IE3 Intent to Apply Instructions

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LOGGING INTO HHMI PATHWAY
URL: pathway.hhmi.org

EXISTING SYSTEM USERS
1. To log into the system, (a) enter your email address and (b) password. Then click (c) Login.
2. If you do not remember your password, click on the (d) Forgot Password? Link and follow the instructions on the screen to reset your password.

NEW SYSTEM USERS
1. Click on the Register button shown below (a).
2. Enter and confirm your email, then click (b) Next to continue.
3. Complete the required fields on the registration page. As you begin typing your institution’s name, a dropdown list should appear. Select from that list. If your institution does not show up as you type its name, contact IE3@hhmi.org before proceeding.

If you are able to successfully select from the list of available institution names, complete the other required fields and click (c) Next to continue.

4. Click on the checkbox (d) to accept the HHMI Pathway Terms and Conditions and click on Next (e) to continue.
5. You will see the following message (f) on the next screen. Follow the instructions in the email to reset your password and complete your registration.

Your registration has been successful.

We have sent an email to [email protected] with further information on how to login to your account.

To ensure you don't miss future email updates, please add pathway@hhmi.org to your email address book or safe list.

Back to login page

6. Click on the link in the email to reset your password as shown below and click on the Change (g) button to continue.
7. Fill in the Basic Information fields. For the IE3 Intent to Apply, your office/work Phone Number is required. You can fill in additional fields on your basic information page and then click the (h) Save button to continue.

### Basic Information

Please complete the following form.

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>(select)</td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name/Initial</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td></td>
</tr>
</tbody>
</table>

To select your institution, begin typing its name and select from the list. Student applicants: select your school. If your institution is not available in the dropdown list, continue typing the full institution name and click Save. HHMI will validate the institution once your request is submitted.

Phone Number

Classifications

Choose Classifications No Classifications found.
ACCESS INTENT TO APPLY FORM

Home Page
Click on the (a) here link under New Competition Application on the Home Page.

New Application Page

Eligible Institutions
If your institution is eligible to apply for this competition, you should see Inclusive Excellence 3 appear on your list of competitions as shown below. Click on the (b) Apply button next to this competition to access the form.
Ineligible Institutions

If your institution is not eligible to apply for this competition, you will not see the Inclusive Excellence 3 competition in the table as shown below.

Send an email to IE3@hhmi.org (c) if you believe your institution meets the eligibility requirements but you do not see the competition below.
COMPLETE INTENT TO APPLY FORM

Introduction

Existing Applications

At the top of the Introduction page, you will see a table listing all Intent to Apply forms from your institution that are either in progress or submitted.

a. If no forms have been started or submitted, you will see the following message:

<table>
<thead>
<tr>
<th>Existing Application(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no other in-progress applications at your institution.</td>
</tr>
<tr>
<td>There are no submitted application from your institution for this funding round. You are eligible to apply.</td>
</tr>
<tr>
<td>Please contact HHMI at <a href="mailto:IE3@hhmi.org">IE3@hhmi.org</a> to discuss any forms in progress or to make changes to the one already submitted.</td>
</tr>
</tbody>
</table>

b. If a form(s) has been started, the table will appear as shown below:

<table>
<thead>
<tr>
<th>Existing Application(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The table below lists other Intent to Apply forms in progress or the one that has already been submitted by another person at your institution.</td>
</tr>
<tr>
<td>Applicant Name</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>There are no submitted application from your institution for this funding round. You are eligible to apply.</td>
</tr>
<tr>
<td>Please contact HHMI at <a href="mailto:IE3@hhmi.org">IE3@hhmi.org</a> to discuss any forms in progress or to make changes to the one already submitted.</td>
</tr>
</tbody>
</table>

c. If a form has been submitted from your institution, you will not be able to submit another form. The table will appear as shown below. Please contact HHMI at IE3@hhmi.org to discuss any forms in progress or to make changes to the one already submitted.

<table>
<thead>
<tr>
<th>Existing Application(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The table below lists other Intent to Apply forms in progress or the one that has already been submitted by another person at your institution.</td>
</tr>
<tr>
<td>Applicant Name</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

An application for this round has already been submitted by an applicant from your institution. Since only one Intent to Apply may be submitted per institution, no further applications from your institution may be submitted.

Please contact HHMI at IE3@hhmi.org to discuss any forms in progress or to make changes to the one already submitted.
Program Information

This section gives you information about the program and provides you with links to access the Program Announcement, FAQs, and instructions.

Program Information

The purpose of the Intent to Apply is to (i) confirm eligibility of the institution, (ii) register for the IE3 competition, and (iii) identify the person (Program Director) who will lead the development of the Pre-Proposal, Full Proposal, and Program.

The person identified in the Intent to Apply as the Program Director is the only person at the institution who will be provided access to the online proposal system, HHMI Pathway, in July 2019. The Program Director’s contact information can be changed prior to the Pre-Proposal deadline. Schools are encouraged to submit the Intent to Apply before July 31, 2019.

Please refer to the following for full program details:
- Inclusive Excellence 3 Program Announcement
- Inclusive Excellence 3 Frequently Asked Questions
- Intent to Apply Instructions

Table of Button Definitions

A table is provided to you give you information about buttons used throughout the form.

- **Cancel**: This button will close the form without saving changes to the current page
- **Previous**: This button will take you to the previous available page and save all content on the current page
- **Next**: This button will take you to the next available page and save all content on the current page
- **Save**: This button will save all content within the form and allow further editing
- **Save And Close**: This button will save all contents of the form and return to the previous area

- **This icon indicates that a question is mandatory**
- **Clicking this icon will display help information related to this question**
Program Director Information

Click on the Program Director Information (a) link in the left-hand menu or the (b) Next button to access the Program Director information page.

Description
The responsibilities and duties of the Program Director are described in the top portion of the page.

Contact Information
The Program Director contact information is pre-populated with information from your Basic Information page. Please note that the Phone Number is a required field for the IE3 Intent to Apply. If your phone number is not listed, please click on the (a) Basic Information link to enter your phone number.

The Intent to Apply form must be completed by the individual who will serve as the Program Director (PD) for the Inclusive Excellence program at your institution. A school may request to change the PD at a later date if necessary; the request will be reviewed by HHMI.

The Program Director plays a critical role in managing the complex dynamics of establishing the new program and negotiating how it will fit into the institutional context. The institution has the responsibility of selecting a Program Director who will bring not only experience in research, education, and grant administration, but also the strong interpersonal relationship skills required of a collaborative leader that can cultivate authentic ownership amongst others toward distributed leadership.
Confirmation
Please read the statement at the bottom of the page to confirm your role as the Program Director for this application. Click on the (b) checkbox to confirm.

By checking the box below, I confirm that I have been designated to be the Program Director for my institution’s Inclusive Excellence 3 Pre-proposal by the appropriate authorizing official. I understand that I am the only individual at my school who will have access via HHMI Pathway to the Pre-proposal application.

☐ b

Click on the (c) Save button to save the form, Save and Close to exit the form, or the Next button to advance to the next page. Alternatively, you may click on the (d) Authorizing Official Information link on the left-hand menu to advance to the next page.
Authorizing Official Information

Contact Information
Please enter contact information for the Authorizing Official at the top of the page.

Please enter contact information for the Authorizing Official. This individual must have the authority to confirm the designation of the Program Director as the only person from the institution who will submit a Pre-proposal for the Inclusive Excellence 3 competition.

- First Name
- Last Name
- Title
- Phone Number
- E-mail

Confirmation
Please read the statement at the bottom of the page to confirm the role of the Authorizing Official for this application. Click on the (a) checkbox to confirm.

By checking the box below, I confirm that the individual above acknowledges their role as the Authorizing Official for this application.

Click on the (b) Save button to save the form, Save and Close to exit the form, or the Next button to advance to the next page. Alternatively, you may click on the (c) Validation Status link on the left-hand menu to advance to the next page.
Validation and Submission

Incomplete Validation
If you have not completed all the required elements on this form, the system will prompt you to complete the required fields. To do so, please click on the hyperlinked text (a) to return to the appropriate page(s) to fill in the required fields.

Please note the you will not be able to submit this form if a form has already been submitted for your institution (b). Contact IE3@hhmi.org with any questions.

Complete Validation
If you have completed all of the required elements on this form, you will receive the following message. Click on the (c) Save and Close button.
Submit Form
Once you click the **Save and Close** button, you will be returned to the Details page of the form. On this page, you have several options:

(d) Click on the **Edit** button to return to your form to make changes.

(e) Click on the **View/Print** button to download a PDF of your form. (Please note: We recommend you download a PDF of your form for your records.)

(f) Clicking on the **Validate** button is not necessary if the Submit button is available. Use the (f) **Validate** button to re-validate your application if you have made changes to the form. If you are ready to Submit, ignore the validation step on this page.

(g) If you decide not to submit the form, you can click on the **Delete** button to delete this form.

(h) Once you are satisfied with your form, click on the **Submit** button.

(i) A pop-up message will appear asking if you are sure you want to submit the form. Click **Yes**.

(j) A pop-up message will appear confirming your submission. Click **OK** and you will be returned to the **Home Page**.
Post-Submission

Accessing Your Submitted Form PDF
After your form has been submitted, you will be returned to your Home Page. Your submitted form will appear as shown below under You have...

To access your form, click on the Click here (a) link as shown below.

On the My Applications page, click on the (b) form icon as shown below to access your application.

Click on the (c) View/Print button to download a PDF of your submitted form.
Next Steps

Once your form has been submitted, HHMI will let you know when you can proceed to the next phase of this application. If your Intent to Apply has been approved, the individual named as the Program Director in the submitted Intent to Apply will receive an email notification to complete the Inclusive Excellence 3 – Pre-proposal form starting in July 2019.