



Responding to Innovation Grants: Call for Proposals (Abstract Submission)

Dear Valued Applicant,

Welcome to the EXPO 2020 Dubai Grant Portal user guide.

This document will guide you through the process of responding to the Grant Opportunity Application Abstract Submission process.

If you are facing difficulties at any time during the process, you can contact our helpdesk:

Email	ExpoLive@expo2020.ae
Telephone	+971 800 836 3377
The helpdesk operates	Sundays to Thursdays 8:00am – 5:00pm (GMT + 4:00) Abu Dhabi, Muscat.

Sincerely,

Expo Live



Step 1

Visit <https://grant.expo2020dubai.ae> and **Login** to your account.

Once you have successfully logged in, you will be directed to the Applicant Area landing page.

The screenshot shows the login interface for the EXPO 2020 Grant Applicant Area. At the top left is the EXPO 2020 logo. The main heading is "Login". Below it are two input fields: "username" and a password field with dots. There are two buttons: an orange "Existing Applicant Login" button and a grey "New Applicant Registration" button. A link "Forgotten your password?" is located between the buttons. On the right side, there is a "Grant Helpdesk" section with contact information: "Need assistance? Please contact our Helpdesk:", "Phone: +971 800 836 33 77", and "Email: Expolive@expo2020.ae". Below this are links for "Call me back", "Applicant FAQs", "How to connect with Expo", "Grant Manual", and "Grant Brochure Summary". A "Grant Opportunities" section at the bottom right has a link "Click here to learn about upcoming Grant Opportunities". At the bottom left, there is a "WARNING" notice regarding unauthorized access.



Step 2

To view the current grant opportunities please click on **Innovation Abstract Opportunity**.

You may review and click on the listed opportunity.

Code	RFI Title	Project Code	RFI Status	Time Limit for Expressing Interest	Buyer Organisation
1	rfi_36 Grant Innovation Application Abstract	tender_47	■ ■ ■ Running	20/05/2016 12:00	EXPO 2020 Grant Program

To review the opportunity content further, click on **Express Interest** as highlighted below.

▼ RFI : rfi_36 - Grant Innovation Application Abstract Running

Project: tender_47 - Innovation Impact Grant
Closing Date: 20/05/2016 12:00:00

[Express Interest](#) [Decide Later](#) [Printable View](#)

Response Status

Response Status
No Response Prepared

Overview

RFI Code rfi_36	Title Grant Innovation Application Abstract
Detailed Description The Expo Live Grant Programme, an initiative of Expo Dubai 2020 LLC, will fund novel and innovative solutions that encapsulate the spirit of the theme Connecting Minds, Creating the Future. The focus areas for funding are the subtheme areas of Opportunity, Mobility and Sustainability. Successful applicants will demonstrate how new innovations, or the innovative application of existing solutions, could lead to impressive impacts at community level. Potential for replication, scaling-up or scaling-out of solutions and impacts are important. Ultimately, we want to ensure that global aspirations can move more quickly towards reality, through the discovery, creation, acceleration and dissemination of solutions to previously impenetrable challenges.	Type of Supplier Access RFI Open to All Suppliers



Step 3

Once you have expressed interest to participate in the Grant Innovation Application Abstract, you will be directed to the below page to allow you to start reviewing the application questions.

Click on **Create Response** (as highlighted below) to proceed.

▼ RFI : rfi_36 - Grant Innovation Application Abstract Running

Project: **tender_47** - Innovation Impact Grant
Closing Date: 20/05/2016 12:00:00
Response Last Submitted On: **Not Submitted Yet**

RFI Details | Messages (Unread 0)

Settings | Attachments | **My Response** | User Rights

Create Response ⋮

[View Response Index Only](#)

▼ 1. Qualification Response (questions: 45)

▼ 1.1 Project Highlights - Question Section

	Question	Description	Response
1.1.1	Project Title	* Please insert the project title (15 words)	
1.1.2	Project Location	* Please insert the project geographic location(s)	
1.1.3	Subtheme Selection	* Please select the relevant subtheme(s)	



Step 4

To proceed to responding to the application abstract questions, click on the **Edit Response** icon (as highlighted below).

The application abstract contains the Applicant Information, Qualification and Technical components.

Kindly please review and answer the listed questions within the allowed word limit.

Please complete the questionnaire and note that the fields marked with a red asterisk (*) are mandatory.

Note: For security purposes, the portal will log you out after 30 minutes of inactivity. Please do not leave your computer with any unsaved changes to your response. It is highly advisable to save your work/input regularly. To save your response intermittently and continue responding without exiting the page, click on the **Save and Continue** button.

1. Qualification Envelope			Edit Response
1.1 Applicant Information - Question Section			
Question	Description	Response	
1.1.1	1	* Responsible Person Name & Surname	<input type="text"/> Characters available 2000
1.1.2	2	* Responsible Person Job Title	<input type="text"/> Characters available 2000
1.1.3	3	* Responsible Person Nationality	<input type="text"/> Characters available 2000
1.1.4	4	* Date of Establishment of the Legal Entity	<input type="text" value="dd/mm/yyyy"/> <input type="calendar"/>
1.1.5	5	* Please provide a brief summary of the organization and its main activities (please limit to 100 words)	<input type="text"/> Characters available 2000
1.1.6	6	* Please indicate the number of staff and / or collaborators in your organisation	<input type="text"/>



1. Qualification Response (questions: 45) [Edit Response](#)

1.1 Project Highlights - Question Section

	Question	Description	Response
1.1.1	Project Title	* Please insert the project title (15 words)	
1.1.2	Project Location	* Please insert the project geographic location(s)	
1.1.3	Subtheme Selection	* Please select the relevant subtheme(s)	
1.1.4	Funding	* Please specify whether the project will require single year or multi-year funding?	
1.1.5	Funding	If multi-year, please indicate the number of years	
1.1.6	Intended Project Start Date	* Please specify the intended project start date	
1.1.7	Intended Project End Date	* Please specify the intended project end date	
1.1.8	Indicative Project Budget (\$)	* Please specify the indicative project budget (US \$)	

2. Technical Response (questions: 10) [Edit Response](#)

2.1 Grant Application Project Abstract - Question Section

	Note	Note Details
2.1.1	Important Note to All Grant Applicants	Please respond to all the below questions within the word limit allocated:

	Question	Description	Response
2.1.2	Background	* Please provide an Organizational Background (up to 200 words, describe the relevant history of the organization in the context of the project/sector)	
2.1.3	Project Objectives	* Project objectives (up to 50 words, high-level statement describing the project objectives)	
2.1.4	Theme Relevance	* Please describe the theme relevance (up to 200 words, describe how the project is pertinent to the theme Connecting Minds, Creating the Future, e.g. connecting technologies, disciplines, people, ideas and institutions across physical, geographic or disciplinary boundaries)	
2.1.5	Subtheme Relevance	* Please describe the subtheme relevance (up to 200 words, describe relevance to at least one of the sub-themes: Opportunity, Mobility, Sustainability):	
2.1.6	Innovation	* Please explain why the project / solution is novel or innovative (up to 250 words, explain whether this is a new invention or scaling / replication of an existing tangible solution)	



Step 5

Once you have completed responding to the questions listed, click on **Save and Return** to proceed to submitting your application to Expo 2020 Dubai.

Save and ReturnSave and ContinueCancel
Validate Response

2. Technical Response (questions: 10)

2.1 Grant Application Project Abstract - Question Section

Note	Note Details
2.1.1	Important Note to All Grant Applicants Please respond to all the below questions within the word limit allocated:

Question	Description	Response
2.1.2	Background * Please provide an Organizational Background (up to 200 words, describe the relevant history of the organization in the context of the project/sector)	<input style="width: 95%; height: 20px;" type="text"/> <div style="text-align: right; font-size: small;">Characters available 2000</div>
2.1.3	Project Objectives * Project objectives (up to 50 words, high-level statement describing the project objectives)	<input style="width: 95%; height: 20px;" type="text"/> <div style="text-align: right; font-size: small;">Characters available 2000</div>



Step 6

The last step of the process is to submit the completed application so that it will become visible to the Grant Maker.

Click on the **Submit Response** icon (as highlighted below).

[Submit Response](#)

My Response Summary

1.	Qualification Response	Missing mandatory responses (14)
2.	Technical Response	Missing mandatory responses (9)

[View Response Index Only](#)

1. Qualification Response (questions: 45)[Edit Response](#)

1.1 Project Highlights - Question Section

	Question	Description	Response
1.1.1	Project Title	* Please insert the project title (15 words)	