

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 email².
5. Create a new password¹.
6. Click the link to return to the homepage and log in.

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:

¹Passwords must be at least eight characters long and include one uppercase letter, one lowercase letter, one number, and one special character.

²Account 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.

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.

Additional information on completing an application is available on the SurveyMonkey Apply site <https://help.smapply.io/hc/en-us/articles/115001445354-Completing-an-Application-FAQ>