

ITI Research Grants

Application Guidelines & Resources

1. Before you start

Before creating an application:

1. Review the current ITI Research Grant Guidelines.
2. Download and read the latest Terms & Conditions.
3. Confirm that your proposed application meets the eligibility requirements and funding restrictions.
4. Prepare the information and supporting documents required to complete the application.

The latest Guidelines and Terms & Conditions are available on the [ITI Research Grants webpage](#).

2. Creating an account

All applications must be submitted through the ITI Research Portal.

To start your application:

1. Access the ITI Research Portal: <https://research-application.iti.org/en>
2. Create a free user account.
3. Log in and open the relevant grant application.
4. Your account can be used to prepare, submit and manage your application through the portal.

3. Browser compatibility

The ITI Research Portal is compatible with:

- Safari
- Microsoft Edge
- Google Chrome
- Mozilla Firefox

Google Chrome is recommended.

4. Completing your application

The application form is organized into several sections that must be completed before submission.

- All mandatory fields are marked with an asterisk (*).
- Your application is saved automatically while you work.
- You can leave the portal and return to your application before the submission deadline.
- Information may be edited until the application is formally submitted.
- The application must be completed in English.

Application summary

The Application Summary section provides an overview of your progress. You can use it to:

- Track completed sections.
- Identify missing information.
- View incomplete mandatory fields.
- Navigate directly to sections requiring attention.

5. Managing contributors

You may invite one or more contributors to assist with the preparation or proofreading of your application.

Inviting a contributor

1. Open Manage Invitations.
2. Enter the contributor's email address.
3. Select the appropriate access level.
4. Send the invitation.

Access levels

Read and write access: The contributor can view and edit the application.

Read-only access: The contributor can review the application but cannot make changes.

Managing existing invitations

Before submission, you may update or remove a contributor's access through the portal.

6. Uploading supporting documents

Certain sections of the application require supporting documents. Before uploading a document, ensure that:

- The correct document type has been selected.
- The file is complete and legible.
- The document corresponds to the current version of the application.

Where the portal permits it, an uploaded file may be replaced with an updated version before submission.

7. Before submitting

Before submitting your application, confirm that:

- All mandatory fields have been completed.
- All required supporting documents have been uploaded.
- The latest Terms & Conditions have been signed by both the First Applicant and the Institution.
- No amendments have been made to the Terms & Conditions.
- The application complies with the ITI Research Grant Guidelines.
- The application is submitted before the deadline.

8. After submission

After the application deadline:

- Applications are checked for completeness and compliance with the formal requirements.
- Complete applications are presented to the ITI Research Committee for evaluation.
- Applicants are informed of the final decision after all applications from the relevant round have been reviewed.

Possible outcomes:

- Acceptance
- Minor revision (no reapplication required)
- Major revision (new application required)
- Rejection (general feedback provided)

9. Managing an awarded grant

If your application is successful, administrative tasks are managed through the portal. These may include:

- Submitting annual update reports.
- Uploading supporting documents.
- Providing information related to project milestones.
- Submitting final reporting requirements.
- Updating administrative information where permitted.

10. Need help?

For questions about the ITI Research Portal or the application process, please contact research@iti.org.