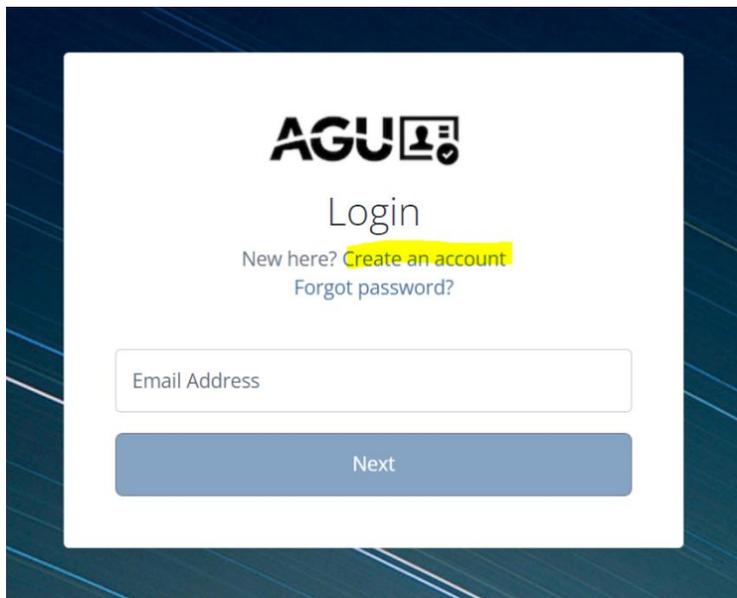


Instructional Guide: AGU Bridge Partner RFP submission platform

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/86/home>), which will take you to this page:



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 shows the AGU application portal for the 2023 AGU Bridge Program. The page is titled "2023 AGU Bridge Program" and is part of a "New Application" for user "Eva Kostyu". The navigation menu on the left includes "Home", "My Applications", "My Judging Assignments", "My Profile", "Admin Panel", and "Log Out". The main content area has a breadcrumb trail: "Home / My Applications / 30952 - New Application". The form is divided into four sections: "Entry Information" (selected), "Contact Information", "Short Answer", and "Narrative". The "Entry Information" section contains the following fields: "Your Institution (please spell out in full without acronyms)", "Your Department", and "Does your institution have MSI (minority serving institution) status?". The "Your Institution" and "Your Department" fields are empty text boxes. The "Does your institution have MSI (minority serving institution) status?" field has two radio button options: "Yes" and "No". At the bottom of the form, there are two buttons: "Save" and "Save and Next".

There are four 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) Contact Information
- c) Short Answer
- d) 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. The form will auto-save. 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.