

International Rescue Committee UK

Grant Management Information System Portal

Self-Registration Guide

Updated October 2024

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I. Target Audience

This guide is for applicants who wish to apply for the What Works to Prevent Violence Against Women and Girls (What Works 2) grants in the 2nd funding round in October 2024, funded by the Foreign, Commonwealth & Development Office (FCDO) and managed by International Rescue Committee (IRC) as fund manager of behalf of FCDO.

All applicants are required to access the Grant Management Information System (GMIS) portal to view Open Funding Cycles and submit grant applications to request funding for their projects. This document will provide a step-by-step guidance on how to register and complete your application. **Please read this guidance carefully before starting the registration process and completion of your concept note, to avoid issues with your submission.**

II. Portal Access

A. Self-Registration

Applicant Organisations can click [this link](#) to access the registration page for the GMIS Portal – **PLEASE ONLY REGISTER ONCE SO NOT TO DUPLICATE THE REGISTRATION DETAILS; IF YOU ATTEMPT TO REGISTER WITH A DIFFERENT EMAIL, YOUR ORGANISATION WILL BE BLOCKED FROM REGISTERING IN THE PORTAL**

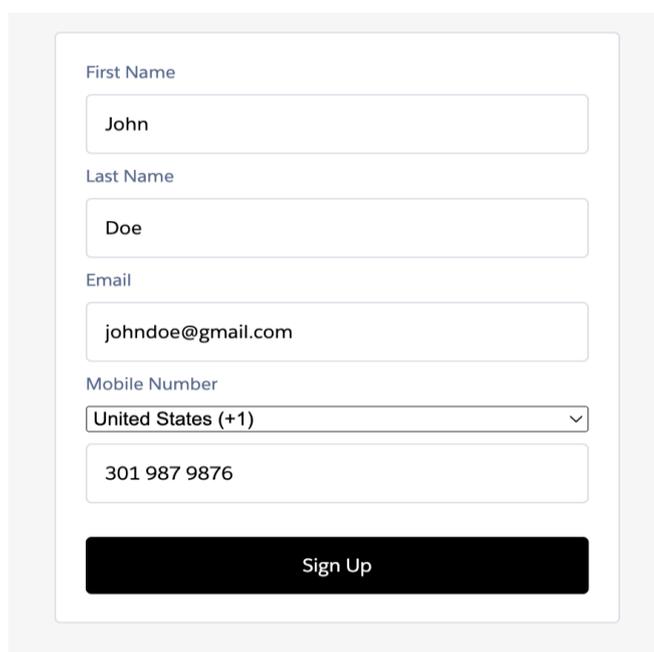
Link:

<https://internationalrescuecommittee.my.site.com/secur/CommunitiesSelfRegUi?startURL=%2Fs%2F&locale=uk>

- Fill out the following fields
 - **First Name:** Enter your first name (Max length: 40 characters)
 - **Last Name:** Enter your surname (Max length: 80 characters)
 - **Email:** Enter a valid email address - **this must be an email address that is accessible to you** as a verification code (a 6-digit numeric code) will be

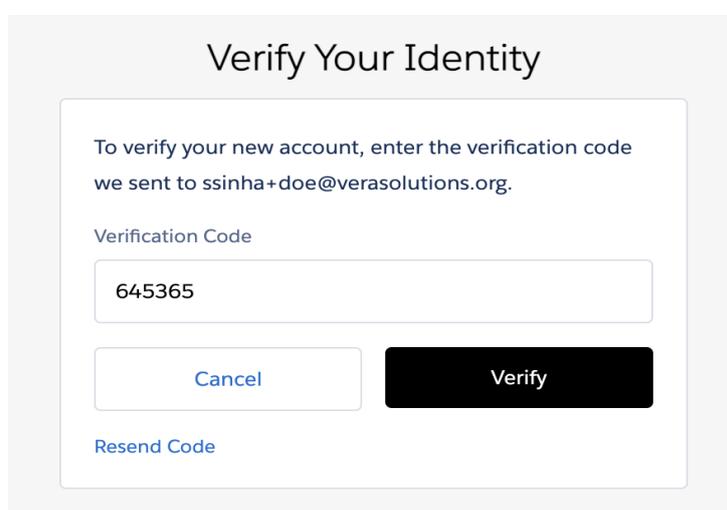
sent to this email address after you sign up and every time you try to log into the portal.

- **Mobile Number:** Select your country code and enter a valid phone number; the IRC team may use this number to contact you if needed
- Click Sign Up
- Check your email
- Enter the verification code sent to the email address entered in the last screen



A sign-up form with the following fields and a button:

- First Name: John
- Last Name: Doe
- Email: johndoe@gmail.com
- Mobile Number: United States (+1) (dropdown menu)
- 301 987 9876
- Sign Up button



Verify Your Identity

To verify your new account, enter the verification code we sent to ssinha+doe@verasolutions.org.

Verification Code

645365

Cancel Verify

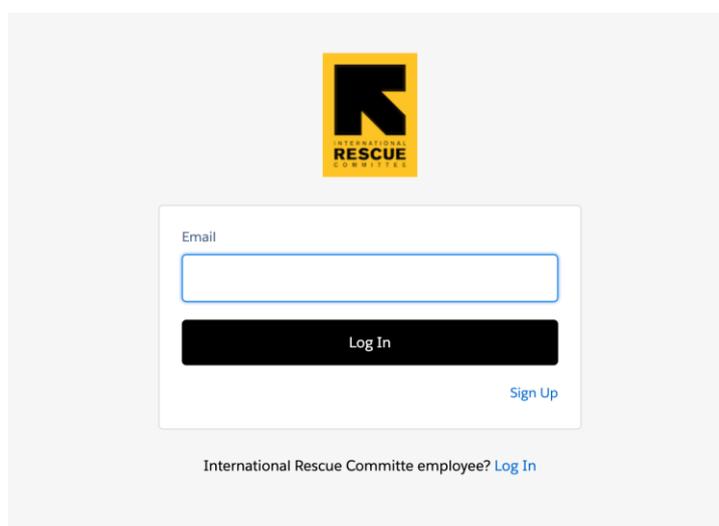
[Resend Code](#)

B. First Login

Please save this link in your bookmarks/notebook, etc. This way you always know how to login to the Portal:



Login here: <https://internationalrescuecommittee.my.site.com/login>

A screenshot of the login page for the International Rescue Committee. At the top center is the organization's logo. Below it is a white login form with a blue border. The form contains an 'Email' label above a text input field. Below the input field is a black 'Log In' button. To the right of the button is a blue 'Sign Up' link. At the bottom of the form, there is a link for 'International Rescue Committee employee? Log In'.

C. Login Form

In this form, applicants must fill out details related to their Organisation and Primary Contact. To comply with [our privacy policy](#), applicants are also required to give consent to store the response filled out in this form to submit an application.

- Fill out the following **mandatory** Organization Details:
 - **Organization Name** - Name of the organization that you represent; the maximum length of this field is 255 characters (approx. 50 words). Note

that this is not the project name (you will get a chance to enter that once you start an application).

- **Type of Civil Society Organization** - Choose a value from the predefined list in the dropdown field. If none of the options aligns with your organisation type, select *Other* and provide the value in the additional text box that pops up.
- **Is your organization governed and led by a majority of women?** - Select Yes if your organisation qualifies as one of the following:
 - Have majority of women at every level, including at the board level and across all decision-making levels.
 - Have a deliberate mandate to protect and promote the rights of women and girls in all their diversities.
 - Centre women and girls in all their diversities.
 - Acknowledge individual and structural gender inequality as a core driver of VAWG
- **Website/social media Page** - Provide the link to your website or *one of* the social media pages (Facebook/Twitter/Instagram) that provides the most relevant information for IRC team to get an overview of your organisation's work
- **Address/P.O. Box** - Enter your organisation's address' street name or PO Box here; this should not exceed 255 characters.
- **City** - Enter the City where your organisation is based; this should not exceed 40 characters.
- **State or Province** - Enter the State or Province where your organisation is based; this should not exceed 80 characters.
- **Zip/Postal Code** - Enter the Zip Code where your organisation is based; this should not exceed 20 characters.
- **Country** - Enter the Country where your organisation is based; this should not exceed 80 characters.
- The following details for an organization are optional:



- **Organization Email** - Enter your organization's email address if there is one. Can be left blank if there is no organization email. The Primary Contact's email can be provided in the next section of this form.



- **Organization Phone** - Enter your organization's phone number if there is one. Can be left blank if there is no organization number.

Organization Information

* Organization Name ⓘ

John Doe Foundation

* Type of Civil Society Organization ⓘ

Youth/Girl's Rights

* Is your organization governed and led by a majority of women? ⓘ

Yes

* Website/Social Media Page ⓘ

facebook.com/johndoefoundation

* Address/P.O. Box ⓘ

220 E 42nd St

* City ⓘ

New York

* State or Province ⓘ

New York

* Zip/Postal Code ⓘ

10017

* Country ⓘ

United States

Organization Email

info@johndoefo

Organization Phone

+1 301 908 1092

- If you are the Primary Contact, select **Yes** for the following question
 - *Are you the organization's Primary Contact Person?*
 - Once Yes is selected, the following mandatory question appears:
 - **What is your job title?** - Enter your role in the organization you are representing; this should not exceed 128 characters
- If you are not the Primary Contact, select **No** for the following question
 - *Are you the organization's Primary Contact Person?*
 - Once No is selected, the following mandatory questions appear and must be populated on behalf of the primary contact:
 - **First Name** - Enter Primary Contact's first name (Max length: 40 characters)
 - **Last Name** - Enter Primary Contact's last name (Max length: 80 characters)
 - **Job Title** - Enter Primary Contact's role in the organization (Max length: 128 characters)
 - **Email** - Enter Primary Contact's email address for communication with IRC team
 - **Phone** - Enter Primary Contact's phone number for communication with IRC team

* Are you the organization's Primary Contact Person? ⓘ

- Yes
 No

* What is your job title? ⓘ

Program Coordinator

▼ Primary Contact Person

Please provide the name, job title, e-mail address, and mobile number for the key person within your organisation, who will be receiving and responding to correspondence in relation to your application.

* First Name ⓘ

Jane

* Last Name ⓘ

Smith

* Job Title ⓘ

Director

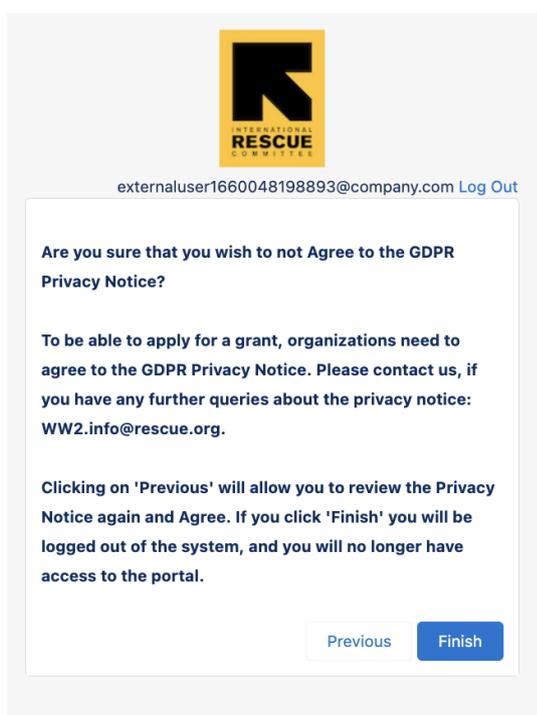
* Email

Janesmith@gmail.com

* Phone

+1 987 876 1265

- Agreement with Privacy Policy
 - The applicants are required to give consent to store their details filled in the form above to proceed with the registration by checking the **'Agree'** checkbox at the end of the form
 - If the applicant leaves the **Agree** checkbox unchecked, a warning is shared to confirm that applicant cannot apply for open Funding Cycles
 - Applicants can choose to hit 'Previous' so they can change their decision and check the Agree checkbox before proceeding or they can hit Finish to confirm that they do not wish to apply for open grants anymore.



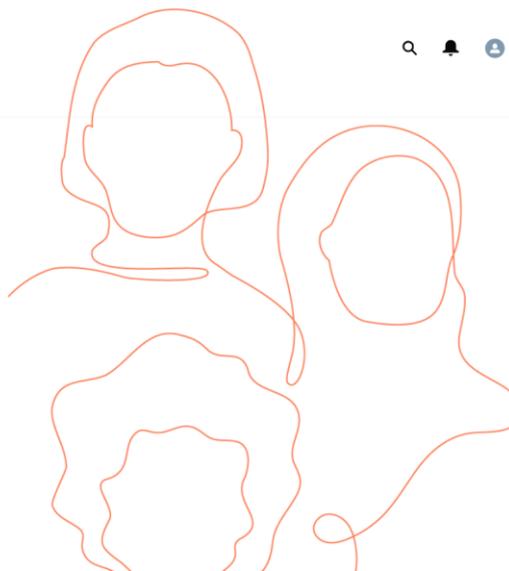
The screenshot shows a warning message from the International Rescue Committee. At the top left is the logo. Below it, the user's email address 'externaluser1660048198893@company.com' and a 'Log Out' link are visible. The main message asks: 'Are you sure that you wish to not Agree to the GDPR Privacy Notice?'. It explains that to apply for a grant, organizations must agree to the GDPR Privacy Notice and provides contact information: 'WW2.info@rescue.org'. It also states that clicking 'Previous' allows reviewing the notice and agreeing, while clicking 'Finish' logs the user out and removes access to the portal. At the bottom, there are two buttons: 'Previous' and 'Finish'.

- If the user marks Agree as checked and clicks Next, they are directed to the portal's Home page and can start browsing the open Funding Cycles to apply (see next page).



The What Works 2 Programme seeks to expand the global knowledge and evidence base on what works to prevent violence against women and girls (VAWG) and how to achieve this at scale. It also seeks to improve access to funding to Women's Rights Organisations as essential actors in VAWG prevention and to uphold the rights, agency and voices of women, girls in all their diversities.

[View Open Funding Cycles](#)



III. Portal Navigation

D. Menu

Applicants can navigate through the portal to see open Funding Cycles, Concept Notes/Applications they have started or submitted, Grants won, Grant Reports based on the Reporting Period and Resources for guidance/reference.

Here's an overview of the menu options:

- **Home** - Applicants can click "[View Open Funding Cycles](#)" on the home page to see open opportunities for different grant types.



The What Works 2 Programme seeks to expand the global knowledge and evidence base on what works to prevent violence against women and girls (VAWG) and how to achieve this at scale. It also seeks for Women’s Rights Organizations to be recognized as essential actors in VAWG prevention and have improved access to funding to uphold the rights, agency and voices of women, girls in all their diversities.



- **Funding Cycles** - This tab shows a list of open Funding Cycles. Applicants can click a row to view more details about the Funding Cycle. Note that Innovation Grants have a 2-step application process hence open cycle for Innovation Grants is listed under the 1st list view called *“Open for Concept Notes”*. Open cycles for single stage grant types (like Scale up and Mainstream) appear in the second list view called *“Open for Full Application”*.
 - When a Funding Cycle record is opened, applicants can start their new Concept Note:



IMPORTANT NOTES:

1. Applicants are only allowed to submit application for any one open Funding Cycle.
2. Applicants can also only apply for one grant type - Innovation or Scale Up. In other words, if you submit an application for Innovation Grants funding cycle, you are not permitted to submit an application for the Scale Up funding cycle.
3. Note that Innovation grants have a 2 step application process (Concept Note and Full Application) and Scale up grants have a 1 step application process (Full Application)

OPEN FOR CONCEPT NOTES

Funding Cycle Name	Date Opened	Concept Note Due	Grant Type
Innovation Grants 2024 - Funding Window 2	11/10/2024	06/12/2024, 23:45	Innovation

[View All](#)

For details on the Funding Cycle, click on the ‘Innovation Grants 2024 – Funding Window 2’:

Guidance Notes - Concept Note Application Steps

1. Click on the Start Concept Note button below to the right to create your Concept Note form.
 - a. For a downloadable offline version of the Concept Note Form, click on the Resources tab on the top right of the page, and click on the link - "Innovation Concept Note Form".
 - i. **Important:** If you fill out the Concept Note Form offline, you must still replicate your answers in the online version. The offline version is just an option for you to work on it offline.
2. Once you create your Concept Note, navigate to the top of this page and click on My Concept Notes.
3. Then, click on the Concept Note link of the new Concept Note record you just created.
4. Once in the Concept Note record, click on the second tab called Concept Note Form.
5. Complete the Concept Note Form, and then click on the Submit button.
 - a. **Note:** The form is auto-saved - No need to click on any save button, and you are able to come back to complete your Concept Note at a later stage if you would like.
 - b. Once you click Submit, your Concept Note Form will be locked for editing.

 Funding Cycle [Create Concept Note](#)
Innovation Grants 2024 - Funding Window 2

Detail [Templates & Guidelines](#)

Funding Cycle Name Innovation Grants 2024 - Funding Window 2	Status Open for Concept Notes
Description  The What Works to Prevent Violence: Impact at Scale Programme (What Works 2) is pleased to	Grant Type Innovation

 Funding Cycle [Create Concept Note](#)
Innovation Grants 2024 - Funding Window 2

Detail [Templates & Guidelines](#)

Funding Cycle Name Innovation Grants 2024 - Funding Window 2	Status Open for Concept Notes						
Description  The What Works to Prevent Violence: Impact at Scale Programme (What Works 2) is pleased to announce an open call to apply for up to 3-year innovation grant (2024-2027) to pilot innovative approaches to prevent violence against women and girls. What Works 2 invites concept notes from southern-based women's led, women's right organizations, either as single organizations or in consortia with other organizations. Concept notes must be received by 23.59 pm GMT on 6th of December 2024.	Grant Type Innovation						
<p>∨ Timeframes</p> <table border="1"> <tr> <td>Date Opened 11/10/2024</td> <td>Concept Note Due 06/12/2024, 23:45</td> </tr> <tr> <td>Earliest Start Date  01/10/2025</td> <td>Application Due 30/04/2025, 22:45</td> </tr> <tr> <td>Preferred Grant Period </td> <td></td> </tr> </table>		Date Opened 11/10/2024	Concept Note Due 06/12/2024, 23:45	Earliest Start Date  01/10/2025	Application Due 30/04/2025, 22:45	Preferred Grant Period 	
Date Opened 11/10/2024	Concept Note Due 06/12/2024, 23:45						
Earliest Start Date  01/10/2025	Application Due 30/04/2025, 22:45						
Preferred Grant Period 							

*Please note: the earliest start date of your project is **01/10/2025** (because this is a multi-stage application process). Please also note that the preferred grant period is up to 3 years.*

To view guidance documents and the summary budget template, go to 'Templates & Guidelines' – to view all, select 'View All' at the bottom right of your screen.

Funding Cycle
Innovation Grants 2024 - Funding Window 2 Create Concept Note

etail **Templates & Guidelines**

Applicants and Grantees should NOT upload Files here. The attached files are only for reference and guidance during the application process. Please attach relevant files and documents to the Files tab of your Concept Note or Application.

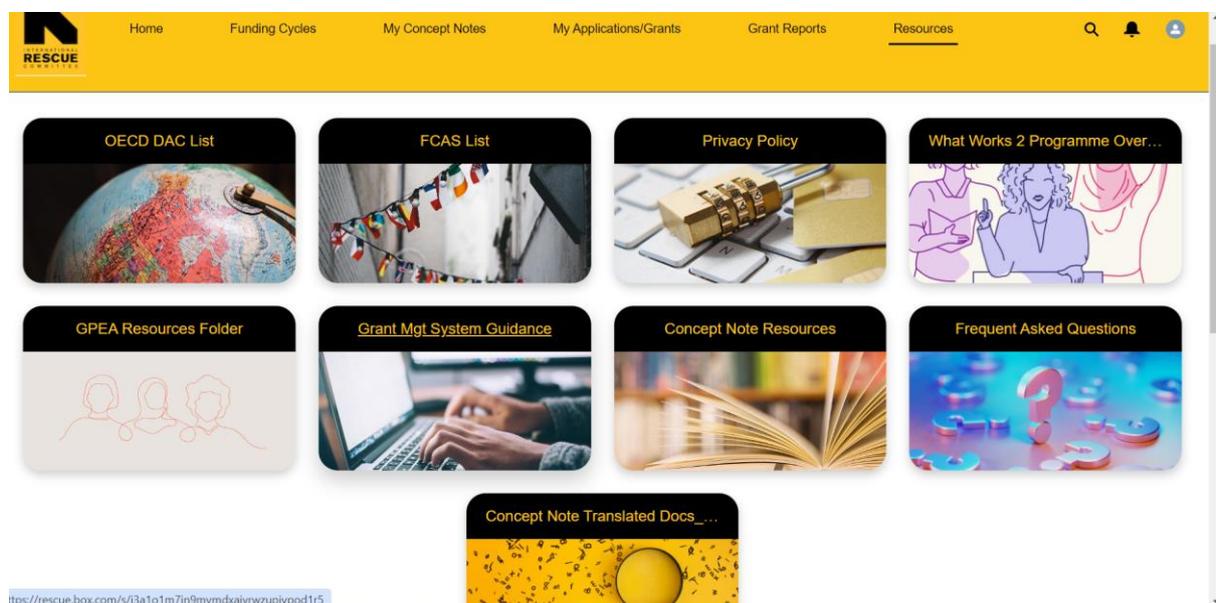
Files (6+) Add Files

<p> What Works 2 Guidance Innovation Concept Note_FINAL_11.10.24_Arabic 11 Oct 2024 • 495KB • pdf</p> <p> Window 2_Innovation RFP_Open call_25.09.24_FINAL 10 Oct 2024 • 349KB • pdf</p> <p> Window 2_Innovation RFP_Open call_25.09.24_FINAL_French 10 Oct 2024 • 415KB • pdf</p>	<p> Window 2_Innovation RFP_Open call_FINAL_Arabic_11.10.24 11 Oct 2024 • 745KB • pdf</p> <p> What Works 2 Guidance Innovation Concept Note_FINAL_04.10.2024 10 Oct 2024 • 367KB • pdf</p> <p> Innovation_grant_concept_note_form_final_Arabic 10 Oct 2024 • 327KB • pdf</p>
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[View All](#)



- Resources** – This tab includes resources that applicants can use for reference and to guide the completion of your concept note. Please go to the Resources tab and click on the various links provided. List of documents available are: FCAS and OECD list of eligible countries; IRC privacy Notice; What Works 2 overview; GPEA Resources Folder; Grant Management System guidance; Concept Note Resources; Frequent Asked Questions; and translated documents into Arabic and French.



Home Funding Cycles My Concept Notes My Applications/Grants Grant Reports **Resources** 🔍 🔔 👤

[OECD DAC List](#)
[FCAS List](#)
[Privacy Policy](#)
[What Works 2 Programme Over...](#)

[GPEA Resources Folder](#)
[Grant Mgt System Guidance](#)
[Concept Note Resources](#)
[Frequent Asked Questions](#)

[Concept Note Translated Docs...](#)

<https://rescue.box.com/s/i3a1o1m7jn9mymdxaiyrwzupiyod1r5>

- **To start a Concept Note – click on ‘Create Concept Note’ button and start filling in the details.**

Funding Cycle
Innovation Grants 2024 - Funding Window 2 Create Concept Note

Detail **Templates & Guidelines**

Applicants and Grantees should NOT upload Files here. The attached files are only for reference and guidance during the application process. Please attach relevant files and documents in the Files tab of your Concept Note or Application.

Create Concept Note

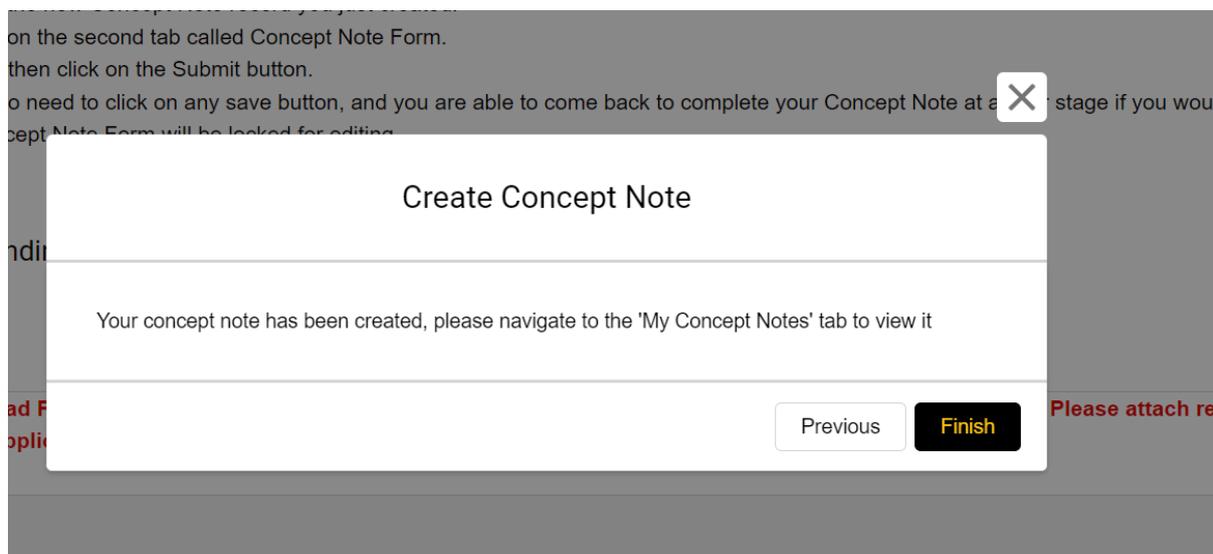
<p>* Concept Note Name</p> <input style="width: 90%;" type="text"/>	<p>* Requested Amount</p> <input style="width: 90%;" type="text"/>
<p>Proposed Start Date</p> <input style="width: 90%;" type="text"/>	<p>Proposed End Date</p> <input style="width: 90%;" type="text"/>
<p>Country</p> <input style="width: 90%;" type="text" value="--None--"/>	<p>Is located in fragile/conflicted area</p> <input style="width: 90%;" type="text" value="--None--"/>
<p>Grant Description</p> <input style="width: 95%; height: 40px;" type="text"/>	

Next

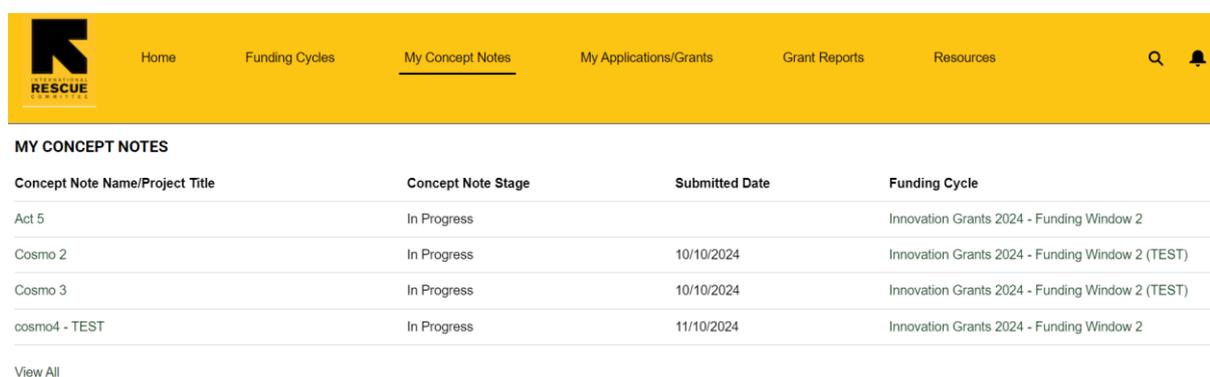
*Please note that **your concept note name must be less than 80 characters or 20 words** – you can use abbreviations. You will be able to add more details in your concept note template.*

*Please also note that **your project start date must be from 01/10/2025.***

You will see this next screen, click Finish.



- **My Concept Notes** – [Go to My Concept Notes tab](#), all Concept Notes started by the applicant are viewed here. In Window 2, this list will only show Concept Notes started for open Innovation Grants. Once you click open a Concept Note record, guidance notes are available for filling out the form.



Concept Note Name/Project Title	Concept Note Stage	Submitted Date	Funding Cycle
Act 5	In Progress		Innovation Grants 2024 - Funding Window 2
Cosmo 2	In Progress	10/10/2024	Innovation Grants 2024 - Funding Window 2 (TEST)
Cosmo 3	In Progress	10/10/2024	Innovation Grants 2024 - Funding Window 2 (TEST)
cosmo4 - TEST	In Progress	11/10/2024	Innovation Grants 2024 - Funding Window 2

View All

[Click on your Concept Note and complete all the sections](#) – please note that if the question is marked as required, you must answer it; if not, it will prevent you from submitting your concept note. Also, if a question requests a file (such as audit reports or a summary budget), you must upload it. Navigate from section to section using the 'Previous or Next' button at the bottom of the page.

Previous Next

Please note that you can download your Concept Note template and complete it offline; offline forms are available for ease of drafting responses; however, you are required to fill out the online form for submission. Please do not exceed the number of characters provided, or you will be asked to reduce the number of characters before submitting.

Details **Concept Note Form** Files Chatter

Concept Note For Cosmo 2 Download Submit

Project/Intervention Information

Please answer all questions.

* Project Title:

- **Files** - Here you can upload any files that are part of your application or as supporting documents.

Details Concept Note Form **Files** Chatter

 Files (0) Add Files

- **Submission of your Concept Note:** when you have completed all the questions, uploaded all the required files, then click Submit. If you have not completed all the questions or uploaded the required annexes, you will receive an error notification. If you have completed everything, you should receive a message acknowledging your submission.

Details **Concept Note Form** Files Chatter

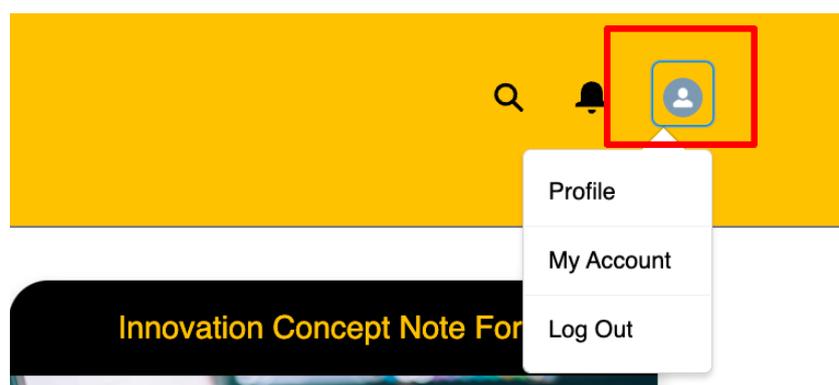
Concept Note For Act 5 Download Submit

Please note that you can only submit one concept note; if you attempt to submit more than one CN, you will receive an error notification.

- **My Applications/Grants** (this is not applicable at this stage) - This tab has 2 sub-tabs. In the first sub-tab (My Applications), all applications started by the applicant are viewed here. In Window 1, this list will only show Innovation applications for which Concept Notes have been approved and Scale Up applications started by the applicant. Once you click open an application record, guidance notes are available to support with form filling. The second sub-tab (My Grants) shows a list view of approved applications for which applicants will receive a grant. This sub-tab may show a blank screen until the application stage is completed.
- **Grant Reports** - This tab shows a list view of past and upcoming reports. This page may be blank until the grant monitoring phase starts.

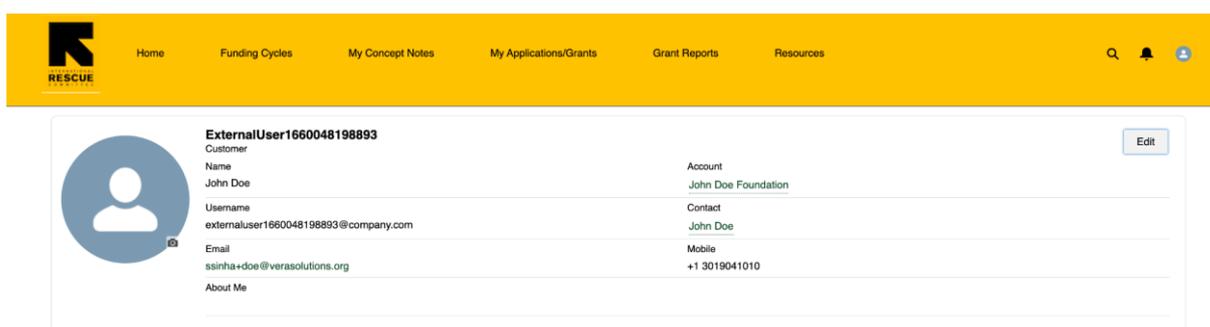
E. Profile

Applicants can view their Profile and Organization detail from the Profile Menu access through the profile photo on the top right corner of the portal.



Here's an overview of the Profile menu:

- **Profile** - Applicants can view their profile and edit details including photo.



Sort by:

- **My Account** - Applicants can update details related to the applying organization except Primary Contact.
- **Log Out** - Applicants can log out of the portal with this option.