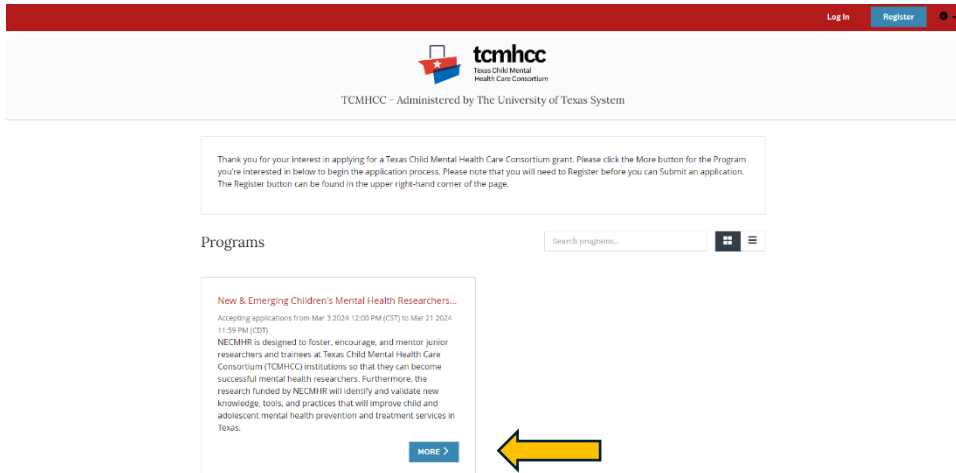# NECMHR Pre-Application Submission Instructions

Logging In to the Grant Management Portal

To Apply for a NECMHR Grant, log into the Grant Application Portal at:
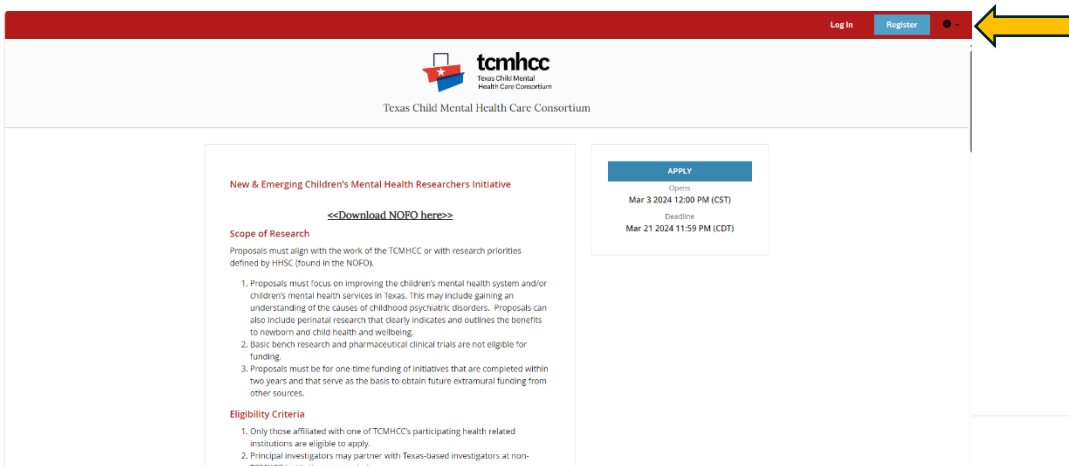https://tcmhcc-grants.smapply.us/

You will be taken to the home screen where you will see the New & Emerging Children's Mental Health Researchers Initiative listed under Programs. Click More to see additional details and begin the application process.

Registering for an Account

Please note that you must Register before you will be able to submit an application.
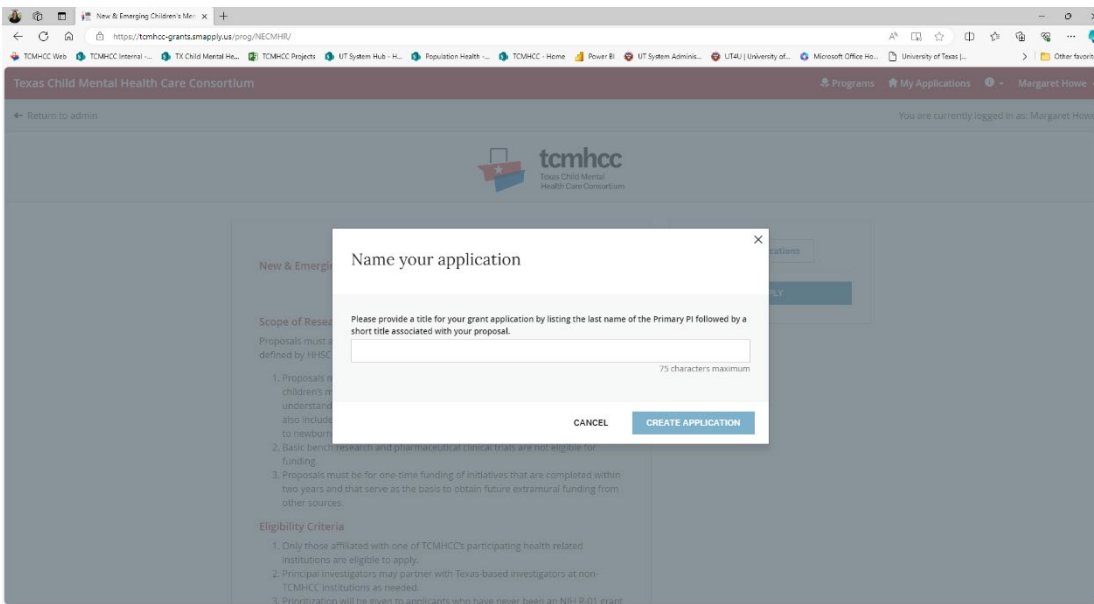

If you click the Register button in the right hand-corner, you will be taken to the Registration page.
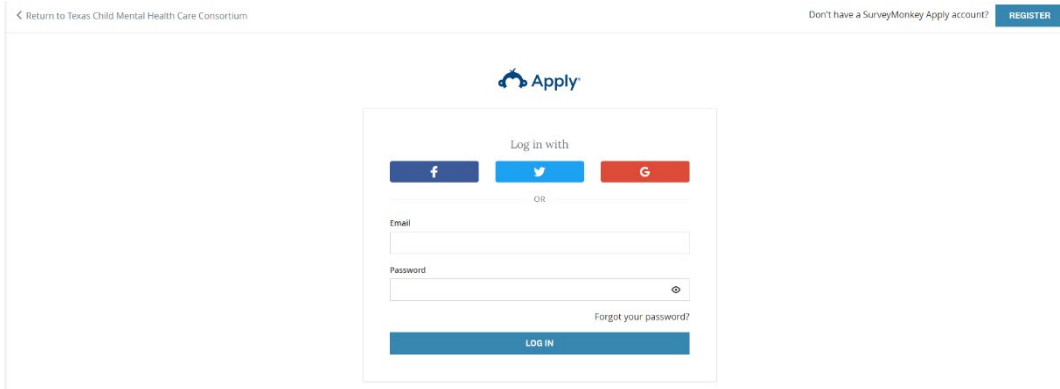
You will also need to validate your email before you will be able to submit your application. If you do not receive an email, your institution may be blocking the email from coming through. If you do not see it in your junk folder, reach out to tcmhcc@utsystem.edu and someone will get in touch to help troubleshoot.

Creating Your Application

If you click on the Apply button, it will ask you to provide a name for your application, then take you to the login screen. If you haven't registered yet, you can also Register from this screen by clicking on the Register button in the upper right-hand corner.

After you've created your application by submitting a name, and either logged in or registered for a new account, you will be taken to the screen below where you must click on the Eligibility Check task to start the process. This is also where you can add Collaborators if you'd like to work on the application with others.

After you answer the questions provided, you must click the Mark as Complete button at the bottom to move to the next step.

NOTE: If you do not meet eligibility criteria and you submit your application at this stage, your application will be marked Not Eligible and no further options will be provided to you.

If you are eligible, you will see additional tasks appear on the left-hand side of the screen. Click on each of these and complete the associated form and/or tasks. As tasks are completed, you will see a green checkbox appear next to them.

You must click the 'Mark as Complete' button at the bottom of each task before they will be marked as complete.

Submitting the Pre-Application

Once all tasks have been marked as complete, you have the option of Submitting your application by clicking on the Submit button.

Once submitted, your application will be reviewed by the Chair of Psychiatry for your institution and given an initial high level score. Once all pre-applications have been received for your institution, the Chair will recommend up to 6 move forward with submission of a full application. You can expect to hear back from the Texas Child Mental Health Care Consortium's administrator (UT System) by April 3rd if you have been selected to submit a full application.