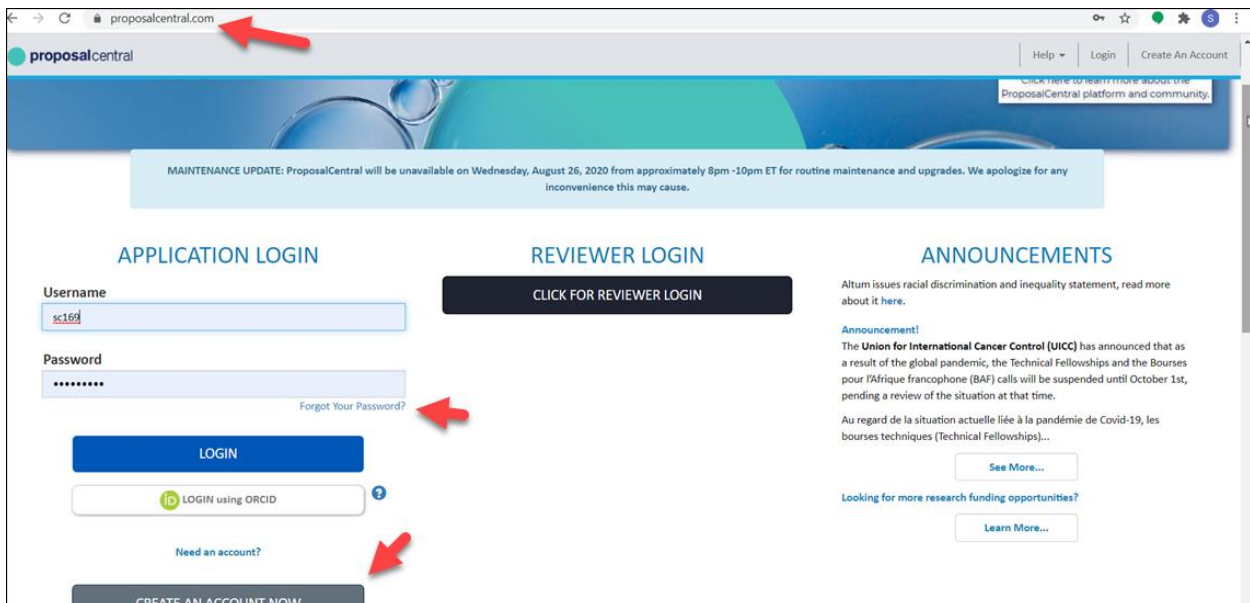# How to apply for a
UICC Technical Fellowship Online

- Please refer to the Application Guidelines on the [Technical Fellowships website](#) for more detailed information on the application process.
- Visit https://proposalcentral.com
- Log in to the left-hand side "**APPLICATION LOGIN**"
- If you are new to ProposalCentral, please click "**CREATE AN ACCOUNT NOW**". You will be asked to provide your email address and to create a password and will be sent an email with a link for registration.
- If you do not remember your password, click "**Forgot Your Password**?".

- Once logged in, click on the "**Grants Opportunities**" tab and search for "UICC"
- Click the "**Apply Now**" button next to the UICC Technical Fellowships programme.

- After pressing the "**Save**" button on the application **Fellowship Summary** page, the application will become interactive and all sections will appear in the left-hand menu.
- All required questions are marked with a red asterisk. All required fields must be completed in order to pass validation and submit the application.
- Move from section to section of the application after pressing "**Save**" by either clicking the "**Next >>**" button on the application page or by clicking into the next section in the menu bar on the far left-hand side of the page.
- You can always return to a saved application to edit or add additional data by pressing on the **Proposals** tab.

- **2) Download Templates & Instructions** Word templates for the Bio-sketch and the home and host supervisor attestation forms are provided for downloading.
- **3) Enable Other Users to Access this Proposal** Give access to other ProposalCentral users to work on this application (this is an optional functionality).
- **4) Applicant** First click the **'Edit Professional Profile'** button. In the first section of the Professional Profile, **1) Institution & Contact Info,** click "**Select Institution**" and type in the name of your institution and country, click "**Display Results**" and select it from the list. You do not need your organisation's status to be "confirmed" to select it.

Please search and select applicable institution for your profile by using the search filters provided. If you do not find your institution in the search results, then please use the "Create New Institution" button.

Institution Name (partial):

A maximum of 100 results will be returned based on the search text.

Institution City:

Enter entire city name.

Institution State:

Institution Country: Select Country

[Display Results] [Reset Filter] [Cancel]

[Create New Institution]

If your institution is not on the list, press the "**Create a new institution**" button and complete the fields with red asterisks then press "**Save**".

Complete the remaining empty fields in sections **1) Institution & Contact Info** and **2) Degrees** of the Professional profile. **Sections 3 to 10** do not need to be completed.

Click "**Save**" and then "**Return to LOI/Proposal**" to return to the **4) Applicant** section and finish completing all fields marked with a red asterisk.

For the Professional Profile, you just need to complete sections 1) and 2)

My Profile   Other Profiles   Add Profile   Combine Profiles   Create or Connect your ORCID ID

Contents of Professional Profile
Click folders below to navigate to other parts of the profile.   [Help]

1 Contact Information

[Add]

2 Degrees

3 Research Interests

General Interests

4 Personal Data for Applications

5 Biosketch

6 Other Support

7 Publications

8 Inventions

9 Enable other users to access your profile

10 Account Information

[Return to LOI / Proposal]   Be sure to save changes to the profile before returning.

Name: [Edit Account Information]

[Save] [Cancel] [<<Previous] [Next>>]

Please note that Grant makers could request the degree information as a comma separated list or require more details. If the application you are completing is asking for a comma separated list, please use the **Highest Degrees(s)** and **Other Degree(s)** fields. Otherwise, use the **Baccalaureate Degree(s)** and **Post-Baccalaureate Degree(s)** sections to enter the Degree information.

Highest Degree(s):

List highest degree(s) separated by commas. Use Standard abbreviations e.g., Ph.D., M.D., D.V.M., M.P.H.

Other Degree(s):

List other degree(s) separated by commas. Use Standard abbreviations e.g., B.S., B.A., M.S.

Baccalaureate Degree(s):   [Add New Degree]

Degree	Other	Institution	Year Of Degree

Post Baccalaureate Degree(s):   [Add New Degree]

- **5) Host Institution** click "**Select Institution**" and follow the same instructions described above in **section 4)** for selecting and creating the home institution.
- **6) Supervisors** Provide the professional details for the Home Supervisor and the Host Supervisor. A minimum of one for each role is required. First enter and confirm their email addresses then press the blue icon. Complete all fields with a red asterisk and select the institution for each supervisor as described above in **section 4)**. Then repeat for the second supervisor.

Provide information for your HOME AND HOST supervisors in the table below.

Supervisors requirements are as follows:
- *Home Supervisor: Minimum 1 (Required)
- *Host

| Applicant | Donaldson, Sally | Plastic and Reconstructive Surgeon | Department Epidemiology and Public Health, University Setif | donaldson@uicc.org | 0344454543453 |

Role	Name	Title	Institution	Email	Phone	Effort	Actions
			No Personnel Currently Identified				

INSTRUCTIONS:
To add a new contact to the table above, enter the e-mail address of the person you wish to add. Click 'Add'. Complete the contact form. (Note: If the person is already registered in proposalCENTRAL, some information will be pre-loaded into the contact form). To edit the person's contact information, click, 'Edit' (in the far right Action column). To delete a person from the table, click 'Del'. (Note: Changes that you make to the person's contact information will be for this proposal only. Permanent changes must be made in the person's Professional Profile).

* Enter email address

* Confirm email address

- **7) Project Description** Describe the purpose, background, work plan, transferable skills, facilities available, sustainability, relevance in your country, reason for choice of host institute, publications, and justification of project duration.
- **8) Abstract and Topics** Provide a summary (text response) and the main topic and cancer type (pick lists) of your research.
- **9) Application Attachments** Upload required supporting documents in pdf format including Biosketch (Applicant), Signed Home Attestation form, Signed Host Attestation form, Signed Letter of Invitation from Host Supervisor.
- **10) Certification** Certify your plan to return to your home institution after fellowship.
- **11) Validate** Runs a check against all required fields in the application. All fields that are required must be filled out before an applicant has an ability to submit.
- **12) Print Application for your Files** A pdf of the application with attached uploaded files.
- **13) Submit** The "**submit**" link will be visible to applicants until the application deadline. An application must pass validation to be submitted.

For additional help with your application or with ProposalCentral in general, please email pcsupport@altum.com or call (800)875-2562 or email the UICC Fellowships team on fellows@uicc.org