

CFAR Developmental Grant uploading instructions

CFAR Developmental Grants are due on June 1 and December 1. If either date falls on a weekend, applications are due the following Monday at 4:00 p.m. Pacific Time.

To submit your application, please complete the steps listed below. Please note that applications are not complete until you click the "Submit" button (see step #9).

1. Download the application [forms](#).
2. When you are ready to start uploading your application, you will need to first register and receive a username and password. If you have not already registered, please click the **Register** link at the upper right corner of this page.
3. [Log in](#) to the CFAR website with your username and password and return to the [Developmental Grants](#) page.
4. Near the bottom of the [Developmental Grants](#) page, click [Upload Application](#).
5. Click **Add new** in the green bar at the upper right. Then select **Grant Proposal**.
6. Click the **Primary Materials** tab to upload the files required for each Developmental grant. **The system only accepts "unprotected" PDF files.** Scroll through the list and upload files as needed.
7. Click the **Supplemental Materials** tab if necessary to upload additional files, such as letters of support or IRB approval. (IRB or IACUC approval will be required for funded applications involving human or animal subjects, but approval is not required to submit your application.)
8. Click the **Save** button any time you need to stop uploading files and before you submit the completed application (see below). Otherwise your files will not be saved and you will need to upload them again.
9. When you are ready to make your final submission, go to the "Submit" link in the green bar at the top of the page and follow the instructions to submit your application. **Your application will not be received until this final step is completed.** After submission, you will receive an e-mail confirmation that your proposal has been received.

Stopping and resuming the upload process

You may save your files and return at another time to finish uploading your application. Click **Save**, and then log out. When you are ready to resume uploading, follow the steps below.

1. [Log in](#) to the CFAR website with your username and password and return to the [Developmental Grants](#) page.
2. Near the bottom of the [Developmental Grants](#) page, click [Upload Application](#). The system will retrieve your partially completed application.
3. Click **Edit** in the green bar near the left. Scroll through the list of files. You will have options to replace or delete files that you previously uploaded, and you will be able to upload any files still missing.
4. Follow steps 7-9 above to complete your submission.

If you have any questions, please contact us at cfar@ucsd.edu, or 858-534-5545.