Accessing the Call Site

Creating your account
You will find open opportunities on IDRC’s website under Funding.
1. Select the call you are interested in. Click Apply to be redirected to SurveyMonkey Apply. You will need to create a password1.
2. You will receive an email requesting to verify your account email. Click on the link provided.
3. You will receive a second confirmation email from IDRC containing the link to the program’s Call Site2.
4. Click Start to apply for the program you are interested in.
Subsequent logins
1. Click the link in the confirmation email received from IDRC (https://idrc-crdi.smapply.io/).
2. Click Log In, selecting SurveyMonkey Apply.
3. Enter your email address and password.
4. Click Log In.
5. Click Start.
⇒ Click Programs on the top right to see open and upcoming Calls.
⇒ Click My Applications on the top right to see your applications.

Resetting your password
1. Click Forgot your password on the Call Site homepage or on the login page.
2. Enter the email address associated with your SurveyMonkey Apply account.
3. Click the Send Instructions button.
4. Click the link in the email.
5. Create a new password1.
6. Click the link to return to the homepage and log in.

Completing the Privacy Agreement
The first time you log into the platform, you will need to open and sign the Privacy Statement.
1. Click the Privacy Statement.
2. Read the statement and sign it by selecting Yes and clicking Mark as Complete.
3. Click Back to application to return to the application.
Note: If you do not complete the privacy agreement, you will not be able to access the application form.

Adding Collaborators
You can add collaborators in order to collectively work on your application form. To add collaborators:
1. Click Add collaborator.
2. Enter the collaborators’ email addresses (if entering more than one, separate each email address with a comma).
3. Select their access level, either View & edit or View only.
4. If desired, add a message to be included in the invitation email.
5. Click Send Invite. The collaborator(s) will also need to create a login.
Note: To change a collaborator’s access, remove them as a collaborator, or to resend their invite, click on the ellipsis (...) on the main application page.

If you have any difficulty accessing the Call Site, contact IDRC using the email address provided in the call posting on the IDRC website.

Notes:
1 Passwords must be at least eight characters long and include one uppercase letter, one lowercase letter, one number, and one special character.
2 Account set up and password reset emails can end up in your Spam, Junk, or Quarantined email folders. be sure to check these folders if you do not receive an expected email.