

NBCF Grants Portal Application Submission Guide

All applications must be submitted online via NBCF Grants Portal at <https://grants.nbcf.org.au>. Incomplete applications will not be processed.

NBCF strongly recommends that applications are submitted well in advance of the deadline and encourages applicants to complete the administrative detail sections as early as possible in the online application form.

PIs must first create an account in NBCF Grants Portal. Your account details are used solely for the purpose of enabling you to complete the application form.

An automated email is sent acknowledging that the application has been received with a copy of the application attached. Please retain the information in this email throughout the submission process. If you do not receive an email confirmation, please assume the application has not been submitted and contact the NBCF Research Investment Team.

Please note only the PI can submit the application form. If you need to make additional changes to your application, you will need to withdraw your application by contacting the Research Investment Team. Withdrawal is only allowed up until the round closing date. Once the withdrawal of an application has been confirmed, you can edit your application and the version of the application will be incremented by 1 (version 1 to 2, or 2 to 3 etc). After editing, the application can be submitted again.

Consumer Certification of Application Prior to Submission

It is an application requirement for named consumers to certify/sign the application or provide written agreement (e.g. via email or a letter addressed to the PI) that they agree to be named as a consumer on the application. Evidence of written agreement by these consumers must be submitted in NBCF Grants Portal along with the application.

Uploading Documents

All documents uploaded throughout the online application form must be in PDF or word format. When attaching a file, you need to allow sufficient time for the file to be uploaded. You should not navigate to another page until the file has been successfully attached, otherwise the upload will be cancelled. There is a maximum file limit of 10 megabytes. However, it is strongly recommended to keep files under 5 megabytes.

To attach a file, simply drag and drop the file into the respective field in the application.

Save files in the following format:

[Application ID]– [first initial] [last name] – [name of document]

(e.g., 2025-PSG0001- J Smith – Visa)

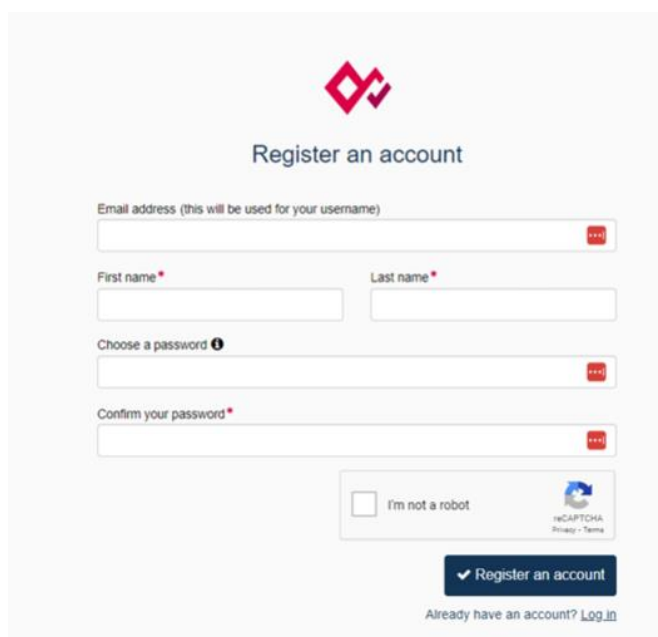
Submitting an application on NBCF Grants Portal

NBCF Grants Portal provides an easy way for grant seekers to complete their application form online. This guide will explain the essential steps you need to take to complete and submit your application form.

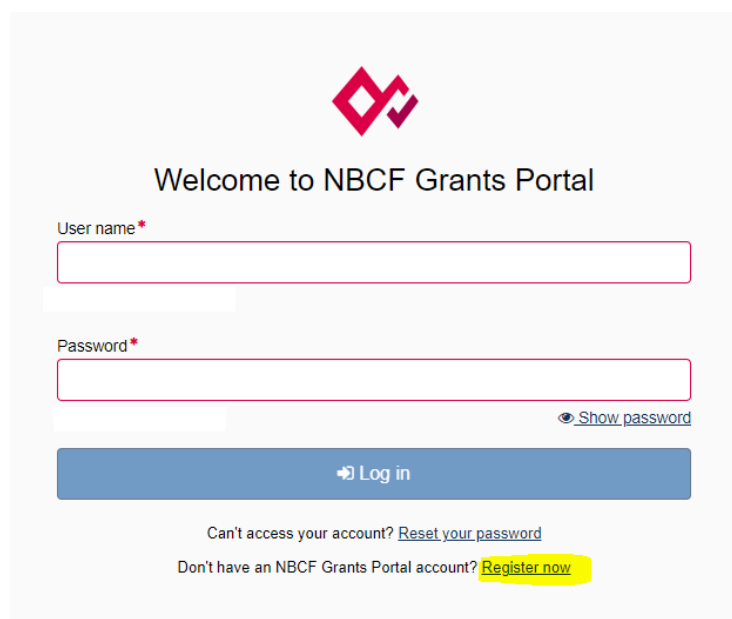
Step 1 - Register and create account with our new NBCF Grants Portal

If you anticipate applying for a grant with NBCF you are required to register and create an account. Your account details are used solely for the purpose of enabling you to complete your application form and in case NBCF needs to contact you. Open the NBCF Grants Portal page at: <https://grants.nbcf.org.au>.

Register for an account by clicking on "Register now".

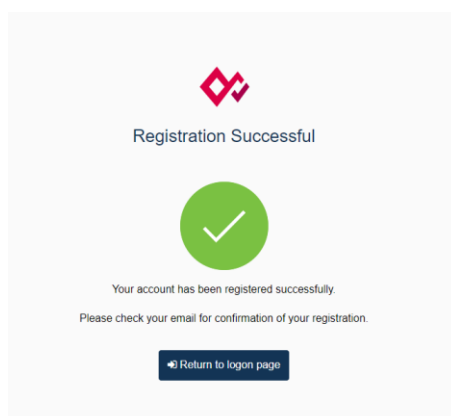


The registration form is titled "Register an account" and features the NBCF logo at the top. It includes input fields for "Email address (this will be used for your username)", "First name", and "Last name". There are also fields for "Choose a password" and "Confirm your password", each with a strength indicator. A checkbox for "I'm not a robot" is accompanied by a CAPTCHA image. A blue button labeled "Register an account" is at the bottom, with a link "Already have an account? Log in" below it.



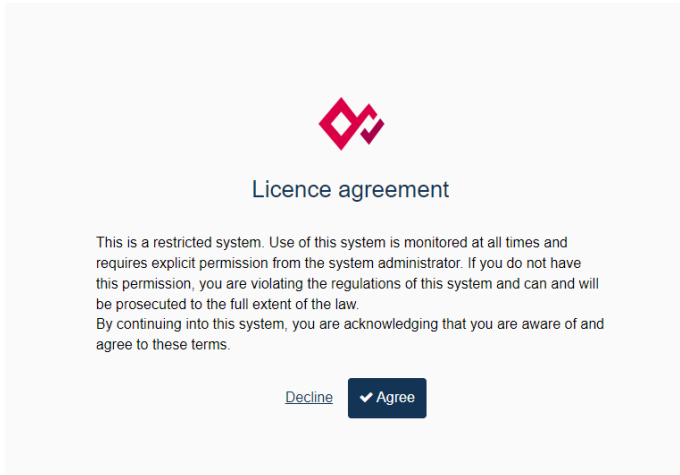
The login page is titled "Welcome to NBCF Grants Portal" and features the NBCF logo. It has input fields for "User name" and "Password", with a "Show password" link next to the password field. A blue button labeled "Log in" is positioned below the fields. At the bottom, there are two links: "Can't access your account? Reset your password" and "Don't have an NBCF Grants Portal account? Register now".


Once you have registered your account successfully, you will receive an email confirming your registration. You will be able to use the same username (your email) and password for any additional applications and future milestone reports you may want to create in the future.



The confirmation screen is titled "Registration Successful" and features the NBCF logo. It displays a large green checkmark icon. Below the icon, it states "Your account has been registered successfully. Please check your email for confirmation of your registration." A blue button labeled "Return to login page" is at the bottom.

Upon successful signing into the NBCF Grants Portal, you will need to agree with the License Agreement by clicking Agree to proceed. Clicking Decline will bring you back to the Sign In screen.





Licence agreement

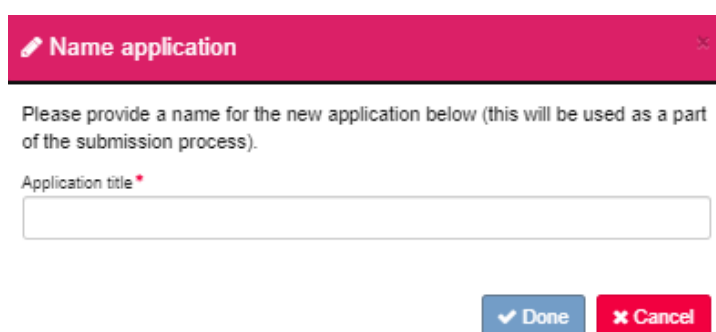
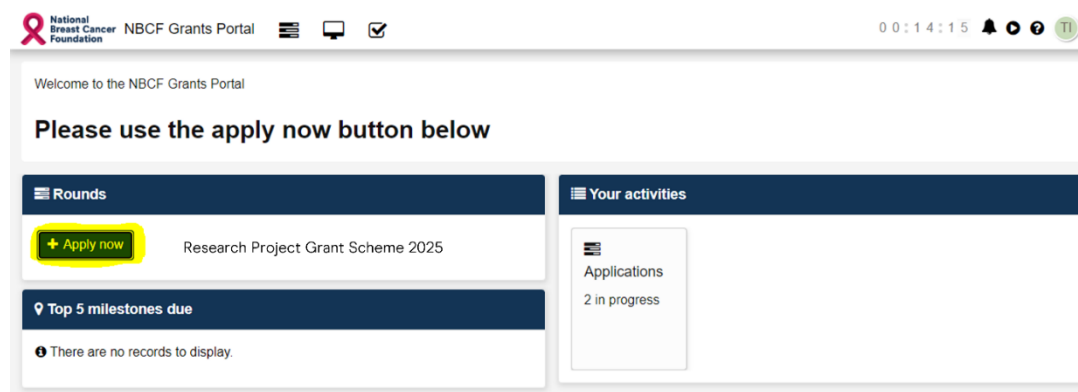
This is a restricted system. Use of this system is monitored at all times and requires explicit permission from the system administrator. If you do not have this permission, you are violating the regulations of this system and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

[Decline](#)

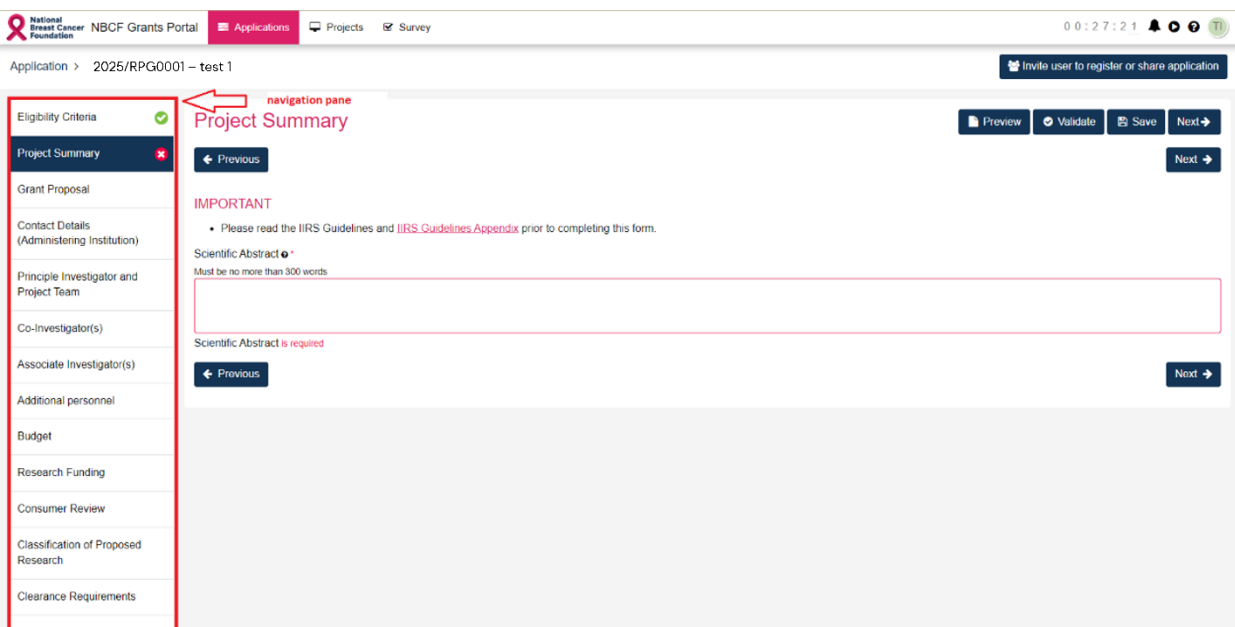
Important Points	
1	You will not be able to proceed with any system usage until you are successfully signed into the system.
2	The first page you see upon successful sign into the system may be different from other users' due to your role and the access to functionalities in the system.
3	One (1) computer allows for one user account sign in at any one time. For e.g., if you are signed in as UserA, please DO NOT use another browser or opening a new browser tab to sign in as a different user.

Step 2 – Fill out the application form

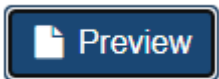
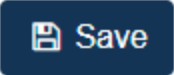
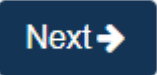
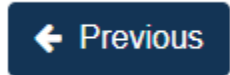


Upon login, select the grant opportunity in the Rounds section you wish to apply for and click the +Apply now button and complete the application title. Click 'Done' and you will be taken to the application form. You can now complete the application form by providing the required.



Use the left navigation pane to navigate through the document from one page to another while filling up the necessary fields on each page of the application.



You can navigate through the application using the following on screen buttons:

	<p>Click to download and Preview the application.</p> <p>While editing your application, you can download a copy using the Preview button.</p> <p>The copy is downloaded using your browsers default settings.</p> <p>You may need to open a downloaded zip file if the download package has been set up to include files in both PDF and RTF format.</p>
	<p>Click on the Save icon to save the application as desired. Saved applications will be listed on the 'Applications' page.</p>
	<p>Click to go to Next page of the application. This button allows for navigation of the Application's pages.</p>
	<p>Click to go to Previous page of the application. This button allows for navigation of the Application's pages.</p>
	<p>Completion of each application page has indication shown with  a tick. You can return to your application at any time prior to the close date of the grant round and continue your application, simply by logging back into your account.</p>

Step 3 – Review and Submit Application

Once you have completed all mandatory questions you can select the “Submit” button to finalise the application. Once submitted, the application will become “read only”.

The system will advise you by email that your application submission is successful.

Please note only the PI can submit the application form. If you need to make additional changes to your application, you will need to withdraw your application by contacting the Research Investment Team. Withdrawal is only allowed up until the round closing date. Once the withdrawal of an application has been confirmed, you can edit your application and the version of the application will be incremented by 1 (from version 1 to 2, or 2 to 3 etc). After editing the application can be submitted again.

Step 4 – Managing your application

On application homepage you can see all your applications or those that have been shared with you, create new applications, or continue from a previous one.

Copy an application

The copy application function allows you to create a new application with the similar information of the copied application. This saves applicant's time for creation of an application which has similar information of an existing application in the system. Each application is allocated an unique identifier. Click on the identifier to copy an application.

Below are your applications. Click the link to open an existing application or use the "+ New appl

IDENTIFIER	TITLE	VERSION	STATUS	OWNER
2025/RPG0001	test 3 - Copy of...	1.00	In Progress	TI
2025/RPG0001	test 3	1.00	Submitted	TI

Application information

- Copy application
- New version
- Invite user to register or share application
- Download application attachments
- View submitted application

Identifier: 2025/RPG0001 Submitted

Title: test 3

Version: 1.0

Organisation: THE GARVAN INSTITUTE OF MEDICAL RESEARCH

Before copying your application, please ensure that you would like to create a new application.

If you are using this application data to assist in the creation of a completely new application, which is *not* a resubmission of a previous application; select **new application**. If you are undertaking amendments for a resubmission; select **cancel** and choose the **new version** function instead.

Where would you like to continue from?


Version

1.00 - Initial Application (23/11/2022 2:29:33 PM)

New application Cancel

To create a copy of an application form:

1. Click New application.
2. Key in the Application Title.
3. Click New application.
4. Successfully created application is shown on the main page.

 **Copy application** ✕

You are about to copy the selected application. If you would like to continue, click the 'new application' button below. Please provide the new name below.

Application title

test 1 – Copy of 2025/RPG0001

< Back


+ New application

✕ Cancel

Edit an application

You can add and edit your application as many times as you like up until the round close date.

1. To edit an application:
2. Select Applications.
3. Select the Application Title.

 **National Breast Cancer Foundation** NBCF Grants Portal



☰ Applications


🖨 Projects

☑ Survey

Application > Applications

Below are your applications. Click the link to open an existing application or use the “ + New application” button above to start a new one.

 Download  Export CSV

<input type="checkbox"/>	IDENTIFIER	TITLE	VERSION	STATUS	OWNER
<input type="checkbox"/>	2025/RPG0001	test 1 – Copy of 20...	1.00	In Progress	

Note:

You can paste text created in another application such as Word into text boxes.

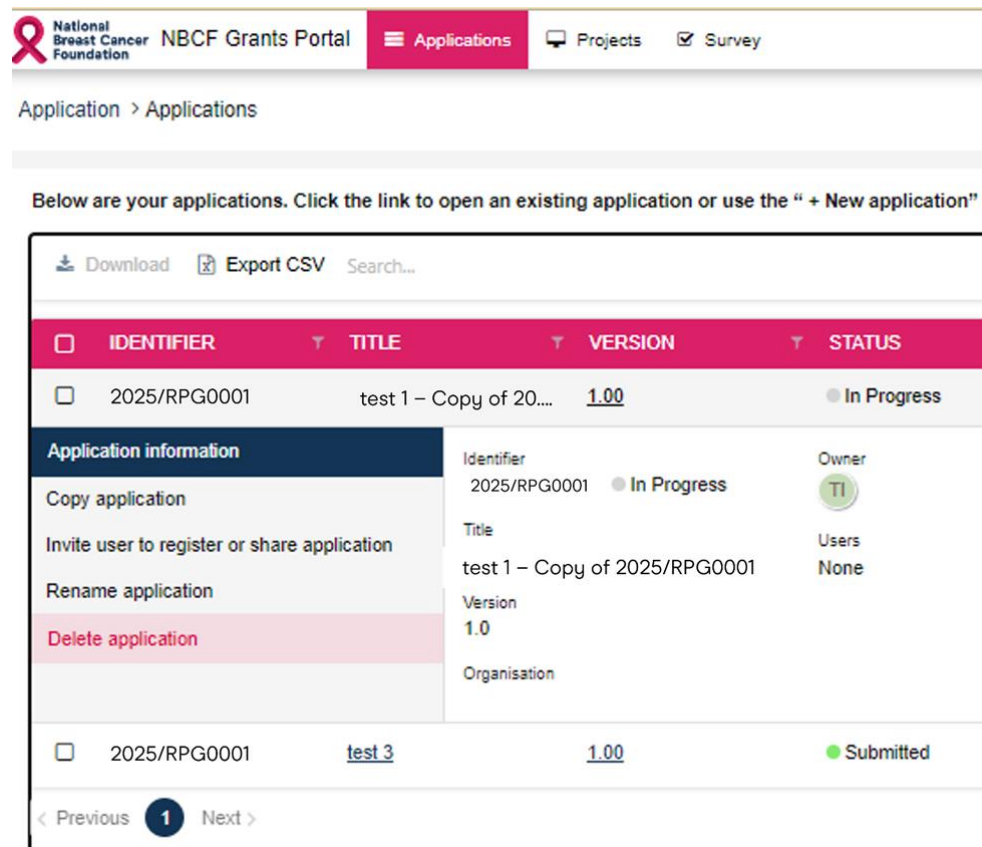
You can return to edit/update your application as often as required.

Your application is saved each time you move to a new screen.

Delete an application

To permanently remove an application

1. Select the Delete option.
2. Select the Delete option again to confirm the action.



National Breast Cancer Foundation NBCF Grants Portal Applications Projects Survey

Application > Applications

Below are your applications. Click the link to open an existing application or use the “+ New application”!

Download Export CSV Search...

IDENTIFIER	TITLE	VERSION	STATUS
2025/RPG0001	test 1 – Copy of 20...	1.00	In Progress
2025/RPG0001	test 3	1.00	Submitted

Application information

- Copy application
- Invite user to register or share application
- Rename application
- Delete application**

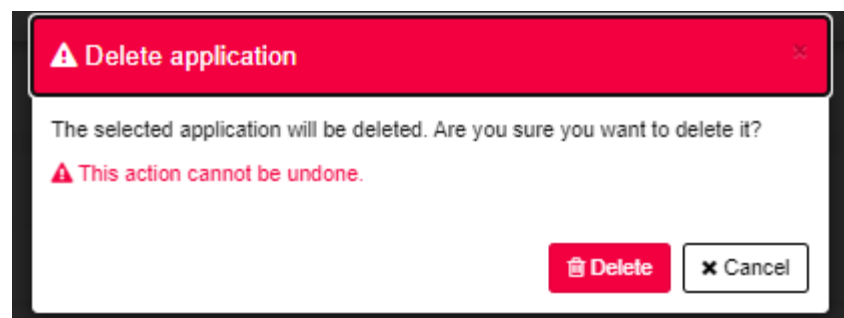
Identifier: 2025/RPG0001 In Progress Owner: TI

Title: test 1 – Copy of 2025/RPG0001 Users: None

Version: 1.0

Organisation:

< Previous 1 Next >



Delete application

The selected application will be deleted. Are you sure you want to delete it?

This action cannot be undone.

Delete Cancel

Rename an application

To change the Title of the application:

1. Select the Rename application option.
2. Enter a new Application Title.

The screenshot shows the NBCF Grants Portal interface. At the top, there is a navigation bar with the NBCF logo, 'NBCF Grants Portal', and tabs for 'Applications', 'Projects', and 'Survey'. Below the navigation bar, the breadcrumb 'Application > Applications' is visible. A message states: 'Below are your applications. Click the link to open an existing application or use the “+ New application” button above to start a new one.' Below this message are links for 'Download', 'Export CSV', and a 'Search...' field. A table lists applications with columns: IDENTIFIER, TITLE, VERSION, STATUS, and OWNER. The first application is '2025/RPG0001' with title 'test 1 – Copy of 20...', status 'In Progress', and owner 'TI'. A sidebar for 'Application information' is open for the first application, showing options: 'Copy application', 'Invite user to register or share application', 'Rename application' (highlighted with a red box), and 'Delete application'. The 'Rename application' option is highlighted with a red box. Below the sidebar, the application details are shown: Identifier '2025/RPG0001', Status 'In Progress', Owner 'TI', Title 'test 1 – Copy of 2025/RPG0001', Version '1.0', and Organisation. The second application in the table is '2025/RPG0001' with title 'test 3', version '1.00', status 'Submitted', and owner 'TI'. At the bottom, there are navigation links: '< Previous', '1' (selected), and 'Next >'.

Invite user to register, share & manage access.

The share function allows user to share an application with other user(s) – existing or non-existing users, for viewing or editing the application. Shared applications have indicator that is shown on the main application page.