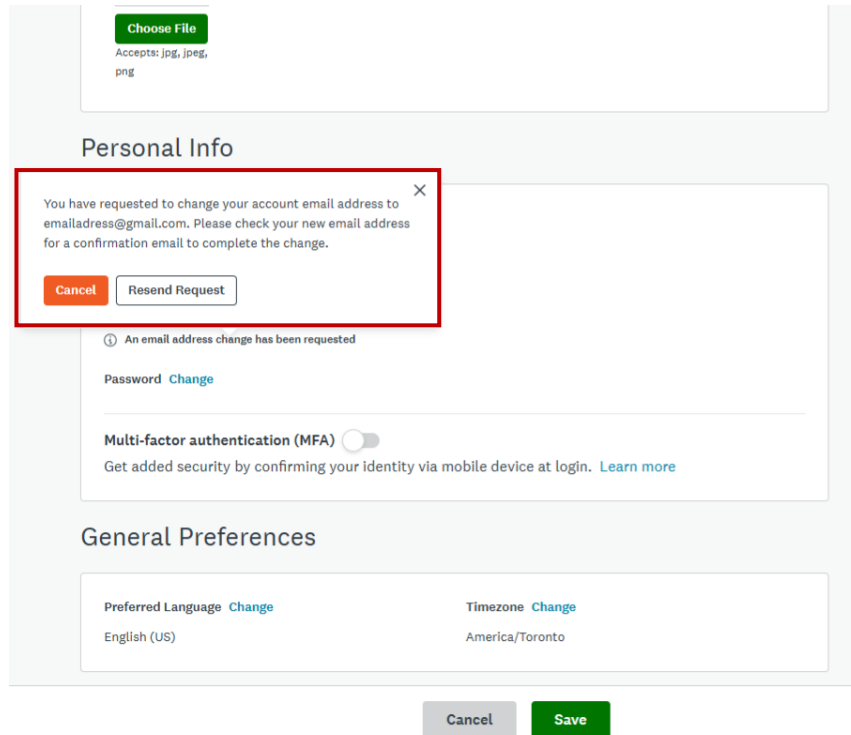
3. On the account page, go to « **Personal Information** » and click on « **Change** » next to the name and/or email address you wish to modify.

The screenshot shows two sections of a user account settings page. The top section is titled "Profile Image" and contains a placeholder for a profile picture with a "Choose File" button. Below this, the "Personal Info" section is visible. It includes fields for "Name" and "Email", each with a "Change" link next to it. The "Name" field is currently empty, and the "Email" field contains "emailaddress@gmail.com". There is also a "Password Change" link and a "Multi-factor authentication (MFA)" toggle switch.

4. Enter the new information (First Name, Last Name and/or Email), click on the green «v» symbol to confirm your changes, then click on « **Save** » to apply the changes.

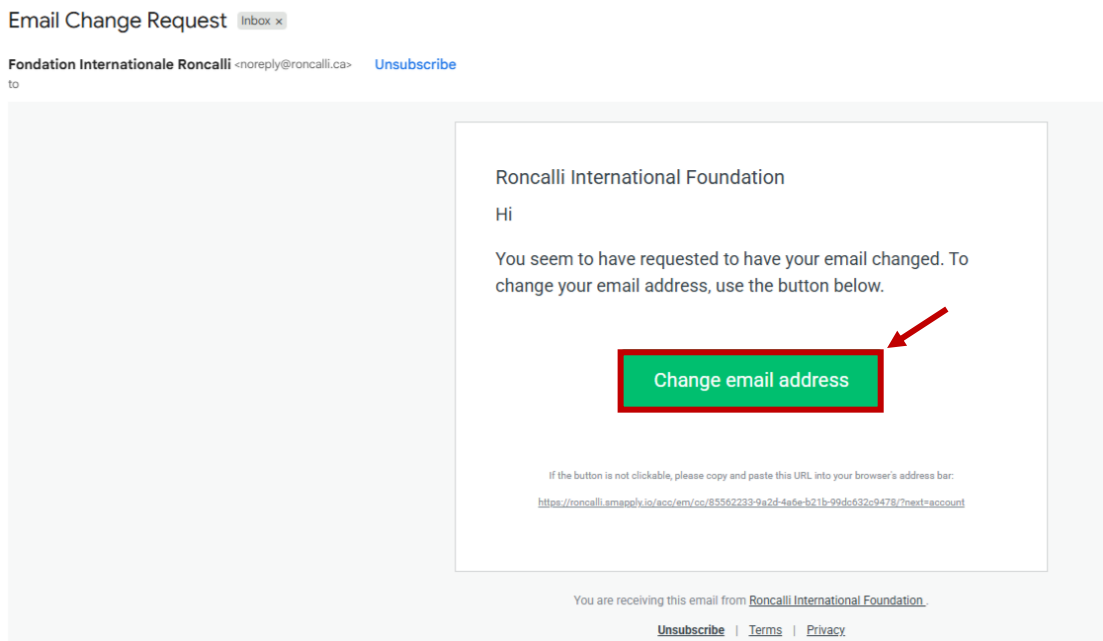
This screenshot shows the "Personal Info" and "General Preferences" sections. The "Personal Info" section has input fields for "First name" and "Last name", and an "Email" field containing "emailaddress@gmail.com". There are red arrows pointing to the "Change" links for Name and Email, and a green checkmark icon in a box next to the "Last name" field. The "General Preferences" section shows "Preferred Language" set to "English (US)" and "Timezone" set to "America/Toronto". At the bottom, there are "Cancel" and "Save" buttons, with the "Save" button highlighted with a red box and a red arrow.

5. A confirmation email will be sent to the new email address. **You must click the link in the email for the change to take effect.** Until this step is completed, the previous email address will remain active for login.



The screenshot shows a user profile page with a 'Choose File' button at the top. Below it is the 'Personal Info' section, which is partially obscured by a red-bordered confirmation dialog box. The dialog box contains the text: 'You have requested to change your account email address to emailaddress@gmail.com. Please check your new email address for a confirmation email to complete the change.' It has 'Cancel' and 'Resend Request' buttons. Below the dialog, there is a status message: 'An email address change has been requested'. Further down are sections for 'Password Change', 'Multi-factor authentication (MFA)' (with a toggle switch), and 'General Preferences' (with 'Preferred Language Change' and 'Timezone Change' options). At the bottom of the page are 'Cancel' and 'Save' buttons.

6. The person who is now the account holder will receive an email and must click on the secure link to complete the process.



7. After clicking on the secure link received by email, the new account holder must click on « **Forgot your password** » on the login page and reset the password (see page 7 of this guide), then follow the steps to access the account.
8. You will also receive an email confirming the modification request. *No action is required on your part.*

Roncalli International Foundation

Dear

A request has been made to change the email associated with your SurveyMonkey Apply account.

If you did not request this change and believe your account has been compromised, please contact SurveyMonkey Apply support by clicking this link:

<https://help.surveymonkey.com/en/apply/faqs/contact-us/>

Thank you,
The SurveyMonkey Apply Team