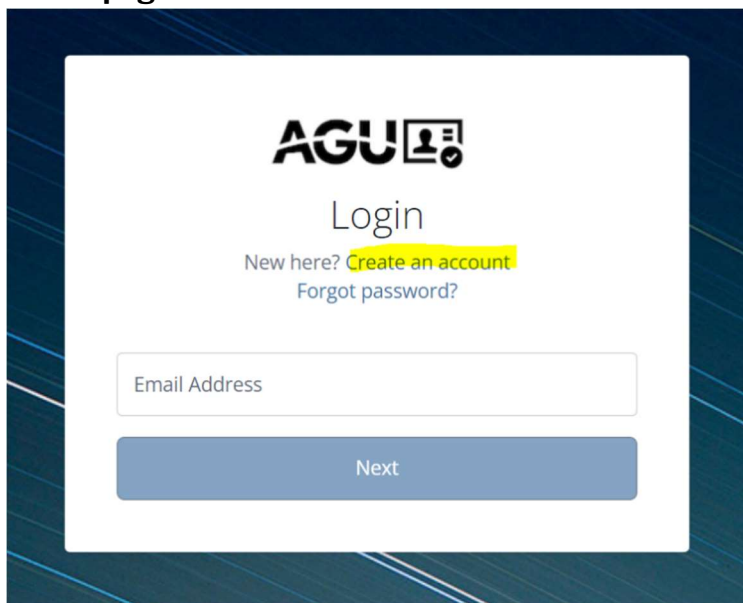


Instructional Guide: AGU Bridge Partner RFP submission platform

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/65/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 application link in a new tab.**

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

AGU ADVANCING EARTH AND SPACE SCIENCE

MEMBER LOGIN SEARCH PUBS DONATE JOIN AGU HOME MY ACCOUNT ▾ SUBMIT AN APPLICATION ▾ MEMBERSHIP ▾

Home / My Applications / 24083 - New Application

2022 AGU Bridge Program

Entry Information Short Answer Narrative

Your Name *
Full Name

Email *

Title *

Institution (please spell out in full without acronyms) *

Department *

Welcome [redacted]

Home

My Applications

- All (1)
- Incomplete (1)
- Complete (0)
- Expired (0)
- Archived (52)

My Judging Assignments

My Profile

Admin Panel

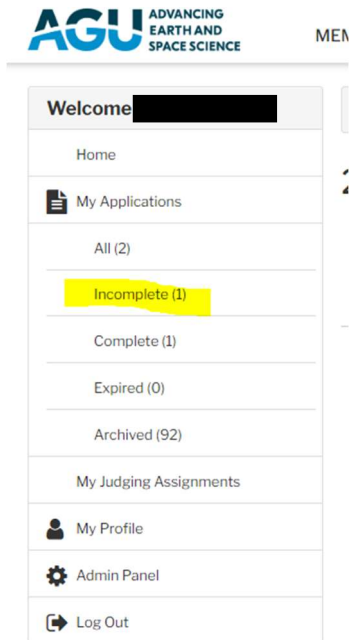
Log Out

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:

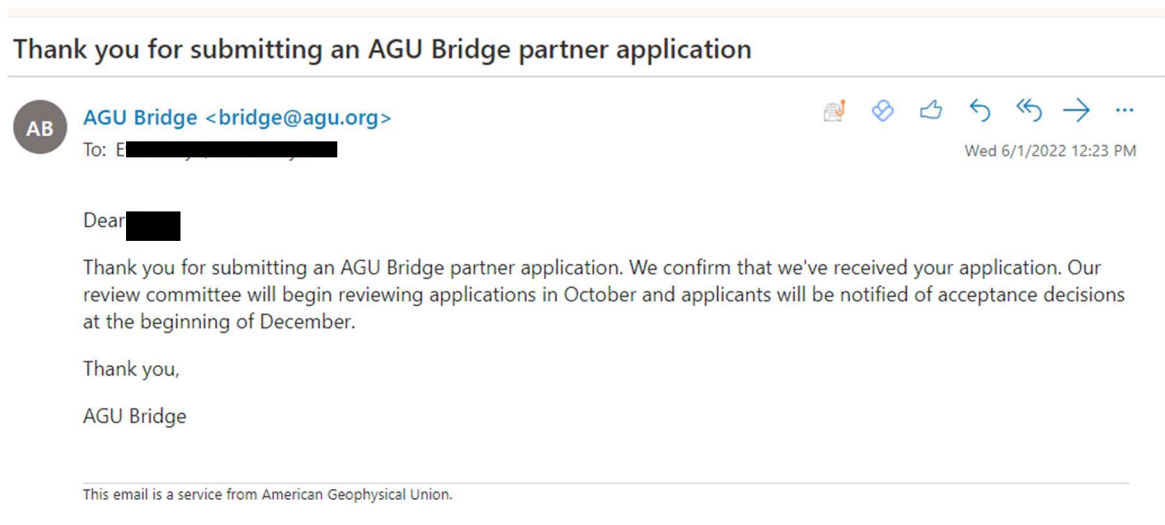
- Entry Information
- Short Answer
- Narrative

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.

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



6. After submitting, you will receive an email confirmation:



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 formatting requirements outlined in the RFP, will not be evaluated by the review committee.