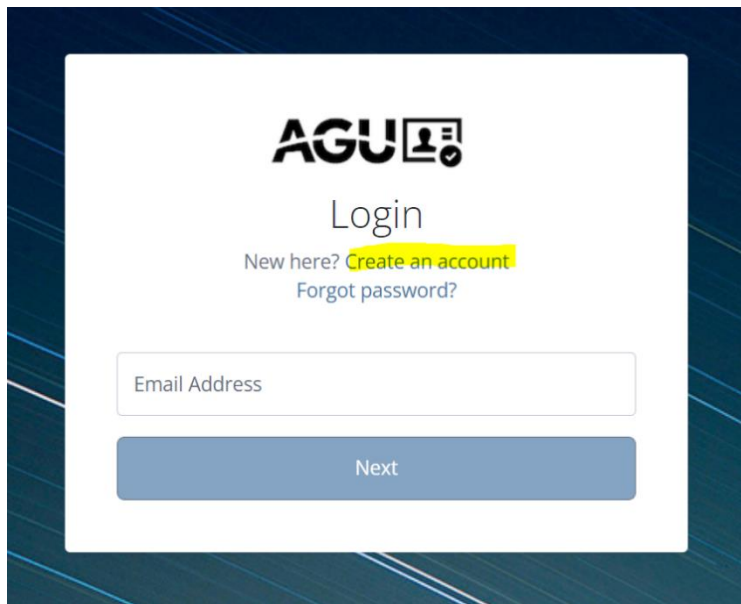


Instructional Guide: AGU Bridge Partner RFP submission platform

This guide includes instructions for navigating the online submission platform for the AGU Bridge Program partner RFP. You will be able to save your progress and return later so you do not need to complete the application in one sitting. If you experience technical difficulties and cannot locate the solution within this guide, please email AGU Bridge staff at: bridge@agu.org

1. Click the submission platform (RFP application) link (<https://agu.secure-platform.com/a/solicitations/101/home>), which will take you to this page:

A screenshot of the AGU login page. The page features the AGU logo at the top, followed by the word "Login". Below the logo, there are two links: "New here? Create an account" (highlighted in yellow) and "Forgot password?". A text input field labeled "Email Address" is positioned below the links. At the bottom of the form is a blue button labeled "Next". The entire form is set against a dark blue background with light blue diagonal lines.

If you already have an AGU account, login with your existing credentials. If you do not have an AGU account, click “create an account” as highlighted in the above image.

2. If you are not directed to the application after logging in or creating an account, please remain logged in and re-open the above application link in a new tab.

3. Once you reach the application you will see the screen below:

The screenshot displays the application interface for the 2024 AGU Bridge Program. On the left is a sidebar menu for user 'Eva Kostyu' with options like Home, My Applications, My Profile, and Admin Panel. The main content area shows the application title and three tabs: 'Entry Information' (active), 'Short Answer', and 'Narrative'. The form includes fields for 'Your Institution', 'Your Department', 'Does your institution have MSI (minority serving institution) status?' (with radio buttons for Yes/No), 'Your Name (Name of Proposal Submitter)', 'Your Title', and 'Your email'. At the bottom right, there are 'Save' and 'Save and Next' buttons.

There are three sections to complete. Refer to the RFP for detailed instructions on what information to include and how the RFP will be evaluated by the review committee:

- a) Entry Information
- b) Short Answer
- c) Narrative

4. Navigate through the different sections by clicking the corresponding tabs at the top of the page or by clicking “save and next” at the bottom of the page. You can also select “save” at any time to save manually. You will need to complete all sections before submitting. Once the application is saved you can log out and log back in as needed to return to and complete your application.
5. When returning to the application to complete it, login using the same application link and select “incomplete” under the Applications header in the left-hand side menu

| | |
|---------------------------|--|
| Welcome Eva Kostyu | |
| Home | |
| My Applications | |
| All (2) | |
| Incomplete (1) | |
| Complete (1) | |
| Expired (0) | |
| Archived (92) | |
| My Judging Assignments | |
| My Profile | |
| Admin Panel | |
| Log Out | |

6. After submitting, you will receive an email confirmation like the example below:

Thank you for submitting an AGU Bridge partner application

AB

AGU Bridge <bridge@agu.org>

To: Eva Kostyu; Eva Kostyu

Wed 6/1/2022 12:23 PM

Dear Eva,

Thank you for submitting an AGU Bridge partner application. We confirm that we've received your application. Our review committee will begin reviewing applications in October and applicants will be notified of acceptance decisions at the beginning of December.

Thank you,

AGU Bridge

This email is a service from American Geophysical Union.

Other things to note:

- If you are submitting a joint application with another department, submit only one shared application.
- Only one submission per department is accepted, select one person to create/use their account for the application submission. You may also create an account using a shared, department email to ensure continuity.
- Incomplete applications, or applications that do not comply with the requirements outlined in the RFP, will not be evaluated by the review committee.